

TABLE OF CONTENTS

STATE OFFICER'S MANUAL

ADMINISTRATION OF STATE AND MULTI STATE ASSN..... S-1

SECTION 1 – STATE AND MULTI STATE ASSOCIATIONS

SECTION 2 – STATE ASSOCIATION

REQUIRED NUMBER OF CLUBS

CONSTITUTION AND BY-LAWS

SECTION 3 – STATE GOVERNING BOARD S-2

OFFICERS OF STATE GOVERNING BOARD

MEETING OF THE STATE GOVERNING BOARD

QUORUM

TAKING OF OFFICE

VOTING BY MAIL

VACANCY IN OFFICE S-3

STATE DUES

APPROPRIATION OF FUNDS – BUDGET – AUDIT

INSTRUCTIONS TO STATE PRESIDENT

HARMONY WITH MASONIC BODIES

DISSEMINATION OF NEWS AND DIRECTIVES

CHARGES AGAINST MEMBER CLUB S-4

SUPERVISION OF OFFICERS

OTHER DUTIES

VACANCY – STATE BOARD MEMBERS

SECTION 4 – COOPERATION WITH OFFICERS S-5

SECTION 5 – STATE OFFICERS

HOW ELECTED AND TERM OF OFFICE

QUALIFICATIONS

NOMINATIONS FROM FLOOR

VACANCY

IMMEDIATE PAST STATE PRESIDENT

***SECTION 6 – STATE PRESIDENT*..... S-6**
 LIASON BETWEEN INT’L AND CLUBS IN STATE
 REPORTS – PER CAPITA DUES
 STANDING COMMITTEES S-7
 OTHER COMMITTEES
 SPECIAL COMMITTEES
 DESIGNATE CHAIRMAN
 EX-OFFICIO MEMBER OF COMMITTEE
 NOMINATING COMMITTEE
 CONVENTION COMMITTEE
 CREDENTIALS COMMITTEE
 PRESIDES AT CONVENTIONS
 SPECIAL CONVENTIONS
 RIGHT TO VOTE S-8
 PROGRAM AT CONVENTION
 SERGEANT-AT-ARMS AT CONVENTION

STATE PRESIDENT MEMBER OF GOVERNING BOARD
 STATE PRESIDENT’S REPORT
 ATTEND MEETING OF INTERNATIONAL
 REPRESENTATION AT CONVENTIONS

SECTION 7 – STATE VICE PRESIDENTS
 NUMBER OF VICE PRESIDENTS
 REPRESENTATIVES OF THE PRESIDENT
 PURPOSES OF THE OFFICE OF VP..... .. S-9
 MEMBERS OF STATE GOVERNING BOARD
 OFFICERS OF CONVENTION

SECTION 8 – STATE SECRETARY
 DUTES
 MEMBERSHIP RECORD
 MEETINGS AND MINUTES
 REPORTS
 NOTICES

CORRESPONDENCES-10
DUES, IF APPLICABLE
NEW CLUBS
REPORT TO PRESIDENT
COOPERATE WITH THE TREASURER
PRESERVE RECORDS
DESTROY SELECTED OLD FILES/RECORDS S-11
ARRANGE FOR PRINTING/PURCHASE OF SUPPLIES
MAKE REPORTS
STATE BULLETIN
OTHER DUTIES

SECTION 9 – STATE TREASURER S-12

BANK
BOND
BUDGET
FUNDS
BILLS AND CHECKS
RECORDS
MEETING REPORT

SECTION 10 – ADDITIONAL RECOMMENDATIONS

OTHER OFFICERSS-13

DUTIES OF AREA VICE PRESIDENT
STUDY NEEDS OF AREA – VISITATION
ADVISORY TO CLUB OFFICERS
REPORTS TO STATE PRESIDENT
CHAIRMAN OF COMMITTEES
PROMOTE THE GROWTH OF CLUBS
REGIONAL DIRECTOR
CHAPLAIN S-14

SECTION 11 – STATE CONVENTION

DATE DECIDED BY STATE GOVERNING BOARD
NOTICE
OFFICERS
ATTENDANCE

RECOMMENDED RULES OF PROCEDURE
PRINCIPAL MEETING CLEARING HOUSE S-15
SPONSORSHIP
POWER OF CONVENTION
MINUTES OF CONVENTION
ENTERTAINMENT

SECTION 12 – COUNTRIES OTHER THAN THE USA
SUGGESTED PROCEDURES FOR INVITED GUESTS

SECTION 13 – PROCEDURE FOR CHANGES S-16
WHO MAY PROPOSE
PROCEDURE
VOTING PROCEDURE
WHEN EFFECTIVE

STATE OFFICER'S MANUAL FOR ADMINISTRATION OF STATE AND MULTI STATE ASSOCIATIONS

NOTE: Wherever the words "Board" or "Governing Board" are used in this Manual it is intended that they mean International Governing Board. For the balance of this Manual attention is also called to the provisions of the Constitution and By-Laws which must be studied in conjunction herein. Wherever "State" is used herein, it shall mean State, Multi State, Province, or other similar geographical designation made by any Nation.

SECTION 1

STATE AND MULTI-STATE ASSOCIATIONS

The Clubs throughout the country shall be combined into either State Associations or Multi-State Associations for the purpose of better administration and for keeping each Club and its Members in the closest possible touch with the International.

