

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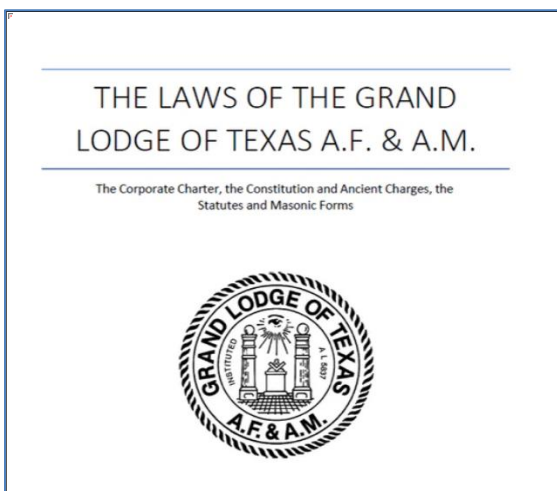
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GRAND SECRETARY'S MONTHLY COMMUNICATION NOVEMBER 2024

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

- Featured Item: Law Book Updates 2024
- Secretary Office Updates; Bootcamp, Committee Day, 990s and the 189th Grand Annual Communication
- Monthly Law Reading – Grand Master's Decision No. 3
- MASONIC MINUTE – PGM Jewel P. Lightfoot (part 2) – The Man – Billy Hamilton
- INITIATIONS & AGE – Zach Haston
- Lodge Spotlight – Brookshire Masonic Lodge #1066 A.F. & A.M - Big Buck Bonanza 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. PLEASE DO NOT READ THIS PUBLICATION IN FULL. Rather, read the portions that are pertinent to your Lodge. This communication is automatically provided electronically to all lodges with the capability to use the Grandview system. Individual Master Masons of The Grand Lodge of Texas can sign up by contacting the Grand Secretary's Office at (254) 753-7395 or gs@grandsecretaryoftx.org, or by registering your membership through [the Member Portal](#).



FEATURED ITEM

Law Book update 2024. This insert will allow you to turn your up-to-date 2023 law book into the most current version of our laws at a fraction of the cost of buying a new law book. Follow the link below and select "Law Updates" from the drop down menu.

[2024 Grand Lodge Constitution and Laws – The Grand Lodge of Texas \(masonic-grand-lodge-of-texas.myshopify.com\)](https://www.masonic-grand-lodge-of-texas.myshopify.com)

GRAND LODGE FINANCIALS

Periodic financials will now be posted to Grand View with the Balance Sheet and Budget vs. Actual income and expenses. Of course, this is in addition to the **IRS** requirement that all U.S. tax-exempt **nonprofits** make public their three most recent Form 990 or 990-PF annual returns (commonly called "990s") and all related supporting documents. If anyone desires to see the 990s they are kept in the Grand Secretary's office and appointments can be made through the Grand Lodge Staff.

Rick Townsend, Grand Treasurer

GRAND SECRETARY'S OFFICE UPDATES

SECRETARY SYSTEM OF EDUCATION

Secretary Bootcamp (Hours 9am – 6pm*)

*Time includes optional social hour

Saturday, November 16 – Grand Lodge of Texas - 715 Columbus Ave, Waco, TX 76701

COMMITTEE DAY

To all Committee men of the Grand Lodge of Texas – The Grand Master is requesting your presence at Committee Day Saturday, November 23rd at the Grand Lodge building in Waco. Committee Chairmen should be prepared to give a (no longer than) 5-minute report to update the membership on what they have accomplished this year and what they hope to conclude by Grand Lodge in January.

This event is open to all Master Masons - especially those who are interested in serving on a committee. Doors will open at 9 am and Committee Reports will start at 10am. The plan is to conclude by 3pm.

IRS 990

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.)

189TH GRAND ANNUAL COMMUNICATION

Waco, Texas - January 16th – 18th 2025. The Visitors Bureau of the City of Waco has advised that there are a couple of competing conferences that are scheduled for the very same weekend as our Grand Annual Communication. We have blocked rooms at the Waco Hilton for \$169 a night and at the Courtyard Marriot for \$165. Additionally, if you stay at one of the prescribed hotels, there will be a shuttle service from your hotel to the Grand Lodge and back. We are hoping this will alleviate some of the parking around the building. Additionally, look for a special guest, Brother Brian Byrd of Kansas, who will be conducting short interviews with our members during the session. This is your chance to end up in a Grand Lodge of Texas video that will inspire others to hear our story directly from our members.

