

Brad S. Billings  
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## GRAND SECRETARY'S MONTHLY COMMUNICATION AUGUST 2025

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

- Golden Ticket Contest – open to all Masons
- Grand Secretary's Office - List of Statements of Availability, Grand Lodge Gala, Secretary Schools (Dallas, Houston and Waco), and Gift of Life reaches HOUSTON!
- Middle Chamber Program
- Product of the Month: Legacy Builder Award
- Statistics – 2025-26 Officer Overview – Zachary Haston
- Monthly Law Reading – Masonic Funerals
- Lodge Spotlight – Solidarity Lodge No. 1457 – Master Mason Banner
- 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](mailto:gs@grandsecretaryoftx.org), or by registering your membership through [the Member Portal](#).



### **LEGACY BUILDER AWARD**

Pictured are two proposals for the Legacy Builder Award. While the design is being finalized, there is still plenty of time for you to join the first class of inductees at the upcoming Grand Lodge session.



This handsome pin is being designed by Toye, Kenning and Spencer in London and can be yours by adding \$500 to your endowment. This can be done all at once or by adding increments each year until you reach the \$500. Please see your Lodge Secretary and fill out form 77b (linked below). There is no additional form. Once you've added five units, the office will print your award and hold it for the Annual Communication. NOTE: this award is not retroactive so only units added after the 2025 Annual Communication are eligible.

<https://tx.grandview.systems/resources/d01a024e-4cff-4786-baaa-a48d16038c2a>

# PLEASE READ

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## 2026 GRAND LODGE GALA

Mark your calendars and make plans to stay in Waco on **Saturday night following the Grand Lodge Installation** for the **second-ever Grand Lodge Gala!**

This special event will be held at **Hotel 1928**, the historic former home of Karem Shrine and now a world-class five-star hotel. Our inaugural Gala in 2022 welcomed between **500–600 Masons and guests**, and we expect this year's celebration to be even bigger and better!

### Event Details:

- **Date:** Saturday January 17<sup>th</sup>, 2026
- **Location:** Hotel 1928, Waco, Texas
- **Cost** (includes a meal of heavy hors d'oeuvres and desserts and one complimentary cocktail).
  - **FREE** for Brothers staying at recommended hotels.
  - **\$25** for those staying outside Waco or at an Airbnb.

This will be an unforgettable evening of fellowship, food, and celebration with our Masonic family. We look forward to seeing you there!

For a list of approved hotels please visit <https://texasgrandannualcommunication.secureserversites.net/>

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## Calling All Digital Creators, Meme Makers, Videographers, Artists & Writers:

**Masonry Wants YOU!** We are excited to announce the **Golden Ticket Contest**, where Masons like you can showcase your creativity and submit digital content to be used by Grand Lodges across the country! Not only will your work help inspire the next generation of Masons to join our fraternity, but you'll also have the chance to win the **GRAND PRIZE: The Golden Ticket Tour**, planned for **August 2026!**

### How to Participate:

- Create your best Masonic-themed digital content
- Submit your work through the contest website
- Inspire, compete, and possibly win the experience of a lifetime!



For full contest details and submission guidelines, please visit: <https://www.masonicgoldenticket.com/>

