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GRAND SECRETARY'S MONTHLY COMMUNICATION APRIL 2026

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

- Grand Secretary's Office –
 - o Submissions for GL
 - o Legacy Builder Awards
 - o Service Awards
- Grand Master's Decisions 4, 5 and 6
- Officer Leadership Training – Committee on Masonic Education
- Product of the Month – Time to order the Lone Star PM Apron for Installation (by 4/15/26)
- Lodge Insurance – Zachary Haston
- Statistics – Masonic Charity in Texas – Zachary Haston
- Monthly Law Reading – The Endowed Membership Fund – Jeremy R. Johnson
- Lodge Spotlight – Morton Lodge No. 72 – 175 Years of Service
- 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](#).



PRODUCT OF THE MONTH

Past Master Aprons

You only have a few more Days to order the Lone Star Apron from the Master Craftsman's Website to receive it in time for installation.

The cutoff date is April 15th! Click the link below to order.

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

Don't Delay!

If you order it after 4/15, it will go into production to be received in mid to late December in time for the holidays.

PLEASE READ

Grand Master's Decisions

DECISION 4

QUESTION: Can a former District Deputy Grand Master who is also serving as a lodge officer wear his previous District Deputy Grand Master apron at stated and called meetings?

DECISION: No. An installed Grand Lodge Officer, including the District Deputy Grand Master, represents the Grand Lodge of Texas at all times when attending a constituent lodge. When a current Grand Lodge Officer serves as an officer in a constituent lodge, it is the installed Grand Lodge Officer's discretion as to which apron (Grand Lodge Officer apron or Lodge Officer apron) to wear. This discretion extends to Past Grand Masters, Past Deputy Grand Masters, Past Grand Wardens, and Emeritus Grand Lodge Officers. However, a former appointed Grand Lodge Officer, including a former District Deputy Grand Master who is serving as the installed officer in a constituent lodge is prohibited from wearing his former Grand Lodge apron if the lodge provides lodge officer aprons in accordance with Article 273.

DECISION 5

QUESTION: Does the Tiler of a constituent lodge count as a member for establishing a quorum at stated or called meetings?

DECISION: No. The Tiler is to be without the door. He does not participate in the business of the lodge and is not in the lodge room while the lodge is open and conducting business, therefore his presence while attending to his duties outside of the lodge does not count toward the minimum number of members required to constitute a quorum.

DECISION 6

QUESTION: Who may serve on a lodge audit committee?

DECISION: Article 284 specifies that a Worshipful Master shall appoint an audit committee, the statute is silent on who may be called upon to serve on said committee. It would be improper for the Worshipful Master, Treasurer, or Secretary who served during the Masonic year for which the audit is being conducted to serve, as it is their books and records that are being audited. Any other Master Mason, who is a member of the lodge and who did not record or directly oversee the receipts and disbursements of the lodge is eligible to serve on the committee at the discretion of the Worshipful Master. This decision overrules Grand Master's Decision 1993 No. 6.

Grand Secretary's Office

Grand Lodge Submissions

Brethren – In an effort to streamline the process for submitting Statements of Availability, Resolutions and Lodge Vanguard awards, we have created the following Drop Boxes:

1. Statements of Availability - [2027 Statements of Availability](#)
2. Resolutions of the Laws of the Grand Lodge of Texas - [2027 Resolutions](#)
3. Vanguard Submissions - [Vanguard Submissions](#)

*** Any submissions sent by mail, email, social media or other medium will NOT BE ACCEPTED or CONSIDERED. ***

Legacy Builder Awards

All Legacy Builder Awards have been mailed to the Lodges. If your Lodge hasn't received theirs by 4/15, please email Cindy in the office at cindy@grandsecretaryoftx.org.

Service Awards

Service Awards are now being processed and will be sent out by Lodge Number. Lower numbered Lodges should expect their Service Awards by mid-month while higher numbered Lodges may be delivered as late as the end of next month.

Officer Leadership Training

Lodge elections are approaching quickly. The final opportunity for incoming Wardens to complete Officer Leadership Training prior to taking office is in San Antonio May 8-9.

Thank you for helping us make sure our lodges are prepared and positioned for success in the coming year.

