**NATIONAL SOJOURNERS, INC.**

**7942-R Cluny Court**

**Springfield, Virginia 22153**

 **24 JUNE 2018**

**NATIONAL CIRCULAR 9.1.2**

**Subject: Chapter Excellence Award**

Reference: (a) National By-Laws Article 9.1.2

 (b) National Regulation 9.1.2 para. 2.b.

1. PURPOSE: To establish procedures by which Chapters may earn the Chapter Excellence Award Certificate and streamer for their flag and be eligible to compete for Chapter of the Year Award.
2. BACKGROUND: The success of National Sojourners, Incorporated depends, to a large extent, on the quality of our Chapter operations. Chapters that excel and motivate the active participation of their members in the activities of the Order bring credit to themselves and to National Sojourners, Incorporated. This National Circular establishes the standard of quality worthy of national recognition in executing and fulfilling the purposes of National Sojourners, Incorporated.
3. PROCEDURES: The procedure for earning the Chapter Excellence Award is as follows:
	1. Requirements:

A chapter shall accomplish at least five (5) of the first six (6) requirements during the National Sojourners year and requirement number 7 may be substituted for one of the six requirements specified above:

1. **Fellowship:** At least one of the following is required:
	1. Hold a family activity beyond Chapter meetings.
	2. Hold a members’ and ladies’ social event beyond Chapter meetings.
	3. Initiate four (4) new members or add four (4) MMIPs.
2. **Assistance:** At least one of the following is required:
	1. Hold a coordinated event to aid a member.
	2. Support a charity whose purpose is to aid a member of the Masonic family.
3. **Promotion of freemasonry:** At least one of the following is required:
	1. Hold a Bridge of Light event.
	2. Hold a Masonic information Chapter meeting.
	3. Conduct a Lodge of Military Tribute.
4. **Supporting aims and activities:** At least one of the following is required:
	1. Sponsor a youth to attend the Freedoms Foundation at Valley Forge, PA (FFVF) in July 2017 or to attend a Youth Leadership Conference (YLC) held in conjunction with the Military Order of the World Wars (MOWW).
	2. Participate in a veterans’ recognition event, e.g., an event held during and/or celebrating Memorial Day, Veterans Day, etc.
	3. Participate in the National Essay Contest and submit the entry of at least one student’s essay.
	4. At least two Chapter officers attend an Area or Regional Conference and/or Encampment.
	5. Buy an ad in the 2017 National Convention Souvenir Book.
5. **Developing Citizenship:** At least two of the following are required:
	1. Present at least a JROTC/ROTC medals at four or more high schools and/or colleges.
	2. Present the colors and/or perform the “Toast to the Flag” at least two non-Masonic events.
	3. Present colors at opening of the Grand Lodge in your jurisdiction.
	4. Sponsor at least one youth for FFVF or YLC.
6. **Combining Forces:** At least one of the following is required:
	1. Have five members active in other veterans’ organizations, e.g., United Service Organizations (USO), Association of the United States Army (AUSA), Association of the United States Navy (AUSN), Air Force Association (AFA), American Legion, Fisher Houses, etc.
	2. Have five members contributing money to veterans’ organizations.
7. **Defending National Security:** One of the following may be substituted for any one of the requirements in the above six categories of Chapter service:
	1. Have one or more members serving on active duty.
	2. Have three or more members serving in an active Reserve status.

Six of the foregoing seven criteria must be met for a Chapter to qualify for the Chapter Excellence Award.

1. Submission of Award Application:
	1. Application for the award shall be made, completed and signed by the Chapter Secretary or other point of contact (if secretary is not a computer user). The application shall list the Chapter name and number; the Secretary’s/contact’s name and contact information, and a short summary of the specifics of each applicable category upon which the Chapter bases its qualification for the award. The Chapter, to and through its Regional Representative, shall submit the application. If there is not a Region Representative assigned to the Chapter, then the submission should be delivered to the Area Representative for the Area in which the Chapter is located.
	2. The Regional Representative shall receive and review the application, noting the date of its receipt by him on the application, and, if properly supported, endorse and forward the report to the Area Representative, noting the date of its delivery by him on the application. If, on the other hand, in the opinion of the Regional Representative, the application is not properly supported, it shall be promptly returned to the Chapter for resubmission noting the deficiencies in the Chapter’s application, as well as noting on the application the date it was returned by him to the Chapter. The Regional Representative shall notify the Chapter contact via email of the date on which he forwarded its application to the Area Representative (or to National Headquarters, if applicable).
	3. The Area Representative shall receive, review and certify the application upon its receipt from the Regional Representative, noting the date of its receipt by him on the application, and then forward it to the National Secretary-Treasurer by not later than May 1, 2017. If the Area Representative has received the application directly from the Chapter due to the absence of an appointed Regional Representative, then the Area Representative shall follow the guidelines of paragraph 2 of this provision as well as the guidelines of this provision. The Area Representative shall notify the Chapter via email of the date on which he forwarded its application to National Headquarters.
	4. If there is neither an Area or Regional Representative assigned to the Chapter, the application shall be submitted directly to National Headquarters, who shall, as necessary, ensure that the application is properly supported, and, if not, return it to the Chapter for resubmission in accordance with paragraph 2. above. A copy should be retained and arrival at National HQ confirmed by May 31.
	5. The chapter may count any requirement that it intends to complete during the time from completion of the application through the commencement of the National Convention by simply noting that fact in the qualifying details for any such item in their application.
2. Questions regarding the requirements for this award may be addressed to the National President who has authorized this award or to the National Secretary-Treasurer.
3. CANCELLATION: This National Circular will expire on 9 Jun 2019, unless continued by the next National President.

ATTEST:

WILLIAM R. SANNER EDWARD W. NOLTE

National Secretary-Treasurer National President