

Brad S. Billings
GRAND SECRETARY
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GRAND SECRETARY'S MONTHLY COMMUNICATION FEBRUARY 2024

SECRETARIES – Welcome to the new format for the Grand Secretary's newsletter! In the February edition you will find the following:

- The final opportunity to order your Past Master's Apron prior to installation
- The new Internet Committee Help Desk
- 2024 Annual Communication Results
- Statistics from our recent Annual Communication
- A look at Grand Lodge Endowments
- Livingston Law – a portion from our law book
- Grand Master Tommy F. Chapman's Calendar and Conference Schedule

Our goal is to make this newsletter more of a resource for your stated meetings while continuing to provide upcoming schedules and events.

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 Grand View system. Individual Master Masons of The Grand Lodge of Texas can sign up for electronic Grand Secretary's messages by contacting the Grand Secretary's Office at 254-753-7395 or gs@grandsecretaryoftx.org, or by registering your membership through [the Member Portal](#).

PAST MASTERS APRON

If you see a Brother wearing the "Lone Star Apron" please tell him "Thank you."

These custom aprons are hand embroidered and display the five-pointed star and Past Master's emblem emblazoned in silver bullion. A portion of each of these specially designed aprons is gifted to the Grand Lodge and, to date, members of the Grand West and participating Lodges have contributed nearly \$40,000 through their purchases.



Orders are ONLY fulfilled twice a year, so if you are giving one to your outgoing WM, now is the time to place the order. THANK YOU for supporting your Grand Lodge!

Orders received before April 3, 2024, will be deliverable in Late May – just in time for Installation season. Regulation Texas Past Master Aprons are now available for purchase through the Craftsman's Apron website. To make your purchase, please click on the following link:

[Regulation Texas Past Master Apron](#)

INTERNET COMMITTEE HELP DESK

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 so they can reach you.

LIVINGSTON LAW

After our Grand Annual Communications, Brothers often ask, "What's the law now?" or "When do the new Resolutions go into effect?" Article 177 of the law book answers these questions. It provides, "[t]he effective date of any and all changes in Grand Lodge law ... shall be upon the close of that Grand Communication or at such date as specifically stated in such Resolution or Recommendation." So, as of January 20, 2024, all the Resolutions passed at Grand Lodge were effective. This means that Brothers should now consider the newly adopted Resolutions when interpreting the law book.

Art. 177. Adopted Resolutions and Decisions. Each resolution adopted by this Grand Lodge and each decision of the Grand Master, or the Deputy Grand Master, construing the Constitution or Laws of this Grand Lodge which, after having been reported to this Grand Lodge and referred to the Committee on Masonic Jurisprudence for examination and report thereon, is approved by this Grand Lodge, shall have the force and effect thereafter of an Edict of The Grand Lodge until it is modified, amended, or set aside by subsequent action of this Grand Lodge, in which case the Resolution or Decision as modified or amended shall be given the force and effect of an Edict, as provided in Art. 107. The effective date of any and all changes in Grand Lodge law adopted at the Grand Communications of the Grand Lodge of Texas shall be upon the close of that Grand Communication or at such date as specifically stated in such adopted Resolution or Recommendation. This Article does not affect Resolutions amending the Constitution of the Grand Lodge of Texas that are governed by Article XIII, Section 5 of the Constitution of the Grand Lodge of Texas.

Chris Livingston, Chairman, Masonic Jurisprudence Committee

LAW BOOK AND GRAND LODGE PROCEEDINGS

The top five elected officers of constituent lodges now have access to the 2023 Grand Lodge Law Book. You can access the book by logging into the member portal and clicking on the resources tab. Proceedings of the M.: W.: Grand Lodge of Texas from 2019 – 2021 can also be found in the Resources tab and are accessible by all members. Previous years' proceedings can be accessed through the TX Mason App.

