

**CONSTITUTION**  
**and**  
**BY LAWS**  
**of the**  
**M.: E.: GRAND CHAPTER**  
**of**  
**ROYAL ARCH MASONS**  
**of**  
**KANSAS**



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**LAWS OF CAPITULAR MASONRY**

**INDEX TO**

**CONSTITUTION AND BY-LAWS**

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Figures immediately following the titles refer to sections, articles or chapters of the laws. References to the Constitution are prefixed by the letter C. For example, C-IV 3 refers to Article IV, Section 3 of the Constitution. References without such prefix are to the By-Laws.  
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ACCOUNTS - see FUNDS

ADDRESS

Forms of District Deputy Grand High Priest, 3-106 .....	11
Grand Officers, C-II 5 .....	2
Grand Representatives, 3-107 .....	11

ADDRESS OF GRAND HIGH PRIEST, 3-203 .....	12
---	----

ADJOURNED SESSIONS OF GRAND CHAPTER, 2-103 .....	10
--	----

ADVANCEMENT, see PETITIONS

ALLEGIANCE TO GENERAL GRAND CHAPTER, C-1 3 .....	1
--	---

ALLOWANCES

See also SALARIES

Attending Grand Chapter

Committee Chairmen, 3-404 .....	16
Expense and Mileage, 3-405, 3-406 .....	16
Commissioners of Trials, 3-209 .....	14
Grand High Priest, 3-403 .....	16
Grand Lecturer, 3-402 .....	16

AMENDMENT

By-Laws, C-III 9; 3-206 .....	6, 13
Constitution, C-V 1; 3-206 .....	8, 13
Minutes, 4-112 .....	19

AMPLE FORM OPENING, 2-103 .....	10
---------------------------------	----

AMUSEMENTS, 4-109 .....	19
-------------------------	----

APPEALS

See also, TRIALS

Examination of Transcripts, 3-206 .....	13
---	----

APPLICATIONS, see PETITIONS

APPOINTMENTS

Chapter Officers, C-IV 3; 4-204 .....	2, 20
Commissioners of Trials, 3-209, 5-113 .....	14, 34
District Deputy Grand High Priest, 3-106 .....	11
Grand Officers, C-II 1-6; 3-104, 3-105 .....	3, 10, 11
Investigating Committee, 4-410 .....	25, 34
Standing Committees, C-II 13; 4-213 .....	4, 21

APPROPRIATIONS, 3-204, 3-302 .....	12, 15
------------------------------------	--------

APRONS, 3-502, 4-214 .....	17, 22
----------------------------	--------

ARK, 5-204 .....	34
------------------	----

ARREST OF CHARTER, C-IV 7a .....	7
----------------------------------	---

ASSISTANT

Grand Lecturer, 3-104 .....	10
Grand Secretary, 3-105, 3-405 .....	11, 16
Grand Sentinel, 3-105, 3-405 .....	11, 16

AUDITS

Chapters, 4-213 .....	21
-----------------------	----

Grand Chapter, 3-204 .....	12
AUTHORITY	
To Grand High Priest, C-II 6 .....	3
To open Grand Chapter, C-I 6 .....	2
To Open and preside, Chapter, 4-105, 5-104 .....	18, 32
Temporary Grand Officers, C-II 12 .....	4
BALLOT	
Elections by, C-II 2, C-IV 3 .....	2, 6
On petitions, 4-412 to 4-414 .....	26
Secrecy of, 4-415 .....	26
BONDS, see SURETY BONDS	
BOOK OF MARKS, LODGE, 5-203 .....	34
BOOKS, LIBRARY, 3-204 .....	12
BUSINESS ENTERPRISES, C-III 8 .....	5
BY-LAWS	
Chapters, 4-110, 4-111 .....	25, 26
Grand Chapter	
Amendment, 3-206 .....	13
Keeping in Chapter Room, 4-111 .....	13
Power to enact, C-III 9 .....	6
CANDIDATES	
See also DEGREES: PETITIONS	
Investigation of, 4-410, 4-41 .....	25, 26
Return of Deposit to, 4-418, 4-419 .....	27
Selection of Mark, 5-203 .....	34
Time for initiation or advancement, 4-410, 4-419 .....	25, 27
CAPTAIN OF THE HOST, see OFFICERS, CHAPTER	
CEREMONIES (See Book of Ceremonies)	
Chapter	
Grand Chapter to prescribe, C-III 2 .....	4
Opening Grand Chapter, 2-103 .....	10
CERTIFICATES	
Dimission, 4-409, 4-424 to 4-426 .....	25, 28
Grand Secretary's, 5-110 to 5-112 .....	33, 34
Transfer of Membership, 4-427 .....	28
CHAPTER ROOM, 4-109, 4-111 .....	19
CHAPTERS UNDER DISPENSATION	
Committee on, duties, 3-205 .....	13
Consent of nearest Chapter, 5-103 .....	32
Convocation and roll, 5-107 .....	33
Dimits of petitioners for, 5-101 .....	32
Officers of, 5-101, 5-102, 5-104 .....	34
Letltters of Dispensation	
Fees for, 5-109 .....	33
Grand High Priest's powers, C-IV I .....	6
Petitions for, 5-101 .....	32
Preliminary requirements, 5-101, 5-103 .....	32
Surrender or revocation, 5-110, 5-111 .....	33
Time limitation, C-IV I .....	6
Powers of, 5-104 .....	32
Return of work, C-IV I, 5-104, 5-106 .....	6, 32, 33
CHARITY	
Additional Chapter tax for, 4-503.....	30
Chapter Committee on, 4-213 .....	21
Fund, Grand Chapter, 3-301, 3-303, 3-306 .....	15
Purpose of Grand Chapter, C-I 2, C-III 8 .....	1, 8
CHARTER	
Arrest, C-IV 7a .....	7
Consolidation Chapter, C-IV 9 .....	7

Forfeiture for offense, C-III 4 .....	5
New Chapter, C-IV 2 .....	6
Fees for, 5-109 .....	33
Filing of, 3-204, 5-109 .....	12, 33
Petition for, 5-108 .....	33
Report on applications for, 3-205 .....	13
Revocation, C-IV 7; 5-111, 5-112 .....	7, 33, 34
Surrender, C-IV 6; 5-111, 5-112 .....	7, 33, 34
Traveling, C-IV 10 .....	8
CHARTERED CHAPTERS AND CHAPTER U.D., See COMMITTEES, GRAND CHAPTER	
CLAIMS, AUDIT OF CHAPTER, 4-213 .....	21
CLERICAL HELP, GRAND CHAPTER, 3-105 .....	11
CLOSING CHAPTER, 4-107 .....	18
CLOTHING OF ROYAL ARCH MASONS, 3-502, 4-214 .....	17, 22
COMMISSIONERS OF TRIALS, see TRIALS	
COMMITTEES	
Chapter	
Finance and Charity, 4-213 .....	21
Investigation of Candidates, 4-410. 4-411 .....	25, 26
Grand Chapter	
Appointment, C-II 13 .....	4
Allowances	
Chairman, 3-404 .....	16
Expenses & Mileage, 3-405, 3-406 .....	16
Chartered Chapters and Chapters U.D., 3-205 .....	13
Correspondence, 3-207 .....	14
Credentials, 3-202 .....	12
Finance and Property, 3-204 .....	12
Jurisprudence, 3-206 .....	13
Necrology, 3-208 .....	14
Reports of Grand Officers, 3-203 .....	12
COMMON LAW OF MASONRY, 1-101 .....	9
COMMUNICATION WITH CHAPTERS IN OTHER JURISDICTIONS, 4-304 .....	23
CONSOLIDATION OF CHAPTERS, C-IV 9 .....	7
CONSTITUTION	
Amendment and repeal, C-V 1 .....	8
Keeping in Chapter Room, 4-111 .....	19
CONVOCATIONS	
Chapter	
Authority to open and preside, 4-104, 5-104 .....	18, 32
Opening and closing, 4-107 .....	17
Order to assemble, 4-106 .....	17
Place of Meeting, 4-109 .....	19
Quorum, 4-102, 4-105 .....	17
Special, 4-101, 4-103, 4-106 .....	17
Stated, 4-101, 4-102, 4-106, 5-107 .....	18, 33
Under Dispensation, 5-107 .....	33
Grand Chapter	
Adjourned Sessions, 2-103 .....	10
Annual reports of, 3-504, 3-505 .....	17
Expenses and mileage attending, 3-405, 3-406 .....	16
Grand Representatives to, 3-107 .....	17
Stenographic and clerical help, 3-105 .....	17
Opening ceremony, 2-103 .....	10
Place of meeting, 2-101, 2-102 .....	9
Quorum, C-I 6 .....	2
Recording of proceedings, 3-103 .....	10
Reporting members present, 3-202 .....	12

Special, C-I 5; 2-102 .....	2, 10
Stated, C-I 5; 2-101 .....	2, 9
CORRESPONDENCE	
Committee on, See Committees, Grand Chapter	
Chapters in other Grand Jurisdictions, 4-304 .....	23
Publications of Reports on, 3-504 .....	17
CREDENTIALS COMMITTEE, see COMMITTEES, Grand Chapter	
CRYPTOGRAM, 5-20 .....	34
DEFUNCT CHAPTERS, C-VI 6, 7; 5-110 to 5-112 .....	7, 33, 34
DEGREES	
See also CANDIDATES, PETITIONS	
Chapters under dispensation, C-VI 1 .....	6
Constitutional provision for, C-III 1 .....	4
Exemplification of, C-III 1 .....	4
Fees for, 4-501 .....	29
Objection to conferring, 4-416, 4-419 .....	27
One ballot for all, 4-414 .....	26
Required for opening Chapter, 4-103, 4-107 .....	15
Time for initiation and advancement, 4-410, 4-419 .....	25, 27
DEPENDENT MEMBERSHIP, see MEMBERSHIP	
DEPOSIT	
Chapter Funds, 4-208 .....	20
Grand Chapter Funds, 3-102 .....	10
Return of Candidate's, 4-418, 4-419 .....	27
DIMIT	
Applicant for membership must show evidence of, 4-408, 4-409 .....	25
Applications for, 4-424, 4-427 .....	28
Chapter officers, 4-203 .....	20
Effect on Grand Chapter membership, C-I 4 .....	1
Limitation and renewal, 4-426 .....	28
Members	
Defunct Chapters, 5-110 to 5-112 .....	33, 34
New Chapters, 5-101 .....	32
DISCIPLINE, see TRIALS	
DISPENSATION	
Chapters Under, see Chapters Under Dispensation	
Fees for special, 3-307 .....	15
DISTRICT DEPUTY GRAND HIGH PRIESTS, 3-106; 3-406 .....	11, 16
DUE FORM OPENING, 2-103 .....	10
DUES	
Chapter	
Assessment of, 4-503 .....	30
Non-payment, 4-504 .....	30
Suspension for, 4-505, 4-506 .....	30
Notice of, 4-505 .....	30
Receipt for, 4-507, 5-301 .....	31, 35
Remission of, 4-503 to 4-506 .....	30, 31
Secretary's duties, 4-505 .....	30
Time for payment, 4-505 .....	30
When dimit granted, 4-425 .....	28
Grand Chapter	
Assessment of Per Capita Tax, C-III 3 .....	4
Defined as Chapter Dues, 4-504 .....	30
Payment by	
Chapters, 4-509 .....	31
Members of Defunct Chapter, 5-111, 5-112 .....	33, 34
Penalty for non-payment, C-VI 8; 4-509 .....	7, 31
DUTIES	
See also COMMITTEES: OFFICERS	

Of Members, 4-211 .....	21
<b>ELECTIONS</b>	
Chapter	
Officers, C-IV 3 .....	6
To fill vacancies, 3-307, 4-203 .....	15, 20
Trustees, 4-212 .....	21
Grand Chapter, C-II 2 .....	2
Method of Voting, 1-102 .....	9
Time of, 3-101 .....	10
<b>ELIGIBILITY</b>	
Chapter officers, 4-201, 4-212 .....	19, 20
District Deputy Grand High Priests, 3-106 .....	11
Grand Chapter officers, C-II 3; 3-101 .....	2, 10
Standing Committee members, 3-201 .....	12
EMERGENT TAX, CHAPER, 4-503 .....	30
EXPENDITURES, see FUNDS	
EXPENSES, see ALLOWANCES: SALARIES	
<b>EXPULSION</b>	
From Lodge, effect of, 4-423 .....	28
For offense against Capitular Masonry, C-III 5 .....	5
Terminates Grand Chapter membership, C-I 4 .....	1
EXPUNCTION OF MINUTES, 4-112 .....	26
<b>FEES</b>	
For advancement, 4-418, 4-502 .....	27, 29
For Degrees, 4-419, 4-501 .....	27, 29
For Letters and Charter, 5-109 .....	33
For special dispensations, 3-307 .....	15
Payable to Grand Chapter, C-III 3; 4-509 .....	4, 32
Refund to candidate, 4-418, 4-419 .....	27
<b>FINANCE</b>	
See Also FUNDS	
Chapter Committee on, 4-213 .....	21
And Property, Committee on, See Committees, Grand Chapter	
<b>FORM</b>	
Of Address, see ADDRESS	
Of opening, Grand Chapter, 2-103 .....	10
<b>FORMS</b>	
And Record Books, C-III 9; 5-301 .....	6, 35
And Rules for ceremonies, C-III 2 .....	4
<b>FUNDS</b>	
Chapter	
Audit of, 4-213 .....	21
Collected by Trustees, 4-212 .....	21
Collection and accounting, 4-209 .....	21
Custody, deposit, disbursement, 4-208 .....	20
Defunct, C-IV 6, 7 .....	7
Dues and fees, 4-501 to 4-509 .....	29, 30
Use of, 4-508 .....	30
Grand Chapter	
Accounts of Grand Treasurer, 3-301 .....	15
Charity, 3-301, 3-303, 3-306 .....	15
Collection and accounting, 3-103 .....	10
Custody, deposit, disbursement, 3-102 .....	10
Examination of, 3-204 .....	12
General, 3-301, 3-302, 3-306 .....	10, 11
Investment of, 3-306 .....	11
Methods of raising, C-III 3 .....	4

Triennial, 3-301, 3-304 .....	15
FURNITURE OF CHAPTER, 4-214 .....	22
GENERAL	
Fund, Grand Chapter, 3-301, 3-302, 3-306 .....	15
Grand Chapter	
Allegiance to, C-I 3 .....	1
Decisions and proceedings, 3-207 .....	14
GRAND COUNCIL	
Composition and duties, C-II 8 .....	3
Control of Charity Fund, 3-303 .....	15
Investment of Funds, 3-306 .....	15
Surety bond requirements by, 3-305 .....	15
GREAT SEAL, 3-501 .....	17
HIGH PRIEST, see OFFICERS, CHAPTER	
HISTORICAL REGISTRY, 3-204 .....	12
INITIATION, TIME FOR, 4-410, 4-419 .....	25, 27
INSTALLATION	
Chapter officers, C-IV 3; 4-202 .....	6, 19
Grand Chapter officers, 3-101 .....	10
INVESTIGATION	
Committee, Chapter, 4-410, 4-411 .....	25, 26
Petitions for Letters, 5-101 .....	32
By Grand Lecturer, 3-104 .....	10
INSTRUCTION OF OFFICERS, CHAPTERS U.D., 5-102 .....	32
INVESTMENT OF FUNDS, 3-306 .....	15
Examination of, 3-204 .....	12
JEWEL FOR RETIRING GRAND HIGH PRIEST, 3-503 .....	17
JEWELS OF OFFICE, 3-502, 4-214 .....	17, 22
JURISDICTION	
Chapter	
Officers outside, 4-203 .....	20
Over Petitioner, 4-303, 4-405 .....	23, 24
Sojourners, 4-405, 4-406 .....	24
Territorial, C-IV 4 .....	6
For Discipline, C-III 6 .....	5
Grand Chapter, C-I 1 .....	1
Waivers of, 4-402, 4-406, 4-407, 4-417, 4-502 .....	23, 24, 27, 29
JURISPRUDENCE COMMITTEE, see COMMITTEES	
KEYSTONE, 5-204 .....	34
KING, see OFFICERS, CHAPTER	
LANTERN SLIDES, C-III 2 .....	4
LETTERS OF DISPENSATION see CHAPTERS UNDER DISPENSATION	
LIBRARY, 3-204 .....	12
LIFE MEMBERSHIP, 4-503a .....	30
LODGE AFFILIATION MEMBERSHIP BASIS, 4-301, 4-405, 4-423 .....	22, 24, 28
MARK MASTER	
Degree, C-III 1 .....	4
Work in, 5-202 .....	34
Lodge, Quorum, 4-105 .....	18
MARK, SELECTION OF, 5-203 .....	34
MASONIC HOME, 3-204 .....	12
MEETINGS, see CONVOCATIONS	
MEMBERS	
Chapters Under Dispensation, 5-101 .....	32
Clothing, 3-502, 4-214 .....	17, 22
Correspondence regarding, 4-403.....	24
Defunct chapters, 5-110 to 5-112 .....	33, 34
Duties, 4-211 .....	21
Offense by, C-III 5; 4-403, 4-415 .....	5, 24, 26

