

## CONTENT

Page	
2	THE ROLE OF SCRIBE EZRA
3	A PROSPECTIVE NEW MEMBER FOR EXALTATION
4	JOINING (OR RE-JOINING) MEMBER
4	HONORARY MEMBERSHIP
5	CHAPTER MEMBERSHIP
5	MONITORING THE CHAPTER
6	CHANGES IN CHAPTER BY-LAWS
6	CHAPTER SUMMONS
6	DISPENSATIONS
6	50 YEAR CERTIFICATES
6	SUPREME GRAND CHAPTER QUARTERLY COMMUNICATIONS
7	CHAPTER MINUTES
7	CLEARANCE CERTIFICATES
7	FORUM MAGAZINE
7	PRINCIPALS' ELECTION MEETING
7	MONTH BEFORE FIRST MEETING OF THE NEW SEASON
7	AGENDAS – SUMMONS
8	AFTER INSTALLATION
8	ANNUAL RETURNS AND DUES
9	CHAPTER ACCOUNTS
9	COMMUNICATION WITH PROVINCIAL OFFICE – QUICK VIEW
10	PROCEDURE FOR A FORMAL VISIT BY GS / DGS / SECOND/THIRD PRINCIPAL.

## THE ROLE OF SCRIBE EZRA

Your role as Scribe E. is very important to the Chapter. It is your main duty to assist the Three Principals in the smooth running of the Chapter and to help them to enjoy their time in office.

This booklet outlines the general duties of a Scribe E., and your Chapter files will provide guidance and instruction for the production of all the paperwork and all other matters which your traditions require.

The Book of Constitutions and your Chapter By-Laws lay down the rules which are to be observed. You now have everything you need to administer your chapter efficiently.

If you need assistance at any time, you should consult the previous Scribe E, a senior member of your Chapter, or the team at the Provincial Office headed up by the Provincial Grand Scribe E.

Always ensure you are aware who is doing what. It is easy for the Scribe E and the DC (or other member) to sometimes be tackling the same tasks. As Scribe E you are responsible for the general management of the Chapter.

Copies of all Grand Chapter and Provincial Grand Chapter instructions and correspondence should be kept on file and read periodically and should only be destroyed on replacement; and handed to your successor as part of the Chapter records.

As a Scribe E it is very important to get your timing right, this will ensure you do your part to keep the Provincial Office running smoothly. The Provincial By-Laws are published in the Provincial Year Book. (Blue Book). The Blue Book contains a wealth of information and it is a handy reference guide for many queries.

Remember to respond to all communications from Supreme Grand Chapter and Provincial Grand Chapter, with immediate effect or you can easily damage the reputation of your chapter.

The Scribe E is the hub of the Chapter and it is very important a backup is available, preferably an assistant, in the unavoidable event of your absence. You should therefore ensure a working knowledge of the information contained in this booklet is made available to certain officers likely to stand in, and where possible to encourage the Chapter to identify your potential successor from an early stage.

The role of a Scribe E of the Chapter is a very rewarding and hard working office. It can give immense satisfaction, being involved with all matters relating to your Chapter and it is hoped this booklet will assist you in your work.

Finally, a work of thanks to the Provincial Grand Secretary and his team for allowing their, 'Notes for the Guidance of the Lodge Secretary', to be used as the basis of this publication.

**E.Comp Nick Berry** – Provincial Grand Scribe Ezra - Summer 2009

Amended September 2012

## A PROSPECTIVE NEW MEMBER FOR EXALTATION

Before any Registration Form P is issued, the Chapter Permanent Committee should consider any candidate for exaltation. It is advisable to compile a list in order of application, together with the names of the Proposers and Seconders.

**Two original copies** of Form P should be completed **by the candidate**, one for Supreme Grand Chapter and the other for Provincial Grand Chapter. It is recommended that a further copy or a photocopy is made for the Chapter records. Ensure you are using the latest issue form, **destroy old editions**. Ensure the candidate is made aware that he does not complete the 'Joining and Re-joining' section.

It is your own responsibility to obtain supplies of Form P from Supreme Grand Chapter.

