

CONSTITUTION

OF

**THE GRAND COUNCIL OF
ROYAL AND SELECT MASTERS
OF ARKANSAS**

As Revised and Adopted at the Grand Assembly held at
Little Rock, Arkansas

March 14, 2025

Committee on Constitution and By-Laws

William Paul Wilson, MIPGM, Chairman
Paul H. Craig, MIPGM
George Coleman

Includes Revisions Made at the March 14, 2025, Grand Assembly

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REPEALING CLAUSE

All Constitutional provisions not included in this Constitution are hereby
repealed.

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**ARTICLES OF INCORPORATION OF
GRAND COUNCIL OF ROYAL AND SELECT MASTERS
OF ARKANSAS, INC.**

ARTICLE I – NAME

The name of this corporation shall be "Grand Council of Royal and Select Masters of Arkansas, Inc."

ARTICLE II – DURATION

The Period of Existence of this Corporation shall be perpetual.

ARTICLE III – PURPOSE

The purpose or purposes for which this Corporation is organized is charitable, benevolent, educational, social and fraternal; to promote fellowship among its members, charity to those who are needy, education and benevolence at all levels of society. It shall have the right to sue and be sued, to contract, to own and hold property, both personal and real, to mortgage, sell, or otherwise dispose of said properties, and any other acts now or hereafter authorized by the Statutes of Arkansas governing such Corporation.

ARTICLE IV – ASSETS – DISSOLUTION

It shall be a non-stock, non-profit Corporation. It shall never declare a dividend and no member shall ever receive any profit or profits from its operation nor be entitled to own or receive any of its assets either during existence or at time of dissolution. Upon dissolution of the Corporation, the Board of Directors or the Trustees shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all the assets of the Corporation, exclusively for the purpose of the Corporation in such manner, or to such charitable, educational, religious, literary or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law, as such Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Circuit Court of the County in which the principle office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE V – ADDRESS AND REGISTERED AGENT

The address of the main office of the Corporation shall be 4212 W. 28th Street, Post Office Box 1207, Pine Bluff, Arkansas 71603, and name of the Registered Agent for the Corporation shall be Royce H. Taylor at such address.

ARTICLE VI – INITIAL BOARD OF DIRECTORS

The initial Board of Directors shall consist of five (5) members whose names and address are as follows:

Johnnie D. Savage	PO Box 2541	West Helena AR72390
Johnny Hedge	P O Drawer 426	Weiner AR 72479
Sumner Brashears	PO Drawer B	Huntsville AR 72740
James D. Hollis	PO Box 15476	Little Rock AR 72231
Wayne E. St. John	P O Box 7653	Little Rock AR 72217

ARTICLE VII- INCORPORATORS

The names and address of the Incorporators of this Corporation are as follows:

Johnnie D. Savage	PO Box 2541	West Helena AR72390
Johnny Hedge	P O Drawer 426	Weiner AR 72479
Sumner Brashears	PO Drawer B	Huntsville AR 72740
James D. Hollis	PO Box 15476	Little Rock AR 72231
Wayne E. St. John	P O Box 7653	Little Rock AR 72217

In Witness Whereof, we have set our names hereto this 12th day of October 1990.

Attest:

Wayne E. St. John

Wayne E. St. John,
Grand Recorder



Johnnie D. Savage
Johnny Hedge
Sumner Brashears
James D. Hollis
Wayne E. St. John

Filed with Third Division Circuit Court of Pulaski County, Arkansas, October 22, 1990.

SECTION 1

CONSTITUTION
OF
THE GRAND COUNCIL OF
ROYAL AND SELECT MASTERS
OF ARKANSAS

CONSTITUTION OF THE GRAND COUNCIL OF ROYAL AND SELECT MASTERS OF ARKANSAS

ARTICLE – I - NAME

This Grand Council shall be known as the "Grand Council of Royal and Select Masters of Arkansas."

ARTICLE - II- JURISDICTION AND POWERS

Sec. 1. This Grand Council shall have sole and exclusive jurisdiction within the State of Arkansas in all matters pertaining to that branch of the Masonic Family commonly referred to as the Council Masonry or Cryptic Masonry, embracing the degrees of Royal Master, Select Master and Super-Excellent Master.

Sec. 2. This Grand Council shall have the sole government and superintendence of the several Councils under its Jurisdiction. It shall have the power:

- (a) to establish new Councils in such manner and under such restrictions as it may determine;
- (b) to assign their limits and settle any controversies which may arise between them;
- (c) to require of them the filing of such reports and the payment of such fees or dues as it shall deem necessary;
- (d) to make such laws for its own government, and for the government of the Constituent Councils as it thinks proper, and to amend and revoke the same;
- (e) to decide all questions of Cryptic Jurisprudence or usage and custom which may arise within its Jurisdiction; and
- (f) to do all other things generally which Grand Councils may of right do, consistent with the ancient usage of Masonry.

Sec. 3. It shall never declare or pay any individuals or distribute its funds among its members, but it will make charitable contributions to such persons for such purposes as it may deem to be worthy.

Sec. 4. In the event of a dissolution of this Grand Council, that all funds would be given to recognized Masonic Charities to be named in a resolution and would not inure to the benefit of any of the members of the Grand Council. (Pro. 1984 p.30.)

ARTICLE III - OF WHOM COMPOSED

The Grand Council shall be composed of:

- (a) The Grand Master, Deputy Grand Master, Grand Principle Conductor of the Work, Grand Treasurer, Grand Recorder, Grand Chaplain, Grand Captain of the Guard, Grand Conductor of the Council, Grand Marshall, Grand Steward, and Grand Sentinel.
- (b) The Past Grand Masters, Past Deputy Grand Masters and Past Grand Principle

Conductor of the Work of this Grand Council, and the Thrice Illustrious Past Masters of Constituent Councils under its Jurisdiction

- (c) The Thrice Illustrious Masters, Deputy Masters and Principal Conductors of the Work for the time being of each Constituent Council under its Jurisdiction, or their proxies duly appointed, or in their absence, then in their stead, a representative duly elected by the Constituent Council, such proxies and representatives to be a member of the Councils which they represent, and the above numerated officers, proxies and representatives shall be the only members of and voters in said Grand Council.

ARTICLE IV - ASSEMBLIES

Sec. 1. The Stated Assembly of the Grand Council shall be held Annually following and in the same city in which the Grand Royal Arch Chapter of Arkansas meets. (Pro 1996, p. 37, 54)

Sec. 2. Special Assemblies of the Grand Council may be called by the Grand Master at such times and places and for such purposes as he may deem advisable; due notice of Special Assemblies shall be given to all Constituent Councils and to the Companions specified in Art. III, Paragraphs (a) and (b).

Sec. 3. The Grand Council shall not be opened or held unless there be present, in person or by proxy, the officers from at least three Constituent Councils of this Grand Jurisdiction.

Sec. 4. No Companion who does not belong to a regular Constituted Council shall be permitted to attend or visit Councils of the Grand Councils of Arkansas. (Pro. 1997, p. 28)

ARTICLE V - OFFICERS

Sec. 1. All the Officers of the Grand Council shall be elected annually at the Stated Assembly, by a majority vote of the officers, proxies and representatives present. The following Grand Officers shall be elected: The Grand Master, Deputy Grand Master, Grand Principle Conductor of the Work, Grand Treasurer, Grand Recorder, Grand Captain of the Guard, Grand Conductor of the Council, Grand Marshall, and Grand Steward. The Grand Chaplain and Grand Sentinel shall be appointed by the incoming Grand Master.

Sec. 2. Officers of the Grand Council must be and remain members of a Constituent Council in this Grand Jurisdiction, and must have been elected and installed as Thrice Illustrious Master of a Chartered Council of Royal and Select Masters, except the Grand Chaplain (Pro. 2005).

Sec. 3. The Officers of the Grand Council shall be installed at the Stated Assembly at which they are elected, and shall hold office until their successors are elected and installed; one who is elected to office in the Grand Council but is not present at the time for installation may be installed later by the Grand Master or by another at his discretion.

Sec. 4. In case of death, absence of disability of the Grand Master, the Deputy Grand Master and the Grand Principle Conductor of the Work shall in succession exercise his prerogative and discharge his duties for all purposes.

