

CONSTITUTION OF THE GRAND CHAPTER OF ROYAL ARCH MASONS OF THE PHILIPPINES

PREAMBLE

We, the Royal Arch Masons of the Philippines, in order to establish a framework for the governance of Chapters in this Jurisdiction, consistent with the Landmarks and Principles of the Craft, so we may continue to give true meaning to the teachings and principles of Capitular Masonry, by striving to establish a system of morality based upon the Sacred Law, deepening our faith to the Supreme High Priest of Heaven and Earth and inculcating upon the hearts and minds of men that man is remembered by the mark he makes in his life, do ordain and establish this Constitution of the Grand Chapter of Royal Arch Masons of the Philippines.

PART 1 GENERAL PROVISIONS

ARTICLE I *Name, Seal, and Jurisdiction*

Section 1 Name

The name of the Grand Chapter is “*The Most Excellent Grand Chapter of Royal Arch Masons of the Philippines.*”

Section 2 Seal



The seal embodies the aspirations of the Royal Arch Masons in this jurisdiction, herein represented by the *three stars and the sun* that distinctly characterize the Philippine flag. The *laurel leaves* symbolize the triumph we all seek in continuously improving ourselves; and in our desire to discover the *Divine Truth*, we necessarily employ the moral lessons handed to us in the *Arc of the Covenant* as we search for the key, signified by the *Triple Tau*, towards more *Light* which the *Keystone*, as the most important stone that forms the arch resting on the columns, helps enable more of it to pass.

Section 3 Jurisdiction

This Grand Chapter is a legal, independent body and has jurisdiction and supreme authority over Capitular Masonry within the geographical boundaries of the Republic of the Philippines and over other geographical regions within the jurisdiction of the Grand Lodge of Free and Accepted Masons of the Philippines.

ARTICLE II GENERAL OBJECTIVES

Section 1 To uphold, practice and develop the Masonic virtues of Charity, Honor and Service.

Section 2 To promote the general welfare of each Royal Arch Mason, their widows and orphans.

Section 3 To foster closer camaraderie, brotherhood and fellowship among Royal Arch Masons.

Section 4 To propagate, organize and consolidate the Royal Arch Masons in the Philippines.

Section 5 To establish, coordinate and strengthen amity relations with other Grand Chapters in other jurisdictions.

ARTICLE III GENERAL MEMBERSHIP

Section 1 The prime qualification for admission into the Royal Arch is to be a Master Mason of at least six (6) months in good standing of a Lodge of Master Masons and have passed the necessary proficiency examination in the 3rd degree of Masonry.

Section 2 Membership to the Royal Arch Mason Chapter shall be by application. The candidate should be a serious and enthusiastic Master Mason who desires to improve and further expound his Masonic knowledge. The candidate should either be a resident of or his place of work is within the jurisdiction of the Chapter he intends to join.

Section 3 Petition for Membership shall be recommended and signed by two (2) active Royal Arch Masons in good standing of the Chapter he intends to join.

Section 4 The petition for membership shall have been favorably balloted by the Chapter and submitted to the Most Excellent Grand Chapter of Royal Arch Masons in the Philippines.

Section 5 The candidate shall have completed the following degrees of Capitular Masonry, namely: Mark Master, Past Master, Most Excellent Master and the Royal Arch Mason.

ARTICLE IV DEFINITION OF TERMS

Section 1 The Grand Chapter is the supreme Capitular power and authority in the Jurisdiction of the Republic of the Philippines.

Section 2 A Constituent or Chartered Chapter is a duly constituted body of the Grand Chapter in a specific area in the Grand Jurisdiction to process petitions, organize, convene, and confer the Capitular degrees.

Section 3 A Convocation is an assembly of a Constituent Chapter for its business and related activities. A Grand Convocation is the assembly of the Grand Chapter of Royal Arch Masons of the Republic of the Philippines.

Section 4 A Stated Convocation is the regular meeting of the Chapter as stipulated in the Charter.

- Section 5 A Ceremonial Convocation is one convened for the purpose of ceremonies and rites like the installation of Officers, institution or constitution of a new Chapter and funeral rites, but does not include degree works.
- Section 6 A Proxy is any member of the Chapter, duly authorized by either the High Priest or King or Scribe to represent him or them in a meeting of the Grand Chapter or its Committee in the event of his/their inability to attend due to valid reasons.
- Section 7 A Representative of a Chapter is any member thereof, who has been appointed by the Chapter to represent the same at the Annual Convocation, in the event that any of the High Priest, King or Scribe are unable to attend due to valid reasons.
- Section 8 A Regulation is a directive, order, instruction or ruling of the Grand High Priest adopted by the Grand Chapter.
- Section 9 A Chapter in active status are those who submit their Annual Returns and regularly pays their annual per capita dues and assessments to the Grand Chapter.
- Section 10 An Active member is a Companion in good standing who regularly pays his annual dues, attends meetings and activities of the Chapter. A Companion in good standing is those paying their annual dues and not under the order of suspension or expulsion.
- Section 11 An Inspector is an appointed Officer of the Grand High Priest to supervise and ensure that the works, rituals and ceremonies are properly implemented by the chapters and its annual returns submitted to the Grand Chapter.
- Section 12 A District is a cluster of Constituent Chapters in a specific geographical area in the Grand Jurisdiction.
- Section 13 A Letter Temporary is a dispensation issued by the Grand High Priest upon petition of certain number of Companions in good standing to form a Constituent Chapter.
- Section 14 A Candidate is a petitioner for Degrees in Capitular Masonry.
- Section 15 A Masonic Year of the Grand Chapter commences during the Grand Convocation every October and ends on the day before the Grand Convocation the next year.
- Section 16 A Charter Member is a Companion who is included in the list of petitioners when a Letters Temporary has been issued.
- Section 17 Exclusion means removal from the Membership List of a member who, despite of competent and diligent search by the Chapter, cannot be located or no communication, for more than five (5) years.

ARTICLE V DESIGNATION AND TITLES

Section 1 Titles and forms of address

The Officers of the Grand Chapter shall be addressed, as follows:

- (a) "Most Excellent" (ME) for the Grand High Priest;
- (b) "Right Excellent" (RE) for the Deputy Grand High Priest, Grand King, Grand Scribe, Grand Treasurer, Grand Secretary and Grand Lecturer;
- (c) "Excellent" (E) for all other Grand Officers.

Section 2 The Grand High Priest

The title of the Grand High Priest applies to one who has been elected and installed as Grand High Priest. The Past Grand High Priest title applies to all Grand High Priests who have served his term of office and remains a member in good standing of one of its constituent Chapters.

Section 3 The High Priest

The title of the High Priest applies to one who has been elected and installed as High Priest of a constituent Chapters. The Past High Priest title applies to all High Priests who have served his term of office and remains a member in good standing.

Section 4 Past Grand Officers

The title of “Past Grand Officer” applies only to an elective Grand Officer, who has been regularly elected and installed, has served his term as such in this Grand Chapter and remains a member in good standing of one of its constituent Chapters.

Section 5 Royal Arch Masons in general

All Royal Arch Masons shall be addressed as “Companions”.

**PART II
ON THE GRAND CHAPTER OF ROYAL ARCH MASONS**

ARTICLE 6 MEMBERS OF THE GRAND CHAPTER

Section 1 The Grand Chapter of the Royal Arch Masons shall consist of the following Officers and Members, whose ranks and titles shall be as herein set forth, to wit:

- (a) Most Excellent (ME) Grand High Priest
- (b) Right Eminent (RE) Deputy Grand High Priest
- (c) RE Grand King
- (d) RE Grand Scribe
- (e) RE Grand Treasurer
- (f) RE Grand Secretary
- (g) RE Grand Lecturer
- (h) Excellent (E) Grand Auditor
- (i) E Grand Chaplain
- (j) E Grand Captain of the Host
- (k) E Grand Principal Sojourner
- (l) E Grand Royal Arch Captain
- (m) E Grand Master of the 3rd Veil
- (n) E Grand Master of the 2nd Veil
- (o) E Grand Master of the 1st Veil
- (p) E Grand Sentinel
- (q) All Past Elected Grand Officers, Past High Priests by service in this jurisdiction, and the High Priests, Kings and Scribes of its chartered and duly constituted constituent Chapters; and,
- (r) Such other Officers as it may hereafter be designated.

Section 2 The Officers and members of Grand Chapter must be an active member of one of its constituent Chapters. Cessation of membership in any constituent Chapters shall cause for the termination of his office and membership in the Grand Chapter.

Section 3 A Grand Officer shall not be represented by a proxy or representative in any meeting of the Grand Chapter or Grand Convocation.

ARTICLE 7 POWERS AND AUTHORITY

- Section 1 The Grand Chapter, as the supreme Capitular power and authority in this Jurisdiction, shall possess all the attributes of sovereignty and government; and legislative, executive and judicial powers, limited only by a strict adherence to the Ancient Landmarks of Freemasonry, in accordance to the provisions of its own Constitution and Regulations.
- Section 2 The Legislative powers of the Grand Chapter extend to every matter of legislation not expressly delegated by it to the Chapters and also to the Uniform Code of By-laws for constituent Chapters, of which, it has an inalienable right to adopt, promulgate, amend and repeal at its pleasure- all of which are binding upon all Chapters and Royal Arch Masons within its jurisdiction.
- (a) Every Regulation of Grand Chapter is so far perpetual that it continues to be binding and effective until Grand Chapter repeals or amends.
 - (b) Authority attaches to the Proceedings of Grand Chapter the moment the action is had therein. The Proceedings furnish ample authority upon which the Chapter can act.
 - (c) The latest adopted law supersedes all Laws and Regulations inconsistent with it.
- Section 3 The executive powers of the Grand Chapter include the authority to issue Dispensations to institute and constitute Chapters within this Jurisdiction, the revocation or suspension thereof, the issuing of Dispensations for all purposes permitted by this Constitution, the general exercise of all such authority as may be necessary to carry its legislation into complete effect and the power to create Departments for efficient administrative purposes.
- Section 4 The judicial powers of the Grand Chapter are of two kinds:
- (a) Original, including the decision of all controversies between Chapters or between one of them and a member or members of another Chapter and the enforcement of discipline upon its own members and upon the Chapters under its jurisdiction.
 - (b) Appellate, embracing the revision of all matters of controversy or discipline, proper for investigation which may have arisen in any of its constituent Chapters and over which it has not retained original jurisdiction.