In accordance with the requirements of Regulations 66 and 67, every candidate for exaltation must produce, for inspection by the Scribe E his Grand Lodge Certificate and Clearance Certificate from **ALL Lodges** of which he is or **has ever been** a member. It is essential that you check that the name on the candidate's Grand Lodge certificate is **identical** to that written on the form P, including middle and hyphenated names.

A candidate who is a member only of a Lodge not under the English Constitution, the Certificate of Eligibility, issued by the Grand Scribe E in accordance with Regulation 67, should be attached.

**PROPOSAL** - the candidate must be duly proposed and seconded by subscribing members of the Chapter or by Honorary Members who have served as First Principal of the Chapter, and to whom the candidate is known personally. Such proposition may take place either at a regular convocation or by notice in writing communicated by the proposer to the Chapter Scribe E at least 14 days before the next Convocation. (Subject to being printed on the Summons to satisfy the requirements of the Ballot – see below)

**BALLOT** – The ballot should take place at the meeting following his proposal in open Chapter. No ballot shall take place until the following information shall have appeared on the summons to the members of the Chapter:

Full name of the candidate - all forenames in FULL

His current or past occupation (if any).

His normal place of abode.

The names of his proposer and seconder.

The name and number of every Lodge of which he **is or has ever been a member**.

The date on which he was raised.

Normally no candidate can be accepted for exaltation if on the ballot three, or less if enacted by the Chapter by-laws, appear against him.

**THE CANDIDATE** – The Scribe E then writes to the applicant giving all details of date, times, dress, regalia, costs on the night etc.

**FEES AND SUBSCRIPTIONS** – Ensure the fees and subscriptions are collected from the candidate and passed on to the Treasurer. A cheque should be obtained (see "After Exaltation") from the Treasurer for the Grand Chapter Registration fees.

**TIME LIMIT** – Following a successful ballot, a candidate need not be exalted at the following meeting but must be exalted within one year after his election. If this is not achieved his election is void and the process has to be repeated.

**LECTURES** - The Mystical lecture should always be given at an Exaltation ceremony; the Historical and Symbolical lectures are optional.

**IMMEDIATELY AFTER THE EXALTATION** – the Scribe E completes the Form P on the reverse with the First Principal's certificate and his own and sends:

**BOTH copies to the Provincial Grand Scribe E together with the Supreme Grand Chapter cheque for registration fees,**

It is wise to photocopy the application form or alternatively ensure the details are recorded as Forms are not returned. Update your list of members to include the new member.

### JOINING (OR RE-JOINING) MEMBER

Two copies of Registration Form P should be completed by the Joining Member. Ensure he has been proved – you must see his Grand Chapter Certificate before you accept his Form P and ensure the candidate's Grand Lodge certificate is **identical** to that written on the form P, including middle and hyphenated names.

Ensure the candidate is made aware that he does not complete the 'Exaltation only' section, but he must record the Chapter name and number of **all chapters** of which he is, **or ever has been**, a subscribing member. These must be accurate to agree with Supreme Grand Chapter records or his application could be declared void.

CLEARANCE CERTIFICATES(s) are required from all these chapters before the ballot or the Sponsors or your Chapter could become liable for any back subscription owed to any of these chapters. Supreme Grand Chapter will now reject applicants who are not in good standing in other chapters.

PROPOSAL – same procedure as for a candidate for Exaltation.

**BALLOT** – No ballot shall take place until the following information shall have appeared on the summons to the members of the Chapter:

Full name of the candidate - all forenames in FULL

His current or past occupation (if any).

His normal place of abode.

The names of his proposer and seconder.

The name and number of every Chapter of which he is or has ever been a member.

Propose him in open Chapter and ballot for at next meeting. If elected he must take up his membership within a year. If he fails to do so the election is void. Have By-Laws available for presentation.

The joining member does not have to be present at the meeting of his election but if he is, he should be asked to retire for the Ballot. He must pay his joining fee and subscription on or before his first meeting as a member.

As with Exaltees, arrange for the reverse of the Form P to be completed and send both copies to the Provincial Grand Scribe E. No fees are required for Grand Chapter or Provincial Grand Chapter for joining members from the English Constitution.