BE A GRAND LODGE PHOTOGRAPHER

Now, anyone can upload photos taken at an official Grand Lodge Function (see the GL Calendar).

From a mobile device go to the Grand Lodge of Texas web site, on the top right-hand side of the page click on the three bars, then scroll down to Media. From there, scroll down to "Grand lodge photo albums" and look for the QR Code for the month in which the photos were taken. Finally, click on "Add Photos..." and "Choose Photos...", select your 10 best pictures and click the "add" button.

Note: photos will not appear in the gallery until approved by an admin.

- Russell Roberson, Photography Committee



GRAND MASTER'S DECISION NO. 3

Question 1: What makes a Master Mason a member of Grand Lodge?

Answer: Article II, Section 1 of the Constitution answers this question. Specifically, subsections (c) and (d).

Question 2: If a Mason did not previously complete a term as a Warden, he is ineligible to be appointed Worshipful Master of a reconstituted lodge.

Answer: Article 32 of the Laws of the Grand Lodge of Texas is the only article in our laws that addresses reconstitution of lodges, and in this scenario, it is silent. Article 276 of the Laws of the Grand Lodge of Texas states that any member of a lodge who previously served . . . as Worshipful Master or Warden of a Lodge in this Grand Jurisdiction . . . is eligible to be elected Worshipful Master. The second paragraph of Article 276 goes further to waive the previous service requirements if the "Worshipful Master is appointed by the Grand Master or designated by the Grand Lodge under the above circumstances (Lodge Under Dispensation or under designation by the Grand Lodge in a newly chartered lodge)."

Is a reconstituted lodge a lodge under dispensation? No. Title II Chapter I of the Laws of the Grand Lodge outlines what a lodge under dispensation is. Is a reconstituted lodge a newly chartered lodge? Again, no, simply by its very definition – a reconstituted lodge was previously chartered, went dormant for any variety of reasons, and then given its charter back; it is not new. Since the two exceptions to the previous service requirement only apply in their respective instances, and since neither instance is covered by a reconstituted lodge, therefore, no exceptions to previous service exist and previous service is required for appointed Worshipful Masters of a reconstituted lodge.

The statutes are not explicit regarding the length of service a Warden must have to be qualified to be appointed Worshipful Master of a reconstituted lodge. But the law does tease the requirements, and the requirements infer a completed term, not a mere single day or incomplete term, in a Warden's station. As previously referenced in Article 276, the statute says that any member of a lodge who previously served as Worshipful Master or Warden is eligible to serve as Master (emphasis added).

The Charges of a Freemason, found in our laws between the Constitution and the Statutes, are more explicit. Charge IV, Paragraph 2 says in part: "when otherwise qualified, [a brother] may arrive to the honor of being the Warden, and then the Master of the Lodge." Further, in Charge IV, Paragraph 3, states: "No brother can be a . . . Master until he has acted as a Warden." These two charges taken with the past tense of serve in Article 276, tell me that a brother must complete a term as Warden prior to service as Master of a reconstituted lodge. This quotation is cited in Jurisprudence of Freemasonry. In that treatise, Albert Mackey argues: "Every member of a Lodge is eligible to any office in the Lodge, except that of Worshipful Master. Eligibility for this latter office is only to be acquired by having previously held the office of a Warden." Albert G. Mackey, Jurisprudence of Freemasonry 133 (Robert Clegg & Louis Blakemore eds., 3rd ed., 1980) This same requirement for previous, not concurrent service, is repeated in Mackey's The Principles of Masonic Law: "A necessary qualification of the Master of a lodge is, that he must have previously served in the office of a Warden." Albert G. Mackey, The Principles of Masonic Law 73 (2020).

Finally, Article 22(d) of our law forbids the Grand Master from granting dispensation authorizing one not eligible under Article 276 to serve as a Master.

