

Brad S. Billings
GRAND SECRETARY
PO BOX 446
WACO, TEXAS 76703



BUS: (254) 753-7395
FAX: (254) 753-2944
gs@grandsecretaryoftx.org

GRAND SECRETARY'S MONTHLY COMMUNICATION JUNE 2024

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

- Grand Secretary Office: ACTION REQUIRED – NPD date approaching
- Grand Lodge Store: Featured Item: Knife Starter Pack
- Lodge Spotlight: Centerville Lodge No. 1291
- Masonic Minute - The Final Degree of Freemasonry, R.:W.: Jim Rumsey
- Zach Haston – Lodge Officer Statistics
- Livingston Law – Election of Officers

STATEWIDE EVENTS:

- 6/15 Medieval Times – Honoring Incoming and Outgoing Lodge Officers
- 6/21-22 Statewide York Rite Festival
- 6/22 Untold Masonic Stories from the White House – Texas Lodge of Research

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

This month's featured product is the Knife Starter Pack. Four boxes complete with a knife, enameled coin, and lapel pin.

These boxes usually sell for \$60 but with this pack you get 4 for \$75 (almost 70% off). Due to limited quantities, there are only **30** of these available.

Please visit the store to grab yours today!

<https://masonic-grand-lodge-of-texas.myshopify.com/>

OFFICERS LEADERSHIP TRAININGS

All members wishing to attend can register through their member portal [Click Here](#)

<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

Suspension for Non-Payment of Dues

PLEASE ACT NOW - The deadline for members' suspensions is midnight June 23 per Art.319. No suspension will be made after the deadline of June23 per GRAND LODGE LAW.

Art. 319. Automatic Suspension.

Lodge dues are due and payable one year in advance on January 1st of each year (unless otherwise exempt) and if not paid on or before that date a member shall be in arrears for his dues; and on or before thirty days before the last stated meeting of the Lodge held before June 24th of each year, it shall be the duty of the Secretary to notify each member, in writing, who may be in arrears for any dues, and if such member fails to pay such dues on or before June 23rd of such year, he shall stand automatically suspended for non-payment of dues without action by the Lodge, and such suspension shall be recorded in the minutes at the first subsequent stated meeting of the Lodge.

LODGE SPOTLIGHT



Centerville Lodge in District 24 is trying new ways to increase visibility and attendance. Recently, they held a "Homecoming Mum Contest" to engage the community. They encouraged students to take a selfie in front of the Lodge and post it to their Facebook page. The winner was selected at random and received a custom MUM for Homecoming. What a unique and interesting way to not only drive people to the Lodge but also, through social media, to be seen in the community. Lodges could easily utilize this exact model or take the idea and modify the prize to something that would garner visibility in their community. Keep up the great work Centerville!

Is your Lodge doing something unique that is really driving attendance, encouraging participation, or making Masonry visible in the community? If so, we'd love to hear about it! Please contact Brother Mistry at mikemmistry@gmail.com.

LIVE THE GOOD LIFE AT TEXAS MASONIC RETIREMENT COMMUNITY

Th Rare Opportunity! Two Luxury Apartments Available!

Relax in a spacious 2-bedroom, 2-bath luxury apartment for only \$163 per day. Includes all meals, weekly housekeeping, onsite security, and much more! No more lonely nights! Enjoy dining with friends! Join the bunch for cards, dominos, or a Rangers game!

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

NO DEPOSIT! Choose from our luxury high-rise apartments, convenient efficiency units, or cottage duplexes. 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!

MASONIC MINUTE

The following is an excerpt from R.W.: Jim Rumsey's 2016 paper entitled "The Final Degree in Freemasonry: The Masonic Burial Service" found in Volume XLIX of the *Transaction Texas Lodge of Research*. To obtain a copy of the Transactions please contact Secretary Truitt Bradly at secretary.texaslodgeofresearch@gmail.com

The Masonic Burial Service has evolved with time, much like the other degrees of the Order. In 1717, when the Grand Lodge of England and Westminster was formed, there was but one single degree. By 1721, the second degree had emerged. By 1730, the third degree was being conferred. The higher degrees followed.⁴¹ The burial service, however, seems to have a stronger effect. It is written about in newspapers without threat of an expose. It is observed by the Mason and the profane, and the theme and meanings speak to both. It stopped a battle of the Civil War for a time, so that it could be conferred and officiated with the solemnity it deserves. It is truly an honorarium, but must be both earned and requested.