Sec. 5. No resolution of Respect shall be read nor made a part of the Proceedings of this Grand Council except one for the Grand Master when he dies during the term of his office. (Pro. 1990, p.44).

ARTICLE VI - FISCAL YEAR

The fiscal year of the Grand Council shall begin on the first day of January and all reports shall end as of the 31st day of December of each year. (pro. 1984, p. 30)

ARTICLE VII - VOTING

Sec. 1. Each officer and member (other than officers, proxies, or representatives of Constituent Councils) shall be entitled to one vote.

Sec. 2. Each Council is entitled to three votes, irrespective of the number of its officers or representatives present, except that no officer of a Constituent Council, or his proxy, and no representative of a Council shall be entitled to vote or take part in the deliberations of the Grand Council if said Constituent Council has failed to discharge its indebtedness to the Grand Council.

Sec. 3. The Grand Officers and Past Grand Masters designated in Article III may vote both as such and as a representative of a Council; in case of an equal division, the Grand Master shall have an additional vote.

ARTICLE VIII – AMENDMENTS

The Grand Council shall have power to alter or amend this Constitution at any time at a Stated Assembly, with the consent of two-thirds of the members present, provided that all resolutions to be presented to the Grand Council in regard to the changing of or pertaining to the Laws shall be presented to the Grand Recorder and to the Jurisprudence Committee ninety (90) days prior to the convening of the Annual assembly so that they can be properly distributed to the Constituent Councils and the Jurisprudence Committee for adequate consideration (Pro. 1980, p.21). Except that, if two thirds of the Councils in the Jurisdiction are represented and the proposed change is unanimously agreed to, it may be adopted at once.

SECTION II

BY-LAWS

OF

**THE GRAND COUNCIL OF
ROYAL AND SELECT MASTERS
OF ARKANSAS**

ARTICLE I - COMMITTEES OF THE GRAND COUNCIL

The Grand Master shall appoint such Committees as may be provided by the Grand Council or such as he may deem necessary for its proper functioning.

Sec. 1. (Pro. 1974, p.19 and Pro. 1988, p.40). Deleted March 2019

Sec. 2. Annually and prior to the opening of each stated convocation of the Grand Council, the Grand Master shall appoint from the membership of the Grand Council the following Committees: (March 2019)

- (a) The Committee on Jurisprudence shall consist of five (5) members, three (3) of which shall be Past Grand Masters, and two (2) shall be members-at-large. The term of the members of this committee shall be five (5) years, unless he is appointed to fill an unexpired term. (1987 p33,39)
- (b) The Committee on CMMRF shall consist of three (3) members. The committee shall oversee the promotion, reporting and collection of funds for the CMMRF charity fund. (March 2019)
- (c) The Constitution and Laws Committee shall consist of three (3) members. The committee will review any suggested changes to the Digest of Laws of the Grand Council of Arkansas and/or suggested changes to the adopted ritual of the Grand Council and make report to the delegates at the annual session for their action. (March 2019)
- (d) Super Excellent Master's Degree Committee shall consist of three (3) members. Whose duty is to arrange for the exemplification of the Super Excellent Master's Degree when directed to do so by the Grand Master. (March 2019)
- (e) Such Special Committees as may be found necessary for the dispatch of business of the Grand Council.
- (f) The Grand Master shall appoint one member to each of the following Joint Committees of the Grand York Rite of Arkansas: Charters and Dispensations, Appeals and Grievances, Magazine Insert Editor, Distinguish Guest, Joint Financial Review (March 2023), Necrology, Credentials and Registration, Time and Place, Masonic Youth and Life Membership. (March 2019); Membership (March 2023).
- (g) The Education Committee shall consist of two members from the Grand Chapter, Grand Council and Grand Commandery with the Grand High Priest selecting the chairman. They shall serve a five-year staggered term. (2020 p31-32)

ARTICLE II - ORDER OF BUSINESS

Sec. 1 . The following shall be the order of business at the Stated Assemblies of the Grand Council:

- (a) Opening
- (b) Roll Call of officers, members and delegates.
- (c) Reception of distinguished Companions.
- (d) Reading of minutes of previous Assembly.
- (e) Appointment of Committees.
- (f) Address of the Grand Master.

- (g) Reports of the Grand Officers.
- (h) Report of the Committee on Reference.
- (i) Unfinished Business.
- (j) Introduction and reference of resolutions.
- (k) Reports of Committees.
- (l) New Business.
- (m) Election and installation of Officers.
- (n) Closing.

Sec. 2. The Order of Business may be changed by the Grand Master at his discretion, unless objection thereto is made by a majority of the members present.

ARTICLE III - DUTIES OF OFFICERS

Sec. 1. The Grand Master:

- (a) The Grand Master has the power to convene any Council within this Jurisdiction and to preside therein, to inspect its proceedings, and require its conformity to Masonic rules; he may require the attendance of, and information from, any Mason at sight in a Council; he may dispense with the requirement that a petition for the degrees or affiliation must lie over from one Stated Assembly to the next Stated Assembly; he may grant dispensations for New Councils, on proper application, when the Grand Council is not in session, and during the recess of the Grand Council may exercise all of its executive functions.
- (b) The Grand Masters' Report must be in the hands of the Grand Recorder at least forty-five (45) days prior to the Grand Assembly. (Pro 1988, p.40).
- (c) The Grand Master shall nominate qualified Companions of Councils in Arkansas to be Grand Representatives of other Grand Councils near the Grand Council of Arkansas, and he shall have the right to approve the nominations made by other Grand Councils and appoint Companions to be the Grand Representatives of the Grand Council of Royal and Select Masters of Arkansas near them. Companions appointed as Grand Representatives of other Grand Councils near the Grand Council of Arkansas must attend the Grand Assembly of Arkansas at least once every three years in order to retain said appointment, unless absence is excused by the Grand Master. (Pro.2000).

Sec. 2. The Grand Treasurer: It shall be the duty of the Grand Treasurer:

- (a) to take charge of all funds, property, securities, and vouchers of the Grand Council, to pay all orders duly drawn and attested, and to Report Annually to the Grand Council his receipts and expenditures.
- (b) That all investments or reinvestments be handled through the Grand Treasurer's account and be reflected in his Annual Report to the Grand Council. (Pro 1990, p.47).

Sec. 3. The Grand Recorder: It shall be the duty of the Grand Recorder:

- (a) to record the transactions of the Grand Council.
- (b) to sign and certify all instruments from the Grand Council.
- (c) to prepare for the Stated Assembly a correct list of Past Officers of the Grand Council entitled to vote, together with the names and numbers of all Constituent Councils entitled to representation in the Grand Council.

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- (d) to receive and keep a proper account of all monies belonging to the Grand Council and pay the same over without delay to the Grand Treasurer.
- (e) A separate fund to be set up for the Grand Recorder to be entitled "Grand Recorder's Office Fund".
- (f) That all monies coming into the hands of the Grand Recorder be deposited to the credit of the Grand Treasurer's account, and that periodical transfers be made by the Grand Treasurer to the Grand Recorder's Office account, as needed, to meet the necessary operating expenses of the Grand Council. (revised 2020)
- (g) To render an Annual account to the Grand Council.
- (h) Immediately following the installation of the Grand Master, the Grand Recorder shall be authorized to advance to him a sum of money equal to 25% of the amount budgeted for the Grand Master's expenses; that upon filing with the Grand Recorder an "Expense Statement and Recapitulation" form as approved by the Finance Committee showing his expenditure of the money advanced, a second advance of 25% will be made; that this continue until the fund is exhausted; that no payment shall be made to the Grand Master in excess of the amount budgeted for his use; and that, at the end of the year, in the filing of his Expense Account the Grand Master be required to pay back into the treasury all funds advance to him from this fund not accounted for by Expense Statements signed by him. (Pro. I 983, p.38).
- (i) To develop and implement a standardized membership card for use of the Constituent Councils utilizing the data processing system to imprint the members name, Council name and number, date of expiration, etc., on the card to assist Recorders in the discharge of their duties. A charge per card, to be determined by the Grand Recorder, is to be levied against each Council desiring this service. (Pro. 1993, p39 & 43).
- (j) To include in the Proceedings of this Grand Council a picture of the presiding Grand Master over the Assembly in which he presided, in addition to the year which he was elected. (Pro. 1993, p.30 & 43).
- (k) To include in the Proceedings each year a list of all living Thrice Illustrious Past Masters of the Constituent Council as a token of respect for their service to Cryptic Masonry. (Pro. 1993, p. 30 & 43).
- (l) To include the address where the Stated Assembly of each Constituent Council is held. (Pro. 1996, p.37 & 54).
- (m) To issue the Annual Proceedings of the Grand Assembly within 120 days following said Assembly. (Pro. 1997, p46 & 55).
- (n) Changes made to the Digest will be distributed to the Digest Revision Committee within forty-five (45) days of the distribution of the Annual Proceedings, and any information needed earlier by Local Bodies, Officers or Grand Officers will be distributed in letter form as needed. (Pro. 1997, p. 46 & 56).
- (o) To pay out directly to the Order of DeMolay Boys and International Order of Rainbow for Girls the amount to be not less than One Hundred Dollars (\$100.00) to each body to be paid to them by June 1st following. (Pro.2006, p.12).