Since the statute and charges all infer that a brother must have completed service as a Warden prior to being installed Worshipful Master, the appointment of a Warden who did not fully complete a term as such, is ineligible to be appointed Worshipful Master of a reconstituted lodge.

Question 3: Can a Mason be considered a Past Master, and be entitled to all the rights and privileges of a Past Master, if he did not fully complete a term as Warden prior to being appointed Master of a reconstituted lodge?

Answer: If a brother does not initially qualify to be Worshipful Master and does not subsequently complete the requirements to be otherwise elected Warden and/or Worshipful Master, his status is set aside. Grand Master's Decision 2002 No. 4 says: "If the Brother had no prior service to qualify him for installation as Worshipful Master, his status as a Past Master is set aside, and declared null and void." Therefore, any Mason who had not completed a term as Warden prior to installation as Worshipful Master of a reconstituted lodge, especially since 2002, are not considered a Past Master, and his status as such is null and void.

A supermajority of the Committee on Jurisprudence concurs in this decision, with no objections.

MASONIC MINUTE

Jewel P. Lightfoot (part 2): The Mason

Jewel P. Lightfoot: The Mason

In our second of three articles, we will examine Past Master Jewel P. Lightfoot's Masonic career. Although he was born in Arkansas, he was a third generation Texas Mason.

Brother Lightfoot's grandfather Elijah Holliday Lightfoot affiliated with Frank Sexton Lodge No. 206 in Pittsburg, Texas, on 26 March 1880. It is unknown what his original lodge would have been, but the best guess is that he was a Mason in Arkansas before moving to Texas. He would be elected to the position of Treasurer of the lodge in 1881 and served until 1886. Jewel's father, Elijah Ward Lightfoot, was initiated into the lodge on 29 August 1882, passed on 25 October, and raised on 1 November of the same year. Jewel's uncle, Andrew Hunter Lightfoot, also joined the lodge and was initiated on 30 January 1883, passed on 23 March, and raised on 29 May of the same year. Another uncle, James Madison Lightfoot, would be initiated in the lodge on 3 February 1890 but would not progress. For a short time, Frank Sexton Lodge was full of Lightfoot family members.

However, just as they built up their presence over a decade, they would fall out over time for one reason or another. The younger Elijah, Jewel's father, would be suspended for non-payment of dues on 2 June 1888. The elder Elijah, Jewel's grandfather, passed away on 12 July 1891, and the lodge records the event in their annual returns. At this time, Jewel's uncle Andrew remained the only family member who was a Master Mason active in the lodge until a demit was registered on 24 July 1896. James would stay on the roster as an Entered Apprentice until removed in 1901 due to a change in Grand Lodge law.

When Jewel joined his family's lodge, no active Lightfoots were on the roster. He was initiated on 26 April 1901, passed on 24 May of the same year, and was raised to the sublime degree of Master Mason on 28 June. His father, Elijah, would petition for reinstatement and be added back to the lodge roster the very next month, on 29 July 1901. Brother Jewel must have made quite an impression on his brethren, as he was elected and installed as Senior Warden for the 1902 Masonic year and served as Worshipful Master in 1903.

Brother Lightfoot served as District Deputy Grand Master of the 6th Masonic District shortly after his year in the East in 1905. He served the Grand Lodge as Grand Orator twice, first in 1908 and again in 1911.

Brother Lightfoot was elected and installed as Grand Junior Warden of the Grand Lodge of Texas on 6 December 1911. His Grand Master that year was Samuel Poyntz Cochran, another Texas Masonic giant.

Lightfoot progressed through the line and served as Grand Master of the Grand Lodge of Texas in 1915. He served on many committees before and after his term as Grand Master, most notably as Chairman of Masonic Jurisprudence from 1935 until he died in 1950.

In the York Rite, he also achieved high honors. He served as Grand Commander of the Grand Commandery of Knights Templar in 1939 while also serving the same year as Grand High Priest of the Grand Royal Arch Chapter. In 1945, he served as Grand Master of the Grand Council Royal and Select Masters and thus became what we affectionately call in our jurisdiction a "4-star general" of the Craft.

