



Street Mailing Address

(Telephone/Email/Website)

Convocation Minutes

Date

A. Call to Order:

A regular convocation of D.C. Constituent Chapter #? was called to order and opened in due form at 7:30 pm, Friday, 24 August 201x by Aaron Rodd, High Priest, at the Capitol Masonic Hall, 1400 Pennsylvania Avenue NW, Washington, DC 200xx

B. In Attendance:

D.C. Constituent Chapter Officers

High Priest: _____	King: _____
Scribe: _____	Capt Host: _____
Princ. Sojourner: _____	RAC: _____
Master 3rd Veil: _____	Master 2nd Veil: _____
Master 1st Veil: _____	Sentinel: _____
Secretary: _____	Treasurer: _____

D.C. Constituent Chapter Companions

Name, Title, Position

Name, Title, Position

Distinguished Visitors and Guests

Name, Title, Position, Chapter/Grand Chapter

Excused absences should be also be indicated, and whether any companion was “acting” in place of an absent officer.

C. Pledge:

MEC John Q. Mason proudly led the companions in their oath of allegiance to the United States of America. EC William Stoneman expertly recited the “Toast to the Flag” in appreciation of the legacy Freemasonry has contributed to our enduring national heritage.

D. Recognitions:

Detail special recognitions (i.e. Grand Honors, award selectees, elected offices, etc.) and summarize any statements made or received in expression of same.



E. Minutes:

Indicate the distribution and approval of the Minutes from previous regular convocation(s); and annotate any corrections or amendments made thereto.

F. Petitions & Degrees:

Indicated approval of the membership to receive Petitions or if elected to receive the Capitular Degrees, and detail appropriate Candidate information as follow:

Candidate Name	Lodge #	Address

This is an excellent place to identify those companions assigned to conduct the investigative process, and when such performance should be completed and reported to the membership.

G. Secretary's Correspondence:

Provide a summary of official communications, member requests, and other important notices directed to the Chapter. Important documents should be copied and attached to the Minutes as part of the archived records of the Chapter.

H. Treasurer's Statement:

Summarize Treasurer's report based modified balance sheet. Briefly explain any unusual revenues or expenses approved by the Chapter for further reference.

Balance Forward		<u>\$ 0.00</u>
Receipts		
Description of income sources and amounts		
<i>Total Receipts:</i>	\$ 0.00	
Disbursements		
Description of expenses, dates and amoutns		
<i>Total Disbursements:</i>	\$ 0.00	
Ending Balance		<u><u>\$ 0.00</u></u>

I. Companion Refreshment:

Although not exceedingly critical to the documentation of Chapter business, indicating named appreciation for the service of others, as well as the kinds of refreshments offered, can help provide a better understanding of the "personal" aspects of "life in a chapter" for future generations.



J. High Priest's Summary:

Here special announcements, decisions, external actions, and other activities and events should be highlighted which affect the business of the Chapter or the good of the Craft as a whole.

K. Committee Reports:

Recording the results and recommendations of committee actions not only keeps the membership abreast of projects in support of Chapter strategic plans; but further bolsters the significance of member accomplishments in the long-term annuals of Royal Arch Masonry. It is further advised to copy and attach committee reports to the Minutes as exhibits or addendums to the proceedings of the Chapter.

H. Old Business

This section serves as a thread of continuity from one convocation to the next, and should clarify “why” previous business issues were not accomplished, and “what” results were expected to be produced, necessary to incorporating any final documented decisions or resolutions. Important discussion in support or opposition to the issue(s) should be summarized, but always using the greatest level of respect and courtesy to any differing opinion(s).

I. New Business

Similar to the previous section, “New Business” should well explain “why” the topic is presented, “what” outcome is attempted, “who” is tasked with primary responsibility; and “when” results or recommendations will be presented to the companions.

J. Masonic Education:

Detail program title, presenter, and key Masonic learning points and objectives. This is one of the most important items when recording Chapter Minutes, yet is too often overlooked or poorly developed. This section will be keenly reviewed by future Masonic generations to learn the kind, intensity, and periodicity of Masonic education that occurred in the Chapter. Good effort should be expended to well document this section with much more an eye to the long-term benefits rather than short-term memory.

K. Adjournment

There being no further business, the Chapter was closed in due form by Aaron Rodd, High Priest, at 10:30 pm, 24 August 201x.

Prepared and Submitted for adoption, September 23, 201x.

Charles A. Quarry, PHP
Secretary, Constituent Chapter No.?

Approved and Adopted (with/without amendment), September 23, 201x.

Aaron Rodd
High Priest, Constituent Chapter No.?