



STANDARDIZED DUES

Ancient Accepted Scottish Rite of Freemasonry, Northern Masonic Jurisdiction, USA Standardized Dues

*Approved by the Supreme Council Administrative Council
April 30, 2020*

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Purpose

All brotherhood is local. Since our founding in 1813 and the inception a process of membership dues collection (albeit a very different price), the procedures of dues notification, and collection for all Valleys of the Supreme Council, Ancient Accepted Scottish Rite of Freemasonry, Northern Masonic Jurisdiction, USA (Scottish Rite, NMJ) have been local. For more than 20 years, many Valley notices were sent from one location for the physical distribution of dues notices for a majority of Valleys. However, each of those notices have different language, timing, execution, approvals, and more.

In 2017, Commander David A. Glattly, 33° created the membership department at Supreme Council headquarters in Lexington, MA. Since then, a renewed focus on customer service to Valley Secretaries and all members has given Supreme Council headquarters the ability to do more for those constituents.

In 2018, for the first time, all members of Scottish Rite, NMJ had the opportunity to pay dues online in one secure location through the Member Center. Since that time, nearly 20,000 members have logged on to this portal and have the ability to pay such notices online.

******(Note: Only members that belong to valleys that Supreme Council generates dues for, have the access to pay dues online. This also holds true for reinstatement offers.)

Goal

The mission of one standardized dues process for all Valleys is to create improved efficiencies, provide benchmarks and real time information to Valleys, decrease Non-Payment of Dues (NPDs), improve professionalism throughout Scottish Rite, NMJ, and relieve Valleys of some of the burden of contacting members as bill collectors. We want our Valleys to play to their strong suit – refocus on Brotherhood. And as a by-product of standardization, Valleys can reallocate financial resources to do more for our members, and save money at the same time

Current Process

Supreme Council currently sends dues notices for 100 Valleys on 76 different distribution days throughout the calendar year. Twenty six of the 102 Valleys have less than four bodies and those members that belong to these valleys receive multiple dues invoices. That means, more than 7,500 members are receiving multiple invoices from the Supreme Council.

In the 2018-2019 census year, Supreme Council invoice distribution was as follows:

- **111,403** dues notices on the initial send
- **25,000** dues notices on the second send
- **15,279** dues notices on the third/final send
- **ZERO** members were sent notices of NPD



Each Valley notice has different language, images, and branding. Since each notice goes through an approval process every year, invoices are sometimes delayed days, weeks, or even months waiting for Valley approval.

Four Valleys (Central New Jersey, Pittsfield, Evansville, and Moline) have dues sent directly to Supreme Council for collection and subsequent distribution to the Valley.

Three Valleys (Bloomsburg, Bloomington, and Akron) have all dues notices boxed up and sent to their offices for distribution.

Two Valleys (Towanda and Harrisburg) currently invoice all members and collect dues themselves.

77 Valleys send dues notices between July 1 and January 31 (the proposed new dues period). *Supplemental dues dates and Valley information attached in Exhibit A.*

Implementation

Standardizing dues would occur in three major process changes.

Valley Invoice Structure

All members in all 102 Valleys would begin being billed using the same invoice structure starting August 1, 2020. The structure would proceed as follows:

July 1, (in future years) – Electronic notice of dues

August 1, 2020 – 1st billing (*Electronic notice concurrent in 2020*)

November 1, 2020 – 2nd Notice

February 1, 2021 – Past Due

June 16, 2021 (Or monthly if members demit mid-year) – Suspension/Demit Notices

All Valleys will have the option to add in up to three special contribution sponsors with current 501(c) statuses, i.e. building funds, Children's Dyslexia Centers, Valley Hospitaler Fund etc. Valleys will be encouraged to only add 501(c)(3) tax-deductible organizations or entities. Each notice would have up to a 4th donation option for every member to donate to the Supreme Council Grand Almoner's Fund.