Sec.4. Other Officers: It shall be the duty of the Grand Officers whose duties are not otherwise specifically set forth to discharge such functions as, by ancient usage, appertain to their respective office.

ARTICLE IV - REVENUES

Sec. 1. The fee for a dispensation to form a New Council shall be twenty (\$20.00) dollars, and upon granting of a Charter, a further sum of ten (\$10.00) dollars shall be collected. If a Charter without a dispensation having previously been granted, the fee shall be thirty (\$30.00) dollars.

Sec. 2. Constituent Councils shall pay annually the following:

- (a) For every Companion greeted during the year--\$8.00 (Pro. 2002)
- (b) For each member on the rolls at the end of the fiscal year--\$19.50 plus whatever per-capita fee is voted by the General Grand Council of Cryptic Masons International. Such total to be assessed beginning with the year in which a change in the levy is voted by said General Grand Council. (Pro. 2005). (Pro. 2021).
- (c) Except where a Council shall remit the dues of a Companion for financial trouble, the Grand Council shall waive the per-capita for the same period. (Pro. 1991, p. 29 & 49).

Sec. 3. For each certificate of membership issued by the Grand Recorder, there shall be collected and paid into the treasury of the Grand Council the sum of \$3.00.

Sec. 4. FINANCIAL ACCOUNTS REQUIRED SIGNATORIES – Every financial account of the Grand Chapter shall have three signatories. The signatories shall be the Grand Secretary, Grand Treasurer and one member elected at the annual assembly whose term shall be indefinite. (2020 p. 14).

Sec. 5. Each Subordinate Council shall pay to the Grand Recorder, with their per capita payment, the sum of \$100 to assist in the financing of the annual convocation. When this procedure is followed, the dais officers and recorder of said Councils are exempt for any registration fee. (March 2023).

ARTICLE V - CONSTITUENT COUNCILS

Sec. 1. A Council of Royal and Select Masters shall consist of a Thrice Illustrious Master, Deputy Master, Principle Conductor of the Work, Treasurer, Recorder, Captain of the Guard, Conductor of the Council, Steward, Sentinel and Chaplain, and as many members as may be convenient, congregated and working by virtue of a Dispensation issued by the Grand Master or a Charter held under the Grand Council, and at a place designated in the Dispensation of the Charter or by the Grand Council. (Pro. 1977, p. 19 & 28).

- (a) For disobedience to the Constitution, By-Laws and General Regulations, for contumacy to the authority of the Grand Master or the Grand Council, or for neglect or refusal to make returns and pay dues for more than one year, the Charter may be forfeited, but only after charges have been regularly made in the Grand Council at a Stated Assembly of which due notice shall be given to the Council, and an opportunity given it to be heard in defense, but a Charter may be suspended by the Grand Master at any time upon proper cause, such suspension not to extend beyond the next Stated Assembly of the Grand Council.
- (b) A Council which forfeits its Charter by neglecting or refusing to pay dues to the Grand Council may obtain the restoration of the Charter by paying all back dues,

but such delinquent shall not be allowed representation or vote in the Grand Council until so restored.

Sec.2. The powers and Privileges of a Constituent Council shall be such as are defined in its Charter, or in the Constitution, By-Laws and General Regulations of the Grand Council, or by ancient landmarks.

Sec. 3. The degrees recognized by the Grand Council to be conferred by Constituent Councils in the Jurisdiction are: Royal Master, Select Master and Super-Excellent Master.

Sec. 4. Each Constituent Council shall make an Annual return to the Grand Council.

- (a) Annual Returns to the Grand Council must be in the hands of the Grand Recorder no later than January 20th of each year. (Pro. 1996, p. 28 & 54).
- (b) Annual Returns to the Grand Council shall embrace the period from January 1st to December 31st preceding and shall report the name and date of each: Greeting, Affiliation, Reinstatement, Death, Demission, Suspension and Expulsion for the period.
- (c) The names of the officers and names of each member on the roll of the Council as of December 31st shall be listed in the Return.

Sec. 5. The domicile of a Council can be changed only on a resolution therefore passed in open Council and approved by the Most Illustrious Grand Master of the Grand Council.

- (a) The domicile of a Council cannot be moved to the domicile of another Council (even if the Councils are in the same district) with the intent of meeting at the same time on a regular basis. (Pro. 2025, p.64)

ARTICLE VI - AMENDMENTS

These By-Laws may be amended at any Stated Assembly of the Grand Council by a two-thirds vote of those present and voting.

UNIFORM CODE OF BY-LAWS

For the

GOVERNMENT OF CONSTITUENT COUNCILS OF ROYAL AND SELECT MASTERS

**As adopted by the Grand Council of
Royal and Select Masters of Arkansas**

ARTICLE I – NAME

Sec. 1. This Council, deriving its authority from the Grand Council of Royal and Select Masters of Arkansas, shall be known as _____ Council No. _____.

ARTICLE II – OFFICERS

Sec. 1. The Officers of this Council shall be a:

- Thrice Illustrious Master
- Deputy Master
- Principle Conductor of the Work
- Treasurer
- Recorder
- Chaplain (Pro. 1977, p.28)
- Captain of the Guard
- Conductor of the Council (Pro. 1993, p40)
- Steward
- Sentinel

Sec. 2. The first five (5) named Officers shall be elected by ballot at the first Stated assembly in November or December (Pro. 2003) of each year, or the first Stated Assembly thereafter, and a majority of all the votes cast shall be necessary for a choice. The other Officers shall be appointed by the Thrice Illustrious Master. The Chaplain may be elected or appointed. (Pro 1977, p.28).

Sec. 3. The Officers of this Council shall be installed at the time of their election or as soon thereafter as practicable, and shall hold their offices for a term of one year, or until their successors are duly qualified.

Sec. 4. No Companion shall vote at an election or be eligible to hold office who is in arrears for dues.

ARTICLE III – ASSEMBLIES

Sec. 1. The Stated Assembly of this Council shall be held at _____ on the _____ day of each month.

Sec. 2. Special Assemblies may be called by the Thrice Illustrious Master at his pleasure, provided, however, that no business shall be transacted except that for which the Assembly is called.

ARTICLE IV - PETITIONS

Sec. 1. A petition for the degrees, or for affiliation, must be in writing, signed by the petitioner who must have petitioned in writing a Royal Arch Chapter for its degrees. (Pro. 1976, p.25) or be a Royal Arch Mason in good standing in some regular Chapter, and recommended by a Companion of this Council; in the case of affiliation, the petition must be accompanied by his demit or a letter of good standing from the Council to which he formerly belonged; the petition shall be presented at a Stated Assembly, it shall then be referred to a Committee of Investigation, which Committee shall report and action may be taken at once. (Pro. 2003).

Sec. 2. After the Committee of Investigation has reported, a ballot shall be had upon the application, and it shall require a unanimously favorable vote to elect the petitioner; if but one black ball appears, the Thrice Illustrious Master may order a second ballot and then if one or more black balls appear the petitioner shall be declared rejected.

Sec. 3. The degrees of this Council shall not be conferred upon a petitioner until information is received by the Council that the petitioner has received the degrees in a regular Chapter of Royal Arch Masons. (Pro. 1967, p. 25).

