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## **CHAPTER OFFICERS' HANDBOOK**

**9 January 2013**

## FOREWORD

This revised edition of the Chapter Officers' Handbook is intended to augment the National By-Laws and Regulations by giving additional guidance in the responsibilities of Chapter Officers, Committees and members with respect to Americanism, Bridge of Light Membership, Public Relations, Finances, Ceremonies and Club/Chapter formation and operations. To use this handbook properly, the reader must have a copy of the National Sojourners By-Laws and Regulations and a sound working knowledge of their contents.

Recommended changes, corrections and additions are welcomed. Mail to: NATIONAL SOJOURNERS, INC., 8301 East Boulevard Drive, Alexandria, VA 22308-1399-26.

# CHAPTER OFFICERS' HANDBOOK

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## CHAPTER OFFICERS' HANDBOOK

### CHAPTER 1

#### CHAPTER LEADERSHIP AND MANAGEMENT

##### NATIONAL SOJOURNERS INC. VISION STATEMENT

**National Sojourners, Inc. continues to be a viable branch of Freemasonry. We are an important source of new members to NSI and Masonry. We must continue to develop the financial viability of the Order, including tapping outside funding, to reduce the financial burden on the members. And, we must continue operating in a manner consistent with the quality expected from former members of the Uniformed Services.**

##### NATIONAL SOJOURNERS INC. MISSION STATEMENT

**The mission of National Sojourners, Inc. is to inspire Patriotic pride among all who call America their home. Through its Flag Presentations, Youth Leadership Conferences, ROTC and JROTC Medals, and Youth Essay programs, National Sojourners, Inc. provides recognition, education and opportunities for our citizens to more fully appreciate and love this great Country. By so doing we seek to promote the ideals of our forefathers which make America a unique and exceptional nation based on equality, freedom, liberty, and bravery.**

##### NATIONAL SOJOURNERS INC. LEADERSHIP

101. GENERAL. National Sojourner Chapters are the principal means by which the order accomplishes our mission to achieve our vision. The chapter, then, is the tip of the spear, the basic organization that brings new members into the Order while presenting our programs to our brethren and the public at large.

1. Leadership in tandem with Masonic brotherhood is a primary reason we have all become Sojourners. You became an officer or NCO with expectation that you would learn to be a leader and provide leadership to those under you. Honorary members are selected for membership based on their accomplishments and leadership in nonmilitary endeavors.
2. Service to the Craft, our communities and our country is a mainstay of our organization.
3. Brotherhood is further cemented when a Chapter – composed of members from many Lodges provides a common focus and common efforts to achieve the goals of the Order and of the Grand Jurisdictions in which we operate.

102. SUCCESSFUL CHAPTERS Successful Chapters are those that accomplish much, contributing to the community, the Craft and the Sojourners while providing camaraderie to and among the members.

1. National Headquarters provides several programs which, when supplemented by the efforts and ingenuity of the Chapter officers and members, will go a long way toward making your Chapter successful. These programs include patriotic and flag presentations, color guards, a recruiting DVD, a newly developed Lodge of Military Tribute (which is currently awaiting Grand Lodge approval before being presented in your area), the Freedoms Foundation at Valley Forge and Youth Leadership Programs in many (but not yet all) Grand Jurisdictions.
2. Successful Chapters include wives in all of their activities except Heroes of '76 degree conferrals. However, wives are encouraged to become members of the Camp Followers, whose initiations are held at Area conferences and encampments and at the annual National Convention in June. Camp Followers are encouraged to participate with their Heroes in putting on the patriotic programs, and both are encouraged to do so in Colonial attire.
3. Successful Chapters meet regularly at scheduled times and places with well-planned stated meetings. A guest speaker is always appropriate, and as these meetings are not tiled, non-Sojourner guests can be included when appropriate. If necessary, a separate business meeting can be held for the dispatch of Chapter business.
4. Successful Chapters work locally with other organizations, both Masonic and non-Masonic. Good working relationships are essential to gain admission into the trust and confidence of these groups, and can result in new members and opportunities to shine in your area.
5. Successful Chapters participate in Regional, Area and National events. Our Chapters are wide-spread, especially in the interior of the country. Meeting with other Chapters at these events allows for formal contact and ceremonies and informal hanger-flying, sea story and GI bull sessions. A hotel director of conventions once remarked that she thought the hotel was supporting a convention, but as the Sojourners and their spouses arrived and greeted each other she said that it became apparent that they were in fact hosting a large family reunion. Our Regional, Area and National officers and committee members grow from the Chapters, and non-participation on a higher level precludes the National and Area functions from receiving the best ideas and best candidates for higher office.
6. Successful Chapters have leaders who ensure that their members are recognized for their contributions to National Sojourners, their Chapters, other Masonic bodies and their communities. Both Sojourners and their spouses can be so honored with awards contained in various National Regulations (NR), including NRs 9.1, 8.2.1, and 8.2.2.

103. **NATIONAL SOJOURNER, INC. ORGANIZATIONAL STRUCTURE.** National Sojourners is a national appendent Masonic organization that has been incorporated as a non-profit organization by the Commonwealth of Virginia. Oversight of National Sojourners is vested in the National Trustees.

1. National leadership is vested in the National Headquarters composed of the National President and his National President-Elect and three National Vice Presidents, supported by the National Secretary/Treasurer, the Committee of 33, and the functional committees, each of which is led by a chairman.
2. Subsidiary corporations of National Sojourners, Inc. include NASOCOCO (National Sojourner Convention Corporation) and CLMA (Collingwood Library and Museum on Americanism).
3. The Sojourners are comprised of 170 chapters worldwide, of which 10 or 11 are Chapters that meet only once or twice a year at various national venues. The majority are chapters that meet in

specific locales more often than twice a year. Two or more chapters are grouped in regions led by a Regional Representative. Several regions are grouped into areas, each led by an Area Representative.

4. In Masonic terms, chapters are the equivalents of blue lodges while the National Line and National Headquarters function as the Grand Line and Grand Lodge. The Area and Regional Representatives function as a two-tier District Deputy Grand Master system whereby they represent the National President to the chapters, and the chapters to the National President.

104. **RELATION TO GRAND JURISDICTIONS.** Each Sojourner chapter operates at the will and pleasure of the Grand Master of the Grand Jurisdiction in which it is located. Two of the areas impacted by this fact include eligibility of Prince Hall Masons for membership and promotion of raffles to raise funds.

## CHAPTER OFFICERS' HANDBOOK

### CHAPTER 2

#### CHAPTER PRESIDENTS GUIDE

201. **GENERAL.** The purpose of this Chapter is to help with that "all-alone" feeling every Sojourner gets when he realizes that he has been elected to be Chapter President for the coming year. If you follow the guidance in this Chapter, even to a small extent, you will have a good year; but if you follow the guidance contained in this Officers' Handbook in its entirety, you will work very hard AND have an outstanding year.
202. **DIRECTIVES SYSTEM.** Our National Directives System parallels the systems that are most familiar to military men. It is composed of the following parts:
  1. The Articles of Incorporation in the Commonwealth of Virginia.
  2. The National By-Laws, consisting of twenty Articles designed to require minimal foreseeable change.
  3. National Sojourners Regulations that are more detailed permanent directives, which elaborate on the National By-Laws.
  4. National Circulars; temporary directives issued by the National President, effective only during the tenure of his administration, which provide guidance and interpretations of existing directives.
  5. National Administrative Instructions, issued by elected or appointed National Officers and Committee Chairmen, in their areas of responsibility.
203. **OTHER REFERENCES.** The other documents or references with which you should be familiar are:
  1. Order of Ceremonies.
  2. The Heroes of '76 Manual.
  3. THE SOJOURNER, official bulletin of National Sojourners, Incorporated.
  4. "Fifty Years of National Sojourners" (the history of our Order through 15 May 1970).
  5. National Headquarters Resale Price List.
  6. The catalog of publications of the Masonic Service Association and their "Short Talk" Bulletins.  
(Write: The Masonic Service Association, 8120 Fenton St., Room 203, Silver Spring, MD 20910-4795)

7. Your Grand Lodge's "Directory of Constituent Lodges" or equivalent is issued annually, which lists the lodges in your area and gives names, addresses, phone numbers and email addresses of their principal officers. The Lodges will become a prime source of members as well as recipients and/or sponsors of our Americanism and Bridge of Light programs.

204. CHAPTER/CAMP OFFICERS. Chapter By-Laws provide for election of a President, three Vice Presidents, a Secretary and a Treasurer and appointment of other officers, as needed. Smaller Chapters may have only two Vice Presidents, but many larger ones are structured the same as National. More important is the willingness of these elected officers to work, perform satisfactorily and progress along an established line to become the Chapter President. The Heroes of '76 Manual provides guidance for the Camp line.

1. OFFICER QUALIFICATIONS. The line of Chapter/Camp officers is vital to the success of the chapter. There appears to be an interesting psychology associated with this concept. If, as occurs in a number of Chapters/Camps, there is no line succeeding to the next office annually, the Chapter/Camp Nominating Committee must come up with a full slate of officers, sometimes all new or inexperienced. Members have to be persuaded, cajoled or otherwise pressured to take office. The Chapter/Camp looks for officers as it becomes known. In this situation, our Brothers, being only human, offer resistance to the Nominating Committee and make it a real hassle for them to provide a slate of officers. How much easier, then, if the Nominating Committee only had to seek out those best qualified to fill one position in each established line? Since there usually will be only two positions per year, several Brothers may make it known that they are interested in these offices. Additionally, each line officer will be more interested in building for his term as President/ Commander and consciously develop and encourage prospective line members. Therefore, it is the task of each Officer to create pride in him and in his office to make it a worthwhile position to attain. Establish the tradition, if your Chapter/Camp lacks same, of a line with each nominated officer agreeing, by whatever means of persuasion, to continue progressing to Chapter President/Camp Commander. A line of four each in Chapter and Camp will potentially obligate a good member to at least four and possibly eight years of "line" service and thereafter a strong commitment to the Chapter and Camp for life, perhaps progressing to Regional or Area Representative or a National position.

2. VICE PRESIDENTS. The Vice Presidents may be assigned any of several responsibilities depending upon their particular abilities and the needs of the Chapter.

a. One may be Program Chairman who plans, obtains, confirms and assists the speaker(s). This includes responsibility for specific memorial activities (e.g., Constitution) if at the Chapter meeting. Since meeting programs include a large potential for Sojourner "education" he may also be named Education and Training Chairman.

b. Another may make dinner arrangements, arranging menu, price, seating, etceteras. He should Chair the Telephone Committee. Since he learns which Brothers and their guests will be attending, he will be able to provide fairly accurate numbers to the 'O' or 'NCO' Club or other meeting place. From the excuses of non-attendees and by direct inquiry, he will be able to list and report most of those members who are sick or in distress. He may also be able to serve tactfully as an NPD (nonpayment of dues) contact with a "by the way, you probably were not aware of it but...." This requires close liaison with the Chapter Secretary/ Treasurer. Knowing those attending and their situations, he might also line up some members to supply transportation for those Brothers who would attend if they could get a ride.

- c. The First Vice President should have fulfilled the program and meeting preparation duties before assuming this position, as he is effectively the "Chapter President Elect," and should be planning for his coming year while serving as the current President's executive officer. Additionally, he is tasked with serving as the Chapter's liaison with Collingwood.
3. **OTHER OFFICERS**. These positions are described by their title and their duties are basically the same as those of the National Officers as prescribed in National Regulation 6.2 and the Heroes Manual.
4. **SECRETARY/TREASURER**. This position is so vital to the success of a Chapter that his duties are the subject Chapter III of this Handbook.
205. **COMMITTEES**. The first four committees, mandatory in accordance with National By-Laws (Article 12.6), are:
1. Americanism (Par 5.a NR 8.2.1). This committee includes such tasks as Flag Ceremonies (often using uniformed Heroes and programs available from National Headquarters), appropriate patriotic performances and observances both inside (liaison with Program Chairman required) or outside of Chapter meetings (see paragraph 217).
  2. Bridge of Light (Par 4, NR 8.2.2). The Bridge of Light Committee includes such listed committee tasks as local Masonic and community liaison, Grand Lodge liaison (carefully select suitable member(s) for this purpose) in coordination with the Regional/Area Representatives (see paragraph 218).
  3. Membership Committee (NR 8.2.7). The Membership Committee should be called upon for a report as a regular order of business at every meeting. It is their duty to stimulate membership interest, review all applications for membership, check qualifications and report favorably or unfavorably to the Chapter membership (see Chapter IV for additional information).
  4. Education and Training Committee (NR 8.2.3). The Education and Training Committee shall insure that all educational materials available from National Sojourners, Inc. Headquarters are current and pertinent changes are submitted to for consideration at National Conventions. The committee will make presentations at stated meetings to keep their members current on all facets of the order.
5. The following additional committees are recommended as being critical to the success of your Chapters:
- a. Telephone Committee. An absolutely vital committee comprised of as many members as needed to telephone every local member during the week prior to each meeting, ascertain probable attendance, discover sickness and distress and report to the person responsible for making arrangements for the meeting (quite often a Vice President).
  - b. Executive Committee. In many Chapters this Committee is really a combination of line, staff and other officers, including past officers, who assemble between Chapter meetings to communicate, generate ideas and obtain a consensus. The Committee may perform some of the tasks listed for such committees as Awards, By-Laws, Resolutions, Benevolence and Speakers Bureau. In addition to the elected officers, it may be wise to include the Commander, Heroes of '76, the last year or two's Past President(s) and the key Committee Chairmen as well as some

other appointive officers, especially those you may be developing for elective office. This may sound rather large for an "Executive" Committee but, in effect, it is a group called together for a staff conference. Attendance is often improved when members are invited to attend an EXECUTIVE rather than a STAFF meeting. But remember that unlike the active military they are not getting paid in cash. They're receiving only the satisfaction of good fellowship and service. This is a good forum to encourage, praise, thank and even "pump up" these brethren to a high level of enthusiasm for your Chapter/Camp. Plan together, seek their opinions, ask their help personally and return genuine thanks for it, especially when they produce results. The involvement and contagious enthusiasm and fellowship generated by this group can "turn on" a Chapter/Camp. The time for each meeting should be set and kept fairly consistent, e.g., the Wednesday before or after the monthly Chapter meeting. Run a moderately formal but pleasant meeting, setting about one hour as a goal in which to finish business. Attention and interest spans dictate a good, short but effective meeting of less than one hour. This means a fairly tight agenda and discipline to move the chronic "ramblers" to the point of brevity. Rather than easy chairs and sofas, many have found it more effective to run such a meeting around a conference type table with the President at the head as in a staff conference. Keep the meeting place the same to reduce confusion regarding place and finding one's way to it! Have a written agenda and take notes of discussion, conclusions, taskings and results of any votes taken. This is the ideal group with which to set up the committee system for the coming year.

6. The President-Elect should solicit the advice of his Committee at the meeting prior to his installation and have everything set up so that, from the time of his installation, he can run with the ball. One cardinal rule, however, ASK BEFORE YOU TASK a Brother or his Committee. Never take a Brother or his services for granted. The timing of the Executive meeting to obligate many of the prior year's chairmen, etceteras may save you a lot of phone calls and give more success. The peer group pressure at such a meeting and the atmosphere usually present should be good aids in such recruitment in addition to getting a consensus and the word out as to who is doing what next year. Write down and distribute all of the officers and committee assignments and functions so there is no doubt as to the responsibilities of each. Appointments and special assignments and instructions should be incorporated into the installation newsletter so all members will know who is responsible for which duties or programs. This record will be invaluable to the next group of Chapter Officers, especially the Chapter President, as a means of assessing and improving the committee system each year for your Chapter's unique needs.

206. **AREA/REGIONAL REPRESENTATIVES. (NR 10.1)** Area and Regional Reps are the National Sojourner equivalents of District Deputy Grand Masters, appointed by the National President, and are divided into a two tier system. An Area or Subarea will have one Area Rep, sometimes assisted by a Deputy Area Rep and several Regional Reps. Liaison with your Area/Regional Representatives, initially a courtesy, will pay large dividends. The perspective of an experienced Brother with expertise from the National level can be invaluable and help you guide your Chapter/Camp programs and planning. A Chapter exposed to the National level via National Officer and Representative visits will gradually gain a new perspective on National Sojourners. Our National leaders have all come from and still belong to Chapters such as yours.

207. **MEETINGS.**

1. **WHY MEMBERS ATTEND MEETINGS.** Chapter meetings are attended more by those who want to get something from them than by those who purely come out of loyalty without other expectations. Good meetings sell. They bring people back and attract new members. Don't take your

members for granted. You can initiate new members and not see them again unless they feel your meetings are worthwhile/enjoyable. Your programs and meetings are your main selling point to new members and they should come across as "the best, if not only game in town". This can be tough since activities in most communities provide a lot of competition. However, we have some very outstanding and unique things to offer because we are Sojourners. We are a group of like-minded men who have an extensive and impressive commonality of background in military and Masonic experiences in addition to the bonds of good fellowship and social communion, which develop among brothers and also their wives. We can be "the only game in town" if we capitalize upon our uniqueness and also provide a good meeting program.

2. **MEETING PLAN.** Plan your program one-year in advance. Book good speakers and let your membership know about them. Advertise the program well in advance (several months to a year when possible) so they will look forward to the meetings. Below is only one suggested program sequence that may be of value to you, others may be found in Appendix M:

- |          |  |
|----------|--|
| MONTH 1  | Report of Convention by delegates: slide/talk.                   |
| MONTH 2  | Americanism/civic related topics.                                |
| MONTH 3  | ROTC Awards (recipients as guests?).                             |
| MONTH 4  | Collingwood Night.   |
| MONTH 5  | DeMolay Presentation.  |
| MONTH 6  | Christmas Program (invite Chapter widows).                       |
| MONTH 7  | Blue Lodge Night with Masters/DDGM/Grand Lodge Officers.         |
| MONTH 8  | President's Night with slide/talk program optional.              |
| MONTH 9  | Member's Night. Each member presents a short comment, etceteras. |
| MONTH 10 | Report of Nominating Committee: slide/talk program optional.     |
| MONTH 11 | Elections with slide/talk program optional.                      |
| MONTH 12 | Installation of new officers.                                    |

With this type program schedule, you need to book outside speakers for only four or five months of the next twelve. You are, in essence, using your "built-in" talents. And there are many excellent meetings out there waiting for you to conceive and implement them.

