

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

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

This edition includes the following:

- Product of the Month – NEW Past Masters Jewel
- ACTION REQUIRED – NPD, endowments, elections, etc.
- Grand View Changes – Active Lodge designation and Election of Officers
- Statistics – Endowment Pricing & Legacy Builder – Zachary Haston
- Monthly Law Reading – Installation of Officers
- Lodge Spotlight – Albert J. DeLange Lodge – Mason of the Month
- 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](#).



### PRODUCT OF THE MONTH

At the April meeting of the Trustees, the following design was selected to be a Texas Past Master's jewel. Designed by Michael Cote II and produced by the Masonic Supply Shop (the same guys that make the Texas Lewis Jewel), this silver-toned jewel will make a great addition to all Texas Past Masters regalia.

Like the Lone Star Apron, we have used our economies of scale to drive down the price to an affordable \$149.99 while still receiving a portion of each sale to support your Grand Lodge!

The jewel is set to go live on the website later this week (but it isn't there just yet). So, whether you are coming out of the East in the next month or so, or if you've been a PM for years, please show your pride and support your Grand Lodge by purchasing this impressive medal!

[Masonic Past Masters Jewels](#)

# PLEASE READ

## A MESSAGE FROM YOUR GRAND TREASURER

You can now see the financial statements through March 2025 on Grand View along with the annual budget for 2025.

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## GRAND SECRETARY OFFICE UPDATES

### PAST MASTER'S APRONS

The Grand Secretary's Office has 3 Lone Star Aprons that are available for purchase. If you would like to purchase one, please EMAIL me at [GS@grandsecretaryoftx.org](mailto:GS@grandsecretaryoftx.org) . Note: calls, Facebook messages, etc. will not be accepted. All aprons ordered in the last batch have been shipped (per the Craftsman's Apron). The window for the next round of Aprons will open in July with set delivery in December.

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### LAW BOOK UPDATE

Brethren, while the GS Office IS responsible for the printing of the Law Book, the last paragraph of Art 107 clearly states that, "It shall be the duty of the Committee on Masonic Jurisprudence, during the recess of the Grand Lodge, to review the most recent actions of the Grand Lodge and compare the same with all extant Laws of this Grand Lodge, and modify where necessary all existing Laws to conform to the most recent actions of this Grand Lodge, prior to the dissemination of the Law Changes."

As soon as the updated revisions are received, we will print them and distribute them.

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## GRANDVIEW UPDATES

### **Elections – Officer Access to Grand View**

Please input your Lodge officers in Grand View and click on the 'ELECTED' button by midnight on June 23rd to ensure that all new officers will have the correct access. All outgoing officers will lose access on the 24th and all new officers will gain access. If an officer still needs access (like an outgoing secretary) please have the current secretary request that he be made the 'Lodge Admin' as this role is set up to assist with the transition.

\*\*\*If you do not do this critical step, no one in your Lodge will have access Grand View and you will have to call the office to manually add your officers. Please add your officers as soon as they are elected!\*\*\*

### **Active Lodge Designation**

Starting June 1, the designation in Grand View of 'Home Lodge' will go away and will be replaced with 'Active Lodge'. Additionally, you will be able to choose which Lodge is your 'Active Lodge'. We do not care which Lodge you choose as the 'Active Lodge' but please note, this is where the office will send all correspondence, certificates, and awards.

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### **SUSPENSIONS FOR NON-PAYMENT OF DUES**

The window for suspension is open through midnight June 23<sup>rd</sup>. Suspensions made after midnight June 23<sup>rd</sup> will not be accepted.

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### **SERVICE AWARDS OPEN**

Service Awards Requests are about to be opened for requests! You will be able to request any Service Awards that are for the 2025-2026 Masonic Year and any past awards that have not been presented.

Secretaries will see “Request Service Awards” on the left side of their dashboard.

Once there, it will automatically show you the upcoming awards.