Annually, there may be a promotional page from Supreme Council included with the invoice. Examples include promotion of The Masonic Marketplace or other Supreme Council initiatives.

Combining Statements for Valleys with less than 3 bodies



All three-body Valleys (or fewer) will be combined into one bill. The bill and bill as to the members primary Lodge of Perfection Valley.

Such remittance will be sent directly to Supreme Council for financial distribution to the proper Valley.

Postage and processing for Dues Notices

Previously, Supreme Council would send invoices for all notices sent on behalf of Valleys. Supreme Council will cease billing for all Valley dues invoices.

You read that right, Supreme Council will no longer bill Valleys for sending or distributing dues notices!

Impact

Nonpayment of Dues Standardization

On February 1, 2021 past due notices are and now every Valley will have comparable information to relate and share their successes with other Secretaries and give Supreme Council an accurate potential NPD listing. This standardization will allow further communication with these potential NPDs. As per statute, a member cannot be listed as NPD until he is contacted and confirmed he is going to be suspended as a member.

Notices of NPD after the conclusion of the membership year will occur and confirm one final time that said members wish to be suspended. At the conclusion of the membership year, Valleys will confirm one final time that a member wishes to be suspended.

Standardized Restoration

Creating a restoration schedule consistent with NPD dates will be able to occur now that all Valleys are on the same NPD schedule. This schedule and process remains to be determined.

Membership Team Impact on NPD

In keeping every Valley in the same funnel, the Membership Department at Supreme Council is ready to assist in dramatically decreasing NPD members. With this extra helping hand, a team of Valley leaders, staff, and other key volunteers can tackle the lists, TOGETHER!

Consistent Messaging from Supreme Council

A marketing approach will aid in decreasing NPD and sooner collection. Dues notice messages will be promoted on social media, Scottish Rite, NMJ email messages like the Scottish Rite Insight (Monthly eNews), Northern Light articles, postcards, and much more.



Brand and Message

Every piece of mail that leaves Supreme Council headquarters will get a full review by a committee of Secretaries and Membership Staff. With one message on dues, we can make sure every initiative is covered and that members continue to be proud of their membership in Scottish Rite, NMJ. The look of the invoices will be clean, simple, easily readable, and on message.

Cost Savings and Earnings

Immediate to the Valley

The immediate cost savings goes directly to the Valley, Valleys will no longer pay for postage or materials of these sends. This is an estimated \$40,000 in savings directly to all Valleys.

Lowering of all Mail to Nonprofit Bulk Rate

Because the Grand Almoner's Fund and all local Valley charities are a 501(c)(3), as a request for additional support, all pieces of mail sent for dues are able to be sent at the lowest nonprofit bulk rate possible. Supreme Council will see immediate savings for postage.

Combining Multiple Valley Notices

An additional immediate savings comes from sending out fewer notices of dues. The combination of dues will decrease first notices by 4,000 members. It will also cause less confusion for many members who wonder why they receive two or three notices from "The Rite."

Increased Earnings

The goal is to dramatically lower our NPD members. As a byproduct of this we all will see increased earnings, engagement, and participation.

Frequently Asked Questions

What happens with Valleys who just sent notices?

Since every Valley has previously operated and sent notices at different times, this first send will be unique and we will work with all Valleys to make sure members have not been billed twice for the same census year.

Keeping in mind that no invoices have gone out since late February 2020 and will not go out until August 1, 2020, (Exhibit A), most Valleys have not or will not have billed for the 2021-2022 membership year.

What if this delays funding coming into Valleys?

This might happen, and on a case by case basis, if needed, Supreme Council can assist with a bridge loan for a temporary period of time.

Can a Valley opt out of this?



No.

Can a Valley have custom language on their invoices?

No.

What can we do to get an additional message to members of our Valley?

Supreme Council currently prints and ships monthly, quarterly, or yearly newsletters on behalf of a few Valleys at the cost of postage only. If your Valley would like to participate, please contact Supreme Council at any time to start the procedure.

