**NATIONAL SOJOURNERS, INC.**

**7942-R Cluny Court**

**Springfield, Virginia 22153**

 **24 JUNE 2018**

**Administrative Order 3-19**

**Subject:** Annual Chapter Reports and Other Reporting Requirements

**Reference:** Constitution and By-Laws Article 14.1

National Regulation 19.8 Schedule of Fees

1. Each Chapter must submit the following reports per National Sojourner directives:
	1. **Reports: Due 31 July**.
		1. **Annual Chapter Report.** Along with the Chapter Information Sheet this is necessary for filing the 990Norto ensure the Chapter is included on National Sojourners Group Return to IRS. Failure to meet this deadline will result in the Chapter losing its tax-exempt status.
		2. **Annual Heroes Report.** This is due along with the Annual Report and provides essential Camp information to be included in the Staff Directory.
		3. **Americanism Report.** Provides information necessary for determination of awards and for assessing the activity level of the Chapter.
		4. **Bridge of Light Report**. Provides a basis for awards and demonstrates the involvement in the Masonic community.
		5. The forms for all of these reports are provided in the April mailing from National Headquarters along with the MIP dividend check. The forms are also available on the Web Site.
	2. **Chapter Information Sheet:** Expected immediately following an election or when officers are continuing at the beginning of any new term.
	3. **Information Change Forms** (Delete/New/Change): Due within 30 days after any change to ensure accurate membership rolls of the Order.
	4. **Per Capita Tax:**  Due by Dec 31. The per Capita Tax/Annual Dues is the fee for each dues-paying member of the Chapter, normally submitted on a Dues Register.
	5. **Dues Registers:** Due to National Headquarters within 30 days of receipt of annual dues payments in the Chapter.These transmittal documents must be submitted along with dues payments from approximately October, when dues notices are distributed, to December 31 for on-time dues payments, and after 31 December if individual members pay late.
2. Most Chapters fully comply with the above requirements, but a few Chapters either do not report or perennially report late. Henceforth, any Chapter failing to submit required reports will have its Annual MIP dividend withheld at National Headquarters in the Chapter’s name until such time all reports are submitted. When a Chapter fulfills its annual reporting requirements, it will receive its annual MIP dividend.
3. In accordance with National Regulation 12.7, para. 3.a. “a Chapter may be suspended by the National President . . . for failure to submit required reports to National Headquarters.”
4. This Administrative Order will expire on 24 Jun 2018.

William R. Sanner EDWARD W. NOLTE

National Secretary-Treasurer National President