

# NATIONAL SOJOURNERS<sup>®</sup>, INCORPORATED

## *NATIONAL CONSTITUTION AND BYLAWS*



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# ***NATIONAL CONSTITUTION***

## **ARTICLE I**

### **Name, Incorporation, Seal, Insignia, Imprimatur, Trademark, and Colors**

**Section 1. NAME:** The official, legal name of this organization is "NATIONAL SOJOURNERS<sup>®</sup>, INCORPORATED." The terms "National Sojourners<sup>®</sup>, Inc.," and "National Sojourners<sup>®</sup>" refer to the official, legal name of the organization.

**Section 2. INCORPORATION:** National Sojourners<sup>®</sup> is incorporated as a nonprofit, domestic, fraternal Order, operating in accordance with an Internal Revenue Service letter granting nonprofit status pursuant to the Internal Revenue Code (IRC) 501(c)(10) for domestic fraternal societies, orders, or associations.

**Section 3. SEAL:** The National Sojourners<sup>®</sup> Seal is as shown below.



**Section 4. INSIGNIA:** The Seal without scrolls, the medal with scrolls, the flag, letterheads, decals, etc., incorporate the Seal. When in color, the background of the Seal is white with 13 dark blue stars. Superimposed thereon in gold are an eagle, a square, the word "National" and a bar with the word "Sojourners" in white letters. A set of black compasses include a light blue hinge with a red banner, incorporating the phrase "Ex Oriente Lux" in yellow letters. The Seal is circumscribed by a thin red line.

**Section 5. IMPRIMATUR:** The name, seal, and/or insignia of National Sojourners<sup>®</sup> must not be used in any way to denote or imply National Sojourners<sup>®</sup> support or approval of any measure or proposal without prior authorization from the National Convention or in writing from the National President through the National Secretary-Treasurer.

**Section 6. TRADEMARK:** The name of the Order, "National Sojourners<sup>®</sup>," and its Seal are both registered trademarks with the U.S. Patent and Trademark Office. The name of the Order is shown as National Sojourners<sup>®</sup>. Notice of registration must be given by displaying the mark with the federal registration symbol, <sup>®</sup>, or the words "Registered in U.S. Patent and Trademark Office" or "Reg. U.S. Pat. & T.M. Off."

**Section 7. Official Colors:** The official colors are blue and gold to conform to the standard colors at National Headquarters.

## **ARTICLE II**

### **Purposes and Pronouncement**

**Section 1. PURPOSES:** The Purposes of National Sojourners<sup>®</sup> shall be to organize current and former members of the uniformed services 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 services of the United States (past and present) in a united effort to further the military needs of national defense, and for opposing any influence whatsoever calculated to weaken the national security.

**Section 2. PRONOUNCEMENT:** National Sojourners® believe in God as the Supreme Architect of the Universe. We hold that political, economic, and social problems are subsidiary to and ever separate from that steadfast belief in God. We maintain that God must motivate man if present-day problems are to be solved, and we urge active participation in maintaining that Government for which our forefathers fought. Sojourners, remember that George Washington once said, "When we assumed the soldier, we did not lay aside the citizen."

## ARTICLE III

### Membership

**Section 1. MEMBERSHIP:** Membership in National Sojourners® is authorized only for citizens of the United States, who are Master Masons in good standing in any duly constituted Lodge of Master Masons, whose Grand Lodge is recognized by and maintains fraternal relations with the Grand Lodge member of the Conference of Grand Masters of Masons in North America and within whose jurisdiction the prospective member's Chapter is located.

**Section 2. ACTIVE MEMBERSHIP:** This membership category is limited to United States citizens, who are Master Masons and are currently serving or have served honorably in the Regular or Reserve components of the United States in the Army, Marine Corps, Navy, Air Force, Space Force, Coast Guard, Public Health Service Commissioned Corps, or National Oceanic and Atmospheric Administration Commissioned Officer Corps, or predecessor services. Also included are the organized militia consisting of State Guard and Naval Militia and United States citizens and Master Masons, who have served in time of declared war as a Commissioned Officer or Warrant Officer, or the equivalent, in an armed service of a nation allied with the United States.

**Section 3. HONORARY MEMBERSHIP:** This membership category is limited to United States citizens, who are Master Masons, and who are ineligible to become Active Members, but who have rendered conspicuous and meritorious service to the Nation and/or Freemasonry.

## ARTICLE IV

### Authority

**Section 1. LEGISLATIVE AUTHORITY:** Resides with the Delegates at the National Convention for normal operations, and with the Executive Committee for emergency operations. The *National Constitution and Bylaws* and subordinate National Directives always apply.

**Section 2. EXECUTIVE AUTHORITY:** Resides with the National President at all times as long as he supports, enforces, and complies with the *National Constitution and Bylaws*.

**Section 3. JUDICIAL AUTHORITY:** Resides with the National President to ensure all Sojourners comply with the Order's *Articles of Incorporation, National Directives, and*

Purposes. Judicial Authority also resides with the Judicial Commission to ensure the National President, himself, supports, enforces, and complies with the National Directives.

**Section 4. FINANCIAL AUTHORITY:** Resides with the National Trustees at all times.

## ARTICLE V

### National Directives System

**Section 1. NATIONAL DIRECTIVES SYSTEM:** The Permanent National Directives consist of the *National Constitution and Bylaws and the Order of Ceremonies*. Non-Permanent National Directives include Administrative Orders, National Circulars, *Policies and Procedures Manual*, *Staff Directory*, and National Sojourners® Website, all of which must be compliant with Permanent National Directives.

**Section 2. ORDER OF PRECEDENCE:** In the event of conflict, the order of precedence of National Directives is: 1) *National Constitution*, 2) *National Bylaws*, 3) *Order of Ceremonies*, 4) Administrative Orders, 5) *Policies and Procedures Manual*, and 6) the National Sojourners® Website.

## ARTICLE VI

### National Officers

**Section 1. NATIONAL OFFICER POSITIONS:** The National Officers are as follows: President, President-Elect, First Vice President, Second Vice President, Third Vice President, Secretary-Treasurer, Chaplain, Judge Advocate, Surgeon, Historian, Board of Directors, Executive Committee, Judicial Commission, Trustees, Committee of 33, Honor Awards Committee, Sojourner Ritual Committee, Past National Presidents, Past National Commanders, and Emeritus Members.

## ARTICLE VII

### National Conventions and Mid-Winter Meetings

**Section 1. NATIONAL CONVENTION:** The National President must call a National Convention annually to conduct the business of National Sojourners®. Current National Officers must attend unless excused by the National President. Appointed Committeemen, Area and Regional Representatives, Chapter Officers, Delegates, and other members are invited and strongly encouraged to attend.

**Section 2. MID-WINTER MEETING:** The National President must call a Mid-Winter Meeting annually to perform a mid-year assessment of the Order. Current National Officers must attend unless excused by the National President. Appointed Committeemen, Area and Regional Representatives, and other members are invited and strongly encouraged to attend.

## ARTICLE VIII

### National Standing Bodies

**Section 1. ELECTIVE BODIES:** The National Line Officers, Judicial Commission, National Trustees, Committee of 33, Honor Awards Committee, and Sojourner Ritual Committee are elective bodies. Delegates at the National Convention must elect these members.

**Section 2. APPOINTIVE BODIES:** The National President must appoint the members of the Americanism, Bridge of Light, Chapter Revitalization and Chartering, Education and Training, Fraternal Liaison, Gifts and Bequests, Incentives and Awards, Information Technology, Membership, Nominating, Publications Review, Resale Advisory, and Resolutions Committees; and the National Sojourners® Convention Corporation.

## ARTICLE IX

### Awards

**Section 1. AWARDS:** National Sojourners® awards and citations are presented at the National Convention and on other appropriate occasions by the National President, National Officers, Elective and Appointive Standing Bodies, Area and Regional Representatives, and Chapter Presidents.

## ARTICLE X

### Areas, Regions, and Representatives

**Section 1. CHAIN OF COMMAND:** The United States and overseas locations are divided into Areas and subordinate Regions, to facilitate optimum communications and assistance within the Order. Each Area and Region has an assigned representative, who represents the National President and/or the National Commander.

**Section 2. AREA AND REGIONAL REPRESENTATIVES:** The incoming National President must annually appoint or re-appoint Area Representatives and subordinate Regional Representatives, who function under the direct supervision of their Area Representative.

## ARTICLE XI

### National Programs

**Section 1. PROGRAMS:** The National Programs in support of National Sojourners® Purposes include, but are not limited to, the Americanism, Bridge of Light, Education and Training, and Membership Programs. The National President is authorized to declare a National Focus Program.

## ARTICLE XII

### Chapters

**Section 1. FOUNDATION:** The basic organizational element of National Sojourners® is the Chapter.

**Section 2. REQUIREMENTS:** Each Chapter must 1) be chartered by the National President 2) display its charter at each meeting, 3) be organized by its petitioners, 4) have a slate of officers, 5) have an approved *Chapter Constitution and Bylaws* on file with the National Secretary-Treasurer, 6) comply with National Directives and 7) comply with the requirements of the Grand Lodge in which they operate. Operational Chapters must meet at least quarterly, and At-Large Chapters must meet at least annually.

## ARTICLE XIII

### Official Publications

**Section 1. THE SOJOURNER:** The official periodical of National Sojourners<sup>®</sup> is *The Sojourner*. As a form of communication among Sojourners, Chapters, Committees, and National Leadership, every Sojourner receives a subscription to *The Sojourner* as part of his membership. The National Secretary-Treasurer is the editor of *The Sojourner*.

**Section 2. OTHER PUBLICATIONS:** The Publications Review Committee must review, for proper content, those publications under its purview for internal or external use.

## ARTICLE XIV

### Reports

**Section 1. CHAPTER REPORTS:** Each Chapter must submit a Chapter Annual Report (CAR) using a format provided by the National Secretary-Treasurer to comply with Federal and State standards and the *National Constitution and Bylaws*, while providing statistical reports for National Officers.

**Section 2. OFFICER REPORTS:** The National Officers, National Commander, Area and Regional Representatives, and National Standing Body Chairmen must submit mid-year and annual reports.