3. **MEETING NOTICES.** It is essential that members receive a meeting notice in the mail or by email at least one week in advance of the Chapter/Camp Meeting. Each member should be able to plan on the meeting as being a set day each month (such as the 3rd Tuesday) and the meeting notice confirms this with him. There are people who, when they do not receive notices, will not attend even though they know when Chapter meetings are always held.

4. **TELEPHONE COMMITTEE.** Telephone committee should call and reinforce the meeting notice 4 to 6 days in advance of the meeting. This, as mentioned earlier, will help increase meeting attendance. Calls for meetings are absolutely essential to good attendance.

5. **EMAIL COMMITTEE.** As most of our Brothers now have email capability, you may easily blanket the membership with timely notices. Albeit not as personal as a phone call, when you use this method, you can reach your entire membership at the speed of light.

6. **MEETING FREQUENCY.** Monthly meetings are a must. Some larger, stronger Chapters hold them twice a month, sometimes with the second meeting as a luncheon, but this is more the exception. Going dark in the summer frequently loses momentum for the Chapter. If your

installation is in May or June, summer darkness with the consequent loss of the stimuli of committee meetings, notices, phone calls, Chapter/Camp meetings, tends to let Sojourner consciousness slip and it's more difficult to "crank up" the Chapter/Camp in the Fall. Luncheon meetings only, or meetings every other month, are signals that the Chapter has lost its vitality and is probably no longer able to attract younger members and accomplish its purpose. Some Chapters schedule special events during the summer months such as a picnic for July and a Heroes Encampment (with several area Camps) in August, both of which include activities for the entire family.

7. MEETING LOCATION. Another aid to Chapter strength through regularity is having a single place to meet, whether it is an O or NCO Club or a private room in a restaurant. Given the security considerations restricting non-military individuals from gaining access to bases and posts, many Chapters are utilizing civilian venues for their meetings. Members will feel more comfortable in the same surroundings, identify with them and are more inclined to attend regularly. Meeting in one place for years may also allow the Chapter/Camp to get more cooperation from the management than ordinarily would be the case. But most important, when the meeting place becomes consistent, your members know where and when to meet on that given night every month.

8. THE MENU. Sometimes the meeting menu can be a problem. Periodic discussions of all the menu options with the management can produce positive results. Remember that the telephone committee remains important even though an accurate head count is not necessary prior to meetings. Example: a less than efficient telephone committee in one Chapter resulted in a 40% drop in attendance at one meeting.

9. INVITATIONS TO MEETINGS. Invitations to local Masonic groups/Officers are an excellent Bridge of Light approach. Although many will not be able to attend, you become better known and appreciated for your thoughtfulness in sending the notices. Our National Officers and Secretary also appreciate and benefit from knowing your activities through the newsletter/meeting notice in addition to reports.

10. WIVES. Don't neglect this magnificent and charming resource. One invitation, which some Chapters do not often extend, is to the wives of their members. Some invite them all the time. Those of the latter persuasion find that meeting attendance has improved considerably. It's a fact that wives who are left at home while the Chapter meets sometimes exert a "magnetic" effect upon their husbands. Conversely, there can be magnetism to the Sojourner meeting as a regular Masonic event which can be attended by both husband and wife. Many wives have made outstanding contributions to Chapters as greeters, generators of good fellowship, workers to organize, collect, canvass, telephone; make table decorations, type, and participants in Americanism programs. Certainly no Chapter suffers from their presence at meetings. And ladies should always be present when their husbands are initiated. A proper initiation is impressive and meaningful, especially to the younger ladies; it may be the only Masonic degree most of them will ever see. Also, be sure to extend invitations to all Sojourner widows who may enjoy attending.

11. NAME TAGS. For much the same reason that a complete roster is helpful in knowing members/ladies names, memories can do funny things between meetings. It is helpful to have name tags worn by members and their ladies at meetings. The means of doing this varies greatly but can be readily worked out by most interested Chapter officers.

12. WELCOME VISITORS AND GUESTS. In addition to being polite and proper, a warm welcome to visitors is mandatory. Our guests deserve special reference and we should not leave it to chance

that they are introduced around and otherwise made to feel at home. Nothing can turn off a prospective member so much as entering the meeting room with his lady and unnoticed, see all the wives gathered around in a corner talking among themselves unaware of the guests, with the Brothers engrossed in conversation throughout the room. If all members cannot be persuaded that each must be a welcoming committee of one to greet Chapter guests, a committee specially tasked for this function must be developed. The Membership and/or Executive Committee should assume this responsibility.

13. APPEARANCE AND BEHAVIOR OF CHAPTER/CAMP OFFICERS. Officers at meetings are in the limelight and help set the tone of the Chapter/Camp meetings. The brethren and guests are sensitive about how you present yourself. Careless, slovenly clothes, indifference to members, vulgarity, poor speech habits and unwarranted criticisms will all be noticed. Members have the options of not supporting such officers, not attending meetings, not supporting the Chapter/Camp, etc. Clarity of presentation as a Chapter/Camp officer is also important. When addressing a meeting, speak in a slow, deliberate and calm fashion, loud enough so all present can easily hear each word. Keep everything as brief and to the point as possible. Look like you are enjoying your position by being relaxed and pleasant while maintaining your dignity.

14. AGENDA. Meetings should be held to a reasonable length with a fairly predictable closing time. This depends on the presiding officer's agenda and how well he adheres to it. He should have a written agenda with his program laid out. A sample agenda may consist of the following:

- Opening
- Minutes of previous meetings
- Treasurer's report
- Candlelight Service, if appropriate
- Secretary's report, correspondence, etceteras
- Introduction of guests
- Report of Membership Committee
- Receiving and referring of applications
- Initiation of candidate(s)
- Reports of committees
- Unfinished business
- New business
- Program Closing

Adhere to the agenda and do not ramble. Make sure the speaker knows the time he is allotted when invited and that it is confirmed prior to the meeting. Exercise fair but firm control over debates and discussion on business matters. By any reasonable means, from humorous comments to gaveling a member out of order, prevent irrelevant and/or time-consuming presentations. Discord, disorder and arguments, if persistent, can seriously harm Chapters/Camps. You can "show" members that you expect to run harmonious meetings that end on time.

15. A LITTLE HAMMING UP NEVER HURTS. Sometime during each meeting you may have the Brother Marshal inspect the members to see if they are properly equipped. Choose a real character for the job to search for medals and argue for a quarter or a reasonable amount (more for Chapter and/or National Officers). The Chapter President should be the "Court of Last Resort" on "VIP" forfeitures. There's a time for levity, even making deliberate mistakes to relieve any tension and have the members laugh TOGETHER as a group. Don't tense up and be too self-important, enjoy one another! The fun

and laughter generated is the property of your Chapter/Camp and another important ticket on the road to success. Know that it can be a risk to overcharge, i.e., demand more than a quarter from a member and you may engender some bitterness for your extra dollar or two, but everyone usually enjoys seeing the VIPs get theirs. It is also appropriate (and fun) to fine for other "transgressions" such as addressing a member by his rank without preceding it with "Brother," "excessive gum-beating," attempting to traduce the President, or gross "self-aggrandizement" (i.e., picture in the newspaper).

16. **FELLOWSHIP.** The uniqueness of National Sojourners was mentioned earlier. Part of this is our outstanding fellowship. As in Blue Lodge, something of a mutual and multiple kinship that does not exist elsewhere wells up and is inescapable. Some Chapters/Camps seem to enjoy greater fellowship than others do. As a Chapter/Camp leader, you have a special obligation to promote this fellowship as the Chapter is under your direction. Again, the uniqueness of your Chapter/Camp and its personalities governs the course you will take.

17. **CEREMONIES (Appendix A).** Performing the Chapter opening and closing ceremonies is not difficult. The President should see to it that his Vice Presidents have some practice during the year. Other members often give the Purposes and Pronouncement of National Sojourners and the Toast to the Flag. During initiations other officers and members can properly give the Lecture, Medal Lecture and History. Where practice in the ceremonies is needed, it must be done, perhaps before or after an executive meeting. Camps are well advised to similarly prepare and hold a staff meeting for this purpose.

208. **MASONIC PROTOCOL.** Masonic protocol, or etiquette, involves the observance of the formal requirements, which govern correct and polite behavior by any group of Master Masons. Most of these requirements have been properly communicated to us mouth to ear and by exemplification since written Masonic laws contain little specific detail on the subject. Whenever certain rules of our etiquette have not been communicated, Sojourners are expected to use common sense, good taste and sensitivity in each situation and to be mindful of fraternal feelings. Backbiting, expressions of bitterness and ill will, acrimonious behavior, flippancy or slurs upon the Chapter/Camp or its officers/members, National or its officers or other Masonic groups/officers are most strongly condemned. Avoidance of profanity, undue familiarity, boorishness and other improprieties are fundamental to Masonic harmony, peace, unity and Brotherly love.

1. **DISTINGUISHED GUESTS.**

a. When inviting distinguished guests, make sure they know exactly: (1) when the meeting begins; (2) exact location (map is helpful); (3) directions to get to the meeting place; (4) agenda or program of meeting; (5) who is expected to be in attendance, such as other Masonic or non-Masonic groups, ladies, etceteras; (6) and when the guest might be expected to arrive. Suggest several alternative dates (due to scheduling difficulties, conflicts) all well in advance.

b. After acceptance, cover all requirements to assure his comfort by ascertaining (by letter or telephone): (1) accommodations, if any, needed to be booked; (2) is his lady accompanying him? (Note: if meeting is not to include ladies, arrange special entertainment for her); (3) Indicate who will meet him and where. (one of the Chapter/ Camp officers or members should be at the hotel/motel/other rendezvous site to welcome him and his party); (4) provide an escort for them to the meeting place. Generally, expenses for accommodations, meals and attendance at the meeting are covered for the guest and his lady. If not, this should be carefully spelled out when tendering your invitation. Discreetly handle the finances; do not report them to the meeting directly or present a sum of money to the guest except in private.

- c. It is also a sign of honor and respect for our National Order to afford similar treatment to our National President, his Line Officers and your Area/Regional Representatives. Only the National President and National Commander receive any remuneration for their expenses; their "token allowances" are usually spent before the first month is over. All our other leaders are dedicated "out-of-pocket" volunteers who deserve our courtesies.
- d. When presenting visitors and guests from a Grand Lodge, introduce them in reverse order of "rank": (1) Past Masters; (2) Worshipful Masters; (3) Past District Deputies; (4) District Deputies; (5) Grand Lodge Officers in reverse order of "ranking"; (6) Past Grand Masters; (7) The Grand Master (for his address only). The Grand Master is thus properly received only once. No other Brethren should be recognized thereafter. When his address is completed, there should be nothing further on the program or agenda except formal closing of the meeting.
- e. Introductions of National Sojourner officers and dignitaries take the following order or sequence: National Committeemen; Regional Representatives; Area Representatives; National Heroes Line Officers in reverse order (i.e. Sentinel, Commander of the Guard, junior Lieutenant, etceteras, not including the National Commander); Committee of 33 members; Emeritus Sojourners; National Trustees; National Sojourners Line Officers in reverse order (i.e. National Historian, Surgeon, Judge Advocate, etceteras, not including the National President); Past National Commanders; Past National Presidents; National Commander and the National President. Customarily Sojourners holding more than one office will be introduced in the highest office and, if appropriate, another significant office mentioned (i.e. a member of the Committee of 33 who is also Regional or Area Representative, or a Past National President serving as a Trustee. Take care not to overdo, more than two titles/offices should never be given).
- f. When there are two groups to introduce at other than a banquet, it is best to state that you will introduce your National Sojourners dignitaries first, since you are the host and give your guests precedence. Then introduce the others in the above order. When there are many to be introduced, it is perfectly acceptable to recognize most by asking them to stand, allowing the Brethren to collectively applaud them. To avoid forgetting one of a group, such as Past Chapter Presidents, ask all Past Chapter Presidents to rise and introduce them individually, or ask them to introduce themselves as, when at an Area or Regional meeting you are not expected to recall all their names.
- g. At a banquet, introduce those on the "floor" first. You can properly ask members to hold their applause until the end of these introductions. Then introduce those on the dais in ascending order applauding each. Your dais seating order should correspond to the order in which you plan to introduce the dignitaries, which usually alternates from the left to right toward the center, finishing with the speaker.

209. CORRESPONDENCE PROTOCOL (see Appendix B for details).

- 1. Courtesy copies of letters/reports to National Headquarters should be sent to your Regional and Area Representatives. Use email to send courtesy copies to keep Chapter costs down. You ordinarily would not by-pass your chain of command in the military. Do not do so now.
- 2. Masonic titles do not belong on the outside of addressed envelopes.
- 3. Masonic titles may be used in the heading of the letter, above the recipient's address. Normally,

follow this by "Dear Brother Sojourner" or merely "My Dear Brother" followed by the first name or family name, depending on your relationship, as you judge appropriate.

4. Verbal invitations to speak to the Chapter/Camp should be confirmed by sending letters of invitation. File copies should be kept.

210. FUNERAL ETIQUETTE.

1. Upon hearing of the death of a Brother Sojourner, immediate personal Chapter/Camp Officer contact should be made on behalf of the Chapter/Camp. If your Chapter has a good team to put on the Sojourner Burial Service (Order of Ceremonies), inform the widow or next of kin that it is available and the Chapter is willing and able to perform it. Do not push it further. If the deceased's family approves they will inform you and indicate where and when they wish it to be. Promptly inform by the telephone committee, all of the Chapter members of the death and of the funeral arrangements and if a Sojourner Ceremony is to be performed and that their attendance is most desired. If no ceremony, the family may accept the Sojourner Chapter members bringing flags and insignia and individually filing by the casket to pay last respects to our departed Brother.

2. The Candlelight Memorial Service contained in the National Sojourners Order of Ceremonies should invariably be performed by carefully selected members of the Chapter at the first regular meeting following the member's death. Occasionally a long-time member moves to an area where there is no Chapter and dies unbeknownst to the Chapter members. The candlelight ceremony should be performed at the next meeting following the date the death.

211. FINANCES. Finances are well addressed in the Secretary's Guide (Chapter III) but policies regarding special funds and the budget also are the Line Officers' responsibility/liability. Therefore some knowledge of potential income is very helpful. For example, when National raises the per capita, if you are unaware of the dues structure, you may support an inappropriate raise in Chapter dues, which may be either too small for your needs or unfair to the members.

1. MIPS. Memberships-In-Perpetuity (MIPs) was designed as a way to improve the financial foundation for both Chapter and our Order. The central fund cannot legally be touched; the annual interest is divided equally for each MIP between his Chapter (as a dividend) and National. Long after we are gone, the MIP will, as its name suggests, perpetually deliver a dividend to the Chapter in our names, helping to support the "next generation's" Chapter/ Camp and National activities. Therefore, even if the MIP annual dividend should be less than what the Chapter receives from regular members after paying per capita to National, the Chapter income from the regular member ceases when he ceases to be a member through transfer, NPD or demise. Over the years MIP equals "More Money in Pocket" for the Chapter and for National. If your MIP numbers are low, set a goal to raise them.

2. OTHER SOURCES OF FUNDS. Your Chapter/Camp may have some big spender types who love to expend funds (other than their own) on every cause that comes along. Well and good but you may wish to make it a feedback situation as some Chapters/Camps have done. The members may vote to place a "Kitty" box by the door for fraternal assistance or benevolent fund with the total amount collected in the box as the sole source of charitable expenditures by the Chapter/Camp. You may wish to earmark part or all of this or another fund for the Sojourners Endowment Memorial (SEM) Fund or for Collingwood, both of which are most worthwhile and should receive special support by all Chapters/ Camps and their members. Study your budget and funding. Some Chapters/Camps have put a \$.25 or \$.50 extra levy on the cost of each meal and use this for Chapter coffers or special funds. This may be

preferable to having to pass the hat for Chapter/Camp funds, which, with other than a new Chapter, can be an embarrassing sign of poverty or poor financial management.

3. PER CAPITA FUNDS. Your Secretary expeditiously must send per capita funds to the National Secretary and the Chapter financial statements must be sent in as required. In addition to providing essential funding for National's operations, timely reports are used by the National Secretary to prepare annual federal tax returns. Late reporting results in the Chapter having to file its own tax return and pay fines.

4. IRS FINES. Late submission of the Chapter's Annual Report can result in IRS fines of \$ 10 per day or more (\$3,650 per year per Chapter) (see paragraph 306.3).

5. CHECKING ACCOUNT. Multiple signatures on checks or signature cards for the Chapter's checking account are necessary. If the Secretary is the only remaining signatory and something happens to him, the Chapter's funds can be tied up in a legal hassle. This can take considerable time and effort to accomplish. Banking rules have changed significantly since 9/11.

6. AUDIT. An annual audit of your Chapter's funds is essential. It is not an insult to your Treasurer or an indication of a lack of confidence in him. On the contrary, he will find it helpful to know that his efforts do not go unnoticed.

## 212. PUBLIC RELATIONS (PR).

1. WHY PR? Why even bother with public relations? Are you spinning your wheels or are there tangible benefits? It's sometimes hard to see from up close but the benefits to be derived are far greater than the costs. Public attention focused on Sojourners/Heroes brings our Order into the consciousness of those community members eligible for membership. This makes recruitment easier. The more interfacing with the public, the more likely that membership leads will be generated. The resultant gain in status within the Chapter/Camp's community can only generate friends and enhance cooperation among other civic groups. Good civic work must not only be done but it must be seen done. The prominence of your Chapter In the media can elevate your status in the public eye and make it appear even more worthwhile to join. The publicity generated can reflect upon those who have done the work, resulting in well-deserved credit and exposure. Presentation of programs through the media benefits all, especially when our Americanism program is involved. Each successful public relations effort by a group of Freemasons inevitably is a boost for all the family of Freemasonry.

