

**The Grand Chapter of  
Royal Arch Mason  
of Maryland**



**Committee Duty and  
Responsibility  
Manual**

# **Grand Chapter of Royal Arch Masons of Maryland**

## **Committee Duty and Responsibilities**

### **1. Accounts and Finance:**

- a. Report: Required at Semi-Annual Convocation**
- b. Budgets: Work with the Grand Treasurer to form a balanced budget for the upcoming Grand Chapter Year. The Budget must be presented at the Semi-Annual in May. The incoming MEGHP should have some input from the Grand Treasurer to be sure any new projects or plans are accounted for.
- c. Statement reviews: The Grand Treasurer will submit a summary document to the A&F Comm. Which show how well the Grand Chapter conformed to the budgeted account items.
- d. The Grand Treasurer may offer an Interim Report on the Budget at the Annual Report.

### **2. Conference:**

- a. Reports at Annual, Semi-Annual, and Special Convocations.**
- b. Sign-in of all attending Companions at the Semi-Annual and Annual Grand Convocations
  - i. Sign in Register: The Grand Secretary should provide the best possible list of permanent members and dais officers for each of the Chapters to assist the Conference Committee. The Committee should also see that all non-voting members are accounted for.
  - ii. Report Form: The Grand Secretary should provide a Report Form that the Conference Committee can use to total the information from sign-in.
  - iii. Preliminary Report of the meeting registration shortly after the Grand Chapter is opened to verify that a quorum is present, reporting the number of Chapters represented, and the first count of the total votes available.
  - iv. Final Report to the Grand Chapter, just prior to any signification balloting or voting to confirm the final number of votes. At the time this report is accepted, all registration material will be given to the Grand Secretary.
- c. Distribute any hand-outs like the Agenda, Grand Secretary's Summary Report, the Grand Treasurer's report (Semi-Annual). If ballots will be required, the Conference Committee (with the Grand Secretary) see they are available and in the hands of those who are authorized to vote/ballot.

3. **Doings of Grand Chapter Officers:**
  - a. **Report is at Annual Grand Convocation**
  - b. Receive reports of the travels and doings elected Grand Officers during the Grand Year for inclusion in Annual report.
  - c. Report in such detail as necessary in written form to the Grand Secretary.
  - d. Summary Report if requested by the Grand High Priest
  
4. **Election:**
  - a. **Reports due at Semi-Annual Grand Convocation, but may be required to report in the case of a vacancy at the Annual.**
  - b. Present the list of all announced nominees for elected offices and Trustee vacancies at the Semi-Annual Meeting of the Grand Chapter.
  - c. A Past Grand High Priest, who is not being nominated for any elected office, shall be invited to preside. The Grand High Priest may elect to preside if his name is not in consideration for any office.
  
5. **Jurisprudence:**
  - a. **Reports at the Annual, Semi-Annual, or Special Convocations as needed.**
  - b. **Reports on the acceptability of Chapter Bylaw Amendments received since the last Annual or Semi-Annual Annual.** If the Report is not made in a timely manner the Chapter may be permitted to consider the changes as acceptable, until any defect is found.
  - c. Review the actions and edicts of the Grand Chapter to ensure they conform to the Constitution of the Grand Chapter of MD.
  - d. Advise the MEGHP on any questions.
  - e. Resolves procedural issues on the floor during a Convocation.
  - f. Review proposed Amendments to the constitution to state whether the proposal is consistent with all the other material in the Constitution.
  - g. Reviews changes in Chapter Bylaws to be sure they are consistent with themselves and the Grand Chapter Constitution.
  - h. Can assist in drafting needed amendment proposals.
  
6. **Events:**
  - a. **Reports at the Annual, Semi-Annual, or Special Convocations as needed.**
  - b. Plan and make arrangements for any special activities scheduled by the MEGHP that promote Brotherhood and fun for members and families.
  - c. Make suggestions to the MEGHP of activities to promote b. above.
  - d. Publicize the planned events or activities.