**Join the movement. Share your talent. Help shape the future of Freemasonry!**

## **ENDOWMENT DISTRIBUTION**

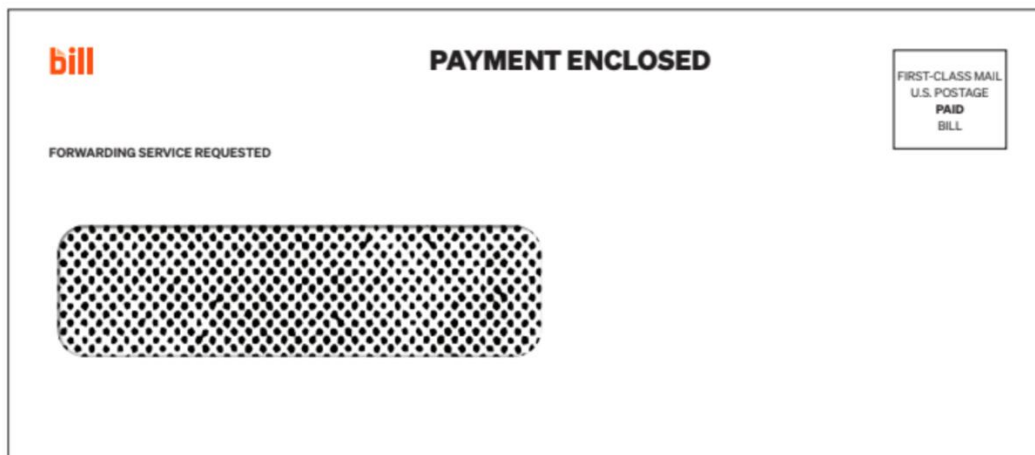
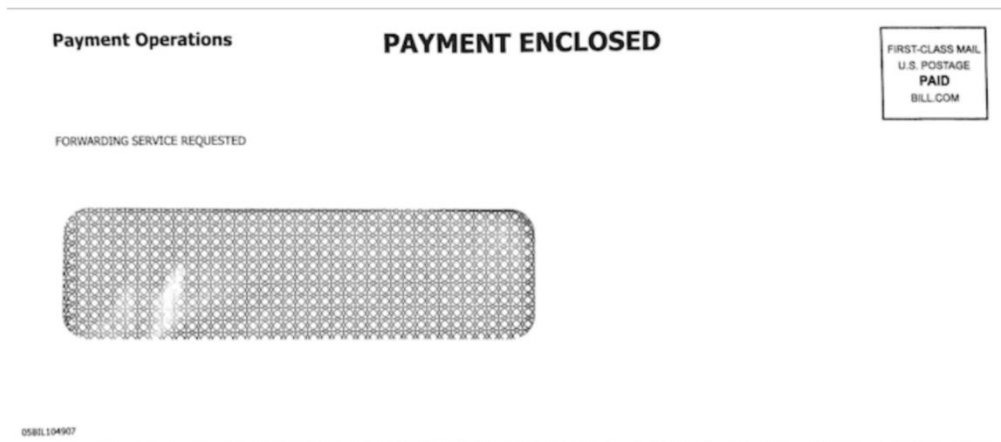
I am pleased to announce that your Lodge's Endowment Distribution check will be generated and will be sent to the mailing address listed on Grandview. In the days to come, please be on the lookout for the check .

Please note that the return address will be from "Payment Operations" (see picture below).

This year, the distribution amount per mature unit is **\$5.00**. The mature units are those units your lodge owned before June 24, 2024. The June 30, 2025 value per unit is **\$111.04**. Total units are the units your Lodge purchased before June 23, 2025. 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 email 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 June 23, 2025 times the endowment unit value (total units x \$111.04). Your check amount will be the mature units times the distribution amount per mature unit (mature units x \$5.00).

Chris Choat, Chairman of the Trust Committee



For those lodges not receiving your check by ACH (which we HIGHLY encourage), please make sure your MAILING ADDRESS is updated in Grand View. If you would like to receive your check by ACH, please contact Brother Rex Johnson to set it up at [rjohnson@grandsecretaryoftx.org](mailto:rjohnson@grandsecretaryoftx.org)

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## **2026 STATEMENTS OF AVAILABILITY\***

### **Grand Junior Warden:**

Robert M. Park

George D. Moxley

John M. Wilkerson

### **Masonic Children and Family Services (Home and School)**

Bradley E. Kohanke

### **Committee on Work:**

Kevin D. Moss

### **Library and Museum Board**

W. Dave McHam

\*Statements will appear in full in the Texas Freemason Magazine

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## **2026 SECRETARY SCHOOLS (SAVE THE DATE)**

**Waco:** Saturday September 27<sup>th</sup> Grand Lodge Building

**Dallas:** Saturday October 18<sup>th</sup> James A Smith Lodge No. 395

**Houston:** Saturday November 15<sup>th</sup> Gray Masonic Lodge No. 329

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## **TEXAS MIDDLE CHAMBER PROGRAM – Fall 2025**

By popular demand, the *Middle Chamber Program* is returning to Texas! Hosted by **Lewisville Lodge**, this three-part series offers a deep dive into the Entered Apprentice, Fellow Craft, and Master Mason degrees, with guided instruction, course materials, meals, and rich esoteric discussion.

### **Schedule:**

- **9/6 (9a–12p)** – Free Intro Session
- **9/27 (8a–3p)** – Entered Apprentice
- **10/25 (8a–3p)** – Fellow Craft
- **11/15 (8a–3p)** – Master Mason

**Cost:** \$300 for full program (sessions must be taken in order)

Contact **Kerr Morton** at [kkerrmir@gmail.com](mailto:kkerrmir@gmail.com) for more info. Registration opens soon!

# READ PORTIONS APPROPRIATE FOR YOUR LODGE

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## **BROTHERS OF THE HOUSTON/SOUTHEAST TEXAS AREA:** **BRING THE GIFT OF LIFE TO YOUR COMMUNITY!**

We are excited to announce the “Gift of Life” blood drive program is expanding to the Greater Houston area and surrounding counties! We’re proud to partner with Gulf Coast Blood (GCB) to extend this life-saving initiative to our lodges and our communities.

GCB serves as a cornerstone for healthcare in the region, providing life-sustaining blood to the world’s largest medical center complex (Texas Medical Center), and over 170 community hospitals, such as **Shriner's Hospital for Children** in Galveston. To meet this constant and immense demand, they require 1,000 blood donations every day. Yet, their current supply stands at just a 1–2 day reserve, proving how valuable each donation, and every blood drive is.