2. Most properly submitted Chapter/Camp reports ("Chapter News" and "Camp News") are printed in THE SOJOURNER. State Masonic publications usually are receptive to well-written, timely Masonic news events. Local TV, radio and newspapers have policies that vary greatly and require local contacts and innovation.

3. The choice of a member for Public Relations might be linked to his abilities to make and develop necessary PR contacts, the ability/initiative to take photos and write well. Few Chapters/Camps are lucky enough to have a member with all these talents and the time to devote to using them. Most Chapters do have someone who can organize several members, one to obtain photos, one to provide good news copy and a contact man to set up and deliver the materials. TV and radio spots can be the products of a similar team effort. Americanism spot announcements, as well as Chapter/Camp events, have been used in this manner. A scrapbook of the end products should be kept. PR can be run as part of the Membership, Americanism, Bridge of Light and/or Education & Training Committee duties, or

the Secretary or other Chapter Officers can coordinate it. Local preferences and resources dictate how to best handle it.

4. Other forms of good PR, not necessarily through a PR Committee or Subcommittee abound. Why not give a subscription of THE SOJOURNER to a Lodge or even to the Grand Master? The cost is nominal, with excellent communication, education and good will benefits. During Bridge of Light visits, giving a copy of "Fifty Years of National Sojourners" suitably inscribed, generates more good will. Presentation of these books to civic groups can also be plus. Good relations with Grand Lodges always result from initiating the Grand Master or other Grand Lodge officers into your Chapter/ Camp. Remember that Grand Masters, Past Grand Masters, Grand Secretaries and elected Grand Lodge Officers do not count against the 15% quota for Honorary Membership.

5. Presenting Bridge of Light and Patriot of '76 certificates to deserving groups and individuals is easy, but so often neglected by Chapters/Camps. It is most appropriate to award a certificate or letter of appreciation for good work to outgoing Chapter Presidents and Camp Commanders! It always makes a better impression to frame certificates before presentation.

6. A framed drawing of the Sojourners Medal with meeting dates/times is hung by some Chapters/Camps in the lobby of the O or NCO Club or restaurant. Visitors or members are thereby able to locate your Chapter.

7. Don't hesitate to "preach to the converted" and add some PR education to your Chapter newsletters. Convert to a newsletter if you are now only sending out notices. There are many more PR ideas. Just remember to "THINK PR" and the ideas will come to you. "Chance favors the prepared Mind!"

8. WHAT IS NEWS? Many events occur in the chapters that are newsworthy; the media will generally be happy to print write-ups of these events if they are presented properly. A few that may be of interest to Masons and non-Masons in your community are:

- a. Election of Officers.
- b. Installation of Officers.
- c. Youth Night, Constitution Day, Memorial Day.
- d. Visits by National Officers.
- e. Presentation of Awards.
- f. Election or appointment of members of your Chapter to serve as
- g. National, Area, or Regional Officers or on National Committees.
- h. Planned religious observances.
- i. Attendance and representation at area or regional meetings.
- j. Charter Anniversary Night.
- k. Recognized area, region, state speakers.

9. TOOLS. Every member of your organization should assist in providing information for write-ups about your chapter. However, only ONE PERSON should be designated each year to assemble the material, write the article and work with the news media.

- a. Personal contact is absolutely essential with the news media. Be their friend and seek to develop a warm, sincere personal relationship.

- b. Type your news releases if at all possible.
  - c. Be accurate. Double check dates, names, addresses, ages, places, occupations and professions before you submit your copy.
  - d. Write your article clearly and concisely. Tell WHAT is going to happen or has happened, WHEN, WHERE and WHO was involved. Explain HOW and WHY in the event of awards, the manner in which they are earned or won, such as service, leadership, etceteras.
  - e. Give the EXACT date: instead of saying "Next Wednesday", make it "Wednesday, July 6.
  - f. Be brief because newspaper space and airtime are costly. If you offer a good article, they will provide the coverage whereby Sojourners and all of Freemasonry will benefit.
  - g. Almost every news release can be easily written on one double spaced written page. Occasionally an event will require a page and a half. Never go over two pages! The briefer the release, the better the chance it will be printed.
  - h. Don't get carried away with trying to make your article "pretty" by using adjectives such as "beautiful, lovely, dynamic, excellent, attractive," etceteras.
  - i. Don't get hung up on Masonic titles. Most Excellent, Right Excellent, Excellent Companion, etceteras are meaningless to all except members. To the uninitiated they appear pretentious and perhaps even childish.
  - j. When you have finished your article, ask yourself one final question: "If I were not a member of this organization, would this news interest me?" If the answer is "No," tear it up.
10. ADDITIONAL TOOLS. Build a public relations file.
- a. Begin by compiling thumbnail sketches of each of your officers including name, age, birthplace, home address, education, name of wife, number of children and their names, occupation or profession, civic, religious, professional or fraternal honors or recognition and how long a member of Masonry/your Chapter, etceteras. Every petition for membership provides some of this basic information. A few of these facts will dress up a story and often provide a "feature" angle to an award or honor bestowed on members of your organization.
  - b. Every chapter should have readily available in their public relations file copies of a brief history of National Sojourners and of the Chapter. The National Sojourners "History Lecture" (see Appendix K) is made to order. The chapter history should contain only basic facts. Begin with when organized and chartered, the first presiding officers, who has served as presiding officers since being chartered and meeting places. Include members who have held appointed or elected offices, those who are or were prominent in civic life as appointed or elected public officials, the number of living past presiding officers and a list of secretaries and the years they served. These histories will from time to time provide the details to "dress up" a news release.
11. PICTURES. Pictures are of great value and used by newspapers to provide a more enjoyable story of the event. .

- a. Most newspapers can work with clear, sharp 8x10 or 5x7 black and white glossy photographs. Some will have other requirements that can be determined only by checking with an editor well in advance of the event. Do not overlook technology. Providing photographs in jpeg or similar format on a thumb drive should be suitable as well.
- b. Pictures to be of real news value should be delivered almost immediately to the newspaper. Sometimes this will mean special arrangements for developing and printing will have to be made among the Sojourners. In a majority of cases, if pictures are delivered within eight to twenty-four hours, a daily newspaper can still make use of them. Again, electronic means will expedite the process.
- c. Pictures should normally be restricted to one or two subjects. Seldom will a newspaper print a picture containing more than three or four persons. Group pictures are too crowded to print clearly in newspapers and it is very difficult for a paper to correctly identify/caption several people - they are working against deadlines and their time is valuable.
- d. Each picture should have the caption information identifying the individuals from left-to-right, when it occurred, where and for what purpose.
- e. All media, whether daily newspapers, weeklies, radio or television, have specific requirements. Learn what they are and comply with them.

12. OTHER NEWS OUTLETS. Radio and TV stations are excellent news outlets for your PR efforts. The same news release guidance and suggestions apply to them as to newspapers.

- a. A tremendous amount of news and information is available to radio-TV stations, as well as to newspapers, from the wire services, their own staffs, public relations handouts from hundreds of city, state, and federal government agencies and various private, public or civic industries, businesses and organizations. There is much more news available than ever gets on the air or into print.
- b. The above is especially true of city or metropolitan radio/TV stations and newspapers. They have available somewhere in excess of 12 to 15 million words of news and information. Do not be disappointed if your Chapter event or program does not appear or is not read on the air. The media must deal with the broad interests of the public it serves and generally gives priority to news of international, national, state, regional or local activities that affect the greatest number of people.
- c. It is important for Chapters in metropolitan areas to make use of suburban weekly newspapers, and weekly or semi-mommy shopper newspapers. They can usually use all the copy they can get.
- d. Employee publications printed and distributed by businesses and industries also frequently carry fraternal news when it involves one or more of their employees. Don't overlook their value!

13. NEWS RELEASE "ORGANIZATION".

- a. A typical news release should be cleanly typed with a comfortable margin on each side of

the paper and double-spaced. Each line should contain no more than 15 words. This is a suggested outline for presentation:

For Immediate Release

Your name

Address

Phone number (in case there is a question)

(Begin the story)

What happened or is to happen?

Who is involved?

When? (The date and time)

Where?

Why?

b. Make at least one draft of the article. Then read it over several times, make necessary corrections or alterations, and retype it.

c. The following is a suggested format for news releases in THE SOJOURNER:

AMERICAN CHAPTER #560, MAJ John Smith, Secretary, 1120 Welcome Road, Waterbury, VT 05068. The News Release should include pertinent facts about the meeting. Who? What? When? Where? How? No mention should be made of cocktails, drawings, raffles or other games of chance. Menu is not important. Emphasize programs and activities. Give full name of Chapter President and Secretary. Use Masonic titles, i.e., "Brother John Jones." List new and reinstated members. Do not list future events (releases about future events should be separate articles). Keep to one paragraph if possible, double space when typing. (May be handwritten, but please, PRINT names.)

- (1) Prepare additional releases on separate sheets of paper.
- (2) Follow same format for Heroes Camps. Identify sponsoring Chapter and geographical location.
- (3) Picture captions should not be included in News Release. Write them on a separate paper (NOT ON PHOTO), and attach to photo with paper clip.

14. SHOW APPRECIATION. It is vitally important that you be appreciative of the time and space given to cover news of your organization by the news media. Say thanks and mean it.

a. Respect the judgment of the editor or news director. Their decisions are final. Accept them gracefully. Learn and profit from them. If they reject a story or fail to use it don't become discouraged. Try again! Ask for their advice on how they would like to have it presented or if they would be interested in a story on a specific event or program.

- b. NEVER try to use pressure methods or threats to print an article. It will always backfire and may shut your organization out for years from sharing even brief space or mention.
- c. When possible, invite your personal contact with the media, or his representative, to attend an event or program open to the public. Make them feel wanted and needed. Provide them with free tickets and good seats and introduce them to your honored guests and officers.
- d. A letter of thanks to the publisher or managing editor, to the owner, manager or news director of a newspaper or radio/TV station lets them know even more of your appreciation.

213. **PROPERTIES**. As a chapter officer you share responsibility for the Chapter "property book." Most items are used at Chapter/Camp meetings and therefore, you probably have seen most of the inventory before taking office. Some "affluent" chapters have Trustees to attend to their properties, investments and other "establishment" responsibilities, which relieves the other officers of these duties.

214. **REPORTS**.

- 1. The Secretary's Guide (Chapter III) details reports required by National Headquarters. Examine submitted reports to broaden your detailed knowledge of Chapter/Camp operations. Use Executive Committee meetings to inquire as to the completion/submission of these reports, thereby gaining information in the course of normal business rather than "checking up" on the Secretary. Also, most importantly, is the regular submission of chapter per capita tax. Although it is the Chapter Secretary's responsibility to submit these reports, the Chapter President is ultimately liable for non-submission. The Area and Regional Representatives will receive the word on very late submissions and come to you (chapter officers). So minimize your difficulties by encouraging the Chapter Secretary and Committee Chairmen to submit their reports and required entries on time.
- 2. Local chapter reports by the Secretary-Treasurer, Committee Chairmen and other officers as appropriate, should be given periodically at chapter meetings. No one likes to burden a meeting with dull reports but with a strict time limit given there are multiple advantages to be gained:
  - a. Chapter receives new, updated information on chapter finances, number of members/new members, etcetera.
  - b. Those reporting are stimulated to do their duties since they are thus directly accountable to their brethren.
  - c. The Chapter Officers are saved from "bugging" members for these reports with sometimes predictable reactions.
  - d. Recognition of work of those involved.
  - e. Exposure of the work of prospective Chapter Officers to members.

215. **GOALS**.

- 1. Each new President will find it helpful to analyze his chapter and its activities in detail prior to the

beginning of the year. Not every new President will have the time or the inclination to do this, but at a minimum it is necessary to set goals to be accomplished during the year. Following are some worthy goals. The Chapter may already excel in one or more of these. In such case, mere continuation may be a goal, or it may be desirable to add or modify an existing program as a goal:

Administrative Goals, e.g.; submit all reports on time to National Headquarters. Publish a detailed chapter roster. More and better, timely news articles. Submit deserving members for National awards.

Leadership Goals, e.g.; establish a progressive line. Hold regular Executive Committee meetings. Invite Regional Representative to become more involved.

In-Chapter Goals. e.g.; increase Membership. Plan and announce next 12 months of meetings. Make a concerted effort to qualify for the Chapter Excellence Award.

Out-of-Chapter Goals, e.g.; establish a Speaker's Bureau. Increase Bridge of Light contacts with local lodges. Present flag ceremonies.

2. Each of these lists of goals constitutes the nucleus for programs for the next year. At this stage beware of over extending personnel and the Chapter/ Camp. No one should attempt the impossible, "to be all things to all men." Establish priorities under each category. Decide upon those improvements that appear to be the most useful and likely to succeed. Then cut the list to a point where the goals are likely to be met. The President should list priorities and trim these goals with other members of the Chapter Executive Committee. Doing this together, becoming excited by the future prospects and the camaraderie of working/experiencing good fellowship with each other can set up unbeatable momentum for the Chapter/Camp.

216. **CHAPTER PROGRAMS.** In accordance with National Regulations, each chapter must have a minimum of four committees to support the Order's four basic programs. These programs/committees are Americanism, Bridge of Light (BOL), Education & Training (E&T) and Membership. The first three programs are somewhat related and support the fourth. The same presentation, the Historical Flag Ceremony for instance, is Americanism in a school, Bridge of Light in a Masonic Lodge and Education and Training at a chapter meeting. Most good Americanism programs can also be BOL or E&T programs, depending on the audience.

217. **AMERICANISM PROGRAM.** Americanism is one of the major reasons for the existence of National Sojourners, Incorporated. Our activities are directed toward both the adults and youth of our nation. National Headquarters, Chapters and individual Sojourners must make maximum efforts to ensure continuing growth in patriotism and faith in our country's future. (See NR 8.2.1)

1. **INGREDIENTS OF AN AMERICANISM PROGRAM.** A chapter program should include one or more of the nationally sponsored programs and one or more local programs. A chapter program should include only the number of activities that can be executed in a creditable manner; however, a minimum of one national and one local Americanism activity should be accomplished each year.

2. **SUGGESTED PROGRAMS AND TARGET AREAS:**

a. **Youth Activities:** ROTC awards, oratorical contests, essay contests, flag sales, patriotic music festivals, and leadership seminars. Groups to work with include DeMolay, Job's

Daughters, Rainbow Girls, Boy Scouts, Girl Scouts, ROTC Units, 4-H Clubs and others.

b. Masonic Activities: Through the Bridge of Light Programs; Lodge of Military Tribute (if approved for presentation by local Grand Lodge), patriotic talks or skits, flag presentations, color guard ceremonies and military-Masonic cooperative activities, promotion of Sojourner programs come in to play. Work with the Blue Lodges, York Rite Bodies, Scottish Rite Bodies and Shrine.

c. Community Activities: Wreath-laying ceremonies, parades, color guards, flag sales and presentations, erection of flag poles, patriotic Holiday ceremonies, fly-the-flag activities, talks, awards, newspaper articles, letters; radio/TV programs and spot announcements. Work with schools, PTAs, service clubs, veteran organizations, Chambers of Commerce and the media to accomplish these activities.

d. Materials Available: National Sojourners Headquarters has available ROTC medals and certificates; Patriot of '76 Certificates, flags, publications and many other inexpensive materials.

3. FLAG TEAM CEREMONIES. National Headquarters has scripts for the following Flag Team Presentations, which have been developed and standardized over the years. When presented in Continental (Heroes) uniforms, they are extremely effective:

a. "Building the Flag" gives the history of our flag. A 30-minute graphic presentation by three Sojourners (can very effectively include a Camp Follower) and is excellent for audiences of all ages.

b. "Building the Flag slide presentation." As above except can be presented by one narrator with a slide projector and the slides. A power point version of the slide show is also available.

c. "Historical Flags". This presentation is Masonically oriented with emphasis on our colonial Masonic Heroes and those who have followed in their footsteps. It is about 15-20 minutes long. Many Masonic references are somewhat subtle. It is superb for Masonic audiences as well as most audiences of all ages.

4. Other flag activities should include raising and presenting the colors at official functions, government and Masonic Annual Grand Lodge Sessions are an excellent plan to "show the flag." A chapter should never miss an opportunity to give our "Toast to the Flag."

5. SCHOOL FLAG PRESENTATIONS. Many chapters have sponsored programs to ensure that a flag is present in every classroom in their community. Flags are available from National Headquarters.

6. ROTC AWARDS FOR AMERICANISM. See National Regulation 9.2 for information on this award for Junior and Senior ROTC units.

7. ESSAY CONTESTS. National Sojourners sponsors an annual National Essay Contest on Americanism, open to students in 9<sup>th</sup> through 12<sup>th</sup> grades. Prizes for the top three essays include Savings Bonds and plaques. More information is contained on the national website in the Americanism Programs pull down. Each chapter can submit up to three entries.

A chapter can also sponsor essay contests on the local level. Make arrangements with local school

officials to sponsor an essay contest on Americanism subjects designated by your chapter. This requires a Chairman to contact school authorities and teachers regarding the essay program. A committee selects winners and one or two individuals to attend school assemblies and present the awards.

8. COMMENDATIONS. Praise and indications of approval encourage continued and expanded patriotic activities. (See NR 9.1).

- a. An alert chapter will constantly be seeking opportunities to commend individuals or organizations for patriotic activities or expressions. Letters to individuals, organizations or editors; presentations of trophies, Patriot of '76 Certificates, ROTC Medals and Certificates, gifts of flags, recommendations for Freedoms Foundation awards, etceteras, are all appropriate means of commendation. A patriotic speech, a patriotic article, a patriotic deed, or sponsorship of a patriotic activity should always be recognized. Awards should serve to recognize and develop Americanism, patriotism, courage, honor, leadership, service, scholarship, etceteras.
- b. Commendations and awards should be presented formally and with dignity. Ceremonies should be planned and rehearsed. Certificates should be framed.

