

WARREN CHAPTER NO. 180

FORM  
FOR  
RECORDING MINUTES  
OF  
A ROYAL ARCH CHAPTER  
UNDER THE JURISDICTION  
OF  
THE GRAND HOLY  
ROYAL ARCH CHAPTER  
OF PENNSYLVANIA

PHILADELPHIA

1988

To the Secretary of the Chapter:

This form has been prepared by the Long Range Planning Committee and submitted to the Most Excellent Grand High Priest, has been approved by him, and is now issued by his direction, that you may record such proceedings of your Chapter as are proper to be written, in strict accordance therewith, in a plain and legible manner, properly spaced, leaving a line between each minute to facilitate examination and avoiding erasures and omissions.

For your guidance we have in the back of the Form for Recording Minutes, listed some instructions to Secretaries which will guide you in making out Monthly notices, reports etc.

  
Most Excellent Grand Secretary

January, 1988

# FORM FOR RECORDING MINUTES

## ABBREVIATIONS PROHIBITED

All references to the Constitution are to be the 1980 Edition

FORM NO. 1 MASONIC TEMPLE, BROAD AND FILBERT STREETS,  
PHILADELPHIA,.....A.D. 19..., A.I.25..

Note No. 1. State time and place of meeting fully.  
The Capitular Year, "Anno Inventionis," year, A.I. can be found by adding 530 to the present.

FORM NO. 2 A stated (special, extra) meeting of -----Royal Arch Chapter  
No.-----was held this evening.

Note No. 2. A "Stated Meeting" is one held at the time fixed by the By-Laws for general business and work of the Chapter. A "Special Meeting" is one called for a special purpose, and no business can be transacted except that for which it is specially called. An "Extra Meeting" is one held for conferring degrees or installation of officers.

FORM NO. 3 Companion-----, Most Excellent High Priest,  
"-----, King,  
"-----, Scribe,  
"-----, Treasurer,  
"-----, Secretary,

and the other officers in their respective places.

Note No. 3. The names of all elected officers present must be inserted in the minutes, those of appointed officers may be. In that case the last line will be omitted, using Form No. 5. In the Absence of an elected or appointed officer the minutes, according to circumstances, should be as follows:

FORM NO. 4 Companion-----, King,  
Acting Most Excellent High Priest,  
"-----, Scribe,  
Acting King,  
"-----, Acting Scribe,  
"-----, Acting Treasurer,  
"-----, Acting Secretary,

FORM NO. 5 Companion-----, As Chaplain,  
"-----, Captain of the Host,  
"-----, Principal Sojourner,  
"-----, Royal Arch Captain,  
"-----, Master Third Veil,  
"-----, Master Second Veil,  
"-----, Master First Veil,  
"-----, Senior Master of Ceremonies,  
"-----, Junior Master of Ceremonies,  
"-----, Pursuivant,  
"-----, As Tyler,

Note No. 4. When the Warrant is not displayed the Chapter cannot be opened. In the absence of the Most Excellent High Priest, King, and Scribe, the Chapter cannot be opened except by some Companion specially authorized by the Most Excellent Grand High Priest. In the absence of the Most Excellent High Priest, the King must take his station, and the Scribe must take the King's station. In the absence of the Most Excellent High Priest and King, the Scribe must take the station of the Most Excellent High Priest. See ARTICLE XIII, SEC. 5.

FORM NO. 6 100 Members present (Officers are to be counted):  
 Companion----, Companion----,  
 "----, "  
 "----, Past High Priests "  
 "----, "  
 "----, "  
 Companion----, "  
 "----, "

Note No. 5 If attendance record cards are used it is not necessary to record the names of the Members in the Minute Book. The following form should then be used.

FORM NO. 6 (a) 100 Members present as recorded on the attendance record cards.

FORM NO. 7 14 Vistors present:  
 Companion----, Royal Arch Chapter No.---, Pennsylvania.  
 "----, Royal Arch Chapter No.---, New York.

Note No. 6 Give name, number and Jurisdiction of Chapter of which each Visitor is a member. The names of all members and visitors must be written in the minutes.

Note No. 6 (a) When names, number and Jurisdiction of Chapter of which each Visitor is a member are written in an approved Visitors Register, it is not necessary to record them in the Minute Book. The following form should then be used.

FORM NO. 7 (a) 14 Visitors present, as indicated in the Visitors Register.

FORM NO. 8 Companion-----, Most Excellent Grand High Priest; Companion-----, Most Excellent Grand King; Companion-----, Most Excellent Grand Scribe; Companion-----, Most Excellent Grand Treasurer; Companion-----, Most Excellent Grand Secretary; and Companion-----, District Deputy Grand High Priest honored the Chapter with their (his) presence.

Note No. 7. When any elected Grand Officer, Past Grand High Priest, or a District Deputy Grand High Priest in his district, is present, it should be so stated, immediately following the names of visitors, except in case of an Official Grand Visitation, which is provided for by Forms Nos. 34 & 35

FORM NO. 9 A Chapter of Royal Arch Masons opened in ancient and solemn form at 7 o'clock, 5 minutes, P.M.

Note No. 8. Three members, including one of the first three Elected Officers, can open and transact the business of the Chapter, but the degrees cannot be conferred unless at least six (6) Companions are present.

FORM NO. 10 The number of Companions necessary to open a Chapter not being present the Chapter was not opened.

FORM NO. 11 The minutes of the last stated meeting were read and approved.

Note No. 9. If an extra or special meeting has been held in the interim, then record the minutes as follows, giving dates of the extra or special meetings:

FORM NO. 12 The minutes of the last stated meeting, held-----, and extra (Special) meetings, held-----, and-----, were read and separately approved.

FORM NO. 13 A communication was read from the Grand Secretary stating there was nothing on the records against Brother-----, of Lodge No.---.

Note No. 10 No action can be taken on petitions, for degrees and membership, or for membership, until this communication has been read in open Chapter. It is not necessary to copy this communication in full. A Chapter must not act unless this reply agrees with the signature on the petition, the report to and reply from the Grand Secretary and the name as printed in the notices.

