

2024
THE CODE OF
Constitution and Laws
OF THE



GOVERNING THE
Supreme, Grand and Subordinate
Councils and Members

As amended at the One Hundred and Sixth Session
of the Supreme Council at Baltimore, MD.
July 30 - 31, 2024.

Promulgated To Take Effect Immediately

Amendments to Section 16



Supreme Secretary



September 1, 2024
PUBLISHED BY THE SUPREME COUNCIL
61 Batterymarch Street, Boston, MA 02110

PAST SUPREME REGENTS

*DARIUS WILSON of Massachusetts	1877-1878
*JULIUS M. SWAIN of Massachusetts	1878-1880
*A. E. KEYES of Ohio	1880-1882
*WILLIAM S. TENNANT of Michigan	1882-1883
*JOHN HASKELL BUTLER of Massachusetts	1883-1885
*ANDREW C. TRIPPE of Maryland	1885-1887
*SMITH M. LINDLSEY of New York	1887-1889
*LEIGH R. WATTS of Virginia	1889-1891
*CHARLES F. LORING of Massachusetts	1891-1891
*H. H. C. MILLER of Illinois	1891-1894
*CHILL W. HAZARD of Pennsylvania	1894-1895
*JOHN E. POUND of New York	1895-1897
*EDSON M. SCHRYVER of Maryland	1897-1899
*W. HOLT APGAR of New York	1899-1901
*JOSEPH A. LANGFITT of Pennsylvania	1901-1903
*A. S. ROBINSON OF Missouri	1903-1905
*HOWARD C. WIGGINS of New York	1905-1907
*ROBERT VAN SANDS of Illinois	1907-1909
*CLOVIS H. BOWEN of Rhode Island	1909-1911
*F. T. MCFADEN of Virginia	1911-1913
*FRANK B. WICKERSHAM of Pennsylvania	1913-1915
*SAMUEL N. HOAG of New York	1915-1917
*C. ARCH WILLIAMS of Illinois	1917-1919
*L. R. GREISENBERGER of Pennsylvania	1919-1921
*CARLTON E. HOADLEY of Connecticut	1921-1923
*RICHARD E. KROPP of Illinois	1923-1925
*HAROLD C. KNOEPPPEL of New York	1925-1931
*CHARLES H. HARING of New York	1931-1933
*JAMES E. NORTON of Pennsylvania	1933-1935
*MILTON A. WILLMENT of New York	1935-1937
*HERBERT W. JOHNSON of Nebraska	1937-1939
*WILLIAM C. ROOT of Massachusetts	1939-1941
*GEORGE W. MERCER of New Jersey	1941-1946
*WILLIAM ENNIS of Illinois	1946-1948
*EDMOND A. KNOEPPPEL of New York	1948-1952
*EDWARD E. SEDGLEY of Pennsylvania	1952-1956
*A. JOHN PLONSKI of New Jersey	1956-1958
*PETER P. STERMER of Illinois	1958-1960
*WILLIAM J. MOIR of New York	1960-1964
*EARLE E. FRIEDLANDER of Illinois	1964-1966
*J. PAUL MASSE of Quebec	1966-1968
*JACOB ZIMMERMAN of New Jersey	1968-1972
*DR. LOUIS GELFAND of Pennsylvania	1972-1974
*J. JELET CHRISTOPHER of Maryland	1974-1975
*AUTHUR S. MARS of Massachusetts	1975-1978
*HAROLD J. WITTENBAUER of New Jersey	1978-1980
*ERWIN N. RUSH of Pennsylvania	1980-1984
*LLOYD E. WILLIAMS of the Carolinas	1984-1986
*ALLAN S. BERGER of New Jersey	1986-1988
*ANTHONY J. MARCHESANO of New York	1988-1990
*H. JOSEPH HEPPFORD of Pennsylvania	1990-1992
*EDWARD A. VICINANZA of New York	1992-1994
JOYCE A. CRAWFORD of Pennsylvania	1994-1996
*ROBERT H. LAW III of New York	1996-1998
*DONALD G. FOLEY of New York	1998-2000
JAMES E. O'NEILL of California	2000-2002
CYNTHIA A. MACON of New Jersey	2002-2004
AUGUST MAGNOTTA of New York	2004-2006
HERBERT J. SNYDER of Pennsylvania	2006-2008
*WILLIAM J. WIRE of Illinois	2008-2010
CAROL A. ZAVITZ of Ontario	2010-2012
PETER D. FERRARA of Pennsylvania	2012-2014
CARL J. KRZYSTOF CZYK of Illinois	2014-2016
ERRICA CONFORTO of New York	2016-2018
DEBORAH YOUNG of Ontario	2018-2019
†MARIA BETTINA DIBARTOLO of New York	2019-2024

† Acting Supreme Regent 2019-2022

*Deceased

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CHARTER

Commonwealth of Massachusetts

Be it known that whereas Darius Wilson, Charles K. Darling, W. O. Robson, Ezra M. Crawford, J. A. Cummings, George W. Blish, William Bradley, J. H. Wright and Julius M. Swain have associated themselves with the intention of forming a corporation under the name of the Supreme Council of the Royal Arcanum, for the purpose of fraternal union, aid to its members and their dependents, the education socially, morally, and intellectually of its members, assisting the Widows and Orphans Benefit Fund, etc., etc., and have complied with the provisions of the statutes of this Commonwealth in such case made and provided, as appears from the certificate of the proper officers and executive committee of said Corporation duly approved by the Commissioner of Corporations, and recorded in this office.

Now, therefore, I, Henry B. Pierce, Secretary of the Commonwealth of Massachusetts, do hereby certify that said D. Wilson, C. K. Darling, W. O. Robson, E. M. Crawford, J. A. Cummings, G. W. Blish, W. Bradley, J. H. Wright, and J. M. Swain, their associates and successors, are legally organized and established as, and are hereby made an existing corporation, under the name of the Supreme Council of the Royal Arcanum, with the powers, rights and privileges, and subject to the limitations, duties and restrictions which by law appertain thereto.

Witness my official signature hereunto subscribed, and the seal of the Commonwealth of Massachusetts hereunto affixed, this fifth day of November, in the year of our Lord, one thousand eight hundred and seventy-seven.

HENRY B. PIERCE

Secretary of the Commonwealth

(Seal)

(ACTS RELATING TO MEETINGS)
Commonwealth of Massachusetts

(Chap. 62 of the Acts of 1879)

An act to authorize the Supreme Council of the Royal Arcanum to hold its Annual Meetings without the Commonwealth

Be it enacted by the Senate and House of Representatives, in General Court assembled, and by the authority of the same, as follows:

The Supreme Council of the Royal Arcanum may hold its annual meetings in any State wherein a Grand Council of said Association is established; and its acts at such meetings shall have the same effect as if done within the Commonwealth.

Approved Feb. 26, 1879.

(Chap. 10 of the Acts of 1888)

An act to authorize the Supreme Council of the Royal Arcanum to hold its Annual Meetings in the District of Columbia or Canada

Be enacted, etc., as follows:

The Supreme Council of the Royal Arcanum may hold its annual meetings in the District of Columbia, or in any Province in Canada wherein a Grand Council of said Association is established; and its acts at such meetings shall have the same effect as if done within the Commonwealth.

Approved Feb. 1, 1888.

(The General Laws of 1898-9 permit meetings of the Supreme Council in States, Territories or Provinces in which a Subordinate Council is located.)

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**PART ONE
SUPREME COUNCIL
CONSTITUTION**

**SUPREME COUNCIL
NAME AND POWERS**

Sec. 1. This body shall be known as the Supreme Council of the Royal Arcanum, hereinafter referred to as the Order, with power to make and amend its own constitution, Rules and General Laws for the government of the whole Order. Its decisions on all appeals taken to it from Grand and Subordinate Councils and by such Councils or by the members of the Order shall be final.

Sec. 2. The objects of the Order are:

Fraternal Union

1st. To unite fraternally all persons of good moral character, who are socially acceptable and over eighteen years of age.

2nd. To give all moral and material aid in its power to its members and those dependent upon them.

Educate Members, Assist Widows and Orphans

3rd. To educate the members socially, morally, and intellectually; and to assist the widows, surviving husbands and orphans of deceased members.

Benefit Funds

4th. To establish funds for the payment of disability and old age benefits and reserve accumulation and from which on the satisfactory evidence of the death of a member of the Order who has complied with all its lawful requirements, a sum shall be paid to the beneficiary or beneficiaries in accordance with the Benefit Certificates, as such member may direct.

Charitable Institutions

5th. To establish and maintain a home for its aged members and their wives and husbands and such other charitable institutions as it may determine; and to levy per capita assessments for the maintenance thereof upon the membership of the order.

Juvenile Protection

6th. To provide Juvenile protection for all children and to issue Certificates from birth up to the age of eighteen years.

MEETINGS

Meetings

Sec. 3. The Supreme Council shall meet biennially in even numbered years at ten o'clock A.M. on the first Tuesday following the first Monday in September at such place as may be selected by the Executive Committee: provided, however, that the Executive Committee by a two-thirds affirmative vote of its

membership is hereby authorized to call a regular meeting of the Supreme Council in any odd numbered year, and provided that such meetings shall be held in some state, province or territory wherein a Grand Council or Subordinate Council of the Order is established, or as otherwise provided by the Laws of the Commonwealth of Massachusetts, and provided, further, that if the Executive Committee deems it expedient to change the time herein fixed for holding a meeting of the Supreme Council, the Executive Committee may select another time therefor, and the time which said Executive Committee, or a majority of the entire membership of said Committee, shall select shall be the time for holding said meeting.

Sec. 4. Special Meetings shall be called by the Supreme Regent upon the written request of twenty-five Representatives to the Supreme Council representing seven or more Grand Councils.

Notice

Sec. 5. The Supreme Secretary shall notify by circular each Grand Council entitled to representation in the Supreme Council, the Councils of the Order and every member of the Supreme Council of the time, place and, if a special meeting, the object of the meeting. No other business shall be considered or transacted at any special meeting or session of the Supreme Council except that which is specifically stated in the notice or call for such special meeting.

Quorum

Sec. 6. One-third of the entire membership of the Supreme Council shall constitute a quorum, but less than that number may adjourn to meet at a future specified time.

Principal Office

Sec. 7. The principal office of the Supreme Council shall be in the City of Boston, Commonwealth of Massachusetts.

Who Compose

Sec. 8. The Supreme Council shall be composed of its elective officers, the representatives from the Grand Councils, Past Supreme Regents and members who have served thirty years or more in the Supreme Council, provided they remain in good standing in their Subordinate Councils, and providing further that no member who is a full time paid representative of the Field, Promotion and Council Service Departments shall be eligible for membership in such Supreme Council. The representatives from the Grand Councils, or their alternates, shall be entitled to not less than two-thirds of the votes of the entire membership of the Supreme Council, and should their number become less than two-thirds, then and in such event each member of the Supreme Council not sitting as a representative or alternate shall be entitled to only a fraction of the vote as will make the aggregate vote of such members equal to one-third of the votes of the entire membership. No other member of this Order, except the General Counsel, Director of Promotion, Director of Council Service, Director of Home Office Operations, Editor of the Official Bulletin, Director of the Junior Department and Actuary of the Order, shall under any circumstances be admitted to the Session of the Supreme Council and they shall not be entitled to a vote, unless otherwise qualified, except that the Supreme Council may, admit as spectators any members in good standing in the Order, provided that they

shall be seated in a part of the room where the Session is held, separate and apart, from the members of the Supreme Council.

REPRESENTATIVES AND CREDENTIALS

Sec. 9. Each Grand Council shall be entitled to at least two Representatives in the Supreme Council. Representatives shall present their credentials, and, upon acceptance thereof by the Supreme Council, shall be initiated therein. The credentials of Supreme Representatives shall be filed in the office of the Supreme Secretary within 30 days of their election.

Additional Representatives

Sec. 10. Whenever a Grand Council includes within its jurisdiction a membership of one thousand, it shall be entitled to one Additional Representative. In addition each Grand Council shall be entitled to one Additional Representative for every four hundred twenty-five members above the first one thousand, but no Grand Council shall have more than three Additional Representatives.

Representative from Delinquent Grand Council

Sec. 11. (a) A Representative from any Grand Council which is under suspension or which has neglected to make required reports of the membership within its jurisdiction shall not be admitted to membership in the Supreme Council.

(b) A representative from a Grand Council, who is a member of a Subordinate Council that has been suspended for any cause, shall not be eligible for membership or office in the Supreme Council.

(c) The Executive Committee may in its discretion appoint (2) members from such Grand Council to represent the Grand Council at the biennial session. Such individuals shall be eligible to be an elected member of the Supreme Council.

Representative and Alternate Not Admitted

Sec. 13. A representative and his Alternate shall not both be admitted during any meeting of the Supreme Council.

Sec. 14. An Alternate present at any meeting in his term shall not hereby be entitled to represent his Grand Council at any subsequent meeting of the Supreme Council during his term if the Representative is able to attend.

Credentials of Alternate

Sec. 15. An Alternate before being admitted to the Supreme Council shall present, together with his credentials of election, written evidence from the Grand Secretary of his jurisdiction, or from the Representative for whom he is elected Alternate, that the Representative is unable to attend the meeting of the Supreme Council. The credentials of Alternate Supreme Representatives shall be filed in the office of the Secretary within 30 days of their election.

Elective Officers

Sec. 16. The elective officers of the Supreme Council shall be: Supreme Regent, Supreme Vice-Regent, Supreme Orator, Sitting Past Supreme Regent, Supreme Auditor who shall also be a member of and Chairman of the Committee on Finance, Supreme Secretary, Supreme Treasurer, Supreme Chaplain,

Supreme Guide, Supreme Warden, Supreme Sentry, four elective members of the Executive Committee, three members of the Committee on Laws, two additional members of the Committee on Finance, two Supreme Trustees, two members of the Committee on Juniors and two members of the Committee on Appeals. The first member elected on the Committee on Laws, Supreme Trustees, Committee on Juniors and Committee on Appeals shall be Chairman of the Committee, All of said officers shall be 'elected to serve for the term of two years or until their respective successors shall have been elected or installed. One member may be elected to serve in both the offices of Supreme Secretary and Supreme Treasurer, and in the event of a vacancy in either the office of Supreme Secretary or Supreme Treasurer the Supreme Regent may appoint the surviving Supreme Secretary or the surviving Supreme Treasurer to fill both the offices of Supreme Secretary and Supreme Treasurer, In the event of the death or resignation of a member who has been elected or appointed to both the offices of Supreme Secretary and Supreme Treasurer, the Supreme Regent shall appoint one member to both the offices of Supreme Secretary and Supreme Treasurer. Where one member holds both the office of Supreme Secretary and Supreme Treasurer he shall perform the duties of both offices, and if he is appointed to such offices his salary shall be fixed by the Executive Committee. In addition to the foregoing elective offices, the Supreme Council may at any session elect a Supreme Secretary Emeritus for life. When so elected, the duties of such Supreme Secretary Emeritus shall be designated by the Executive Committee.

Eligibility

Sec. 17. Any present or former member of the Supreme Council may be elected to office therein or may be appointed to fill a vacancy caused by resignation, death or otherwise pursuant to Section 28 hereof. An Alternate Supreme Representative, duly elected or appointed as such, who is in attendance at a session of the Supreme Council may be elected to office in the Supreme Council at such session.

Past Supreme Regent

Sec. 18. All Supreme Regents who have served one full, or the balance of an unexpired term, or who die while in office or resign from office because of health or disability shall be Past Supreme Regents by virtue of service, and a Past Supreme Regent shall be created in no other way.

Nomination and Election

Sec. 19. (1) The nomination and election of officers shall take place at any time during each biennial meeting as the Supreme Council may by resolution provide.

(2) The Trustees, the three members of the Committee on Laws, the two members of the Committee on Finance and the members of any other standing Committee may be voted for on one ballot, if so ordered by the Supreme Council.

No Other Business In Order

Sec. 20. During the nomination and election of officers no motion, except one relating to procedure or to take a recess, shall be entertained.

More Than One Candidate

Sec. 21. A majority of the valid votes shall be required to elect. In case no candidate receives a majority of the ballots cast, the balloting shall continue until one of them receives a majority. The candidate receiving the least number of votes shall be withdrawn at each unsuccessful ballot.

Installation

Sec. 22. The installation of elective officers shall take place on the last day of each biennial meeting, unless otherwise ordered by the Supreme Council; provided, however, that officers installed before the close of a session shall not be authorized to assume their respective duties until its termination, but their predecessors are continued in the full authority of their respective offices until said session is duly closed. The retiring Supreme Regent shall appoint a Past Supreme Regent to perform the ceremony of installation.

DUTIES OF SUPREME REGENT

Preside

Sec. 23. The Supreme Regent shall preside at all meetings of the Supreme Council.

Superintend Order and Enforce Laws

Sec. 24. He shall represent and protect the interests of the Supreme Council, shall have the general superintendence of the Order, and shall enforce the laws thereof.

Grant Dispensations

Sec. 26. (1) He shall have the power to grant Dispensations, when the good of the Order may require it, in cases where specially authorized by the Laws of the Order. He shall not exercise this power for the admission of unqualified persons to membership, to authorize violation of the law, nor legalize a willful violation thereof, excepting that when there has been an unintentional or inadvertent violation or breach of law he may grant a Dispensation to cure the same.

(2) He shall not grant such healing Dispensation to a Council unless the Regent and Secretary, or other officers cognizant of the facts shall certify that such breach or violation was not intentional or willful and was made by mistake or ignorance of the law.

(3) An unauthorized or forbidden Dispensation shall be inoperative, null and void.

(4) All Dispensations of the Supreme Regent shall be issued through the office of and be attested by the Supreme Secretary.

Institute Passwords

Sec. 27. He shall institute annual and semi-annual passwords, and with the assistance of the Supreme Secretary, Deputy Supreme Regents, Grand Regents and Grand Secretaries he shall furnish the same respectively to each Grand and Subordinate Council in good standing.

Resignations, Vacancies

Sec. 28. He shall have the power to accept resignations, fill, with the approval

of the Executive Committee, all vacancies occasioned by resignation, death, or otherwise, until an election shall be held; and in case of any temporary disqualification for inability of an officer to discharge the duties of his office to determine the fact thereof, and appoint some member of the Supreme Council to discharge said duties until the determination of such disqualification. In case of a vacancy upon the Executive Committee occasioned by the death or resignation of any member thereof the Supreme Regent shall have the power to fill such vacancy by appointment, with the approval of the Executive Committee, from among those eligible for service upon said Committee.

Designation of an Auditor

Sec. 29. He shall have the power upon the death, default or resignation of any Supreme Council officer to require an audit of such officer's official accounts, and may designate for such purpose the Supreme Auditor or the Committee on Finance or any member thereof appoint Special Committees.

Sec. 32. At the close of each biennial meeting he shall make such appointments of Special Committees as have been provided for and he shall have power to fill all vacancies occurring therein during the recess. Appointment upon such Special Committee shall not authorize a member not otherwise qualified to attend the next session of the Supreme Council.

Special Duties

Sec. 33. He may appoint Deputy Supreme Regents whenever and wherever he thinks the good of the Order requires, and he may require them to conform to such rules as he may prescribe.

Correspondence

Sec. 35. His correspondence with Grand and Subordinate Councils shall, when by him deemed expedient, be conducted through the Supreme Secretary with the seal of the Supreme Council affixed.

Official Decisions Final

Sec. 36. His decisions upon all questions submitted to him shall be promulgated by the Supreme Secretary, and shall be final during the recess of the Supreme Council. He shall report all such decisions to the Supreme Council for approval or rejection.

Decisions Have Effect of Laws

Sec. 37. His decisions upon questions of law, when approved or as revised by the Supreme Council, shall have the force and effect of General Laws of the Order.

Report

Sec. 38. He shall submit at each meeting of the Supreme Council a written report of all his official acts during his term of office, together with such recommendations as he may deem advisable.

Other Duties

Sec. 39. He shall perform such other duties as the laws, rules and usages of the Order requires and as assigned by the Executive Committee.

SUPREME VICE-REGENT

Preside in the Absence of the Supreme Regent

Sec. 40. The Supreme Vice-Regent shall preside at meetings of the Supreme Council in the absence of the Supreme Regent. During the absence of the Supreme Regent from the locality of his office or the office of the Order, the Supreme Vice-Regent shall have power to execute, acknowledge and forward on behalf of the Supreme Council any and all documents and instruments and to perform any and all acts which the Supreme Regent is authorized or required to do. The action of the Supreme Vice-Regent in such cases shall have the same force and effect as though said actions had been performed by the Supreme Regent personally.

Sec. 41. In the case of the death, inability, resignation, disqualification, refusal or neglect of the Supreme Regent to discharge the duties of his office, the Supreme Vice-Regent shall then perform all duties incumbent upon the Supreme Regent until an election is held. And in the case of the temporary disqualification or inability of the Supreme Regent to discharge the duties of his office, the Supreme Vice-Regent shall then perform all duties incumbent upon the Supreme Regent during the period of such temporary disqualification or inability. The fact of the existence and the refusal, inability or neglect aforesaid and of the termination of any temporary disqualification or inability shall be ascertained and determined by the Executive Committee or a majority of said committee as a tribunal therefore. This tribunal may exercise the authority hereby granted, upon their own knowledge after four days citation or notice, or upon such testimony as they shall deem sufficient. Said tribunal shall also have the power to accept the resignation of the Supreme Regent. Upon the filing with the Supreme Secretary of a certificate, signed by not less than a majority of the members of said tribunal, that such a disqualification or such a refusal, inability or neglect exists, or that a temporary disqualification or inability has terminated, or the acceptance, so signed, of the resignation of the Supreme Regent, the Supreme Vice-Regent shall be authorized to enter at once upon the discharge of the duties incumbent upon the Supreme Regent, as aforesaid; or, as the case may be, the Supreme Regent shall resume the discharge of the duties of his office. The Supreme Secretary shall cause a copy of the certificate or acceptance aforesaid to be served upon the Supreme Regent and Supreme Vice-Regent by registered mailing thereof to, or leaving the same at, their last address as they appear respectively upon the Supreme Secretary's books, or by delivering the same to them in hand.

Other Duties

Sec. 42. He shall perform such other duties as the laws, rules and usages of the Order requires and as assigned by the Executive Committee.

SUPREME ORATOR

Lectures

Sec. 43. The Supreme Orator shall be prepared to and shall visit, give instruction and deliver lectures upon the work of the Order whenever and wherever the Supreme Regent shall direct, and shall perform such other duties as assigned by the Executive Committee.

SUPREME AUDITOR

Authority and Duties of

Sec. 44. (1) The Supreme Auditor shall examine all bills and demands against the Supreme Council, except his own and those of his assistants, and if provided for by appropriation duly made, and found correct and properly incurred and approved by duly authorized officers or committees, and there are on hand funds sufficient to pay such demands or bills, he shall approve the same. In case of an error or informality in any bill or demand, or of improper price or amount therein, he shall note such fact and return said bill or demand, together with his objections thereto, to the officer, committee or party presenting the same. All bills and demands of the Supreme Auditor or his assistants shall be submitted by him to the Chairman of the Executive Committee of the Supreme Council, who shall audit the same and, if found correct and properly incurred and provided for by appropriation duly made, he shall approve the same if there are on hand funds to pay the same.

(2) Before the close of the month, or when necessary, he shall audit and approve the monthly payroll of the Supreme Council if drawn for proper amounts and in conformity with the laws and resolutions of that body, and he shall audit and approve all payments for other salaries or expenditures directly voted by the Supreme Council.

(3) He shall audit and approve, if found correct, the payments made from any contingency funds authorized by the Executive Committee.

(4) He shall audit and approve, upon the requisition therefore by the Supreme Treasurer, the payments of fees imposed by the laws of the several States and Provinces for entering and remaining therein.

(5) He shall, as bills are approved, forward to the Supreme Regent and to the Chairman of the Executive Committee, a list of such accounts as shall have been approved, giving the date, payee, object, amount, and date of approval of each account, and the particular appropriation under which the same is drawn, He shall also keep a record of all such accounts and of the date of his advice or report regarding same to the Supreme Regent and to the Chairman of the Executive Committee.

(6) When appropriations for any object have been made by the Supreme Council, the Supreme Auditor shall keep an account of such appropriations and the amounts expended thereunder, and when the amounts so expended have reached the amount of the appropriation, he shall at once notify the officers or Committee in charge, that no further expenditure can be made under said

appropriation. At each session he shall make a written report to the Supreme Council of his official acts and proceedings.

(7) He shall conduct such audits as may be required by the Supreme Regent under Section 29.

(8) He may appoint, subject to the approval of the Executive Committee a Chief Clerk, for whose acts he shall be responsible.

SUPREME SECRETARY

Duties

Sec. 45. The Supreme Secretary shall keep a correct record of the proceedings of the Supreme Council and shall read all communications, reports, petitions, etc. He shall prepare for publication a copy of the Proceedings of the Supreme Council within 90 days after the close of each session.

(a) Such other duties as may be assigned by the Executive Committee.

Custody of Seal

Sec. 48. He shall have custody of the seal of the Supreme Council and shall cause an impression thereof to be affixed to all official documents issued under its authority.

Execute Instruments-Compile Amendments

Sec. 49. The Supreme Secretary is authorized to execute, when requested by the Executive Committee or General Counsel, in the name and on behalf of the Supreme Council of the Royal Arcanum, such bonds, undertakings, securities, or other instruments, and affix the seal of the Supreme Council thereto, as may be necessary to be given in the interest or for the benefit and protection of the Supreme Council in any legal proceedings. He shall arrange for publication, subject to the approval of the Executive Committee, all amendments to the Constitution and Laws adopted by the Supreme Council.

Furnish Passwords

Sec. 50. In the month of April and October of each year he shall furnish the semi-annual password as prepared by the Supreme Regent to the Grand Regent and Grand Secretary of each Grand Council and to all Deputy Supreme Regents, and previous to the installation of officers of each Grand Council he shall furnish the installing Deputy Supreme Regent the annual password therefore.

Certify Votes and Contracts

Sec. 51. He shall furnish to the Supreme Auditor certified copies of all votes of the Supreme Council relating to the expenditure of money for salaries and other purposes, a certified copy of all votes of officers and committees for expenditures which they may be authorized to incur, and certified copies of all contracts entered into by the Supreme Council, its authorized officers and committees.

Issuance of Pamphlets

Sec. 53. He shall prepare, under the direction of the Executive Committee, and publish from time to time, such pamphlets or documents as may be deemed best for the interest of the Order; but no such pamphlet or document shall be official unless approved by the Executive Committee.

Conduct Correspondence

Sec. 54. He shall conduct the correspondence of the Supreme Council, except as to such matters as shall relate to the work assigned by the Executive Committee to the General Manager of the Home Office in Boston.

Sec. 56. He shall in conjunction with the Supreme Treasurer promptly perform all duties relating to the Funds of the Order, or assigned to him by the Executive Committee, and he shall perform such other duties as the laws, rules and usages of the Order require.

Keep Records of Councils

Sec. 57. (1) He shall keep a record of the name, number, date of institution and location of all Grand and Subordinate Councils. He may, when a Council has ceased to exist, give its number to a new Council.

(2) He shall, when notified by the Secretary of a Subordinate Council of a change of address of a member outside the Grand Jurisdiction where the member's Council is located, notify the Grand Regent of the Grand Council having jurisdiction wherein the new address is located of such change of address.

SUPREME TREASURER

Report

Sec. 58. He shall make to the Supreme Council on the first day of each Session, a complete statement of the condition of the Order, including a full and correct report of the condition of the Supreme Treasury, with a statement of receipts and disbursements since the preceding session.

Keep Accounts

Sec. 61. The Supreme Treasurer shall keep a correct and separate account of all drafts issued by him in payment of all disbursements authorized by the laws of the Order.

Receive and Deposit Money Due

Sec. 62. He shall receive moneys payable with applications and reinstatements.

Duties

Sec. 69. The Supreme Treasurer shall perform such duties relating to the Funds as are prescribed for him in the General Laws of the Order, or as he shall be directed by the Executive Committee.

Deposit Funds-Interest On

Sec. 72. He shall duly deposit in the name of the Supreme Council of the Royal Arcanum all moneys received by him in depositories designated by the Executive Committee. In respect to all moneys received by him, when the Supreme Council is operating on other than one fund system, which involve remittances due to Supreme Council from which there must be made

segregations for or allocations to either the General Fund, Mortuary Fund, Disability Fund or Juvenile Fund, such deposits shall be made in and to the credit of a special account which is hereby created and which shall be known and designated as "Assessment Account", He shall at the close of each calendar month, subject to the control of the Executive Committee, segregate from the "Assessment Account" and distribute and allocate to the General, Mortuary, Disability and Juvenile Funds such amounts as may be properly and legally due the same. Interest received on the General Fund, Mortuary Fund and Disability Fund deposits shall remain in and be credited to the respective funds Mortuary, Juvenile and Disability

Fund Accounts

Sec. 74. When the Order is on other than a one fund system he shall keep correct and separate account of all moneys received and disbursed by him in connection with the Mortuary, Juvenile, Disability and other Funds, such payments to be paid out of such funds only upon check and/or vouchers signed by the Supreme Secretary and himself for the purpose of paying death, old age, disability and cash surrender benefits and transfers to the General Fund as provided in Sec. 138 and for the purpose of investment under the authority and direction of the Executive Committee.

Investment Fund Account

Sec. 75. He shall receive all moneys paid as interest on all investments and all moneys received upon the sale of securities in which such Funds are invested, and deposit the same, and also all transfers to said Funds, in the depositories designated, for the said Funds in the name of the Supreme Council of the Royal Arcanum.

General Accounts

Sec. 76. He shall keep a correct and separate account of all Funds of the Order.

Draw Orders

Sec. 77. He shall draw all orders for money in payment of bills, payrolls or demands that have been approved by the Supreme Auditor, Supreme Council, or the Executive Committee and he shall not draw any orders without such approval.