– The Committee on Masonic Education

READ PORTIONS APPROPRIATE FOR YOUR LODGE

MONTHLY LAW READING – LODGE DUES

The Endowed Membership Fund does not sit in the general fund of the Grand Lodge and is an independently managed fund that is completely separate. The following laws dictate how these funds are handled.

Art. 163b. The Endowed Membership Fund.

The Endowed Membership Fund shall consist of all monies received by the Grand Lodge for the purpose of purchasing Endowed Memberships in Texas Lodges as provided in Article 318-a of these Laws, and all such funds, along with the income therefrom, shall be kept in a special and separate account entitled the "Endowed Membership Fund."

Art. 163c. The Grand Lodge Endowment Fund.

The Grand Lodge Endowment Fund shall consist of all monies contributed to the "Penny-A-Day" Program as instituted in 1992, and any other funds, stocks, bonds and/or securities thereafter designated and received therefor and shall be kept in a special and separate account to be entitled "The Grand Lodge Endowment Fund."

No part of the principal of the Grand Lodge Endowment Fund, except the income earned from the investment thereof, shall be used for any purpose, unless specifically authorized by a 2/3 vote of those present at an Annual Grand Communication of this Grand Lodge, and then only after due notice shall have been given to the Lodges and Members by Resolution as provided in Article 172 of these Laws.

All income earned from the Fund only, less any administration fee that might be provided, may be annually deposited in the General Fund for the operation of this Grand Lodge and its programs through its regular budgetary procedures as recommended by the Grand Lodge Trustees and the Finance Committee for the approval of the Grand Lodge. (Adopted 1993)

Article 163e. Ownership and Management of the Endowed Membership Fund.

The Endowed Membership Fund is owned by the subordinate Lodges by whom contributions have been made, under the provisions of Article 318a of the Laws of the Grand Lodge of Texas. The percentage ownership of such a subordinate Lodge is based upon the dollar amount of its contributions to the Endowed Membership Fund.

The Grand Lodge of Texas, in Annual Communication, has authorized and directed the Trustees of the Grand Lodge of Texas, on behalf of its subordinate Lodges, to create one or more trusts, and related entities, to hold legal title to the assets of the Endowed Membership Fund, in order to protect those assets from the claims of future creditors of the Lodges ("EMF Trust.")

The EMF Trust shall be created by the Grand Lodge of Texas Trustees under and in accordance with the trust laws (as they exist from time to time) of Delaware or other states where their laws allow the Grand Lodge of Texas, on behalf of its subordinate Lodges, to keep significant control over the management of the EMF assets. Texas has no comparable laws for this purpose.

Under the EMF Trust and its related entities, the Trustees of the Grand Lodge of Texas will retain, on behalf of the subordinate Lodges, all investment power over EMF assets. Distributions to subordinate Lodges from the EMF Trust are fixed under Grand Lodge law. The Trustees of the Grand Lodge of Texas will have the power to change in its sole discretion the corporate trustee of the EMF Trust.

Although the subordinate Lodges will no longer directly own the EMF assets after the EMF Trust is funded, the subordinate Lodges for whom EMF contributions have been made will be the sole beneficiaries of the EMF Trust, and no other person or entity may benefit from the EMF Trust at any time.

Except as required by applicable state law, upon the creation of the EMF Trust, there will be no other change in the administration of the Endowed Membership Fund, as provided by Article 318a and 163b of the Laws of the Grand Lodge of Texas. – Jeremy R. Johnson, PM

Lodge Insurance

The bundled deals we got for lodge insurance are in place and can still be joined at any time. All policies end Dec 31st, so they will be prorating your premiums to cover the period from the time you want it to start to the end of the year. To date, about a quarter of our lodges are in the process or already have policies under these deals, and together those lodges have saved a combined total of well over \$400,000 compared to the policies they were quoted or had in force from their previous carrier. Most lodges are saving a couple thousand dollars, but some lodges are saving several thousand, and one even over nine thousand. Bundling worked. It's a good deal for your lodge, but only if you take advantage of it. Your existing policies can usually be cancelled early with a portion of that premium returned to you, so the sooner you get into the new deal, the more money you'll save.

