



Grand Council
Cryptic Masons

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Date: September 6, 2018

To: Missouri Councils of Royal and Select Masters
Grand Council Officers
Regional Deputy Grand Masters
Past Grand Masters
Grand Council Committee on Jurisprudence

Subject: Grand Council of Missouri By-Laws

Companions,

On June 8, 2018, the Grand Council of Missouri adopted several changes to the By-Laws of the Grand Council of Missouri. Those adopted changes (as amended) are below and shall be presented to the officers and members present at your next Stated Assembly and notice of such presentation documented in the minutes of your Council. A copy of the revised Constitution and By-Laws may be found on the Grand York Rite of Missouri Web Site in the Document Library. You may refer to the 2018 Preliminary Proceedings on the web site to see the legislative packages presented. If you have questions about any specific action taken please do not hesitate to contact me or the Jurisprudence Committee.

PROPOSAL No. 1

BE IT RESOLVED THAT: the language of **ARTICLE II, SEC. 16A. Grand Council Contracts**, be moved to a new third paragraph under **Article III, Section 18. Standing Committees, Duties of. (4) The Committee on Finance and Accounts.**

As revised:

(1) *The Committee on Finance and Accounts* shall examine the financial statements of the Grand Treasurer and Grand Recorder together with the report of the Auditor and report upon the same. It shall also report upon all matters touching the finances of the Grand Council, and no appropriation shall be made without having been considered and reported upon by this committee. The fiscal year of the Grand Council shall end May 31st of each year. (*Amended 5/15/03*)

In addition, in the event of the death or disability of either the Grand Treasurer or Grand Recorder, the Finance and Accounts Committee together with the concurrence of the Grand Master shall have the authority to remove all ledgers and financial records and shall retain a qualified auditor not previously involved who shall perform a complete audit of such records. These actions shall be conducted with expediency so as not to interfere with operations of the office. (*Added 5/2/97*)

Grand Council Contracts. The execution of any contract by any officer or representative of the Grand Council of Cryptic Masons of Missouri with a duration of more than one (1) year or more or any contract obligating the Grand Council to expend one thousand dollars (\$1,000.00) in the aggregate, shall require the written approval by a majority of the Grand Master, Deputy Grand Master, Grand Principal Conductor of the Work, Grand Captain of the Guard and Grand Recorder. (*Added 5/13/15, Amended 7/8/18*)

PROPOSAL No. 7

ARTICLE VI, Chartered Councils, SEC. 61. Annual Returns. On or before December 31 each year, Council Recorders will submit to the Grand Recorder a complete list of remissions for their Council to include the member's full name and type of remission in accordance with **Section 106. Dues, Remission.**

On or before February 1 each year the Grand Recorder will provide a Masonic Membership Solutions (MMS) statistical report for the previous reporting year along with a bill for the calculated fees due the Grand Council. The bill will include appropriate fees and credits. Fees shall consist of Greeting Fees, Per Capita and any outstanding balances from the previous year's return. Credits shall consist of approved Remissions, Endowed Memberships and General Grand Council Life Memberships as verified by the Grand Recorder, along with any overpayments from the previous year's return. A Financial Report Form and an Annual Audit Committee Report Form (see **Section 61B. Annual Audit**) will also be included as part of the Annual Return. All forms shall be forwarded to the Grand Recorder with a copy of the latest IRS Form 990 or a copy of the acceptance of the electronic submission of a Form 990N, no later than the first day of March of each year. Failure to make such return as provided shall subject the Council to a fine of twenty-five dollars (\$25.00) dollars for each period of thirty days, or fraction thereof, said return is withheld.

PROPOSAL No. 8

To add Section 61B. Annual Audit:

ARTICLE VI, Chartered Councils, SEC. 61B. Annual Audit. There shall be a complete and careful audit of the financial affairs of each subordinate council and of the books, accounts, and vouchers of the Recorder and Treasurer and of others handling, and having in charge, money or property of the council. Such audit shall cover the period from the last previous audit up to and including the thirty-first day of December of each year.

Upon his election, or as soon thereafter as is possible, the Master-elect, shall appoint an auditing committee of three or more members, whose duty it shall be forthwith to audit the books and accounts and vouchers of the Treasurer and Recorder of the council. If the council has trustees, or other custodians of property or funds, then their books, accounts, and vouchers shall also be audited, and the securities or other property checked, inspected, etc. The books, accounts and vouchers of any other officer, member or committee may also be designated by the Master-elect and may be subject to an audit.