ARTICLE 8 GRAND CONVOCATIONS

- Section 1 The Grand Chapter shall hold its Annual Convocation for the transaction of its regular business every October of each year, the time and date shall be decided upon by the Council of Administration.
- Section 2 In cases of great emergency, the Grand High Priest, with the written consent of the Deputy Grand High Priest, Grand King, Grand Scribe, Grand Treasurer and Grand Secretary shall have the power to change the date and/or place of any Annual Convocation and in such event, the Grand Secretary shall give at least thirty (30) days written notice of the time and place thereof to each Chapter, all Grand Officers and all Past Grand Officers who are members of Grand Chapter.
- Section 3 The Grand High Priest may convene Special Convocations of Grand Chapter, whenever, in his opinion the welfare of the Craft shall require it.
- Section 4 A special meeting of the Grand Chapter may be convened for Ceremonial or Ritual purposes. The presence of the Grand High Priest or his duly authorized Representative with a sufficient number of Companions to fill the stations, may at any time open the Grand Chapter and perform the ceremony for which it has been convened.
- Section 5 The Grand High Priest upon receiving a proper written petition of at least twenty percent (20%) of the active Chartered Chapters duly signed by their respective High Priests and stating the reasons for such petition, shall convene a Special Convocation provided that:

- (a) The petition was received by the Grand High Priest within sixty (60) days of traceable delivery allowing for the proper notification of all Constituent Chapters. If the Grand High Priest fails to call for the convening of a Special Convocation within this timeframe, it shall in due course be convened by the Grand King or Grand Scribe.
- (b) The Grand Secretary shall issue a notice of the time and place at least fifteen days prior to the holding of any Special Convocations, except Convocations called solely for the performance of a Capitular Ceremony. The issuance of such notice shall be sent to each Chapter, all Grand Officers and all Past Grand Officers, who are members of Grand Chapter.
- (c) Every order for a Special Convocation shall designate the object thereof, so far as the same is proper to be written and no other business shall be transacted thereat.
- (d) If the regularly scheduled Annual Convocation of Grand Chapter is within 90 days of said notification calling for a Special Convocation, the cause demanding it shall be held over and be placed on the agenda of new resolutions, non-emergent, at the Annual Convocation of Grand Chapter.

Section 6 The presence of the Grand High Priest, the Grand King or the Grand Scribe including the presence of at least twenty percent (20%) of the Chartered Chapters represented shall constitute a quorum for the purpose of transaction of business.

Section 7 The Grand Chapter may be opened by the Grand High Priest for ceremonial purposes, provided that the Grand High Priest or his authorized Grand Officer representative and substantial number of Companions to occupy the various stations of the Grand Chapter are present.

Section 8 All Inspectors shall be required to attend the Annual Convocation of Grand Chapter.

Section 9 Any Royal Arch Mason in good standing may attend the Convocations of the Grand Chapter, without the right to vote or participate in its deliberations.

Section 10 In the absence of all the Principal Officers of the Grand Chapter, i.e. the Grand High Priest, the Deputy Grand High Priest, the Grand King and the Grand Scribe, from any Convocation, the Junior Past Grand High Priest present shall preside and, during the continuance of such absence, shall have all the powers and duties of the Grand High Priest.

ARTICLE 9 ELECTION AND APPOINTMENT OF OFFICERS OF THE GRAND CHAPTER

Section 1 The Grand Chapter at every Annual Convocation shall elect the Grand High Priest, Deputy Grand High Priest, Grand King, Grand Scribe, Grand Treasurer, Grand Secretary and Grand Lecturer by secret balloting, to be conducted and supervised by the Election Committee created by the outgoing Grand High Priest for the purpose.

Section 2 Qualification for Office in the Grand Chapter

- (a) A candidate for any elective position of the Grand Chapter should be a Past High Priest who have served a full term in a constituent Chapter under the jurisdiction of this Grand Chapter;
- (b) He should be an active member of a constituent Chapter and in good standing;
- (c) He should not be an incumbent High Priest, King or Scribe of a constituent Chapter at the time of his nomination or appointment;
- (d) No person shall be eligible to the office of Grand High Priest for more than three successive years;
- (e) The Grand Lecturer shall be elected among the Past Grand High Priests.

Section 3 A majority (50% + 1) vote of the active members of the Grand Chapter present shall be necessary to elect the Grand High Priest and other elective officers.

Section 4 The presence of the nominees for the position of the Grand High Priest, Deputy Grand High Priest, Grand King and Grand Scribe shall be required. All other elective officers may be elected in absentia provided that valid reasons in writing have been submitted to the Grand Secretary.

Section 5 No vote by proxy or letter for the election of any officer shall be received or counted.

Section 6 All other Officers of the Grand Chapter shall be appointed by the Grand High Priest with the consent of the Deputy Grand High Priest, the Grand King and Grand Scribe.

Section 7 All elected and appointed Officers, shall take the Oath of Office prescribed by the ritual and shall be installed before the close of Grand Chapter. Any Officer not present shall be installed as soon as possible after the close of Grand Chapter by the Grand High Priest or by any other Grand or Past Grand Officer, whom the Grand High Priest may designate for this purpose, in the Chapter of which he is a member or in any other Chapter which may be selected by the Grand High Priest for such installation, without any expense to Grand Chapter.

Section 8 All Officers, elected and appointed, shall hold their offices until their successors are elected or appointed and installed.

Section 9 In the event of death or permanent disability of the Grand High Priest, the Deputy Grand High Priest will automatically assume the position of the Grand High Priest in concurrent capacity as the Deputy Grand High Priest.

Section 10 Any other Vacancies in office that may occur by death, permanent inability to perform the duties of any office, deprivation, resignation, removal from the Jurisdiction, suspension, exclusion or expulsion and, whenever a vacancy shall occur in any office of Grand Chapter, it may be filled by the Grand High Priest and the Officer so appointed shall have all the powers and duties of one regularly elected or appointed and shall hold office until a successor has been installed.

ARTICLE 10 VOTING AND REPRESENTATION

Section 1 The Grand Chapter Officers and Past Grand High Priests, when present, shall each have one vote.

Section 2 Each constituent Chapter in good standing shall be entitled to a maximum of four (4) votes when the High Priest, King, Scribe and immediate Past High Priest are present. If all of them are absent, a total of one (1) vote each Chapter will be counted through its authorized Representatives.

Section 3 All Past High Priests in good standing, when present, shall each be entitled to one (1) vote.

Section 4 A voting delegate who holds several positions that are eligible to vote shall vote only once. The Grand Officer, Past Grand Officer or Past High Priest, voting in any of these capacities, shall not vote in any other position.

Section 5 All issues and questions in the Grand Chapter shall, unless otherwise provided, be decided by a majority vote either through ballot, "viva voce", raising of the right arm, or through a standing vote, at the discretion of the presiding officer, unless three (3) members demand a Roll Call vote, in which event it shall be thus taken.

Section 6 In all cases of a tie vote, the Grand High Priest shall have the deciding vote.

ARTICLE 11 POWERS AND DUTIES OF ELECTIVE GRAND OFFICERS

Section 1 The Powers and Duties of the Grand High Priest

- (a) The Grand High Priest, during the interval between Annual Convocations, may exercise all the following executive power of the Grand Chapter, except in the granting of Charters.

- i. To grant Dispensations for the formation of new Chapters in accordance with the requirements set forth by the Constitution.
- ii. To grant Dispensations for the holding of elections of an Officer or Officers, at a time other than the regular elections.
- iii. To grant Dispensations to receive and act on the petitions for degrees of members of the Armed Forces of the Republic and seafaring men, who do not have the qualifications of residence and on the petitions of rejected candidates, within six (6) months.
- iv. To grant Dispensations to transact business at a Special Convocation.
- v. To grant Dispensation to open and close Chapters in a place other than that named in the Dispensation or Charter.
- vi. To grant Dispensations to do anything, which under the provisions hereof may not be done without Dispensation.
- vii. To convene any Chapter, preside therein, inspect its proceedings, compel its obedience to the requirements of the Constitution and Regulations and give such orders and instructions, as he may deem necessary.
- viii. To arrest, for good cause, the Charter or Dispensation of any Chapter and suspend the operation thereof until the next Annual Convocation.
- ix. To grant Dispensation to a Chapter to hold less than the number of Stated Convocations stated in their By-laws. The dispensation so granted must be renewed annually.
- x. To suspend, for good cause, the High Priest of any Chapter from the exercise of the powers and duties of his office until the next Annual Convocation.
- xi. To appoint Representatives near other recognized Grand Chapters and receive and accredit Representatives from them.
- xii. To suspend fraternal intercourse between this Jurisdiction and any other jurisdiction violating general Capitular comity or law. While such fraternal intercourse is suspended, members of the offending Jurisdiction may not visit any Chapter in the Jurisdiction.
- xiii. To void the election of any High Priest-elect, King-elect or Scribe-elect, upon notification by an Inspector that any such Officer-elect in his District had failed to qualify in accordance with the provisions in the Constitution.