**Section 3. AUDIT REPORT:** The National President and each Chapter President must appoint an Audit Committee or select an Auditor annually to inspect and comprehensively report on all financial accounts of his respective organization.

## ARTICLE XV

### Heroes of '76<sup>®</sup>

**Section 1. AUXILIARY ORGANIZATION:** Heroes of '76<sup>®</sup> is an affiliate, auxiliary organization of National Sojourners<sup>®</sup> consisting of the National Commander, National Heroes of '76<sup>®</sup> Officers, Heroes of '76<sup>®</sup> Camps, Heroes of '76<sup>®</sup> Camp Officers, and Heroes of '76<sup>®</sup> members located with, responsible to, and dependent upon National Sojourners<sup>®</sup> and its Chapters. The National Commander is responsible to the National President for all Heroes of '76<sup>®</sup> activities.

**Section 2. HEROES OF '76<sup>®</sup> DIRECTIVE:** The *Official Manual Heroes of '76<sup>®</sup>* provides specific details on the organization and ritual, along with amplifying appendices to define the Order, its Camps, and its mission in support of National Sojourners<sup>®</sup>.

**Section 3 TRADEMARK:** The name of the Order, Heroes of '76<sup>®</sup>, and its Seal are both registered trademarks with the U.S. Patent and Trademark Office. The name of the Order is shown as Heroes of '76<sup>®</sup>. Notice of registration must be given by displaying the mark with the federal registration symbol, ®, or the words "Registered in U.S. Patent and Trademark Office" or "Reg. U.S. Pat. & T.M. Off."

## ARTICLE XVI



## **Masonic Grand Lodge Jurisdiction Directives**

**Section 1. COMPLIANCE:** All National Sojourners<sup>®</sup> activities must conform to the statutes, rules, regulations, and edicts of the Grand Lodge Jurisdiction in which the activities occur.

### **ARTICLE XVII**

#### **Legal Requirements and Agreements**

**Section 1. LEGAL REQUIREMENTS:** Operation as a nonprofit corporation must comply with the laws of the State in which duly incorporated, the Internal Revenue Code, and applicable National Directives.

**Section 2. AGREEMENTS:** The National President, in coordination with the National Trustees, is authorized to enter into an agreement(s) with third parties in furtherance of the *National Constitution and Bylaws* and Purposes of National Sojourners<sup>®</sup>. These agreements are generally for National Sojourners<sup>®</sup>-aligned business entities, which have separate legal status recognized by the Internal Revenue Service and/or State Law. Currently, these foundations and corporations include The Foundation for Collingwood Library and Museum on Americanism, Spirit of America Education Foundation, and National Sojourners<sup>®</sup> Convention Corporation.

### **ARTICLE XVIII**

#### **National Bylaws**

**Section 1.** Appropriate *National Bylaws* to further define and implement the provisions of this *National Constitution* may only be adopted, amended, or revoked at a National Convention.

### **ARTICLE XIX**

#### **Amendment**

**Section 1. AMENDMENT:** This *National Constitution* may only be amended at a National Convention, and then only by an affirmative vote of three-fourths (3/4) of the Delegates properly registered, physically present, and seated at the National Convention meeting facility. National Sojourners<sup>®</sup> Chapters must be given official notice of any proposed amendment(s) not less than seventy-five (75) days prior to the scheduled opening day of the National Convention via direct mail, *The Sojourner*, or National Sojourners<sup>®</sup> Website.

### **ARTICLE XX**

#### **Revocation**

**Section 1. Permanent National Directives:** Upon adoption of this *National Constitution* and its accompanying *National Bylaws*, all prior *National Constitutions*, *National Bylaws*, *National Regulations*, Amendments, and Resolutions are hereby revoked.

**Section 2: Non-Permanent National Directives:** The *Policies and Procedures Manual* must be consistent with the *National Constitution and Bylaws* and reflect the substantive requirements and appropriate references to the Permanent National Directives.

# ***NATIONAL BYLAWS***

## **ARTICLE I**

### **Medals, Devices, and Neckbands**

**Section 1. NATIONAL SOJOURNERS® MEDAL:** This medal is the membership insignia of National Sojourners® and is authorized for wear by all Sojourners.

**Section 2. NATIONAL LINE OFFICER'S MEDAL:** This medal is authorized only for wear by currently elected National Sojourners® Line Officers.

**Section 3. PAST NATIONAL PRESIDENT'S MEDAL:** This medal is authorized only for wear by a Past National President.

**Section 4. HEROES OF '76® MEDAL:** This medal is the membership insignia of Heroes of '76® and is authorized for wear by all Heroes of '76®.

**Section 5. NATIONAL HEROES OF '76® OFFICER'S MEDAL:** This medal is authorized only for wear by currently elected and appointed National Heroes of '76® Line Officers.

**Section 6. PAST NATIONAL COMMANDER'S MEDAL:** This medal is authorized only for wear by a Past National Commander.

**Section 7. LEGION OF HONOR MEDAL:** This medal is authorized only for wear by a recipient of the Legion of Honor.

**Section 8. HOUGHTON MEMORIAL MEDAL:** This medal is authorized only for wear by a recipient of the Houghton Memorial Award.

**Section 9. VAN DEVENTER AWARD MEDAL** This medal is authorized only for wear by a recipient of the Van Deventer Award.

**Section 10. DONOR MEDAL:** This medal is authorized only for wear by a donor of at least \$1,000 to National Sojourners®.

**Section 11. CENTENNIAL EVENT PARTICIPATION MEDAL:** This medal is authorized only for wear by a Sojourner, who completed the required activities during the Centennial Celebration.

**Section 12. AFFILIATED ORGANIZATION MEDALS:** Affiliated organization medals may be worn on the right breast of the recipient per the affiliated organization's order of precedence.

**Section 13. NATIONAL SOJOURNERS® NECKBAND:** This Neckband is authorized only for wear by a Past National President, current National Line Officers, National Officers, current Chapter Officers, Emeritus Members, and Multiple Member-in-Perpetuity Members of five (5) or more Chapters.

**Section 14. HEROES OF '76® NECKBAND:** This Neckband is authorized only for wear by a Past National Commander, a current National Heroes of '76® Line Officer, and a current Camp Line Officer.

**Section 15. INSIGNIA GUIDE:** The National Secretary-Treasurer must maintain, within the *Policies and Procedures Manual*, an illustrated Insignia Guide consistent with these insignia descriptions to prescribe authorized wear guidelines.

**Section 16. IMPRIMATUR USE:**

- a. The use of the Imprimatur by Sojourners on patches, pins, and clothing, prepared for internal National Sojourners<sup>®</sup> consumption and use in furtherance of the Purposes of the Order, is authorized without the need for special review and coordination.
- b. The use of the Imprimatur on documents for public consumption, Chapter Websites, or Social Media Sites must be approved by the Information Technology and Publications Review Committees.

**ARTICLE II**

**Order of Ceremonies, Purposes, and Policies and Procedures Manual**

**Section 1. ORDER OF CEREMONIES:** National Sojourners<sup>®</sup> ceremonies must be conducted in accordance with the *Order of Ceremonies*. These official ceremonies include Opening and Closing of National Sojourners<sup>®</sup> Chapter Meetings, Area and Regional Conferences, National Conventions and Mid-Winter Meetings, Initiation, Installation of Chapter and National Officers, Burial Service, Candlelight Memorial Service, and other such ceremonies as may be conducted.

**Section 2. PURPOSES:** All National Sojourners<sup>®</sup> programs, initiatives, campaigns, themes, and promotions must be faithful to and supportive of the National Sojourners<sup>®</sup> Purposes.

**Section 3. POLICIES AND PROCEDURES MANUAL:** The *Policies and Procedures Manual* contains policies and procedures, links to handbooks and manuals, the Schedule of Fees, forms, applications, and other guidance documents. Each National Sojourners Body must document its policies and procedures within the *Policies and Procedures Manual*, which must be consistent with the Permanent National Directives. The National President must approve all entries and changes to the *Policies and Procedures Manual*, except the Schedule of Fees, for which change requires a majority vote by the Delegates at the National Convention.

**ARTICLE III**

**Membership**

**Section 1. ELECTION TO ACTIVE MEMBERSHIP:**

- a. **Membership Requirements:** Election to Active membership in an operational Chapter requires the Chapter Secretary to receive a duly completed, current Application for Membership; appropriate fees; and documented proof of United States citizenship, good standing as a Master Mason in a Lodge recognized by the Grand Lodge under whose authority the Chapter operates, and current service in or honorable discharge from the uniformed services. The Chapter Secretary must attest that all required documentation qualifies the applicant for Active membership before he is duly elected and initiated.
- b. **Election to Membership:** The Chapter must refrain from electing and initiating the prospective member at a single Chapter meeting until the Chapter Secretary attests that he has verified that the applicant's required documentation meets all Active membership requirements.
- c. **Application Processing:** After the applicant is duly elected and initiated, the Chapter Secretary emails the completed Application for Membership to National Headquarters. The National Headquarters invoices the Chapter for payment of fees, and upon receipt of fees, sends the new Sojourner's permanent membership card and certificate to the Chapter Secretary.

- d. **National Headquarters Chapter:** Initiation of a new member into the National Headquarters Chapter is authorized only with a duly completed Application for Membership, payment of fees, proof of membership qualifications, acceptance by the National Secretary-Treasurer, and approval of the National President.

