

**THE HOLY ORDER OF HIGH PRIESTHOOD  
JURISDICTION OF PENNSYLVANIA  
MASONIC COMPLEX  
4301 NORTH BROAD STREET  
PHILADELPHIA, PA 19140**

# **BY-LAWS**

**OCTOBER 2, 2003**

**P.H.P WILLAIM WILSON  
EXCELLENT RECORDER**

**P.H.P. CARLTON DUANE HOLMAN  
MOST EXCELLENT PRESIDENT**

**BY-LAWS  
OF  
THE HOLY ORDER OF HIGH PRIESTHOOD**

**PREAMBLE**

For the purpose of promoting unity of action in all matters affecting the mutual interests of the Masonic Order in the State of Pennsylvania and under the jurisdiction of The Most Excellent Grand Chapter of Holy Royal Masons, P.H.A. of Pennsylvania. This body therefore ordains and establishes the following By-Laws, Rules and Regulations for this body.

**ARTICLE I**

**NAME**

**Section 1.** This body shall be known as "The Holy Order of High Priesthood".

**ARTICLE II**

**MEETINGS**

**Section 1.** Anointments shall be held on or near the last Sunday in September, or the first Sunday in October.

**Section 2.** All meetings of this body shall be known as Grand Conventions.

**Section 3.** Grand Conventions shall be held four (4) times annually, in the months of November, March, June and September or October.

**Section 4.** A quorum shall consist of no less than nine (9) members including the elected appointed officers.

### ARTICLE III

#### MEMBERSHIP

**Section 1.** The Holy Order of High Priesthood shall consist of all duly elected anointed and installed Most Excellent High Priests and all Past Most Excellent High Priests who are in good standing in their respective Chapters.

### ARTICLE IV

#### PURPOSE

**Section 1.** It shall be the purpose of this body to confer the degree of The Holy Order Of High Priesthood (by anointment) and to render service to The Most Excellent Grand Chapter, Holy Royal Arch Masons, Commonwealth of Pennsylvania, Prince Hall Affiliated and Jurisdiction thereunto belonging.

**Section 2.** To promote unity and ideals for the upbuilding and betterment of Capitular, Holy Royal Arch Masonry in Pennsylvania.

### ARTICLE V

#### OFFICERS AND TITLES

**Section 1.** Elected officers shall be:

- a. Most Excellent President
- b. Excellent Vice-President
- c. Excellent Cardinal
- d. Excellent Treasurer
- e. Excellent Recorder
- f. Excellent Instructor
- g. Excellent Trustees – (3)

**Section 2.** The officers shall be elected annually.

**Section 3.** Appointed officers shall be:

- a. Excellent Master of Ceremonies
- b. Excellent Conductor
- c. Excellent Steward
- d. Excellent Herald
- e. Excellent Sentinel
- f. Excellent Assistant Recorder

## ARTICLE VI

### DUTIES OF OFFICERS

- Section 1.** Most Excellent President: It shall be his duty to preside over the Grand Convention of The Holy Order of High Priesthood and instruct them in the mysteries of The Holy Order for the Glory of the Most High. He may convene a Grand Convention at his will and pleasure or whenever he deems it necessary. He shall sign all vouchers drawn on the Treasury and see that all officers discharge their duties faithfully. He shall appoint all officers, not elected, and fill such vacancies that may occur in an elected office.
- Section 2.** The Excellent Vice President's duty is to preside over the Grand Convention in the absence of the Most Excellent President.
- Section 3.** The Excellent Cardinal Shall Preside over the anointments, the Feast of the Seven Tables, and such other ritualistic matters that may occur.
- Lead us in our devotions
  - Officiate at the Altar
- Section 4.** The Excellent Treasurer shall:
- Receive all monies from the Excellent Recorders and give him a receipt for the same.
  - Pay out (on receipt of a signed voucher) all monies due payable.
  - Render an accurate account of all financial transactions.
  - Be bonded.
- Section 5.** The Excellent Recorder shall:
- Receive all monies due the Holy Order of High Priesthood from the Companions and other sources.
  - Record an accurate account of all transactions and give a receipt for the same.
  - Give the Excellent Treasurer all monies received and received a receipt for the same.
  - Record all proper proceedings of the Order in a permanent ledges for Preservation of the records.
- Section 6.** The Excellent Instructor:  
It shall be the duty of the Excellent Instructor to instruct the candidates in Erecting a tabernacle and enlighten the Companions in the procedures of the Holy Order of High Priesthood and Holy Royal Arch Masonry.
- Section 7.** The Excellent Trustees:
- It shall be the duty of the Excellent Trustees to take charge of all paraphernalia belonging to the Order.
  - They will make an annual report of the property on hand and its condition.

- Section 8.** The Excellent Assistant Recorder shall:
- a. Record all minutes
  - b. Keep a permanent copy for preservation
  - c. Assist the Excellent Recorder and if necessary act in his absence

- Section 9.** The Excellent Master of Ceremonies shall:
- a. Attend all alarms at the inner door
  - b. See that all candidates are properly prepared
  - c. Assist the Excellent Conductor in introducing and conducting the Candidates for anointment

- Section 10.** The Excellent Conductor:
- It shall be the duty of the Excellent Conductor to introduce all candidates and visitors to conduct the candidates in the Mikra Kadesh during the Anointing ceremonies.

