

FOREWARD

This handbook is an attempt to provide suggestions, hints, and information in a capsule form, to make your job easier. It is not intended to be a substitute for the *Michigan Cryptic Law* book, which should be considered the sole authority. In nearly every case, the complete and proper procedures are outlined in the law book and take precedence over this handbook.

Since this is a first printing, there may be mistakes and omissions. Your suggestions are more than welcome. Please direct them to the office of the Grand Recorder who will forward them to the proper publication committee member(s).

PROCEDURES

By-Law Changes (Pages 45 and 75)¹

Any member of a Council may submit an amendment in writing at a Stated Assembly. It must lie over to the next Stated Assembly, during which time, ALL members must be notified of the proposed changes in writing, and the date of the Stated Assembly where the amendment will be considered.

If two-thirds of the (quorum of) members present vote to approve the proposed changes, then two copies of the Amendment (Form 77-118) and one copy of the "Certificate of Recorder", both on forms secured from the Grand Recorder's Office (or from the Grand Council's official distribution of forms in electronic format), must be submitted to the Most Illustrious Grand Master for his approval. The approved changes will become effective on the date signed by the Grand Master.

Life Member Certification (Pages 55 and 56)

Any member 65 years old and a Cryptic Mason for 30 years may be submitted for a Life Member Certificate merely by announcing his name at a Stated Assembly. His name shall lie over until the next Stated Assembly, during which time, his name, date of birth, and date of Greeting are sent to the Grand Recorder, on Form 88-120, for his approval. If approved, he will forward the Certificate to you for presentation if a majority of the Council Companions so approved at the next Stated Assembly.

¹ Numbers in parenthesis refer to pages of the *Michigan Cryptic Law* which form the basis of the information presented.

Dispensations (Pages 20, 21, 40 and 44)

To secure a Dispensation, write a letter to the Most Illustrious Grand Master stating all of the details. If approved, he will issue his Dispensation on a proper form.

If your Council desires to hold a Special Assembly in another Masonic Temple, a Dispensation is not necessary. On the other hand, if your Council wants to change a Stated Assembly date or place of meeting, the Most Illustrious Grand Master does not have the power to issue such a Dispensation.

Withdrawals (Page 52)

Any member in good standing may submit, in writing, a request for Withdrawal. It shall lie over 30 days during which time an investigation is held and reported at the next Stated Assembly. Whatever recommendation is made shall require a majority vote of those present.

If the Withdrawal is granted, secure a "Withdrawal Certificate" from the Grand Recorder's Office and present it to the withdrawn Companion. It will be helpful if he desires reinstatement in the future.

Withdrawals should not be given to Companions moving out of state. This requires a "Dimit."

Dimits (Page 52)

A Dimit is issued if a Companion desires to move out of the State and is in good standing. He should use Form 82-104.

Transfers (Page 52)

A Transfer is used when a Companion desires to leave one Michigan Council and join another Michigan Council. Use Forms 88-108, 88-109, 88-109A, 88-110, and 88-110A.

Restorations (Page 53)

A former member, by use of Form 78-106, may petition his former Council for Restoration or Reinstatement. See Article XVIII, Section 3 and Article SVII, Section 5.

Proxies (Page 17)

Each Council is supposed to be represented at the Grand Council Annual Assembly by its Thrice Illustrious Master, Deputy Master, and Principal Conductor of the Work. If any of these three cannot attend, they should appoint a proxy to represent them.

When the Annual Call to the Grand Assembly is sent out about April 1st, a proxy card is mailed to each of these three officers. If they can not attend, then that officer must sign his name and the name of his representative and then have the Recorder apply the Council seal. His proxy then presents the card to the Credentials Committee at Registration.

REPORTS

Reports to Grand Recorder

“Certificate of Election”—This Report is to be sent to the Grand Recorder within 24 hours after the election of officers at the Annual Meeting either in November or December, whichever is applicable.

“Directory Information”—This Report is due no later than December 31 of the current year. The sooner all of these Reports are in, the sooner new Directories can be provided.