**Section 2. ELECTION TO HONORARY MEMBERSHIP:**

- a. **Honorary Membership Requirements:** Election to Honorary membership in a Chapter requires U.S. citizenship and Master Mason status, certification by the Chapter President and Chapter Secretary that the Chapter is and remains below the 15% Honorary Member limit, and an affirmative, unanimous Chapter ballot. The prospective Honorary Member must not be aware of his consideration for membership prior to certification and balloting. Only after an affirmative, unanimous ballot is the prospective Honorary Member informed of his election. If he agrees to join the Chapter, he must complete an Application for Membership, pay the necessary Fees, and be initiated at a subsequent Chapter meeting.
- b. **Honorary Membership at the National Convention:** Election to Honorary membership at the National Convention requires an affirmative, unanimous ballot, but it does not require any vote at the candidate's Chapter of choice.
- c. **Honorary Member Rights:** Honorary Members have the right to vote, to be a Delegate, and to hold elected and appointed Chapter and/or National Office, except for the National Progressive Line.
- d. **Honorary Member Limitation:** The number of living primary Honorary Members a Chapter is authorized, excluding elected Grand Lodge Officers, is limited to fifteen percent (15%) of the total number of living primary Active Members in the Chapter, excluding all Multiple Members in Perpetuity. A Grand Lodge Officer, who currently serves or has served in the uniformed services, is an Active Member. An Honorary Multiple Member-in-Perpetuity only counts against the Chapter holding his original membership, but an Honorary Dual Annual Member does count against all Chapters in which he is a member. Honorary Membership is limited to chartered Chapters only. Prospective Chapters and Clubs are prohibited from having any Honorary Members.
- e. **National Headquarters Chapter:** Initiation of a new Honorary Member into National Headquarters Chapter is authorized only with a duly completed Application for Membership, payment of fees, proof of membership qualifications, certification that the Chapter is and remains below the 15% Honorary Member limitation, acceptance by the National Secretary-Treasurer and approval of the National President.

**Section 3. INITIATION/OBLIGATION:** All prospective Active and Honorary Members must be initiated and obligated using the current *Order of Ceremonies* at a Chapter meeting, Area or Regional Conference, National Convention, or Mid-Winter Meeting. In the case of Clubs and prospective Chapters, the sponsoring Chapter Officers initiate and administer their members into the sponsoring Chapter until the Club or prospective Chapter charters as a Chapter. Once the former Club or prospective Chapter is chartered, its members are transferred from the sponsoring Chapter to the new Chapter without additional fee to the member.

**Section 4. ANNUAL MEMBERSHIP:** All Annual Members must pay Annual Dues to the Chapter to remain in good standing. Annual Dues consist of the National Per Capita Fee and Chapter Dues and must be paid to the Chapter on or before 31 December of each year for the ensuing calendar year. The Chapter owes the National Per Capita Fee to National Headquarters for every living Annual Member on its 31 December Chapter roll on or before the following 31

March, even if the Member did not pay. An Annual Member, whose Annual Dues are not paid by 31 December, is delinquent on 01 January, and if he continues to be delinquent on 31 March, he is suspended for Non-Payment of Dues on 01 April. An Annual Member, whose Annual Dues are current, is in good standing and has all the rights of a Perpetual Member. He loses his rights while delinquent or suspended until he re-establishes his good standing by paying his Annual Dues. When an Annual Member is suspended for Non-Payment of Dues or dies, his name is dropped from the membership rolls of the Chapter and National Headquarters. To re-establish good standing, an Annual Member must be re-elected to membership in his original Chapter and pay the Annual Dues for the year he was suspended and the current year, without regard to the number of years he was delinquent.

**Section 5. MEMBERSHIP-IN-PERPETUITY (MIP):** An MIP Member pays an initial MIP Fee, does not pay further Annual Dues, and is carried on the Chapter and National rolls in perpetuity. While an MIP Member remains on both rolls forever, deceased MIP members no longer contribute to calculating the number of authorized Chapter Delegates or Honorary Members, both of which are based on living, Active Members.

**Section 6. MULTIPLE MEMBER-IN-PERPETUITY (MMIP):** An MMIP Member holds perpetual memberships in two (2) or more Chapters. His membership is carried on the Chapter and National rolls in perpetuity. An MMIP Member has the right to vote on all matters in each Chapter in which he holds membership. However, MMIP Members, whether living or deceased, are not used to calculate the number of authorized Chapter Delegates or the number of authorized Honorary Members. An MMIP Member may be elected as a Chapter Delegate of only one Chapter.

**Section 7. DUAL ANNUAL MEMBERSHIP:** An Annual Member, Active or Honorary, may become a Dual Member by election in any other Chapter(s). A Dual Annual Member must pay Annual Dues to each Chapter in which he is elected to membership. The National Secretary-Treasurer sends each Chapter Secretary a membership card, which each Chapter Secretary issues to the member. Dual Members have all the rights and privileges of other Members of the Chapter(s), except that a Dual Member may only be a Delegate in one (1) Chapter at any given National Convention and an Active Dual Member only counts for the purpose of determining Delegates and Honorary Members in one (1) Chapter. An Honorary Dual Member counts against all Chapters unless he is an Elected Grand Lodge Officer. A Dual Member must pay his Annual Dues to all Chapters in which he is a member to retain good standing. If a Dual Member fails to pay Annual Dues to one (1) or more Chapter(s), he is delinquent in all Chapters. To retain his membership in one (1) Chapter, he must, while in good standing, resign from all other Chapter(s). When a Dual Member dies, his name is dropped from the membership rolls of all Chapters and National Headquarters.

**Section 8. IN-MEMORIAM MEMBER-IN-PERPETUITY (IMMIP):** A Chapter or a member may sponsor a deceased Master Mason, who would have met the Order's membership requirements, for IMMIP status by completing an Application for Membership, designating the Chapter to receive the membership, and forwarding the required fee to the National Headquarters. The National Secretary-Treasurer ensures that each IMMIP's Application for Membership meets the qualifications. IMMIP Members do not count for computing the number of Chapter Delegates or the number of Honorary Members a Chapter is authorized.

**Section 9. ANNUAL DUES AND OTHER FEES:** The Chapter Secretary collects Annual Dues, consisting of the National Per Capita Fee and the Chapter Dues, from each Annual Member for the coming calendar year. Before a new Annual Member is initiated, the Chapter Secretary collects the National Initiation Fee, Pro-rated National Per Capita Fee, Chapter-established Initiation Fee, and Chapter-established Dues.

**Section 10. MEMBERSHIP CARDS:** The Chapter Secretary must issue annually to each Annual Member in good standing an Annual Membership Card, as provided by the National Secretary-Treasurer. The National Secretary-Treasurer must issue permanent cards to Members in Perpetuity and Multiple Members-in-Perpetuity and must inscribe an Honorary Member's Membership Card with the designation "Honorary." The National Secretary-Treasurer provides the Chapter Secretary of each Chapter an Annual Membership Card for Dual Members.

**Section 11. TRANSFER OF MEMBERSHIP:** Any member in good standing in any Chapter is authorized to transfer his membership to another Chapter upon application and election to membership in such Chapter by affiliation, provided that the member is in good standing in his original Chapter as evidenced by presentation of his current membership card. Transfer of membership to and from the National Headquarters Chapter must be by written application to the National Secretary-Treasurer. A Member-In-Perpetuity may transfer from one (1) Chapter to another by payment of a Transfer Fee and written request to the National Secretary-Treasurer, who must send copies of such request to the MIP Member's original and gaining Chapters. The Secretary of the gaining Chapter must report such election promptly to the National Secretary-Treasurer and the Secretary of the member's original Chapter. National Per Capita Fee is not collected twice during the same year, and transfer of Chapter dues is not required. National Headquarters must issue a replacement Membership Card for Annual Members.

**Section 12. CHANGE OF ADDRESS:** Each member must keep his Chapter Secretary advised of his current address, contact information, and personal information. When a Chapter member relocates to a location, where there is a National Sojourners® Chapter, his Chapter Secretary must expeditiously notify the Chapter Secretary of the member's new location. The Chapter President or his designated representative of the Chapter in the new location must fraternally contact the Sojourner to assist in maintaining interest in National Sojourners® and possible affiliation with the Chapter.

**Section 13. TERMINATION OF MEMBERSHIP:**

- a. Annual membership in National Sojourners® may be terminated by death, resignation, non-payment of dues, loss of Masonic Lodge membership, loss of U.S. citizenship, receiving an other-than-honorable discharge or lower, or National Sojourners® disciplinary action.
- b. If an MIP or MMIP membership is terminated, for any reason, fees are not refunded. The MIP and MMIP(s), if applicable, of the terminated member are transferred to National Headquarters Chapter and dividends are retained there.

## **ARTICLE IV**

### **Authority**

**Section 1. LEGISLATIVE AUTHORITY:** The Delegates at the National Convention constitute the Legislative Authority of National Sojourners® during normal operations. These Delegates consist of the following: 1) National Officers, 2) Chapter Presidents, 3) Chapter Secretaries, and 4) elected Chapter Delegates.

**Section 2. EXECUTIVE AUTHORITY:** The National President is the Chief Executive Officer of National Sojourners<sup>®</sup>, whose authority relative to National Sojourners<sup>®</sup> matters is only limited by the *National Constitution and Bylaws*.

**Section 3. JUDICIAL AUTHORITY:** The National President has judicial authority over the actions and activities of all Sojourners. The Judicial Commission, elected by the membership, ensures the National President supports, enforces, and complies with the *National Constitution and Bylaws* and that all Non-Permanent Directives and all operations comply with the Permanent National Directives.

**Section 4. FINANCIAL AUTHORITY:** The National Trustees exercise general supervision and control over the budget, finances, properties, investments, business operations, and financial reviews of National Sojourners<sup>®</sup>. They also serve as a Board of Directors for the National Sojourners<sup>®</sup> Convention Corporation and Spirit of America Education Foundation.

**Section 5. PRINCIPAL POLICY ADVISORS—COMMITTEE OF 33 AND EXECUTIVE COMMITTEE:**

- a. **Committee of 33.** The Committee of 33 is the principal advisory body to the National President and the Order on matters of general interest and importance, especially those that increase the effectiveness and efficiency of the Order's policies, programs, and operations.
- b. **Executive Committee:** The Executive Committee consists of the National Line Officers, National Trustees, and Past National Presidents. The National President and National Progressive Line Officers must meet with the Past National Presidents at each National Convention and Mid-Winter Meeting to review strengths, weaknesses, threats, opportunities, activities, and results to ensure the Order's success. When meeting with the Past National Presidents, the senior Past National President presides.