Quote request forms were sent to all Secretaries. If you can't find it and need one, just send an email to zhaston@grandsecretaryoftx.org, and I will send you one for property insurance and one for general liability. They are handled through different companies and should be sent to the respective email addresses at the top of each form. Requesting a quote does not bind you to anything, but I think you'll like what you see.

Masonic Charity in Texas

Before I say anything else, I have to first point out that Texas Freemasonry is not a charity. In IRS terminology, we are a 501(c)(10) Fraternal Organization. However, we do say that our "grand purposes are, to diffuse light; to banish ignorance; to promote peace and happiness among mankind; to relieve distress; to protect the widows and orphans of our brethren; to inculcate a wider knowledge concerning the existence of the Grand Architect of the Universe, and of the arts and sciences connected with His Divine laws" (Monitor), and under our umbrella we do have a number of 501(c)(3) charity arms.

Statewide, Masons do a quarter-billion dollars of net charity to the community each year in Texas. Most of that is done in the hospitals, which actually spend substantially more than that. Our charity arms include: Texas Scottish Rite Hospital for Children (in Dallas and Frisco doing pediatric orthopedics, sports injuries, dyslexia), Shriners Hospital in Galveston (burn facility, cleft lip/palate, orthopedics), Masonic Children & Family Services of Texas (covering Masonic widows and orphans along with other needy children), Texas Masonic Retirement Community (aged Masons, their wives and/or widows), individual Masonic Lodges (scholarships, individual relief and other community charity), Texas Masonic Charities Foundation (scholarship matching, teacher honorariums, community grants), Fraternal Relations (within the Grand Lodge of Texas helping MMs with medical needs), other Appendant Body charities, and the Grand Lodge Library and Museum. So while Masonry is not a charity per se, we are quite charitable and are quite proud of those hospitals and all the rest. They are changing/saving lives.

All that being said, right in the middle of that list is the one I'd like to look at in this article: individual Masonic lodge charity. This is one of those charts that I need to divide up as there is a substantial difference between lodges. I don't like to think of charity as advertising, but since I frequently meet with people who think in that way, I'm going to show annual charity for lodges averaging three or more EA Degrees per year (Figure 1) and for those not doing any EA Degrees (Figure 2). Lodges doing one to two Degrees per year fall in between these as a transition. Please note that the scales of these two charts are different (Figure 2 bars are half as wide).

Most lodges in the Figure 1 group are doing less than \$25,000/yr of charity. Most Lodges in the Figure 2 group are doing less than \$2,500/yr. That's a tenfold difference. You have to be careful here though. The average Lodge size in Figure 1 is 159 members, while Figure 2 Lodges average only 35 members (since they aren't bringing in more people). I want to be careful not to imply a direct cause-and-effect here with these charts as there is a lot more to Lodge membership trends than charity. I wouldn't even call it one of the major things, even if it does give a little bit of an indicator of Lodge activity.

Figure 1. Annual Lodge Charity
(For Lodges doing 3+ EA Degrees/yr)

