**NATIONAL SOJOURNERS, INC.**

**7942-R Cluny Court**

**Springfield, VA 22153**

 **24 JUNE 2018**

**NATIONAL CIRCULAR 12.7.1**

**Subject: Clarification/Explanation/Expansion of NR 12.7 C3 Dated 16 June 2007**

**Reference:** (a) National Regulation 12.7, C3 (16 JUNE 2007) Formation, Dissolution, In-Memorialisation of Chapters, and Chapter Mergers

(b) National By-Laws ARTICLE 5, paragraph 5.5, National Directives System

 (c) National Regulation 19.8, C4 (23 JUNE 2012) Schedule of Fees

 (d) National Regulation 12.8, C2 (16 JUNE 2007) National Sojourners Club

1. **PURPOSE: [Reference (a) Paragraph 1]**
	1. To provide guidance and information for the organization of new or reactivated Chapters not provided in the current regulation as authorized in By-Law 5.5.
	2. To provide guidelines for the dissolution of Chapters by the suspension or revocation of Chapter Charters.
	3. To provide guidelines for the continuation of inactive Chapters with Members in Perpetuity (MIPs) on their rolls (In-Memoriam Chapters).
	4. To establish procedures for merging of two or more Chapters.
2. **FORMATION OF CHAPTERS: [Reference (a) Paragraph 2]**
	1. **Reference (a), paragraph 2b:** In addition to the appropriate Area and Regional Representatives, add the National Secretary to the coordination process. The National Secretary will inform the Chapter Revitalization and Chartering Committee Chairman and the National Line.
	2. **Reference (a) paragraph 2.c:** Each new or forming Chapter shall select its name and draft its Constitution and Bylaws, which must not conflict with the National Bylaws and National Regulations. The Chapter shall submit the proposed Chapter name, Constitution, and Bylaws to the National Headquarters for review and ultimately for the National President’s approval.
3. **CHAPTER SUSPENSION AND CHARTER REVOCATION [Reference (a) paragraph 3]**
4. **Reference (a) paragraph 3.a:** The National President may suspend a Chapter for cause. Cause for suspension may include, but shall not be limited to, the following:
	1. Failure to comply with the National By-Laws, National Regulations, or National Circulars.
	2. Failure to submit the required reports to National Headquarters.
	3. Failure to report the suspension or expulsion of a member to National Headquarters in a timely manner (within 30 days) after notification by the Grand Lodge.
	4. Acts that may be considered detrimental to Masonry or National Sojourners.
5. **Reference (a) paragraph 3.c:** AMPLIFICATION: In addition to notifying its Regional and Area Representatives in writing, any existing Chapter considering voluntary surrender of its Charter shall inform the Chapter Revitalization and Chartering Committee Chairman in writing. Further, if three-fourths of the Chapter membership is not present for the required vote to surrender the Charter, then a letter of explanation must be sent to each missing Chapter member asking him to mail back a ballot indicating his response to the question. The letter must tell the member how a failure to return the ballot within 30 days will be counted on the measure and reported to National Headquarters. The next National Convention may then revoke the Charter by a simple majority vote.
6. **Reference (a), paragraph 3.d:** Annual dues paying and MIP members of a Chapter, whose Charter has been revoked, will be transferred at no charge to a Chapter of their choice or to National Headquarters Chapter if no choice is elected upon dissolution. The option to voluntarily transfer a MIP to another Chapter must be exercised within 60 days of dissolution or the normal fee applies for subsequent transfers.
7. **CHAPTER MERGERS: [Reference (a) Paragraph 4]**
8. **Reference: (a), paragraph 4.b:** A favorable vote of three-fourths of the respective Chapter memberships must be recorded in all the Chapter minutes and forwarded to the National Secretary. If three-fourths of the Chapter memberships are not present at their separate meetings, then a letter of explanation must be sent to each individual member asking him to mail back a ballot indicating his response on the proposed merger. The letter must tell the members how a failure to return the ballot within 30 days will be counted on the measure. The Chapter President should appoint Teller’s Committees to properly record the results on a membership roster furnished by each Chapter Secretary. If the vote is affirmative, then the merger may proceed.
9. **Reference (a), paragraph 4.c:** Upon approval of the merger, a joint delegation should propose the name of the chapter. They may keep a specific chapter name and number, or request permission to change the name. If the issuance of a new charter is involved, the appropriate fees must be paid to National Headquarters. Reference (d) applies.
10. **Reference (a), paragraph 4.d:** Property, records and funds: The merging Chapter should consolidate all property, records, and funds, for local retention, but the unused Charter must be forwarded to National Headquarters for the archives.
11. **Reference (a), paragraph 4.f:** Heroes Camp: The merging Chapters must also decide which Heroes Camp they will keep active and inform the National Commander and National Adjutant accordingly. The merging Camps will consolidate all property and records for local retention and use, and forward the unused Charter to the National Adjutant for the archives.
12. **CLUB FORMATION: [Reference (a), paragraph 5]**

A Chapter considering voluntary surrender of its Charter should seriously consider whether reversion to a National Sojourners Club is an option, per Reference (c). To qualify for this option, there must be at least four (4) locally active members, but not more than eighteen (18).

1. **IN-MEMORIAM CHAPTERS: [Reference (a) paragraph 6]**

**Reference (a) paragraph 6.b:**  A majority vote of the living members, or by voluntarily surrendering their charters and financial assets, will ensure that the chapter is continued on the rolls of National Sojourners. The MIPs will remain on the rolls of the Chapter, in perpetuity.

1. **CANCELLATION:** This National Circular will expire on 9 June 2019 unless continued by the next National President.

ATTEST:

WILLIAM R. SANNER EDWARD W. NOLTE

National Secretary/Treasurer National President