

**By-Laws of the**  
**[insert name] Council**  
**of Royal and Select Masters, No. [insert number]**

1. **Dates and Places of Meetings**

The Council shall meet at the *[insert meeting place]* on the *[insert meeting dates]* at such time as the Master shall direct.

2. **Election of Officers and Installation**

The Master and Treasurer shall be elected in accordance with the Rules laid down in the Constitutions and Regulations, and the Sentinel by show of hands at the regular meeting on *[insert date of meeting]*. The Master-elect shall be Installed at the regular meeting on *[insert meeting date]* and will appoint and invest the Officers.

3. **Candidates**

The election of candidates for Reception, Joining or Re-joining shall be by ballot. *[Insert number]* adverse votes shall exclude.

4. **Annual Subscriptions and Fees**

The amount of the annual subscriptions, payable in advance on the *[insert date payable]*, the fees for Reception, Joining and Re-joining, shall be such sums as determined by resolution in open Council after due notice on the summons. The amounts shall include all fees and dues payable to Grand Council, District Grand Council and any other payment or financial liability incurred by the Council and/or candidate for membership.

5. **Country Membership**

A member of the Council may, on his request, and by resolution of the Council, be given the status of a country member, in which case his annual subscription shall be reduced at the end of the current financial year. He may resume ordinary membership, at any time, on payment of the full subscription for the current year.

6. **Treasurer**

The Treasurer shall receive all fees, dues, etc., and shall deposit them in the name of the Council, in a bank approved by the Council. He shall pay all accounts and shall, at the regular meeting in *[insert date of meeting]* present an audited balance sheet of the Council accounts, made up to *[insert date covered by the balance sheet]*.

7. **Arrears of Subscriptions**

A member more than "A" months in arrears shall not hold Office in the Council. If he be "B" months in arrears, he shall be liable to exclusion.

"A" must be six months or more.

"B" must be nine months or more and twenty-four months is a maximum.

8. **Recorder**

The Recorder shall keep Minutes of proceedings of the Council, and separately of any Council committee. He shall issue summonses for all Council meetings, at least fourteen days in advance to every member of the Council. His services may be deemed equivalent to payment of subscription if determined by resolution within the Council.

9. **Council Committee and Auditors**

The Council Committee shall consist of the Master, Deputy Master, Principal Conductor of the Work, Treasurer, Recorder, subscribing Past Masters, and *[insert number of other companions]* companions elected at the regular meeting in *[insert date of meeting]*. Two auditors shall be elected annually at the Installation meeting.

10. **Resignation**

A companion wishing to resign from the Council may indicate his intention to do so either in open Council, by letter to the Recorder or by email. In the case of email, the notification will be ineffective until the Recorder receives written notice bearing an original signature of the companion concerned. The written notice will then be deemed to have been served at the date the initial email was received. On payment of all dues, the companion shall be entitled to a certificate of clearance.

11. **Honorary Members**

A companion who has given distinguished service to the Order in general, or to the *[insert name of Council]* Council in particular may be elected an honorary member of the Council.

12. **Council Effects**

The jewels and furniture of the Council are the property of the Master, Deputy Master and Principal Conductor of the Work for the time being, in trust for the members. The Warrant of Constitution is the property of the Grand Master, and the Master shall be responsible for its safe custody, and shall produce it at every meeting of the Council.

13. **Alteration of By-Laws**

Notice of motion of any alteration of, or addition to, these By-Laws must be given at one meeting. They shall appear on the Summons for the next meeting and if approved the alteration or addition shall be submitted for the approval of the *\*[District Grand Master and]* Executive Committee.

14. **Presentation of By-Laws**

A copy shall be presented to each new member of the Council, and to the Master at the Installation.

Adopted in open Council on *[insert date adopted]*.

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Thrice Illustrious Master

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Recorder

Approved on *[insert approval date]*.

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District Grand Master

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District Grand Recorder

Space for Approval by  
The Executive Committee  
75mm x 25mm

**NB** - \*Words in square brackets to be omitted in respect of Unattached Councils