



Grand Lodge AF&AM of Montana
425 N Park Ave
Helena, MT 59601

THE LEVEL

August/September 2010

NO. 457

District Lodge of Instruction

- Oct 2 Rocky Mountain District — Drummond
- Oct 9 Northern Lights District — Wolf Point
- Oct 16 Headwaters District — Ennis
- Oct 16 Livingston District — Bozeman
- Oct TBD Sagebrush District - TBD
- Oct TBD CMR District - TBD
- Nov 6 Missoula District - Victor
- Dec 11 Great Falls District - Great Falls
- Jan 15 Glacier District - Kalispell
- TBD Beartooth - TBD



ROLLS

Data Entry



For entries with “Start” and “End” dates it is important to not enter an End Date until it actually occurs. For Lodge Officer entries you can enter the Start Date or if the officer is continuing just leave the existing start date and do not enter an End Date. Or if the officer has completed the term you can enter the actual End Date. However, do not enter a date in the future for the End Date, e.g., the Officer was installed on Sept 8,2010 (enter the date) but don't enter the projected End Date in 2011. The various reports in ROLLS see an End Date as just that an end date meaning that the Brother is a past officer not a current one.

Scottish Rite Valley Reunions

- Oct 21-23 Helena Valley Reunion
- Oct 22-23 Billings Valley Reunion
- Oct 29-30 Western Montana Valley Reunion
- Nov 4-5 Great Falls Valley Reunion



THE LEVEL

Guide for Report Due Dates And Events

Monthly Reports - Sec 28090. I.

Each Month, after the last meeting of the month.

Note ROLLS users: If ROLLS is kept current a paper copy of the Monthly Report is not required.

Annual Election – Sec 25020.

No earlier than the first regular meeting in APRIL and no later than the first regular meeting in MAY.

Elections held before or after the designated times are void.

Lodge Officer Election Report

June 1st

Installation - Sec 25030.

After Annual Communication but no later than the first regular meeting in September

Report of those who have Not paid their Current Dues – Sec 41060.

First Stated Meeting in September. At the first stated meeting in September the Secretary shall report to the lodge the names of those who have not paid their current dues and shall thereafter give the notice (see below). In case any member has not paid his dues during a period of 12 month, and after notification by the Secretary, he shall be declared by the Master to be suspended.

**Notice of Suspension for Non-Payment
Sec 41060**

Out of State Members – 60 Days: After the first meeting in September the Secretary shall notify Out of State members by November 1st that they will be suspended NPD unless their dues for the current year are paid on or before December 31st.

Resident Members – 30 days: After the first meeting in September the Secretary shall notify resident (in-state) members by December 1st that they will be suspended NPD unless their dues for the current year are paid on or before December 31st.

**Notice for payment of Annual Dues
Dues Notice**

November 1st: the Secretary should send out Dues Notices by November 1st or sooner, remember to give enough time to receive dues back and have the new dues card mailed by to the member prior to December 31st. Dues for the Masonic Year are payable by January 1st, and should be received by the Secretary in advance in order to allow the member to have a new Dues Card prior to the expiration of their current card on December 31st.

Payment of Annual Lodge Dues

Dues become payable on January 1st but the Dues Card expires on December 31st of the immediate preceding year. Therefore enough time needs to be allowed to send out the dues notices, receive payment and send out the Dues Card. A review of the By-Laws of all Lodges show that dues are payable in advance and payable on January 1st.

Dues /Membership Card

December 31st - Dues cards should be mailed so all members in good standing (dues paid) receive their Dues Card by December 31st. This includes Paid Life Members and 50 Year members all must be issued a card each year. Dues for the Masonic Year are payable by January 1st, and should be received by the Secretary in advance in order to allow the member to have a new Dues Card prior to the expiration of their current card on December 31st.

Required Observances: Sec – 25060

January - Feast of Sts. John

February - Americanism

Prior to June 1st - Public Schools

Bikes for Books

February 1st, Program start date is February 1st, Lodges should plan program early. Applications for matching funds from the Montana Masonic Foundation are due prior to purchase of bikes and prior to June 1st.

Proposed Resolutions to Constitution and Code. Sec 470

February 25th. 120 days prior to the Annual Communication. Lodges should submit as early as possible.

