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GRAND SECRETARY'S MONTHLY COMMUNICATION FEBRUARY 2026

SECRETARIES and my Brothers all – Welcome to this month's edition of the Grand Secretary's Newsletter. This edition includes the following:

- Grand Master's Proclamation No. 1, Decisions 1, 2 and 3
- Grand Secretary – Liability Insurance Option
- Products of the Month - new Grand Master Merchandise & **last chance** on GL Grab Bags
- Statistics – 2026 Grand Annual Communication Attendance – Zachary Haston
- Monthly Law Reading – Petitions for the Degrees – Jeremy R. Johnson
- Lodge Spotlight – Calling over Coffee – Arlington Lodge No. 438
- And more...

PLEASE COMMUNICATE THIS INFORMATION TO YOUR MEMBERS, AS APPROPRIATE. I recommend you print this communication and bring it to your stated meeting for discussion. This communication is automatically provided electronically to all lodges with the capability to use the GrandView system. Individual Master Masons of the Grand Lodge of Texas can sign up by contacting the Grand Secretary's Office at (254) 753-7395 or gs@grandsecretaryoftx.org, or by registering your membership through the [Member Portal](#).



PRODUCTS OF THE MONTH

Most Worshipful Jim Rumesy's merchandise has been added to the online store. Please follow this link for his official merchandise <https://masonic-grand-lodge-of-texas.myshopify.com/collections/grand-master>

The Grand Lodge prepared 1,000 Grab Bags that were available for purchase at the Annual Communication. There are only **234 left!** Each bag is only **\$40** but contains Past Grand Master merchandise originally valued at **\$120–\$150**. These Grab Bags are designed with two goals in mind; **to** raise \$40,000 for the Grand Lodge of Texas while putting quality merchandise into the hands of Brothers who will proudly wear and use it. So far, we have raised **\$30,640!**

Reminder: Each Grab Bag will include the following:

- 5 Coins, 5 Pins, 2 Buckles, a Tie, Mouse Pad and Coozie



FROM THE GRAND MASTER

PROCLAMATION No. 1 – 2026

WHEREAS, the Grand Lodge of Texas, Ancient Free & Accepted Masons, is an institution founded upon dignity, discipline, and reverence for the ancient landmarks and traditions of Freemasonry; and

WHEREAS, the officers of the Grand Lodge serve as the visible representatives of the Craft, both within tiled meetings and in public ceremonies, and their conduct and appearance reflect directly upon the fraternity as a whole; and

WHEREAS, the establishment of a consistent attire standard for Grand Lodge officers encourages uniformity, professionalism, and respect across all constituent Lodges within this jurisdiction; and

WHEREAS, the public image of Freemasonry is strengthened when its leaders present themselves with care, dignity, and professionalism during occasions where the Craft is represented;

NOW, THEREFORE, BE IT PROCLAIMED, that the officers (including District Deputy Grand Masters), committee members, and representatives of the Grand Lodge of Texas shall adhere to the *General Attire Protocols for Officers, Administrators, and Officials of the Grand Lodge of Texas, Ancient Free and Accepted Masons, MMXXVI* when attending any official event of the Grand Lodge of Texas, or when representing the Grand Lodge; including but not limited to the Grand Communication, conferences, workshops, official visits, officer leadership training, forums, exams, meetings of the board of trustees, funerals, corner stones, dedications, lodge anniversaries, processions, and observances.

DECISION No. 1 – 2026

QUESTION: Is it permissible for the Tiler of a lodge to enter the room and sit in on the meeting once the opening ceremony has been concluded?

DECISION: No. The term *tile* is handed down to us from the stonemasons of the medieval era and is derived from the Latin *tegula*. Masonically, to tile is to seal a building to protect it from intrusion. A tiled meeting cannot be tiled if there is not a Tiler tiling the door. Every officer has a station or a place. The Tiler's place is outside the door. To permit him to enter the lodge room during a tiled meeting would be essentially the same as allowing the Senior Deacon to sit with the Secretary at his desk during the meeting.

The uniform code of bylaws for constituent lodges (Form 23) specifies that the Tiler shall be exempt from the payment of dues. He is not permitted to sit in on or participate in the business of the Lodge, so he is not required to pay dues.

The Laws of the Grand Lodge of Texas allow for some flexibility if a lodge does not desire to have one of its members missing out on the business of the lodge. Article 265 allows a lodge to appoint a Master Mason from another lodge to serve as tiler. Additionally, Article 221 allows for the payment of a salary to the Tiler for his services.