**Section 6. AUTHORITY DURING AN EMERGENCY:**

- a. If the United States President or Congress declares a National Emergency, a State Governor or Legislature declares a State Emergency, or a local crisis occurs, any of which prevents National Sojourners<sup>®</sup> from holding its National Convention, the National President must implement emergency operations.
- b. If the National President cancels the National Convention due to such emergency, the National President must convene the Executive Committee to act in lieu of the Delegates at the National Convention, with the National President performing as Chief Executive, and the Executive Committee performing its Emergency Legislative role.
- c. The Executive Committee, in performing its Emergency Legislative role, is responsible for performing the following functions:
  1. Elect National Officers as necessary, act on essential Resolutions as determined by them, approve an Annual Budget, conduct other necessary business, and comply with the *National Constitution and Bylaws*.
  2. Meet at a location chosen by the National President, and if a physical meeting is not possible, the Executive Committee is authorized to meet via any means the National President deems appropriate.
  3. Submit an Annual Report(s) and an End-of-Emergency Report via *The Sojourner* and the National Sojourners<sup>®</sup> Website of all actions taken during each year that the Executive Committee is in operation during an extended emergency, and at the first National Convention physically convened after the emergency is terminated.

4. Operate from the time the National President declares an emergency until the first physical National Convention is opened and a quorum of Delegates is present. On this occasion, the National President discharges the Executive Committee from its Emergency Legislative role.
- d. **Chain of Succession:** If the National President is, for any reason, unable to perform his duties during an emergency, the chain of succession is as follows: 1) National President-Elect without election, 2) remaining National Progressive Line in order by election, 3) National Trustees who are Past National Presidents in order from junior to senior by election, and 4) Junior Past National President by election. The Executive Committee conducts the election and installation of officers.
- e. **Special Actions:** The National Line Officers must act to preserve the Order's records and artifacts and prevent improper use of membership rosters.

## ARTICLE V

### National Directives, Compliance, and Disciplinary Action

**Section 1. PERMANENT NATIONAL DIRECTIVES:** The *National Constitution and Bylaws* and *Order of Ceremonies* are Permanent National Directives.

**Section 2. NON-PERMANENT NATIONAL DIRECTIVES:** These National Directives include Administrative Orders, National Circulars, *Policies and Procedures Manual*, *Staff Directory*, and National Sojourners® Website. All Non-Permanent National Directives must comply with the Permanent National Directives.

- a. The National President is authorized to issue Administrative Orders. These Orders expire with the issuing National President's term unless continued by the incoming National President.
- b. The National Body Chairmen are authorized to issue National Circulars, Manuals, Handbooks, policies, and procedures, which must be current and linked to the *Policies and Procedures Manual*.
- c. The National President-Elect and National Vice Presidents, having oversight of the National Bodies, their documents, and their activities, are responsible to ensure these documents are current and linked to the *Policies and Procedures Manual*.
- d. The Publications Review Committee Chairman is responsible to ensure the content and format of all documentation is ready for publication.
- e. The National President is the final approval authority for all Non-Permanent National Directives and must ensure these Directives are current and compliant.
- f. The National Secretary-Treasurer is responsible to ensure the *Staff Directory* and the National Sojourners® Website contain current, correct, and complete information.
- g. The Schedule of Fees, which is contained in the *Policies and Procedures Manual*, is approved by an affirmative, majority vote of the Delegates at the National Convention and is not subject to National President approval.

**Section 3. GRAND LODGE DIRECTIVES:** While Grand Lodge statutes, rules, regulations, and edicts are not National Directives, National Sojourners® Chapters and members must comply with those Grand Lodge Directives in the Grand Lodge Jurisdiction in which they operate. If a violation or suspected violation of a Grand Lodge Directive occurs, the Chapter must take immediate action to correct or mitigate the violation and immediately notify the National President, who must:



- a. Investigate, evaluate the facts and circumstances, and develop and institute necessary, timely remedies.
- b. Coordinate with all involved parties and enlist support of the Fraternal Liaison Committee, if appropriate.
- c. Ensure corrective action is immediately taken to neutralize, mitigate, or resolve the non-compliance issue.
- d. Address the non-compliance situation and corrective action taken with the Grand Master of the Grand Jurisdiction.
- e. Determine and apply appropriate disciplinary measures.
- f. Prepare an After-Action Report for a National Office archive.

**Section 4. COMPLIANCE:** Each Sojourner, when initiated, promises to conform to and abide by the Chapter's *Constitution and Bylaws*. Each Chapter and National Officer, when installed, vows to perform all the duties pertaining to his office, to faithfully uphold and support the *National Constitution and Bylaws*, and to advance and promote the welfare of the Order. Therefore, disciplinary action only applies if a Sojourner breaks this promise and/or vow.

**Section 5. DISCIPLINARY ACTION:** The *National Bylaws* establish progressive consequences to encourage immediate compliance and discourage further non-compliance. For a Sojourner, the consequences progressively span 1) whispering good counsel in the ear of a brother, 2) verbal or written admonishment, 3) cease-and-desist order, 4) removal from office, and ultimately 6) suspension from the Order. For a Chapter, the consequences span 1) probation, 2) loss of a portion or all Chapter Annual MIP dividends, 3) loss of a Chapter's good standing and voting rights, and 4) suspension of the Chapter's charter.

**Section 6. SOJOURNERS:** Each Chapter has the inherent right, duty, and jurisdictional authority to suspend a member of its Chapter for dishonorable conduct or conduct detrimental to the aims and Purposes of National Sojourners®; provided however, that:

- a. The complainant must sign and present to the Chapter the written accusation, which specifies the basis for such accusation.
- b. The Chapter must duly notify the accused of the complaint against him and duly afford the accused an opportunity to be heard on his own behalf, in person or by counsel, at a regular or special Sojourner-only Chapter meeting called for the purpose of acting on such complaint.
- c. The Chapter must hold such meeting not less than thirty (30) days nor more than ninety (90) days after receiving the complaint.
- d. If the Chapter suspends the Sojourner, the suspended Sojourner has the right to appeal the action of the Chapter to the National President and National Convention, in turn, and each has the right, upon examination of the proceedings, to reinstate and transfer said Sojourner to Headquarters Chapter, but not the right to reinstate the Sojourner without transfer.
- e. A Chapter receiving a complaint from any member of National Sojourners®, must immediately notify the National Secretary-Treasurer, and thereafter transmit to him a record of whatever action followed relative to the charges. The Chapter Secretary must make a written transcript in full of all proceedings and forward the same to National Headquarters as a permanent record.
- f. If a Chapter receives such a charge against a member of the Chapter and fails or refuses to act on the charge(s) within ninety (90) days, and if the matter appears to the National President to justify adjudication, the National President may temporarily suspend the

accused Sojourner pending trial to the charges. The trial must be conducted by a Special Trial Committee consisting of at least five (5) Sojourners appointed by the National President. The Special Trial Committee must report its findings and recommendations to the National President for action. If the Trial Committee finds the evidence does not support the charge, it recommends exoneration. If the Trial Committee finds the evidence supports the charge, it recommends to the National President one of the following punishments”

1. A letter of reprimand.
  2. Suspension for the individual, Chapter, and/or Camp for up to one year or until the next National Convention.
  3. Formal expulsion of the individual from National Sojourners® or revocation of the Chapter or Camp charters.
- g. The National President may suspend any Sojourner for failure to obey his lawful, official orders or for failure to comply with the provisions of the *National Constitution and Bylaws* pending final approval of such action by the next National Convention.
- h. No Sojourner may obligate National Sojourners® financially, either directly or by implication, without specific, prior authority granted by the National Trustees. Any Sojourner in violation of the foregoing must indemnify National Sojourners® from all loss and any liability it may sustain.

#### **Section 7. AREA AND REGIONAL REPRESENTATIVES**

- a. An Area Representative, who does not visit and/or submit a report each year for all Chapters in his Area or does not ensure the Regional Representatives visit and/or report on the status of their Chapters, is not in compliance with the *National Constitution and Bylaws*. Failure to perform these essential functions may result in removal from office.
- b. A Regional Representative, who fails to visit and/or submit a report twice annually for each Chapter in his Region, is not in compliance with the *National Constitution and Bylaws*. Failure to perform these essential functions may result in removal from office.

**Section 8. NATIONAL OFFICERS:** These Sojourners must know, support, and comply with National Directives requirements. The National President appropriately addresses any violation of the National Directives, Purposes, policies, or Masonic or State Law and takes appropriate disciplinary action. If the National President violates these National Directives, the Judicial Commission takes appropriate disciplinary action. The National President’s or Judicial Commission’s judgment is either immediate or on a specific effective date and is subject to the approval of the National Convention only for suspension from the Order.

**Section 9. CHAPTERS:** Chapter Officers must know and comply with the requirements contained in the National Directives. These requirements include, but are not limited to:

- a. **Chapter Meeting Frequency:** If an operational Chapter fails to meet at least quarterly, it is placed on probation, must provide minutes of its meetings to National Headquarters, its Chapter President is subject to removal from office for subsequent violations, and its charter is subject to suspension for continued violations.
- b. **Order of Ceremonies:** If an operational Chapter does not use the *Order of Ceremonies* to open and close, initiate new members, and conduct other ceremonies, it is placed on probation, its Chapter President is subject to removal from office for subsequent violations, and its charter is subject to suspension for continued violations.

- c. **Honorary Membership Limit:** If an operational Chapter exceeds the fifteen percent (15%) Honorary Member Limit, it is placed on probation and prohibited from initiating any new Honorary Members, except Elected Grand Lodge Officers, If the until compliant. Chapter fails to steadily progress toward compliance, its charter is subject to suspension.
- d. **Submitting Chapter Annual Report:** If an operational Chapter fails to submit its Chapter Annual Report on time, it is placed on probation and forfeits 10% of its Membership-in-Perpetuity Dividend for each month the report is late. If the report is not received by the following National Convention, the Chapter is not in good standing and loses all voting rights until the report is submitted. If the Chapter Annual Report is delinquent for two (2) consecutive years, the Chapter's charter is suspended.
- e. **Paying Per Capita Fees.** If an operational Chapter fails to pay its Per Capita Fees on time, it is immediately placed on probation. If Per Capita is not paid by the Membership-In-Perpetuity Dividend distribution date, 10% of the Chapter's Membership-In-Perpetuity Dividend is withheld for each month that the Per Capita Fee remains unpaid. If the Per Capita Fees are not paid by the National Convention, the Chapter is not in good standing and loses all voting rights. If the Chapter's full Per Capita Fee is not paid by the second Per Capita due date, the Chapter's charter is suspended.
- f. **Electing a Slate of Officers:** If an operational Chapter fails to elect a minimum slate of Officers, a Chapter President and Chapter Secretary-Treasurer, the Chapter is placed on probation for one (1) year. If two (2) Chapter members do not fill these essential positions within one (1) year, the Chapter's charter is suspended.
- g. **Compliance with Grand Lodge Codes:** If an operational Chapter fails to comply with the Grand Lodge Codes of the Jurisdiction in which the Chapter operates, the Chapter President is subject to be removed from office, the offending Sojourner is subject to suspension, and the Chapter's charter is subject to suspension.