Right of visitation, 4-305 .....	23
<b>MEMBERSHIP</b>	
Dependent on Lodge affiliation, 4-301, 4-405, 4-423 .....	22, 24, 28
Dual, 4-302 .....	22
Dues, See Dues	
Fees, 4-502 .....	29
Grand Chapter, Composition of, C-I 4 .....	1
Historical Registry, 3-204 .....	12
Life, 4-503a .....	30
Per Capita tax basis, C-III 3; 4-509 .....	4, 31
Petitions for, see Petitions	
Place of, 4-302, 4-417 .....	22, 27
Roll, 5-106, 5-107 .....	33
Transfer of, 4-301, 4-427 .....	22, 28
<b>MILEAGE</b>	
Checks for, 3-204 .....	12
District Deputy Grand High Priests, 3-106, 3-406 .....	11, 17
Grand Chapter Attendance, 3-405, 3-406 .....	16
<b>MILITARY SERVICE, SOJOURNERS IN, 4-405 .....</b>	<b>24</b>
<b>MINUTES</b>	
See also PROCEEDINGS	
Chapters Under Dispensation, 5-105 .....	33
Expunction, 4-112 .....	26
Reading of, 4-102 .....	23
Secretary's duties, 4-209 .....	21
<b>MOST EXCELLENT MASTER</b>	
Degree, C-III 1 .....	4
Work in, C-III 2; 5-202 .....	4, 34
Lodge, quorum, 4-105 .....	18
<b>NAME, OFFICIAL, C-I 1 .....</b>	<b>1</b>
<b>NAVAL SERVICE, SOJOURNERS IN, 4-405 .....</b>	<b>24</b>
<b>NECROLOGY COMMITTEE, SEE COMMITTEES</b>	
<b>NOTICES</b>	
Change in record forms, 5-301 .....	35
Dues, 4-505 .....	30
Suspension, 4-301 .....	22
<b>OBJECTION TO CONFERRING DEGREES, 4-416, 4-419 .....</b>	<b>27</b>
<b>OFFENSES</b>	
See also TRIALS	
Chapters, C-III 4 .....	5
High Priest, 3-108 .....	12
Members, C-III 5; 4-403, 4-415 .....	5, 24, 26
<b>OFFICERS</b>	
<u>Chapter</u>	
Appointive, C-IV 3; 4-210, 5-104.....	6, 21, 32
Authority to open and preside, 4-104, 5-104.....	18, 32
Board of Trustees, 4-212 .....	21
Bonds, 4-208, 4-209 .....	20
Captain of the Host, C-IV 3 .....	6
Clothing and Jewels, 4-214 .....	22
Election, C-IV 3; 3-307 .....	6, 15
Eligibility, 4-201, 4-203 .....	19, 20
High Priest, C-IV 3 .....	6
Appointments of	
Committees, 4-213, 4-410 .....	21, 25
Subordinate officers, C-IV 3; 5-104 .....	6, 32
Vacancies, 4-204 .....	19
Charges against, 3-108 .....	12



Custodian of Rituals, 5-108 .....	12
Duties generally, 4-205 .....	20
Member	
Charity Committee, 4-213 .....	21
Grand Chapter and Committees, C-I 4; 3-201, 3-202, 5-113 .....	1, 12, 34
Powers and prerogatives, 4-206 .....	20
Request for Grand Chapter	
Convocation, C-I 5 .....	2
Suspension, 3-108 .....	12
Installation of, C-IV 3; 4-202 .....	6, 19
Jewels, 4-214 .....	22
King, C-IV 3 .....	6
Duties, 4-207 .....	20
Member	
Charity Committee, 4-213 .....	21
Grand Chapter, C-I 4; 3-202 .....	1, 12
Masters of the Veils, C-IV3 .....	6
Royal Arch Captain, C-IV 3 .....	6
Scribe, C-IV 3 .....	6
Duties, 4-207 .....	20
Member	
Charity Committee, 4-213 .....	21
Grand Chapter, C-I 4; 3-202 .....	1, 12
Secretary, C-IV 3 .....	6
Duties, 4-113, 4-209, 4-505, 5-111 .....	19, 21, 30, 33
Sentinel, C-IV 3 .....	6
Subordinate, C-IV 3; 4-210, 5-104 .....	6, 21, 32
Suspension of, 3-108, 4-203 .....	12, 20
Treasurer, C-VI 3, 4-208, 4-209 .....	6, 20, 21
Under Dispensation, 5-102, 5-104, 5-106 .....	32, 33
Vacancies, 4-203, 4-204 .....	20

#### Grand Chapter

Advice by Standing Committees, 3-201, 3-206 .....	12, 13
Appointive, C-I 4; C-II 1-5 .....	1, 2
Duties of, C-II 11; 3-105 .....	2, 11
Bonds, surety, C-II 9, 10; 3-102, 3-305 .....	3, 10, 15
Clothing and jewels, 3-502 .....	17
Constitutional provision for, C-II 1 .....	2
District Deputy Grand High Priests, 3-106 .....	11
Election and term, C-II 3; 3-101 .....	2, 10
Eligibility, C-II 3; 3-101 .....	2, 10
Expense and mileage, 3-405, 3-405 .....	16
Grand Captain of the Host, C-II 1 .....	2
Grand Chaplain, C-II 1 .....	2
Grand High Priest, C-II 1 .....	2
Annual Report of, C-II 6; 3-203 .....	3, 12
Appointments of	
Commissioners of Trials, 3-209, 5-113 .....	14, 34
District Deputy Grand High Priests, 3-106 .....	11
Grand Representatives, 3-107 .....	11
Officers to fill vacancies, C-II 4, 6 .....	2, 3
Standing Committees, C-II 2; 3-105 .....	2, 11
Subordinate officers, C-II 2; 3-105 .....	2, 11
Assembling of Chapter, 4-106 .....	18
Breaks tie vote, 1-102 .....	9
Chapters Under Dispensation, C-IV 1; 5-101 to 5-111.....	32, 33
Contingent Fund, 3-403 .....	16

Consolidation of Chapters, C-IV 9 .....	7
District Boundaries fixed by, 3-106.....	16
Installation OF Grand Officers, 3-101 .....	10
Jewel for, 3-503 .....	17
Member Grand Council, C-II 8 .....	3
Opening hour fixed by, 2-101.....	9
Powers, constitutional, C-II 6 .....	3
Removal of Chapter, C-IV 7 .....	7
Reports to, 3-104, 3-106 .....	10, 11
Salary of, 3-401 .....	16
Special Dispensation, 3-307, 4-201 .....	15, 19
Suspension of Grand Officers, 3-108, 4-203 .....	12, 20
Grand King, C-II 1 .....	2
Duties generally, C-II 7 .....	3
Member Grand Council, C-II 8 .....	3
Power to assemble Chapters, 4-106 .....	18
Grand Lecturer, C-II 1 .....	2
Assistants, 3-104 .....	10
Qualifications and duties, 3-104, 5-102 .....	10, 32
Salary and Expenses, 3-402 .....	16
Grand Representatives, 3-107 .....	11
Grand Royal Arch Captain, C-II 1 .....	2
Grand Scribe, C-II 1 .....	2
Duties generally, C-II 7 .....	3
Member Grand Council, C-II 8.....	3
Power to assembly Chapters, 4-106 .....	18
Grand Secretary, C-II 1 .....	2
Accounting and annual report, C-II 10 .....	3
Assistant to, 3-105 .....	21
Bond, surety, C-II 10; 3-305 .....	11
Certificate, 5-111, 5-112 .....	33, 34
Charters	
Granted, 5-109 .....	33
Revoked or surrendered, C-IV 6; 5-110, 5-111 .....	7, 33
Collection of moneys, 3-102, 5-111 .....	10, 33
Correspondence between Chapters, 4-304 .....	23
Credentials, 4-509 .....	31
Custody of	
Great Seal, 3-501 .....	17
Records, C-II 10; 3-103 .....	3, 10
Duties generally, C-II 10; 3-103 .....	3, 10
Examination of office of, 3-204 .....	12
Forms and record books, 4-507, 5-301 .....	31, 35
Letters of Dispensation, 5-109 .....	33
Proceedings of Grand Chapter, 3-103, 3-504, 3-505 .....	10, 17
Reports to	
Chapter annual, C-IV 8 .....	7
Chapters Under Dispensation, 5-105 .....	33
Defunct Chapters, 5-111 .....	33
Salary, 3-401 .....	16
Special Dispensations, fees for, 3-307 .....	15
Warrants & Orders, 3-102, 3-103, 3-302 .....	10, 15
Grand Sentinel, C-II 1 .....	2
Assistant, 3-104 .....	11
Grand Treasurer, C-II 1 .....	2
Annual Report, C-II 9 .....	3
Bond, Surety, C-II 9; 3-102, 3-305 .....	3, 10, 15
Duties, generally, C-II 9; 3-102 .....	3, 10
Examination of books of, 3-204 .....	12

	Funds	
	Accounting for, C-II 9; 3-102 .....	3, 10
	Custody of, 3-102, 3-103, 3-301 to 3-304 .....	10, 15
	Salary, 3-401 .....	16
	Installation of, 3-101 .....	10
	Past, see Past	
	Presence at Convocations reporting of, 3-202 .....	12
	Salaries of, 3-401. 3-402 .....	16
	Subordinate	
	Appointment of, C-II 2 .....	2
	Creation of additional, C-II 1 .....	2
	Suspension of, C-II 6 .....	3
	Temporary powers of, C-II 12 .....	4
	Titles of, C-II 5; 3-106, 3-107 .....	2, 11
	Vacancy and succession, C-II 4; 3-101 .....	2, 10
OFFICIAL STENOGRAPHER		
	Authorization and appointment, 3-105 .....	11
	Salary and expense, 3-401, 3-405 .....	16
OPENING		
	Chapters	
	Authority to, 4-104, 5-104 .....	18, 32
	Degrees required, 4-103, 4-107 .....	18, 19
	Quorum for, 4-105 .....	18
	Grand Chapter	
	Ceremony for 2-103 .....	10
	Quorum for, C-I 1 .....	2
ORDERS		
	To Assemble Chapter, 4-106, 5-104 .....	18, 32
	Issuance by Grand Secretary, 3-103 .....	10
PAST		
	Grand Elective Officers, C-I 4 .....	1
	Grand High Priest	
	As Representatives, 3-107 .....	11
	Expense and mileage, 3-405 .....	16
	Members Grand Chapter, C-I 4; 3-202 .....	1, 12
	High Priests	
	Authorized, may assemble Chapter, 4-105 .....	18
	As Commissioners of Trials, 5-113 .....	34
	As District Deputy Grand High Priests, 3-106, 3-406 .....	11, 16
	Members Grand Chapter, C-I 4; 3-202, 5-113 .....	1, 12, 34
	On Standing Committees, 3-201 .....	12
	Master Degree	
	Authorized, C-III 1 .....	4
	Essential to exaltation, 4-408 .....	
	25	
	Work in C-III 2; 5-202 .....	4, 34
	Masters, Lodge of, 4-105 .....	18
PENALTIES		
	For non-payment of per capita tax, C-IV 8, 4-509 .....	7, 31
	For Offenses, C-III 4, 5 .....	5
PER CAPITA TAX, see DUES		
PETITIONS		
	See also CANDIDATE: DEGREES	
	Advancement	
	Contents, 4-401 .....	23
	Reception 4-403. 4-406, 4-407, 4-410 to 4-414.....	24, 25, 26
	Rejection or withdrawal, 4-417, 4-418 .....	27
	Balloting on, 4-412 to 4-415 .....	26
	Charter for new Chapter, 5-108 .....	33

Degrees	
Contents, 4-401, 4-404 .....	23, 24
Reception, 4-403, 4-405, 4-4-6, 4-410 .....	24, 25
Renewal, 4-402 .....	23
Rejection or withdrawal, 4-417, 4-418 .....	27
Letters of Dispensation, 5-101 .....	32
Membership	
Contents, 4-401, 4-409 .....	23, 25
Reception, 4-403, 4-408, 4-410 .....	24, 25
Rejection or withdrawal, 4-417, 4-418 .....	27
Sojourners, 4-40, 4-407 .....	24
Reinstatement, 4-421, 4-422 .....	27, 28
Restoration, 4-420, 4-422 .....	27, 28
PLACE	
Of Meeting	
Chapters, 4-109 .....	19
Grand Chapter, 2-101, 2-102 .....	9
Of Membership, 4-302, 4-417 .....	22, 27
PROCEDURE, see TRIALS	
PROCEEDINGS	
Chapters Under Dispensation, C-IV 1; 5-104 .....	6, 32, 33
General Grand Chapter, 3-207 .....	14
Grand Chapter	
Distribution, 3-505 .....	17
Publication, 3-504 .....	17
Recording, 3-103.....	10
Other Grand Chapters, 3-204, 3-207 .....	12, 14
PROPERTY	
Defunct Chapters, C-IV 6, 7; 5-111 .....	7, 33
Grand Chapter, 3-204 .....	12
PROXIES, C-I 4; 3-202, 3-406 .....	1, 12, 16
PUBLICATIONS OF ANNUAL PROCEEDINGS, 3-504 .....	17
PUBLICATIONS IN LIBRARY, 3-204 .....	12
PURPOSE OF GRAND CHAPTER, C-I 2 .....	1
QUORUM	
Chapter, 4-102, 4-105 .....	18
Grand Chapter, C-I 6 .....	2
RECEIPTS	
For Dues, form of, 4-507, 5-301 .....	33, 35
Grand Secretary's, 3-103 .....	10
Grand Treasurer's, C-II 10; 3-102, 3-103 .....	3, 10
Treasurer's, 4-208, 4-209 .....	20
RECEPTION	
District Deputy Grand High Priest, 3-106 .....	11
Petitions, See Petitions	
RECORD	
Books, 5-301.....	35
Of Members, 5-106, 5-107 .....	33
Of Rituals, 5-201 .....	34
RECORDS, GRAND SECRETARY'S C-II 10, 3-103, 3-204 .....	3, 10, 12
REINSTATEMENT, PETITIONS FOR, 4-421, 4-422 .....	27, 28
REJECTION OF PETITION, see PETITION	
REMISSION OF DUES, 4-503 TO 4-506 .....	30, 31
REMOVAL	
Of Candidate, 4-406 .....	24
Of Chapter, C-IV 5 .....	6
REPORTS	
See also PROCEEDINGS	
Chapter	