He was coroneted a 33° Mason in the Scottish Rite in 1915. He was an active Shriner and a lifetime member of Moslah Shrine in Fort Worth. He traveled and often spoke at Masonic banquets and events and was honored for his many contributions. His final honor, which he received shortly before his death in 1950, was to be elected Grand Sovereign Emeritus of the Imperial Order of the Red Cross of Constantine.

While reviewing Lightfoot's Masonic record, the one aspect that struck this writer is that although he moved and spent significant time living in Austin, Chicago, and Fort Worth, he never changed his lodge membership. Until he died, he remained a member of the same lodge where he was initiated. He was a lifelong lodge member in every sense of the term.

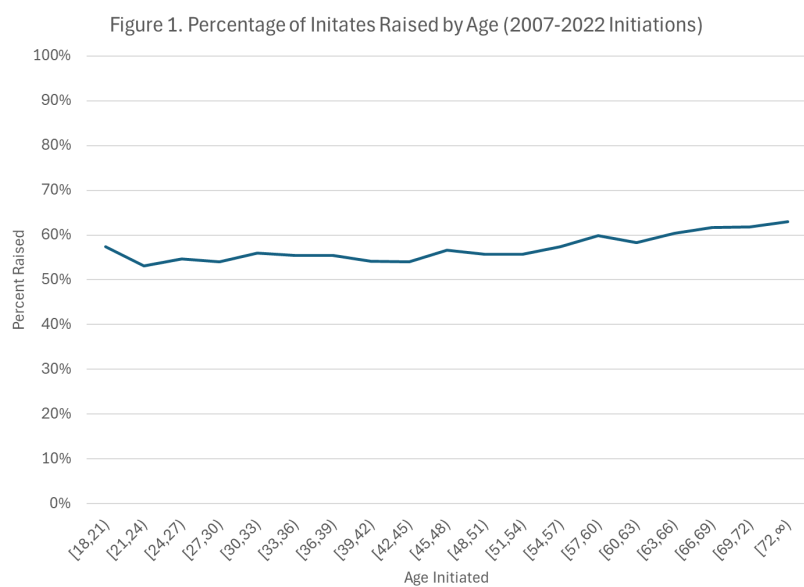
Billy Hamilton, Past Master – Texas Lodge of Research,
Editor of Ancient Mysteries & Modern Masonry – the collected writings of Jewel P. Lightfoot

INITIATIONS & AGE

Brethren, this month we're going to look at the results from two different Grand Lodge votes: the vote in 2006 to allow 18-year-olds to join, and the vote in 2007 to allow Entered Apprentices into Stated Meetings.

In Dec 2006, we passed Resolution No. 4 which lowered the age at which one can become a Mason from 21 to 18 years old. Since that time, 2079 men have been initiated between their 18th and 21st birthdays. That's 6% of our initiates since that time, and after the losses from progression to Master Mason and retention losses, men initiated before their 21st birthday currently comprise 1.7% of our total membership.

As shown in Figure 1, men aged 18 to 21 are just as interested in getting from Entered Apprentice to Master Mason as any other age range. Progression statistics are highly variable by lodge, but are fairly independent of age. As a note, when you see charts showing numbers like 57% or 58% progression, that's a Statewide average. Of the lodges raising more than a couple of people per year, 55 of them maintain a raise rate of over 70% for their EAs, and 13 maintain a rate over 80%. Unfortunately, that is balanced by 243 lodges, some of which initiating very few people, who raise less than half their EAs. That's a lodge-specific issue though, and not age specific. Those lodges have issues raising men of all ages. Figure 1 is an average from all lodges in the State.



While advancement from EA to MM is independent of age, there is some difference in retention. As shown in Figure 2, men in their teens and 20s are a little less likely to stick around. Specifically for the 18 to 21 age range, just under 70% of them raised from 2007 to 2022 remain current Master Masons. That's definitely not zero, and men in their teens and 20s should not be ignored, but the results are a little less than the roughly 80% for men in their 40s and 90% for men in their mid-50s and above. It should be noted that these numbers do include some fairly recent raisings, going up through 2022, and over the next 5 years or so we will likely lose roughly another 10% of these men.

