

STANDING COMMITTEES

1. Budget and Finance – The Treasurer and Secretary work together to come up with the budget, actual vs. expected expenses for the next year. The Treasurer will use the travel information to ‘balance’ the budget. Projected income from the Endowment Fund can also be used.
2. Credentials – Secretary puts the credential ‘book’ together based on the 31 March F-208 Monthly Report for the number of votes per club, and the F-208b report for the officers (presidents and Masonic reps) or last received for both. Provides the reporting format.
3. Constitution and By-Laws – Review and re-write all proposed legislation referred to it for presentation to the Executive Committee, the Governing Board, or Convention. This committee may also propose legislation as deemed necessary. The Secretary is an ex-officio member of this committee.
4. Insurance – Review in August of each year. Secretary provides the number of clubs and total membership numbers. The insurance required is Liability Insurance.
5. Nomination – Ensures that applicants have followed appropriate guidelines regarding nominating procedures. This committee also handles and nominations from the floor. The Secretary is an ex-officio member and normally provides the results. The nominees are announced in the High Twelvian in the Fall, as well as monthly updates.

SPECIAL COMMITTEES

1. Audit – Audits the books and records of High Twelve International and file the necessary “Return of Organization Exempt from Income Tax” on IRS Form 990. The Treasurer is an ex-officio member of this committee.
2. Jurisprudence – Act as an advisory body to the Governing Board on any matters brought to its attention. This committee shall also hear and decide all matters and/or questions of Masonic Law and conduct of the membership. It is composed of all the Past International Presidents and the International General Counsel (Chairman).
3. International Endowment Fund – The fund is administered by the three Trustees who receive copies of the Endowment and Wally’s fund statements monthly for review. The Treasurer is an ex-officio member and normally the contact with the bank.
4. Wally Fund – Administered by the Executive Committee, mainly, but not only, used to establish new clubs. All requests for funds must have the approval of the International President and General Counsel.
5. Long-Range Planning – This committee establishes continuity of programs and plans for the organization. The committee membership includes the Vice Presidents.
6. Youth Activities – To promote, assist, and encourage High Twelve’s complete and effective support of youth organizations, especially our Masonic youth organizations.