DECISION No. 2 – 2026

QUESTION: Can an Entered Apprentice or Fellowcraft Mason serve as Tiler for a Master Mason's Lodge

DECISION: No. The tiler (elected or *pro-tempore*) must be a Mason of the degree upon which the lodge being tiled is opened.

DECISION No. 3 – 2026

QUESTION: When a Master Mason's Lodge has been opened for the purpose of conferring the Master Mason degree on two or more candidates, can the lambskin apron be presented to multiple degree candidates at the same time.

DECISION: Yes. Article 431 specifies that the lecture and charge of the degree may be given to more than one candidate but is silent on the presentation of the lambskin apron. This portion of the degree was not in the original 1858 degree and was formalized in the early ages of the twentieth century. This ceremony occurs after the lecture and charge, which can be given to all candidates, therefore it is proper to make the presentation of the lambskin apron to all candidates at the same time.

GRAND LODGE INSURANCE UPDATE LIABILITY OPTION

The Grand Lodge Property Insurance Program was announced in the 1 Nov 2025 Grand Secretary's Newsletter and is now in effect. I won't go over all the details of that again, but in brief, it is a totally optional offer for property insurance for your lodge at a rate of \$278.38 per \$100k of insured value per year and is being offered to all lodges. Costal properties have an additional wind coverage cost on top of that. That is a better rate than you'll find on your own. You can still join now, and your rates will be prorated to the portion of the year left. That program is being offered through Lockton Insurance Brokers. Should you opt in, your payments will be made directly to Lockton, and if there is a loss, they will pay you directly.

Our desire was to add Liability insurance through Lockton as well, in one nice package. Unfortunately, we were unable to come to acceptable terms with Lockton on the liability portion and are here announcing another option that lodges can take advantage of for general liability insurance, through a different Agent, if they so choose. Again, like property insurance, this general liability insurance, while recommended, remains totally optional. It will operate much the same way as with property. There will be a form to fill out to get a quote specific to your lodge, which you will send to them. They will send you back a quote along with a form for the Worshipful Master of the Lodge to sign to bind. Just asking for a quote does not get or obligate you to insurance. They have to receive that signature to bind to actually put it into effect.

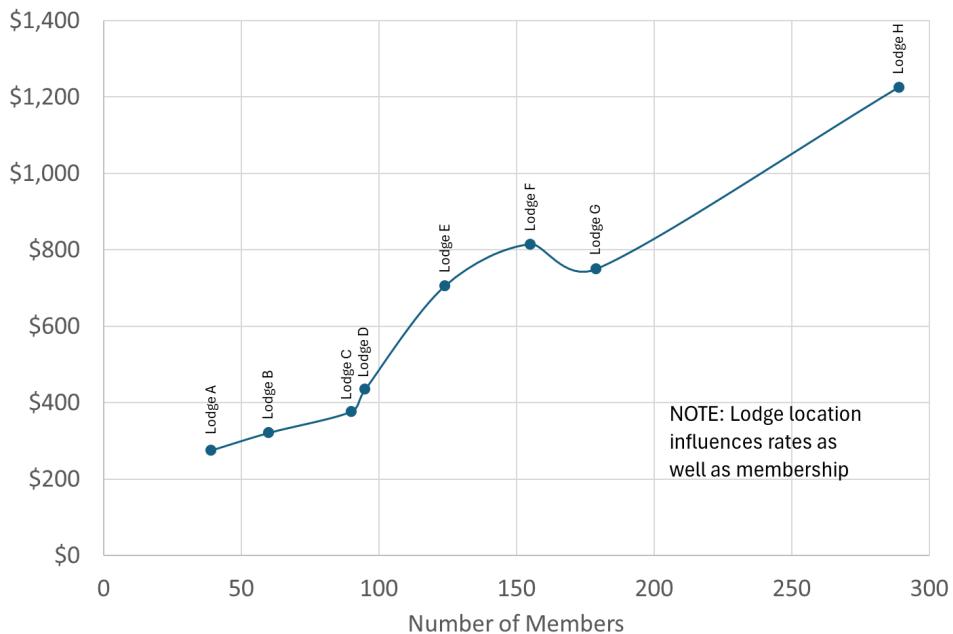
Lockton will handle property insurance. Higginbotham is offering to provide general liability insurance for all our lodges through Chubb as the carrier. With property, the key number that rates were based upon was agreed insured value. With general liability, the key number is the number of members in your lodge. Location matters too though, so I can't give you a set price per member. Figure 1 shows quoted general liability rates for several different lodges, across a range of locations and membership numbers. It's not a straight line due to location differences. The lodges quoted with 124 and 155 members were in higher risk areas than the one with 179 members. Use Figure 1 just as a general guideline to what the rates will be, and ask for a quote specific to your lodge. For most lodges, they will be in the hundreds of dollars per year.