- FORM NO. 14A The Secretary reported that he had received a communication from ----- Royal Arch Chapter No.---, stating that the said Chapter had received a petition for degrees and membership from Brother-----, age---, occupation-----, residing at-----, of Lodge No.---, and that proper notice was accordingly given all members of this Chapter and the Secretary of-----Royal Arch Chapter No.---, was duly notified. Form of letter received will be found on page 23 Form for Recording Minutes.
- FORM NO. 14B The Secretary reported he had received a communication from-----Royal Arch Chapter No.---, stating that said Chapter had received a petition from Brother-----, who was rejected in this Chapter on-----, 19-- making inquiry as to whether or not there is any objection to their acting on the petition.
- FORM NO. 14C The inquiry was laid over in accordance with Art. XV, Sec. 15 of the Constitution.
- FORM NO. 14D A ballot was had to ascertain as to whether this Chapter has any Masonic objection to-----Royal Arch Chapter No.---, acting on the petition for degrees and membership of Brother-----, previously rejected in this Chapter, when it was found that an objection does (not) exist. The inquiring Chapter and the M.E. Grand Secretary are to be notified of the result of the ballot.
- FORM NO. 14E The Secretary reported that he had received a communication from----- Royal Arch Chapter No.---, stating that an objection does (not) exist to this Chapter acting on the petition for degrees and membership of Brother-----, previously rejected in that Chapter. If no objection exists, the inquiring Chapter may receive the petition and proceed according to the Constitution. If an objection does exist all proceedings cease and the petitioner will be considered as rejected on the second petition.
- FORM NO. 15 The Secretary read the following communication:  
.....  
Secretary, Chapter No.---  
....., Penna.  
Dear Sir and Companion:  
Your letter of-----, 19--, giving notice that Chapter No---, has received a petition for degrees and membership from Brother-----, age---years, residing at-----, of Lodge No.---, has been received and proper notice was mailed to the members of this Chapter on-----, 19--.

Fraternally yours,

.....  
Secretary of Chapter No.---

This communication must be entered in full in the minutes. The Secretary of the Chapter inquired of must send a copy of communication direct to the M.E. Grand Secretary and action cannot be had by Chapter receiving the petition until 10 days after the date notices are mailed to members of nearest Chapter.

#### REPORTS OF COMMITTEES

- FORM NO. 16 The Committee appointed on the petition of Brother-----, for degrees and membership, reported favorably, when he was balloted for and unanimously approved (rejected).
- FORM NO. 17 The Committee appointed on the petition of Companion-----, for membership reported favorably, when he was balloted for and unanimously elected (rejected).

- FORM NO. 18 The Committees appointed on the petitions of Brothers----- and-----, for degrees and membership, reported in each case favorably, whereupon they were balloted for and unanimously approved.
- FORM NO. 19 The Committee appointed on the petition of Brother-----, for degrees and membership (membership) reported favorably, whereupon on motion of Companion-----, the petition was withdrawn.
- Note No. 11. A second or third petition cannot be withdrawn. A first petition may be withdrawn after a favorable report or after a favorable ballot. (See Art. XV, Sec. 17 & 18).
- FORM NO. 20 The Committee (one of the committee) appointed on the petition of Brother-----, for degrees and membership (membership) reported unfavorably finding him unworthy of having the prayer of his petition granted, whereupon the Most Excellent High Priest declared the petitioner rejected.
- Note No. 12. All cases of rejection, or withdrawal of petition, must be reported at once to the Grand Secretary.
- Note No. 13. The rejection of a Royal Arch Mason petitioning for membership does not prevent his applying again to the same Chapter or to any other Chapter, at any time.
- Note No. 14. Immediately after the rejection of a petitioner, the Secretary must read to the Chapter the By-Laws provided for such cases.
- FORM NO. 21 The Committee appointed on the petition of Brother-----, for degrees and membership, who was rejected on first petition, -----, 19---, reported favorably, whereupon he was balloted for and unanimously approved (rejected).
- FORM NO. 22 The Committee appointed on the petition of Brother-----, for degrees and membership (membership), whose petition was presented-----, having failed to report within six months, the Most Excellent High Priest declared the petition null and void.
- FORM NO. 23 The Committee appointed on the petition of Brother-----, having failed to report on account of the absence from the city (Sickness) of Companion-----, the Most Excellent High Priest appointed Companion -----to fill the vacancy and directed the Committee to report at the next or a subsequent stated meeting.
- FORM NO. 24 Brother-----, a petitioner for degrees and membership who was balloted for and approved-----, having failed to present himself for the degrees within one year (having died), the Most Excellent High Priest declared the petition null and void.

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#### REJECTION AFTER APPROVAL

- FORM NO. 26 Objection was made to the advancement of Brother-----, who was approved this evening (at the stated meeting held on-----). The Most Excellent High Priest declared him rejected and stated that the Chapter could take no further action at this time. (See ART. XV, Sec. 7 of the Constitution).
- Note No. 15. This objection can only be made in open Chapter, and not against one who has received the Mark Degree. The advancement of a Mark Master Mason or Most Excellent Master Mason, can be prevented only by preferring charges against him. (See ART. XV, Sec. 7).
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## SECOND BALLOT

- FORM NO. 27 Companion----- offered the following resolution:  
RESOLVED, that a second ballot be had on the first petition for degrees and membership of Brother-----, who was rejected this evening (at the stated meeting held-----).
- FORM NO. 28 The resolution was laid over in accordance with the Constitution.
- FORM NO. 29 The resolution offered at the last stated meeting to have a second ballot on the petition of Brother-----, was considered and adopted (not adopted).
- Note No. 16. A second ballot cannot be had on a second or third petition.
- Note No. 17. The ballot allowed by this resolution must be had at the next stated meeting after its adoption, due notice being given to the members. Should the ballot not be had, the foregoing action becomes null and void. The result of the ballot must be at once certified to the Grand Secretary. See Constitution ART. XV, Sec. 10.
- FORM NO. 30 A second ballot was had on the petition of Brother-----, for degrees and membership, when he was again rejected (unanimously approved).

## DISPENSATION FOR CONFERRING DEGREES

- FORM NO. 31 A dispensation was read from Companion-----, Most Excellent Grand High Priest, authorizing this Chapter to confer the degree of Royal Arch Mason on Brother-----, age---years, occupation-----, residing at-----, a member of Lodge No.---, Free and Accepted Masons, who could not wait the usual time required by the Constitution.

## DEGREES CONFERRED BY VIRTUE OF THE PRESENCE OF THE M.E. GRAND HIGH PRIEST

- FORM NO. 32 By permission of the Most Excellent Grand High Priest, and by virtue of his presence, Brother----- was introduced and had the Degree(s) of -----conferred upon him by Companion-----.
- Note No. 18. See Constitution, ART. VI, Sec.1
- Note No. 19. The conferring of degrees by virtue of the presence of the Most Excellent Grand High Priest, without previous petition and approval, does not constitute the candidate a member of the Chapter. To acquire membership he must apply by petition as in case of any other unaffiliated Royal Arch Mason.
- Note No. 20. When an approved petitioner is advanced in other than his own Chapter by virtue of the presence of the Most Excellent Grand High Priest, the Secretary of the Chapter in which the work was conferred, shall notify the Secretary of the candidate's Chapter, who shall copy the same in full in his minutes. Both Secretaries shall make full report on Monthly Return

## OPENING AND CLOSING

- FORM NO. 33 The Chapter of Royal Arch Masons was closed and a Lodge of Mark Master Masons (Most Excellent Master Masons) opened, when Brothers-----and ----- were introduced and had the Honorary Degree of Mark Master Mason conferred upon them, (were received and accepted Most Excellent Master Masons), Companion-----acting Most Excellent High Priest.
- Note No. 21. All degrees must be conferred in full, omitting the appropriate lecture, is prohibited.
- FORM NO. 34 The Lodge of Mark Master Masons (Most Excellent Master Masons) was closed, and a Chapter of Royal Arch Masons opened. (When Brothers-----and -----were introduced, and Exalted to the Supreme Degree of Royal Arch Mason, Companion-----Acting Most Excellent High Priest.