Standing/Special Committee Reports

February 26th if includes a change to the Code or Ritual.

Lodge Annual Report: Sec 25070

March 15th on or before, Annual Return with Per Capita.

Masonic Hall of Fame. Sec 1003.

April 1st, nominations due,

Candidate Contribution to the George Washington Masonic Memorial and the Masonic Home of Montana. Sec 6030.

Due with and part of the Annual Return.
\$5.00 for the Masonic Home of Montana
\$10.00 for the George Washington Masonic Memorial.
For each Entered Apprentice. The lodge shall remit the fees collected and annually include them as part of the Annual Return process. Note: this is new for this year.

**Grand Representative Reports:
Sec 11010**

April 30, Reports due to Grand Lodge.

**Monitor and Coach's Handbook
Lodge By-Laws and Dues Card.**
Sec 25040.

Completion of Third Degree.

Lodges shall present to each brother at the time he receives the third degree. Dues card is issued after new member signs the Lodge By-Laws. Secretary will send a request to the Grand Secretary to issue a dues card for the new member.

145nd Annual Communication
Commence fourth Friday in June.
Sec 410.

June 23-25, 2010

Required Attendance. Sec 25050

Each chartered and duly constituted lodge shall be represented in Grand Lodge at every non-ceremonial communication by one or more of its Master and Wardens, or by an elected representative. Where a Master or Warden is unable to attend, the lodge Instructor shall be given the preferential representation

IRS Form 990

IRS Form 990N, 990EZ and 990 are required to be filed annually. If the gross receipts for the lodge is under \$25,000.00 than file the 990N electronic postcard. Forms should be filed by December 31, the filing deadline is May 15.

Payroll Tax Returns

In addition to filing of an annual information return, the Payroll Tax Returns must be filed by Lodges who have paid employees.

**Employer's Quarterly
Federal Tax Return
– Form 941**

Any Lodge employee who is paid by the Lodge in excess of \$100.00 per year must have the appropriate Social Security tax (F.I.C.A.) deducted. This amount is matched by the lodge and at the end of the calendar quarter the amount is reported on Form 941.

**Federal Unemployment Tax
– Form 940**

This form is used to report the amounts owing under the Federal Unemployment Tax Act (F.U.T.A.) and covers a full calendar year. The amount owing is a small percentage of the total wages paid for the entire calendar year to all Lodge employees earning more than \$50.00 per calendar quarter. If the Lodge has no employees who are paid \$50.00 or more in a calendar quarter, the Lodge is exempt from this tax and the Form 940 does not have to be filed.

**Transmittal of Income
and Tax Statements
– Form W-3**

This form is used as a summary statement which verifies the amounts as shown on all W-2 Forms issued to all Lodge employees each year.

**Wage and Tax Statements
Form W-2**

If any Lodge employee earns less than \$100.00 during the calendar year, a Form W-2 does not need to be issued. The W-2 Forms must be furnished to each employee no later than January 31 each year.

**ANNUAL CORPORATE
REPORT, MONTANA**

If a lodge has incorporated as a Montana Corporation it must file an Annual Report with the Secretary of State by December 1st of each Year.

MEMBERSHIP CHANGES

July -August 2010

July

Helena Lodge - 3

5707 - Edward E. Bowers Deceased - 07/07/2010

Lavina Temple — 101

1489 - J. Carl Jensen

Missoula Lodge – 13

2225 - Arthur B. Magnusson Deceased -
07/27/2010

Stevensville Lodge – 28

1602 - Gregory S. Jordan Deceased - 07/14/2010

Ottawa Lodge - 51

4164 - Edward L. Sterling Deceased - 07/19/2010
3781 - Sheldon J. Score Deceased - 07/30/2010

Augusta Lodge - 54

5446 - William J. Barrett Deceased - 07/06/2010

Euclid Lodge – 58

6638 - Daniel E. Dailey Raised - 07/20/2010
676 - William F. Gertson Deceased - 07/27/2010

Corinthian Lodge - 72

6551 - Robert R. Orednick Raised - 07/10/2010
4070 - William J. Speare Deceased - 07/21/2010

Pondera Lodge - 80

934 - Robert M. Hames Dimitted - 07/02/2010
6842 - Robin A. Cook Raised - 07/20/2010