Session Contingent Fund

Sec. 78. At any session of the Supreme Council, he shall have a fund not exceeding the amount appropriated in the budget for such session for the payment of the expenses thereof, and shall submit to the Supreme Auditor and to the Chairman of the Executive Committee a statement of the disbursements from this fund as soon as all bills covering said Supreme Council session expenses have been paid.

Monthly Report

Sec. 80. He shall transmit to the Supreme Regent, Chairman of the Executive Committee and Supreme Auditor on the first day of each month a statement showing total receipts and payments of each Fund in his hands, including therein the receipts, disbursements, balance on hand and the amount on deposit in each depository.

Examination of Bonds

Sec. 81. He shall , subject to the approval of the Executive Committee, arrange, in conformity with the Constitution and Laws, for the bonding of all officers and employees thereby required to be bonded.

Examination of Accounts

Sec. 82. He shall have all his accounts correctly posted and ready for examination by the Committee on Finance immediately after the close of each fiscal year or whenever they may require.

Reports to Public Officials

Sec. 84. (a) He shall compile the statistics and make the reports necessary, to comply with the laws of the different states, territories and provinces, and furnish the same to public officials having competent authority to request or demand same.

(b) He shall pay such fees as may be lawfully imposed upon the Order as a prerequisite to the doing of business in any jurisdiction, or which may be legally required by the State or Provincial insurance departments therein; and shall obtain, and keep on file, all such licenses and authorizations as may be necessary for, or required of, the Society as a condition precedent to its operations in the premises.

SUPREME CHAPLAIN

Duties of

Sec. 85. The Supreme Chaplain shall offer invocation to and ask blessings of the Deity and perform such other duties as required by the laws, rules and usages of the Order.

OTHER SUPREME OFFICERS

Duties of

Sec. 86. The Supreme Guide, Supreme Warden, Supreme Sentry and Sitting Past Supreme Regent shall perform the duties required of them at their several stations.

SUPREME TRUSTEES

Sec. 87. The Supreme Trustees individually or collectively shall perform such duties as may be assigned to them by the Supreme Council or the Executive Committee.

SUCCESSION IN OFFICE

Sec. 88. In case of the death, resignation, inability or disqualification of the Supreme Regent and the Supreme Vice Regent, the duties and powers of the Supreme Regent shall devolve upon the Chairman of the Executive Committee of the Supreme Council who shall thereupon call, as promptly as possible, a special meeting of the Executive Committee, for the purpose of appointing a Supreme Regent to serve until the election and installation of a Supreme Regent at the next meeting of the Supreme Council. The Supreme Regent so appointed by the Executive Committee shall, until the election and installation of a Supreme Regent by the Supreme Council, have all the powers and authority, and shall perform all the duties, of the Supreme Regent.

EXECUTIVE COMMITTEE

Who Constitute

Sec. 91. (a) The Supreme Regent, Supreme Vice-Regent, Supreme Orator, Sitting Past Supreme Regent, Supreme Secretary, the Elective Members to be selected from any of the members who compose the Supreme Council, shall constitute a standing committee to be known as the Executive Committee. Such Executive Committee shall elect from its membership a Chairman who shall appoint all subcommittees and be an ex-officio member thereof and shall appoint a member of the Order to act as Recording Secretary. The Committee shall have the power to elect and fix the compensation of the Vice Chairman to perform such duties as may be assigned and to act as Chairman in the absence of the Chairman. No member who has reached his or her 75th birthday shall be eligible for election to the Executive Committee. If a member over 75 years of age is elected to an office which automatically includes membership on the Executive Committee, such member shall not be entitled to vote on matters that come before the Committee. If a member under age 75 is elected to the Executive Committee thereafter reaches 75, such member may continue on the Committee, with voice and vote, until the next election at a Supreme Council Session. The Compensation of the Chairman and said Recording Secretary may be fixed by the Executive Committee.

(b) Emergency Members of Executive Committee. In the event of the death, inability, resignation or disqualification of all the members of the Executive Committee to perform the duties assigned to them, and to exercise the powers granted to said Committee, the Past Supreme Regents, in the inverse order of seniority, the Supreme Treasurer, the Chairman of the Committee on Laws, the Chairman of the Supreme Trustees, the Chairman of the Committee on Juniors, and the Chairman of the Committee on Appeals, are hereby authorized and empowered and required to perform the duties and to exercise the powers vested in the Executive Committee and to serve as the members of said Committee until the next meeting of the Supreme Council. They shall call a special meeting of the Supreme Council as expeditiously as possible, at which new officers shall be elected and installed.

Duties and Powers

Sec. 92. (1) The Executive Committee or a majority of the entire membership of said Committee shall have the power to change the time and

appoint another time for holding a Supreme Council Session, and the time so designated shall be the legal time for holding such a meeting.

(2) If in the judgment of the Executive Committee an expenditure is not provided for, or is insufficiently provided for by the annual appropriation bill or budget, the Executive Committee, or a majority of the membership of said Committee are empowered to authorize such expenditure provided such expenditure shall not increase the total expenditures of the one year period beyond the aggregate amount of the income of that year and the balance of unexpended budget funds remaining at the end of the previous year, and thereupon the Supreme Auditor shall approve, the Supreme Treasurer draw and the Supreme Secretary attest, an order for the payment therefore.

(3) The Executive Committee shall constitute the tribunal named in Section 41 of the Supreme Council Constitution and shall perform all the duties, and possess all the powers of such tribunal, and also shall perform such other duties and possess such other power as shall be required of and conferred upon them by the Constitution and Laws of the Order. When the Supreme Regent shall appoint a member of the Supreme Council to perform the duties of any officer during a temporary disqualification, the Executive Committee shall have the power to fix compensation to be paid such appointee.

(4) Whenever in the judgment of the Chairman of the Executive Committee, Supreme Regent, or a majority of the entire membership of said Committee, the necessity of a meeting of said Committee exists, the Chairman of the Executive Committee, Supreme Regent, or a majority of the entire membership of said Committee, shall have the power to call said Executive Committee together; and whenever the Chairman of the Executive Committee shall deem it expedient he shall have the authority to change the time and place of any regular meeting of said Committee.

(5) (a) When the Order is operating on a One Fund System they shall have charge of and authority over all the funds of the Order and shall control, direct and regulate its investments, and shall use the income of said funds and principal thereof only as provided in the laws of the Order relating to said fund; they may at any time sell the securities in which said fund is invested and reinvest the same as provided by law, or use or pay over such proceeds as directed by the Supreme Council as they shall deem necessary under the laws.

(b) When the Order is operating under other than a One Fund System, they shall have charge of and authority over the Mortuary Fund, and shall control, direct and regulate its investments; they shall also have charge of and authority over the Disability Fund and shall control, direct and regulate its investments; they shall also have charge of and authority over the Juvenile Mortuary Fund and shall control, direct and regulate its investments; they shall invest the Mortuary, Juvenile Mortuary and Disability Funds in securities and in the manner in which the laws of Massachusetts allow such funds to be invested, and shall use the income of said funds, and the principal thereof, only as provided in the laws of the Order relating to said funds; they may at any time sell the securities in which said funds are invested and reinvest the same as provided by law, or use or pay over such proceeds as directed by the Supreme Council as they shall

determine necessary under the laws. They shall have charge of and authority over the

General Fund and shall control, direct and regulate its investments. They shall also have the power to make transfers to the General Fund of such moneys as may be permitted by the laws of the Commonwealth of Massachusetts.

(c) They may act in the negotiations for and in the purchase of securities for investment, and in regard to the holding and deposit of the same, and in the examination of such securities, and in the sale thereof and the withdrawal of the same for sale or exchange and they may authorize and direct the execution and delivery of all necessary papers and instruments, by and through a sub-committee from their own members, elected, designated and authorized for the purpose. Such sub-committee shall be known as the Committee on Investments, and its members shall receive such compensation for their services as the Supreme Council may from time to time determine.

(d) They may negotiate any and all loans authorized by the Supreme Council, or authorized by themselves between Sessions, with such discretion as to time and rate of interest as they may deem advisable, unless otherwise directed by the Supreme Council, and use as collateral security for such loans the securities made available for that purpose by the Supreme Council or by them between Sessions; and execute and deliver in the name of the Supreme Council such promissory note or notes, with or without the power of sale of such collateral therein, as they may deem expedient to effect such loans, and shall place the money thus borrowed in the General Fund. They may renew from time to time any such note or notes and directly from said Fund, without further warrant therefore pay the same. They shall require any sub-committee appointed, designated or authorized under this Section to give such bonds for the discharge of the duties imposed there under as they shall deem adequate.

(6) Executive Committee shall have power to designate the method, manner and necessary signatories on all checks for the withdrawal or disbursement of funds of the Order.

(7) (a) The Executive Committee shall have authority to organize and maintain

three departments, to be known respectively as "Junior Department," "Promotion Department" and "Council Service Department" and to appoint Directors of each of said departments and to define the duties and fix the pay of the Directors thereof and of such assistants as they may choose with its consent.

(b) They shall have the power to appoint an Actuary for the Order and a General Counsel for the Order and to fix the compensation for such appointees. They shall also have the power to appoint a Director of Home Office Operations, whose duty it shall be to supervise the employees at and in said Home Office, and who shall also have such powers and shall perform such duties as the Executive Committee shall designate. Such appointment shall be upon such terms and compensation as shall be determined from time to time by the Executive Committee.

(c) They shall also have the power to do any and all things necessary or convenient to make effective the provisions of the Constitution and Laws including Sections 384 to 385 (B), inclusive, and to promulgate and enforce any and all pertinent rules or regulations relating to said sections and to prescribe in respect thereto any and all legal forms necessary or convenient in the premises.

(8) In the event of the death, resignation or removal of any salaried officer said committee shall fix the salary of the officer appointed to fill the vacancy until the next meeting of the Supreme Council.

(9) The Executive Committee, in the absence of specific direction of the Supreme Council and its laws and when the Supreme Council is not in session, shall direct the policy of the Order upon questions of National, State, and Provincial legislation, upon advertising the Order and upon all other questions which may arise in regard to the Order, or to the conduct and administration of its affairs, and their acts, directions and orders shall be respected and obeyed by Councils, officers and members. They shall have the powers of directors as applicable to Fraternal Benefit Societies under the Laws of the Commonwealth of Massachusetts. They are authorized to revise and amend the forms for and the provisions of the various Benefit Certificates and also to incorporate therein any special provisions required by the laws of any State or Province, the application and medical examination blanks and any and all other blanks, forms and

instruments required in the transaction of the business of the Order. They are authorized when the Supreme Council is not in session to take such actions as may be necessary to comply with and conform to the laws and the rules and regulations of the Insurance Departments of all the various States and Provinces in which the Order is licensed to do business. The authority in this paragraph conferred shall not interfere with the powers of the Supreme Regent given in the Laws of the Order or by resolution of the Supreme Council, nor give the right to change or modify the Constitution, laws, regulations or resolutions adopted by or acts of the Supreme Council, nor enlarge the authority conferred by paragraph (3) of this Section.

(10) The Executive Committee shall present to the Supreme Council at each biennial meeting a report of all its official acts since the last meeting of the Supreme Council.

(11) The Executive Committee shall have power to and, in their discretion, may distribute as a dividend the surplus or any part thereof in excess of the amount required for legal reserve and necessary in the opinion of the Executive Committee to safeguard the contracts of the Order. Such distribution or dividend shall be used to provide additional paid-up protection to be added to the face amount of the Certificate upon which said dividend is declared, unless the holder of said Certificate shall notify the Supreme Treasurer, in writing, within sixty days after receipt of notice of such distribution, that the member elects to receive the amount of said dividend in cash, whereupon the cash payment due to such member as the dividend payable upon said Certificate shall be paid to him in cash. Dividends or distribution shall be made and paid to all the holders of Benefit Certificates equitably entitled thereto except Benefit Certificates which have been placed on Optional Extended Protection, but such

dividend or distribution shall be made or paid only upon Benefit Certificates upon which all obligations that have accrued under the plan selected therein and the laws appertaining thereto, have been fully discharged and fulfilled for a period of two or more years. If the holder of a Benefit Certificate entitled to share in such distribution dies after the date fixed for such distribution payable to such Certificate holder shall be paid instead to his beneficiary or beneficiaries.

(12) The Executive Committee shall arrange and provide for bonding of all Supreme, Grand and Subordinate Council Officers and any and all other persons, firms, and corporations whom the Executive Committee shall decide to place under bond, or who are required to be bonded by any Grand Council Constitution, by a solvent, reliable and reputable surety, fidelity or guaranty company, duly incorporated and legally authorized to do business in any state or province where there is a Grand Council.

(13) The Executive Committee shall have charge of the purchase, equipment, establishment and maintenance of such home or homes for its aged members and their wives or husbands and their widows or surviving husbands, as the Supreme Council shall authorize and shall work out all details in connection therewith and promulgate and enforce rules and regulations governing the maintenance of such institutions and the admission of persons thereto. It shall render full and complete reports covering such institution or institutions and present the same at each Session of the Supreme Council, together with a budget for the period of two years commencing on August 1st of the year during which Session is held.

(14) The Executive Committee shall designate all depositories in which the funds of the Order shall be placed and shall also prescribe the maximum amount that may be kept in each of such depositories.

(15) The Executive Committee shall submit to the Supreme Council at the biennial meeting appropriation bills based upon the requirements of the several departments of the Order. If any other than a biennial meeting shall be held, the Executive Committee may at such other meeting submit another and different appropriation bill for the fiscal year in which such other meeting is held.

(16) The Executive Committee shall issue periodically an Official Bulletin containing the official news of the Supreme Council, official circulars and decisions of the Supreme Regent; such facts relating to the Order as may come within the knowledge of the Executive Committee and be, by it, deemed proper for publication, and such other matters as said Executive Committee may deem of general interest to the members of the Order; and for the purpose herein named, said Executive Committee may appoint an editor and such assistants as may be deemed necessary and designate their compensation, the expense therefore to be part of the cost of the issuance of said Official Bulletin. One copy of the Official Bulletin shall be sent to each member of the Order, and the payment of the regular subscription price therefore by each member shall be included in the amount paid as Supreme Council dues or other contribution to the Supreme Council Subscription and advertising rates for the Bulletin shall be fixed by the Executive Committee.

(17) The Executive Committee shall have unrestricted power and authority to acquire title to real estate in the name of the Supreme Council under the foreclosure of mortgages held by the Supreme Council of the Royal Arcanum or by conveyance in payment of any debt due it or mortgage held by it or in any other lawful way in which said Supreme Council may acquire or hold title to real estate and said Executive Committee shall have further and unrestricted power and authority to sell, transfer, exchange, mortgage, operate or otherwise deal with or dispose of any real estate now or at any time hereafter owned by the Supreme Council of the Royal Arcanum or in which it may have any right, title or interest and to which it may hold title in its own name, for such a consideration and upon such terms and conditions as to it in its discretion may seem best and to authorize, empower and direct any Officers or Members of the Supreme Council to sign, make, execute, acknowledge, seal and deliver any and all deeds, conveyances, mortgages, trust deeds, leases, contracts, and all other instruments and documents which it may deem necessary and proper in the exercise of the powers and authority hereby conferred and said Executive Committee is also empowered, if it deems it necessary or expedient, to comply with corporate laws in any States of the United States or Provinces of Canada to enable it to hold real estate or generally engage in business in such States or Provinces, to do so have done such acts as are necessary in the premises.

(18) In accordance with the provisions of the General Laws of the Commonwealth of Massachusetts, Chapter 176, Section 49A, as amended, the Executive Committee is hereby authorized to pay a pension to any employee or salaried officer of the Supreme Council of the Royal Arcanum eligible to receive the same under the said Statute.

(19) The Executive Committee shall have power to originate, revise, prescribe and promulgate any and all secret work of the Order, and the type of oath or obligation to be taken and subscribed by applicants for membership and to originate, revise, prescribe, promulgate and distribute an official Book of Duties which, among other things, shall contain such secret work, and to provide and issue and from time to time revise charts and keys explanatory of such secret work.

(20) In the event that it shall become legally permissible, the Executive Committee shall have full power and authority to take such action as may be necessary to consolidate the Mortuary Fund and the General Fund of the Order in one fund, provided, however, that such action of the Executive Committee shall comply in all respects with the laws of the Commonwealth of Massachusetts. In the event that the Executive Committee shall consolidate the funds of the Order into one Fund, then on and after the date fixed by the Executive Committee for such consolidation, all provisions of this Constitution relating to the keeping of a Mortuary Fund, General Fund, and/or other funds and separate accounts thereof, shall be inoperative and of no effect and all moneys directed by the Constitution and Laws to be received into and paid out of the Mortuary Fund, the General Fund and/or other funds shall be received into and paid out of the one fund established by the Executive Committee. If the Executive Committee should discontinue the operation of the Order on a one fund system, then all provisions of this Constitution with reference to the maintenance and operation of separate Mortuary and General Funds and/or

other funds and separate accounts thereof shall be and become operative and in effect from and after the date fixed by the Executive Committee for the discontinuance of the one fund system.

(21) They shall have authority to provide compensation to any officer of a Subordinate Council who processes an application to the Home Office or performs any other assignment by the Home Office.

(22) They shall have power and authority to make plans for, and to enter into agreements and contracts for the furnishing of hospital, surgical, sickness benefits and medical care and treatment of and death benefits for officers and employees of the Supreme Council.

(23) They shall have the power, when they deem it advisable and to the best interests of the Order, to arrange and provide for the reinsurance of any risk or any portion of such risk on any Benefit Certificate issued to any member of the Order and to make such contracts as may be necessary to carry out the same.

(24) If the reserves as to all or any class of certificates become impaired they may require that there shall be paid by the member to the Order the amount of the member's equitable proportion of such deficiency as ascertained by the Executive Committee and that if the payment be not made it shall stand as an indebtedness against the certificate and draw interest not to exceed five per cent per annum compounded annually, or the equivalent effective rate of interest if payable in advance, or in lieu thereof, or in combination therewith, the member may consent to a reduction of the corresponding insurance benefit proportionate to the value of the additional contributions.

(25) They shall have the power and are authorized to enter into contracts to provide group insurance for hospital expense and against disability, which insurance shall cover as a group the officers and employees of the Supreme Council, and the various Grand Councils, as the said Executive Committee may from time to time determine.

(26) The Executive Committee shall have the power to authorize the Supreme Regent to appoint any member of the Order as a Trustee to perform the duties and conduct the operations of a Grand Council which, in their opinion, is neither performing its duties nor conducting its operations in accordance with the Constitution and Laws of the Order and where, in their judgment, such appointment is in the best interest of the Order.

(27) They shall have power, when in their discretion it is desirable to do so, to enact and place in effect graded assessments per each unit of \$1,000 on Benefit Certificate of \$5,000 or more.

(28) They shall have the power, when, in their opinion, it is to the best interests of the Order, to direct the acceptance of applications for Beneficial Membership upon any Plan of Protection authorized by this Constitution and Laws upon conditions of health and at rates of assessment other than as set forth in this Constitution and Laws and to formulate and promulgate rules,

regulations and assessments for carrying out such directions. The Executive Committee shall further be authorized to promulgate and issue certificates on annuity, endowment, term plans of protection and/or plans of accident, health and/or hospital benefit when, in the judgment of such Committee, such plan or plans are in the best interest of the Order.

(29) They shall have power to determine and designate the officers and heads of departments to whom they may allot a contingent fund for expenses in connection with the performance of the duties by such officers and department heads, and the amount of the contingent fund so allotted to each such officer or department head, and to require any one to whom a contingent fund is thus allotted to render an itemized report to the Supreme Auditor, Supreme Regent, and to the Chairman of the Executive Committee concerning the use of, and receipts and disbursements by him from, said contingent fund, which reports shall be rendered at such times as may be requested by the Executive Committee or any of the aforesaid officers to whom said report is hereby required to be rendered.

(30) They shall have the power to provide for the indemnity of any officer, member of the Executive Committee or employee for reasonable expenses, including attorneys' fees, in connection with any action, legal proceeding or claim to which he or she may be subject by reason of any act taken by such person as an officer or employee of the Order, provided, however, that no such person shall be indemnified for any act finally adjudged to have been committed as a result of fraud, gross negligence, willful misconduct or criminal activity. The right to indemnity shall inure to the benefit of the officers and employees, their heirs, executors and administrators as the case may be.

(31) The affirmative vote of a majority of the membership of said Committee shall be necessary to adopt any measure or action proposed in the exercise of the authority given under the sub-divisions of this section.

GENERAL COUNSEL

Authority and Duties of

Sec. 93. The General Counsel shall be the Legal Advisor of the Executive Committee and its members; he shall be General Counsel of the Order in all litigation affecting its interest; he shall be the legal representative of the Society in all matters affecting the Society; he shall have general supervision and control over the aforementioned litigation and other matters entrusted to his care; he shall, under the direction of the Executive Committee, represent the Order before legislative bodies whenever legislation affecting the Order may be pending; he shall have general supervision over all matters involving the legality of claims and the proofs submitted in support thereof, with full authority to investigate such claims and proofs; he shall have authority to certify the payment of such claims or to make adjustments or compromises of the same or

to direct their nonpayment; he shall appoint agents or attorneys, subject to approval of the Executive Committee, to receive service of process and for other similar purposes whenever required by the laws of the States and Provinces where this Order operates; he shall have authority to revoke the powers of such agents and

attorneys; he shall have authority to employ, with the consent of the Executive Committee, whatever attorneys or other assistants he may deem necessary to enable him to discharge the above duties and he may authorize one of such assistants for whose acts he shall be responsible, to investigate claims and proofs submitted in support thereof and, if no additional proof in support of any of said claims is apparently required and no dispute of any said claims in whole or in part appears to be necessary or advisable, then to certify the payment of such claims and the signature of the General Counsel by such assistant when duly authorized by the General Counsel shall have the same force and effect as if made by the General Counsel personally. He shall perform such other duties as may be assigned to him by the Executive Committee.

STANDING COMMITTEES COMMITTEE ON LAWS

Examine Constitutions, Laws and By-Laws

Sec. 94. The Committee on Laws shall examine the Constitutions and Laws of all Grand Councils and the By-Laws of all Subordinate Councils and all amendments thereto. They shall have power to approve or disapprove the same, to determine their expedience, to alter, change or modify the same, and when so altered, changed or modified so as not to repeat or conflict with the Constitution or Laws of the Order, to allow or approve the same.

Examine Amendments - Report

Sec. 95. They shall examine and report upon all amendments to the Constitution and Laws proposed in the Supreme Council; correct typographical and clerical errors, renumber sections, and where necessary fill blanks with proper numbers, in the Constitution and Laws as published for the use of members of the Order; codify and arrange for publication the volume of Constitution and Laws; and present a written report to the Supreme Council at each meeting of their official acts since the preceding session.

COMMITTEE ON FINANCE

Examine Books and Accounts

Sec. 99. The Committee on Finance shall examine the books, records, vouchers and accounts of the Supreme Regent, Supreme Auditor, Supreme Secretary and Supreme Treasurer, together with the abstract reports of the Supreme Secretary, as presented at each meeting; also the books, vouchers and accounts and the investments of the Investment Committee of the Executive Committee and Supreme Treasurer in relation to all funds of the Order.

Examinations

Sec. 100. They shall also make examinations, not exceeding three in each Supreme Council year, of the payments in connection with the Funds of the Order, and such other examinations as the Supreme Regent or Executive Committee shall direct; and shall collectively or individually conduct such audits as may be required by the Supreme Regent under Section 29.

Special Examinations

Sec. 101. They shall make special examinations of the books and accounts of the Supreme Treasurer and Supreme Secretary and the books and records of the Supreme Auditor, and the books, accounts and investments of the Investment Committee of the Executive Committee, when directed by the Supreme Regent. If or when, however, they shall be requested or directed by the Executive Committee so to do, they shall employ a firm of accountants to make the examinations provided for in this and in the two preceding sections whose records may be used to shorten the detail work of the Committee.

Report

Sec. 102. They shall at each meeting of the Supreme Council, submit a written report of the condition of the finances of the Supreme Council and of the correctness of said books, accounts, returns and reports examined by them.

COMMITTEE ON APPEALS

Examine Appeals

Sec. 105. The Committee on Appeals shall examine all appeals arising in the Supreme Council or taken thereto from a Grand or Subordinate Council which may be referred to them in accordance with the Laws of the Order, without receiving any new testimony. They shall base their decisions upon the evidence previously submitted, and shall report to the Supreme Council when in Session or to the Supreme Regent during recess for action upon their recommendation. At each meeting of the Supreme Council they shall submit a written report concerning their official acts since the preceding Session of the Supreme Council.

COMMITTEE ON JUNIORS

Duties

Sec. 108. It shall be the duty of the Committee on Juniors to cooperate with similar committees in the various Grand Councils, to promote the growth and development of the Juvenile Department of the Order and to perform such other duties as may be, from time to time, assigned to said committee by the Supreme Council Executive Committee or the Supreme Regent.

Report

Sec. 109. They shall at each Session make a report to the Supreme Council of their official acts since the preceding Session.

COMMITTEE ON STATE OF THE ORDER

Who Constitute

Sec. 117. The Sitting Past Supreme Regent, Supreme Vice-Regent, and Supreme Orator shall constitute the Standing Committee on the State of the Order.

Duties

Sec. 118. They shall report to the Supreme Regent their recommendations on all matters referred to them by him during the recess of the Supreme Council and to the Supreme Council on all matters referred to them at each meeting.

COMMITTEE RECORDS, REPORTS AND EXPENDITURES

Formal Action in Writing

Sec. 121. All formal action by the Standing Committee during the recess of the Supreme Council shall be in writing signed by a majority, certificate thereof shall be forwarded to the Supreme Secretary to be filed in his office.

Chairman Keeps Records

Sec. 122. The Chairman of each Standing Committee shall keep a record of the official acts of the Committee during the recess of the

Supreme Council, Expenditures

Sec. 123. Whenever a Standing or Special Committee shall have been duly authorized to make any expenditure such expenditure shall be made only upon the affirmative vote of a majority of all of the members of such Committee. A certified copy of such vote shall be promptly forwarded to the Supreme Secretary.

FISCAL YEAR

Sec. 125. The fiscal year of the Supreme Council shall close with December 31, and the reports of Officers and the Standing Committees shall show the condition of the Order accordingly, together with such supplementary reports as the Supreme Council shall from time to time direct.

OTHER DUTIES OF SUPREME OFFICERS

Delivery of Property

Sec. 129. All Supreme Council officers shall at the end of the term for which they are elected or upon any earlier termination thereof account for and deliver to their successors in office, or to such officers or committee appointed for that purpose by the Supreme Council, or to the Supreme Regent during the recess thereof, all moneys, books, papers, securities and other property of the Supreme Council that may have come into their hands or possession, except such as may have been lawfully disposed of.

Supreme Officer Suspended

Sec. 130. The suspension of a Supreme Council officer for non-payment of dues or assessment shall suspend the discharge by him of the duties of his office, and if such suspension shall continue for more than three months, shall vacate his office, and the Supreme Regent shall appoint a member of the Supreme Council to discharge such duties until the regular election and installation of officers shall be had under the laws or until the reinstatement of the suspended officer, if reinstated within said three months and before such regular election and installation.

CHARTERS**Supreme Regent May Grant**

Sec. 132. The Supreme Regent shall have power to grant Charters for Grand and Subordinate Councils during the recess of the Supreme Council and to take such measures as may be necessary to institute Councils where no Grand Council has jurisdiction.

Withholding or Revoking Charter

Sec. 133. The Charter may be withheld or revoked if the Council does not comply with the regulations of the Supreme Council or Supreme Regent relating to the same, and if revoked the Council shall be declared dissolved.

Powers, etc.

Sec. 134. Charters for Subordinate Councils shall certify that the Charter members therein shall constitute a Council of the Royal Arcanum under the name and number therein stated, and shall, with such others as may thereafter become members of such Council, have and exercise all the functions, rights and powers given by the Constitution and Laws of the Royal Arcanum to Subordinate Councils. In case a Council's Charter be destroyed by fire or other casualty, or lost, upon evidence thereof satisfactory to the Supreme Secretary, its Charter shall be reissued. In case of change of name of a Council a Charter under its new name shall be issued to it, which Charter so issued shall be in lieu of the original Charter and shall recite the names of the original Charter members of such Council and the fact and reason for such re-issuance.

Who Sign Charters

Sec. 135. All Charters of Grand and Subordinate Councils shall be signed by the Supreme Regent and shall be attested by the Supreme Secretary; affixed to each thereof shall be the seal of the Supreme Council. All Charters granted Subordinate Councils within the jurisdiction of a Grand Council shall also bear the signature of the Grand Regent and Grand Secretary of that jurisdiction and shall bear the imprint of the Grand Council's seal.

REVENUE

Shall be as Prescribed

Sec. 138. When the Order is operating on other than the One Fund System, the revenue of the Supreme Council shall be derived from the following sources:

1. The sale of such supplies as may be required for the operation of the Order.

2. From the surrender charges, if any.

3. From the first year's contributions on Certificates issued under the Home Protection Plans, from one-sixth of the receipts for assessments under Home Protection Whole Life Level Rate and Home Protection Twenty Payment and Five Star special after the first year, and one-fifth of the receipts for assessments under the Home Protection Paid-Up at 80 years and Home Protection Paid-Up at 65 years Plans after the first year, and from the first year's contributions on Certificates issued under the Life Paid-Up at Sixty-five Special Plan and for the next nineteen years after the first year of membership 18% and thereafter 20% of the contributions on said Life Paid-Up at Sixty-Five Special Plan.

4. From 10% of the receipts for assessments on all Plans enumerated in Section 388, except Table A, Options B, C, or D, and half cash option, in accordance with provisions set forth in Section 393, provided, however, that such revenue of the Supreme Council shall consist of 5% only on all Twenty Payment Life Plan Certificates issued prior to October 1, 1936 when and where members continue to pay their assessments after the twentieth year.

