

**DISTRICT GRAND ROYAL ARCH CHAPTER OF
DOWN
DISTRICT GRAND KING
*M.E.Comp. Neil A. Coey***

**DISTRICT DEPUTY GRAND KING
*R.E.Comp. Alan Ferris***

**DISTRICT GRAND TREASURER
*R.E.Comp. Cecil J.E.M Wilson***



**DISTRICT ASSISTANT GRAND KING
*R.E.Comp. Roy J.F. Humphries***

**DISTRICT GRAND REGISTRAR
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**HANDBOOK
FOR
CHAPTER REGISTRARS**

1. Introduction

- 1.1 This handbook is intended mainly for Companions who have been elected and installed as a Registrar of their Chapter and who are immediately confronted with the unfamiliar procedures of administering the Chapter.
- 1.2 It is not intended to be a substitute for, but rather to compliment, the book of Laws and Constitution of Supreme Grand Chapter.
- 1.3 Registrars should also be familiar with the By-Laws of their respective District Grand Chapter.
- 1.4 A Registrar should read:

The Supreme Grand Chapter Laws which have a direct bearing on his Office. These include Laws 32, 35, 36, 37, 40, 50 & 52.
District Grand Chapter By-Laws 10, 11, 13, 20, 21, 22, 23, 25 & 33.
- 1.5 When seeking guidance, the Laws and Constitution of Supreme Grand Chapter may be of assistance. If in doubt, an enquiry should be made to the District Grand Chapter Office.

2. Chapter Records

- 2.1 The Chapter shall have an Attendance Book or Register, a Minute Book, and the Register of Officers and Members.
- 2.2 The Attendance and Minutes of the Chapter may also be kept by way of a secure binder, eg. a four ringed binder with the pages duly hole punched.

- 2.3 Completed Minute Books etc, which are a valuable history of the Chapter, should be stored carefully by the Registrar and passed on to his successor
- 2.4 The Registrar may wish to deposit completed Minute Books for safe keeping with Grand Chapter. A record of this should be maintained by the Registrar and passed on to his successor.

3. Forms & Publications

- 3.1 Many of the Forms and Publications which a Registrar will require are available for downloading from the District Webpage.
- 3.2 When sending any completed documents to Supreme Grand Chapter, District Grand Chapter or an Inspection Committee, the Registrar must always keep a copy.

4. Agenda

- 4.1 The Registrar should consult with the Excellent King and issue an agenda for each Convocation.
- 4.2 Items that should appear are:
 - Hall Safety Notice
 - Roll Call & Apologies (Remind all present to sign the Attendance Register)
 - Opening the Chapter
 - Circular or Summons to the Convocation
 - Obituaries and Illnesses
 - Welcome to any dignitaries present
 - Degree work (if any)
 - Minutes of the last Convocation
 - Matters arising
 - Correspondence (in order SGC-DGC- Routine)
 - Treasurers Report and Accounts
 - Almoners Report
 - Report from last meeting of Supreme or District Grand Chapter by the Excellent King and Council
 - A.O.B. eg. Election of Officers /Ballot / Social, etc
- 4.3 To ensure that the appropriate Companions e.g. Excellent King, Treasurer, DOC etc, are kept informed, the Registrar should immediately upon receipt, circulate all Notices and Circulars from S.G.C & D.G.C. and not wait until the next stated Convocation of the Chapter.

5. Best Practice

- 5.1 The Registrar should read his Minutes and prepare his list of items such as matters arising before the stated Convocation. He should also bring duplicate invoices or have sent invoices in advance, to the Treasurer before the Convocation as this will ensure that the appropriate accounts are paid in a timely manner.
- 5.2 The Registrar should provide the Chapter Almoner with a list of known Members' contact details for regular communication, especially for those Companions who are unwell, Senior Brethren, or living alone. If assistance is required, then the Chapter should liaise with the appropriate Craft Lodge of that Companion.
- 5.3 Assistance is normally arranged via the Craft Almoner.