Annual, C-IV 8; 3-205, 4-509 .....	5, 31
Investigation of candidate, 4-410, 4-411 .....	25, 26
Trustees, 4-212 .....	21
Under Dispensation, C-IV 1; 3-205, 5-104 to 5-106 .....	6, 13, 32
Commissioners of Trials, 3-209 .....	14
Committees	
Chartered Chapters and U.D., 3-205 .....	13
Correspondence, 3-207 .....	14
Credentials, 3-202 .....	12
Finance and Property, 3-204 .....	12
Jurisprudence and Property, 3-204 .....	12
Necrology, 3-208 .....	14
Reports of Grand Officers, 3-203 .....	12
Defunct Chapters, 5-111 .....	33
General Grand Chapter proceedings, 3-207 .....	14
Grand	
Chapter Standing Committees, 3-201 .....	12
Council, C-II 8 .....	3
High Priest, C-II 6 .....	3
Lecturer, 3-104 .....	10
Officers, review of, 3-203 .....	12
Representatives, 3-107 .....	11
Secretary, C-II 10 .....	3
Treasurer, C-II 9 .....	3
REPRESENTATION IN GRAND CHAPTER, C-I 4; 3-202 .....	1, 12
When denied, C-IV 8; 4-509 .....	7, 31
REPRESENTATIVES	
Chapter, mileage, 3-406 .....	16
Grand, 3-107 .....	11
REQUEST, WORK UPON, 4-406, 4-407 .....	24
RESIDENCE OF PETITIONER, 4-405 TO 4-407 .....	24
RESTORATION	
Non-affiliation with Lodge, 4-301 .....	22
Non-payment of dues, 4-506 .....	31
Petitions for, 4-420, 4-422 .....	27, 28
REVENUE, see DUES	
REVOCATION OF CHARTER, C-IV 7; 5-111, 5-112 .....	7, 33, 34
RIGHT OF VISITATION, 4-305 .....	23
RITUALISTIC WORK, C-III 2; 5-202 .....	4, 34
RITUALS, CUSOTDY, 5-201 .....	34
ROYAL ARCH DEGREE	
Opening Chapter on, 4-102 .....	18
Past Master Degree essential to, 4-408 .....	25
Quorum for, 4-105 .....	18
Work in, C-III 2; 5-202 .....	4, 34
RULES	
Ceremonies, C-III 2 .....	4
Procedure in Trials, C-III 7; 5-113 .....	5, 34
SALARIES	
See also ALLOWANCES	
Grand Officers, 3-401. 3-402 .....	16
SCRIBE, see OFFICERS	
SEAL	
Chapter, 4-113 .....	19
Grand Chapter, 3-501 .....	17
SECRECY OF BALLOT, 4-415 .....	26
SECRETARY, see OFFICERS	
SOCIAL GATHERINGS, 4-109 .....	19
SOJOURNERS, 4-405 TO 4-407 .....	24

SPECIAL DISPENSATIONS, 3-307 .....	15
STENOGRAPHER, OFFICIAL, 3-105, 3-401, 3-405 .....	11, 16
SURETY BONDS	
Chapter officers, 4-208, 4-209 .....	20, 21
Grand Secretary, C-II 10; 3-305 .....	3, 15
Grand Treasurer, C-II 9; 3-102, 3-305 .....	3, 5, 15
SURRENDER	
Of Charter, C-IV 6; 5-111 .....	7, 33
Of Letters of Dispensation, 5-110, 5-111 .....	33
SUSPENSION	
By-Laws, 4-111 .....	19
Chapter Officers, 3-108, 4-203 .....	12, 20
Effect on Grand Chapter membership, C-I 4 .....	1
Grand Officers, C-II 6 .....	3
Lodge, 4-423 .....	28
Non-payment of dues, 4-503 .....	30
Offenses, C-IV 5, 6 .....	6
STANDING COMMITTEES, see COMMITTEES	
SUCCESSION AND APPOINTMENT	
Chapter Officers, 4-204 .....	20
Grand Chapter, C-II 4 .....	2
TAX, see DUES	
TIE VOTE, BREAKING, 1-102 .....	9
TIME FOR INITIATION OR ADVANCEMENT, 4-410, 4-419 .....	25, 27
TITLES, C-II 5; 3-105, 3-107 .....	2, 11
TRANSCRIPTS	
Proceedings of Chapters UD, 3-204, 5-105 .....	12, 35
Trials, 3-204, 3-206 .....	12, 13
TRANSFER OF MEMBERSHIP, 4-301, 4-427 .....	22, 28
TRAVELING CHARTER, C-IV 10 .....	8
TREASURER, see OFFICERS	
TRIALS	
See also OFFENSES	
Commissioners of	
Appointment, 5-113 .....	34
Duties and power, 3-204 .....	12
Examination of findings, appeal, 3-206 .....	13
Filing of transcripts, 3-204 .....	12
Jurisdiction for discipline, C-III 6 .....	5
Punishments, C-III 6 .....	5
Rules of Procedure, C-III 7; 5-113 .....	5, 34
TRIENNIAL FUND, 3-301, 3-304 .....	15
TRUSTEES, CHAPTER, 4-212 .....	21
UNFINISHED BUSINESS, 4-108 .....	18
VACANCIES IN OFFICE	
Chapters, 4-203, 4-206 .....	20
Grand Chapter, C-II 4, 6; 3-101 .....	2, 10
VISITATION, RIGHT OF, 4-305 .....	23
VOTING, see BALLOT: ELECTIONS	
WAIVER OF JURISDICTION, 4-402, 4-406, 4-407, 4-417, 4-502 .....	23, 24, 27, 29
WITHDRAWAL OF PETITION, 4-418 .....	27
WORK	
Additional and unfinished, 4-108 .....	18
Chapters U.D., 5-104 .....	32
In Degrees, C-III 2, 5-202 .....	4, 34
WORKING TOOLS, 4-214 .....	22

**GRAND CHAPTER OF KANSAS**

**CONSTITUTION OF  
THE MOST EXCELLENT  
GRAND CHAPTER OF ROYAL  
ARCH MASONS OF KANSAS**

**ARTICLE I**

**GRAND CHAPTER – NAME, PURPOSE and MEMBERSHIP**

Sec. 1. **NAME AND JURISDICTION** – This Grand Body shall be known as THE MOST EXCELLENT GRAND CHAPTER OF ROYAL ARCH MASONS OF KANSAS, and has exclusive jurisdiction of Capitular Masonry in the State of Kansas.

Sec. 2. **PURPOSE** – The purposes of this Grand Chapter are the following: (1) The government of the Royal Craft, in this Grand Jurisdiction; (2) the advancement, perfection and extension of Capitular Masonry in this Grand Jurisdiction; (3) the practice of charity, its bestowment being limited only by the necessities of the unfortunate, whoever they may be, and the ability of this Grand Body; Masonry knows no other bounds.

Sec. 3. **ALLEGIANCE** – This Grand Chapter acknowledges allegiance to the General Grand Chapter of Royal Arch Masons International.

Sec. 4. **MEMBERSHIP** – The members of the Grand Chapter shall be: (1) Past High Priests, High Priests, Kings and Scribes of Chapters; (2) past and present elective, and present appointive Grand Officers; (3) representatives by proxy of the High Priests, Kings and Scribes of Chapters, who only may be so represented; (4) Past High Priests of other Grand Jurisdictions, who have removed to this Grand Jurisdiction and become affiliated with Chapters, and who have been elected to permanent membership by the Grand Chapter. No Companion shall represent more than one Chapter, and shall be a member of it. Proxies shall be affiliated with the same Chapters as their principals. Upon dimission, suspension or expulsion of any member by his Chapter, his name shall be dropped from the roll of membership in the Grand Chapter. If his name be dropped by reason of dimission from his Chapter, he shall be reinstated upon producing evidence of affiliation with some Chapter in this Grand Jurisdiction; and if by reason of suspension, he may be reinstated upon producing evidence of restoration by his Chapter.

Sec. 5. **CONVOICATIONS** – The Stated Convocations of this Grand Chapter shall be held annually at such times and places as may be designated by law. Special Convocations may be called by the Grand High Priest, and shall be called by him upon the request of the High Priests of nine Chapters.

Sec. 6. **QUORUM** – To authorize the opening of the Grand Chapter at any Stated or Special Convocation shall include at least nine representatives from not less than three Chapters shall be represented by their High Priests, Kings and Scribes, or their proxies, and if at any time after the Grand Chapter shall have been opened a quorum not being present, the Most Excellent Grand High Priest shall suspend business until a quorum shall be present; and he may, at his discretion, enforce the attendance of a quorum by summons. (2021)

## **ARTICLE II**

### **GRAND CHAPTER – OFFICERS AND COMMITTEES**

Sec. 1. **OFFICERS OF GRAND CHAPTER** – The officers of the Grand Chapter shall be: (1) Grand High Priest; (2) Grand King; (3) Grand Scribe; (4) Grand Treasurer; (5) Grand Secretary; (6) Grand Chaplain; (7) Grand Captain of the Host; (8) Grand Principal Sojourner; (9) Grand Royal Arch Captain; (10) Grand Master of the Third Veil; (11) Grand Master of the Second Veil; (12) Grand Master of the First Veil; (13) Grand Lecturer; (14) Grand Sentinel; and PROVIDED, that the Grand Chapter may, by By-Law, create such other subordinate officers as may be deemed necessary. (1989)

Sec. 2. **ELECTION AND TERMS** – (1) The Grand High Priest shall be chosen by ballot by a majority of all votes cast therefor at each Annual Convocation, and serve one year as Grand King and the following year shall be installed as Grand High Priest and shall hold office until his successor is installed. (2) The Grand Scribe, Grand Treasurer and Grand Secretary shall be chosen by ballot by a majority of all votes cast therefor at each Annual Convocation and shall hold their offices until their successors are installed. The subordinate officers shall be appointed by the Grand High Priest after his installation and hold their offices during his pleasure. (1991)

Sec. 3. **ELIGIBILITY** – Any Royal Arch Mason of this Grand Jurisdiction shall be eligible to the office of Grand High Priest, Grand King, or Grand Scribe who has previously been elected and installed as High Priest in this Grand Jurisdiction. Any Royal Arch Mason of this Grand Jurisdiction shall be eligible to the progressive line of officers who is a current dais officer of a Chapter in this Grand Jurisdiction. All officers, both elective and appointive shall be members of a Chapter of this Grand Jurisdiction and actual residents within this State or within fifty (50) miles of this Grand Jurisdiction during the entire term of his office. (2017)

Sec. 4. **VACANCY AND SUCCESSION** – If a vacancy occurs in the office of Grand High Priest, or in case of his absence or inability to perform his duties, the order of succession thereto shall be: (1) Grand King; (2) Grand Scribe; (3) the Junior Past Grand High Priest present. If a vacancy occurs in any other office, it shall be filled by the Grand High Priest by appointment. (1978)



Sec. 5. **TITLES OF GRAND OFFICERS** – The Grand High Priest shall be addressed as Most Excellent and all other elective officers as Right Excellent. Appointive officers and the High Priests of Chapters shall be addressed as Excellent. All other officers of Chapters shall be addressed as Companion, the title common to all Royal Arch Masons. Past officers shall be addressed as present officers of like rank.

Sec. 6. **GRAND HIGH PRIEST**--It shall be the duty of the Grand High Priest, and he shall have the power to preside in the Grand Chapter; to exercise and discharge the executive functions thereof when it shall not be in session; to convene any Chapter under the immediate jurisdiction of the Grand Chapter; to preside therein, to inspect its proceedings and require conformity to Masonic law, usage and custom; to require the attendance of any Grand Officer or officer of a Chapter, and information from him respecting his office, and, when in his opinion it shall be proper to do so, to suspend such officer and appoint a suitable Companion to act in his stead until the next Stated Convocation of the Grand Chapter, when report thereof shall be made for his action; to appoint such Grand Officers and officers of Chapters as shall be necessary to fill vacancies; and to perform such other duties, and exercise such other powers and prerogatives, as properly pertain to the office, not inconsistent with the provisions of this Constitution. He shall make full report to the Grand Chapter at its Stated Convocation.

Sec. 7. **GRAND KING AND GRAND SCRIBE**--The Grand King, and Grand Scribe shall severally perform the duties of their respective offices according to established usage, actively assisting the Grand High Priest in the proper government of the Royal Craft and counseling and supporting him in every laudable undertaking. Whenever commanded, they shall attend and aid him in conducting the public ceremonies of Capitular Masonry. (1978)

Sec. 8. **GRAND COUNCIL**--The Grand High Priest, Grand King, and Grand Scribe shall constitute the Grand Council, whose duties shall be such as may be provided by law, and report of their proceedings shall be made to the Grand Chapter at its Stated Convocation. (1978)

Sec. 9. **GRAND TREASURER**--The Grand Treasurer, in addition to the duties which devolve on him by usage, shall make an annual report to the Grand Chapter of the transactions of his office, and render an account of all moneys received and paid out, accompanied by vouchers for his disbursements. He shall pay over to his successor any balance remaining in his hands, and execute to the Grand Council such bond for the faithful discharge of his duties as shall be required by them.

Sec. 10. **GRAND SECRETARY**--The Grand Secretary, in addition to the duties which devolve on him by usage, shall make an annual report to the Grand Chapter of the transactions of his office, and render an account of all moneys received, accompanied by the Grand Treasurer's receipts therefor. He shall transmit to his successor all the records, books, and papers belonging to his office, and execute to the Grand Council such bond for the faithful discharge of his duties as shall be required by them.

Sec. 11. **APPOINTIVE OFFICERS**--The appointive officers shall perform such duties as by usage pertain to their respective offices or shall be prescribed by law.

Sec. 12. **POWERS OF TEMPORARY OFFICERS**--Every officer or companion who shall according to law succeed to any office, or act in the Grand Chapter, or elsewhere under its authority, for any other officer or companion, or in his place, or who shall perform any duty in the place of another, shall, while so acting, have all the powers, and be required to perform all the duties of the office or place to which he shall have succeeded.

Sec. 13. **STANDING COMMITTEES**--At the close of each Stated Convocation the Grand High Priest shall appoint Standing Committees consisting of three members each on: (1) Credentials; (2) Finance and Property; (3) Jurisprudence; (4) Ritualistic Work; and a Standing Committee consisting of two members on (5) Chartered Chapters and Chapters Under Dispensation; and Standing Committees consisting of one member each on (6) Reports of Grand Officers; (7) Fraternal Relations and Correspondence; and (8) Necrology. The duties of each committee shall be such as provided by law. (1997)

The Grand High Priest shall have the power to appoint such special committees as he may deem advisable for the conduct of the Grand Chapter and to define their duties. (1978)

### **ARTICLE III**

#### **DEGREES AND GOVERNMENT**

Sec. 1. **DEGREES**--The Degrees of Capitular Masonry are no less and no more than four in number, to-wit: (1) Mark Master; (2) Past Master; (3) Most Excellent Master; (4) Royal Arch Mason.

Sec. 2. **RITUAL AND CEREMONIES**--The esoteric Work of the four Degrees of Capitular Masonry as exemplified before the Grand Chapter at its Stated Convocation held in the City of Leavenworth in February, 1899, and which has evolved over the years into the current edition of the RITUAL and MONITOR as authorized by the Grand Chapter, together with the MANUAL OF FLOOR MOVEMENTS authorized by the Grand Chapter at its Stated Convocation held in the City of Hutchinson on April 9, 1991, SHALL BE STRICTLY FOLLOWED AND PRACTICED by the Chapters when conferring the several Degrees or when engaged in any other ceremony or procedure covered therein, and no changes shall be made to the publications herein named except on the recommendation of the Ritualistic Committee at an Annual Convocation of the Grand Chapter and a two-thirds vote of the members present and voting. PROVIDED: that nothing herein contained shall prevent the Grand High Priest from exercising his prerogative to preside in 'Ample' form as he sees fit, and PROVIDED FURTHER that the Grand Chapter shall prescribe the rules and forms for conducting the private and public ceremonies not covered by the above publication, and that these may be changed at any Grand Convocation on recommendation of the Ritualistic Committee and by a majority of the members present and voting. (1991)

Sec. 3. **REVENUES**--The revenues of this Grand Chapter shall be derived from an annual per capita tax on the Chapters, and such fees and assessments as may be provided by law. The per capita tax shall be collected by the Chapters, and each Chapter shall annually pay the whole amount due on account of its membership and work. No rebate shall be allowed to any Chapter by reason of the neglect of any of its members to pay the tax, or by reason of any of its members being borne on its rolls as exempt from dues.

Sec. 4. **OFFENSE BY CHAPTERS**--Any Chapter which shall act with contumacy to the authority of the Grand High Priest, or the Grand Chapter; or be willfully disobedient to the Constitution and Laws of the Grand Chapter; or depart from the original plan of Capitular Masonry; or neglect to meet in Stated Convocation for one year; or neglect to make annual returns, or pay its obligations to Grand Chapter for two years; or neglect to procure the authorized Work and Lectures and practice the same, shall be guilty of an offense against the Body of Capitular Masonry, and, upon due trial and being found guilty, shall be punished in such manner, and to such extent as shall be prescribed by law: PROVIDED, no penalty shall be prescribed other than suspension or forfeiture of its Charter.

Sec. 5. **OFFENSES AGAINST THE BODY OF CAPITULAR MASONRY**--Any Royal Arch Mason or any brother who has been advanced to any of the Capitular Degrees, who shall willfully violate the Moral Law, or the Constitution and By-Laws of the General Grand Chapter or the Grand Chapter, or the By-Laws of the Chapter to which he shall belong, or the laws of the country in which he shall reside; or disregard his obligations and the established usages of the Fraternity; or do any act which shall tend to impair the purity of Royal Arch Masonry, shall be guilty of an offense against the Body of Capitular Masonry, and, upon due trial and being found guilty, shall be punished in such manner, and to such extent as shall be prescribed by law: PROVIDED, no penalty shall be prescribed other than reprimand, or suspension or expulsion from all the rights and privileges of Capitular Masonry.