9. SOURCES OF AMERICANISM MATERIALS AND INFORMATION.

- a. Local Military and Establishments (active, reserve, and National Guard) have materials on men and equipment and are often available to support well-publicized and planned events.
- b. Libraries contain a wealth of material on all phases of Americanism. Many have lists of people and organizations available for Americanism programs. The research desk can be of great assistance in providing sources of material.
- c. The greatest source of talent is among the members of National Sojourners. They occupy or have occupied positions of great responsibility, have experience in organizing and leading activities, have spoken in public, are well educated and have an inherited obligation to patriotic service, are men of character and are willing to assist in Americanism Programs.

10. KEYS TO A SUCCESSFUL AMERICANISM PROGRAM.

- a. A capable Committee Chairman who is aggressive, positive, alert, imaginative, interested, patriotic and willing to accept responsibility. He:
  - (1) Assigns specific duties within the program so as to involve the maximum number of Chapter members.
  - (2) Supervises the conduct of the program, makes periodic reports to the Chapter and makes a formal annual report through the Chapter President to National Headquarters with copies to the Area and Regional Representatives.
- b. A Chapter Program should be planned in detail well in advance. Each new slate of officers should have their plans completed when they are installed.
- c. Maximum publicity. This will boost morale, membership, community recognition and

national stature. Brief, quality releases are usually welcomed by community news media and THE SOJOURNER.

- d. Recording and reporting: All Chapter Americanism activities should be recorded immediately, filed systematically and compiled into a loose leaf type book form.
- e. Be alert for opportunities. If there is an Americanism activity anywhere in the community, Sojourners should be involved. Cooperate with other patriotic organizations in the community in conducting patriotic ceremonies.
- f. Programs must be positive. Positive Americanism will do more to counter radicalism and subversion than anti-subversion activities. Making accusations without having accurate facts or sufficient knowledge is dangerous.
- g. Cooperate with the Bridge of Light and E & T Committees to provide Americanism Programs for Masonic Lodges and other Masonic bodies. Remember that one of the purposes of National Sojourners is "...supporting all patriotic aims and activities in Masonry".

218. BRIDGE OF LIGHT (BOL) PROGRAM. (See Bridge of Light Manual)

- 1. TOAST TO THE FLAG. While a BOL presentation is very effective in telling organized groups of Masons about us, it is often very difficult to schedule. Opportunities to present parts of the above, starting with our "Toast to The Flag" are numerous and offer good openings. Ensure the one giving the "Toast" is well rehearsed and can deliver it with feeling, as well as accuracy. This is the first time most of the attendees will have heard it. Nothing is less impressive than a delivery that is devoid of emotion and filled with pauses caused by forgotten phrases. One final caution, this is not a race to see how quickly it can be recited. If it does not make the hair on the back of the necks of all in attendance stand up, you have failed at your task.
- 2. AMERICANISM ACTIVITIES. May be, as previously mentioned, excellent BOL vehicles. Local Masonic Lodge and bodies should be advised of any Chapter Americanism activities scheduled and when possible invited to attend, participate or send representatives.
- 3. CHAPTER/LODGE/MASONIC BODY JOINT ACTIVITIES. The chapter should be involved in the following (as a chapter or by representation):
  - a. All Masonic functions such as programs, etcetera.
  - b. Grand body sessions, especially those held locally. The Area and/or Regional Representative will normally be attending these "grand" sessions representing the National President.
  - c. Significant local Masonic functions such as a lodge "Past Masters Night" are appropriate functions with a large attendance.
  - d. Fifty Year Pin presentations or other significant events involving Chapter members.
  - e. The Lodge of Military Tribute should be presented in as many Blue Lodges and other military gatherings as possible.

4. **BLUE LODGE NIGHT.** Each chapter should annually plan for a regular open meeting with the Masters of the local Blue Lodges. Plan and invite well in advance and send invitations to other Masonic VIP's, including Grand Lodge Officers, Scottish Rite Sovereign Grand Inspector Generals and their Personal Representatives, etcetera.
  5. **GRAND LODGE OFFICERS.** Every Grand Master and Past Grand Master should be offered an opportunity to become a Sojourner, either active (if a Commissioned, Warrant or Senior Noncommissioned Officer, past or present) or as an Honorary member. Invitations for membership should come early, normally when they enter the elected progressive Grand line, if not sooner (see Chapter IV for Honorary member guidance).
  6. **MASONIC COMMUNICATIONS.** National Sojourners is a Masonic organization. Sojourners are responsible to both the Grand jurisdiction in which they were raised and that in which they reside. Maximum communication must be encouraged between all Masonic bodies, especially National Sojourners and Blue Lodge Masonry. Many potential misunderstandings can be avoided when we communicate with our local lodges and regularly participate in their activities. Effective chapters schedule a Chapter visit to a local Blue Lodge at least annually.
219. **COLLINGWOOD.** The National Headquarters of National Sojourners, Inc. is located in a beautiful colonial mansion situated on the Potomac River in Alexandria, Virginia, fronted by the George Washington Parkway. This magnificent property, at one time a part of George Washington's River Farm, is owned by the Foundation for Collingwood Library and Museum on Americanism (CLMA), a Virginia non-profit corporation. Several dedicated Sojourners founded this corporation for the express purpose of obtaining a permanent home for National Sojourners. Annual fund drives are conducted and all members are encouraged to support CLMA. No Sojourner should visit the Washington, D.C. area without stopping at Collingwood.
220. **FUNDS.** The following are funds within National Sojourners, Incorporated:
1. **TRUST FUND.** The funds received for Membership-In-Perpetuity (MIP) are deposited into this fund. The principle is invested by the National Trustees and the earnings accrued as of 31 March each year are disbursed as follows: 50% to the chapters, based on the number of MIPs in the Chapter and 50% to the General Operating Fund.
  2. **SOJOURNERS ENDOWMENT MEMORIAL (SEM) FUND.** This fund was established to ensure continued support of National Sojourners. The National Trustees invest the principle and the accrued interest is transferred to the General Operating Fund on an annual basis. Contributions are made to the fund in several ways:
    - a. In-Memoriam by individual members or chapters.
    - b. In-Honor by individual members or chapters.
    - c. Minuteman Club (see National Regulation 8.2.5).
  3. **FRATERNAL LIAISON, AMERICANISM, MEMBERSHIP AND BRIDGE OF LIGHT (FAMB) FUND:** This fund was established by several concerned members to ensure that funds were available for the annual expenses of these four major committees. The interest is accrued on an annual basis and allocated to the Committees based upon their projected budgets.

4. LAVON P. LINN FUND. This fund was established in Memory of Brother La Von P. Linn, Past National President and recipient of the Legion of Honor. The accrued interest is divided annually between Collingwood and National Sojourners.
5. HOUGHTON MEMORIAL FUND: Brother Charles Leedham established the Houghton Memorial Award in memory of Brother Albert Houghton. The interest is used to fund the Houghton Memorial Award, the second highest award presented at the National Convention.
6. JONATHAN M. WAINWRIGHT FUND: This fund was established by Brother Jonathan M. Wainwright, Jr., in memory of his father. The interest is used to fund the Jonathan M. Wainwright Award for the Outstanding Heroes of '76 Camp on an annual basis.
7. DALLAS L. KNOLL FUND: This fund was established with a contribution by Mrs. Betty Knoll in memory of Dallas L. Knoll, Past National President. The interest from this account is to be used to fund the recognition of the Outstanding Editor of a Chapter Bulletin each year. The interest is utilized to purchase and engrave an appropriate plaque and a plate on the plaque maintained in the National Hqs.
8. ROBERT W. THOMPSON FUND: This fund was established by Brother Thompson. The principle is to remain inviolate and the interest utilized to maintain the equipment and service of National Headquarters.

## CHAPTER OFFICERS' HANDBOOK

### CHAPTER III

#### CHAPTER SECRETARY'S GUIDE

301. **GENERAL.** The purpose of this guide is to assist in performing duties as Chapter Secretary and to lighten the workload as much as possible. Usually, the duties of the Secretary are given in most general, not to mention obscure, terms: "The Secretary shall keep minutes of the chapter proceedings, conduct correspondence, keep a roster of members, send out all notices, submit reports on call of the President, make final reports at the end of the business year," and so on.
302. **CORRESPONDENCE.**
  1. National Headquarters sends all material and correspondence to the Secretary. He must ensure that the chapter officers are kept aware of developments and that they are furnished copies of all changes in By-Laws, National Regulations, etcetera. It is essential that his manuals be kept completely up-to-date to ensure accuracy of chapter operations and assist current and new officers and members.
  2. There is usually some "outside" correspondence that the Secretary will have to answer or at least maintain on file. If he cannot answer such correspondence after consulting with the Chapter President, the matter should be placed on the agenda for chapter action and guidance as to a reply.
  3. If the number of copies of regulations and changes furnished by National Headquarters is insufficient, the Secretary should order more copies from National Headquarters.
303. **ROSTERS.** The Secretary is charged with maintaining an accurate roster of members.
  1. It is convenient to maintain a loose-leaf notebook, with a page for each member encompassing most of the material necessary for a personnel record. Most of this data can be transcribed from the application for membership, but some may have to be developed from personal contact. National Headquarters furnishes an alphabetical roster of all chapter members once a year and additional ones when requested.
  2. In this age of personal computers, many chapters are producing sophisticated membership "books" which list alphabetically all the members and other pertinent information, such as wife's name, whether an MIP, Hero status, birthday, telephone number, etcetera. This of course depends upon the resources available to the Secretary. It is important that a membership roster be maintained and distributed to the membership. It should be as complete and useful as the Secretary can make it within his abilities and/or resources.
304. **NOTICES AND BULLETINS.** The Secretary is charged with sending out notices of all regular and special meetings. The notice can handily be combined with a Chapter Newsletter/Bulletin rather than just be a note that meetings are going to be held. It keeps distant and ill members and others who are unable to attend meetings interested and informed; it is the cabletow to maintain and strengthen the

chapter. Some chapters may have an editor for their bulletins, but the Secretary must work closely with him in such cases.

1. An informative newsletter should include the meeting date, time, place and speaker.
2. An effective newsletter should be carefully planned and laid out. It should include:
  - a. Notice of the next meeting.
  - b. A synopsis of the minutes of the last meeting.
  - c. Names of new members and their sponsors.
  - d. Recognition of members' honors and achievements, including promotions, birthdays, anniversaries, etceteras.
  - e. Information of members who are sick or in distress.
  - f. Masonic activity announcements including lodge locations and meeting information.
  - g. Education and Training including historical items about the chapter, our Order and our Country.
  - h. One or two-liner Masonic jokes or pithy quotes.
3. A good basic policy is to include the names of as many brothers (and ladies if open meetings) as possible. This will encourage many to attend so they won't miss anything.
4. Samples of chapter newsletters are available from the National Secretary upon request.

305. **POSTAGE AND MAILING.** Inevitably, the Secretary must make a number of mailings; letters mailed individually, or in small numbers, run up the postage bill very rapidly but cannot be avoided. This is not the Secretary's personal expense but a legitimate charge against the chapter treasury.

1. Mailing of meeting notices and/or bulletins where significant numbers are involved can sometimes be more economically accomplished by using third class, nonprofit mailings (bulk mail). Each chapter must make that decision.
2. Mailing labels for your members may be obtained from National Headquarters for a nominal fee.

306. **REPORTS.**

1. Local reports by the Secretary are generally "on call by the President"; unless the Secretary is also Treasurer, such reports will be minimal. As Secretary-Treasurer, he will customarily submit a financial report with the minutes for chapter approval. At the end of the fiscal year, a financial report must also be furnished for audit and filing.

2. Article 14.1 of the National By-Laws lists those reports that are required by National Headquarters. The National Secretary will mail the forms for these reports to the Chapter Secretary in early March of each year.
3. **ANNUAL REPORT**. (Also insures that the Chapter is included on National Sojourners, Inc. Group Return to IRS). Due 31 July, timely submission of this report is of the utmost importance. If, because of failure on the part of the Chapter Secretary to submit this report, the chapter is not covered by the Group Return of National for tax purposes. The Chapter Treasurer must submit the appropriate federal tax forms such as IRS Form 990 and similar state tax forms. Failure to submit these reports to the IRS can result in heavy fines (usually \$10.00 per day or up to \$3650.00 per year).
4. **DUES REGISTERS**. See (DUES, paragraph 307 below) and Appendix E.
5. **INFORMATION CHANGE FORMS**. See Appendix F.
6. **ANNUAL HEROES REPORT**. Also due 31 July. This report, prepared by the Camp Adjutant (usually the Chapter Secretary) is signed by the Camp Commander and the Chapter President (see paragraph 25, Chapter V of the Bicentennial Heroes Manual). Inasmuch as the Camp of Heroes has no funds or administrative capability and is under the aegis of the parent Sojourner Chapter, the Secretary should ensure submission of this report even if he is not the Camp Adjutant.

307. **DUES**. The main income of any chapter is the dues. Some chapters may have income from other sources, but usually the only regular income a chapter can count on is from dues.

1. Dues may come from three sources:
  - a. The annual dues paid by members. National Headquarters must be informed immediately of any change in chapter dues.
  - b. Dividends from MIP funds. This annual payment for chapter MIPs is received from National Headquarters in April.
  - c. Chapter initiation fee in chapters which charge (in addition to the National initiation fee), is combined with the annual dues and simply entered as dues in the cashbook.
2. Dues handling procedures are a little complicated because a number of steps must be taken and entries made. Following is the recommended sequence:
  - a. Enter the date, name of member, member's computer number and the amount received in the cashbook.
  - b. Pull the copy of the membership card furnished by National Headquarters and:
    - (1) Sign the portion containing the membership card as Secretary. Mail or deliver this portion to the member paying the dues (address is shown on the card).
    - (2) Date and retain the record side of the receipt.

- (3) For a new member, make out a new membership card (one of the blank forms) following the format of the computer printed card.
- (4) For the new members submit an "Information Change Form" to enter the record into the computer. Fill out all the items called for on the form insofar as possible.
- c. Assuming you maintain an individual membership record for each member, enter date of payment on his sheet. For a new member, complete and file the "Application for Membership" form and start a file sheet for him.
- d. Enter the name of the payee on the "Membership Dues Register". This form goes to National at least monthly with check for per capita tax. DO NOT hold per capita tax until all members pay. Be sure to fill out all applicable columns. For a new member, the first column "Member #" will be left blank, since it must be assigned by National Headquarters. See Appendix E.
- e. Finally, check the name and address on the card furnished you as part of the membership card by National Headquarters. If there are any errors or omissions, submit an Information Change Form to correct it. See Appendix F.
3. **PROCEDURES FOR MEMBERS ELECTED AFTER 1 OCTOBER.** These are a bit more complicated since you collect the last quarter's dues, plus the dues for the ensuing year.
- a. The cash book entry and individual record sheet presents no problem.
- b. On the Membership Dues Register you must make entries on separate sheets, one for the current year and one for the ensuing year, forwarding per capita tax set forth by NR 19.8. By mid-September you should have a supply of blank membership cards for the ensuing year, which you can make out. It is not necessary in this case, to issue a membership card for the current year since the wording on the new cards will cover the new member until 31 December of the incoming year. Follow instructions for new members in the preceding paragraphs.
4. **SUBMISSION OF PER CAPITA TAX** (Refer to Schedule of Fees, National Regulation 19.8).
- a. 1 Jan-30 June - Full per capita plus National Initiation fee for NEW members (this fee is not charged for reinstatement of former members).
- b. 1 Jul-30 Sep - One-half per capita per new/reinstated member, plus the initiation fee (this does not apply to a former member who was dropped for non-payment of dues).
- c. 1 Oct-30 Dec - See NR 19.8 for fee when accompanied by his next year's dues. Initiation fee referred to earlier applies.
5. **MULTIPLE MEMBERS.** Most chapters provide "multiple membership" for a small fee to the chapter (normally the chapter dues), as distinguished from dual members. There is no per capita tax for multiple members. They usually are issued some form of card showing multiple membership or a notation is made on the dues card from their "home" chapter. A REGULAR DUES CARD IS NOT ISSUED. They may or may not be carried on the chapter's roster. Fees for multiple membership are retained wholly by the chapter.

6. **DUAL MEMBERS.** Dual Members in a chapter are handled just as any other member - they pay full annual dues and both (all) chapters pay per capita tax on them. They are issued membership cards and have the same status and privileges as any other chapter member.

7. **HONORARY MEMBERS.** Honorary Members may or may not pay chapter dues at the option of the chapter. Whether they do or do not, the chapter must pay per capita tax on them. They are issued membership cards, have all National privileges except the right to hold elected National office, chapters may authorize full or partial chapter privileges.

8. **MEMBERS-IN-PERPETUITY.** National Headquarters issues Members-In-Perpetuity a permanent membership card. They are free of dues and assessment. Per capita tax is not paid for them nor may they be assessed chapter dues. Annually, National remits 50 percent of the interest earned on the MIP fund to the chapters on a pro rata basis. Deceased MIPs are still carried on the National rolls and those of their chapters. Deferred payment MIPs (see Appendix G) will not be processed until the MIPs are paid in full. If a deferred payment plan is in the process and the individual has not paid his next year's dues by 1 April, the dues will be transferred from his MIP account to the General Account to maintain his membership.

308. **WIDOWS.**

1. Every effort should be made to maintain listings of deceased Sojourner's widows. They should be sent copies of the Chapter Bulletins and be invited to events where ladies are permitted.
2. Widow Certificates, Cards and Pins are available from the National Resale Activity for presentation to members' widows.
3. Widows of Members-In-Perpetuity may continue to receive THE SOJOURNER, if they desire.

309. **CONVENTIONS.**

1. The Chapter Secretary and President are automatic delegates to the National Convention.
2. Each Chapter is entitled to one delegate for every 25 active members as shown in NR 7.1.
3. Prior to a Convention, Secretaries will receive credentials to fill out for each delegate. This should be done as soon as delegates are known; the distribution of the forms is shown on the credentials. Each delegate should have two copies.

310. **FORMS AND SUPPLIES.** Most forms, supplies, manuals and regulations are available from National Headquarters per the Resale Price List, which are sent out periodically and advertised in THE SOJOURNER.