This presents a powerful opportunity for your lodge to embody our commitment to charity and community. By hosting a blood drive, you directly contribute to saving lives and making a difference for those in need. Ready to make an immediate impact? You can begin hosting drives as early as August! [Book a Blood Drive Here](#) or email GCB at [hostablooddrive@giveblood.org](mailto:hostablooddrive@giveblood.org). **Together, let’s truly give the ‘Gift of Life’!**

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## **TAKE TIME TO READ – Join the Effort!**

All across our great state, schools are welcoming students back from summer vacation. The **Grand Lodge of Texas** is proud to continue its partnership with the **Scottish Rite Hospital** in the **Take Time to Read (TTTR)** Program, helping to inspire young readers and strengthen our communities.

Now is the perfect time to plan how **you and your Lodge** can participate in this impactful program. Currently, only about 100 Lodges are receiving TTTR updates and information—don’t let your Lodge miss out!

To ensure your Lodge is included, please contact the State TTTR Chairman:

📧 **Bruce Dalton** – [bdd2208@gmail.com](mailto:bdd2208@gmail.com) ☎️ **817-223-1471**

Let’s work together to make literacy a priority in every Lodge across Texas!

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## **LONE STAR APRON**



The **Lone Star Apron** is now available for purchase, with delivery scheduled for **mid-December**. Our order earlier this year was a tremendous success, with **130 new Past Masters** now proudly wearing their aprons—and raising **over \$7,000** in support of the **Grand Lodge of Texas!** Don’t miss your chance to own this distinctive apron while supporting the work of our Grand Lodge. Order here:

[Texas Regulation Past Master's Apron - Silver – The Craftsman's Apron](#)



## **LODGE SPOTLIGHT:**

### **Solidarity Lodge #1457 – A Meaningful Milestone for a New Master Mason**

Solidarity Lodge #1457, A.F. & A.M., continues to embody the spirit of brotherhood and tradition by celebrating milestones in unique and heartfelt ways. On April 4, 2025, the lodge proudly raised Bro. Mark Fajardo to the Sublime Degree of Master Mason—a pivotal moment in every Mason's journey.

In recognition of this significant achievement, Solidarity Lodge created a custom-printed congratulatory banner, signed by brethren, family, and friends who witnessed this memorable night. The banner serves as a testament not only to the Fraternity's enduring customs but also to the love and support within the Masonic community.

The banner reads:

"Congratulations! Bro. Mark Fajardo Newly raised to the Sublime Degree of Master Mason – April 4, 2025." Signed by members including Worshipful Master Nestor Duremdes, Jr., Senior Warden Stephen Aganan, and Junior Warden John Calayag, it stands as a symbol of support and brotherhood.

"Making a new Master Mason is always a cause for celebration," said WM Duremdes. "But it's the personal touches like this banner, and the warmth of our brethren, that make it unforgettable."

Bro. Fajardo's raising was met with heartfelt congratulations, enthusiastic signatures, and words of encouragement such as "Welcome to the Craft," "Enjoy your journey," and "Congratulations, Bro!"

This meaningful celebration exemplifies what it means to be a Mason—support, fellowship, and tradition. Solidarity Lodge #1457 continues to set a wonderful example of how lodges can warmly welcome newly raised brethren while preserving the essence of Masonic ritual and brotherhood.

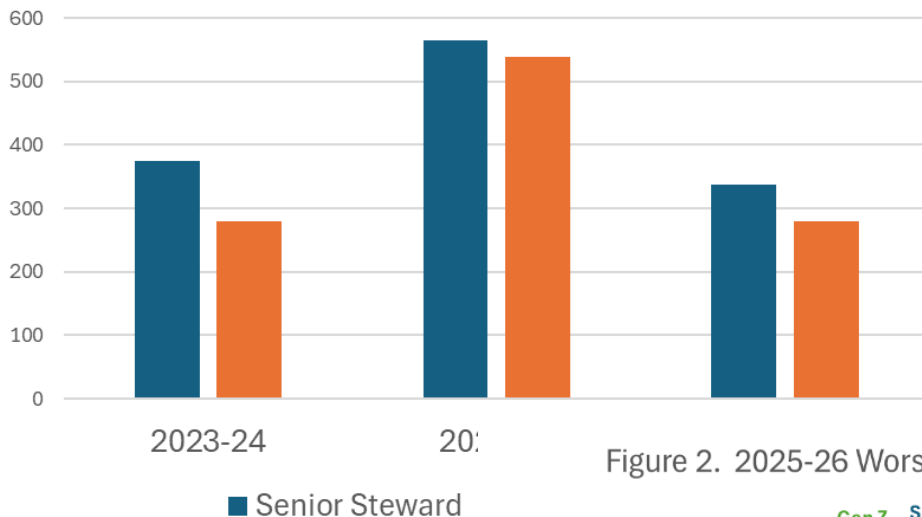
May the Light continue to guide Bro. Fajardo and all our newly raised Master Masons. – Mike Mistry P.M.