ARTICLE V – FEES AND DUES

Sec. 1. The fees for the degrees shall be \$_____ (not less than \$15.00). Pro. 1985, p. 47) and must be paid in full before any of the degrees are conferred.

- (a) Fees may be reduced or deleted when offered in conjunction with the Chapter Degrees and Commandery Orders, which will be conferred in any one-day York Rite Festival.

Sec. 2. The dues shall be \$_____ (not less than \$7.00) (Pro. 1994, p.48) payable in advance.

Sec. 3. A member who is in arrears for dues for one year or more shall be notified to appear at the next ensuing Stated Assembly and show cause why he should not be suspended for non-payment of dues; at such Assembly, unless the dues have been paid, then, unless excused by the Council, he shall be suspended by vote of the Council.

Sec. 4. A member who has been suspended for non-payment of dues may be restored to membership at any Stated Assembly by the full payment of dues to the time of making payment. The Council has the right to waive a part or all of his dues by a majority vote, if it sees fit to do so.

Sec. 5. Life Memberships:

- (a) Life Memberships are offered to Council members within the State of Arkansas based on

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the dues of the Council, for example:

<u>Local Dues</u>	<u>Cost of Life Membership (16 X Annual Dues)</u>
\$12.00	\$192 00
\$13 00	\$208.00
\$14.00	\$224 00
\$15 00	\$240 00

- (b) All monies derived from the sale of Life Memberships will be invested by the Grand Secretary under the supervision of the Life Membership Committee in stocks, mutual funds, bonds, government securities and certificates of deposit so as to yield a higher return on the Fund. All income derived from interest and dividends during the year (January 1 thru December 31) shall be paid out to the subordinate bodies and the several Grand Bodies according to the current guidelines. Additionally, the “capital gains” for the current year from these investments may be paid out in order to provide an acceptable rate of return. The Committee on Life Membership shall make its recommendation of the amount of capital gains to the Grand High Priest, Illustrious Grand Master and Grand Commander who shall approve, modify or reject their recommendation. The Committee may elect to pay the management fee, from retained earnings from previous years. However, the corpus of the Fund shall not be allowed to drop below 100% from these distributions. (2019)
- (c) All interest derived from such certificates will, after payment of interest at the end of each year, be returned to the local chapter except for 25 cents per Life Member for administration fee.
- (d) Each Life Member will be exempt from paying dues to his local chapter for life, but the Council will continue to pay per capita assessments on the Life Member out of the interest derived. The per capita paid to The Grand Council on a perpetual Life Membership shall be frozen at the level of per capita that was assessed by the Grand Council in the year in which the member paid the perpetual membership in full. (1991 p20,53) (1993 p55)
- (e) Upon a companion’s death, his name will be removed to the Memorial Listing, and all monies paid by him will be retained in the fund ad infinitum as a memorial to him. The chapter will continue to receive the interest derived except for the 25 cents administrative cost and the per capita upon him. (2020 p.9)
- (f) In the event a charter of a Council is arrested or surrendered and that Council ceases to exist, any Life Memberships held by members of such Council will be transferred to the credit of the Council-at-large, unless members holding those Life Memberships elect to demit and affiliate with another chapter in this jurisdiction. In which case their Life Memberships shall be transferred to their new chapter. Life Memberships which shall have previously been transferred to a Memorial Fund shall be transferred to the Memorial Fund of the Council-at-large.
- (g) No funds can be taken from the principle paid in, either for a refund or other purpose except upon vote of approval of this Grand Chapter in session.
- (h) Honorariums may be paid in by those wanting to do so, and funds will be invested and handled as in paragraphs (d) and (e) of this section.
- (i) The Grand Secretary will issue a laminated Life Membership card to the Life Member.
- (j) No demit will be issued to a Life Member except as follows:
 1. A companion desiring to move his membership inside the jurisdiction of the Grand Chapter, in which case, the funds will be transferred to his new chapter.
 2. In the event a Life Member shall demit to a chapter of another Grand Jurisdiction and/or takes a withdrawal certificate from his chapter, then the Life Membership shall remain in the Life Membership Fund to the credit of that chapter, with this exception, however, that if a Life Member transfers his membership to a chapter of another Grand Jurisdiction which

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permits its members to purchase a Life Membership, and provided that if that Grand Jurisdiction shall have previously concluded a satisfactory reciprocal agreement with this Grand Jurisdiction for the transfer of Life Membership Funds from one Grand Jurisdiction to another, then upon proper notice, the Grand Secretary of this Grand Jurisdiction shall transfer the fee paid for such Life Membership to the Grand Secretary of the Grand Jurisdiction to which the Life Member has demitted.

- (k) Time Payment:
 - 1. Companions who are already members if unable to purchase a Life Membership outright will be permitted to pay it at the rate of \$25.00 per month until it is paid.
- (l) Suspensions: In the event a companion is suspended in his Symbolic Lodge, he will automatically be suspended in the Council, even though a Life Member, and funds will remain in the account. He shall remain suspended until reinstated by his Symbolic Lodge. Other detail regulations necessary to the administration of this program will be established by the Grand Secretary as they become apparent, but will not be initiated until approved by the Jurisprudence Committee and will be subsequently presented to the Grand Council in Session for final approval.

This Life Membership program shall be separate from but operated conjunction with similar programs as adopted by the Grand Chapter, RAM, and the Grand Commandery, Knights Templar of Arkansas. (Pro. 1983, p. 34-35).

Sec. 6. A member petitioning for a New Council shall continue on their old Council roll, in an inactive status, and be an active Member of the Council U D. until the new Council is Chartered. At that point they become an active member of the new Council and their membership in the other Council would terminate unless they desire Dual Membership by paying dues in both Councils. The Council to which dues are paid shall be responsible to the Grand Council for the per-capita tax. (Pro. 1979, p. 38).

ARTICLE VI - ORDER OF BUSINESS

Sec. 1. The following shall be the Order of Business at Stated Assemblies of this Council:

1. Opening
2. Reading the Minutes
3. Receiving and referring petitions
4. Receiving and reports of Committees
5. Balloting on Candidates
6. Unfinished Business
7. New Business
8. Conferring Degrees
9. Closing

ARTICLE VII – AMENDMENTS

Sec. 1. Constituent Councils do not have the power to alter or amend these By-Laws, except as to those parts left blank.

- (a) Changes to the words inserted in the blanks must be proposed at one Stated Assembly and laid over until the next Stated Assembly, at which time a majority voting in favor of the change will effect it.
- (b) All changes made by the Constituent Councils shall immediately be reported to both the Grand Master and the Grand Recorder.

GENERAL REGULATIONS

ALTAR

Sec. 1. The Holy Bible, Square and Compasses should be upon the Altar in the degree of Royal Master and in the Degree of Super-Excellent Master. (Pro. 1949, p. 17 & 19).

Sec. 2. Upon the Altar in the Select Master's Degree should be the Holy Bible, Square and Compasses, one sword and a trowel. (Pro. 1905, p.).

Sec. 3. The Great Lights should be arranged as in the Master's Degree. (Pro 1935, p.16).

APRON

Sec. 1. Council aprons are of such form and size as usually worn by Master Masons. They are white, bordered on the sides and bottom of the apron and lower edges of the flap with a band of purple, and are provided with purple strings or tape. (Pro. 1929, p. 58).

Sec. 2. An apron may be presented at the close of the ritualistic work in the Select Master's degree, with the address as recommended. (Pro. 1948, p. 24).

BALLOT BOX

Sec. 1. When used for taking official votes on Candidates or other matters being voted upon by ballot box the ballot box will be presented to the East for inspection (P.CW, and T.I.M.) and then placed on the right side of the Altar (as in Grand Lodge Digest of Laws, (Section 351OH), under the supervision of the Companion Conductor of the Council. The officers of the Council shall vote first, led by the T.I.M., and then the Companions present who are eligible to vote will follow. (Pro. 1990, P. 47).

CERTIFICATES

Sec. 1. A member of a Council whose Charter was taken up prior to establishment of the Council-at-Large who wishes to re-affiliate may apply to the Grand Recorder for a Certificate of Former Membership at a cost of \$3.00.