**7. Constitution:**

- a. Reports to the Annual Grand Convocation on the proper condition of the Constitution, Resolutions, and Edicts.**
- b. Responsible to see that there is one clear version of the Constitution that is current with all accepted amendments, with all deleted material removed. All accepted Amendments, Resolutions, and Edicts will be referred to the committee for their work immediately and shall be done within one month of adoption. The clear copy has been filed with the Grand Secretary, and the Grand Secretary shall see the clear copy is posted to the Grand Chapter Web site. The Title page shall carry the date of adoption.
- c. The committee does legal housekeeping for the Constitution.

**8. Long Range Planning**

- a. Reports as directed by the Grand High Priest.**
- b. To form a long range strategic plan for the Royal Arch in Maryland.
- c. Set specific, measurable, achievable, realistic, and timely goals for the plan.
- d. Review and update the plan on yearly bases.

**9. Awards and Recognition:**

- a. Proposes nominations to the MEGHP for the Following:
  - i. Meritorious Service in Bronze (Only one per year) Presented by the highest ranking GGC member present. This nomination is due by August 1<sup>st</sup> of each year to allow time for processing by the General Grand Chapter.
  - ii. MEGHP Award (expected to be only one or two per year)
  - iii. Triple Tau (Can be given for Merit, or for recommending 10 or more petitions.)
  - iv. White Tau (may also be nominated by the Chapter)
  - v. Lifetime Achievement
  - vi. Breast Plate (recent MEHP)
  - vii. Ritual Award forms are submitted to the Grand Secretary by the Grand Lecturer by August 1<sup>st</sup>, to allow time for processing by the General Grand Chapter
  - viii. Sweetheart Award is submitted by any Companion. There is no requirement for participation by the Grand Chapter. It is simply purchased by the member
- b. Write new criteria for the Banner Chapter Award. (Current criteria not used)
- c. Have Nominations for Grand Chapter Awards to the MEGHP by October 1<sup>st</sup> of each year

#### 10. **Membership:**

- a. Form a plan to:
  - i. Attraction new members.
  - ii. Retain existing members.
  - iii. Recover lost members.
- b. Write a short presentation on York Rite to present to Lodges. Another option to use when the Fervency & Zeal and The Curious Stone presentations cannot.

#### 11. **Multi-Jurisdictional Festival:**

- a. **Reports to Semi-Annual Convocation on Time, Place and Degree Responsibility.**
- b. **Reports to Annual Convocation on the results of the most recent event.**
- c. Chaired by the REGS.
- d. Responsible for assembling a degree team for MD's assigned Degree each year.
- e. Promotes the current and following year's location and the degree assignments.
- f. When MD is the host:
  - i. Selects a location suitable for the expeditious conferral of the four degrees.
  - ii. Sees the proper paraphernalia is available.
  - iii. Coordinates with other state chairmen.
  - iv. Provides for refreshments:
    1. Coffee and donuts before...during registration
  - v. Lunch, usually after the MEM.
  - vi. Must provide for an expeditious and effective registration of visitors and candidates.
  - vii. Must provide a schedule for the day.
  - viii. Must provide for registration of all candidates at the event
  - ix. Provide for clean-up for meals and event rooms.

#### 12. **RARA:**

- a. **Report required at Annual Grand Convocation.**
- b. Promote contribution to RARA.
  - i. Provide a program or activity to promote giving in Maryland
  - ii. Track annual giving.
  - iii. Present certificates provided by the GGC through the REGS of MD.
- c. Provide updates of Program to the members during the year.

**13. Work:**

- a. Reports to the Semi-Annual Convocation on MEHPs-Elect, and their progress through Law School and CAHP.**
- b. Responsible for the maintenance of the MD Ritual
- c. Responsible for the exemplification of Chapter officers desiring to ascend the East.
- d. Qualifications are determined by the MEGHP, usually in cooperation with the Grand Lecturer, who chairs this committee.