## ARTICLE VI

### National Officers

**Section 1: NATIONAL OFFICERS:** The National Officers include the 1) National Line Officers, 2) Judicial Commission, 3) National Trustees, 4) Committee of 33, 5) Honor Awards Committee, 6) Sojourner Ritual Committee, 7) Past National Presidents, 8) Past National Commanders, and 9) Emeritus Members. Their duties, qualifications, and terms of office are described herein.

**Section 2: NATIONAL PRESIDENT:** The National President is the Chief Executive Officer of the Order, the Chairman of the National Board of Directors for the *Articles of Incorporation*, the Chairman of the Executive Committee, and an ex-officio member of all National Bodies, except the Judicial Commission, Honor Awards Committee, and National Nominating Committee. He performs the duties applicable to the office and in compliance with the *National Constitution and Bylaws*, Purposes, *Articles of Incorporation*, and policies. He normally automatically advances from the National President-Elect position to become the National President, but in unusual circumstances, he may be elected directly from among the National Vice Presidents or other Sojourners. He serves a one-year term or until a replacement is advanced or elected and installed. He may not serve simultaneously in any other National Office. The duties of the National President include the following:

- a. The National President must ensure that the Order's *Constitution and Bylaws*, Purposes, traditions, and polices are faithfully upheld, supported, enforced, and executed while advancing and promoting the welfare of the Order.
- b. Supervise and direct the general activities of the Order, ensuring that all officers, committees, and other elements function efficiently and act in accordance with appropriate National Directives.
- c. Convene and physically preside at the National Convention in accordance with the *National Constitution and Bylaws* and standard and approved practices, such as welcoming all attendees, recognizing dignitaries, taking attendance of all National Officers, keeping minutes of all proceedings, providing the National President's annual report and receiving reports of National Officers and Standing Bodies, conducting elections, acting on Resolutions, approving an Annual Budget, reporting dates and locations of future National Conventions and Mid-Winter Meetings, holding required meetings and providing inputs to the Nominating Committee, attending a meeting with Past National Presidents, and hosting the National President's Banquet and other activities as may be required.
- d. Convene and physically preside at a Mid-Winter Meeting for which he establishes the format, criteria, and parameters in conformity with the requirements of the *National Constitution and Bylaws*.
- e. Make authorized appointments to be effective immediately upon his installation for his term of office and publish them in the Proceedings for the National Convention.
- f. Fill authorized elected National Officer vacancies.
- g. Make special appointments and publish them in the *Staff Directory* and the next issue of *The Sojourner*, except those appointments made for disciplinary actions or legal advice from the National Judge Advocate until a major decision is made, include the following information:
  1. The reason or need for a special appointment.
  2. The scope of authority in the appointment.
  3. The rank (s) and name(s) of appointees.
  4. The time frame, reporting and suspense dates, and termination date of the appointment.
  5. Reports resulting from special appointments are made a part of an official file, and if deemed in the interest of the Order, are published in *The Sojourner* or in the Annual Report if just prior to the National Convention.
  6. Identify areas for Committee of 33 study or action and receive their official written reports.
- h. Review and ensure the continuing vitality of the Area and Regional structure and receive (via the National President-Elect) reports therefrom.
- i. As required, appoint a Special Auditing Committee recommended by the National Trustees.
- j. Ensure adequate liaison with the Conference of Grand Masters of Masons in North America, and the various Grand Lodge Jurisdictions to promote patriotism, Americanism, and Freemasonry.
- k. Consult with and consider the advice of his staff and the National Executive Committee in carrying out his responsibilities throughout the year.
- l. Oversee the activities of the Committee of 33, Standing Bodies and Area and Regional Representatives.

**Section 3. NATIONAL PRESIDENT-ELECT:** The National President-Elect is elected for a one-year term and may not serve simultaneously in any other National Office or on any Committee, except as a member of the Executive Committee and the Board of Directors for the *Articles of Incorporation*. At the end of his term as National President-Elect, he automatically advances to become National President when National Officers are installed. He must:

- a. Assist the National President.
- b. Supervise the operations of and receive the reports from the Area and Regional Representatives, analyze and report thereon to the National President.
- c. Prepare appointments for Area and Regional Representatives and members of National Standing Committees to be appointed before the National Convention at which he becomes National President.
- d. Oversee the activities of the Chapter Revitalization and Chartering Committee, Area and Regional Representatives, National Sojourners<sup>®</sup> Convention Corporation, and Information Technology Committee.
- e. Deliver to the National Trustees not later than 1 March, an input to the Annual Budget detailing funds recommended to support programs to be executed while he is serving as National President. Early submission of requirements is encouraged to best ensure accommodation of the request in the recommended budget.
- f. Act as National President in the event of the absence, disability, removal, or death of the National President.

**Section 4. NATIONAL VICE PRESIDENTS:** The National Vice Presidents are elected for a one-year term and may not serve on any other elective or appointive National Body, except as a member of the Board of Directors for the *Articles of Incorporation* and the Executive Committee. The National Vice Presidents must perform the following duties:

- a. Duties as assigned by the National President to include coordinating and reporting assignments of the National Standing Bodies.
- b. The National First Vice President oversees the activities of the Americanism, Incentives and Awards, and Publications Review Committees.
- c. The National Second Vice President oversees the activities of the Membership, Gifts and Bequests, and Fraternal Liaison Committees.
- d. The National Third Vice President oversees the activities of the Bridge of Light, and Education and Training Committees.
- e. Act as National President in the order of their seniority in the absence, disability, or death of the National President and the National President-Elect.
- f. In the event the National President-Elect succeeds to the office of the National President, due to death, resignation, or removal of the National President or the National President-Elect dies, resigns, or is removed from office, the Office of President-Elect must remain vacant until filled by election at the next National Convention, however, each National Vice President performs the duties of the higher office to ensure all National President-Elect and National Vice President duties are performed.

**Section 5. QUALIFICATIONS OF NATIONAL PROGRESSIVE LINE OFFICERS:** The qualifications for all candidates for the National Progressive Line include these minimum requirements:

- a. Active Membership status in National Sojourners<sup>®</sup>.
- b. A minimum of ten (10) years of continuous membership in National Sojourners<sup>®</sup>.
- c. Served as a Chapter President and Commander of a Camp of Heroes of '76<sup>®</sup>.

- d. Served for a minimum of three (3) years on a National Committee as either an appointed or elected member and/or as an Area or Regional Representative.
- e. Attendance at three (3) National Conventions and two (2) Mid-Winter meetings.
- f. Demonstrated leadership, tact, and success in collaboration within military, civic, business, and Masonic organizations.
- g. Ability and willingness to undertake the personal financial burden associated with the office to which elected, as well as the travel required to satisfy the additional responsibilities.
- h. A determination of “Qualified” based on an interview with the Nominating Committee.

**Section 6. NATIONAL SECRETARY-TREASURER:** When performing duties as National Secretary, the National Secretary-Treasurer is responsible to the National President for day-to-day operations of the National Headquarters office. When performing duties as National Treasurer, the National Secretary-Treasurer is responsible to the National Trustees for all financial, business, and property management of the Order. He is elected for a three (3)-year term, serves without term limits, and may not serve simultaneously as any other National Officer, except as a member of the Board of Directors for the *Articles of Incorporation*, as a member of the Executive Committee, and as an ex officio member of the Resale Advisory Committee.

- a. The National Secretary-Treasurer, in his Secretarial role, is responsible for and must:
  1. Maintain the National Chapter, membership, and historical records.
  2. Report the membership status of each Chapter quarterly to the National Line Officers and National Trustees.
  3. Be responsible for the National Directives System, reporting all National Directives violations, as necessary, to the National President or the Judicial Commission and posting changes required by action of the National Convention or the Executive Committee.
  4. Record Proceedings of the National Conventions and the records of the Mid-Winter Meetings and publish them in *The Sojourner* immediately following these events.
  5. Inform National Historian of Chapter, Club, and Camp status changes; Officers changes; leadership decisions; membership status reports; special events; and other details essential to the history of the Order.
  6. Coordinate and act upon, as appropriate, all correspondence received by or originated from National Headquarters.
  7. Publish and distribute the annual *Staff Directory*—authority may be delegated, but responsibility remains with the National Secretary-Treasurer.
  8. Serve as Editor and supervise the publication and timely distribution of *The Sojourner* to members.
  9. Deliver the Resolutions Package to the Chairmen of the Resolutions Committee and the Committee of 33 not later than 10 November.
  10. Report proposed Resolutions for the National Convention in *The Sojourner* not less than 75 days prior to the start date of the National Convention.
  11. Determine and ensure the Melvin W. Byers Secretary of the Year Award, Past National President’s Trophy (Growth), Past National President’s Trophy (Development), Past National Commander’s Trophy, and Youth Emphasis Award are presented annually.