[GRAND MASTER TOMMY F. CHAPMAN'S CALENDAR](#)

Representation of the MWGLOT & Nederland Lodge No. 1368 Stated Meeting

5:45 pm Representation Opens to Install Grand Marshal, Meal at 6:15 pm, & Lodge opens at 7:00 pm
When: Tues Feb 6, 2024 6pm – 8:30pm Central Time
Where: 1304 N 27th St, Nederland, TX 77627, USA ([map](#))

Conroe Lodge No. 748 - Grand Master Official Visit

Meal at 6:00 pm & Meeting will begin at 7:00 pm
When: Mon Feb 12, 2024 6pm – 8pm Central Time
Where: Conroe Masonic Lodge #748, 311 Simonton St, Conroe, TX 77301, USA ([map](#))

Holland No. 1 - Grand Master Official Visit

Dinner at 6:30 pm & Meeting will begin at 7:30 pm
When: Thu Feb 15, 2024 6:30pm – 9pm Central Time
Where: 4911 Montrose Blvd, Houston, TX 77006, USA ([map](#))

GRAND MASTER'S CONFERENCE

Dallas Conference - Registration at 8:00 am & Conference beings at 9:00 am (Conference is open to all)
When: Sat Feb 17, 2024 8am – 10:30am Central Time
Where: Hella Shrine Events Center, 2121 Rowlett Rd, Garland, TX 75043, USA ([map](#))

Fort Worth Conference - Registration at 8:00 am & Conference beings at 9:00 am (open to all)
When: Sat Mar 2, 2024 8am – 11am Central Time
Where: Fort Worth Masonic Temple, 1100 Henderson St, Fort Worth, TX 76102, USA ([map](#))

San Antonio Conference - Masonic Youth Brunch at 11:00 am (ticketed event), Conference Registration at 12:00 pm, & Conference beings at 1:00 pm (Conference is open to all)
When: Sat Mar 9, 2024 11am – 3pm Central Time
Where: San Antonio Shrine Auditorium, 901 N Loop 1604 W, San Antonio, TX 78232, USA ([map](#))

Waco Conference - Registration at 8:00 am & Conference beings at 9:00 am (Conference is open to all)
When: Sat Apr 6, 2024 8am – 11am Central Time
Where: Lee Lockwood Library and Museum, 2801 W Waco Dr, Waco, TX 76707, USA ([map](#))

Southeast Texas Conference - Registration at 1:00 pm & Conference beings at 2:00 pm (open to all)
When: Sat Apr 20, 2024 1pm – 4pm Central Time
Where: Cosmopolitan Masonic Lodge #872, 1901 Lakeshore Dr, Port Arthur, TX 77640, USA ([map](#))

Houston Conference - Registration at 8:00 am & Conference beings at 9:00 am (Conference open to all)
When: Sat May 11, 2024 8am – 11am Central Time
Where: Arabia Shriners, 10510 Harwin Dr., Houston, TX 77036, USA ([map](#))

Tyler Conference - Registration at 3:00 pm & Conference beings at 4:00 pm (Conference open to all)
When: Sat Jun 1, 2024 3pm – 6pm Central Time
Where: Sharon Shriners, 10027 TX-31, Tyler, TX 75705, USA ([map](#))

Lubbock Conference - Registration at 3:00 pm & Conference begins at 4:00 pm (Conference open to all)
When: Sat Aug 24, 2024 3pm – 6pm Central Time
Where: Lubbock Scottish Rite Bodies, 1101 70th St, Lubbock, TX 79412, USA ([map](#))

For the latest information see the [Grand Master Tommy F. Chapman's calendar](#)

STATISTICS FROM OUR RECENT ANNUAL COMMUNICATION

It will come as no surprise to tell you that attendance at the 2024 Grand Annual Communication was the highest in several years. The final credentials report showed 1884 PMs checked in and 545 Lodges represented by 426 sitting WMs and 119 Wardens and proxies for a total vote count of 3519. That is the most votes present since 2017. In total, including 797 non-voting Master Masons, 3001 individuals registered for this year’s Annual Communication.

The increase in attendance this year was not focused on a particular age group but rather was spread pretty evenly between the ages of 39 and 78 as shown in Figures 1 and 2.