## 2025-26 OFFICER OVERVIEW

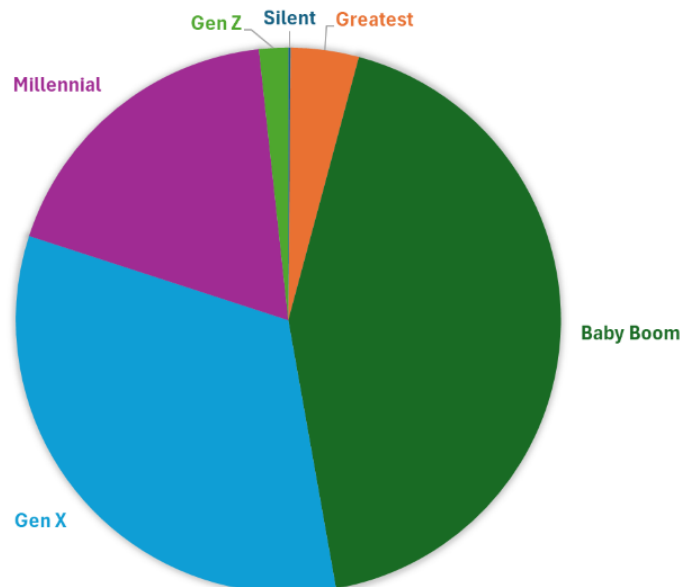
Brethren, as lodge officer installations are now complete, this month we're going to take a look at the new 2025-26 officers. Please note that all of this data is only what has been entered into Grandview by the Secretaries to date with 91% of the lodges having entered a complete officer roster, 5% with a partial list (missing a Chaplain or something), and 4% of the lodges still have not entered anything at all into Grandview. Still, we can see some things from the 91 or 96% entered.

Figure 1. Stewards Installed



First off, a note about the Stewards. In 2023-24, we had 375 Senior Stewards and 280 Junior Stewards installed. Last year, after the Grand Master pointed out Article 264, that jumped to 565 Senior Stewards and 538 Junior Stewards installed. This year, after we changed Art.264 at the Grand Annual Communication, we have 338 Senior Stewards and 279 Junior Stewards installed, a return to near what it was in 2023-24.

Figure 2. 2025-26 Worshipful Master Generation



Generationally, the age breakdown of the Worshipful Masters this year is virtually identical to last year with just under half (47%) being Baby Boomers and older and just over half (53%) being Gen X or younger. At Senior Warden those ratios become 43%/57%, and by Junior Warden those ratios change to 40% Baby Boomer or older and 60% Gen X or younger. Our average WM age passed from Baby Boomers into Gen X a few years ago and continues in that direction.

In this year's class, the most anyone has previously served as WM is 10 terms (Figure 3), although that is just one person. We have 312 first-time Worshipful Masters this year, a drop from 352 last year. Secretaries have more experience, although we do have 105 first-time Secretaries in this year's class (Figure 4). In terms of tenure, this year's Secretaries again have the most experience in that office with an average of having served 6.6 times previously, followed by the Treasurers who have served an average of 5.8 times previously and the Chaplains who have served an average of 4.8 times previously.

Figure 3. 2025-26 Worshipful Master Pervious Terms Served

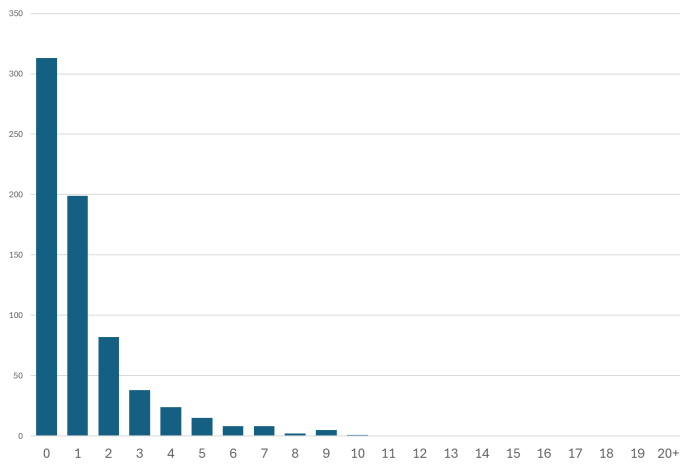
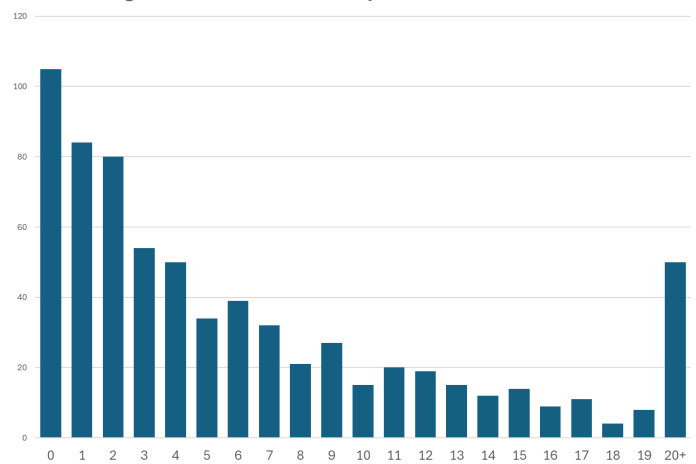