SECTION 2

STATE ASSOCIATION

Any Club, with the approval of the International Governing Board, may call a Special Meeting for the purpose of forming an Association of State or Multi-State High Twelve Clubs by serving written notice on subject Clubs thereof at least two (2) weeks prior to the date set for such Meeting. The notice shall specify the time and place of the Meeting. The notice shall be served on the Secretary of each of the Clubs affected and a copy sent to the International Secretary.

At such meeting a representative from each of the various affected Clubs shall represent said affected Clubs at the formation of the Association.

The said representative shall constitute the legal representative of the affected Club until his successor is elected at the next election of said affected Club.

REQUIRED NUMBER OF CLUBS:

There shall be five (5) or more Clubs within the State before a State Association can be formed.

All High Twelve Clubs within the geographical jurisdiction of a State Association shall be a Member of the State Association.

CONSTITUTION AND BY-LAWS:

Each State Association constitutes a governing unit having Jurisdiction over State and local matters that shall not conflict with the Jurisdiction of High Twelve International, Inc.

The State Constitution and By-Laws shall be in the form approved by the International General Counsel, but changes therein may be allowed with the approval of the International General Counsel as may be necessary to comply with the laws and customs of any State or Grand Lodge Jurisdiction. Such Constitution or By-Laws and subsequent amendments thereto, must contain the following provisions:

"The Association acknowledges the supreme authority of the Grand Lodge of (Insert the actual name of the Jurisdiction wherein it is situated) in all matters of Masonic Law, Tradition and Ethics. It pledges never to interfere with or meddle in the affairs of any Masonic Lodge; nor to engage in, or sponsor, any activity prohibited by said Grand Lodge, nor to permit its members to engage in, or sponsor, any activity prohibited by said Grand

Lodge, nor to permit its members to engage in unseemly conduct which might reflect adversely upon the Institution of Masonry".

Each such Constitution, By-Laws and all amendments shall be in effect only upon the date signed by the International General Counsel approving them as to Form.

However, in the event any constituent High Twelve Club or State Association shall, as a Club or State Association, interfere with or intermeddle in the affairs of a Masonic Lodge or un-Masonic conduct, then upon receipt of a verified complaint, the individual(s) implicated, shall be admonished, suspended, or expelled from High Twelve after due adjudication of all charges and a finding of guilt by the International Governing Board under the provisions of Article I, Section 2, D (1) (a) of the By-Laws of High Twelve International, Inc.

SECTION 3

STATE GOVERNING BOARD

It is recommended that State or Multi-State Association Constitution and By-Laws contain the following:

OFFICERS OF STATE GOVERNING BOARD

The Officers of the State Governing Board are the Officers of the State Association. The State President shall be the Chairman at all the Meetings of the State Board and, in his absence or inability to act, the Vice Presidents in their order of rank shall act as Chairman. The Secretary of the State Association shall act as the Secretary at all Meetings of the State Board.

The State President is the Chairman of the State Governing Board and he shall preside at all Meetings of the State Board, unless for good cause he cannot attend the Meeting or is physically incapacitated and therefore cannot perform that duty. He shall issue the call for Meetings of the State Board through the State Secretary and designate the time and place of the Meetings. In the event it becomes necessary for the State Board to take action on a matter or proposed resolution at a time when it is not expedient to call a Meeting of the State Board, the State President must approve a vote by mail for action by mail on the matter submitted to the State Board.

MEETING OF THE STATE GOVERNING BOARD

The State Governing Board shall meet at the times designated by the President of the Association. It may also meet in the event of his absence or failure to act in a timely manner by a call by the next Officer in rank. It shall always meet immediately after the close of the State Convention.

QUORUM

At any Regular or Special Meeting of the State Board, 40% of Members shall constitute a Quorum for the transaction of all business, except in cases requiring a large vote under the provisions of the Constitution and By-Laws of High Twelve International or of the State Association.

TAKING OF OFFICE

The Members of the State Board shall take office immediately after the close of the Annual Convention.

VOTING BY MAIL

The State Board may, without meeting together, transact business by mail, by voting upon resolutions mailed to them with the approval of the State President. The voting shall be considered closed at the end of thirty (30) days, provided a majority of the Members of the State Board have returned their vote by that time, or thereafter upon receipt of a majority of the membership, or it shall be considered closed at any time prior thereto, if and when, a majority of the State Board have returned their affirmative vote, or a majority of the State Board have returned their negative votes.

VACANCY IN OFFICE

The State Board, must by resolution, declares a vacancy in any Office when because of physical or mental disability, or incapacity, or misconduct it is manifested that any Officer cannot properly perform his duties as such. The resolution must be approved by a two-thirds (2/3) vote of the entire State Governing Board before the Office is declared vacant.

Upon a vacancy occurring among the Elective Officers, the next ranking Officer, with the exception of Secretary and Treasurer, elected at the last State Convention shall automatically advance to the Office vacated. In the event of a vacancy occurring in the Office of Secretary, Treasurer or Third Vice President, the same shall be filled by the State President by and with the advice and consent of a majority of the State Board.

STATE PER CAPITA

The State Governing Board shall authorize the collection of a Per Capita from the Members of the constituent Clubs for the operation of the State Association, provided, however, that the amount, manner, and form of collection, shall be approved by a two-thirds (2/3) vote of the Member Clubs of the Association. No further assessment of any Member Clubs or Members thereof shall be made by the Association in any manner or form unless and until such assessment shall be approved by a two-thirds (2/3) vote of the Member Clubs.

