

THE CONSTITUTION AND BY-LAWS
of the
GENERAL GRAND COUNCIL, CRYPTIC MASONS, INTERNATIONAL
(Revised August 29, 2011, Amended August 14, 2021)

PART ONE - CONSTITUTION

PREAMBLE

In peace, love and unity, the General Grand Council of Cryptic Masons, International, is established to promote, preserve and protect the principles and Landmarks of Ancient Freemasonry and of the Cryptic Rite in particular as an essential and co-equal part of the American York Rite System throughout the Masonic World. To that end, we encourage adherence and preservation of those principles and Landmarks in the Cryptic Rite within the United States of America, and we require the establishment and continuation of those principles and Landmarks in the Cryptic Rite outside the United States of America, thereby ensuring the betterment of Freemasonry in all of Creation.

LANDMARKS AND MAXIMS OF CRYPTIC FREEMASONRY

The essential Degrees of Cryptic Masonry in the Universal or American York Rite are the degrees of Royal Master, Select Master, Super Excellent Master, along with the invitational Orders of the Silver Trowel or Thrice Illustrious Master and the Order of the Secret Vault.

All Degrees of Cryptic Masonry are held in trust by any chartered Council or Grand Council.

Concomitantly, any Council or Grand Council chartered by the General Grand Council of Cryptic Masons, International, is issued that charter as a trustee of the Universal or American Cryptic Rite and, as such, must conform to these Landmarks and Maxims to retain recognition by the General Grand Council and the issued charter.

All the Degrees of Cryptic Masonry may only be conferred by a chartered Council or Grand Council.

No Grand Lodge, Grand Chapter, Grand Commandery, Scottish Rite or other Appendant Body of Freemasonry of any jurisdiction may control, supervise, or confer the Degrees of Cryptic Masonry.

No Grand Lodge, Grand Chapter, Grand Commandery, Scottish Rite or other Appendant Body of Freemasonry of any jurisdiction may control, supervise, or dictate the governance of a chartered Council or Grand Council.

The governance of a chartered Council or Grand Council includes the maintenance and determination of membership data, financial revenues and obligations, conduct of elections and installations, and all regalia of the Cryptic Rite.

By affirmative vote of its membership, a Chartered Grand Council may enter into cooperative trust arrangements with either or both the Grand Chapter or Grand Commandery of its jurisdiction for joint administration of clerical services, accountable transfers of payments for necessary expenses including per capita due and owing to the chartering authorities of the General Grand Chapter, General Grand Council or Grand Encampment of Knights Templar of the United States of America, provision of expenses for physical locations for use, records storage, or meeting sites, and membership database software systems, provided that the governance of that trust arrangement includes representation of the Chartered Grand Council selected solely by the Chartered Grand Council.

A chartered Council or Grand Council is required to hold elections to fill the offices from qualified individuals as specified in a Constitution and Bylaws that has been approved and accepted by its

chartering authority.

All chartered Councils or Grand Councils must be governed by the Solomonic Rule of Three, being the elected Cryptic Grand Master, Deputy Grand Master and Grand Principal Conductor of the Work and any action by its governing board must include the affirmative vote of at least two of those three officers.

Beyond these Landmarks and Maxims, a chartered Council or Grand Council is to follow the customs and usages of the recognized Grand Lodge or recognized Grand Lodges with joint authority by recognized treaties over its territorial jurisdiction.

ARTICLE I - NAME AND LOCATION

The name of this organization shall be known as the **General Grand Council, Cryptic Masons, International**, as provided for in the Articles of Incorporation in a State as approved by the Board of Directors.

The principal office of the General Grand Council shall be maintained in a city and state as approved by the Board of Directors of the corporation.

ARTICLE II - PURPOSE

The General Grand Council shall be the only source of, and has supreme power and legislative, executive and judicial authority over Cryptic Masons, International with all the attributes of sovereignty and government, limited only by the Ancient Landmarks and the laws and usages of Freemasonry, this Constitution, and the Bylaws adopted in conformity therewith.

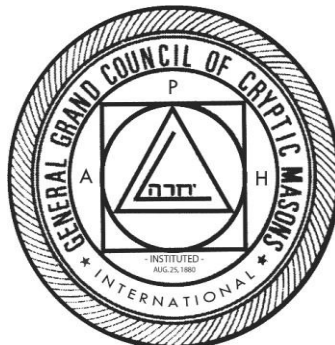
ARTICLE III - SEAL OF THE GENERAL GRAND COUNCIL

The Corporate Seal of the General Grand Council, Cryptic Masons, International shall be as follows:

A. Description

An outer circle, one and seven-eighths inches ($1 \frac{7}{8}$) in diameter, with two inner concentric circles, a double inner circle, one and five-eighths ($1 \frac{5}{8}$) in diameter, a second inner circle, one and three-eighths ($1 \frac{3}{8}$). The area between the outer circle and first inner circle is filled with a rope image. Between the inner circles shall appear the words in capital block san-serif letters "GENERAL GRAND COUNCIL OF CRYPTIC MASONS" on the upper curve and "INTERNATIONAL" on the lower curve. Within the innermost circle is a square containing a circle which contains an equilateral Council triangle. Below the square within the inner circle shall appear the words "INSTITUTED Aug 25, 1880. The letter "A" for "Alas" is placed to the left of the Square, the Letter "P" for "Poor" above the square and the letter "H" for Hiram" to the right of the square. Within the triangle is placed a left angle on which are the Hebrew letters of the Tetragammon Yod, He, Vev, He (יהוה)

1 $\frac{7}{8}$ INCHES DIAMETER



- B. Custody And Usage
The General Grand Recorder shall maintain custody of the Seal to be used only for official purposes.

ARTICLE IV - MEMBERSHIP

The membership of the General Grand Council shall consist of companions with active membership in the constituent Grand Councils and subordinate Councils affiliated with Cryptic Masons, International that are:

- A. Past and present General Grand Elected Officers
- B. Present General Grand Appointed Officers
- C. Present General Grand Regional Deputies
- D. Present General Grand Ambassadors
- E. Past Grand Masters, as determined by the constituent Grand Council
- F. The Grand Master, Deputy Grand Master, and the Grand Principal Conductor of the work of affiliated constituent Grand Councils
- G. The Illustrious Master, Deputy Master and Principal Conductor of the Work of Subordinate Councils
- H. Special Representatives of the General Grand Master

ARTICLE V - GENERAL GRAND COUNCIL OFFICERS

At each Triennial Assembly the General Grand Council shall elect the following officers by a majority of all ballots cast. Except for the General Grand Treasurer and the General Grand Recorder, all shall be Past Grand Masters of a constituent Grand Council.

- A. A General Grand Master
- B. A Deputy General Grand Master
- C. A General Grand Principal Conductor of the Work
- D. A General Grand Treasurer (Must be a member of an constituent Grand Council)
- E. A General Grand Recorder (Must be a member of an constituent Grand Council)

At the Triennial Assembly of the General Grand Council, Cryptic Masons, International, the General Grand Master-Elect shall appoint the following Officers, all of which shall be Past Grand Masters except for the General Grand Chaplain, or Special Representatives of the General Grand Master, or any Foreign (outside of the U.S.A.) Regional Deputy General Grand Master:

- A. Regional Deputy General Grand Masters
- B. General Grand Chaplain
- C. General Grand Captain of the Guard
- D. General Grand Conductor of the Council
- E. General Grand Marshall
- F. General Grand Steward
- G. General Grand Sentinel
- H. Special Representatives of the General Grand Master

The elected and appointed officers of this General Grand Council shall be installed at the completion of the Triennial Assembly, or as soon thereafter as practicable, and shall immediately assume the responsibilities of their office.

ARTICLE VI - POWERS OF THE GENERAL GRAND COUNCIL

The General Grand Council shall watch over and protect the interest of Cryptic Masonry in the States, Districts, Territories or Countries which recognize its jurisdiction or where there is no regularly established Grand Council of Cryptic Masonry. It shall give such advice and instruction as may seem most conducive to the peace, advancement and perpetuation of Cryptic Masonry, and to settle all difficulties which may arise and be referred to it.