1. Local use forms must be procured as needed from local printing sources.
2. National Headquarters provides without cost:
  - a. Information Change Forms (computer form)
  - b. Membership Dues Registers (3-part) Forms
  - c. Membership Cards

- d. Dues Notices (mailed in September for the coming year)
  - e. Heroes Membership Cards
  - f. Alphabetical Directory (members)
3. Other certificates, forms, changes and regulations are sold by National at modest prices.
  4. Stationery, notices, bulletins, etceteras are procured locally. The cost of this printing or duplication is not inconsiderable. The most economical source is usually a local quick print shop or duplicating center.

311. OFFICIAL SUPPLIES AND PARAPHERNALIA.

1. Medals, bars, badges, certificates, manuals and National Regulations are purchased from National Headquarters. It is recommended that the Secretary maintain in stock the following:

- a. Sojourners Medals.
- b. Heroes of '76 Ribbons and Medals.
- c. Past President Bar.
- d. Past Commander Bar.
- e. 25 and/or 50-Year Sojourner Title Bars and certificates (if likely to be needed).
- f. 25 and 50 Year Heroes certificates (as required).
- g. Widow's Certificates, cards and pins (as required).
- h. ROTC Medals and Certificates (as required).
- i. Copies of the Order of Ceremonies, Heroes Manual, etceteras (in addition to those held by officers).

2. The Secretary should have a supply of Chapter Constitution and By-Laws for presentation to new members (note: National must have approved Chapter Constitution and/or By-Laws).

3. Heroes Uniforms and accessories. Sources for these items may vary from time to time. Contact National Headquarters for sources and availability.

4. National Awards for Chapter use (see National Regulation 9.1).

312. AUTOMATED MEMBERSHIP INFORMATION SYSTEM. A computer is used to maintain all membership information. This allows current and accurate compilation of membership information for use by National Headquarters. Chapter membership information is used to prepare chapter alphabetical rosters, dues billing notices and dues cards. The address information is used to print mailing labels for THE SOJOURNER. For effectiveness and efficiency, the Chapters must submit accurate membership information.

1. GENERAL RULES AND PROCEDURES.

- a. The Chapter Secretary will report monthly all membership activity in his chapter during the month on the dues register and the information change forms. He should retain the 3rd copy of the dues register and forward the other two copies to National Headquarters. Please note that the forms are carbonless and require typewriter or ball point pen. You may generate your own form on your computer if you would like. All reports must include your chapter number.

- b. Each member of National Sojourners has been assigned a specific computer number. Ensure that this number is used on all report forms.
  - c. Members names must be as complete as possible; please furnish the entire first name and middle name or initial. ALL names should be recorded in this sequence: Rank, last name, first name, middle name or initial, and then the suffix (Jr., Sr., III, etcetera). It is important that the complete name is always recorded in the same manner. Name and computer number are MUST items!
  - d. All dates recorded must be in the numeric designation for month, day and year: i.e., 05/19/33 for May 19, 1933.
2. **DUES REGISTER** (Appendix E). This register will be used only to submit the per capita tax. The only information placed on this register will be as follows: dues year, chapter name and number, individual's computer number, rank and name. If a new/reinstated member, use name only and do not enter a computer number. For a new/reinstated member, utilize the Information Change Form to submit his address and other data (check appropriate block).
3. **INFORMATION CHANGE FORM** (Appendix F). This form is used to report any type of action that changes an individual's record. On all changes, with the exception of a new member, ensure the following items are on the information change form: computer number, chapter number, individual's name, plus the information that is being changed.
- a. New Member: See Appendix F7 sample 1.
  - b. Reinstated member: See Appendix F, sample 2.
  - c. Address change: See Appendix F, sample 3, note the new telephone number.
  - d. Deceased MIP: See Appendix F, sample 4, note member category "I" is for deceased MIPs. If the widow desires to receive THE SOJOURNER, indicate the widow's name and the fact that she would like to receive THE SOJOURNER.
  - e. Deceased annual member: See Appendix F, sample 4.
  - f. Miscellaneous change: See Appendix F, sample 3. This indicates a change in rank, new zip codes, telephone numbers, retired or a new Hero can be indicated by filling in the appropriate area or circle the change. Resignation of a member would be shown as an "R" in the member category.
4. **STATUS CODES**. The following status codes are shown in the member category field of the computer printed alphabetical directory:

Code Use Definition

- A Active Membership (dues paying)
- D Deceased yearly dues paying
- I Inactive MIP
- L Primary MIP record
- M Multiple MIP Membership
- N Multiple active dues paying

P Member purged for non-payment of yearly dues  
R Resigned  
S Subscription to THE SOJOURNER  
W Widow takeover for MIP  
Z Life member

## CHAPTER OFFICERS' HANDBOOK

### CHAPTER IV

#### MEMBERSHIP

##### 401. GENERAL.

1. While many studies have been made concerning membership, there have been no startling discoveries of easy solutions. Generally, membership is the problem of each individual chapter. Everything a chapter does or doesn't do affects membership. The chapter with live, dynamic, programs involving every member is the chapter that shows membership gains and fewer losses through NPD. On the other hand, the chapter that is "all talk and no action" usually shows a steady decline in membership.
2. Those chapters presenting ideas, programs and solutions that have proven effective in promoting membership benefit greatly. As each chapter has its own personality, each has its own peculiar problems and its own ability to apply solutions; no written guide can answer all questions for all chapters. Each chapter must find those portions most applicable.
3. In paragraphs below, you will find ways and means to locate new members, retain current members and recover lost members.
4. The ideas, suggestions and methods that follow are time tested and will accomplish the purposes if applied properly. Some methods will work better than others depending on the situation, average age of membership in the chapter, geographical location and many other reasons. The idea is that something is going to work for your chapter.

402. ELIGIBILITY. Article 3, National By-Laws, and National Regulations in the 3.1 series provide complete information concerning eligibility and classification of members. NR 19.3 covers delinquency and reinstatement of members.
403. FOREIGN MEMBERS. Article 3.1.1, National By-Laws, provides eligibility for Master Masons who have "served in time of war as a Commissioned, Warrant or Senior Noncommissioned Officer or the equivalent in an armed service of a nation allied with the United States." The following nations have been allied with the United States in time of war:

#### WORLD WAR I

Belgium (Aug. 4, 1914)	Japan (Aug. 23, 1914)
Brazil (Oct 26, 1917)	Liberia (Aug 4, 1917)
British Empire (Aug. 4, 1914)	Montenegro (Aug. 5, 1914)
China (Aug. 14, 1917)	Nicaragua (May 8, 1918)
Costa Rica (May 23, 1918)	Panama (Apr. 7, 1917)
Cuba (Apr. 7, 1917)	Portugal (Mar. 9, 1916)
France (Aug. 3, 1914)	Romania (Aug. 27, 1916)
Greece (June 27, 1917)	Russia (Aug. 1, 1914)
Guatemala (Apr. 23, 1918)	San Marino (June 3, 1915)
Haiti (July 12, 1918)	Serbia (July 28, 1914)
Honduras (July 19, 1918)	Siam (July 22, 1917)
Italy (May 23, 1915)	

## WORLD WAR II

Argentina (Mar. 27, 1945)	Lebanon (Feb. 27, 1945)
Australia (Sept. 3, 1939)	Liberia (Jan. 27, 1944)
Belgium (May 10, 1940)	Luxemburg (May 10, 1940)
Bolivia (Apr. 7, 1943)	Mexico (May 22, 1940)
Brazil (Aug. 22, 1942)	Mongolian Peoples Republic (Aug. 9, 1945)
Canada (Sept 10, 1939)	Netherlands (May 10, 1940)
Chile (Apr. 11, 1945)	New Zealand (Sep. 3, 1939)
China (Dec. 8, 1941)	Nicaragua (Dec. 11, 1941)
Colombia (Nov. 26, 1943)	Norway (Apr. 9, 1940)
Costa Rica (Dec. 8, 1941)	Panama (Dec. 7, 1941)
Cuba (Dec. 9, 1941)	Paraguay (Feb. 7, 1945)
Czechoslovakia (Dec. 16, 1941)	Peru (Feb. 12, 1945)
Denmark (Apr. 9, 1940)	Poland (Sep. 1, 1939)
Dominican Republic (Dec. 8, 1941)	USSR (Jun 22, 1941)
Ecuador (Feb. 2, 1945)	San Marino (Sep. 21, 1944)
Egypt (Feb, 24, 1945)	Saudi Arabia (Mar. 1, 1945)
El Salvador (Dec. 8, 1941)	South Africa (Sep. 6, 1939)
Ethiopia (Dec. 14, 1942)	Syria (June 8, 1941)
France (Sept. 3, 1939)	Turkey (Feb. 23, 1945)
Great Britain (Sept. 3, 1939)	Uruguay (Feb. 15, 1945)
Greece (Oct. 28, 1940)	Venezuela (Feb. 15, 1945)
Guatemala (Dec. 9, 1941)	Yugoslavia (Apr. 6, 1941)
Haiti (Dec 8, 1941)	
Honduras (Dec. 8. 1941)	
India (Sept. 3, 1939)	
Iran (Aug. 25, 1941)	
Iraq (Jan. 17, 1943)	

404. **HONORARY MEMBERS.** The requirements for honorary membership are set forth in NR 3.1.

Basically, honoraries are Masons who have not served as Commissioned, Warrant or Senior Non-Commissioned Officers but who are recognized for "meritorious service to the nation and/or Masonry." Honorary Membership was never intended to be a tool for easy chapter enlargement (thus the limit to 15% of the local active membership). The ideal honorary Sojourner is the chapter's "Mr. Mason" who understands and appreciates the military and military personnel. The true honorary should be especially admired and respected by Masonry and the chapter's community. All indicators must show that he will be an unquestionable credit to the Order.

1. The recommended steps toward making an honorary member are:

- a. Nomination by a chapter member to the Membership Committee, containing pertinent facts about the nominee. Nominee must NOT be advised he is being considered.
- b. Membership Committee submits its recommendation to the chapter in "closed" session (no ladies or guests). Notification of this action must NOT appear in chapter newsletter or other written notices.

c. Chapter discusses and votes on nomination. NR 3.1 states: "Election by unanimous ballot is considered most desirable." A nominee for Honorary Membership at a National Convention must be elected "by unanimous ballot".

d. If elected, the President or other appointed member should notify the nominee and ask him to fill out a standard application for membership, which will then be processed by the chapter Secretary in the usual manner. Note: If the nominee is not elected, no further action is necessary. Neither he, the chapter, nor any members will have been embarrassed because he was unaware of the actions being taken.

e. Initiation into the chapter by usual form.

2. Honorary members should be initiated into the chapter with appropriate ceremony. Adequate advance notice should be given to the chapter and Sojourner dignitaries, including Area/Regional Representatives and National Officers, who should be invited to attend/participate in the initiation.

3. Initiation fees, first year's National per capita and the Sojourner medal should be given to the new honorary members by the chapter and/or his sponsor with the understanding that the honorary member is liable for subsequent year's dues.

4. Honorary members are eligible to become MIPs.

#### 405. RECRUITING NEW MEMBERS.

1. METROPOLITAN CHAPTERS (minimum active status personnel). Suggest:

- a. Members and past members moving into chapter area.
  - (1) Information received from National and/or other chapters.
  - (2) Letter of invitation from Chapter President.
  - (3) Chapter member's personally call, meet, then escort to meeting:
  - (4) Add names to chapter mailing list.
- b. Participate in lodge activities as a chapter and as individuals.
- c. Close liaison with local Masonic organizations.
- d. Organize degree team(s).
- e. Present "Toast to the Flag," colors or Flag Ceremonies in lodge.
- f. Invite lodges to Sojourners activities.
- g. Publicize Sojourners activities on lodge bulletin boards.
- h. Invite all Grand Masters/Past Grand Masters to be honorary members.
- i. Present colors or Flag Ceremonies at Grand Lodge.
- j. Sponsor or assist with a DeMolay Chapter.
- k. Civic Activities:
  - (1) ROTC Americanism Awards.
  - (2) Sponsor Boy Scout (or Explorer) Troop.
  - (3) Participate in all patriotic observances as a chapter.
  - (4) Furnish speakers for civic groups on patriotic day observance.
  - (5) Sponsor youth activities (little league, etceteras).
  - (6) Presentation of flags to schools.
  - (7) Americanism essay contests.
  - (8) Help on Community Fund and other charities as a chapter.

2. LOCAL PUBLICITY:

- a. Monthly meeting notices in local papers.
- b. Monthly meeting notices to potential members.
- c. Roadside signs on approaches to city, giving time and location of meetings.
- d. Articles on Sojourners in local periodicals.
- e. Make meeting announcements attractive reading.
- f. Publicize Sojourner honors, promotions, etceteras.

3. ACTIVE DUTY CHAPTERS.

- a. Members and past members moving to a new area: See Paragraph 1 a.
- b. Publicity:
  - (1) Sojourner/Masonic articles in Base newspaper.
  - (2) Meeting announcements on Base bulletin boards (including O and NCO Clubs).
  - (3) Publicity on Sojourners honored or promoted.
  - (4) Announcements at social functions for officers.
- c. Establish and maintain good relations with Base and Organizational Commanders.
- d. Liaison with Base Chaplains.

406. METHODS OF REDUCING NON-PAYMENT OF DUES AND RESIGNATIONS

1. Make meeting interesting and attractive to members.

- a. Plan programs with outstanding speakers and timely subjects.
- b. Impressive ceremonies with all parts memorized.
- c. Membership participation to the fullest extent possible.
- d. Ladies activities.
- e. Picnics, dances and other social events.

2. Interesting notices and announcements.

- a. Monthly bulletin should be interesting, stimulating and newsy.
- b. Bulletin board announcements, i.e., "O" Club, etceteras.
- c. Newspaper announcements and articles on meetings.
- d. Phone number: Chapter listed in phone directories.

3. Make members feel wanted.

- a. Introduce all visitors and new members.
- b. Be sure all attending meetings become acquainted.
- c. Name tags for identification.
- d. Visit sick members, send cards, flowers, et al.
- e. Eliminate use of rank at meetings.
- f. Personal solicitation of dues from members who are delinquent.
- g. Utilize telephone calling committee as reminder few days prior to meetings.

4. Outside activities: Include members in:

- a. Bridge of Light meetings with Lodges and other Masonic organizations.
- b. ROTC presentations.
- c. Youth activities.
- d. Church activities.

407. **CHAPTER MAILING LISTS.** Most chapters have found that the use of a mailing list covering a wide spectrum of interested people promotes attendance and membership. List should include:

1. All active and honorary members (in the area or elsewhere), potential eligibles, those dropped for NPD, and the widows of former members (for "open" meetings with the ladies).
2. Local Masonic Lodges/Bodies; local Masonic dignitaries.
3. National Secretary: Five copies of each issue should be sent to National Headquarters in December for consideration for the "Dallas L. Knoll Bulletin of the Year Award."
4. Area and Regional Representatives.
5. Other area chapters.
6. National President and President-Elect.

408. **MEMBERSHIP-1N-PERPETU1TY:** The greatest guard we have against losing members is Memberships-in-Perpetuity (MIP). NR 3.1. para 3.c. covers MIPs in detail. The many advantages to the members, the chapter, the widow and the Order follow:

1. FOR THE INDIVIDUAL:

- a. Permanently eliminates the payment of annual chapter dues and National per capita tax.
- b. Name will remain forever on the rolls of both the chapter(s) and National Sojourners.
- c. Receives a Membership-In-Perpetuity certificate, permanent card and a silver star to be worn on the Sojourner Medal ribbon.

2. FOR THE CHAPTER:

- a. Each year a dividend will be paid to the chapter as a result of the investments of the National Trustees.
- b. This dividend continues after the MIP's death.

3. FOR THE WIDOW: Subscription to THE SOJOURNER is paid for from the National Headquarters portion of the dividend. The subscription will continue to be sent to the MIP's widow unless she directs otherwise.

4. FOR THE ORDER:

- a. Income from the MIP Trust Fund is annually disbursed, 50% to the National Sojourners general fund (to augment other members per capita tax and the remaining 50% distributed to each chapter in proportion to the number of MIPs accredited to the chapter, whether the member is living or deceased).
- b. The MIP Dividend Year extends from 1 April through 31 March. Normally chapters will receive their dividend within 15 days after the dividend year's end.

409. THE SOJOURNER bulletin can effectively be used as a tool for membership recruiting.

1. For \$3.00 per year, chapters can obtain subscriptions for local libraries, military and civilian hospitals, Masters of local lodges, etceteras.
2. The submission of timely articles to THE SOJOURNER regarding chapter activities will be of interest to possible new members.

410. PUBLICITY. See paragraph 212 - PUBLIC RELATIONS.

1. A news release to the local news media concerning activities of the chapter is one of the best tools available for successful chapter membership expansion.
2. Announcements of upcoming chapter events and news releases of chapter activities/programs should be publicized in all available media, at the local level.
3. A committee appointed to furnish the releases on a timely basis to local newspapers, radio stations, TV stations, daily bulletins, and Masonic periodicals and to post/base newspapers will effectively carry the message that you have an active chapter, one that eligible Masons will be proud to join.
4. The committee should establish contact with the various media to determine style, length and deadlines required. News releases to THE SOJOURNER should tell the chapter story in such a way that it will inspire other chapters.

411. CHAPTER MEMBERSHIP.

1. Although each chapter has a Membership Committee it should be stressed that each member must become a voluntary and vigilant recruiter with a few "What's It All About?" brochures and membership applications on hand at all times. It has been proven that the best recruiting method is personal contact of friends, business associates and members of other Masonic organizations.
2. It is unlikely that anyone will apply for membership on his own initiative or in response to a written solicitation from someone he has never met. Most Sojourners became members on the solicitation of Sojourners whom they admired and respected and who outlined the pertinent facts of history, Purposes and activities of the Order. They no doubt were also told of the good fellowship to be enjoyed at meetings with men of integrity and accomplishment in Masonic, military and civilian endeavors.
3. The very lifeblood of National Sojourners is the new members. Without the positive surge and continuous inflow of new members the Order would soon cease to exist. If our great fraternity is to continue to move forward, continue to reach new heights of achievement and to grow, there must be an ever-increasing influx of new members. Presentation of the Sojourner story must be of paramount consideration to all members if we are to increase our order and meet our goals.
4. New membership is MORE than a gain over last year, MUCH MORE than a percentage increase in growth. New Sojourners bring to our Chapters those wonderful and powerful qualities of new DEVOTION, new LOYALTY new ENTHUSIASM, new SINCERITY, new ABILITY, new IDEAS and new EFFORTS. It brings to us tomorrow's strength, vitality and our future leadership!