Overall, of the men initiated before their 21st birthday, 57% have been raised and 69% of those raised have been retained, yielding an overall total of 39% of them being current Master Masons. If you include a few transfers in from other States, we currently have 917 men on our rolls who were initiated before age 21. I do not have numbers for it, but I know that good portion of those are legacy and DeMolay members, and so there is a question of how many of those 917 would be Master Masons today without that vote. Currently comprising only 1.7% of our membership, allowing 18 to 21 year olds in didn't change our final numbers much, and I think many of those would have joined anyway when they got to age 21 instead of 18.

A second vote that I would like to look at came in Dec 2007 when we passed GM Rec No. 1 allowing Stated Meetings to be opened up in the EA degree. There was much discussion. Interestingly, the last comment before the vote was "We lose 33 out of 100 Masons. Thirty-three out of 100 Masons fail to advance, and I believe truly that it has a lot to do with the fact that we are not allowing them to bond with us, with you more quickly." Well, we voted to change it, and within a few years we went from losing that 33% to losing 45%. Figure 3 shows the percentage of EAs raised by year initiated through this time period. In 2006 we raised 67% (losing 33% as he said) of our EAs. The vote was at the end of 2007 and affected roughly half of the 2007 initiates. Following the Dec 2007 vote, starting in 2008 there would be more and more EA Stated Meetings. Within 3 years, by the end of 2010 we had gone from losing 33 out of 100 to losing 45 out of every 100 EAs.

Figure 2. MM Retention by Age Initiated (2007-2022 Initiations)

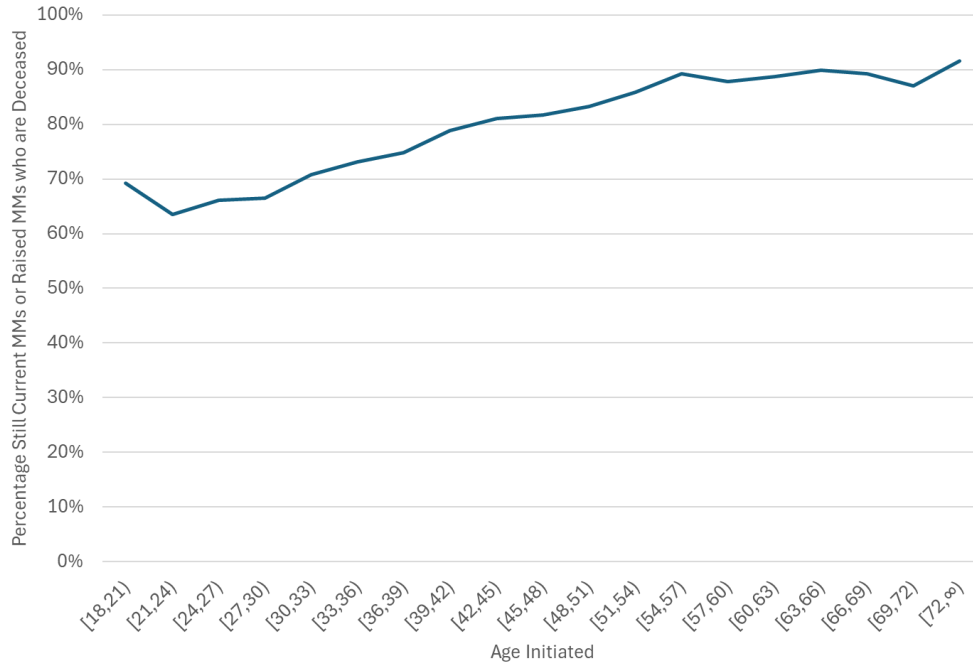
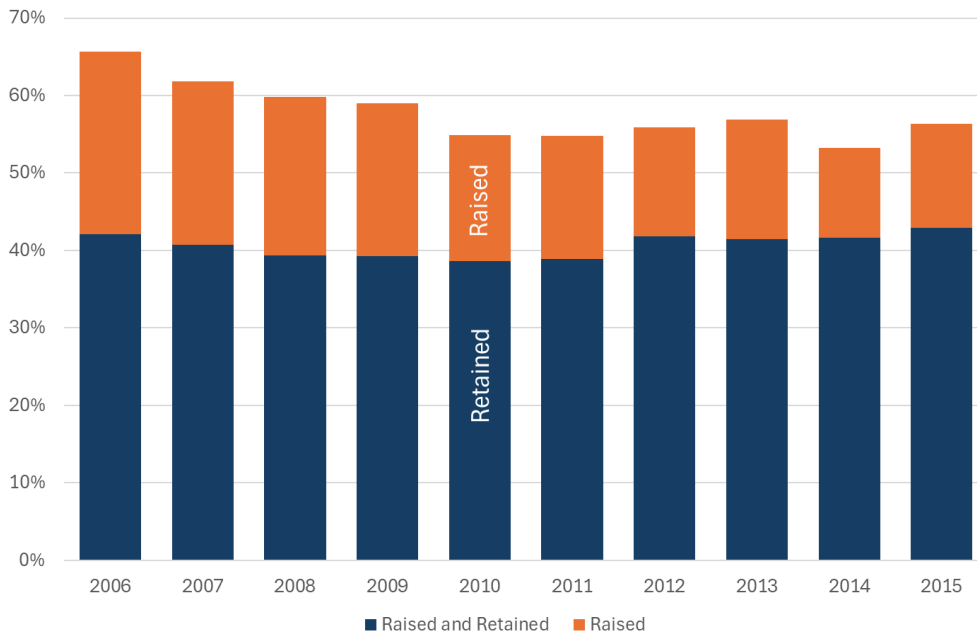


