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GRAND SECRETARY'S MONTHLY COMMUNICATION AUGUST 2024

SECRETARIES and my Brothers All – Welcome to the August edition of the Grand Secretary's Newsletter.

This edition includes the following:

- Grand Lodge Store: 10 Lapel Pins for \$20
 - Secretary System of Education – 2024 Summits & Schools
 - MASONIC MINUTE – Texas Rangers - THE LEGEND, THE LORE, THE LAW, by Duke Davis
 - Zach Haston – 2024 Lodge Officers
 - Livingston Law – Correction of Art. 318a
 - Endowment Fund Distributions Art. 318a – Rick Townsend
 - Lodge Spotlight – League City Lodge No. 1053
- 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](#).



FEATURED ITEM

Brethren, this is your chance to get 10 lapel pins for only \$20 while supplies last! (This is a \$50 value at 60% off.)
<https://masonic-grand-lodge-of-texas.myshopify.com/>

TX MASON APP

Please join the 4,761 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>

OFFICERS LEADERSHIP TRAININGS

Registration is now open for the 2023 Officer Leadership Trainings. All members wishing to attend can register through their member portal or by clicking [here](#). The dates and locations are as follows:

<u>Location</u>	<u>Date</u>	<u>Register by</u>	<u>Link</u>
Lubbock	Aug 23 - Aug 24	08/17/2024.....	Lubbock

GRAND SECRETARY OFFICE UPDATES

Secretary System of Education

Secretary Summits

August 6 (hours 6:30 – 8pm)

<https://us06web.zoom.us/j/85758909608?pwd=zaKJVWIHh1Fj9PlcYqQsEvPaHJLxox.1>

Join Zoom Meeting Meeting ID: 857 5890 9608 Passcode: 959462

These Summits are designed to inform Secretaries of current need-to-know topics and to get feedback to better understand their needs for our upcoming schools. NOTE: If you have not attended a Secretary School for the previous Vanguard year (ending 8/15/24), attending a Secretary Summit WILL satisfy that requirement. It will not satisfy attendance for the ensuing Vanguard year (8/16/24 – 8/15/25).

Secretary Schools (Hours 1:30 – 7pm*) *Time includes optional social hour.

Saturday, September 28 – S P Waltrip Lodge No. 1328 - 9119 Rangley, Houston , TX 77055

Saturday, October 26 – Arlington Lodge 438 1415 W. Abram, Arlington , TX 76013

Saturday, November 16 – Grand Lodge of Texas - 715 Columbus Ave, Waco, TX 76701

IRS FORM 990

All subordinate Lodges of the Grand Lodge of Texas must file either IRS Form 990, 990 EZ, or 990-N with the U.S. Internal Revenue Service in a timely manner. It is the responsibility of the Worshipful Master to ensure that a completed IRS Form 990, 990-N, or 990 EZ, or such other form as may be hereafter defined by the IRS, in order to preserve the tax-exempt status of Lodges. The form must be filed every year on or before the 15th day of the 5th month after the close of the tax year. For example, if a Lodge tax year ends in June, its Form 990, 990-N, or 990-EZ is due by November 15 of that tax year.

It is also the responsibility of the Worshipful Master to provide the Grand Secretary's office with a copy of the Form 990, 990-N, or 990-EZ that is filed with the IRS, on or before November 15 of the tax year, and the Grand Lodge Finance Committee is directed to monitor the completion of the Forms required herein. **Please be aware that the Grand Secretary's office no longer has the ability to file 990s on your Lodge's behalf.**

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.