You can then request to have them mailed to the Lodge, the Member’s Home, or held to be presented at the 2026 ANCOM by the Grand Master.

NOTE 1: Any awards for the 2025-2026 Masonic Year not requested by June 30, 2025, will automatically be mailed to the HOME LODGE of the eligible members.

NOTE 2: If you do not see a member’s award available, they are either ineligible or their award has already been requested by another Lodge.

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### **DUES CARD PROCESS**

We will be updating the procedure for obtaining replacement Dues Cards. In the coming weeks, all replacement cards will be purchased through the online store using the link below.

A new member’s card will automatically be requested once they have been updated as a Master Mason in Grand View. This will streamline the process and make it to where Secretaries no longer have to request cards.

[Replacement Membership Cards – The Grand Lodge of Texas](#)

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### **ENDOWED MEMBERSHIPS**

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.

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# READ PORTIONS APPROPRIATE FOR YOUR LODGE

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## MONTHLY LAW READING – INSTALLATION OF OFFICERS

Last month’s Law Reading focused on election of officers, as we prepare to begin Installation Season, let us turn to the Lawbook for the articles on the Installation of Officers. Article 298. Time of Installation states “All officers shall be installed on June 24, the day of the Feast of St. John the Baptist, or at any stated or called meeting thereafter prior to midnight on the last day of July; provided, however, that no officer shall be installed on Sunday. Otherwise, the old officers hold over as provided in Art. 293, unless installed in another office, in which case Art. 306 applies. It is not necessary that all officers be installed at the same time.” Article 299 – Place of Installation states “Except as otherwise provided by law, the officers of a Lodge must be installed at a place within the territorial jurisdiction of their Lodge, except in the case of a joint public installation which may be held at a place beyond the jurisdiction of the Lodge as governed by the provisions of Article 303.” In the case of a Public Installation, Article 300 – Public Installation: Place states “A public Installation may be held in the Lodge room or at some other suitable place within the Lodge’s Territorial Jurisdiction, except a joint public installation may be held outside the Territorial Jurisdiction of the Lodge provided such joint public installation is held in accordance with Articles 298 and 301.” Installations must be conducted in accordance with Art. 302 – Lodge Opened in Master’s Degree which states “Lodges shall not install officers without first opening a Master’s Lodge, and if the installation is to be public, the Lodge must be called off, it being recognized and agreed that these functions will be deemed to have been carried out when performed by the Lodge acting as sponsor of the public installation, when two or more Lodges conduct a joint public installation, and while the Lodge is called off, all Masons present shall be Masonically clothed so far as white aprons are available, and each Lodge officer shall wear the jewel and clothing appropriate to his office. After installation, the Lodge must be called on and closed in its Lodge room in due form. When a joint public installation has taken place, this function will be deemed to have been carried out and satisfied when performed by the Lodge acting as sponsor of the public installation.” – **Jeremy R. Johnson**

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## LODGE SPOTLIGHT:

### **Albert J. DeLange Lodge No. 1403 - MASON OF THE MONTH RECOGNITION**



At every stated meeting, Albert J. DeLange Lodge No. 1403 AF&AM takes pride in honoring one of our brothers with a special token of appreciation: a customized jacket. This tradition, known as the **Mason of the Month Award**, celebrates a brother who has demonstrated exceptional dedication and service to the lodge over the past month. Nominations for this honor are open to all brothers of the lodge, ensuring that every member has the opportunity to recognize outstanding contributions of their fellow Masons. The Worshipful Master then appoints a committee of two brothers to carefully review the nominations and select the deserving recipient. This award not only acknowledges individual excellence but also reinforces our shared commitment to the principles of Freemasonry—brotherhood, service, and community. All Lodges, whether with a card, a certificate or even a custom jacket, can honor those who go above and beyond! – Mike Mistry P.M.