The President should also ascertain from the Secretary and/or Treasurer if the Clubs are paying their State Per Capita. If not, it is his responsibility to take such action as necessary to collect the Per Capita from the Member Club. (See: INTERNATIONAL BY-LAWS, ARTICLE III - ADMINISTRATION, Section 3 D)

APPROPRIATION OF FUNDS - BUDGET - AUDIT

The State Governing Board shall authorize such appropriation from its funds, as it, by a majority vote, may deem necessary and proper for the transaction of its business. It shall adopt a Budget for the next year's expenses and submit the Budget to the State Convention for its action thereon. The books of the State Treasurer shall be audited at the end of each Fiscal Year, and a report thereof shall be made to the Annual Convention of the State Association.

INSTRUCTIONS TO STATE PRESIDENT

The State Governing Board shall authorize and instruct the State President to present to the International Convention and/or the International Governing Board, the considered attitude of the Member Clubs of the Association on such matters pertaining to High Twelve International that may arise from time to time, and further shall have the authority to instruct the President as to how to vote on such matters, both at the Convention and at the Meetings of the International Governing Board.

If the State President is unable to appear at said Meetings, he must appoint a Member by written proxy to attend said Meetings.

HARMONY WITH MASONIC BODIES

The State Board shall at all times work diligently to establish harmony between the Association and the Member Clubs with the various Masonic Bodies in the State. He may establish such Committees to make continued study as to methods to best achieve that purpose.

DISSEMINATION OF NEWS AND DIRECTIVES

The State Board shall have the duty of developing the best techniques for dissemination of news and directives from High Twelve International, Inc. and the State Association to the Member Clubs. It shall do all in its collective power to lessen the work load of the High Twelve International Secretary in carrying on correspondence with the Member Clubs.

CHARGES AGAINST MEMBER CLUB

The State Board has the authority to prefer charges against a Member Club of the Association, for good and sufficient cause, with the International Governing Board. Before charges are preferred, however, there must be a

majority vote of the State Board to prefer the charges. Before charges are preferred, a meeting of the entire State Board shall be held for the purpose of considering the taking of such action against the Member Club. A notice of such Meeting, stating the time and place shall be given either in person or by registered mail to the Secretary of the Member Club at least ninety (90) days prior to the Meeting. Said notice shall contain a statement of the charges against the Club. The Member Club shall be given full opportunity to defend itself before the State Governing Board and may be represented by Counsel.

The State Board shall notify the Member Club of its decision, forthwith, after the Hearing.

The Member Club shall have the right to appeal to the International Convention from the decision of the State Board. Said notice of appeal containing its grounds for appeal must be RECEIVED by the International Secretary no later than 30 days from date of notice of the Association's decision in order to be perfected. Then, the Club shall be entitled to a Hearing de novo on its perfected appeal at the next annual International Convention. The appeal shall be decided by the majority of the delegates at the Convention via a simple majority vote. (See further the International By-Laws, Article I – Membership, Section 2 D 3.)

If charges are to be preferred against a Member Club as a result of the majority vote of the State Governing Board, the charges shall be reduced to writing and copies forwarded to the International Secretary. A copy of the charges to be preferred shall be mailed to the President and Secretary of the Member Club in question, by registered mail.

The Association shall be represented by the State President, or other party that he may designate, at any hearing held by the International Convention in reference to said charges.

SUPERVISION OF OFFICERS - COMMITTEEMEN, REMOVAL FOR CAUSE

The State Board has the duty to exercise general control and supervision over all Officers and Committeemen of the State Association and may, for good and sufficient cause after hearing, remove any Officer or Committeeman by a three-fourths (3/4) vote of the entire State Board, provided such Officer or Committeeman shall have been served personally or by registered mail, with a notice containing a copy of the charges against him at least sixty (60) days prior to the Hearing. Said notice shall specify the time, date and place of the Hearing. At the Hearing such person may be represented by Counsel.

OTHER DUTIES

In addition to the above, the State Board has the duty to approve or reject the persons named to the Nominations Committee by the State President, and to prepare with the State President, the program for the State Convention.

To do all things requisite to promulgate and foster the purposes and objects of High Twelve International, the State Board has the power and duty, except as limited by the International Constitution and By-Laws, to do all things appropriate for proper administration of the Member Clubs that have not been otherwise specified herein.

SECTION 4

COOPERATION WITH OFFICERS AND GOVERNING BOARD OF HIGH TWELVE INTERNATIONAL

It is the duty of the State Board to cooperate at all times with the Governing Board and Officers of High Twelve International, Inc. in the supervision of the Member Clubs, within the State Association.

SECTION 5

STATE OFFICERS

It is suggested that the following be used by State or Multi-State Associations as a guide:

The Officers of the State Association shall be State President, First, Second and Third State Vice Presidents, Secretary, Treasurer, General Counsel and Immediate Past State President.

The State President is responsible for keeping the Clubs in his State or district in a "healthy" condition. Naturally his attention will be centered with helping Clubs with special problems, finding their weaknesses and helping them strengthen themselves. His success will be judged by the strength, sponsorship activities and spirit of the Clubs.

The State Officers will keep in touch with the activities of each Club assigned to him through frequent, visitations and reports.

HOW ELECTED AND TERM OF OFFICE

The Officers are elected by the majority vote of the delegates, voting either personally or by proxy, at each annual State Convention. They assume the Office until the close of the next annual Convention and until their successors assume Office.