Can Members pay on a payment plan with automatic deduction?

Yes, starting with the 2021 dues schedule, members will have the ability to pay with an automatic deduction in an increment of their choosing; monthly (if applicable), quarterly, bi-annually, or annually.

When will dues changes for each valley need to be submitted?

Valley dues rates, including local and COD assessments, must be locked in by June 15 of each year. After the annual census on June 15, Supreme Council Staff will begin preparing billing statements for each Valley.

Does Supreme Council have the capacity to intake more checks from members and distribute accordingly?

Yes, the Technology Solutions team at Supreme Council Headquarters in Lexington, MA will implement this dues process.

Will there be an opt-in process for e-bills through the Member Center?

Yes, starting in the 2021 census year members can opt-in to e-statements through their Member Center account. Supreme Council will be sending electronic dues statements to all members with an email address in MDS. We will promote the option that members can pay their dues online. Additionally, there will be a banner and consistent eMarketing messaging on dues collection assistance from Supreme Council?

Will there still be a 3.2% fee on Member Center payments of dues?

At this point, there is still a credit card processing fee for online payments, but we are looking at ways to reduce the fee and also allow members to absorb the fee, so the Valley(s) get 100% of the dues. No promises here; we will look into adding an option to increase the payment by 3% so the Valley receives 100% of dues.

Will there be any additional %/fees charged to Valleys?

No, there will be no additional fees charged to the Valley. The Valley will actually be saving money as Supreme Council will not charge the Valley for postage going forward.

Will there be any "Admin" fees to the 26 Valleys that we will be collecting and distributing payments for?



No, there will not be any fees charged to the Consistory or partner Valleys for the collection or distribution of dues payments. Supreme Council staff will handle the collection and splitting of payments for non-Consistory Valleys.

Can four-body Valleys opt-in to having dues collected at Supreme Council?

Yes, a Valley can opt in to having dues sent to Lexington, MA, input in the system, and distributed. There is no additional fee for this service. The process for collection does not change for a majority of Valleys, each Valley will have their Valley address in the return envelope window where collection currently exists.

Will valleys that have payments sent to SC still be able to receive and process payments in the office for walk ins?

Absolutely! The normal dues process does not change much, just the physical distribution of invoices.

What will the timing of payments be to split Valleys? Weekly? Bi-weekly? Monthly?

Currently funds to Valleys are distributed on a monthly basis, we are looking into whether this could be implemented on a more frequent basis. For now, all funds will be distributed on the current, monthly timeline.

If there is an additional amount that goes to a local fund, how will that be distributed?

The same process will occur with dues – all funding will be collected, allocated, and distributed monthly. Additional review of how to ensure these funds are separated and distributed will be conducted. Supreme Council will adhere strictly to all 501(c)(3) rules and regulations set forth by the Internal Revenue Service.

Will this change the assessment dates from Supreme Council?

No, nothing changes with the assessment dates from Supreme Council.

Will the Membership or other Supreme Council staff contact our members for dues?

This new process will give everyone the ability to assist Valleys in lowering NPDs and ensure we are providing the promised level of fraternalism and professionalism. Supreme Council staff will assist the Valley on their direction in every way possible to provide members with increased levels of service and brotherhood!

If a valley wants to pay for it, can they have an extra end-of-year December billing prior to the suspension notice in February?

The process for membership suspensions does not change. They are past due in February 1, 2020. This does not mean they are no longer members; this is just a different way of saying third notice. We will not allow additional mailings for Valleys on dues. The standard process will remain as presented, unless changed globally.

What if my Valley has not completed our notices for the 2019-2020 Census Year?



Because of the Covid-19 pandemic, no dues notices have been sent from Lexington, MA since mid-March 2020. Any member who had/has a second or third notice that was supposed to go out between March 2020 and July 2020 will be sent one notice, combined, as a special Covid related follow up to pay dues. George Taylor and Brennan Parken are formulating that letter to go out. Any funds due can be “tacked on” to the 2020-2021 notice, just as in past year.