## ENDOWMENT PRICING

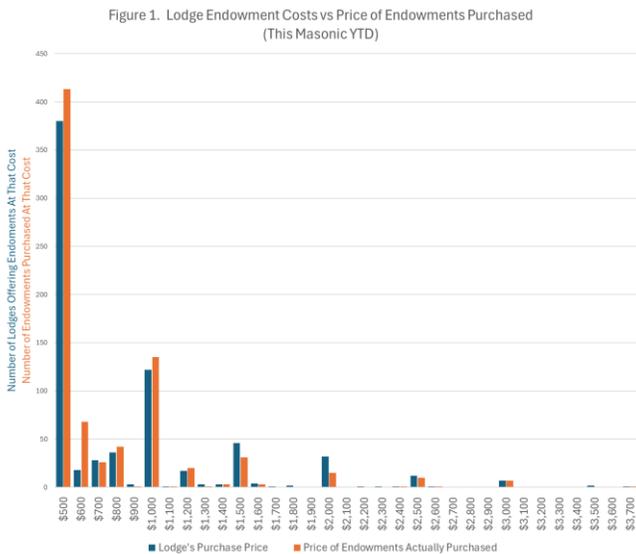
Art. 318(a)(2) sets the time for votes to change endowment costs to be during the same meeting as lodge elections each year, and the change in the purchase price shall be effective June 24th. As lodges are holding elections this month, and this is the only Stated Meeting at which endowment costs can be changed each year, this seems like a good time to review endowment pricing.

Endowments intentionally set aside current monies in exchange for long-term returns. By Grand Lodge Law, purchasing an endowment relieves you from further payment of dues, so if priced too low, it's a heavy advantage, financially, for the member to buy one and hurts the lodge, at least in the short term, to sell it. What exactly do I mean by "too low" and "short term?" I'll put some numbers to that, but first, a little recap.

In Dec 1979, the Grand West approved an endowment plan for members with a fixed cost of \$500. This was amended in 1980 to be for a specific lodge. In 1997 the Grand Master Recommended increasing the cost "due to the continuous effect of inflation" as \$500 was then the equivalent of \$936, but the Grand West did not approve. In 1999, GM Rec 3 again tried to raise the cost stressing that \$500 "is not sufficient to provide ample return to the lodges." Again, not adopted. In 2003, Resolution 38 would have gradually

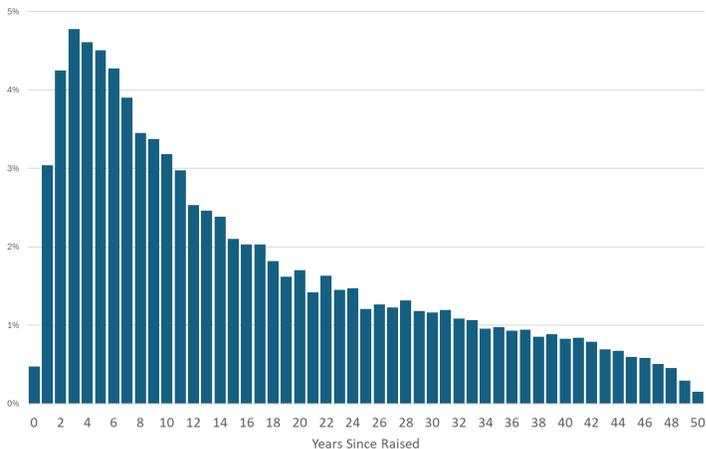
increased the cost to \$1000 in \$50/yr step increments, but it was also rejected. It wasn't until 2006, when that original \$500 was the equivalent of \$1316, that the Grand West approved letting lodges set their own endowment costs.