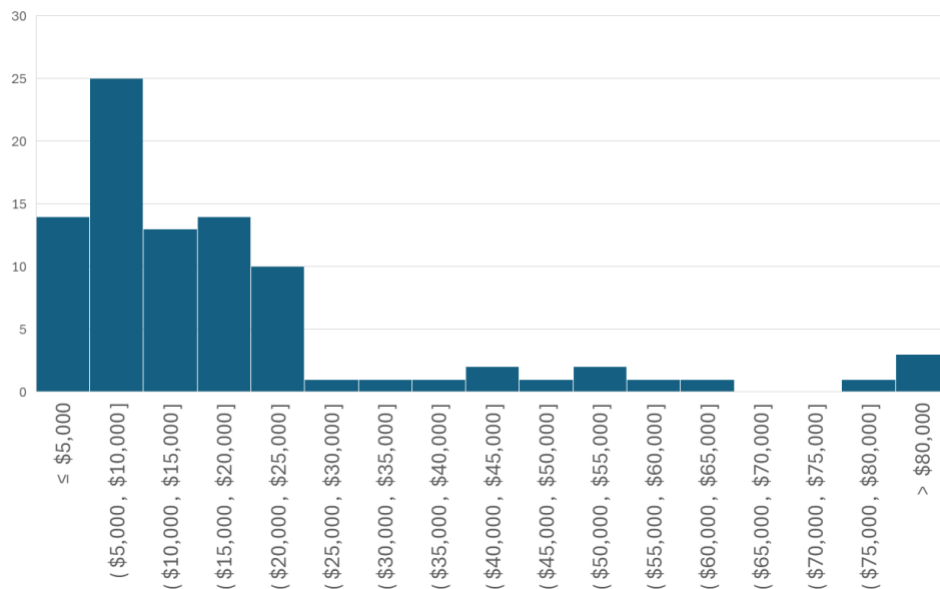
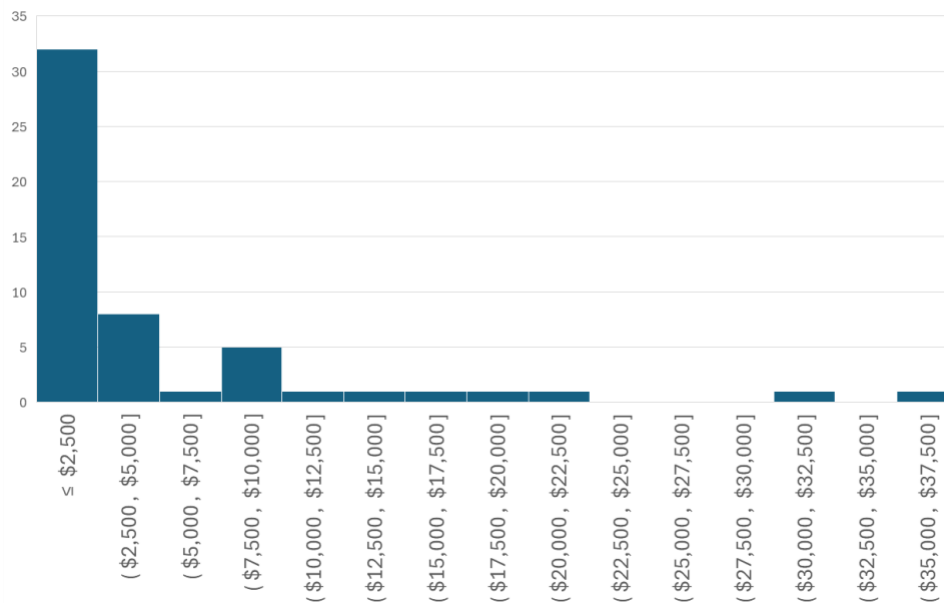


Figure 2. Annual Lodge Charity
(For Lodges Who Have Not Initiated Anyone Since COVID)



The median annual charity amount in Figure 1 is \$11,784/yr, but there is a large tail, and the mean is \$18,891/yr. Some lodges are doing a whole lot of charity, bringing the average up. That's important for us as we get a Statewide lodge property tax exemption based largely upon how much charity we do as a whole. The Lodges doing a lot are saving the Lodges not doing so much, and that has to continue. If we ever lost our Statewide exemption, and each Lodge had to go appeal to their county individually, the consequences would be enormous.

Remember though that individual Lodge charity is just one portion of a very large number: a quarter billion dollars per year of Masonic charity in Texas alone. Masons contributed to those hospital endowments. Masons contributed to the TMRC, the Home and School, Square and Compass Holdings, Texas Masonic

Charities Foundation, Grand Lodge Library and Museum, and all the rest. While Texas Freemasonry is not a charity, we are incredibly charitable, not just providing relief, but often literally saving and changing lives. I'm incredibly proud of all we do, from the big things right down to the small. – Zachary Haston

Lodge Spotlight: Morton Lodge No. 72 – 175 Years of Service

Morton Lodge No. 72 in Richmond, Texas, was recently recognized in the March 22, 2026 edition of the Fort Bend Herald, earning front-page coverage in honor of its 175th Anniversary. Founded in 1851, the Lodge stands as one of Texas' oldest continuously active Masonic bodies, with a legacy deeply rooted in the early history of Fort Bend County.