- Note No. 22. When there are less than three actual candidates for the Royal Arch Degree, only the name or names of those who are actual candidates will be entered in the minutes.

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GRAND VISITATION

- FORM NO. 35 Companion-----, Grand Marshal, was admitted, and announced that Companion-----, Most Excellent Grand High Priest, accompanied by the Grand Officers, was in waiting to make an official Grand Visitation to the Chapter.
- FORM NO. 36 The following Grand Officers, Viz: Companion-----, Most Excellent Grand High Priest; Companion-----, Most Excellent Grand King; Companion-----, Most Excellent Grand Scribe; Companion-----, Most Excellent Grand Treasurer; and Companion-----, Most Excellent Grand Secretary, were then admitted and received with the Grand honors.
- Note No. 23. Give names and titles of all Grand Officers in full. Should the Grand Officers visit unofficially use Form No. 8 on Page 2.
- Note No. 24. The Chapter should be called up on the entrance of an elected Grand Officer, a Past Grand High Priest, a District Deputy Grand High Priest in his District or the High Priest of another Chapter.
- FORM NO. 37 The Most Excellent High Priest surrendered to the Most Excellent Grand High Priest the emblem of his authority, the Warrant of Constitution, and his station (Surrenders only to the Most Excellent Grand High Priest).
- FORM NO. 38 The Most Excellent Grand High Priest then directed the Grand Officers to take their respective stations and places.
- FORM NO. 39 The Most Excellent Grand Secretary read the following report on the minutes of the Chapter, which the Most Excellent Grand High Priest ordered to be spread in full upon the minutes, viz:
- FORM NO. 40 The Most Excellent Grand High Priest delivered an address of counsel and advise to the officers and members of the Chapter, after which he returned to the Most Excellent High Priest the emblem of his authority, the warrant of Constitution and his station.
- FORM NO. 41 The Officers of the Chapter resumed their stations and places.

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COMMUNICATIONS

- FORM NO. 42 The following communications from the Most Excellent Grand High Priest (the Most Excellent Grand Secretary), was read, viz:
- FORM NO. 43 Notice was read of the Quarterly Communication of Grand Chapter to be held on-----, when the Secretary was directed to notify the Representative and the Members of Grand Chapter who are members of this Chapter.
- Note No. 25. Communication from the Most Excellent Grand High Priest, Most Excellent Grand Secretary or the District Deputy Grand High Priest, must be entered in full in the minutes when so directed.



SPECIAL ELECTION

- FORM NO. 44 Companion-----, who was elected to serve this Chapter as-----, having -----, it was, on motion:  
RESOLVED, That the Most Excellent Grand High Priest be requested to issue his dispensation authorizing this Chapter to hold a special election to fill the vacancy.
- Note No. 26 State the reason; such as "declined to be installed." This is the only reason admissible except in default of an election. An Officer, elected and installed, cannot resign his office or his membership.
- Note No. 27. This request should be sent to the Most Excellent Grand High Priest through the District Deputy Grand High Priest.
- FORM NO. 45 The Following dispensation was read:

ORDERS ON TREASURER

- FORM NO. 46 The Following bills were read and on motion ordered to be paid:  
Grand Chapter of Pennsylvania. Dues for-----\$-----.  
Grand Lodge of Pennsylvania Rent to-----etc.
- FORM NO. 47 It was, on motion:  
RESOLVED, That an order for-----dollars be drawn in favor of the Committee on Charity.

REPORT OF TRUSTEES

- FORM NO. 48 The Trustees made their annual report which was referred to the Auditing Committee.
- Note No. 28. The report of the Trustees must be presented and read at the Annual Meeting of the Chapter.

ANNUAL ELECTION

- FORM NO. 49A This is being the stated meeting fixed by the Constitution of Grand Chapter for the election of officers to serve for the ensuing Masonic year, beginning on St. John the Evangelist's Day next, the Most Excellent High Priest appointed the following Tellers:

FOR MOST EXCELLENT HIGH PRIEST

Companion-----  
"-----  
"-----

FOR KING

Companion-----  
"-----  
"-----

FOR SCRIBE

Companion-----  
"-----  
"-----

FOR TREASURER

Companion-----  
"-----  
"-----

FOR SECRETARY

Companion-----  
 " -----  
 " -----

FOR TRUSTEES

Companion-----  
 " -----  
 " -----

FOR REPRESENTATIVE IN GRAND CHAPTER

Companion-----  
 " -----  
 " -----

FORM NO. 49B This being the stated meeting fixed by the Constitution of Grand Chapter for the election of officers to serve for the ensuing Masonic year, beginning on St. John Evangelist's Day next, the Most Excellent High Priest called for nominations for each of the elected officers and there being only one candidate for each office, (the office(s) of -----, -----, ..., -----, the following were (was) elected on motion and voice vote:

(List those so elected)

Companion-----, Most Excellent High Priest,  
 " -----, King,  
 " -----, Scribe,  
 " -----, Treasurer (re-elected)  
 " -----, Secretary (re-elected)  
 " -----, )  
 " -----, ( Trustees  
 " -----, )  
 -----, Representative in Grand Chapter

FORM NO. 49C There being more than one candidate for the officer(s) of-----, (-----.....-----), the Most Excellent High Priest appointed the following tellers:

(List as Necessary from Form 48A)

FORM NO. 50 The Chapter proceeded to ballot, and the Tellers having reported, the Most Excellent High Priest declared the following Companions elected:  
 (Select applicable officers from following list)

Companion-----, Most Excellent High Priest,  
 " -----, King,  
 " -----, Scribe,  
 " -----, Treasurer (re-elected)  
 " -----, Secretary (re-elected)  
 " -----, )  
 " -----, (Trustees  
 " -----, )  
 -----, Representative in Grand Chapter

Note No. 29 The election will be held in the same manner, and under the same regulations as laid down for elections in Grand Chapter. No Companion can be elected Most Excellent High Priest of a Chapter, unless he has been previously elected and has served as King or Scribe of a Chapter in this Jurisdiction and is qualified to perform all the work that pertains to the office.

Note No. 30. It is obligatory to elect a Representative at each Annual Election and the Companion so elected shall, at the time of holding the election, be a Past High Priest or the High Priest of the Chapter, who has received the Order of High Priesthood. The High Priest may be elected Representative to fill a vacancy but not at the same meeting at which he is elected High Priest.

## INSTALLATION

- FORM NO. 51A The Officers, having been duly elected, were installed in ancient form.
- FORM NO. 51B The following Companions, having been duly elected, were installed in ancient form:

(List those Installed)

Companion-----, Most Excellent High Priest,  
"-----, King,  
"-----, Scribe,  
etc.