6. Items in a Registrars Case

- 6.1 Registrars should always carry copies of:
 - Supreme Grand Chapter Laws and Regulations
 - Installation of Officers, Ceremonial & Degrees
 - District Grand Chapter By-Laws
 - Their own Chapter By-Laws
 - Clearance certificates

7. Installations

- 7.1 Registrars should have the following documents ready:
 - The Minutes of the Election of Officers.
 - The Authority to Install from Supreme Grand Chapter.
 - Supreme Grand Chapter Laws and Regulations
Charges; E.K. to Installing Officer page 53
E.K. to new Officers; pages 56-57
 - Installation of Officers, Ceremonial & Degrees
M.M.M. & R.A.C. Ritual
 - A small spare Bible.

8. Degrees

- 8.1 The Charges and Prayers are contained in the Supreme Grand Chapter Laws & Regulations.
M. M. M. Degree Prayer; page 69

Scriptural Extract; Charge;	page 70 page 71
R.A.C. Scriptural Extracts; Charges;	pages 60 – 65 pages 66 – 68

9. Candidates

- 9.1 Candidates must be registered as a Master Mason for twelve months. S.G.C. Law 40
- 9.2 Candidates should complete the Candidate Application Form
- 9.3 This Form is to be kept by the Chapter Registrar. It is not to be sent to District.
- 9.4 The Chapter Registrar will complete the Committee of Inspection Form and should retain a copy. Inspection Committees do not return this form.

10. Ballot

- 10.1 S.G.C. Law 41 – 43
Individual Chapter By-Laws supersede S.G.C. Law 41, para. 3 & 4 regarding “negative votes”.
- 10.2 Instructions on when to Ballot for a Candidate are included in the Inspection Committee documents which are available on the DGC Website.
- 10.3 Quick Reference Guide:
 - a) Does the Candidate live in the area –
Yes: Ballot and send the inspection form to your local Inspection Committee
No: Send an Enquiry to the appropriate Inspection Committee
 - b) Once the “Enquiry/Clearance” has been received *then* Ballot in your Chapter
 - c) After Ballot, send the Inspection Form and Clearance Certificate to your own Inspection Committee
- 10.4 Fees should be sent with your Applications/Enquiries.
- 10.5 Ensure that your Representative or Proxy are in attendance otherwise, the Candidate’s selection will be delayed.

11. Demits or Clearance Certificates

- 11.1 Demits are granted on written request by a Companion who wishes to resign from the Chapter
- 11.2 The Companion must be “clear of all debts” with his Chapter.

- 11.3 The Companion must also be of good moral standing in the community.
- 11.4 Please note that annual Capitation fees to S.G.C & D.G.C. are now accessed on the Registrars Central Data System.
- 11.5 If the Chapter is returning a Companion (S.G.C. Law 52), it should be done in a timely manner
- 11.6 Demits or Clearance Certificates can be ordered from S.G.C. Dublin on the new system.

12. Quorum

- 12.1 S.G.C. Law 31
- 12.2 To open a Subordinate Chapter – 6
- 12.3 To Confer a Degree - 9

13. Certificates

- 13.1 Registrars must inform S.G.C. on completion of a Degree, S.G.C Law 49, so that the Companion may be registered and receive his Certificate. This can now be completed on the new S.G.C. database.
- 13.2 Past Kings' Certificates are also ordered this way.

14. Apologies

- 14.1 Apologies are both Written and/or Verbal.
- 14.2 Written Apologies should be received by the Registrar before the Communication.
- 14.3 A qualifying attendance will be determined by the subordinate Chapter which may be laid down in the Chapter By-Laws.