(b) It is the Duty of the Grand High Priest:

- i. To preside in Grand Chapter at all its Convocations
- ii. To present a written report of all his Official Acts and of the condition of Royal Arch Masonry in this Jurisdiction together with such recommendations as he may deem conducive to the prosperity and advancement of the craft not less than ten (10) days prior to the Annual Convocation.
- iii. To institute Chapters under Dispensation and constitute newly Chartered Chapters, either in person or by proxy, and install their Officers.
- iv. To exercise general and careful supervision, either personally or through the Grand Officers or Inspectors, over the Chapters and Royal Arch Masons within the jurisdiction and see that the Constitution, Regulations and Orders of Grand Chapter are strictly obeyed.
- v. To assign Grand Officers to the various Districts into which the Grand Jurisdiction is divided for administrative purposes.
- vi. To appoint and remove an Inspector for each Constituent Chapter.

Section 2 The Powers and Duties of the Deputy Grand High Priest

- (a) The Deputy Grand High Priest shall have power, during the recess of the Grand Chapter, to grant dispensations for the formation of new Chapters.
- (b) In the event of death or incapacity of the Grand High Priest, or of his absence from the country, or from any cause, to perform the functions of the Grand High Priest, the Deputy Grand High Priest shall succeed to and be charged with all the powers and duties of the same.

Section 3 The Powers and Duties of the Grand King and the Grand Scribe

- (a) In the event of death, inability, absence from the Country or from any cause, to act or perform the duties of their superior Officer or Officers, they shall, in order of their rank, succeed to and have all the powers and duties of the Grand High Priest.
- (b) It shall be the duty of the Grand King and Grand Scribe to assist the Grand High Priest at all Convocations of Grand Chapter and in his absence and the Deputy Grand High Priest, to preside, in the order of their rank.

Section 4 The Grand Treasurer shall perform the following duties:

- (a) To receive all moneys, bonds, stocks, evidence of and securities for debt and other property of Grand Chapter, except such as is to be kept by the Grand Secretary, as provided for in the Constitution.
- (b) To withdraw money on deposit in the name of "Grand Chapter, R. A. M. of the Philippines," upon the approval of the Grand High Priest and only through checks signed by either the Grand High Priest or Deputy Grand High Priest and the Grand Treasurer or Grand Secretary.
- (c) To keep true and accurate books of account, showing his receipts and disbursements, together with any other transactions which shall at all times be open to the inspection of Grand Chapter, its Officers and Committees appointed for the purpose and close the Grand Chapter books on the last day of September of each year.
- (d) To attend the Convocation of the Grand Chapter and render at each Annual Convocation a detailed statement of all his receipts and disbursements and present a full statement of the condition of the property and finances of Grand Chapter.
- (e) To comply to the Grand High Priest or any committee of Grand Chapter appointed to act in relation to its finances, with all his papers, books, and vouchers, whenever required.

Section 5 The Grand Secretary shall perform the following duties:

- (a) To keep a record of all the works, deliberations and transactions of Grand Chapter in the records kept for the purpose.
- (b) To superintend the publication thereof of any orders or instructions as may be given by Grand Chapter.
- (c) To file and safely keep all papers and documents to and from the Grand Chapter and attest and seal every order, mandate or act thereof requiring attestation.
- (d) To collect all moneys due to the Grand Chapter and keep a correct account thereof in proper books, open at all times to the inspection of the Grand Chapter, its Officers and Committees appointed for the purpose, and close the Grand Chapter books on the last day of September of each year.
- (e) To immediately transmit all the moneys collected to the Grand Treasurer and take his receipt thereof.
- (f) To report at each Annual Convocation a detailed account of all his receipts and disbursements.
- (g) To report to the Grand Chapter of any Constituent Chapters in arrears of the per capita dues and assessment or which shall have neglected or refused to comply with any of the provisions of the Constitution or Regulations.
- (h) To be in charge of all the correspondence of Grand Chapter and submit, at each Annual Convocation for its inspection, such correspondence as may need its attention.
- (i) To keep in his office a complete record of all expulsions, suspensions, exclusions and restorations of which he shall be notified by the Chapters.
- (j) To issue notices of any Special Convocations, ordered by the Grand High Priest, to each Chapter and to all Grand Officers and Past Grand Officers who are members of Grand Chapter.
- (k) To take charge of the jewels, furniture, clothing and other paraphernalia of Grand Chapter, during its recess.
- (l) To report at each Annual Convocation all unfinished business and present all such other matters as may require the attention of Grand Chapter.
- (m) To issue to any Past High Priest of any constituent Chapter of this Jurisdiction, upon application by the Secretary of the Chapter, a certificate under the Seal of Grand Chapter, setting forth his name and the name of the Chapter over which he has presided.
- (n) To procure before each Annual Convocation a Past Grand High Priest's jewel or other suitable testimonial of the retiring Grand High Priest, at the cost not to exceed the amount budgeted for such purpose. Such jewel or testimonial shall be presented to him at the conclusion of the Installation ceremonies.

- (o) To issue to any Past Grand High Priest of this Jurisdiction a certificate under the Seal of Grand Chapter, showing the fact of his service as Grand High Priest.
- (p) To standardize all forms used by Chapters and keep on hand a supply thereof, the expense of the same to be paid by Grand Chapter, and furnish such forms to the Chapters at the cost of printing and handling.
- (q) To perform such other duties appertaining to his office as Grand Chapter or the Grand High Priest may direct.

The Grand High Priest may, on recommendation of the Grand Secretary, appoint an Assistant Grand Secretary, who shall be considered an appointive Grand Officer of Grand Chapter, and during the absence of the Grand Secretary, shall be charged with all the powers and duties of the office. The Grand Secretary shall be responsible for the Official acts of his Assistant.

Section 6 The Grand Lecturer shall perform the following duties:

- (a) To take charge of all the Masonic Educations, Ceremonies and Rituals of the Grand Chapter and the Grand Jurisdiction.
- (b) To establish, organize and supervise the School of Instructions of the Grand Chapter.
- (c) To equip and train all Inspectors in the performance of their duties.
- (d) To ensure the proper performance and exemplification of Rituals and Ceremonies of Constituent Chapters.
- (e) To see to it that the High Priests, Kings and Scribes are proficient in the rituals and ceremonies, and have substantial knowledge and understanding of the Constitution and the By-Laws.
- (f) To render a comprehensive report on the state of masonic education and ritual in the Grand Jurisdiction to the Grand Chapter at each Annual Convocation and shall submit a written report of the same to the Grand High Priest a week before the Convocation.
- (g) To recommend to the Grand High Priest the appointment of 4 Deputy Grand Lecturers: 1 each for Luzon, Visayas and Mindanao, and 1 for Guam and the Pacific; to perform the functions and duties of the Grand Lecturer in their areas of responsibilities whose term of office shall be co-terminus with the Grand Lecturer.

The Grand Lecturer's term of office shall be 5 years. The Grand Chapter may, at its pleasure, confer upon a Past Grand Lecturer, in recognition of meritorious service, the honorary title of "Grand Lecturer Emeritus".

ARTICLE 12 COUNCIL OF ADMINISTRATION

Section 1 The Council of Administration shall be composed of the seven (7) Elective Officers of the Grand Chapter, namely: Grand High Priest, Deputy Grand High Priest, Grand King, Grand Scribe, Grand Treasurer, Grand Secretary and the Grand Lecturer; and presided by the Grand High Priest.

Section 2 It shall provide executive management and leadership, in between Annual Convocation, to ensure the effective and efficient administration of the Grand Chapter. It shall meet once a month and at such time as the Grand High Priest may fix.

Section 3 The Grand High Priest, or in his absence, the Deputy Grand High Priest with any of the four (4) members of the Council of Administration present shall constitute a quorum.

Section 4 The Council of Administration shall meet to deliberate upon matters which the Grand High Priest may deem of importance.

ARTICLE 13 DUTIES OF APPOINTIVE OFFICERS

Section 1 The Inspectors

- (a) The Inspectors shall perform the following duties:
 - i. To visit the Chapter, whenever requested by it or whenever he may deem it necessary for the faithful performance of his duty.

- ii. To inspect the work and correct the same in strict accordance with the ritual.
- iii. To report the condition of the Chapter on forms provided therefore, in triplicate, to the Grand High Priest, Department Grand Officer and Grand Lecturer, on or before October 1 of each year and at such other times as any such Officer may direct.
- iv. To examine all records and books of each Chapter, the manner in which its business is transacted, the making of the Annual Return and payment of per capita and fees to Grand Chapter, as to its conformity to the Constitution and Regulations.
- v. To instruct and qualify the Officers of each Chapter for advancement and issue the required certificates to such as have qualified.
- vi. To require the High Priest of each Chapter to convene the Chapter for inspection.
- vii. To report to the Grand Lecturer and Department Grand Officer, the High Priest, King or Scribe failing to qualify.
- viii. To encourage and supervise the formation of separate and permanent casts for the conferring of the Degrees, consisting of the best available ritualist, of which casts the Officer of the Chapter may or may not form a part.
- ix. To appoint in the Chapter a qualified Ritual Coach who shall serve at the pleasure of the Inspector and who's duty shall be to assist in teaching the opening and closing ritual to the Officers of the Chapter and in preparing them to qualify for advancement and assist in teaching the ritual of the degrees to the selected degree personnel.
- x. To require all who confer the Capitular Degree or Degrees to do so in strict conformance to the ritual.
- xi. Under the direction and supervision of the Grand Lecturer, to hold the following schools of instruction:
 - 1. Opening and Closing Ritual for Chapter Officers;
 - 2. Capitular Degree(s) Ritual for Degree Team personnel; and,
 - 3. Chapter Administration for Chapter Officers.

(b) The appointment of the Inspector shall be cancelled by the Grand High Priest for non-performance of his duties or non-attendance in his assigned Constituent Chapter.

Section 2 The Appointed Officers of Grand Chapter

The appointed Officers of Grand Chapter shall perform such duties as the usage of the Craft and the orders of Grand Chapter or the Grand High Priest may require of them.

