

## **INSTRUCTIONS**

### **Monthly Reports**

Monthly Reports are to be received in the Grand Secretaries office by the 10<sup>th</sup> of each month.

The information to be reported is for the previous month and other previous months.

The reports may be sent to the Grand Secretaries office by US Mail, Email attachment, or Fax.

### **Affiliations**

Affiliations occur when a Companion deposits his demit with another Chapter. Secretaries must report date of demit issued by former Chapter  
Secretaries must report date that exaltation occurred in former Chapter

### **Red Book Officers List**

Immediately after the election of officers in December, the list of new officers for the ensuing year is to be sent to the Grand Secretary as soon as possible.

### **Annual Reports**

The annual reports are due in the Grand Secretaries office on or before **January 15**.

Per capita Payments are due on or before **February 1**.

### **Bylaw Amendments**

Bylaw amendments are to be presented at a Stated Convocation of the Chapter and read to the membership and accepted.

The bylaw amendments are to lie over until the next Stated Convocation and read to the membership again and adopted or declined by the members present.

If adopted, the amendments and **original** set of bylaws are to be sent to the Grand Secretaries office. The Grand Secretary will send the bylaws to the Grand High Priest for his review and approval.

## **Out of State Communications**

Although the Internet has provided a very good means of communication, all official correspondence between Grand Jurisdictions MUST go through the Grand Secretaries office.

This especially applies to affiliations and transfers.

## **Dispensations**

Requests for Dispensations to move Charter to a new location permanently or temporarily are sent to the Grand High Priest.

If the Chapter should fail to elect officers at the December Stated Convocation, a dispensation from the Grand High Priest will be necessary, to hold a special election.

## **Minutes**

The minutes of your meetings is the history of your Chapter, Secretaries should be precise in writing the minutes.

The minutes may need to be referred to for information about specific events or actions taken at previous meetings.

Please contact the Grand Secretary if you have any questions.

Larry E. Gray  
2250 E. 550 N.  
Greenfield, IN 46140-9007  
317-326-3632  
317-326-7666 – Fax  
[Lgray56586@aol.com](mailto:Lgray56586@aol.com) - Email