In the case of a candidate who is a member only of a chapter not under the English Constitution consult Book of Constitution Royal Arch Regulations Rule 67.

### HONORARY MEMBERSHIP

A Chapter can, after obtaining due authorisation from the Grand Superintendent, via the Prov Scribe E., elect as an Honorary Member any Companion of good standing and worthy of the distinction by reason of his services to Royal Arch Masonry or to the Chapter in particular and who is, or in the last year has been, a subscribing member of that Chapter.

The procedure for granting Honorary Membership is as follows:

1. Gain informal approval from the Chapter GP Committee that Comp. X be proposed for Honorary membership.

2. Write to the Provincial Grand Scribe E to gain approval of the Grand Superintendent.  
**Do not mention to the Companion that this move is being considered until approval is gained.**
3. If approval is refused no further action is taken.
4. If approval is gained, obtain the permission from the Companion that should this be approved by the Chapter then he would accept. Make sure he understands the 'rights' he would lose by becoming an honorary member. (see Book of Constitutions, Rules 167).
5. Notice of motion in open Chapter.
6. Ballot in open Chapter.
7. Notify Companion of Chapter decision.
8. Update members list.

The Board of General Purposes reported to Grand Lodge, (and also Grand Chapter) "that the practice of electing to Honorary Membership, companions who have ceased to be able to pay their subscriptions must necessarily destroy the value of the privilege. The Board hoped that the greatest care would be exercised by chapters to ensure that this privilege continued to be held in the high estimation of the Royal Arch". This report became binding on the Craft and Royal Arch.

#### Status – Rights – Disabilities

1. A companion may attend the Chapter of which he is an honorary member but cannot make proposition or vote upon one. If he were previously a First Principal of that Chapter he may propose and second candidates.
2. His name is not shown on any returns to Supreme Grand Chapter, therefore, no annual dues are payable in respect of him, and his former entitlement to attend Grand Chapter by virtue of his membership of that Chapter lapses. So long as subscribing membership of at least one Chapter is maintained the right of a member qualified to attend Grand Chapter is not affected.
3. A companion who has no subscribing membership to any Chapter is prevented, under Rule 127, from attending a Chapter of which he is not an Honorary Member more than once.
4. No Honorary Member has a right to attend Chapter Committee meetings even if previously he was qualified, unless invited to attend and he has no right to speak unless asked to do so or in any circumstances to vote.

#### CHAPTER MEMBERSHIP

Keep your list of members up-to-date at all times and confirm the details with the treasurer.

Ensure you advise your Treasurer of pending Exaltations, joining Members, Deaths, Resignations, Exclusions Etc. as soon as they occur and not just 'at the next meeting'.

Make sure exclusions under Rule 71 BC (2 full years) are dealt with by the last day of the month prior to the month when subscriptions become due. This will save you one year's Grand Chapter and Provincial Grand Chapter Dues.

Maintain details of companions who resign from the Chapter, marking them up as in 'Good Standing' or otherwise. You or your successor may be asked for a Clearance Certificate in the future. The Provincial Office can provide a list of your membership as held on 'Adelphi' to check for inaccuracies.

#### MONITORING THE CHAPTER

The Provincial Office maintains its records though Supreme Grand Chapter's 'Provincial ADelphi' database and therefore Supreme Grand Chapter and Provincial Grand Chapter records are intrinsically linked.

The Provincial Office monitors work undertaken by members and changes in membership details by the use of the 'Chapter Convocation Report Form' which should be completed and returned to the Provincial Office after every meeting. This will report on changes to:

- Members' details,
- Members' status, (deaths, resignations, exclusions etc.)
- Work undertaken by companions

For exclusion, state under which rule the member has been excluded under: Rule 71 (Automatically after 2 years non payment of subscription). Rule 181, (in accordance with Chapter By-Laws and after due procedures have been observed).

In the case of deaths of Grand Officers and Provincial Grand Officers, the fact should be reported directly to the Provincial Scribe E. The Province may wish to be represented at the funeral so please keep the Provincial Grand Scribe E well informed.