## APPENDIX A

### SAMPLE BY-LAWS OF CHAPTER

NATIONAL SOJOURNERS an unincorporated association.

#### I NAME

The name of this association shall be \_\_\_\_\_  
Chapter # \_\_\_\_\_, National Sojourners.

#### II SUBORDINATE CHAPTER OF NATIONAL SOJOURNERS, INCORPORATED

1. This association is an integral subordinate unit and constituent part of National Sojourners, Inc., a Virginia Non-profit Corporation. In case of any conflict between these By-Laws and the Articles of Incorporation, By-Laws, or National Directives of National Sojourners, Inc., the provisions of the said-Corporation's Articles of Incorporation, By-Laws and National Directives shall prevail.

2. This chapter and its members are subject to not only these By-Laws, but also the Articles of Incorporation, By-Laws and National Directives of National Sojourners, Inc. and the rules and edicts of the Grand Lodge of the State of \_\_\_\_\_, including any restrictions or prohibitions.

#### III PURPOSES

The Purposes of National Sojourners shall be to organize Commissioned Officers, Warrant Officers and Senior Non-Commissioned Officers of the uniformed services (past and present) of the United States, and Honorary Members, who are Master Masons, into Chapters for the promotion of good fellowship among its members, for assisting such as may be overtaken by adversity or affliction, for cultivating Masonic ideals, for supporting all patriotic aims and activities in Masonry, for developing true Patriotism and Americanism throughout the Nation, for bringing together representatives of the uniformed forces of the United States (past and present) in a united effort to further the military need of national defense, and for opposing any influence whatsoever calculated to weaken the national security.

#### IV MEMBERSHIP

1. Active membership in National Sojourners shall be open to citizens of the United States who are Master Masons in good standing in any duly constituted Lodge of Master Masons recognized by, and maintaining fraternal relations with, a majority of the Regular Grand Lodges in the United States and who are serving, or have served honorably, as Commissioned, Warrant Officers or Senior Non-Commissioned Officers of the United

## APPENDIX A

States in the Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service or National Oceanic Atmospheric Administration, in peace or war, foreign or domestic, in the Regular, Volunteer, National Guard, the militia of the United States (see 10, USC 311) or have served honorably as commissioned officers in any armed service of a nation allied with the United States in time of war, or have been elected to Honorary Membership.

2. There shall be four classes of membership as follows:

a. Active members: Shall be those who are serving or have served honorably as Commissioned Officers, Warrant Officers and Senior Non-Commissioned Officers, regular or reserve, of the United States in the Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service, Oceanic and Atmospheric Service or predecessor services, or in the National Guard or Militia of the United States as defined in Title 10, U. S. Code, Section 311, or who have served in time of war as a Commissioned Officer, Warrant Officer, Senior Non-Commissioned Officer, or the equivalent, in an Armed Service of a nation allied with the United States.

b. Honorary members: Those who are ineligible for active membership but who have been regularly elected to honorary membership in this chapter in recognition of meritorious service to the nation and/or Masonry. Honorary members, excluding Grand Master, Past Grand Masters, Grand Secretaries and elected Grand Lodge Officers, may not exceed 15% of the chapter's active membership.

c. Dual membership: A member of another Sojourner chapter, active or honorary, may become a dual member by election in this chapter. A dual member will pay the full dues, including the national per capita tax. Dual honorary members will count against the 15% limit.

d. Multiple memberships: A member of another chapter, active or honorary may hold multiple memberships by election in this chapter. Chapter dues will be paid; however, no national per capita tax shall be collected.

3. All members shall have the same rights and privileges in this chapter.

4. Persons qualified and desiring active membership in this chapter shall make written application submitting the same to the Chairman of the Membership Committee. Within thirty days of receipt of the application, the Membership Committee must submit their recommendations to the chapter at a regular meeting. At a subsequent meeting of the members the applicant may be elected to membership by majority vote of those attending and voting. Payment of dues will not be made until after the applicant has been elected to membership.

5. Any member of this chapter may recommend a person for honorary membership by submitting the person's name and other pertinent information to the Membership Committee. Within a reasonable time thereafter, the Membership Committee will submit its recommendations to the members at a regular meeting. After such recommendation has been submitted, the person so recommended for honorary membership may be elected to honorary membership by unanimous vote of those present and voting. Members are cautioned NOT to inform prospective honorary members that they are being considered for honorary membership. Once a person has been elected to honorary membership, the President or other member so appointed will inform the individual. Should an individual not be elected to honorary membership, nothing further needs to be accomplished and, since the individual will not have been informed of failing to be so elected, the chapter will not suffer any embarrassment.

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Initiation fees, first year's national per capita and the Sojourner medal will be given to all honorary members with the understanding that they will be liable for subsequent year's dues.

### V DUES

1. Regular Dues: The members at the annual meeting shall determine the amount of regular dues. The regular dues shall be in addition to the national per capita tax and initiation fees.

2. MEMBERSHIP-IN-PERPETUITY: Any Sojourner in good standing in this chapter or any other chapter may become a Member-In-Perpetuity in this chapter by making written application for the same, accompanied by the required fee. Members-In-Perpetuity shall be exempt from paying all further dues.

3. In Memoriam Membership-In-Perpetuity: Deceased Master Masons who would have met the chapter's membership eligibility criteria may be granted In Memoriam Membership-In- Perpetuity. Sponsors must make written application for the same accompanied by the required fee. No further dues shall be required.

4. Members, who have not paid required dues by April 1, will be dropped from the rolls.

### VI OFFICERS

1. The elective officers of the chapter shall be:

- |                       |                |
|-----------------------|----------------|
| a. President          | e. Secretary , |
| b. 1st Vice President | f. Treasurer   |
| c. 2nd Vice President | g. Marshal     |
| d. 3rd Vice President | h. Chaplain    |

2. The appointed officers of the chapter may be:

- |                   |                 |
|-------------------|-----------------|
| a. Judge Advocate | c. Historian    |
| b. Surgeon        | d. Color Bearer |

3. The term of office for all officers shall be for one year or until their successors have been elected. Officers may succeed themselves in office. The office of Secretary and Treasurer may be combined.

### VII DUTIES OF OFFICERS

1. The President shall be the Chief Executive Officer of the chapter and shall exercise overall supervision over all chapter affairs. He shall, when present, preside over all chapter meetings and shall be a member ex-officio of all committees except the Nominating Committee.

2. The First Vice President shall, in the absence or disability of the President, perform the duties of the President and when so acting shall have all of the powers and shall be subject to all the restrictions upon the President.

## APPENDIX A

3. The Second Vice President shall, in the absence or disability of the First Vice President, perform the duties of the First Vice President. The Second Vice President normally shall be the chairman of the Program Committee.

4. The Third Vice President shall, in the absence or disability of the Second Vice President, perform the duties of the Second Vice President. The Third Vice President normally shall be chairman of the Membership Committee.

5. The Secretary shall keep a record of everything that needs to be written, prepare and publish chapter bulletins and maintain and publish a roster of members. He shall collect dues and turn over to the Treasurer, issue membership cards, give notice of special meetings, if any, and act as custodian of the chapter records.

6. The Treasurer shall maintain adequate and correct accounts of the properties and funds of the chapter including all receipts and disbursements. The Treasurer shall deposit all funds in the chapter account. The Treasurer may disburse chapter funds for the payment of all routine bills and statements received or as directed by the members and shall submit a monthly financial report to the chapter.

7. The Marshal shall verify members and guests seeing that none enter who are not eligible, that they sign the register and that they are properly introduced. He shall have custody of and maintain the chapter colors, Bible, charter and other items necessary to conduct the meeting. He shall act as cashier and collect fees for dinners, fines, or other charges incurred at chapter meetings, turning same over to the Treasurer.

8. The Chaplain shall conduct the devotional portion of the chapter meeting, give the Opening and Closing Prayers and in coordination with the President, render such aid and assistance to members and their families in times of sickness and distress as deemed advisable.

9. The Judge Advocate shall render legal assistance and submit legal opinions when requested and assist the President concerning parliamentary procedure.

10. The Surgeon shall render aid to the sick.

11. The Historian shall collect, compile and maintain the historical data pertaining to the chapter, submitting a report on the same from time to time, at least annually.

12. The Color Bearer shall maintain and post the Colors at all chapter meetings.

## VIII ELECTIONS

1. Annually not less than two months prior to the annual meeting (Note: normally May for Chapters on the 1 July-30 June "Sojourner Year"), the President shall appoint at least three members of the chapter to act as the Nominating Committee to nominate officers to serve for the ensuing year.

2. The Nominating Committee shall choose its own chairman and shall submit its nominations, in writing, at the April meeting.

3. Election of officers shall be held during the May meeting. Nominations may be made from the floor; however, no nominee's name may be submitted without such nominee's prior consent. If there be more than one nominee for any office, a written ballot shall be cast. The Nominating Committee shall conduct all elections.

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### IX COMMITTEES

1. The chapter shall have the following Standing Committees and may have such other committees as the President may appoint:

- a. Americanism Committee\*
- b. Bridge of Light Committee\*
- c. Membership Committee\*
- d. Education and Training\*
- e. ROTC Committee
- f. Audit Committee
- g. Telephone Committee
- h. By-Laws Committee
- i. Essay Committee

\*Required by Paragraph 12.6, National By-Laws.

2. The President shall appoint at least three members to each committee. The President shall also appoint the chairman of all committees, except the Nominating Committee.

3. The duties of the committees shall be as follows:

a. Americanism Committee shall formulate and direct a program to promote Americanism and Patriotism in the chapter and the surrounding communities IAW the National Directives.

b. Bridge of Light (BOL) Committee shall formulate and direct the Bridge of Light Program to strengthen relationships between the chapter and the local Masonic Bodies with special emphasis on the Blue Lodges. It shall consist of sufficient numbers to enable a member to represent and maintain liaison with each of the following Masonic Lodges, namely:\_\_\_\_\_.

c. Membership Committee shall be responsible for the operation of the Membership Program in accordance with National Directives. They shall receive all applications for membership, conduct investigations and make recommendations to the chapter on each applicant. The Membership Committee shall also investigate and make recommendations concerning any person whose name has been submitted to the committee for honorary membership. Recommendations concerning membership for other than honorary members shall be submitted to the chapter within thirty days of receipt of the application for membership. The committee shall also initiate and maintain a vigorous campaign for new members at all times.

d. Nominating Committee shall perform the duties IAW Article VIII of these By-Laws.

e. ROTC Committee shall conduct, in conjunction with local schools (and/or colleges) with ROTC programs, a program for the presentation of the ROTC Awards.

f. Audit Committee shall audit the reports of the Treasurer at the end of each fiscal year. The audit shall verify receipts, disbursements and bank balance on hand at the end of the year. The Audit Committee shall also prepare a report categorizing all income and expenditures for the year.

g. Telephone Committee maintains regular contact with chapter members to keep abreast of their status, encourage attendance at chapter functions and keep the

## APPENDIX A

chapter officers up-to-date on chapter conditions.

h. By-Laws Committee shall receive, investigate and report to the chapter all recommendations for proposed changes to these By-Laws. Insofar as practical, reports and recommendations concerning proposed changes should be submitted to the chapter within thirty days of receipt.

g. Essay Committee shall conduct an essay contest concerning Patriotism among sixth grade students in specified schools.

### X MEETINGS

1. Annual Meetings shall be conducted on the \_\_\_\_\_(1st, 2nd, 3rd, or 4th) day of May of each year for the purpose of electing officers, assessing dues and such other business as may be necessary or desirable.

2. Regular Meetings shall be conducted monthly on the day of each month except \_\_\_\_\_.  
3. Special Meetings may be held at any time at the call of the President or upon request by at least one-third of the members in writing, setting forth the purpose of the special meeting. No business may be conducted at such special meeting other than that specified in the notice calling for the special meeting. Written notice must be given to all members at least ten days prior to all special meetings, which notice shall set forth the purpose for which the meeting is called.

### XI QUORUM AND VOTING

1. Ten members of the chapter shall constitute a quorum for all meetings.  
2. Every act or decision done or made by a majority of the members present and voting at a regularly scheduled or properly published special meeting at which a quorum is present, except an action to amend these By-Laws, shall be binding.  
3. Voting shall be by the person. No proxies are permitted.  
4. Voting shall be by voice, except for contested chapter office(s) or when a motion made, seconded and duly passed by a majority of those present and voting for a written ballot; voting shall then be by secret written ballot.

### XII DISCIPLINARY PROCEEDINGS

All disciplinary actions by the chapter shall be in accordance with Article 18 of the National By-Laws and National Regulation 18.3

### XIII FISCAL YEAR

The fiscal year of this association shall begin on July 1 and end on June 30 of each year.

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### XIV CAMP OF HEROES OF'76

The \_\_\_\_\_ Camp, Heroes of '76, is auxiliary to and dependent upon this chapter which is responsible for its proper functioning. The Heroes Camp shall terminate and cease to exist when this chapter ceases to exist.

### XV DISPOSITION ON DISSOLUTION

Upon dissolution of the chapter, all funds, records and properties shall be accounted for and handled in accordance with National Regulation 12.7.

### XVI AMENDMENTS

These By-Laws may be amended at any regular or special meeting called for that purpose by a two-thirds vote of the members present and voting, providing that written notice of such proposed amendment has been submitted at least thirty days prior to the meeting at which the proposed amendment is to be voted upon.

### CERTIFICATE OF SECRETARY

I hereby certify that I am the duly elected and acting Secretary of Chapter \_\_\_\_\_, National Sojourners, Incorporated and that the foregoing By-Laws, comprising of    pages, constitute the By-Laws of Chapter #\_\_\_\_\_, National Sojourners, Inc. as duly adopted at a meeting of the members of said chapter there held on:

Dated:

Chapter Secretary:

APPROVED:  
(National Seal)

National Secretary  
Date: \_\_\_\_\_

## STARTING A CHAPTER

### GENERAL

1. Your first step is to recruit your members and second to organize the Chapter. This appendix is devoted primarily to the latter although the subject of recruiting and retention of members will be mentioned.

2. Every Chapter is unique and your Chapter will soon develop its own characteristics and personality. The demography of your area and your own knowledge and experience will have an influence on your Chapter's growth, spirit, programs and strength. There are, however, certain matters that are common to all Chapters and every new Chapter has faced some issues you will face. Keep in mind that many of these suggestions are just that - suggestions.

3. The very first step is to find at least one individual who is willing to work with you. If you have already identified that individual, you have started to organize your Chapter. In all probability, one of you will eventually become the Chapter's first Secretary and the other the Chapter's first President. The Secretary is the most important man in the Chapter - he can make or break a new or weak Chapter. Preferably he should be available for more than just the first year. Others should be assigned duties or offices as the Chapter develops. You have to start with the team concept. Keep it that way and progress will be rapid.

4. Before any official organizing is done it will be necessary to ensure that formation of a Club/Chapter is authorized by your Grand Masonic Jurisdiction. If there are other Chapters within your state National Sojourners has already been recognized but you must contact National Headquarters for authorization to begin your activities.

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### DOCUMENTATION

1. Order two sets of documents from the National Secretary. Each set should include as a minimum the following:
  - a. National Bylaws and Regulations
  - b. Chapter Officers' Handbook
  - c. Heroes Manual (Heroes Eyes Only)
  - d. Staff Directory
  - e. Recent National Administrative Instructions
  - f. Resale Price List
2. Order a ZIP Code printout of Sojourners known to be in your area from the National Secretary at the same time as your basic documentation sets.
3. With the requests in paragraphs 1 and 2 above, ask the National Secretary to send the following:
  - a. 100 "What's It All About?" brochures - no cost.
  - b. 50 Membership Applications (see Appendix C) - no cost.
  - c. 10 "Patriotic Points" - red/white/blue pocket inserts (see price list.)
4. You should request back copies of THE SOJOURNER magazine and copies of other chapters' bulletins or newsletters.

### MEMBERSHIP REQUIREMENTS

National Regulation 12.7 requires a minimum of 18 local active members to start a chapter. Only eight need to be new or reinstated members. National Regulation 12.8 authorizes formation of a National Sojourners Club with six organizers, or who only three must be new or reinstated members. The point is if you want to start a chapter, there is a way to get started without having to rise from oblivion to fully organized and operational; membership requirements then pose no insurmountable problems. In fact, it is suggested that you organize a small club and operate as such until you have at least eighteen members who are genuinely interested before you consider applying for a charter. Members love to see their names on a charter and hold the title of "Charter Member" so you will undoubtedly attract several multiple members and MIPs.

### STAFF AND PLANNING MEETINGS

1. You had your first staff meeting when you talked to your friend about starting a new chapter. Keep it up. A no-host luncheon meeting every other week or so with a personal invitation to other eligible Masons will keep the action alive. As your luncheon meetings grow, you should plan an evening meeting, probably including the ladies. Help the ladies get to know each other as they will be curious about what you are doing. Make them feel as if they are a part of the action. Now, you are really getting organized and should consider election of officers pro-tem, drafting your Constitution and/or By-Laws and establishing your dues.

2. SAMPLE BY-LAWS. Appendix A provides sample By-Laws that will meet the requirements of National Headquarters. All you need to do is fill in the blanks and make slight modifications to suit your needs.

3. CHARTER REQUEST. It will soon be time to request your Charter. You will request it from National Headquarters. The charter fee is \$35.00 plus \$1.00 for

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each name to be listed on the Charter. Upon the granting of the Charter you will be notified accordingly and a Chapter number will be assigned to you. After that you will receive authorization to proceed with the organizational meeting of the Chapter. If a Chapter has previously been located in your area it is possible that you could be reassigned the old number. Ask the National Secretary.