ARTICLE 14 COMMITTEES OF THE GRAND CHAPTER AND DUTIES

Section 1 Committee on Constitution and By-Laws

To study the provisions of the Constitution of the Grand Chapter and the By-Laws of the Constituent Chapters and to incorporate such amendments approved by the Convocation.

Section 2 Committee on Capitular Jurisprudence

To interpret the provisions of the Constitution, to study and make recommendations on all questions of Capitular or other Masonic Law, examine and report on appeals from the decision of Chapters, of High Priests and on all controversies between Chapters and shall review all Capitular trial records.

Section 3 Committee on Finance and Investment

To consider, recommend and report on all matters of financial matter and concerns coming before Grand Chapter, to prepare and submit to Grand Chapter the annual budget, covering Annual Convocation expense, honoraria, salaries and operational expenses of the Grand Chapter, including all other incidental expenses, and to recommend investments of funds for the approval of the Council of Administration. The funds shall be invested with care, skill, prudence and diligence under the circumstances then prevailing, including but not limited to the general economic conditions and the anticipated needs of the entity whose funds are being invested that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with aims to accomplish the purposes of

that entity. To maintain check and balance, the Chairperson and members of the Committee shall not include the Grand Secretary and the Grand Treasurer.

Section 4 Committee on Rituals

It shall have the custody of the Ritual and be charged with the determination of all matters relating to its interpretation and rendition, and subject to the approval of Grand Chapter, its amplification or revision. It shall be in charge of training the Inspectors and conferral teams in the various Rituals and Ceremonies of Capitular Masonry. The Committee on Rituals shall be headed by the Grand Lecturer.

The ritual to be used by constituent Chapters of this jurisdiction shall be the ritual adopted, published and distributed by General Grand Chapter, Royal Arch Masons International, together with the Instructions and Guidelines contained in this Constitution.

Section 5 Committee on Capitular Masonic Education

To find ways and means to promote and enhance Masonic Education of Companions and Chapters. It shall be responsible for the review, research, development, publication and distribution of Masonic Education books and materials. It shall develop the Capitular curricula and program of the Grand Chapter and shall assist the Chapters in educating their members by furnishing them with suggested Masonic educational programs and/or materials. The committee shall oversee the School of Instructions, the training of the Chapter Lecturers, and shall be headed by the Grand Lecturer.

Section 6 Committee on Benevolence and Fraternal Assistance

To take care of giving relief or charitable assistance to Companions in need and their families; to widows and orphans; to charity organizations, orphanages and hospitals.

Section 7 Committee on Public Relations

To maintain continuous liaison and coordination with government agencies and civic organizations, and to enhance and encourage actual involvement of the Chapters in civic and social affairs and in community service.

Section 8 Special Committees

The Grand High Priest or the Council of Administration may create Special Committees as it may deem necessary.

ARTICLE 15 COLLECTION AND FEES

Section 1 The revenues of the Grand Chapter shall be derived from the following, and the amount thereof shall be subject to revision from time to time by resolution of the Grand Chapter:

- (a) Fees from Letters Temporary and Permanent Charter;
- (b) Fees from Certificates and Diplomas;
- (c) Fees for Dispensation;
- (d) Per Capita Assessment from Chapters and under Letters Temporary;
- (e) Fees of candidates for Degrees;
- (f) Sale of Books and Supplies;
- (g) Assessments, Requests and Donations;
- (h) Income from Investments; and,
- (i) Funds, dues and proceeds of all other property of dissolved Chapters.

Section 2 The Fees for Letters Temporary and Permanent Charters shall be as follows:

- (a) Letters Temporary P10,000.00
- (b) Permanent Charters P10,000.00

Section 3 The Fees of Certificates and Diplomas shall be P500.00 each.

Section 4 The Fees for Dispensation shall be P500.00.

Section 5 The per Capita Assessment shall be paid on or before the end of September of each year to remain in good standing. The Chapters must remit to the Grand Chapter all collections received from its members not later than a week prior to the Grand Reunion in October of each year to remain in good standing.

- (a) The per Capita Assessment of each Royal Arch Mason of a Chartered Chapter is eight hundred pesos (P800.00).
- (b) The per Capita Assessment of each Royal Arch Mason of a Chapter under Dispensation is five hundred pesos (P500.00)

Section 6 The Grand Chapter may request for additional assessments and donations as in its judgment may be required. Each Companion is levied an additional amount of one hundred pesos (P100.00) every year representing his contribution to the Grand Reunion.

Section 7 The Chapter shall remit to the Grand Chapter a onetime payment of one thousand five hundred pesos (P1,500.00) for each candidate to Capitular Degrees. This amount should be remitted to the Grand Chapter prior to the conferral of the Degrees.

Section 8 In case of the dissolution of a Chapter, the Grand Secretary or a Companion by him duly authorized, shall at once proceed to receive its funds, collect its outstanding dues and dispose of its jewels, furniture and all other property, as shall seem to him most judicious; he shall pay the proceeds thereof, after the payment of all just debts of such Chapter and the necessary expenses incident to the proceedings, into the treasury of Grand Chapter.

ARTICLE 16 MISCELLANEOUS PROVISIONS

Section 1 The Grand Chapter further evidences its belief in York Rite unity by appointing the Most Excellent Grand High Priest, Deputy Grand High Priest, Grand King, Grand Scribe, Grand Treasurer, Grand Secretary to join together with like appointees of the “Grand Council of Royal and Select Masters” and the “Grand Commandery of Knights Templar” to form a Grand York Rite Association.

Section 2 Recognition and Awards

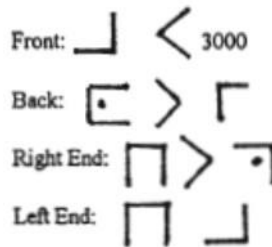
- (a) **“Meritorious Service Medal”** – given to one (1) Royal Arch Mason during each Capitular Year for Outstanding and Distinguished Service to Royal Arch Masonry. It is the highest honor bestowed on a Royal Arch Mason by the Grand Chapter
- (b) **“Distinguished Service Medal”** – given to a Royal Arch Mason during each Capitular Year in recognition of his many years of past service to Royal Arch Masonry. The nominee is not an awardee of the “Meritorious Service Medal” at the time of his nomination.
- (c) **“Silver Lapel Button Award”** – given to Royal Arch Masons in good standing for a period of twenty-five years, and who has not been disciplined, suspended nor expelled for an offense involving moral turpitude, and is a member of a constituent Chapter. Awardees shall be entitled to receive a Certificate and a Silver Lapel button issued by the Grand Chapter. The Chapter shall carry the name of the Companion(s) on its regular roll of membership and shall pay to the Grand Chapter all annual per capita assessments for said Companion.
- (d) **“Membership Growth Award”** – a certificate given by the Grand High Priest during each Capitular Year to those outstanding Companions who distinguished themselves in the promotion of Capitular Masonry and Membership recruitment. The Secretary of each Chapter shall submit to the Grand Secretary the name of their “Top Line Signer” (recruiter) for Capitular Degrees of Masonry.
 - i. One Time Awardee – Special Lapel Pin with the Royal Arch Triple Tau
 - ii. Five Times Awardee - Specially designed Lapel Pin with Certificate presented by the Grand Chapter. Their name shall be read during the Grand Convocation and will be published in the Proceedings of the Grand Chapter.
 - iii. **“Hall of Fame Award”** – for the recipient of the “Membership Growth Award” for ten (10) times.

A Special Plaque in recognition of their dedication and service to Capitular Masonry. May be awarded the “Distinguished Service Medal”.

- (e) **“Four Veils Award”** - to recognize the efforts and accomplishments of the several subordinate Chapters of Royal Arch Masons. The award is a small metal plate, engraved with the name of the High Priest and the Capitular Year during which the award was earned.
- (f) Other Awards shall be determined and developed by the Grand Chapter.

Section 3 **Forms and Ceremonies**

- (a) No deviation shall be permitted from the work in the Ritual and Ceremonies adopted by the Grand Chapter. All ritualistic materials of official nature shall be accounted for by each Chapter in a manner to be prescribed by the Grand High Priest.
- (b) *Inscription on Ark* are required to adopt and conform to the letter on the sides of the ark as shown below:



- (c) The Royal Arch Apron is white, with a scarlet border, and is worn on the Outside of the coat/barong.
- (d) Each Mark Master Mason shall be required to choose for himself a Mark and have the same recorded in the Book of Marks to be kept by the Secretary of each Chapter. The Degree of Royal Arch Mason shall not be conferred until this requirement shall have been complied with.

ARTICLE 17 AMENDMENTS

Section 1 This Constitution may be amended only at the Grand Convocation by the affirmative of two-thirds (2/3) vote of its members present and entitled to vote, provided that:

- (a) The proposed amendments have been submitted in a written report to the Committee on Constitution and By-Laws through the Grand Secretary at least one hundred and twenty (120) days prior to the date of the Annual Convocation.
- (b) The Committee on Constitution and By-Laws shall review and submit its recommendation to the Grand High Priest and the Grand Secretary at least sixty (60) days prior to the date of the Annual Convocation.
- (c) The Grand Secretary shall send to all the members of the Grand Chapter and Constituent Chapters the proposed amendments at least forty-five (45) days prior to the date of the Annual Convocation.

Section 2 A proposed amendment receiving only a majority vote, but less than the vote required for approval, shall be laid over and published in the proceedings as a “Proposed Amendment to the Constitution” and shall again be presented and voted upon in the next Grand Convocation.

Section 3 A proposed Emergent amendment, notice of which has not been given as above provided, may be presented for consideration with the consent of five-sixth (5/6) of the members present and entitled to vote. Upon obtaining such approval, any such amendment may be adopted by a five-sixth (5/6) vote of the members present and entitled to vote.