Sec. 6. **JURISDICTION FOR DISCIPLINE**--Concurrent original jurisdiction for the 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, 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. The Grand Chapter shall have exclusive original jurisdiction of all cases wherein one of its elective officers or the High Priest of a Chapter shall be charged with any offense against the Body of Capitular Masonry, or when any Chapter shall be subject to discipline, or in any controversy between two or more Chapters, and it shall have appellate jurisdiction in all other cases.

Sec. 7. **RULES OF PROCEDURE**--The Grand Chapter shall prescribe rules and forms of procedure in matters of discipline, controversies, between Chapters, and trials and punishments, which shall be applicable to causes before

a Chapter and to causes before the Grand Chapter. These rules and forms may be amended or repealed, and additional rules and forms prescribed at any Stated Convocation, if the proposition therefor be sustained by two-thirds of the members present and voting.

Sec. 8. **BUSINESS ENTERPRISES**--The Grand Chapter shall not engage in any business of any character whatsoever, nor shall it be a party to any business partnership or corporation, or shareholder therein, nor shall it ever render itself liable to pay any sum of money for any purpose, except for the necessary expenses attending the exercise of its proper functions, as the governing head of Capitular Masonry within its jurisdiction; nor shall it ever assume or exercise any supervision or censorship over any business association; PROVIDED, nothing herein contained shall be construed as restricting the Grand Chapter in its charities.

Sec. 9. **BY-LAWS**--The Grand Chapter shall have power to enact By-Laws in aid of the provisions of this Constitution for the proper government and regulation of Capitular Masonry, and shall prescribe forms for transaction of business. The By-Laws and forms may be amended or repealed, and additional By-Laws enacted, and additional forms prescribed, at any Stated Convocation. (1998)

#### **ARTICLE IV**

#### **RELATING TO CHAPTERS**

Sec. 1. **CHAPTERS UNDER DISPENSATION**--The Grand High Priest may grant Letters of Dispensation to fifteen or more Royal Arch Masons, authorizing them to assemble from time to time at such place as may be designated, and open and hold a Chapter and therein confer the Degrees of Capitular Masonry upon such candidates as they shall accept subject to the regulations governing in such cases, and discharge all other duties according to the prescribed forms. The authority so granted shall expire on the last day of the month next preceding the Stated Convocation of the Grand Chapter, and the Letters of Dispensation shall be returned with a full report of the proceedings thereunder.

Sec. 2. **CHARTERS**--The Grand Chapter may at any Stated Convocation grant a Charter to fifteen or more Royal Arch Masons who shall petition therefor, or who shall have been acting under Letters of Dispensation, to organize a new Chapter at any place, within this Grand Jurisdiction. The authority so granted shall not be in force until the new Chapter shall have been regularly constituted and the officers installed.

Sec. 3. **OFFICERS OF A CHAPTER**--The officers of a Chapter shall be: (1) High Priest; (2) King; (3) Scribe; (4) Treasurer; (5) Secretary; (6) Captain of the Host; (7) Principal Sojourner; (8) Royal Arch Captain; (9) Master of the Third Veil; (10) Master of the Second Veil; (11) Master of the First Veil; (12) Sentinel; (13) Chaplain. The first five officers in the order named, shall be chosen annually by ballot at the first Stated Convocation in December, and shall be installed on or before St. John's Day in December, and hold their offices until their successors shall be installed. The other officers shall serve during the pleasure of the High Priest, and may be installed at any time. (1999)

Sec. 4. **JURISDICTION OF CHAPTERS**--The Territorial Jurisdiction of a Chapter shall be concurrent with all Chapters within this Grand Jurisdiction. (1985)

Sec. 5. **REMOVAL OF CHAPTER**--Any Chapter may remove from the place of its location to any other place within the limits of its territorial jurisdiction when it shall appear: (1) that such removal better accommodates the members of the Chapter; (2) that two-thirds of the resident members desire such removal; (3) that the Chapters whose jurisdiction may be materially infringed have consented thereto. The proposition for removal may be submitted at any Stated Convocation. All the resident members shall, within ten days thereafter, be notified of the proposition, and, if at that next Stated Convocation, two-thirds of the members present agree thereto, the proceedings shall be certified to the Grand High Priest, who shall issue his edict for the removal. When a Chapter is located in an incorporated village, town or city, it may, by a majority vote, remove to any other place within such corporate limits without obtaining the consent of any other Chapter, and without certifying the proceedings to the Grand High Priest.

Sec. 6. **SURRENDER OF CHARTER**--Any Chapter may surrender its Charter whenever a less number than nine resident members shall be desirous of continuing the organization. The proposition for such surrender may be submitted at any Stated Convocation. All the resident members shall, within ten days thereafter, be notified of the proposition, and, if at the next Stated Convocation two-thirds of the members present agree thereto, and less than nine resident members oppose the same, the Charter shall be surrendered. The proceedings shall be certified to the Grand High Priest, who shall issue his edict of dissolution and order the High Priest to transmit to the Grand Secretary the Charter, Seal, Jewels, furniture, records, funds and property of the Chapter.

Sec. 7. **REVOCATION OF CHARTER**--The Charter of any Chapter may be revoked for such causes, and by such proceedings, as shall be prescribed by Law or the Grand Chapter. The declaration of forfeiture shall vest the title of the property of such Chapter in the Grand Chapter, and shall be conclusive upon the Chapter and its members. When the forfeiture shall be declared the Grand Secretary shall certify the fact to the Grand High Priest, who shall issue an Edict of Revocation and take possession of the Charter, Seal, Jewels, furniture, records, funds and property of such Chapter and deliver the same to the Grand Secretary. It shall be the duty of the officers of such Chapter to aid the Grand High Priest. (1993)

Sec. 7a. **ARREST OF CHARTER**--The Charter of any Chapter may be arrested for such causes, and by such proceedings, as shall be prescribed by the Grand Chapter. The Grand High Priest shall deliver the arrested Charter and Seal to the Grand Secretary who shall retain same until the next annual Grand Convocation. (1993)

Sec. 7b. **PROCEEDINGS AFTER SURRENDER OR REVOCATION**--When a chapter has surrendered its Charter, or when such Warrant has been revoked, the High Priest and Secretary shall make a report to the Grand Secretary for the period commencing with the date of the last annual report, and ending with the date of such surrender or revocation. This report shall be made

in the same form as an annual report, and shall include an inventory of the property of the chapter, and a statement of the balances due from the members on account of annual dues, or otherwise. The Grand Secretary shall collect all such balances, and give to each member in good standing a certificate showing the date of such surrender or revocation, which shall have the force and effect of the usual certificate of demission from a chapter. This is to be retroactive to January 1, 2017. (2017)

Sec. 7c. **CAPITULAR RITE AT LARGE MEMBERSHIP**--When the Charter of a chapter has been surrendered or revoked, its members in good standing shall be considered members of the Capitular Rite at Large in this Grand Jurisdiction, and their names shall be carried by the Grand Secretary upon a separate roll for such membership. All members of the Capitular Rite at Large in this Grand Jurisdiction shall be liable for per annum dues consisting of the Grand Chapter per capita tax and assessments, and such other allowances as may be determined by the Council of Administration. This is to retroactive to January 1, 2017. (2017)

Sec. 7d. **SUSPENSION OF CAPITULAR RITE AT LARGE MEMBERSHIP**--When a companion who is a member of the Capitular Rite at Large shall fail to pay to the Grand Secretary, upon proper notice and demand, the amount of his indebtedness found due his former chapter, or shall fail to pay the amount of the Grand Chapter per annum dues on his Capitular Rite at Large membership, he shall be liable to suspension from all the rights and privileges of Capitular Masonry, and upon report to the Grand Chapter by the Grand Secretary of the facts of indebtedness, notice and demand, and failure to pay such indebtedness, the delinquent companion shall be so suspended by a majority vote of the Grand Chapter. (2017)

Sec. 8. **ANNUAL** -Every Chapter shall make an Annual Report in such form as the Grand Secretary shall prescribe, showing: (1) the full names of the officers of the Chapter; (2) all changes in membership during the year; (3) the work done since the last report. Such other information shall be given as the Grand Secretary may require. This Annual Report shall be made on the last day of December and transmitted to the Grand Secretary on or before the 15<sup>th</sup> day of January. No Chapter shall be represented in the Grand Chapter at any Stated Convocation until its Annual Report shall have been made and its per capita tax paid. (2021)

Sec. 9. **CONSOLIDATION OF CHAPTERS**--When two Chapters, whose jurisdiction is common or adjoining, desire to consolidate, a proposition therefor may be submitted to the Chapters at any Stated Convocation. All the resident members shall, within ten days thereafter, be notified of the proposition, and if at the next Stated Convocation of each Chapter, two-thirds of the members present agree thereto, the two Chapters shall be consolidated under the Warrant, name and number of the Chapter as may be agreed upon between the said Chapters, subject to the approval of the Grand High Priest. The officers of the Chapter which retains its Warrant shall be the officers of the consolidated Chapter. The proceedings of each Chapter shall be certified to the Grand High Priest, who shall issue his edict for the consolidation and order the High Priest of the Chapter surrendering its Warrant to transmit the same to the Grand Secretary, together with the Seal of his Chapter.

Sec. 10. **TRAVELING CHARTER**--Any two or more Chapters located in a geographical advantage to each other may propose to combine into one Chapter. Such proposal may be submitted at any Stated Convocation of the respective Chapters involved. All resident members shall, within ten (10) days thereafter, be notified of the propositions, and, if at the next Stated Convocation two-thirds of the members present agree thereto, and less than nine resident members oppose the same, the Grand Chapter may grant a Traveling Charter. Such Charter will be subject to the rules of ARTICLE IV, Section 1.

The Traveling Charter will allow the newly formed Chapter, by mutual agreement, to choose a new name and number or retain the Name, Number, Seal and office supplies of one of the chapters involved. The records and funds of the involved Chapters shall become the property of the newly formed Chapter. The Jewels, furniture and paraphernalia are to remain in the original Chapters.

The regular Stated Convocations of the newly formed Chapters are to be rotated at regular intervals among the chapters involved. (1993)

## **ARTICLE V**

### **AMENDMENT OF CONSTITUTION AND BY-LAWS**

Sec. 1. **AMENDMENT OF CONSTITUTION AND BY-LAWS**--This Constitution or any Article or Section thereof or any By-Law or any sub-heading or any form, may be amended, repealed or added thereto in the following manner. Any proposed amendment or repeal or addition shall be submitted to the Grand Secretary in writing at least 45 days before the Stated Grand Convocation, and at least 30 days prior to such Convocation the Grand Secretary shall transmit a copy of each such proposal to the Secretary of each constituent Chapter and it will also be printed in the Advanced Report for presentation at the Annual Convocation. If the proposal is approved as to form by the Jurisprudence Committee, and is carried by a two-thirds vote of the members present and voting, provided, however, that any proposal properly submitted may be amended from the floor if germane to the question under discussion and carried by a two-thirds vote of members present and voting, it shall then become law with the printing of the Annual Proceedings or 120 days after the Stated Grand Convocation, whichever event comes first, at which time the Grand Secretary will notify each constituent Chapter, all Grand Officers, all Past Grand High Priests and all Grand Chapter Committee Chairmen of all newly enacted legislation concerning this Constitution and By-Laws. (1998)

# **GRAND CHAPTER OF KANSAS**

## **BY-LAWS OF THE MOST EXCELLENT GRAND CHAPTER OF ROYAL ARCH MASONS OF KANSAS**

### **Relating to the Grand Chapter**

#### **CHAPTER ONE**

**1-101. COMMON LAW OF MASONRY.** - The laws relating to the several branches of the Masonic system are so nearly similar that, in the absence of written regulations for the government of one branch, recourse may be had to the written regulations for the government of the others, and, if they fail, the Common Law of Masonry shall furnish the correct rule of action.

**1-102. VOTING.** - Every member of the Grand Chapter at any election by ballot, or upon any question under consideration, shall have one vote, and one additional vote for each member he may represent by proxy; PROVIDED, in case of a tie the Grand High Priest shall have one additional or casting vote. The members shall vote by a show of hands, except when otherwise provided by law, but, if a division be called for by three or more, a rising vote shall be ordered, and the count shall be made by the Grand Captain of the Host.

#### **CHAPTER TWO**

##### **Convocations of Grand Chapter**

**2-101. STATED CONVOCATIONS.**--The Stated Convocations of the Grand Chapter shall be held each year at such date and place as may be designated at the preceding Annual Convocation and at such hour as the Grand High Priest may order. (1996)

**2-101a.** The Annual Convocation of the Grand Chapter of royal Arch Masons of Kansas shall be held jointly with the grand Council of Cryptic Masons of Kansas and the Grand Commandery of Knights Templar of Kansas, such meetings will conclude on the first Saturday of May each year. If it is impractical to hold the Convocation on the above date, it may by three-fourths (3/4) vote of the dias officers of each body, meeting jointly, change the date and place of such joint session. The Grand secretary shall then notify all chapters in this jurisdiction of such change at least sixty (60) days prior to the date of such Convocation. (2019)

**2-102. SPECIAL CONVOCATIONS.**-- Special convocations shall be held at such time and place as the Grand High Priest may designate, and only the business set out in the order convening them may be transacted.



**2-103. OPENING CEREMONY.**--The ceremony for opening the Grand Chapter shall be strictly observed. When the presiding officer shall be entitled to be addressed as Most Excellent, the Grand Chapter shall be opened in Ample Form. When such officer shall be entitled to be addressed as Right Excellent, it shall be opened in Due Form. Adjourned sessions of any Convocation, when purged and tiled, may be opened without further ceremony.

## **CHAPTER THREE**

### **Article I**

#### **Grand Chapter Officers Duties and Authority Election and Installation**

**3-101. ELECTION AND INSTALLATION.**--The election of Grand Officers shall be held at the Stated Convocation at a time set by the Grand Council. The elective officers shall be installed by the Grand High Priest or such Past Grand High Priest as he may designate. Any elective officer who may be unable to be present shall be installed later in some Chapter by authority of the Grand High Priest. The appointive officers shall be installed at such time and place as the Grand High Priest may order. A vacancy shall be created by death, suspension, expulsion or insanity. No Grand Officer shall be eligible to hold more than one office in the Grand Chapter at the same time. (1973)

**3-102. DUTIES OF THE GRAND TREASURER.**--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 moneys received, accounting for the same annually and at such times as the Grand High Priest or Grand Chapter may order, and give such bond as the Grand Council may require. All funds of the Grand Chapter shall be deposited and kept by him in the name of the Grand Chapter and shall be paid out only on the standard form of warrant authorized by the Grand Chapter, and after it shall have been signed by the Grand Secretary and countersigned by the Grand High Priest.

**3-103. DUTIES OF THE GRAND SECRETARY.**--The Grand Secretary shall perform the duties which devolve upon him by usage, or are required by law, collecting all moneys due the Grand Chapter, rendering a formal receipt therefor when requested and endorsing to the order of the Grand Treasurer all evidences of payment, which shall be immediately transmitted to the Grand Treasurer, who shall receipt for the same. He shall render an account thereof annually and at such other times as the Grand High Priest may order, and shall record the Proceedings of the Grand Chapter, conduct its correspondence, issue its orders and have custody of its books, papers, records and Seal.