According to a CPI calculator, \$500 in Dec 1979 is the equivalent of \$2091 in April 2025, yet still today, 45 years later, 380 lodges (over half our lodges) still offer and sell \$500 endowments, and almost all lodges are still offering endowments for cheaper than what that \$500 would be if adjusted for inflation. Figure 1 shows the current price of endowments at our lodges and what was actually sold over the past year. Please note that there are a few lodges offering endowment for greater amounts (\$4000, \$5000, \$7000, and \$10000), but there aren't many



and it made the chart harder to read. Also note that Figure 1 excludes the now over 100 Legacy Builder additions this year. Figure 1 is for people who were not endowed in that lodge becoming endowed. Endowment costs are at least somewhat reflective of perceived value. Is membership in your lodge worth \$2000 for your lifetime, or is it only worth \$500 lifetime? If it's only worth \$500, and you try to price it at \$2000, you won't sell many. As seen in Figure 1 though, lodges do not appear to be overpricing as the percentage of lodge members buying an endowment is independent of lodge price (no drop off as prices increase): 380 lodges offer \$500 endowments selling 413 YTD; 122 lodges offer \$1000 endowments selling 135 YTD; even at the higher numbers we have 7 lodges offering \$3000 endowments having sold 7 YTD, and one lodge offers \$3700 endowments selling one this year. The ratio stays about the same. Members buying in for a lifetime are accepting, in actual practice, their lodge's endowment price. What should that endowment price be though? As mentioned above, we are greatly lagging behind inflation on endowment costs with over half our lodges not having changed their price since it was set over 45 years ago. In addition to inflation though, we do have some Masonic data to help make these decisions. First off, I should note that the median age of our initiates since COVID has been 38.8yrs old, and the median age of our deceased members has been 84.6yrs old. That's a difference of 45.8 yrs; however, looking at years in Masonry for members as they pass away selectively excludes those who are no longer members by then due to demit or suspension for non-payment of dues (NPD).

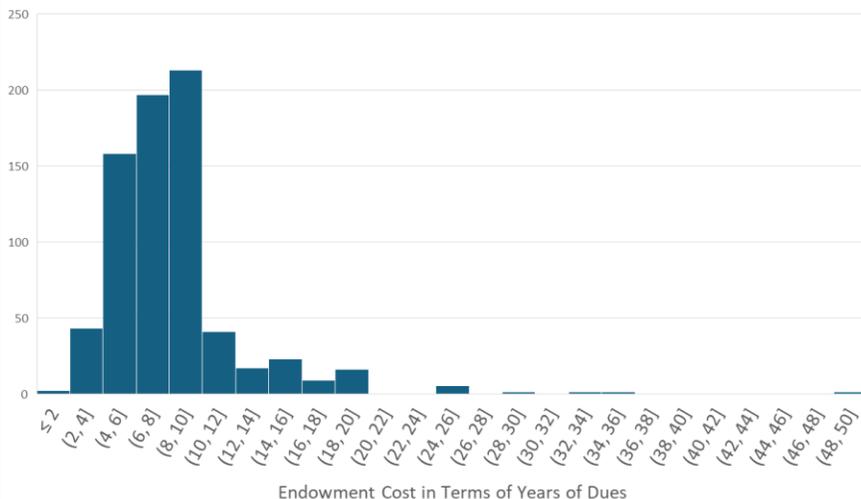
Figure 2. NPD Suspensions by Years Since Raised (2000-date suspensions)  
Average = 16yrs



For the purposes of pricing endowments, financially speaking, I think it's worthwhile to look at how many years of dues our members, who are not endowed, pay before quitting. The number is higher than most people would predict. As seen in Figure 2, the Statewide average for members suspended NPD since 2000 has been 16 years of dues paid (note: this Figure only includes those who never came back from NPD and remained suspended). Now just as looking at the years in Masonry by our deceased is biased as it excludes those not all-in and got suspended, so too is looking at years in Masonry by dues-payers biased as it excludes some of our most involved members, many of whom purchase an endowment. If you go back and look at Figure 2 of the April 2024 newsletter, you can see that the

average retention of all who have been raised over the decades has ranged between 20 and 25 years. By Grand Lodge law, endowments return 5% of the average of the last three years of balances; therefore, an endowment priced at 20 times dues will return the current dues amount each year. Coincidentally, whether

Figure 3. Current Endowment Cost in Terms of Years of Dues



you price your endowments to receive an average of 20 years of dues or you price them at 20 times dues to get your dues amount back each year, the result is the same. As shown in Figure 3, however, we are lagging behind those kinds of numbers. Most lodges have their endowments priced at 10 years of dues or below, which compared with the average guy paying 16 years of dues. means you're giving up a lot of money with each endowment you sell. We're pricing "too low," at least in the short term.