5. From the Supreme Council dues collected pursuant to the provisions of Section 335, and from the contributions to the General Fund provided for by Section 337 and from such other sources as may be permitted by the Laws of the Commonwealth of Massachusetts.

6. Such Revenue and Income shall constitute a Fund, known as the General Fund of the Order.

7. The mortuary cost for the first year membership on all Certificates.

MILEAGE, PER DIEM, COMPENSATION

Mileage

Sec. 139. The Supreme Council shall pay mileage to its members and Representatives from Grand Councils who may be in attendance at its Session, at the rate of seventeen cents per mile each way, computed in each instance on the basis of the distance from the recipient's place of residence or from sites of his Subordinate Council, whichever may be the lesser distance; provided, however, that if the Executive Committee shall in advance of any Session of the Supreme Council conclude that the best interests of the Order so demand, it may prescribe some other equitable method of compensation.

Per Diem

Sec. 140. Per Diem shall be paid to each member as the Supreme Council while in Session may direct; provided, however, that if the Executive Committee shall in advance of any Session of the Supreme Council conclude that the best

interests of the Order so demand, it may prescribe in place thereof some other equitable method of compensation.

Compensation

Sec. 141. The several officers and Standing Committees shall be allowed such salaries and compensation for their services as the Supreme Council may determine.

Finance Committee Allowance

Sec. 142. (1) Members of the Committee on Finance shall be allowed, for services rendered, such amount as may be fixed by the Supreme Council, together with expenses and traveling expenses actually incurred.

(2) The Supreme Regent shall have the power to allow, by and with the advice and consent of the Executive Committee, compensation in keeping with services that may be rendered under authority of the Supreme Council or by his own direction.

AMENDMENTS

When Permissible

Sec. 143. The Constitution of the Supreme Council, the Laws governing Grand Councils, the Laws governing Subordinate Councils and the General Laws of the Royal Arcanum may be amended at any regular meeting of the Supreme Council, or at a special meeting thereof called for such purpose, by a two-thirds vote of the membership of the Supreme Council present and voting. Amendments to such Constitution and Laws may be adopted; by resolution of the Executive Committee whenever such amendments are necessary to meet with the requirements of the insurance laws of any governmental authority having jurisdiction thereof; but such amendments shall be submitted for ratification by the action of the Supreme Council at its regular meeting or at any special meeting thereof.

How Presented

Sec. 144. All proposed amendments must be presented in writing signed by one or more members, or recommended in the report of a committee, and be referred to and reported upon by the Committee on Laws before being adopted.

How Adopted

Sec. 145. Upon the adoption of any amendment to the Constitution and Laws, if there appears to be more than one vote in the negative a rising vote shall be taken.

Amendments Take Effect

Sec. 146. All amendments to the Constitution and Laws shall, unless otherwise ordered, take effect on the first day of October following the meeting at which they are adopted or made.

PART TWO

**LAWS GOVERNING
GRAND COUNCILS
MEETINGS AND OFFICERS OF GRAND COUNCILS**

Institution, Powers and Revenue

Institution

Sec. 148. (1) A Grand Council may be instituted in any State or Territory of the United States of America, in any Province of Canada, or in any combination of two or more States, Territories or Provinces whenever there exist therein five or more Councils in good standing with a total membership of not less than one thousand, upon proper application being made to the Supreme Council or to the Supreme Regent during a recess of the Supreme Council; and the Supreme Council, or during a recess thereof the Supreme Regent, shall have the power to consolidate in one Grand Council two or more Grand Councils, Subordinate Councils situated beyond the territorial limits of an existing Grand Council but in territory contiguous thereto may, in the discretion of the Supreme Regent, be by him attached to and placed under the supervision of such Grand Council, even though such subordinate Councils may be located within the territorial limits of another Grand Council.

(2) All Regents and Past Regents of Councils in a State or Province shall be entitled to take part in the institution of the Grand Council.

(3) A Grand Council shall not be instituted during the month in which the session of the Supreme Council shall be held, nor until the records in the office of the Supreme Secretary show that there are in the State or Province in which the Institution is proposed one thousand members in good standing.

(4) At every institution of a Grand Council the Supreme Regent or Supreme Secretary shall, if practicable, be present.

Membership

Sec. 149. (1) The membership of a Grand Council shall consist of its officers, among whom shall be included the members of Standing Committees, together with Past Grand Regents, Representatives to the Supreme Council and their Alternates during their term of service and Representatives from Subordinate Councils.

(2) A Grand Council may provide in its Constitution that Supreme Council Officers, Supreme Council Committeemen and Deputy Grand Regents may be members of said Grand Council but no member of a Grand Council who is or becomes such through appointment by the Grand Regent as Deputy Grand Regent shall have a voice or vote in the election of Representatives and Alternate Representatives to the Supreme Council.

(3) Any member of the Order who has been a member of the Grand Council for thirty or more years may be elected to life membership therein. Upon such election, he shall be a member of said Grand Council for the remainder of his life as long as he continues to be a member of the Order in good standing.

Powers

Sec. 151. Grand Councils shall possess only such powers as are expressly delegated to them by the Supreme Council or that may be implied because necessary to enable them to perform their functions. The powers shall be:

(1) To adopt, alter and amend Constitution, laws, rules and regulations for the government of themselves and the officers and agents selected by them or by their authority.

(2) To enact laws for the government of Councils within their respective jurisdictions in conformity with the Constitution of the Supreme Council and the Laws of Subordinate Councils provided by the Supreme Council and the laws, regulations, and usages adopted by the Supreme Council.

(3) To have general supervision of the Order in their respective jurisdictions and authority over the installation of Council Officers, visitations and public meetings and entertainments; provided that these powers shall be exercised by the officers of the Grand Council during the recess thereof in conformity to the laws and regulations of the Supreme Council and the Grand Council.

(4) To order trial and, in case of conviction, to impose penalties of less degree than suspension for violation of any and all laws and usages of the Order, excepting those relating to the Funds of the Order.

(5) Grand Councils shall have no control over the funds of the Supreme Council.

Sources of Revenue

Sec. 152. The revenue of Grand Councils shall be:

(1) Per capita dues of not less than one dollar per annum, to be fixed to each Grand Council for members belonging to Councils within the jurisdiction of the Grand Council, except those carrying their protection on paid-up or extended protection equities and not paying dues to their subordinate Councils. Such per capita dues shall be payable semi-annually and computed as of the last day of February and August, and payable on or before the last day of May and the last day of November next ensuing; provided, however, that newly instituted Councils shall be exempt from the payment of per capita dues for a period of six months, computed from the first day of the calendar month following the date of institution, and shall be liable ratably only for the per capita dues for the next following semi-annual period, according to the number of calendar months intervening between the termination date of such six (6) months period and the next ensuing last day of February or August, as the case may be. If so ordered by the Executive Committee, per capita dues in such amount as authorized by the Executive Committee shall be paid by the Supreme Council to the Grand Councils.

Shall Not Rebate Dues

Sec. 153. Grand Councils shall not rebate, donate or distribute to Councils any portion of the Per Capita Dues unless specially authorized by the Supreme Council.

Grand Council Laws Take Effect

Sec. 154. The Constitution and Laws and all amendments thereto adopted by Grand Councils must be submitted to the Committee on laws of the Supreme Council, and shall not take effect until allowed by said Committee as provided in Section 94.

MEETINGS AND OFFICERS

Meetings and Elections

Sec. 155. Grand Councils shall provide for holding biennial meetings and election of officers in either June or July, provided, however, that such meetings and elections shall be held not later than July 15. On one occasion if a Grand Council votes to change the year of its biennial session from an odd-numbered year to an even-numbered year, it may elect officers to hold office for a one or three-year period, in which event the next session of the Grand Council shall be held one year or three years after such session, as the case may be. Thereafter, the Grand Council shall hold biennial sessions provided for in this section.

Officers

Sec. 156. (1) The elective officers of a Grand Council shall be as follows: A Grand Regent, Grand Vice-Regent, Grand Orator, Grand Secretary, Grand Treasurer, Grand Chaplain, Grand Guide, Grand Warden, Grand Sentry, three Grand Trustees and the members of such Standing Committees as shall be provided for in its Constitution, and a Grand Auditor if so provided for, each of whom, whether present or absent at the time of his election, shall be a member of the Grand Council. No person shall be eligible for or elected to hold the office of Grand Regent, Grand Vice Regent or Grand Orator unless he shall have attained the rank of Regent or Past Regent and have earned such honor as prescribed by the Laws of the Order; no person shall be eligible for, or elected to hold the office of Representative or Alternate Representative to the Supreme Council unless he shall have been a member of the Order in good standing for at least three (3) years prior to his election.

(2) A Grand Council may provide in its Constitution for an Executive Committee as a Standing Committee and may also provide that any Past Grand Regent or any life member of said Grand Council who shall have served as a member of said Executive Committee, with voice and vote for twenty years, may be elected by the Grand Council as a life member of said Executive Committee and may serve as such, with voice and vote on said Committee, as long as said member shall remain in good standing.

(3) A Grand Council shall not create an elective office not authorized by the Supreme Council, nor confer the rank of Past Grand Regent or Past Regent upon anyone who has not earned such rank by virtue of service as prescribed by law.

(4) The resignation of a Representative shall vacate any office held by him in the Grand Council, unless its Constitution otherwise provides.

(5) A Grand Council shall at institution elect a Past Grand Regent who shall occupy the chair and have all the honors of Sitting Past Grand Regent until his successor is installed. A retiring Grand Regent shall by virtue of service become a Past Grand regent, but to occupy the chair and perform the duties of Sitting Past grand Regent he must be installed.

(6) The suspension of a Grand Council Officer for non-payment of dues or

assessments shall suspend the discharge by him of the duties of his office, and if such suspension shall continue for more than three months, shall vacate his office, and the Grand Regent shall appoint a member of the Grand Council to discharge such duties until the regular election and installation of officers shall be had under the laws, or until the reinstatement of the suspended officer, if reinstated within said three months and before such regular election and installation.

(7) The Supreme Regent is hereby empowered to, and in his discretion may, remove the officers of a Grand Council and appoint their successor when such Grand Council fails to meet.

(8) The total annual allowance of the Grand Secretary, shall not exceed fifteen percent of the per capita dues income of the Grand Council for the year in which the allowance is made.

(9) No officer in a Grand Council shall hold simultaneously more than one of the following offices, namely: Grand Regent, Grand Vice-Regent, Grand Orator or Grand Auditor. One member may be elected to serve simultaneously in the offices of Grand Secretary and Grand Treasurer.

Elections and Terms of Office

Sec. 157. In electing officers and transacting business the officers and other members of Grand Councils shall each be entitled to only one vote. All elections shall be by ballot and shall be for a term extending until the next regular meeting of the Grand Council and the elections and installations thereat.

Past Grand Regent

Sec. 158. A Past Grand Regent of one jurisdiction shall be entitled, by virtue of his rank, to admission to the Grand Council of another jurisdiction, but without voice or vote therein; provided, however, that a past Grand Regent who becomes a member of a Council in a jurisdiction other than that in which he was elected, installed and has served as Grand Regent shall have, in the jurisdiction in which he subsequently became affiliated, the rights, privileges and rank as a Past Grand Regent of said latter jurisdiction; he shall not lose the rank of Past Grand Regent in the original jurisdiction, but shall not have a vote therein.

Rank of Past Grand Regent

Sec. 159. All Grand Regents who have served one full term or the balance of an unexpired term shall be Past Grand Regents by virtue of service, provided they have served as Grand Regent for at least one year. A Grand Council may provide in its laws for conferring the title of Past Grand Regent upon a Grand Regent who leaves office by reason of death, inability to serve or resignation, provided he has served at least one year in the office of Grand Regent. If a Past Grand Regent becomes suspended from the Order his rank will be restored if reinstated.

Installations

Sec. 160. All officers of Grand Councils shall be installed by the Supreme Regent, or a member of the Supreme Council or a Grand Regent or a Past Grand Regent commissioned as his Deputy, who shall communicate the annual password to the Grand Regent, receive the annual report to the Supreme Council, immediately transmit the same with his report of the installation to the Supreme Secretary, and make report forthwith to the Supreme Regent of the condition of the Order in that jurisdiction. In all cases where the Constitution of a Grand Council requires the giving of a bond by any officer, such bond shall be in such form and with such surety as shall be selected by the Executive Committee of the Supreme Council, and the expense thereof shall be paid by the Grand Council or the Supreme Council.

Grand Regent

Sec. 161. (1) A Grand Regent shall not have authority to appoint an officer of a subordinate Council unless specially authorized by law of the Supreme Council. He shall not have authority to appoint Special Committees with power of vote in his Grand Council except such as may be provided for in connection with vacancies of elected Committeemen by death or resignation.

(2) He may grant Dispensations in cases arising under laws enacted by his Grand Council and in cases arising under laws enacted by the Supreme Council when such laws of the Supreme or Grand Council specially confer such authority.

(3) He shall not make any official decision or promulgation upon any question or appeal relating to the Funds of the Order, application for membership, medical examinations, Benefit Certificates, Supreme Council dues, or sick benefits.

(4) He shall personally, or by some officer or deputy, specially authorized for that purpose, visit all Councils in his jurisdiction at least twice in each year and report such visitation to the Grand Council. He shall cause to be held, whenever practicable, district conventions, composed of representatives from Councils arranged in convenient groups for such purpose. Deputy Grand Regents shall, at least twice a year, visit each Council assigned to them, once to install the Officers and communicate the semi-annual password, and six months thereafter to communicate the new semi-annual password. On each visitation, said Deputy Grand Regent shall satisfy himself that the books of the Council have been properly audited. He shall, when notified of the change of address of a member into his jurisdiction, pursuant to Section 57 (2) hereof, advise such member of the Councils located in proximity to such new address and invite the member to attend the meetings of such Council or Councils.

(5) The Supreme Regent shall have the power, when no provision therefore is made by the Grand Regent in its Constitution and Laws, to accept the resignation of a Grand Regent.

Vacancies and Appointments

Sec. 161. (A) In case of the death, inability, disqualification, resignation, refusal or neglect of the Grand Regent to discharge the duties of his office, the Grand Vice-Regent shall perform all duties incumbent upon the Grand Regent until an election is held and a successor installed. In the event that both the Grand Regent and Grand Vice-Regent are unable to serve by reason of death, inability, disqualification, resignation or refusal to serve as Grand Regent, and no provision is made in the Grand Council Constitution to meet this contingency, the Supreme Regent shall be authorized to appoint a Grand Regent to serve until an election is held and a successor installed.

REPRESENTATION IN THE SUPREME COUNCIL

Entitled to Two Representatives

Sec. 162. Each Grand Council at its organization shall elect two Representatives to the Supreme Council to serve for two years from the date of his election, and his successor shall be elected at the meeting at which his term of service expires.

Additional Representatives

Sec. 163. (1) Additional Representatives to the Supreme Council may be elected by Grand Councils when they are entitled thereto as prescribed by the Supreme Council Constitution. The terms of additional representatives shall be for two years from the date of their election. In case any Grand Council shall, on the 30th day of June in a year in which a session of the Supreme Council is held, include within its jurisdiction sufficient membership to entitle it to one or more additional Representatives than it had elected at the previous Biennial Session thereof, the Grand Regent shall appoint a duly qualified member or members as such additional Representative or Representatives to hold office until the next meeting of such Grand Council.

(2) Such additional Representative or Representatives to the Supreme Council shall be elected in a specified numerical order of precedence, and they shall not be entitled to admission to the Supreme Council unless the Grand Council from which they are elected shall contain, on the 30th day of June in a year in which a session of the Supreme Council is held, sufficient membership to entitle it to such additional Representative or Representatives. If the membership of a Grand Council shall be decreased to an extent so as not to entitle it to the number of Representatives to the Supreme Council duly elected thereto, then only the Representative, or the first additional Representative, and so on in the order of their election up to the number of Representatives of said Grand Council to which it is entitled at that time shall be admitted to the Supreme Council.

Alternate

Sec. 164. At the regular election of a Representative each Grand Council shall also elect an Alternate for such Representative, who shall be recognized as the Representative in the event of the inability of the Representative to attend the meeting of the Supreme Council, or of the death or resignation of the Representative, unless the vacancy by death or resignation shall have been filled by such Grand Council.

Vacancies

Sec. 165. Any vacancy in the office of Representative or Alternate may be filled by the Grand Council. Any vacancy in the office of Alternate may be filled by the Grand Regent during the recess of the Grand Council. If both the Representative and his Alternate are unable to attend any session of the Supreme Council, the Grand Regent may appoint a member of the Grand Council to fill the place of such Alternate for said session. If the term of service of a Representative and Alternate shall expire before an election of their successors can be held, and a session of the Supreme Council shall intervene, the Grand Regent may appoint a member of the Grand Council as Representative for such session.

Terms of Supreme Representatives

Sec. 166. (1) No person shall be eligible to election as or to hold the office of Supreme Representative whose Subordinate Council has a membership of less than sixteen members in good standing.

(2) No person shall be eligible for or elected to or hold the office of Supreme Representative unless he shall have been a member of the Order in good standing for at least three (3) years prior to his election.

REPRESENTATION IN GRAND COUNCILS

Representative from Councils

Sec. 167. Each Council shall be entitled to one Representative in the Grand Council having jurisdiction over it, and such additional Representatives as the Laws governing Subordinate Councils may authorize; provided, however, that any Council which shall be in arrears in its payments to the Mortuary or other Funds of the Supreme Council or in the payment of Supreme Council dues or of Promotional Work Contribution, or its per capita dues to the Grand Council ten days before any meeting of the Grand Council having jurisdiction over it shall not be entitled to representation at such meeting of such Grand Council. No Council having less than sixteen members in good standing shall be entitled to representation in the Grand Council. A Grand Council Officer shall not be entitled to a seat therein if the Subordinate Council, of which he is a member, is in arrears in the payment of dues or other charges to the Grand or Supreme Council. This provision, however, shall not effect Past Grand Regents or Life Members in Grand Council.

GRAND COUNCIL REPORTS TO THE SUPREME COUNCIL

Annual Reports

Sec. 168. Grand Secretaries shall make reports to the Supreme Secretary of membership, finances, receipts and disbursements of their respective Grand Councils for the fiscal year ending May 31st, and file the same with the Supreme Secretary on or before the first of July next ensuing. The fiscal year for all Grand Councils shall end on May 31st.

Grand Council Budget

Sec. 169. The Grand Secretary shall submit to the Home Office a copy of the Grand Council Budget within thirty (30) days of its adoption by the Grand Council. At least ten (10%) per cent of the estimated budget receipts of the Grand Council shall be appropriated for promotion activities.

Delinquent Councils

Sec. 170. Grand Secretaries shall notify the Supreme Secretary of all suspensions and dissolutions of Councils within their respective jurisdictions, giving the date and cause thereof, and they shall also report the date and manner of all reinstatements of Councils.

Report of Grand Regent

Sec. 171. Each Grand Regent shall transmit to the Supreme Regent reports as he may require showing the growth and condition of the Order in his Grand Council Jurisdiction.

Publications

Sec. 172. Grand Councils shall forward to the Supreme Regent one copy, to every other Grand Council one copy, and to the Supreme Secretary two copies of all circulars, pamphlets or publications of any kind issued by them.

DISSOLVED GRAND COUNCILS

Effect of Order

Sec. 173. When a Grand Council is declared suspended, if it shall fail to comply with the law within sixty days thereafter, or when a Grand Council is declared dissolved and its Charter forfeited, the Councils under its jurisdiction shall forthwith come under the immediate jurisdiction of the Supreme Council, Any Subordinate Council which is under the immediate jurisdiction of the Supreme Council by reason of the suspension or dissolution of the Grand Council having supervision thereof, or which for any other reason may be unattached, may, in the discretion of the Supreme Regent, be by him attached to and placed under the supervision of any Grand Council that he may deem advisable, or the Supreme Regent may in his discretion dissolve such Subordinate Council and transfer its members thereof to any other Subordinate Council.

Less Than Four Hundred Twenty-Five Members

Sec. 174. When it appears by the records in the Supreme Secretary's office that the membership in a Grand Council jurisdiction is below four hundred twenty-five, it shall be the duty of the Supreme Secretary to certify the fact to the Supreme Regent, who shall forthwith notify the Grand Regent of such Grand Council jurisdiction. If the membership in such Grand Council jurisdiction is not restored to the number of at least four hundred twenty-five within four months after the receipt of such notice by the Grand Regent of such Grand Council, the Supreme Regent may declare such Grand Council suspended or dissolved or suspended for a definite period, and if the cause of the suspension is not removed within such period, then the Grand Council may be dissolved. The Councils in such Grand Council jurisdiction and in Grand Council jurisdictions

heretofore dissolved shall be transferred to such other Grand Council jurisdictions as may be selected by the Supreme Regent.

Proceedings on Dissolution

Sec. 175. Upon the dissolution of a Grand Council, the Supreme Regent shall in person or through his Deputy demand the surrender of the Charter, property, and effects of such dissolved Grand Council.

Surrender of Property

Sec. 176. When a Grand Council is dissolved, it shall be the duty of the last Grand Regent, or if there is none, of its senior officer, to deliver up the Charter, books, funds, emblems, uniforms and other property and effects to the Supreme Regent or his Representative. Any officer or member having the custody of any of the property of a dissolved Grand Council refusing to surrender the same may be suspended or expelled from the Order.

Reinstatement of Grand Councils

Sec. 177. A Grand Council that has been suspended or dissolved may be reinstated upon a showing of activity and enrollment of new members and production tending to remove the cause of suspension by a majority vote of the Executive Committee, in which event all funds and effects which have been received by the Supreme Council from such Grand Council at time of suspension or dissolution shall be restored to it.

PART THREE

**LAWS GOVERNING
SUBORDINATE COUNCILS
MEETINGS, SEAL, STAMP
COMPOSITION, POWERS AND REVENUE**

Composition

Sec. 179. A Council of the Royal Arcanum shall consist of not less than sixteen members having the requisite qualifications for its elective officers.

Powers and Restrictions

Sec. 180. (1) A Council is a body of limited jurisdiction, having no powers except those conferred upon it by the Supreme Council, and such as are implied as necessary to the exercises of powers expressly granted.

(2) While acting in conformity to the Laws, Rules and Regulations of the Supreme Council and of the Grand Council having jurisdiction over it, the Council shall possess all the powers and privileges conferred by virtue of a Dispensation or Charter duly granted.

(3) The Council and its officers, in performing the duties and administering the powers provided by the laws of the Order, shall be the agent or agents of the members thereof and not of the Supreme Council, and no act or failure to act by the Council or by any officer or member thereof shall create, or be construed so as to create, any liability on the part of the Supreme Council.

(4) No Grand or Subordinate Council, no Supreme, Grand or Subordinate Officer, nor any members of the Order, shall have power or authority to waive any provision or requirement of the Supreme Council or of the Constitution or Laws of the Order, and any attempt or effort so to do shall be inoperative, without binding force or effect, and shall not create any liability upon the Supreme Council, except as such laws specifically admit.

Revenue

Sec. 181. (1) The revenue of a Council shall be derived from the fees for the Degrees, quarterly dues, fines imposed upon members as allowed by the Laws of the Order, proceeds of entertainments given by the Council, interest on investments, donations and such other fees and sources of revenue as may be authorized by the Supreme Council. The Council dues shall be uniform for all members of the Council.

(2) Such revenue shall be known as the General Fund and may be expended to promote the objects of the Order, and to defray the expenses of the Council,

including reasonable allowances to Council Officers. **All** allowances to Council Officers must be reported to the Home Office on the Council's Annual Report, and they shall be subject to review and revision by the Executive Committee.

(3) A Council may create special funds for the relief or nursing of sick or disabled members or for assisting members or their families.

(4) All funds of the Council shall be used, or held in trust, for such

purposes only as shall promote the interest and objects of the Order; and shall not be used to pay or guarantee the payment of the personal debts of members; nor shall such funds be distributed among its members irrespective of their necessities or according to duration of membership.

(5) A special assessment shall not be levied to defray debts or current expenses without the approval of the Supreme Regent.

(6) The moneys collected from members for Supreme Council funds shall be kept separate from the General Fund and shall not form any part of the funds of the Council, and shall be disposed of as provided in the Laws of the Order.

MEETINGS

Stated Meetings

Sec. 182. (1) The stated meetings of the Council shall be held weekly, semi-monthly or monthly on the day and hour and at the place fixed by its By-Laws.

(2) A Council must hold its meetings in the city, town, village or other municipal division for which it was granted a Dispensation or Charter, unless otherwise permitted by Dispensation of the Supreme or Grand Regent, or by vote of the Grand Council having jurisdiction over it, or of the Supreme Council if not under a Grand Council.

(3) When such meetings shall occur on a holiday, then it may be held within a period of seven days next preceding or next succeeding the holiday, as the Council shall have by By-Laws, resolution or special vote previously determined.

(4) The Supreme or Grand Regent may, for cause satisfactory to him, grant a dispensation, upon the request of the Council or the Regent and Secretary thereof, to change the time and place of a stated meeting, and at the request of the Council may authorize the holding of an additional stated meeting or meetings. Every such Dispensation shall specify the date or dates of such changed or additional stated meeting or meetings.

(5) The meeting place may be changed by By-Law, or by resolution the Council if there is no By-Law, to another meeting place in the same city, town, village or other municipal division in which the Council is legally located.

(6) If a change is made either in the time or place of holding a stated meeting, or the stated meetings, the Secretary shall forthwith mail a notice thereof to the Supreme and Grand Secretaries, and the members of the Council.

(7) Every stated meeting must be one continuous session, and closed in prescribed form. A stated meeting cannot be adjourned nor can a recess be taken to a future specified date.

(8) The Grand Regent is hereby empowered to, and in his discretion may, remove the officers of a Subordinate Council and appoint their successors when such Subordinate Council fails to met for a period of three consecutive months.

Special Meetings

Sec. 183. (1) Special meetings may be called by the Regent, and shall be called by him upon the written request of not less than two per cent of the membership of the Council; provided, however, that no call shall be issued on the request of less than seven members.

(2) No business, other than that named in the call, shall be transacted at a special meeting.

(3) Business required by the Laws of the Order to be done at a stated meeting shall not be done at a special meeting; nor shall a Council at a stated meeting legalize anything illegally done at a special meeting; provided, however, that whenever a Council has by reason of small membership become weak and inactive and its existence is thereby endangered, the Supreme Regent may authorize the receipt of applications and elections to membership at a special meeting which may be called and notice thereof given by himself or some person therefore by him designated.

Notice of Special Meeting

Sec. 184. All members of the Council shall be notified by the Secretary by notice duly mailed to each member at least five days preceding each meeting, unless otherwise prescribed by the Council in its By-Laws, the time, place and object of a special meeting and of a stated meeting held under a Dispensation of the Supreme or Grand Regent; provided, however, that notice of a special meeting to act solely upon the proofs of the death of a member may

be sent only to the officers of the Council, and such meeting may also be held at a place other than that fixed in its By-Laws or resolutions, but such place shall be stated in the notice therefore.

Opening and Quorum

Sec. 185. The Council shall be opened at the time prescribed in its By-Laws if five of its members who are in good standing are present. Not less than that number shall constitute a quorum for the transaction of the general business of the Council, but two affirmative votes with none in the negative shall be sufficient to pass upon the election of an applicant for membership.

If Regent Absent, Who Presides

Sec. 186. In the absence of the Regent, Vice-Regent and Orator, the senior Past Regent present shall take the chair. If no Past Regent is present, any member in good standing may be chosen to preside by a majority of the members present.

OFFICIAL SEAL AND STAMP

Seal

Sec. 187. The Council may within thirty days from the date of its institution procure and adopt an official seal, which shall not be of a design closely imitating the Supreme or any Grand Council seal. An impression of the seal, if the Council shall at its option, adopt such seal, shall be deposited with the Supreme and Grand Secretaries.

OFFICERS OF COUNCILS AND ELECTIONS OFFICERS

Titles and Terms

Sec. 189. (1) The elective Officers of a Council shall be a Regent, Vice Regent, Orator, Secretary, Treasurer, Chaplain, Guide, Warden, Sentry, and three Trustees and an Organist (if the Council so provide), who shall be elected annually on the first stated meeting in May; or if the Council so provide, one Trustee may be elected for one year, one for two years and one for three years.

(2) If the election cannot be held at the first stated meeting in May, the election will be in order at the next stated meeting as unfinished business.

(3) A member cannot hold at the same time two of the offices named in this section, except that any of the officers may be the Organist. A Trustee may at the same time hold the office of Orator, Chaplain, Guide, Warden or Sentry.

Past Regent

Sec. 190. (1) At the institution of the Council there shall be elected the Past Regent, who shall occupy the station of Sitting Past Regent for the remainder of the term or until his successor is installed, and shall have all the honors of Past Regent.

(2) If a Past Regent becomes suspended his rank will be restored upon reinstatement.

(3) A Past Regent who joins a Council by card, whether granted him by his Council or received by him as a member-at-large, loses his rank as Past Regent of his old Council, but retains the rank of Past Regent in his new Council, and is entitled to all privileges and honors thereof.

(4) The rank of Past Regent shall be conferred only upon those who have earned the honor as prescribed by the Laws of the Order.

(5) The honor of Past Regent is continuous from one Council or jurisdiction to another, except it be interrupted by some act or omission which works its forfeiture.

Resignation of Past Regent

Sec. 191. If the Past Regent elected at the institution of the Council shall, during the Council year in which said Council was instituted, vacate the chair and resign all honors connected with the office, either by letter or personally in open Council, the Regent shall forthwith declare the office vacant and order a new election for Past Regent to take place at the next stated meeting, provided said meeting would occur in the same Council year in which the Council was instituted. Under no other circumstances shall a Past Regent be elected after the institution of the Council.

