



Grand Chapter
Royal Arch Masons

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To: Missouri Chapters of Royal Arch Masons
Grand Chapter Officers
District Deputy Grand High Priests
Past Grand High Priests
Chapter Committee on Jurisprudence

Subject: Grand Chapter of Missouri By-Laws

Companions,

On June 7, 2018, the Grand Chapter of Missouri adopted several changes to the By-Laws of the Grand Chapter of Missouri. Those adopted changes (as amended) are below and shall be presented to the officers and members present at your next Stated Convocation and notice of such presentation documented in the minutes of your Chapter. 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 question about any specific action taken please do not hesitate to contact me or the Jurisprudence Committee.

PROPOSAL No. 1

ARTICLE XII, *Chartered Chapters, Section 103. Annual Returns.* On or before December 31 each year, Chapter Secretaries will submit to the Grand Secretary a complete list of remissions for their Chapter to include the member's full name and type of remission in accordance with **Section 163. Remission of Dues.** On or before February 1 each year the Grand Secretary will provide a Masonic Membership Solutions (MMS) statistical report for the previous reporting year along with an invoice for the calculated fees due the Grand Chapter. The invoice will include appropriate fees and credits. Fees shall consist of Exaltation Fees, Per Capita and any outstanding balances from the previous year's return. Credits shall consist of approved Remissions, Endowed Memberships and General Grand Chapter Perpetual Memberships as verified by the Grand Secretary, along with any overpayments from the previous year's return. A Financial Report Form and an Annual Audit Committee Report Form (see **Section 104A. Annual Audit**) will also be included as part of the Annual Return. All forms will be completed and returned to the Grand Secretary along with a copy of the latest IRS Form 990 or a copy of the acceptance of the electronic submission of a Form 990N and a check or money order for all fees due the Grand Chapter. Failure to file a complete return as provided herein shall subject the chapter to a fine of twenty-five dollars (\$25.00) for each period of thirty days, or fraction thereof, said return is withheld. Any Chapter that does not submit a complete annual return and/or any late filing fees to the Grand Secretary's office not later than thirty (30) days prior to the Annual Convocation of the Grand Chapter shall forfeit all rights and privileges to representation and voting at the Annual Convocation.

PROPOSAL No. 2

ARTICLE VI, *Grand Secretary, Section 29. Grand Secretary.* F. He shall furnish each chapter annual return forms.

PROPOSAL No. 3

ARTICLE XII, *Chartered Chapters, Section 155D. Dual/Plural Membership – Duties of Chapter Secretaries and of Grand Secretary.*

- A.** The Secretary of each Missouri Chapter shall:
1. Notify the Grand Secretary of the suspension for non-payment of dues or otherwise, the expulsion of a dual/plural member;
 2. Notify the Grand Secretary of the reinstatement to good standing of a dual/plural member;
 3. Forward the Certificate of Dimission from chapter of “original membership” to the Grand Secretary for certification and transmittal;
- B.** The Grand Secretary of the Grand Chapter of Missouri shall:
1. Notify the other chapters involved of the suspension for non-payment of dues or otherwise, or the expulsion of a dual/plural member;
 2. Notify the other chapters involved that a dual/plural member has regained good standing after suspension;
 3. Forward the Certificate of Dimission from the chapter of “original membership” to the chapter to be regarded by the member as the chapter of “original” or “parent” membership.

PROPOSAL No. 4

Section 158. *Notice to Council and Commandery. (Repealed)*

PROPOSAL No. 5

ARTICLE XVIII, *Dues, Section 167. Annual Dues.* Each chapter in this jurisdiction has the right to assess and collect from its members in the manner provided by its by-laws, such annual dues as may be deemed necessary to defray the proper expenses of the chapter however the minimum dues of any chapter shall not be less than \$10.00 plus Grand Chapter per capita and fees in addition to per capita of the General Grand Chapter.

PROPOSAL No. 6

ARTICLE XXIV, *Fees, Salaries and Allowances, Section 203. Allowances: General Grand Chapter.* There shall be paid annually to the General Grand Secretary of the General Grand Chapter such sum as may be required by the General Grand Chapter as per capita, for each Royal Arch Mason borne upon the rolls of each chartered chapter of this jurisdiction as shown by the annual returns of such chapter, except for those otherwise exempted by the General Grand Chapter in the form of remissions or General Grand Chapter Perpetual Memberships.

PROPOSAL No. 8

ARTICLE IX, *Revenues of the Grand Chapter, Section 40. Annual Dues. Paragraph B.*

B. The Secretary of every Chartered Chapter will cause to be written and provided to each Companion on its rolls, including those whose dues have been remitted, 50 Year members, and those that are endowed, an annual dues notice on which are written line items for the suggested voluntary contributions for the charities that are supported by the Grand Chapter. Such line items should include, but may not necessarily be limited to Royal Arch Research Assistance (RARA) with a suggested contribution of \$3.65. The Grand Secretary will issue each Subordinate Chapter a number of Penny-a-Day stickers to affix to the dues card of each Companion that donates at least \$3.65 to RARA. Subordinate Chapter Secretaries will affix such stickers to the Companion’s dues card and send it to the Companion. Checks for the contributions collected shall, in a timely manner, be issued to the Grand Chapter of Missouri, with a notation in the memo field as to its designated use.

PROPOSAL No. 9

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

Section 228. *Masonic Membership Solutions (MMS)*. MMS will be the official digital repository of all membership records of the Grand Chapter of Royal Arch Masons of Missouri.

Section 229. *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.

Section 230. *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.

Section 231. *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 Secretary 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.

Section 232. *High Priest Responsibilities*.

- A. Shall ensure the utilization of MMS to manage all membership records of the Chapter in a timely manner.
- B. May designate one Information Technology (IT) Representative to assist with managing a chapter's membership records and will comply with **Section 233. *Chapter Secretary Responsibilities***.
- C. Shall notify the Grand Secretary immediately of any changes to the office of Secretary or IT Representative in order that old accounts may be deactivated, and new accounts established.

Section 233. *Chapter Secretary Responsibilities*.

- A. Shall take and be familiar with any training offered by the MMS Administrators and the Grand Secretary's office in order to be able to utilize all aspects of the MMS system.
- B. Shall be responsible for maintaining all chapter 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 Chapter.
- D. Secretaries 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 Secretary 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 Secretary by the due date will negate any credits for remissions in the Annual Return calculations for the reporting year.

Section 234. *Grand Secretary 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 Chapter.

C. Shall report to the Grand High Priest any deficiencies in utilization of MMS by any Chapter.

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

E. Shall generate a bill for each Chapter based on the Annual Statistical Report of each Chapter, and which shall include all applicable credits and debits, in accordance with **ARTICLE XII, Chartered Chapters, Section 103. Annual Returns.**, presenting said bill to the Chapter Secretary no later than February 1.

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

Fraternally,



Kevin B. Sample
Grand Secretary