QUALIFICATIONS

The qualification requirements for Election to Office are that the brothers be Active Members of their Local Clubs, and their names having been placed in nomination by being submitted to the Chairman of the Nominations Committee prior to the convening of the annual State Convention.

NOMINATIONS

The Nominations Committee, after careful consideration of the qualifications of the brothers whose names have been submitted for nomination, submits to the Convention a list of nominees for various Elective Offices.

NOMINATIONS FROM FLOOR

Further nominations may be made from the floor of the Convention provided, however, that the name of the brother nominated from the floor of the Convention must be an Active Member in good standing of a Local Club, and he has given his assurance that he will accept the Office and serve faithfully.

VACANCY

In the event of a vacancy occurring among the Elective Officer, with the exception of Secretary, Treasurer, General Counsel and Third Vice President, the succeeding ranking officer, Elected at the last State Convention, shall automatically advance to the Office vacated.

In the event of a vacancy occurring in the Office of Third Vice President, Secretary, Treasurer, or General Counsel, the same shall be filled by appointment by the State President of a qualified brother who is an Active Member of his Local Club to serve the unexpired term, with the consent of the State Board

IMMEDIATE PAST STATE PRESIDENT

The Immediate Past State President, having served his term as State President, automatically ascends to the Office of Immediate Past State President, without vote thereon being taken. His term of Office is for one year.

SECTION 6

STATE PRESIDENT

The State President is the elected leader and Chief Executive Officer of the State Association., and is under the general supervision of the State Board of Governors.

He is not only the Executive Head of the State Association, but is also a member of the International Governing Board

As a representative of his State, he is in a position to convey to the International Governing Board the wishes, problems and needs of the Clubs of his State.

He is charged with the responsibility of maintaining the objects of High Twelve International within the State. He is charged with the responsibility for the proper functioning of the Clubs within his State. He has the duty of furthering the interests of High Twelve International and promoting cordial relations between the Clubs and High Twelve International.

He represents the High Twelve ideals to the Grand Lodge and to the other Masonic bodies within his State. He therefore is the principal advocate of the ideals of High Twelve International within his State boundaries, and therefore must always strive to establish and maintain a harmonious relationship with those bodies.

The Constitution and By-Laws of High Twelve International, Inc. provide that the State Association shall supervise the High Twelve Clubs within the State jurisdiction.

As State President, he should visit each Club in his Jurisdiction.

The State President, as a member of the International Governing Board, also serves as a clearing house for the various Club Presidents on State and International Affairs and it is his duty to keep all Club Presidents fully and currently informed on such State and International Affairs as concern their Clubs. His name and address should be on the mailing list of every one of his Clubs.

State Presidents should attend Mid Year and Annual Convention Meetings of the International Governing Board. If unable to attend either of the above, to provide a qualified substitute by written proxy for the meeting he is unable to attend. He should also attend the Grand Lodge Meetings of his Jurisdiction.

LIAISON BETWEEN INTERNATIONAL AND CLUBS IN STATE

The State President is the liaison between High Twelve International and the Member Clubs of the State Association. For this reason, he should keep in close touch with the International President. The State President is a Delegate-at-Large to Conventions of High Twelve International and entitled to cast one vote on each question submitted to vote in the Convention. He is required to attend Meetings of the International Governing Board as a Member. In return, International matters of interest to the State Association and its Member Clubs should be sent to the Clubs through the State President. It is his duty to see that International Policies are effectively carried out in his State. In some cases, a Club in a State may not be carrying out the purposes and objectives of High Twelve International fully and may not be functioning or progressing satisfactorily. In such case, it is the primary responsibility of the State President to take up the matter with the Club and, if possible, to remedy the situation. The State President can often suggest methods for dealing with the difficulty and sometimes he can help to bring a Club back onto its feet. If this appears impossible, it should be referred to the State Governing Board and/or the International Governing Board.

REPORTS - PER CAPITA

The State President should make certain that Clubs in his State are acquainted with the provisions of the Constitution and of the By-Laws of High Twelve International, Inc. and are following the prescribed rules for making Club Reports of its Members; and are sending their remittance of Per Capita to the International Secretary on or before the 1st day of March, and are forwarding the proper remittance for New and/or Reinstated Members. (See International By-Laws, Article III, Section 2 C and Article VI, Section 2 B)

COMMITTEES

Upon his Election to Office and his being Installed therein, the State President may appoint the following suggested Committees, which terminate at the conclusion of his term of office:

- Budget and Finance
- Constitution and By-Laws
- Expansion and Retention
- Long Range Planning
- Masonic Activities
- Patriotism
- Projects
- Public Relations
- Youth Activities
- Resolutions Convention
- Credentials Nominating
- Necrology

SPECIAL COMMITTEES

The President may, from time to time, appoint such Committees, regional or otherwise, as he and the State Board may deem advisable. The term of all such Committees shall end with the close of the annual Convention.

DESIGNATE CHAIRMAN

The President shall designate the Chairman of each Committee appointed by him, and shall have the power to fill all vacancies which occur in such Committees.

EX-OFFICIO MEMBER OF COMMITTEE

The President shall be an Ex-Officio Member of all Committees of the State Association, except its Nominating Committee.

NOMINATING COMMITTEE

In addition thereto, the President shall appoint a Nominating Committee, consisting of representatives from Clubs, three months before the State Annual Convention shall convene. The Nominating Committee membership must have the approval of the State Board.