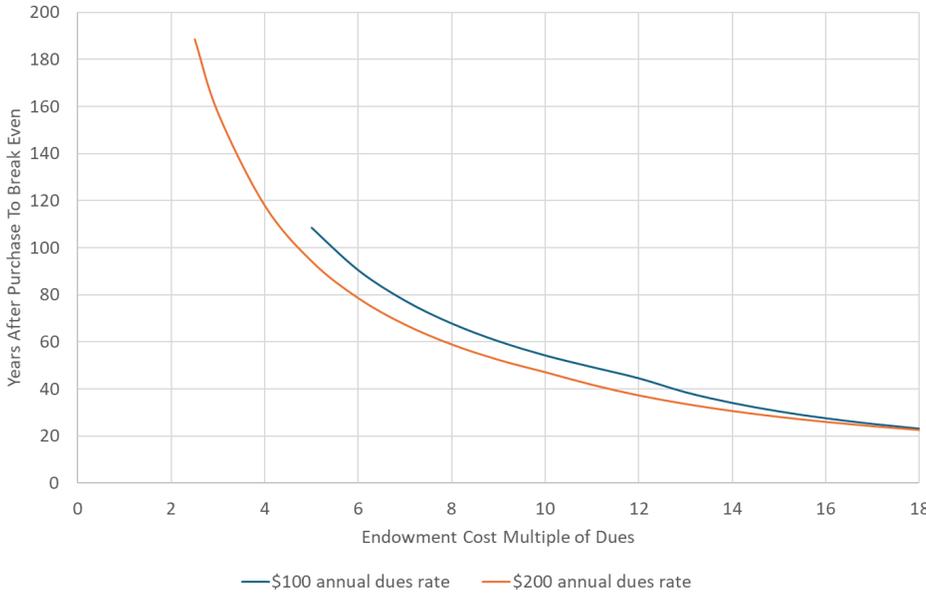
Again, endowments are short-term loss for long-term gain. A \$500 endowment doesn't even quite cover the per capita until the member dies, much less the dues that are waived. Endowment benefits lie in that they are perpetual. The problem is how long it takes to break even.

Priced at 20x dues, the endowments will return the same as current dues right from the start and forever. A member essentially locks in today's dues rates when purchasing a 20x endowment, and the lodge gets the assurance of continued payments forever in exchange for giving up inflation adjustments. Priced at 15x \$100 dues, a lodge would normally keep  $\$100 - \$27.50 = \$72.50/\text{yr}$ , but from that endowment they'll be netting  $\$1500 * 5\% - \$27.50 = \$47.50/\text{yr}$ . After 20yrs they'll be short \$500 over someone paying dues during that time, which they'll make up 10.5yrs later (breaking even 30.5yrs from purchase). At 10x \$100 dues, the lodge will be \$1000 short in 20yrs and still \$415 short when they die, on average, 46 years after being raised. With the lodge no longer having to pay per capita, they'll break even 8.3 yrs after he dies (54.3 yrs from purchase). Similarly, at 5x \$100 the lodge breaks even 109 yrs after it's sold, ignoring inflation and per capita increases. As seen in Figure 4, 16x or 18x endowment costs yield only a little less than dues and are quickly made up after the average number of years that a person pays dues. When you get below 10x though, it starts to take

many decades to break even, even more when you factor in inflation, and, as shown in Figure 3, that's where most lodges are: pricing that takes "too long" to break even.