Figure 3. Change in EA Progression and MM Retention Following Allowance of EAs into Stated Meetings



Also shown in Figure 3, however, is that our overall number of EAs who were raised and retained remained fairly steady. Yes, we lost more EAs after letting them into our business meetings, but that was compensated for by retaining a higher percentage of those raised. In other words, those that were going to leave after going to a few Stated Meetings left before being raised instead of after, and the net change to our final numbers was basically no change: 42% raised and retained before the vote, and an average of 42 or 43% raised and retained after the vote. It should, however, tell us something about our Stated Meetings: they may be necessary and we may enjoy the Fellowship, but people don't join Masonry for the business meetings.

In summary, the results from these two votes do provide some insight, but in the end they didn't help much or hurt much. The 2006 vote allowing people in at age 18 has netted us only 1.7% more men since 2006, and many would have probably joined when they turned 21 anyway. The Dec 2007 vote allowing EAs (of any age) into our Stated Meetings quickly led to losing more of our EAs, but less quit after being raised. They just quit earlier in the process, and the net end result was no change in life-long members.

LODGE SPOTLIGHT:

Brookshire Masonic Lodge #1066 A.F. & A.M. is providing a unique way for Masons and their families to come together in a friendly competition this hunting season with the "Texas Masons Big Buck Bonanza." This event is open to any Master Mason in good standing and their immediate family, providing a fantastic opportunity to connect with other Masons while enjoying the outdoors. With a registration fee of \$50 per hunter, it's an affordable way to participate in a wider competition and, possibly, bring home bragging rights for the coming year. For more information on the rules and registration, please visit the lodge's website at www.brookshirelodge.com . – Mike Mistry, PM

Calling All Texas Masons and Their Families!

Do you or your family members hunt whitetail deer?
Do you like to raise funds for great causes and charities?
Do you have a competitive spirit?
If you answered yes then you need to register for:



Texas Masons
Big Buck
Bonanza

Hosted by:
Brookshire Masonic Lodge
1066 A.F. & A.M.

Details, rules, and registration info can be found online at
www.brookshirelodge.com

Follow us on Facebook at Texas Masons Big Buck Bonanza
Contest runs from September 28, 2024 to January 19, 2025
Cost is \$50 per hunter

All dues paying Master Masons in Good Standing and their immediate family may enter.

Questions and registrations should be directed to:
texasmasonsbigbuckbonanza@gmail.com

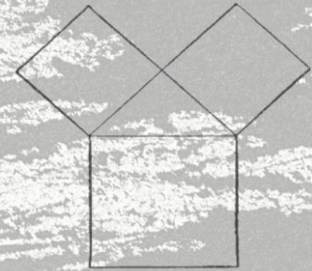
TEXAS FREEMASON MAGAZINE

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.