The 'Chapter Convocation Report', together with the 'Annual Report', is used by the Grand Superintendent when selecting companions for Provincial Honours.

## CHANGES IN CHAPTER BY-LAWS

Except for increases in subscriptions, any proposed amendment must be sent to the Provincial Scribe E for approval by the GS. These proposed amendments must be approved by the GS before putting to the Chapter for approval.

On receipt of approval, a notice of motion should be given, and the amendments should be listed on your summons and approval gained in open Chapter. Three copies of the amended By-Laws should then be sent to the Provincial Scribe E. One signed copy will be returned to you, one copy sent to Supreme Grand Chapter and one copy retained for the Provincial file. When the signed copy is received you can then go ahead and reprint the Chapter copies.

Remember the Exaltation and Joining fees must be stated in your By-Laws.

A model set of the By-Laws can be obtained from the Provincial Office.

## CHAPTER SUMMONS

Ensure printed copies of your Chapter Summons are sent to the following companions at least two weeks prior to your meeting. Their addresses as shown in the Suffolk Year Book (Blue Book) or can be obtained from the Provincial Office. The current holders of these offices are happy to receive copies via e-mails.

1 copy each to the Grand Superintendent and the Deputy Grand Superintendent.

1 copy each to the Second and Third Provincial Grand Principals.

3 copies to the Provincial Grand Scribe E. or 1 if sending electronically.

## DISPENSATIONS

When it becomes impossible to hold a Chapter Meeting on the day stated in the By-Laws, a Dispensation must be requested from the Grand Superintendent, through the Provincial Grand Scribe E, who may allow the meeting to be held not more than 28 days before or after that fixed in the By-Laws. (BoC Rule 139c). (See also Rule 139b 'Public Holidays')

No charge is made for a dispensation but remember to apply in good time.

In such cases, **no dispensation, no meeting.**

## 50 YEAR CERTIFICATES

The Provincial Grand Scribe E will usually provide a Certificate for any member having served for 50 years. Send details in good time to allow all information to be checked and confirmed.

## SUPREME GRAND CHAPTER QUARTERLY COMMUNICATIONS

You will receive two copies of the quarterly Grand Chapter Communications. The First Principal is entitled to a copy and members eligible to attend Grand Chapter should be given the opportunity to read them. (Announce First Rising).

## CHAPTER MINUTES

The minutes are your responsibility both for the Chapter meetings and the Chapter GP Committee. Always produce them with all speed after the meeting, when the memories are fresh.

## CLEARANCE CERTIFICATES

You are obliged to issue, on request, a Clearance Certificate to a member of your Chapter, or a past member, who is in 'Good Standing' (paid up to date or to date of resignation). A standard form of Certificate is available from Regalia Suppliers which incorporate a stub for record purposes, alternatively a letter of confirmation as to his standing in the Chapter is quite sufficient (see Rule 175). Always check with your Treasurer before you issue a Clearance Certificate.

## FORUM MAGAZINE

Forum is the Magazine mailed directly to every member of all Suffolk Craft Lodges. It does however, carry features on the Royal Arch Chapters. Encourage your Chapter to feature in it by supplying stories and pictures to the Editor.

## PRINCIPALS' ELECTION MEETING

The election of the Principals, Treasurer and Tyler must be by ballot. (If the Tyler is a member of the Chapter the Principals can appoint him without a ballot).

Note the rules regarding the wording for the Summons for the election. Provided the correct wording is on the Summons, there are no further nominations and provided that no member calls for a ballot, the M.E.Z. can declare them elected without a 'physical' ballot. For example, list the names of the proposed Principals and then, "... All are duly qualified and prepared to accept office. They will be declared elected if there are no further nominations and no members call for a ballot."

The Officers should be elected by ballot unless a proposal is made and approved to leave their appointment to the newly elected Principals. (Rule 48). For example, "To propose that in accordance with rule (No 48) of Supreme Grand Chapter Regulations, the appointment of officers will be referred to the principals."