Section 4 There shall be no vote taken upon any proposed amendments after election of Grand Officers.

ARTICLE 18 REPEALING CLAUSE

All Laws, Circulars, Rules and Regulations, and By-Laws of all Chapters in this Jurisdiction, that are inconsistent with, or contrary to, the provisions of this Constitution are hereby repealed.

PART III ORDINANCES RELATING TO CONSTITUENT CHAPTERS

ARTICLE 19 FORMATION OF NEW CHAPTERS

Section 1 Any geographical area and division within the jurisdiction of the Grand Chapter where there is a concentration or substantial number of Master Masons, Chapter of the Royal Arch Mason may be formed. No Letters Temporary or Charter shall be granted for instituting a Lodge of Mark Masters, Past Masters or Most Excellent Masters, independently of a Chapter of Royal Arch Masons.

Section 2 No Chapter shall be established without the approval and authorization of the Grand High Priest through the issuance of Letters Temporary. The Letters Temporary shall be signed by the Grand High Priest and attested by the Grand Secretary and shall bear the official seal of the Grand Chapter, granting the following powers:

- (a) To fix the fees of the Candidates and Affiliates, and dues of members not inconsistent with the provisions of these Constitution.
- (b) To elect Candidates and to confer the Degrees.

Section 3 The group under Letters Temporary shall not be allowed the following:

- (a) To elect officers;
- (b) To enact By-Laws; or,
- (c) To take the name of any living person.

Section 4 The name of the Chapter and Officers under Letters Temporary shall be approved by the Grand High Priest upon recommendation of the petitioners. The Grand High Priest shall designate the Inspector for the group under Letters Temporary.

Section 5 The Letters Temporary shall be in force and in effect until the Grand Convocation. The Letters Temporary may be extended for another year upon request of the petitioners and upon the approval of the Grand High Priest.

Section 6 The Letters Temporary may be withdrawn for the good of the Rite by the Grand High Priest with the approval of the Council of Administration.

ARTICLE 20 REQUIREMENTS FOR THE ISSUANCE OF LETTERS TEMPORARY

Section 1 The Letters Temporary may be applied for by petitioners when there are existing lodges within a city or province having no existing Chapters, and may be granted by the Grand High Priest upon the petition of at least nine (9) Companions in good standing, one of which is a Past High Priest, specifying the jurisdiction and designating an Inspector.

Section 2 The petition shall contain an explanation for the need to establish a Chapter and shall consider the opinion of the nearest chapter.

Section 3 The petition shall be accompanied with the proper remittance of fees required by the Grand Chapter.

ARTICLE 21 REQUIREMENTS FOR PERMANENT CHARTER

- Section 1 The application for Charter shall be filed with and received by the Office of the Grand Secretary on or before the end of August of each year and shall be accompanied by the required fees for the Charter with the following information and documents:
- (a) Alphabetical list of Members who signed the petition for Letters Temporary;
 - (b) Names of Companions who affiliated while under Letters Temporary, indicating their former Chapter;
 - (c) Names of Companions and degrees conferred under Letters Temporary;
 - (d) Names of Companions designated by the Grand High Priest as the First Officers of the group under Letters Temporary;
 - (e) Certification of the Inspector that the group is capable of performing the works and that the High Priest, King and Scribe are thoroughly skilled in the opening and closing ritual and the terminal degrees of the Capitular Masonry: Mark Master and Royal Arch Degree.
- Section 2 The Grand Secretary shall certify whether all the foregoing requirements have been complied with and thereupon shall submit the application for Charter to the Grand High Priest with the accompanying papers for consideration. **The Grand Secretary shall also certify that all the members of the said Chapter are in good standing including all the Chapters they are members.**
- Section 3 The Grand High Priest shall submit his recommendation to the Grand Chapter for approval. When the application for Charter is approved by the Grand Chapter, the Grand High Priest or his representative shall, upon delivery of the Charter, proceed to organize the new Chapter by constituting them and installing the officers named in the Charter.
- Section 4 The signers of the application for Letters Temporary who participated in the organization after the granting of the Charter, become Members of the Chartered Chapter unless they choose, in writing, to remain members of their original Chapter.
- Section 5 Each Chapter, after having been granted a Charter, shall submit its By-Laws to the Grand Chapter for approval.

ARTICLE 22 SUSPENSION AND DISSOLUTION OF CHARTERS

- Section 1 The members of a Constituent Chapter may surrender its Charter by a 2/3 votes of its members at its Stated Meeting, or of a Special Meeting called for the purpose, provided that all members have been given due notice.
- Section 2 The Charter may be arrested for outright violation of the Constitution or disobedience to the authority of the Grand Chapter, the Grand High Priest or the Inspector.
- Section 3 The Charter may be revoked upon the recommendation of the Grand Secretary or the Grand Treasurer, duly approved by the Grand Chapter, for failure to make annual returns and pay the fees and dues for three (3) consecutive years. No Charter shall be revoked, unless the Chapter shall have been given the opportunity to respond within thirty (30) days from receipt of notice of the cause or causes for revocation.
- Section 4 Whenever a Chapter ceases to exist for any cause, all its books and records and all its property and funds shall immediately pass to the Grand Chapter. All funds and property shall be liquidated by its duly authorized officers or trustees acting by authority of the Grand Chapter, and after the payment of all its debts and liabilities, the net assets remaining shall vest in, and be transferred to the Grand Chapter.

Section 5 When a Chapter ceases to exist, the Grand Secretary shall issue demits to the Members thereof who are in good standing for purpose of affiliating with the Chapter of his choice.

ARTICLE 23 REACTIVATION OF CHAPTERS

Section 1 Any Chapter which has been dissolved by the voluntary surrender of its Charter may be reactivated under its original name upon the issuance of a Certificate of Reactivation by the Grand High Priest.

Section 2 The Petition for Reactivation shall be signed by at least twelve (12) Companions in good standing one of whom was a member of that Chapter at the time of its dissolution together with a brief resume of the circumstances leading up to the dissolution of the Chapters and a description of its capabilities of working satisfactorily.

Section 3 Payment to the Grand Chapter of a reactivation fee of such amount as may be fixed by the Grand High Priest and approved by the Council of Administration.

ARTICLE 24 POWERS AND DUTIES OF CHAPTERS

Section 1 The powers of a Chapter provided for in the Constitution and Regulations of the Grand Chapter are:

- (a) To fix the fees of the Candidates and Affiliates;
- (b) To fix the dues of members;
- (c) To invite and elect Candidates;
- (d) To confer the Capitular degrees of Masonry;
- (e) To elect its Officers;
- (f) To settle controversies and disputes between Royal Arch Masons;
- (g) To reprimand, warn, suspend or expel members;
- (h) To amend its By-Laws, to form an Executive Committee and other Committees as needed;
- (i) To be represented in the Grand Chapter;
- (j) To nominate candidates for any elective position in the Grand Convocation;
- (k) To recommend the removal of assigned Inspector to the Grand High Priest.

Section 2 The Chapter shall perform the following duties:

- (a) Submit the Annual Returns and pay the corresponding dues and assessments to the Grand Chapter not later than end of September of each year;
- (b) Retain control over its own financial affairs and its own property;
- (c) Transmit to the office of the Grand Secretary copies of all petitions of candidates for degrees together with the degree fees, upon receipt thereof;
- (d) To discuss and implement all Communications from the Grand Chapter;
- (e) To perform other duties given by the Grand High Priest and the Grand Chapter.

ARTICLE 25 STATED CONVOCATION

Section 1 The Chapter shall hold at least one (1) stated quarterly convocation on the following months:

- (a) January
- (b) April
- (c) July
- (d) October

Section 2 The Stated Convocation must be convened on the day and hour fixed in the Bylaws. If, with valid reasons, changes in time and date of a specific regular stated convocation shall be made by the High Priest, a Dispensation from the Grand High Priest must first be secured.

Section 3 Convocation not held on the dates prescribed by the By-Laws may be held on other dates under dispensation from the Grand High Priest. The date of the Stated Convocation cannot be permanently changed by Dispensations but through amendment of its By-Laws approved by the Council of Administration.

Section 4 Special Convocation may be called by the High Priest provided that no Special Convocation shall ever be considered as part of a Stated Convocation. No business shall be transacted by a Chapter in any special Convocation. The special convocation may be called for the purpose of conferring degrees, ceremonial observances, and for other purposes approved by the Grand High Priest.

Section 5 A quorum consists of at least seven (7) members of the Chapter, one of whom must be the High Priest, the King, or the Scribe of that Chapter, to be able to transact business. A minimum number of nine (9) companions, one of whom must be a Past High Priest, High Priest, King, or Scribe, shall be required to confer degrees.

Section 6 No Convocation shall be held on Sunday, except for ceremonial purposes.

Section 7 All Convocations must be held in the Chapter Hall in the place fixed by its Dispensation or Charter, except by dispensation of the Grand High Priest.

Section 8 Stated Convocation may be postponed by the High Priest if, in his assessment, the members may be put in a precarious state due to inclement weather, flooding or any force majeure situation.

ARTICLE 26 ELECTION, APPOINTMENT AND INSTALLATION OF OFFICERS

Section 1 The constituent Chapter shall have the following Officers:

- (a) High Priest
- (b) King
- (c) Scribe
- (d) Secretary
- (e) Treasurer
- (f) Captain of the Host
- (g) Chaplain
- (h) Principal Sojourner
- (i) Royal Arch Captain
- (j) Master of the Third Veil
- (k) Master of the Second Veil
- (l) Master of the First Veil
- (m) Sentinel

Section 2 The Chapter shall elect the following Officers annually at the stated convocation starting from the **month of July** and shall be installed before the next Grand Convocation of each year:

- (a) The High Priest;
- (b) King;
- (c) Scribe;
- (d) Treasurer; and,
- (e) Secretary

Section 3 The election shall be by ballot, unless only one person be nominated for an office, and a majority vote of the members present shall be necessary to elect. All elective Officers shall hold their offices until their successors are elected and installed.

