

BLUE LODGE OFFICER PREPAREDNESS TRAINING PROGRAM

2014 -2015

LODGE SECRETARY

LODGE SECRETARY REPORTING RESPONSIBILITIES TO THE GRAND LODGE

Reviewed by the Committee on Education and Public Relations. Grand Lodge F&AM of Alabama

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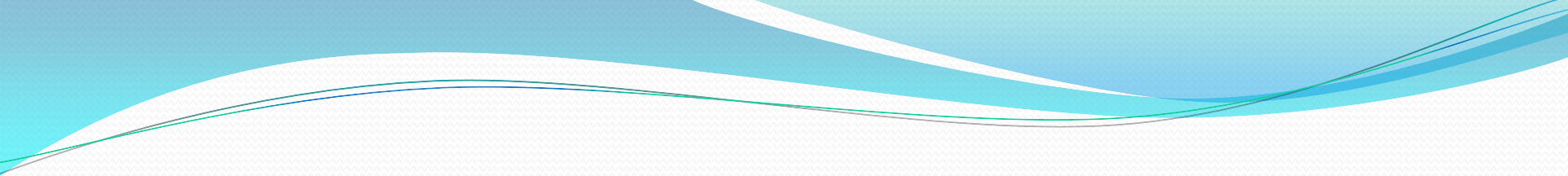
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Source: Grand Lodge of F&AM of Alabama Masonic Lodge Secretary Handbook. 2010



Objective:

To provide current and subordinate Lodge officers and potential Lodge officers with a fundamental knowledge of the responsibilities of the Master of the Lodge regarding the duties of the Lodge Secretary



It is the Responsibility of the Master
of the Lodge to Ensure that the
Duties of the Secretary are
Preformed Faithfully

Constitution of the Grand Lodge of Alabama: Art. VI, Sec. 24

- The Master of every Lodge has it in special charge and it is hereby made his bounden duty as appertaining to his office and dignity to see that the By-laws of the Lodge, as well as the Constitution, Laws and Edicts of the Grand Lodge are strictly enforced and observed,
- that all others officers of the Lodge perform the duties of their respective offices
- That true and exact accounts be kept by the Secretary with all members of the Lodge, and that the proceedings of the Lodge be neatly and correctly recorded in a substantial book;
- that the Treasurer keep and render a correct and just account of moneys belonging to the Lodge;
- that regular returns be made annually to the Grand Lodge [Sec 21].
- He has the right and authority of convening the Lodge at pleasure on any emergency ... giving proper notice.
- He shall not permit a Mason, who is not a member of the Grand Lodge or a subordinate ... to preside over the Lodge ...
- He shall at the regular communication of his Lodge preceding the Festival in June cause the Secretary to write opposite the name of each member ... the work "suspended" where the dues of such member shall remained unpaid for two years as at midnight June 23rd ... sentence to remain in force until all dues are paid.
- It is likewise his duty to attend punctually in person or by proxy all communications of the Grand Lodge. This duty he shall in no wise omit.

REPORTING RESPONSIBILITIES TO THE GRAND LODGE

Dates of Importance to Secretaries

Dates of Importance To Secretaries

- 14 January: Lodge Quarterly Report to Grand Sec.
- **15 Feb.: Deadline for annual Lodge filing of IRS Form 990 n with US Internal Rev. Ser.**
- 14 April: Lodge Quarterly report to Grand Sec.
- 15 April (Approx.): Issue member dues statement to membership
- May-June: Annual Lodge Communication; last regular communication before (but no on) the 24th of June is Lodge communication

Dates of Importance To Secretaries

- 14 July: Annual reports through 14 July with Grand Lodge Dues to the Grand Sec.
- 1 Sept.: Forward funds collected for Pennies Program Charitable Endowment Fund in time for inclusion in fiscal year which ends 30 Sept.
- **1 Oct.: Year ending 30 Sept. filing of IRS Form 990 n**
- 14 Oct.: Lodge Quarterly report to Grand Sec.
- **Nov.: Annual Communication of Grand Lodge; First Tue. after the 2nd Mon in Nov., 9:00 AM**