Sitting Past Regent

Sec. 192. (1) The retiring Regent shall be installed into the office of Sitting Past Regent and the honors of Past Regent shall be conferred upon him, provided that after expiration of the first two years of the existence of the Council he shall have filled the office of Regent for at least six months and served until the end of his term.

(2) If the Regent *is* re-elected and enters upon his second term, he is entitled to the honors of Past Regent by virtue of service, and the Sitting Past Regent of the previous term retains his chair.

(3) The Regent of a Council which shall be consolidated with another Council and who has served as such Regent for a period of three months at the time of consolidation, shall be entitled to the honors of Past Regent, which shall be conferred upon him.

(4) The Regent of a Council which shall have been dissolved and who has served as Regent for a period of at least six months at the time of dissolution, shall be entitled to the honors of Past Regent, which shall be conferred upon him.

Acting Sitting Past Regent

Sec. 193. (1) If the retiring Regent is elected to and installed in a subordinate office, he shall be entitled to the honors of Past Regent, and the Council may elect one of its Past Regents to act as Sitting Past Regent during the term.

(2) If the chair of the Sitting Past Regent becomes vacant by death, inability to perform his duties, withdrawal, removal there from by the Council for

inattention to his duties, or suspension, the Council may elect one of its Past Regents to act as Sitting Past Regent during the remainder of the term.

REPRESENTATIVE TO GRAND COUNCIL

Election of Representative and Alternate

Sec. 194. The Council, if under the jurisdiction of a Grand Council shall, at institution, and at the annual election of officers next preceding the regular meeting of the Grand Council, elect one Representative to the Grand Council and one Alternate who shall perform the duties of Representative in case of the death or resignation of the Representative or of his inability to attend the Grand Council. They shall serve until their successors are elected. A member eligible for Representative may be a Representative and hold another office in the Council at the same time.

Qualification of Representative and Alternate

Sec. 195. (1) No member shall be eligible for election either as Representative or Alternate except the Regent or a Past Regent who has been a member of the Council at least one year prior to the election except at elections during the first term of the Council, provided that if a Council has not a sufficient number of qualified Past Regents to fill the position of Representatives and Alternates to which such Council is entitled by its membership, anyone who has been a member of said council for at least one year prior to the election for said positions may be elected to serve as a Representative or Alternate, but such election shall not confer upon such member the rank nor entitle him to the honors of Past Regent or to hold either an elective or appointive office in the Grand Council.

(2) If the Representative is unable to attend the meeting of the Grand Council, he shall immediately cause notice of such inability to be given to the Alternate, who if he is unable to attend shall cause notice of the fact to be given to the Regent.

(3) If both the Representative and Alternate are unable to attend the meeting of the Grand Council the Regent shall be ex-officio Representative. If the Regent is unable to attend, he may appoint a qualified Past Regent, or if no Past Regent is qualified or able to attend, the Regent may appoint anyone who has been a member of the Council at least one year prior thereto to serve as Representative for that session; but such appointment shall not confer upon such member the rank nor entitle him to the honor of Past Regent or to hold either an elective or appointive office in the Grand Council. The limitations of time of membership stated in this paragraph shall not apply to Councils instituted within the year preceding a Grand Council session.

(4) Inability to attend a Grand Council session shall not cause a vacancy in the position of Representative or Alternate. If both the Representative and Alternate resign and a stated meeting of the Council occurs before the Grand Council meeting the Council may fill the vacancy by election.

(5) Residence outside of the State or Province in which the Council is located shall not be a disqualification for either Representative or Alternate.

(6) No Council that is under suspension for any cause shall be entitled to representation in a Grand Council while such Subordinate Council is under such suspension.

Additional Representative

Sec. 196. After the Council has a membership of two hundred it shall be entitled to an additional representative for each additional two hundred or fraction thereof greater than one hundred.

Special Election of Representative

Sec. 197. If the Council shall so increase its membership that on the first day of the month in which the Grand Council meeting is held it is entitled to an additional Representative, it may, at any regular meeting or special meeting called for that purpose, elect such additional Representative and his Alternate; and it shall certify, under seal, such election and the number of its members in good standing at the date of such election to the Grand Secretary at least five days before the meeting of the Grand Council.

Additional Representatives

Sec. 198. Additional Representatives to which a Subordinate Council may be entitled under the provisions of Section 196 shall be elected separately and in a specified numerical order of precedence, and such additional Representative or Representatives shall not be admitted to the Grand Council unless the Council from which they are elected shall contain at the time of such Grand Council meeting, sufficient membership to entitle it to such additional representation. If the membership of such Council shall be decreased so that it be not entitled under Section 196 to the number of Representatives selected at the annual meeting or subsequent thereto, the number of Representatives shall be reduced accordingly; and only so many Representatives shall be admitted to the Grand Council as such Council shall be entitled to at the time of the meeting of the Grand Council, based on said Council's then membership; and the Representatives seated and admitted to the Grand Council shall be those first in order of election. The membership of such Council at the time of the meeting of the Grand Council shall be determined by the number of members thereof on the first day of the month in which the Grand Council meeting is held, duly certified by its Secretary under its seal to the Grand Secretary.

**QUALIFICATION, NOMINATION, ELECTION AND
RESIGNATION OF COUNCIL OFFICERS AND
FILLING VACANCIES**

Qualification of All Officers

Sec. 199. (1) Members of the Council, if not indebted to the Council at the time of their election and who are not in arrears for dues or assessments, including social members, are eligible for election as officers.

(2) The term of office of any officer who has been installed shall, without further action, cease automatically upon his suspension for failure to pay assessments or dues.

Qualifications for Regent

Sec. 200. To be qualified for the office of Regent, a member must have been elected to and fulfilled in the Council in which it is proposed to elect him Regent the duties of some subordinate office for a full or the current unexpired term, except at elections during the first two Council years of the Council, and excepting that a Trustee elected for a two or three year term shall be eligible if he shall have fulfilled the duties of his office for one full year, or if in the first year of his term he fulfills such duties for such current unexpired year.

Promotions

Sec. 201. A member holding an office may be elected to a higher office at an election to fill a vacancy, except that no person shall be elected to the office of Regent unless qualified in accordance with Section 200.

Chosen by Ballot

Sec. 202. All officers of the Council shall be chosen by ballot.

Majority to Elect

Sec. 203. A majority of the valid votes cast shall be required to elect. In case no candidate receives a majority of the ballots cast, the balloting shall continue until one of them receives a majority. The candidate receiving the least number of votes shall be withdrawn at each unsuccessful ballot.

Candidate Must Be Nominated

Sec. 204. No vote shall be regarded as a part of the poll unless it be for a previously nominated candidate.

Nominations

Sec. 205. The nominations of Officers, Representatives and Alternate Representatives shall take place **at** the stated meeting in which the annual election is held, unless the Council shall in its By-Laws provide that such nomination shall be made as provided in Section 206.

Balloting Upon Candidates

Sec. 206. The Council may provide in its By-Laws that all nominations shall be made at the last stated meeting in April and that all candidates so nominated may be balloted for upon one ballot at the election, and for the form of the ballot and the method of taking such ballot; provided that if, between the said last stated meeting in April and the night of election a candidate dies, declines to serve, or it shall appear that he is ineligible, such vacancy on the ballot may be filled by nomination on the night of election. If the Representatives and Alternate Representative are to be balloted for as above provided, the order of procedure of the additional Representatives and their respective Alternates shall be numerically specified upon the ballot.

Order of Procedure

Sec. 207. If the nominations take place at the stated meeting in which the annual election is held, the first opened shall be for Representative, closed, and the Representative elected; next for the additional Representative or additional Representatives if the Council is entitled thereto closing upon and electing each

separately, and such election to be immediately followed by the nomination and election in like manner of the Alternate or Alternates for such Representative or Representatives; next for the Regent and so on in the same manner until all are nominated and elected. If the nominations shall have been made at a prior stated meeting and the additional Representatives and Alternates nominated without specified order of precedence, the Representative and additional Representative or additional Representatives, if any, and their respective Alternates shall be elected as above provided, and the officers in the manner provided in the Council By-Laws authorized in Section 206.

Judge and Tellers

Sec. 208. When an election is held to fill an office or offices of the Council the presiding officer shall act as judge and he shall appoint two members to act as tellers.

Duties of Tellers

Sec. 209. The tellers shall assist in conducting the election in a just and impartial manner. They shall keep a register of all the votes polled and announce the number cast for each candidate.

Legal Ballots

Sec. 210. (1) Should it appear that there have been more votes polled than there are legally qualified voters present, the presiding officer shall declare the ballot illegal and void and direct another ballot to be taken immediately. Each member voting shall then hand his ballot to the tellers, giving his name, and the tellers shall deposit it in the poll.

(2) Unless the right of a member to vote at an election, who is not then entitled to vote, is questioned and decided before his ballot is cast; the election is valid, notwithstanding said ballot.

Installation

Sec. 211. (1) The Officers of the Council legally elected shall (if qualified) be installed at the first stated meeting following their election. If they are not installed at the first stated meeting following their election the installation will go over to the next stated or special meeting as unfinished business. The installation may be in public in which case all reference to secret work shall be omitted.

(2) Objection to the installation of officers-elect must be made to each officer specifically and must be considered and decided by the Council before installation. If the objection is not sustained by the Council, the officer-elect shall be installed. If the objection is sustained by the Council, the Deputy shall declare the office vacant and order a new election, which may be had at the same or a subsequent stated meeting as the Council may determine. One to whom objection is made shall not vote in his own case.

(3) The installing officer shall make a written report of the installation to the

Grand Regent of the jurisdiction in which the Council is located. If the Council is located in a place which is not within the jurisdiction of a Grand Council, such report shall be made by him to the Supreme Regent.

(4) No officer shall enter upon the duties of his office until he has been duly installed.

(5) If it is discovered that a member elected to an office was ineligible at the time of election and that the ineligibility has not been cured, his election must be declared void and a new election held.

Failure to Present for Installation

Sec. 212. If a member who has been duly elected to an office fails to present himself for installation (unless prevented by sickness or some unavoidable occurrence), the office to which he was elected may be declared vacant by vote of the Council, whereupon an election may be held forthwith to fill the vacancy.

Vacancies

Sec. 213. (1) When a vacancy is to be filled the nomination, election, and installation may occur at the same meeting.

(2) Vacancies occurring in the offices by reason of death, resignation or otherwise shall be filled in the manner of the original selection for the remainder of the term.

(3) The officer elected to fill the unexpired term and serving until the end of the term shall be entitled to the full honors of the office, excepting in case of a Regent who, after the expiration of the first two Council years of the Council, has not filled the office of Regent for at least six months.

(4) A resignation must be accepted by the Council before an office becomes vacant.

(5) When a member becomes suspended any office held by him becomes vacant at the date of his suspension, and at the next stated meeting thereafter the presiding officer shall declare the office vacant and the Council shall fill the vacancy by election.

Temporary Vacancies

Sec. 214. (1) In the case of the inability of an officer to perform the duties of his office the Regent shall designate a member in good standing to perform such duties during the period of the inability; and in case of the death of an officer he shall make a like designation to be operative until an election shall be held and the officer elected and qualified; and if the office is that of Secretary, or Treasurer shall require the Auditing Committee to examine and audit the books and accounts of the office when the member so designated assumes and when he is relieved from the duties of the office.

(2) An officer unable as aforesaid to perform the duties of his office is authorized upon the direction of the Regent to deliver the books of his office and the money and property held by him therein to the member designated and qualified

as above provided for the proper use and legal disposition thereof while he shall perform such duties; and the said member designated and qualified as above provided is also authorized to receive the books of such officer and the money and property held by the officer whose duties he is designated to perform for the use and disposition aforesaid.

REMOVAL OF OFFICERS BY THE COUNCIL

Cause of Removal

Sec. 215. Any officer may be removed for inattention to the duties of his station by vote of the Council, without trial, provided he shall have been notified in writing by the Secretary of his proposed removal at least fifteen days previous thereto and the cause thereof.

Officers Under Charges

Sec. 216. An officer against whom charges are preferred in his Council shall continue to perform the duties of his office unless otherwise ordered by his Council, the Grand Regent or the Supreme Regent until final disposition of such charges.

DUTIES OF OFFICERS

REGENT

Regent's Duties and Powers

Sec. 217. (a) The Regent shall preside at all meetings and enforce the laws, rules and usages of the Council and of the Supreme and Grand Council; shall decide all questions of order, subject to an appeal to the Council; shall act as judge in all elections and declare the result.

(b) He shall have power to delegate temporarily to the Vice-Regent or Orator his authority to preside whenever he shall deem such action necessary or expedient.

(c) He shall appoint all committees, unless otherwise ordered by the Council, and may remove any member of a committee appointed by him for neglect or for failure to perform his duty as member of such committee.

(d) Immediately after his installation he shall appoint a Finance Committee and an Auditing Committee, each composed of three members.

(e) He shall sign orders on the Treasurer for all money ordered to be paid by the Council.

(f) Except at the election of officers or balloting upon applicants for membership, or in case of an equal division of the members on other questions, he shall not be entitled to vote, but he shall in no event cast a decisive ballot in case of a tie vote in an election.

(g) He, the Secretary or the Treasurer may at any time communicate the semi-annual password to the members of the Council when in good standing, and he or the Treasurer may also communicate such password to a member of

another Council upon request therefore by the Regent of such other Council made in writing and attested by its Secretary and under its seal.

(h) He shall perform such other duties involving on his office as the laws, rules and usages of the Order enjoin.

VICE-REGENT

Duties

Sec. 225. The Vice-Regent shall assist and aid the Regent in conducting the ceremonies, have charge of the inner door, and in the absence or inability of the Regent he shall preside and perform the duties of Regent. He shall perform such other duties as the usages of the Order enjoin.

ORATOR

Duties

Sec. 226. (1) At any regular meeting, the Orator shall be the officer in charge of the activities of the Council other than those pertaining to the conduct of the business of the Council and shall present to the members at said meetings programs of an entertaining or instructive nature.

(2) In the absence or disability of the Regent and Vice-Regent, the Orator shall preside and perform the duties of the Regent.

SITTING PAST REGENT

Duties

Sec. 227. The Sitting Past Regent shall assist in conducting the ceremonies and perform such other duties as the laws, rules and usages of the Order enjoin.

SECRETARY

Secretary's Duties and Powers

Sec. 228. (a) The Secretary shall keep accurate records of the proceedings of the Council, which he shall enter in a book kept for that purpose; also a record of the attendance of the officers; shall conduct general correspondence; have charge of the seal and records of the Council and read all official communications from the Supreme, Grand and Subordinate Councils at the next stated meeting of the Council after their receipt. He shall prepare the Annual Reports of the work and business of the Council, see that they are properly signed and attested, and submit the same to the Supreme and Grand Councils; and shall make out and render to the Grand Secretary a semi-annual report of the growth and condition of the Council upon such blanks as may be required.

(b) He shall draw and attest all orders on the Treasurer and keep a record thereof.

(c) He shall notify each member of the Investigating Committee of his appointment within forty-eight hours after the meeting at which they were appointed. He shall notify each applicant as may require full medical examination within forty-eight hours after receipt of the Investigating Committee's report to present himself to the Medical Examiner for examination. He shall notify all applicants who have been elected to membership within five days thereafter. He shall, when notified of the change of address of a member, report the same to the Grand Regent and the Supreme Treasurer.

(d) Upon receipt of information of the death of a member of the Council, he shall immediately notify the Supreme Treasurer thereof and, upon blanks furnished by the Supreme Council for that purpose, he shall prepare proofs of death, which, when completed and acted upon by the Council, he shall promptly forward to the Supreme Treasurer.

(e) He shall keep on hand at all times at least two complete sets of forms of proof of death, which shall be furnished to him by the Supreme Treasurer upon request.

(f) He shall perform such other duties as the laws, rules and usages of the Order enjoin, or as the Council may prescribe consistent therewith,

TREASURER

Receipt and Payments

Sec. 240. (1) The Treasurer shall receive all money paid to him for the Council and give his receipt therefore.

(2) The Council shall, either by its By-Laws or by resolution, designate a bank or other depository, and therein he shall deposit to the credit of and in the name of the Council all funds so received by him, and the same shall be drawn out only by checks signed by the Treasurer of the Council, and countersigned by either the Regent, Secretary or a Trustee. Treasurer shall pay all orders on him signed by the Regent and attested by the Secretary.

(3) He shall not lend Council funds or use them in any business or for any purpose except such as the Laws of the Order designate.

Accounts

Sec. 241. He shall keep a regular and correct account of money received and paid by him, shall keep a separate account of the Funds of the Order, and shall not allow moneys belonging to such funds to be diverted there from nor to be used for any other purpose. He shall have his accounts ready for audit and settlement on the last days of April and October.

Annual Report

Sec. 242. He shall make out the annual report of the finances of the Council showing the total amount of receipts, disbursements and balances in the several funds of the Council.

Other Duties

Sec. 243. He shall perform such other duties as the laws, rules and usages of the Order enjoin, or as the Council may require, consistent herewith.

CHAPLAIN

Duties

Sec. 244. The Chaplain shall offer up invocations to and ask blessings from the Deity and perform such other duties as the laws, rules and usages of the Order enjoin.

GUIDE

Duties

Sec. 245. The Guide shall have charge of the jewels, paraphernalia and other property of the Council entrusted to his care and perform such other duties as pertain to his office.

WARDEN AND SENTRY

Duties

Sec. 246. The Warden and Sentry shall perform such duties as the laws, rules and usages of the Order require of them.

TRUSTEES

Custody of Property and Investments

Sec. 247. The Trustees shall have the general supervision of all the property of the Council, They shall invest in such property and securities, including deposits in *savings* banks, as the Council may direct such sums as it orders to be drawn from the Treasury for that purpose. They shall have the custody of all securities of the Council for money loaned or invested; they shall collect or realize all such sums when so directed by the Council. They shall collect all interest, rents or other moneys arising from investments belonging to the Council, and pay the money collected by them to the Treasurer. They shall at the close of each term of six months report their transactions to the Council and make an inventory of all property.

ALL OFFICERS

Delivery of Books, Papers and Assets

Sec. 248. Elected or upon any earlier termination thereof, deliver to the Council or to their successors in office all moneys, books, papers, securities and other property of the Council that have come into their hands or possession, except such as may have been lawfully disposed of, and render proper account thereof. They shall at any time upon request of the Grand or the Supreme

Regent produce and deliver to him or his authorized Deputy, for the purpose of examination and verification, all their books, papers, vouchers and documents, and produce all securities and moneys held by them as such officers, which he shall deem proper or necessary therefore.

REPRESENTATIVE TO GRAND COUNCIL

Duties

Sec. 249. The Representative to the Grand Council shall receive the instructions of his Council and faithfully represent its interests. When a representative is elected who has not previously been admitted to membership in the Grand Council he must procure and present his certificate of Past Regent or Regent, together with that of Representative, before applying for admission to the Grand Council.

BONDS OF COUNCIL OFFICERS

Who Give Bonds

Sec. 250. Prior to January 1st of each year or prior to the installation of any officers elected to vacancies during a Subordinate Council Year, the Secretary of the Council shall advise the Supreme Treasurer as to the amount of bond for each aforesaid officer, based on such amount as will equal the largest sum held by said officer or predecessors in office at any time during the preceding year with 50% of such amount in addition thereto, but in no instance shall such bond be for the amount of less than \$100.; provided, however, that the total of the bonds covering all of the officers of any Council shall in no event be less than the sum of \$1,000. In the event of failure of the Secretary or other authorized officer of a Subordinate Council to timely advise the Supreme Treasurer as to the amount of any such bond, or bonds, *he* shall in his discretion fix the amount or amounts thereof and his determination shall be final and conclusive in the premises.

Surety on Bonds

Sec. 251. The surety upon the bond or bonds aforesaid shall be a solvent and reputable surety, fidelity or guaranty company to be selected and approved by the Executive Committee of the Supreme Council, and the bond or bonds shall be in such form as shall be approved by said committee and the expense thereof shall be paid by the Supreme Council or as otherwise directed by the Executive Committee.

Penalty Non-Payment Bonding Premium

Sec. 252. The failure of any Subordinate Council to pay to the Supreme Council the cost of the officers' bond or bonds herein provided for shall subject such Council to the same penalties as are provided for in the case of the failure of Subordinate Councils to pay to other Supreme Council Funds.

STANDING COMMITTEES OF COUNCILS RELIEF COMMITTEE

Who Compose-Duties

Sec. 253. The Regent, Vice-Regent and Past Regent shall constitute the Relief Committee, of which the Regent shall be Chairman. Their duties shall be to visit the sick or disabled brothers and to report at each stated meeting; and in all cases of application for relief, whether from members or others who are recommended by a member, they may suggest to the Council such pecuniary assistance as they believe is needed, which payment can only be made from the General Fund of the Subordinate Council and in needy cases only.

FINANCE COMMITTEE

Duties

Sec. 254. The Finance Committee shall examine and report on all bills against the Council before the payment thereof, unless the Council shall otherwise determine by a two-thirds vote of the members present.

AUDITING COMMITTEE

Duties and Report

Sec. 255. (1) The Auditing Committee shall examine and audit the books and accounts of the Secretary, Treasurer and Trustees and any other officer or a member of an elective or appointive committee receiving or disbursing any funds of the Council, at the close of each semi-annual term in November and May, and examine the books or account of said officers or their predecessors in office at such other times as they may deem it expedient or the Council or Regent shall direct, and make written report to the next stated meeting of the Council. Deputy Grand Regents shall see that this provision is carried out and shall make special report thereon to the Grand Regent.

(2) Such reports shall state all receipts and disbursements of the several funds of the Council since the last previous report and the balances in the hands of the various officers to the credit of each fund; and shall also include a statement of all the assets and liabilities of the Council.

Powers

Sec. 256. (1) The Auditing Committee shall have power to and shall require the production of all books, papers, vouchers and documents relating to the accounts they examine, which may be necessary to determine their correctness, or the actual cash at any time in the hands of either officer or committee, and the Treasurer shall produce a statement certified by an officer of the bank in which the funds of the Council are kept showing the actual balance on the day of such meeting of the Auditing Committee.

BY-LAWS AND ALTERATIONS THEREOF

Two-Thirds Vote Necessary

Sec. 258. By-Laws may be made and from time to time altered or amended by the Council by a two-thirds vote of the members present.

How Proposed

Sec. 259. All By-Laws and alterations thereof must be proposed in writing, signed by two members of the Council, read at a stated meeting, entered on the record, laid over and read at another stated meeting, before being finally acted upon.

Amended Amendments

Sec. 260. If an amendment is made by the Council to a proposed amendment, the amendment as amended must be laid over until the next stated meeting before adoption, when such amendment and its amendments shall be finally acted upon without further amendments.

Restrictions on By-Laws

Sec. 261. (1) A By-Law or alteration thereof must not contravene or conflict with the Code of Constitution and Laws of the Supreme Council of the Royal Arcanum, nor the Constitution of the Grand Council of the jurisdiction in which the Subordinate Council adopting or altering a By-Law of such Subordinate Council is located, nor repeat any portion of said Constitution and Laws.

(2) No provision shall be made either by By-Law, resolution or vote for the temporary suspension of a By-Law, nor for the nullification of the provisions of any law, rule or regulation adopted by the Supreme Council.

(3) No fines shall be imposed by By-Laws unless specifically authorized by a law of the Supreme Council.

Approval of

Sec. 262. All By-Laws and alterations thereof must, after adoption by the Council, be submitted to the Committee on Laws of the Supreme Council and shall take effect from the date of approval or allowance by such Committee.

Record of Approval

Sec. 263. Upon approval or allowance of By-Laws by the Committee on Laws they shall be sent to the Supreme Secretary, who shall attest the same, affix the Supreme Council seal thereto and forward them to the Council.

PART FOUR
GENERAL LAWS
OF THE ROYAL ARCANUM

QUALIFICATIONS, DUTY AND ELECTION
OF APPLICANTS

Qualification.

Sec. 265. Each person admitted to membership in the Royal Arcanum must be a person of good moral character, a believer in a Supreme Being, and over the age of eighteen years.

Persons Not Eligible for Membership

Sec. 267. No application shall be received or accepted from a person in any of the following classes:

- (a) One who does not believe in a Supreme Being.
- (b) One who cannot understand or read or repeat the obligation as printed.
- (c) One who cannot state the year of his birth.

Special Occupational Risks

Sec. 268. The Executive Committee shall from time to time, as they may deem advisable, promulgate and cause to be published a list of Proscribed and Limited Occupational Risks, and no application shall be accepted from any person or applicant except in accordance therewith.

Application to Be Signed

Sec. 269. Each applicant for membership in the Order must sign the application for admission to membership. Said application shall be prescribed by the Supreme Council and shall state the date of the applicant's birth, his age, occupation and residence, and the name and residence of his proposed beneficiary or beneficiaries together with sufficient information to identify such

beneficiary or beneficiaries. No such application shall take effect so as to entitle the applicant to benefit membership in the Order until the same shall have been approved by the Home Office of the Order.

Fees with Application

Sec. 270. The application must be accompanied by the Degree Fee fixed in accordance with the provisions of Section 287 (5). Whether a Degree Fee is charged shall be discretionary with the Subordinate Council.

Read in Council

Sec. 271. (a) The application shall be read in open Council at a stated meeting thereof, entered on the record, and the accompanying fees placed in the hands of the Secretary.

Investigating Committee

Sec. 272. A committee of three members of the Council shall then be appointed to investigate the character, habits and other qualifications of the applicant, and their report shall be filed with the Secretary as soon as possible and the favorable report of the said Committee, with and special report of a member thereof, shall be filed and forwarded with the application to the Medical Examiner.

Medical Examination

Sec. 273. If the report of the Committee is favorable and a complete medical examination is required, the Secretary within forty-eight hours, shall send the application for membership to the Medical Examiner and notify the applicant to present himself to the latter. The Medical Examiner, after obtaining the signature of the applicant to the application shall make an examination on the form prescribed by the Supreme Council and immediately refer the same to the Home Office.

Reports Read in Council and Ballot

Sec. 274. (1) The report of the Investigating Committee shall be presented at a stated meeting of the Council, the next, if possible, by the Secretary, and need not be read in full unless called for by a member or ordered by the Council.

(2) If the report is favorable a ballot may then be had.

(3) The ballot shall be at a stated meeting.

(4) When two or more applicants are to be balloted for at one meeting, a ballot may be had on all of them collectively. If the ballot is clear all of the applicants shall be declared elected; if one black ball or cube appear a ballot shall then be had on each applicant separately.

(5) Such ballot shall not be taken *unless* the application and medical examination paper and report of Investigating Committee are actually before the Council.

(6) If it appears that the applicant has become physically disabled or mentally impaired since the approval of his medical examination, the ballot and initiation shall be postponed and investigation made.

Proceedings Between Meetings

Sec. 275. (1) The application may be presented to the Secretary between the stated meeting of the Council, and at the first stated meeting, thereafter he shall announce the presentation, the date thereof, the name, residence and occupation of the applicant and his action thereupon, and record all thereof upon the records of the Council.

(2) Upon so receiving the application he shall immediately send the same to two members of the Standing Investigating Committee and notify all the other members of the Committee thereof and give them the names of such two members

(3) If such two members both report favorably they shall without delay forward their report with the application to the Secretary.

(4) The Medical Examiner in such case shall perform all the duties of his office in respect to applicants and applications.

(5) The reports of the Investigating Committee and Medical Examiner shall be presented by the Secretary at the next stated meeting of the Council, if possible, and if all are favorable a ballot may then be had, and if the applicant is elected the Degree may then be conferred.

(6) If the two members of the Investigating Committee selected as aforesaid cannot agree upon a report they shall choose another member of the Standing Investigating Committee to act with them and the three so selected shall constitute the Investigating Committee upon the applicant. If the report is favorable the same course shall be pursued as is provided when the two originally selected make favorable report. If the report is unfavorable the same with the application shall be filed with the Secretary as soon as possible and the same course thereafter followed as the laws provide in the case of the unfavorable report of the Investigating Committee.

Selection

Sec. 276. If the ballot is clear or if two-thirds (2/3) of the members present and voting vote in favor, the applicant shall be declared elected.

DISAPPROVED AND INELIGIBLE APPLICANTS

Disapproved by Ballot

Sec. 277. (1) If less than two-thirds (2/3) of the members present and voting vote in favor of the applicant, the applicant shall be declared disapproved, and shall not again be proposed or balloted for within six months thereafter.

(2) The ballot-box shall be supplied with an equal number of white and black balls or cubes both equal at least to the number of members present and a ballot with less than that number in the box is illegal.

(3) After the declaration of disapproval a ballot whereby an applicant was disapproved, through by a mistake of those voting unfavorably, shall not be

reopened or reconsidered.

Disapproved on Report of Investigating Committee

Sec. 278. If the report of the Investigating Committee is unfavorable the Secretary shall read the report at the next stated meeting. After hearing the unfavorable report of the Investigating Committee, the Council shall have the right to vote to override the report. If two-thirds (2/3) of the members present and voting vote to override the report, the applicant may then be voted on for membership in Council. If less than two-thirds (2/3) of the members present and voting vote to override the report, the Regent shall declare the applicant disapproved.

Applicant May Cause Disapproval

Sec. 280. If an applicant refuses or neglects to undergo an examination within three months from the date of the Secretary's notice to him to present himself to the Medical Examiner, his application shall be and become null and void and said application shall be forwarded by the subordinate Council Secretary to the Supreme Secretary for proper recording; but the applicant may make a new application and the Council may credit him with the amounts paid upon his previous application, provided the same have not been returned to him. Should the applicant fail to present himself for initiation after having been examined and accepted within the time fixed by law, such application shall be forwarded by the Subordinate Council Secretary to the Supreme Secretary for proper recording.