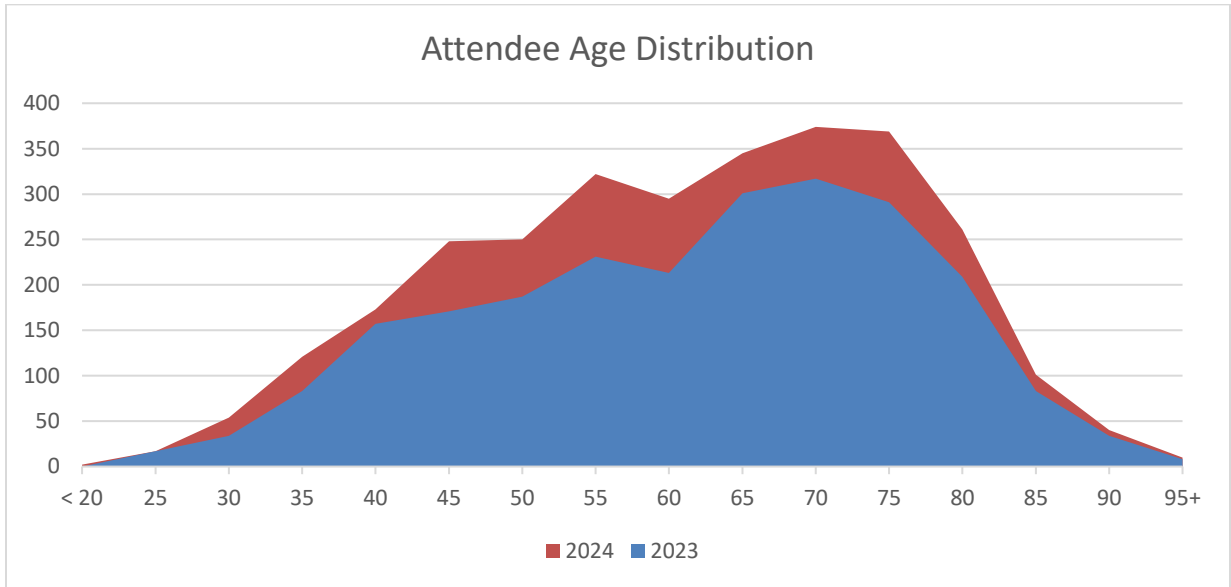


Figure 1. Age Distribution of Annual Communication Attendees

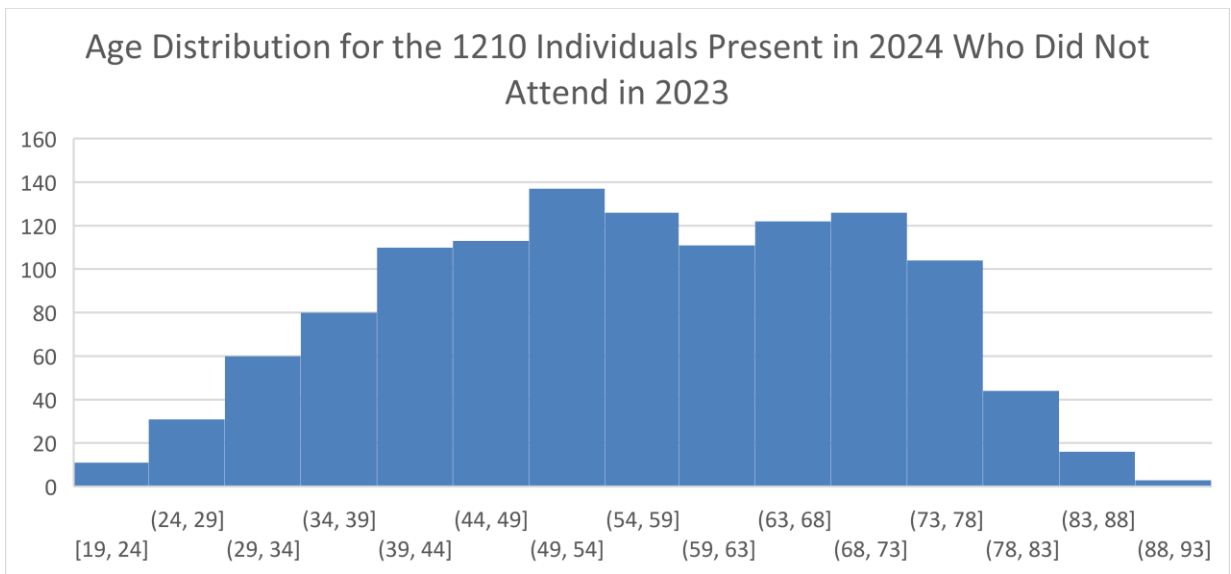


Figure 2. Age Distribution for 2024 Attendees Who Did Not Attend Last Year

STATISTICS FROM OUR RECENT ANNUAL COMMUNICATION (cont.)

Figures 3 and 4 show the years of Masonic service for all attendees (Figure 3) and for the attendees who did not attend last year (Figure 4). While the increased attendance did favor members in their first decade of Masonry, a substantial number had more than one, two, three, or even four or more decades of service to the Fraternity (Figure 4).