Annual Communication of the Lodge

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Annual Communication of the Lodge

- Grand Lodge Requirements for Secretaries
 - Art. VI, Sec. 2 (Officers & Duties)
 - Art. VI, Sec. 16 (Election of Officers)
 - Edicts: Ch XIV (Election of Officers)
 - Edict: 15.9 (Immediate reporting of Master & Sec. Election)
 - Constitution Art. VIII (Propositions to Amend)
 - Edict. 8.18 (Amendments to the Constitution)
 - Art. VI, Sec 24 (Membership Suspensions)
 - Edicts 18.7, 18.8, and 18.9

Sec. Duties: Annual Communication of the Lodge

- Lodge Secretary Should:
 - 1. Annual comm. of the Lodge must be held on the last regular comm. date before (but not on) 24 June each year. By Ala. Masonic Code certain administrative / business actions are to be transacted or take place at the annual Lodge communication / meeting:
 - 2. Reading of the minutes of the last communication and other routine business such as approving payment of bills

Sec. Duties: Annual Communication of the Lodge

- 3. It is informative for the Sec. to have a Statistical Report summarizing the membership status by showing the number of each degree conferred, affiliations, transfers, deaths, etc., for the prior year.
- 4. If there are any proposed amendments to the Ala. Masonic Code Constitution to be voted on, the Sec. should have a copy of proposed amendment and be ready to get an exact count of vote. The Grand Lodge report form calls for the number voting for and against the amendments. The Gd. Sec. send the proposed amendments and voting record form to the Lodges in time for the annual Lodge meetings [Art. VIII and Edict 8.18]

Sec. Duties: Annual Communication of the Lodge

- 5. Sec. should have and be prepared to present names of members in arrears in dues payment, and about to be suspended (SPND). He should record each member declared suspended by the WM in Lodge minutes and on the individual ledger sheet (See Art VI, Sec. 24, Edict 18.7)
- 6. Election of officers takes place at this meeting. Sec. should have paper slips for casting ballots. WM & Sec should know Edicts: Ch XIV (election of officers). (See Art. VI. Sec. 16)

Sec. Duties: Annual Communication of the Lodge

- 7. Sec. should send names and addresses of newly elected WM & Sec. to Grand Sec. immediately, regardless of installation date. A form for this report is available on the Grand Lodge website. This information is compiled, published, and distributed for contact purposes. (Edict 15.9; Masters and Secretaries Booklet).
- 8. Sec should make a list of officers to be installed for the next year. After installation these should be reported to the Grand Sec.; report form available on Grand Lodge website. The reports are maintained and bound for historical purposed at the Grand Lodge.

Annual Lodge Report to the Grand Secretary

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Annual Lodge Report to the Grand Secretary

- Lodge Secretaries are required to make an Annual Report of the Lodge Membership, as of and through 14 July of each year, to be filed with the Grand Sec.

Annual Lodge Report to the Grand Secretary

- 1. Every Lodge shall, on the fourteenth of July, make to the Grand Sec a report in writing showing who are its officers and members, the dates of admission to membership, initiations, passings, raisings, the names of persons rejected, except those for dual membership, suspended, expelled, reinstated, withdrawn and dead, with the dates annexed, since the last return and **pay the required dues, and Entered Apprentices fees.** (See Art VI, Sec. 21)
- 2. The Annual Report shall be forwarded **to the office of the Grand Secretary on or before the 14th of Aug.** (See Edict 8.13)

Annual Lodge Report to the Grand Secretary

- The Lodge Secretary Should:
 - 1. Fill in appropriate blanks on Annual / Quarterly Report form (Grand Lodge office or website).
Information should be through 14 July.
 - 2. Important to include full & proper name of each person, date & place of birth, complete Masonic history (degrees & dates), date of death, and related requested information as applicable for each member reported on report