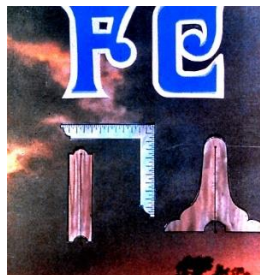


Committee on Work Schedule



<u>Date</u>	<u>Lodge</u>	<u>No.</u>	<u>City</u>	<u>District</u>	<u>Forum</u>	<u>Exam</u>
Kenneth Young						
Sat, 2 Nov 2024	Sam Samford	149	Center	15	9:00 AM	following
Sat, 9 Nov 2024	Rainbow	735	Newton	25-B	9:00 AM	following
Sat, 16 Nov 2024	Temple	4	Houston	30-A	9:00 AM	following
Chuck Forsyth						
Sat, 9 Nov 2024	Azle	601	Azle	89	9:00 AM	following
Steve Pepper						
Sat, 2 Nov 2024	Canyon City	730	Canyon	99	9:00 AM	1:00 PM
John Peters						
Sat, 9 Nov 2024	Rambo	426	Dripping Springs	52	9:00 AM	12:30 PM
Sat, 16 Nov 2024	Triune	15	San Antonio	39-C	9:00 AM	12:30 PM
Cody Stewart						
Sat, 2 Nov 2024	Knob Creek	401	Temple	48	8:00 AM	following
Sat, 16 Nov 2024	Jefferson	38	Jefferson	5	8:00 AM	Following
Sat, 14 Dec 2024	Tyler	1233	Tyler	16	8:00 AM	Following

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



Lecture Slides for the Degrees and available in both Monitorial version & Regular Version at:

<https://grandlodgeoftexas.org/committee-on-work>

They are published in the following formats: PowerPoint (.ppsx), PDF, & KeyNote file that is ZIPPED (iOS)

The Grand Lodge of Texas Cornerstone Leveling Ceremonies 2024



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>
Saturday 11/2/2024	Coffee & Donuts @ 9:00 AM Open Midlothian @ 10:00 AM Open GL Representation @ 10:15 Cornerstone Ceremony @ 11:00	Midlothian 584 1414 N. 9th St. Midlothian, TX 76065	New City Hall & Library building	Jerry N. Kirby Past Grand Master
Monday 11/4/2024	Coffee & Donuts @ 8:00 AM Open Liberty @ 9:00 AM Open GL Representation @ 9:15 Cornerstone Ceremony @ 10:00	Liberty 48 500 Fannin Liberty, TX 77575	City of Liberty Fire Station No. 2	Michael L. Wiggins Past Grand Master
Saturday 11/9/2024	Refreshments @ Noon Open Iowa Park @ 1:00 Open GL Representation @ 1:15 Cornerstone Ceremony @ 2:00	Iowa Park 713 700 W. Washington Iowa Park, TX 76367	New Police Station & New Fire Station	Jerry N. Kirby Past Grand Master
Thursday 11/14/2024	Open Thomas B. Hunter @ 8:00 am Open GL Representation @ 8:15 am Coffee & Donuts @ 8:30am – 9:30 Cornerstone Ceremony #1 @ 10:00 Cornerstone Ceremony #2 @ 11:00	Thomas B. Hunter 1356 933 S.W. 2nd St. Grand Prairie, TX 75051	Emergency Operations Center & Fire Station 6	Tommy F. Chapman Grand Master
Wednesday 11/20/2024	Refreshments @ Noon Open James A. Smith @ 1:00 Open GL Representation @ 1:15 Cornerstone Ceremony @ 2:00	James A. Smith 395 12823 Demetra Farmers Branch, TX 75234	New Event Center	G. Clay Smith Past Grand Master
Tuesday 11/26/2024	Coffee & Donuts @ 11:00 AM Open Elgin Lodge @ Noon Open GL Representation @ 12:15 Cornerstone Ceremony 1:00	Elgin 328 30 N Avenue C. Elgin, TX 78621	Elgin ISD Harvest Ridge Elementary	Tommy F. Chapman Grand Master
Friday 12/6/2024	Lunch or refreshments @ Noon Open Humble Lodge @ 1:00 Open GL Representation @ 1:15 Cornerstone Ceremony @ 2:00	Humble 979 210 Main St. Humble, TX 77338	New Fire Station	Tommy F. Chapman Grand Master
Saturday 12/7/2024	Coffee & Donuts @ 9:00 AM Open Littlefield Lodge @ 10:00 Open GL Representation @ 10:15 Cornerstone Ceremony @ 11:00	Littlefield 1161 723 Phelps Ave. Littlefield, TX 79339	Littlefield High School 1230 W. Waylon Jennings Blvd. Littlefield, TX 79339	TBD