MASONIC MINUTE - THE LEGEND, THE LORE, THE LAW

The Legend of the Texas Ranger begins by divine providence, in the year of 1823, Stephen F. Austin and the 'Old 300' settled an untamed land, to prosper and be free. Ten civilian soldiers called RANGERS, to protect Texas from Indian raiding parties, Each man with boundless courage, all tougher than a boot, resilient and hearty. The last brave patriots who rode into the Alamo, we call the 'Immortal 32,' Texas Rangers they were, all giving their life with Bowie, Crockett and Travis, too. The Legend bears all their names, etched in blood and tempered with hot lead, They made Texas a Republic, proud and independent, for their price of falling dead. The Lore was rooted through Jack Coffee Hays, Ben McCullough and Rip Ford, All who fought the deadly Comanche arrows and the mighty Mexican sword. Samuel Walker and Ad Gillespie gallantly surrendered their lives in Mexico, Carrying the righteous banner of freedom for Texas against the enemy and foe. Then came men cut from the same leather through and beyond the Civil War, Leander McNelly, Lee Hall, Sul Ross, Lam Sieker and many, many more. Heroes one and all, staring death in the face of the enemy's relentless onslaught, They led by example as Texas Rangers, with every arrest and battle that was fought. Major John B. Jones and the Frontier Battalion brought the Law, and order, When the troubles and depredations exploded on the Mexican border. Men tried and true, honed to a precision sharpness, tested on the field of battle, All worthy companeros with whom their compadres could hang and rattle. Then came the Four Great Captains, Hughes, Brooks, McDonald and Rogers. They thwarted the efforts of villains, robbers, banditos and dodgers. Through the oil patch riots, family feuds, thievery and labor strikes, They always got the job done, the kind of a thankless job no man ever likes. In modern times he has adapted but the might and mold of the Ranger never changed, Like his leather-skinned cronies of days gone by, his duty was to protect Texas as he ranged. Stan Guffey, Glenn Elliott, Joaquin Jackson, and all the endless names cast into glory, Remain a part of Texas history, like all who came before, each an integral part of the story. Surely, as long as there's a Texas there will always be Texas Rangers, no doubt, They've led us through the toughest of times and without them we can't do without. They've proved their grit and resolve with solemnity, earning their plaudits on high, Seeking no attention or adulation, their duty and honor are to what they must comply.

Courage, Determination, Dedication, Integrity, Respect, all traits of the Ranger, so true, These, the earmark of his profession, they live as few men ever could, or seldom ever do. Salute these men with dignity and gratitude, as they are the best one has ever saw,

For they are the Texas Rangers, The Legend ... The Lore ... The Law. – Duke Davis

While not all Rangers mentioned in this poem were Masons, many of them were. The strong ties between the Texas Rangers and Masons are well documented and lead to the formation of Major John B. Jones Masonic Rangering Company in 2010. The annual meeting of the MRC is scheduled for Saturday, October 19th, at the Former Texas Rangers Heritage Center/Ft. Martin Scott facility in Fredericksburg, Texas. For more information, please visit:

[Maj. John B. Jones Masonic Rangering Co. – Former Texas Rangers Foundation \(trhc.org\)](http://trhc.org)

VANGUARD AWARD APPLICATION

The 2023 – 2024 Vanguard Application is available on the Member Portal for all Master Masons to view. You can find it by [clicking here](#). Please remember to follow the instructions before submitting. Lodges that are applying for the Vanguard Award must have their application submitted to their District Deputy Grand Master no later than 8/31/2024. District Deputy Grand Masters must have the application submitted to the Grand Secretary's Office no later than 9/15/2024.

MONTHLY LAW READING

Article 318a. Throughout Texas, Masons volunteer to serve this great fraternity. Volunteer organizations sometimes make mistakes. The important thing is to correct those mistakes. One was recently brought to the Grand Lodge's attention.

Article 318a(4)(c)(1) reads this way in the law book:

The value of the "units" shall be valued each year at their full market value. A distribution of 5% of the value of these units shall be made to the respective Lodges.

Resolution 26, which updated Art. 318a, actually reads:

The value of the "units" shall be valued each year at their full market value. A distribution of 5% of *the average value of these units at the end of the last three years* shall be made to the respective Lodges.

Taking the average value over a three-year period makes more sense from a fiscal standpoint. In any event, the language in the law book was incorrect and has been changed in the digital version as well as the version currently at the printers. Sometimes I have to be the bearer of bad news. Here it is: this will result in a slight decrease in the endowment distribution. However, this is what the Grand West voted to do.