4. CHARTER NIGHT. At the same time you order your Charter you should begin planning for a gala Charter Night. Ask the Area and Regional Representatives to assist you in getting a good turnout from other Chapters. Try to get a National Officer or the Area/Regional Representatives to make the official Charter presentation and install your officers. Don't overlook local and state Masonic dignitaries; several, including Grand Lodge officers will be eligible to become Sojourners and very interested in joining your new Chapter. Remember, the Grand Master and all Past Grand Masters who are not eligible for active membership are excluded from the 15% Honorary Membership limitations. They should definitely be invited to become Charter Members.

### FINANCIAL MATTERS

Play the finances low-key. We are all plagued with requests for dues, donations and gifts. Start your treasury with a "cigar box." Keep the records simple: a "cash journal" will suffice. After you are chartered will be soon enough to open a bank account. In the meantime, you might consider nominal monthly dues of \$3.00. This will cover postage and minor administration costs and in a few months you should have enough in the "cigar box" to pay the Charter fee.

### EQUIPMENT

Your equipment needs are simple. A Bible (donated), Bible medal, gavel (probably donated) and an American Flag (your meeting place probably has one you can use). At a later time you might want to get a bit more elaborate but in the beginning keep it as simple as possible.

### TIME AND PLACE

Many chapters meet at an Officer's Club. This has a lot of appeal to members who do not ordinarily frequent a Club. Most military installations have certain requirements that you will have to meet. Be sure to contact the Club Manager and make sure that your Chapter gets the proper approval. Other Chapters are fully satisfied with non-military facilities. Be particularly careful about entering into a situation requiring guaranteed reservations. Your cigar box may not be able to take care of very many no-shows. Don't be too quick to set a regular meeting night. Try out different nights until you settle on one that is best for your members. Avoid dates that conflict with the meetings of the local Lodge and adjacent Chapters but have as a goal a regular meeting night each month (such as the 3rd Tuesday).

### NEWSLETTER OR BULLETIN

Initially, you might want to send a simple postcard notice of planned meetings but as soon as you are organized, start a regular Chapter Newsletter or Bulletin. The National Secretary can provide you with samples. Make the Bulletin "newsy." Get as

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many names in print as possible. Tell the members what's going on. For some members it may be the only thing they get for their dues. A telephone committee follow-up to your Bulletin will do wonders for attendance. And in a like manner send your Chapter News to THE SOJOURNER.

### MEETING PROGRAMS

You MUST make your meeting interesting. If the meeting is simply social hour-dinner-go home, the members will soon lose interest. Some Chapters generate their own fun with friendly competition, fines and the like. Capitalize on special events: a Christmas Party, Valentine Party or a summer picnic will provide variety. Most successful Chapters have regular programs and guest speakers. Be sure to keep the subjects within the Purposes of National Sojourners. Of course, pure entertainment is always in order (fellowship), as are speakers on military/Masonic matters. But talks on "My Trip to the Alps" with slides, "the mating habits of the spoon billed hawk" and "How to avoid taxes with oil leases" are guaranteed to turn your members off. And presentations on Medicare and Social Security will discourage the younger members, the future and lifeblood of your Chapter. See Appendix M for program ideas and scheduling.

### AREA AND REGIONAL REPRESENTATIVES

These individuals have been appointed by the National President to help YOU. It is their duty to assist in every way possible. Do not hesitate to ask them to work. Their job is much more than just to advise or inspect. They should be asked to attend and participate in your meetings. If you do not get their full support, let the powers-that-be know about it. When they advise and assist you, their efforts should be recognized in every way possible.

### CHAPTER ACTIVITIES

You can fully expect that you will be besieged with requests by your members (and others) to be all things to all people. Of course, your Blue Lodge has priority, but expect to be contacted by DeMolay, Job's Daughters, Hi-Twelve, civic groups, schools, etcetera. Keep your programs within your capabilities. It is suggested that you start with not more than two, perhaps a Bridge of Light Program and the ROTC Program. A very simple Lodge program could be the presentation of the Short History of National Sojourners (see Appendix K) or the Sojourner "Toast to the Flag". When you have these working you might consider others. (See Appendix: Bridge of Light Handbook.)

### OPEN AND CLOSED MEETINGS

A few Chapters have regular closed meetings with an occasional open (ladies and guests invited) meeting. Experience has indicated that regular open meetings with the ladies, interspersed with occasional closed business meetings, produce more enthusiasm and increase attendance. It can not be stated strongly enough that the ladies must be made to feel that they belong.

### HEROES OF '76

Get your Camp of Heroes started as soon as possible. Some Chapters have started

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the Camp concurrently. That's up to you but do not procrastinate. If you don't have the required three Heroes to start a Camp you should ask an adjacent Chapter/Camp to do courtesy initiations for you. The Heroes Manual will provide your Heroes with all the information needed and the National Heroes Line stands committed to assist in starting new Camps. Many areas and regions have an Annual Encampment of all Camps. This is an excellent opportunity to observe the Heroes Degree and for that matter, an ideal time to Charter your Heroes Camp.

### MEMBERSHIP

Although membership has been mentioned in this Chapter in a general way, the subject is dealt with in depth in Chapter IV of this Handbook.

### POTENTIAL FOR NEW CHAPTERS

Contact National Headquarters for a list of current and former chapter locations in your area. Clubs and Chapters start or re-charter wherever dedicated Sojourners really want them and decide to "make it happen."

**APPLICATION FOR MEMBERSHIP**

DATE: \_\_\_\_\_

**CHAPTER NAME & #:** \_\_\_\_\_  
**NATIONAL SOJOURNERS, INC.**

The undersigned represents, on his honor, that he is a Master Mason in good standing in a duly constituted Lodge of Master Masons working under the Grand Lodge of

and that he is now, or has served as a Commissioned Officer, Warrant Officer or Senior Non-Commissioned Officer of the United States in the Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service or National Oceanic Atmospheric Administration, in peace or war, foreign or domestic, in the regular, volunteer, National Guard or the militia of the United States (as defined in 10, USC 311) or has served honorably as a commissioned officer in any armed services of a nation allied with the United States in time of war and hereby applies for membership in National Sojourners, Inc.

Name (print in full):		Rank:	Component:
Social Security No:	Years in Service:	Birth date:	
Mailing address for Sojourner communications:			
ZIP+4:			
Office Phone (include area code):	Cell Phone (include area code):	Home/Quarters Phone (include area code):	
Email address:		Wife's name:	

**MASONIC HISTORY**

Member of Lodge (No., name and address):	Chairs occupied:
Have you ever held membership in any other chapter of National Sojourners, Inc.? <input type="checkbox"/> Yes <input type="checkbox"/> No	If answer is "YES" please give chapter name and number:
Reason for severing relations with old chapter (if applicable):	
Signature of applicant:	PRINTED Sponsor's name:

**FOR COMMITTEE USE ONLY:**

I certify that I have examined the current "Blue Lodge" membership card of this applicant and sincerely believe him qualified and eligible for membership in this Chapter.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**FOR SECRETARY USE ONLY:**

Date of Induction: _____ Member #: _____ Date became a Hero: _____ MIP #: _____ Date of MIP: _____	Received: _____  Initiation fee: \$ _____ Annual Dues: _____ MIP: _____ TOTAL: \$ _____	Annual Dues include \$3.00 for subscription to THE SOJOURNER.
<input type="checkbox"/> Active <input type="checkbox"/> Honorary <input type="checkbox"/> First MIP <input type="checkbox"/> Multiple MIP <input type="checkbox"/> In-Memoriam MIP		

APPENDIX D



Proudly serving the cause of Patriotism

# NATIONAL SOJOURNERS, INC.

8301 E. BOUEVARD DRIVE, ALEXANDRIA, VA 22308-1399 (703) 765-5000 FAX (703) 765-8390

# **PETITION FOR CHARTER**

*To the National President and Officers, National Sojourners, Incorporated:*

*We, the undersigned Master Masons in good standing and being now or having previously served as Commissioned, Warrant or Senior Non-commissioned Officers of the various branches of the uniformed services of the United States, as provided in Article 3 of the National By Laws. Do respectfully pray that we be granted a Charter for the formation of a Chapter of National Sojourners, to be known as:*

Chapter, #

National Sojourners, Incorporated.

*And we do agree, if the prayer of your petitioners be granted, to conform to and abide by the By Laws and National Regulations of National Sojourners, Incorporated.*

*The petition to be accompanied by a check for \$35.00 to cover charter fee, plus \$1.00 per name.*

*(Please accompany the charter list with a printed list showing rank, name, service organization and all contact information.)*

## APPENDIX D

**MEMBERSHIP DUES REGISTER**

**YEAR:  
CHAPTER:  
DATE:**

<b>MEMBER #</b>	<b>RANK</b>	<b>NAME (List in alphabetical order)</b>
-----------------	-------------	--

**SUBMIT 2 COPIES TO NATIONAL HEADQUARTERS. ONE COPY WILL BE RECEIPTED  
AND RETURNED TO THE CHAPTER.**

**Dues – @ \$20.00  
1 INITIATION FEE @ \$5.00**



**APPLICATION FOR MEMBERSHIP-IN-PERPETUITY  
(PLEASE PRINT OR TYPE)**

New member/Reinstated/First MIP       Dual MIP       In-Memoriam MIP

Dual MIP

In-Memoriam MIP

Brother \_\_\_\_\_,

of \_\_\_\_\_ Chapter # \_\_\_\_\_,

has applied for Membership-In-Perpetuity in \_\_\_\_\_

Chapter # \_\_\_\_\_. The required information is as follows:

---

(Rank and Full Name)

---

(Wife's Name) (Social Security Number)

---

(Complete mailing address)

(\_\_\_\_\_) \_\_\_\_\_  
(Home) (Cell) (Work)

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

Computer number: \_\_\_\_\_ Hero of '76:  Yes  No

Date of membership in National Sojourners: \_\_\_\_\_

Branch of Service: \_\_\_\_\_  Active Duty  Retired

---

Blue Lodge name, number and state

Previous chapters: 1. [2.](#) [3.](#) [4.](#) [5.](#)

Sponsor of new/reinstated member:

Make check payable to **National Sojourners Trust Fund**. Remit to National Sojourners, Inc., 8301 East Boulevard Drive, Alexandria, VA 22308-1399. **Monthly payments are required. IF NOT PAID IN FULL PRIOR TO 1 JANUARY, THE NEXT YEAR'S PER CAPITA TAX WILL BE DEDUCTED FROM PAYMENTS AND THE REMAINDER KEPT IN ESCROW UNTIL COMPLETED.**

1<sup>ST</sup> MIP: \$250.00. Multiple or In-Memoriam MIP: \$155.00

Check#: Amount:

Initial Payment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Payment: \_\_\_\_\_

APPENDIX G



NATIONAL SOJOURNERS ENDOWMENT MEMORIAL FUND

The enclosed donation of \$ \_\_\_\_\_ is made to the

SOJOURNERS ENDOWMENT MEMORIAL FUND

in Memory of/Honor of \_\_\_\_\_.

By \_\_\_\_\_.

Remit to: National Sojourners, Inc., 8301 East Boulevard Dr., Alexandria, VA 22308

## **CHAPTERS BY STATE**

### **ALABAMA**

Redstone #353 (1<sup>st</sup> Fri)  
Montgomery #365 (3<sup>rd</sup> Sun)  
Albert J. Youndt #511 (4<sup>th</sup> Wed)  
Baldwin County#531(4<sup>th</sup> Wed)

### **ALASKA**

Alaska #355 (last Sun)  
Polaris #369 (2<sup>nd</sup> Tues)

### **ARKANSAS**

Arkansas #166 (1<sup>st</sup> Wed)

### **ARIZONA**

Southern Arizona #273 (3<sup>rd</sup> Mon)  
Phoenix #306 (3<sup>rd</sup> Wed)

### **CALIFORNIA**

Golden Gate #18 (Qtrly)  
Los Angeles #26 (2<sup>nd</sup> Mon, Bi-mnthal)  
San Diego #45 (4<sup>th</sup> Thurs)  
Sacramento #133 (3<sup>rd</sup> Sun)  
Monterey Bay #136 (3<sup>rd</sup> Wed)  
Camp Pendleton #243 (2<sup>nd</sup> Wed)  
Santa Ana/El Toro #250 (3<sup>rd</sup> Thurs)  
Pasadena #265 (Mon)  
Stockton #266 (2<sup>nd</sup> Sun, Bi-mnthal)  
Fresno #269 (varies)  
Hamilton AFB #277 (Quarterly)  
GEN M. W. Marston #413 (3<sup>rd</sup> Tues)  
Arrowhead #421 (2<sup>nd</sup> Tues)  
GEN R. F. Travis #490 (4<sup>th</sup> Sun)  
Ventura County #494 (2<sup>nd</sup> Thurs)  
Los Alamitos #519 (4<sup>th</sup> Thurs)  
Yosemite #520 (3<sup>rd</sup> Wed)  
East Valley #521 (3<sup>rd</sup> Sun)  
GEN H. H. Arnold #524 (Sun, Bi-mnthal)

### **COLORADO**

Denver-Fitzsimons #37 (3<sup>rd</sup> Wed)  
Pikes Peak #293 (3<sup>rd</sup> Sat)

### **CONNECTICUT**

Hartford #56 (3<sup>rd</sup> Tues)  
New London #58 (3<sup>rd</sup> Mon)

### **DELAWARE**

Dupont #78 (2<sup>nd</sup> Tues)

### **DISTRICT OF COLUMBIA**

Washington #3 (1<sup>st</sup> Sat)  
Walter Reed #303 (3<sup>rd</sup> Sat)

### **FLORIDA**

Tampa Bay #252 (3<sup>rd</sup> Thurs)  
Miami #357 (3<sup>rd</sup> Tues)  
Cape Canaveral #366 (1<sup>st</sup> Tues)  
Seminole #373 (2<sup>nd</sup> Thurs)  
Northeast Florida #435 (2<sup>nd</sup> Thurs)  
Five Flags of Pensacola #460 (1<sup>st</sup> Tues)  
Melvin W. Byers #503 (2<sup>nd</sup> Tues)  
Sarasota #533 (3<sup>rd</sup> Wed)  
North Central Florida #537 (3<sup>rd</sup> Wed)

### **GEORGIA**

Fort Benning #8 (1<sup>ST</sup> Fri)  
Fort McPherson #60 (4<sup>th</sup> Wed)  
Clarence H. Cohen #162 (4<sup>th</sup> Thurs)  
Hunter #502 (2<sup>nd</sup> Wed)  
Warner-Robins #526 (3<sup>rd</sup> Fri)

### **HAWAII**

Hawaiian #9 (3<sup>RD</sup> Wed)  
Honolulu #11 (2<sup>nd</sup> Wed)  
Kamehameha #439 (2<sup>nd</sup> Wed)

### **ILLINOIS**

St. Louis #22 (2<sup>nd</sup> Thurs)  
Charles A. Lindbergh #247 (1<sup>st</sup> Thurs)  
Lake Michigan #289 (2<sup>nd</sup> Sun, Bi-mnthal)  
Wayne W. Gatewood #536 (1<sup>st</sup> Mon Bi- Mnthal)  
Jesse B. Thomas #547 (5<sup>th</sup> Tue)

### **INDIANA**

Indianapolis-Ft. Harrison #66 (2<sup>nd</sup> Tues)  
Southern Indiana #328 (4<sup>th</sup> Fri)  
Indiana Masonic Home #541 (1<sup>st</sup> Thur, Bi-mnthal)  
Northern Indiana #544 (3<sup>rd</sup> Sat)

### **IOWA**

Des Moines #88 (4<sup>th</sup> Thurs)

**KANSAS**

Wichita #24 (1<sup>st</sup> Wed)  
Topeka #128 (4<sup>th</sup> Mon)  
Fort Leavenworth #154 (1<sup>st</sup> Wed)

**KENTUCKY**

Kentucky #134 (1<sup>st</sup> Wed)  
Fort Campbell #177 (2<sup>nd</sup> Tues)  
Daniel Boone #512 (4<sup>th</sup> Fri-, Bi-monthly)

**LOUISIANA**

Lousiane #33 (qtrly)  
Barksdale #275 (2<sup>nd</sup> Tues)  
Ouachita #528 (1<sup>st</sup> Thur, Bi-monthly)  
Beauregard-Anderson #530 (1<sup>st</sup> Fri)

**MAINE**

Portland #92 (1<sup>st</sup> Thur, March, April,  
May, October, November, December)

**MARYLAND**

Fort Meade #4 (2<sup>nd</sup> Thurs)  
Baltimore #7 (3<sup>rd</sup> Thurs)  
Aberdeen #221 (last Wed)  
Patuxent #522 (4<sup>th</sup> Sun)

**MICHIGAN**

Detroit #1 (3<sup>rd</sup> Wed)  
John S. Bersey #316 (last Mon)  
Wright Brothers #449 (annual)

**MINNESOTA**

Minnesota #25 (3<sup>rd</sup> Fri)

**MISSISSIPPI**

South Mississippi #171 (Qtrly)

**MISSOURI**

St. Louis #22 (2<sup>nd</sup> Thurs)  
Kansas City #63 (called)  
Harry S. Truman #152 (1<sup>st</sup> Thurs)

**NEBRASKA**

Omaha #19 (4<sup>th</sup> Wed)

**NEW JERSEY**

Northern New Jersey #42 (3<sup>rd</sup> Thurs)

**NEW HAMPSHIRE**

Portsmouth #386 (3<sup>rd</sup> Tues)

**NEW MEXICO**

White Sands Rocket #282 (2<sup>nd</sup> Thurs)  
Kit Carson #447 (3<sup>rd</sup> Sat)

**NEW YORK**

Knickerbocker #13 (varies)  
Long Island #86 (Sat)

**NORTH CAROLINA**

North Carolina #97 (4<sup>th</sup> Tues)  
Camp LeJeune #329 (1<sup>st</sup> Mon)  
Piedmont #504 (3<sup>rd</sup> Wed)

**NORTH DAKOTA**

Fargo-Moorhead #338 (4<sup>th</sup> Mon)

**OHIO**

Cleveland #23 (3<sup>rd</sup> Thurs qtrly)  
Maumee Valley #518 (4<sup>th</sup> Fri)