Cannot Withdraw Application

Sec. 281. After an application is received and read in a Council it cannot be withdrawn under any circumstances, excepting for the following purpose: An applicant, after presentation to a Council, may be transferred to another Council at any time before the Degree is conferred, with the consent of both Councils and of the Supreme or Grand Regent. Upon such consent the Secretary of the Council in which the application is pending shall forward the application and the fees accompanying the same, then unexpended, to the Secretary of the other Council in which all further requirements for admission and necessary proceedings shall be had.

Record of Disapproval and Ineligibility

Sec. 282. Whenever an applicant is disapproved or declared ineligible, the Secretary shall make a record of his name, residence, occupation and the cause of disapproval or ineligibility, and immediately communicate the same to the Supreme Secretary, who shall keep a record thereof. The application of any applicant who has been disapproved by a Subordinate Council shall be forwarded by the Secretary of the Council to the Supreme Secretary for filing in the Home Office.

PROCEDURE UPON APPLICATION AFTER ELECTION

Notice of Election

Sec. 283, The Secretary shall notify each applicant of his election within five days thereafter, and of the place where and the period in which he must present

himself to receive the Degree. The applicant may waive such notice and receive the Degree at the meeting at which he was elected.

Medical Examination: When Void

Sec. 284. If ninety days elapse from the date of the approval by the Home Office of an application, before the Degree is conferred, the applicant's medical examination shall be void and a new medical examination shall be had and approved before he can be legally admitted. The Supreme Regent is authorized, if he shall find upon investigation that the applicant was without fault in the matter of lapse of time and that his initiation occurred at the first stated meeting of the Council after the expiration of said ninety days, to legalize by Dispensation such initiation; and any initiation without such Dispensation shall be void and confer no benefits or privileges of membership in the Order upon the applicant.

Council Order New Ballot and Medical Examination

Sec. 285. The Council may, by a majority vote at any stated meeting before initiating any elected applicant, order a new ballot on his election to membership or require him to pass a new examination by the Medical Examiner; *such* examination to be at the expense of the Council. The application of any applicant who has been disapproved by a Subordinate Council shall be forwarded by the Secretary of the Council to the Supreme Secretary for filing in the Home Office.

**CONFERRING THE DEGREE, AND SUSPENSION THEREOF
DURING EPIDEMIC**

Fees to Be Paid

Sec. 286. (1) Every applicant on presenting himself to receive the degree shall take the obligation of the Order and make such additional Payments, if any, over and above the payment provided for in Section 270 (a) as may be necessary to make payment of one assessment (depending upon the method of payment selected by him) as fixed for the plan of protection chosen by him, at his then attained age, computed from his last birthday, which payment shall be credited as of the first of the month following his initiation. He shall also pay the proportionate part of the quarterly Council dues commencing as of the first of the month following his initiation or obligation. A check to the order of the Supreme Council for the amount of the assessments received with such application shall be forwarded with the completed application to the Supreme Treasurer.

(2) An applicant who knows the year of his birth but not the day or month shall be rated as born January 1.

When Degree Conferred

Sec. 287. (1) The Degree may be conferred at a stated or special meeting upon any applicant who has been legally elected at a stated meeting.

(2) An applicant may receive the Degree in the Council to which he makes application. One Council shall not initiate an applicant to another Council except by Dispensation of the Supreme Regent, or of a Grand Regent when both Councils are in the same jurisdiction.

(3) The Regent may authorize the Degree team of his Council or the officer of Degree team of another Council or Councils to confer the Degree for him in his own Council.

(4) The Supreme Regent or a Grand Regent may authorize the officers of the Degree team of one Council or a Degree team composed of officers and members of several Councils to confer the Degree at a union meeting of two- or more Councils upon applicants to the Councils participating therein.

(5) The fee for the Degree shall be not less than two dollars and fifty cents.

(6) There shall be no repayment or rebate to the applicant of the Degree fee or any part thereof.

(7) No Degree fee shall be chargeable against or demanded of a juvenile upon his making application for full membership in the Order, nor shall a Degree fee be chargeable to a member under the Family Plan exercising his Conversion Privilege.

When Entitled to Benefit

Sec. 288. (1) An applicant for membership shall become entitled to the benefits provided by the Laws of the Order and to privileges of membership when his application shall have been duly approved by the Home Office and he has been legally admitted to the Order.

(2) If it appears, prior to the expiration of the incontestable period that admission was obtained by means of false statements material to the risk contained either in his application or in his answers to the questions in his medical examination or that his admission was for any reason illegal, said admission may be declared null and void by the Supreme Regent and no Benefit Certificate shall be issued to him; and in case such Certificate has been issued to him before his ineligibility is discovered, the same shall be null and void and neither such initiation nor Benefit Certificate shall confer upon him, or his beneficiary or beneficiaries, any rights or privileges in the Order. All moneys paid by him shall be returned to him.

Suspended During Epidemic

Sec. 292. Whenever any pestilence or epidemic disease shall prevail or shall be threatened in any district where a Council of the Order is established the Supreme Regent shall, immediately upon being notified thereof or in any manner acquiring knowledge of the same, suspend the initiation of new members into said Council during the continuance of said pestilence or epidemic; the territory to be proscribed, and the period of the suspension aforesaid, to be defined by the Supreme Regent.

JUNIOR CERTIFICATE

Sec 293. All applications for a Benefit Certificate on the life of a junior (age 0 to 17 years last birthday) must be signed by an adult sponsor, related to and having an insurable interest in the junior, who undertakes to pay the assessments for the certificate. It must also be signed by a recommender who must be a member of the Order. Until the 18th birthday of the Junior, the sponsor shall have all rights with respect to the Junior certificate. Unless otherwise indicated in the application, at age 18, all such rights shall vest in the junior, who

shall automatically become an adult member of the Council in which the Junior was enrolled.

CHANGE OF SPONSOR

Sec. 294. (a) The sponsor of a Junior Certificate may be changed on the request of another adult, related to and having an insurable interest in the Junior, with the consent of the original sponsor.

Sec. 294. (b) In the event of the death of the sponsor, before the Junior reaches age 18; or if the sponsor fails to remit the assessment in a timely fashion, the rights of the sponsor may be transferred to another adult, related to and having an insurable interest in the Junior, who undertakes to pay the assessments. In such event, if the original sponsor is living, the Home Office shall send a notice, in writing, to the last known address of the sponsor, advising that the change in sponsor will be effective unless the assessments then due are remitted to the Home Office within thirty (30) days from the date of the notice. Unless otherwise indicated in the application, if the owner of the Certificate dies after the Junior reaches age 18, all rights under the certificate shall vest in the former junior.

BENEFIT CERTIFICATES

Applications Sent to Supreme Treasurer

Sec. 295. When an application for original membership is lost before issue of Benefit Certificate or an application for reinstatement is lost, the Supreme Treasurer shall require a replacement of the application, medical examination and obligation, with applicant's answers to all questions, with signatures of applicant and endorsement of Secretary and Treasurer thereon as upon the original, and the endorsement thereon by the Medical Examiner that the application and examination has been duly recommended and approved and the same duly certified upon said original issue of Certificates

Sec, 296. No Benefit Certificate shall be issued by the Supreme Treasurer until he is satisfied that all the laws, rules and regulations of the Order have been complied with. All cases in which such compliance does not in his judgment exist and there is refusal, neglect, or inability to make such compliance shall be referred by the Supreme Treasurer to the General Counsel, who shall advise the Supreme Regent concerning any action to be taken by him with reference thereto. The decision and order of the Supreme Regent thereafter made shall be final.

Canadian Laws

Sec. 296. (A) Wherever the provisions of this Code of Constitution and Laws or the provisions of any benefit certificate issued to or other contract entered into with, a member who is or becomes domiciled in Canada, and is so domiciled at the time of his death conflict with the Laws of Canada or of the Province in which the member was domiciled at the time of his death, the laws of Canada and the laws of such province shall govern and control not only with respect to the making of the contract, the rights and status of beneficiaries, the powers of making of the contract, the rights and status of beneficiaries, the powers of the

insured with regard to the designation or appointment of beneficiaries and the apportionment of the insurance moneys but also in all other respects.

BENEFICIARIES

Designation of Beneficiaries

Sec. 297. (1) Death or Annuity Benefits shall be payable to any beneficiary designated by the member, and each applicant shall enter upon his application the name or names, residence and relationship, if any, of the person or persons to whom he desires his benefit paid, and the same shall be entered in the benefit certificate according to his direction.

(2) A Certificate may be made payable to a person, bank or other corporation, in trust for the beneficiary or beneficiaries, or to a person who may receive the proceeds for the benefit of the beneficiary or beneficiaries.

In the event of the death of all designated trustees or if the whereabouts of all said trustees is or becomes unknown and no written notice of such whereabouts is received by the Supreme Secretary within six consecutive months next after the death of the member, stating the address or addresses of the said trustees or any of them, or Wall trustees decline to act at such, and no direction is made by the member for replacement of such trustees or for other disposition or payment of the proceeds of the member's certificate in accordance with the Laws of the Order, the trust shall thereupon terminate and the benefit payable under said certificate shall be paid directly to the beneficiaries for whom the member had directed the benefit to be held in trust.

Where a benefit is payable to a trustee for the benefit of an infant until the infant's arrival at legal age and at the time of the member's death such infant shall have attained legal age the benefit shall be paid direct to the former infant.

(3) The eligibility of a beneficiary to receive a benefit under a Certificate of the Order shall be determined by the provisions of this Code of Constitution and Laws in effect at the date of the member's death, so that if the beneficiary designated is eligible for designation as a beneficiary on the date of the member's

death the benefit shall be paid to such beneficiary even though such beneficiary was not eligible for designation as a beneficiary at the time of designation.

(4) No beneficiary shall have or obtain any vested interest in the proceeds of any benefit certificate until such certificate has become due and payable in conformity with the provisions of the contract.

The member shall have full right at all times to change the beneficiary in accordance with the constitution, laws, rules or regulations of the Order.

(5) The member shall have full right at all times to designate or change the designation of an alternative beneficiary to whom the proceeds of his Benefit Certificate shall be payable in the event that the member and the primary beneficiary both die in or as a result of the same casualty or a common disaster.

(6) No change of beneficiary shall be effected by an attorney in fact unless the power of attorney specifically authorizes the attorney in fact to do so.

(7) No change of beneficiary shall be effected by a court appointed guardian of a member or committee of an incompetent member unless a court order specifically authorizes the guardian or committee to do so.

If Designation Fails

Sec. 298. If the designation of a beneficiary shall fail for illegality, death of beneficiary prior to the death of the member, or otherwise, then the benefits shall be payable to the person or persons mentioned below, if living at the time of the death of the member, in the shares and order of precedence by grades as therein enumerated, the persons living of each grade taking equal shares per capita to the exclusion of all persons living of subsequent enumerated grades; except that in the distribution among the persons of Grade Second, the children of deceased children shall take by representation the share the parent would have received if living at the time of the member's death.

- Grade 1st. Member's wife or husband
- Grade 2nd. Member's children and children of deceased children,
and members children by legal adoption.
- Grade 3rd. Member's grandchildren.
- Grade 4th. Member's parents and member's parents by legal adoption.
- Grade 5th. Member's brothers and sisters of the whole blood.
- Grade 6th. Member's brothers and sisters of the half blood.
- Grade 7th. Member's grandparents.
- Grade 8th. Member's nieces and nephews (children of brothers
and sisters of the whole blood).
- Grade 9th. Member's nieces and nephews (children of
brothers and sisters of the half blood).
- Grade 10th. Personal representatives of deceased member.

FAILURE OF DESIGNATION AND DEATH OF BENEFICIARY

Death of One or More Beneficiaries

Sec. 305. When a member's Benefit Certificate designates two or more beneficiaries, and one or more of such designated beneficiaries pre-deceases such member, and such member shall fail to make some other lawful disposition of the share of such deceased beneficiary or beneficiaries, then except as otherwise provided herein, the share or part of each of such deceased beneficiaries shall be paid to the surviving beneficiary or beneficiaries equally, as if they had been the only beneficiaries designated in the Benefit Certificate.

The foregoing rule or direction shall apply to the share of pre-deceased cestui que trust, for whom a part of the benefit has been made in trust, the surviving beneficiary or beneficiaries to take the share of each such deceased cestui que trust in the same manner as the share which passes direct to the surviving beneficiary under the provisions of the Benefit Certificate.

Death of All Beneficiaries

Sec. 306. If all the beneficiaries designated by the member in his Benefit Certificate shall have predeceased him upon his death, leaving him surviving a spouse and a minor child or children by a previous marriage, the benefit shall be paid one-third to the spouse and two-thirds to all such minors; otherwise the benefit is payable in manner described in Section 298.

Felonious Act of Beneficiary

Sec. 307. (a) No benefit vests in beneficiary feloniously causing the death of the member to whom the Benefit Certificate is issued. The benefit as non-vesting shall be paid as in this section provided.

(b) Pending indictment and trial of the beneficiary for feloniously causing the death of the member named in the certificate, right of such beneficiary to bring action to recover the benefit is barred. Acquittal moves the bar. Conviction by final judgment or decrees of a court of competent jurisdiction retains the bar and forecloses and forfeits all rights of such beneficiary to the benefit. Upon such final judgment or decree, the foreclosed or forfeited benefit shall be paid in manner provided by Section 305 or by Section 306, according as the provisions of one or the other section are applicable. The words "final judgment or decree" in this section must be construed to be a judgment or decree from which no further proceeding affecting the judgment or decree can be taken by the laws of the territory, state or province within which is the sites of the convicting court.

CHANGE IN BENEFICIARY

How Changed

Sec. 308. A member may at any time make a written designation of such beneficiary or beneficiaries as he may designate in accordance with the Laws of the Order and the laws of the Commonwealth of Massachusetts.

Parole Evidence Disregarded

Sec. 310. Parole evidence of a member's intention or desire to change his beneficiary must be disregarded.

If Benefit Certificate Lost or Beyond Control

Sec. 311. If a Benefit Certificate is lost or beyond a member's control, the member shall furnish proof of all the facts relating to such loss or lack of control of said certificate by him which proof shall be submitted to the Home Office, together with a written surrender of all claims under such certificate and a written direction for the issuance to him of a new certificate, payable to the same or a new beneficiary or beneficiaries selected in accordance with the laws of the Order. If the Home Office is completely satisfied that a new Benefit Certificate should be issued under the circumstances, it shall approve such request and a new Certificate shall be issued to the member. The issuance of such new certificate shall ipso facto make null and void the old or former certificate stated by the member to have been lost or beyond his control.

When Change Takes Effect

Sec. 312. Upon receipt of a written request for a change of beneficiary, if such direction is in accordance with the Laws of the Order and if all other conditions have been complied with, the change of beneficiary or beneficiaries shall take effect as requested by the member. However, if the new beneficiary

or beneficiaries named are not legally eligible as beneficiaries under the Constitution and Laws of the Order, or if such beneficiary or beneficiaries are prohibited by law of any State or Province having jurisdiction from being the beneficiary or beneficiaries of said Certificate, the member may designate another beneficiary or beneficiaries. In such latter event, the last named beneficiary or beneficiaries, if they may legally be such, shall become the beneficiary or beneficiaries of such Certificate and the change to such beneficiary or beneficiaries shall then take effect. In the case of a lost Certificate or one which is beyond the member's control, where the member, in addition to requesting a new Certificate, shall also desire to change the beneficiary or beneficiaries, proper attestation shall be furnished by the Secretary of the Council to which the member belongs that such change of beneficiary had been requested in writing by the member and shall be furnished to the Supreme Treasurer, together with the affidavit or other proof which may be required by the General Counsel, and upon the certification by the General Counsel of his approval of the issuance of a new Certificate designating the new beneficiary or beneficiaries, if a new beneficiary or beneficiaries shall have been designated by the member, and the issuance of such new Benefit Certificate accordingly, such change of beneficiary or beneficiaries shall take effect.

Old Benefit Certificate Cancelled by New

Sec. 313. The issuance of a new Benefit Certificate in accordance with the Laws of the Order shall cancel and render null and void the previous Certificate in place of which the new Benefit Certificate was issued. If the new Benefit Certificate is issued in place of more than one previous Benefit Certificate on the life of the member requesting same, such new Benefit Certificate shall cancel and render null and void all previous Certificates issued to such member in the aggregate sum of the amount of the new Benefit Certificate. The issuance of such new Certificate shall not limit, affect, or waive any rights of the Supreme Council of the Order under any other Laws of the Order which may have rendered or which render such previous Certificate null and void, nor shall the issuance of a new Certificate to the member be deemed or required to be a necessary condition precedent to any right of the Order to cancel any previous Certificate or Certificates issued to him, pursuant to any other Law or Laws of Order.

MEDICAL EXAMINERS AND THEIR DUTIES

Appointment of

Sec. 325. The Supreme Regent shall from time to time commission suitable persons to be Medical Examiners.

Qualifications of

Sec, 326. (1) Medical Examiners shall be graduates of reputable medical colleges, practicing physicians in good standing and, if possible, members of the Order.

(2) A physician disqualified for membership may be authorized by the Supreme Regent to make examinations.

(3) Persons of experience in medical practice shall be appointed as Examiners rather than recent graduates from the schools.

Removal of

Sec. 327. Any Medical Examination may be removed by the Supreme Regent for cause satisfactory to him.

Duties of

Sec. 328. The Medical Examiner shall carefully examine all applicants for membership in accordance with the form prescribed by the Supreme Council. He shall comply strictly with the instructions to Medical Examiners, answer fully each and every question on the prescribed form and forward all examinations made by him with his decision endorsed thereon to the Home Office.

Determination of Eligibility of Applicants

Sec. 329. In the determination of the eligibility of an applicant as to the soundness of his health, and in all medical examinations of applicants or members and the supervision of such examinations, the Instructions to Medical Examiners, and the Rules Governing the Commissioning of Medical Examiners established by the Supreme Council shall apply and control as fully and conclusively as though the same were incorporated in and made a part of the laws.

For New Council

Sec. 330. In the Institution of new Councils in places where there is no Medical Examiner the Instituting Officer may select a physician and forward his examination and application for commission to the Home Office for approval. Upon being commissioned by the Supreme Regent such physician may examine the petitioners for Charter and shall forward the examinations to the Home Office for approval before the Council is instituted.

**MEDICAL EXAMINATIONS OF APPLICANTS, SUPERVISION
AND FEES****Legal Examination**

Sec. 331. (1) No examination for admission to membership or reinstatement in the Order shall be legal unless made by a Medical Examiner commissioned by the Supreme Regent, except by the special permission to the Supreme Regent, for cause satisfactory to him, or as otherwise provided by law.

Fees for

Sec. 334. The fees of Medical Examiners for services rendered in connection with applications for membership in the Order shall be in such amounts as shall be set by the Executive Committee.

**MEMBERS-THEIR DUTIES, RIGHTS AND RESPONSIBILITIES
SUPREME COUNCIL DUES-QUARTERLY DUES
REINSTATEMENT-MEMBERS OF
DISSOLVED COUNCILS DUES**

Supreme Council Dues

Sec. 335. (1) Members of the Order who were admitted prior to July 1, 1923, and who have not transferred to a plan made effective or placed in effect since said date shall pay as dues to the Supreme Council the sum of \$1.20 per annum. Such dues shall be known as Supreme Council Dues, and be paid annually at such times and in such installments as may be directed by the Executive Committee, in accordance with their method of assessment payments. A member on Table A paying a Whole Life Rate for age sixty-five and a member who becomes suspended for the non-payment of an assessment payable on the anniversary date of his certificate, shall not be required to pay the Supreme Council Dues otherwise payable on said date.

(2) MI provisions of law relating to the collecting and forwarding of assessments and receipts therefore, the notification and announcement of suspension for non-payment thereof, and reinstatement for non-payment of an assessment, shall be and the same are hereby made applicable to the Supreme Council Dues.

Additional Payments

Sec. 336. In addition to all of the dues and assessments provided in these By-Laws, each member or applicant of the Order in any County, State, Territory, District, Province or Municipality in which, by public authority, a tax of any kind is levied upon the Order or any requirement imposed necessitating a special expense applicable to only the members therein, each such member or applicant may be required to pay his proportionate amount of such tax or special expense, which shall be payable on or before the first payment of such additional tax or expense, and if the same be not paid by the member or applicant as herein provided, he may be suspended from the Order and all rights and benefits there under, whereupon his certificate shall become null and void, subject, however, to all the rights as set forth in the certificate and these By-Laws. The provisions of law relative to the collection of assessments, notification and announcement of suspension for non-payment thereof, by the Council and reinstatement for non-payment thereof, shall be and the same are hereby made applicable to the said proportionate amount of said tax and expenses.

Promotion Fund

Sec. 337. Each member of the Order who was admitted prior to July 1, 1923, and who has not transferred to a plan made effective or placed in effect since said date shall pay as an annual contribution the sum of \$1.00 which sum shall be due annually at such times and in such installments as may be directed by the Executive Committee, in accordance with his method of assessment payments, and any such member, liable therefore hereunder, who fails to timely pay said sum, as above required before delinquency, shall stand suspended from the Order and all benefits there from, subject, however, to all his rights as set forth in his certificate and the laws of the Order.

All provisions of laws relating to the collecting and forwarding of assessments and receipts therefore, the notification and announcement of suspension for nonpayment thereof, and reinstatement for non-payment of an assessment, shall be and the same are hereby made applicable to said contribution.

Quarterly Dues

Sec. 338. (1) Except as otherwise provided each member of the Order shall pay to his Council as dues, at least one dollar per quarter and such additional sums as shall be prescribed by vote or in the By-Laws, which shall be due and payable quarterly, in advance, on the last days of March, June, September, and December respectively.

(2) Quarterly Dues may be paid in advance as provided in this Constitution.

(3) No part of the Quarterly Dues shall be refunded or rebated, except as hereinafter provided, or remitted to a member directly or indirectly.

(4) A member taking a Withdrawal Card in one quarter, paying dues in advance for the ensuing quarter, and joining another Council in such quarter, cannot be required to pay dues to his new Council therefore, nor can his old Council be required to pay his new Council a proportional part of such dues.

(5) A member holding a benefit certificate issued under the Life Paid-Up at Sixty-five Special Plan shall not after the anniversary of the certificate nearest the member's sixty-fifth birthday be required to pay subordinate Council Dues, but the Supreme Council will after such anniversary date pay to the member's Subordinate Council dues to an amount not exceeding Six Dollars per annum.

When in Arrears

Sec. 340. A member who shall have failed to pay his *dues* or other sums payable by him at or before the expiration of the month in which the same became due, shall be deemed in arrears. He shall not be entitled to a voice on the floor of his Council, or to vote, or to receive sick benefits. He shall not be entitled to hold office unless his dues or other sums payable by him at the time of his election shall be fully paid at the date of such election.

SUNDRY RIGHTS OF MEMBERS

May Correct Mistake in Age

Sec. 342. (1) If during the lifetime of a member it is discovered that a mistake in his age at admission has occurred, and in case the mistake consists of his having unintentionally given age younger than his actual age, then upon his furnishing satisfactory proof to the Supreme Secretary as to such mistake, he may either have his Certificate limited to the amount of protection the rate paid would have provided at the correct age, or he may pay the difference between what he has paid and the amount due for his correct age on all assessments subsequent to his admission. Such sums so paid shall be immediately forwarded to the Supreme Treasurer as additional payments on said assessments and notice thereof sent to the Supreme Secretary.

If, however, the age given shall then have been older than his real age at the time of admission, he shall be entitled to have refunded to him from the Mortuary Fund the excess that shall have accumulated since December 1, 1916, over the amount the member would have paid if he had been assessed at his correct age, without interest.

In case the member was not eligible for membership on account of his age at time of admission, his benefit certificate shall be void and of no effect and the amount of money contributed by him there under shall be returned to him.

(2) If the age of the member has been misstated and the discrepancy and the assessment involved have not been adjusted, the amount payable under this Certificate shall be such as the assessment would have purchased at the correct age, provided that if the correct age was not an insurable age under the Order's Charter, Constitution or Laws, only the net mortuary payments made shall be returned without interest.

No Death or Funeral Benefit

Sec. 345. A Council shall not pay from its General Fund, under a standing rule or By-Law, upon the death of a member, to his beneficiary or other person a benefit in the nature of a death or funeral benefit.

REINSTATEMENT OF SUSPENDED MEMBERS

Application for

Sec. 350. A member of the Order who has been suspended for non-payment of an assessment or dues, wishing to be reinstated, must make written application to and at a stated or special meeting of a Council in good standing, and upon a blank issued by the Supreme Secretary and approved by the Executive Committee. The right of reinstatement hereunder shall not be available to any former member of the Order who has attained his seventieth birthday, unless such application is made within three years of the date of suspension, nor to any former member whose connection therewith has been severed by reason of expiration of Optional Extended Protection of which he had taken advantage, and any such former member shall only be eligible to renewed membership by applying under, and complying with, Section 269, provided, however, that as to members holding Benefit Certificates issued after September 1, 1949, their right to reinstatement shall be governed by the terms of their Benefit Certificates.

Conditions Required

Sec. 352. Every suspended member applying for reinstatement under Section 350 shall comply with the following conditions:

(a) If such member desires to reinstate his original certificate, he shall pay the full amount he was in arrears for dues or assessments, the assessment for non-payment of which he stood suspended and the assessment for the month in which reinstatement is effected, and all intervening assessments, the total amount of which shall accompany his application for reinstatement, together with the interest thereon in the instances specified in and at the rate prescribed by Section 354.

(b) A member reinstating at attained age and not reinstating his original certificate shall not be required to pay any sums for which he was in arrear to either his Subordinate Council or the Supreme Council at the time of his suspension, nor any assessments which became due and payable prior to his reinstatement.

(c) A member reinstating shall furnish the Council with a satisfactory medical examination by a qualified physician authorized by the Supreme Regent, which examination must be approved, or

(d) If reinstated

1. Within sixty days from date of suspension; or
2. Within two years from date he passed a satisfactory examination for admission to or reinstatement in the Order; or
3. If his total benefit will not exceed \$5,000 and he is under forty-four years and six months of age he may sign a Health Certificate with representation properly filled out.

When Reinstatement Effective

Sec. 353. All moneys payable in connection with a reinstatement must accompany the duly signed reinstatement form when sent to the Home Office, and reinstatement shall become effective when accepted by the Home Office.

Rates of Assessment for Reinstated Members Other Than Those on the Home Protection Plan

Sec. 354. If a suspended member be reinstated, he shall at and after reinstatement pay the rate fixed for the age attained at date of such reinstatement; or he may pay the rate at his assessed age upon making good his full reserve by payment in full to date of reinstatement of all assessments, quarterly dues, Supreme Council dues and Promotion Fund contributions which he would have been required to pay had he maintained himself continuously in good standing, together with interest thereon at a rate not in excess of six percent per annum compounded annually from date of original default to such date of reinstatement.

Rules for Restoration of Paid-Up Protection Certificate

Sec. 354. (A) Any member holding a Benefit Certificate endorsed for Paid-Up Protection may restore his original Certificate by the payment and all assessments that have accrued since the last assessment paid up by him and by signing a Health Certificate with Warranty properly filled out; provided, however, that if the member is over 44 years 6 months of age or the benefit is more than \$5,000, a satisfactory medical examination shall be furnished.

In addition to the payment of assessments provided above an interest charge shall be made at the rate of five per cent per annum compounded annually from the maturity of each assessment for which the member was in default.

Supreme Regent May Reinstale

Sec. 355. The Supreme Regent is authorized, if he shall find upon investigation that the application for reinstatement was duly and promptly made to effect reinstatement within the said three months and that the applicant was without fault in the matter of lapse of time, to direct reinstatement at the rate he was paying at the time of suspension.

Old Benefit Certificate in Force

Sec. 360. The Benefit Certificate of a member in force at the date of suspension shall again become valid at the time of his reinstatement, provided he has paid all assessments and dues which have accrued up to the time of such reinstatement, unless he shall in his application for reinstatement request a different certificate amount, or shall elect to pay assessment under a table of rates requiring a surrender of his Benefit Certificate or designate other beneficiary or beneficiaries than named in said Benefit Certificate and surrender the same and in case Benefit Certificate cannot be surrendered, the provisions of laws governing certificates lost or beyond a member's control shall be applicable; provided, however, that in case such member shall have had two certificates under different plans or tables of rates, either one or both of such certificates, as elected by him in his application for reinstatement, shall become valid at the time of his reinstatement, provided he *has* paid all assessments and dues which have accrued up to the time of such reinstatement with regard to the certificate or certificates elected by him in such application for reinstatement.

Reinstatement in Another Council

Sec. 361. If the application for reinstatement is presented to a Council other than that from which the applicant was suspended, it must be presented to a Council which is composed of members of the same sex of the applicant or to a Council which is composed of members of both sexes and the applicant must present himself at a stated meeting of the Council and be obligated and instructed in the Secret Work in the Council chamber, and his reinstatement shall date from such obligation and instruction.

Suspended Member-at-Large

Sec. 362. A member-at-large who becomes suspended may apply to and be reinstated in any Council upon the conditions prescribed in laws governing reinstatement, or he may be admitted as a Charter Member of a new Council in the place where he resides.

MEMBERS OF DISSOLVED COUNCILS

Supreme Regent Shall Transfer

Sec. 363. (1) Whenever any Subordinate Council shall be dissolved, the Supreme Regent shall transfer the members of such Council to any Council composed of members of the same sex or to a Council which composed of members of both sexes in the same Grand Jurisdiction which shall be willing to receive the members of such dissolved Council provided, however, that if the Grand Jurisdiction has an Executive Committee as permitted by Section 156(2), the transfer of members shall be as directed by the Executive Committee, subject to the approval of the Supreme Regent.

(2) The Supreme Treasurer shall send to each member of the dissolved Council whose membership has been transferred pursuant to the authority of the foregoing paragraph, a notice advising of such transfer and the names and addresses of the Regent, Secretary and Treasurer of the Council to which his membership has been transferred, together with the date and place of meeting of such Council.

(3) Any member of any such dissolved Council may in conformity with and prescribed in Section 369 make application in writing for a Withdrawal Card and join a Council of his own choice, provided that the members of such Council are of the same sex as the said member, or are members of both sexes.