- A. General Powers - To do whatsoever may be considered necessary to the well-being and perpetuity of Cryptic Masonry, subject to the provisions contained in its own Constitution and By-Laws
- B. Executive Powers - Such as will make effectual this Constitution, and legislation in conformity thereto, and as will enforce Masonic usage. These powers in all cases shall be carried out by the General Grand Master unless this General Grand Council has specifically provided otherwise
- C. Legislative Powers - To extend to every matter not herein expressly delegated to its Constituent Grand Councils and subordinate Councils
- D. Judicial powers of this General Grand Council are:
 - 1. Original - embracing all controversies between Grand Councils, or between Grand Councils and its members, or between members of different Councils, and the enforcement of discipline upon its members and Councils, and upon all other Cryptic Masons under its jurisdiction; provided, that this clause shall not be construed to deprive a constituent Grand Council of the right to enforce discipline upon any of its own members wherever they may be, except its Grand Master while in office
 - 2. Appellate - embracing all matters of controversy or discipline arising in any council, and over which it has not exercised original jurisdiction
- E. Dispensations and Charters – It has the sole authority to grant Dispensations and Charters for constituent Grand Councils, and Subordinate Councils, which shall be empowered to confer the Cryptic Degrees of Royal Master, Select Master and Super Excellent Master
- F. Ritualistic - To establish and maintain uniform ritualistic work and lectures within the Customs and usages of Cryptic Masonry
- G. Assessments – To annually assess and collect from the Affiliated Grand Councils and Subordinate Councils under its immediate jurisdiction, as may be provided for by law, to support and maintain the activities of the General Grand Council membership
- H. Assessment for Specific Purposes – To levy and collect special assessments from the Affiliated Grand Councils and Subordinate Councils under its immediate jurisdiction for specific purposes, when authorized by vote of the General Grand Council membership at a Triennial Session
- I. Supervision of Finances – To supervise the state and condition of its own finances, and adopt such measures in relation thereto as may be deemed necessary
- J. Powers Not Limited – The powers herein expressed, whether general or special, shall not limit or control any power or function so expressed, but each clause shall be construed in furtherance, and in limitation, of powers anciently or otherwise exercised

ARTICLE VII - BOARD OF TRUSTEES OF THE GENERAL GRAND COUNCIL

- A. The General Grand Master, Deputy General Grand Master, General Grand Principal Conductor of the Work shall constitute the Board of Trustees of the General Grand Council.
- B. The Board of Trustees shall have the executive power to act on all the business affairs of the General Grand Council, Cryptic Masons, International, between Triennials so far as they shall conform to the Constitution and By-Laws of the General Grand Council of Cryptic Masons, International. The business transactions of the Board of Trustees shall be a part of the General Grand Masters Triennial report.
- C. The Board of Trustees shall empower the General Grand Treasurer to hold in trust all funds of the General Grand Council and report on the finances of all funds held by the General Grand Council to the Board of Trustees at their meetings.
- D. The Board of Trustees shall empower the General Grand Recorder to make a record of all the proceedings of the Board of Trustee meetings. The Chairman of the Jurisprudence, and the Finance and Accounts Committees may attend in an advisory capacity.
- E. A quorum of the Trustees shall meet twice each year upon the call of the General Grand Master.
- F. The Board of Trustees shall establish and adopt Administrative and Fiscal Policies for the transaction of the General Grand Council's business consistent with established business practices and the Constitution and By-Laws of General Grand Council, Cryptic Masons, International.

ARTICLE VIII ASSEMBLIES

- A. TYPES - The Meetings of this General Grand Council shall be as follows:
 - 1. TRIENNIAL ASSEMBLIES - The General Grand Council shall meet in Triennial Assemblies at such time and place as shall be determined by the General Grand Master, or in case of his incapacity, then the Deputy General Grand Master shall make the determination.
 - 2. SPECIAL ASSEMBLIES - The General Grand Master and the Deputy General Grand Master shall have the authority to call a Special Assembly of the General Grand Council whenever and wherever they consider it expedient or necessary, and it shall be their further duty to do so when properly requested by a majority of the Grand Councils, of which three (3) months notice shall be stated in the call and no business other than that for which it is called shall be transacted.
 - 3. OCCASIONAL ASSEMBLES - The General Grand Master may call an Occasional Assembly for the purpose of participating in Masonic Ceremonies or for special occasions. There shall be no business conducted or acted on at any occasional assembly.
 - 4. VIRTUAL/ELECTRONIC ASSEMBLIES – Triennial, Special and Occasional Assemblies may be conducted using technology to facilitate virtual/electronic assemblies by unanimous decision of the Board of Trustees and due notice to the voting membership. Electronic means for all balloting and votes shall also be permitted in any Assemblies by unanimous decision of the Board of Trustees with due notice to the voting membership. No Cryptic Ritual will be used without due

safeguards and unanimous approval of the Board of Trustees.

- B. QUORUMS - A quorum shall consist of the voting members of nine (9) constituent Grand Councils who must be present for the Triennial Assembly or any Special Assembly of the General Grand Council of Cryptic Masons International to be opened, or if any business is transacted therein. A quorum is not required to hold an Occasional Assembly.
- C. VOTING IN GENERAL GRAND COUNCIL
 - 1. The usual method of taking the vote is *viva voce* (by the voice) or by show of hands. Voting by rising; by ballot; by roll call, or "yeas and nays," may be called for by general consent. All matters shall be settled by majority vote unless otherwise specified.
 - 2. A member of the General Grand Council, and/or constituent Grand Council, as defined in ARTICLE III - Membership, Subdivisions A, through G inclusive, shall be entitled to one vote by virtue of such membership.
 - 3. A Subordinate Council shall be entitled to one vote, the majority of such representatives present determining how the vote shall be cast.
 - 4. PROXIES - The three top elected Officers of any constituent Grand Council shall each be entitled to a proxy if unable to attend. The proxy shall be in writing on the prescribed form and signed by the requesting Officer and under seal of the constituent Grand Council. The proxy may be assigned to any member of such Grand Council. No other proxies shall be recognized.
 - 5. No member shall have more than three (3) votes including proxies, and no member shall represent more than one Grand Council.

ARTICLE IX – BYLAWS

A set of Bylaws shall be adopted by this General Grand Council to enforce the provisions of this Constitution, define the duties of officers and committees and to regulate such other matters which the General Grand Council may deem pertinent.

ARTICLE X - AMENDMENTS

Section 1001. This Constitution may be amended at any Triennial or Special Assembly by a three-fourths (3/4) vote provided the procedures of Section 1002 for submitting the Amendment are followed. Amendments will become effective at the end of the Assembly unless moved to take effect immediately by a unanimous vote.

Section 1002.

A. By a General Revision—By a general revision of the Constitution/Bylaws when ordered by the General Grand Master who will appoint Special Committee. This Committee shall submit its report upon completion to the Jurisprudence Committee at least 12 months prior to a legislative session of the General Grand Council. Jurisprudence shall report thereon at the General Grand Council. At least eight (8) months prior to the Assembly, this revision will then be submitted to the Grand Recorders of the Constituent Grand Councils and the Recorders of the Constituent Councils for distribution to the General Grand Council Membership.

B. By Amendment to Specific Articles or Subdivisions of the Constitution/Bylaws—By an amendment proposed in writing, submitted in triplicate, and signed by three (3) members of the General Grand Council of Cryptic Masons, International. These Amendments will be submitted to the General Grand Recorder and the Jurisprudence Committee a minimum of six (6) months prior to the Assembly. At least five (5) months prior to the Assembly, these Amendments will then be submitted to the Grand Recorders of the Constituent Grand Councils and the Recorders of the Constituent Councils for distribution to the General Grand Council Membership. (Floor motions to confer honorary membership or of gratitude for services rendered and/or acts performed are not required to follow these procedures.)

C. By Emergent Resolution—By an emergent resolution generated from a recommendation in an Officer or Committee Report, these amendments would not have been processed according to the required submission time. These amendments must be submitted to Jurisprudence Committee for consideration. These may be presented to the General Grand Master during the Assembly for consideration. They must pass a four fifths (4/5) ballot to be brought to the floor for debate.

D. By Housekeeping Changes—Spelling, Grammar, or Reference Errors will be corrected as they are noted, and a complete list of these changes will be kept by the General Grand Recorder. In preparation for a Triennial Assembly, the list of these changes will be provided to the Jurisprudence Committee two (2) months prior to the Assembly for inclusion in their report.

E. Format for Proposed Amendments

1. Proposed legislation will start with a heading that cites the Title of the Section of the Constitution proposed for change, and the Triennial year it is to be considered.

2. Those proposing amendments then would provide a “Rationale” portion to the proposal explaining the reasons for the proposed change.

3. The legislation will then list the “Now Reads” portion of the proposal with the entire Section as is currently written in the Code.

4. Legislation will then present the “Proposed to Read” portion in the following manner.

a. The “Proposed to Read” will again list the entire Section under consideration.

b. If there will be no changes to a paragraph or subdivision the text of that paragraph or subdivision will NOT be written out as in the “Now Reads” portion. Instead, the number of the paragraph or subdivision will be listed and the notation, “No change to this paragraph” or “No change to this subdivision” will be made.

c. If a change within a paragraph or subdivision deletes any text the existing text with strikethrough. [example]

d. If a change within a paragraph or subdivision adds text to the existing text, indicate said change by underlining the new text. [new example]

e. The strikethrough and underlining will not appear in the revised Constitution if the legislation passes. These formats are utilized only to facilitate understanding of the proposed change to the Section of the Constitution/Bylaws.

5. Legislation will then present an “As Intended to Read Section” as it will be in the final document.

PART TWO - BY-LAWS

ARTICLE 1 – OF TITLES, STATIONS AND PLACES

SECTION 101 TITLES OF THE OFFICERS OF THE GENERAL GRAND COUNCIL

The Titles of the General Grand Council officers shall be:

- Most Puissant General Grand Master
- Right Puissant Deputy General Grand Master
- Right Puissant General Grand Principal Conductor of the Work
- Right Puissant General Grand Treasurer
- Right Puissant General Grand Recorder
- Right Puissant Regional Deputy General Grand Masters
- Right Puissant (or Right Reverend) General Grand Chaplain
- Right Puissant General Grand Captain of the Guard
- Right Puissant General Grand Conductor of the Council
- Right Puissant General Grand Marshall
- Right Puissant General Grand Steward
- Right Puissant General Grand Sentinel

With the exception of the General Grand Treasurer, General Grand Recorder, General Grand Chaplain and any Foreign (outside of U.S.A.) Regional Deputy General Grand Masters, all the above shall be Past Grand Masters of a constituent Grand Council.