**3-104. GRAND LECTURER.**--The Grand Lecturer shall be a skilled workman and a proficient ritualist. He shall perform such duties as by usage appertain to the office of Grand Lecturer, making reports to the Grand High Priest. The Grand Lecturer shall at all times preserve and maintain the immemorial usages and customs. He shall diligently inquire into every alleged willful neglect of any High Priest or Chapter to conform to the authorized Ritual and report the facts for the information of the Grand High Priest, with such

recommendations as he shall deem necessary. He, or one of his Assistant Grand Lecturers, shall visit every Chapter during each year as may be expedient, and render to each Chapter such assistance and instruction as such Chapter may need and require, and after such visit, he shall report to the Grand High Priest the condition of such Chapter, and his doings. Whenever the Grand High Priest shall direct he shall discontinue any or all such visits, and in all things pertaining to such visits, he shall be under the direction of the Grand High Priest. The Grand High Priest may appoint such Assistant Grand Lecturers, limited to five (5), to be officers of this Grand Chapter and receive the same pay and allowances as the Grand Lecturer. The Grand Lecturer shall be responsible for establishing a School of Instruction in each of the Districts as set forth by The Grand High Priest. (1995)

**3-105. OTHER OFFICERS.**--The following Sub-Officers are authorized, who shall perform such duties as may be required by the officers appointing them, and shall serve during the pleasure of such appointing officer: Assistant to the Grand Secretary, such stenographic and clerical help as may be required and Official Stenographer for the State Convocation, to be appointed by the Grand Secretary; and an Assistant Grand Sentinel to be appointed by the Grand High Priest. (1990)

**3-106. DISTRICT DEPUTY GRAND HIGH** The Most Excellent Grand High Priest at his discretion, may appoint District Deputy Grand High Priests, who shall have served as a High Priest in Kansas, or another recognized jurisdiction. The boundaries of the districts and any changes therein shall be fixed by the Most Excellent Grand High Priest. Such District Deputy Grand High Priests shall receive no compensation for their services. The District Deputy Grand High Priest shall be the personal representative of the Most Excellent Grand High Priest in his district; shall make visitations and reports as required by the Most Excellent Grand High Priest; and shall be addressed as Right Excellent during his term of office and on an official visitation shall be entitled to the reception of a personal representative of the Most Excellent Grand High Priest. (2021)

**3-107. GRAND REPRESENTATIVES.**--The office of Grand Representative is hereby recognized. The Most Excellent Grand High Priest may appoint a Grand Representative to each Grand Chapter in correspondence with this Grand Chapter, whose duty it shall be to report annually on the condition of Capitular Masonry in the jurisdiction to which he shall be accredited.

Grand Representatives of other Grand Chapters near the Grand Chapter of Kansas shall be addressed as Right Excellent (unless a Most Excellent Grand High Priest or Past Most Excellent Grand High Priest he is entitled to be addressed as Most Excellent) and on being presented at the Annual Convocation of this Grand Chapter, shall be saluted with the Grand honors of Capitular Masonry, as a mark of courtesy to the Grand Jurisdictions they represent. (2021)

**3-108. SUSPENSION OF OFFICERS.**--The Grand High Priest may suspend a High Priest charged with an offense against Capitular Masonry, but such suspension shall be from office only, and shall not continue beyond the close of the High Priest's term, or the close of the next Stated Convocation of the Grand Chapter. The High Priest may suspend any officer of his Chapter, but such suspension shall be from office only and shall not continue longer than one month unless charges be preferred against such officer.

The Grand High Priest may not only suspend the High Priest from office, but shall summon him to appear before the Grand Chapter and answer to the charges submitted by the Grand High Priest.

## **Article II**

### **Grand Chapter Committees**

**3-201. STANDING COMMITTEES.**--The Standing Committees shall be composed of High Priests and Past High Priests and shall report from time to time on all matters referred to them, including questions submitted for their opinions by any officer or member of the Grand Chapter, and on matters referred to them during the recess of the Grand Chapter by any elective Grand Officer, advisory of his official duties.

**3-202. COMMITTEE ON CREDENTIALS.**--The Committee on Credentials shall report the members present as follows: (1) Present Grand Officers; (2) Past Grand High Priests; (3) District Deputy Grand High Priests; (4) Grand Representatives; (5) Past High Priests; (6) High Priests, Kings and Scribes, or their proxies. The name of a member shall not be included more than once, except as a Grand Representative or the representative by proxy of a High Priest, King or Scribe.

**3-203. COMMITTEE ON REPORTS OF GRAND OFFICERS.**--The Committee on Reports of Grand Officers shall review the address of the Grand High Priest and the reports of the Grand Officers, making such comments as they may deem for the best interests of Capitular Masonry, and distributing the subjects embraced in the address and reports to the appropriate committees, recommending for reference to special committee such subjects as shall be inappropriate for the consideration of the standing committees, or not within their parliamentary functions. They shall not suggest any legislation, prepare any amendment to the laws, formulate any Standing Regulation, or make any recommendation unless it relates to matters which should not be referred to a committee.

**3-204. COMMITTEE ON FINANCE AND PROPERTY.**--The Committee on Finance and Property shall examine the investments and audit the accounts of the Grand Chapter, examine the books and vouchers of the Grand Treasurer and the financial records of the Grand Secretary, comparing them with the original reports of Chapters and other sources from which funds are received, and shall report to Grand Chapter as to whether these records of these officers are kept in a business-like manner and posted up-to-date. They shall audit the expense bills submitted by those entitled to expenses in attending the Stated Convocations, issuing checks to them and they and none other shall deliver checks to the

representatives of Chapters and others entitled to mileage, which checks shall be drawn on the Grand Treasurer, signed by the Grand Secretary and approved by the Grand High Priest, and recommend such appropriation from the General Fund as may be necessary to meet the current expenses for the ensuing year, and for the purchase of books and necessary equipment for the Library and for the binding of books and pamphlets as they may deem expedient. They shall consider carefully all proposed special appropriations, assessments or extraordinary expenditures, having in mind the financial condition of the Grand Chapter, our Masonic Home, and the welfare of the Craft in this jurisdiction, making such recommendations as they may deem best. They shall annually, or more often, if required by the Grand High Priest, examine the records and files in the office of the Grand Secretary, ascertain if they are complete and posted up-to-date, and making a detailed report concerning the conditions of each, either to the Grand High Priest or the Grand Chapter as the case may be, and recommend any necessary changes in the system of keeping the records, accounts of the handling of the finances, giving special attention to: (1) historical registry of membership, seeing that all data has been entered from the last Annual Report and that all corrections have been made; (2) filing the transcripts of Chapters; (3) filing of the transcripts of trials; (4) filing of Annual Reports; (5) filing of Charters; (6) filing of historical data and pictures sent in by Chapters; (7) indexing of negatives of photographed Charters; (8) the answering of correspondence and filing of same; (9) the filing of the Annual Proceedings for all other Grand Jurisdictions; (10) the filing of all books, periodicals, magazines, pamphlets, and publications for the Library ascertaining that all articles and data intended for historical purposes have been properly inscribed and placed either on file or in the display cases provided therefor; and (11) inspect and report on the condition of all other records. They shall carefully examine the condition of the Grand Secretary's office and the personal property contained therein, reporting as to the condition of both and recommend any needed improvements, repairs and replacements.

**3-205. COMMITTEE ON CHARTERED CHAPTERS AND CHAPTERS UNDER DISPENSATION.**--The committee on Chartered Chapters and Chapters Under Dispensation shall carefully examine such Annual Reports of Chapters as may be referred to them by the Grand Secretary, noting the errors, and make such recommendations regarding such errors as may be necessary or expedient. They shall also examine and report on any matters relating to Chartered Chapters which may be referred to them. They shall examine the reports and transcripts from Chapters Under Dispensation, noting particularly the nature and progress of the work, report on all applications for Charters from new Chapters, and for the restoration of Warrants which have been surrendered or arrested.

**3-206. COMMITTEE ON JURISPRUDENCE.**--The Committee on Jurisprudence shall advise the Grand Officers, Grand Chapter and Committees on all questions of Capitular law, considering and reporting on all propositions for the amendment of the Constitution and By-Laws, and on all decisions and proposed Standing Regulations or Resolutions. They shall critically examine each transcript sent up on appeal and shall find: (1) whether the Chapter had jurisdiction; (2) whether the charge states an offense; (3) whether the specifications sustain the charge. If they find affirmatively on each of the foregoing propositions, they shall carefully examine the record to ascertain whether it shows that evidence was given at the trial which, if believed to be

true, would sustain the findings and judgment of the Commissioners of Trials; and if such facts do not appear, they shall recommend a reversal of the case. They shall not recommend a reversal unless it be apparent that the evidence adduced in support of the charge was wholly inadequate to convince an unprejudiced mind of the guilt of the accused beyond a reasonable doubt. In the matter of punishments, the committee shall temper justice with mercy in all cases.

**3-207. COMMITTEE ON FRATERNAL RELATIONS AND CORRESPONDENCE.**--The Committee on Fraternal Relations and Correspondence shall examine carefully all correspondence with other Grand Jurisdictions with reference to fraternal recommendations. They shall review and report upon proceedings of other Grand Chapters, gleaned therefrom such matters as may be of general interest. They shall report on matters which may appear at variance with common Masonic Law. They shall report triennially such proceedings of the General Grand Chapter and decisions of the General Grand High Priest as may be of interest to the Chapters. (1997)

**3-208. COMMITTEE ON NECROLOGY.**--The Committee on Necrology shall review the memorials issued by this and other Grand Jurisdictions, making due reports of the same, together with appropriate reference and tribute to the memory of those of our own Companions who have passed away during the year.

**3-209. COMMISSIONERS OF TRIALS.**--The Commissioners of Trials, appointed by the Grand High Priest as required, shall have general supervision over and conduct all trials after the Chapter shall have entertained the Charges and Specifications and the accusation has been transmitted to the Chairman of the Commission by the Grand Secretary, under the direction of the Grand High Priest. All testimony may be taken by the entire Commission or by the Chairman or any member designated by him. This Commission shall submit a report to Grand Chapter at each Stated Convocation, making such recommendations as may be deemed necessary or expedient.

(2021)

**3-210. COMMITTEE ON FRATERNAL RELATIONS.**--This By-Law was deleted and incorporated in By-Law 3-207 (1997)

**3-211. COMMITTEE ON RITUALISTIC WORK.**--The Committee on Ritualistic Work shall preserve uniformity in the ritualistic work; shall assist the Grand High Priest in seeing that the adopted work of this Grand Chapter is disseminated by a competent Grand Lecturer or Assistant Grand Lecturers; shall reconcile any and all differences in the interpretation of the Ritual that may exist among the Lecturers; shall assist in the scheduling of District Meetings, and in the selection and arrangement of those subjects in which instruction is to be given at such meetings; and shall consider and recommend upon all matters relating to ritualistic work in the Grand Jurisdiction. All actions of this committee shall be subject to the right of the Grand High Priest to modify or disapprove the same. The committee shall submit a report to the Grand Chapter at each Annual Convocation. (1964)

## Article III

### Grand Chapter Funds

**3-301. GRAND CHAPTER FUNDS.**--The Grand Treasurer shall keep three accounts, one to be designated "General Fund" , one to be designated "Perpetual Fund," and the other "Triennial Fund". He shall debit the general fund with all moneys received for the Perpetual Fund and the Triennial Fund both of which shall be maintained according to the law. (2005)

**3-302. GENERAL FUND.**--The Grand Treasurer shall not make any payment out of the General Fund except on the order of the Grand High Priest, countersigned by the Grand Secretary, and no order shall be drawn or paid which exceeds the total amount appropriated for the purpose for which it is drawn, unless approved by the Grand Council.

**3-303. CHARITY.**--The Grand High Priest may dispense funds of the Grand Chapter not to exceed fifty dollars in any one year for the relief of any one person. Any amount in the excess of fifty dollars for any purpose of Charity or relief of distress must be formally approved by the Grand Council or with the express approval of the Grand Chapter. (1977)

**3-304. TRIENNIAL FUND.**--At each Annual Convocation the Grand Chapter shall budget and appropriate a sum of \$210.00, as a fund to be used for the expenses of the representatives of this Grand Chapter to the next succeeding Triennial Convocation of the General Grand Chapter. The Grand Treasurer shall invest the funds upon receipt in short term investments of known safety and reliability, so that the fund will remain intact as a Triennial Fund until such time as it is needed for its intended use. (see also ARTICLE III, 3-407) (2014)

**3-305. OFFICIAL BONDS.**--The Grand Council may direct that all Grand Officers required by law to give bond furnish as security some surety company legally authorized to do business in Kansas, the fee for such bond to be paid from the General Fund of the Grand Chapter.

**3-306. INVESTMENT OF FUNDS.**--The Grand Chapter shall invest, from time to time, the surplus of the General and Triennial Funds in approved securities, estimating such surplus upon the receipts and expenditures of the preceding year, and making all investments in the name of the Most Excellent Grand Chapter of Royal Arch Masons of Kansas.(2019)

**3-307. FEES FOR SPECIAL** No charge shall be assessed. (2021)

**3-308. THE PERPETUAL FUND**--This fund shall consist of an annual three dollars (\$3.00) collected from the per capita and all donations. All money shall be deposited in an interest bearing account in the name of the fund and under the direction of the Grand Treasurer.

No money shall be withdrawn from this account until the year 2009 and thereafter and then only the interest can be withdrawn, never the principal. This interest money shall be made available to the Grand Chapter of Kansas General Fund.

Moneys in this fund may be commingled by the Grand Treasurer with moneys from the Grand Council and Grand Commandery Perpetual Funds for the purpose of obtaining better interest rates, but interest shall be prorated correctly to each fund. (2005)

#### **Article IV Salaries and Allowances**

**3-401. REIMBURSEMENTS.**-- Annual reimbursements, in the following amounts shall be paid from the General Fund as provided by law; to the Grand Treasurer \$200.00. The foregoing reimbursement to be paid when the duties have been completed. (2013)

**3-401a. SALARIES.**--Annual salaries shall be paid from the General Fund through the Grand York Rite Budget to the Grand Secretary and to clerical help, an amount to be determined by the combined Grand York Rite Committees on Finance and Property, and to be paid semi-monthly. (1979)

**3-402. ALLOWANCES FOR GRAND LECTURERS.**- Deleted (2019)

**3-403. CONTINGENT FUND.**-- At each annual Convocation the Grand Chapter shall set apart and appropriate the sum of \$1,500.00 as a contingent fund for the Grand High Priest, to be used by him for paying expenses incurred in the performance of his office. This sum payable as reimbursement for the mentioned expenses incurred as Grand High Priest upon receipt of receipts of said expenditures. Expenses to be incurred from the time of the Grand High Priest's Installation to April 1<sup>st</sup> the following year. This list to be received for payment not later than April 1<sup>st</sup> each year at the Grand Secretary's office. (2019)

**3-403a CONTINGENT FUND** – Deleted (2019)

**3-404. ALLOWANCES TO CHAIRMEN.**-- Deleted in its entirety. (2006)

**3-405. OTHER ALLOWANCES.**-- Deleted in its entirety. (2003)

**3-406. MILEAGE.**--Deleted in its entirety. (2003)

**3-407. TRIENNIAL EXPENSE.**--The Triennial fund shall be shared by all voting members of this Grand Jurisdiction in attendance at the Triennial Convocation of the General Grand Chapter. The Grand Chapter shall reimburse from available funds of all necessary expenses to attend and participate in the Triennial Convocation, upon submission of receipts for said expenses and approval of the Finance Committee Chairman, up to the balance of said fund. Upon 120 days following the Triennial Convocation the Grand Treasurer shall transfer any unused monies in this fund to the investment account for the Grand Chapter. Currently, titled Stifel Nichols/Jackson National Fund. (2014)

## Article V

### Miscellaneous-Seal-Clothing-Jewel-Proceedings

**3-501. GREAT SEAL.**--The Great Seal of the Grand Chapter, of which the Grand Secretary shall have the custody, shall remain as now designed. It shall be impressed upon all summonses and commissions issued by the Grand High Priest or Grand Chapter, and it shall be affixed to every Charter and Dispensation for a Chapter.

**3-502. CLOTHING.**--The members shall be clothed as Royal Arch Masons, and the officers shall wear the jewels and aprons which, by established custom, are appropriate to their stations.

**3-503. JEWEL FOR RETIRING GRAND HIGH PRIEST.**--The Grand High Priest shall be presented with a Past Grand High Priest emblem on retiring from office.

**3-504. PUBLICATION OF PROCEEDINGS.**--The Grand Secretary shall publish the Annual Proceedings of the Grand Chapter as soon as practicable after the close of the Stated Convocation, including therein the transactions of any Special Convocation held during the year, the Report on Correspondence, all oration, addresses, and lectures not esoteric, delivered before the Grand Chapter, and such tabulated Statements as shall seem advisable.

