

Digest of Masonic Law

CHAPTER 9.

GRAND SECRETARY

**As to Election, Installation, Term, Title, Vacancies, Succession,
and Discipline of Grand Lodge Officers, See Chapter 5.**

POWERS AND DUTIES

GENERAL

Constitutional Provisions

It is the duty of the Grand Secretary to receive all monies due to the Grand Lodge payable to him, and to pay the same to the Grand Treasurer, taking a receipt therefore, to keep a just and true account of all monies received by him, and paid over to the Grand Treasurer, in books provided for that purpose, to which the Grand Master and members of the Corporate Board shall at all times have free access; and at each Annual Communication, to make out a true and accurate statement and report of the same, to be laid before the Committee on Finance and Accounts for examination. It is the duty of the Grand Secretary to report to the Grand Lodge all communications and correspondence which may have been received at his office during the recess of Grand Lodge, pertinent to be reported on; to furnish the respective committees with all necessary papers, documents, and records to them referred; to keep a true and accurate journal and record in a book provided for that purpose, of all the proceedings of the Grand Lodge, proper to be written, must be signed by the Grand Master and the Junior Past Grand Master or other officer who presided at the Communication, and their signatures shall be shown in the printed Proceedings. To preserve in his office all the returns, papers and other documents from the Particular Lodges, and the Proceedings, foreign correspondence, and other communication, from other Grand Lodges in correspondence with the Grand Lodge to which the Committee on Foreign Relations of this Grand Lodge shall have access during the recess. And as soon after the close of the Grand Lodge as may be, he shall cause a true copy or transcript of all matters ordered or intended to be published as the Proceedings of the Grand Lodge, to be prepared for the Corporate Board for publication, and which, when published, he shall cause to be transmitted to all the Particular Lodges under this Jurisdiction, and to all the Grand

Lodges in correspondence with this Grand Lodge. It is the duty of the Grand Secretary to furnish the Particular Lodges with all necessary blank forms as prescribed, or may from time to time, be prescribed by the Grand Lodge. The Grand Secretary is, by virtue of his office, Grand Librarian and has charge and custody of all books, papers, and archives of the Grand Lodge. It is his duty to provide all necessary blank forms of Charters, Dispensations, Diplomas, etc., and to cause the same, when required, to be properly executed under the Seal of the Grand Lodge, and to furnish widows and orphans of Master Masons Certificates or Diplomas, when required, without fee.

In the event of the death, removal, or resignation of the Grand Secretary, it is the duty of the Grand Master to appoint a successor, who shall take charge of all the books, papers, archives, Seal, and furniture, and other effects belonging to the Grand Secretary's office, and make and preserve a correct inventory of same.

If the Grand Secretary is requested or directed to execute or attest any document and has doubts as to the legality or validity thereof under civil or Masonic Law, he shall appeal to the Corporate Board for instructions or directions in the matter. (Art. VI, Sec. 10). (1984)

Regulations

9.01 The Grand Secretary shall not act as Secretary for any other Grand Body.

BOND

Regulations

9.02 The Grand Secretary shall give a good and sufficient surety bond conditioned for the faithful performance of his duties, payable to the Grand Lodge in a sum of not less than \$10,000.00, the premium to be paid by the Grand Lodge.

**GRAND LODGE RECORDS, PROCEEDINGS,
AND BUSINESS****Regulations**

9.03 The Grand Secretary, under the direction of the Corporate Board, shall arrange for the printing of Grand Lodge Proceedings, Masonic Digest, Forms, and other documents necessary for carrying on the business and affairs of the Grand Lodge.

9.04 The Regulations and Amendments passed each year by the Grand Lodge shall be properly recorded in the Proceedings of that Grand Communication, and the Grand Secretary is also directed to publish therewith the names of all members of new Lodges Chartered at that Grand Communication and their former Lodge membership. (1985)

9.05 Immediately after the adjournment of each Annual Grand Communication of the Grand Lodge, the Grand Secretary shall prepare, and cause to be distributed, an "Advance Booklet" showing the names of Grand Lodge Officers, Elective and Appointive, Lodges by Districts with name of the District Deputy Grand Masters and name of the District Instructors, and all Committees appointed by the Grand Master with complete mailing address of each, and with such other information as directed by the Grand Lodge, and shall furnish each Particular Lodge with one copy of said Booklet, the receipt of which shall be announced to the Craft in open Lodge at the next Stated Communication after its receipt. The Lodge copy of the Booklet shall be retained by the Lodge Secretary and shall be open and available to all members of the Craft. One copy of the Booklet shall be furnished to each Grand Lodge Officer, Past Grand Master, and District Deputy Grand Master. (2009)

9.06 The Grand Secretary is authorized to sell the Proceedings of the Grand Lodge to any Master Mason in good standing at cost.