The policy being offered here is for \$1,000,000 per occurrence/ \$2,000,000 aggregate per year general liability coverage with terrorism and hired and non-owned auto liability coverage included (covering the lodge for any officer doing lodge business in their own vehicle). Off-site events are not covered. This policy will cover your lodge for accidents on your property, but please note that it does not cover the Appendant Body or other renter themselves if both you and they are sued. We recommend Appendant Bodies and other renters get their own policy to cover themselves.

These policies, like with property, will extend through the end of 2026, and we will again be bidding them out together towards the end of this year for 2027 coverage. Hopefully, with more lodges on board, we'll get a great rate again, and hopefully, we can do both through one Broker/Agent instead of having to use two different ones. If you are an Agent and want to bid on the 2027 package, contact me.

General Liability interest forms will be uploaded to the Secretary's Resources next week, and emailed to the Secretaries, Masters, and Treasurers. To get a quote, please send them to the email address at the top of the form. Note that there are a couple of questions on that form that we could answer for everyone, but the carrier wanted each lodge to state it again for themselves. One such question is if you serve alcohol for a cost at your lodge. If your answer is yes, we need to chat.

Figure 1. Annual General Liability Premium For Several Different Lodges



Again, Figure 1 is a guideline. Ask for a quote to get the number for your specific lodge.

If you have questions, please feel free to email me at zhaston@grandsecretaryoftx.org, but please give me the rest of the week for the carrier to approve the form that we will be sending out to the Secretaries, Treasurers, and Worshipful Masters. – Zach Haston

TEXAS MASONIC CHARITIES FOUNDATION MATCHING GRANTS

Texas Masonic Charities Foundation has opened the 2026 grant application cycle, applications close 03/31/2026.



Scholarship Grants match \$1,250

Community Grants match \$250

Teacher Honorariums match \$500

Only lodges under the jurisdiction of the Grand Lodge of Texas may apply.
Apply at

<https://txmcf.org/grant-request>

To check on the status of your grant request check out our new dashboard. On behalf of all the Board of Directors we hope you have a New Year.

2026 Grand Annual Communication Attendance

This year's Grand Annual Communication was again well attended. Last year we had 2675 individuals registered. This year we had 2617, a difference of only 2%. Of course, both of these last two years are off from the spike in attendance following the 2023 year, but they're still solid numbers, and while not the several hundred first-timers of a couple of years ago, we still had 300 voteless first-timers come this year.

Now registration does not necessarily mean attendance, and that comes into play particularly with lodge votes. We currently have 725 lodges in Texas, but only 541 (75%) registered to come, and only 466 (64%) actually picked up their lodge clicker. That doesn't mean that the other 36% of lodges didn't have members there. Most did. In fact, only 32 lodges didn't bring anyone at all, but the WM of those didn't show, and the Wardens and proxy didn't show either, or were otherwise representing. We have a challenge with plural memberships among lodge leadership. If you're WM of one lodge and SW of another, that other lodge needs to have another backup there for their vote. That applies to proxies too. By Grand Lodge Law, an individual can only have one lodge clicker, so if you are a Master or Warden of a lodge, you should be very careful accepting a proxy of another lodge you are a member of. Preferably, don't, as even well-orchestrated plans can fall apart if anyone doesn't show, and proxies, which have to be elected by the lodge beforehand, cannot be changed at vote time. Assign your proxy to someone who 1) plans to be there, 2) preferably isn't a WM or Warden anywhere, and 3) doesn't already have a proxy from another lodge. Secretaries, Treasurers, and Chaplains often satisfy the first two of those, but have to watch that third. Any MM from your lodge can be your proxy. Additionally, if you hold a proxy, even if you're real busy with Grand Lodge stuff, you need to check and make sure your lodge leadership actually showed and collected the lodge clicker. If in doubt, go check at registration.

Aside from registered but not attending and representation issues, we still had 184 (25%) of our lodges without anyone (WM, Wardens, or proxy) registered to represent them. Those 184 lodges represent 11,416 (18%) of our memberships, and all but 16 of those 184 are within 200 miles of Waco! Just as a reminder, when

