

GRAND ROYAL ARCH CHAPTER OF
MASSACHUSETTS

Outline of Information for Chapters Considering Merger

1. Following preliminary consideration by the Officers of a Chapter considering merger, and discussion with Officers of the other Chapter, the High Priest of each Chapter should appoint a committee to look into the feasibility of the same.
2. If it appears that a merger would be beneficial and the key Past High Priests of the respective Chapters are in agreement, it is recommended that the Excellent High Priests of the Chapters arrange for a meeting to discuss tentative plans with the Grand High Priest and Grand Secretary. The name of the combined Chapter must be approved by the Grand High Priest.
3. The membership of each Chapter must be advised in the Chapter notice that the proposed merger will be discussed at the Regular Convocation and that the Committee will report on their findings to the respective Chapters.
4. The committees should be prepared to recommend to their respective Chapters which Chapter is to be the continuing Chapter. Ordinarily, it is recommended that the older Chapter be the continuing Chapter because of earlier precedence.
5. If the older Chapter is not to be the remaining Chapter, precedence can be preserved by consolidating under the Charter of the older Chapter and then amending its Charter to change the name of the Chapter to the name of the junior Chapter, or to any other name agreed upon. A change in name of the consolidated Chapter can be accomplished by amending the Charter under which the Chapters merge, after the merger has been consummated. NOTE: Name should not be a hyphenated combination of the old Chapter names. The name of the combined Chapter must be approved by the Grand High Priest.
6. If it appears that the membership of both Chapters is in favor of proceeding, a Joint Petition for the Merger should be drawn up by the Officers of the Chapter, signed by the High Priest, King and Scribe and attested to by each Chapter Secretary. (See sample enclosed.)
7. A vote to present this Petition to the Grand Royal Arch Chapter must then be taken at the Regular Convocation of each Chapter, notification of such vote to be included in the notice for the Regular Convocation at which the vote is to be taken. The prevailing affirmative vote by each Chapter should be at least that required for the amendment of the By-Laws of the respective Chapters, i.e., majority, two-thirds, three-fourths, as specified in each of the Chapter By-Laws.
8. The By-Laws of the continuing Chapter will remain in force. Any required amendments with reference to the name of the Chapter, funds, etc., should be agreed upon before the merger and acted upon by the consolidated Chapter after the merger has taken place.
9. Upon favorable action by both Chapters, the Petition should be forwarded to the Office of the Grand Chapter, together with appropriate certification of the action by the respective Chapter, so that the Petition and Certifications can be brought before the Grand Chapter at the next Grand Convocation. (Sample certification enclosed.)
10. Upon approval by the Grand Chapter, the two Chapters will be so notified, and arrangements then can be made for the formal merger ceremony to be conducted by the Grand Chapter. (For merger ceremony, see Grand Chapter Proceedings.)

11. In the consolidation of two Chapters, all property of the discontinuing Chapter becomes the property of the merged Chapter (except the Chapter Charter and Seal, which are returned to the Grand Chapter). The Grand High Priest declares all members of the discontinuing Chapter, members of the continuing Chapter, at the merger and, therefore, it is not necessary for them to sign the by-laws of the continuing Chapter.
12. Arrangements should be made for an audit of the books of the Trustees, Secretary, Treasurer, etc., of the discontinuing Chapter well in advance of the formal merger.
13. The final monthly report of the discontinuing Chapter will be dated as of the date of the merger ceremony. An alphabetical listing of all active members of the discontinuing Chapter will be prepared by the Chapter Secretary and forwarded to the office of the Grand Secretary with the final Report after the merger ceremony. Membership listing forms will be furnished by the office of the Grand Secretary for this purpose.
14. The monthly reports of the continuing Chapter will be filed in the normal manner. The Grand Secretary's office will furnish to the Chapter Secretary a listing of the names of the membership of the discontinuing Chapter, who became members of the consolidated Chapter upon the merger. The listing of members of the discontinuing Chapter, less any dual members of the two Chapters, will be incorporated in Part II of the monthly report of the continuing Chapter by reference.
15. Well in advance of the merger ceremony, the Secretary of the Chapter to be discontinued should notify those members whose Chapter dues are not currently paid that final action to suspend will be taken at a particular Regular Convocation of the Chapter if payment of their dues has not been received on or before that date.
16. Immediately after the merger ceremony a By-Law revision Committee should be appointed by the High Priest of the merged Chapter to review and revise any changes needed to the By-Laws to incorporate any needs of the new membership.
17. If the name, meeting location or night of meeting will be changed as part of the merger, the Charter will need to be returned to the Grand Chapter for a certified endorsement by the Grand Secretary as to the change.
18. Once the merger ceremony, By-Law revisions (if any), and Charter Endorsements (if any) have been completed, the merger can be assumed complete.

SAMPLE OF JOINT PETITION FOR CHAPTER MERGER

Joint Petition to
The Grand Royal Arch Chapter of Massachusetts

By _____ Chapter

And _____ Chapter

Whereas the _____ (reason for merger)

Now, therefore, said _____ and _____ Chapters respectfully and jointly petition the Grand Royal Arch Chapter of Massachusetts for the authority to unite and work as a single Chapter under the charter of _____ (continuing Chapter), to be situate in the Town of _____ and meet on the _____ of each month, under such terms and conditions as said Grand Chapter shall prescribe., it being the desire of both Chapters that on the completion of such union all members of both Chapters shall have, in the united Chapter, all the rights and privileges now enjoyed by them in their respective Chapters, and that the united Chapter shall own all the property and have all the rights and privileges now separately owned and enjoyed by said Chapters. The combined Chapter shall be known now as:

_____ Chapter

	Chapter	
	High Priest	
	King	
	Scribe	
Attest:		Attest:
	Secretary	

(Seal)

(Seal)

SAMPLE CERTIFICATION FOR CHAPTER MERGER

[On Chapter Letterhead]

To:

The Most Excellent Grand High Priest of the Grand Royal Arch Chapter of Masons in Massachusetts

This is to certify that at a Regular Convocation of (your Chapter) Chapter held at (meeting place) on (full date), it was voted according to our By-Laws to petition the Most Excellent Grand Royal Arch Chapter of Masons in Massachusetts, as per the attached joint petition.

Attest:

(Chapter Secretary)

(Seal)

(Both Chapters are to send certifications as such.)