**BY-LAWS OF \_\_\_\_\_\_\_\_\_ COUNCIL No. \_\_\_,**

**CRYPTIC MASONS OF MINNESOTA**

 **At \_\_\_\_\_\_\_\_\_\_\_\_\_\_, MN**

ARTICLE 1

THE COUNCIL - ITS TITLE AND MEETINGS

Section 1. The name and title of this Council is \_\_\_\_\_\_\_\_ Council No. \_\_\_, Cryptic Masons of Minnesota, at \_\_\_\_\_\_\_\_\_\_\_\_, MN.

Section 2. The authority of this Council is a charter granted on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the Grand Council of Cryptic Masons, of Minnesota, to whose Constitution, Laws and Edicts, together with those of the General Grand Council of Cryptic Masons International, the most implicit respect and obedience shall ever be paid by this Council and its members.

Section 3. The Stated Assemblies of this Council shall be held in its Council Chamber on the \_\_\_\_\_\_\_\_\_\_ in the months of \_\_\_\_\_\_\_\_\_\_\_\_. The hour of the meetings shall be \_\_\_\_\_\_ P.M. Special Assemblies for work or instruction may be called by the Illustrious Master at his pleasure. All business must originate and be transacted at a Stated Assembly and while open on the degree of Select Master. The Annual Assembly shall be in the month of \_\_\_\_\_\_\_\_\_\_\_ each year.

ARTICLE 2

MEMBERSHIP

Section 1. The members of this Council are those Royal and Select Masters who were enrolled as Charter members when this Council was constituted, non-affiliated Royal and Select Masters elected to membership therein either on original petition or petition for restoration, and all petitioners for the degrees, duly elected therein, on receiving the degree of Select Master, either in this Council or by its request, who have not lost membership by withdrawal (demitting), striking from the roll, indefinite suspension, expulsion, or death.

ARTICLE 3

THE OFFICERS – THEIR ELECTION AND DUTIES

Section 1. The elective officers of this Council are Master (whose title is Illustrious Companion), Deputy Master, Principal Conductor of the Work, Treasurer and Recorder, who shall be elected annually by ballot, at the Stated Assembly, the last of the year. A majority of all votes cast shall be necessary to elect. The Treasurer and Recorder may be the same person.

Section 2. The Illustrious Master, immediately preceding his installation, shall appoint a Chaplain, Captain of the Guard, Conductor of the Council, Marshal, Steward and Sentinel.

Section 3. The officers will be installed on the evening of election and shall hold their offices until their successors are installed.

Section 4. The Illustrious Master shall be the chief executive officer of the Council and when present shall preside at its meetings and open and close the same in form, enforce a due observance of these by-laws, the Constitution, Laws and Edicts of the Grand Council of Cryptic Masons of Minnesota and those of the General Grand Council of Cryptic Masons International, have custody of the Charter, see that the officers perform their respective duties, appoint all committees and officers not otherwise provided for, inspect and announce the results of all balloting and votes, draw all orders on the Treasurer, with the consent of the Council, and perform such other duties as may be required by him by the usages of the Cryptic Rite. It is his duty, together with the Deputy Master and Principal Conductor of the Work, to attend all Assemblies of the Grand Council, either in person or by proxy, when duly notified to do so.

Section 5. The Deputy Master and Principal Conductor of the Work shall assist the Illustrious Master, and in the event of his death, absence or inability to serve as such, shall in the order of rank succeed to all his powers and duties.

Section 6. The Treasurer shall receive all moneys from the Recorder, giving him a receipt therefore, and pay them out when directed by the Council, upon an order of the Illustrious Master, attested by the Reorder. He shall annually, at the Stated Assembly, when the officers are elected, present a full report of the receipts and disbursements for the preceding year, and shall furnish a true statement of the financial condition of the Council at such other times as the Council or Illustrious Master may direct. He shall turn over to his successor, when installed, all the books, papers, moneys and other property in his possession belonging to the Council.

Section 7. The Recorder shall keep a correct record of the proceedings of the Council; receive all moneys due the Council and pay them over to the Treasurer, taking his receipt therefore, and make out the returns of the Grand Council as required. He shall annually, at the Stated Assembly when the officers are elected, submit a full report in writing of all moneys received and orders drawn on the Treasurer. He shall perform other duties properly belonging to his office as the Council or Illustrious Master may from time to time direct. He shall turn over to his successor, when installed, all books, papers and other property in his possession belonging to the Council.

Section 8. The Treasurer and Recorder shall severally give a bond in such form, and of such amount as shall from time to time be determined by the Council. The Illustrious Master shall judge and approve of the sufficiency of such bonds, and keep and preserve the same. In the event that the Grand Council of Cryptic Masons of MN, carries such a bond the above paragraph of Section 8 may be excluded.

Section 9. The other officers shall perform such duties as are traditionally appropriate to their respective offices, and shall be assigned to them by the Council or Master.

Section 10. Every petition for the degrees or membership must be in writing and shall declare the Lodge and Chapter in which the petitioner received his degrees and of which then a member, also his full name, age, occupation and residence. It shall also state whether or not he has ever been rejected by any Council, and if so, its name, number and location. It must be signed by the petitioner in person, be recommended by two members of the Council and presented at a Stated Assembly. The petition shall be read in an open Council meeting and the candidate balloted for at once.

Section 11. All voting on petitions must be by secret ballot and to elect must be unanimous.

ARTICLE 4

FINANCIAL

Section 1. The fees for the degrees shall be determined at the Annual Assembly each year.

Section 2. Annual dues (dues plus Grand Council Per Capita and General Grand Council International Per Capita) shall be determined at the Annual Assembly. Any newly initiated candidate shall not be charged any dues until the first of the year following his initiation.

Section 3. Any member in arrears for two years dues may be stricken from the roll of the Council in the manner prescribed by the Grand Council of Cryptic Masons of Minnesota.

Section 4. The Illustrious Master at the beginning of his term of office shall appoint a Finance Committee of three members who shall examine and audit all bills, accounts and claims against the Council before the same are paid, provided that current bills not exceeding \_\_\_\_\_\_\_\_\_ dollars ($\_\_\_0.00), well known to be correct, and duly authorized liabilities for rent, and service, and Grand Council dues, may be ordered paid without reference to said committee. They shall from time to time, if deemed necessary, examine the books and vouchers of the Treasurer and Recorder, and at the Annual Assembly for the election of officers, and oftener if required, submit to the Council, a full and correct report of its financial conditions.

ARTICLE 5

ORDER OF BUSINESS

Section 1. After opening, the order of business at Stated Assemblies shall be as follows:

Subject to the will of the Master.

 1. Reading and approval of the last and all intervening Assemblies.

 2. Reading Communications, notices, etc.

 3. Reading referring petitions for degrees and membership.

 4. Reports of Committees on petitions.

 5. Balloting on petitions.

 6. Reports of Special Committees.

 7. Unfinished and new business.

 8. Other business.

 9. Closing the Council.

Section 2. These by-laws may be amended as provided for in Article IX of the Constitution of the Grand Council of Cryptic Masons of Minnesota.

Adopted in due form by

\_\_\_\_\_\_ Council #\_\_\_\_

 Cryptic Masons of Minnesota at \_\_\_\_\_\_\_\_\_\_\_ , Minnesota

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

,Illustrious Master

Attest:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Recorder

Approved MIC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_, 20\_\_\_

 Most Illustrious Grand Master