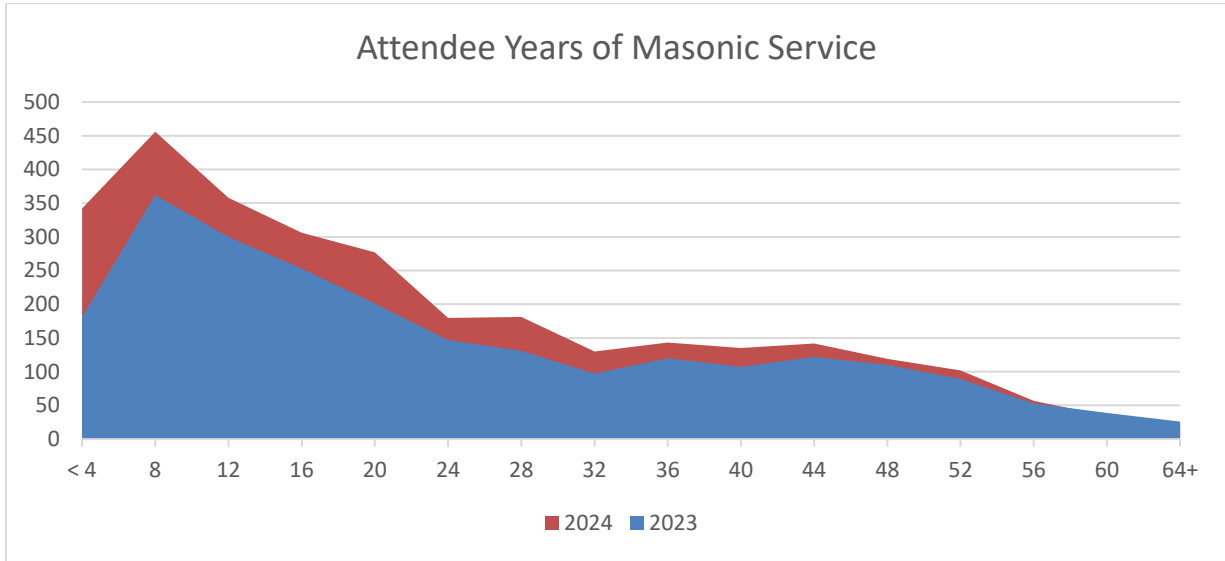


Figure 3. Years of Masonic Service (usually years since being Raised) for Attendees at the 2024 Annual Communication

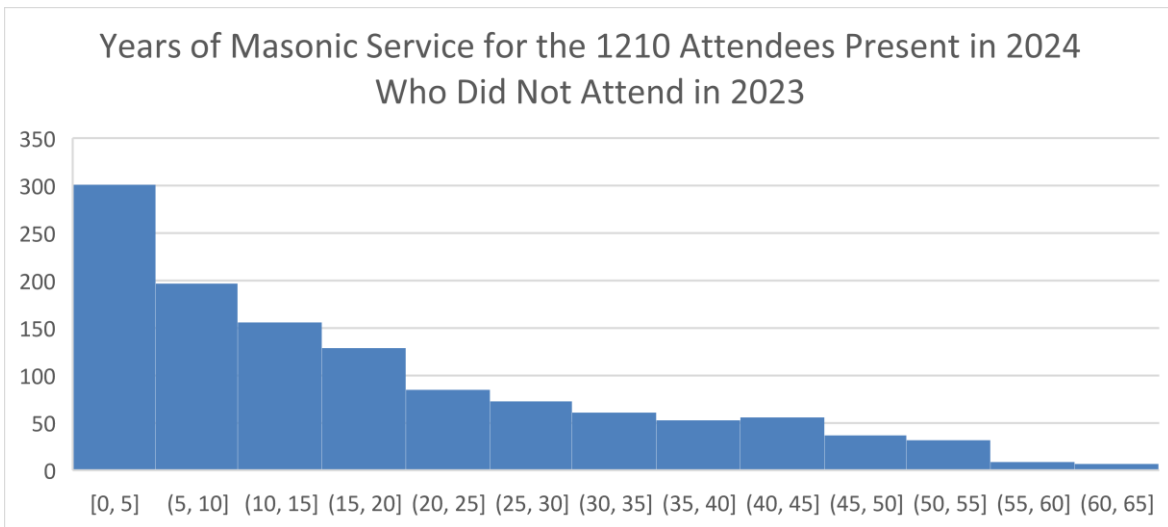


Figure 2. Years of Masonic Service (usually years since Raised) for the 1210 Attendees of the 2024 Annual Communication Who Did Not Attend in 2023

STATISTICS FROM OUR RECENT ANNUAL COMMUNICATION (cont.)