CONVENTION COMMITTEE

The President also appoints a Convention Committee for the Convention to be held at the end of his term in office, which Committee shall serve until its accounts shall be closed and its final report accepted and approved by the State Board.

CREDENTIALS COMMITTEE

Prior the annual State Convention, the President shall appoint a Credentials Committee to consist of not less than five (5) members as may be determined by the President and such Committee shall be in attendance at the opening of the registration for the Convention.

PRESIDES AT CONVENTIONS

The President shall preside at all Conventions of the State Association, whether annual or special.

SPECIAL CONVENTION

The President, in the case of an emergency, with the approval of the majority of the members of the State Board, may call a Special Convention of the State Association.

RIGHT TO VOTE

All State Officers are Delegates-at-Large and are entitled to cast one (1) vote on any question submitted to vote at a Convention.

PROGRAM AT CONVENTION

The Agenda of the Convention shall be approved by the State Board prior to the Convention and adopted by the Convention at its opening meeting.

SERGEANT-AT-ARMS AT CONVENTION

The President shall appoint a Sergeant-at-Arms for the Convention.

STATE PRESIDENT MEMBER OF INTERNATIONAL GOVERNING BOARD

HIGH TWELVE INTERNATIONAL BY-LAWS, ARTICLE III - ADMINISTRATION, Section 1A, provides that the STATE ASSOCIATION PRESIDENT IS A MEMBER OF THE GOVERNING BOARD OF HIGH TWELVE INTERNATIONAL, INC.

STATE PRESIDENT'S REPORT

The State President has the duty to present the views of the State Association, State Governing Board, State Officers and the Clubs at the Meetings of the International Governing Board and at the Convention. The Report should be written and state concisely the matters on which the Association and Clubs have definite views.

ATTEND MEETINGS OF INTERNATIONAL GOVERNING BOARD

The President should attend all Meetings of the International Governing Board whenever possible, not at International expense, and should be prepared to give a brief report on the State Association. If he cannot attend, he will appoint a Member who will attend with his written proxy. Such a Member should be one of the State Vice Presidents, Secretary, Treasurer, or a Past State President, as they should fully understand the State's problems.

REPRESENTATION AT CONVENTIONS

Another duty of the State President is to urge and encourage Club Presidents to make certain that their Clubs are fully represented at all Conventions of the State Association and of High Twelve International, Inc. (Ref.: BY-LAWS, ARTICLE IV - MEETINGS, Section 3A)

At State and International Conventions, the State President should see to it that the State delegates become acquainted with one another and work as a team for the improvement of High Twelve by voting on all issues presented to the Convention.

SECTION 7

STATE VICE PRESIDENTS

NUMBER OF VICE PRESIDENTS

There may be up to three (3) Vice Presidents in each State Association.

REPRESENTATIVES OF THE PRESIDENT

The Vice Presidents are representatives of the President and, aside from the duties listed herein, their authority is limited to duties specifically assigned to them by the President.

PURPOSES OF THE OFFICE OF VICE PRESIDENT

The Office of Vice President serves two purposes. *First* it provides necessary assistance to the President and to act in his place and stead when he is unable to attend meetings personally, or for any inability on his part to act in his official capacity. *Second*, the position affords a means of training future Presidents, who will be generally, chosen from the Vice Presidents. Because of this training function, it is important in Electing Vice Presidents to consider whether they are suitable material to be a future President. The President will do well to use the services of the Vice Presidents in as many ways as possible.

MEMBERS OF STATE GOVERNING BOARD

The Vice Presidents are Members of the State Board. High Twelve profits by their thoughtful consideration of the problems that confront the State Association and High Twelve International, Inc. Their cooperation with the President and the State Board in putting into effect the policies established by the International Governing Board is essential.

OFFICERS OF CONVENTION

During the Convention, the Vice Presidents are Officers of the Convention and are entitled to cast one vote each on any question submitted to vote at the Convention.

The President should assign the responsibility of organizing the Agenda and business of the State Meeting(s) to a Vice President. This assures single responsibility and is excellent training.

SECTION 8

STATE SECRETARY

The State Secretary may be elected or appointed to his Office at the annual State Convention.

DUTIES

The duties of the Secretary are generally covered in the By-Laws of each State Association. Some duties unspecified there may have become customary, so the following is given as a check list:

MEMBERSHIP RECORD

Keep an up-to-date Roster and Record of the Members of the various High Twelve Clubs in the State, including their address; the date of his admittance to the Club; and the date he resigned or was dropped from the Membership Rolls; and the reason therefore.

MEETINGS AND MINUTES

Keep written Minutes of all Meetings including Conventions of the Association and of the State Board. Perform all actions, including writing letters as directed in the Minutes of the Meetings. At Meetings, the Secretary should have available for instant reference, copies of the Constitution and By-Laws of High Twelve International, Inc. and of the State Association, membership roster, and the Minutes of the previous Meeting.

REPORTS

Receive, file and safeguard all Reports of Officers and Committees.

NOTICES

Send requisite notices, announcements, etc. to the Member Clubs of the Association and to applicable High Twelve International Officers.

It is incumbent upon the State Secretaries to keep the International Secretary up-to-date, as to any changes in either the President or Secretary of the State or Multi-State Association and Clubs.

CORRESPONDENCE

Carry on the correspondence of the State Association.