SECTION 102 TITLES OF PAST GENERAL GRAND OFFICERS

- A. Past Elective General Grand Officers shall retain the title of the highest office to which they have attained in the General Grand Council with the word “PAST” as a prefix. For example: Most Puissant Past Grand Master, or when a name is used, “Most Puissant Companion John Doe, Past General Grand Master.
- B. The retiring Past General Grand Master shall retain the title of “Immediate Past General Grand Master” until the subsequent Triennium.

SECTION 103 STATIONS AND PLACES OF OFFICERS OF GENERAL GRAND COUNCIL

Officers of the General Grand Council shall occupy the customary Cryptic Masonry ritualistic stations and places to which they are elected or appointed.

ARTICLE II – OF THE TRIENNIAL ASSEMBLY

SECTION 201 OPENING AND ORDER OF BUSINESS AT THE TRIENNIAL

After having been called to order, and it has been determined that a quorum is present, the order of business at the Triennial Assembly should be as follows, subject to the discretion of the General Grand Master:

- A. The ceremonies of opening the General Grand Assembly
- B. Roll call of the General Grand Council Officers
- C. Report of the Committee on Credentials
- D. Approving the Minutes of the previous General Grand Triennial Assembly
- E. Reception of Distinguished Guests
- F. Reception of Past General Grand Masters
- G. Roll call of current Regional Deputies
- H. Roll call of current General Grand Ambassadors
- I. Address of the General Grand Master
- J. Report of the Committee on the General Grand Masters Address.

- K. Report of the General Grand Treasurer
- L. Report of the General Grand Recorder
- M. Reports of the Trustees, other General Grand Officers, and Committees
- N. Report of Committee on Jurisprudence
- O. Election of General Grand Council Officers
- P. Unfinished Business
- Q. Closing of General Grand Council

SECTION 202 RULES OF ORDER IN THE GENERAL GRAND TRIENNIAL ASSEMBLY

The Rules of Order shall be as follows.

- A. At the first stroke of the General Grand Master's Gavel there shall be order, and any breach of order thereafter shall subject offenders to reprimand. Any member having been called to order twice at one session for transgressing these rules, and guilty of a third offense, may be peremptorily ordered to leave.
- B. Every member desiring to speak shall rise and address himself to the General Grand Master. No member shall speak until he is recognized by the General Grand Master. No member shall interrupt the speaker unless to call to order; but after the speaker has been set right, he may proceed by observing due order and decorum.
- C. In debate, a member may not speak more than once on the same question without permission from the presiding officer. Time limits and quantity of speakers for, or against, shall be determined by the presiding officer prior to the debate.
- D. A motion shall not be debatable until seconded, and stated by the General Grand Master, after which it shall be in the possession of the General Grand Council. Motions cannot be withdrawn except by the mover with the consent of the person seconding previous to any decision and amendment. The question, after being put by the General Grand Master, cannot be further debated.
- E. No appeals shall be allowed to the General Grand Council from the decision of the General Grand Master under these Rules of Order. The motion to "Lay on the Table" shall not be permitted.
- F. The yeas and nays shall be ordered upon demand of nine (9) members of the General Grand Councils. In taking the yeas and nays, the Grand Councils shall be called first, followed by the subordinate Councils, and then General Grand Officers and other members called next in alphabetical order.
- G. A majority vote shall determine all questions except for:
 - 1. Amendments to Constitution which shall require a three-quarters ($\frac{3}{4}$) majority vote for adoption, or
 - 2. Amendments to the By-Laws which require a two-thirds ($\frac{2}{3}$) majority vote for adoption, or
 - 3. As may otherwise be specifically provided.
- H. On all other questions of procedure, "Robert's Rules of Order (Latest Version)", shall govern. The subsidiary motion, 'Previous Question,' shall not be permitted.

SECTION 203 PROCEEDINGS OF THE GENERAL GRAND COUNCIL

A. Contents

Following the Triennial Assembly, the Proceedings of the General Grand Council, shall be issued in printed, and/or media form and shall contain, but be not limited to:

1. The proceedings of the Triennial, and all Special and Occasional Assemblies, during the Triennial years
2. The names of all General Grand Officers
3. The names of Past Elective General Grand Officers
4. The names of committee members under their respective committee
5. The report of the Committee on Credentials in detail
6. The names of the Grand Councils and Subordinate Councils present
7. The names of Grand Council and Subordinate Councils in arrears
8. The General Grand Masters Address, reports of General Grand Treasurer, the General Grand Recorder, and the Trustees of the General Grand Council
9. Such additional information as the Trustees of the General Grand Council shall direct

B. Distribution of Proceedings

The General Grand Council Recorder shall forward the printed and/or media copies not later than six months following the Assembly:

1. One copy to each constituent Grand Council
2. One copy to each elective and past-elective officer of the General Grand Council
3. One copy to each of the appointive General Grand Officers, Regional Deputies, and Ambassadors of the General Grand Council
4. One copy to unaffiliated Grand Councils
5. One copy to each subordinate Council

No more than one copy shall be sent to the same recipient who may request a specific format in advance.

ARTICLE III – OF DUTIES OF OFFICERS AND COMMITTEES

SECTION 301 DUTIES OF THE GENERAL GRAND MASTER

The duty of the General Grand Master is:

- A. To convene and preside at all General Grand Council, Cryptic Masons, International, Triennial, Special, an Occasional Assemblies
- B. To decide all question of Usage, Order, and Cryptic Law
- C. To exercise the "Executive" functions of the General Grand Council, in accordance with the orders, directions, resolutions and transactions of its membership at its Triennial or Special Assemblies
- D. To present a written address at the Triennial Assembly setting forth his official acts, the general condition of Cryptic Masonry internationally, and make such recommendations as he may deem necessary
- E. To exercise such other powers and authority, in the interim between Triennials, as may be set forth or be implied in the Constitution and By-Laws of the General Grand Council
- F. To supervise the administrative obligations of the elected and appointed General Grand Council Officers for the term which they have been selected

- G. To serve as Chairman of, and preside over, all meetings of the Trustees
- H. To appoint non-elected General Grand Officers, Deputies, Ambassadors, Standing Committees and other officials as he shall deem necessary or desirable to carry on the work of the General Grand Council, and to fill vacancies
- I. To appoint any additional committees that in his discretion as are required to foster the advancement of the General Grand Council
- J. To nominate a Companion for the Medal of Honor and to select three (3) Columbian Medal Awards at-large per Triennial with the approval of the elected General Grand officers
- K. To reprimand, suspend and replace any appointed Officer, Regional Deputy, Ambassador, or Committee Member for cause
- L. To appoint an Assistant General Grand Treasurer, due to the absence, incapacitation, resignation, death or failure in performance of General Grand Treasurer's office, as determined by a majority of the Trustees. The Assistant General Grand Treasurer shall have authority to perform all the duties of the General Grand Treasurer and receive all enumeration due the office until a successor is elected and installed
- M. To appoint an Assistant General Grand Recorder, due to the absence, incapacitation, resignation, death or failure in performance of General Grand Recorder's office, as determined by a majority of the Trustees. The Assistant General Grand Recorder shall have authority to perform all the duties of the General Grand Recorder and receive all enumeration due the office until a successor is elected and installed
- N. To execute all official documents pertaining to the business of the General Grand Council
- O. To divide the General Grand Council into such number of Regions as he may deem advisable and to increase, decrease, realign such as in his and the Trustees opinion, will best serve the interests of the General Grand Council membership
- P. To perform such other duties as may be required by the Constitution and By-Laws of the General Grand Council and the Customs and Usages of Cryptic Masonry

SECTION 302 DUTIES OF THE DEPUTY GENERAL GRAND MASTER

The duty of the Deputy General Grand Master is:

- A. To preside at all General Grand Assemblies in the absence, unavailability, or incapacity of the General Grand Master
- B. To serve as a member and Vice Chairman of the Trustees of the General Grand Council, and in the absence of the General Grand Master, to preside
- C. To present the Triennial Budget with the assistance of the Finance and Accounts Committee, General Grand Treasurer & General Grand Recorder

- D. To perform such other duties as assigned or may be required by the Constitution and By-Laws of the General Grand Council and the Customs and Usages of Cryptic Masonry

SECTION 303 DUTIES OF THE GENERAL GRAND PRINCIPAL CONDUCTOR OF THE WORK

The duty of the General Grand Principal Conductor of the Work is:

- A. To assume the duties of the General Grand Master and/or the Deputy Grand Master in their absence, and assume the power and authority of their office as prescribed in the Constitution and By-Laws
- B. To serve as a member of the Trustees, and to preside at all General Grand Assemblies in the absence, unavailability, or incapacity of the General Grand Master and Deputy Grand Master
- C. To review the corporate and financial position of the General Grand Council for clarification and amending, and to advise and make recommendations to the Trustees of this General Grand Council for review
- D. To prepare and present at the Triennial Assembly a written summary of the transactions of the Trustees during the Triennial
- E. To perform such other duties as assigned or may be required by the Constitution and By-Laws of the General Grand Council and the Customs and Usages of Cryptic Masonry

SECTION 304 DUTIES OF THE GENERAL GRAND TREASURER

The duty of the General Grand Treasurer is:

- A. To file a bond in the sum as the Trustees of the General Grand Council may direct, with the General Grand Trustees at the commencement of his term of office, upon condition, that he will faithfully discharge the duties of his office, and will deliver to his successor in office, or on demand of the Trustees of the General Grand Council, all funds, securities, jewels, vouchers, bonds, papers and other property, of the General Grand Council in his possession. Said bond is to be furnished by a surety company qualified to do business in the State of the General Grand Treasurer's residence, and approved by the Trustees of the General Grand Council; the cost thereof is to be paid out of the funds of the General Grand Council
- B. To insure the keeping of a suitable and permanent financial accounting of the General Grand Council, and the careful segregation and recording therein of all moneys received in the name of the General Grand Council
- C. To issue checks in payment of obligations of the General Grand Council, when authorized by the General Grand Council, or the Board of Trustees of the General Grand Council
- D. To prepare and deliver a quarterly financial statement of the various funds of the General Grand Council in such form and substance as may be required by the Board of Trustees to the Board of Trustees and the Finance and Accounts Committee
- E. To submit all records and documents of whatever nature of his office relates to the business transactions of the General Grand Council for the Triennial to the auditor, appointed by the Board of Trustees for examination

- F. To report the current status of the budget, all finances and funds held by the General Grand Council to the Board of Trustees at all Board meetings
- G. To immediately transmit all accounts and documents in his possession to his successor in office
- H. To perform such other duties as assigned by the Board of Trustees or may be required by the Constitution and By-Laws of the General Grand Council

SECTION 305 DUTIES OF THE GENERAL GRAND RECORDER

The duty of the General Grand Recorder is:

- A. To file a bond in the sum as the Trustees of the General Grand Council may direct, with the General Grand Trustees at the commencement of his term of office, upon condition that he will faithfully discharge the duties of his office, and will deliver to his successor in office, on demand of the Trustees of the General Grand Council, all funds, securities, jewels, vouchers, bonds, papers and other property of the General Grand Council in his possession. Said bond is to be furnished by a surety company qualified to do business in the General Grand Recorders State of residence, and approved by the Trustees of the General Grand Council. The cost thereof is to be paid out of the funds of the General Grand Council
- B. To keep and maintain an office as directed by the Trustees of the General Grand Council at a location approved by the Trustees
- C. To attend all Assemblies of the General Grand Council and record the proceedings thereof. To attend the meetings of the General Grand Trustees and record their proceedings. The record of these proceedings shall be made available for inspection by any member of the General Grand Council at the General Grand Recorders Office. The proceedings should also be included and printed in the proceedings of the Triennial
- D. To preserve among the archives of the General Grand Council, a transcript of such records, and all original documents pertaining to the Triennial, Special, or Occasional Assemblies of the General Grand Council
- E. To prepare the Proceeding of the General Grand Triennial, Special, and Occasional Assemblies for publication within six months of the proceeding Triennial, and further to have available said Proceeding in a format approved by the Trustees of the General Grand Council for distribution. To edit the proceeding and provide same for review by the Immediate Past General Grand Master and the Trustees prior to distribution
- F. To prepare, attest and duly seal all Dispensations, Charters, Certificates, Commissions and other instruments of writing emanating from the General Grand Council, General Grand Master, or Trustees of the General Grand Council keeping a record thereof
- G. To insure the keeping of a suitable and permanent financial account of the General Grand Council, Grand Councils, and Subordinate Councils and the careful accounting and recording therein of all money received by him
- H. To maintain an adequate supply of Cryptic Rituals, Codes, Forms, and other publications for the use by General Grand Council, Grand Council, and

Subordinate Councils. These shall be for sale at a price set by the General Grand Recorder, and reviewed by the Trustees. With approval of the General Grand Trustees, items may be sold and distributed by electronic media

- I. To examine the Returns of the Grand Councils, and Subordinate Councils as for correctness of their Per Capita and fees, to adjust any differences he may find and report his findings to the General Grand Council
- J. To procure a General Grand Master's Apron, Case, and Jewel for the General Grand Master for his use while in office, and retained when he retires
- K. To have custody of the Seal and jewels of the General Grand Council
- L. To prepare and present a full and accurate report of his performance of his duties for each of the preceding fiscal three years
- M. To chair the Committee on Credentials and Registration
- N. To perform such other duties as assigned by the Board of Trustees or may be required by the Constitution and By-Laws of the General Grand Council

SECTION 306 DUTIES OF THE REGIONAL DEPUTY GENERAL GRAND MASTERS.

The duty of a Regional Deputy General Grand Master is:

- A. To visit each Grand Council Assembly in their respective Region
- B. To report to the General Grand Master the status of each Grand Council within the Region
- C. To represent the General Grand Master at activities of the Grand Councils, and Subordinate Councils when called on by the General Grand Master
- D. To prepare and present at the Triennial Assembly a summary of the activities within the Region assigned
- E. To conduct an annual Regional meeting in concert with the General Grand Chapter, and Grand Encampment
- F. To perform such other duties as assigned by the General Grand Master, or may be required by the Constitution and By-Laws of the General Grand Council

SECTION 307 DUTIES OF THE GENERAL GRAND APPOINTED OFFICERS

The duty of an Appointed Officer is:

- A. To perform such duties as assigned by the General Grand Master, or that may be required by the Constitution and By-Laws of the General Grand Council and the Customs and Usages of Cryptic Masonry
- B. It shall also be the duty of the General Grand Chaplain to attend the General Grand Triennial and other communications, and there offer up prayers, suitable to the occasion, as established by the Customs and Usages of Cryptic Masonry. The General Grand Chaplain shall provide for memorial recognitions for our departed Past General Grand Officers, and constituent Companions.

SECTION 308 DUTIES OF THE GENERAL GRAND AMBASSADORS

The duty of a General Grand Ambassador is:

- A. To act as a Special Representative of the General Grand Council in their respective State, Region, Province, Territory, or Country, for which they have been appointed
- B. To aid visiting General Grand Officers in the Grand Jurisdiction
- C. To aid the Regional Deputy during Regional Conferences, and at the Triennium Assembly
- D. To participate and promote General Grand Council in all its endeavors
- E. To perform such other duties as assigned by the General Grand Master and Regional Deputies

SECTION 309 DUTIES OF THE IMMEDIATE PAST GENERAL GRAND MASTER

The duty of the Immediate Past General Grand Master is:

- A. To serve as a Board Member of the Cryptic Masons Medical Research Foundation.
- B. To serve as an advisory member of the General Grand Council Trustees.

SECTION 309 DUTIES OF THE PAST GENERAL GRAND MASTERS

The duty of the Past General Grand Masters' is:

- A. To serve as advisory members of the General Grand Council Trustees, when called upon by the Trustees
- B. To serve as advisory members of the "Cryptic Masons Medical Research Foundation, Incorporated" when called upon

SECTION 311 DUTIES OF THE GENERAL GRAND TRUSTEES

The Power and Duties of the General Grand Trustees are:

- A. To attend Trustees meetings twice a year, at such time and place as determined by the General Grand Master. They may hold special meetings at the order of the General Grand Master or upon written call of two (2) Trustees. Each Trustee shall have no less than two (2) weeks notice of time and place of each meeting
- B. The General Grand Master shall preside as Chairman, and in his absence, the Deputy General Grand Master shall preside
- C. To designate one or more banks as depositories of investments and other valuable papers belonging to the General Grand Council. Access thereto shall be invested by the General Grand Council Treasurer and Recorder and be authorized by the Trustees of the General Grand Council
- D. To receive all real, personal and mixed property in the name of the "General Grand Council, Cryptic Masons, International"
- E. To establish an investments policy for the funds or trust funds of the General Grand Council
- F. To review all bills and claims against the General Grand Council

- G. To make a report at the Triennial Assembly of the General Grand Council setting forth in detail all their acts in the management and control of the General Grand Council funds during the Triennial, and may make recommendations relating to the property and financial interests of the General Grand Council as they may deem necessary and advantageous
- H. To examine and approve all new or abbreviated forms required for use by Grand Councils and Subordinate Councils
- I. To employ a Certified Public Account, or Accountants, who shall examine and report upon income, expenditures, and all other matters relating to the financial affairs of the General Grand Council. The report of the Auditor shall be filed with the General Grand Recorder, together with a certificate that such audit has been made, and said certificate shall be included in the proceedings of the General Grand Council Assembly
- J. To procure a security bond for the General Grand Council Recorder and General Grand Treasurer, and appointed Assistants who have custody of funds or property of the General Grand Council
- K. To procure blanket Liability Insurance and Workers Compensation Insurance for the protection of the General Grand Council in such sum and under such conditions as they may determine
- L. To function as the Human Resources/Personnel Committee to oversee, to set and provide compensation for persons employed to perform services in connection with the business of the General Grand Council
- M. To appoint and Assistant General Grand Treasurer and determine salary
- N. To appoint an Assistant to the General Grand Recorder and determine salary
- O. To approve all manuscripts for publications prior to printing
- P. At their discretion, and prior to disposing of operative business records and documents of the General Grand Council that have no historical value and which are no longer of use, providing all Federal, and State of incorporation standards for retention of business documents are observed, such documents may be destroyed
- Q. In the case of a vacancy on the Trustees, the surviving Trustees shall appoint a Past General Grand Master to fill the vacancy until the next Triennial
- R. The Trustees shall establish a policy and procedure for the reimbursement of necessary expenses incurred in performing duties on behalf of Cryptic Masons, International within the guidelines of the Internal Revenue Service of the United States, subject limitations of the approved budget

SECTION 312 VACANCIES

- A. Should the office of General Grand Master be vacated by death, permanent disability, or other causes, the Deputy General Grand Master and the General Grand Principal Conductor of the Work, shall in the order named, be installed and succeed to the office vacated, along with its title and prerogatives. The question of permanent disability or other causes as herein used shall be determined by the Committee on Cryptic Jurisprudence.