The Grand Lodge of Texas recognizes the significance of the Masonic Burial Service. Title III, Chapter 3 of the *Laws of the Grand Lodge of Texas* authorizes subordinate Lodges to perform Masonic burial services. The burial is extended to all Masons in good standing, including Entered Apprentices and Fellowcrafts.⁴² Texas joins twenty-five other Grand Jurisdictions in the United States that allow for Entered Apprentice Masons and Fellowcraft Masons to be honored with the Burial Service.⁴³

The Grand Lodge of Texas has approved seven separate rituals to be used to conduct a Masonic Burial Service in the Grand Jurisdiction of Texas; and has procedures for a funeral processions and public appearances.⁴⁴ There are regulations governing when regalia and aprons should be worn and when they should not, much like the Constitutions of 1792.⁴⁵

While there are seven approved variations, the theme of the service is consistent among them. The focus is not on the accomplishments or life of the deceased, but a solemn reminder to the observer of the certainty of death. It speaks to the observer that death will sooner or later overtake us all, and those who survive the deceased (whether familial, fraternal, or friend) should be prepared to leave the vanity of life without notice. The theme of the approved Masonic burial service for other Grand Jurisdictions (Louisiana, Oklahoma, New Mexico, and Alabama) is similar.

Therefore, the ritual of the Masonic burial service is fairly uniformed. Much like the Hiram Legend; it may vary slightly among Grand Jurisdictions regarding the words, but the theme remains constant. It is bestowed upon a worthy brother, who has asked for it of his own free will and accord, at the discretion of the Lodge. This theme is very similar to the other degrees of our fraternity.

"The word *degree*, in its primitive meaning, signifies a step."⁴⁶ "The three steps usually delineated upon the Master's carpet are emblematical of the three principal stages of human life, namely: Youth, Manhood, and Age"⁴⁷ in the explanations of these steps, we read with regard to the third step, "... so that, in Age, as Master Masons, we may enjoy the happy reflection consequent upon a well-spent life, and die in the hope of a glorious immortality"⁴⁸ Thus, a degree of Freemasonry may be identified and compared to the steps as outlined herein. However, the definition of a degree that is adopted by the Grand Lodge of Texas is "a step in a series, as of rank or dignity"⁴⁹ A candidate for the degrees takes a step and achieves the rank of Entered Apprentice Mason; who then takes a second step and achieves the rank of Fellowcraft Mason; who then takes a third step and achieves the rank of Master Mason. Then, said Master Mason may take a fourth step and achieve the rank and dignity of Past Master. But any Mason, whether an Entered Apprentice or Master Mason, may (and eventually will) take the final step in the series of life and be dignified by the conferral of the Masonic Burial Service.

It is therefore, offered, that the Masonic Burial Service is indeed the final Degree in Freemasonry. It is offered as such, not to make an innovation in Freemasonry, but to recognize it as the final step in the series of our Masonic journeys. It is the pinnacle of Masonic Dignity. Like the other Degrees: It is officiated by a Lodge of Freemasons; the Lodge has to open a Lodge for the purpose of the Burial service; it requires certain principal officers to perform the ritual and ceremony; the ritual and ceremony are scripted and have a central theme that spans Grand Jurisdictions; it is bestowed upon a worthy brother; and it must be asked requested by the brother or by his family. The Masonic Burial Service is the final Degree of Freemasonry.