Sec. 2. If there are no records extant to prove his former membership, a Companion may establish that fact by his own affidavit, attested to by two Select Masters. (Pro. 1949, p. 18 & 19)

COUNCIL-AT-LARGE

Sec. 1. When it becomes necessary to arrest the Charter of a Constituent Council, all members of said Council who are in good standing (current dues paid) at the time the Charter is arrested shall automatically become members of the Council-at-Large. They shall have dues cards issued by the Grand Council and all the rights and privileges of a member of any other Constituent Council except the right to vote in the Grand Council. They shall pay dues of thirty (\$30.00) dollars (Pro. 2025, p. 64) directly to the Grand Council. Such dues to be payable in advance. Membership in the Council-at-Large shall be restricted to those who are members of Councils that have their Charters arrested. (Pro. 1982, p. 125).

CONTINGENCY FUND

Sec. 1. A Contingent Fund is provided to take care of the expenses of the Grand Master, the amount appropriated each year upon recommendation of the Budget Committee. (Pro. 1968, p. 10).

COUNCILS, DEFUNCT

Sec. 1. When a Council is in arrears for Returns or Dues or both for more than a year, the Grand Recorder shall notify the Thrice Illustrious Master and Recorder of said Council, by separate notices, that unless returns are made and dues paid to the Grand Recorder within ninety days after the mailing of such notices, he will notify the Grand Master of the fact, and it shall be the duty of the Grand Master, when so notified, to arrest the Charter of said Council. (Pro. 1982, p.125.).

DEGREES

Sec. 1. Constituent Councils are expected and required, as far as physically practicable, actually to confer each degree upon the Candidate. The exemplification (or communication) of degrees is not the policy of this Grand Council, the Super-Excellent degree being an exception from this rule. (Pro 1935, p. 15).

Sec. 2. The Super-Excellent Degree having been made and copy written by the General Grand Council one of the regular degrees of the Council, it is ordered that the degree be conferred or communicated to all candidates receiving the degrees of Royal Master and Select Master. (Pro. 1924. P.20; 1925, p. 20; Pro. 1996, p. 48).

Sec. 3. The communication of conferring of the Super-Excellent Degree should be done immediately following the Royal and Select Degrees, and Recorders may endorse the fact that the degree has been received upon the dues receipt of the member. (Pro. 1946, p. 17).

Sec. 4. The establishment of a Council to confer the degree of "Thrice Illustrious Master" was approved and received recognition (Pro. 1947, p. 17).

DRESS

Sec. 1. Appropriate costuming for the Officers of a Constituent Council described by the General Grand Council. (Pro. 1929, p. 58).

DUES

Sec. 1. The minimum dues any Council may set is fixed at \$_____ (The amount not to be less than the per-capita dues of the Grand Council of Arkansas plus General Grand Council assessment) per year.

FEES

Sec. 1. The minimum fees which any Council is permitted to charge for the degrees shall not be less than \$20.00.

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- (a) Fees may be reduced or deleted when offered in conjunction with the Chapter Degrees and Commandery Orders, which will be conferred in any one day York Rite Festival. (Pro 2000)

GENERAL GRAND COUNCIL

Sec. 1. The Grand Council of Royal and Select Masters of Arkansas ratifies and accepts the Constitution of the General Grand Council of Cryptic Masons International and its component portion thereof. (Pro. 1988, p. 40).

Sec. 2. This Grand Council shall have a Triennial Fund and shall appropriate into it, from the Grand Treasurer, \$300.00 annually. From this fund will be paid the expense not to exceed \$900.00 for two delegates to the Triennial Assembly of the General Grand Council of Cryptic Masons International; \$600.00 to the ranking Principle Officer who attends, or the proxy of the same if none of these attend, and \$300.00 to the Grand Recorder as a permanent representative to the General Grand Council Triennial. (Pro. 1993, p. 40). Should no Principle officer attend the Grand Master may proxy the Grand Recorder in which case he may draw all the funds.

- (a) The Grand Master or his proxy or the ranking Principal Grand Officer who attends the General Grand Council Triennial must be in attendance from the Flag Presentation Ceremony through the installation of officers ceremony in order to be entitled to collect the established Triennial Expensed provided by this Grand Council. (Pro. 1997, p. 45).

Sec. 3. The Grand Master, Deputy Grand Master, Grand Principle Conductor of the Work, or their proxies, and all Most Illustrious Past Grand Masters of the Grand Council of Royal and Select Masters of Arkansas are members of the General Grand Council of Cryptic Masons International. (Const. G.G.C., Art. 1, Sec.2).

Sec. 4. The Grand Council of Arkansas is entitled to 3 votes in the General Grand Council of Cryptic Masons International. (Const. G.G.C, Art. 1, Sec. 3).

Sec. 5. The Grand Council Royal and Select Masters of Arkansas shall pay to the General Grand Council International Annually a per-capita tax in the amount approved by them upon each Royal and Select Master in good standing upon its rolls. (Const. G.G.C. • Art. 1, Sec. 13) (Pro. 1988, p. 40).

GRAND HONORS

Sec. 1. The method of giving Grand Honors which has prevailed in the Councils of Arkansas from time out of mind, as taught us by the Fathers in Council Masonry in the past, shall be adhered to as being both suitable and appropriate. (Pro 1905, p. 12).

JEWELS

Sec. 1. Appropriate Jewels for officers of the Grand and Constituent Councils is as described by the General Grand Council of Cryptic Masons International. (Pro. 1929, p. 20).

ASSEMBLIES

Sec. 1. Business is transacted in the Select Master's Degree; It is not necessary to open the Super-Excellent Master's Degree except for the conferring of the degree. (Pro. 1924, p. 20).

Sec. 2. It takes five (5) members entitled to vote and an officer authorized to open to conduct the business of a Council. When less than nine are present the opening shall be by declaration and consist of purging the Council, tiling the Assembly, attending at the altar, pledge allegiance to the flag of the United States, an opening and closing prayer. The Grand Council reaffirms the requirement of Nine (9) member to open a Council of Royal and Select Masters for the purpose of conferring degrees. (Pro. 1932, p. 19 & 25). (March 2019)

Sec. 3. The number of Companions necessary to constitute a quorum is five (5). If less than nine (9) members are present, the balance of the nine (9) required in (2) above may be visitors. (Pro. 1978, p. 30; Pro. 1993, p. 40).

Sec. 4. No Companion who does not belong to a regular Constituted Council shall be permitted to attend or visit the Councils of the Grand Council of Arkansas. (Pro 1977, p.28).²²

MINUTES

Sec. 1. The following is a suggested form of minutes for Council Assemblies. (Pro. 1915, p. 39; Pro 1996, p. 37 & 54).

A Stated (or Special) Assembly of _____ Council No. _____ Royal and Select Masters, was held in their hall in the city of _____ Arkansas, on the _____ day of _____ A.D., A. Dep. 30 _____.

Present:

- _____ Thrice Illustrious Master
- _____ Deputy Master
- _____ Principle Conductor of the Work
- _____ Treasurer
- _____ Recorder
- _____ Captain of the Guard
- _____ Conductor of the Council
- _____ Steward
- _____ Sentinel

(as Thrice Illustrious Master", etc., as the case may be, where someone other than the regular Officer serves.)

Companions A, B, C, D, etc., (naming those present). The Council was duly opened in the Select Masters Degree for the transaction of regular business. (or Special Business, if that be the case; or in the Royal Master's Degree, or the Super-Excellent Master's Degree, for the transaction of Business, as the case may be.)

The minutes of the last Assembly were read and approved.

A petition for the degrees of this Council was read from Companion _____ of _____ Chapter, recommended by Companion _____, _____, and _____.

The Committee on the petition of Companion _____ for the Degrees of this Council, which was found to be clear and he was declared duly elected. (or if found dark, the record should read, "which was found dark, and he was declared rejected"). (If the degrees are conferred the same evening, the record should read.)

Labor was then dispensed with in the Select Master's Degree, and the Council was duly opened in the Royal Master's Degree. Companion _____, who had been elected to receive the degree, being in waiting, was introduced and was advance to the rights and honors of a Royal Master in due form, and withdrew.