Join the Texas Cornerstone State coordinator Kevin Binder's Facebook Group
<https://www.facebook.com/share/CiHNBv12zSaqwVhh/?mibextid=K35Xfp>

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

GRAND SECRETARY OFFICE STAFF DIRECTORY

Hours of Operation:

8:30 AM to 4:00 PM, Monday – Friday

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Waco, TX 76701

Mailing Address:

PO Box 446
Waco, TX 76703

Brad S. Billings - Grand Secretary

gs@grandsecretaryoftx.org

Legal Advice – Please DO NOT call our office asking questions on Masonic Jurisprudence.

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 and please leave a mobile number and your ID so they can reach you.

Dave McHam

dave@grandsecretaryoftx.org

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

Cindy Huerta

cindy@grandsecretaryoftx.org

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

Jeff Frayser

fraternal@grandsecretaryoftx.org

Out-of-State Correspondence
Dispensations

Jeremy Johnson

jrjohnson0821@gmail.com

Lodge Secretary Training

Bruce Mercer

bruce@grandsecretaryoftx.org

Out-of-State Correspondence

Justin Hancock

justinh@grandsecretaryoftx.org

Honesty & Integrity Awards
Lamar Medals
Forms and Lodge Supply Orders
Grand Lodge Service Awards

Denise Gilmore

denise@grandsecretaryoftx.org

Lodge Officer Maintenance
Esoteric Record Maintenance
Form 71 Collection
IRS Form 990's Collection
Golden Trowel Awards
Community Builder Awards
Proxies for Grand Lodge

SECRETARY INSTRUCTIONS

The following information is intended primarily for the Secretary but may be meaningful to many of your members.

Lodge Suspense System:

Suspense Dates – Lodge Secretaries should create a suspense system (a reminder system) to alert the Lodge that certain documents are due. This list is offered as a “starter kit” for your consideration:

- a. January – The Worshipful Master should appoint a Committee on Members in Arrears (Article 319a).
- b. May 31 – W. B. and Brandon Carrell Award nominations may be submitted to the Grand Lodge Committee on Public Education for evaluation and recommendation to the Grand Lodge Trustees (Article 14b).
- c. Mid-June – Look for the Annual Returns Format from GL. (Downloaded from the Grand View System after June 24th. Notify the GS staff if you need the returns mailed as a printout).
- d. June 23 – Lodge elections must be completed at the last stated meeting prior to midnight of June 23 (Art. 292). Notify us of the new Lodge Officers immediately so they can be printed in the Directory of Constituent Lodges (do not wait for installation). Submission will be available on the Grand View System from May 24 through midnight June 23.
- e. June 23 – Endowed Membership checks must be in the Office of the Grand Secretary by June 23 to start earning interest in order to receive returns by the next year (Art. 318a). Changes to the amount of endowments must be voted on at the same meeting as the Lodge elections, and notification to the Grand Lodge must be before June 24th. Endowed Membership applications received at the Grand Lodge on or after June 24 must be for the amount that the Lodge reported.
- f. July 15 – Statements of Availability due GS Office. (6a).
- g. July 31 – Lodge installations must be performed from June 24 to prior to midnight July 31 (Art. 298).
- h. August 15 – Annual Returns Report due to Grand Lodge (Art. 493).
- i. August 15 – Resolutions due in GS Office (Art. 172).
- j. September 15 – Lodge Minimum Audit Report 71 is due to the GS Office NLT September 15 (Art. 284).
- k. 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.