**3-505. DISTRIBUTION OF PROCEEDINGS.**--The Grand Secretary, at the expense of the Grand Chapter, shall make available one digital copy of the Annual Proceedings to each Grand Officer, Past Grand High Priest, District Deputy Grand High Priest, Grand Representative, Chairman of the Standing Committees, each of the Chapters, and the Kansas Masonic Home, and one copy to each Grand Secretary of such other Grand Chapters as may be in correspondence with this Grand chapter, plus one copy for the Grand Representative of that Grand Jurisdiction, if said representative attended the Grand Convocation reported in the proceedings. Printed copies will be available upon request at a charge to be determined by the Grand Secretary. (2019)



## CHAPTER FOUR

### Relating to the Constituent Chapters

#### Article I

#### Convocations--By-Laws--Minutes--Seal

**4-101. CONVOCATIONS.**--The Convocations of a Chapter shall be either Stated, which are required to be held at certain times fixed by regulation, or Special, which are called for some specified purpose by order of the Chapter or its High Priest.

**4-102. STATED CONVOCATION.**--At the time and place prescribed by the By-Laws for holding a Stated Convocation, the High Priest shall assemble the members, and, if a quorum be present, he shall open the Chapter on the Degree of Royal Arch Mason; if less than a quorum be present, he may summon any or all of the members to attend forthwith. The minutes of the Convocation or Convocations of a Chapter shall be read, corrected if necessary, and approved at the next Stated Convocation.

**4-103. SPECIAL CONVOCATION.**--At the time designated for holding a Special Convocation the High Priest shall open the Chapter only on the Degrees required for lawfully doing the work for which it shall be convened, which shall be receiving and balloting on petitions, conferring Degrees, or performing some Capitular ceremony.

**4-104. AUTHORITY TO OPEN CHAPTER AND TO PRESIDE.**--In the absence of the High Priest, King and Scribe, no subordinate officer or Past High Priest is authorized to open the Chapter. If either one of the three principal officers is present he can request any Royal Arch Mason to open the Chapter or preside over it when opened, or confer the Degrees.

**4-105. QUORUM.**--A Lodge of Mark Masters consists of eight or more; a Lodge of Past Masters of three or more; a Lodge of Most Excellent Masters of two or more; and a Chapter of Royal Arch Masons, for the conferring of the Royal Arch Degree, of nine or more, but five members may open a Chapter and transact all other business and perform all ceremonies, but only on the Royal Arch Degree. These five officers shall be High Priest, Secretary, Captain of the Host, Royal Arch Captain and Sentinel. (1974)

**4-106. ORDER TO ASSEMBLE.**--Any Chapter may be required to assemble in Stated or Special Convocation by the Grand High Priest, Grand King or Grand Scribe, or any Past High Priest duly authorized, and when convened the officer congregating it may call any Royal Arch Mason to the chair, who, while presiding, may exercise all the powers of the High Priest.

**4-107. OPENING AND CLOSING.**--A Chapter shall be regularly opened on each Degree in which work shall be done. It shall be sufficient to close on the Highest Degree on which it shall have been opened.

**4-108. UNFINISHED OR ADDITIONAL WORK.**--A chapter cannot be called off beyond the night of the day on which it shall have been opened, and all

unfinished business shall be laid over until the next Stated Convocation.

**4-109. PLACE OF MEETING.**--All Convocations of a Chapter shall be held at the place authorized in the Warrant of Constitution, and the Chapter must occupy a hall used by a Lodge working under authority of the M.:W.: Grand Lodge of Ancient, Free and Accepted Masons of Kansas, except in cases where provision has been made in a Masonic Temple for the Chapter to occupy a hall especially set aside for it; or as may be approved by the Grand High Priest. The Chapter room may be used for social gatherings of the members, their families and friends, but no one shall therein indulge in any amusement which may offend his companion.

**4-110. CHAPTER BY-LAWS.**--Chapters have the right to adopt their own By-Laws, if not in conflict with the Constitution and By-Laws and General Regulations of the Grand Chapter, and the established usages of the Order. Such By-Laws need not be submitted to the Grand Chapter nor Grand High Priest for approval.

**4-111. SUSPENSION OF BY-LAWS, REFERENCE BOOKS.**--A Chapter shall not suspend its By-Laws for any purpose whatsoever. The Constitution and By-Laws of the Grand Chapter, the By-Laws of the Chapter, and the Annual Proceedings of the Grand Chapter shall be kept in the Chapter room for reference.

**4-112. EXPUNCTION OF MINUTES.**--The minutes of any Convocation of a Chapter, either Stated or Special, cannot be expunged; they may, however, be altered or amended where necessary to make them conform to the facts.

**4-113. SEAL.**--Every Chapter working under a Charter shall provide a Seal having in its center some Capitular device, surrounded by the name, number and location of the Chapter and the date of its Charter. The Secretary shall have it in charge and with it authenticate all notices, summonses, official communications, and reports of the Chapter (except the Annual Report to the Grand Secretary) or any of its officers.

## **Article II**

### **Officers--Standing Committees--Equipment**

**4-201. ELIGIBILITY TO OFFICE.**--All officers of the Chapter must be elected or appointed from the membership thereof, and no members shall be eligible to the office of High Priest until he has been installed and served as a King or Scribe in this Grand Jurisdiction except upon dispensation from the Grand High Priest.

No officer of the Chapter, other than Trustee, shall be eligible to hold more than one office in the Chapter at the same time.

**4-202. INSTALLATION.**--All officers shall be installed by the High Priest or a Past High Priest but only when personally present. The elective officers shall be installed on or before St. John's Day, December 27th, except by authority of the Grand High Priest; the appointive officers may be installed at any time the High Priest may order.

**4-203. VACANCIES.**--A vacancy shall exist in any elective office upon the death, suspension, expulsion or insanity of the incumbent, or should an elective officer be unable to regularly attend the Convocations of his Chapter, or perform his official duties, the Grand High Priest may declare a vacancy and order an election to fill such vacancy, and if an elective officer be chosen to fill such a vacancy, then the office held by him shall immediately become vacant and shall be filled by an election at the same Convocation. After such vacancy shall have been filled, the companion vacating the office is entitled to a dimit upon application therefor, under the regulations covering the granting of dimits.

This By-Law does not contemplate that if a companion lives outside of the Jurisdiction of the Chapter, or of the Grand Chapter, he is not eligible to hold office.

**4-204. SUCCESSION AND APPOINTMENT.**--If a vacancy occurs in the office of High Priest, or if he be absent, the King shall succeed to his duties for the time; if the King be absent, the Scribe shall succeed to them. If a vacancy occurs in any other elective office, or if such officer be absent, the High Priest may fill the vacancy temporarily by appointment.

**4-205. DUTIES OF THE HIGH PRIEST.**--The High Priest shall perform the duties which devolve on him by usage, or shall be required by law, causing the Constitution and By-Laws of the Grand Chapter and the By-Laws of the Chapter strictly to be observed. He shall attain such proficiency in the Ritual as will enable him to do the work and deliver the Lectures in a creditable manner.

**4-206. POWERS OF THE HIGH PRIEST.**--The powers and prerogatives of the High Priest are such as have been accorded to him by usage and the Common Law of Masonry. He should maintain his authority with dignity, and may close the door against anyone who assumes to question his rulings or qualifications. When a Chapter is at labor he may temporarily depose any officer, and order some other companion to perform his duties.

**4-207. DUTIES OF THE KING AND SCRIBE.**--The King and Scribe shall perform the duties which devolve on them by usage, or shall be required by law, actively assisting and supporting the High Priest in the discharge of his duties, counseling and instructing their subordinates, and keeping general supervision over the Royal Craft. They shall attain such proficiency in the Ritual as will fit them to discharge the High Priest's duties whenever they may succeed to his office.

**4-208. DUTIES OF THE TREASURER.**--The Treasurer shall perform the duties which devolve on him by usage or shall be required by law, having charge of all funds, rendering a formal receipt to the Secretary for all moneys received, and accounting for the same annually and at such times as the Chapter may order. The Chapter may order and pay for the bonding of the

Treasurer in a sum consistent to cover the financial security of the Chapter. All funds of the Chapter shall be deposited and kept by him in the name of the Chapter, and shall be paid out only on the standard form of warrant authorized by the Grand Chapter, and after it shall have been signed by the Secretary and countersigned by the High Priest. (1995)

**4-209. DUTIES OF THE SECRETARY.**--The Secretary shall perform the duties which devolve on him by usage, or shall be required by law, collecting all moneys due the Chapter, paying them over to the Treasurer, taking his receipt therefor, and he shall render an account thereof annually and at such times as the Chapter may order. The Chapter may order and pay for the bonding of the Secretary in a sum consistent to cover the financial security of the Chapter. He shall record the proceedings of the Chapter, keep an account with its members, conduct its correspondence, issue its orders, and have the custody of its books, papers and seal. (1995)

**4-210. DUTIES OF OTHER OFFICERS.**--The other officers shall perform the duties which devolve on them by usage, being obedient to the order of the High Priest, King and Scribe, and qualifying themselves for the proper discharge of the duties required of them. They shall keep the Chapter room in order for the comfort of its members, and put it in suitable array for the attendance of visitors and the reception of candidates.

**4-211. DUTIES OF MEMBERS.**--The members shall perform such duties as the Chapter or the High Priest may require of them, ever being reverential toward God, obedient to the laws of their country, and humane, charitable and just to their neighbors and all others. They shall observe the Moral Law, and support and enforce the Regulations of Capitular Masonry, defending, maintaining and extending the honor of its name.

**4-212. CHAPTER TRUSTEES.**--Chapters may enact a By-Law creating a Board of Trustees to be composed of three members, the first of whom shall be elected to serve for one, two and three years and thereafter one Trustee shall be elected annually by a majority of the members present at the Annual Convocation. The Trustees shall perform only such duties as the Chapter may, from time to time, direct, and they shall make due report to the Chapter at each Annual Convocation or more often if ordered by the High Priest. All funds collected shall be promptly turned over to the Secretary, who shall receipt for the same and immediately turn them over to the Treasurer.

The office of Trustee, being one created by local Chapter By-Laws, does not prevent a companion from holding, at the same time any other office created by our laws, or prevent him from dimitting during the term for which he was elected as Trustee, provided the law governing dimission is complied with.

**4-213. STANDING COMMITTEES.**--Every Chapter shall have two Standing Committees: one on Finance, consisting of three members to be appointed by the High Priest, who shall examine the reports of the Treasurer and Secretary and audit all claims against the Chapter; and one on Charity, consisting of the High Priest, King and Scribe, who shall dispense the charities of the

Chapter in such a manner as it's regulations shall require. The annual audit of the accounts of the Treasurer and Secretary shall be made as soon as practicable after the Annual Convocation, and a report submitted to the Chapter at a Stated Convocation not later than sixty days after said Annual Convocation.

**4-214. CLOTHING, WORKING TOOLS, AND FURNITURE.**--All Royal Arch Masons entering a Chapter shall be appropriately clothed for labor, the officers bearing the jewels, aprons, and emblems of authority which common usage has made appropriate to their rank and respective stations. The Chapter shall be provided with the furniture and implements necessary for the proper execution of all regular Capitular work and ceremony.

### **Article III**

#### **Dependent Membership - Place of Membership - Jurisdiction**

**4-301. DEPENDENT MEMBERSHIP--SUSPENSION--RESTORATION**--Membership in the Chapter shall be based upon the affiliation of the companion in a just and lawfully constituted Lodge of Master Masons, and when that affiliation ceases, the membership in the Chapter shall cease; PROVIDED, however, this regulation shall not apply to the transfer of membership from one Lodge to another during a period of six months pending such transfer. The presentation of an application for membership in a regular Lodge within six months, and the renewal thereof within a like period or periods thereafter until such membership shall be effected, shall be construed as an extension of the period of time for effecting the transfer of membership.

Before a Chapter shall suspend a member for non-affiliation with a Lodge under the foregoing regulation, it shall first serve a formal notice upon him, by registered mail directed to his last known address, requiring him, within four weeks from the date of the notice, to show either of the following facts:

1. That he is now affiliated with a regular Lodge of Master Masons, naming it; or
2. That within the period of the last six months he has petitioned for membership in a regular Lodge of Master Masons, naming it, and been rejected; or
3. That his petition for membership has been presented to, and is under consideration by a regular Lodge of Master Masons, naming it, awaiting action.

The failure of a companion after proper notice, so to refute the charge, shall be construed as an admission of its truth, and the companion shall thereupon be declared suspended.

A member under suspension for non-affiliation with a regular Lodge of Master Masons, may at any time thereafter effect affiliation with a regular Lodge, and, upon notifying the Chapter in writing of this fact, naming the Lodge with which he has become affiliated, he shall be restored forthwith to membership in said Chapter, and the High Priest shall immediately so declare.

**4-302. PLACE OF MEMBERSHIP.**--An Applicant for membership becomes a member of the Chapter upon the declaration, by the High Priest, that

he is duly elected thereto. A candidate for the Degrees of Capitular Masonry becomes a member of the Chapter as a Royal Arch Mason therein, or in another at its request. A candidate for Advancement becomes a member of the Chapter in which he is obligated as a Royal Arch Mason, only when the Chapter which accepted his petition has ceased to exist, or waived its jurisdiction. (2019)

**4-303. EXCLUSIVE JURISDICTION OVER PETITIONERS** .--When a Chapter shall have accepted a candidate for the Degrees of Capitular Masonry, it shall be deemed to have acquired exclusive jurisdiction. When it shall have accepted a petitioner for Advancement, the Chapter first accepting him being extinct or having waived its jurisdiction, it shall be deemed to have acquired exclusive jurisdiction. When a Chapter rejects a candidate for the Degrees of Capitular Masonry, or a petitioner for Advancement, it shall not be deemed to have acquired exclusive or any continuous jurisdiction by reason of such rejection.

**4-304. COMMUNICATIONS WITH CHAPTERS IN OTHER GRAND JURISDICTIONS.** All communications from a Chapter in this jurisdiction to a Chapter in another Grand Jurisdiction, upon the subject matter of membership or the conferring of Degrees, shall be sent through the Grand Secretary, and no Chapter in this jurisdiction shall respond to a communication from a Chapter in another Grand Jurisdiction upon these subject matters without first referring the same to the Grand Secretary.

**4-305. RIGHT OF VISITATION.**--A Royal Arch Mason in good standing may visit any Chapter, but he shall be vouched for by some companion who has sat in open Chapter with him, or proved himself to be a Royal Arch Mason by due trial and strict examination by a committee appointed by the High Priest, or by the companion temporarily assuming the duties. The High Priest may exclude any visitor, and shall exclude him if any member object to his admission, unless the visitor comes in an official capacity.

#### **Article IV Petitions--Content--Procedure--Dimits**

**4-401. PETITIONS.--EXECUTION AND RECOMMENDATION.**--A petition for the Degrees of Capitular Masonry or Advancement, or Membership, shall be in writing, showing when and where the petitioner was born, his residence, business address, the period of his residence in the state and jurisdiction of the Chapter, his vocation, whether he has previously petitioned another Chapter, and that he is an affiliated member in good standing of a just and lawfully constituted Lodge of Master Masons. It shall be signed in ink, by his own hand, with his name in full, and recommended by two members, who shall be held as certifying to the candidate's mental and moral fitness to be made a Royal Arch Mason, or advanced, or admitted to membership.

**4-402. PETITIONS FOR THE DEGREES.--RENEWAL.**-- A Petition for the Degrees of Capitular Masonry shall show whether the candidate has previously petitioned for such Degrees, and if it appear that he has and that more than six months have elapsed since his rejection, it may be received. If it appear that such other Chapter was without this Grand Jurisdiction, and is still working, he shall present with his petition a waiver of jurisdiction, or the consent of such

Chapter.

**4-403. PETITIONS.--RECEPTION.**--A petition for the Degrees of Capitular Masonry, or Advancement, or Membership, shall be read and accepted in open Chapter. No vote to receive a petition is required. If a Companion declares himself as opposed to the reception of a petition in advance of its formal presentation to the Chapter, or threatens to cast an unfavorable ballot on all petitions to be presented to his Chapter, he shall be deemed to have committed an offense against the Body of Capitular Masonry. (1996)

**4-404. PETITION FOR THE DEGREES.--CONTENTS.**--A Candidate for the Degrees of Capitular Masonry shall state in his petition the name, number and location of his Lodge and such other information as the Grand Council may require, and that if admitted he will cheerfully conform to all the established usages of the Institution, and yield a willing obedience to all its requirements.