1. Note the I.R.S. number (E.I.N.) Please fill this in—take it from the present year’s Directory.
2. In giving dates of Past Thrice Illustrious Masters, use the year elected, not the year served.

“Annual Report (Return)”—These are due in the Grand Recorder’s Office by January 10. See Article XX, Section 3 (Page 58) of the *Michigan Cryptic Law*.

1. Immediately after the Annual Election, Records should check with the T.I.M. to find out his availability to sign the Reports when they are completed. If there is a problem, special arrangements should be made. This also applies to the availability of the Treasurer to write the required check. The non-availability of either or both, does not constitute a legitimate excuse for a tardy Annual Return.

Annual Returns, the completion of (Page 58)

The Annual Return is due by the 10th of January (Article XX, Section 3). The due date presently printed on the cover of the Annual Return is incorrect.

The term “Active Members” is confusing. All members of a Council are considered “Active” except for Honorary members.

Following is a suggested method of preparing the Annual Return.

Before disassembling the blank Return, go through and number the pages. This will help to put it back together after it is finished.

Start out by filling out Forms B, C, D, E, F, and G1 in that order. On all forms except Living Past Thrice Illustrious Masters, list names in alphabetical order. Form E should contain the names of all members except Honorary members. On Forms C and D write below the last listing the number entered in each column. On Forms B, E, F, and G1 enter below the last listing, the number of names listed.

Now proceed to Form A. For each of the figures needed, using the Ref. Column, pick up the figures at the bottom of the various columns or list of names.

Use typewriters if available, and to avoid mistakes, type each Form in duplicate.

Be sure that you have the Thrice Illustrious Master sign the Return in three (3) places—two on the cover and one on the “Statement of Consent.” Also, be sure to affix the seal of your Council on the front cover.

Your copy of the Annual Return should be kept handy, and every time that there is any change in membership during the year, write in colored pen that change on the proper page. When you prepare your new Return, you will have all the lists up-to-date and won't have to go back through your minutes for information.

The DeMolay assessment by vote of the delegates at Grand Assembly is to be assessed on all members except Honorary.

Cryptic Mason of the Year

Each December, the Councils are requested to submit the name of a worthy Companion that they would like to see as the Cryptic Mason of the Year. A special form is provided for this purpose. It should be completed and sent to the Most Illustrious Grand Master by December 31st.

BOOKS AND FORMS

Directories and Proceedings

Each Council is provided with four (4) Directories—one each for the Thrice Illustrious Master, Deputy Master, Principal Conductor of the Work, and Recorder.

Two copies of the Proceedings of the last Annual Grand Assembly are furnished—one for the Thrice Illustrious Master of that year and one for the Recorder's files.

Rituals (Page 58)

New Rituals for resale are available from the Grand Recorder's Office. A letter, or note, from the Recorder is required. If a Ritual is in bad shape, send it to the Grand Recorder and it will be replaced.

Forms

Each Council has been provided with a special folder containing a copy of nearly all of the forms needed in the transaction of Council business. These forms were made so that they can be photocopied whenever one is needed, making it no longer necessary to write to the Grand Recorder to secure one. Do not punch holes in them. The Grand Council is the process of making electronic versions of the commonly-used forms available on the Grand Council website and soon, on CD. Check with the office of the Grand Recorder to determine their availability and use.

Certificates of Withdrawal, Life Certificates, Honorary Membership, Forms for change of By-Laws, Official Dues Cards, and Dispensations must be secured from the Grand Recorder's Office.

Michigan Cryptic Law book

Each Council has in its possession, two copies of the ***Michigan Cryptic Law***. One copy for the Thrice Illustrious Master, which should be passed on at each Installation, and one copy for the Recorder's files. Each summer, following the Grand Assembly, those pages affected by a newly passed amendment are re-printed and distributed to the Recorders. The Recorder of each Council should insure that the updates are provided to the Thrice Illustrious Master, and his copy updated.

A copy of the ***Michigan Cryptic Law*** book may be leased by Companions at \$10.00 each plus postage and handling. All copies of the Grand Council's ***Michigan Cryptic Law*** remain the property of the Grand Council.