Provide the MEZ elect with guidance on the progression of Officers, Menu for Festive Board, Toast List. Make certain he knows that he is responsible for the Chapter conforming to the Book of Constitutions, Provincial By-Laws and Chapter By-Laws during his term of office.

## MONTH BEFORE FIRST MEETING OF THE NEW SEASON

Ensure you have made arrangements for the following:-

- Agreed programme for the year. (Candidates, lectures, demonstrations etc.)
- Proposals and ballots for Exaltees – plan sequence. Try to avoid balloting and exalting a candidate on the same evening.
- Chapter Committee meeting. Good opportunity to evaluate year past and year to come.
- Book room(s) for Chapter meetings, rehearsals, Festive Board, Committee meeting,
- Catering arrangements, rooms, menus, costs, etc.

## AGENDAS – SUMMONS

There are regular items on an Agenda that appear annually viz:-

- Receive and if approved adopt Statement of Accounts and Treasurer's Report for year.
- Election of Principals elect and Treasurer.

- Election/Proposal to appoint Officers.
- Appointment of Auditors/Examiners.
- Appoint companions to serve on Permanent Committee (if applicable).
- Appoint representative to serve on Provincial Grand Chapter Committee of General Purposes (Scribe E favourite for this appointment).
- Charitable donations.

A worthwhile system to ensure you do not miss any regular item is to use last year's corresponding copy of the Summons and just amend dates, etc.

#### AFTER INSTALLATION

1. Prepare new list of Members for mailing and particularly note to include Joining Members during the past year. (check with your Treasurer his list corresponds)
2. Up-date your Chapter Committee membership list including/deleting members as required.
3. Up-date your list of Officers on the Summons and if it includes a separate list of Past Zs, add outgoing MEZ and joining PZs.
4. When a member finishes his Provincial Year in an active office, amend his rank to Past Rank. The adopted form to designate Past Active rank is "P Prov GStdB", as opposed to the normal Past Rank of "PPGStdB".
5. Do not forget to include new Provincial Honours for anyone to be invested at the Provincial Meeting.
6. Complete the Installation Returns for both Supreme Grand Chapter (1 copy) and Provincial Grand Chapter (2 copies) and return both to the Provincial Scribe E immediately following Installation.

#### ANNUAL RETURNS AND DUES

1. **Supreme Grand Chapter** Computer sheets AR1 will be sent to you with a list of members and request for payment of dues.
  - a. Check your list of members, and add onto the sheets any new members not shown, and re-calculate the amounts due. Do not cross any names out. Comment in right hand column on members who have died, resigned or have been excluded, with dates, during the year. **You need to pay for all members who are or have been members since the last Annual Return.**
  - b. Obtain cheque from your Treasurer for Grand Chapter fees. (payable to "Supreme Grand Chapter").
2. **Provincial Grand Chapter** will also send you an invoice for dues payable at this time. This invoice is the last page of a list of members details.
  - a. Check details on membership list and notify Provincial Office of any changes.
  - b. Give invoice to your Treasurer for payment of Provincial fees. (payable to "Suffolk Provincial Grand Chapter")
3. Return the completed original SGC AT1 form, together with the both SGC and PGC cheques and any amended members' details to the **Provincial Grand Scribe E**.
  - a. The Prov. Grand Scribe E. will up-date the records from your information and forward your SGC dues to Supreme Grand Chapter.
  - b. Supreme Grand Chapter, Provincial Grand Chapter dues and Annual Returns must be dealt with immediately. The Scribe E. is responsible for these returns; therefore he must obtain cheques from the Treasurer quickly.



- c. Failure to send in these Returns will result in your Chapter being reported and in extreme circumstances losing its Warrant.
- d. Your Members will be refused admission to meetings of Supreme Grand Chapter if your records are not up to date.

4. **The Annual Report** showing your Chapter's recommendations for Provincial Honours to first appointment and for promotion should be returned to the Provincial office at the end of the Masonic year (July – August). This report, together from other sources of information, is used by the Grand Superintendent when deciding on Provincial Honours.