Suspended Member of Dissolved Council

Sec. 364. A suspended member, whose Council becomes dissolved after his suspension, may be admitted to a new Council composed of members of the same sex as the applicant or to a Council which is composed of members of both sexes in the place where he resides, on the usual conditions for Charter Members.

WITHDRAWAL FROM ONE COUNCIL TO JOIN ANOTHER

Application for Card

Sec. 369. Any member in good standing may transfer his membership to another Council by making a request in writing to such other Council upon forms provided by the Supreme Council. Upon the Council receiving such request, it shall be referred to a committee of three members, whose duty it shall be to inquire and report to the Council as to the character and fitness of the applicant for membership and whether all charges against him in his former Council have been paid up to date or dismissed and, if approved, such approval shall be certified to the Supreme Treasurer upon the form provided.

Indebtedness to Council

Sec. 371. Upon receiving a request as provided in Section 369 for a transfer of membership, the Supreme Treasurer shall immediately issue a notice of such request to the Council of which the applicant is a member. Should the applicant be in arrears or indebted to the Council or should charges be pending against such applicant, the Council shall so notify the Supreme Treasurer within thirty days of the receipt of such notice. If such notification is not received from the Council within the specified time, the transfer will become automatic and be made upon the records of the Supreme Council by the Supreme Treasurer and both Councils shall be notified of such fact.

BENEFITS, PLANS, RATES AND TABLES

Amount and Number of Certificates

Sec. 382. (a) Except as herein otherwise provided, Benefit Certificates shall be issued for such minimum and maximum amounts as may be fixed by the Executive Committee. A member may hold one or more Benefit Certificates but the total amount of his benefits shall not exceed the maximum fixed. In computing said limitation the amount by which the death benefits of all Twenty Payment Life Certificates is increased by continuance of payments after the Certificate has been in force over twenty years, Double Indemnity Riders and paid up dividend accumulations shall not be taken into consideration.

Canadian Exchange

Sec. 383. The dollars, and fractions thereof, payable by members of Sub-ordinate Councils located in the Provinces of Canada, and assessments, dues,

finer or other charges, are Canadian Dollars and shall be payable in lawful money of Canada; and benefits payable under Certificates of such members shall be payable in like money; and all charges under, and benefits payable in respect to Juvenile Certificates shall be payable in the like lawful money of Canada; and the provisions hereof shall be applicable to all Certificates whether now or hereafter authorized, or heretofore issued under former but now discontinued plans.

Present Plans

Sec. 384. (a) Applications for membership shall be on such plans of protection with riders applicable there to as may be authorized by the Executive Committee. The plans shall be on such Commissioners Standard Ordinary Table of Mortality as may be designated by the Executive Committee.

(b) The certificates issued under the foregoing plans shall contain such provisions and conditions as may be required in the various States and Provinces where issued to be contained in Benefit Certificates of similar plans of protection.

Sec. 385. (a) Any member under any plan is, after membership of two years or more, entitled to the following privileges, namely:

(1) To participate in the distribution of any surplus ordered by the Executive Committee, provided he is not on optional extended protection.

(2) Any member who surrenders his Benefit Certificate and receives the withdrawal equity may remain a Social Member as provided in Section 428. A member may withdraw his application for his withdrawal equity at any time, before final settlement, upon payment of the assessments that have accrued since his application together with 5 per cent per annum interest thereon, and any sums due his Council.

Juvenile Certificates

Sec. 385. (b) (1) Every applicant for a Juvenile Certificate shall pay as an assessment the amount prescribed and fixed for the age of the Juvenile child at the time of applying for the Certificate computed in accordance with the Table of Rates applicable to the Certificate, and the same amount on each assessment thereafter unless the Certificate of the Juvenile child shall have terminated, or unless he be relieved from such payments as otherwise hereinbefore and hereinafter provided.

Non-Forfeiture Privileges under Various Former Plans

Sec. 388. A member in good standing on either the Whole Life Level Rate Plan, Whole Life Plan with Reducing Assessments, Twenty Payment Life Plan (1923), Cash Benefit at Age 60, 65 or 70 plans, Table A and Options B, C or D, and Half-Cash Option, and who shall have met and discharged all accrued payments and obligations required of him by the plan selected and laws appertaining thereto for a period of three or more years shall be entitled to select one of the following non-forfeiture privileges designated respectively (a) and (b); the privilege so exercised to be subject, however, to abatements, if any, prescribed in subdivision (d) of this section.

(a) To written notification that his Benefit Certificate is paid-up in accordance with the terms of the Original Certificate, for the amount of protection to be computed as provided for in subdivision (e) of this section; or

(b) To have the amount of the Benefit Certificate extended as Optional Extended Protection for a period to be fixed in the manner provided for in subdivision (e) of this section.

(c) Upon receipt by the Home Office of written notice given by a member that the member selects one of the foregoing non-forfeiture privileges, the Home Office shall notify said member, in writing, of the receipt of said notice stating the effective date thereof, and shall make due record thereof.

Such member shall thereby be relieved of all further payments subsequent to the month in which said non-forfeiture privilege was exercised by him; except such payments as are provided in subdivision (d) of this section.

(d) In the event of a deficit in the reserve, a member holding a paid-up or Optional Extended Protection Certificate must make up his proportionate part of such deficit in cash within thirty days of the date of notice so to do; failing so to do, a proportionate abatement must be made in the amount of the paid-up certificate; or in the extension period of an extended certificate.

(e) The amount applicable to either of the said Non-Forfeiture privileges shall be the tabular reserve accumulated to the date affixed to the Non-Forfeiture privileges endorsed on the Benefit Certificate, less a surrender charge of one per cent of the face amount of the certificate, which surrender charge shall belong to the General Fund, the cash value to be applied as a net single assessment for paid-up protection or optional extended term protection whichever be endorsed upon the certificate.

Tables showing such paid-up and extended protection values shall be made a part of all certificates issued to members who selected the Whole Life, Whole Life Reducing, Twenty Payment Life (1923) and Cash at Age 60, 65 or 70 Plans. Tables showing such values with respect to other plans and options shall be kept on file in the Supreme Treasurer's office.

(f) A member availing himself of either of said optional non-forfeiture privileges shall not be entitled to attend Council meetings, unless he becomes a social member by complying with all the provisions relating to social membership.

Any member holding a Benefit Certificate noted for paid-up or optional extended protection provided, nevertheless, that the Certificate holder has not attained his seventieth birthday, may restore his original Certificate by he payment in cash of all assessments, quarterly dues, also Supreme Council Dues and Promotion Fund Assessments, if same be required, that have accrued since the last assessment paid by him and by signing a Health Certificate with representation properly filled out; provided, however, that if the member is over forty-four years and six months of age or the benefit is more than \$5,000, a satisfactory medical examination shall be furnished.

In addition to the payment of assessments provided above, a charge shall be made at the rate of 5 per cent per annum from the maturity of each assessment for which the member was in default.

(g) If the member, after compliance for three years or more with the provisions of the law governing the plan selected by him, shall default any required payment, and if he has not made request pursuant to either subdivision (a) or (b) of this section, his protection shall, nevertheless, not be forfeited but his accumulated reserve to the date of default, less a surrender charge, as stated in subdivision (e) of this section, shall be used as a fund out of which assessments, dues and other payments may be advanced for the member's account, as follows:

The Supreme Council will advance against the accumulated reserve on the Certificate such amounts as will from time to time pay the assessments, dues and other charges required of the member by the laws governing the plan, charging therefore compound interest at the rate of 5% per annum, until such time as the total indebtedness of the member to the Supreme Council equals or exceeds the accumulated reserve, whereupon automatically after 31 days notice to that effect has been mailed by the Order to the last known address of the member the Certificate shall become null and void and the member shall, ipso facto, be suspended from all rights, benefits and privileges in the Order, All computations shall be based upon the regular rates for assessments, dues and other payments under the plan on which the member is protected.

(h) The amount of such advances made out of member's reserve when and as made, shall immediately constitute and become a lien upon and against the member's benefit certificate and shall so remain together with interest thereon at the rate of 5 per cent compounded annually and the total amount of such lien and compound interest shall at the maturity of the certificate by death or otherwise, be deducted (torn the amount payable under said certificate unless the said member shall have previously repaid the said lien with 5 per cent compound interest in cash as hereinafter provided; provided, however, that under no circumstances shall the value of the benefit payable be reduced below one-sixth of the face amount of the certificate of a member who shall have effected a restoration from automatic extended protection by the resumption of payment of assessments and the placement of a lien covering his indebtedness of unpaid assessments and dues prior to September 20, 1944 and provided further that in respect to any member under such automatic extended protection who shall not have effected such restoration and resumption of payments hereunder, in the event that the indebtedness chargeable against his certificate shall exceed or attain an amount in excess of his reserve he shall ipso facto stand suspended and his benefit certificate shall forthwith lapse and be and become valueless and void after 31 days notice to that effect has been mailed by the Order to the last known address of the member,

The calculations of the Supreme Treasurer in fixing the amount of the reserve applicable to the privilege herein provided for and the manner of its application to the payment of assessments, dues and other charges shall be conclusive upon the member, but the member shall be entitled at any time to receive a statement from the *Supreme* Treasurer as to the amount of

indebtedness and the accumulated reserve to date of default outstanding against his certificate.

A member placed upon this privilege may at any time before his suspension resume payments of his assessments and other charges upon paying in full the accumulated lien and compound interest against the certificate or signify in writing his election to have such lien and compound interest against the certificate remain as a deduction from the face amount of his certificate. Such lien shall continue to bear compound interest at the rate of five per cent per annum, and if at any time the accumulated lien with interest compounded shall equal or exceed the reserve upon the certificate to the date of default, less the surrender charge of one per cent of the face amount of the certificate, the certificate shall become null and void and the member shall, ipso facto, become and be suspended from all rights, benefits and privileges in the Order after 31 days notice to that effect has been mailed by the Order to the last known address of the member. A member may, however, by the payment of the regular assessment dues and other payments provided for the interest at five per cent annual upon his lien maintain his certificate in force, subject to the amount alien outstanding.

All sums deducted or withheld under this provision for moneys due the Subordinate Council shall either be promptly paid to it or credited to it on its settlements with the Supreme Council.

All moneys received in connection with the resumption of payment of assessments by a member, when a member pays his indebtedness in full, or restoration is with a lien, must be remitted to the Supreme Treasurer together with such forms duly executed as may be required to legally complete such restoration.

(i) The reserve credited to any member who entered the Order prior to December 1, 1916, shall for all non-forfeiture benefits enumerated in Section 388 and for any old age benefits enumerated in Section 397, be computed as though the member entered the Order on December 1, 1916, at the then attained age.

Cash and Loan Value

Sec. 396. The Order may from time to time issue benefit certificates containing cash and loan values, and the rights of the member there under shall be governed by the terms of the certificate.

Withdrawal Equities

Sec. 397. (1) Any member of at least three years membership whose Certificate has attained a cash value may surrender the same for its cash value as a withdrawal equity.

(2) Any member who surrenders his Benefit Certificate and receives the withdrawal equity or other benefit provided under his plan of membership, may remain a Social Member as provided by Section 428.

(3) Any member may withdraw his application for his Withdrawal Equity at any

time before final settlement, upon payment of the assessments that have accrued since his application and any sums that may be due his Council.

(4) Unless otherwise provided in his Benefit Certificate or in the laws of the Order, a member shall, upon the attainment of the full age of 96 years, be entitled to receive in cash the benefit that would be payable upon death of the member.

Paid-up Equities - Liens Deductible

Sec. 397. (A) Notwithstanding the existence of any lien or liens against any Benefit Certificate, any member or holder of a Junior Certificate, who has complied with the provisions of the Laws of the Order applicable thereto with regard to having said Certificate noted as paid-up in the appropriate amount of paid-up protection, shall be entitled to have said Benefit Certificate noted as paid-up upon the records of the Home Office and of his Subordinate Council in the appropriate amount of paid-up protection, but in computing the net amount of such paid-up protection, there shall be deducted from the accumulated reserve the amount of such lien or liens, plus interest thereon as of the date of such application, together with any other deductions specified by the Laws of the Order.

Assessment Rates

Sec. 398. (1) Every applicant, upon presenting himself to receive the Degree, shall pay as an assessment the amount prescribed and fixed for his age at the time of receiving the degree, computed in accordance with the Table of Rates applicable to the plan or option selected by him.

Time of Payment

(2) All payments are based upon a rate of assessment payable in advance, the amount of which is shown according to the age of the member in the plan or table selected by him at date of entry or transfer, and any member failing to pay his regular assessment within thirty days after the date on which it was due thereby suspends himself without notice or action of any officer from all rights, privileges and benefits in the Order unless such member has a reserve to his credit, when Sections 384, 385 388 applies.

Status Non-Social Paid-up and Extended Members

Sec. 399. The names of members who elect to have their Benefit Certificates endorsed for Optional Extended Protection, Extended Term or Paid-up Protection, and who do not elect to become Social Members, shall be carried on the Roll of the Council of which they were members, at the time of such election.

Segregation of Disability Fund

Sec. 413. When not operating on a one fund basis, 30% of the addition amount paid by a member to entitle him to the Disability Benefits provided for in the Rider attached to the Home Protection Twenty Payment Life Certificate and 16 2/3% of such additional amounts paid therefore and Riders attached to all other Certificates shall belong to the General Fund and the remainder thereof shall be segregated and constitute a Special Disability Fund and from it and its interest increment the benefits provided for, in and by such Rider shall be paid.

Forms and Regulations

Sec. 424. The forms of instruments for the selection of Options, the releasing of the obligations of the Order under Benefit Certificates, forms of Benefit Certificates, and all other forms, and the instructions, rules and regulations necessary or expedient for the promulgation, carrying out and operation of the provisions of the Constitution and Laws of the Order, shall be prepared and issued by or under the direction of the Executive Committee to whom full power therefore is hereby expressly given.

Social Members

Sec. 428. There shall be four classes of Social Members, as follows:

CLASS FIRST

Any member of the Order after three years of membership may surrender his Benefit Certificate and release any right or rights there under and become a Social Member and any former member who has withdrawn or been suspended for failing to make any regular payment due the Order may be reinstated as a Social Member and continued as such, provided such member has been a member of the Order for three years prior to the date of his withdrawal or suspension and shall pay, at the time of his reinstatement as such Social Member, all assessments, dues, fines and other payments due from him at the date of his suspension. Such Social Members shall pay Subordinate Council dues and Supreme Council dues and they shall not be eligible to membership in either the Grand or Supreme Council, provided, however, that a Past Grand Regent or a Life Member of the Grand Council, who becomes such a Social Member, is eligible to membership in the Grand Council but shall not be entitled to vote for the election of Supreme Representative or Alternate Supreme Representative, and provided further that any Social Member who has completed all payments under the terms of his Certificate shall be eligible for membership in the Grand Council, but shall not be eligible to vote for the election of Supreme or Alternate Supreme Representatives.

Any member of the Order who attains the age of 96 years, and who has completed the required payments on any plan of protection, shall become a Life Social Member in the Order without payment of any further Supreme or Subordinate Council dues; any such Life Social Member shall have the right to hold office in a Grand or Subordinate Council, but as a member of a Grand Council shall not be entitled to vote for the election of Supreme Representatives or Alternate Supreme Representatives.

CLASS SECOND

Any benefit member holding a certificate may become a Social Member by the payment of Subordinate Council dues and Supreme Council dues, and shall be qualified for election to and to hold office in the Grand or Supreme Council.

CLASS THIRD

Any person who shall have made application for full adult membership in the Order and whose application shall have been rejected solely for physical or medical reasons shall, nevertheless, be eligible for Social Membership. Any

such person so eligible shall, in addition to payment of the prescribed Degree fee and Subordinate Council dues, pay Supreme Council dues of \$1.20 per annum. Such Social Members shall not be eligible to membership in the Grand or Supreme Councils.

A junior whose application for protection has been rejected solely for physical or medical reasons may apply for Social Membership. Such junior shall pay minimum dues of \$10 per year and shall be eligible for all benefits available to juniors.

CLASS FOURTH

A member at large, shall have the right to apply for social membership and shall, in addition to the prescribed Subordinate Council dues, pay Supreme Council dues of \$1.20 per annum, and shall be eligible for membership in the Grand or Supreme Council. Any such social member shall have the right to continue such social membership.

CLASS FIFTH

All former Canadian benefit members who held a certificate in good standing as of December 6, 2022, may become non-benefit member upon payment of Subordinate Council dues. Such non-benefit member may participate in all social and fraternal affairs of the Society to which they may be entitled but shall have no voice or vote in the Supreme Council or in the management of any insurance affairs.

Reduction of Benefit Certificate

Sec. 429. (1) Any member, after three years' membership, may request the Home Office to reduce his benefit certificate to a lower amount, provided the reduction is not below the minimum amount authorized for that plan of protection.

(2) The change in the amount of the benefit certificate shall take effect upon the date that the request from the member is received at the Home Office.

Higher Amount

Sec. 430. (1) Members may apply for increased protection in such amounts and under underwriting rules as set by the Executive Committee.

Transfer to Any Man Having High Assessment Basis

Sec. 432. Any member may transfer his protection from the plan of protection upon which he or she is currently enrolled to any plan of protection for which he or she is eligible and would pay a higher assessment per \$1,000 than his or her present plan upon paying the accrued difference in the reserves of the two plans, or the difference in assessments, whichever is applicable. Upon so transferring his or her protection, said member shall continue to pay the appropriate assessment for the new plan of protection at the age for which the original benefit certificate was issued.

PAYMENT TO THE FUND AND SUSPENSION FOR NON-PAYMENT

Payments by Members

Sec. 433. (1) Each member of the Order shall pay without notice, regular assessments according to the plan of his selection in each calendar year, each of which shall be due on the first day of the period for which assessments are payable in accordance with the plan selected by the member and payable within thirty-one days thereafter, and in addition to said regular assessment, any extra assessment, should such at any time be required.

(2) A member may, after his request in writing is filed, pay his regular assessment in advance at the reduced amount fixed for such payments in the table or tables of rates selected by him.

(3) The mailing of an assessment after the expiration of the grace period shall not constitute payment of such assessment.

(4) The neglect or failure of a member's agent or friend to pay for him an assessment shall not prevent his suspension.

(5) No acceptance of assessments or dues by any officers or member of a Subordinate Council after the date said assessments shall have been legally payable, regardless of the habit or custom to the contrary, shall be deemed a waiver of the default.

(6) Each member shall be liable for every assessment payable after the date of his admission to the Order, including the assessment current for the month of his death, and where a member has arranged to pay - and is paying - his assessments, in advance at the time of his death the entire amount of assessment arranged for and then due may be paid by his beneficiary. In the event payment, as required, has not been made, the member shall be considered as protected under the provisions of Automatic Extended Protection. If said protection is carried under any plan named in Sections 384, 385, 388; and the non-forfeiture privileges available under these plans shall become *effective*, any indebtedness due to unpaid assessments shall constitute an indebtedness and be deductible from any benefit payable under the same provisions as govern all members who may be under Automatic Extended Protection at time of his death.

(7) The Supreme Council will accept annual assessments and subordinate council quarterly dues in advance on a discount basis set by the Executive Committee. Such quarterly subordinate council dues shall be paid by the Supreme Council to the member's subordinate council in each quarter as they become due. If the member *dies* before all of the expected assessment payments and quarterly dues are due, then the unused annual assessment and quarterly dues at the then discounted value are to be paid to the beneficiary.

(8) Notwithstanding the provisions of this or any other section of the Constitution and Laws of the Order, assessments and dues shall be paid by all the members of a Subordinate Council directly to the Home Office of the Order, if so ordered by the Executive Committee of the Order, in which event the Home Office shall remit quarterly to said Subordinate Council the Subordinate Council's dues received by the Home Office, or the same may be held in escrow by the Home Office, if so determined by the Executive Committee.

Advance Assessments

Sec. 435. (1) A member may pay in advance at one time any number of regular assessments, as authorized by the Executive Committee, and the same shall be forwarded at once to the Supreme Treasurer.

(2) If such member dies prior to the expiration of the period covered by such payment, the assessment, if any, remaining immature excepting the assessment for the month in which the death occurs, shall be paid, in case of his death, to his beneficiary or beneficiaries.

(3) The beneficiary of a member who has elected to pay and has paid assessments upon any plan upon the quarterly, semi-annual or annual basis shall be entitled to the refund of any unearned assessment for the portion of the assessment period following the month during which such member dies or is granted a disability benefit.

(4) In case such advance payment shall by reason of an increase in the amount of the member's assessment or otherwise becomes insufficient to pay in full an assessment or assessments required by law of the member, such advance payment shall thereupon cease to be operative or protective to the member.

(5) A member desiring to change the period of advance payment of his assessments theretofore elected by him shall give thirty days written notice of such desire to the Supreme Treasurer and such change shall become effective at the termination of the current former period.

Suspension for Non-Payment

Sec. 436. A member, unless he has a non-forfeiture privilege in effect failing to pay any regular assessment before the expiration of the time prescribed for such payment, or to pay any extra assessment within the time limited or prescribed therefore in the notice thereof, or in the event that the indebtedness chargeable against his certificate arising out of any lien against the same plus interest thereon shall exceed or attain an amount in excess of his reserve ipso facto suspends himself from the Order, and all benefits and privileges thereof. No acceptance of assessments or dues after the date said assessments or dues shall have been legally payable regardless of the habit or custom to the contrary, shall be deemed waiver of the default.

Record of Suspension

Sec. 437. (1) The Secretary shall immediately notify the Regent of every suspension of a member for non-payment of an assessment, and the date thereof, and shall likewise notify the Regent of a forfeiture of a certificate, as in the last section provided.

The Regent shall announce the suspension of a member, or forfeiture certificate, and the date thereof, at the next meeting of the Council.

(2) The Secretary shall record the suspension, or forfeiture, the date thereof and the announcement thereof.

(3) Failure, however, of any officer to perform any of the above duties shall in no

wise make ineffective the suspension of the member.

Sunday or Holiday

Sec. 439. When the last day for the payment of an assessment falls on Sunday or a holiday, the assessment must be paid by the member before 10 o'clock P.M. on the next secular or business day.

Receipt by Supreme Treasurer

Sec. 442. The Supreme Treasurer shall receive all moneys for the Mortuary Fund, Supreme Council Dues and Promotion Fund and all other funds due the Supreme Council.

Suspended Council Not Recognized

Sec. 449, A Council suspended by the Supreme Regent or by a Grand Regent shall not be officially recognized as in good standing in the Order except on business appertaining to its reinstatement, or until such Council is reinstated.

Protection of Members in Good Standing

Sec. 450. Members of a Council suspended for any cause, who were in good standing at the date of its suspension, shall be entitled to the benefit of the Mortuary Fund, if they shall comply with the Laws of the Order.

How Reinstated

Sec. 453. Any council suspended for any reason shall, upon elimination of the cause of suspension and compliance with any conditions for reinstatement fixed by the Supreme Regent, and upon payment of a fine equal in amount to ten cents for each member of the Council in good standing at the time of its suspension, stand reinstated upon receipt by the Supreme Treasurer of *the* amount due and its reinstatement shall be certified by the Supreme Treasurer to the suspended Council, to the Grand Council having jurisdiction over it, and to the Supreme Regent and Supreme Secretary.

PAYMENTS FROM THE MORTUARY FUND

Amounts to be Paid

Sec. 462. (a) On the death of a member whose certificate is in good standing in the Order, there shall be paid to the beneficiary or beneficiaries designated or entitled under the laws of the Order to receive the benefits, the amount or amounts specified in his Benefit Certificate or Certificates, together with any distribution of surplus to which said beneficiary may be entitled because of the occurrence of the death of the member after the date fixed for such distribution *and before* receipt thereof, subject however, to any provisions of the General Laws of the Order regulating or modifying the same or any part thereof. Any such beneficiary or member who shall become entitled to payment of his benefit shall have the privilege, if so signified to the Supreme Treasurer in writing upon forms provided by the Supreme Council, of leaving such benefit or benefits upon deposit with the Supreme Council of the Royal Arcanum at such rates of interest as may be declared annually by the Executive Committee.

PROOF OF DEATH AND PAYMENT OF DEATH BENEFIT

Proceedings in Council

Sec. 463. (1) Upon the death of a member in good standing the Secretary of the Council of which deceased was a member shall, without waiting for a meeting of the Council, at once comply with the requirements of Section 228.

(2) The proof of death as prepared by the Secretary shall be certified in writing over the signatures of the Secretary or Treasurer, and at once forwarded to the Supreme Treasurer.

(3) The identity of the deceased shall be established to the satisfaction of the Home Office upon forms furnished by the Home Office.

(4) In all cases where death occurs within one year from the date of a member admission to the Order or reinstatement therein or the issue to him of an increased amount certificate, the facts and circumstances relating to the death shall be investigated under the direction of the General Counsel and the results of such investigation shall be attached to or filed with the proofs of death.

(5) If the death of a member is claimed by or because of his disappearance, the duties imposed upon the Council, its officers and members of this Section shall not be applicable, and the burden of proving death in the case shall rest up those presenting the claim for any benefit hereunder.

Notice of Death

Sec. 464. The notice of death must state the name of deceased, age at the date he was initiated, the number of his Benefit Certificate, the date and cause of I death, that he was in good standing, and the amount of Benefit Certificate he by the deceased.

Further Proof

Sec. 465. Further proof of such death may be required, if deemed necessary: by the General Counsel.

Examination of Claims

Sec. 466. On receipt of such official notice of the death of a member the Supreme Treasurer, when satisfied of the sufficiency of the proofs of death a. the validity of the claim of the beneficiary under the laws of the Order, or the validity of the payment of the benefit under the direction of the General Counsel or the decree of a Court in case of contest, shall cause to be drawn an order favor of the person or persons named in the Benefit Certificate, or of his, her, their legal representatives, or of the person, persons, or corporation named said direction or decree, for the amount due on said death and forward it, with all the papers relating to the case, to the General Counsel or his duly authorize assistant.

Separate Orders

Sec. 467. When the amount due is, by the terms of the Benefit Certificate the last legal direction of the member, payable to more than one beneficiary and

the amount payable to each beneficiary is therein designated or thereby determinable, the Supreme Treasurer may cause to be drawn separate orders payable to the several beneficiaries for the respective amounts due them.

Required Approval of Orders

Sec. 468. The General Counsel or his duly authorized assistant shall examine all orders drawn by the Supreme Treasurer in payment of death claims and the papers accompanying the same submitted to him by the Supreme Treasurer. When satisfied with the proofs of death and validity of a claim, he or his duly authorized assistant shall forward the order so drawn in payment of such claim together with a certificate of his approval thereof, to the Supreme Treasurer, and return all papers in the case, with a duplicate of such certificate, to the Supreme Treasurer. The Supreme Treasurer shall upon receipt of said order and the certificate of approval thereof, sign and forward it to the Treasurer of the Council of which the deceased was a member, or to such beneficiary if so directed by the council officers, or as otherwise directed by the General Counsel or his duly authorized assistant.

Controverted Claims

Sec. 469. (1) If not satisfied as to the validity of a claim, the General Counsel shall institute such investigation thereof as he shall deem necessary. If after the investigation he becomes satisfied that the claim should for any reason be paid, either in whole or in part, he is authorized to approve such payment or adjustment. If not so satisfied he shall, either by himself or such Counsel as he may designate, take measures which he deems necessary to protect the Order from the claim.

(2) If the case is such that the controverted facts may determine the rights of conflicting claimants, or if the liability of the Supreme Council is admitted and there are different claimants, such controversy shall be determined by the Courts, if no satisfactory settlement can be made.

(3) In a controverted case, when a question involving the integrity of our laws is raised, the General Counsel shall pursue such course of procedure as will preserve the integrity of our laws either by interpleader, or may have the Supreme Council made or remain a party, or assist and support the party whom he believes entitled to the benefit in prosecuting or defending any suit or appeal as he may deem necessary, until a court of last resort shall have made decision thereon.

(4) He shall report his action in every case to the Executive Committee.

Notice to Council

Sec. 470. Upon receipt of proof of death of a member furnished by the Secretary of the Subordinate Council as required by the Code of Constitution and Laws, the Supreme Treasurer shall acknowledge such receipt and inform the Council's Secretary that the proof of death has been forwarded to the General Counsel, unless such proof of death is effective, incomplete or incorrect, in which event the Supreme Treasurer shall so advise the Council's Secretary, stating the particulars in which said proof of death is defective, incomplete or incorrect.

Surrendered Benefit Certificate

Sec. 472. Immediately upon the surrender of the Benefit Certificate the Treasurer shall forward it to the Supreme Treasurer, who shall forward it to the Supreme Secretary to be filed in his office.

If Beneficiary Dies

Sec. 473. In case of the death of the person or persons named in the order before delivery is made, the order shall be returned to the Supreme Treasurer with a statement of the facts, and a new order shall be drawn payable to the person or persons entitled to the benefit.

Death and Disability Warrants, Person to Whom Payable

Sec. 475. Warrants for death or disability claims shall be made payable to the order of the person or persons entitled to receive the benefits in accordance with these laws; provided, however, that in litigated cases the warrants may be made payable to clerks of courts of record or to the attorneys of record, where cases or contested claims may be pending.

General Counsel Can Compromise Claims

Sec. 476. The General Counsel shall have authority to settle, by compromise or otherwise, any disputed death or disability claim when in his judgment it is for the best interests of the Order so to do.

Limitation of Actions

Sec.479. No action at law or in equity in any court shall be brought or maintained on any cause or claim arising out of any membership or Benefit Certificate, unless such action is brought within five years from the time when such right of action accrues. In the event that the beneficiary or other person entitled to claim the proceeds of a benefit certificate fails, for a period of four years and six months, to complete and file the necessary forms or papers to enable the Order to make payment of the claim, the proceeds of such claim shall revert to the Order to be utilized to fund the free scholarship program of the Order, or such other fraternal activities fund as may be designated by the Executive Committee, provided that, if the holding period in the state of the claimant's last known residence is less than four years and six months, the claim shall revert to the Order as aforementioned prior to the end of the State's holding period.