Labor was dispensed with in the Royal Master's Degree and resumed in the Select Master's Degree. Companion _____, being in waiting, was introduced and was received and greeted as a Select Master in due form. Labor was then dispensed with in the Select Master's Degree and the Council was duly opened in the Super-Excellent Master's Degree in due form.

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Companion _____, being in waiting, was introduced into the mysteries of a Super-Excellent Master in due form.

Labor was then dispensed with in the Super-Excellent Master's Degree and resumed in the Select Master's Degree.

(Whatever transpires at the Assembly in the way of motions, resolution, presentations of reports, or other matters, is to be described according to the facts as they occur. When all business arising has been transcribed, the record should conclude:

No further business appearing, the Council was duly closed.

Thrice Illustrious Master

Attest:

Recorder

OFFICERS, CONSTITUENT COUNCIL

Sec. 1. The Thrice Illustrious Master of a Constituent Council, in advance of the date set for the annual election and without any action of his Council thereon, does not have the authority to postpone that election from the date fixed by the By-Laws to some other date selected by him. (Pro. 193S, p. 1S)

- (a) The Thrice Illustrious Master of a Constituent Council has the authority to cancel a stated Assembly for the good of the Council. This discretion should be used rarely. (2022)

Sec. 2. Treasurer: It shall be the duty of the Treasurer of a Council to receive all moneys paid into the Council from the hands of the Recorder, to keep a just and correct account thereof, and to pay the same out by direction of the presiding officer and the consent of the Council. (Old Const. Art. II, sec. 5)

Sec. 3. Recorder: It shall be the duty of the Recorder of a Council to record the proceedings of the Council, to receive all moneys paid into the Council, and pay the same over to the Treasurer without delay, to transmit immediately after every election a certificate thereof to the Grand Recorder, and to make a full return annually to the Grand Council, in the form prescribed. (Old Cost., Art. II, Sec. 6)

OFFICERS, GRAND COUNCIL

Sec. 1. In election of Officers in the Grand Council, when there is only one Companion in nomination the Grand Master shall without further action direct that the vote of the Grand Council be cast for the nominee. (Pro. 1911, p. 22)

Sec. 2. The Grand Master may appoint a Grand Lecturer, whose term of office shall end at the next Stated Assembly of the Grand Council; it shall be the duty of the Grand Lecturer to visit and instruct duly Constituted Councils when requested by them; his compensation shall be as each Council may determine (Pro. 1949, p. 18 & 19)

Sec. 3. The Grand Recorder shall receive such compensation as the Grand Council may annually fix upon recommendation of the Budget Committee. (Old Const., Art. 1, Sec. 9, amended Pro. 1934, p. 18)

Sec. 4. The Grand Master may divide the Jurisdiction into as many Districts as he may feel advisable, and appoint District Deputy Grand Masters for such Districts.

- (a) Each District Deputy Grand Master shall be a resident of the District to which he is appointed, a member in good standing of a Council of Royal and Select Masters in the State and shall be a past or present Thrice Illustrious Master.
- (b) The duties of each District Deputy Grand Master shall be prescribed by the Grand Master. (Pro. 2000)
- (c) The District Deputy Grand Masters are required to visit their assigned Councils at least one (1) time; unless the Grand Master directs further visitation, and a report of each visit made, turned in to the Grand Master. (Pro. 2000)
- (d) The District Deputy Grand Masters are members of the Grand Council. (Pro. 1993. p. 40)

OBJECTIONS

Sec. 1. An objection to prevent a Candidate receiving the degrees must be made:

- (a) In open Council at any Assembly.
- (b) By communicating the objection to the Thrice Illustrious Master, either verbally or in writing, at an Assembly, or,
- (c) If unable to be present at the Assembly, the objector may send his objection by a Companion. (Pro. 1892, p. 114)

Sec. 2. One cannot be required to disclose his reasons for objection .. (Pro. 1892, p. 114)

Sec. 3. One may present his objection to the Thrice Illustrious Master privately and orally, but it must be at an Assembly; he cannot simply see the Master at his office and voice his objection.

Sec. 4. An objector can voluntarily disclose the reasons for his objection, and ask the Council to pass upon their sufficiency, which it may do by a majority vote at an Assembly called for that purpose, of which every resident member should have notice; but the action of the Council is not binding on the objection. (Pro. 1892, p. 114)

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Sec. 5. If any time before the degrees are conferred the Council has the right to appoint a Committee to investigate and report on a charge of misconduct on the part of a Candidate, for the purpose of determining the sufficiency of the ground of the objection. (Pro. 1892, p. 114)

Sec. 6. Although circumstances may indicate that a mistake has been made as to the identity of the person against whom an objection is filed, the Council cannot set the objection aside, it must be withdrawn by the objector. (Pro. 1892, p. 115)

PETITIONS

Sec. 1. A petition for the Council Degrees, or for affiliation, must be in writing, signed by the petitioner who must have petitioned a Royal Arch Chapter for its degrees. (Pro.1975, p. 26) or be a Royal Arch Mason in good standing in some regular Chapter, and recommended by a Companion of this Council; in the case of affiliation, the petition must be accompanied by his demit or a letter of good standing from the Council to which he formerly belonged; the petition shall be presented at a Stated Assembly. It shall then be referred to a Committee of Investigation, which Committee shall report and action may be taken at once. (Pro. 2000)

Sec. 2. A Council may entertain the petition for the degrees at any time after the petitioner has become an affiliated Royal Arch Mason. (Pro. 1892, p. 115)

Sec. 3. A petitioner may apply for the degrees of the Council to any Council in Arkansas

RITUALS

Sec . 1. The ritual approved and adopted by the Grand Council, Royal and Select Masters of Arkansas on March 11, 1988 is the Standard Ritual of the Degrees of Royal, Select and Super-Excellent Masters. (Pro. 1988, p. 40)

- (a) Before anyone can change any part of the adopted ritual already approved by the Grand Council, it must be referred to the Jurisprudence Committee for study of the proposed change in ritual. That only the Jurisprudence Committee has the authority to recommend a change in the ritual to the Grand Council. (Pro. 1988, p. 40)
- (b) An optional Short Form opening and closing ritual was adopted to allow a Council that holds their Stated Assembly preceding or following a Stated Chapter Convocation or Stated Commandery Conclave to use the Short Form Ritual. (Pro. 1994,p. 34;45;46;47&48)

Sec. 2. The use of printed rituals in the conferring of degrees is disapproved by the Grand Council. (Pro. 1911, p. 21)

Sec. 3. The Recorder may sell rituals to any Companion who desired to purchase one at the cost of printing and postage; which fee will be determined by the Recorder. (Pro 2000)

SUSPENSION

Sec. 1. Suspension or expulsion in a Subordinate Lodge of the Grand Lodge of Arkansas, the Grand Lodge of Arkansas, a Subordinate Chapter of the Grand Chapter of Royal Arch Masons of Arkansas, the Grand Chapter of Royal Arch Masons of Arkansas shall thereby cause a suspension or expulsion in the Council to which the suspended or expelled Companion Belongs.

- a. Should a member be suspended or expelled by the Grand Lodge of Arkansas or the Grand Chapter of Royal Arch Masons of Arkansas and then be reinstated, the reinstated Lodge or Chapter must be in Arkansas.
- b. Should a member be suspended or expelled by the Grand Lodge of Arkansas, Grand Chapter of Royal Arch Masons of Arkansas, a subordinate Lodge, or subordinate Chapter and then be reinstated he must petition an Arkansas Council of Royal and Select Masters to be reinstated in a Council. The ballot must be unanimous. This does not apply to members who have been suspended for non-payment of dues.

Sec. 2. Members of the Council-at-Large who become delinquent in dues for two (2) years, shall, after proper notification, be suspended by the Grand Recorder with no further action being necessary by the Grand Council. (Pro. 1989)

TITLES

Sec. 1. The title of the General Grand Council is "Most Puissant", that of the Grand Council is "Most Illustrious", that of the Grand Master is "Most Illustrious", of the other Grand Officers is "Right Illustrious" except the Grand Sentinel, whose title is "Illustrious". (Old Const., Art. I, Sec. 15)

- (a) Should a Grand Lecturer be appointed, his title is "Illustrious". (Pro. 2000)

WAIVER OF JURISDICTION

Sec. 1. The Grand Master has no power to grant a waiver of Jurisdiction. (Pro 1949, p. 18 & 19)

- (a) The Grand Master of Arkansas with the consent of the Grand Master from another jurisdiction may waive the jurisdiction requirement and residency requirement to allow a Master Mason from another Grand jurisdiction to become a member of a Council in Arkansas.