**14. Sessions:**

- a. Reports to Annual and Semi-Annual Annual on the schedule of meetings, meals, and events & activities for the Annual Grand Sessions.**
- b. Work jointly with the Grand Council and Commandery
- c. Arrange meeting rooms, dining rooms, registration areas, hospitality suites.
- d. Arrange for food and beverages for Hospitality Suite, and staffing for desired hours. Replenishment as needed.
- e. Provide for a Ladies program and if feasible, an activity for everyone.
- f. Provide a schedule and promote the event.
- g. See necessary paraphernalia is provided
- h. Serve as one of the points of contact with the hotel for the three bodies.
- i. Report to the Grand Chapter with needs and concerns
- j. Provide for clean up and storage of unused items.

**15. Time & Place**

- a. Reports usually to the Semi-Annual Convocation**
  - i. The Time & Place for the upcoming Annual Convocation.**
  - ii. The proposed Time & Place Report for the succeeding Annual Grand Convocation.**
- b. Seek out locations that will be conducive to attracting high participation and general acceptance of Maryland YR Masons, and our guest from other states.
- c. Negotiate with hotels for best offerings
- d. Secure proposals for several hotels that will provide guidance for the votes on site selection, and form the groundwork for the Sessions Committee.
- e. Make the final presentation Semi-annual meeting in May for a vote.

**16. Unfinished Work:**

- a. Report is required at each Annual and Semi-Annual Grand Convocation.**
- b. Review the most recent proceedings to see if any items were not completed or were referred to the next Grand Convocation to be brought forward again with more complete information.

**17. Youth and Scholarships:**

- a. **Report is required at the Semi-Annual Grand Convocation on nominations for scholarships.**
- b. **Report on the activities of the youth groups at the annual and semi-annual meetings.**
- c. Promote the Masonic Youth Groups in Maryland
- d. Inform MEHP of youth activities he may wish to attend.
- e. Promote the D. Ross Vansant Scholarship
- f. Review and Update applications for the current needs.
- g. See the application is accessible to candidates.
- h. Secure the applications and review for selection.
- i. Work with the Grand Treasurer to determine, by applying the formula, the number and dollar amount of the annual scholarships.
  - i. Document what the formula is for determining the available fund for any given year.
- j. Should maintain the set of rules made to govern those eligible:
  - i. Grade point average
  - ii. Masonic connections.
  - iii. Youth associations.
  - iv. Prior receipt.

**18. Correspondence:**

- a. **Report required at Annual Grand Convocation.**
- b. Receive the annual proceedings of other jurisdictions; read, review, and report on issues of note.
- c. Forward invitations from other jurisdictions to attend their Convocation to the body.
- d. The above has been handled by the RE Grand Secretary.

**19. Fraternal Relations:**

- a. **Report required at Annual Grand Convocation**
- b. Promote the working relationship of our Grand Chapter with the other Grand Chapters, and other Masonic Bodies.
- c. Forward requests for formal recognition to Grand Lodge, for approval before action taken.

**20. Grievance:**

- a. **Report required at Annual Grand Convocation**
- b. Reviewing and resolving all grievances against the Grand Chapter, its Officers or members, within the Constitution and rules of the Grand Chapter.

On REPORTS:

Written Reports in **digital format (MS WORD or other. but NOT .pdf)** are due to the MEGHP and to the Grand Secretary three weeks before any Grand Convocation which that Committee is to report. The Chairman or reporting member should bring his own copy to the meeting and be prepared to read or delivery a summary of the report is lengthy.

*Verbal Reports are subject to error in transcribing.*

*The GHP should make clear is making any motions for adoption, and who is the second.*

*Action on items in the reports should properly be taken up in NEW BUSINESS, but the MEGHP may take any item up at his pleasure to promote the best flow of information and action.*

Reports are addressed to the Grand High Priest and usually include a style something like this;

MEGHP,

The \_\_\_\_\_ has no actions to report to this Grand Convocation at this time.

OR

The \_\_\_\_\_ Committee wishes to report that the following items have been studied and addressed since the last Grand Convocation.

We offer the following considerations for these issues.

We suggest the following as the best course of action, and to begin the discussion move the following to be adopted... That the Grand Chapter shall adopt (and fund) ...

Finally, we thank you for this assignment,

Respectfully