

SUGGESTED FORM OF BY-LAWS FOR SUBORDINATE COUNCILS

NAME

SECTION 1. This Council shall be known by the name of _____
Council No. _____ .

ASSEMBLIES

SECTION 2. The Stated Assembly shall be held on _____ day of each month at _____ o'clock p.m. During the month of (November/December) the Council will open at _____ o'clock p.m. at the _____
(Name and physical Address of the meeting)

SECTION 3. The last Stated Assembly preceding St. John's Day in November/December of each year shall be the Annual Assembly.

ORDER OF BUSINESS

SECTION 4. The order of business at stated Assemblies shall be as follows:

1. Reading and confirming minutes
2. Receiving and referring petitions for degrees or membership
3. Reports of Committees on petitions
4. Balloting
5. Unfinished business
6. New business
7. Work

SECTION 5. Special Assemblies may be called at the pleasure of the Illustrious Master.

OFFICERS

SECTION 6. The Officers of this Council shall consist of those persons prescribed by the By-Laws of the Grand Council.

SECTION 7. The duties of the officers shall be such as are traditionally appropriate to their several stations and in accordance with the established usages of Cryptic Masonry.

SECTION 8. It shall be the duty of the Treasurer to receive all monies from the Recorder, giving his receipt for the same; to pay all orders signed by the Illustrious Master and countersigned by the Recorder; and, annually, at the close of his official term, to make out and submit a full account of the receipts and disbursements of his office, and of the financial standing of the Council. For this faithful performance of his duties he shall receive the sum of _____ dollars per annum (he cannot be exempt from the payment of annual dues). He shall be bonded in the amount of \$_____ for the faithful discharge of his duties. The Council shall pay the premium thereon.

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SECTION 9. It shall be the duty of the Recorder to keep the records and record all the proceedings of the Council proper to be written; to receive all monies in behalf of the Council, and pay them over to the Treasurer, taking his receipt for the same; to countersign all orders of the Treasurer; to make out all reports to the Grand Council, and at the close of his official term submit a full report in writing of all monies received and orders drawn. For the faithful performance of his duties he shall receive the sum of _____ dollars per annum (he cannot be exempt from the payment of annual dues). The Recorder will be bonded in the amount of \$_____. The Council shall pay the premium thereon.

FINANCE COMMITTEE

SECTION 10. The Illustrious Master-elect on the night of his installation shall appoint a committee of three companions to act as an Audit Committee, whose duty it shall be to examine the books of the Recorder and Treasurer and to report their finding at the stated Assembly in March. The Council at their expense may hire an outside-accredited agency to perform the audit. **Adopted 2010**

SECTION 10a. A Finance Committee shall consist of the Illustrious Master, Deputy Master, Principle Conductor of Work, Treasurer and Recorder whose duty it shall be to annually review the financial condition of the Council and to make such recommendations to the Council as they may deem necessary, and to report their actions at the stated Assembly in December. **Adopted 2010**

PETITIONS

SECTION 11. All petitions for membership or degrees must be in writing, stating age, occupation and residence of the petitioner, also the Chapter and Lodge of which he is or last was a member, and whether or not he has ever been rejected by another Council; must be signed by the applicant and be recommended by two Companions who are members of the Council. The petition shall be received and referred to a committee of three, who shall examine into the character and Masonic standing of the applicant, and report at the next stated Assembly of the Council, at which time a ballot shall be had if the report of the committee is favorable.

SECTION 12. In all cases where a petition for the degrees or for membership is rejected, the fee accompanying such petition shall immediately be returned to the petitioner, with information of the rejection, which information shall in no case be communicated by any member of this Council or any visitor who may be present to one not a Select Master, under penalty in the former case of liability to discipline and in the latter case of not being again permitted to visit the Council. The same shall also apply to the improper disclosure of any of the proceedings of this Council.

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FEES AND DUES

SECTION 13.

a. The fees for the degrees in this Council shall be \$ _____ dollars, divided as follows:

Fee accompanying petition	\$ _____
Fee for the Degree of Royal Master	\$ _____
Fee for the Degree of Select Master	\$ _____

which sums respectively shall be paid at or before the time of receiving the petition or the conferring of the degree to which the payment is applicable.

b. The fee for affiliation shall be \$ _____, which sum shall accompany the petition.

c. Each member of this Council shall pay \$ _____ annually to the Recorder as dues, to be paid on or before the Annual Assembly of each year, except ministers of God, who may be exempt from the payment of dues.

d. Any increase in per capita to the Grand Council, Royal & Select Masters of South Carolina shall be automatically added to the amount of dues paid (Rounded off to the nearest \$1.00) by each dues paying member.

DISCIPLINE AND TRIALS

SECTION 14. Any member who is in arrears for one year's dues shall be suspended from membership unless excused by the Council.

SECTION 15. All questions of discipline and trials shall be governed by, and in accordance with, established Masonic usage.

WITHDRAWALS

SECTION 16. Any Companion desirous of withdrawing from this Council shall send his application for a demit in writing, through the Recorder, which shall be read at a regular Assembly, when, if any arrearage are paid, and there are no charges against him, he shall be entitled to a demit from this Council, to which may be added a general recommendation to the Craft by the vote of the Council

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AMENDMENTS

SECTION 17. These By-Laws may be amended at a Stated Assembly by a two-thirds vote of the members present, A resolution to insert, alter or amend shall have been presented at the Stated Assembly preceding the one when the vote is to be taken, and the same shall become operative when approved by the M. I. Grand Master.

CERTIFICATE OF ADOPTION

This is to certify that the foregoing By-Laws were read at a Stated Assembly of the Council held _____ and adopted by a two-thirds vote of the members present at the Stated Assembly held on the _____ day of _____, 20__.

(Seal)

Illustrious Master ____/____/____

Attest:

Recorder ____/____/____

Approved Date _____

(Seal)

Most Illustrious Grand Master ____/____/____

Attest:

Most Illustrious Grand Recorder ____/____/____

Approved Date _____