Annual Lodge Report to the Grand Secretary

- The Secretary Should:
 - 3. The **annual report (due the quarter ending 14 July)** is the only quarter that suspensions due to non-payment of dues are to be reported (Edict 18.7, 18.8, 18.9)
 - 4. Tabulate the membership changes, starting with the final total on the last submitted quarterly report considering any correction adjustments that may have been made to that particular report

Annual Lodge Report to the Grand Secretary

- 5. Calculate **amount of annual dues and any 4th quarter fees owed for reinstatements or Entered Apprentice degrees.**
The Annual / Quarterly Report form has a special area / block for calculating the annual lodge membership dues to the Grand Lodge
- 6. Sign and seal the report
- 7. Mail report with proper remittance to Grand Sec.
- 8. File a copy of the report in Lodge records.

Quarterly Lodge Reports to the Grand Secretary

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Quarterly Lodge Reports to the Grand Secretary

- Quarterly Reports are to be made to the Grand Lodge. This report is made on the same form used for annual report. All membership changes should be reported the quarter they are effective with the exception of suspension for non-payment of annual Lodge dues as previously addressed in the annual report information. Fees for reinstatements and Entered Apprentice Degrees should be reported and submitted for the quarter they are collected in.

Quarterly Lodge Reports to the Grand Secretary

- Quarterly reports shall be made up to midnight the 14th day of the months of October, January, and April respectively, and be forwarded to the office of the Grand Sec. within 30 days thereafter.
- Each and all fees for the first degrees as specified in Art VI, Sec. 14, and each reinstatement for the quarter covered by the report shall be remitted to the Grand Sec. with said report. (See Edict 8.13)

Quarterly Lodge Reports to the Grand Secretary

- The Secretary Should:
 - 1. Fill in the appropriate blanks on the Annual / Quarterly Report form (Gd. Ld. Office or website). Information reported should be **through the 14th day of Oct., Jan., or Apr.**
 - 2. Important to include full & proper name of each person, date & place of birth, complete Masonic history (degrees & dates), date of death, and related requested information as applicable for each member reported on report

Quarterly Lodge Reports to the Grand Secretary

- The Secretary Should:
 - 3. Tabulate the **membership changes**, starting with the final total on the last submitted quarterly report considering any correction adjustments that may have been made to that particular report
 - 4. **Calculate the amount of fees owed the Grand Lodge, if any.**

Quarterly Lodge Reports to the Grand Secretary

- The Secretary Should:
 - 5. A Lodge **quarterly report should be filed with the Grand Lodge office even if there was no activity for the quarter.** The Gd. Ld. report form has a block to signifying that there were no changes to be reported by the Lodge.
 - 6. Sign and seal report
 - 7. Mail report with proper remittance, if any, to Grand Sec.
 - 8. File a copy of report in Lodge records.

Quarterly Lodge Reports to the Grand Secretary

- Suggestion for Secretary
 - It may be helpful to keep a Quarterly Report form in continuous use for each quarter.
 - Information may be put on the form as it occurs such as initiations, affiliations, transfers, demits, deaths, etc. The form can be checked, certified and submitted at the appropriate time.

Duties of the Secretary

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Duties of the Secretary

- The **Secretary of a Lodge** should be considered the **Chief Administrative Officer of the Lodge**. The administrative effectiveness of a Lodge can always be judged by the performance of the Lodge Secretary.
- The **Secretary is the recording officer of the Lodge**. Great significance should be placed on proper detail of the proceedings minutes of the Lodge. Any reference of Lodge action (finances or membership status) should be recorded for any future reference.