Figure 4. 2025-26 Secretary Pervious Terms Served



Figures 5-7 show the officer's experience in terms of years in Masonry. People tend to serve as Worshipful Masters relatively early in their Masonic careers these days with the peak in the 4 to 6 year or more broadly the 2 to 8 year range. In the extremes, our newest first-time Worshipful Master has 1.3yrs in Masonry (raised and elected SW months later and then WM the next year). On the other end of the chart we have a Brother who has been a Mason for 63.6yrs and is just now serving his first term as Worshipful Master of his lodge.

Figure 5. 2025-26 WM Years in Masonry

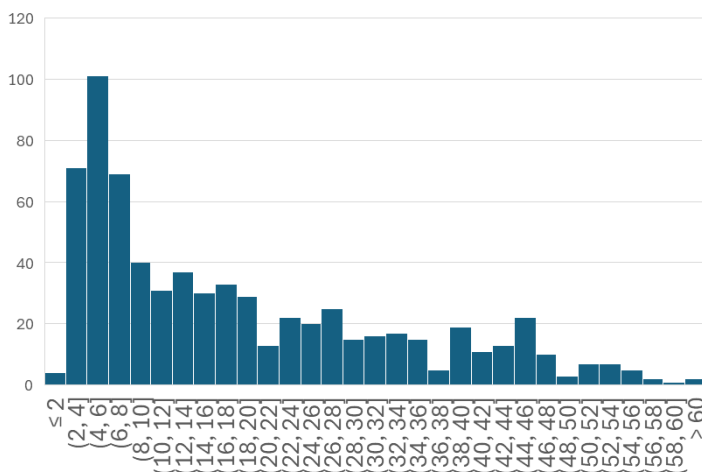
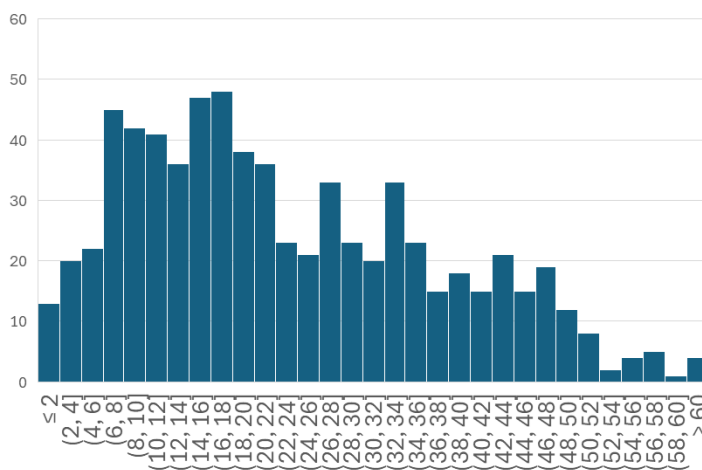


Figure 6. 2024-25 Secretary Years in Masonry



As seen in Figure 6, the Secretaries serve a bit later having more Masonic experience, although we do have five Secretaries raised less than a year ago taking on that office as their first. Is that the best thing for them, or the lodge? Similarly, Treasurers tend to have more experience, although we do have two Treasurers who have been Masons less than a year. These may be good ones, but we have had incidents in the past with giving access to all your lodge bank accounts and investments to someone who has just joined, so caution is warranted there.