Chris Livingston, Chairman, Masonic Jurisprudence Committee

LAWBOOK

The 2024 version of the Law Book is now available digitally in the app and for the WM, SW, JW and Secretaries in Grand View. The printed version will be available for sale later this month. The Grand Secretary's office will be mailing out the supplemental 'Law Updates' packet to the constituent Lodges when they are received from the printer.

ENDOWMENT DISTRIBUTION

This year, the distribution amount per mature unit is **\$4.66**. The mature units are those units your lodge owned before 6/24/2023. The 6/30/2024 value per unit is **\$104.42**. Total units are the units your Lodge purchased before 6/23/2024. You will be able to compare these numbers with your Lodge's endowment amounts by generating an endowment report on Grandview. If you have issues accessing this report, please call the Grand Secretary's Office for assistance. When filling out your Lodge's Form 71, the equation you should use is the total number of endowment units owned at 6/23/2024 times the endowment unit value (total units X \$104.42). Your check amount will be the mature units times the distribution amount per mature unit (mature units X \$4.66)

Chris Choat, Chairman of the Trust Committee

A MESSAGE FROM THE GRAND TREASURER CONCERNING ANNUAL ENDOWMENT DISTRIBUTIONS

Following Bro. Choat's recent notice concerning this year's distribution from the Grand Lodge Membership Endowment Trust, I and others who are involved in making the determination have received communications from individuals and lodges expressing understandable concern over the amount which the trust will distribute. Because those concerns arise from misunderstandings, I felt that it was important to address them and in that way the concerns of the Brethren.

Virtually all the concerns that have reached me refer to Art. 318a, and more particularly, subparagraph 4 of that article which specifies how each year's distribution must be calculated. As it reads, the law would require the Membership Endowment Trust to distribute five percent of the value of the trust's assets as of June 30 of the year the distribution is made (the trust's year runs from July 1 to June 30). Were the law correctly stated the amount of the distribution for 2024 would be incorrect. Because the law isn't correctly stated in Art. 318a, the numerous letters and emails I and others have received are certainly understandable.

Because of the hard lessons learned through experience, in 2022 the Grand West passed a resolution I and then Grand Secretary, R.:W.: Justin Duty proposed which changed the way in which annual distributions were calculated. The change was offered as Resolution 26. I have copied a part of Resolution 26 and emphasized the relevant portion of it as follows:

Art. 318a. Endowed Membership.

1. Unchanged
2. Unchanged
3. Unchanged
4. Unchanged
- (a) Unchanged.
- (b) Unchanged.

(c) Annually, not later than the first day of August, Endowed Lodges shall receive a distribution from the Endowed Membership Fund computed as follows:

1. The value of the "units" shall be valued each year at their full market value. **A distribution of 5% of the average value of these units at the end of the last three years shall be made to the respective Lodges.**
~~Provided the distribution does not reduce the value after distribution to below \$100.~~

As is clear, the change was made in 2022 from an annual distribution calculation to a three-year average. Unfortunately, as sometimes happens, the change was not incorporated into the changes to the Grand Lodge lawbook that year and the error carried over.

The reason Bro. Duty and I proposed Resolution 26 in 2022 was that experience taught that changes in economic conditions which occurred in a one-year cycle occurred too quickly and caused an outsized effect on the trust. Calculations based on short-term events had the potential to damage the trust's ability to pay distributions over the long haul. To put it another way, because the Membership Endowment Trust was intended to be a long-term investment vehicle, operating it on a short-term basis was counterproductive to its mission. Importantly, we also found that distributions based on short-term cycles would result in swings in the amount of distributions year by year which would be violent enough to cause whiplash in the finances of all but the richest lodges.

I appreciate the concerns many of you have expressed and recognize the source of the confusion which has led to them. Despite all these things, the distribution from the Grand Lodge Membership Endowment Trust for 2024 was correctly calculated in accordance with our Grand Lodge Law. I appreciate the opportunity to address your concerns and look forward to continuing to serve the Masons of Texas as your Grand Treasurer.

Rick Townsend, Grand Treasurer

2024 LODGE OFFICER ANALYSIS

Brethren, this month we're looking at the new slate of officers for the coming Masonic year. I only have Grandview data, and to date, only 94% of the lodge Secretaries have entered their election and installation data into Grandview, so note that the numbers herein will change slightly as the remaining 42 lodge Secretaries enter their data.

