

## CHAPTER 22

### TREASURER AND SECRETARY

#### As to Eligibility, Election, Installation, Term, Resignation, Removal, Vacancies in Office, Succession in Office, and Discipline of Treasurer and Secretary, See Chapter 19

#### POWERS AND DUTIES

##### Constitutional Provisions

Besides the duties inculcated by the unwritten law and the installation ceremonies, which every Mason should understand, remember, and faithfully perform, there are duties required by the Constitution, of the Worshipful Master, the Wardens, Treasurer, and Secretary which can not be neglected without being liable to Masonic censure. (Art. X, Sec. 8)

##### BOND

##### Regulations

**22.01** The Worshipful Master, Senior Warden, Junior Warden, Treasurer, and Secretary of all Particular Lodges, U.D. Lodges, and the Lodge of Research shall be bonded in the amount of twenty-five thousand dollars (\$25,000.00) each. The Corporate Board shall arrange for and purchase the bond. The Grand Secretary shall furnish the surety company information in respect to Lodges and Officers and other information that may be requested by the surety company. Cost of said bond shall be paid from appropriate funds of the Grand Lodge. (1980)

##### Rulings and Decisions

Offices of Secretary and of Treasurer can not be held by one person. (1944 Proc. 34, 100)

##### DUTIES

##### Regulations

**22.02** The Treasurer is the custodian of the funds of the Lodge, even when only held in trust; therefore, the Secretary should promptly turn over to the Treasurer all moneys received by him for fees.

**22.03** It shall be the duty of the Secretary of each Lodge to certify to the Grand Secretary the names of the newly elected Officers thereof immediately after their election.

**22.04** The Secretaries of Particular Lodges are prohibited from furnishing lists or parts of lists of the members of their Lodges for any purpose, unless with the approval of the Grand Master; *provided* the Secretaries of the Particular Lodges, upon direction of the Worshipful Master may provide to an appropriate telephone committee names and telephone numbers of the members of the Lodge for courtesy calls, to establish the status of their health and welfare, or to attend meetings or other Lodge activities; also, *provided* that Secretaries may provide to the Worshipful Master, upon his request, a list of all members including their names, addresses, and telephone numbers. It shall be construed as unmasonic conduct for solicitation of the members to be made for any private or commercial activity. (2001)

**22.05** The Grand Secretary and the Secretaries of the Particular Lodges, upon request therefore, may provide to appropriate officers of appendant, allied, or affiliated orders and organizations lists of names of persons that for any reason have been removed from the Lodge roll of members and the reason for such removal and such other lists of members as may be approved by the Grand Master.

If any appendant, allied, or affiliated order or organization wherein membership is predicated upon Masonic membership or relationship to a Mason shall willfully carry on its roll of members a Mason not in good standing in a Particular Lodge of this Grand Jurisdiction, or a Grand Jurisdiction recognized by The Grand Lodge of Florida, the same shall constitute grounds for investigation by the Grand Master and report to the Grand Lodge for consideration as to continued recognition of such appendant, allied, or affiliated order or organization.

**22.06** The Secretary of each Particular Lodge shall mail to each member of the Lodge a statement of dues and assessments due to the Lodge between October 15 and December 1, on notices furnished by the Grand Lodge or on printed notices approved by the Most Worshipful Grand Master which shall include voluntary contributions of two cents a day to the Masonic Home Endowment Fund - \$7.30. (2009)

**22.07** Each Particular Lodge shall file return of funds collected for the "Let Your Pennies Make Good Cents" program on forms presented by the Grand Lodge for the following periods. The first period of each year shall begin January 1, extend through months of January, February, and March; the second period of each year shall begin April 1 and extend through the months of April, May, and June; the third period of each year shall begin July 1 and extend through months of July, August, and September; and the fourth and closing period of each year shall begin October 1 of each year and extend through months of October, November, and December.

The Grand Secretary shall mail period return forms in duplicate to the Particular Lodges at least thirty (30) days before end of each period and other forms shall be mailed at least thirty (30) days before expiration of the period of time to which such forms relate.

The Particular Lodges shall file period returns and closing period return within fifteen (15) days after end of such periods and file year summary return at same time as filing closing period return. (1984)

**22.08** When a Particular Lodge is required by any State or Federal law to comply with or make any report or return to any State or Federal agency, the Secretary of the Lodge shall furnish a copy of such report or return to the Grand Secretary at least thirty (30) days prior to the final date of filing of such report or return to the State or Federal agency. If any Particular Lodge is within the class required to file any such report and return but is exempted therefrom, the Secretary of the Lodge shall furnish to the Grand Secretary evidence supporting such exemption, which evidence shall be filed with the Grand Secretary at least thirty (30) days before the final date for filing of the report or return.