15. Guidance

- 15.1 If a Verbal Apology is tendered, then the Companion should tender a Written Apology within seven days of the Convocation. The Chapter Registrar may then amend the Verbal Apology to a written one and record this in the Minutes and Attendance Records.
- 15.2 Electronic Messages: If these can be printed, an E-Mail or Phone Text are acceptable as "Written Apologies".
- 15.3 If the Apology is late, e.g on the day/evening of the Communication, and if the Chapter Registrar has not had time to print it, he may advise the Chapter accordingly and after the communication print a copy, file it, and record in the

minutes. The reading from a phone or other electronic device, is prohibited while in open communication. (Rules relating to the use of an electronic device for taking notes by a Registrar is in the process of being amended by SGC)

16. Honorary Members

- 16.1 A Chapter can award a companion Honorary membership (not a member of your Chapter) where they have given outstanding service to their Chapter.

17. Leave of Absence

- 17.1 Leave of absence has been removed by S.G.C.

18. Public Liability Insurance

- 18.1 It is important that Chapters arrange adequate insurance cover when organising external events.
- 18.2 Check with the Hall Committee regarding appropriate cover, if holding events in or on the premises.

19. Annual Returns

- 19.1 Membership information, Deaths, Resignations, Degrees, and Certificates should now be recorded onto Salesforce as soon as information is known.
- 19.2 S.G.C will request returns in the required format of the day.
- 19.3 Calendar & Directory – The S.G.C. will request details of any changes to be made regarding new Registrars. Full contact details should include, name & address, e-mail & phone number.
- 19.4 D.G.C will request returns in the required format of the day
- 19.5 D.G.C should be informed of changes of Registrars and Representatives to Inspection Committees.
- 19.6 Chapters should inform their local Charity Committees of any change to the Chapters Almoner.

20. Annual Accounts

- 20.1 The Registrar should liaise with the Treasurer to have signed, and audited accounts ready in due time.
- 20.2 Accounts should be circulated to the Chapter Members along with the Circular for the Convocation at which they are to be presented.
- 20.3 Forms are available on the District Grand Chapter Webpage.

21. Communications

- 21.1 D.G.C. By-Law 11. District Grand Chapter must receive copies or be the first to receive communications with Supreme Grand Chapter. Changes to By-Laws, Notices of Motion, Design of Ties, etc, must be received by District in the first instance.
- 21.2 District Grand Chapter will oversee and submit all documents to the S.G.C.
- 21.3 If an item is submitted to S.G.C. and District Grand Chapter is unaware of it, the representatives will be unable to support the item when asked at S.G.C.

22. Good Relationships

- 22.1 Good communications and relationships between the Registrar and Treasurer are paramount. This will minimise misunderstandings and maximise administrative efficiency.

23. Multimedia

- 23.1 The use of Multimedia elements e.g. recording, videos etc are prohibited in open communication.

24. Companions Mapping Process

- 24.1 As well as providing an evidence base for Companions to improve, the mapping process is intended to be of benefit to all those who hold office,
(See Appendix A)

Companions Mapping Process

Appendix A

Time of Action	Companion Receives	Registrar	District Chapter	Inspector	Class of Instruction	Supreme Grand Chapter	Craft Facilitated
Receive 3rd Degree/MM Certificate	Publicity Flyer		•	•			•
One Year of Craft Membership	Letter to Join from District King		•	•		•	•
Receiving RAC Certificate	Class of Instruction Flyer	•			•		
	Website Referral for Videos	•	•	•			
	Reminder that they can Propose Candidates	•	•	•			
	Invitation to District Chapter by EK	•					
	Invitation to Information Seminars	•	•	•	•		
Appointed Janitor	Class of Instruction Flyer	•			•		
Approaching the Council	Invitation to Senior Officers Information Session	•	•	•			
	Class of Instruction Flyer	•			•		
Going Through High Offices in Turn	Attend Special Training	•	•	•	•		
Upon Leaving High Office	Discuss Support Role	•					
	Attend Permanent Office Training	•	•	•	•		
	District Volunteering Letter		•	•			