- FORM NO. 52 All the Companions present who are not Past High Priests who have had the Order of High Priesthood conferred upon them having retired, Companion-----, who had been duly elected and installed Most Excellent High Priest, had the Order of High Priesthood conferred upon him.
- Note No. 31. The High Priest must be installed on or before St. John the Evangelist's Day, and serve a full Masonic year in order to retain his membership in Grand Chapter after the expiration of his term as Most Excellent High Priest. No installation is required when an officer is reelected to the same office. See Constitution Art. XII, Sec. 5.

## AWARD OF FIFTY YEAR CERTIFICATES

- FORM NO. 53 Fifty year certificates were awarded by Grand Chapter to Companion----- and-----, Royal Arch Masons for fifty years, the presentation being made by Companion-----.

## SUSPENSIONS AND EXPULSIONS

- FORM NO. 54 The list of delinquent members who have been notified of their indebtedness and that action would be taken at this meeting in accordance with the By-Laws was taken up when, on motion duly made and seconded, the following action was taken thereon severally:
- Companion-----, owing \$-----was suspended.  
"-----, " \$-----action was postponed to-----  
"-----, " \$-----dues remitted.
- Note No. 32. A vote to suspend may be considered only at the meeting at which it is adopted, but the suspension falls if the indebtedness is paid before the Chapter closes. The Secretary must notify the Companions of the action taken. Postponement must be to a definite stated meeting when final action must be taken. See Constitution, Art. XIX, Sec. 3.
- FORM NO. 55 Companion-----, having been suspended (expelled) from his Lodge of Master Masons for non-payment of dues, (expelled from his Lodge of Master Masons) was declared to be, ipso facto, suspended (expelled) from this Chapter and the Secretary was directed to so notify him.

## RESTORATION AFTER SUSPENSION OR RESIGNATION

- FORM NO. 56 Companion-----, last a member of this Chapter, who was suspended on ----- for non-payment of dues, having paid the amount by the Constitution was, ipso facto, restored to good Masonic Standing.
- Note No. 33. Restoration to "Good Masonic Standing" is automatic on payment of amount required by the Constitution and requires no action by the Chapter. For "Restoration to Membership" see Form No. 57 and 58.

- FORM NO. 57 Companion----- last a member of this Chapter, who was suspended on -----, for non-payment of dues, having paid the amount required by the Constitution (who resigned-----), it was moved and seconded that he be restored to membership.
- FORM NO. 58 The motion was laid over until the next stated meeting.
- FORM NO. 59 The motion offered at the last stated meeting to restore Companion -----, to membership was taken up; and there being the required number of votes in the affirmative, he was restored to membership (there not being the required number of votes in the affirmative, the motion was not adopted).
- Note No. 34. The resolution to restore to membership requires a two-thirds vote of all members present for the adoption after notice to the members. This is a viva voce vote. No ballot is had and no petition is required for action on the resolution.
- Note No. 35. All cases of restoration, either to "Good Masonic Standing" or to "Membership", must be reported forthwith to the Grand Secretary.
- FORM NO. 60 Companion-----, who was, ipso facto, suspended from this Chapter for non-affiliation in his Blue Lodge, having affiliated with a recognized Lodge of Master Masons, was ipso facto restored to membership in this Chapter, status quo. (See ART. XIX, Sec. 8.)

#### APPOINTMENTS

- FORM NO. 61 The Most Excellent High Priest announced the following appointments for the present Masonic year:
- Companion-----, 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.  
 " -----, Guide.  
 " -----, Senior Master of Ceremonies.  
 " -----, Junior Master of Ceremonies.  
 " -----, Pursuivant.  
 " -----, Tyler.  
 " -----, Organist (Optional).
- Note No. 36. These appointments should be announced at the stated meeting next ensuing the Annual Election.
- Note No. 37. Add also such Standing Committees as are provided in the By-Laws.
- FORM NO. 62 The Most Excellent High Priest appointed Companions-----,-----, and-----, a Committee to audit the books and accounts of the Treasurer, the Secretary and the Trustees for the present Masonic year ending on St. John the Evangelist's Day next.
- Note No. 38. This Committee must be appointed at the stated meeting next preceding St. John the Evangelist's Day (Annual Meeting) in each year, and report at the next stated meeting. The report of this and similar committees must be entered in full in the minutes.

# REPORT OF THE AUDITING COMMITTEE

- FORM NO. 63 The Auditing Committee made the following report, which was ordered to be entered in full in the minutes and filed:
- FORM NO. 64 To the Most Excellent High Priest, Officers and Members of-----  
Royal Arch Chapter No.-----:

The undersigned Auditing Committee respectfully report that they have examined the books and accounts of the Treasurer and Secretary for the Masonic year ending December 27, 19--, compared the vouchers and found them correct. They have also examined the books and accounts of the Trustees and the securities of the Chapter held by them and found them correct.

The books show as follows:

## Receipts

Dues.....	\$-----
Fees.....	-----
Life Membership Fees.....	-----
Interest on Investments.....	-----
Interest on Treasurer's Balances.....	-----
Dinner or banquet.....	-----
Dispensation Fees.....	-----
District dinner meeting.....	-----
Donations.....	-----
Total Receipts.....	-----
Balance on hand, December 27, 19--.....	-----

## Expenditures

Grand Chapter dues and fees.....	\$-----
Rent of Chapter Hall.....	-----
Life Membership Fees paid to Trustees.....	-----
Trustees for Investment.....	-----
Fees returned.....	-----
Committee on Charity.....	-----
Clothing and Furniture.....	-----
Secretary's Salary.....	-----
Other Salaries.....	-----
Refreshments.....	-----
Cigars.....	-----
Music.....	-----
Printing, Postage and Stationery.....	-----
Jewel for retiring M.E. High Priest.....	-----
Rent of Box in Safe Deposit Vault.....	-----
Donations (itemized).....	-----
Insurance.....	-----
Recording Marks.....	-----
Expenses to Grand Chapter.....	-----
Expense of District Meeting or Outpost.....	-----
Dispensation Fees.....	-----
Bank Service Charge.....	-----
Taxes.....	-----
.....	-----
.....	-----
Total Expenditures.....	-----
Balance on Hand, December 27, 19--.....	-----

There is due the Chapter from---members for 1 year.....	-----
There is due the Chapter from---members for 2 years.....	-----
There is due the Chapter from---members for 3 years.....	-----
Total dues outstanding.....	-----

-----Members have paid dues in advance amounting to.....\$-----  
 Unpaid bills, December 27, 19----.....

The membership is as follows:

Membership December 27, 19----.....  
 Admitted during year 19----.....  
 Marked during year 19----.....  
 Deceased during year 19----.....  
 Resigned during year 19----.....  
 Suspended or Expelled.....  
 Membership December 27, 19----.....  
   of which----are life members by payment of fee.....  
   of which----are life members by meritorious service.....  
   of which----are life members by ARTICLE XIV, Sec. 16.....