The Worshipful Master of each Lodge shall be responsible for enforcement of this Regulation and failure of the Worshipful Master or the Secretary to comply with the provisions of this Regulation shall subject them and each of them to Masonic Discipline.

**22.09** The Lodge is the judge of eligibility of a petitioner for the Degrees and of an applicant for affiliation, and the Secretary of the Lodge shall accept for presentation to the Lodge each, every, and all properly completed petitions for the Degrees, and each, every, and all properly completed applications for affiliation without regard to the Secretary's opinion as to eligibility of the petitioner or applicant.

### Rulings and Decisions

Repealed (1996)

Permission may be granted by Grand Master to a print roster of names without addresses for distribution to members of Lodge. (1952 Proc. 34)

Repealed (1996)

Secretaries of Lodges are not permitted to furnish lists of members to Scottish Rite Bodies. Scottish Rite officials should consult with the Grand Secretary as to status of any member in question. (1941 Proc. 79)

The Secretary of the Lodge is the custodian of the records of the Lodge and should retain custody and control of a petition when it is received by the Lodge during the period of investigation. (1954 Proc. 63)

The Secretary is the custodian of all Lodge records and is responsible for the safekeeping thereof, and if in his judgment the storage or a portion of the records of the Lodge in a fireproof vault in the local bank is necessary and advisable, he has authority so to do with the approval of the Lodge. The Lodge may properly pay the cost of such storage upon the recommendation of the Secretary. (1959 Proc. 53, 164)

It is proper for Lodge to furnish list of membership with names and addresses to an appropriate committee for use in soliciting contributions from the membership to pay for property purchased for Lodge purposes. (1961 Proc. 317)

Regulation 22.06 regarding mailing out statements for dues does not apply to Memorial Lodges. (1962 Proc. 82, 296)

It would be improper for the Grand Master to authorize Lodge Secretaries to furnish lists of Lodge members and their addresses for use in soliciting membership in a Masonic Widows Fund. (1964 Proc. 66, 268)

Permission was properly denied Lodge to turn over lists of names and addresses of members to an unspecified company for purposes of having addressograph plates made. (1966 Proc. 246)

Considering Rulings and Decisions on page 197, Digest of Masonic Law and our present Regulations, it is my Ruling that the Secretary is the sole custodian of all Lodge records and that none other than the Secretary have "unobstructed" access and control of said records. However, it will be the responsibility of the Secretary to furnish or provide access to Lodge records to ONLY the Worshipful Master upon request. Access shall be in the presence of the Secretary or his personal representative, i.e.: the District Deputy Grand Master, a Past District Deputy Grand Master, or a Past Master of his Lodge. Proper instructions will be provided by the Secretary for accountability in case of incapacity of the Secretary or during his absence from the jurisdiction, but under conditions as stated above. Security and safekeeping of the records will be determined by the Secretary. (1985 Proc. 92)

The membership number used to average donations to determine the individual membership contribution of Particular Lodges shall be the total Lodge membership as shown on Annual Returns, including emeritus, life, fifty year, and dual members. (1986 Proc. 72)

**References**

The Secretary shall promptly turn over to the Treasurer all moneys received by him for fees. Reg. 22.02

The Secretary shall issue dimits upon order of the Master. Reg. 41.01

The Secretary shall countersign dimits. Reg. 41.08

The Secretary shall not put file mark on dimit until accepted. Reg. 41.30

The Secretary shall present petitions of candidates to the Lodge at next Stated Communication after received by him unless deferred by the Master. Reg. 33.03

**LODGE MINUTES**

**References**

As to minutes of the Lodges, see Regs. 25.28; 25.29; 25.30; 25.31; and 25.32

**FEES**

**References**

As to Refunds of Fees for the Degrees, see Chapter 32

**Rulings and Decisions**

The purpose of the L.Y.P.M.G.C. program is to increase the Masonic Home Endowment Fund; so therefore, only contributions that are made to the Endowment Fund can be credited to a Lodge's total contribution in computing the L.Y.P.M.G.C. Awards. (1984 Proc. 116)