12. Post publications (except the Heroes Manual); forms; and Area, Regional, and Chapter-level certificates on the National Sojourners<sup>®</sup> Website as fillable Portable Document Format (PDF) files, where appropriate.
  13. Receive all Chapter Annual Reports and provide a status of delinquent reports to all National Line Officers and Trustees on 01 August and monthly thereafter of each fiscal year.
  14. Serve as National Adjutant of the Heroes of '76<sup>®</sup> and perform such duties as are appropriate thereto.
  15. Track and report to the National Line Officers quarterly the status of each Chapter's Honorary Membership percentage and reporting and per capita status.
  16. Document and maintain a National Secretary-Treasurer Operations Manual of all National Headquarters administrative and financial processes and procedures.
  17. Submit required government reports including those required by the Internal Revenue Service and the State in which incorporated for the *Articles of Incorporation*.
  18. Manage and operate the National Headquarters.
  19. Manage the Resale Facility.
- b. The National Secretary-Treasurer, in his Treasurer's role, is responsible for and must:
1. Be the principal Financial Officer of the Order under the supervision of the National Trustees and the National President and within the restrictions of the Annual Budget.
  2. Administer the day-to-day expenditures of the Order, maintain complete financial records, and be bonded.
  3. Collect all funds authorized by the organization, make necessary disbursements as authorized by the approved budget, and keep an accurate account of all such funds received and disbursed.
  4. Submit a report of the activities and status of National Sojourners<sup>®</sup> and certify statements of the accounts of National Sojourners<sup>®</sup>, quarterly to the National Trustees and annually to the National Convention, with constructive recommendations.
  5. Serve as an ex officio member of the Resale Advisory Committee.
  6. Receive all Per Capita fees from Chapters and provide status of Chapters in arrears to the National Line Officers and National Trustees on 1 April and monthly thereafter until complete.
  7. Prepare and submit a draft annual budget to the National Trustees no later than 15 April.
- c. The National Secretary-Treasurer, in his joint role, is responsible and must:
1. Be responsive to the requirements of the National Officers, National Committees, and others requiring administrative support in the execution of their official duties.
  2. Electronically scan hard-copy documents to transition the Headquarters Office and operation to a digital repository of historically significant records for the Order.
  3. In the event of disability, death, or resignation, be replaced by a Trustee designated by the Chairman of the National Trustees, after consultation with the National President, until a successor is appointed or elected.
    - a) If a suitable National Sojourners<sup>®</sup> candidate cannot be identified within a reasonable time, the National President may, in coordination with the National Trustees, hire a paid National Headquarters Executive Manager.
    - b) Under this special hiring option, a Sojourner is elected to serve as an unpaid National Secretary-Treasurer to 1) oversee the work of the Headquarters Executive

Manager in carrying out the duties of the National Secretary-Treasurer; 2) provide broad direction for the conduct of National Headquarters operations; 3) interact with other Masonic bodies as required; 4) approve/sign all official documents requiring the signature/Seal of the Order; and 5) conduct an annual review/audit of National Headquarters office operations to include a performance review of the Headquarters Executive Manager.

4. Serve as an ex officio member of the IT Committee to identify new requirements; maintain hardware, software, and services associated with operation and maintenance of National Sojourners<sup>®</sup> network resources; and to plan and budget for periodic IT refreshment and repairs, as required.
5. Support the IT Committee consistent with their responsibilities for providing and maintaining the IT resources of the Order and the continuing evolution, development, and support of a responsive Membership Management and Support System.
6. Obtain approval of the National Trustees for any expenditure which exceeds the approved budgeted amount.

**Section 7. NATIONAL CHAPLAIN:** The National Chaplain is normally an ordained clergyman, who conducts the devotions at all National Conventions and other national meetings of National Sojourners<sup>®</sup> and performs such other duties as pertain to his office. He is elected for a three (3)-year term and serves without term limits. He may serve simultaneously in only one (1) other National Office and as a member of the Executive Committee.

**Section 8. NATIONAL JUDGE ADVOCATE:** The National Judge Advocate must be versed in law and a duly licensed attorney at law. His duties are to offer legal opinions; to advise on parliamentary procedures; to serve as a member of the Executive Committee, Judicial Commission, and Resolutions Committee; and to perform such other duties as pertain to his office. He is elected for a three (3)-year term and may serve without term limits, but he is not authorized to serve in any other National Office.

**Section 9. NATIONAL SURGEON:** The National Surgeon must be a physician or medical service officer able to perform such duties as pertain to his office. He is elected for a three (3)-year term, serves without term limits, and may serve simultaneously in one only (1) other National Office and as a member of the Executive Committee.

**Section 10. NATIONAL HISTORIAN:** The National Historian is elected for a three (3)-year term, serves without term limits, may serve simultaneously in only one (1) other National Office and as a member of the Executive Committee and an ex officio member of the Education and Training Committee. The National Historian, in coordination with the National Secretary-Treasurer, collects, compiles, and maintains historically significant information pertaining to the National Sojourners<sup>®</sup> and the Heroes of '76<sup>®</sup>.

**Section 11. NATIONAL BOARD OF DIRECTORS (BOD) FOR THE ARTICLES OF INCORPORATION (AOI):**

- a. **Composition and Qualifications:** The National BOD consists of the National Progressive Line Officers and the Secretary-Treasurer, each serving during his term of office. The National BOD must be particularly knowledgeable in matters of the AOI and the *National Constitution and Bylaws* to ensure that the philanthropic and educational purposes, on which the AOI is based, are protected, preserved, and managed. The National President is



the Chairman, an affirmative, majority vote of the Directors is required for changes to the *AOI*, and Robert's Rules of Order must be followed in the deliberations.

- b. **Articles of Incorporation (AOI):** The *AOI* is a legal agreement, between the State in which incorporated and National Sojourners®, which requires the Order to operate exclusively for philanthropic and educational purposes per specific Sections of the Internal Revenue Code, not to engage in prohibited transactions, nor have the power to amend the *AOI* to forfeit any charitable or educational exemption.
- c. **Election to Office and Duties.** Since the National BOD consists of specific National Progressive Line Officers and the National Secretary-Treasurer, when elected to office, each is automatically elected to the BOD. The National BOD for the *AOI* must ensure that all National Operations protect and preserve the integrity of the *AOI*, and that the *AOI* is updated, as necessary, to ensure accuracy, while preserving the intent of its principles.

**Section 12. NATIONAL EXECUTIVE COMMITTEE:** This Committee consists entirely of members, who are already National Officers, with the National President as Chairman; National President-Elect as Vice Chairman; all other National Line Officers; National Trustees; and Past National Presidents as members, approximately 25 National Officers total. If a National, State, or local emergency forces the National President to cancel a National Convention, the National President must immediately inform and convene the Executive Committee. The Executive Committee acts in lieu of the Delegates at the National Convention to elect National Officers; act on essential Resolutions, as published and deemed essential by it; approve an Annual Budget; and conduct other necessary business normally performed at a National Convention. The Executive Committee, thus, ensures continuity of operations and continuity of leadership when the Delegates cannot meet. The Executive Committee must comply with the *Articles of Incorporation*, National Directives, Purposes, and approved policies of the Order.

**Section 13. JUDICIAL COMMISSION:**

- a. **Membership:** The Judicial Commission is an independent body within the Order and is composed of five (5) Past National Presidents or Legion of Honor recipients, who are nominated by the Nominating Committee, elected by the Delegates, and serve for a five (5)-year term. The National Judge Advocate is an ad hoc, non-voting member of the Judicial Commission. After the first five (5) Commissioners are elected to one- through five (5)-year terms to initially constitute the Commission, one (1) Commissioner is elected each year, and as necessary to fill vacancies. The Commissioners elect a Chairman and a Secretary each year at the National Convention to lead the Commission.
- b. **Duties:** Progressively 1) counsel, 2) admonish, and only if necessary 3) remove the National President from office for failure to comply with the *National Constitution and Bylaws*.
- c. **Authority:** To establish boundaries of authority, the National President is responsible for disciplinary action for all Sojourners, Chapters, Bodies, and other National Officers. The Judicial Commission is responsible for disciplinary action relative to the National President only. The Judicial Commission meets at such times as necessary to address any issues arising during the year with three (3) Commissioners constituting a quorum. For Judicial Commission action beyond counseling the National President, a unanimous vote of all Commissioners is required. To ensure the Judicial Commission's independence, a vacancy on the Judicial Commission must remain unfilled until the next National Convention.

**Section 14. NATIONAL TRUSTEES:**

- a. **Membership:** The National Trustees are National Officers, who serve for a period of three (3) years, with three (3) Trustees being elected each year at the National Convention. Each Trustee may serve a total of three (3), full, three (3)-year terms plus any initial, unexpired portion of a term filled by election or appointment. National Trustees must have great experience at the national level and be particularly knowledgeable in matters of management, finance, and budget.
- b. **Duties:** The primary function of the National Trustees is to exercise general supervision oversight and control over the budget, finances, business operations, properties, investments, and audits of National Sojourners<sup>®</sup> and to receive reports of audits thereon. The National Trustees, with input from the National Secretary-Treasurer and President-Elect, prepare, coordinate, and present a recommended Annual Budget to the National Convention for approval. In addition, the National Trustees must elect an Investment Council and officers for the Board of Directors of the National Sojourners<sup>®</sup> Convention Corporation and the Spirit of America Education Foundation. The National Trustees must elect a chairman, who presides over meetings and ensures proper functioning; a Vice-Chairman, who assists the Chairman and, in his absence, presides; and Secretary, who keeps the minutes, conducts correspondence, and maintains the files; and all ensure the proper functioning of the National Trustees. The National Trustees must employ a Special Auditing Committee or a professional auditor to audit the records of the Order annually, using accepted auditing procedures, and report the results at the National Convention. The Chairman reports to the National Convention the financial status of the Order and is an ex officio member of the Standing Committee on Gifts and Bequests. He may authorize adjustments with the budget accounts in an amount not to exceed \$500.00. The National Trustees may meet in special session any other time called by the Chairman or as requested by a majority of the National Trustees for necessary business. Five (5) National Trustees constitute a quorum. The Chairman must prepare and electronically distribute an Agenda seven (7) days prior to the National Convention and the Mid-Winter Meeting.