The fee for degrees and membership is.....\$-----  
 The annual dues per member are.....

We have (Have Not) examined the Book of Marks and find (Do Not Find) all Marks properly recorded.

The receipts and disbursements of the Trustees were as follows:

#### RECEIPTS

From the Chapter for Investment.....  
 From Interest on Investments.....  
 From Sale of Securities.....  
 Interest on Savings Account.....  
 .....  
 .....  
 Total.....

#### DISBURSEMENTS

Paid to Secretary, Interest.....\$-----  
 Paid to Secretary, from sale of securities.....  
 Purchase of Securities.....  
 Deposited in Savings Account.....  
 .....  
 .....  
 Total.....  
 Net Gain (Loss).....

The cash and securities of the trustees are as reported by them at the last Stated Meeting and consist of the following:

Name of Security	<u>Beginning of Year</u>		<u>End of Year</u>		Income Received this Year
	Cost	Market Value	Cost	Market Value	
<u>Permanent Fund</u>					
.....	-----	-----	-----	-----	-----
.....	-----	-----	-----	-----	-----
.....	-----	-----	-----	-----	-----
.....	-----	-----	-----	-----	-----
<u>Permanent Charity Fund</u>					
.....	-----	-----	-----	-----	-----
.....	-----	-----	-----	-----	-----
.....	-----	-----	-----	-----	-----
.....	-----	-----	-----	-----	-----

GENERAL FUND

.....  
.....  
.....

ANNIVERSARY or SPECIAL FUNDS

.....  
.....  
.....

Fraternally submitted,

-----  
Auditing Committee

-----  
Auditing Committee

-----  
Auditing Committee

RESIGNATIONS

- FORM NO. 65 A Communication was received from Companion-----tendering his resignation as a member of this Chapter. He having paid his dues in compliance with the By-Laws, it was, on motion:  
RESOLVED, that the resignation be accepted (be laid over until the next stated meeting).
- FORM NO. 66 The resignation of Companion-----offered at the last stated meeting was, on motion, accepted.
- Note No. 39. All cases of resignation must be reported to the Grand Secretary. See ART. XIII, Sec. 7, of the Constitution.
- FORM NO. 67 The Secretary stated that Companion-----resigned from his Lodge of Master Masons more than six months ago and had not affiliated with any Lodge since. The Most Excellent High Priest declared that Companion-----has, ipso facto, ceased to be a member of this Chapter.

-----  
LIFE MEMBERSHIP

- FORM NO. 68 Companion-----, having paid the fee required by the By-Laws, was, on motion duly made and seconded, declared a Life Member.
- FORM NO. 69 The following resolution, duly made and seconded, was laid over for one month, as required by the By-Laws:
- FORM NO. 70 RESOLVED, That Companion-----, a Past High Priest, be constituted a Life Member for meritorious service under the provisions of ART. XV, Sec. 16 of the By-Laws.
- FORM NO. 71 The resolution offered at the last stated meeting to constitute Companion-----a Life Member was again read and, on motion, adopted (not adopted).  
(See ARTICLE XV, Sec. 16 of the Constitution)

-----  
DEATHS

- FORM NO. 72 The Most Excellent High Priest announced the death of Companion-----on-----and directed that a suitable record be made in the minutes.

-----  
CHANGE OF PLACE OF MEETING

- FORM NO. 73 Companions-----and-----offered the following resolution:  
RESOLVED, That the place of meeting of this Chapter be removed to-----.
- FORM NO. 74 The resolution was laid over to be acted on at a special meeting to be called by the Most Excellent High Priest.  
(See ART. XIV, Sec. 3 of the Constitution)

FORM NO. 75 The resolution offered at the stated meeting held-----, 19---, "That the place of meeting of this Chapter be removed to-----, was taken up and on motion, adopted (not adopted).

-----  
BY-LAWS

FORM NO. 76 Companions-----and-----offered the following amendments to the By-Laws:

FORM NO. 77 RESOLVED, That ARTICLE-----, Section-----, be amended by striking out the word "-----" in the third line and inserting in lieu thereof the word "-----", so that it shall read:

FORM NO. 78 The proposed amendments were laid over in accordance with the By-Laws.

FORM NO. 79 The proposed amendments to the By-Laws which were offered at the Stated Meeting held-----were again read and having been separately acted upon were adopted (Having been amended to read-----were adopted).

FORM NO. 80 Companions-----and-----offered the following By-Laws which were read and laid over:

FORM NO. 81 The By-Laws which were read at the Stated Meeting held-----were again read and having been separately acted on by Section were adopted (were again read and having been separately acted on by sections were amended as follows and adopted as amended).

Note No. 40. By-Laws or amendments to By-Laws may be laid over by resolution from meeting to meeting until the Chapter is prepared to act upon them. They are to be copied in full in the minutes when offered.

Note No. 41. When an Amendment to the By-Laws or a new Code of By-Laws is adopted, two certified copies of the same, with the full action of the Chapter thereon, as recorded in the minutes, must be sent to the Grand Secretary to be laid before Grand Chapter. (See ARTICLE XIV, Section 5 of the Constitution)

-----  
PETITIONS

FORM NO. 82 A petition for degrees and membership was received from Brother-----, age-----years, occupation-----, residing at-----, a member of Lodge No.-----, and recommended by Companions-----and-----, which was referred to a Committee consisting of Companions-----, -----, and-----, to make the necessary inquiries.

FORM NO. 83 Petitions for degrees and membership were received as follows:  
From Brother-----, age-----years, occupation-----, residing at----- a member of Lodge No.-----, and recommended by Companions-----and-----, which was referred to a Committee consisting of Companions-----, -----, and-----to make the necessary inquiries.

FORM NO. 84 A petition for membership accompanied by a certificate from the Chapter of which he was last a member and a copy of the mark of the petitioner, was received from Companion-----, age-----years, occupation-----, residing at-----, a member of Lodge No.-----, a Mark Master Mason, a Most Excellent Master Mason, a Royal Arch Mason and last a member of---- Royal Arch Chapter No.-----, held at-----, and recommended by Companions -----and-----, which was referred to a Committee consisting of Companions -----, -----and-----to make the necessary inquiries.

FORM NO. 85 An application was received from Brother-----, who was rejected in Chapter on-----asking permission to present a third petition.



- FORM NO. 86 The application was laid over in accordance with the Constitution.
- FORM NO. 87 The application of Brother-----asking permission to present a third petition for degrees and membership, which was read at the last stated meeting, was again read, when it was moved and seconded that Brother -----have permission to present a third petition. A ballot was had, when the motion was unanimously adopted (was not adopted).
- FORM NO. 88 A second (third) petition for degrees and membership was received from Brother-----, rejected on-----, age----years, occupation-----, residing at-----, a member of Lodge No.----, recommended by Companions -----and-----, which was referred to a committee consisting of Companion -----,-----and-----, to make the necessary inquiries.
- Note No. 42. A third petition cannot be presented until twelve months after rejection on a second petition.
- FORM NO. 89 It was, on motion:  
RESOLVED, That permission be asked from Grand Chapter to receive and act on a fourth petition for degrees and membership of Brother-----, age----years, occupation-----, residing at-----, a member of Lodge No.----, rejected in this Chapter on third petition-----,19-----.