PER CAPITA, DUES AND FEES, IF APPLICABLE

Collect all Per Capita, Dues, and Fees. All monies are payable to the State Association on the date of the Associations By-Laws for each year. Clubs that have not remitted their funds by that date are delinquent and should receive special attention. It is not fair to the Clubs that remit the State funds on time to permit a Club to become and remain delinquent.

Billing for monies is best accomplished through the use of a printed form similar to the one used by High Twelve International, Inc. A Final Notice should be sent to delinquent Clubs notifying them of the proposed action to be taken by the Governing Board.

NEW CLUBS

Any New Club shall pay the State Fees as required by the State.

REPORT TO PRESIDENT

A Report should be given to the State President of the names of all the Clubs and amounts past due for Per Capita owed to the Association and/or International, no later than three months prior to the State and/or International Conventions. The delinquent Clubs will be disqualified from voting until paid in full.

A Summary Action Report should be given to the President listing the names of all delinquent Clubs and giving him a report of the actions that has been taken to date.

COOPERATE WITH THE TREASURER

In a small State Association, it may be possible to combine the Office of State Secretary and State Treasurer. However, in the usual case where these Offices are separate, close cooperation is required between the two Officers in order that their respective records will be in agreement at all times, particularly in reference to Member Clubs in Good Standing in the Association and with High Twelve International, as well as Clubs that are delinquent in the payment of the Per Capita to High Twelve International and to the State Association.

PRESERVE RECORDS

An accurate filing system should be kept so that succeeding Secretaries can find the information in the past records that may be called for. Certain documents such as Association Charters from High Twelve International and if the Association is incorporated under the corporation laws of the State, fidelity bonds, etc. should be kept in an absolutely safe place, preferably a safe deposit box, inasmuch as the loss of such documents might be serious. As a further safeguard, the Secretary should keep the President informed as to the exact whereabouts of such documents and his records should show where they are kept.

DESTROY SELECTED OLD FILES AND RECORDS

Files of correspondence, records and reports will attain considerable bulk over a period of years, so it may be necessary to destroy part of them to make room for new files. Careful discrimination must be exercised in deciding which files and records should be retained indefinitely and which should be destroyed. While much of the routine correspondence quickly loses its value and can be safely destroyed, there are certain types of records and reports which must be kept indefinitely, because they represent the written history of the Association. This applies particularly to the Minutes of the Meetings, financial records, and membership records. Rather than rely solely upon his own judgment, it is required for the Secretary to consult with the State Board and the State President and must obtain advanced written approval of both, which authorization must be retained permanently, before actually destroying any Association files or records.

ARRANGE FOR PRINTING AND PURCHASE OF SUPPLIES

It is the Secretary's duty to procure the printing for the Association and to procure the necessary supplies with which to operate the various State Offices.

MAKE REPORTS

The Secretary generally reports at each Meeting of the State Board, briefly outlining the matters affecting the Association, Officer, and Committee Reports, received by him, as well as correspondence affecting the interests of the Association.

The Secretary's Annual Report, if any, should be in writing and should include statistical summaries of Clubs added, or which have been dropped or are not functioning. The report should also present an account of the expenses in the operating of the Secretary's Office, broken down by items such as stationery, supplies, printing, postage, salaries, clerical and stenographic assistance, etc., and should recommend the amount that should be appropriated for the Secretary's Office in the Budget for the following year. Recommendations and suggestions for improvement in methods of handling the Association Business should also be included, if any.

STATE BULLETIN

Unless there is an Association Editor, or some Member specially appointed to handle the Association Bulletin, it is the duty of the Secretary to gather the news from the Member Clubs and to prepare the Bulletin, which shall contain such news items, as well as information received from the International Office. The Bulletin should contain the date and meeting place of all the Member Clubs and also a list of the Officers of the various Clubs. Each State Association will determine the number of issues of the Bulletin and the method of placing the

Bulletin in the hands of the Members of the Clubs. The Secretary is also charged, in most instances, with the release of Association news to the press. He should check with the President before releasing any news items. It is important to follow the rules and edicts of the Grand Lodge of the Jurisdiction involved in the publication of any Bulletin.

OTHER DUTIES

Care of Association Property. Unless the President appoints a Member as a Property Officer, or a Committee for that purpose, the Secretary is charged with the duty of safely keeping the Association property.

The Secretary must prepare the necessary forms advising banks used as depositories for Association funds, the identity of the Members authorized to sign checks, number of signatures required on checks and make withdrawals.

SECTION 9

STATE TREASURER

The State Treasurer is elected to his office by a majority vote of the delegates voting at the Annual Convention of the Association.

The duties of the Treasurer are generally covered in the By-Laws of each State Association, some duties unspecified there may have become customary, and so the following is given as a check list.

BANK

Obtain letters from the Secretary and the former Treasurer to the Bank in which the Association funds are deposited, authorizing the new treasurer to deposit and withdraw the funds of the Association. Where Bank change is involved, have Secretary prepare resolution, signature cards, etc., and forward them to the Bank. Where possible, checks should be signed by the Treasurer and where required by one other designated State Officer.

BOND

In the event the Association By-Laws require the Treasurer to be bonded, the new Treasurer will be required to sign the necessary forms as provided by the Bonding Company. Particular care should be taken by the Association to keep the amount within reasonable limits; otherwise the premium will be excessive.

BUDGET

Good financial practice demands that the Association Treasurer contact all Officers and Committee Chairmen to get their estimates of the expense requirements for the business year. He should then summarize the estimated income, expenses and reserves; and submit his report to the State Board for the preparation of the Budget.