Figure 1. 2026 Final Vote Distribution

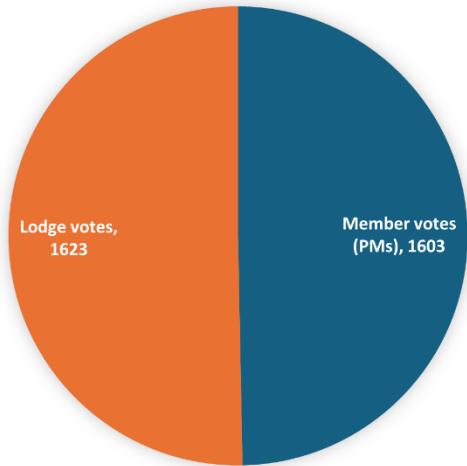
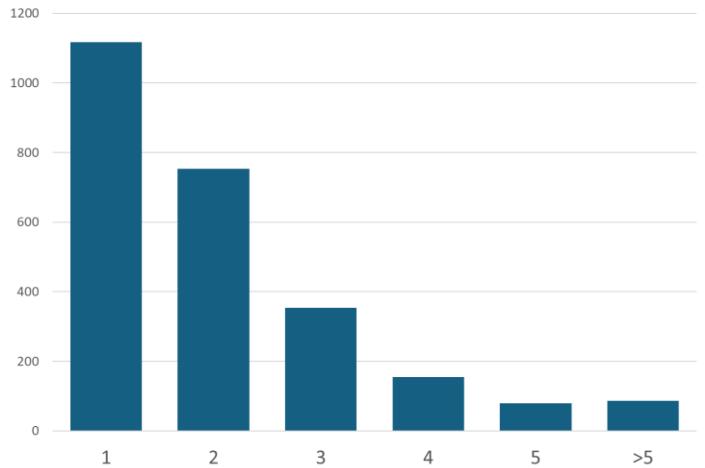


Figure 2. Number of Lodge Memberships Held By Attendees



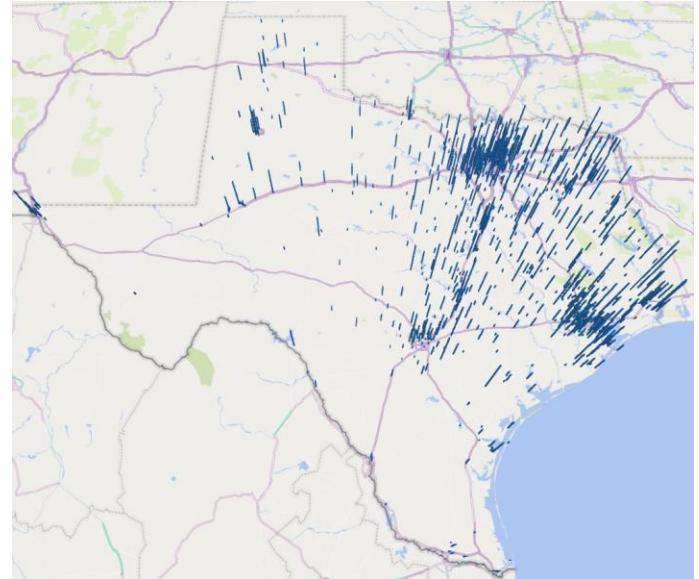
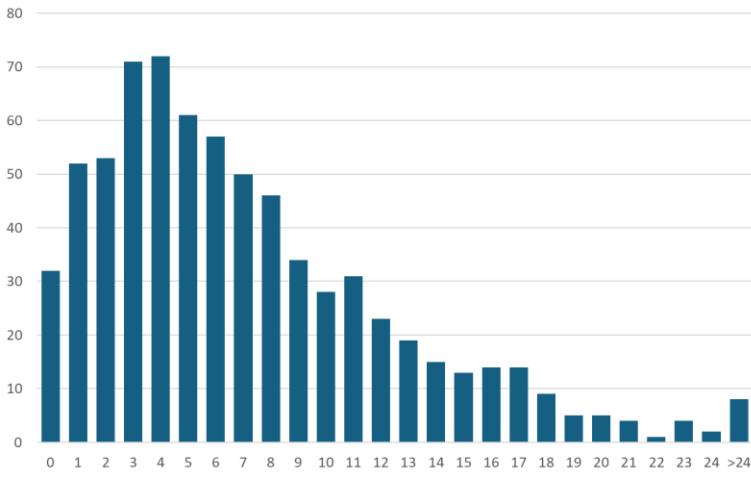
you are installed as Worshipful Master of a lodge, you promise regular attendance at the communications of the Grand Lodge. It's your job to get your lodge membership represented there. So, what did we have there? Figure 1 shows the final credentials report.

We've been inching closer to it, but for the first time, lodge votes outnumbered Past Master votes. As our lodge consolidation rate is slower than our membership decline rate, I expect this trend to, slowly, continue.

Figure 2 shows the number of lodge memberships that attendees hold. Statewide, 26% of our members hold a plural membership, but at the Grand Annual Communication, a whopping 56% of our attendees hold memberships in more than one lodge. These are, naturally, some of our most active Masons.