9.07 The Grand Secretary is authorized to have such books bound as may be authorized by the Grand Lodge, and to keep the Jewels and other personal property insured and securely in his possession.

References

See Grand Lodge Communications and Proceedings, Chapter 12.

GRAND LODGE OFFICERS AND REPRESENTATIVES**Regulations**

9.08 The Grand Secretary is required to furnish every Grand Officer with a Certificate, under the Seal of the Grand Lodge, of his election or appointment and installation.

9.09 It shall be the duty of the Grand Secretary, upon the death of a Past Grand Master, or Elective Grand Lodge Officer, to notify the Grand Master, all living Past Grand Masters, and Elective Officers of the Grand Lodge of such death, and the time and place appointed for funeral. Such notice shall state if Emergent Grand Communication of the Grand Lodge has been called by the Grand Master, giving time and place for convening.

References

The Grand Secretary shall sign commissions of Grand Lodge Representatives. Reg. 15.03
The Grand Secretary shall notify appointing power of a Representative in Florida who vacates his appointment. Reg. 15.05.

GRAND LODGE COMMITTEES

References

The Grand Secretary shall notify all members of Committees of their selection. Reg. 13.23.
The Grand Secretary shall, ex-officio, be Secretary to, but not a member of the Corporate Board. (Sec. 4 (4) Art. I) (1984)
The Grand Secretary shall furnish identification cards and roll of Lodges to Committee on Returns and Credentials. Reg. 13.14; Const., Art. IV, Sec. 5.
The Grand Secretary shall lay before the Committee on Masonic Jurisprudence the address of the Grand Master the day before Grand Lodge convenes. Reg. 6.01.

REVENUE AND FINANCES

References

PROPERTY OF GRAND LODGE

References

The Grand Secretary shall keep the Grand Lodge Jewels and other personal property insured and in his possession. Reg. 9.07.

**PARTICULAR LODGES
RETURNS AND REPORTS**

Regulations

9.10 The Grand Secretary is authorized to furnish the Particular Lodges with such blank forms as prescribed by Grand Lodge, and the costs therefor set by the Corporate Board. (1985)

9.11 The Grand Secretary is authorized and directed to furnish the Particular and Memorial Lodges with prescribed forms for reporting change of status of membership, for Annual Returns, and other forms prescribed for implementing the Data Processing Lodge Membership and Annual Returns Centralized System.

CORRESPONDENCE

References

All requests for work by courtesy to and from other Grand Jurisdictions may be made through office of Grand Secretary. Reg. 15.01.

Correspondence relating to waiver of jurisdiction by Lodge of another Grand Jurisdiction over rejected candidate must be handled through office of Grand Master. Reg. 31.19.

LODGE CHARTERS

Regulations

9.12 The Grand Secretary shall record accurately all Charters hereafter issued in a book to be kept for the purpose.

References

Ancient Lodge Charters of historical value may be surrendered to the Grand Secretary for safekeeping and a duplicate issued with approval of the Grand Master. Reg. 17.03.

Charters and Seals of consolidating Lodges shall be surrendered to the Grand Secretary. Reg. 16.03 (f).

LODGE RECEIPTS AND DUES CARDS

References

Wording and issuance of card receipts to Lodges shall be under regulation prescribed by the Grand Secretary with approval of the Grand Master. Reg. 26.11.

DEFUNCT LODGES

PROPERTY

References

With the approval of the Grand Master, the Grand Secretary may sell the personal property of defunct Lodges. Reg. 43.02.

MEMBERS OF DORMANT LODGES

Regulations

9.13 A Mason, whose Lodge is dormant or defunct, is not suspended, but merely unaffiliated, and may apply for affiliation only upon a proper Certificate from the Grand Secretary, to whom a fee of

one dollar and all arrears must be paid; *Provided*, That it shall be in the power of the Grand Lodge, or the Grand Master in recess, to remit such arrears in meritorious cases, upon the recommendation of the Lodge to which such Mason proposes to apply for affiliation.

APPENDANT AND ALLIED ORDERS

Regulations

9.14 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. (1991)

If any appendant, allied, or affiliated order or organization wherein membership is predicated upon Masonic membership or relationship to a Mason shall wilfully 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.

Penal Proceedings

9.15 The Grand Secretary shall keep and maintain a record book in his office relating to the progress of all penal proceedings. A separate page or portion of the book shall be assigned to each penal proceeding and shall have recorded thereon, the name, address, and Lodge of the accused, the date of receipt of papers and documents or copies thereof received by the Grand Secretary and the name, title, or character of each such paper or document. A separate file folder shall be maintained as to each penal proceeding and all papers and documents relating to such proceeding shall, after recording in the record book aforesaid, be filed in such file folder. The record book shall be maintained in alphabetical order of surname of accused.

Records of completed proceedings shall be removed from current record book and filed or bound in an appropriate manner.