Therefore, the topic of the Masonic Burial Service will be concluded with a final thought, an excerpt from Claudy's *Old Tiler Talks*;

The effect Masonry has on a man's heart is aided by the mechanics of Masonry; temple, lodge room, dignity of the order, its public appearance, the respect it shows to its dead, its educational work, appeal to the general public, its secrecy, its reputation of being above party and politics, its alliance with all religion and its participation in none. These make Masonry objective, but they are the outward semblance of the inward and spiritual Masonry. These you ought to know for yourself: charity, relief, brotherly love, truth, knowledge, self-sacrifice, tolerance. ... We make lodge work dignified, well done, impressive, to express to ourselves our sense of the dignity of the truths we teach. We conduct the funeral of a deceased brother, not to make a show before the world, but to express to ourselves our regret that a brother has departed and our conviction that he has but traveled upward to that Temple Not Made with Hands, where the Supreme Architect waits for all who have been builders upon Earth. ⁵⁰



Design from the Funeral Master arm bands. Available to any Texas Master Mason who has conferred the burial service ten or more times.

MONTHLY LAW READING

This month presents one of those anomalies in the law book. Again, you must read the law as well as the Grand Master's Decisions to properly interpret the law. For example, **Grand Master's Decision (1965) No. 12 interpreting Article 292** provides:

QUESTION: When an ineligible Brother is elected to office and the fact of his ineligibility is discovered subsequently, can another election be held to fill such office?

ANSWER: No, the office must remain vacant until the next regular election and must be filled pro tempore at each meeting of the Lodge until such time. Articles 292 and 306, Laws of The Grand Lodge of Texas.

This appears straight forward. But it is wrong. In 2020 after the 1965 GM's Decision), the Grand West revised Article 292 to provide the following:

Art. 292. Time of Election.

b. Notwithstanding the provisions set forth above, if an officer, elected or appointed who has not been installed is found to be disqualified, dies, or becomes unable to perform his duties by reason of sickness, relocation to another city, state, or country, or other legitimate extenuating circumstances, the Worshipful Master shall have the option to hold a called meeting, upon reasonable notice to the Lodge membership, for the specific purpose of electing a qualified Lodge member to fill the open position. The election and installation of such officer must take place before July 31, as provided in Art. 298. (Revised 2020)

Thus, if the lodge discovers the ineligibility or the brother dies BEFORE INSTALLATION, the Worshipful Master CAN hold a called meeting to elect another brother provided the newly elected officer can be installed before July 31. The 1965 GM's Decision no longer controls because the law has changed.

Be sure to check the dates of GM's Decisions to see if a change in the law has superseded the GM's Decision.

Chris Livingston, Chairman, Masonic Jurisprudence Committee

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.

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.



Hope Through Charity...Servant Leadership...Operational Transparency

The Texas Masonic Charities Foundation is 20 Years Young

The Articles of Incorporation for the Texas Masonic Charities Foundation (TXMCF) were issued by the Secretary of State on December 16, 2004. Since that time, we have partnered with the Masons of Texas and provided millions of dollars in scholarships, community grants, and teacher honorariums. Texas communities continue to benefit from the benevolent works that Texas Masons labor to achieve through various fundraising activities. The Board of Directors of the TXMCF are inspired by the Masons of Texas and are honored to continue to serve the Texas Blue Lodges with its matching grant programs.

The Board of Directors are most pleased with the overwhelming success of the new online payment system (Melio) for the 2024 grant cycle. We are optimistic that next year's cycle will be even more seamless allowing us to deliver matching funds to you quicker and cheaper than ever before.

To further improve our capabilities, the Board of Directors are pleased to announce that we are expanding our online presence by offering a new donation platform through a partnership with GiveButter.com. This campaign platform will allow us to manage multiple donation campaigns through-out a calendar/fiscal year, which in turn, permits the benevolent Texas Mason more flexibility in how to give and where the giving is to be applied.

In recent years, the TXMCF mailed donation letters (blue envelopes) via the USPS at an average cost of \$35,000 per campaign. Instead of expensive envelopes and stamps, GiveButter will use your email address during donation campaigns. And, just like our payment system used for grants, your donation data will be kept private and managed by you. The expense savings will be immediately realized and be used to provide more matching grants for lodges. We are hopeful this new platform will improve the way we request, receive, and distribute donations for you.