Figure 1 shows the age of our new Worshipful Masters, divided into generations. As has been the case since 2022, the majority (now 52%) are Gen X or younger, and I expect that will continue as 57% of the Junior Wardens are Gen X or younger. As shown in Figure 2, we have 352 first-time Worshipful Masters, 175 have served once before, and the remaining have previously served two or more times.

Figure 1. 2024-25 Worship Master Age (by Generation)

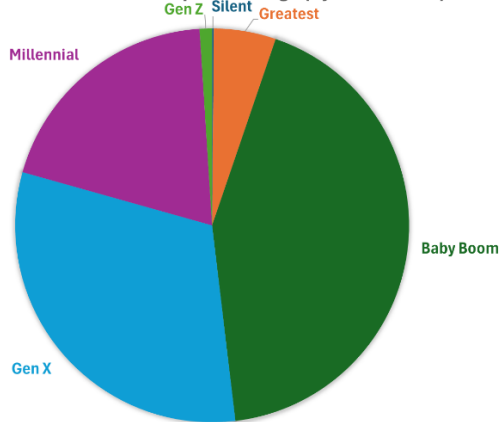
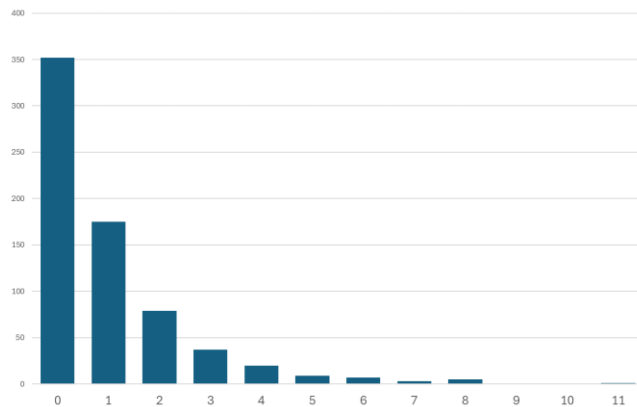


Figure 2. 2024-25 Worshipful Master Times Previously Served (352 First-time WMs)



Figures 3 and 4 show the experience of our Secretaries and Treasurers. We have 103 first-time Secretaries and 107 first-time Treasurers. Secretaries average 7 years of experience, while Treasurers average 6 years of experience in those positions. Chaplains, not shown, are our next most experienced office having served an average of 4.4 times previously.

Figure 3. 2024-25 Secretary Times Previously Served (103 First-time Secretaries, Average 7 yrs experience)

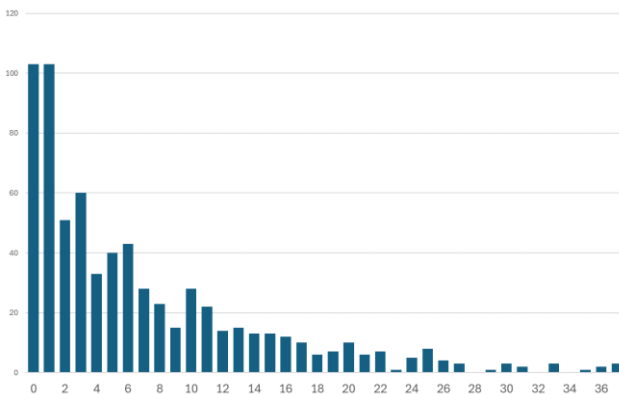
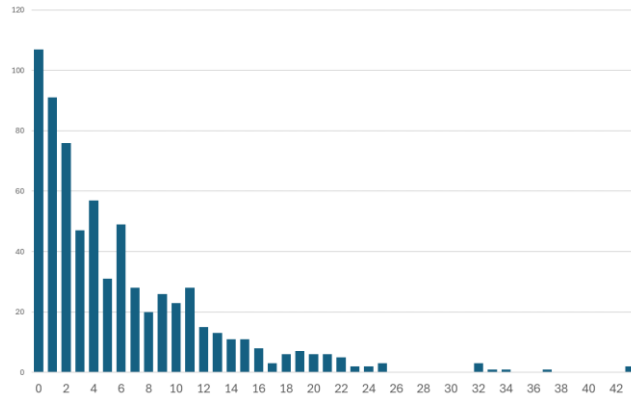