#### CHARGES

- FORM NO. 90 The following charges, accompanied by specifications, were preferred against Companion-----, when it was, on motion:  
RESOLVED, That the same be referred to a Committee to report if a trial is necessary.
- FORM NO. 91 The Most Excellent High Priest referred the charges to a Committee consisting of Companions-----,-----,-----,-----and-----, to ascertain if a trial is necessary.
- FORM NO. 92 The Most Excellent High Priest appointed Companions-----,-----,-----,-----and-----a Committee to try Companion-----upon the charges and specifications preferred against him.
- FORM NO. 93 The Committee to whom were referred the charges and specifications preferred against Companion-----at the stated meeting held-----reported that they had made investigation and were unanimously of the opinion that a trial is necessary (that a trial is not necessary).
- FORM NO. 94 It was, on motion:  
RESOLVED, That a Committee be appointed to try Brother-----upon the charges and specifications preferred against him at the stated meeting held-----.
- FORM NO. 95 The Committee appointed to try Companion-----made the following report, when, on motion, the resolution attached thereto was adopted (not adopted)

#### MISCELLANEOUS

- FORM NO. 96 Whereas, the name of John W. Speilburger was changed on the-----day of -----, 19---, in Court of Common Pleas No.----County of-----, to John W. Speil, therefore be it  
RESOLVED, That the name of John W. Speilburger be changed on the record of this Chapter to John W. Speil and that the Grand Secretary be notified accordingly.
- FORM NO. 97 It was, on motion:  
RESOLVED, That this Chapter recommends to the favorable consideration of the Grand Holy Royal Arch Chapter of Pennsylvania the petition for a Warrant for a new Chapter to be held at-----,-----County, Pennsylvania.

FORM NO. 98 On motion, duly made and seconded, it was  
RESOLVED, That the stated meeting in July (the stated meeting in August,  
the stated meetings in July and August) be omitted.

Note No. 43. As required by ARTICLE XV, Section 14 of the Constitution, if the year  
shall at a time when the meetings of the Chapter are omitted (July and  
August) the conferring of the degree of Mark Master Mason MUST take  
place the first meeting of the Chapter thereafter, otherwise the petition  
becomes null and void and MUST be so declared.

FORM NO. 99 Monies as follows were received, as per cash book, amounting to-----  
dollars and-----cents, which was paid to the Treasurer and his receipt  
taken therefor:

Dues.....\$-----  
Fees, Degrees and Membership.....  
Fees, Life Membership.....  
Interest.....\$-----

-----  
CLOSING

FORM NO. 100 The Chapter closed in peace at-----o'clock, P.M.

-----Secretary  
-----

Form of Chapter Notice

FORM NO. 101 A stated meeting of-----Royal Arch Chapter No.----will be held in Norman  
Hall, Masonic Temple, Broad and Filbert Street, Philadelphia, on-----  
evening 19---, at 7 o'clock (Daylight Saving Time).

Action will be had upon the following petitions:

For Degrees and Membership

Name	Age	Occupation	Residence	Lodge No.
J. Bartram Jones	25	Railroad Clerk	7600 North Broad St. Philadelphia	172

Second Ballot

Name	Age	Occupation	Residence	Lodge No.
------	-----	------------	-----------	-----------

Second Petition

Name	Age	Occupation	Residence	Lodge No.
------	-----	------------	-----------	-----------

Third Petition

Name	Age	Occupation	Residence	Lodge No.
------	-----	------------	-----------	-----------

For Membership

Name	Age	Occupation	Residence	Lodge No.
------	-----	------------	-----------	-----------

A Royal Arch Mason, last a member of-----Royal Arch Chapter No.----,  
Pennsylvania.

For Permission to Present a Third Petition

Name	Age	Occupation	Residence	Lodge No.
------	-----	------------	-----------	-----------

For Restoration to Membership

Name	Age	Occupation	Residence	Lodge No.
------	-----	------------	-----------	-----------

-----

## INQUIRY

Chapter No.---has received a petition for Degrees and Membership from Brother-----, age---years, Occupation-----, residing at-----, Pennsylvania, and a member of Lodge No.----. Any Companion who deems the petitioner unworthy of receiving the Capitular Degrees shall communicate with Companion-----, Secretary of Chapter No.----, whose address is-----.

When a Chapter receives notification from another Chapter that it has received a petition for degrees and membership, the Chapter notified shall not take a ballot thereon, but follow ARTICLE XVII, Section 3 of the Constitution; however, if the petitioner has been rejected, a ballot MUST be had, and in lieu of the above form of Inquiry use form given in ARTICLE XV, Section 15 of the Constitution.

## ELECTION OFFICERS

(This MUST appear in the notices for the stated meeting next preceding St. John the Evangelist's Day).

### SPECIAL ELECTION FOR (SECRETARY)

Action will be had upon the following amendment to the By-Laws:  
RESOLVED, That ARTICLE III, Section 10, be amended by striking out the word "four" on the fourth line, and inserting in lieu thereof the word "five" so that the same shall read: (follow with amendments as proposed)

A full Code of By-Laws will be acted upon.

\*Your dues to December--, 19-- (Annual Election are \$-----.

-----Secretary.

\*(Note: This may appear in the notices for the Annual Meeting as well as in the notices for the stated meeting one month before).

## FORM FOR NOTICE OF EXTRA MEETING

FORM NO. 102 An Extra Meeting of-----Royal Arch Chapter No.---, for conferring degree (installation of officers) (or both,) will be held in Ionic Hall, Masonic Temple, Broad and Filbert Streets, Philadelphia, on-----evening-----, 19---, at----o'clock. (Daylight Saving Time)

By order of the Most Excellent High Priest.

-----  
Secretary.

## FORM OF NOTICE FOR SPECIAL MEETING

FORM NO. 103 A Special Meeting of-----Royal Arch Chapter No.---, for-----will be held in Ionic Hall, Masonic Temple, Broad and Filbert Streets, Philadelphia, on-----evening, -----, 19--- at-----o'clock. (Daylight Saving Time)

By order of the Most Excellent High Priest.

-----  
Secretary.

## FORM OF SUMMONS FOR REMOVAL OF CHAPTER

FORM NO. 104 You are hereby summoned to appear at the special meeting of-----Royal Arch Chapter No.---, to be held at-----, on the

----day of-----, A.D. 19---, A.I. 25---, to act upon a resolution offered at the stated meeting held-----, to remove the Chapter to -----.

Witnessed my hand and the seal of said Chapter, this-----day of -----A.D. 19---, A.I. 25---.