Please keep the plural memberships in mind when looking at Figure 3, which is the number of members a lodge brought to Waco last month. Because of all the plural memberships though, perhaps it's better to look not at the lodge, but at the home zip code of the individual voters, which is shown on the map below. On the map, a voter is only shown once.

Figure 3. Number of Members a Lodge Brought to the Grand Annual Communication



If you compare the map of Texas voter to the map of Texas Master Masons, they look very similar with only subtle differences. We want everyone at the Grand Annual Communication, but the voter map is good as it indicates that the Masons of Texas are pretty fairly represented regionally. No one region is dominating their vote more than their population would warrant.

Finally, we had 521 Texas Master Masons attend this year who had not attended in either of the past two years. 39% of voters who came first the first time, or at least the first time in a while, carried their lodge votes, but that still leaves the majority who came for the first time in a while for other reasons. Some to vote. Some for the excellent fellowship.

My concluding paragraph would be the exact same as one year ago. I wonder if I'll be able to say the same thing next year. Seriously though, it was a good Grand Annual Communication. If you missed it, you missed great fellowship from the hallways to the hospitality rooms. Smiles and handshakes everywhere. It's an annual event. It's THE annual event!

- Zachary Haston



Lodge Spotlight

Calling Over Coffee

A Simple Weekly Habit Strengthening Brotherhood Across Texas

At Arlington Lodge No. 438, a quiet tradition has grown into one of the most meaningful outreach efforts in the district. Every Tuesday at 9:00 a.m., a small group of Brothers gathers for fellowship, a warm cup of coffee, and a shared purpose: checking on every Brother on the Lodge roster.

After reviewing the upcoming Lodge calendar, each caller takes a page of the roster and begins reaching out—regardless of where a Brother lives, how long it has been since he attended Lodge, or whether they saw him recently. If there is no answer, a friendly message is left. In some cases, the callers discover disconnected numbers that lead to obituaries, often becoming the only way the Lodge learns of a Brother's passing. Families frequently return the call with heartfelt gratitude, thankful that the Lodge cared enough to reach out.

When a Brother does answer, the conversation is simple and sincere:

"We're just checking on you. Is there anything you need? Here's what's coming up at Lodge."

Some Brothers are rushed but appreciative; others welcome the chance to talk. They may share health concerns, hardships, or the loneliness that often follows the loss of a spouse. The callers listen—patiently and without hurry. Many Brothers have returned to Lodge simply because someone took the time to call.

The Lodge's sickness and distress report has become far more accurate because of this effort. Brothers who would never call the Secretary or Worshipful Master often share important updates during these friendly chats. In several cases, callers reached Brothers only days before their passing, giving them one last moment of fraternal connection.

The goal is simple: **reach every Brother at least twice a year**.

When the roster is complete, the callers continue by reaching out to widows and members of appendant bodies. These conversations are met with deep appreciation. Sometimes the callers assist with small tasks—moving brush, mounting a TV, setting up a computer, or referring someone to a Brother with the right skills. Widows are often connected with the Blue Slipper Program offered by the Masonic Children & Family Services of Texas.

The inspiration for *Calling Over Coffee* began in 2015 when a Golden Trowel recipient was honored for personally calling his Lodge members. During the isolation of the COVID-19 pandemic, the idea resurfaced as a way to maintain wellness checks. When Lodges reopened, the weekly calls continued—because the need for fraternal love and concern never ends.

Calling Over Coffee is a reminder that a small habit can have a profound impact.

A cup of coffee, a phone call, and a few minutes of genuine care are strengthening the bonds of Brotherhood—one conversation at a time.

Submitted by – Bro Bruce Dalton P.M.

Edited by – Mike Mistry P.M.

UNCLAIMED PROPERTY – FINAL NOTICE

While looking through some unclaimed property for the Grand Lodge of Texas, I stumbled upon several Lodges who are owed money. This ranges from the \$20-30 range all the way up to several THOUSANDS of dollars. Brethren, please do a search for your Lodge specifically and do a generic search for “Masonic Lodge” then sort to find your city. If your Lodge doesn’t want or need the money...please let us know...we love donations!

Texas Freemason Magazine

The most recent edition of the magazine: <https://grandlodgeoftexas.org/texas-freemason-magazine>.

The Texas Freemason Magazine is published four times a year and is available in PDF format on the Grand Lodge website under the “MEDIA/MAGAZINE” tab. In addition to the digital format, The Winter and Spring issues are printed and mailed before and following the Grand Annual Communication. If you are not receiving the magazine in the mail, it is likely your address is not correct in the Grand Lodge database. You can correct this by visiting the Grand Lodge website and logging into the member portal where you can edit your profile as needed.