Section 4 Any member in good standing shall be eligible to any office in the Chapter. It is absolutely necessary that the High Priest should have served as King or Scribe.

Section 5 The Inspector shall submit the Election Returns to the Grand Secretary immediately after each election.

Section 6 All other Officers shall be appointed by the High Priest, with the consent of the King and Scribe.

Section 7 All Elected and Appointed Officers shall be installed in their respective offices.

- (a) The Elected High Priest, King and Scribe shall have received from the Inspector a Certificate of Proficiency in the Opening and Closing ceremonies of a Chapter of Royal Arch Masons, in the conduct of business and a satisfactory knowledge and understanding of the ritual, prior to their installation.
- (b) Should a Chapter Officer-elect fail to qualify as herein above provided, within sixty (60) days following his election, the Inspector shall notify the Grand High Priest who shall void the election of such Officer-elect.
- (c) A High Priest re-elected and a Past High Priest elected to any of said offices must be qualified as aforesaid, but the Inspector, being satisfied as to his proficiency, may issue a certificate without examination.
- (d) There shall be no installation by proxy.
- (e) All Officers shall take the oath prescribed by Chapter Manual of Ceremonies.
- (f) The Installing Officer may be any Past High Priest.
- (g) Installation Ceremonies may be in "public" or "tyled" form.

Section 8 If objection is made to the installation, only an extraordinary state of facts would justify refusing to install the High Priest-elect presenting a proper certificate.

ARTICLE 27 VACANCIES

Section 1 Vacancy in office, elective or appointive, may occur in the following circumstances:

- (a) Voluntary resignation of the officer;
- (b) Resignation of the Officer, upon demand by the Chapter, moved at one convocation and considered by $\frac{3}{4}$ votes of the Members present the next regular convocation;
- (c) Permanent transfer of residence of the officer from the territorial jurisdiction of the Chapter in which he was elected;
- (d) Suspension or Expulsion, or upon becoming a non-affiliate in any Chapter for at least one (1) year; or,
- (e) By action of the Grand High Priest.

Section 2 When a vacancy occurs in the principal officers of the Chapter, i. e. High Priest, King or Scribe, the Second Officer will succeed the First, and the Third the Second and the Third Office shall be elected in the next convocation, of which due notice shall be given to the members. If the Second and Third Officers desire to retain their offices, the election may be held for the office of the High Priest; and if the Second Officer will accept the office of the First Officer, and the Third Officer desires to keep his office, the election shall be for the second office. When a vacancy occurs in other active offices, they shall be filled by appointment made by the High Priest.

ARTICLE 28 DUTIES OF OFFICERS

Section 1 The powers and duties of the High Priest

- (a) To convene and preside the convocation of the Chapter, whenever he shall deem it proper.
- (b) To issue or cause to be issued all Summons and notices which may be required. To carefully guard against infraction, by the members of the Chapter, of its Bylaws, the Constitution and Regulations of Grand Chapter.
- (c) To discharge all the executive functions of his Chapter.
- (d) To appoint and replace Appointive Officers. To superintend the official acts of all the Officers of his Chapter and see that their respective duties are properly discharged.

- (e) To form Standing and Special Committees and appoint officers and members thereto.
- (f) To perform all such other acts, by ancient usage proper to his office, as shall not be in contravention of any provision of the Constitution or Regulations of Grand Chapter.
- (g) To ensure the submission of minutes of stated convocations, executive council minutes of meeting, and prescribed annual reports to the Grand Chapter by the Secretary.

Section 2 The duties of the King and Scribe

- (a) The King and Scribe shall perform the duties assigned to them by the traditional usages of the Craft.
- (b) In the absence of the High Priest, shall in order of their rank succeed to and have all his powers and duties.

Section 3 The duties of the Treasurer

- (a) To receive and safely keep all moneys and property of every kind which may be placed in his hands by order of the Chapter.
- (b) To disburse or transfer the same only by check signed by such officer or officers as the Chapter may desire.
- (c) To keep a book or books, exhibiting a correct account of his receipts and disbursements.
- (d) To present a statement of the finances of the Chapter, whenever required.
- (e) To perform such other duties, appertaining to his office, as the By-laws or the Chapter may direct.

Section 4 The duties of the Secretary

- (a) Under the direction of the High Priest, to record all the proceedings of each Convocation, Stated and Special, which it is proper to have written, including a list of the Officers present, in a minute book, submit them to the Chapter at its next Stated Convocation, present them to the High Priest for his signature, and maintain them with other Chapter records.
- (b) To prepare and transmit a copy of any such record or any part thereof to Grand Chapter, whenever required.
- (c) To collect and receive all moneys due the Chapter and, as soon as received, pay them over to the Treasurer, taking his receipt thereof.
- (d) To keep the Seal of the Chapter and affix the same, with his attestation, to all documents issued under its authority and as required by the Constitution and Regulations of Grand Chapter.
- (e) To transmit to the Grand Secretary, immediately after every election and installation in the Chapter, a certificate thereof on the prescribed form.
- (f) To keep, in addition to the minute book, additional books as may be prescribed by the Grand Secretary.
- (g) To transmit to the Grand Secretary, the Annual Return, together with the money due Grand Chapter, within fifteen (15) days after the first day of October of each year.
- (h) To keep such account books as may be necessary to clearly present the account of each member with the Chapter, his receipts and his payments to the Treasurer.
- (i) To keep and preserve the Book of Marks.
- (j) To place the name of the appointed Inspector of the Chapter on the official communication list of the Chapter.
- (k) To officially notify the secretary of other Chapters where a Companion is both members when an order of suspension or expulsion has been served to the same, and to notify the same when restored.

Section 5 The duties of the Appointed Officers

- (a) The appointed Officers shall perform the duties which by the usages of the Craft appertain to their respective offices.
- (b) Perform all duties such as may be required of them by the By-laws or by the High Priest or Chapter.

ARTICLE 29 EXECUTIVE COUNCIL

Section 1 The Executive Council shall be composed of the five (5) Elective Officers of the Chapter, namely: High Priest, King, Scribe, Treasurer, and Secretary; and presided by the High Priest.

Section 2 It shall provide executive management and leadership to ensure the effective and efficient administration of the Chapter. It shall meet once a month and at such time as the High Priest may fix.

Section 3 The Council may convene a caucus of members as necessary to address any actionable items that may have been decided.

Section 4 The High Priest, or in his absence, the King with any of the three (3) members of the Executive Council present shall constitute a quorum.

ARTICLE 30 MEMBERSHIP, RIGHTS AND PRIVILEGES

Section 1 Membership in a Chapter is acquired by any of the following methods:

- (a) Receiving the Capitular Degrees of the Rite and receipt of a Certificate, issuance of which will only be authorized by the Grand Secretary upon proof of full payment of the degree fees;
- (b) By having been duly elected for Affiliation therewith or transfer thereto. If the applicant is a Member of another Grand Jurisdiction, prior to accepting his petition for Affiliation, he shall be required to present a certificate of good standing issued by the Grand Secretary of his Grand Chapter; and if elected, he shall take all the pledges and vows of all the degrees of Capitular Masonry to which he is affiliating.
- (c) Membership from one Chapter to another in this jurisdiction shall be allowed in the following circumstances:
 1. Having been named in the Letters Temporary for the formation of a New Chapter as one of the petitioners therefor;
 - b. As a petitioner for the newly formed Constituent Chapter, he decided to become a regular member of the said Chapter while retaining his membership to his original Chapter.
 - c. Change of permanent address or workplace, in which case, he has the option to apply for affiliation or plural membership in another Chapter.
- (d) A Chapter, by unanimous vote at a Stated Convocation, may elect to honorary membership, a Royal Arch Mason of another Chapter. Such honorary membership shall not confer any of the rights of regular members, but only the title of honorary member,

Section 2 The Duties of the Members are as follows:

- (a) To maintain an affiliate Master Mason in good standing in a regular Symbolic Lodge;
- (b) To pay all his dues before the end of September of each year. A plural member shall pay all dues required by each Chapter wherein membership is held and shall have all rights and privileges of membership in each of the Chapters.
- (c) To affiliate with a Chapter within twelve (12) months from the date of issue of demit or receipt of a Certificate of Good Standing from the Grand Chapter;
- (d) To attend to all summonses and communications issued by the High Priest or the Grand High Priest;
- (e) To perform duties assigned to him by the High Priest.

Section 3 The rights and privileges of a Member are as follows:

- (a) To be included on the list of the petitioners for Letters Temporary. He shall not be required to pay his dues to the Chapter under Letters Temporary until the Charter is granted and he becomes a Member thereof;
- (b) To join or demit from the newly chartered Chapter where he was a petitioner.
- (c) A member has the right to make suggestions, direct criticism, file complaints, propose measures, appeal from judgements, redress grievances to the Chapter to which he belongs, or to the Grand Chapter;
- (d) To elect and be elected.

Section 4 Prohibitions of Members are as follows:

- (a) No Member shall be allowed to vote and participate in any discussion or deliberation in convocations if he has not paid his annual dues by end of September of each year, nor is he permitted to visit any other Chapter unless he is in possession of a dues card for the current year, duly signed by the Secretary of the Chapter of which he is a member;
- (b) The use of any Member of the Rite of any word, figure, letter, title, emblem, or symbol in any business, employment, or avocation not Masonic in its purposes or not connected with Masonry, is forbidden;
- (c) Any adverse criticism against the Grand High Priest and the Grand Chapter or any member thereof, in any manner whatsoever other than that which is provided for in this Constitution, is prohibited.