- Section 11.** The Excellent Herald shall:
- a. Attend the alarms at the outer door
  - b. Receive orders from the Most Excellent President and see that they Are duly executed.

- Section 12.** The Excellent Steward:
- He shall assist the Excellent Herald in the discharge of his duties. Prepare elements for anointment and such refreshments as are necessary.

- Section 13.** The Excellent Sentinel shall:
- a. Guard the entrance of the Mikra Kadesh
  - b. Receive the proper pass word from each member

## ARTICLE VII

### FINANCES

**Section 1.** The anointment fee shall be not less than twenty-five (\$25.00) dollars.

**Section 2.** The annual dues of each member shall be no less than five (\$5.00) dollars.

**Section 3.** All newly anointed Most Excellent High Priests shall receive a copy of the By-Laws.

## ARTICLE VIII

### DRESS

- Section 1.** The Most Excellent President and Past Most Excellent Presidents may wear a White robe trimmed in gold with a white cord around the waist, and a white Biretta with a thin band of gold edging, and white gloves.
- Section 2.** The Excellent Cardinal shall wear a white robe trimmed with a gold cross on the back extending from the collar to the hemline. He shall also wear a white Cardinal's Mitre or Yamaka and white gloves.
- Section 3.** All other elected officers shall wear white robes, white yamakas and white gloves.
- Section 4.** All other members shall wear black robes, black yamakas and white gloves.
- Section 5.** All Past Most Excellent High Priests without robes shall be dressed as Holy Royal Arch Mason.

## ARTICLE IX

### ELECTIONS AND INSTALLATION

- Section 1.** Election for all officers shall be held in the month of November. The Excellent Recorder's Report, the Excellent Treasurer's Report, and the Audit Report must be received and accepted by the body before elections are held.
- Section 2.** Installation shall be performed immediately after the election by a Past Most Excellent President or the Most Excellent Grand High Priest or a Past Most Excellent Grand High Priest.

## ARTICLE X

### ANOINTMENT

- Section 1.** All anointments shall be conducted according to the Ritual as approved by The Most Excellent Grand Chapter of Holy Royal Arch Masons, P.H.A of Pennsylvania, including the Feast of the Seven Tables.

**Section 2.** The preparation of the candidate for anointment shall be the duty of the Excellent Instructor with the assistance of the Excellent Conductor and the Excellent Master of Ceremonies.

## ARTICLE XI

### NON-PAYMENT OF DUES

**Section 1.** Any companies one (1) year in arrears of payment of dues shall be considered unfinancial and will not have a voice or vote in any Grand Convention of The Holy Order of High Priesthood.

## ARTICLE XII

### REMUNERATIONS

**Section 1.** The following officers are exempted from payment of dues during their term of office:

- a. Most Excellent President
- b. Excellent Treasurer
- c. Excellent Recorder
- d. Excellent Instructor
- e. Excellent Sentinel

**Section 2.** At our annual elections in November, the body will vote on the donations for the following officers:

- a. Excellent Treasurer
- b. Excellent Recorder
- c. Excellent Instructor
- d. Excellent Assistant Recorder
- e. Excellent Sentinel

**Section 3.** Past Most Excellent Presidents shall receive one (1) complimentary ticket For our Annual Banquet to be used by him only.

**Section 4.** Widows of Past Most Excellent Presidents shall receive (1) complimentary Ticket for our Annual Banquet to be used by her only.

**Section 5.** The Most Excellent Grand High Priest and Past Most Excellent Grand Priests are exempted from payment of dues.

### **ARTICLE XIII**

#### **EDUCATIONAL FUND**

**Section 1.** A percentage from the profit of each ticket of our Annual Banquet shall be Allocated to our Educational Fund (No less than \$2.00 per ticket).

### **ARTICLE XIV**

#### **AMENDMENTS**

**Section 1.** Any changes or amendments to these By-Laws must be submitted in writing at any Grand Convention, and a two-thirds (2/3) majority vote will be required for adoption.



**1990 CONSTITUTION COMMITTEE**

**John J. Hill, Sr. - Chairman**  
**Pearlie N. Ringgold - Member**  
**Carl A. Fauntleroy - Member**  
**Booker T. Nicoles - Member**

**Adopted February, 1990 by 2/3 vote of Companions present**

**1998 BY-LAWS REVISION COMMITTEE**

**P.H.P. Walter J. Sims, Jr. - Chairman**

**P.H.P. Oliver Cunningham - Co-Chairman**

**P.H.P. Earl L. Johnson - Member**

**P.H.P. Thomas Davis - Member**

**M.E.H.P. Carleton Duane Holman - Member**

**P.M.E.P. Hubert Braxton - Member**

**P.M.E.P. Booker T. Nichols - Member**

**P.H.P. Charles E. Jones, Jr., Most Excellent President**