Figure 4. 2024-25 Treasurer Times Previously Served (107 First-time Treasurers, Average 6 yrs experience)



Figures 5-8 show the Masonic experience of our Worshipful Masters, Secretaries, Treasurers, and Chaplains in terms of the number of years since they were raised. 40% of our Worshipful Masters have 8 years or less years since being raised, while our three most experienced officers average 24 years for Secretaries, 26 years for Treasurers, and 29 years for our Chaplains since being raised. We have more of the Greatest Generation serving as Chaplain than any other office.

Figure 5. Worshipful Master Years Since Raised

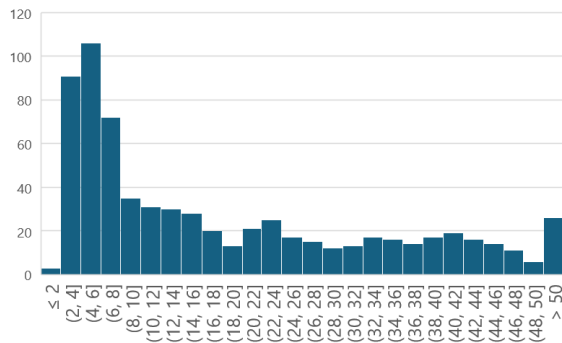


Figure 6. Secretary Years Since Raised

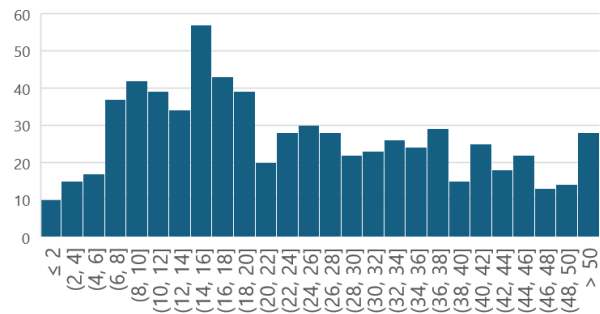


Figure 7. Treasurer Years Since Raised

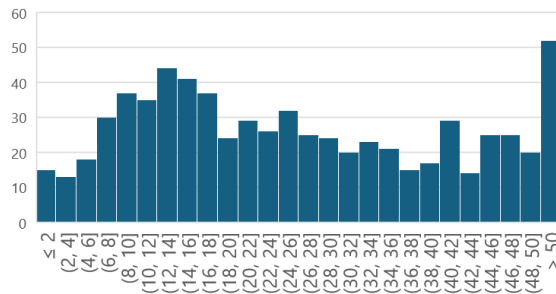


Figure 8. Chaplain Years Since Raised

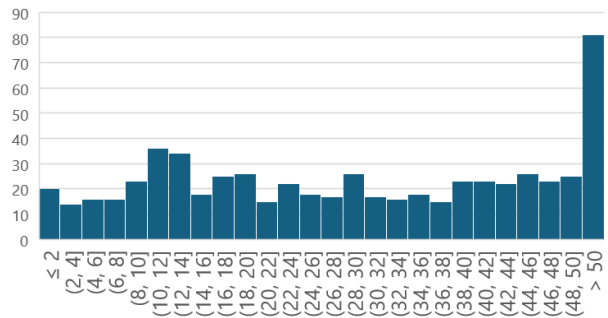
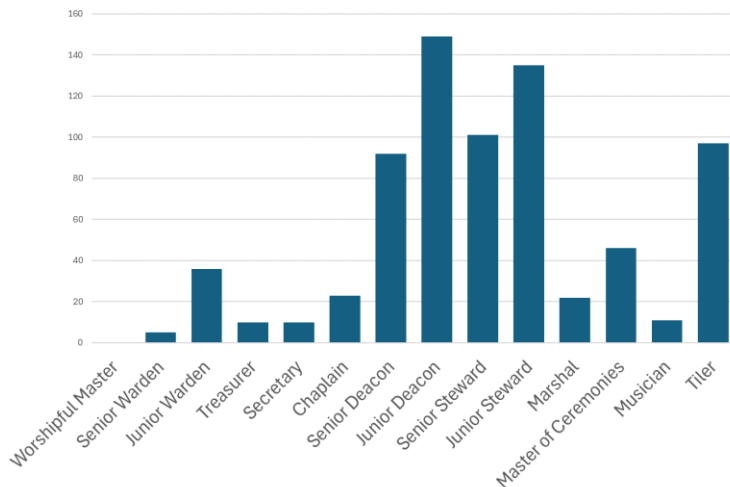