Figure 5 shows the votes present at this year's Annual Communication by lodge location. For reference, Figure 6 shows the total membership of the Grand Lodge of Texas by lodge location. While some differences can be seen, in general, the membership of the Grand Lodge of Texas was well represented geographically. It was not just the "Texas Triangle" that was represented. Members came to Grand Lodge from Amarillo, Lubbock, Midland/Odessa, El Paso, Corpus Christi, Brownsville, and other distant locations.

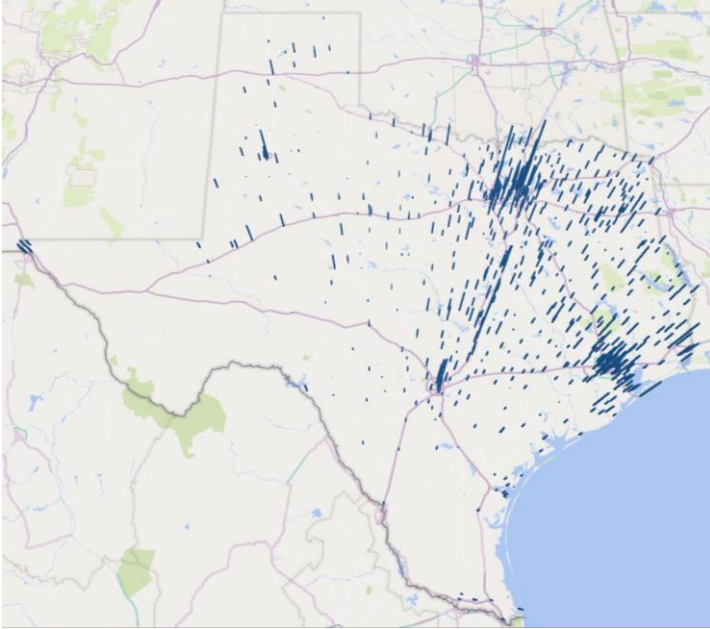


Figure 3. Lodge Votes Present at the 2024 Grand Annual Communication Mapped by Lodge Location

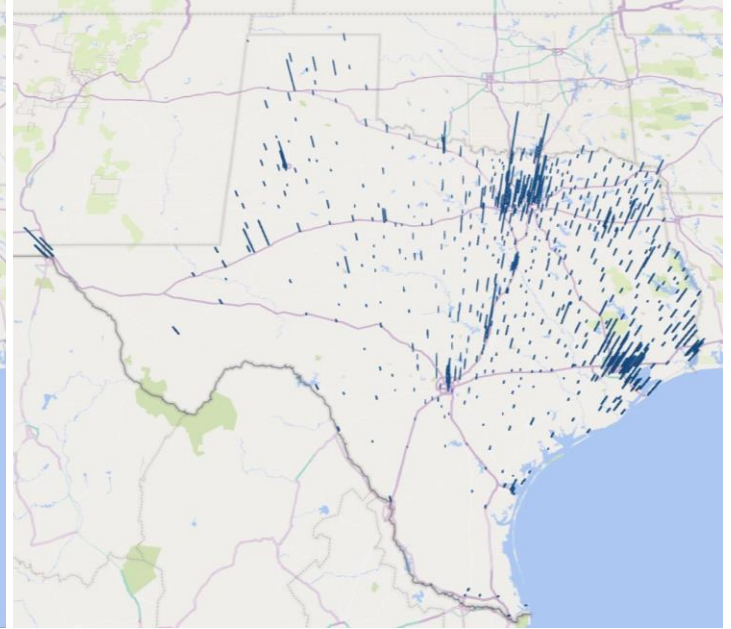


Figure 4. Total Lodge Membership Mapped by Lodge Location

How did the increase in votes materialize? The Grand Master's Report was rejected 2304 to 616, Jurisprudence's Preliminary report was rejected 2287 to 571, the Finance Supplemental was rejected 2197 to 714, the Audit Report was rejected 2264 to 586, and the motion to table Resolution 10 was rejected and Resolution 10 was accepted 2179 to 725. Obviously, those supermajorities, ranging from 75 to 80% of the vote, were not all new voters. There were nearly twice as many votes against as there were new votes. Where the increase in voters may have made a difference would be in Resolution 6 (regarding minutes), Resolution 9 (regarding alcohol after meetings), Resolution 11 (regarding paraphernalia), Resolution 12 (regarding the Boy Scouts), and, of course, in the elections of the Grand Master, Committee on Work, and Library & Museum, all of which were relatively close elections.