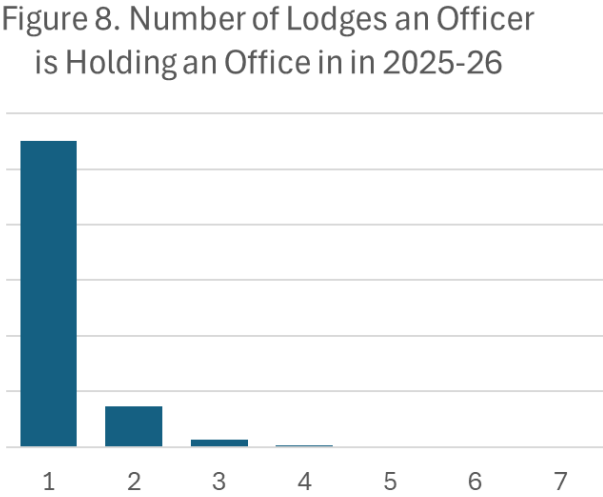
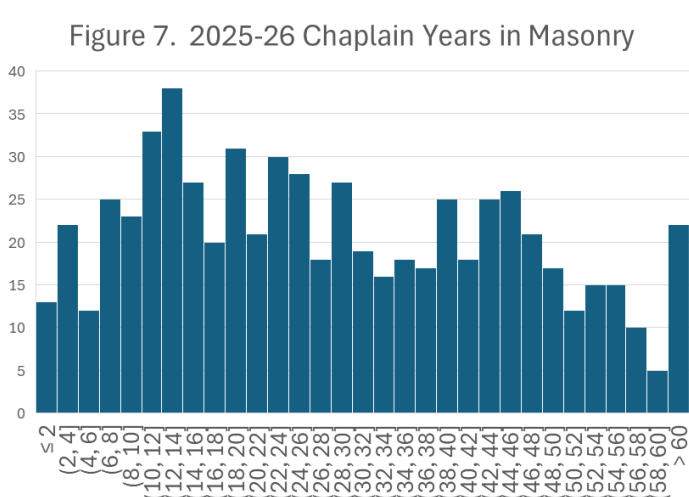
Finally, as seen in Figure 7, our Chaplains are our most Senior officers, not necessarily in terms of years served in that office, but in terms of years in Masonry. Our Chaplains average 28.5 years in Masonry, and many have 40 or 50+ years.

The final thing I'd like to point out is the rise in the number of Brethren serving offices in multiple lodges. Figure 8 shows how many offices a Brother is serving in this year, for those who are in an office. By far, the majority are serving in just one lodge; however, there is an increasing trend in those serving in multiple lodges at once. This can be seen in Figure 9. This year we have a Brother serving in Top 5 offices in six different lodges at the

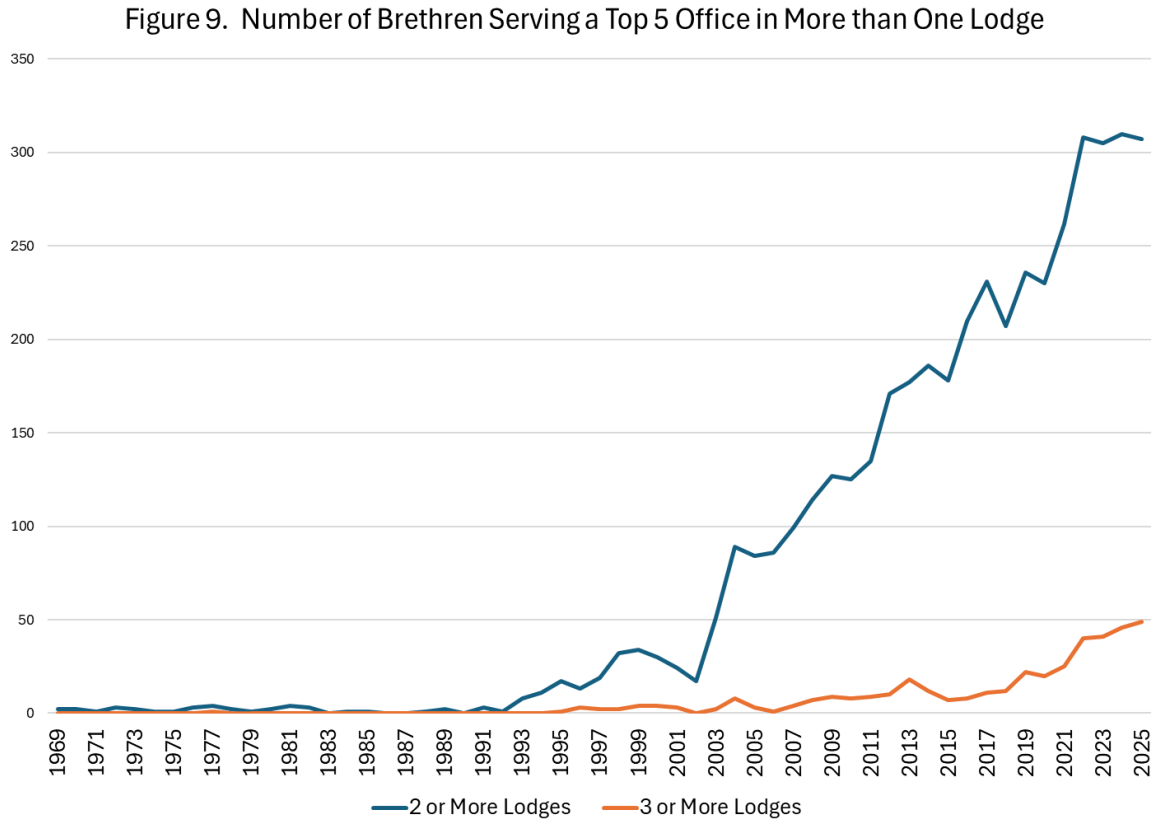
same time, and another in five lodges. Those are extremes, but we do have 307 Brethren serving in Top 5



