

By-Laws of _____ Council No. _____
Cryptic Masons _____ Indiana

ARTICLE I

ASSEMBLIES

Section 1. The Stated Assembly of this Council shall be held on the _____ evening in each month. The hour for the meeting shall be _____ o'clock P.M. _____.

Section 2. Called Assemblies for work or special business shall be held upon the call of the Ill. Master at such times as the interests of the Council may require.

ARTICLE II

ELECTION AND INSTALLATION OF OFFICERS

Section 1. The Illustrious Master, Deputy Master, Principal Conductor of Work, Treasurer and Recorder of the Council shall be elected by ballot, annually, at the first Stated Assembly in December. The Captain of Guard, Conductor, Steward and Sentinel may be appointed by the Illustrious Master-Elect at any time before his installation.

Section 2. Officers shall be installed on the night of election, or as soon thereafter as practicable, and on or before January 1, if possible; but preferably at the time of their election.

ARTICLE III

DUTIES OF OFFICERS

Section 1. It shall be the duty of the Illustrious Master to see the By-Laws and Regulations of this Council, and those of the Grand Council, enforced and obeyed, and that the several officers perform their respective duties. He shall appoint all committees and see that the ancient landmarks of the Fraternity are not removed.

Section 2. It shall be the duty of the Deputy Master and Principal Conductor of Work to assist the Illustrious Master in the performance of his duties, and, in his absence to preside in order of seniority.

Section 3. The Treasurer shall receive all moneys from the Recorder, and pay them out when directed by the Council and certified to him by the Recorder, except that the Grand Council dues and assessments do not require authorization for payment by the Council, and keep a correct amount of the receipts and disbursements. His compensation shall be _____

Section 4. It shall be the duty of the Recorder to keep a record of all proceedings of the Council, proper to be written; to make an annual report to the Grand Council covering his year of service, as required; to receive all moneys due the Council and immediately pay the same to the Treasurer, taking his receipt therefore; and to report to the Council at the first Stated assembly in April all names of delinquent members, as per Art. VI, with the amount due from each. His compensation shall be _____

Section 5. The treasurer and recorder shall, at the first Stated assembly in January, report the receipts and expenditures of the Council for the preceding year to December 31st, specifying the different kinds of receipts and the items of expenditure, with the amount of each, which shall be referred to a committee for examination.

Section 6. It shall be the duty of the Sentinel to tyle the Council, serve notices and summonses, in the absence of a Custodian keep the rooms and furniture in order, and perform other customary duties. His compensation shall be _____

ARTICLE IV

TRUSTEES

This Council shall have three Trustees whose terms of office shall be for three years, they to be elected by a ballot at the regular election, one annually; *in case the Council does not choose to elect Trustees*, the three principal officers of the Council shall be and act as such Trustees. The duties of such Trustees, or the three principal officers, as the case may be, shall be to manage the business affairs of the Council, control and manage any and all property of the Council, with full power to rent and keep in repair in such manner and to such extent as in their judgment will be for the best interests of the Council, subject, at all times to the instructions, orders and authority of the Council.

ARTICLE V

COMMITTEES

Section 1. Immediately after his installation the Illustrious Master shall appoint three members of the Council as a standing Committee on Finance, whose duty it shall be to examine the books and accounts of the Recorder and Treasurer and all bills and claims against the Council, and no allowance shall be made until such examination, except by unanimous consent of the Council.

Section 2. Every member on a committee shall attend the call of the chairman, who shall be the first person named on said committee, and in case of his neglect to call the committee together, or in his absence or other cause, the committee shall attend the call of the next person named.

Section 3. The report of Committee on Character shall be made verbally, and no record shall be made of the nature of the report.

ARTICLE VI

DUES – SUSPENSION – RESTORATION – REMISSION

Section 1. The dues of this Council shall be _____ dollars per year payable in advance on January first.

Section 2. A member who has not paid his current dues by April first is delinquent and shall be reported as such by the Recorder to the Council at its first Stated Assembly in April, whereupon the Illustrious Master *may* direct the Recorder to serve ten days' notice upon such delinquent, by mail or otherwise at his last known post office address, which shall be considered sufficient notice even though returned undelivered, to pay such arrearages on or before the first Stated Assembly in June, or give just cause either in person or by writing at that time why he should not be suspended for such non-payment; and any failure to act as indicated shall be sufficient ground for declaring the delinquent indefinitely suspended, on motion, by a majority of the vote of the members present. The Recorder shall make an accurate record of all such proceedings in the minutes.