Beginning on June 15, 2024, the first campaigns with GiveButter will be sent. This will include our annual Grand Master Blue Envelop Appeal followed by a targeted campaign supporting natural disasters in our great state.

Be ready to check your email and donate!

PS. For those old-fashioned Brethren, you can still visit our website at www.txmcf.org or mail a check to the address below:

Texas Masonic Charities Foundation

P. O. Box 2156

Waco, Texas 76703

LODGE OFFICERS

Brethren, as we approach the elections and appointments of officers, we're going to take a look at some Texas officer statistics. As we do so, you'll notice in many places a distinct difference between what tends to happen at large lodges compared to smaller lodges.

Figure 1 shows that the percentage of Master Masons who eventually take an office has been increasing. This is a natural result of the number of lodges in Texas not decreasing in proportion to the number of Masons. There's simply less people to fill a set number of offices. In 1990, only 40% of new Masons would ever take an office. Now it's nearly 70.

Please note that the dip at the end of Figure 1 is simply because those recent Masons haven't taken one yet, but some will. For those who will take an office, Figure 2 shows that most of them do so in their first year after being raised, and almost all within a few years. We do have a small number who take their first office much later in their Masonic careers, but it's less than 2%. For the most part, if they're going to take an office, they start doing so within their first few years.

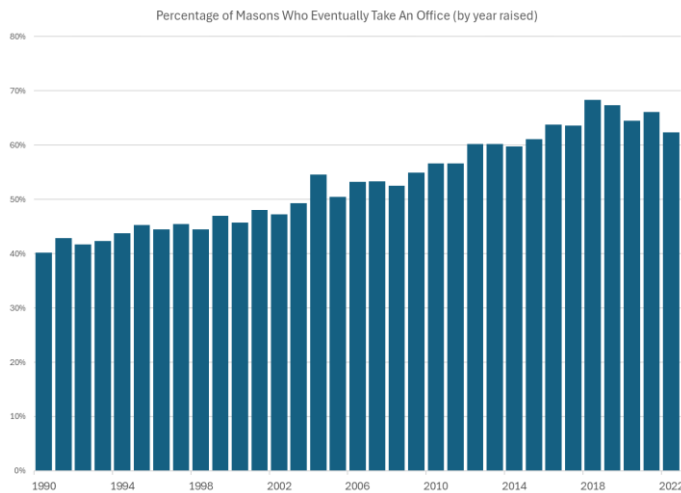


Figure 1

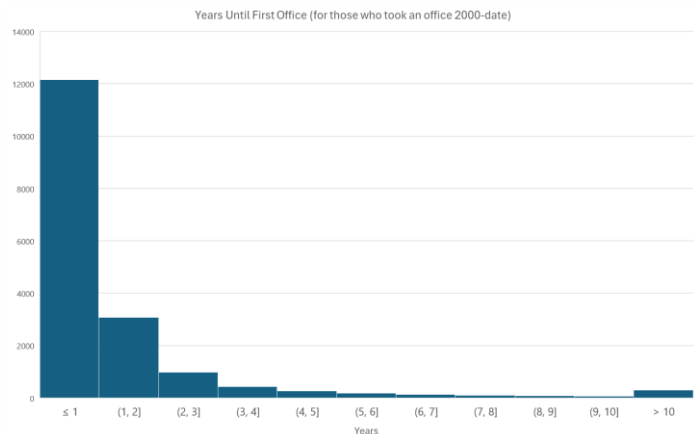


Figure 2

It should also be noted that if they do not take an office, they are much more likely to go suspended for non-payment of dues. Of the 8155 Masons raised from 2010 to 2015, only 771 have gone suspended after taking an office compared to 1222 who have gone suspended without taking any office. If they do take an office, which office they take depends heavily upon if they are in a small lodge or a large lodge.