However it may have affected the voting, the increased numbers of Brethren present, from all ages and all corners of the State, were a welcome sight, and one we hope will continue for Grand Annual Communications to come.

Zachary Haston

2024 ANNUAL COMMUNICATIONS RESULTS

Resolution No. 1 – Not Adopted

A resolution relating to a program to initiate, pass, and raise a Mason in one day.

Resolution No. 2 – Not Adopted

A resolution relating to reconfiguring the number of blackballs required to reject a petition for the degrees.

Resolution No. 3 – Adopted as Amended

A resolution relating to the prohibition of Masonic charges after dismissal or acquittal.

Resolution No. 4 - Adopted

A resolution relating to the call of Special Communication of the Grand Lodge upon petition of Lodges.

Resolution No. 5 - Adopted

A resolution relating to the responsibilities of management of the Memorial Masonic Grand Lodge Temple.

Resolution No. 6 - Adopted

A resolution relating to the distribution and approval of minutes of the Lodge.

Resolution No. 7 – Withdrawn

A resolution relating to the production of a summary of the proposed resolutions and their effects.

Resolution No. 8 - Adopted

A resolution relating to a vote for reinstatement after definite time suspension for Masonic offenses.

Resolution No. 9 – Adopted as Amended

A resolution relating to the possession and consumption of alcoholic beverages on Lodge premises.

Resolution No. 10 - Adopted

A resolution relating to the Grand Lodge's jurisdiction over certain individuals accused of un-Masonic conduct.

Resolution No. 11 - Adopted

A resolution relating to the paraphernalia used in the subordinate Lodges.

Resolution No. 12 – Adopted as Amended (twice)

A resolution relating to subordinate Lodge sponsorship of other organizations.

Resolution No. 13 – Not Adopted

A resolution relating to requirements for Lodge instructors for the L.I.F.E. Program.

Resolution No. 14 – Not Adopted

A resolution relating to an apron for Golden Trowel recipients.

Resolution No. 15 – Not Adopted

A resolution relating to disposition of funds of certain Endowed Memberships in demised Lodges.

Resolution No. 16 – Not Adopted

A resolution relating to the disqualification of felons to receive the degrees.

2024 Election Results:

Grand Master – Tommy F. Chapman

Deputy Grand Master – Raborn L. Reader, Jr.

Grand Senior Warden – Jim Rumsey

Grand Junior Warden – Justin B. Duty

Grand Treasurer – Rick Townsend

Grand Secretary – Brad S. Billings

Committee on Work – John Peters

Masonic Home and School – Kenneth C. Curry

Grand Lodge Library & Museum of Texas – Don Comedy

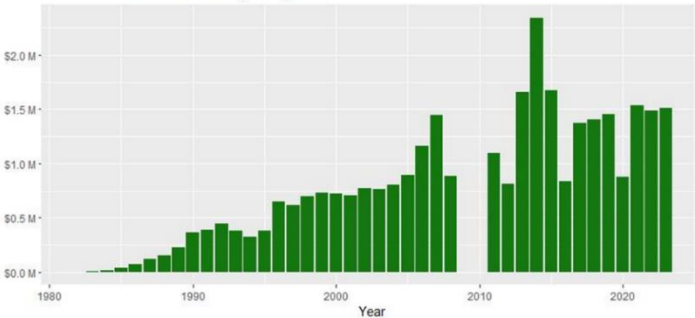
A LOOK AT GRAND LODGE ENDOWMENTS

Some Brothers love the endowment program and others love to hate it, but here are some thoughts to consider. As of January 2024, there are 50,716 endowed Masons in Texas, which includes Masons who are deceased or endowments that were purchased in honor of a deceased Mason. There are 25,812 active Master Masons who are endowed. Of those, 88% are not service exempt from their lodges paying per-capita on them. This accounts for \$709,830 in non-paid member paid per-capita last year. 23,260 of those endowments are less than \$600, which means that the lodge lost money (\$2.35 per member) on them according to last year’s disbursement of \$5.03 per unit, resulting in a net loss to the lodges of \$54,661. (This will be revisited in the final paragraph.)

