

INSTRUCTIONS FOR SCRIBES

1. MEMBERSHIP CHANGES

The Grand Scribe handles approximately 1000 changes in data each year. Please submit reports immediately after each meeting. When Scribes wait until the end of the year to submit reports, there is a high probability that errors will occur. Note that there is no Capitation on the membership; hence there is no need to delay the final report to January. Submit it when the officers are elected. If late losses occur report them using the interim report form. The Grand Scribe will include the changes in the final numbers for the year.

NEW MEMBERS should be reported to the Grand Scribe promptly following their admission using the Interim Report Form to provide Full Name as desired on the certificate, State of Residence, local number and date of admission along with the registration and certificate fee. If the Local Number is omitted it will be assigned by the Grand Scribe when assigning the National Number. The Membership certificates will be sent to the Scribe of the Subordinate Council along with a computer printout of the changes reported for the year. Please check the report, especially the spelling of the names, before delivering the certificates. We both have had the opportunity to make errors.

Local Numbers are to be assigned in sequence. It assists in identifying omitted reports. A skipped or duplicate local number on a membership report flags a problem that otherwise may persist for many years. Instances have occurred. Note that Honorary Members are given "0" as the local number.

MEMBER LOSSES should be reported to the Grand Scribe during the year using the Interim Report Form whenever a meeting is being reported. When a dual member dies or is suspended, inform the Scribe of the other council immediately. (Members must be in good standing in all councils in which they hold membership.) It is not necessary to file both an Annual Return and an Interim Report at the same time. Use the Interim Report during the year so the Grand Scribe does not have all the membership changes arrive at the same time. It is preferred that reports be filed as attachments to Email messages.

MEMBER TRANSFERS – Report all transfers to the Scribe of the other council involved as well as to the Grand Scribe. Addresses for all councils are listed in the Annual Proceedings.

2. ANNUAL RETURNS —

All Councils of Knight Masons operate on a Calendar Year – January to December. Officers are, by Statute, installed at the final (Stated) meeting of the year. Thus the Annual Return reports the membership as of December 31st and the officers for the following year. The Annual Return is to be filed in signed duplicate on the forms provided by the Grand Council or downloaded from the Internet. Note that TWO signatures are needed. One applies to the request for inclusion in the IRS Group and the other is for the return itself.

IF INTERNET IS AVAILABLE: Submit a copy as an Email attachment. The Grand Scribe will record the data, check the report against Grand Council records, and send either an email notice of acceptance or a message indicating the differences that must be resolved. Once accepted, file the hard copy in duplicate. A signed copy will be returned.

FILING BY MAIL: The Grand Scribe will record the data and check the report against Grand Council records. If found correct, the Grand Scribe will return the signed duplicate for your records otherwise telephone or mail will be used to resolve the differences.

It is not necessary to file both an Annual Return and an Interim Report at the same time. Use the Interim Report during the year so the Grand Scribe does not have all the membership changes arrive at the same time. It is preferred that reports be filed as attachments to Email messages.

3. FEES — The Scribes of the Subordinate Councils will file the Annual Return by January 31st of each year. Unless paid during the year, the following fees are to be paid at that time:

New Member Registration fee and certificate	25.00 each
Dual Affiliated Member	10.00 each
Member Restored	10.00 each
Annual Filing Fee	1.50

There is no fee for Members transferred in and no Per Capita Tax per member.

4. 4. FORM 990N – This is important and not optional. The IRS requires all Councils to file Form 990N annually before May 15. (If a council regularly receives more than \$25,000 per year they must file the full Form 990.) This form can only be filed by Internet.

- 1) Go to <http://epostcard.form990.org/>
- 2) Choose Register as a New User
- 3) Read the instructions and then select Next
- 4) Select “Exempt Organization” enter your EIN, and select NEXT
- 5) Choose a password and supply your name, email address, and phone number
- 6) Click on Next
- 7) Verify the data, back up and fix it if necessary
- 8) Note the SPAM filter notice
- 9) Close the window.

- 1) Open you email program
- 2) When the message arrives, click on the link provided
- 3) Check the information and enter the password you chose in step 5 above
- 4) Click on the “Create your Form 990-N Now” button
- 5) On the first page you enter YES you are still in business and NO you do not get over \$25K per year.

- 6) On the second page you enter your council name and number as the DBA Name. You also enter the business address, that you are a “Person” and your name and address as principal officer, and the address of any website that you have for the council.
- 7) Submit the form.
You should shortly receive an email saying the report was accepted.
5. SUPPLIES — The Signet of the Excellent Chief, Knight Mason member jewels, lapel pins and Past Excellent Chief jewels are available from the Grand Scribe. (See the Order Form on the Internet.) Sashes and aprons are available from Masonic supply firms.
6. COMMUNICATIONS – The rising cost of postage makes Internet communication the preferred method for most transactions. Councils should try to assure that their Scribe has Internet Access. The Yahoo Group KtMasons is used by the Grand Scribe to post messages to all Scribes without encountering SPAM filters. Scribes are urged to become a group member. Yahoo membership is not required to access either of these locations, although you must request group membership to access the KtMasons Yahoo group. (This group is for notices, not for general discussion.
7. FORMS – The Grand Council posts the By-laws, Statutes, Newsletters and Report Forms at <http://yorkrite.com/knightmasons/downloads/> . The same forms are available at the Files section of the Yahoo Group KtMasons.
8. SUGGESTIONS –
Notices of all meetings of the Subordinate Councils should be sent to the Most Excellent Great Chief and the Grand Scribe.

The Charter should remain in the hands of the Scribe and be properly displayed at all meetings of the Council.

Councils should present the degrees of Knight Masonry in full form if possible. Officers should be properly clothed with sashes, aprons and jewels,

Councils should use only the Knight Mason’s star on letterheads etc. – NOT the Grand Council Insignia.

The ritual for the Installed Chief’s Degree should be in the custody of the Excellent Chief or a Past Chief if the Scribe is not a PEC.

Councils should assure that a Scribe is not denied the opportunity to become Excellent Chief. The fate of the Council rests more in his hands than in those of the other officers, and he should be honored for his work.