**OKLAHOMA**

Tinker #43 (3<sup>rd</sup> Wed)  
Tulsa #101 (Fri)  
Fort Sill #129 (1<sup>st</sup> Thurs)

**OREGON**

Portland #75 (3<sup>rd</sup> Thurs)  
Willamette Valley #529 (3<sup>rd</sup> Wed)  
Rogue Valley #538 (2<sup>nd</sup> Mon)

**PENNSYLVANIA**

Benjamin Franklin #16 (3<sup>rd</sup> Thurs)  
Pittsburgh #38  
Harrisburg #76 (2<sup>nd</sup> Thurs)  
Lancaster #292 (1<sup>st</sup> Wed, Bi-mnthy)  
Valley Forge #444 (2<sup>nd</sup> Sat, qtrly)  
Lycoming #509 (2<sup>nd</sup> Wed)  
PenMar #532 (1<sup>st</sup> Wed)

**RHODE ISLAND**

Narragansett Bay #14 (TBA)

**SOUTH CAROLINA**

Charleston #28 (4<sup>th</sup> Tues)  
Fort Jackson #184 (4<sup>th</sup> Tues)  
John Sevier #548 (3<sup>rd</sup> Fri)

**TENNESSEE**

Fort Campbell #177 (2<sup>nd</sup> Tues)  
Andrew Jackson #385 (4<sup>th</sup> Tues)

Knoxville #514 (5<sup>th</sup> Thurs)  
Watauga #525 (3<sup>rd</sup> Mon)  
Chattanooga #540 (5<sup>th</sup> Sat)  
Volunteer #414 (4<sup>th</sup> Tues)

## TEXAS

Fort Sam Houston #17 (1<sup>st</sup> & 2<sup>nd</sup> Wed)  
El Paso #74 (4<sup>th</sup> Wed Jan., Apr., Jul., Oct.)  
Audie Leon Murphy #112 (1<sup>st</sup> Wed, Bi-monthly)  
Lone Star #149 (2<sup>nd</sup> Fri)  
Fort Hood #208 (2<sup>nd</sup> Wed)  
Camp Fannin #228 (3rd Fri)  
Brazos Valley #378 (1<sup>st</sup> Thurs)  
John J. Harris #397 (5<sup>th</sup> Thurs)  
GEN William J. Worth #463 (4<sup>th</sup> Wed)  
George R. "Bob" Scott #482 (3<sup>rd</sup> Thurs)  
Anson Jones #507 (3<sup>rd</sup> Wed)  
Houston #513 (1<sup>st</sup> Mon)  
Lubbock #517 (2<sup>nd</sup> Wed)

## UTAH

Salt Lake #114 (4<sup>th</sup> Wed)

## VERMONT

Green Mountain #527 (varies)

## VIRGINIA

Hampton Roads #6 (1<sup>st</sup> Wed)  
Quantico #44 (1<sup>st</sup> Thurs)  
Fort Lee-Richmond #72 (1<sup>st</sup> Wed)  
Langley-Monroe #310 (2<sup>nd</sup> Wed)  
Portsmouth #352 (1<sup>st</sup> Mon)  
Old Dominion #364 (3<sup>rd</sup> Wed)  
Cape Henry #424 (3<sup>rd</sup> Fri)  
Arlington Hall #440 (3<sup>rd</sup> Tues)  
Shenandoah Valley #543 (last Sat)  
Fredericksburg #545 (3<sup>rd</sup> Fri)  
James Monroe #549 (1<sup>st</sup> Mon)

## WASHINGTON

VADM Homer N. Wallin #40 (3<sup>rd</sup> Thurs)  
Sinclair Inlet #80 (2<sup>nd</sup> Fri)  
Fort Lewis #89 (4<sup>th</sup> Tues)  
Spokane #102 (1<sup>st</sup> Wed)  
Pacific Northwest #534 (4<sup>th</sup> Thurs)  
Olympic #539 (4<sup>th</sup> Wed)

## WISCONSIN

Milwaukee #27 (varies/monthly)

## WYOMING

Cheyenne #5 (4<sup>th</sup> Sun)

## GERMANY

Heidelberg #304 (4<sup>th</sup> Sat)  
Peter M. Rasmussen #510 (annual & semi-annual ACGL Communications)

## VIETNAM (In exile)

Saigon #409 (Jan/June)  
Danang #498 (Jan/June)

## CHAPTERS-AT-LARGE

Prisoner-of-War #523 (Jan/June)  
Mustang #542 (Jan/June)  
Expeditionary #535 (Jan/June)  
Minuteman #995  
Grand Masters #996 (Jan/June)  
Past Masters #997 (Jan/June)  
Shrine Club #1000

## IN-MEMORIAM CHAPTERS

Chicago (Bon Homme Richard)  
Columbus #10 (American Union)  
New England #12 (Bunker Hill)  
Panama #21 (Theodore Roosevelt)  
Buffalo #39 (Niagara Frontier)  
Hot Springs #70 (Ben Franklin)  
Paris #98  
Oakland #108 (Golden Gate)  
Akron #111 (Western Reserve)  
Annapolis #121 (John Paul Jones)  
Fort Monmouth #155 (Molly Pitcher)  
Okinawa #264 (Ryukyu)  
Tokyo #267  
Barstow #271 (Calico)  
Guam #287  
Berlin #307 (Freedom Bell)  
Transportation #311 (Patrick Henry)  
St. Petersburg #314 (Osceola)  
John C. Calhoun #343 (Maj John Pelham)  
West Point #344 (GEN James Clinton)  
Ft. Detrick #354 ((Francis Scott Key)  
Blue Hen #382 (First State)  
Indian #405 (Indian)

## APPENDIX I

### AWARDS & CITATIONS

The awards and citations of National Sojourners, Incorporated are designed to recognize and encourage chapters and members to further the Purposes of the Order. The requirements are all enumerated within the National By-Laws and Regulations. The following is a guide as to what awards and citations are available and a short explanation of what each is and how it is awarded. Nominations MUST be submitted by 31 March. It is the responsibility of the Chapter President to insure submission of member information by his chapter where appropriate. All submissions shall be sent to National Headquarters.

#### SOJOURNER LEGION OF HONOR MEDAL

##### MINIMUM QUALIFICATIONS:

1. Active continuous membership in National Sojourners for at least ten years.
2. Outstanding service.
3. Dedication to Masonic ideals and intense devotion to furthering all of the aims and Purposes of National Sojourners.
4. Proven qualities of leadership, tact and resourcefulness in promoting and furthering teamwork in the activities of National Sojourners.

##### NOMINATED BY:

1. The National President.
2. Any Past National President.
3. Any Past National Commander.
4. Upon the written recommendation of any three chapters.

The recommendation of the three chapters shall be submitted through the Area and Regional Representatives who shall endorse and forward it with their comments and or recommendation.

APPROVED BY: Two-thirds (2/3) favorable vote by the National Convention.

#### HOUGHTON MEMORIAL AWARD

QUALIFICATION: Superior accomplishment by a chapter or individual toward advancing the Purposes of National Sojourners in any one year.

NOMINATED BY: Any National Officer or chapter.

APPROVED BY: The National President on recommendation of the Incentives and Awards Committee.

#### MEMPHIS CUP AWARD

QUALIFICATION: An Area or Regional Representative having accomplished the most to further development, growth, retention of membership and dynamic activities of the chapters within their area or region.

RECOMMENDED BY: The National President-Elect

APPROVED BY: The National President on recommendation of the Incentives and Awards Committee. To be presented at the National Convention.

#### HORTON-TOURTILLOTT PLAQUE

QUALIFICATION: An individual judged to have accomplished the most to further the Americanism Program of National Sojourners for his chapter.

RECOMMENDED BY: Regional and Area Representatives. In addition, the Americanism Committee will consider reports received from the chapters.

APPROVED BY: The Americanism Committee and presented at the National Convention.

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### ANTHONY NATALI PLAQUE

QUALIFICATION: Outstanding participation in the presentation of ROTC Awards, in addition to participation in Americanism Programs by an individual or chapter.

RECOMMENDED BY: Regional and Area Representatives. In addition, the Americanism Committee will consider reports received from the chapters.

APPROVED BY: The Americanism Committee and presented at the National Convention

### ODIE R. HOWELL, JR., BRIDGE OF LIGHT AWARD

QUALIFICATION: Significant contribution by chapter(s) to the National Bridge of Light Program.

RECOMMENDED BY: Results of chapter Bridge of Light Annual Report.

APPROVED BY: The National Bridge of Light Committee based on the grading of the chapter Bridge of Light annual report evaluated on a score of 10. Chapters attaining a score totaling 18 or more for two consecutive years will be presented a National Award Flag Streamer, which can be won every year after the first award.

### DALLAS L. KNOLL BULLETIN OF THE YEAR AWARD

QUALIFICATION: To recognize annually that individual who as Editor of his Chapter's Bulletin/Newsletter published at least 6 issues during the 12-month period from January through December of the calendar year preceding the National Convention. The following criteria will be used for judging Bulletins/Newsletters:

1. General Appearance
2. Composition, Writing, and Editing
3. Chapter/Camp News
4. Individual Sojourner News
5. Regional/Area News
6. National (Sojourner/Heroes) News
7. Masonic Community News
8. Reader Interest
9. Educational and Training Value
10. Historical Value

Each of the above criteria will be assigned a point value from zero to ten for a possible overall value of 100 points. The Area and Regional Representatives and National Officers should encourage chapter editors to submit their chapter's Bulletin/Newsletter to compete for this award. It should be submitted with five (5) copies of each issue of the chapter's Bulletin/Newsletter published during the qualification period. They shall be clearly marked "For Bulletin of the Year Consideration/<sup>7</sup>" collated in complete year sets and sent by the Chapter Secretary or editor prior to 15 December of the year under consideration.

APPROVED BY: The National President based upon award recipient recommendation by the Publication Review Board. The Board may also recommend up to three (3) editors of outstanding chapter bulletins for Honorable Mention, one of whom may be the editor of the most improved bulletin.

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THE NATIONAL SECRETARY WILL DETERMINE THE RECIPIENT OF THE FOLLOWING AWARDS  
UTILIZING CHAPTER REPORTS AND OTHER RELIABLE INFORMATION:

### MELVIN W. BYERS MEMORIAL AWARD

To be awarded to the Outstanding Chapter Secretary and will also designate the First, Second and Third Runner up.

### PAST NATIONAL PRESIDENTS' TROPHY (Numerical Gain)

For the chapter having the largest actual gain in membership during the preceding year as computed by National Headquarters records as of 31 December preceding, when compared to the corresponding date of the next preceding year.

### PAST NATIONAL PRESIDENTS' TROPHY (Percentage Gain)

For the chapter having the largest percentage gain in membership during the year computed as above.

### PAST NATIONAL COMMANDERS' TROPHY

For the chapter showing the largest percentage gain in active status Sojourners (members of the regular uniformed forces and reserves on active duty or assigned to units of the Organized Reserves or National Guard) during the year computed as above.

### YOUTH EMPHASIS AWARD

The Chapter with the highest percentage of members under the age of forty as of 31 December prior to the National Convention as determined by National Headquarters records.

### NATIONAL CITATIONS FOR PRESENTATION

AT THE NATIONAL CONVENTION (These may also \*be issued by the National President on other appropriate occasions)

### PRESIDENTIAL CITATION

QUALIFICATION: For Chapters/Sojourners performing a specific act or acts not implicit in their assigned duties which contributed to an exceptional degree to accomplishing the Purposes of National Sojourners, Incorporated.

RECOMMENDED BY: National Officers, National Committee Chairmen and Area Representatives.

APPROVED BY: The National President on recommendation of the Incentives and Awards Committee.

### EXCEPTIONAL MERITORIOUS ACHIEVEMENT CERTIFICATE

QUALIFICATION: For Chapters/Sojourners whose exceptionally note-worthy performance contributed significantly to the accomplishment of the Purposes of National Sojourners, Incorporated.

RECOMMENDED BY: National Officers, National Committee Chairmen, Area/Regional Representatives and Chapter Presidents.

APPROVED BY: The National President on recommendation of the Incentives and Awards Committee.

### CERTIFICATE OF APPRECIATION

QUALIFICATION: May be awarded to any individual, chapter or group, whether or not

## APPENDIX I

directly associated with National Sojourners, Incorporated, in appreciation of significant contributions to the Order.

APPROVED BY: The National President on recommendation of the Incentives and Awards Committee.

### ADDITIONAL AWARDS

#### CERTIFICATE OF APPRECIATION

National Officers, National Committee Chairmen, Area/Regional Representatives and Chapter Presidents may order and award this certificate to any individual, chapter or group, whether or not directly associated with National Sojourners, Incorporated, in appreciation of significant contributions to the Order.

### AWARDS AND CITATIONS AVAILABLE FOR CHAPTER PRESENTATION

#### 50-YEAR SOJOURNER BAR

The 50-Year Bar for attachment to the Sojourner Medal is authorized for members who have completed 50 years of Sojourner service as confirmed by National Headquarters.

#### 25-YEAR SOJOURNER BAR

The 25-Year Bar for attachment to the Sojourner Medal is authorized for members who have completed 25 years of Sojourner service as confirmed by National Headquarters.

#### CERTIFICATE OF APPRECIATION

The criterion for this award is the same as for presentation at the National Convention as stated elsewhere in this publication.

#### PATRIOT OF '76 CERTIFICATE

Available from National Resale Activity for presentation to individuals and organizations in recognition of their patriotic activities.

#### BRIDGE OF LIGHT CERTIFICATE

Available from National Resale Activity for presentation to Master of Lodge or head of other Masonic Body to which presentation was made.

#### AWARDS & CITATIONS REFERENCES

National Sojourners Inc. Bylaws, Article 9 and National Regulations as indicated, authorize awards and Citations. Information is also contained in the Members Handbook.

Sojourner Legion of Honor Medal; NR 9.1, para. 2a fit NR 8.1.3, para. 3 8t 4.

Houghton Memorial Award; NR 9.1, para. 2e(t) (a) through (d) fit 2i.

Memphis Cup Award; NR 9.1, para. 2e(2).

Horton-Tourtillott Plaque; NR 9.1, para. 2b, c (1), 2i and NR 8.2.1, para. 3b(l).

Anthony Natali Plaque; NR 9.1, para. 2b, c (2), 2i and NR 8.2.1, para. 3b(2).

Odie R. Howell, Jr., BoL Award; NR 9.1, para. 2d, 2i/NR 8.2.2,para. 4a(5).

Dallas L. Knoll Bulletin of the Year Award; NR 9.1, para. 2f and NR 9.1.2. Melvin W.

Byers Memorial Award; NR 9.1, para. 2g(1).

Past National Presidents' Trophy (Numerical Gain); NR 9.1, para. 2g(2) sc 2i.

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Past National Presidents' Trophy (Percentage Gain); NR 9.1, para. 2g(3) sc2i.  
Past National Commanders' Trophy (Percentage Gain in Active Status); NR 9.1, para. 2g(4)  
# 2i.

Youth Emphasis Award; NR 9.1, para. 2g(5) fit 2i.

Presidential Citation; NR9.1, para. 3a(l).

Exceptional Meritorious Achievement Certificate; NR 9.1, para. 3a(2)

Certificate of Appreciation; NR 9.1, para. 3a(3).

Additional Awards; NR 9.1, para. 4.

50-Year Sojourner Bar; NR 9.1, para. 5a.

25-Year Sojourner Bar; NR 9.1, para. 5b.

Certificate of Appreciation; NR 9.1, para. 5c.

Patriot of '76 Certificate; NR 9.1, para. 5d.

Bridge of Light Certificate; NR 9.1, para. 5e.

## APPENDIX J

### NATIONAL SOJOURNERS HISTORY LECTURE

National Sojourners<sup>7</sup>, Inc., has an unequaled military Masonic history. Born of the requirements of wartime, the Order has been nurtured by the desire of displaced military Masons to seek each other's company, counsel and aid.

Early in 1900, after the North Dakota Regiment departed the Philippines with its Field Lodge dispensation, a group of Masons organized an informal club and named it "Sojourners." In 1901, these Sojourners provided the impetus, funds and paraphernalia to charter Manila Lodge under the Grand Lodge of California. One of the original Sojourners, Surgeon Captain Henry Eugene Stafford, 33°, and Chartering Master of Manila Lodge, in 1913 became the first Grand Master of the newly created Grand Lodge of the Philippine Islands.

The Philippine "Sojourners Club" resurfaced in 1907, open to Masons who were not members of local lodges; within a year, it had nearly 200 members from every state and territory and eight foreign countries. Most of the Philippine Sojourners eventually became scattered throughout the United States. A group of the Masonic military officers meeting in Chicago in 1917 formally organized the "Chicago Sojourners Club."

Additional clubs were quickly formed at Army posts and Naval bases under the name "National Sojourners Club." In 1927, the word "Club" was dropped and we became "National Sojourners, Incorporated" in 1931.

The "Purposes of National Sojourners" affirm our responsibilities to our Brothers, our Fraternity and our Nation. In the absence of local Blue Lodges, Sojourner chapters have in effect, replaced the military lodges of the 18<sup>th</sup>, 19<sup>th</sup> and early 20<sup>th</sup> centuries. Sojourner actions, similar to those in the Philippines, have been directly responsible for chartering numerous Blue Lodges and other Masonic bodies worldwide.

Whenever regular Masonic Lodges are present, active duty Sojourners routinely affiliate and energetically participate. Sojourners traditionally sponsor the majority of military personnel petitioning for Masonic membership and stimulate our military Brothers, past and present, to reestablish and strengthen their Masonic ties.

Sojourner efforts are directed toward Americanism and Masonic activities. Patriotic activities include speeches, ceremonies, presentations and other actions intended to promote national security and true love of country, with special emphasis on youth. Our Bridge of Light Program strengthens Masonry by involving Sojourners in all Masonic activities, especially in the Blue Lodges.

Our National Headquarters is located in the Collingwood Library and Museum on Americanism, north of Mount Vernon on part of George Washington's original River Farm. It is appropriate that our dedicated military Masonic Order is permanently associated with our country's most distinguished soldier-Mason and the ideals that he represented.