Last year, \$1.4 million was distributed to the lodges from the Endowed Membership Fund. At the same time, lodges paid per capita on and waived \$2.7 million in dues on over 21k living, non-50yr memberships, far exceeding member donations. To be fair, we haven't seen many of those 21k living endowed members in years, and without endowments many of them would have gone suspended, but it's worth noting that 79% of our lodges still waive more in dues each year for endowed members than they get from endowment returns, even after over 4 decades of endowed member deaths. We can attack this issue on two fronts: 1) for new endowments, price them at something that doesn't take so many decades just to break even. I don't think

Figure 4. Years From Purchase For a Lodge To Break Even For Various Endowment Multiples  
(assumes they would have paid 20yrs of dues and lived 46yrs after being raised)  
(inflation and per capita increases ignored)



any should be priced less than 10x dues, and 16-20x is preferable. A \$500 endowment, when you factor in inflation and per capita, will never cover its legal relief from dues, and 2) for the multitudes already endowed at \$500, push the Legacy Builder program encouraging them to add another \$500 to their endowment. It doesn't have to be done all in one year, and if \$500 was added to every \$500 endowment, we would start returning more Statewide from endowments than we are waiving in dues from current endowed members!

That change is coming. Over the past two years, we've started to catch up with inflation, some at least, with 100 lodges increasing their endowment costs, and this year alone the Legacy Builder initiative has already had over 100 Brethren add \$500 or more to their endowment. We're not there yet on fixing the "too cheap" and "too long to break even" issues, but we're definitely off to a good start! Help build a legacy for your lodge!

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### 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 QUOTE**

**“Change is not a threat, it’s an opportunity. Survival is not the goal, transformative success is.” - *Seth Godin.***

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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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**TEXAS MASONIC RETIREMENT COMMUNITY**



**Kick Loneliness to Curb at Texas Masonic Retirement Community**

Tired of eating alone? Sick of playing solitaire? Bored with watching movies or ball games by yourself? Move to Texas Masonic Retirement Community and be instantly surrounded by friends. These are folks just like the Lodge members and neighbors you’ve known for years. You’ll choose from our convenient apartments, luxury high-rise units, or our cottage duplexes. We offer floor plans to fit every budget and lifestyle. Give us a call at 817-275-2893 today to schedule a tour or learn more. Or, visit our website at [YourTMRC.org](http://YourTMRC.org) for a video tour and lots of information. We look forward to hearing from you!

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**LEGACY BUILDER AWARD**

This award can be achieved by adding \$500 to your endowment 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>

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## Grand Master's Calendar of Events

Date	Event	Time	Location	Address
Saturday 6/7/2025	150 <sup>th</sup> Anniversary WJ Nixon Lodge #451	11:00 AM	WJ Nixon Lodge #421	400 Olive St. Smithville, TX 78957
Saturday 6/7/2025	150 <sup>th</sup> Anniversary Rising Star Ranger Lodge #429	6:00 P.M.		
Thursday 6/12/2025	Golden Trowel Presentation to Jason Buckner	6:00 P.M.	John Sims Lodge #458	465 MF 1375 E. New Waverly, TX 77358
Saturday 6/14/25	150 <sup>th</sup> Anniversary Rambo Lodge #426	10:00 A.M.	Rambo Lodge #426	103 Old Fitzhugh Rd, Dripping Springs, TX 78620
Saturday 6/21/25	150 <sup>th</sup> Anniversary Arlington Lodge No. 438	6:30 P.M.	Arlington Lodge #438	701 Brown Blvd Arlington, TX 76011
Wednesday 6/25/25	Official Visit to Silsbee Lodge #927	6:00 P.M.	Silsbee Lodge #927	390 N. 6 <sup>th</sup> St. Silsbee, TX 77656

### OFFICER LEADERSHIP TRAINING

#### Mark Your Calendars: 2025 Corpus Christi Officer Leadership Training!

Join us for an unforgettable weekend of leadership, learning, and brotherhood in Corpus Christi!