positions in two or more lodges. From a lodge perspective, 410 of our 733 lodges have at least one Top 5



officer who is also a Top 5 officer in another lodge, and 131 lodges have a Top 5 officer who is a Top 5 officer in two or more other lodges. We certainly need to thank these Brethren for such service to the Fraternity, but at the same time, is the trend in Figure 9 is the healthiest for our Institution? – **Zachary Haston, PM**



**MONTHLY QUOTE**

*“One man can make a difference and every man should try.”* — **Jacqueline Kennedy Onasis**

## **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.

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## **MONTHLY LAW READING – MASONIC FUNERALS**

As Masons we are entitled to Masonic Funerals as set forth in Art. 359 To Whom Extended: “Burial with Masonic ceremonies is a privilege which pertains to all Masons, including Entered Apprentices, Fellowcrafts, and Master Masons, by virtue of their membership. It may be extended to worthy non-affiliated Masons if the Master of the Lodge so determines. It shall be the duty of each Lodge except as otherwise provided in this Chapter, to conduct the funeral ceremonies, in accordance with Masonic customs and usages, in all cases where it was the expressed wish of a member in good standing and is concurred in by his near relatives. In the absence of such expressed wish, the ceremonies shall be performed over the remains of such deceased member when requested by his near relatives after his death. Upon request it may be extended at the discretion of the Master of the Lodge to worthy non-affiliated Masons if he so determines, and to worthy suspended Masons who have been suspended for non-payment of Lodge dues.”

As the above article points out, this must come from the expressed wishes of the member and with the concurrence of his family. If you would like to have a Masonic Funeral, it is your duty to make that wish known to your Lodge and your loved ones. There is a form available on the Member Portal to facilitate this for you. It can be found here: [Masonic Last Rites Request Form](#) – **Jeremy R. Johnson, P.M.**

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## **TX MASON APP**

The TX Mason app is over **5,000** users! Please join the 5,253 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>

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## **HEATIN’ UP! TEXAS MASONIC BBQ COOKOFF PLUS CLASSIC CAR & MOTORCYCLE SHOW**

Think it’s hot now? The competition really heats up at the statewide Masonic Barbecue Cookoff and Classic Car & Motorcycle Show on Saturday, Oct. 11, 2025! Held during Family Day, the largest gathering of Texas Masons and their families, winners compete for bragging rights, trophies, and many other awards. Entry forms and rules at <https://yourtmrc.org/family-day/>

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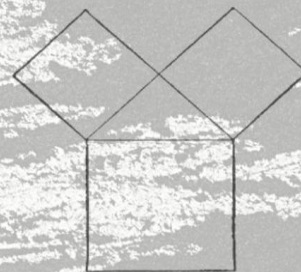
## Grand Master's Calendar of Events

Date	Event	Time	Location	Address
Thursday 8/7/2025	Official Visit to Anahuac Lodge #995	6:30 P.M.	Anahuac Lodge #995	2100 S. Main Street, Anahuac 77514
Saturday 8/23/2025	150 <sup>th</sup> Anniversary Liberty Hill Lodge #432	TBD	Liberty Hill Lodge #432	927 TX-332 Loop, Liberty Hill, 78642
Saturday 8/23/2025	5 <sup>th</sup> Annual Holland Lodge Festive Board	5:00 P.M.	Holland Lodge #1	Arabia Shriners 10510 Harwin Dr. Houston, 77036

**Holland**  
AND TSHBA  
Presents:  
The 5th annual Festive Board  
hosted by Holland Lodge & TSHBA on  
August 23rd 2025  
Special guest Speaker  
**Most Worshipful Raborn Reader**  
**Grand Master of Texas**  
**10510 Harwin Dr., Houston, TX 77036**