Live the Good Life at Texas Masonic Retirement Community

Enjoy breakfast, lunch, and dinner with friends!

Play dominos, cards, or other games with the gang!

Join the bunch to watch the Cowboys, Rangers, or your favorite team!

You deserve a good life with like-minded friends at Texas Masonic Retirement Community.

ZERO MOVE-IN COST! Choose from our luxury high-rise apartments, convenient efficiency units, or cottage duplexes. Enjoy all meals with friends, weekly housekeeping, onsite security, and lots of activities. [Watch a video tour](#) or schedule a personal tour by contacting us at 817-275-2893 or Info@YourTMRC.org. We look forward to hearing from you!

TX MASON APP

The TX Mason app is over 5,000 users! Please join the 5,489 Brothers using the TX Mason APP! This is separate from the GrandView App & has a searchable (updated) law book and monitor at your fingertips.

<https://grandlodgeoftexas.app/launch.html>

MONTHLY LAW READING – PETITIONS FOR THE DEGREES

As we return to our lodges from the Annual Grand Communication, and get back to the business of making Masons, let us open the Law Book and examine what is actually required for a candidate to petition. All of the requisite articles can be found in Title IV Candidates.

Art. 403 Petition for the Degrees: Requisites – candidate for the degrees must file with the Secretary of the Lodge a petition in writing, which must be presented to the Lodge at a stated meeting only. The petition must state the name of the petitioner in full; his age; date and place of birth; his domicile during the preceding twelve months; and shall contain all other matters required by law and Form No. 26. Said petition shall be signed by the petitioner in person and shall be recommended and the application personally signed by not less than two members of the Lodge.

In the event of death, expulsion or suspension of either or both signers before the petition is received, it will be necessary to obtain other qualified signers.

A certified or photostatic copy of petitioner's birth certificate must accompany the petition, which shall be retained as a permanent record of the Lodge, or withdrawn by petitioner upon substituting a photostatic copy thereof; provided that, upon being furnished with satisfactory documentary evidence, the Grand Master may issue his certificate of approval in lieu of birth certificate, which certificate shall accompany the petition and be retained as a permanent record of the Lodge.

When a petitioner's name has been changed by law or other proper means from that shown in the birth certificate, and a full explanation thereof deemed satisfactory to the Lodge is attached to the birth certificate, the petition may be voted upon if satisfactory in all other respects.

Art. 404 Petition for Degrees: Answers to Questions in Art. 398 – The petition for the degrees must contain the questions of Article 398 with the answers of the candidate thereto.

Art. 398 Questions Answered by Candidate – Before a candidate can be initiated, he must answer, in writing, each of the following questions:

1. Do you promise, upon your honor, to strictly adhere to and be governed by the Constitution and Laws of The Grand Lodge of Texas and the by-laws of this Lodge?
2. Do you sincerely declare, upon your honor, that, unbiased by friends and uninfluenced by mercenary motives, you freely and voluntarily offer yourself as a candidate for the Mysteries of Masonry?
3. Do you seriously declare, upon your honor, that you are prompted to solicit the privileges of Masonry by a favorable opinion conceived of the institution, a desire for knowledge, and a sincere desire to be of greater service to your fellow men?
4. Do you seriously declare, upon your honor, that you will cheerfully conform to all the ancient established usages and customs of Masonry?
5. Do you seriously declare, upon your honor, that you firmly believe in the existence of God, the immortality of the soul, and in the divine authenticity of the Holy Scriptures?
6. Do you seriously declare, upon your honor, that you have never before petitioned any Lodge of Masons for the degrees or any of them?