Sec. 2. The Grand Council cannot waive Jurisdiction in favor of one Council for the working of material of another Council.

Sec. 3. A Constituent Council may waive its Jurisdiction over its own material. (Pro. 1949, p. 18 & 19)

Sec. 4. When a request for a waiver of Jurisdiction *is* made by a Council to which application for the degrees is made, and the Council having Jurisdiction over said applicant does not meet for action, or act upon said petition for three (3) months, it will be considered as having waived Jurisdiction, and the Council to which application has been made shall have jurisdiction over said applicant, and may then proceed to ballot upon his application. (Pro. 1929, p. 24 & 30)

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Sec. 5. A Council asking for and receiving a Waiver of Jurisdiction must act with reasonable promptness on the waiver. If it does not do so within three (3) months from the receipt of the waiver, the waiver shall be treated as canceled. (Pro. 1901, p. 15; Pro. 1928, p. 45; Pro. 1929, P. 25 & 30)

**ESTABLISHED MANAGEMENT POLICIES OF THE
GRAND COUNCIL OF ROYAL AND SELECT MASTERS OF ARKANSAS**

As adopted March 11, 2022, and sequent.
Reaffirmed March 10, 2023, and March 9, 2024

**Conflict of Interest Policy and Annual Statement for Officers
and Members of a Committee with Officer Delegated Powers of
Grand Council of Royal and Select Masters of Arkansas**

Article I – Purpose

1. The purpose of this Officer Conflict of Interest Policy is to protect The Grand Royal Arch Chapter of Arkansas's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer of The Grand Royal Arch Chapter of Arkansas or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
3. This policy is also intended to identify "independent" officer.

Article II – Definitions

1. Interested person -- Any principal officer, or member of a committee with governing officer delegated powers having either legal or financial responsibility who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial interest -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which The Grand Royal Arch Chapter of Arkansas has a transaction or arrangement,
 - b. A compensation arrangement with The Grand Royal Arch Chapter of Arkansas or with any entity or individual with which The Grand Royal Arch Chapter of Arkansas has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which The Grand Royal Arch Chapter of Arkansas is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Executive Officers decides that a conflict of interest exists, in accordance with this policy.

This policy is based on the IRS model Conflict of Interest policy, which is an attachment to Form 1023. It adds information needed to allow The Grand Royal Arch Chapter of Arkansas to assess officer independence in order to answer questions on Form 990.

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3. Independent Officer - An officer shall be considered "independent" for the purposes of this policy if he or she is "independent" as defined in the instructions for the IRS 990 form or, until such definition is available, the officer--
 - a. is not, and has not been for a period of at least three years, an employee of The Grand Royal Arch Chapter of Arkansas or any entity in which The Grand Royal Arch Chapter of Arkansas has a financial interest;
 - b. does not directly or indirectly have a significant business relationship with The Grand Royal Arch Chapter of Arkansas, which might affect independence in decision-making;
 - c. is not employed as an executive of another corporation where any of The Grand Royal Arch Chapter of Arkansas's executive officers or employees serve on that corporation's compensation committee; and
 - d. does not have an immediate family member who is an executive officer or employee of The Grand Royal Arch Chapter of Arkansas or who holds a position that has a significant financial relationship with The Grand Royal Arch Chapter of Arkansas.

Article III – Procedures

1. Duty to Disclose – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Officers.
2. Recusal of Self – Any officer may recuse himself or herself at any time from involvement in any decision or discussion in which the officer believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
3. Determining Whether a Conflict of Interest Exists – After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Executive Officer meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Executive Officers shall decide if a conflict of interest exists.
4. Procedures for Addressing the Conflict of Interest:
 - a. An interested person may make a presentation at the Executive Officer meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The Chairman Executive Officer meeting shall; if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the Executive Officers shall determine whether The Grand Royal Arch Chapter of Arkansas can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Officers shall determine by a majority vote of the disinterested officers whether the transaction or arrangement is in The Grand Royal Arch Chapter of Arkansas's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

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5. Violations of the Conflicts of Interest Policy
 - a. If the Executive Officers has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Executive Officers determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV – Records of Proceedings

1. The minutes of the Officers and all committees with officer delegated powers shall contain:
 - a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Executive Officer's decision as to whether a conflict of interest in fact existed.
 - b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V – Compensation

- a. A voting member of the Officers who receives compensation, directly or indirectly, from The Grand Royal Arch Chapter of Arkansas for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from The Grand Royal Arch Chapter of Arkansas for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the Officers or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from The Grand Royal Arch Chapter of Arkansas, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI – Annual Statements

1. Each principal officer and member of a committee with Officer delegated powers shall annually sign a statement which affirms such person:
 - a. Has received a copy of the *conflict of interest policy*,
 - b. Has read and understands the policy,
 - c. Has agreed to comply with the policy, and
 - d. Understands The Grand Royal Arch Chapter of Arkansas is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

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2. Each voting member of the Officers shall annually sign a statement which declares whether such person is an independent officer.
3. If at any time during the year, the information in the annual statement changes materially, the officer shall disclose such changes and revise the annual disclosure form.
4. The Executive Officers shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

Article VII – Periodic Reviews

To ensure The Royal Arch Chapter of Arkansas operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to The Grand Royal Arch Chapter of Arkansas's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

Article VIII – Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, The Grand Royal Arch Chapter of Arkansas may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Officers of its responsibility for ensuring periodic reviews are conducted.

List any conflict of interest you may have below. If none exist, please so state.

Signed: _____ Date: _____

GRAND COUNCIL OF ROYAL AND SELECT MASTERS OF ARKANSAS

DOCUMENT MANAGEMENT, RETENTION AND DESTRUCTION POLICY

Policy and Purposes

This Policy represents the policy of the Grand Council of Royal and Select Masters of Arkansas with respect to the management, retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as "documents" in this Policy). Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. Notwithstanding the foregoing, the organization reserves the right to revise or revoke this Policy at any time.

Administration

Responsibilities of the Administrator. The organization's Grand High Priest shall be the Administrator in charge of the administration of this Policy. The Administrator's responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation. The Administrator may also modify the Document Retention Schedule from time to time as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect organizational policies and procedures. The Administrator is also authorized to periodically review this Policy and Policy compliance with legal counsel and to report to the Officers and Trustees as to compliance. The Administrator may also appoint one or more assistants to assist in carrying out the Administrator's responsibilities, with the Administrator, however, retaining ultimate responsibility for administration of this Policy.

Responsibilities of Constituencies. This Policy also relates to the responsibilities of officers, trustees, members, staff, volunteers and outsiders with respect to maintaining and documenting the storage and destruction of the organization's documents. The Administrator shall report to the Officers, which maintains the ultimate direction of management. The organization's staff shall be familiar with this Policy, shall act in accordance therewith, and shall assist the Administrator, as requested, in implementing it. The responsibility of volunteers with respect to this Policy shall be to produce specifically identified documents upon request of management, if the volunteer still retains such documents. In that regard, after each project in which a volunteer has been involved, or each term which the volunteer has served, it shall be the responsibility of the Administrator to confirm whatever types of documents the volunteer retained and to request any such documents which the Administrator feels will be necessary for retention by the organization (not by the volunteer). Outsiders may include vendors or other service providers. Depending upon the sensitivity of the documents involved with the particular outsider relationship, the organization, through the Administrator, shall share this Policy with the outsider, requesting compliance. In particular instances, the Administrator may require that the contract with the outsider specify the particular responsibilities of the outsider with respect to this Policy.