The celebration brought together brethren, community leaders, and distinguished guests, including the Most Worshipful Grand Master of Texas, who presented an official proclamation recognizing the Lodge's enduring contributions to Freemasonry and the community. The recognition highlights more than a milestone—it reflects generations of dedication to the principles of Brotherly Love, Relief, and Truth.

For over 175 years, Morton Lodge has remained an active force in Richmond, supporting charitable causes, promoting civic engagement, and preserving local history. The Lodge also maintains stewardship of the historic Morton Cemetery, which serves as the resting place of notable Texans, including Mirabeau B. Lamar.

As noted in the proclamation, Morton Lodge No. 72 has long contributed to the moral, civic, and intellectual advancement of its community. Its legacy serves as a powerful example of the lasting impact of Freemasonry in Texas.

Morton Lodge's 175-year milestone stands as a testament to unwavering commitment, strong leadership, and the enduring bond of brotherhood—an inspiration to lodges across the jurisdiction.

This recognition also serves as a reminder to lodges across our jurisdiction of the value in engaging with local media. Morton Lodge's feature in the Fort Bend Herald is an excellent example of how we can bring Freemasonry into the public eye, share our story, and strengthen our connection with the communities we serve. It is a model worth emulating, and an opportunity that more lodges should consider embracing. – Mike Mistry, P.M

HIGH SCHOOL SOCCER
Handle boys' musty rivalry with new look

Good Afternoon
City Council
The city council meeting scheduled for Tuesday, March 23, has been postponed to Thursday, March 25, at 7 p.m. at the City Center. The agenda includes the city manager's report, the city manager's budget, and the city manager's report on the city manager's budget.

LCES class reunion
The LCES class reunion is scheduled for Saturday, April 11, at 10 a.m. at the LCES building. The reunion is for the class of 1972. The reunion is for the class of 1972. The reunion is for the class of 1972.

Veterans welcome
VFW Post 1002 will hold its annual National Veterans Day luncheon on Sunday, November 11, at 11 a.m. at the VFW Post 1002 building. The luncheon is for all veterans and their families. The luncheon is for all veterans and their families.

Open garage sale
The city of Houston will hold an open garage sale on Sunday, March 22, at 10 a.m. at the city of Houston building. The sale is for all city of Houston employees and their families. The sale is for all city of Houston employees and their families.

Blood drive
The Houston Area Chapter of the American Red Cross will hold a blood drive on Sunday, March 22, at 10 a.m. at the Houston Area Chapter building. The blood drive is for all Houston Area Chapter members and their families. The blood drive is for all Houston Area Chapter members and their families.

Obituaries
An E. Brown, 89
Page 2

Today's Scripture
John 1:1-9
Page 1

Our Social Media
Facebook: @fortbendherald
Twitter: @fortbendherald
Instagram: @fortbendherald
YouTube: @fortbendherald

Jury deciding George's fate

A Fort Bend County jury will decide the fate of County Judge KP George on Tuesday morning. The 10-man, 2-woman jury was sworn Thursday at 9 a.m. George was charged with the same crime as the man who was shot and killed in the same area. The jury will decide if George is guilty of the crime. The jury will decide if George is guilty of the crime.

SEC GEORGE PAGE 4

Authorities say ethanol released during derailment

But public not exposed to fumes, police announce
Richmond police say that ethanol was released during a train derailment on Tuesday. The ethanol was released from a tank car that derailed. The ethanol was released from a tank car that derailed. The ethanol was released from a tank car that derailed.

SEC DERAILMENT PAGE 4

The Sons of the American Legion plan BBQ cookoff

The Sons of the American Legion is planning to host a barbecue cookoff on Sunday, April 12, at 10 a.m. at the Legion building. The cookoff is for all Sons of the American Legion members and their families. The cookoff is for all Sons of the American Legion members and their families.

Veterans food drive takes April 4
The Houston Area Chapter of the American Red Cross will hold a food drive on Sunday, April 4, at 10 a.m. at the Houston Area Chapter building. The food drive is for all Houston Area Chapter members and their families. The food drive is for all Houston Area Chapter members and their families.

Back in the Park returns April 11
The Houston Area Chapter of the American Red Cross will hold a Back in the Park event on Sunday, April 11, at 10 a.m. at the Houston Area Chapter building. The event is for all Houston Area Chapter members and their families. The event is for all Houston Area Chapter members and their families.