– Jeremy R. Johnson, PM

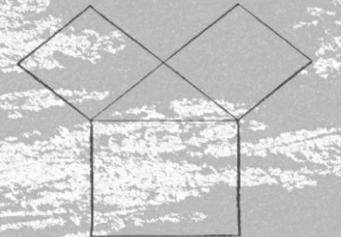


Grand Master's Calendar of Events

Date	Event	Time	Location	Address
Wednesday 02/11/2026	Official Visit Bellville Lodge No. 223	6:30 PM	Bellville Lodge No. 223	7 E Glenn St. Bellville, TX 77418
Friday 2/13/2026	Official Visit to District 108	6:00 P.M.	Midway BBQ	6025 Hwy Blvd Katy, TX 77494
Friday 2/27/2026	Official Visit to Alamo Lodge No. 44	6:30 P.M.	Alamo Lodge No. 44	308 Ave E San Antonio TX, 78205
Saturday 2/28/2026	San Antonio Grand Master's Conference / Alamo Observance	8:00 A.M.	San Antonio Scottish Rite	308 Ave E San Antonio TX, 78205
Saturday 2/28/2026	Official Visit to Patterson Lodge No. 1177	2:30 P.M.	Patterson Lodge No. 1177	901 N Loop 1604 W San Antonio, TX 78232
Saturday 2/28/2026	Official Visit to Kendall Lodge No. 897	6:30 P.M.	Kendall Lodge No. 897	897 E Blanco Rd Boerne, TX 78006
Saturday 3/7/2026	Official Visit to Sunshine Lodge No. 341	8:00 A.M.	Roy Stanley Lodge No. 1367	9225 Furguson Rd Dallas, TX 75228
Saturday 3/7/2026	Dallas Conference	10:00 A.M.	Dallas Scottish Rite	500 S Harwood St. Dallas, TX 75201
Saturday 3/7/2026	Official Visit Arlington Heights No. 1184	7:00 P.M.	Arlington Heights Lodge No. 1184	4600 Camp Bowie Blvd Fort Worth, TX 76107
Sunday 3/8/2026	Houston Rodeo Gathering	10:00 A.M.	TBA	TBA



Committee on Work Schedule



Committee on Work Calendar (February & March)

Committeeman	Date	Lodge	City	District	Forum	Exam
John Peters						
	February 14, 2026	W.J. Nixon No. 421	Smithville	46	9:00 AM	1:00 PM
	February 21, 2026	Victoria No. 40	Victoria	36	9:00 AM	1:00 PM
	March 14, 2026	Mount Hiram No. 595	Copperas Cove	69	9:00 AM	1:00 PM
	March 28, 2026	Kerrville No. 697	Kerrville	51	9:00 AM	1:00 PM
Cody Cockroft						
	February 7, 2026	Gray No. 329	Houston	30-B	8:00 AM	After Lunch
	February 28, 2026	Liberty No. 48	Liberty	107	8:00 AM	After Lunch
	March 20, 2026	Solidarity No. 1457	Houston	30-A	6:30 PM	N/A
Cody Stewart	February 21 st 2026	Enis Lodge No. 369	Ennis	18	8:00 am	To follow

The Grand Lodge of Texas

Cornerstone Leveling Ceremonies 2026

For Information Contact:

Kevin T. Binder - State Cornerstone Coordinator
832-489-7778 - kevinbinder30@gmail.com



Effective 2/1/2026

Date	Time	Lodge	Location	Grand Lodge Representative
Saturday 2/7/2026	Lunch or Coffee & Donuts at 11:00am Open Trenton Lodge at Noon Open Grand Lodge at 12:15pm Cornerstone Ceremony at 1:00pm	Trenton #761 112 Hamilton Trenton, TX 75490	Trenton Elementary School & Trenton High School	Ken C. Curry Past Grand Master
Saturday 2/14/2026	Lunch or Coffee & Donuts at 11:30am Open Buda Lodge at 12:30pm Open Grand Lodge at 12:45pm Cornerstone Ceremony at 1:30pm	Buda #800 207 San Antonio Buda, TX 78610	Fire Station	Justin B. Duty Deputy Grand Master
Saturday 2/21/2026	Lunch or refreshments at Noon Open Archives Lodge at 1:00pm Open Grand Lodge at 1:15pm Cornerstone Ceremony at 2:00pm	Archives #1399 2918 San Augustine Pasadena, TX 77503	Fire Station	Justin B. Duty Deputy Grand Master
Monday 3/2/2026	Coffee & Donuts at 11:00am Open Solomon Lodge at Noon Open Grand Lodge at 12:15pm Cornerstone Ceremony at 1:00pm	Solomon #484 2707 Donna Dr. Taylor, TX 76574	Hutto Fire Dept. Headquarters & Maintenance Facility	Justin B. Duty Deputy Grand Master
Friday 3/6/2026	Lunch or refreshments at Noon Open Lee Lodge at 1:00pm Open Grand Lodge at 1:15pm Cornerstone Ceremony at 2:00pm	Lee #435 101 S. Church Prosper, TX 75078	Prosper Fire Station #4	H.N. "Chip" Green, Jr. Grand Sr. Warden
Monday 3/16/2026	Lunch or refreshments at 1:00pm Open Hughes Springs Lodge at 2:00pm Open Grand Lodge at 2:15pm Cornerstone Ceremony at 3:00pm	Hughes Springs #671 918 East First Street Hughes Springs, TX 75656	New School	H.N. "Chip" Green, Jr. Grand Sr. Warden

GRAND SECRETARY OFFICE STAFF DIRECTORY

Hours of Operation:

8:30 AM to 4:00 PM, Monday – Friday

Phone: 254-753-7395

Fax: 254-753-2944

Physical Address:

715 Columbus Ave
Waco, TX 76701

Mailing Address:

PO Box 446
Waco, TX 76703

Brad S. Billings – Grand Secretary

gs@grandsecretaryoftx.org

Office Staff – the list below is intended to help you reach the person in the office responsible for what you are requesting. It is, however, recommended that you copy the GS@GrandSecretaryofTX.org email on ALL correspondence.