# 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>
<b>Cody Cockroft</b>						
Sat, 2 Aug 2025	DeWitt Clinton	29	Jasper	25-B	8:00 AM	Following
Sat, 16 Aug 2025	Grapeland	473	Grapeland	23	8:00 AM	Following
Sat, 23 Aug 2025	Sul Ross	1300	College Station	29-B	8:00 AM	Following
Sat, 13 Sep 2025	B. W. Tinsley	1458	Houston	30-C	8:00 AM	Following
Sat, 20 Sep 2025	Lee Scott	793	Somerville	44	8:00 AM	Following
<b>Chuck Forsyth</b>						
<b>Steve Pepper</b>						
Fri, 5 Sep 2025	Pampa	966	Pampa	98	6:30 PM	Exam Only
Sat, 6 Sep 2025	Pampa	966	Pampa	98	9:00 AM	Forum Only
Sat, 4 Oct 2025	Mackenzie	1327	Lubbock	93	8:00 AM	Following
Sat, 15 Nov 2025	Palo Duro	1239	Amarillo	99	8:00 AM	Following
<b>Cody Stewart</b>						
Sat, 2 Aug 2025	Duck Creek	1419	Garland	14-C	8:00 AM	Following
Sat, 16 Aug 2025	Cooke-Peavy	1162	Fort Worth	64-B	8:00 AM	Following
Sat, 23 Aug 2025	Dallas	760	Dallas	14-A	8:00 AM	Following
Sat, 30 Aug 2025	Pine Tree	1396	Longview	10-A	8:00 AM	Following
Sat, 13 Sep 2025	James A. Smith	395	Farmers Branch	14-F	8:00 AM	Following
<b>John Peters</b>						
Sat, 9 Aug 2025	Onion Creek	220	Austin	50	9:00 AM	Following
Sat, 16 Aug 2025	Davy Crockett	1225	San Antonio	39-B	9:00 AM	Exam Only
Sat, 23 Aug 2025	Llano Grande	1173	Weslaco	40-B	9:00 AM	Following
Sat, 6 Sep 2025	Uvalde	472	Uvalde	53	9:00 AM	Following

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

# The Grand Lodge of Texas Cornerstone Leveling Ceremonies 2025



**For Information Contact:**

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

<i><b>Date</b></i>	<i><b>Time</b></i>	<i><b>Lodge</b></i>	<i><b>Location</b></i>	<i><b>Grand Lodge Representative</b></i>
Saturday 8/2/2025	Coffee & donuts at 7:45am Open Decatur Lodge at 8:45am Open Grand Lodge at 9:00am Cornerstone Ceremony at 9:45am	Decatur Lodge #447 202 W. Walnut Decatur, TX 76234	New Police Station	G. Clay Smith Past Grand Master
<b>Postponed</b> Wednesday 8/13/2025	Coffee & donuts at 9:00am Open Forrest Lodge at 10:00am Open Grand Lodge at 10:15am Cornerstone Ceremony at 11:00am	Forrest #19 1030 12th St. Huntsville, TX 77340	New City Hall	Raborn L. Reader, Jr. Grand Master
Friday 8/29/2025	Lunch or refreshments at 11:00am Open Texas City Lodge at Noon Open Grand Lodge at 12:15pm Cornerstone Ceremony at 1:00pm	Texas City #1118 702 14th St. North Texas City, TX 77590	New School	Raborn L. Reader, Jr. Grand Master
Saturday 8/30/2025	Lunch or refreshments at Noon Open Greenwood Lodge at 1:00pm Open Grand Lodge at 1:15pm Cornerstone Ceremony at 2:00pm	Greenwood #779 147 County Rd. 2640 Greenwood, TX 76246	New Slidell School	Justin B. Duty Grand Sr. Warden
Saturday 9/6/2025	Lunch or Refreshments at Noon Open Whitt Lodge at 1:00pm Open Grand Lodge at 1:15pm Cornerstone Ceremony at 2:00pm	Whitt #624 101 Main St. Whitt, TX 76490	New Fire Station	Kenneth C. Curry Past Grand Master

Join the Texas Cornerstone State coordinator Kevin Binder's Facebook Group  
<https://www.facebook.com/share/CiHNBBy12zSaqwVhh/?mibextid=K35Xfp>



## **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](mailto: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](mailto:internet@grandlodgeoftexas.org) and please leave a mobile number and your ID so they can reach you.

### **Dave McHam**

[dave@grandsecretaryoftx.org](mailto:dave@grandsecretaryoftx.org)

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

### **Cindy Huerta**

[cindy@grandsecretaryoftx.org](mailto:cindy@grandsecretaryoftx.org)

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

### **Jeff Frayser**

[fraternal@grandsecretaryoftx.org](mailto:fraternal@grandsecretaryoftx.org)

Out-of-State Correspondence  
Dispensations

### **Justin Hancock**

[justinh@grandsecretaryoftx.org](mailto:justinh@grandsecretaryoftx.org)

Honesty & Integrity Awards  
Lamar Medals  
Forms and Lodge Supply Orders  
Grand Lodge Service Awards  
Golden Trowel Awards  
Community Builder Awards

### **Zachary Haston**

[zhaston@grandsecretaryoftx.org](mailto:zhaston@grandsecretaryoftx.org)

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

### **Jeremy Johnson**

[jjohnson@grandsecretaryoftx.org](mailto:jjohnson@grandsecretaryoftx.org)

Lodge Secretary Training & GS Newsletter

## **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. 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.