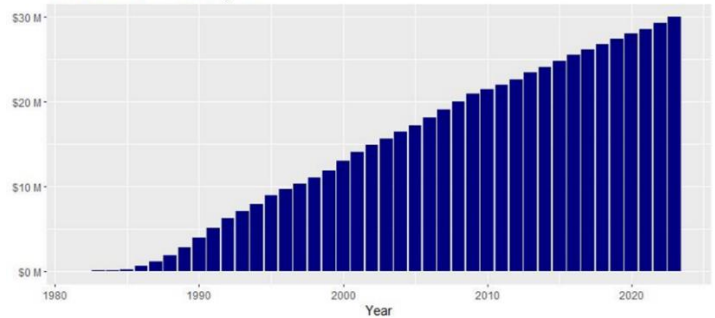
The flip side is that 27,957 endowments exist on deceased members and 3,615 exist on service exempt members, which cost the lodge nothing in per-capita. Those endowments accounted for \$514,211 paid to lodges in 2023 that was pure profit. Last year 737 of 747 lodges received an average distribution of \$2004, ranging from \$0 for the ten lodges with no mature endowments and \$25.15 for lodges with a single \$500 endowment up to \$18,882. The lodge that received the largest distribution owed an annual return of \$9,054, so they received twice their annual return and earned \$9,828 in profit from the endowment program. Only 238 of their 741 endowments are for active Master Masons.

Two quick “take aways” – First, if your Lodge continues to participate in the endowment program IT WILL reach a point where it has more deceased and service exempt Brothers than endowed active members; at which time the program will be profitable as is already being shown at the jurisdictional level. Second, with the addition of the law requiring Lodge endowments to be paid out at 5% per year, each Lodge has a clearer understanding of what they need to set as a minimum for their endowment. \$600 at 5% is \$30 and will cover the current per capita of \$27.50 and add a surplus of \$2.50. While \$2.50 is not much, the clear advantage is on the back end when all \$30 is returned to the Lodge in perpetuity. So one clear path forward is to set your Lodge endowment at or above \$600 and encourage the 23,260 endowed members below that threshold to add increments until they reach \$600. – Jeremy R. Johnson

Total Endowment Return Payout by Year



Total Endowment Fund by Year



OFFICERS LEADERSHIP TRAININGS

Registration is now open for the 2024 Officer Leadership Training. All Master Masons 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>
Austin	Feb 09 - Feb 10.....	02/03/2024	Austin
Fort Worth	Feb 23 - Feb 24.....	02/17/2024	Fort Worth
Houston.....	Apr 05 - Apr 06.....	03/30/2024	Houston
San Antonio.....	Apr 19 - Apr 20.....	04/13/2024	San Antonio
Tyler	May 31 – June 1	05/25/2024	Tyler
Lubbock.....	Aug 23 - Aug 24.....	08/17/2024	Lubbock

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, 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.

VANGUARD APPLICATION

The 2023 – 2024 Vanguard Application is available on the Member Portal for all Master Mason's 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 applications 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.

WIDOWS & ORPHANS COMMITTEE

The Grand Lodge Committee on Widows and Orphans requests that all members of Texas Freemasonry register their spouse and other family information on the Grandview member portal. This is an important tool to assist Grand Lodge in identifying "widows and potential orphans" within our Fraternity. Please reach out to Brother Daniel Cloud (Chairman) or Brother Jon K. Wych (Vice Chairman) with any questions or concerns.

ONLINE SHOP

The new Grand Lodge of Texas shop is open and ready for orders. You will find all the 2024 Grand Master items available for immediate purchase. You will also find select items from previous years available at a significant discount. All Lodge forms and Lodge Awards are now available in the shop as well. There is also an option available to pick up your online orders at Grand Lodge.

[GLOTx Shop](#)

TEXAS FREEMASON MAGAZINE

You can find the most recent edition of the magazine by clicking [here](#).

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 prior to 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. The Membership Portal also provides access to other valuable information related to upcoming events, Masonic Education, and Grand Lodge communications. Should you experience problems logging in or editing your information, please contact the Grand Secretary's Office for assistance.