Duties of the Secretary

- The Secretary is the official correspondence officer of the Lodge. He receives and presents (reads) all communications addressed to the Lodge or to him as Secretary. He should assure that all communications comes before the Lodge in regular communication of the Lodge for its information, consideration and / or decision

Duties of the Secretary

- The Secretary prepares and writes communications of the Lodge and responds to communications as required by the Lodge or WM. The Sec. is the keeper of the Lodge seal (See Art. VI, Sec. 5 and Edict 8.5) for authentication of Lodge documents. He issues statements, notices, summons, demits, certificates, membership certifications or dues cards etc. When authorized, he corresponds with Lodge members, the Grand Sec., and other Lodges; and directs all correspondences to other Grand Jurisdictions to the Grand Sec. of Ala. for coordination and action with other Masonic Grand Jurisdictions.

Duties of the Secretary

- The Secretary should receive all monies due and collected by the Lodge and make detailed records.
- He should keep a detailed record of money received with the source and purpose of each receipt or collection clearly identified.
- He should assure that all funds received by the Lodge are turned over to the Treasure and receive proper receipt of accountability.

Duties of the Secretary

- In many cases the Secretary is often a continuing officer that serves year after year. He accumulates experience and knowledge valuable to the Lodge, the WM and other officers.
- He should always exhibit an attitude and disposition of kindness to the Lodge and its Officers.

Grand Lodge Constitution, Edicts, and Proceedings

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Grand Lodge Constitution, Edicts and Proceedings

- Grand Lodge Regulations:
 - 1. Ala. Masonic Code Edict 13.10, Constitution and Proceedings: It shall be the duty of the Sec. of each subordinate Lodge .. to keep constantly in his Lodge a copy of the latest edition of the Constitution, Edicts, Decisions and Resolutions of the Grand Lodge, and also a copy of the last printed proceedings of the Grand Lodge and latest abridged report.

Grand Lodge Constitution, Edicts and Proceedings

- Grand Lodge Regulations:
 - 2. The Lodge Secretary is responsible for, and should assure that the latest Ala. Masonic Code and Proceedings of the Grand Lodge along with the latest Abridged Report of the Grand Lodge are available in the Lodge Hall. These documents are changed and / or subject to change as a result of the annual Grand Lodge Communication in Nov. of each year; supplied by the Grand Sec.; and sent to the address of record for the Sec. of each Lodge, each year.

Grand Lodge Regulations Lodge By-Laws

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Grand Lodge Regulations

Lodge By-Laws

- Grand Lodge Regulations:
 - The Ala. Masonic Code (Art. VI. Sec., 4) **requires Lodges to have approved by-laws in order to receive / have a Grand Lodge Charter**
 - The Code (Art. VI, Sec. 17) requires Lodge by-laws to be conformable to the principles of the Fraternity and usages of Masons, and the Constitution and regulations of the Grand Lodge.

Grand Lodge Regulations

Lodge By-Laws

- Ala. Masonic Code (Edict 8.1) allows Lodges to amend or alter its by-laws with a process for approval of the Grand Lodge;
- proposed changes can be submitted directly to the Chairman of the Grand Lodge By-Laws Comm. , which may give tentative approval,
- subject to final disposition by the Grand Lodge at the next Annual Communication

Grand Lodge Regulations Lodge Minutes

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Grand Lodge Regulations

Lodge Minutes

- Grand Lodge Regulations:
 - The Installing Officer charges the Sec. “It is your duty to observe all the proceedings of the Lodge; make a fair record of all things proper to be written.”
 - Lodge Minute Books. See Edicts 15.6 & 15.7 concerning Lodge Minute Books
 - “the proceedings of the Lodge be neatly and correctly recorded in a substantial book (Art. VI, Sec. 24)

Grand Lodge Regulations

Lodge Minutes

- Grand Lodge Regulations:
 - **Sec. required to sign the minutes**, unless Lodge by-laws require the WM to do so (Edict 13.32)
 - “The **minutes of a meeting are to be read at the succeeding regular communication**, at which time they may be amended and adopted.” (Edict 13.33)
 - See Edicts 13.34, 13.35, 13.36, and 13.37 for additional notes regarding Lodge minutes
 - Minutes are a permanent record of Lodge actions, and should be clearly understandable.



END

Lodge Secretary Section