Figure 9 shows who is serving in their first office ever. Yes, we do have a few Secretaries, one of which was raised just a year ago, serving in that office as their first ever office. We have a few serving as Senior Warden and Treasurer for their first office as well. Most, however, are starting off in the Stewards, Deacons, or Tiler roles.

Figure 9. Serving in First Office Ever



Finally, a note about the Stewards. Last year, we had 378 Senior Stewards and 280 Junior Stewards installed into office. This year, on July 17th when the Grand Master sent out a Special Communication Regarding Article 278, we had 326 Senior Stewards and 254 Junior Stewards installed, and those numbers would have likely come up to last year's by the end of Installation Season. As of now, two weeks since the Special Communication, we have 496 Senior Stewards and 462 Junior Stewards entered into Grandview for this year.

That's an increase of 170 and 208 installed in just

the last two weeks, and there will likely be a few more entered by Secretaries for late second installation events. Still, that's roughly 500 out of 747 lodges. Please note than a Resolution has been submitted for consideration in January to make the Stewards optional. - Zachary Haston

LEAGUE CITY LODGE SHINES WITH TANGIBLE LIGHT

LEAGUE CITY LODGE #1053 PRESENTS

TANGIBLE

LIGHT

A MINI SERIES OF PRESENTATIONS ON REAL LIFE CHALLENGES

GUEST SPEAKER
SCOTT BLACKLEY P.M.

DINNER 6:00 PM
PRESENTATION 7:00 PM

MAY
6TH
MONDAY

AN INTERACTIVE WORKSHOP

Mastering the Financial Game!

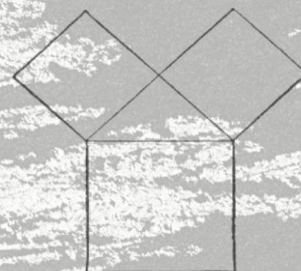
27 PLACES MONEY CAN GO / HOW TO PLAY THE FINANCIAL GAME / RULES TO WIN

THIS IS NOT A FINANCIAL ADVICE. PLEASE CONTACT YOUR FINANCIAL ADVISOR BEFORE MAKING ANY DECISIONS

League City Masonic Lodge #1053 A.F. & A.M. is illuminating the lives of its members through a unique program called "Tangible Light." This innovative initiative taps into the diverse expertise of the lodge's membership to address practical, everyday challenges faced by brothers. The program's inaugural session, "Mastering the Financial Game," presented by P.M. Scott Blackley, provided invaluable insights and tools for navigating complex financial landscapes. By leveraging the collective knowledge of its members, League City Lodge is demonstrating a profound commitment to serving the community and enhancing the lives of its brethren.