- B. The General Grand Master, Deputy General Grand Master, and the General Grand Principle Conductor of the Work cannot resign.
- C. Resignations of other Elective and Appointive Grand Officers and members of any committee may be accepted by the General Grand Master and replacements named.

A. Should the office of General Grand Master be vacated by death, permanent disability, or other causes, the Deputy General Grand Master and the General Grand Principal Conductor of the Work, shall in the order named, be installed and succeed to the office vacated, along with its title and prerogatives. As to the office of the General Grand Master, the question of permanent disability or other causes as herein used shall be determined by the Committee on Cryptic Jurisprudence. Upon issuance of a resolution confirming that Committee's determination by the Deputy General Grand Master and General Grand Principal Conductor of the Work acting as the Board of Trustees, the office of General Grand Master shall be deemed vacant and the Deputy General Grand Master shall succeed to the office of General Grand Master for the remainder of the Triennial term.

B. Should succession occur due to a vacancy in the office of General Grand Master or Deputy General Grand Master, the remaining vacant office may be filled by:

1. Appointment of a Past General Grand Master as the interim General Grand Principal Conductor of the Work as selected by the concurrence of the Board of Trustees until such time as a Special Assembly of the General Grand Council is held, nominations received, and election held to fill the vacancy. The Past General Grand Master so appointed shall not be eligible to continue in that office or advance by election at the next regular Triennial Assembly.

2. If all of the Past General Grand Masters decline the appointment, or if the General Grand Master and the Deputy General Grand Master jointly decide not to appoint a Past General Grand Master to the vacancy, the General Grand Recorder shall issue the Board of Trustees' call for a Special General Grand Assembly for the primary purpose of an election to fill the vacancy, with three months' notice to the voting membership. The qualified member elected shall be installed in due form and assume the title and prerogatives of the office of General Grand Principal Conductor of the Work for the balance of the Triennial term of office.

3. As an alternative to the appointment of a Past General Grand Master as an interim General Grand Principal Conductor of the Work, or a call for a Special General Grand Council Assembly, the General Grand Master and the remaining elected advancing line officer, acting as the Board of Trustees, may submit a panel of three eligible and qualified members for special election to the position that is conducted by an electronic ballot of the voting membership. The individual elected by such electronic ballot upon a majority of the ballots cast in due form will be installed in due form, and assume the title and prerogatives of the office of General Grand Principal Conductor of the Work for the balance of the Triennial term of office. The General Grand Recorder shall give ninety days' notice of the special election to the Grand Recorders of the member Grand Councils, Recorders of the constituent councils under direct supervision of the General Grand Council and the voting membership.

C. The General Grand Master, Deputy General Grand Master, or the General Grand Principal Conductor of the Work may submit a written resignation for reasons of health, disability or inability to perform the duties of their position which may be accepted by the Board of Trustees. The General Grand Recorder shall notify the member Grand Councils and any constituent councils under direct supervision of the General Grand Council of any such resignation.

Resignations of other Elective and Appointive General Grand Officers and members of any committee may be accepted by the General Grand Master and replacements

named by the General Grand Master with notice to the Board of Trustees

ARTICLE IV – OF DUTIES OF STANDING COMMITTEES

SECTION 401 DUTIES OF THE COMMITTEE ON FINANCE AND ACCOUNTS

The duty of the Committee on Finance and Accounts is:

- A. To manage the day-to-day investments of the General Grand Council within such criteria as determined by the General Grand Council Trustees
- B. To retain or change the services of brokers, financial consultants or professional managers with the approval of the General Grand Council Trustees
- C. To assist the General Grand Trustees with the General Grand Council Triennial finance report
- D. To make recommendations to the Trustees as to the finances of the General Grand Council

SECTION 402 DUTIES OF THE COMMITTEE ON CRYPTIC JURISPRUDENCE

The duty of the Committee on Cryptic Jurisprudence is:

- A. To consider and report on all questions of Cryptic Masonic Law referred to it by the General Grand Council Elected Officers, or any Committee of the General Grand Council, including decisions of the General Grand Master during the Triennial
- B. To consider and report on all proposed amendments to the Constitution and By-laws
- C. To monitor and correct the contents of the Constitution and By-Laws for spelling, grammar, punctuation, and miss-wording in conjunction with the General Grand Recorder

SECTION 403 DUTIES OF THE COMMITTEE ON CREDENTIALS AND REGISTRATION

The duty of the Committee on Credentials and Registration is:

- A. To receive and examine the credentials of members and delegates to the General Grand Council and to report thereon to the Assembly as soon as practical after the opening of the Triennial Assembly, the numerating of delegates present and entitled to vote and to participate in the proceedings thereof
- B. The Chairman of the Committee shall be the General Grand Recorder
- C. The Committee shall consist of five (5) or more members

SECTION 404 DUTIES OF THE COMMITTEE ON AUDIT

The duty of the Committee on Audit is:

- A. To conduct annual Audits of the Administrative and financial records of the Grand Council

- B. To report the findings to the Trustees and the cumulative results to each Triennium

SECTION 405 REPORTS OF OFFICERS, TRUSTEES AND COMMITTEES

- A. All reports of Officers, Trustees, and Committees shall be submitted in triplicate and shall be duly signed.
- B. Committee Reports shall be signed by a majority of the committee. If there is a dissenting minority, they may present a report in like manner.

ARTICLE V – OF FUNDS AND FINANCIAL

SECTION 501 FUNDS OF THE GENERAL GRAND COUNCIL

The Funds of the General Grand Council shall be:

- A. GENERAL FUND – The General Fund shall be maintained for the operation and maintenance of the General Grand Council under the supervision of the Board of Trustees. This Fund shall receive all moneys thereafter paid to the General Grand Council, except those specifically designated for other funds.
- B. GENERAL GRAND COUNCIL PROGRAM FUND– The Program Fund is established as a permanent endowment fund to assist the General Grand Council in meeting its operational expenses in perpetuity and shall also be maintained for the initialization and perpetuation of all benefit and self-funded programs of the General Grand Council.
 - 1. The Members of the Program Board shall consist of the five (5) elected officers of the General Grand Council plus up to four (4) appointed advisory members, three (3) of whom may be Past Illustrious Grand Masters.
 - 2. The Program Board shall hold Board meetings twice a year at such time and place as determined by the Program Board.
 - 3. The Program Board shall ensure that the Program funds designated for the principal corpus are invested in accordance with established policy and establish and maintain procedures to ensure that the proper investment and use of the Program Funds are followed.
 - 4. Promotional proceeds identified as such shall be placed in the Program Fund and are to remain there as part of the permanent fund unless designated by the Program Board for use in furtherance of promotional activities and events.
 - 5. The General Grand Treasurer will invest the Program funds in accordance with the approved Investment Policy with the approval of the Program Board.
 - 6. The General Grand Treasurer shall file an annual report of finances and the actions of the Program Board as a part of the General Grand Treasurers Triennial report.
- C. LIFE MEMBERSHIP FUND – The Life Membership Fund shall receive all funds designated as Life Membership for investment. Income from this Fund shall be used to offset the per capita of affiliated Grand Councils and Subordinate Councils on a basis set by the Board of Trustees.

SECTION 502 FEES, DUES, ASSESSMENTS, etc.

All Fees, Per Capita, Dues, Assessments, etc. shall be calculated and paid in U.S. Currency.

A. Dispensation to Form–

1. Councils – The sum of fifty dollars (\$50.00) for each Dispensation to create a subordinate Council
2. Grand Councils -The sum of one hundred dollars (\$100.00) for each Dispensation to create a Grand Council

B. Charter –

1. Councils - A Fee of seventy five dollars (\$75.00) for issuance of an original Charter to a Subordinate Council
2. Grand Councils - A Fee of one hundred fifty dollars (\$150.00) for issuance of an original Charter to Grand Council
3. Duplicate Charters – A fee of fifty dollars (\$50.00) to reissue a Charter lost, destroyed or unusable

C. Per Capita and Fees–

1. The annual per capita dues assessed each Constituent Grand Council of the General Grand Council shall two dollars and fifty cents (\$2.50) for each Cryptic Mason or Royal and Select Master in good standing on their rolls as of the usual lawful date of their Annual Grand Assembly or on the last day of their fiscal year, excepting those holding General Grand Council Life Memberships as defined in subsection D (below).
2. Subordinate Council per capita - Each subordinate Council shall pay into the treasury of the General Grand Council five dollars (\$5.00) for each companion greeted therein, and two dollars and fifty cents (\$2.50) annually for each member, until such time as a Grand Council shall be regularly established in that State, District, Territory, or Country in which such Council is located, excepting those holding General Grand Council Life Memberships as defined in subsection D (below).
3. Subordinate Council Degree Fees – Subordinate Councils under the immediate jurisdiction of this General Grand Council shall require the payment of fees of not be less than twenty-five (\$25.00) each for the Degrees of Royal Master, Select Master, and the Super Excellent Master.