FUNDS (Income)

Deposit immediately all Association funds received from any source. Disburse funds to the Chairman of the various Committees, when directed to do so by the State Governing Board.

BILLS AND CHECKS

All Bills must be paid promptly to keep the Association's credit good. Be sure the Bill you pay is authorized by Budget approval, and properly authorized by the State Board.

All checks, remitting money to High Twelve International, should be made payable to High Twelve International, Inc. and not be drawn to the order of an individual Officer. The same rule applies to the State Association.

Report to the Secretary any information that comes to your attention that may affect the interests of High Twelve International, Inc. and/or your State Association.

RECORDS

Keep an accurate account of all monies received and paid out as simply and clearly as possible. Note check number on each Bill paid, after getting it properly authorized for payment. Preserve all paid Bills for review by the Auditing Committee.

MEETING REPORT

Make Report of income and expenses and cash on hand at each Meeting of the State Board. Make the Report in such detail as required by the Association. Make an Annual Written Report at the *end of the year* in such detail as may be required. Brief the Report for the Meeting, but stand ready to support any inquiries.

SECTION 10

ADDITIONAL RECOMMENDATIONS: OTHER OFFICERS, IF APPLICABLE

A State Association, when feasible, may be divided into Areas with an Area Vice President. In the event there are a large number of Clubs in each Area, the Area should be divided into Regions with each Region being supervised by a Regional Director.

DUTIES OF AREA VICE PRESIDENT

He shall supervise his Clubs through his Regional Directors. He should hold Quarterly Meetings with them to study the situation in the Area.

In those States that have not appointed or elected Regional Directors, the Area Vice President is charged with the duty of doing what is necessary to encourage, stimulate and promote the growth of High Twelve by taking an active part in the formation of New Clubs. He should be a CLUB BUILDER. He should spread the message of High Twelve at all times and in all places, thereby setting an example to the Members or the Clubs of how they should share the fellowship they enjoy in their own Clubs with fellow Masons in surrounding communities. The success and growth of High Twelve in his Area depends on him, and without his active assistance the Clubs will suffer.

STUDY NEEDS OF AREA - VISITATION

It is the Area Vice President's duty to study the needs of his Area and plan his time in advance in such a way that he can visit all of the Clubs in that Area - attend initiations, installations, anniversaries and Special Meetings.

ADVISORY TO CLUB OFFICERS

To meet with the Officers and the Members of the Boards of the Clubs and in a business-like manner assist them with their problems and plans.

REPORTS TO STATE PRESIDENT

To make regular reports to the President, as to his activities and visitations, so that the President will be apprised of the situation in the entire State.

CHAIRMAN OF COMMITTEES

To act as Chairman, in his Area, of Committees on Expansion and Retention, and Masonic Activities.

PROMOTE THE GROWTH OF CLUBS

To encourage, stimulate, and promote each Club in his Area to grow in stature and strength.

REGIONAL DIRECTOR

In those States where there are a large number of Clubs, or in which the Clubs may be separated by great distances, so as to make the areas large and therefore difficult to supervise, it is advisable to have Regional Directors to aid the Area Vice President in his duties. These directors may be elected or appointed. It is suggested that they be appointed, thereby giving the Area Vice President an opportunity to select members who will work diligently with him, because he has assured himself as to their cooperation before making the appointment. If appointed they should serve at the will of the Area Vice President. If elected they should be Elected to serve for one year, subject to removal by the action of the State Board, for failure to cooperate and do the job assigned to them. This should not be a job for those members who like the title and honor pertaining to the job, but rather for those Members who believe in High Twelve and are willing to work diligently to insure the progress of the movement by the Clubs, the State Association, and High Twelve International.

CHAPLAIN

Inasmuch as we predicate our Membership on Freemasonry, we should ever be mindful of our obligation to the Great Architect of the Universe and conduct ourselves as Masons. The services of a Chaplain at the State Board meetings and the Convention are highly desirable. He should be Chairman of the Necrology Committee.

SECTION 11

STATE CONVENTION

DATE DECIDED BY STATE GOVERNING BOARD

Each State Association shall hold a State Convention each year. The month and date to be determined by the State Board of each Association, so as not to conflict with the Meeting of the Grand Lodge of that Jurisdiction, High Twelve International, Inc., and to insure the maximum attendance of delegates

The State Board shall also decide on the city in which the Convention will be held.

NOTICE

The State Secretary upon the direction of the President shall mail a notice of the time and place where the Convention shall be convened to the President and Secretary of each of the Member Clubs of the Association at least Sixty (60) days before the Annual Convention and at least to Ten (10) days before a Special Convention. In addition, notice thereof shall be given to the International Secretary.

OFFICERS

The Officers of the State Association shall be the Officers of the State Convention.

ATTENDANCE

It shall be the duty of each Member Club to be represented at each Convention of the State Association, either Annual or Special, by duly accredited delegate or delegates.

RECOMMENDED RULES OF PROCEDURE

The rules of procedure for any Convention of the State Association are:

(a) Agenda. The Agenda as approved by the State Board and adopted by the Convention shall be the order of the day for all sessions of the Convention.

(b) Debate:

1. Subject. Reports of Committees, communications to the Convention, proposed resolutions, and all amendments thereto, and all motions except such as are known to parliamentary practice as "undebatable", may be debated upon the floor of the Convention, unless by a two-thirds (2/3) vote of the delegates present and voting, the Convention decides to dispose of them without debate.