Section 5 Any Member may lose his membership and may thereafter be restored under the following circumstances:

- (a) Suspension for non-payment of dues for three (3) years in the Chapter of which he is a member. If the member fails to pay such dues within two (2) years from the time of his suspension, he shall not be restored unless the Chapter shall so order by a majority vote of those present in the stated Convocation;
- (b) Suspension of a Member by the Blue Lodge for non-payment of dues carries with it suspension in the Chapter. Restoration of the Blue Lodge to good standing, if had within two (2) years, restores the Member to his right in the Chapter. If the restoration is made after two (2) years have elapsed, the suspended member can be restored only by petition and upon election by a majority vote of all the Members present at the stated Convocation.
- (c) Suspension of a Member by his Blue Lodge for any cause whatsoever other than non-payment of dues, or expulsion therefrom for any cause whatsoever, carries with it the same penalty in the Chapter. Restoration by the Blue Lodge shall not restore membership in the Chapter, however, he can be restored to membership only by petition and election by a majority vote of the members present in the stated Convocation.
- (d) Non-affiliation with his Blue Lodge for more than two (2) years;
- (e) Non-affiliation with the Chapter for more than two (2) years;
- (f) The name of the Member may be removed from the Membership Roster if he cannot be located for more than five (5) years despite of competent and diligent search and inquiry has been initiated, shall be deemed "lost";
- (g) The Secretaries of the Chapters shall at the time the Annual Returns are submitted, submit all the names of all members removed from the Membership Roll. If a Member shall be found, his name may only be restored to the membership roll after full payment of the unpaid dues to the Grand Chapter.

Section 6 Life Membership may be granted by:

- (a) Members who have been twenty-five (25) years in continuous good standing or who have reached the age of seventy (70) years and have been twenty (20) years in continuous good standing and have paid annual dues corresponding to the same period, provided there are no masonic charges pending against such member in which event, Life Membership shall be granted only when they are cleared of the charges against them and upon approval of a majority vote of members present at the stated convocation;
- (b) Member affiliating from one Chapter to another Chapter shall be credited 100% their annually paid membership dues from the Chapter where they were first conferred their degrees, in the determination of their eligibility for life membership by longevity.
- (c) Affiliate from foreign jurisdiction shall be credited with one-half (1/2) of the period of their membership in their Mother Jurisdiction in the computation of the 25 years period of continuous membership required for Life Membership by Longevity in this Grand Chapter.
- (d) Life Members are carried on the Annual Returns but are exempt from the payment of annual dues. The Secretaries shall submit to the Grand Secretary a copy of the approved resolution and Minutes of the meeting, granting Life Membership by Longevity to a Member for the issuance of Certificate of Life Membership in favor of the recipient.

- (e) All Past Grand High Priest shall automatically be granted Life Membership, in recognition of their services and contributions to the Grand Chapter.

ARTICLE 31 CANDIDATES FOR DEGREES

Section 1 The Capitular degrees recognized and conferred in this Grand Jurisdiction are:

- (a) Mark Master;
- (b) Past Master;
- (c) Most Excellent Master; and,
- (d) Royal Arch Mason.

Section 2 The Applicant for the Capitular Degrees shall have the following qualifications:

- (a) A Master Mason in good standing in a recognized Symbolic Lodge with the corresponding Certificate of Good Standing issued by the Lodge Secretary and countersigned by the General Secretary of the Grand Lodge;
- (b) A Master Mason for at least six (6) months with proficiency certificate;
- (c) Any qualified Master Mason residing or working within the territorial jurisdiction of a Chapter may apply for membership upon the recommendation of a member in good standing of the Chapter. If the petition meets with no objection, the Brother shall be subject to investigation. A vote shall be taken at the succeeding stated convocation and if favorably considered, the proposed Brother shall be scheduled to be conferred the Capitular Degrees.

Section 3 All application for degrees shall be:

- (a) Shall accomplish the prescribed form issued by the Grand Secretary. Any members of uniformed government organizations of the Republic of the Philippines, being an affiliated Master Mason in good standing, may establish his Masonic residence within the jurisdiction of the Grand Chapter without reference to his actual or legal place of residence;
- (b) Accompanied with the corresponding fees without which, the application will not be presented at any stated convocation;
- (c) Referred to a Committee of Investigation of not less than three (3) Members who shall make full inquiry as to the character and qualification of the applicant and report thereon at the next stated convocation before ballot is taken; and,
- (d) Forwarded with full payment of degree assessments to the Grand Chapter prior to the conferring of degrees.

Section 4 Application for Degrees shall be balloted only at the stated convocation in accordance with following procedures:

- (a) Balloting on the application shall be taken after a favorable report thereon is rendered by the Committee on Investigation;
- (b) Should one (1) black cube appeared, further action is postponed until the next stated convocation. In the meantime, the objector may make known to the High Priest secretly his objection to the Candidate. A second ballot shall be taken at the next stated convocation, and if there be one or more negative votes, the Candidate shall be declared rejected.

Section 5 A rejected Candidate for Degrees or for Affiliation:

- (a) May file new application with any other Chapter, the requirement on residency is deemed inapplicable;
- (b) Shall make known in his application the rejection of his former petition.

Section 6 An elected candidate for degree shall:

- (a) Present himself to receive the degrees within twelve (12) months from the date of his election. If he fails to present himself within the aforesaid period without due cause, he forfeited his election;
- (b) Not be able to take the degrees due to a written objection signed by two (2) or more Companions stating reasons therein. Objections must be considered by the Chapter and voted upon, and if sustained by one-third (1/3) of the Members present, the Candidate shall stand rejected;

- (c) Continue receiving the degrees in a Chapter, if the objection shall be interposed after he has taken any degree in the Chapter; and,
- (d) Not be disqualified from receiving any degree of the Rite on the ground of physical deformity or defect.

PART IV CHARGES, TRIAL AND PROCEDURES

ARTICLE 32 CAPITULAR OFFENSES

- Section 1 Any Royal Arch Mason who shall take or receive any so-called Masonic degrees or Capitular Degrees from any man or body of men, not acknowledged to be genuine, shall be liable to expulsion.
- Section 2 Any Royal Arch Mason who shall confer, communicate, be present at, assist in conferring, communicating or selling or solicit anyone to take, receive or apply for any so-called Masonic Degrees or Capitular Degrees, in any body of men, not acknowledged to be genuine, shall be liable to expulsion.
- Section 3 Any Royal Arch Masons who shall appear at any Convocation of his Chapter in a state of intoxication like under the influence of alcohol and illegal substance, shall be liable to expulsion.
- Section 4 Embezzlement or Defrauding a Companion is a Capitular offense.
- Section 5 Falsification of records, Misrepresentation of the Proceedings of the Chapter, Profane Language, debauched conduct, and other un-masonic conduct are Capitular offenses.

ARTICLE 33 TERRITORIAL PENAL JURISDICTION

- Section 1 Trials on accusation of offenses against Masonic Law, or against good morals, or of un-masonic conduct or unworthiness, of the Grand High Priest or any member of the Grand Chapter including Past Officers of the Grand Chapter shall be held by the Grand Chapter.
- Section 2 Trials on accusation of offenses against Masonic Law, or against good morals, or of un-masonic conduct or unworthiness of a Companion shall be held by the Chapter of which the respondent is a member, or in a Chapter within whose jurisdiction he resides or the offense is alleged to have been committed.
- Section 3 The penal jurisdiction of a Chapter includes all its own members, wherever residing, except the Grand High Priest, members of the Grand Chapter including Past Officers of the Grand Chapter.
- Section 4 When a Companion has been suspended for cause, the Chapter within whose jurisdiction he resides or commits an offensive cognizable by said Chapter has exclusive jurisdiction over him.
- Section 5 A change in residence after charges have been filed does not divest the Chapter of its jurisdiction to try the charges. When charges have been filed and accepted by a Chapter there shall be no change of venue for any case.

ARTICLE 34 CHARGES AND TRIALS

- Section 1 Charges may be preferred by any Companion in good standing against any Companion provided:
 - (a) That Formal charges against a Companion duly signed by the accuser or accusers have been filed;

- (b) That he shall be personally cognizant, or shall reliably informed, of such acts or conduct on the part of a brother being accused, as prima facie constituting a Masonic Offense.
- (c) That the complaint shall be accompanied by a specification or specifications setting forth the particular acts constituting the offense complained of, and giving time and place and all the necessary particulars relating thereto, so that the respondent may be fully advised of all that he may be called upon to explain or disprove or justify.

Section 2 Charges shall be filed with the Secretary or any other elected Officer of the Chapter and be presented to the stated convocation. If the Chapter by a majority vote of the members present at the time the charges are presented, determines that the acts set forth in the charges or specifications do not constitute any Masonic offense, the Chapter may refuse to entertain them. But if the Chapter, by a majority vote of those present, decides that the charges are of such character as to justify investigation, it shall designate the date and time of a special convocation for the selection of a Tribunal to ascertain the facts concerning such charges. The five (5) members of the Tribunal shall be selected by ballot and the five (5) members selected shall elect a Chairman and a Secretary and shall determine the method of its procedure for the taking of testimony, summoning witnesses, and ascertaining the facts.

Section 3 The respondent and the complainant shall be notified of the presentation of the charges and furnished a copy thereof. The respondent shall have notice of all of the meetings of the Tribunal and be given the fullest opportunity to present any evidence which he may desire to offer.

Section 4 The respondent shall be given the option to choose his Counsel provided that he is Companion in good standing.

Section 5 Documentary evidence, certified to or otherwise pertinent to the case, may be received by the Tribunal. If the testimony of a non-Mason is desired, the Tribunal may call a Notary Public for the purpose of administering the oath, or it may hear the statement of the non-Mason without oath.

Section 6 When the Tribunal has heard all the evidence offered by the complainant and/or the respondent, it shall determine the facts with reference to the charges and file its finding with the Secretary of the Chapter. The Secretary shall then give notice that the findings of the Tribunal will be presented at a stated Convocation to be held thereafter.