#### **Section 15. COMMITTEE OF 33:**

- a. **Membership:** Members of the Committee of 33 are National Officers, with eleven (11) elected each year for a three (3)-year term, with a maximum of three (3) full terms or nine (9) years. Eleven (11) members constitute a quorum. Minimum requirements to become a member of the Committee of 33 are exemplary performance as an Area or Regional Representative or as a member of a national level, standing committee, and experience as a Chapter President. After election and installation at the National Convention, the Committee of 33 meets to elect a Chairman, Vice Chairman, Secretary, and such other officers as deemed necessary.
- b. **Duties:** The Committee of 33 is the principal advisory body to the National President and the Order. The Committee of 33 Chairman assigns tasks, manages the delivery of recommendations on various issues, and provides status reports to the National President and the National President-Elect. Tasks may be originated by the National Line and/or the Committee of 33 Chairman. The Committee of 33 is authorized to self-task for issues identified by the Committee that need to be addressed. All Committee of 33 members must attend all National Conventions and Mid-Winter Meetings. Committee of 33 meeting minutes, Task Group Reports, and Task Tracking Records constitute the official records of the Committee of 33 and must be submitted to the National Progressive Line and National

Secretary-Treasurer in electronic format for filing and posting on the National Sojourners® Website. The Committee of 33 must review all Resolutions to be presented to the National Convention, recommend approval or disapproval of each Resolution based on the best interests of National Sojourners®, and provide a rationale for the same to the Resolutions Committee for consideration by the National Convention. The Chairman must prepare and electronically distribute an agenda not less than seven (7) days prior to the start of each National Convention and Mid-Winter Meeting. The Chairman must appear before the Nomination Committee at the National Convention to identify existing Committee of 33 members who should not continue as a member of the Committee of 33.

**Section 16.** The HAC consists of three (3) Past National Presidents of National Sojourners® and two (2) Past National Commanders of the Heroes of '76®, one (1) member elected annually for a five (5)-year term at each National Convention. No member may serve more than one (1) term unless all other eligible Sojourners have served at least one (1) term. The senior-tenured member of the Committee serves as the Chairman.

- a. **Duties:** The HAC selects the nominee, if warranted, for the Legion of Honor Medal and presents the nomination to the Delegates of the National Convention for balloting.

**Section 17. SOJOURNER RITUAL COMMITTEE (SRC):**

- a. **Membership:** The SRC consists of three (3) elected members, including its Chairman, with one (1) new member elected each year in rotation at the National Convention for a three (3)-year term. The Committee Chairman submits nominations to the Chairman of the Nominating Committee for processing. Additional nominations for election to the Committee may be made from the floor. The senior-tenured member of the Committee serves as the Chairman. The Committee Chairman may appoint up to four (4), non-voting, ad hoc members until the next National Convention to support the efforts of the Sojourner Ritual Committee.
- b. **Duties:** The Committee is responsible for the currency, accuracy, and vitality of the Sojourner Ritual contained in the *Order of Ceremonies*. The SRC reviews all proposed changes to the Sojourner Ritual and recommends any changes to the *Order of Ceremonies* for approval by the Delegates at the National Convention. Any Resolution, which recommends a change in the Sojourner Ritual, must be referred to the SRC before presentation to the Resolutions Committee and to the National Convention for approval.

**Section 18. PAST NATIONAL PRESIDENTS, PAST NATIONAL COMMANDERS, AND EMERITUS SOJOURNERS:** These Sojourners are ex officio and non-voting members of all National-level Committees and hold life tenure as National Officers. The National Progressive Line Officers must meet with the Past National Presidents at every National Convention and Mid-Winter Meeting. The senior Past National President, who is present, presides.

**Section 19. ABSENCES FROM NATIONAL CONVENTIONS AND MID-WINTER MEETINGS:** Any active National Officer, who has two (2) consecutive, unexcused absences from required meetings without approval of the National President automatically vacates his position.

**Section 20. NOMINATION:** Chapters and National Officers may recommend candidates for National Office on the official Nomination Form to the National Secretary-Treasurer. The National Secretary-Treasurer reviews the Form for eligibility of the nominee, and either approves/certifies the Form or rejects it. He then mails or delivers the certified Nomination

Forms to the Executive Secretary of the National Nominating Committee. The Nominating Committee nominates one (1) Sojourner for each expired or vacant position. Delegates at the National Convention may nominate other candidates from the floor. Each nominee must still complete a Nomination Form, have it reviewed and certified by the National Secretary-Treasurer for eligibility for the position in question, and provide it to the Executive Secretary of the Nominating Committee for his review.

**Section 21. DUAL STATUS:** No Sojourner may occupy more than one (1) active National Office at the same time, with the following exceptions:

- a. **National President:** Serves as Chief Executive Officer for the Order, as Chairman of the National Board of Directors for the *Articles of Incorporation*, as Chairman of the National Executive Committee, and may not serve on any other Body.
- b. **National President-Elect:** Serves as a National Progressive Line Officer, as a Director for the National Board of Directors for the *Articles of Incorporation*, as Vice Chairman of the National Executive Committee, and may not serve on any other Body.
- c. **National Vice Presidents:** Serves as a National Progressive Line Officer, as a Director for National Board of Directors for the *Articles of Incorporation*, as a member of the National Executive Committee, and may not serve on any other Body.
- d. **National Secretary-Treasurer:** Serves as Chief Operating Officer for the Order, as Secretary of the National Board of Directors for the *Articles of Incorporation*, as a member of the National Executive Committee, as an ex officio member of the Resale Advisory Committee, and may not serve on any other Body.
- e. **National Chaplain:** Serves as National Chaplain, as a member of the National Executive Committee, and may serve on one (1) other elective and one (1) appointive Body.
- f. **National Judge Advocate:** Serves as the National Judge Advocate, as a member of the National Executive Committee, as an ex officio member of the Resolutions Committee and the Judicial Commission and may not serve on any other Body.
- g. **National Surgeon:** Serves as the National Surgeon, as a member of the National Executive Committee, and may serve on one (1) other elective and one (1) appointive Body.
- h. **National Historian:** Serves as the National Historian, as a member of the National Executive Committee, and may serve on one (1) other elective and one (1) appointive Body.
- i. **Judicial Commission:** Commissioners must not be National Line Officers or Committee of 33 members. Two (2) Commissioners may be National Trustees. Each Commissioner, if qualified, may also serve on the Honor Awards Committee or the Sojourner Ritual Committee. No Commissioner may hold more than one (1) other elective office and no appointive office.
- j. **National Trustees:** Not more than two (2) Trustees may serve as members of the Judicial Commission. The other seven (7) Trustees may serve on the Honor Awards Committee or the Sojourner Ritual Committee. No Trustee may serve on more than one (1) other elective Body. National Trustees may not serve on the Committee of 33 or on the National Line.
- k. **Committee of 33:** Committee of 33 member may not serve as a National Trustee or as a Judicial Commissioner. All Committee of 33 members may serve on all appointive Bodies and may serve on the Sojourner Ritual Committee and on the Honor Awards Committee, if qualified.

- l. **Honor Awards Committee:** Honor Awards Committee members may serve on the National Trustees, the Judicial Commission, if qualified, or the Sojourner Ritual Committee. No Honor Awards Committee member may serve on more than one (1) other elective Body.
- m. **Sojourner Ritual Committee:** All Sojourner Ritual Committee members may also serve on the National Trustees, the Judicial Commission if qualified, or the Committee of 33. No Sojourner Ritual Committee member may serve on more than one (1) other elective Body.
- n. **Emeritus Members:** May serve without restriction, except in the position from which Emeritus Status was derived, and if qualified, may hold any two (2) National Offices listed above, within the restrictions of that National Office.
- o. **Past National Presidents:** Having served in the highest and most demanding position in the Order, may serve as an active National Officer on any two (2) elective or appointive Bodies.
- p. **Past National Commanders:** Having served in the highest and most demanding position in Heroes of '76<sup>®</sup>, may serve as an active National Officer on any two (2) elective or appointive Bodies.

**Section 22. VACANCIES:** Elected National Officer vacancies, which occur between National Conventions, except the National President-Elect, National Vice Presidents, National Secretary-Treasurer, and Judicial Commissioners, must be filled by appointment by the National President. Such appointee serves until a replacement is elected at the following National Convention. All National Officer vacancies occurring during a National Convention are filled by election at that National Convention. Mid-year National Progressive Line Officer vacancies remain vacant until filled by election at the following National Convention during normal operations or by the Executive Committee during emergency operations.

**Section 23. WEBSITE FILING:** Each Elective Standing Body Chairman is responsible for having and maintaining an archive folder on the National Sojourners<sup>®</sup> Website. The Chairman must manage the content and ensure it is both accurate and current. The archive folder must include copies of all pertinent records for all Elective Standing Bodies to maintain a continuing historical record for reference.

## ARTICLE VII

### National Conventions and Meetings

**Section 1. NATIONAL CONVENTION:** The National Convention is held each year at such time, normally in June, and place (rotating, nationwide locations to ensure optimum, equitable participation over time) as may be agreed upon at the National Convention two (2) to five (5) years in advance. Recommendations for locations, with supporting justifications, must be made by formal report of the National Sojourners<sup>®</sup> Convention Corporation and approved by the Delegates.

**Section 2. DELEGATES:** The voting members of the National Convention consist of the following representatives, properly registered, physically present, and seated at the National Convention meeting site, and certified by the National Secretary-Treasurer:

- a. **National Officers:** All National Officers are Delegates and can vote at any National Convention for which they are registered and attend.
- b. **Chapter Presidents:** Chapter Presidents are Delegates.
- c. **Chapter Secretaries:** Chapter Secretaries are Delegates.

- d. **Elected Chapter Delegates:** Each Chapter, except National Headquarters Chapter, is entitled to one (1) delegate for each twenty-five (25) Active Members or major fraction thereof in good standing on the rolls as of 31 December preceding a National Convention. Multiple members, deceased Members, Multiple Members in Perpetuity, and Honorary Members do not determine the number of Delegates a Chapter receives; however, Honorary Members and Multiple members may be Delegates.
- e. **Representation:** A Delegate may represent only one (1) Chapter at any given National Convention.
- f. **Alternates:** Each Chapter President, or elected Vice President as an alternate, each Chapter Secretary, or elected Assistant Chapter Secretary as an alternate, and a duly accredited and elected alternate may attend and vote in the absence of the primary Delegate.
- g. **Proxy Delegates:** Any Chapter, which is located outside the geographic limits of the United States, and which does not have a Delegate properly registered, physically present, and seated at the National Convention session has the right, upon certification by the National Secretary-Treasurer, to have one (1) ballot cast by the National Secretary-Treasurer.
- h. **Attendees:** Attendees, who are not eligible to be voting Delegates, have all the rights and privileges of voting Delegates except the right to vote. Their nametags, received upon registration, must be clearly marked "Non-Voting Delegate."