2. Procedure. In debate each delegate has the right to speak not more than twice on the same question on the same day, except on an appeal or on reconsideration of the subject, but may not speak the second time so long as any delegate who has not spoken on the question calls for recognition. No delegate shall speak on Convention longer than five (5) minutes at one time, except as provided in the order of the day, or by a majority vote.

(c) Enactments and Resolutions. Proposals to amend the State Constitution and State By-Laws shall be known as "Enactments". Proposals for Convention action which do not amend the foregoing documents shall be known as "Resolutions". Enactments shall be proposed and acted upon in the manner prescribed in the State Constitution and State By-Laws of the Association. Resolutions may be proposed by any Member Club, by any delegate, and by the State Board of the Association. State Officers are delegates-at-large.

Any resolution may be adopted by the affirmative vote of at least a majority of the votes authorized to be cast and acted upon by the Convention.

All Enactments and Resolutions shall be delivered in writing to the Secretary of the State Association, and all Enactments and Resolutions shall be acted upon as in the manner proscribed herein.

PRINCIPAL MEETING CLEARING HOUSE

The State Convention is the main Meeting of the Association and should act as the clearing house for subjects of particular interest to the Member Clubs of the Association. Questions on policy and procedure should be on the Agenda and a widespread participation by all of the Clubs in the Association is important to bring together the various Club ideas on all subjects pertaining to High Twelve.

SPONSORSHIP

The Convention should be sponsored by one or more Clubs, subject to the vote of the State Board. It is usually desirable to have such Clubs attend to the general and entertainment features while the responsibility for the Agenda of Business Meetings is with the Officers and State Board. The sponsorship of the Convention enhances the prestige of the Clubs and increases the interest of its members in Association affairs.

POWER OF CONVENTION

The vote at any Association Convention is binding on the Association and the Member Clubs insofar as it relates to State Affairs and does not conflict with High Twelve International Constitution and By-Laws or other International activities. If it relates to any International matter, its status is that of a recommendation to the International Governing Board.

MINUTES OF CONVENTION

Minutes of the Convention should be kept and a report sent as promptly as possible to the International Secretary.

ENTERTAINMENT

One of the functions of the State Convention is to bring together the members of the different Clubs. It is therefore urged that suitable entertainment be provided in order to attract as many Club Members and their wives and families as possible.

SECTION 12

COUNTRIES OTHER THAN THE UNITED STATES

The International Constitution authorizes the type of State and Multi-State Associations set forth herein, to be developed in countries other than the United States.

The State and Multi-State Associations outside the United States are required to function according to the same rules and regulations as set forth in the Constitution and By-Laws of High Twelve International, Inc. and conditions of the individual Countries, if any.

SUGGESTED PROCEDURES FOR INVITED GUESTS

When a Club or State Association desires the presence of an International Officer, a Wolcott Trustee, a State Officer, or a Past International President for any Club or State Association event, the following are some suggestions which should be followed;

1. A written invitation should be sent to the invitee at least 30 days in advance of the event if possible, said invitation should indicate time, place, the nature of the event, what is to be required of the invitee, suggested dress (i.e., formal) and if the distance involved would require the invitee to stay overnight, the arrangements for the invitee's accommodation. An information copy of the invitation should be sent to the President of High Twelve International.

2. Upon receipt of the said invitation, the invitee should send an acceptance or rejection promptly to the signer of the said invitation, indicate his mode of travel, and, if by air, the airline, flight number, and the scheduled time of arrival. The recipient of the acceptance or rejection of the invitation should promptly forward an information copy to the International President.

3. Upon receipt of the acceptance of the invitee, the signer of the invitation should make prompt arrangements to meet and welcome the invitee upon his arrival, with an Agenda specifying the time schedule of the event or events, and any other information which may aid and assist the invitee to understand what will be expected of him.

4. The inviting Body, be it a Club or State Association, should make arrangements for free tickets, etc., to any function wherein the invitee should be present and for his wife if she accompanies him.

5. In the event that the invited guest is a State Officer whose presence is normally required at a Club (e.g., Installation of Officers, et cetera) the expense other than the tickets, et cetera, mentioned in Paragraph 4 above, should be the responsibility of the State Association.

6. If the invitee shall arrive by air, train or bus, then arrangements by the inviting body should be made to transport the invitee to and from the airport, etc., in time for the invitee to board the plane, train or bus.

7. The invitee and his wife, if she accompanies him, shall be seated at the head table at a banquet, lunch, or any other formal gathering.

8. Nothing in the above shall require the inviter to pay for any overnight accommodations and/or transportation expenses to the location, but such may be appropriate.

SECTION 13

PROCEDURE FOR CHANGES

1. WHO MAY PROPOSE:

Changes to this Manual Section may be proposed by a Local Club, a State Association or by the Governing Board.

2. PROCEDURE:

Proposed Changes shall be submitted in writing to the International Secretary in adequate time to enable him to notify all members of the International Governing Board, by mail, prior to the Meeting of the Board.

3. VOTING PROCEDURE:

A simple majority of all votes cast, a Quorum of the International Governing Board being present, shall be necessary for adoption.

4. WHEN EFFECTIVE:

A Change to this Section shall be effective immediately upon its adoption by the International Governing Board, unless otherwise provided by the wording of the Change or the Motion for adoption.