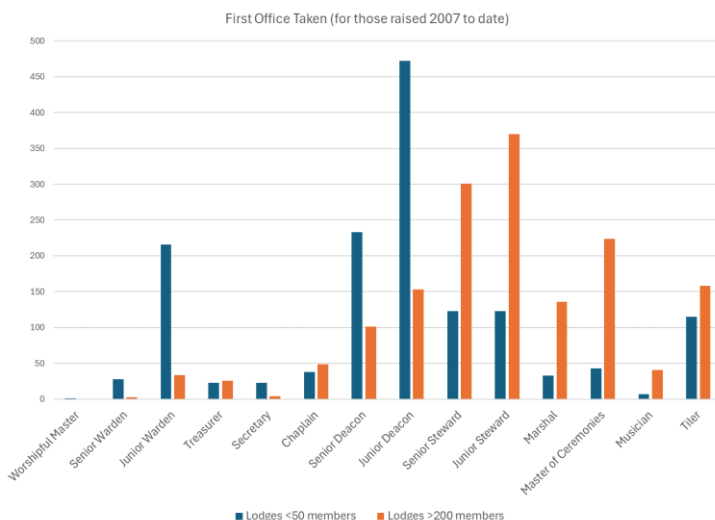


Figure 3

Figure 3 shows the first office taken by Masons raised 2007 to date. Lodges with less than 50 members are much more likely to start someone at Junior Warden or Junior Deacon. If they're in a larger lodge, they're more likely to start at Junior Steward.

Additionally, people are much more likely to repeat in a chair in the smaller lodges.

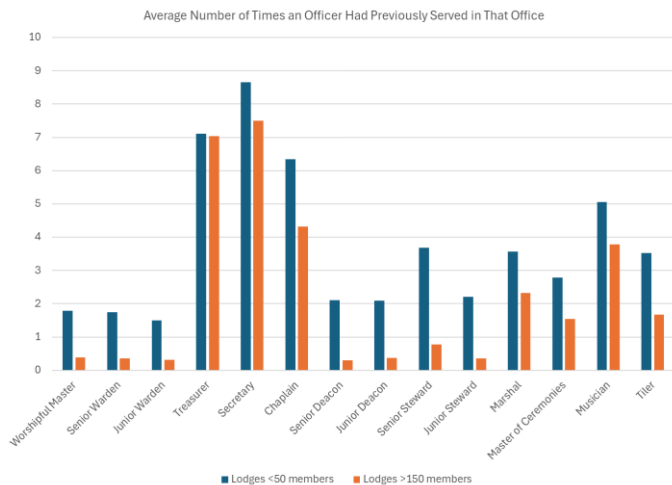


Figure 4 (left)

Figure 4 shows that in larger lodges only about 1 in 3 have previously served as Worshipful Master, Warden, Deacon, or Steward before taking that chair, while in smaller lodges the average person has served nearly twice before in those very same stations and places. That's not the case though with Secretary or Treasurer. Large lodge or small, you'll find the most tenure in your Secretary and Treasurer, as it should be.

Finally, Figure 5 (right) shows the median years in Masonry for each of the stations and places. Again, smaller lodges have more people repeating in those chairs and more tenure. Larger lodges tend to have newer masons in the chairs, especially in the Deacon and Steward roles. Large lodge Worshipful Masters average 7 years in Masonry before taking an office, and more of them started at Junior Steward than anywhere else (Figure 3).

