

July 21, 2010

## Synopsis of Committee Assignments

**Audit Committee:** The Audit Committee shall audit the books and records of High Twelve International, Inc. and file the necessary “Return of Organization Exempt from Income Tax” on IRS Form 990. (International Officers Manual, page 40)

**Constitution and By-Laws Committee:** It shall be the duty of the Chairman and members of this Committee to review and re-write all proposed legislation referred to it for presentation to the Executive Committee, the Governing Board, or Convention. The Committee may also propose legislation as it deems necessary. (International Officers Manual, page 32)

**Resolutions Committee:** The Convention Chairman and Members prepare written communications or Awards for the Convention and any special recognition to other dignitaries. (International Officers Manual, page 35)

**Credentials Committee:** The Chairman and members of the Credentials Committee ascertain if all the credentials presented at the International Convention are in proper orders. (International Officers Manual, pages 32 & 33)

**Expansion and Retention Committee:** The Chairman and members of the Committee are responsible for doing everything in their power to expand; and maintain the membership of High Twelve. Please see the full explanation of this committee in the By-Laws. (International Officers Manual, page 33 and 34)

**Fund Raising Committee:** The Chairman and members of the Fund Raising Committee is responsible for presenting to the Executive Committee their recommendations for Fund Raising Projects, which will be held annually. They are also responsible for providing guidance to the Associations, Clubs and Independent Clubs, ideas for Fund Raisers, which can be used as a guide for providing income to their organization. (No References)

**Insurance Committee:** It is the responsibility of the Chairman of the Insurance Committee to report the recommendations of the Committee on a premium proposal for liability insurance for the ensuing year to the Budget and Finance Committee no later than sixty (60) days prior to the commencement of the Annual Convention. (International Officers Manual, page 33)

**Jewelry and Regalia Committee:** The Jewelry Committee is responsible for maintaining, storage, inventorying, and accounting of all items of jewelry. The International Secretary shall be responsible for supervision and authorization of all expenditures. Lists of available jewelry items, with prices, shall be furnished to clubs upon request. (International Officers Manual, page 34)

**Council of Past International Presidents (Jurisprudence Committee):** The Council shall act in an advisory capacity to the Governing Board on any matters of its own choice and on specific matters referred to it by the Governing Board. The Council of Past Presidents, along with the International General Counsel shall comprise the Jurisprudence Committee. The International General Counsel shall Chair the Committee. Its duties are to insure that the Masonic activities, landmarks, law and traditions are not abused, and shall also hear and decide all matters and/or questions of Masonic Law and conduct of the membership. (International Officers Manual, page 30 and BY-LAWS, ARTICLE III, Section 4A-4F)

**Education Committee:** The Chairman and members of the Education Committee are responsible for submitting educational articles to the Monthly Update and High Twelvian, to provide Masonic material to our leaders and improving our organization by expanding knowledge and enthusiasm. They will also establish a block of instruction, which will be presented to all officers and members attending the Mid Year Meeting and Annual Convention. (No References)

**International Endowment Fund Committee:** The International Endowment Fund was approved to establish an Investment Fund with the income therefrom to be used to offset some portion of the administrative costs of High Twelve International, Inc. The Fund is administered by three Trustees elected at the Annual Convention of High Twelve International. Additional information can be found in the High Twelve International International Officers Manual, pages 45 through 49.

**Long Range Planning Committee:** It is the duty of the Chairman and members of the Long Range Planning Committee to establish continuity of programs and plans for High Twelve International, Inc., to recommend long range procedures in order that High Twelve International does not run merely from year to year, but is a continuing and growing concern. (International Officers Manual, page 34)

**Masonic Activities Committee:** It shall be the duty of the Masonic Activities Committee to promote congenial relations with Blue Lodges, Grand Lodges, and other Masonic Bodies within their respective jurisdictions. (International Officers Manual, page 36)

**Memorial (Necrology) Committee:** It is the duty of the Chairman and members of the Memorial Committee, in conjunction with the International Chaplain, to see that proper recognition through the Necrology Service is given to our deceased brethren. (International Officers Manual, pages 35 and 36)

**New Clubs Committee:** It is the responsibility of the New Clubs Committee to monitor requests for new clubs in the United States and other countries. They will ensure New Club Packets are sent to those people inquiring about how to start new clubs. The committee will also appoint International Officers or Associations to monitor the progress of starting a new club and/or providing assistance in starting a new club. The

Committee will also be responsible for coordinating with the Expansion and Retention Committee when they receive an announcement that a New Club Packet has been sent. (International Officers Manual, page 33)

**Nominations Committee:** It shall be the duty of the Chairman of the Committee to report the recommendations of the Committee on all Officers for whom nominations have been made to the International Convention. The committee is also responsible for ensuring applicants have followed appropriate guidance to ensure they have submitted evidence they have been recommended and endorsed by the proper entities. (International Officers Manual, page 33 and BY-LAWS, ARTICLE II, Section 4.)

**Patriotism Committee:** It is the duty of the Chairman and the members of the Patriotism Committee to aid the membership in showing proper allegiance to their Country by being aware of proper respect to the Flag of their respective Countries and the proper observance of the appropriate holidays. This Committee shall be responsible for submission of appropriate articles to “The High Twelvian” Magazine and “The Monthly Update” reflecting Patriotism and Loyalty to the Country. (International Officers Manual, page 34)

**Publications and Public Relations Committee:** It is the responsibility of the Chairman and members of the Publications and Public Relations Committee to aid the membership of the clubs in presenting a good image of High Twelve International subject to the Rules and Edicts of the Grand Lodge involved, and to encourage the submission of appropriate short articles about High Twelve to various Local, State and National Masonic publications. (International Officers Manual, page 35)

**Wallie's Fund Committee:** The Wallie's International Executive Fund shall be administered by the International Executive Committee. Any member of High Twelve may request funds from this account for the purpose of attempting to form new High Twelve Clubs. All requests for use of the funds must have the prior approval of the International President and the International General Counsel. Requests must follow the guidance as listed in the International High Twelve International Officers Manual, pages 44 and 45.

**Webmaster & Committee:** The Webmaster and Committee is responsible for maintaining, improving and ensuring improvements of the Web Site for High Twelve International. They are also responsible for keeping the Web Site current and making recommendations for improving the site. The Webmaster will provide guidance on how to submit items for making changes and updates to the Web Site. (No references)

**Youth Activities Committee:** It shall be the duty of the Chairman and members to promote, assist and encourage High Twelve's complete and effective support of Youth Organizations, especially the three Masonic Youth Organizations; e.g., The Order of DeMolay; The Order of the Rainbow for Girls; and The Order of Job's Daughters. (International Officers Manual, page 35)