TEXAS MASONIC RETIREMENT COMMUNITY

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. No Deposit required. 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.

COMMITTEE ON WORK SCHEDULE

Date **Lodge** **No** **City** **District** **Forum** **Exam**
Chuck Forsyth – Chairman (432) 528-5197, cforsyth@swbell.net
TBA

Steve Pepper – Secretary (940) 256-0028, srpepper54@gmail.com
TBA

Kenneth Young (281) 433-2360, kyoung.cow@icloud.com

Fri, 2 Feb 2024.....Reagan..... 1037..... Houston30-E Exam 6:00 PM
Sat, 17 Feb 2024.....Snow River 385..... Spurger 121 9:00 AMfollowing
Sat, 24 Feb 2024.....Beaumont..... 286..... Beaumont 26-A 10:00 AM DI's Only

Cody Stewart
(903) 348-1150, CodyStewartCOW@gmail.com

Sat, 2 Feb 2024..... Waxahachie 90 Waxahachie18 8:00 AM following
Wed, 7 Feb 2024Sulphur Springs 221..... Sulphur Springs..... 7 6:30 PM DI's Only
Sat, 10 Feb 2024Brooklyn..... 386.....Forney 13 8:00 AM following
Wed, 21 Feb 2024Sam R. Hamilton..... 1031..... Grand Prairie..... 14-G 6:30 PM DI's Only

John L. W. Peters
(830) 609-8093, txcommitteonwork@proton.me

Sat, 3 Feb 2024.....Davy Crockett 1225..... San Antonio39-B 9:00 AM DI's Only
Sat, 10 Feb 2024.....Mina 1456..... Bastrop..... 46 9:00 AMfollowing

CORNERSTONE LEVELING CEREMONIES

Effective 2/1/2024

<i>Date</i>	<i>Time</i>	<i>Lodge</i>	<i>Location</i>	<i>Grand Lodge Representative</i>
Saturday 2/3/2024	11:00 AM Activities start at 9:00 AM	Bloomfield 112 109 W. Cherry St Kaufman, TX 75142	County Justice Center	Wendell P. Miller Past Grand Master
Tuesday 3/26/2024	9:00 AM Activities start at 7:00 AM	Pine Forest 1420 590 Sawmill Rd Vidor, TX 77662	Middle School	Tommy F. Chapman Grand Master
Saturday 4/6/2024	10:30 AM Activities start at 8:30 AM	Brooklyn 386 103 E Hwy 80 & 740 Rd Forney, TX 75126	Themer Elementary School	Wendell P. Miller Past Grand Master
Saturday 4/13/2024	10:00 AM Activities start at 8:00 AM	Greenville 335 2615 Stonewall Greenville, TX 75401	New Lodge Building	TBD
Saturday 4/20/2024	10:30 AM Activities start at 8:30 AM	Brooklyn 386 103 E Hwy 80 & 740 Rd Forney, TX 75126	Warren Middle School	Wendell P. Miller Past Grand Master
Saturday 5/4/2024	10:30 AM Activities start at 8:30 AM	Brooklyn 386 103 E Hwy 80 & 740 Rd Forney, TX 75126	Ed Wilson Elementary School	Wendell P. Miller Past Grand Master

UPCOMING TRUSTEES MEETINGS

The Grand Master may call additional meetings of the Trustees as needed. The scheduled meetings are as follows:

- Friday, April 5, 2024 at 10 AM in the Grand Master's Office
- Friday, October 11, 2024 at 10 AM at the Texas Masonic Retirement Center in Arlington
- Wednesday, January 15, 2025 at 2 PM in the Grand Master's Office

Zoom links will be sent out for those who want to join virtually. We are limited in the number of Zoom participants, however, all interested Master Mason are encouraged to join.

Celebrating 150 Years

Library of the Grand Lodge of Texas

Est. 1873

Celebrate this anniversary and contribute to the continued preservation of the history and legacy of Freemasonry in Texas through the purchase of three limited-edition lapel pins!



Bronze \$50



Silver \$75



Gold \$150

Contact the Library & Museum at 254-753-7395 or
inquiries@TXMasonicMuseum.org to order!

No limit on purchases while supplies last. Additional shipping fees may apply.

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

Jason Coffelt – Office Manager

jason@grandsecretaryoftx.org

Lodge Secretary Training
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

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.