**4-405. RESIDENCE OF PETITIONER FOR DEGREES.**--A Chapter shall not receive a petition for the Degrees of Capitular Masonry from any candidate unless he shall be at the time an affiliated member in good standing of a just and lawfully constituted Lodge of Master Masons, and shall be a resident of the State of Kansas, or in case of a sojourner, unless his petition shall be recommended by the Chapter within whose territorial jurisdiction he shall be an actual resident as aforesaid; PROVIDED, the petition of a sojourner in the naval or military service may be received by the Chapter within whose jurisdiction he shall be stationed without regard to the period of such residence. (1978)

**4-405a. WAIVER OF JURISDICTION.**--The Grand High Priest may, at his discretion, after investigation of the facts as to accessibility and facility 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 in an adjoining state, waive jurisdiction over candidates residing in Kansas who can more conveniently receive the degrees in a Chapter in another state. He may also waive Kansas residence requirements for candidates residing in an adjoining state, PROVIDING that State permits out-of-state waivers. Any such waiver must be reported in the Grand High Priest's address at the next Annual Convocation. (1985)

**4-406. REMOVAL OF CANDIDATE.**--If, after a Chapter has accepted a candidate and before it shall have conferred upon him any or all of the Degrees, he shall become a sojourner, or an actual resident within the territorial jurisdiction of another Chapter, the latter may receive his petition for Advancement to such Degree or Degrees as he shall not have received; PROVIDED, the petition is accompanied by a request from the Chapter which has acquired jurisdiction, or by a waiver. The Chapter completing the work upon request, shall do so as an act of courtesy.

**4-407. DEGREES BY REQUEST.**--Any Chapter in this Grand Jurisdiction, which has accepted a petition, may request another Chapter to confer any or all of the degrees as an act of courtesy, PROVIDED, that the Secretary of each Chapter must report the conferral in his Annual Report in all cases where the candidate has received his degrees in another Chapter other than the one in which he was elected. PROVIDED FURTHER, that upon a waiver

a petition shall be required and it shall contain (1) the name, number and location of the Chapter which accepted his petition for the Degrees of Capitular Masonry; (2) the date of his election; (3) the Degrees received, and the date of receiving them; (4) whether the petitioner is a sojourner or an actual resident; (5) whether the Chapter which accepted him as a candidate is still in existence, and, if it be, whether it requests the completion of the work or waives jurisdiction, evidence thereof to be attached to the petition; (6) the period of his present residence, if an actual resident; (7) the name, number and location of the Lodge of which he is a member in good standing. A petition for Advancement upon waiver, whether by a sojourner or an actual resident, shall pursue the same course as an original petition for the Degrees of Capitular Masonry; however, no petition can be received unless the candidate resides in this Grand Jurisdiction. (1978)

**4-408. MEMBERSHIP AND DIMISSION.**--A Chapter may receive the petition of an applicant for membership from any Royal Arch Mason in good standing who shall be an affiliated member in good standing of a just and lawfully constituted Lodge of Master Masons, and shall produce satisfactory evidence that he had been regularly dimitted from the Chapter with which he was last affiliated or that such Chapter is now defunct, without regard to the place of period of his residence, whether within or without the limits of this Grand Jurisdiction; however, no companion hailing from another jurisdiction in which the Degree of Past Master is not conferred can be elected to membership in any Chapter in this Grand Jurisdiction until the Chapter petitioned will have conferred upon him the Degree of Past Master.

**4-409. PETITIONS FOR MEMBERSHIP.--CONTENTS.--DIMIT OR OTHER LAWFUL EVIDENCE.**--A petitioner for Membership shall state in his application the name, number and location of the Chapter with which he was last affiliated, attaching a Certificate of dimission, a Certificate for Transfer of membership, or other lawful evidence for transferring membership, for cancellation by the Secretary if admitted; whether he has applied to any other Chapter for affiliation, and if so, the name, number and location of such Chapter; and he shall also state the name, number and location of the Lodge of which he is a member in good standing.

**4-410. PETITIONS.--COMMITTEE OF INVESTIGATION.** --When a petition for the Degrees of Royal Arch Masonry, or for Advancement when accompanied by a waiver of jurisdiction, or by request from another Chapter, or for Membership, shall have been formally received, the High Priest shall refer it to a Committee of Investigation, only when requested by a member in good standing in the Chapter acting upon the petition, to consist of three members, who shall be unbiased companions, to be selected by him from the membership of the Chapter, which committee may, in its discretion, report at the same Convocation at which it is appointed. If such committee does not so report, it shall make its report at the first Stated Convocation following such appointment unless additional time is granted. Each and every member of this Committee shall make an oral report in open Chapter, in person or through some other member of the committee, unless excused by order of the High Priest, and in the event of such excuse, a new committee shall be appointed. Where one member reports for the entire committee, the report to him may be made over the telephone. In no event shall anyone demand from such a committee, or from any member



thereof, the reason for its conclusion, or the facts upon which it is based. When a candidate for the Degrees of Capitular Masonry shall have been accepted, the Degrees may be conferred at any time thereafter. All petitions for Advancement upon request of another Chapter, whether within or without this Grand Jurisdiction, shall be referred to a committee in the same manner, and under the same conditions as a petition for the Degrees of Royal Arch Masonry, or for Advancement when accompanied by a waiver of jurisdiction, or for Membership. (1998)

**4-410a.** The nature of the Report of an Investigating Committee is classified as MATERIAL NOT PROPER TO BE WRITTEN and must NOT appear in the Minutes of a Chapter Convocation. (1967)

**4-411. COMMITTEE OF INVESTIGATION.--ADVANCEMENT AND MEMBERSHIP.**--The Committee of Investigation shall not report on, and in the absence of a committee the High Priest shall not order a ballot on, any petition for advancement until the applicant shall have been vouched for, or proved himself by due examination a Mark Master, Past Master, or Most Excellent Master, and they shall not report favorably on, and in the absence of a committee the High Priest shall not order a ballot on, any petition for Membership until the applicant shall have visited the Chapter, if he resides within its jurisdiction, or shall have been vouched for, if he resides without its jurisdiction. (1998)

**4-412. PETITIONS.--BALLOT.**--A ballot shall be ordered on any petition as soon as the report of the Committee of Investigation shall have been made thereon, unless the committee reports a want of Masonic jurisdiction, in which event no ballot shall be necessary, and in the absence of a committee as soon as the petition has been formally received. The ballot shall be taken under the supervision and control of the High Priest and inspected only by him and the King and Scribe, the result in all cases to be declared by the High Priest. Every member present shall vote, and the High Priest shall not entertain any excuse from voting, or motion to postpone or reconsider the ballot. If two or more petitions are to be acted upon at the same Convocation, a collective ballot may be taken on any number thereof, PROVIDED, that should one or more negative ballots appear in any of such collective ballots, then a separate ballot shall be taken on each petition included in such collective ballot. (1998)

**4-413. PETITIONS.--UNANIMOUS BALLOT.**--A unanimous ballot shall be required for the acceptance of a candidate for the Degrees of Capitular Masonry, or an applicant for Advancement, or Membership: PROVIDED, if but one negative ballot appear the High Priest shall order a second ballot and if one or more negative ballots then appear the petitioner shall be rejected. Upon rejection the petition for the Degrees shall not be renewed within six months, but the application for Advancement or Membership may be renewed at any time.

**4-414. PETITIONS.--ONE BALLOT FOR ALL DEGREES.** --But one ballot shall be required for all the Degrees on any petition for the Degrees of Capitular Masonry, or Advancement.

**4-415. SECRECY OF THE BALLOT.**--The secrecy of the ballot shall be maintained inviolable, and if a companion criticize the result of any ballot, or indicate the character of any vote by him cast, or if he upbraid another for the

result, he shall be deemed to have committed an offense against the Body of Capitular Masonry. Every member has the right to cast his ballot unquestioned as to its character, and, in the exercise of this right, he should act for the good of Capitular Masonry, and not be controlled by prejudice.

**4-416. OBJECTION TO CONFERRING DEGREES.**--Any member may object in open Chapter to the conferring of any Degree upon an accepted candidate. The objector shall not be required to state the grounds of his objection, and if the objection be made orally by the objector, in person, and recorded at his request, or if it is submitted in writing, the candidate is barred from receiving the Degrees until the first Stated Convocation after the expiration of six months from that date, and if not recorded, the objection shall remain in force only until the next Stated Convocation of the Chapter. The objector may renew his objection, or he may withdraw it at any time, but it shall cease to be in force upon the termination of the objector's membership. (1993)

**4-417. REJECTION ON WAIVER.**--In case of the rejection of a petitioner for Advancement on a waiver of jurisdiction, his membership remains in the original Chapter, and before he can again petition he must secure another waiver.

**4-418. WITHDRAWAL OR REJECTION OF PETITIONS.**--Any type of petition may be withdrawn at anytime before, but not after, a ballot has been ordered. Upon withdrawal or rejection of any petition, or in any case where there is a report of no jurisdiction, the Secretary shall return to the petitioner or applicant, any money which may have been deposited, but shall retain the petition. (1991)

**4-419. TIME FOR INITIATION OR ADVANCEMENT.--OBJECTION.--RETURN OF DEPOSIT.**--A Candidate who has been elected shall not be required to present himself for any Degree within any limited time, nor shall any lapse of time work a forfeiture of any right or privilege he may have acquired, but, if he be barred therefrom by objection, any deposit made by him shall be returned upon his demand.

**4-420. RESTORATION.**--If a member, under suspension for non-payment of dues only, shall pay the amount of indebtedness to the Chapter (including current year's dues) by the last day of June following the date of suspension, the Secretary shall announce such payment, and the member shall be restored to membership without further action. The date of restoration shall be the date of said suspension. If more than six months have elapsed, he must petition his Chapter for Restoration and the petition must show payment of current year's dues. If the suspension was for any other cause, the petition shall show a laudable effort to correct the wrong. (2002)

**4-421. REINSTATEMENT.**--A petitioner for Reinstatement to all the rights and privileges of Capitular Masonry, being at the time under sentence of expulsion, shall state in his petition the cause of such expulsion, and show what he has done to reform the evil, to remedy the injury, or to justify the combination of the wrong and in what way he has endeavored to vindicate the honor of Masonry from the reproach of his wrong-doing. In receiving and acting on such petition the Chapter shall be governed by the rules prescribed for receiving and acting on petitions for the Degrees of Capitular Masonry, and a unanimous ballot shall be required.

**4-422. RESTORATION AND REINSTATEMENT.**--A petitioner for restoration or reinstatement shall apply only to the Chapter by which he was suspended or expelled, but if it be extinct he may apply to the Chapter in whose jurisdiction he shall then reside. The restoration or reinstatement of a non-affiliated Royal Arch Mason shall be only to the rights and privileges of Capitular Masonry, and that of an affiliated Royal Arch Mason to Membership in his Chapter, if it be in existence.

**4-423. LODGE SUSPENSION.--EXPULSION.--RESTORATION.--REINSTATEMENT.**--The suspension or expulsion of a companion for any cause whatever by a regular Lodge of Master Masons shall operate as a suspension or expulsion from all the rights and privileges of Capitular Masonry, and his restoration or reinstatement by the Lodge shall restore or reinstate his membership in the Chapter, and such suspension, expulsion, restoration or reinstatement shall become effective upon the declaration of the High Priest, unless he were also suspended or expelled by action of the Chapter.

**4-424. DIMISSION, CERTIFICATE.**--An applicant for dimission shall not be required to state his reason therefor. He may make his request orally, or in writing, at any Stated Convocation. The High Priest shall order the granting of such dimit, unless the member applying therefor be at the time an elective officer of the Chapter, have charges pending against him or be under pecuniary liability to the Chapter. When the application has been granted, the Secretary shall record the transaction in the minutes and give to the applicant a certificate of such dimission, showing that he is in good standing and that his Chapter dues are paid to date. (2011)

**4-425. DUES AND DIMITS.**—The issuance of a dimit from a Chapter of Royal Arch Masons will require the Chapter to inform the Council of Cryptic Masons (if a member) and the Commandery of Knights Templar (if a member) to automatically issue a dimit. (2011)

**4-426. DIMIT, LIMITATION** – The right under a dimit shall continue for life. A dimit is a resignation of membership. A Companion holding a dimit has no Masonic rights in the York Rite of Freemasonry. He is not eligible to visit or sit in a Chapter and is not entitled to Chapter services at burial. He is not entitled to aid or charity. His only right is to petition a Chapter of Royal Arch Masons for Membership and must be a member in good standing of a Masonic Lodge. (2011)

**4-427. TRANSFER OF MEMBERSHIP.**--A member desiring to transfer his membership to another Chapter may make application to his home Chapter for, and be granted a Certificate for that purpose in the same manner and upon the same conditions as in making application for a Dimit. The Certificate so granted shall be signed by the Secretary, and under the seal of the Chapter granting the same, and shall state: (1) that the applicant is a member in good standing of the Chapter granting the Certificate; (2) the name, number and location of the Chapter in which he desires to place his membership; and (3) the term for which the Certificate is granted, which term shall not be more than ninety days from the date of said Certificate; and such Certificate shall be null and void from and after the expiration of the term thereof, unless the

Companion's petition is in the hands of the Investigating Committee. When such Certificate is issued it shall not be delivered to the member requesting it but shall be immediately transmitted to the Grand Secretary by the Secretary of the Chapter issuing the same. The Grand Secretary shall at once transmit the same to the Secretary of the Chapter named therein, and such Chapter may receive a companion's petition for Membership accompanied by such Certificate, in lieu of a regular Dimit.

After the companion has been elected his membership in the Chapter granting the Certificate shall thereupon cease, and it shall be the duty of the Secretary of the Chapter electing the companion to membership to enter across the face of the Certificate the date of the companion's election and forward it to the Grand Secretary. The Grand Secretary, upon receipt of notice of the election of said companion to membership, shall forthwith notify the Chapter granting the Certificate of such fact, and thereupon the Secretary of the Chapter issuing said Certificate shall fill out a Dimit as of the date the companion was elected and forward the same to the Grand Secretary, who shall in turn, forward it to the Chapter in which the companion was elected to membership. Where a Certificate is outstanding at the close of the year the companion's name shall be listed with the roll of members of the Chapter issuing the Certificate, and it shall pay the per capita tax and any special assessment on him. In case the petitioner is elected in the Chapter petitioned prior to December 31st, the Chapter issuing the Certificate shall, in submitting the Annual Report the next year, take credit for the Grand Chapter dues and any assessments paid upon him. This law shall not modify or curtail any law now in force relating to Dimits.

A member wishing to transfer his membership to another Royal Arch Chapter within the State shall (after proving himself to be a Royal Arch Mason in good standing in his home Chapter) sign a petition for membership (as provided in approved form by the M.:E.: Grand Chapter, containing such pertinent information as necessary) together with a form of request for dimission, attached therewith.

The Royal Arch Chapter receiving such petition shall present the same and act upon it in the usual manner. If the petition is approved by unanimous ballot by the receiving Royal Arch Chapter, the Secretary shall send said notice of election and request for dimission to his home Chapter, which will issue the dimit in the usual order and return the same to the Secretary of the receiving Chapter. (1975)

## **Article V**

### **Revenue--Fees--Dues--Suspension**

**4-501. FEES AND DEGREES.**--A candidate for the Degrees of Capitular Masonry shall pay therefor not less than twenty dollars. An applicant for Advancement shall be required to pay such sum as the Chapter first accepting him might require, and such fee shall belong to the Chapter of which he shall become a member as herein before provided.

**4-502. FEES FOR ADVANCEMENT.--MEMBERSHIP.**--In all cases where the work is done at the request of the Chapter having original jurisdiction, the fees paid for Advancement belong to the Chapter making the

request, and the companion's membership remains in the original Chapter. If the work be completed upon a waiver of jurisdiction, the Chapter issuing the waiver shall return to the candidate the pro rata amount of the total fees paid, based on the number of Degrees received, and the brother, on receiving the Royal Arch Degree, becomes a member of the Chapter completing the work.

**4-503. CHAPTER DUES.--ASSESSMENT.--REMISSION.--**A Chapter may provide a revenue for its support by requiring each member to pay annually a specific tax to be fixed by its By-Laws, and at any Stated Convocation, by a majority vote of its members present, it may assess an additional tax for current expenses and charity, which shall be held to be a special tax for emergent purposes. It may remit the taxes of any member for inability to pay the same, and for any other cause which shall seem just and equitable to a majority of the members present.