April & May 2024 Committee on Work Schedule



<u>Date</u>	<u>Lodge</u>	<u>No.</u>	<u>City</u>	<u>District</u>	<u>Forum</u>	<u>Exam</u>
Kenneth Young						
Sat, 3 Aug 2024	Graham	20	#N/A	44	9:00 AM	following
Sat, 10 Aug 2024	Lovelady	539	#N/A	#N/A	9:00 AM	following
Sat, 17 Aug 2024	Bedias	651	#N/A	#N/A	9:00 AM	following
Sat, 14 Sep 2024	Billy W. Tinsley	1458	#N/A	#N/A	9:00 AM	following
Sat, 21 Sep 2024	Madison	126	#N/A	#N/A	9:00 AM	following
Sat, 28 Sep 2024	Brookshire	1066	#N/A	#N/A	9:00 AM	following
Chuck Forsyth						
Sat, 3 Aug 2024	Concho	1260	San Angelo	77	9:00 AM	following
Sat, 10 Aug 2024	El Paso	130	El Paso	60	9:00 AM	following
Sat, 31 Aug 2024	Frontier	766	Alpine	81	9:00 AM	following
Sat, 14 Sep 2024	Cross Plains	627	Cross Plains	74	9:00 AM	following
Steve Pepper						
Sat, 7 Sep 2024	Dumas	1009	Dumas	102	9:00 AM	1:00 PM
John Peters						
Sat, 3 Aug 2024	Victoria	40	Victoria	36	9:00 AM	1:00 PM
Sat, 10 Aug 2024	Cibolo	151	San Antonio	39-B	9:00 AM	1:00 PM
Sat, 17 Aug 2024	San Gabriel	89	Georgetown	47	9:00 AM	1:00 PM
Sat, 7 Sep 2024	Uvalde	472	Uvalde	53	9:00 AM	1:00 PM
Sat, 21 Sep 2024	Llano Grande	1173	Weslaco	40-B	9:00 AM	1:00 PM
Cody Stewart						
Sat, 3 Aug 2024	Duck Creek	1419	Garland	14-C	8:00 AM	following
Sat, 17 Aug 2024	Palestine	31	Palestine	117	8:00 AM	following
Sat, 24 Aug 2024	Dallas	760	Dallas	14-A	8:00 AM	following
Sat, 31 Aug 2024	Danville	101	Kilgore	10-B	8:00 AM	following
Mon, 2 Sep 2024	Gus Garrison	1273	Winnsboro	11	8:00 AM	following
Sat, 7 Sep 2024	James A. Smith	395	Farmers Branch	14-F	8:00 AM	following
Sat, 21 Sep 2024	Manfua	209	Alstyne	4-A	8:00 AM	following
Sat, 28 Sep 2024	Castillian	141	Canton	12	8:00 AM	following

For more information go to: <https://grandlodgeoftexas.org/committee-on-work>

The Grand Lodge of Texas Cornerstone Leveling Ceremonies 2024



For Information Contact:

Kevin T. Binder - State Cornerstone Coordinator
832-489-7778 - kevinbinder30@gmail.com
Effective 8/1/2024

<i>Date</i>	<i>Time</i>	<i>Lodge</i>	<i>Location</i>	<i>Grand Lodge Representative</i>
Saturday 8/10/2024	Refreshments @ Noon Open Iowa Park @ 12:45 Open Grand Lodge Representation @ 1:00 Cornerstone Ceremony @ 2:00	Iowa Park 713 700 W. Washington Iowa Park, TX 76367	New Police Station & New Fire Station	Jerry N. Kirby Past Grand Master
Friday 8/16/2024	Coffee & Donuts @ 8:30 AM Open Alamo @ 9:30 AM Open Grand Lodge Representation @ 9:45 AM Cornerstone Ceremony @ 11:00	Alamo 44 308 Avenue E. @ 4th St. San Antonio, TX 78205	St. Philips College 1801 Martin Luther King San Antonio, TX 78203	Tommy F. Chapman Grand Master
Saturday 8/24/2021	TBD	Anahuac 995 2100 S. Main Anahuac, TX 77514	New School	Justin B. Duty Grand Jr. Warden
Monday 9/16/2024	Coffee & Donuts @ 10:00 AM Open Brownwood @ 11:00 AM Open Grand Lodge Representation @ 11:15 AM Cornerstone Ceremony @ Noon	Brownwood 279 601 Brown St. Brownwood, TX 76801	New Appraisal District Building	Tommy F. Chapman Grand Master
Saturday 10/19/2024	Coffee & Donuts @ 8:00 AM Open Empire @ 8:45 AM Open Grand Lodge Representation @ 9:00 AM Cornerstone Ceremony #1 @ 10:00 Cornerstone Ceremony #2 @ 11:00	Empire 586 310 E FM 6 Nevada, TX 75173	2 Schools	Wendell P. Miller Past Grand Master
Saturday 11/2/2024	Coffee & Donuts @ 9:00 AM Open Midlothian @ 10:00 AM Open Grand Lodge Representation @ 10:15 AM Cornerstone Ceremony @ 11:00	Midlothian 584 1414 N. 9th St. Midlothian, TX 76065	New City Hall & Library building	TBD