The Master-elect, may in lieu of an auditing committee designate any certified public accountant or firm of certified public accountants to make the final audit, provided that the certified public accountant or member of a firm of the same is not related by blood or marriage to the out-going Master, Recorder, or Treasurer.

The report of audit shall be in duplicate, in writing, and be signed by the Auditing Committee or by the C.P.A., or firm of C.P.A.'s who made the audit.

One copy of the report shall be delivered forthwith to the Master-elect, who shall see that the same is presented to and read in open council at the next stated assembly following its date and be spread upon the records thereof; and the other copy shall be transmitted to or filed with the Grand Recorder on or before the first day of March (that being the date for the transmittal to or filing with the Grand Recorder of the annual returns of the council).

All of the actions contemplated herein shall be performed with a view to having the audit completed and the report made prior to the first day of March in each year.

Said report of audit shall be made upon standard printed forms provided by the Grand Recorder, but nothing contained in or omitted from such printed forms shall relieve the auditing committee or C.P.A., or firm of C.P.A.'s from reporting fully and completely their findings in the premises.

PROPOSAL No. 9

ARTICLE XVII, Dual-Plural Memberships, SEC. 141A. Duties of Council Recorders and of the Grand Recorder.

(A) The Recorder of each Council of Missouri shall:

(1) Notify the Grand Recorder of the suspension for non-payment of dues or otherwise, the expulsion of a Dual/Plural member;

(2) Notify the Grand Recorder of the reinstatement of good standing of a Dual/Plural member;

(3) Forward the Certificate of Dimission from council of "original membership" to the Grand Recorder for certification and transmittal;

(B) The Grand Recorder of the Grand Council of Missouri shall:

(1) Notify the other councils involved of the suspension for non-payment of dues or otherwise, the expulsion of a Dual/Plural member;

(2) Notify the other councils involved that a Dual/Plural member has regained good standing after suspension;

(3) Forward the Certificate of Dimission from the council of “original membership” to the council to be regarded by the member as the council of “original membership” to the council to be regarded by the member as the council of “original” or “parent” membership.

PROPOSAL No. 10

To add Section 141D:

ARTICLE XVII, *Dual-Plural Memberships*, SEC. 141D. *Suspension of Dual/Plural Member for Non-Payment of Dues:* A member shall become suspended in all Councils for non-payment of dues when he fails to pay dues in either the original Council or the Council/Councils he holds dual/plural membership.

PROPOSAL No. 11

ARTICLE IX. Dues SEC. 105. Dues, Minimum. Council dues shall not be less than \$10.00 plus Grand Council per capita and fees in addition to per capita of the General Grand Council, per annum, payable in advance on the first day of January.

PROPOSAL No. 12

Addition of new **ARTICLE XIX, *Masonic Membership Solutions (MMS)***

SEC 143. *Masonic Membership Solutions (MMS)*. MMS will be the official digital repository of all membership records of the Grand Council of Cryptic Masons of Missouri.

SEC 144. *Use of Data/Content*. Anyone granted access will agree that the use of the data is only as intended by the MMS system. Each individual granted access to data holds a position of trust and must preserve the security and confidentiality of the information he/she uses or accesses. Users are required to abide by all applicable Federal and State guidelines and Masonic policies regarding confidentiality of data. Any individual with authorized access to data must not divulge this information outside except for approved Masonic business. You may not use or export or re-export any content or any copy or adaptation of such content, in violation of any applicable laws or regulations, including without limitation United States export laws and regulations.

SEC 145. *Users Must*.

A. Access data solely in order to perform his/her responsibilities.
B. Not seek personal benefit or permit others to benefit personally or professionally from any data.

C. Not permit unauthorized use of any information.

D. Not enter, change, delete or add data to any record outside of the scope of his/her responsibilities.

E. Not include or cause to be included in any record or report, a false, inaccurate or misleading entry known to the user as such.

F. Not alter or delete or cause to be altered or deleted from any records, report or information system, a true and correct entry.

G. Not release data other than what is required in completion of his/her responsibilities.

H. Not exhibit or divulge the contents of any record or system information to any person unless it is necessary for the completion of their responsibilities.

SEC 146. *Your Login and Password*. To protect the account information of our users, you are assigned a unique user name. These unique identifiers are disclosed only to you. You are responsible for maintaining the confidentiality of your account and password and for restricting access to your computer, and you agree to and accept sole responsibility for any and all activities that occur under your account or password. You agree to notify the Grand Recorder immediately of any unauthorized use of your account or password, or any other breach of security. However, you may be held liable for losses incurred to the

system or any other user of or visitor to the site due to someone else using your user login and password.

SEC 147. (Illustrious) Master Responsibilities.