-----  
High Priest

Attest:

-----  
Secretary.

(Seal)

Note - Printed signatures to a summons are prohibited.

-----  
FORM FOR REPORTING BY-LAWS OR AMENDMENTS TO BY-LAWS

FORM NO. 105

To the Grand Holy Royal Arch Chapter of Pennsylvania:

At a stated meeting of-----Royal Arch Chapter No.---held January 1, 19---, the following amendments to the By-Laws were offered and laid over.

RESOLVED, That Section 2, of ARTICLE IV be stricken out and that the present Section 3 be made Section 2.

At a stated meeting of-----Royal Arch Chapter No.---, held February 5, 19---, the proposed amendments to the By-Laws, which were offered at the stated meeting held January 1, 19---, were again read and, having been separately acted upon, were adopted.

-----  
Secretary.

(SEAL)

The certificate attached to the proposed By-Laws may be as follow

At a stated meeting of-----Royal Arch Chapter No.---, held-----, the proposed By-Laws hereto attached were offered and laid over.

At a stated meeting of-----Royal Arch Chapter No.---, held-----, the proposed By-Laws which were offered at the stated meeting held-----, wer again read and having been separately acted on, were adopted.

-----  
Secretary

(SEAL)

(Two copies of the above to be sent to the Grand Secretary.)

TABLE CHAPTER

FORM NO. 106 MASONIC TEMPLE, ONE NORTH BROAD STREET, PHILADELPHIA, PENNSYLVANIA,  
19107-2598, JANUARY 1, A.D. 19---, A.I. 25---.

State place and date.

A Table Chapter was opened this evening at-----o'clock -----minutes, P.M.

Companion-----, Most Excellent High Priest

" -----, King

" -----, Scribe

" -----, Treasurer

" -----, Secretary

There were-----members and-----visitors present.

TOASTS WERE PROPOSED TO

1. The Grand Holy Royal Arch Chapter of Pennsylvania by the Most Excellent High Priest, Companion-----, which was responded to by Companion-----, District Deputy Grand High Priest of District No.---.
2. The-----Holy Royal Arch Chapter No.---by the King, Companion-----, which was responded to by Companion-----, Past High Priest.
3. -----(a local statesman etc.) of----- (city or Town), by the Scribe, Companion-----, which was responded to by Companion-----, Past High Priest.
4. The Most Excellent Grand High Priest, Companion-----by the Most Excellent High Priest which was responded to by Companion----- Most Excellent Grand High Priest.

The Table Chapter was closed in peace at-----o'clock, -----minutes, P.M.

(Signature)-----, Secretary

1. The First Three Toasts in this Form must be proposed at all Table Chapters by the Officers indicated above. The Fourth is used only when the M.E.G.H.P. is present.
2. When there is no response to the toasts, reference to the response should be omitted.
3. The minutes of the Table Chapter should be entered on a separated page, or if required, separate pages in the Minute Book.

## INSTRUCTIONS TO SECRETARIES

To avoid unnecessary letter writing, prevent delays and guard against errors, which often cause the Most Excellent Grand High Priest to issue his edict, the following information and instructions have been annexed for the benefit of the Chapters and as a guide for the Secretaries, when reporting to the Grand Secretary.

### BY-LAWS

When reporting By-Laws or amendments to By-Laws use form of certificate as shown in Form No. 104.

All By-Laws of Chapters at variance with the Constitution were automatically made to conform thereto by resolution adopted by Grand Chapter, December 7, 1950. This includes dues, fees and Life Membership fees. CHAPTERS WHOSE BY-LAWS ARE IN CONFLICT WITH THE CONSTITUTION OF 1950 SHOULD AMEND THEM TO CONFORM THERETO.

Amendments to By-Laws should not be sent to this office until adopted by your Chapter.

When By-Laws or amendments have been adopted, two certified copies must be sent to the Grand Secretary, and each copy must contain, or have securely attached thereto, a certificate showing the date of the stated meeting at which they were offered, and the date of the stated meeting at which they were adopted; and must have the seal of the Chapter attached, attested by the Secretary.

When By-Laws or amendments are offered, they must be copied in full in the minutes of the meeting at which they were offered.

### DISPENSATION

No dispensation is needed to fill the vacancy of any office caused by death or expulsion of the present incumbent; but due notice of such election must be given to all members. Dispensations, however, are required in default of an election or refusal to be installed.

### DUES

Dues collected after the last stated meeting in December go into the receipts of the January meeting.

Receipt for dues should read December-----, Annual Election, (Not December 27th).

### ELIGIBILITY FOR MEMBERSHIP

Any Master Mason is eligible to petition a Chapter for degrees and membership, provided:

1. His Lodge is recognized by the Grand Lodge of Pennsylvania, and
2. if he is a member of a Lodge under the Jurisdiction of the Grand Lodge of Pennsylvania, that he has been awarded a Certificate of Proficiency by the Worshipful Master of that Lodge.

A Master Mason who is in good standing in a Lodge in any other Jurisdiction with which we are in fraternal relations, is also eligible to petition for degrees and membership in any Chapter in this Jurisdiction.

### EXTRA MEETINGS

Extra meetings are called for conferring Degrees, and installation of Officers

## GENERAL RETURNS

All petitions pending must be reported in the General Return.

General Returns are not to be held up for Auditor's Report or check for dues. Constitution provides General Return should be mailed on or before December 27th.

Under Degrees conferred use each line as numbered.

Be sure the High Priest and Secretary sign the General Return and that the Seal is attached.

The General Return of a Chapter, to be corrected, can only be made from the minutes; signed by the Most Excellent High Priest, attested by the Secretary with the Seal of the Chapter attached, and sent to the Grand Secretary on or immediately before December 27th.

If the dues and fees of any Chapter to Grand Chapter are not paid by February 10th, (ART. XIV, Sec. 8) notification will be given such Chapter by the Grand Secretary. If not paid on or before April 10th, the Chapter's Warrant is ipso facto suspended.

Every Chapter failing to make a General Return on or before January 10th, shall be immediately notified thereof by the Grand Secretary, and if such return is not received by him within one month from the date of notice, the Warrant of the defaulting Chapter is ipso facto suspended. See ART. XIV, Sec. 7 of the Constitution.

## MILEAGE OF REPRESENTATIVE

The certificates of election of Representatives are sent to each Secretary to be filled in by him. One copy is sent to the Grand Secretary and one is given to the Representative. Failure of Secretary to send one copy of certificate to Grand Secretary may deprive Representative of voting in Grand Chapter or receiving mileage. Representative must present certificate in person to obtain mileage.

## MONTHLY RETURNS

All deaths, resignations, approvals, degrees conferred, etc. are to be reported on Monthly Return of stated meeting at which they are reported or acted upon.

A Monthly Return should be made for deaths, resignations, restorations\* etc., even though you do not have petitioners or degrees conferred to report.

When requested to give date Marked or last admitted, give date Companion last becomes a member of the Chapter.