175 years & counting

Morton Lodge No. 72 celebrates 175 years of service, fidelity and Masonic tradition

By Scott Reese Willey
Morton Lodge No. 72 is celebrating its 175th anniversary. The lodge was founded in 1851 and has a long history of service and fidelity. The lodge was founded in 1851 and has a long history of service and fidelity. The lodge was founded in 1851 and has a long history of service and fidelity.

CONTINUED FROM PAGE 1 Morton Lodge No. 72 in Richmond celebrates its 175th anniversary

Richmond police say that ethanol was released during a train derailment on Tuesday. The ethanol was released from a tank car that derailed. The ethanol was released from a tank car that derailed.



Members of Morton Lodge No. 72 and guests mingle during the lodge's 175th anniversary celebration last week.

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Ready to move to TMRC? Live with friends! Enjoy activities!

Ready to move this spring? We're ready to welcome you to Texas Masonic Retirement Community! Your friends are standing by to greet you at breakfast, lunch, and dinner, to enjoy games and events, and to be with you in good times and on not so good days. ZERO MOVE-IN fees! Give us a call today at 817-275-2893 to schedule at personal visit or check out our photo gallery and pricing at [YourTMRC.org](https://yourtmrc.org) or <https://yourtmrc.org/our-community/apartments-duplexes/>

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.

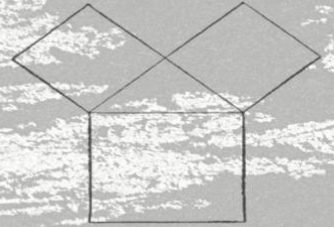
Grand Master's Calendar of Events

In order to provide the most up to date information and prevent duplication, the Grand Master's Calendar can now be found in the Grand Lodge Gazette, emailed weekly by the Grand Lodge Committee on Communications. For full details, please visit the Grand Master's calendar page here:

[GRAND MASTER'S PAGE](#)



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>
Steve Pepper						
Sat, May 16 2026	Faith	1158	Wichita Falls	88	9:00 AM	1:00 PM
Cody Stewart						
Sat, April 11 2026	Commerce	439	Commerce	8	8:00 AM	Following
Sat, April 18 2026	Brooklyn	386	Forney	13	8:00 AM	Following
Sat, April 25 2026	Thomas B. Hunter	1356	Grand Prairie	14-G	8:00 AM	Following
Sat, May 2, 2026	Athens	156	Athens	17	8:00 AM	Following
Sat, May 16 2026	Mantua	209	Van Alstyne	4-A	8:00 AM	Following
John Peters						
Sat, April 11 2026	University	1190	Austin	50	9:00 AM	1:00 PM
Sat, April 18 2026	Eagle Pass	626	Eagle Pass	43	9:00 AM	1:00 PM
Sat, April 25 2026	Guadalupe	109	Seguin	35-B	9:00 AM	1:00 PM
Sat, May 9 2026	Ingleside	1361	Ingleside	37-B	9:00 AM	1:00 PM
Sat, May 16 2026	Valley	175	Burnet	46	9:00 AM	1:00 PM
Cody Cockroft						
Sat, April 4 2026	Snow River	385	Spurger	121	8:00 AM	After Lunch
Sat, April 11 2026	Montgomery	25	Montgomery	28	8:00 AM	After Lunch
Sat, April 18 2026	Lake Jackson	1317	Lake Jackson	31-C	8:00 AM	After Lunch
Sat, April 25 2026	Sampson	231	Baytown	30-F	8:00 AM	After Lunch
Sat, May 2 2026	Milam	2	Nacogdoches	20	8:00 AM	After Lunch
Kevin Moss						
Sat, April 4 2026	Stephenville	267	Stephenville	67	9:00 AM	Following
Sat, April 11 2026	Granbury	392	Granbury	65	9:00 AM	Following
Sat, April 18 2026	Iredell	405	Iredell	68	9:00 AM	Following
Sat, April 25 2026	Mineral Wells	611	Mineral Wells	113	9:00 AM	Following

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

The Grand Lodge of Texas Cornerstone Leveling Ceremonies 2026

For Information Contact:

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



Date	Time	Lodge	Location	Grand Lodge Representative
Thursday 4/2/2026	Coffee & Donuts at 9:00am Open Rosenberg Lodge at 10:00am Open Grand Lodge at 10:15am Cornerstone Ceremony at 11:00am	Rosenberg #881 25507 Southwest Frwy. Rosenberg, TX 77471	Rosenberg Fire Station No. 1	H.N. "Chip" Green, Jr. Grand Sr. Warden
Saturday 4/25/2026	Coffee & Donuts at 8:00am Open East Fork Lodge at 9:00am Open Grand Lodge at 9:15am Cornerstone Ceremony at 10:00am	East Fork #650 508 Parker Rd. Wylie, TX 75098	Hampton Intermediate & Parker Jr. High Schools in the Wylie ISD	H.N. "Chip" Green, Jr. Grand Sr. Warden
Saturday 4/25/2026	Lunch or refreshments at 1:00pm Open Greenwood Lodge at 2:00pm Open Grand Lodge at 2:15pm Cornerstone Ceremony at 3:00pm	Greenwood #779 137 Co. Rd 2640, Decatur, TX 76234	Slidell ISD Agricultural Barn building	H.N. "Chip" Green, Jr. Grand Sr. Warden
Wednesday 5/6/2026	Lunch or refreshments at 11:00am Open Deer Park Lodge at Noon Open Grand Lodge at 12:15pm Cornerstone Ceremony at 1:00pm	Deer Park #1362 2809 Center St. Deer Park, TX 77536	Jimmy Burke Activity Center	Justin B. Duty Deputy Grand Master
Monday 5/18/2026	Coffee & Donuts at 9:00am Open Allen Lodge at 10:00am Open Grand Lodge at 10:15am Cornerstone Ceremony at 11:00am	Allen #1435 101 N. Allen Dr. Allen, TX 75013	New Police Headquarters	John M. Wilkerson Grand Jr. Warden
Saturday 5/30/2026	Lunch or refreshments at Noon Open Midland Centennial Lodge at 1:00pm Open Grand Lodge at 1:15pm Cornerstone Ceremony at 2:00pm	Midland Centennial #1448 1600 West Wall St. Midland, TX 79701	Midland County Detention Center	Justin B. Duty Deputy Grand Master

GRAND SECRETARY OFFICE STAFF DIRECTORY

Hours of Operation:

8:30 AM to 4:00 PM, Monday – Friday

Phone: 254-753-7395

Fax: 254-753-2944

Physical Address:

715 Columbus Ave
Waco, TX 76701

Mailing Address:

PO Box 446
Waco, TX 76703

Brad S. Billings – Grand Secretary

gs@grandsecretaryoftx.org

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

Dave McHam

dave@grandsecretaryoftx.org

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

Jimmie Shannon

jshannon@grandsecretaryoftx.org

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

Jeff Frayser

fraternal@grandsecretaryoftx.org

Out-of-State Correspondence
Dispensations

Zachary Haston

zhaston@grandsecretaryoftx.org

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

Jeremy Johnson

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. August 30 – Vanguard Applications are due to the DDGM electronically no later than August 30 and to the Committee on Masonic Education electronically via cme@grandlodgeoftx.org (refer to Vanguard Application Instructions).
- k. September 15 – Lodge Minimum Audit Report 71 is due to the GS Office NLT September 15 (Art. 284).
- l. October 1 – Lodge By-Laws that must be reviewed by the GL Committee on By-Laws due the GS Office NLT October 1 (Art. 219).
- m. Nov 15 – Form 990-N, Electronic Notice (e-Postcard), must be filed with the IRS by Lodges that have gross receipts of \$50,000 or less or do not meet the requirements for filing the IRS 990 or IRS 990EZ. (Lodges must file the appropriate Form 990 no later than the 15th day of the fifth month following the close of the organization’s fiscal year.)
- n. Dec. 28 – Proxy Certificates are due the GS Office NLT December 28 (Art. 4). You should always appoint a Proxy (in case of an emergency) but he would not vote if any of the top three officers were available. Remember, each brother can have no more than four votes. Therefore, a sitting Worshipful Master or Warden cannot be a proxy for another Lodge.