DISPUTES RESOLUTION

Alternative Disputes Resolution

Sec. 480. (1) In the event of any past, present or future claim or dispute between a member, benefit certificate owner or beneficiary arising from or related to a benefit certificate, application or the rights which result from membership or any agreement with the Order, no lawsuit may be filed against the Order or any officer, employee or agent of the Society on any dispute covered by this Section until the procedures described herein have been exhausted; and a lawsuit may then be filed only if the applicable law does not

recognize the procedures herein to be final and binding with respect to the matter in dispute. This Section shall apply whenever a member, benefit certificate owner or beneficiary makes a claim for damages or claims any form of redress for a violation of individual rights or denial of individual privileges or benefits claimed as a member, benefit certificate owner or beneficiary. No disputes may be brought as a representative or member of a class or in a private attorney general capacity without the express written consent of all claimants and the Order. The exclusive procedure for dispute resolution shall be as follows:

(2) Upon being notified of a dispute, the Supreme Regent shall appoint a Problem Resolution Officer who shall assist the claimant in attempting to resolve the claim. The Problem Resolution Officer shall conduct informal negotiations with the member or claimant and attempt to resolve the matter.

(3) If the informal negotiation does not resolve the claim, the parties shall then attempt mediation administered in accordance with the applicable mediation rules of the American Arbitration Association.

(4) In the event that the claim is not resolved through mediation, the matter must then be submitted to arbitration.

(5) Arbitration shall be conducted in accordance with the applicable rules of the American Arbitration Association (AAA). An impartial, neutral arbitrator shall be selected as provided in the AAA Rules. After hearing the parties, the arbitrator shall issue a decision in writing which shall be final and binding on all parties, subject only to the right to appeal such decision as provided in the arbitration rules and applicable law. Any award in arbitration initiated under this provision shall be limited to monetary damages, other than punitive damages, and may contain no injunction or direction to any party other than a direction to pay the monetary amount.

(6) All arbitration hearings shall be conducted at a location convenient to the parties in the member's or claimant's state of residence, unless the parties agree to another location. The Order shall bear the costs and expenses of the mediation and arbitration (except attorney's fee).

SUBORDINATE COUNCILS INSTITUTION OF NEW COUNCILS

Membership

Sec. 485. A Council shall not be instituted with more than two hundred nor less than sixteen Charter Members.

Charter Applicants

Sec. 486. (1) Each Charter applicant must sign an application for membership, undergo a medical examination, must possess the same qualifications and be subject to the same rules and restrictions provided by the Laws of the Order for applicants for original membership to existing Councils and shall subscribe to such oath as may be authorized under subsection (19) of Section 92.

(2) He must have otherwise fully qualified as a member under and in conformity with the Constitution and Laws of the Order before he is entitled to the privileges

and benefits of membership.

(3) Members joining a new Council by Withdrawal Card must have their cards deposited at time of institution and show by their receipts for assessments and dues that they are in good standing.

(4) Until the Council shall be formed, meetings of the members shall be held at least quarterly for the transaction of necessary business, for the procurement of new applications and for entertainment and social purposes, and the General Funds used so far as need be for the payment of expenses of the same.

When fifty members or more shall have been obtained, and when directed so to do by the Supreme Regent, a Council shall be formed for which a charter shall be issued, after which said Council shall continue in all aspects as provided by the Laws of the Order.

Charter Closed

Sec. 487. The Charter shall be closed at the time of instituting a Council, and no person whose name was not on the petition for Charter can be received as a Charter Member after that time. The Supreme Regent, however, shall have the right to extend the time of closing said Charter for 30 or 60 days from the date of institution.

Charter Applicants to Ballot

Sec. 488. At the time of the institution of a Council, the signers of the petition for Charter shall ballot among themselves to see whether or not they will associate with, as members of the Order, all the signers of said petition.

Name of Council

Sec. 489. (1) Each new Council shall at the time of institution adopt a name, which shall not be that of a living person or of an existing Council, and which shall Inappropriate, improper or unfit for a Council of the Royal Arcanum.

(2) A Council having been organized thirty days and adopted a legal name cannot change it without consent of the Supreme Council, upon recommendation of the Supreme Regent, and the proposed new name must accompany the recommendation for change. Between sessions of the Supreme Council, a change in the name of a Council may be approved by the Executive Committee.

In Foreign Countries

Sec. 493. A Council shall not be instituted in any country outside of the limits of the United States and Canada, nor in Puerto Rico, without the consent of the Supreme Council by a two-thirds vote.

Duties of Instituting Officer

Sec. 494. It shall be the duty of the instituting officer to see that all pertinent provisions of the Constitution and Laws have been complied with; that the Officers of the new Council have been properly instructed in and are conversant with the duties of their respective stations; that the Degree Team competently

exemplified the Secret Work; and to at once forward a report of the Institution of such Council to the Grand Secretary and to the Supreme Secretary, together with the names of the officers of such new Council.

New Council Visited

Sec. 495. (1) Each new Council within thirty days after its institution shall be visited by a Deputy Supreme or Deputy Grand Regent appointed for the purpose.

(2) It shall be the duty of the Deputy to see that the hooks are properly opened and kept, and the ritual is fully exemplified; to instruct the officers and members in their duties; to examine the records and roll of membership and to give advice and instruction as to the manner of soliciting new members.

(3) He shall report to the Supreme or Grand Regent in writing as to his work and the conditions of the Council within ten days after the completion of his duties.

CHARTER APPLICANTS NOT PRESENT AT INSTITUTION

If Unavoidably Absent

Sec. 496. If a signer of a petition for Charter is unavoidably absent at the institution of the Council, and his fees and a written explanation of his absence have been received satisfactory to the instituting officer and a majority of the applicants present, he may, if qualified, after being obligated and instructed in the secret work, be recorded as a Charter Member of the Council upon a ballot at any stated meeting within four weeks after the institution of such Council.

If Medical Examination Not Approved

Sec. 498. A signer of a petition for Charter who has undergone a medical examination which was not approved at the time of institution may, if qualified, be elected by ballot, obligated, instructed in the secret work, and recorded as a Charter Member at any time within sixty days from the date of institution.

CONSOLIDATION OF COUNCILS

Sec, 499. If two or more Councils in the same Grand Jurisdiction wish to consolidate, each, subject to the approval of the Grand Council Executive Committee (or if there be no such Executive Committee, subject to the approval of the Grand Regent), may apply to the Supreme Regent for a Dispensation permitting such consolidation. If such Dispensation is granted, the consolidation shall proceed under the supervision of the Supreme Regent, in such manner and upon such terms as he shall approve. The consolidated Council, under the name, number and Charter designated by the Supreme Regent, shall be the continuing Council in place of the Councils so consolidated. The transfer of membership from said Councils to the consolidated Council shall be accomplished by the Home Office in accordance with and in the same manner as prescribed in Sec. 363. The consolidated Council shall receive all assets and shall assume and discharge all the liabilities of the Councils consolidated.

REPORTS AND REMITTANCES TO THE SUPREME AND GRAND COUNCILS

Councils Under Supreme Council

Sec. 509. Each Council under the immediate jurisdiction of the Supreme Council shall make an annual report for the year ending on the thirtieth day of April, to the Supreme Secretary in accordance with a blank furnished, which report must be in his office on or before the first day of June next ensuing.

Councils Under Grand Council

Sec. 510. Each Council working under a Grand Council shall make an annual report to the Supreme Council as provided in the preceding Section, and in addition thereto shall make such reports as its Grand Council may require.

Reports in Duplicate

Sec. 511. All annual reports of Councils, except the roll of membership, shall be made in duplicate, and copy kept on file by the Secretary.

SUSPENDED OR DISSOLVED COUNCILS

Demand for Charter and Effects

Sec. 513. Upon being notified of the dissolution of a Council, the Supreme Regent shall, in person or through his Deputy, demand the surrender of the Charter, property and effects of such dissolved Council. No Subordinate Council, after having been notified of its dissolution, shall distribute its General Fund or pay out the same in shares to its members or otherwise dissipate its assets, and any Subordinate Council Officer who is a party to any such proceedings shall be liable to the Supreme Council personally and upon the official bond therefore.

How Delivered

Sec. 514. When a Council is dissolved, it shall be the duty of its last Regent, or, if there is none, of its senior officer to deliver up the Charter, books, funds, emblems, uniforms and other property and effects to the Supreme Regent or his Deputy. Any officer or member having the custody of any part of said property or effects refusing to surrender the same may be forever excluded from membership in the Order, even if the Council is reinstated.

When Restored

Sec. 515. All funds and effects received by the Supreme Council from a dissolved Council shall be restored in the event of its being reinstated by the order of the Supreme Council or as provided by law or by the Supreme Regent.

Supreme Regent May Rescind Order

Sec. 516. Any Council suspended or dissolved by the Supreme Regent may be reinstated by him upon the removal of the cause thereof, or he may, for satisfactory reasons, rescind the order of suspension or dissolution.

DEPUTY SUPREME REGENTS

Represent Supreme Regent

Sec. 518. The Deputy Supreme Regent shall represent the Supreme Regent.

Work to be Uniform

Sec. 519. He shall see that the work of the Councils is uniform in the territory embraced in his commission and instructions.

Report Violations of Law

Sec. 520. He shall investigate any violation of the laws, rules and regulations of the Order by a Council under his charge and report thereon immediately to the Supreme Regent.

Other Duties

Sec. 523. He shall perform such duties as the Supreme Regent may from time to time direct. He shall make a full report of all his official acts to the Supreme Regent in time for him to present it to the Supreme Council at its next meeting.

SUPPLIES FOR EXISTING COUNCILS**Forms Prepared by Supreme Secretary**

Sec. 525. All forms or blanks shall be prepared by the Supreme Secretary and shall be numbered in regular order.

When Blanks Obsolete

Sec. 526. When a blank becomes obsolete the Supreme Secretary shall notify each Grand Secretary and each officer required to use the same of the fact, and furnish him with a form of the blank to be used instead.

Price of Supplies at Retail

Sec. 527. The Supreme Council may sell supplies at retail prices directly to Subordinate Councils.

SUPPLIES FOR NEW COUNCILS**Costs of Supplies**

Sec. 529. All supplies which the Supreme Council, or Executive Committee may deem necessary for a new Council, shall be furnished free of cost to such Council at the time of institution.

Display of Colors

Sec. 530. Each Grand and Subordinate Council shall as a part of its paraphernalia the national flag of the country in which it is located, and if located in two countries or deriving membership from two nations the national flag of each and both, which flag or flags shall be prominently displayed at all meetings of such Councils, and which shall be saluted by each and every member entering the Council Chamber where displayed.

REGALIA**Members Must Wear**

Sec. 531. No member shall be allowed to enter or remain in a Council unless he is clothed in regalia, provided that this shall not apply to new Councils which have not been organized sixty days.

Of Members

Sec. 532. The regalia to be worn by members in the Council shall be a badge, as follows: A ten-pointed metal star not exceeding two inches in diameter, each point mounted by a Malta cross; in center of star the monogram V.M.C., and a circle not exceeding one inch around it; the edge, monogram, and circle are raised. It should be suspended by a metal bar attached to a blue ribbon not exceeding one inch wide and one and one-quarter inches long from a metal crown not exceeding two inches wide at the extreme points, surmounted by five foliage decorations in relief. It shall bear a plain five pointed star raised in the center. The total length of badge shall not exceed five inches. The badge is to be worn upon the left breast. It may be worn at funerals, open meetings of Council and public gatherings of members.

Badge of Membership

Sec. 533. The emblem of membership, to be worn in public, shall be in the form of a ten-pointed star with circle enclosing a crown, in design similar to the Supreme Council Seal.

Veteran's Badges and Distinguished Service Award

Sec. 534. (1) The emblem of members who have held membership in the Order for twenty-five years or over, to be known as "Veteran's Emblem," shall be a pin in the form of a circular emblem of gold not exceeding one inch in diameter, the outer edge representing a belt in blue enamel not exceeding one-eighth of an inch wide, bearing the words "Royal Arcanum Veteran," the buckle and loop of the belt to be in the lower portion of the circle; the center of the emblem to be in white enamel, a large letter "V" in red enamel lying on the white center, and figure "25" in gold to be entwined on the two inclines of the letter "V".

(2) The Executive Committee of the Supreme Council shall have the power to adopt from time to time other suitable Veterans' emblems representative of membership and/or service in the Order in excess of twenty-five years.

(3) The Executive Committee of the Supreme Council shall have the power to adopt a suitable emblem, to be known as a "Distinguished Service Award," to be presented to members as an award for recommending new, reinstated at attained age or increased Adult or Junior Protection in multiples of \$37,500 units. Such award shall be in the form of a ten-pointed crown, with a diamond for each unit of \$37,500 of such protection recommended by such member. The required units of protection may be fixed from time to time by the Executive Committee.

(4) The Executive Committee of the Supreme Council shall have the power to adopt a suitable emblem, to be known as "Legion of Honor," and be presented to members as a reward for recommending new, reinstated at attained age or increased Adult or Junior Protection in the amount of \$825,000. For each additional 75 members or \$75,000 units of protection over \$825,000 an additional diamond shall be added to the Legion of Honor award until there are 10 such diamonds. When \$1,875,000 in protection is obtained, the Legion of Honor award shall contain a large center diamond and one smaller diamond; an additional diamond shall thereafter be added for each additional 375 members, or their equivalent, until 10 additional diamonds are obtained at which time the Legion of Honor award will represent 5,250 members, or \$5,250,000 in

protection. Thereafter, upon obtaining an additional 375 members, or their equivalent, a bar may be added to the Legion of Honor award, with a diamond added to the bar for each additional 375 members, or their equivalent, in protection.

(5) Any member who shall have been presented with the Legion of Honor award shall, when wearing the same, be considered as properly clothed and attired when in attendance at any meeting of the Supreme, Grand or Subordinate Council, without regard to any other regalia. The required units of protection may be fixed from time to time by the Executive Committee.

(6) The Executive Committee of the Supreme Council shall have the power to adopt a suitable Honor Service Award, to be presented to members as an award for exceptional and continuous honorable service to a Subordinate Council, under such rules and regulations as it may promulgate.

(7) The Executive Committee shall have the power to adopt an award to be known as the 1105 Royal Purple Achievement Award to be presented to a member who enrolls 1,600 members or their equivalent of \$1,600,000 in protection. The required units of protection may be fixed from time to time by the Executive Committee.

(8) The Executive Committee shall have the power to adopt an award to be known as the Founders' Ring of Distinction to be presented to a member who enrolls 2,800 members or their equivalent of \$2,800,000 in protection. When a member enrolls a total of 3,750 members or their equivalent of \$3,750,000 in protection, a center diamond will be set in the center of the ring to signify this achievement. The required units of protection may be fixed from time to time by the Executive Committee.

Funeral Insignia

Sec. 535. A badge of mourning or a sprig of green attached to the officer's jewels, or to a member's badge, may be worn at funerals of members.

Of Officers

Sec. 536. Each Officer, and past officer in the Supreme, Grand, and Subordinate Councils, shall wear as regalia the appropriate jewel of his office or rank.

Color of

Sec. 537. All metal, lace or embroidery shall be gold or gold color.

Colors of the Order

Sec. 538. Purple, red and blue are the distinguishing colors of the Supreme, Grand and Subordinate Councils respectively.

JEWELS

Must Be as Prescribed

Sec. 539. The jewels of the Order shall be as hereinafter prescribed.

For Supreme Council Officers

Sec. 540. (1) For all Past Supreme Regents, a five-pointed star laid on a circle.

(2) For Supreme Regent, two truncheons laid parallel on a circle.

(3) For Supreme Vice-Regent, one truncheon laid on a circle.

(4) For Supreme Orator, open scroll laid on a circle.

(5) For Supreme Chaplain, open book laid on a circle.

(6) For Supreme Treasurer, crossed keys laid on a circle.

(7) For Supreme Secretary, crossed pens laid on a circle.

(8) For Supreme Guide, crossed staffs laid on a circle.

(9) For Supreme Warden, crossed swords laid on a circle.

(10) For Supreme Trustees and Standing Committees, a metal badge shaped as a ribbon, curved upward toward the center, and scalloped at each end, with the name of the respective office in metal letters on a purple enamel ground, and laid across the center of the circle. It shall be suspended in the same manner as all Supreme Council Officers' jewels.

(11) For Supreme Auditor, a badge of the same materials and designs as that prescribed for the Supreme Trustees and Standing Committees, except the title, which shall be that of Supreme Auditor.

(12) For Life Member, a badge of the same materials and design as that prescribed for the Supreme Trustees and Standing Committees, except the title, which shall be that of Life Member.

For Grand Council Officers

Sec. 541. For all Past Grand Regents, a five-pointed star laid on a half-circle. For all other officers of a Grand Council, jewels shall be the same as prescribed for Supreme Officers, except they shall be laid on a half-circle and suspended on a metal bar, having an ornamental point at each end and a circle with monogram V.M.C. in the center. The bar shall be attached to a scarlet ribbon from a metal crown, mounted with five long and four short points; each long point shall be surmounted by a ball; a cord of bullion shall extend across the middle, and a five-pointed convex star shall be set in the center.

Jewels for Representatives and Alternate Representatives to the Supreme Council, Grand Trustees and Standing Committees, shall be a metal badge shaped as a ribbon, curved upward toward the center and scalloped at each end. It shall have the name of the respective office in metal letters on a red enamel ground; shall be laid on a half-circle, with a scroll ornament engraved in relief on its face, and shall be suspended in same manner as other Grand Council Officers' jewels.

For Subordinate Council Officers

Sec. 542. For all Past Regents, a five-pointed star suspended from a crown-shaped escutcheon by a blue ribbon.

The jewel of the Treasurer shall be crossed keys, with ornamental handles, suspended in the same manner as other jewels, from a crown. It shall be mounted by five long points with a ball at the apex of each, and a short point between each long one. A cord of bullion shall extend across the middle, and a convex five-pointed star in the center.

For a Trustee the jewel shall be a metal badge in shape of a ribbon, turned under and scalloped at each end, with word "Trustee" in raised letters on front, and suspended the same as other jewels.

For all other Subordinate Council officers, the jewels shall be made in, proportion to the one described, and shall be the same as prescribed for Supreme Council officers, but shall hang from a crown-shaped escutcheon by a blue ribbon, without circle or any other base; except that the truncheons shall be laid on a section of a circle.

For Medical Officers

Sec. 543. For Medical Examiners, the jewel shall be a caduceus laid parallel on a half-circle, suspended in the same manner as that of Council Officers.

For Deputies

Sec. 544. For Deputy Supreme Regent, same as for Supreme Regent, with letter "D" on the ribbon.

For Deputy Grand Regent, same as for Grand Regent, with letter "D" on the ribbon.

For Members

Sec. 545. Except the Sitting Past Regent, all Past Regents' jewels worn by members who have been initiated in the Grand Council shall be suspended by a red ribbon.

All such jewels when worn by members who have been initiated in the Supreme Council shall be suspended by a purple ribbon.

In Grand Councils, except the regular corps of officers, all members who have been initiated in the Supreme Council shall wear the appropriate jewel of their rank suspended by a purple ribbon,

Circles

Sec. 546. Each circle shall not exceed two inches in diameter, outside the rim; the jewels to be of sufficient size to lay on the circle. Each circle shall be suspended from a crown-shaped escutcheon by a strip of appropriate colored ribbon or velvet.

Jewels

Sec. 547. All jewels, or other metal devices of whatever rank, shall be of gold, gold-plated, or metal.

**BOOKS OF DUTIES, PARLIAMENTARY LAW, FRATERNAL FEATURES
THE BOOK OF DUTIES**

Guide in Council Business

Sec. 553. The Book of Duties is the sole rule and guide for the transaction of the business of Councils and for conferring the Degree of the Royal Arcanum

Must be Adhered to

Sec. 554. The Book of Duties must be adhered to in all respects, unless special authority to use substitutes for portions of it is granted by the Supreme Council or the Executive Committee.

ROBERT'S RULES OF ORDER - OTHER RULES

Robert's Rules of Order the Guide

Sec. 555. Robert's Rules of Order shall govern the parliamentary practice in all departments of the Order when it does not conflict with an established law or rule of the Order.

Council Records

Sec. 556. A motion to expunge from the records a correctly recorded vote or proceeding of the Council shall not be entertained nor acted upon.

Other Rules

Sec. 557. Any Council may, subject to approval by the Committee on Laws of the Supreme Council, adopt Rules of Order other than those laid down in Robert's Rules of Order.

ROYAL ARCANUM DAYS

Designation of

Sec. 558. The twenty-third day of June each year is designated as Royal Arcanum Day, the fifth day of November each year as Royal Arcanum Charter Day, and the first meeting night in the month of May of each year as Royal Arcanum Memorial Night.

Special and Fraternal Gatherings

Sec. 559. The Supreme Regent and each Grand Regent shall annually request the Councils in their respective jurisdiction to observe Royal Arcanum Day and Royal Arcanum Charter Day, by social and fraternal gatherings of members, their families and friends, at which addresses may be made on the objects, history, growth, and achievements of the Order, and its fraternal features, illustrated and emphasized; and Royal Arcanum Memorial Night at which, in all the Councils, either singly or collectively, and at the usual meeting place of the Councils or such other places as may be deemed appropriate, may be conducted suitable services in commemoration of the departed members of the Council or Councils participating therein.

SOCIAL AND FRATERNAL FEATURES

Auxiliaries

Sec. 560. As a means of promoting social and fraternal features of the Order, auxiliaries to the Royal Arcanum may be instituted.

Entertainments

Sec. 561. No entertainment of any immoral character shall be given by or under the auspices of any Subordinate Council or Grand Council, nor shall intoxicating liquors be brought into a Council chamber or anteroom during a meeting of the Council.

Member Without Password

Sec. 562. A visiting brother without the password shall present for inspection vouchers showing all dues and assessments paid in full to date, and that he is in good standing, be positively identified by one or more members of the Council as the person therein named, and be further properly examined before he can be admitted to a Council in session.

MISCONDUCT AND NON-FEASANCE OF GRAND AND SUBORDINATE COUNCILS, AND PENALTIES

Grand Councils

Sec. 563. Any Grand Council may be suspended or *dissolved* and its Charter forfeited for any of the following causes:

- (1) For neglecting to hold regular meetings, unless prevented from doing so by some unavoidable circumstance.
- (2) When its membership diminishes to less than six Councils in number.
- (3) For neglecting or refusing to make its returns or pay its *dues* to the Supreme Council.
- (4) For neglecting or refusing to conform to the Constitution, Laws, and Regulations of the Order.
- (5) When the membership in a Grand Council jurisdiction falls below four hundred twenty-five, it may be suspended or dissolved as provided by Section 174.

Subordinate Councils

Sec. 564. Any Council may be fined, suspended or dissolved and its Charter forfeited for any of the following causes:

- (1) For neglecting to hold regular meetings, unless prevented from doing so by some unavoidable circumstance.
- (2) When, after having been organized one year or longer, its membership in good standing is less than sixteen.
- (3) For non-payment of its dues or other obligations to its Grand or the Supreme Council.
- (4) For failure to make the monthly, semi-annual or annual reports as required by law, or to properly correct the same when so required by the Supreme or Grand Secretary.
- (5) For neglecting or refusing to conform to the Constitution, Laws or Regulations

of the Order, or for violation of the provisions of this chapter.

(6) For any act of willful insubordination or contempt of any superior authority in the Order.

Prohibited Circulars

Sec. 565. (1) No circular, resolution, or document relating to the ritual, laws, or general management of the Order or making an appeal to any Council for relief shall be published, issued or circulated by a Council or member of the Order, or be read in or acted upon by any Council, unless the same shall bear the approval of the Grand Regent of the jurisdiction to which it is published, issued, or circulated, or of the Supreme Regent, if published, issued or circulated under the immediate jurisdiction of the Supreme Council.

(2) No circular, resolution or document abusive of any officer in the Order, or any appeal for money or assistance through any lottery scheme shall be published, issued or circulated by any Council or member of any Order.

(3) No appeal to the Councils for voluntary contribution to the family or beneficiary of a qualified applicant who has died before receiving the Degree, or of a suspended member, shall be authorized in any case when the failure to receive the Degree or the suspension was owing, wholly or in part, to the negligence or misconduct of the deceased or his agent.

How Suspension, etc., Ordered

Sec. 566. The suspension, dissolution or forfeiture of Charter of a Grand or Subordinate Council may be ordered by a majority vote of the Supreme Council at a regular meeting, or at a special meeting called for the purpose, or by the Supreme Regent during the recess of the Supreme Council.

Summary Action by Supreme Regent

Sec. 567. The power to suspend or dissolve a Grand Council may be exercised by the Supreme Regent summarily, without trial, for the first, second, third and fourth causes enumerated in Section 563.

Summary Action by Supreme Regent or Grand Regent

Sec. 568. The power to suspend or dissolve a Council may be exercised by the Supreme Regent summarily, without trial, for any or all of the causes enumerated in Section 564. A Grand Regent may summarily suspend a Council for the same causes.

MISCONDUCT AND NON-FEASANCE OF OFFICERS

Offenses and Penalties

Sec. 569. Any officer of the Supreme or a Grand Council or of any Council may be removed or suspended from his office for incompetence or persistent neglect of his duties thereof or for misconduct in office, for any refusal or neglect to obey any lawful order or direction, or for demanding or receiving from a beneficiary of a deceased member a fee or payment for preparing or assisting in the preparation of the proofs of his death, or for any willful insubordination or contempt of any lawful higher authority in the Order, or for any offense

hereinafter set forth in Section 578, and a successor to such officer may be appointed in the manner hereinbefore provided.

SUSPENSION OF SUPREME OFFICERS

How Suspension of Supreme Officers Ordered

Sec. 570. (1) Whenever it shall appear to the satisfaction of the Supreme Regent, upon a charge or complaint made in writing duly verified, that any officer of the Supreme Council has been guilty of any misconduct which constitutes any cause for suspension or removal from office upon any of the grounds mentioned in Section 569, the Supreme Regent shall refer such charge or complaint to a Committee of five members of the Supreme Council, to be appointed by the Supreme Regent, at least three of whom shall be Representatives to the Supreme Council and not more than one member of said tribunal shall be a resident of or representative from the same jurisdiction. Said Committee when duly appointed shall constitute a tribunal for the investigation and hearing of such charges; said such tribunal shall have the power, upon evidence which in the judgment of a majority of the members thereof justifies such action, to order the suspension from office of such officer, and the Supreme Regent shall appoint a successor ad-interim to such suspended officer. The order of suspension made by said tribunal as aforesaid shall be binding and take effect as to all parties in interest immediately upon the delivery thereof and the suspended officer or the leaving of the same with a person of suitable age and discretion at his last usual place of residence or business.

(2) In case an accusation shall be presented against the Supreme Regent, then such charge or complaint shall be preferred to the Supreme Vice Regent, and the Supreme Vice-Regent shall have the power to appoint the tribunal to be constituted as and to have the authority conferred by, the previous provisions of this Section.

Citation

Sec. 571. When an order for the suspension of any officer of the Supreme Council is issued under Section 570, such order shall be accompanied with a citation to the officer suspended requiring him to appear before the tribunal issuing the citation, at a place and at a time designated therein, not less than twenty or more than thirty days from the date of such citation, and to show cause why such order or suspension should not remain in force until the next session of the Supreme Council.

Copy of Accusation

Sec. 572. A certified copy of the accusation and all evidence reduced in writing on which such order was granted shall accompany the citation.

Citation May Precede Suspension

Sec. 573. Whenever any charge is referred to the tribunal mentioned in Section 570, said tribunal may, before ordering suspension, issue a citation accompanied with a copy of the accusation, which shall be served in the manner

provided therein, requiring the accused officer to appear in a place and time therein designated, as provided in Section 571, to show cause why he should not be suspended or removed.

The Hearing

Sec. 574. On the day and at the place designated in the citation issued under this Chapter, the tribunal authorized to issue the same or any three members thereof shall, unless good cause shall appear to their judgment for adjournment of the hearing proceed to hear the evidence offered by the accused and the accuser, with power to adjourn from time to time and from place to place. They shall permit counsel to be heard on both sides.

The Decision

Sec. 575. (1) Upon all the evidence and arguments adduced said tribunal may continue or revoke any order of suspension before granted, or if such orders have not been issued may grant the same to continue until action thereon at the next session of the Supreme Council. Such orders shall be binding upon all persons and Councils until annulled by the Supreme Council in session.

(2) In case said tribunal shall revoke any order of suspension made pursuant to Section 570, then the appointment made by the Supreme Regent of a successor for such suspended officer shall likewise be revoked and all authority of such appointee to discharge the duties of such office shall cease upon service upon him of notice of such revocation.

Action Reported to Supreme Council

Sec. 576. At the first regular or special meeting of the Supreme Council following any suspension ordered under the provisions of Section 570, the tribunal ordering the same shall on the first day of the session submit a report of all the evidence and findings and action thereon to the Supreme Council, who shall review the same, if requested by the suspended officer or accuser, and approve or disapprove such findings and actions as the justice of the case may require; and may order that such suspension shall take effect as a final removal of such officer from the date of the order granted upon the hearing by the removing tribunal under Section 570, or from a date fixed by the Supreme Council. The action of the Supreme Council on such report shall finally conclude all persons and Council interested.

Loss of Salary, etc.

Sec. 577. Any officer whose suspension, ordered or continued after a hearing, as provided in Section 574, is approved by the Supreme Council shall not be entitled to any salary or other compensation or rights of such officer from the date of the first order of suspension.

OFFENSES OF MEMBERS

Felony

Sec. 578. Any member who shall have been convicted of a felony by final judgment of a court of competent jurisdiction shall be expelled from the Order by the Supreme Regent upon recommendation of the Executive Committee.