**4-503a. PERPETUAL MEMBERSHIP--**The Grand Chapter of Royal Arch Masons of Kansas shall establish a Perpetual Membership Program which shall make available to each member in good standing in any constituent Chapter in Kansas the voluntary prepayment of a Perpetual Membership fee in lieu of annual dues. (2002)

**4-504. CHAPTER DUES, NON-PAYMENT, REMISSION.--**The specific taxes required by a Chapter and the per capita taxes and fees required by the Grand Chapter shall be included in the terms "Chapter Dues" or "Dues". The neglect or refusal of a member to pay his Chapter dues shall not deprive him of any right or privilege in the Chapter or as a Royal Arch Mason, until by some prescribed rule of procedure such right or privilege shall have been restricted. If any member in arrears for dues states, in open Chapter or in writing, that he cannot pay them without material injury to his family, and such statement be confirmed by the High Priest, his dues shall be remitted.

**4-505. CHAPTER DUES--PAYABLE IN ADVANCE--SUSPENSION.--**Chapter dues shall be payable in advance and shall be delinquent if not paid on or before January 1 of each year. If same are not paid by the date of the Annual Convocation in December thereafter, the member shall be suspended on that date to be effective as of December 31 thereafter. (1997)

**4-505a. SUSPENSIONS--DUTY OF SECRETARY.-**At least thirty days prior to the Annual Convocation the Secretary shall have had served each member with a notice of the date of the Annual Convocation and his indebtedness, if any, to the Chapter. The notice may be served in person or by mail in a sealed envelope to his last known address.

At the Annual Convocation, the Chapter Secretary shall submit to the Chapter a list of the names of all members whose dues are unpaid for the current year. The High Priest, Chapter Secretary, or the Grand Secretary shall certify that each member has been served with the proper notice or that same has been mailed to his last known address. The High Priest shall, upon affirmative vote of the Chapter, declare any or all such members suspended from all the rights and privileges of Capitular Masonry for non-payment of dues, the decree to become final at the close of the calendar year unless the amount of dues owing is paid; the record date of such suspension to be December 31.

A Chapter may, for good cause, at the Annual Convocation by a

majority vote, remit the dues of any member. (2021)

**4-506. CHAPTER DUES.--SUSPENSION.--REMISSION.--** A Chapter may, by a two-thirds vote of the members present at any Stated Convocation, remit the dues of a member for the non-payment of which he may then be under sentence of suspension but such remission shall not restore him. A member under sentence of suspension for non-payment of dues may, at any time, pay the Secretary the arrearages for the non-payment of which he was suspended, but such payment shall not restore him, except as provided in By-Law titled "Restoration".

**4-507. OFFICIAL RECEIPT FOR DUES.--**No Chapter within this jurisdiction shall issue a receipt for dues except upon a prepared blank form to be furnished by the Grand Secretary, which form shall contain a printed or lithographed certificate with facsimile signature of the Grand Secretary and Seal of the Grand Chapter, to the effect that the Chapter issuing the receipt is a lawfully constituted Chapter of Royal Arch Masons, working under the jurisdiction of the M.:.E.: Grand Chapter of Royal Arch Masons of Kansas.

**4-508. CHAPTER FUNDS.--**The funds of a Chapter can only be used in defraying the necessary expenses for its maintenance, the payment of the Grand Chapter per capita tax and assessments, for building purposes, and for charity.

**4-509. GRAND CHAPTER DUES.--**Per capita dues shall consist of Grand Chapter per capita tax, special assessments, exaltation fees and any General Grand Chapter per capita tax and/or assessments. Every Chapter working under a Warrant of Constitution, shall pay annually to the Grand Chapter a per capita tax of nine dollars fifty cents (\$9.50), all General Grand Chapter per capita tax, and/or assessments on its roll of membership, as the same appears on the Annual Report of the Chapter for the preceding year, and any special assessment, and a fee of two dollars for each member exalted. The amount available for the annual operating budget shall be six dollars fifty cents (\$6.50) with three dollars (\$3.00) to be put in a "Perpetual Fund" of which only the interest may be used starting the 2009 budget year. The per capita tax shall be assessed against members plus the local dues and collected by the Grand Secretary of the Grand Chapter of Royal Arch Masons of Kansas. Any increase in per capita dues shall only become effective on December 31<sup>st</sup> of the year following enactment of the increase. Any Chapter which neglects or refuses to pay all its annual per capita tax, exaltation fees, or any special assessment on or before the 15<sup>th</sup> day of January in each year, shall not be entitled to representation in the Grand Chapter following such failure, nor shall the Grand Secretary issue credentials for such representation, and in all cases the postmark on the envelope shall be accepted as evidence of the date of transmittal. Funds received in excess of per capita and other monies due to the Grand Chapter of Royal Arch Masons of Kansas by the local Chapter shall be remitted to the local Chapter quarterly starting on January 20<sup>th</sup> each year or more frequently at the discretion of the Grand Secretary, provided the annual report is received by January 15<sup>th</sup> each year. (2021)

The per capita tax collected by the Grand Chapter and General Grand Chapter on a perpetual member shall never be more than the per capita tax in effect at the time the perpetual membership is purchased. (2002)

**4-509a. ROYAL ARCH MAGAZINE PROVISION.**--To provide all Royal Arch Masons of this Grand Jurisdiction with the benefits of receiving the Royal Arch Magazine in their homes, an assessment as determined by the General Grand Chapter of Royal Arch Masons International. Each member shall be levied each year on the December 31 membership roll of each Chapter excepting those members who are Life Subscribers of the magazine, payable with the annual per capita dues in January, and shall continue each year thereafter until revoked by action of the members of the Grand Chapter or Royal Arch Masons of Kansas at a Grand Convocation. (2015)

## **CHAPTER FIVE**

### **Article 1**

#### **Chapters Under Dispensation--Defunct Chapters--Capitular Trials.**

**5-101. CHAPTERS UNDER DISPENSATION.--PETITION.**--Preliminary to the granting of Letters of Dispensation for a Chapter, a petition therefor shall be presented to the Grand High Priest, which shall be signed by each companion with his full name, and shall show the name, number and location of the Lodge with which he is affiliated and of the Chapter with which he is affiliated, or of the Chapter from which he dimitted, and if dimitted, he shall attach his Chapter Dimit to the application. Upon the receipt of such petition, the Grand High Priest shall consider and thoroughly investigate the same, and the advisability of granting Letters of Dispensation therefor, 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, but as a condition precedent, shall require such companions, not already dimitted, to support their signatures with their Dimits from their Chapters, and there shall be nominated in such petition a companion for High Priest, one for King, and one for Scribe.

**5-102. CHAPTERS UNDER DISPENSATION.--QUALIFICATION OF OFFICERS.**--Preliminary to the issuance of Letters of Dispensation the proposed officers shall receive instruction from the Grand Lecturer and shall exhibit their skill by an exemplification of the work and Lectures of all Degrees.

**5-103. CHAPTERS UNDER DISPENSATION.--CONSENT.**--Before the petition mentioned in the preceding sections shall be presented to the Grand High Priest, it must contain the consent of the Chapter nearest to the place where the proposed new Chapter is to be located.

**5-104. CHAPTERS UNDER DISPENSATION.--POWERS AND DUTIES.**--The High Priest, King and Scribe appointed by the Grand High Priest shall require no other authority to assemble the petitioners, and commence their labors than that contained in the Letters of Dispensation. The High Priest shall appoint all officers subordinate to the King and Scribe and shall fill any vacancies that may occur. Within ten days after the expiration of his authority to work he shall transmit to the Grand Secretary a transcript of his proceedings and a return of his work. The powers of a Chapter Under Dispensation are limited to accepting candidates for the Degrees of Capitular Masonry, conferring the Degrees on them, and transacting all business pertaining to the Chapter, observing the rules governing Chartered Chapters in like cases.

**5-105. CHAPTERS UNDER DISPENSATION.--TRAN-SCRIPT.--**

The Letters of Dispensation shall be returned to the Grand Secretary with a transcript of the Proceedings, containing a full copy of the minutes of each meeting, which minutes shall show the officers and companions present, the petitions received, the action thereon, and the Degrees conferred.

**5-106. CHAPTERS UNDER DISPENSATION.--RETURN OF WORK.--**The return of the work shall be substantially in the form required for the Annual Report of a Chartered Chapter showing in tabular form the roll of officers and companions, the name of each candidate and the dates of conferring the Degrees.

**5-107. CHAPTERS UNDER DISPENSATION.--CONVOICATIONS AND ROLL.--**No Chapter within this jurisdiction shall issue a receipt for dues. The Grand Secretary shall issue all receipts for dues on which form shall contain a printed or lithographed certificate with facsimile signature of the Grand Secretary and Logo of the Grand York Rite of Kansas and to the effect that the Chapter issuing the receipt is a lawfully constituted Chapter of Royal Arch Masons, working under the jurisdiction of the M.:E.: Grand Chapter of Royal Arch Masons of Kansas. If the Companion is a member of a constituted Council of Cryptic Masons of Kansas and/or a member of a constituted Commandery of Knights Templar of Kansas, his membership of those bodies will also appear on the receipt for dues. (2021)

**5-108. CHARTER.--PETITION.--**The petition for a Charter for a new Chapter shall be signed by each petitioner with his name in full, and shall show the name and location of the Lodge with which he is affiliated, and of the Chapter with which he was last affiliated. Each petitioner shall produce evidence of his dismission from a Chapter unless he shall have been exalted in the Chapter Under Dispensation seeking a Charter, which fact shall be shown.

**5-109. FEES FOR LETTERS AND CHARTER.--**The fee for Letters of Dispensation for a new Chapter shall be twenty dollars, which shall be paid to the Grand Secretary before the issuance of the Letters. The fee for a Charter shall be forty dollars which shall be paid to the Grand Secretary before the issuance of the Charter, but from such sum there shall be deducted any fee that may have been paid by the petitioners for Letters of Dispensation. The Grand Secretary shall furnish the original Charter without charge and for each copy of a Charter which has been lost or destroyed, may charge five dollars. Each Charter or authorized copy thereof shall be engrossed on parchment. If a Charter be lost or destroyed, the Grand High Priest, upon proper showing, may direct the Grand Secretary to furnish a certified copy without charge. Each Chapter may, if it so desires, file its Charter in the Archives of the Grand Chapter and receive in exchange a certified photographic copy from the Grand Secretary.

**5-110. CHAPTERS UNDER DISPENSATION.--SURRENDER OR REVOCATION OF LETTERS.--**If the Letters of Dispensation be surrendered by the petitioners, or revoked by the Grand High Priest, the Grand Secretary shall return to them any certificates of dismission which they may have produced with their petition for Letters, and if any work shall have been done, the Grand Secretary shall give the brother or companion a certificate showing his Degree and standing.



**5-111. PROCEEDINGS AFTER SURRENDER OR REVOCATIONS.**--When the Charter of any Chapter working under the authority of the Grand Chapter shall be surrendered or revoked, the High Priest and Secretary shall make a report to the Grand Secretary for the period commencing with the date of the last Annual Report and ending with the date of such surrender or revocation. This report shall be made in the same form as an Annual Report, and shall include an inventory of the property of the Chapter, and a statement of the balances due from the members. The Grand Secretary shall collect all balances found due from the members to such Chapter, and upon demand shall give to each member in good standing, who is not indebted to the Grand Chapter, a certificate, showing the date of such surrender or revocation, which shall have the force and effect of the usual certificate of dismissal from a Chapter.

**5-112. PER CAPITA TAX BY MEMBERS OF DEFUNCT CHAPTERS.**--A member of a Chapter, the Charter of which has been surrendered or revoked, who shall apply for a certificate from the Grand Secretary, must pay the amount of the Grand Chapter per capita tax from the date of said surrender or revocation to the date of the issuance of said certificate, before the same shall be issued. Such application for a certificate shall be made by any member entitled thereto on or before December 31st following such surrender or revocation; any member failing to make application shall be subject to suspension by the Grand Chapter at the next Stated Convocation.

**5-113. RULES OF PROCEDURE IN CAPITULAR TRIALS, APPEALS AND PUNISHMENTS.**--The Rules of Procedure in Masonic Trials, Appeals and Punishments prescribed by the Most Worshipful Grand Lodge of Ancient, Free and Accepted Masons of Kansas shall be adopted for all proceedings for offenses against Capitular Masonry, with such modifications as may be necessary to render them applicable, and to that end the Grand High Priest shall appoint, for any given trial, three Past or Present High Priests of Chapters, to be styled Commissioners of Trials. The first named of such Commissioners shall be the Chairman thereof, and two members shall constitute a quorum. A single member may take testimony.

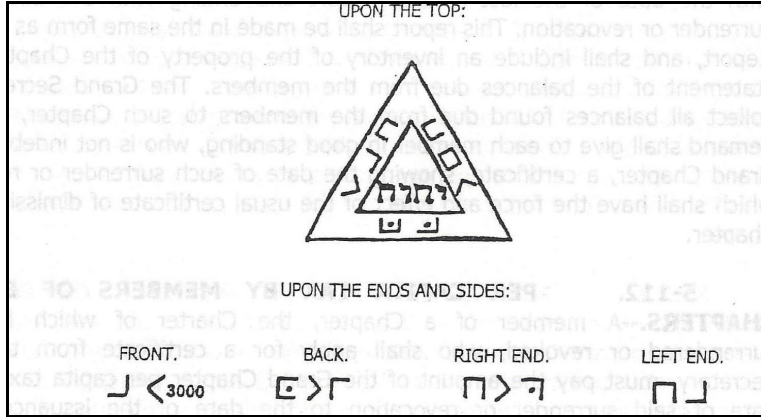
## **Article II Ritual**

**5-201. RITUALS.**--The Rituals of the degrees of Capitular Masonry, and the Monitor, adopted and promulgated by this Grand Chapter shall be made available to the Chapters as follows: Twelve copies of the Ritual and the Monitor shall be furnished to each new Chapter without charge; Chapters may be furnished additional Rituals and Monitors at cost by the Grand Secretary. (1966)

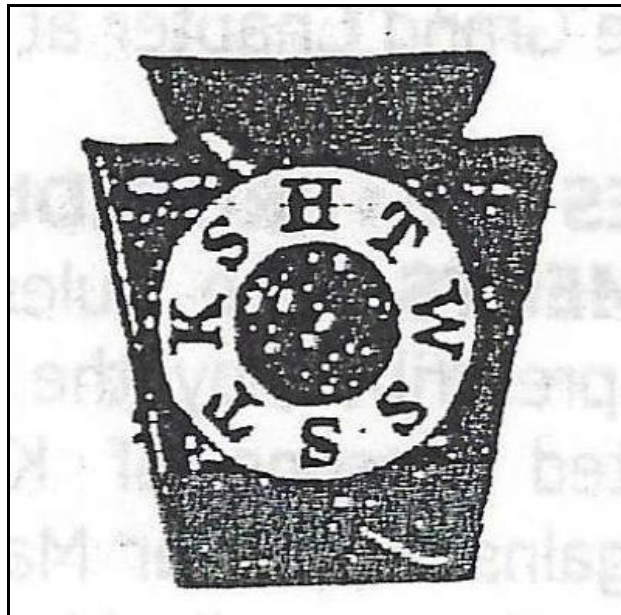
**5-202. WORK IN THE DEGREES.**--Work in the Mark Master, Past Master, Most Excellent Master, and Royal Arch Degrees may be conferred upon more than one candidate at the same time.

**5-203. SELECTION OF MARKS.**--No candidate shall be exalted until he shall have selected his Mark and caused it to be recorded in the Lodge Book of Marks, and where one is admitted to membership he should be required to record his Mark if it has not been previously recorded in another Chapter.

**5-204. CRYPTOGRAM.--READING OF KEYSTONE.--**The method of reading the Cryptogram on the top and sides of the substitute Ark is explained in the following illustrations:



The method of reading the Keystone recommended by the General Grand Chapter of Royal Arch Masons shall be followed.



### Article III

#### Forms and Records

**5-301. FORMS AND RECORD BOOKS.--**The forms approved by the Grand Chapter, shall be the adopted ones for use of all Chapters and as required by the Grand Secretary, are available by download as required by the Grand Secretary. (2021)

**5-302. CERTIFICATES OF PROFICIENCY.**--The Grand Chapter will issue an "A" Certificate of Proficiency to each Companion passing a suitable examination in the following: Opening, closing, calling off and on in all degrees and conferral of the first section of one or more of the Chapter degrees, including all language, floor plans and obligation. (1974)

The Grand Chapter will issue a "B" Certificate of Proficiency to each Companion passing a suitable examination in: Fill all stations in the opening and closing of the Royal Arch Degree. (1976)