A. Shall ensure the utilization of MMS to manage all membership records of the Council in a timely manner.

B. May designate one Information Technology (IT) Representative to assist with managing a council's membership records and will comply with **SEC 148. Council Recorder Responsibilities.**

C. Shall notify the Grand Recorder immediately of any changes to the office of Recorder or IT Representative in order that old accounts may be deactivated, and new accounts established.

SEC 148. Council Recorder Responsibilities.

A. Shall take and be familiar with any training offered by the MMS Administrators and the Grand Recorder's office in order to be able to utilize all aspects of the MMS system.

B. Shall be responsible for maintaining all council membership records in MMS, making necessary changes within 30 days of their occurrence.

C. Shall annually, within 30 days of the installation of officers, update the list of officers of the Council.

D. Recorders and IT Representatives shall log in to MMS no less than monthly to maintain access credentials and to make any approved membership changes.

E. Shall submit to the Grand Recorder a list of all remissions for the reporting year by December 31 each year. Remissions shall include member's full name and type of remission, i.e., Health/Other, or 50-Year Member. Failure to submit remissions list to Grand Recorder by the due date will negate any credits for remissions in the Annual Return calculations for the reporting year.

SEC 149. Grand Recorder Responsibilities.

A. Shall manage and monitor all user accounts, coordinating with System Administrators for all activations and deactivations in a timely manner.

B. Shall annually, within 30 days of the installation of officers, update the list of grand officers of the Grand Council.

C. Shall report to the Grand Master any deficiencies in utilization of MMS by any Council.

D. Shall run an Annual Statistical Report for each Council immediately following the close of the reporting year.

E. Shall generate a bill for each Council based on the Annual Statistical Report of each Council, and which shall include all applicable credits and debits, in accordance with **ARTICLE VI, Chartered Councils, SEC. 61. Annual Returns**, presenting said bill to the Council Recorder no later than February 1.

F. Shall not allow any prior year corrections in a billing cycle due to the failure of any Council Recorder or IT Representative to manage and maintain their membership records.

PROPOSAL No. 14

ARTICLE II. SEC. 13. Grand Treasurer, Duties.

(7) Investments. A committee consisting of the Grand Treasurer, Grand Recorder, and Chairman of the Committee on Finance for and on behalf of this Grand Council, and in the name of the Grand Council of Cryptic Masons of the State of Missouri, to invest any surplus funds of the Grand Council. This Committee shall publish an investment policy where no less than one-half of all investments are in government bond, or in the securities or accounts fully insured or guaranteed by the United States or an agency of the United States, except for those received by gift or bequest which may be retained in kind. The remainder may be invested in common stock or equal securities in nationally known corporations traded on the New York Stock Exchange, or NASDAQ an "A"[:] or better by Standard and Poor[e]'s or Moody's or some equally well recognized investment rating service. This shall be a separate fund and not commingled with the investment of any non-Grand Council funds.

PROPOSAL No. 15

ARTICLE XVI, Endowed Membership (Renamed 5/19/05) Sec. 140. Endowed Membership.

2. Any member may purchase an endowed membership by computing the fee as 20 times the member's Council dues at time of purchase of said endowment membership plus the cost of a General Grand Life Membership, provided that no endowed membership fee shall be less than \$600.00.

16. Earnings as herein noted shall be construed to be any portion of the fund in excess of the endowed principal. Earnings thusly shall include, but not be limited to, interest, dividends, appreciation, etc. This shall be a separate fund invested in accordance to Article II, Section 13 (7) and not commingled with the investment of any non-Grand Council funds.

Standing Resolution No. 13
Adopted June 8, 2018

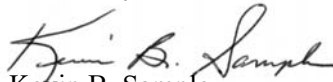
Whereas, our Companion has distinguished himself throughout Freemasonry in general, but more especially within the Grand Council of Cryptic Masons of the State of Missouri; and

Whereas, our Companion has served this Grand Council with the utmost respect and dignity; and,

Whereas, our Companion has offered his expert opinion counsel and leadership to this Grand Council and its Officers for more than 20 years in various capacities, more specifically as Grand Chaplain from 2002 to 2003 and from 2006 to 2017, almost 20 years on the Ritual Committee and as Grand Lecturer for the 2017-2018 Cryptic Year, as well as many other appointments and responsibilities,

Therefore, Be It Resolved, that Right Illustrious Companion Kevin E. Weaver is hereby awarded by the Grand Council of Cryptic Masons of the State of Missouri the distinction and title of Honorary Past Grand Master of Cryptic Masons of the State of Missouri.

Fraternally,



Kevin B. Sample
Grand Recorder