#### Saturday, September 20, 2025

11:00 AM – Lunch

12:00 PM – 6:00 PM – Officer Leadership Training (OLT)

6:00 PM – Dinner

8:00 PM – Special Event: Master Mason Degree aboard the historic USS Lexington

#### Sunday, September 21, 2025

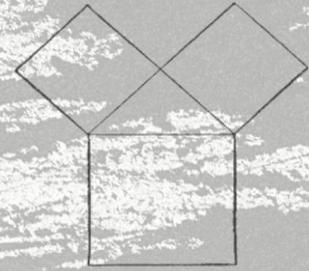
8:00 AM – Breakfast

9:00 AM – 12:00 PM – Officer Leadership Training (OLT)

Don't miss this incredible opportunity to sharpen your leadership skills, enjoy great fellowship, and experience a once-in-a-lifetime degree on the "Blue Ghost" of the gulf!



# 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, 7 Jun 2025	Montgomery	25	Montgomery	28	8:00 AM	Following
Sat, 14 Jun 2025	League City	1053	League City	31-A	8:00 AM	Following
Sat, 19 Jul 2025	St. John's	5	West Columbia	31-C	8:00 AM	Following
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
<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, 7 Jun 2025	Boston	69	New Boston	1-A	8:00 AM	Following
Sat, 14 Jun 2025	Arlington	438	Arlington	64-D	8:00 AM	Super Forum No Exam
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
<b>John Peters</b>						
Sat, 7 Jun 2025	Laredo	546	Laredo	70	9:00 AM	Following
Sat, 14 Jun 2025	Cibolo	151	San Antonio	39-B	9:00 AM	Following
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

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>Date</i>	<i>Time</i>	<i>Lodge</i>	<i>Location</i>	<i>Grand Lodge Representative</i>
Friday 6/13/2025	Coffee & donuts at 8:00am Open Eagle Lake Lodge at 9:00am Open Grand Lodge at 9:15am Cornerstone Ceremony at 10:00am	Eagle Lake #366 119 N. McCarty Ave. Eagle Lake, TX 77434	First National Bank	Brian R. Dodson Past Grand Master
Saturday 6/14/2025	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	Kreymer Elementary School	Wendell P. Miller Past Grand Master
Wednesday 6/18/2025	Breakfast or coffee & donuts at 9:00am Open Oak Wood Lodge at 10:00am Open Grand Lodge at 10:15am Cornerstone ceremony at Noon	Oak Wood #1444 8314 Hwy. 242 Conroe, TX 77385	Splendora Junior High School	H.N. "Chip" Green, Jr. Grand Jr. Warden
Friday 6/27/2025	Breakfast or coffee & donuts at 8:00am Open Tarkington Prairie Lodge at 9:00am Open Grand Lodge at 9:15am Cornerstone ceremony at 11:00am	Tarkington Prairie #498 1305 Southline St. Cleveland, TX 77327	Peach Creek Elementary School	H.N. "Chip" Green, Jr. Grand Jr. Warden
Wednesday 7/2/2025	Lunch or Refreshments at Noon Open Olive Branch Lodge at 1:00pm Open Grand Lodge at 1:15pm Cornerstone Ceremony at 2:30pm Meet & Greet at 3:00	Olive Branch #792 201 Grindstone Rd. Brock, TX 76087	New School	Kenneth C. Curry Past Grand Master
Tuesday 7/8/2025	Coffee & donuts at 8:00am Open Palestine Lodge at 9:00am Open Grand Lodge at 9:15am Cornerstone Ceremony #1 at 10:00am Cornerstone Ceremony #2 at 10:30am	Palestine #31 401 W. Debard Palestine, TX 75801	Westwood ISD Administration Building & new School	H.N. "Chip" Green, Jr. Grand Jr. Warden
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

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

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

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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.