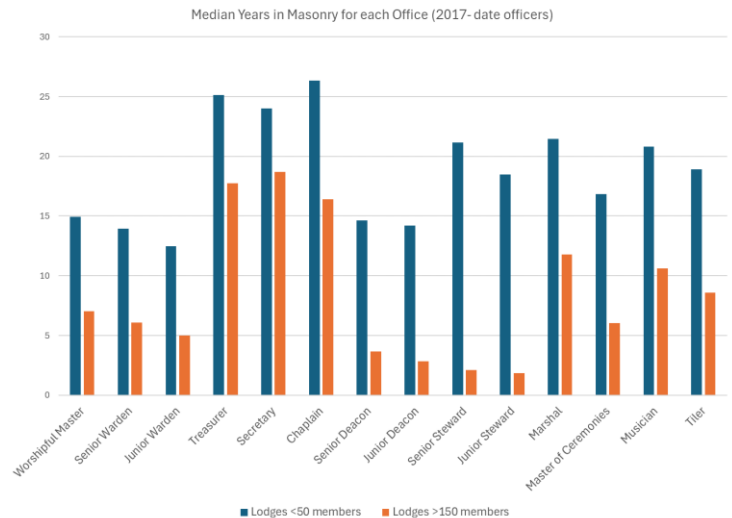
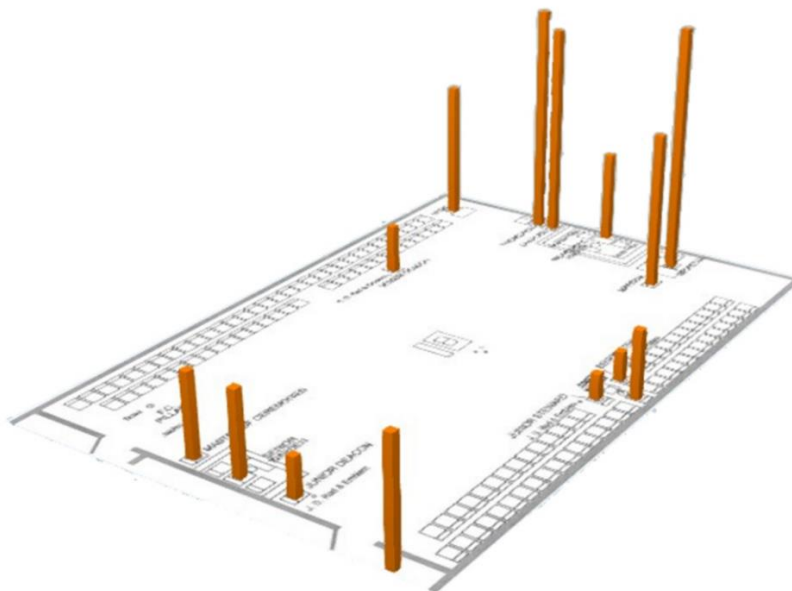


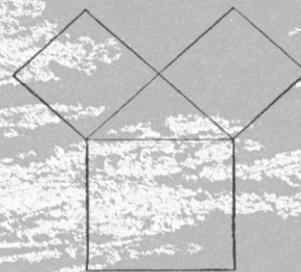
Figure 5 is redepicted in Figure 6 for the larger lodges, where you should look to the East wall for the most years in Masonry, although not necessarily in the Worshipful Master's chair itself. While leadership is not one of the core principles we tout in Masonry, if you love your Brothers and love your lodge, it's natural to want to help out where needed. At the same time, traveling to the East undoubtedly helps you grow. It also gets you involved in the lodge and aids at retention. You're there for the degrees. You're there for the education. You're there learning the ritual and strengthening the bonds of Fraternal love, gaining trust, and figuring out things you can do to help the Fraternity improve. A wise new Worshipful Master will take his appointments seriously, both for the benefit of those people and the lodge.

Masonic Years in Larger Lodges





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, 8 Jun 2024	Sam B Crawford	1418	New Caney	28	9:00 AM	following
Sat, 15 Jun 2024	Lake Jackson	1317	Lake Jackson	31-C	9:00 AM	following
Sat, 3 Aug 2024	Hubert	67	Chappell Hill	44	9:00 AM	following
Sat, 10 Aug 2024	Lovelady	539	Lovelady	23	9:00 AM	following
Sat, 17 Aug 2024	Bedias	651	Bedias	29-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
Steve Pepper						
None Scheduled						
John Peters						
Sat, 1 Jun 2024	Alamita	200	Kenedy	38	9:00 AM	1:00 PM
Sat, 8 Jun 2024	Laredo	547	Laredo	41	9:00 AM	1:00 PM
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, 1 Jun 2024	Alamita	200	Kenedy	38	9:00 AM	1:00 PM
Cody Stewart						
Sat, 8 Jun 2024	Boston	69	New Boston	1-A	8:00 AM	following
Sat, 15 Jun 2024	Arlington	438	Arlington	64-D	8:00 AM	none
Sat, 22 Jun 2024	Bullard	785	Bullard	16	8:00 AM	following
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