D. General Grand Council Life Memberships

1. Any Cryptic Mason/Royal and Select Master, in good standing of a Constituent Grand Council or Subordinate Council, may become exempt from paying General Grand Council per capita by purchasing a non-voting Life Membership in the General Grand Council for each Council to which he belongs.
2. Life Membership Fee - A Companion may submit an application for GGC Life Membership to the General Grand Recorder, or to his Grand Recorder, who in turn will forward the application to the General Grand Recorder, the sum of twenty-five times (x 25) the General Grand Council Per Capita applicable for their States, Districts,

Territories or Countries at the time of purchase. (Reference Subsection C1, C2 - above) GGC Life Memberships do not carry any special preferences or voting privileges at the General Grand Assembly. New Life Membership Fees will become effective October 1, 2014, October 1, 2015, or one year before the effective date of any subsequently approved per capita increase. (Modified September 30, 2014)

- a. *Additions to Life Memberships*: Voluntary additions of funds to this Life Membership may be added at any time.
 - b. *Dispatch of Funds*: All funds received by the General Grand Recorder shall be deposited in the Life Membership Fund.
 - c. *Funds Ownership*: All funds deposited with the General Grand Council are the property of the General Grand Council and will be used to offset the Per Capita of the constituent Grand Councils.
 - d. *Not Refundable*: The total purchase amount of this Life Membership, or the revenue derived from its investment, is non-refundable to the purchaser.
3. The General Grand Recorder shall keep a permanent record of Cryptic Masons/ Royal and Select Masters with General Grand Council Life Memberships.
 4. The General Grand Council will design and provide each life member with a one-time special membership certificate (receipt) designating his status with the General Grand Council.
 5. The purchase of a GGC Life Membership will take effect after the annual per capita is paid in full.
 6. Each constituent Grand Council may or may not adopt this Life Membership proposal.
 7. If a General Grand Council Life Member transfers to another Council within his Grand Council or to another Grand Council's Jurisdiction, he may take his Life Membership with him, and the Grand Recorder(s) will inform the General Grand Recorder of his change in status.
 8. If a General Grand Council Life Member is a Plural Member in his Jurisdiction, or Dual Member in another Grand Council Jurisdiction, his Life Membership is only effective in each Council where he was a member when it was purchased. He may purchase General Grand Council Life Memberships in all Councils where he is a member. However, Grand Councils to which he belongs will pay the per capita to the General Grand Recorder for each council where he doesn't hold a Life Membership.
 9. Holders of a General Grand Council Life Membership certificate are subject to all the laws, rules and regulations as provided in the code of any Grand Council Cryptic Masons or Royal and Select Masters and loss of membership by suspension or expulsion shall automatically abrogate his life membership and any claim to any portion of any such fees paid for such life membership.
 10. Any Council or individual may purchase a Permanent Memorial Life membership in the name of a deceased Companion for the sum of Twenty-five times (x 25) the General Grand Council per capita at the time of purchase provided that the Companion, in whose name the certificate is to be issued, was in good standing in a legally constituted Council at the time of his demise. A special membership certificate

designating the Memorial Life membership for the deceased and the purchaser may be sent to the purchaser or the family of the deceased at the request of the purchaser.

11. In the event of the dissolution of the General Grand Council, all funds in the Life Membership Fund and the Permanent Memorial Fund will be returned to the various Affiliated Grand Councils or individuals of unaffiliated Grand Councils according to their contributions or to a Masonically-affiliated 501(c)3 or similar charity under the terms of the resolution of dissolution.

SECTION 503 REVENUES OF THE GENERAL GRAND COUNCIL

The revenues of the General Grand Council shall be:

- A. Fee, dues, and assessments as set forth in Subsection 502
- B. Any money or property given, devised, bequeathed, or belonging to the General Grand Council and any income derived there from.
- C. Any and all monies or property whatsoever of which the General Grand Council has or may come into its possession.

SECTION 504 DISBURSEMENTS OF THE GENERAL GRAND COUNCIL

- A. Disbursement of funds of the General Grand Council greater than \$1000.00 or for unbudgeted expenses shall be made only by Resolution of the General Grand Council in Session or Order of the Board of Trustees of the General Grand Council.
- B. Forms of Claims – Each claim against the General Grand Council shall show each item included therein, and by whose authority the indebtedness was incurred.
- C. Form of Disbursements – Each check drawn by the General Grand Master, General Grand Treasurer, or General Grand Recorder shall show,
 1. Date of issuance
 2. To whom issued
 3. For what amount issued
 4. By what authority issued
 5. Upon which fund drawn
- D. The General Grand Master, General Grand Treasurer and General Grand Recorder shall have administrative access to the records of all cash and investment accounts.

SECTION 505 SALARIES AND EXPENSES OF OFFICERS, MEMBERS AND COMMITTEES

- A. All salaries of staff hired by the General Grand Council shall be determined by the Trustees of the General Grand Council and paid monthly.
- B. Officers and Committee Reimbursement – General Grand Officers, Committee members, and Regional Deputies may be reimbursed for necessary expenses in accordance with the policy and procedures as established by the General Grand Board of Trustees, in a timely manner, subject to the budget and approval of the Trustees of General Grand Council, provided that

the expenses are not paid by any other Masonic General or Grand Body for the same Period and/or event.

SECTION 501 FUNDS OF THE GENERAL GRAND COUNCIL

The Funds of the General Grand Council shall be:

- A. **GENERAL FUND** – The General Fund shall be maintained for the operation and maintenance of the General Grand Council, and shall consist of its Assets and Liabilities. This Fund shall receive all moneys thereafter paid to the General Grand Council, except those specifically designated for other funds.

- B. **GENERAL GRAND COUNCIL CORPORATE FOUNDATION** – The General Grand Council Corporate Foundation is established as a permanent endowment fund to assist the General Grand Council in meeting its operational expenses in perpetuity.
 1. The Members of the Corporate Foundation Board shall consist of the three (3) principal elected officers of the General Grand Council and consist of five (5) members in total plus appointed advisory members as follows:
 - a. General Grand Master
 - b. Deputy General Grand Master
 - c. General Grand P.C.W.
 - d. General Grand Treasurer
 - e. General Grand Recorder
 - f. Chairman of the Finance Committee advisory Board Member
 - g. Up to Three (3) **PGIM** to be selected advisory Board Members by the Trustees for each Triennium. **(Modified September 30, 2014)**
 2. The Corporate Foundation Board shall hold Board meetings twice a year at such time and place as determined by the Corporate Foundation Board.
 3. The Corporate Foundation Board shall ensure that the Corporate Foundation funds are invested in accordance with established policy, and procedures to assure that the proper investment and use of the Corporate Foundation Funds are followed.
 4. **Promotional funds identified as such shall be placed in the Corporate Foundation Fund and are to remain there as part of the permanent fund. (Modified September 30, 2014).**
 5. The General Grand Treasurer will invest the Corporate Foundation funds in accordance with the approved Investment Policy with the approval of the Corporate Foundation Board.
 6. The Corporate Foundation Board shall file an annual report of finances and the actions of the Corporate Foundation Board which will be forwarded as a part of the General Grand Treasurers Triennial report.

SECTION 502 FEES, DUES, ASSESSMENTS, etc.

All Fees, Per Capita, Dues, Assessments, etc. shall be calculated and paid in U.S. Currency.

- A. Dispensation to Form–
 1. Councils – The sum of fifty dollars (\$50.00) for each Dispensation to create a subordinate Council
 2. Grand Councils -The sum of one hundred dollars (\$100.00) for each Dispensation to create a Grand Council

B. Charter –

1. Councils - A Fee of seventy fifty dollars (\$75.00) for issuance of an original Charter to a Subordinate Council
2. Grand Councils - A Fee of one hundred fifty dollars (\$150.00) for issuance of an original Charter to Grand Council
3. Duplicate Charters – A fee of fifty dollars (\$50.00) to reissue a Charter lost, destroyed or unusable

C. Per Capita and Fees–

1. Effective October 1, 2015 - The annual per capita dues assessed each Constituent Grand Council of the General Grand Council shall **two dollars (\$2.00)** US for each Cryptic Mason or Royal and Select Master in good standing on their rolls as of the date of their Annual Grand Assembly, excepting those holding General Grand Council Life Memberships as defined in subsection D (below). **(Modified September 30, 2014)**

Effective October 1, 2016 - The annual per capita dues assessed each Constituent Grand Council of the General Grand Council shall **two dollars and fifty cents (\$2.50)** US for each Cryptic Mason or Royal and Select Master in good standing on their rolls as of the date of their Annual Grand Assembly, excepting those holding General Grand Council Life Memberships as defined in subsection D (below). **(Modified September 30, 2014)**

2. Subordinate Council per capita - Each subordinate Council shall pay into the treasury of the General Grand Council **five dollars (\$5.00)** US for each companion greeted therein, and **two dollars and fifty cents (\$2.50)** US annually for each member, until such time as a Grand Council shall be regularly established in that State, District, Territory, or Country in which such Council is located. **(Modified September 30, 2014)**
3. Subordinate Council Degree Fees - The fees in Councils under immediate jurisdiction of this General Grand Council, for the Degrees of Royal Master, Select Master and the Super Excellent Master, shall not be less than twenty-five (\$25.00) **each. (Modified September 30, 2014)**