Lavina Temple—101

1489 - J. Carl Jensen III Deceased - 07/05/2010

Bigfork Lodge – 150

4983 - Walter W. Zook Deceased - 07/28/2010

August

Morning Star Lodge – 5

7035 - Eric J. Malmberg Raised - 08/13/2010

7036 - Demetios M. Hodjstovropoulos
Raised - 08/13/2010

4064 - James E. Sparing Deceased - 08/20/2010

Ruby Lodge – 36

2811 - John A. Nelson Deceased - 08/02/2010

North Star Lodge - 46

520 - Danny Foote Deceased - 08/05/2010
2680 - Wayne F. Morris Deceased - 08/15/2010

Euclid Lodge - 58

934 - Robert M. Hames Affiliated - 08/17/2010

Libby Lodge – 85

7031 - Samuel E. Sikes Affiliated - 08/12/2010

Scobey Lodge – 109

475 - Harry D. Fishell Deceased - 08/12/2010

September

Unity Lodge – 71

3313 - Moe Rademacher Affiliated - 09/01/2010

Judith Lodge - 86

6839 - Charles A. Loberg Deceased - 09/01/2010

Calendar of Events

September 2010

- Sept 15-18** Grand Lodge Of Idaho - Nampa
Sept 23-25 Grand Lodge of California - San Francisco
Sept 24 -26 2010 Tri Jurisdictional GM's Roaming Outdoor Lodge - Elkwater, Alberta
Sept 25 Helena JOBIES Rechartering
Sept 25 Corinthian Lodge NO.72 - 100th Anniversary

October 2010

- Oct 2** Rocky Mountain District Meeting – Drummond
Oct 9 Northern Lights District Meeting – Wolf Point
Oct 9 Red Cross of Constantine- Billings
Oct 16 Headwaters District Meeting – Ennis
Oct 14-16 N.W. York Rite – Boise, ID
Oct 21-23 Helena Valley Scottish Rite Reunion
Oct 22-23 Billings Valley Scottish Rite Reunion
Oct 23 DON Fashion Show - Helena
Oct 30 DeMolay -Masquerade Ball, Bozeman
TBD Sagebrush District Meeting
TBD CMR District Meeting

November 2010

- Nov 4-5** Great Falls Valley Scottish Rite Reunion
Nov 6 Missoula District Meeting
Nov 8-10 Grand Lodge of Nevada
Nov 11 GM Visitation to Billings Area Lodges
Nov 13 GM@Lafayett Lodge NO. 241, Seattle
Nov 14 Butte Area Lodges Thanksgiving Dinner
Nov 20 GLO Meeting - Helena

Grand Master's Condensed Plan for 2010-2011

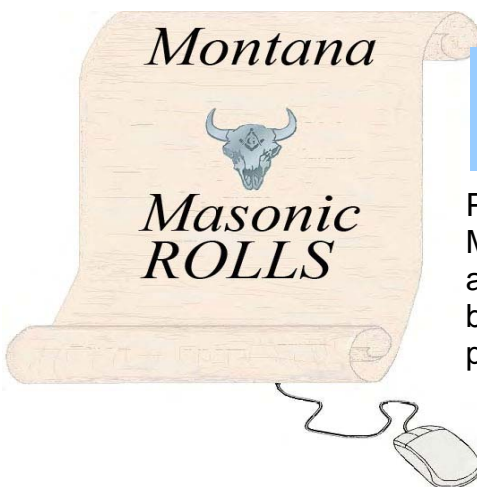


1. Keep that aura of secrecy
2. Take pride in being a Freemason in all that you do
3. Be true to our vows of higher deeds nobler thoughts and purer actions
4. Become an elite fraternity of a privileged few
5. Keep a goal of self improvement through faith
6. Be true to the Landmarks of Masonry
7. Enrich your life through Masonry

John Meyer



Grand Master 2010-2011



MT ROLLS Polo Shirts

Polo Shirts will be available for order with the ROLLS Logo for the Montana version logo. You can also have your name and/or Lodge added. Right now we believe the cost will be \$22.00. The shirts will be available in a variety of colors as well. If you are interested please contact us.

Keep current on your calendar of events and scheduling by checking the Grand Lodge Calendar at our website <http://www.grandlodgemontana.org>

Grand Lodge AF&AM of Montana
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