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 5/1/2024

<i>Date</i>	<i>Time</i>	<i>Lodge</i>	<i>Location</i>	<i>Grand Lodge Representative</i>
Saturday 6/8/2024	Refreshments @ Noon Open Greenville @ 1:00 Open Grand Lodge Representation @ 1:20 Cornerstone Ceremony @ 2:00	Greenville 335 2615 Stonewall Greenville, TX 75401	New Lodge Building	Jim Rumsey Grand Senior Warden
Saturday 7/27/2024	Coffee & Donuts @ 8:00 AM Open Katy @ 8:50 Open Grand Lodge Representation @ 9:00 Cornerstone Ceremony @ 10:00	Katy 1439 3158 Katy Hockley Road Katy, TX 77493	Fulshear Fire Dept. Fire Station	Raborn L. Reader Deputy Grand Master
Saturday 7/27/2024	Refreshments @ 8:00 AM Open Royse City @ 9:00 AM Open Grand Lodge Representation @ 9:15 AM Cornerstone Ceremony @ 10:00	Royse City 663 124-B. S. Arch St. Royse City, TX 75189	Paula Walker Elementary @ 10:00 New Police Station @ 11:00	Tommy F. Chapman Grand Master

Join the Texas Cornerstone State coordinator Kevin Binder's Facebook Group
<https://www.facebook.com/share/CiHNBz12zSaqwVhh/?mibextid=K35XfP>

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

STATEWIDE EVENTS

MEDIEVAL TIMES



All Incoming and outgoing officers of the subordinate Lodges and their families are invited to join the Grand Commandery of Texas and our Grand Master at Medieval Times in Dallas on June 15th from 4:30 – 6:30pm for the “Masonic Celebration of Leadership.” Tickets are \$45 for children under 12 and \$67.50 for adults and include a 4-course meal, comprised of soup, bread, entree and side, dessert, non-alcoholic drink, taxes and gratuity as well as admission to the show. To purchase your tickets please visit

<https://checkout.square.site/merchant/81179J678N4AN/checkout/7OCURA7FM4NFD3ZQX7FECYOB>

STATEWIDE YORK RITE FESTIVAL



Please join the Grand High Priest, Grand Master of the Grand Council, and the Grand Commander at the Statewide York Rite Festival in Waco on June 21-22 in the Grand Lodge Building. Further details can be found on the Grand Chapter website at [Calendar – Grand Royal Arch Chapter of Texas \(yorkritetexas.org\)](http://yorkritetexas.org)

TEXAS LODGE OF RESEARCH



All Masons and guests are invited to join the officers and members of Texas Lodge of Research for the annual Anson Jones Lecture on Saturday June 22nd at 6:30 pm. The event will be held at the Lee Lockwood Library and Museum in Waco Texas following the Statewide York Rite Festival. The lecture, presented by Brother Chris Ruli, will be on the “Untold Masonic Stories from the White House.” It is \$60 per person and includes your choice of Prime Rib or Salmon. Additionally, a VIP option is offered at \$85 which includes Brother Ruli’s book. Please RSVP to cdmoorecprp@gmail.com with your entree selection by June 13th.

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. Call 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
Lodge Property Sales Guidance

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

Jeremy Johnson

jrjohnson0821@gmail.com

Lodge Secretary Training

Jeff Frayser

fraternal@grandsecretaryoftx.org

Out-of-State Correspondence
Dispensations
Consolidations

Denise Gilmore

denise@grandsecretaryoftx.org

Justin Hancock
justinh@grandsecretaryoftx.org
Honesty & Integrity Awards / Lamar Medals
Forms and Lodge Supply Orders
Grand Lodge Service Awards
Golden Trowel & Community Builder Awards
Anniversary Certificates

Lodge Officer Maintenance
Esoteric Record Maintenance
Form 71 Collection
IRS Form 990's Collection
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.