D. General Grand Council Life Memberships

1. Any Cryptic Mason/Royal and Select Master, in good standing of a Constituent Grand Council, may become exempt from paying General Grand Council per capita by purchasing a non-voting Life Membership in the General Grand Council for each Council to which he belongs.
2. **Life Membership Fee** - A Companion may submit an application for GGC Life Membership to the General Grand Recorder, or to his Grand Recorder, who in turn will forward the application to the General Grand Recorder, the sum of twenty-five times (x 25) the General Grand Council Per Capita applicable for their States, Districts, Territories or Countries at the time of purchase. (Reference Subsection C1, C2 - above) GGC Life Memberships do not carry any special preferences or voting privileges at the General Grand Assembly. **New Life Membership Fees will become effective October 1, 2014, October 1, 2015, or one year before the effective date of any subsequently approved per capita increase. (Modified**

September 30, 2014)

- a. *Additions to Life Memberships:* Voluntary additions of funds to this Life Membership may be added at any time.
 - b. *Dispatch of Funds:* All funds received by the General Grand Recorder shall be deposited in the General Grand Council Corporate Foundation.
 - c. *Funds Ownership:* All funds deposited with the General Grand Council are the property of the General Grand Council and will be used to offset the Per Capita of the constituent Grand Councils.
 - d. *Not Refundable:* The total purchase amount of this Life Membership, or the revenue derived from its investment, is non-refundable to the purchaser.
3. The General Grand Recorder shall keep a permanent record of Cryptic Masons/ Royal and Select Masters with GGC Life Memberships.
 4. The General Grand Council will design and provide each life member with a one-time special membership certificate (receipt) designating his status with the General Grand Council.
 5. A Permanent Memorial Fund (PMF) shall be established for the investment of the funds from those life members who have lost good standing or died. The earnings of these funds shall be distributed according to the Investment and Distribution Policies of the General Grand Council.
 6. The purchase of a GGC Life Membership will take effect after the annual per capita is paid in full.
 7. Each constituent Grand Council may or may not adopt this Life Membership proposal.
 8. If a GGC Life Member transfers to another Council within his Grand Council or to another Grand Council's Jurisdiction, he may take his Life Membership with him and the Grand Recorder(s) will inform the General Grand Recorder of his change in status.
 9. If a GGC Life Member is a Plural Member in his Jurisdiction, or Dual Member in another Grand Council Jurisdiction, his Life Membership is only good in each Council where he was a member when it was purchased. He may purchase GGC Life Memberships in all Councils where he is a member. However, Grand Councils to which he belongs will pay the per capita to the General Grand Recorder for each council where he doesn't hold a Life Membership.
 10. Holders of GGC Life Membership certificate are subject to all the laws, rules and regulations as provided in the code of any Grand Council Cryptic Masons or Royal and Select Masters and loss of membership by suspension or expulsion shall automatically abrogate his life membership and any claim to any portion of any such fees paid for such life membership.
 11. Any Council or individual may purchase a Memorial Life membership in the

name of a deceased Companion for the sum of Twenty-five times (x 25) the General Grand Council per capita at the time of purchase provided that the Companion, in whose name the certificate is to be issued, was in good standing in a legally constituted Council at the time of his demise. A special membership certificate designating the Memorial Life membership for the deceased and the purchaser may be sent to the purchaser or the family of the deceased at the request of the purchaser.

12. Upon the demise of the General Grand Council, all funds in the Life Membership Fund and the Permanent Memorial Fund will be returned to the various Affiliated Grand Councils or individuals of unaffiliated Grand Councils according to their contributions.

SECTION 503 REVENUES OF THE GENERAL GRAND COUNCIL

The revenues of the General Grand Council shall be:

- A. Fee, dues, and assessments as set forth in Subsection 502
- B. Any money or property given, devised, bequeathed or belonging to the General Grand Council and any income derived there from.
- C. Any and all monies or property whatsoever of which the General Grand Council has or may come into its possession.

SECTION 504 DISBURSEMENTS OF THE GENERAL GRAND COUNCIL

- A. Disbursement of funds of the General Grand Council shall be made only by order of the General Grand Council or the Trustees of the General Grand Council.
- B. Forms of Claims – Each claim against the General Grand Council shall show each item included therein, and by whose authority the indebtedness was incurred.
- C. Form of Disbursements – Each check drawn by the General Grand Treasurer shall show,
 1. Date of issue
 2. To whom drawn
 3. For what amount issued
 4. By what authority issued
 5. Upon which fund drawn

SECTION 505 SALARIES AND EXPENSES OF OFFICERS, MEMBERS AND COMMITTEES

- A. All salaries of staff hired by the General Grand Council shall be determined by the Trustees of the General Grand Council and paid monthly.
- B. Officers and Committee Reimbursement – General Grand Officers, Committee members, and Regional Deputies shall be reimbursed for necessary expenses in accordance with the policy and procedures as established by the General Grand Trustees, in a timely manner, subject to the budget and approval of the Trustees of General Grand Council, provided that expenses are not paid by any other Masonic General or Grand Body for the same Period and/or event.

ARTICLE VI – OF SUBORDINATE COUNCILS

SECTION 601 DISPENSATIONS TO FORM

In Masonic jurisdictions where there is no Cryptic Rite Masonry in practice, a petition for a dispensation to organize a Council may be submitted in accordance with the following procedure:

A. A petition for a dispensation to organize a Council must be signed by at least nine (9) regular Royal and Select Masters. The dispensation fee as stated in Section 502 A.1, must accompany the petition.

1. The petition must be accompanied by a letter from the recognized Grand Lodge of that jurisdiction stating recognition of Cryptic Rite Masonry and permission to form a Council within the jurisdiction.
2. Each petitioner must submit evidence of good standing as a Master Mason in a recognized Grand Lodge of Master Masons and as a Royal Arch Mason of a Chapter recognized by that Grand Lodge or recognized by/affiliated with the General Grand Chapter, Royal Arch Masons, International, and evidence of having received the degrees of Royal Master and Select Master in a Council recognized and affiliated with the General Grand Council, International, and a certificate of good standing or a demit from the same.

Each petitioner must submit evidence of good standing in a Chapter recognized by General Grand Chapter, Royal Arch Masons, International and evidence of having received the degrees of Royal Master and Select Master in a Council recognized and affiliated with General Grand Council, International, and a certificate of good standing or a demit from the same.

3. The petition must include:
 - a. a proposed name of the Council
 - b. the locale of the Council
 - c. the place of meeting
 - d. the names of the companions to serve as Illustrious Master, Deputy Master and Principal Conductor of the Work respectively.
4. The petitioners must certify that they will conform to the orders of the Most Puissant General Grand Master or his designated representative and to the Constitution and By-Laws of the General Grand Council.

B. After the dispensation is issued, the Council will be instituted and the principal officers placed in their offices according the procedure in the *“Manual for Cryptic Masons.”*

C. A Council Under Dispensation possesses all the legal rights and privileges granted and conferred by the General Grand Council to a chartered Council except the right to elect and install officers and to vote in General Grand Council.

D. The acting Illustrious Master shall fill all offices not named in the Dispensation from the Companions listed on the petition.

E. Each Council under Dispensation, at least two months prior to the next Triennial Assembly of the General Grand Council, shall forward to the General Grand Recorder its Dispensation, return of work done, minutes of proceedings, and a copy of its proposed By-Laws.

F. Existing membership of petitioners shall remain in abeyance when Dispensation is granted. If the petitioner fails to then petition for a Charter, he does not

become a Charter Member. If a petitioner is demitted and fails to petition for a Charter, his demit must be returned to him.

- G. If a Council under Dispensation is not issued a Charter for any reason, all members who have been received or greeted and are in good standing shall be issued a Certificate of Good Standing which shall have the same effect as a demit.

SECTION 602 CHARTERING OF SUBORDINATE COUNCILS

- A. Charters shall be granted only by the General Grand Council at its Triennial Assembly.
- B. The General Grand Council may grant a Charter for a Subordinate Council provided the Petition for Charter meets the following qualifications:
 - 1. The Petition Is signed by at least nine Select Masters who were named in the Dispensation, or were greeted by its authority together with such others as shall have received the unanimous consent of the Council to join the petition and submit their demits
 - 2. Proposes a name for the New Council
 - 3. Is accompanied by a fee as specified in Section 501 B.1
 - 4. The Petition for Charter is signed by the full name of the each petitioner
 - 5. Gives the names and offices of the Companions selected for the elective offices
- C. When a Charter has been issued to a Subordinate Council under Dispensation, such Subordinate Council cannot lawfully meet as such until it has been duly constituted, and the officers named in the Charter installed in accordance with the procedures stated in the *“Manual for Cryptic Masons.”*
- D. Expenses incurred by the Most Puissant General Grand Master or his proxy in constituting a Subordinate Council and installing its officers shall be paid by the Subordinate Council receiving the services.

SECTION 603 CHARTERED SUBORDINATE COUNCILS

Councils organized and chartered as a subordinate shall conform to, and are subject to the provisions of the Constitution and By-Laws of the General Grand Council and to the orders of the General Grand Officers.