Upon being so expelled, any office held by him in a Subordinate Council, Grand Council, or the Supreme Council of the Royal Arcanum shall automatically become vacant, and he shall automatically be barred from attending any meeting of his own or any other Subordinate Council, Grand Council or the Supreme Council after such expulsion; but he shall nevertheless have the privilege of maintaining his Benefit Certificate or Certificates in force by continuing the payment of the required assessments payable under the Benefit Certificate or Certificates held by him and of such other assessments as may be required of all other continuing members holding certificates of the same class under the same or other reasonably convenient plan for assessment payments. Upon being so expelled, the expelled member shall be given a notice in writing of this privilege of maintaining his insurance in force.

Other Offenses

Sec. 579. Any member

- (1) who violates any provisions of the Constitution and general laws of the Order;
- (2) who improperly reveals any of the private words, signs, tokens, grips, passwords (past or present), mode of procedure to gain admission into a council, degree ceremony or any private business transaction in a council;
- (3) who is guilty of any immoral or improper practice, conduct or act violative of *his* duty or of the Obligation and unbecoming a member of the order, or who enters any Subordinate Council in a state of intoxication;
- (4) who discloses to an applicant for membership the name of a member who shall have reported unfavorably on his application or the name of a member who shall have opposed the applicant's admission to the Order;
- (5) who shall receive property or effects of the Supreme or of a Grand or of a Subordinate Council and intentionally apply the same to his own use or the use of another;
- (6) who uses or employs any trick, device, false representative or concealment of any material fact in order to obtain or attempt to obtain a sick benefit;
- (7) who shall make to his Council or its Regent a complaint against a member of his or any other Council that shall prove to be unfounded or false and malicious;
- (8) who shall cause to be inserted in public newspaper, magazines or periodicals advertisements, paid or otherwise, offering inducement to applicants to join the Royal Arcanum without having first obtained the approval of the Supreme or Grand Regent so to do;
- (9) who shall use the name Royal Arcanum or letters V.M.C. or the figures 1105 either alone or in connection with any other word or words, figures or device or design, as the name of any other benefit society or other enterprise for paying sick or death benefits not authorized by the Supreme Council, or who shall use the name Royal Arcanum or the letters V.M.C. or the figures 1105 in connection with any social group, society or organization not exclusively conducted by

actual members of this Order, shall be guilty of conduct unbecoming a member and after investigation thereof and a trial had under and in accordance with the laws of the Order may be punished as provided in Section 616

SUMMARY SUSPENSION AND REMOVAL OF GRAND AND SUBORDINATE OFFICERS

By Supreme or Grand Regent

Sec. 592. The Supreme or Grand Regent shall have original power to suspend or remove any officer of a Grand or Subordinate Council for any cause mentioned in Section 569, which power may be exercised summarily without citation or notice, and his action under said power shall conclude all persons and Councils until such action is annulled; and he shall fill the vacancy caused by such suspension or removal, and in case of any suspension the appointee to hold office during such suspension or in case of removal until such removal is annulled or until an election shall be had under the laws.

Charges Referred

Sec. 593. When any suspension or removal is ordered under the provisions of the preceding Section, the officer ordering the suspension or removal shall within five days thereafter cause a charge or charges against the officer suspended or removed to be preferred, and referred to Trial Committee as provided in Section 608.

COMPLAINTS AND CHARGES AGAINST GRAND OR SUBORDINATE OFFICERS

How Charges Preferred

Sec. 595. The Supreme Regent, when in his opinion any Grand or Subordinate Council, or a Grand Regent when in his opinion any Council within his jurisdiction, shall be amenable to a charge or charges for a violation of the provisions of Sections 563 and 568 inclusive, shall cause such charge or charges to be preferred in the name of the Supreme or Grand Council and refer the same to a Trial Committee, to be constituted as provided in Section 608; provided, that when any complaint or charge against a Council in a Grand Jurisdiction is filed with the Supreme Regent he may, in his discretion, refer the same to the Grand Regent for investigation and trial, Nothing in this Section contained shall be construed to limit the summary powers to suspend or dissolve Grand or Subordinate Councils conferred upon the Supreme and Grand Regent in Section 567 and 568.

Any Member May Accuse

Sec. 596. Any member of the Order may cause a charge or charges to be filed with the Grand or Supreme Regent against any officer of the Grand or Subordinate Council. If the Grand or Supreme Regent shall deem the charge or charges sufficiently specific and to charge a violation of duty or of law mentioned in Section 569, he shall refer the same to a Trial Committee, as provided in Section 608.

JURISDICTION OF THE SUPREME COUNCIL IN THE MISCONDUCT OF MEMBERS

Original Jurisdiction

Sec. 597. If it shall appear to the Supreme Council, or during the recess thereof, to the Supreme Regent, upon a charge or complaint made in writing, or otherwise, or if it shall in any other manner appear probable, that any member of the Order is amenable to a charge or charges of a violation of any provision of the Constitution or Laws of the Order, or of any obligation or duty as a member or officer, the Supreme Council, or during the recess thereof the Supreme Regent, may cause any proper charge or charges, if filed to be preferred, or if not filed, may cause the same to be preferred in the name of the Supreme Council, against the member complained of and referred to a Trial Committee, appointed as provided in Section 608, for trial, or the said complaint may be referred to the Grand or Subordinate Council having jurisdiction over the member complaining of for investigation or trial. The jurisdiction of the Supreme Council and the Supreme Regent in the trial of cases arising under this Section is original and in addition to the appellate jurisdiction exercised in cases of trials by Grand and Subordinate Councils.

When Jurisdiction Exercised

Sec. 598. When Grand Councils have jurisdiction over their *officers* and members and Councils under their jurisdiction; when Councils have jurisdiction over their officers and members, in like cases to those set forth in the preceding Section - the Supreme Council or the Supreme Regent shall not exercise original jurisdiction, except by removal of trial in cases provided for in Section 628, unless said Grand or Subordinate Council, its officers, or Inquiry or Investigating Committee shall fail to prefer charge or charges or bring to trial the offending officer or member within thirty days from the commission of the alleged offense; or, if he be tried and found guilty, shall not inflict the penalty therefore within ten days after said finding. But the Supreme Council shall have original jurisdiction in all cases of its own officers and members.

PREFERRING CHARGES AGAINST MEMBERS IN COUNCIL

Regent to Make Complaint

Sec. 599. It shall be the duty of the Regent, by virtue of his office and in the name of his Council, to make complaint against any member thereof amenable to the penal provisions of the Constitution and Laws, and immediately refer the same to the Inquiry Committee; and this Section shall not excuse any other officer or member of the Order cognizant of the facts from making such complaint.

Complaints - How Made

Sec. 600. If an officer or member shall violate any of the provisions of the Constitution, Laws, Regulations or Usages of the Order, it shall be the duty of any member who may come to the knowledge of the same to immediately give a written notice of such violation or transgression to the Regent of the Council to which the complainant belongs (a member may make written complaint in open Council). The Regent shall forthwith refer a copy of such communication (concealing the name of the informant) to the Inquiry Committee.

Complaint Against Member of Another Council

Sec. 601. A member in good standing may make a written complaint to the Regent of his Council against a member of another Council. The Regent shall forward a certified copy of the complaint, attested by the Secretary, under the seal of his Council to the Regent of the Council of which the accused is a member. Such complaint shall be referred to the Inquiry Committee by the Regent in like manner as if represented by a member of his own Council.

The Inquiry Committee

Sec. 602. The Vice-Regent, Orator, Sitting Past Regent, Chaplain and Guide shall be the Inquiry Committee, unless by sickness, absence or other disqualification hereinafter named either of *them* cannot serve, in which case the officer next in rank below the rank of Guide who is not disqualified therefore as herein provided, shall serve on such committee; and in case there are not sufficient officers qualified to act then the committee may be filled by appointment of the Regent from the members of the Council. If any officer or member who would otherwise be eligible to serve upon such committee is a relative of the accuser or accused, or his business partner or employer or employee, or is in the employment of his employer, then such officer or member shall thereby be disqualified from serving on such committee.

Investigation of Complaint

Sec. 603. The Inquiry Committee shall proceed without delay to investigate the matters stated in a complaint referred to them by the Regent, and, if in their opinion there are just grounds therefore, they shall as early as practicable prefer a charge or charges against the accused, specifying herein the particular matter of offense with which he is charged.

Accused to be Heard

Sec. 604. When the Inquiry Committee shall have obtained evidence which, in the opinion of a majority of them, will justify the presentation of a charge or charges, they shall before presenting the same notify the accused of their finding and give him an opportunity to present rebutting evidence, and upon the whole hearing they shall make their report to the Council, and if in such report charges are preferred, they shall be read in open Council at a stated meeting thereof and entered upon the records.

Charges Forwarded

Sec. 605. When a charge or charges are preferred, the Secretary shall immediately forward the report of the Inquiry Committee together with the evidence, if any is presented therewith, under seal of the Council or the Grand Regent, or if the Council is in a Supreme Council Jurisdiction to the Supreme Regent, who shall appoint a trial committee as provided in Section 608

The Charges

Sec. 606. The charges shall be sufficient if they state clearly the accusation, although not in technical terms.

When Complaint Cannot Be Dismissed

Sec. 607. A complaint cannot be dismissed or indefinitely postponed after the Inquiry Committee has reported a charge or charges to the Council or after charges preferred in open Council by a member have been found to be sufficient in form, but a trial must be had.

TRIALS ORDERED BY THE SUPREME OR GRAND REGENT

Trial Committee

Sec. 608. When any charge is referred for trial by the Supreme or Grand Regent, a Trial Committee shall be appointed by the officer so referring, to consist of not less than three and not more than five members of the Order, who shall, if practicable, be members of the Supreme or Grand Council over which the officer referring the charge presides.

Ineligibility for Trial Committee

Sec. 609. The following described persons shall be disqualified to act as members of a Trial Committee appointed by the Supreme or Grand Regent, viz: On charges against a Grand Council, members subject to its jurisdiction.

On charges against a Council or officer or member thereof, members of the same Council.

The Citation

Sec. 610. The Trial Committee shall transmit a copy of the charge or charges to the Grand Secretary of the accused Grand Council, or of the Secretary of the accused Council, or to the officer or member, together with a citation to the part so charged to appear before said committee to answer and stand trial upon said charge or charges at the place and time in said citation mentioned, which time shall not be less than ten or more than thirty days from the date of mailing of said citation.

Service of Citation

Sec. 611. It shall be deemed a sufficient service of the copy of the charges and of the citation if they are mailed by the Chairman of the Trial Committee in registered letter to the last known post office address of the Secretary of the accused Grand or Subordinate Council or of the officer or member.

If Accused Fails to Appear

Sec. 612. If the accused fails to appear in obedience to the citation after due service thereof, or evades such service, or upon a plea of guilty, the Trial Committee issuing the citation may make an order imposing any of the penalties provided in Section 616.

Taking Testimony

Sec. 613. The Trial Committee, or a majority of them shall meet at the time and place named in the citation, and shall then and there hear and reduce to writing all testimony taken. They may take testimony ex-parte to determine the facts, nature, and degree of the offense if the accused pleads guilty or fails to

appear after due service of citation. Testimony shall be signed by the witnesses so testifying.

Committee's Decision

Sec. 614. (1) The Trial Committee, or a majority thereof, shall submit to the Supreme Regent or Grand Regent appointing it a written report and opinion; in which, if the party tried be found guilty, they shall declare the penalty that in their judgment should be enforced against the offender.

(2) If the Trial Committee shall have been appointed by a Grand Regent and the penalty recommended shall be suspension or expulsion from the Order, or if a less penalty is recommended and in his judgment the penalty should be increased to suspension or expulsion, he shall submit to the Supreme Regent said report, opinion and recommendation, with his own opinion thereon.

Enforcement of Decision

Sec. 615. (1) The Grand Regent by whom the committee is appointed is hereby fully authorized, if the penalty is less in degree than suspension or expulsion, to enforce the penalty recommended in the report and opinion of the Trial Committee, if it meets his approval, or he may increase or diminish such penalty and enforce the same in like manner. if in his judgment the penalty should be increased to suspension or expulsion, he shall make submission to the Supreme Regent as provided in Section 614.

(2) The Supreme Regent is hereby fully authorized and empowered to enforce the penalty recommended in the report and opinion of the Trial Committee if it meets his approval, or he may increase or diminish such penalty, and also enforce, increase or diminish any penalty recommended either by the Trial Committee or the Grand Regent in case submitted to him by a Grand Regent, and enforce all of the same in like manner as though recommended by a Trial Committee.

(3) The Supreme Regent shall report the case and his action thereon, together with the recommendations of the Trial Committee, at the next meeting of the Supreme

Council, and the Grand Regent shall in cases reported to him make like report to his Grand Council; but his decision and action shall be in full force and effect until reversed by the Supreme Council or the Grand Council to which such report is made; provided, however, that if an accused member has been found not guilty and makes a request in writing therefore, the Supreme or Grand Regent may omit reference to the case in his annual report.

The Penalty

Sec. 616. The penalty recommended and declared by the committee may be removal or suspension from office or both, or pecuniary fine or disbarment from attending meetings of his own or any other subordinate council for a period of not exceeding two years or a reprimand. In case the penalty is a pecuniary fine such fine shall be paid, in case the committee is appointed by the Supreme Regent, to the General Fund of the Supreme Council, and in case such

committee is appointed by the Grand Regent, to the General Fund of his Grand Council.

Filing Vacancy in Office

Sec. 617. In cases of the removal or suspension from office of any officer under the provisions of this Title, unless the vacancy thereby created is immediately filled by election by the Grand or Subordinate Council of which the person removed was an officer, the authority ordering such suspension or removal shall forthwith appoint a successor to fill the office for the unexpired term, or in case of suspension until the officer suspended is legally reinstated in such office.

Turn Over Property

Sec. 618. An officer receiving notice of his suspension or removal from office and of the election or appointment of his successor shall thereupon turn over to his successor in office all books, papers, money and other property of the Order or any department thereof in his possession, within proper account thereof.

MODE OF PROCEDURE

Pleading by Accused

Sec. 619. The accused may plead to charges made against him or any specification of any of said charges as follows: First, as to jurisdiction; second, to the sufficiency of the charges and specifications, both as to form and as to whether any crime, misdemeanor or other offense is properly charged; third, as to whether defendant is guilty or not guilty; fourth, as to any other matter of defense.

No Ex-parte Statement

Sec. 620. Upon the trial of a member an ex-parte statement cannot be introduced as testimony but all evidence tending to a fair investigation of the case may be admitted.

Testimony on Every Specification

Sec. 621. Every specification of a charge that in itself imports a direct offense against the Laws of the Order must be inquired into by testimony during the trial.

Second Charge for Same Offense

Sec. 623. A member may be complained of more than once for the same offense if a trial has not been had. But when a trial has taken place on a complaint another complaint for the same offense cannot be entertained.

Notice of the Decision

Sec. 624. (1) Whenever of the Supreme or Grand Council or Supreme or Grand Regent upon a trial affects the relation of the member to the Mortuary Fund, all the papers in the case shall be filed in the office of the Supreme Secretary, with a certified copy of the record of the final action of the officer or Grand or Subordinate Council.

(2) A notice of the decision shall be sent by the Supreme Secretary to the member.

How Notice Served

Sec. 625. In all cases where under the provisions hereinbefore recited notice, citation, charges or other papers are required to be served upon or given to an accused or convicted member or other party, a member of the Order, the same may be handed to him in person, left at his residence or mailed postage prepaid to the last given address of such member appearing upon the books of the Collector of his Council, unless some other method of service is in this Title specifically prescribed.

Expenses of Trial

Sec. 626. The expenses of the trial shall be apportioned between the Council preferring the charge upon which the trial is held and the Supreme or Grand Council, as the Supreme or Grand Regent shall, considering the circumstances of the case, deem just and equitable.

REMOVAL OF PROCEEDINGS AFTER COMPLAINT

How Removal Ordered

Sec. 628. The Supreme Council or, during recess thereof, the Supreme Regent, shall have power at any time, after complaint or accusation has been made against any Council, or officer of a Grand or Subordinate Council, or member thereof, in any Grand or Subordinate Council, when it shall appear to said Supreme Regent probable that by reason of local or personal prejudice or influence, or for any other reason, full and impartial justice may not be or has not been done therein, to order the removal of and complaint or accusation and all proceedings thereon to the jurisdiction of the Supreme Council, or during recess thereof to the Supreme Regent, and thereupon further proceedings thereon in such Grand or Subordinate Council shall be suspended subject to the further order of the Supreme Council or the Supreme Regent.

Transfer of Papers

Sec. 629. Upon such order of removal, all papers and evidence relating to such complaint and a transcript of all the reports or action had before any Council or Committee or officer thereof shall forthwith be certified and transmitted to the Supreme Council or Supreme Regent ordering the removal.

Further Proceedings

Sec. 630. Such proceedings shall thereafter be had on the complaint as if the same had originally been made to the Supreme Council or the Supreme Regent ordering the removal.

Referred to a Trial Committee

Sec. 631. Any evidence thereto before taken relating to such proceedings shall be submitted with the reference of the complaint or charges to a Trial Committee appointed by the Supreme Regent, who shall proceed further in the matter, as upon original jurisdiction, in the manner hereinbefore provided.

APPEALS AND PROCEDURE THEREON

Appeals by Members

Sec. 632. (1) Any member of the Order considering that a decision or act of any officer, Standing Committee, or Grand or Subordinate Council, is unjust, or not in accordance with the Constitution and Laws, or that an injustice has been done him by the enforcement or operation of any law or rule of the Order, shall have the right of appeal in the manner described as follows:

(2) From a Standing Committee or officer of a Council to the Regent, and the next stated meeting.

(3) From the Regent to the Council, at the same or the next stated meeting.

(4) Upon the refusal of the Regent to put an appeal to the Council. From the Regent to the Grand Regent, within thirty days.

(5) From the Council to the Grand Regent, at the same or the next stated meeting.

(6) From a Standing Committee or officer of a Grand Council to the Grand and Regent within thirty days.

(7) From the Grand Regent to the Grand Council, if in session, or if it be in regular session within the period of time allowed by the Laws of the Order for the perfecting of the appeal, if not to the Supreme Regent, within thirty days.

(8) From the Grand Council in session to the Supreme Regent within thirty days.

(9) From a Standing Committee or officer of the Supreme Council to the Supreme Regent, within thirty days.

(10) From the enforcement or operation of a law or rule of the Order to the Supreme Regent within thirty days.

(11) From the Supreme Regent to the Committee on Appeals of the Supreme Council when the Supreme Council is not in session.

(12) From the Committee on Appeals to the Supreme Council at the next meeting thereof.

(13) A member who does not take an appeal within the time about allowed shall be deemed to have thereby agreed to abide by such decision or act, or enforcement or operation of the laws or rules of the Order.

(14) The taking of an appeal shall not affect or suspend the decision, act, enforcement or operation of law or rule appealed from unless, nor until, the same is sustained by the tribunal of last resort above named.

Relating to the Mortuary Fund

Sec. 633. On all matters relating to the Supreme Council Funds the appeal shall be taken direct from the Council, or from the ruling of any Supreme officer or committee, to the Supreme Regent.

Appeals by Grand and Subordinate Councils

Sec. 634. A Grand or Subordinate Council shall have the same right of appeal as individual members thereof.

PROCEDURE ON APPEALS AND DECISIONS

Must be in Writing

Sec. 635. The appellant must take the appeal in writing, except from the decision of a Regent, or from that of a Grand Regent to a Grand Council in session, and immediately notify the appellee.

Appellant to Perfect Appeal

Sec. 636. Official copies of all records and documents relating to the decision or act and all written evidence relating to the subject, properly authenticated by the custodian thereof, shall be forwarded to the higher authority by the appellant within thirty days; and such return shall be final, unless otherwise ordered by the authority to whom the appeal is taken, upon cause shown. Should either of these duties be neglected, the appeal may be considered or dismissed to the advantage of either party.

Records Furnished to Appellant

Sec. 637. Any member or officer having custody or possession of any record, document or written matter relating to the appeal, not in the possession of the appellant, is required to furnish the same or an authenticated copy thereof, or an opportunity to take a copy, which shall, if correct, be certified, by such custodian thereof, to the appellant, for the purposes of the appeal within ten days from the demand made thereof, unless the time for furnishing the same and for perfecting the appeal shall be extended by the authority to whom the appeal is taken.

Decision in Sixty Days

Sec. 638. All appeals must be decided or referred to the next higher authority within sixty days from the receipt of same and the parties in interest immediately notified of such decision or reference.

Decision of Supreme Regent Final

Sec. 639. During the recess of the Supreme Council the decisions of the Supreme Regent in all appeals presented to him shall be final and binding upon all parties interested. He shall have power to enforce such decisions, and it shall be his duty to exercise the same in all proper cases.

DEFINITIONS

Sec. 640. (a) Wherever in this Code of Constitution and Laws the word "male" is used it shall be deemed to include "female"; wherever the word "widow" is used it shall be deemed to include "surviving husband"; wherever the word "member" is used, it shall be deemed to include both male and female members; and wherever a personal pronoun occurs it shall be construed to denote either sex as the sense of the context may require.

(b) Home Office. Whenever in this Code of Constitution and Laws of the Order the words "Home Office" appear, said words shall be deemed to refer to the office of the Supreme Secretary or of the Supreme Treasurer or of the General

Manager of the Home Office of the Order, as may be appropriate in accordance with the duties assigned to said officers or to said General Manager respectively by the laws, rules and usages of the Order or by direction of the Executive Committee.

Sec. 641. Wherever in this Code of Constitution and Laws of the Order the words "Supreme Secretary" or "Supreme Treasurer" appear, they shall be deemed interchangeable, except for the duties prescribed in Sections 48, 49, 51, 61, 72 and 77.

BE IT RESOLVED: That the Constitution and Laws of the Order as heretofore amended at prior Sessions of the Supreme Council, and as codified, published and set forth in the 'Code of Constitutions and Laws' of the Royal Arcanum governing the Supreme, Grand and Subordinate Councils and Members issued in 2024 and as amended at the One Hundred and Sixth Session, be and the same are hereby re-enacted and adopted to take effect immediately.

July 30, 2024

Respectfully submitted,
JOANIE FRANCIS
MATTHEW D'EMILIO
Committee on Laws

Attest:



Supreme Secretary

SUPREME COUNCIL RULES OF ORDER

Daily Sessions

1. The opening and closing of the Supreme Council session shall be as prescribed in the ritual of the Order.
2. The hours for holding daily sessions shall be fixed by resolution at the commencement of each session.

Order of Business

3. Business at each meeting shall be taken up daily in the following order:
 - (a) Calling roll of Officers and Members.
 - (b) Reading the Journal.
 - (c) Report of Committee on Credentials.
 - (d) Initiation of Representatives.
 - (e) Reports of Officers,
 - (f) Reports of Standing Committees in the following order: -
 - Finance Laws
 - State of the Order
 - Appeals
 - Juniors
 - Supreme Trustees
 - Executive Committee
 - (g) Reports of Special Committees for the Session.
 - (h) Unfinished Business.
 - (i) Miscellaneous Business.
 - (j) Calling roll of Grand Councils for New Business.
 - (k) Closing.

This order of business may *be* transposed at any time, as occasion may require. After the first day's session "(a)" may be omitted, and after the third day's session "(j)" shall be omitted.

Roll of Membership

4. The Supreme Secretary shall enter on the roll of Representatives from Grand Councils the names of those who have been elected if he shall not have been advised of their inability to attend, and mark them absent if not present on the first day of the session. An officer shall be credited in the official publication to the jurisdiction in which his membership is and not to the jurisdiction where his residence is if there be a difference.

Committees for the Session

5. At the commencement of each session, the Supreme Regent shall appoint *such special* committees as may be necessary to conduct the business of the session. These committees may be any or all following, or such other committees as may be required for the session

Committee on Assessments and Benefits
Committee on Auxiliary Associations
Committee on Awards
Committee on Benefit Certificates and Riders
Committee on Credentials
Committee on Delinquent Councils
Committee on Distribution of Reports
Committee on Executive Administration
Committee on Field Work
Committee on Grand Councils
Committee on Home Office Administration
Committee on junior Organizations
Committee on Memorials
Committee on Mileage and Per Diem
Committee on New Councils and Extensions of the Order
Committee on Official Bulletin and Publications
Committee on Official Visitations and Supervision
Committee on Publicity
Committee on Salaries and Compensation
Committee on Secret Work
Committee on State and Society Relations
Committee on Subordinate Councils
Committee on Supreme Council Jurisdiction
Committee on Supreme Council Session and Activities
Committee on Underwriting Procedures
(Each Committee to consist of up to five members)

6. All special committees shall be appointed by the Supreme Regent unless the Supreme Council orders otherwise, and the first member named thereon shall be its chairman.

Committee Work

7. Each committee shall meet at such time and place as the chairman thereof shall determine; shall give notice of the time and place of its meetings, and hear any member desiring to be heard upon a question referred to it. Individual notice of such time and place shall be given members who make special request therefore to the chairman. Provided, however, that no committee shall sit while the Supreme Council is in session without special leave therefore.

8. Each committee shall keep a list of the matters referred to them, numbered and designated by their subject matter, and the same shall be taken up and acted upon in the order, unless the committee shall otherwise decide.

Presentation of New Business

9. Every petition, resolution and communication from Grand or Subordinate councils, or a member of the Supreme Council or Order, shall be endorsed by one or more members of the Supreme Council, and when presented, its title, or such portion of its contents as may be necessary to disclose its purport, shall be stated, and then it shall be referred to the appropriate committee without debate.

10. All resolutions, motions and orders requiring reference to committees must be presented in writing. No new business shall be introduced after the third day of the session, except by a majority vote of the members present and vote.

Committee Reports

11. Any report of the committee recommending other action than "inexpedient to legislate," or "leave to withdraw," shall be accompanied by an order or resolve embodying such recommendation, and such report and resolve or order shall be acted upon separately.

Roster of Supreme Council and Clerks

12. The Supreme Secretary shall prepare and furnish to each member at the commencement of the *session* a list of names of the members and also a list of the standing committees and the members thereof.

13. He shall also be authorized to pay the expense incurred by the clerks and stenographers attending the session.

Petitions from Outside Parties

14. Communication from outside corporations, associations or individuals, intended for the Supreme Council Session, shall be submitted to the Committee on State of the Order for examination before presentation to the body. If they are of opinion that the subject-matter is of such importance or character as to justify its presentation to the Supreme Council, they may present it with *such* explanation as the committee think proper to make.

Amendments and Expenditures

15. No proposition to amend the constitution or laws of the Order shall be

considered until it has been referred to some committee and they have reported thereon, except by unanimous consent, or unless it originated with a committee. Every resolution which involves an expenditure from the General Fund of the Supreme Council shall be referred to the Committee on Finance to determine its advisability in view of the condition of the fund and the relation of such expenditure to appropriations and resolutions pending. And said committee shall report upon resolutions before action taken thereon.

Pay Roll

16. Pay roll as made by the Committee on Mileage and Per Diem, if approved by the Supreme Council, shall be filed with the Supreme Treasurer, who shall thereupon pay the members the amount due them, taking their receipt thereon, and a duplicate of the same shall be filed with the Supreme Secretary.

Elections

17. In the election of officers, when there is only one nominee for an office, the Supreme Guide or some other may, if there be no objection, cast one vote for the nominee as the unanimous choice of the Supreme Council for that office.

Blanks

18. When a blank is to be filled, the question shall first be taken on the highest sum or number and the longest or latest time proposed.

Members

19. No member shall have the right to the floor until recognized by the presiding officer.

20. No member shall speak more than once on the same question without leave unless he be mover of the matter pending, or the chairman of the committee to which the matter was referred, in which case he may speak in reply, but not until every member desiring to speak has spoken.

21. No member shall interrupt another in speaking, except the calling to order, unless the interruption being allowed by the member having the right to the floor.

22. The member called to order shall cease speaking and respectfully take his seat until the question of order and his right to proceed is determined.

Motions

23. A motion shall not be considered as before the Supreme Council until seconded by the member duly recognized and stated by the Presiding officer.

24. Any member may require the division of a motion involving two or more distinct propositions.

25. More than one amendment to an amendment shall not be in order.

26. When a motion is before the Supreme Council no additional motion

shall be in order, except to adjourn, to take a recess, to put the previous question, to place on the table, to postpone indefinitely, to postpone to a definite time, to commit, to substitute, to amend, which motions shall have precedence in the order her given.

27. A motion to adjourn, to take recess, to place on the table, or to definitely postpone shall be put at once without debate,

28. When a question is postponed indefinitely, it shall not again be taken up at the same session.

The Previous Question

29. A motion for the previous question must be seconded by two members.

30. The previous question shall be submitted by the presiding officer of these words: -"Shall the main question now be put?"

If the main question be ordered by a majority vote, the original motion shall be submitted without amendment or further debate.

Voting by Members

31. Every member present may be required to vote on a pending proposition, unless formally excused by vote of the Supreme Council.

Reconsideration

32. Any member who voted on the prevailing side may move a reconsideration only on the same or succeeding day after a vote has passed.

33. When the putting of a question or the taking of a vote is begun further debate will not be in order.

Decision of Presiding Officer

34. A decision of the presiding officer on any question arising or submitted shall have the force of law unless appealed from.

Appeals

35. An appeal from the decision of the chair must be seconded by two members.

36. An appeal from the decision of the chair shall be put as follows: - "Shall the chair be sustained?"

Adjournment

37. A motion to adjourn shall not be in order a second time without some intervening business.

Yeas and Nays

38. The yeas and nays shall be called upon question, providing the call is seconded by five or more members.

Change of Rules

39. These rules of Order shall not be suspended or altered, except by two-thirds vote of those present and voting.

Robert's Rules of Order

40. In cases not herein provided for, Robert's Rules of Order shall govern.

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