## CHAPTER ACCOUNTS

A copy of the Statement of Examined Accounts to be circulated to all members at a date determined in By-Laws. A copy of the approved Accounts should be sent to the Provincial Grand Scribe E. within one month of the meeting.

## COMMUNICATION WITH PROVINCIAL OFFICE – QUICK VIEW

After Installation meeting (within one month)	1) SGC Installation Return to Prov Office 2) PGC Installation Return to Prov Office 3) Chapter Convocation Report Return to Prov. Office	Page ref 8
End of your financial year (within one month)	1) SGC AR1 Return + Cheque payable to SGC to Prov Office 2) PGC AR1 Return + Cheque payable to PGC to Prov Office 3) Copy of Approved Account Statement to Prov Office	8 9
Exalting New Members	1) Form 'P' (2 copies) + Cheque payable to SGC, to Prov Office	3
Joining New Members	1) Form 'P' (2 copies) no Cheque, to Prov Office	4
Annual Report 1 <sup>st</sup> May (within one month)	1) Completed Report form of work carried out in Chapter during your year with recommendations for Provincial Office	9
Monitoring the Chapter Convocation Report	2) Changes to members' details 3) Resignations, deaths and exclusions 4) Work undertaken by companions	5
Summons for Every Meeting ( two weeks prior )	1) 1 copy each GS / DGS / 2 <sup>nd</sup> 3 <sup>rd</sup> Principal, 3 copies Prov Scribe E (1 copy only in sent by e-mail)	6
Grand Officers & Prov Grand Officers	1) Report death of Grand & Prov Grand Officers without delay to Prov Scribe E. 2) Report Grand Officers joining Chapter from outside Suffolk Province	6
Dispensation	1) If in doubt get one, it's free - No dispensation no meeting	6
Advice – Problem (any time)	1) Contact Prov Scribe E	

## PROCEDURE FOR A FORMAL VISIT BY GS / DGS / SECOND/THIRD PRINCIPAL.

It is recommended that a copy of this section is given to the Chapter Director of Ceremonies.

A programme of visits is normally planned at the beginning of the Masonic year and the Scribe E informed when the G.S. / D.G.S. intend to visit. This enables the Chapter to try and ensure that there is a candidate for exaltation on that date or at least a demonstration.

The Provincial Grand Director of Ceremonies or his Deputy / Assistant will contact the Chapter Scribe E / Director of Ceremonies about a week before the Meeting to discuss arrangements. Two acting Provincial officers will normally also accompany the G.S. / D.G.S. - they will contact the Chapter Scribe E direct to book themselves in and pay for their own meals.

The Chapter Director of Ceremonies arranges for 4-6 Provincial Grand Officers (including the two acting Provincial officers), to form a procession to escort the G.S. / D.G.S. They will, where numbers permit, remain outside the Chapter Room during the opening ceremony. If any of the escort are officers of the Chapter they do not wear their collar of office whilst in the procession.

After the Chapter is opened a report is received by the M.E.Z. via the Scribe N, from the Janitor, to the effect that the Provincial Director of Ceremonies (Deputy or Assistant) is without and requests admission.

The M.E.Z. accedes to this request and on admission the Prov. D. of C. (Deputy or Assistant) announces that the G.S. / D.G.S. is without and demands admission.

The M.E.Z. accedes to this demand; the Companions are upstanding whilst the G.S. / D.G.S. is escorted into the Temple, greeted by the M.E.Z. who offers him his Sceptre of Office.

The G.S. / D.G.S. graciously acknowledges this reception. The Prov. D. of C. (Deputy or Assistant) requests Companions to be seated.

At the close of the Convocation the Prov. D. of C. (Deputy or Assistant) will again form up the escort, so that the M.E.Z., together with the 2nd and 3rd Principals and Grand Officers can accompany the G.S. / D.G.S. from the Temple.

At the Festive Board the Prov. D. of C. (Deputy or Assistant) will take responsibility for:

    Their Excellencies taking wine with the G.S. / D.G.S.

    Their Excellencies taking wine with all the Companions.

    G.S. / D.G.S. taking wine with all the Companions.

At the Festive Board it is usual for the Candidate to sit next to the G.S. / D.G.S.