Section 7 The findings of the Tribunal and the evidence shall be read to the Chapter, and the respondent and/or the complainant may be heard in person or by counsel with reference to the sufficiency of the evidence to sustain the findings, or the facts found to constitute a punishable offense. After the hearing is concluded, the Chapter shall proceed to vote upon the question as to whether, or not, the respondent is guilty of the charges preferred or any of them, when more than one charge is preferred. The vote shall be taken by secret ballot and all the Members of the Chapter shall be required to vote. If less than two-thirds (2/3) of the members present vote "guilty" to the charge, it shall be dismissed. If two-thirds (2/3) of the members present vote "guilty", the members present shall proceed by secret ballot to vote upon the penalty in the following order: 1st – expulsion; 2nd – indefinite suspension; 3rd – definite suspension; 4th – reprimand. These questions shall be determined by the vote of a majority of those present.

Section 8 For losing complainant, either party may, within thirty (30) days after judgment of the Chapter, appeal from said judgement to the Council of Administration, who may affirm or reverse it. Either party may, within sixty (60) days from said decision, appeal to the Grand Chapter for final adjudication. Once acquitted, he cannot be subjected to double jeopardy.

Section 9 The petition for an appeal will not operate as a suspension of a judgement against the respondent, unless a suspensory order is made by the Grand High Priest.

Section 10 Trials of any Officers of the Grand Chapter, including Past Grand Officers and Inspectors shall be filed in the Grand Chapter through the Grand Secretary. Such charges shall be in writing and signed

by any Companions in good standing. If the complaint is not against the Grand High Priest, the Grand High Priest shall appoint a Committee to investigate the charges and present the result of such investigation to the Grand High Priest. If the complaint is against the Grand High Priest, the Deputy Grand High Priest shall form the Committee to investigate and the result shall be reported to the Deputy Grand High Priest.

Section 11 If the Committee on Investigation finds that there is probable cause for the respondent to stand charged of a penal offense for which prosecution should be had, the Grand High Priest or the Deputy Grand High Priest as the case may be, shall order the trial of charges, and if in his opinion an emergency exist, he may call a Special Convocation of the Grand Chapter.

ARTICLE 35 GRAND CHAPTER JURISDICTIONAL RIGHTS

Nothing contained in these Constitution or in Laws, Circulars, Rules, Resolutions, Regulations, and By-Laws of the Chapters in this Jurisdiction shall be construed as limiting, abridging, or impairing the inherent right of the Grand Chapter to exercise original Jurisdiction in any case, and to suspend or expel any Member of any Chapters, in any appropriate form of procedure which may, at any time, be adopted or prescribed by the Grand Chapter, provided that the respondent shall always in any case, be afforded a reasonable opportunity to be heard in his defense.

PART V UNIFORM CODE OF BY-LAWS FOR CONSTITUENT CHAPTERS

ARTICLE 36 OF NAME AND OFFICERS

Section 1 This Chapter shall be known as _____ Chapter No. _____ of Royal Arch Masons, and its Officers shall consist of a High Priest, King, Scribe, Treasurer, Secretary, Chaplain, Captain of the Host, Principal Sojourner, Royal Arch Captain, Master of the Third Veil, Master of the Second Veil, Master of the First Veil, Sentinel and such other Officers as the Chapter may deem proper to appoint.

ARTICLE 37 OF CONVOCATIONS OF THE CHAPTER

Section 1 The Stated Convocations of this Chapter shall be held every quarter of the year on the _____ (day) _____ of every _____ (prescribed months) _____ at _____ (time) _____ at the _____ (name of Masonic Temple _____).

Section 2 In any month when the Stated Convocation shall fall on a Legal Holiday, or during the Annual Grand Convocation of the Grand Chapter, or the Annual Communication of the Grand Lodge, the Stated Convocation shall be held at such time as may be fixed by the Chapter with Dispensation from the Grand High Priest.

ARTICLE 38 OF ELECTIONS AND APPOINTMENTS

Section 1 The elective officers of this Chapter shall be elected by ballot, in conformity with the Constitution of the Grand Chapter.

Section 2 The Chaplain, Captain of the Host, Principal Sojourner, Royal Arch Captain, Master of the Third Veil, Master of the Second Veil, Master of the First Veil and Sentinel shall be appointed by the High Priest,

with the consent of the King and Scribe, and hold their offices during the will and pleasure of the High Priest.

Section 3 The Annual Election of Officers of this Chapter shall take place at the Stated Convocation for the month of October of each year.

ARTICLE 39 OF MEMBERSHIP

Section 1 All petitions for membership and for the degrees must be presented and acted upon in accordance with the Constitution of the Grand Chapter.

Section 2 Any applicant elected to receive the degrees in this Chapter does not come forward to receive them within one (1) year thereafter, the fee therefor shall be forfeited, unless the Chapter otherwise direct.

Section 3 Every person exalted to the degree of Royal Arch Mason in or elected a member of this Chapter, must sign the By-laws thereof.

ARTICLE 40 OF THE HIGH PRIEST, KING AND SCRIBE

Section 1 The High Priest, King and Scribe, shall perform such duties as are prescribed in the Constitution and Regulations of the Grand Chapter of the Philippines. traditionally appertain to their respective stations.

ARTICLE 41 OF THE TREASURER

Section 1 The Treasurer shall receive all monies from the Secretary, shall keep a just and accurate account thereof and shall pay the same out only by check signed by such officer or officers, as the Chapter may desire. He shall, at the first stated convocation in April and October of each year, submit a report in full of the monetary transactions of the Chapter.

Section 2 The Chapter may also, at any time when considered necessary, cause him to present an account of his receipts and disbursements and the amount of funds on hand.

Section 3 He shall, if required by the Chapter, give a bond to the High Priest, in such sum and with such sureties as shall be satisfactory to that officer, conditioned for the faithful performance of his duties.

ARTICLE 42 OF THE SECRETARY

Section 1 He shall transmit copies of the proceedings of the Chapter to the Grand Chapter immediately after each Stated Convocation.

Section 2 He shall issue all notices of convocations and summonses through the assistance of the Sentinel, and shall transmit all suspensions, exclusions, expulsions and restorations to the Grand Secretary, and shall include the same in the Annual Returns.

Section 3 He shall affix the seal of the Chapter, with his attestation, to every document issued by or under his authority and shall perform such duties as may be required of him by the Chapter or the High Priest.

ARTICLE 43 OF THE SENTINEL

Section 1 In addition to the duties of his station, he shall make proper preparation for the convocations of the Chapter, shall serve all notices, summonses or orders placed in his hands by the Secretary.

Section 2 He shall perform such other duties as may be required of him by the High Priest.

ARTICLE 44 OF OTHER APPOINTED OFFICERS

Section 1 The other Officers shall perform such duties as traditionally appertain to their respective offices and shall perform other duties assigned to them by the High Priest.

ARTICLE 45 OF FEES

Section 1 The fees for the Degrees of Mark Master, Past Master, Most Excellent Master and Royal Arch, shall be in the amount of _____ pesos as determined by the Chapter.

Section 2 No fee shall heal any deficiencies or non-compliance of a Companion to the requirements as prescribed in Article 29 Section 1 (b) of the Constitution of the Grand Chapter.

Section 3 The fee for affiliation shall be in the amount of _____ pesos as determined by the Chapter, and shall invariably accompany the petition.

ARTICLE 46 OF DUES

Section 1 The dues of each member of this Chapter shall be in the amount of _____ pesos per year, payable annually in advance on the first day of January of each year.

Section 2 No member who shall be in arrears in the payment of dues at the time of the annual election, shall be permitted to vote, or shall be eligible to any office.

Section 3 Should any member, suspended for non-payment of dues, neglect for the period of three (3) years, may be restored to good standing only as provided in Article 29 Section 5 (a) of the Constitution of the Grand Chapter.

Section 4 Any member in good standing may withdraw from membership from the Chapter by paying his dues and notifying the Chapter in writing to that effect at a stated convocation, but no recommendatory certificate shall be issued to him unless ordered by the Chapter.

ARTICLE 47 OF COMMITTEES

Section 1 The High Priest shall form committees as needed by the Chapter and appoint its respective Chairmen and members.

Section 2 All reports of the committees shall be made in writing and shall submit the same to the Secretary.

ARTICLE 48 OF REVEALING THE TRANSACTIONS OF THE CHAPTERS

Section 1 Any member of the Chapter of the Grand Chapter who shall be so unmindful of his duties as improperly to reveal any of its transactions, shall, upon proof thereof, be immediately brought to trial therefor. Transactions or business discussed in a stated convocation shall all be treated as confidential.

ARTICLE 49 OF THE ORDER OF BUSINESS

Section 1 The regular order of business at each stated Convocation shall be as follows:

1. Reading of the Minutes of the Previous Convocation;
2. Secretary's Financial Report;
3. Treasurer's Financial Report;
4. Report of Committees (if any);
5. Masonic Education (prescribed by the Committee on Masonic Education of the Grand Chapter);
6. Reception of Petitions (if any);
7. Balloting upon petitions (if any);
8. Communications from the Grand Chapter;
9. Miscellaneous and Unfinished business;
10. Bills for Payment;
11. Other Matters (if any);
12. Messages from Companions and Dignitaries;
13. Conferring of Degrees (only if the Full Form of opening is used).

ARTICLE 50 OF AMENDMENTS

These By-laws may be amended, so far as it relates to the date and time of convocations, and the amount of fees and dues , at any stated convocation, by the vote of two-thirds of the members present, provided that notice of such amendment shall have been given at the stated convocation next preceding, but such amendment shall not be valid until approved by the Grand Chapter or Grand High Priest, and until such approval shall have been transmitted to the Grand Secretary.