Dave McHam

dave@grandsecretaryoftx.org

Cindy Huerta

cindy@grandsecretaryoftx.org

Justin Hancock

justinh@grandsecretaryoftx.org

Honesty & Integrity Awards

In-State Affiliations

Annual Returns

Lamar Medals

Specialized Reporting

Lodge By-Law Revisions

Forms and Lodge Supply Orders

GL & Lodge Procedures

Relief Assistance Request

Grand Lodge Service Awards

Vanguard Application Collection

Endowed Memberships

Golden Trowel Awards

Community Builder Awards

Jeff Frayser

fraternal@grandsecretaryoftx.org

Zachary Haston

zhaston@grandsecretaryoftx.org

Jeremy Johnson

Jjohnson@grandsecretaryoftx.org

Membership

Out-of-State Correspondence

Lodge Officer Maintenance

Lodge Secretary Training

Dispensations

Esoteric Record Maintenance

GS Newsletter

Form 71 Collection

IRS Form 990's Collection

Jimmie Shannon

jshannon@grandsecretaryoftx.org

Masonic Disciplinary Violations

SECRETARY INSTRUCTIONS

The following information is intended primarily for the Secretary but may be meaningful to many of your members.

Lodge Suspense System:

Suspense Dates – Lodge Secretaries should create a suspense system (a reminder system) to alert the Lodge that certain documents are due. This list is offered as a “starter kit” for your consideration:

- a. January – The Worshipful Master should appoint a Committee on Members in Arrears (Article 319a).
- b. May 31 – W. B. and Brandon Carrell Award nominations may be submitted to the Grand Lodge Committee on Public Education for evaluation and recommendation to the Grand Lodge Trustees (Article 14b).
- c. Mid-June – Look for the Annual Returns Format from GL. (Downloaded from the Grand View System after June 24th. Notify the GS staff if you need the returns mailed as a printout).
- d. June 23 – Lodge elections must be completed at the last stated meeting prior to midnight of June 23 (Art. 292). Notify us of the new Lodge Officers immediately so they can be printed in the Directory of Constituent Lodges (do not wait for installation). Submission will be available on the Grand View System from May 24 through midnight June 23.
- e. June 23 – Endowed Membership checks must be in the Office of the Grand Secretary by June 23 to start earning interest in order to receive returns by the next year (Art. 318a). Changes to the amount of endowments must be voted on at the same meeting as the Lodge elections, and notification to the Grand Lodge must be before June 24th. Endowed Membership applications received at the Grand Lodge on or after June 24 must be for the amount that the Lodge reported.
- f. July 15 – Statements of Availability due GS Office. (6a).
- g. July 31 – Lodge installations must be performed from June 24 to prior to midnight July 31 (Art. 298).
- h. August 15 – Annual Returns Report due to Grand Lodge (Art. 493).
- i. August 15 – Resolutions due in GS Office (Art. 172).
- j. August 30 – Vanguard Applications are due to the DDGM electronically no later than August 30 and to the Committee on Masonic Education electronically via cme@grandlodgeoftx.org (refer to Vanguard Application Instructions).
- k. September 15 – Lodge Minimum Audit Report 71 is due to the GS Office NLT September 15 (Art. 284).
- l. October 1 – Lodge By-Laws that must be reviewed by the GL Committee on By-Laws due the GS Office NLT October 1 (Art. 219).
- m. Nov 15 – Form 990-N, Electronic Notice (e-Postcard), must be filed with the IRS by Lodges that have gross receipts of \$50,000 or less or do not meet the requirements for filing the IRS 990 or IRS 990EZ. (Lodges must file the appropriate Form 990 no later than the 15th day of the fifth month following the close of the organization’s fiscal year.)
- n. Dec. 28 – Proxy Certificates are due the GS Office NLT December 28 (Art. 4). You should always appoint a Proxy (in case of an emergency) but he would not vote if any of the top three officers were available. Remember, each brother can have no more than four votes. Therefore, a sitting Worshipful Master or Warden cannot be a proxy for another Lodge.