All 2020-2021 notices will be held until August 1, 2020 and go with the normal send.

What if my Valley has already sent notice for 2020-2021 dues notices?

Not a problem! Supreme Council will pick up where you left off in the process. If you have distributed the first notice, the second notice (or third/past due) for said Valley will be distributed in the normal schedule as listed above.

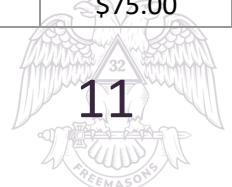


Exhibit A - Valley Invoice Dates & Dues Amounts

<u>Valley Name</u>	<u>First Bill Generated</u>	<u>Number of Members</u>	<u>Total Dues</u>
Valley of Akron	September 18, 2019	770	\$100.00
Valley of Albany	July 24, 2019	334	\$100.00
Valley of Troy	January 13, 2020	132	\$51.00
Valley of Allentown	October 2, 2019	2700	\$110.00
Valley of Altoona	May 13, 2019	1206	\$65.00
Valley of Aroostook	November 20, 2019	63	\$64.00
Valley of Bangor	October 10, 2019	911	\$112.00
Valley of Bay City	March 5, 2019	840	\$230.00
Valley of Binghamton	January 20, 2020	201	\$85.00
Valley of Bloomington	June 17, 2019	812	\$110.00
Valley of Bloomsburg	October 17, 2019	1160	\$105.00
Valley of Boston	January 2, 2020	2984	\$103.00
Valley of Lowell	January 13, 2020	260	\$159.00
Valley of Worcester	March 29, 2019	435	\$117.00
Valley of Salem	March 5, 2020	384	\$75.00
Valley of The Merrimack	February 24, 2020	195	\$67.00
Valley of Bridgeport	May 3, 2019	502	\$64.00
Valley of New Haven	October 14, 2019	400	\$41.50
Valley of Waterbury	October 14, 2019	242	\$70.00
Valley of Buffalo	October 2, 2019	352	\$142.00
Valley of Burlington	July 2, 2019	158	\$99.00
Valley of Central Vermont	July 24, 2019	148	\$62.00
Valley of Southern Vermont	January 14, 2020	87	\$54.00
Valley of Cambridge	October 15, 2019	1668	\$74.00
Valley of Canton	October 4, 2019	1486	\$112.00
Valley of Central Jersey	July 9, 2019	1242	\$125.00
Valley of Chicago	August 21, 2019	3017	\$80.00
Valley of Cincinnati	June 4, 2019	4352	\$95.00
Valley of Cleveland	September 27, 2019	1862	\$87.00
Valley of Columbus	September 30, 2019	4469	\$90.00
Valley of Coudersport	September 24, 2019	1943	\$111.00
Valley of Danville	May 22, 2019	1940	\$90.00
Valley of Dayton	August 6, 2019	3898	\$100.00
Valley of Detroit	July 22, 2019	1896	\$140.00
Valley of Eau Claire	August 13, 2019	627	\$83.00
Valley of Erie	October 8, 2019	664	\$100.00
Valley of Evansville	November 19, 2019	934	\$155.00
Valley of Fort Wayne	September 17, 2019	2130	\$100.00