Join the Texas Cornerstone State coordinator Kevin Binder's Facebook Group
<https://www.facebook.com/share/CiHNBv12zSaqwVhh/?mibextid=K35XfP>

Checkout the new Grand Lodge Cornerstone page in the
TX Mason APP - <https://grandlodgeoftexas.app/launch.html>

DISTRICT 28 - DCO CALL

A District Wide DCO call has been organized for August 4th at 2:00pm - 3:30pm and ALL DCO's are encouraged to join. The plans are to demo and discuss communication tools like Mail-chimp, Grandview, social media platforms and more. This call is open to all service team members, as well as any Brothers who have a role in engaging their community and lodge members.

Speakers:

Craig Enderli - Chairman of the Internet Committee
Dean Bryant - Grand Lodge DCO/Coordinator
Chance Crane – DCO
Mike Mistry - DCO
Kristopher Hatfield - Social Media for Holland #1
Tommy Overton - DCO

Join Zoom Meeting

<https://us02web.zoom.us/j/87993563990?pwd=r9r4biJg7UJauvNI8ohkdYVEaSbgef.1>

Meeting ID: 879 9356 3990

Passcode: 315308

New Grandview 2.0 Dashboards

On August 7, the Grand Lodge of Texas will enable the 2.0 interfaces in Grandview. Once enabled Lodge users will be presented with this image on their dashboards, inviting them to try the new ones at their own pace. They can switch back to the classic dashboard anytime should they have a problem.



The 2.0 dashboards will remain in this optional configuration until Monday, October 1st, 2024, when they will become the default dashboards for all Grand View Systems. Please take the time to enable the 2.0 dashboards to begin familiarizing yourself with the new dashboards and ease the conversion in October.

*Craig Enderli, Chairman Internet Committee
Grand Lodge of Texas*

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

Legal Advice – Please DO NOT call our office asking questions on Masonic Jurisprudence.

That is a question for your DDGM.

The Internet Committee is partnering with the Grand Secretary's office to offer technical support in the following areas:

- Access to the Grandview Member Portal or password reset
- DDGM, DCO, & DEO access to District-wide tools
- TX Mason APP - including registering or downloading

To seek help with the preceding, send an email to internet@grandlodgeoftexas.org and please leave a mobile number and your ID so they can reach you.

Dave McHam

dave@grandsecretaryoftx.org

In-State Affiliations
Specialized Reporting
GL & Lodge Procedures
Vanguard Application Collection

Cindy Huerta

cindy@grandsecretaryoftx.org

Annual Returns
Lodge By-law Revisions
Relief Assistance Request
Endowed Memberships

Jeff Frayser

fraternal@grandsecretaryoftx.org

Out-of-State Correspondence
Dispensations

Jeremy Johnson

jrjohnson0821@gmail.com

Lodge Secretary Training

Bruce Mercer

bruce@grandsecretaryoftx.org

Out-of-State Correspondence

Justin Hancock

justinh@grandsecretaryoftx.org

Honesty & Integrity Awards
Lamar Medals
Forms and Lodge Supply Orders
Grand Lodge Service Awards

Denise Gilmore

denise@grandsecretaryoftx.org

Lodge Officer Maintenance
Esoteric Record Maintenance
Form 71 Collection
IRS Form 990's Collection
Golden Trowel Awards
Community Builder Awards
Proxies for Grand Lodge

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. September 15 – Lodge Minimum Audit Report 71 is due to the GS Office NLT September 15 (Art. 284).
- k. August 31 & September 15 – Vanguard Applications are due to the DDGM NLT September 15 and to the Grand Secretary NLT September 30 (refer to Vanguard Application Instructions).
- 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 cannot be a proxy for another Lodge.