Section 3. Payment of the amount of dues for which suspended within one year after suspension, shall be reported to the Council by the Recorder at a Stated Assembly, whereupon such suspended member shall be declared fully restored to membership, as of that date, of which action the Recorder shall make a record in the minutes.

Section 4. Payment of the amount of dues for which suspended at any time after one year from the date of suspension, shall be reported to the Council by the Recorder at a Stated Assembly, when a majority vote of the members present shall fully restore the one suspended to membership, as of that date, of which action the Recorder shall make a record of in the minutes.

Section 5. The Council at a Stated assembly may remit the dues of a member for which he was suspended and thereby restore him to his former standing in the Council; but any suggestion for such remission must have been received at a previous Stated Assembly, referred to and reported upon by a committee.

Section 6. Any such restoration (or remission) shall date from the action of the Council and not from the date of payment of the arrearages to the Recorder.

ARTICLE VII

FEE FOR THE DEGREES

Every candidate for the degrees must deposit with his petition the sum of _____ dollars, which shall be in full for the degrees.

ARTICLE VIII

MEMBERSHIP FEE

The fee for affiliation shall be _____ dollars, and a demit *must* be attached to such petition for affiliation before it can be received.

ARTICLE IX

REJECTION

In case of rejection the money accompanying a petition shall be returned to the petitioner.

ARTICLE X

DEMITTS

Any Companion wishing to demit from this Council shall present his request in writing for that purpose, at a Stated Assembly, accompanied by a receipt in full, or ledger credit, for all dues and demands to such Stated Assembly. If no charges are pending the demit shall be granted, without vote, and dated as of the Stated Assembly when so is granted. A demit is final and absolute, and a transfer of membership otherwise is illegal. If dues have been paid beyond date of demit, a pro rata rebate shall be made by the Council.

ARTICLE XI

ORDER OF BUSINESS AND RULES

Section 1. The order of business shall be:

- (a) Reading and approval of minutes of preceding Assemblies.
- (b) Presenting and referring petitions.
- (c) Reports of standing committees.
- (d) Reports of select committees.
- (e) Balloting for candidates.
- (f) Unfinished business.
- (g) Miscellaneous business.

(h) Conferring degrees

Section 2. The Illustrious Master or the presiding officer shall be the judge of all questions of order that may arise, and there shall be no appeal to the Council from his decision.

Section 3. When a motion is made and seconded it shall, before debate, be stated by the Illustrious Master. Every motion shall be made in writing, if requested by any Companion, but a motion may be withdrawn by the Companion making it, with the consent of the second, before amendment or discussion.

Section 4. The Illustrious Master shall put all questions distinctly. If a division is called for he shall request those who voted in the affirmative to rise, and count them, then the negative, and declare the result, and in case of a tie he shall cast the deciding vote.

Section 5. When a question is under debate no motion shall be received except to commit, to amend or to postpone indefinitely, which several motions shall have precedence in the order in which they are here arranged.

Section 6. Every member having a right to vote who is present when a question is put shall vote, unless for special reasons given, he be excused.

Section 7. When a motion has been once acted upon it shall be in order for any member of the majority to move the reconsideration thereof: *Provided*, That no motion for reconsideration shall be in order unless made at the same Assembly the question shall have been decided.

ARTICLE XII

SPECIAL

ARTICLE XIII

AMENDMENTS

Section 1. A motion to amend or alter any of these By-Laws shall be submitted in writing at a Stated Assembly and read. If seconded, may be opened for debate, but a final vote cannot be taken thereon until the next succeeding Stated Assembly, when, if adopted, same must receive the approval of the M. I. Grand Master, *by endorsement on this original set of By-Laws*, before becoming valid and binding, and then transmitted to the office of the Grand Recorder for endorsement on the duplicate copy on file there.

Adopted at a Stated Assembly on _____ day of _____, 20____

_____ Ill. Master

Attest: _____ Rec.

Approved, including Sec. _____ of Art. XII, in Duplicate, one copy for the Council and one copy for the Grand

Recorder's files, this _____ day of _____ 20 _____

M.I. GRAND MASTER

These Standard Form By-Laws, in the printed form above are *mandatory*. When adopted, *d both copies to the Grand Master for approval*. Any subsequent amendment, to be binding, must also receive the Grand Master's approval *on this Original Set* of By-Laws, as per Art. XIII.