- A. Chartered Subordinate Councils, which perform Cryptic work in good and ancient form, adhere to their own By-Laws and the General Grand Council’s Constitution and By-Laws, are represented at each Stated Triennial Assembly, and submit their Annual Returns and per capita tax each year may enjoy continued independence of operation.
- B. It is not in the power of a majority of the members of a Subordinate Council to surrender its Charter so long as nine or more of its members continue to meet and work under it.
- C. The General Grand Council may suspend the Charter of any Subordinate Council that:
 - 1. Fails to meet for minimum of six times per year.
 - 2. Fails, for the period of two consecutive Triennials, to be represented.

3. Fails to remit Annual Returns for two consecutive years.
 4. Fails to remit per capita tax for two consecutive years.
- D. When the Charter of a Constituent Council is surrendered or arrested, or the Council otherwise is dissolved, the status of all members not transferring membership to another Council in a merger shall be that of non-affiliated Cryptic Masons. The Council Recorder shall forward to the General Grand Recorder a certified list of all members either in good standing or the amount of dues and assessments owing by each at the time of demise. It shall be the duty of the General Grand Recorder to issue to each of such members a certificate stating his Masonic Standing, which certificate shall be recognized as a Demit provided it states that he is in good standing. If good standing may be restored by payment of delinquent dues and assessments, said dues and assessments may be paid to the General Grand Recorder who will then issue a new certificate.
- E. When a Charter shall become lost, destroyed, or defaced and unfit for use, it shall be lawful for the Most Puissant General Grand Master to order another to be issued. It shall set forth the members and officers in the original Charter, the Assembly at which it was granted, and the names of the Council officers attached thereto. It shall be signed by the Most Puissant General Grand Master and attested by the General Grand Recorder under the Seal of the General Grand Council.

SECTION 604 FEES AND PER CAPITA

- A. The degrees fees in the subordinate Councils under the immediate jurisdiction of this General Grand Council shall be as specified in Section 502 C 2. (above) for the Degrees of Royal Master and Select Master and the appendant degree of Super Excellent Master.
- B. Every Subordinate Council operating by Dispensation, or Charter, shall pay into the Treasury of the General Grand Council, greeting fees and per capita as specified in Section 502 C 2. (above) until such time as a Grand Council shall be regularly established in that State, District or Territory in which such Council is located. **These Annual Returns are due to the General Grand Recorder by February 28th, and they are considered delinquent if received after that date. A penalty of twenty-five dollars (\$25.00) US per month will be assessed to and paid by the recorder for any part of each month the Report is late. (Modified September 30, 2014)**

ARTICLE VII – OF GRAND COUNCILS

SECTION 701 DISPENSATIONS TO FORM

Jurisdictions with at least three (3) chartered subordinate Councils may petition to the General Grand Council for a dispensation to organize a Grand Council using the following procedure:

- A. The petition must be signed by at least nine (9) regular Royal and Select Masters. The fee for such dispensation shall be as stated in Section 501 A. 2.
 1. The petition must be accompanied by a letter from the recognized Grand Lodge of that jurisdiction stating recognition of Cryptic Rite Masonry and permission to form a Council within the jurisdiction.
 2. The petitioners must be members of Subordinate Councils in Good Standing.

3. The petitioners must certify that they will conform to the orders of the Most Puissant General Grand Master, Right Puissant Deputy General Grand Master, and the Constitution and By-Laws of the General Grand Council.
 4. The petition must identify the subordinate Councils which constitute the new Grand Council.
 5. The petition must name the Companions by office to be held for:
 - a. Most Illustrious Grand Master
 - b. Right Illustrious Deputy Grand Master
 - c. Right Illustrious Grand Principal Conductor of the Work
 - d. Right Illustrious Grand Treasurer
 - e. Right Illustrious Grand Recorder
 - f. Illustrious Grand Captain of the Guard
 - g. Illustrious Grand Conductor of Council
 - h. Illustrious Grand Steward
 - i. Illustrious Grand Chaplain
 - j. (Optional, Illustrious Grand Marshal) and
 - k. Illustrious Grand Sentinel
- B. Subsequent to the dispensation being issued, the Grand Council shall be instituted and the officers will be placed in their respective offices according to the procedure in the Manual for Cryptic Masons.
 - C. A Grand Council under Dispensation possesses all the legal rights and privileges granted and conferred by the General Grand Council to a Chartered Grand Council except the right to elect and install Grand Officers and to vote in General Grand Council as a Grand Council.
 - D. Each Grand Council under Dispensation, at least two months prior to the next Triennial Assembly of the General Grand Council, shall forward its Dispensation, return of work done, minutes of proceedings, and a copy of its proposed By-Laws to the General Grand Recorder.
 - E. If a Grand Council under Dispensation is not issued a Charter for any reason, all Constituent Councils will revert back to the status of "Subordinate" Councils.

SECTION 702 CHARTERING GRAND COUNCILS

- A. Charters shall be granted only by the General Grand Council at its Triennial Assembly.
- B. The General Grand Council may grant a Charter for a Grand Council provided the petition for Charter meets the following qualifications:
 1. Is signed by at least nine Select Masters who were named in the Dispensation, or were greeted by its authority together with such others as shall have received the unanimous consent of the Council to join the petition and submit their demits.
 2. Proposes a name for the New Grand Council.
 3. Is accompanied by a fee as specified in Section 502 B. 2.
 4. The Petition for Charter is signed in the full name of each petitioner.
 5. Gives the names and corresponding offices of the Companions selected for

the all required Grand Offices.

- C. When a Charter has been issued to a Grand Council under Dispensation, such Grand Council cannot lawfully meet as such until it has been duly constituted, and the officers named in the Charter shall have been installed in accordance with the procedure stated in the "*Manual for Cryptic Masons.*"
- D. Expenses incurred by the Most Puissant General Grand Master or his proxy in constituting a Grand Council and installing its officers shall be paid by the Grand Council receiving the services.

SECTION 703 CHARTERED GRAND COUNCILS

- A. GRAND COUNCIL SOVEREIGNTY - Every Grand Council shall be sovereign in its own jurisdiction and shall determine the legal status of the Cryptic Masons (or Royal and Select Masters) of their jurisdiction, and shall have absolute authority over and control of the Cryptic Rite within their Grand Jurisdiction; including the form and substance of the rituals used in conferring the Cryptic Rite of Masonry, to wit; Royal Master, Select Master, together with the degree of Super Excellent Master.
- B. CHARTER OR DISPENSATION REQUIRED - Every Council of Cryptic Masons (or Council of Royal and Select Masters) must have a charter or dispensation from either the General Grand Council or from a chartered Grand Council to be deemed legal. Masonic communication, both public and private, is hereby interdicted and forbidden between any Council, or Assembly so illegally formed, held or opened without such dispensation or charter issued or with any member of it, or any person assumed to be received or greeted therein. Nothing in this Section shall be construed to apply to the jurisdiction~~s~~ of Virginia or West Virginia.
- C. ANNUAL RETURNS - The Grand Recorder of each Grand Council shall be required to transmit to the General Grand Recorder an official notice of the election of its Grand Officers within thirty (30) days thereafter with Per Capita being paid within ninety (90) days, and also transmit to the General Grand Recorder an electronic copy of their proceedings as soon as the same are printed.
- D. GRAND COUNCIL CONSTITUENCY.
 - 1. WITHDRAWAL - Every Grand Council may withdraw its constituency from this General Grand Council; provided always, that before such withdrawal shall be effective in the General Grand Council, a certified copy of the resolution of withdrawal so adopted by the constituent Grand Council shall be filed with the General Grand Recorder, signed and certified by the Grand Master and Grand Recorder of the Grand Council so withdrawing; and provided further that if, at the time of the withdrawal, any companion of the Grand Council so withdrawing, shall at the time of such withdrawal be an officer of or hold a membership on a committee of this General Grand Council, such office or committee membership shall become vacant; and provided further, that all indebtedness to this General Grand Council shall have been paid.
 - 2. AFFILIATION/RE-AFFILIATION - Any Grand Council may affiliate/re-affiliate at any time after the introduction of an appropriate resolution to accomplish such. A certified copy of the resolution for affiliation/re-affiliation so adopted by the Grand Council shall be filed with the General Grand Recorder. This

resolution shall be signed and certified by the Grand Master and Grand Recorder of said Grand Council. The Grand Council will be immediately subject to the requirements to file an Annual Return and subject to per capita. The current Illustrious Grand Master, Deputy Grand Master, and Grand Principal Conductor of the Work are to be considered members of the General Grand Council and all living Past Grand Illustrious Masters are to be considered permanent members of the General Grand Council.

- E. DUPLICATE CHARTERS - When a Charter of a Grand Council chartered by the General Grand Council shall become lost, destroyed, or defaced and unfit for use, it shall be lawful for the Most Puissant General Grand Master to order a duplicate Charter to be issued. It shall set forth the members and officers in the original Charter, the Assembly at which it was granted, and the names of the Grand Council officers attached thereto. It shall be marked as DUPLICATE, signed by the Most Puissant General Grand Master and attested by the General Grand Recorder under the Seal of the General Grand Council.

ARTICLE VIII – BYLAW AMENDMENTS

These Bylaws may be amended at any Triennial or Special Assembly by a two-thirds (2/3) vote provided the procedures set forth in the Constitution, Article X, Section 1002, for submitting an Amendment are followed. Amendments will become effective at the close of the Assembly unless moved to take effect immediately by unanimous vote.