Be careful to report names of petitioners exactly as they are given on the petition, and in all future reports use the same name.

A separate Return is not to be made for an extra meeting; degrees conferred at an extra meeting should be reported on Return for next stated meeting.

Original Monthly Returns should be mailed to Grand Secretary, not carbon copies.

Date degrees conferred should be noted on back of Monthly Return.

\* See ART. XVII, Secs. 5 and 6 of the Constitution.

Corrections in names of petitioners should not be reported as new petitioners.

All approvals and elections must be reported stating plainly whether approved or elected.

When reporting withdrawals, state whether after favorable report or favorable ballot.

Suggest to Secretaries in reporting names of petitioners for degrees and membership or for membership only, who do not use a typewriter in making return, to print names.

Be sure to send Monthly Return for Annual Meeting in December before the General Return is sent; as General Return is checked with Monthly Returns and this cannot be done if all Monthly Returns are not in our hands.

Monthly Returns must be made on forms furnished by Grand Chapter. They will not be accepted on any other forms.

All actions of the Chapter are to be reported to the Grand Secretary on Monthly Return within 8 days following the stated meeting at which the same took place. See ARTICLE XIII, Section 7 of the Constitution. Do not wait to report them in General Return.

When reporting names of petitioners to the Grand Secretary, compare them with the signatures to the petitions, and see that the spelling of the names corresponds therewith. An error in this respect may lead to serious trouble.

Do not report Wm. for William or Fred for Frederick, as all abbreviations are very misleading and cannot be accepted.

#### NOTICES

Action to be had on resolutions, etc. should appear in the body of notice of stated meetings above the Secretary's name and not underneath it or on another page. See Form No. 100, 101 and 102.

See Form for Recording Minutes for proper arrangement of those items permitted to be printed in the notices, and the place for the Secretary's name.

Second and third petitions or second ballot must be so stated on notices.

In notices of the stated meeting preceding St. John the Evangelist's Day the Secretary shall state the amount of dues which may be owing on the night of the Annual Election, (Not December 27th.)

Petitioners' names should appear above name of Secretary, not on another page.

Restorations to membership must be shown in Form No. 100, giving name, age, occupation, residence and Lodge Number.

Occupation: employee of, not sufficient. Names of employers not necessary. Should be same as on Monthly Return.

The Secretary must not wait until a reply is received from the Grand Secretary before ordering the Chapter notices printed containing the name, age, occupation, residence and Lodge Number of all petitioners, whose petitions are pending. The proof should be carefully compared before notices are printed. The name, age, occupation, residence and Lodge Number are required to be placed in all of the notices from the time the petition is presented until action is taken thereon in the Chapter.

Notices for stated meetings are sent in accordance with the Constitution. Extra or Special Meetings are called "By Order of the Most Excellent High Priest."

A copy of every Chapter notice must be sent to the Most Excellent Grand High Priest, Most Excellent Grand King, Most Excellent Grand Scribe, Most Excellent Grand Treasurer, Most Excellent Grand Secretary, District Deputy Grand High Priest in whose District the Chapter may be located and the Librarian, Masonic Temple, Philadelphia, and must be mailed at least one week prior to the meeting.



(FORM OF LETTER TO A CHAPTER NEAREST THE RESIDENCE OF A PETITIONER)

Send copy of letter to Grand Secretary

Mr.-----,  
Secretary, Chapter No.-----  
-----, Pa.

Dear Sir and Companion:

As required by ARTICLE XV, Section 15 of the Consitution of 1980, you are hereby notified that Chapter No.-----has received a petition for degrees and membership from Brother-----, age----years, by occupation-----, residing at-----, Pennsylvania, a member of Lodge Nq.-----, Jurisdiction of-----.

Kindly acknowledge the receipt of this notification and advise, under seal of your Chapter, the date on which your notice containing the above information is mailed to your members.

Fraternally yours,

-----  
Secretary of Chapter No.-----.

Address-----

(ACTION cannot be had until ten days after such notice is mailed to the members of the Chapter inquired of).

MISCELLANEOUS

Open and examine all mail and package from Grand Chapter immediately.

All requirements on Monthly and General Returns are Constitutional requirements.

When in doubt consult the Constitution and Form for Recording Minutes. They will answer all of your questions.

Figures of letters on checks for Grand Chapter dues and fees should not be altered; if a mistake has been made, use new check.

In addressing letters to Grand High Priest or Grand Secretary use his name, not merely the Title.

Be sure all amendments to Constitution are inserted in all copies belonging to the Chapter.

MOST EXCELLENT GRAND HIGH PRIEST

APPROVED:

CASH FLOW

Chapter No. Year

RECEIPTS

		1	2	3	4
	Month	January	February	.....	Total
1	Dues				
2					
3	Fees				
4					
5	Life Membership Fees				
6					
7	Income on Investments				
8					
9	Interest				
10					
11	Dinner				
12					
13	Donations				
14					
15					
16					
17					
18					
19					
20	Opening Balance				
21					
22	Total Receipts				
23					
24	Total Disbursements				
25					
26	Balance on Hand- End of Mon.				
27					
28					
29					
30					
33					
34					
35					
36					

# CASH FLOW

Chapter No.      Year

## DISBURSEMENTS

		1	2	3	4
		Month	January	February	.....
					Total
1		Grand Chapter- Dues & Fees			
2					
3		Rent			
4		Life Membership Fee			
		Paid to Trustees			
5		To Trustees for Investment			
6					
7		Fees Returned			
8		Clothing & Furniture			
9					
10		Secretary's Salary			
11		Other Salaries			
12					
13		Refreshments			
		Candy & Cigars			
15		Music			
16		Printing, Postage & Stat.			
17					
18		Jewel			
19		Safety Deposit Rental			
20		Donations			
21					
22		Bank Service Charges			
23					
24		Taxes			
25					
26		Misc.			
27					
28					
29					
30		Total Disbursements			
31					
32					
33					
34					
35					
36					

Chapter No. \_\_\_\_\_ Year \_\_\_\_\_

CASH & SECURITIES IN HANDS OF TRUSTEES

		1	2	3	4
	Fund Name				Total All Funds
1	Investments & Cash				
2	Beginning of Year				
3	RECEIPTS:				
4	From Chapter for Investment				
5	From Interest in Invest's.				
6	From Sale of Securities				
7	Savings Account Interest				
8	Dividends				
9	Other				
10					
11	Total Receipts				
12					
13	DISBURSEMENTS:				
14	Paid to Secretary-Interest				
15	Paid to Secretary-Sale of Securities				
16	Purchase of Securities				
17	Deposit in Savings				
18	Safety Deposit Box				
19	Bank Charges				
20	Charity Committee				
21	Other				
22					
23	Total Disbursements				
24					
25	Cash Increase (Decrease)				
26					
27	Securities Sold				
28	Securities Purchased				
29	Net Increase (Decrease)				
30	Investments & Cash End of Year				
31					
32					
33					
34					
35					
36					

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