Suspension of Document Destruction; Compliance. The organization becomes subject to a duty to preserve (or halt the destruction of) documents once litigation, an audit or a government investigation is reasonably anticipated. Further, federal law imposes criminal liability (with fines and/or imprisonment for not more than 20 years) up on whomever " knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States ... or in relation to or contemplation of any such matter or case." Therefore, if the Administrator becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, the Administrator shall immediately order a halt to all document destruction under this Policy, communicating the order to all affected constituencies in writing. The Administrator may thereafter amend or rescind the order only after conferring with legal counsel. If any board member or staff member becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, with respect to the organization, and they are not sure whether the Administrator is aware of it, they shall make the Administrator aware of it. Failure to comply with this Policy, including, particularly, disobeying any destruction halt order, could result in possible civil or criminal sanctions. In addition, for staff, it could lead to disciplinary action including possible termination.

Electronic Documents; Document Integrity. Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the Document Retention Schedule. Due to the fact that the integrity of electronic documents, whether with respect to the ease of alteration or deletion , or otherwise, may come into question, the Administrator shall attempt to establish standards for document integrity, including guidelines for handling electronic files, backup procedures, archiving of documents, and regular checkups of the reliability of the system; provided, that such standards shall only be implemented to the extent that they are reasonably attainable considering the resources and other priorities of the organization.

Privacy. It shall be the responsibility of the Administrator, after consultation with counsel, to determine how privacy laws will apply to the organization's documents from and with respect to employees and other constituencies; to establish reasonable procedures for compliance with such privacy laws; and to allow for their audit and review on a regular basis.

Emergency Planning. Documents shall be stored in a safe and accessible manner. Documents which are necessary for the continued operation of the organization in the case of an emergency shall be regularly duplicated or backed up and maintained in an off-site location. The Administrator shall develop reasonable procedures for document retention in the case of an emergency.

Document Creation and Generation. The Administrator shall discuss with staff the ways in which documents are created or generated. With respect to each employee or organizational function, the Administrator shall attempt to determine whether documents are created which can be easily segregated from others, so that, when it comes time to destroy (or retain) those documents, they can be easily culled from the others for disposition. Ideally, the organization will create and archive documents in a way that can readily identify and destroy documents with similar expirations.

Document Retention Schedule

For each document, add its location or where it is stored:

- | | |
|---|-------------|
| 1. Accounts payable ledgers and schedules: | 10 years |
| 2. Accounts receivable ledgers and schedules: | 10 years |
| 3. Audit reports of accountants: | Permanently |
| 4. Bank statements: | 10 years |
| 5. Capital stock and bond records: ledgers, transfer payments, stubs showing issues, record of interest coupon, options, etc.: | Permanently |
| 6. Cash books: | 10 years |
| 7. Checks (canceled, with exception below): | 10 years |
| 8. Checks (canceled, for important payments; i.e., taxes, purchase of property, special contracts, etc. [checks should be filed with the papers pertaining to the underlying transaction]): | Permanently |
| 9. Contracts and leases (expired): | 10 years |
| 10. Contracts and leases still in effect: | Permanently |
| 11. Correspondence, general: | 4 years |
| 12. Correspondence (legal and important matters): | Permanently |
| 13. Depreciation schedules: | 10 years |
| 14. Donation records of endowment funds and of significant restricted funds: | Permanently |
| 15. Donation records, other:
[Note: Donation records include a written agreement between the donor and the charity with regard to any contribution, an email communication or notes of or recordings of an oral discussion between the charity and the donor where the representative of the charity made representations to the donor with regard to the contribution on which the donor may have relied in making the gift.] | 10 years |
| 16. Duplicate deposit slips: | 10 years |
| 17. Employee personnel records (after termination): | 10 years |
| 18. Employment applications: | 3 years |
| 19. Expense analyses and expense distribution schedules (includes allowance and reimbursement of employees, officers, etc., for travel and other expenses): | 10 years |
| 20. Financial statements (end-of-year): | Permanently |
| 21. General ledgers and end-of-year statements: | Permanently |
| 22. Insurance policies (expired): | Permanently |
| 23. Insurance records, current accident reports, claims, policies, etc. | Permanently |
| 24. Internal reports, miscellaneous: | 3 years |
| 25. Inventories of products, materials, supplies: | 10 years |
| 26. Invoices to customers: | 10 years |
| 27. Invoices from vendors: | 10 years |
| 28. Journals: | 10 years |
| 29. Minute books of Board of Directors, including Bylaws and Articles of Incorporation: | Permanently |
| 30. Payroll records and summaries, including payments to pensioners: | 10 years |
| 31. Purchase orders: | 3 years |
| 32. Sales records: | 10 years |
| 33. Scrap and salvage records: | 10 years |
| 34. Subsidiary ledgers: | 10 years |

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|--|-------------|
| 35. Tax returns and worksheets, revenue agent's reports, and other documents relating to determination of tax liability: | Permanently |
| 36. Time sheets and cards: | 10 years |
| 37. Voucher register and schedules: | 10 years |
| 38. Volunteer records: | 3 years |

Corporate and Exemption:

Articles of Incorporation and Amendments Bylaws and Amendments	Permanently
Minute Books, including Board & Committee Minutes	Permanently
Annual Reports to Attorney General & Secretary of State Other Corporate Filings	Permanently
IRS Exemption Application (Form 1023 or 1024)	Permanently
IRS Exemption Determination Letter	Permanently
State Exemption Application (if applicable)	Permanently
State Exemption Determination Letter, Licenses and Permits	Permanently
Employer Identification (EIN) Designation	Permanently

Correspondence and Internal Memoranda:

Hard copy correspondence and internal memoranda relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate.

Hard copy correspondence and internal memoranda relating to routine matters with no lasting significance Two years

Correspondence and internal memoranda important to the organization or having lasting significance Permanent (subject to review)

Electronic Mail (E-mail) to or from the organization:

Electronic mail (e-mails) relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate but may be retained in hard copy form with the document to which they relate.

E-mails considered important to the organization or of lasting significance should be printed and stored in a central repository. Permanent (subject to review)

E-mails not included in either of the above categories 12 months

Electronically Stored Documents:

Electronically stored documents (e.g., in pdf, text or other electronic format) comprising or relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document which they comprise or to which they relate but may be retained in hard copy form (unless the electronic aspect is of significance).

Electronically stored documents considered important to the organization or of lasting significance should be printed and stored in a central repository (unless the electronic aspect is of significance). Permanent, Subject to review

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Electronically stored documents not included in either of the above categories:

Employment, Personnel and Pension

Personnel Records	10 years after employment ends
Employee contracts	10 years after termination
Retirement and pension records	Permanent

Insurance

Property, D&O, Workers ' Compensation and General Liability Insurance Policies	Permanent
Insurance Claim s Records	Permanent

Legal and Contracts

Contracts, related correspondence and other supporting documentation	10 years after termination
Legal correspondence	Permanent

Management and Miscellaneous

Strategic Plans	10 years after expiration
Disaster Recovery Plan	10 years after replacement
Policies and Procedures Manual	Current version with revision history

Property - Real, Personal and Intellectual

Property deeds and purchase/sale agreements	Permanent
Property Tax	Permanent
Real Property Leases	Permanent
Personal Property Leases	Permanent
Trademarks. Copyrights and Patents	Permanent

Tax

Tax exemption documents & correspondence	Permanent
IRS Rulings	Permanent
Annual information returns - federal & state	Permanent
Tax returns	Permanent

GRAND COUNCIL OF ROYAL AND SELECT MASTERS OF ARKANSAS

WHISTLEBLOWER POLICY

Policy Committee Resolution: The Policy Committee approves the inclusion of the following statement in the Employee Handbook, and directs the Grand Secretary to ensure that it is given to and acknowledged by all employees. In addition, the Grand Secretary will ensure that whistleblower protection notification is posted in the workplace(s) as required by state law.

Policy: If any employee reasonably believes that some policy, practice, or activity of The Grand Council Royal and Select Masters of Arkansas is in violation of law, a written complaint may be filed by that employee with the Grand Secretary or the Grand Treasurer.

It is the intent of The Grand Council Royal and Select Masters of Arkansas to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of either the Grand High Priest or Grand Secretary and provides him and/or them with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The Grand Council Royal and Select Masters of Arkansas will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of The Grand Council Royal and Select Masters of Arkansas, or of another individual or entity with whom The Grand Council Royal and Select Masters of Arkansas had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

The Grand Council Royal and Select Masters of Arkansas will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of The Grand Council Royal and Select Masters of Arkansas that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

Employee Signature

Date

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