Valley of Freeport	October 14, 2019	765	\$92.00
Valley of Gallipolis	January 13, 2020	135	\$76.00
Valley of George Rogers Clark	November 19, 2019	88	\$135.00
Valley of Grand Rapids	August 7, 2019	589	\$175.00
Valley of Traverse City	July 1, 2019	134	\$85.00
Valley of Green Bay	August 6, 2019	270	\$100.00
Valley of Harrisburg	#N/A	4451	\$85.00
Valley of Lancaster	June 19, 2019	1254	\$60.00
Valley of Hartford	January 2, 2020	715	\$49.00
Valley of Indianapolis	October 15, 2019	6286	\$178.00
Valley of Jamestown	January 13, 2020	209	\$80.00
Valley of La Crosse	September 25, 2019	138	\$80.00
Valley of Madison	August 5, 2019	549	\$150.00
Valley of Marquette	October 1, 2019	300	\$142.00
Valley of Milwaukee	July 22, 2019	580	\$175.00
Valley of Moline	November 5, 2019	572	\$80.00
Valley of Portsmouth-Dover	October 11, 2019	389	\$88.00
Valley of Nashua	December 5, 2019	297	\$138.00
Valley of Concord	November 18, 2019	265	\$100.00
Valley of Lancaster-Littleton	January 6, 2020	111	\$72.00
Valley of Keene	September 24, 2019	97	\$75.00
Valley of New Castle	April 1, 2019	2161	\$91.00
Valley of Oil City	April 25, 2019	480	\$42.00
Valley of New York City	July 29, 2019	733	\$133.00
Valley of Northern New Jersey	June 17, 2019	984	\$130.00
Valley of Norwich	December 18, 2019	338	\$60.00
Valley of Peoria	December 5, 2019	1009	\$85.00
Valley of Philadelphia	June 27, 2019	1210	\$99.00
Valley of Pittsburgh	June 17, 2019	3815	\$100.00
Valley of Uniontown	September 17, 2019	743	\$65.00
Valley of Portland	December 5, 2019	772	\$67.00
Valley of The Androscoggin	November 21, 2019	521	\$65.00
Valley of Augusta	January 2, 2020	367	\$28.00
Valley of Rockland	October 9, 2019	298	\$54.00
Valley of Providence	November 5, 2019	747	\$79.00
Valley of Quincy	October 11, 2019	711	\$79.00
Valley of Reading	March 11, 2020	2051	\$98.60
Valley of Corning	October 28, 2019	91	\$55.00
Valley of Rochester	November 18, 2019	407	\$75.00
Valley of Rockville Centre	October 25, 2019	631	\$107.00
Valley of Rutland	August 14, 2019	78	\$75.00



Valley of Schenectady	June 25, 2019	318	\$57.00
Valley of Scranton	October 3, 2019	640	\$92.00
Valley of South Bend	October 11, 2019	1933	\$100.00
Valley of Southeastern MA	January 20, 2020	424	\$75.00
Valley of Southern Illinois	July 8, 2019	2053	\$85.00
Valley of Southern New Jersey	September 12, 2019	1521	\$91.00
Valley of Pittsfield	February 26, 2020	44	\$64.00
Valley of Greenfield	March 20, 2020	105	\$51.50
Valley of Springfield IL	September 12, 2019	1165	\$69.00
Valley of Springfield MA	February 20, 2020	503	\$75.00
Valley of Steubenville	September 9, 2019	870	\$77.00
Valley of Syracuse	October 22, 2019	380	\$83.00
Valley of Norwood	March 5, 2020	116	\$56.00
Valley of Terre Haute	September 16, 2019	1250	\$126.00
Valley of The Firelands	January 14, 2020	157	\$95.00
Valley of The Hudson	February 3, 2020	313	\$100.00
Valley of Toledo	September 12, 2019	1535	\$124.00
Valley of Utica	September 26, 2019	330	\$90.00
Valley of Towanda	#N/A	125	\$46.00
Valley of Williamsport	July 19, 2019	1218	\$125.00
Valley of Wilmington	June 6, 2019	989	\$85.00
Valley of Lower Delaware	August 14, 2019	108	\$70.00
Valley of Youngstown	September 17, 2019	807	\$95.00

Thank you!

Thank you for taking the time to read this proposal for dues standardization. If you have any questions, please contact Michael Russell, Executive Director, or George Taylor and Brennan Parken on the Membership Team. We will do our best to get you an answer as quickly as possible.