**Section 3. QUORUM:** Sixty (60) voting Delegates, representing not less than ten (10) Chapters constitute a quorum to conduct business at all National Conventions.

**Section 4. GENERAL SESSION:** The Order of Business, which may be changed by an affirmative, majority vote of the Delegates, is as follows. The National President may arrange the sequencing of the Order of Business, but the individual items on the list must be completed to accomplish the business of the Order:

- a. Formally open the National Convention
- b. Approve the Minutes of the preceding Convention
- c. Receive reports of National Officers
- d. Receive reports of Committees
- e. Receive other Reports
- f. Unfinished Business
- g. New Business
- h. Elect Officers
- i. Act on Resolutions
- j. Act on the Annual Budget/Fees
- k. Act on other necessary business
- l. Adjourn.

**Section 5. SUSPENSION OF THE RULES:** The National Convention may, by an affirmative vote of three-fourths (3/4) of the registered Delegates present, a quorum being present and voting, suspend the rules for consideration of any specific item or items including amendments to the *National Constitution and Bylaws*.

**Section 6. ELECTIONS:** In all voting for National Officers, an affirmative, majority vote is necessary for election. If there is only one (1) candidate for an office, an affirmative, unanimous

ballot is cast by the National Secretary-Treasurer, except for the position of National Secretary-Treasurer, in which case, the National President-Elect casts the unanimous favorable ballot.

**Section 7. VOTE AND BALLOT:** These terms are not synonymous. To vote means to offer a member's preference visually by raising his right hand or by standing to approve or disapprove an action. Voting is used when the voice of members present is required to determine the outcome, such as approving the Annual Budget, electing Officers, and other routine business. To ballot means to secretly write one's preference on a paper ballot to approve or disapprove an action. Balloting is typically used when the secrecy of one's choice is required, such as electing a Sojourner for the Legion of Honor or electing an Honorary Member. If the ratio of the affirmative votes or ballots cast equals or exceeds that required for a majority (50% plus 1), two-thirds (67%) for Legion of Honor, three-fourths (75%) for amending the *National Constitution and/or Bylaws*, or unanimous (100%) for election to Honorary Membership, the issue being determined or person being elected passes; if not, it fails. All Delegates in attendance and present must vote or ballot, and only Delegates may vote or ballot at a National Convention. Similar procedures apply throughout the Order.

**Section 8. MEETINGS:** Meetings of the National Line, Executive Committee, Judicial Commission, National Trustees, Committee of 33, National Committees, and Past National Presidents with the National Progressive Line are scheduled prior to, after, and around the General Sessions. All regularly scheduled meetings, except the Honor Awards and the Nominating Committee meetings, are open to interested Sojourners unless otherwise announced; non-committee members may request permission to participate in any portion of the meeting in which they have a pertinent interest.

**Section 9. MID-WINTER MEETINGS:**

- a. This meeting is normally held in January at rotating, nationwide locations to ensure optimum, equitable attendance over time.
- b. In general, the order of business and policies applying to the National Convention also apply to the Mid-Winter Meeting, except that the general session is typically abbreviated.

**Section 10. EXECUTIVE COMMITTEE MEETINGS:** The National President is authorized to call a meeting of the Executive Committee at any time for any reason and meets with the Executive Committee prior to the National Convention and the Mid-Winter Meeting.

**Section 11: PARLIAMENTARY PROCEDURE:** All National Conventions, Mid-Winter Meetings, and Management meetings of the Order must be conducted according to the basic principles of parliamentary law and protocol based upon current edition of *Roberts Rules of Order*. The favorable, majority vote of the Delegates and/or membership of the body present at a properly called meeting, at which a quorum is present, is approved unless the vote or ballot of a greater number is required by law or by the *National Constitution and Bylaws* for a particular motion. The Order must keep written minutes of its proceedings in its permanent records.

## ARTICLE VIII

### Appointive Standing Bodies

**Section 1. Overall Requirements for All Appointive Standing Bodies:**

- a. **Appointment:** The National President appoints the Chairman and all members of all appointive Bodies to serve for one (1) year and fills any vacancy as it occurs.

- b. **Internal Committee Documentation:** Each Appointive Standing Body must prepare and electronically distribute an agenda for each meeting at least seven (7) days in advance of the meeting; record and retain minutes of attendance, results, and findings of its meeting; create, modify, and maintain an internal operating manual or continuity book on its operations, duties, responsibilities, forms, awards, and processes; publish an Annual Report; and maintain a historical record of its members, activities, decisions, and results. These documents must be filed on the Sojourners Only and Committee-Only portion of the National Sojourners® Website. The Chairman must ensure that all Appointive Standing Body members have access to the web pages through the National Sojourners® Website Manager.
- c. **External Committee Documentation:** Each Appointive Standing Body must prepare, publish, and distribute a Manual for all Sojourners. The Manual must address the processes, awards, competitions, and its reason for existence. Manuals must be recorded and maintained as Non-Permanent National Directives, consistent with the Permanent National Directives. These documents must be filed on the Sojourners-only portion of the Website for access by all members and linked to the *Policies and Procedures Manual*.
- d. **Website Filing:** Each Appointive Standing Body Chairman is responsible for having and maintaining an archive folder on the National Sojourners® Website. The Chairman must manage the content and ensure it is both accurate and current. The archive folder must include copies of all pertinent records for all Appointive Standing Bodies to maintain a continuing historical record for reference.

**Section 2. AMERICANISM COMMITTEE:**

- a. **Membership:** The Committee consists of a Chairman, a Secretary, and up to fifteen (15) members as authorized by the National President.
- b. **Duties:** The Committee formulates and directs a program to promote the cause of Americanism in conformity with the Purposes of National Sojourners® and in accordance with such additional directions as may be received from the National President. The Committee must meet at and report to the National Convention and report to the National President at the Mid-Winter Meeting. Eight (8) members constitute a quorum.
- c. **Sub-Committees:** The Chairman appoints the following sub-committees, each consisting of a Chairman and three (3) or more members:
  - 1. **ROTC Awards:** Responsible, in conjunction with the National Secretary-Treasurer, for Administration of the ROTC Awards program.
  - 2. **Youth Activities:** Stimulates Americanism among the youth of our country through the Essay Contest and other activities.
  - 3. **Patriotic Activities and Freedoms Foundation:** Encourages appropriate patriotic activities, and participation among Sojourners and non-Sojourners in the various programs of Freedoms Foundation at Valley Forge and Youth Leadership Conferences.
- d. **Chapter, Region, and Area Responsibilities:** Each Chapter President must appoint an Americanism Committee composed of at least two (2) members with local responsibilities, which parallel those of the National Americanism Committee. Area and Regional Representatives are the Americanism Coordinators for their Areas and Regions.

**Section 3. BRIDGE OF LIGHT COMMITTEE:**

- a. **Membership:** The Bridge of Light Committee consists of a Chairman, Secretary, and membership as authorized by the National President.



- b. **Duties:** The National Committee develops and coordinates the National Sojourners® Bridge of Light Program; furnishes guidance and assistance to the Chapters and Area and Regional Representatives to ensure effective programs and activities; coordinates with the Fraternal Liaison Committee to ensure maximum understanding, effectiveness, and publicity of Committee activities; meets at and reports to the National Convention; and reports to the National President at the Mid-Winter Meeting.
- c. **Chapter Bridge of Light Committee:** Each Chapter President must appoint a Bridge of Light Committee composed of at least two (2) members to ensure the effective operational Chapter Programs to support Committee activities for local Masonic Lodges and Appendant Bodies.

#### **Section 4. CHAPTER REVITALIZATION AND CHARTERING COMMITTEE:**

- a. **Membership:** The Chapter Revitalization and Chartering Committee consists of a Chairman, Secretary, and membership as authorized by the National President. In addition, Area and Regional Representatives and the National Secretary-Treasurer are ex-officio members of the Committee. The Committee Chairman serves as an ex officio member of the Membership and Fraternal Liaison Committees.
- b. **Duties:**
  1. **Identifying and Assisting Struggling Chapters:** The Committee advises and assists in strengthening and revitalizing new or existing National Sojourners® Chapters that need revitalization, chartering, or re-chartering. It identifies less vital and inactive Chapters, with help from the National Secretary-Treasurer and/or Regional and Area Representatives. The Committee receives all Area and Regional Representative Reports prior to the Mid-Winter Meeting and Annual Convention and provides a report to the National President, National President-Elect, and National Secretary-Treasurer. Beyond tracking Chapter status, the Committee must administratively interface with the Area and Regional Representatives and provide pertinent, Chapter-specific recommendations to assist struggling Chapters.
  2. **Assisting with Chapter Chartering or Re-Chartering:** Identify the location for new or re-chartered Chapters. Locate and assist Sojourners who act as project officers to help organize potential Chapters, providing them with necessary encouragement and materials. Coordinate with the Area and Regional Representatives to provide their expertise and encouragement. Coordinate with the Fraternal Liaison Committee to ensure approval and support of the Grand Jurisdictions involved.

#### **Section 5. EDUCATION AND TRAINING COMMITTEE**

- a. **Membership:** The Education and Training Committee consists of a Chairman, Secretary, and membership as authorized by the National President. The Committee Chairman nominates a member of the committee for consideration for appointment to serve as a member of the National Publications Review Committee. The National Historian is an ex officio member of the Education and Training Committee.
- b. **Duties:**
  1. Monitor the currency and accuracy of all National Sojourners® educational and/or instructional pamphlets, and similar documents and publications.
  2. Prepare and submit for publication any changes by action of the National Convention or any National Officer acting within the scope of his authority.
  3. Be responsible for welcoming First Timers to each National Convention including conducting the First-Timers Orientation session at the National Convention.

4. Prepare instructive pamphlets or handouts to be placed on the National Sojourners® Website and distribute them to Area and Regional Representatives, Delegates, and other attendees to the National Convention.
5. Conduct training at National Conventions, Mid-Winter Meetings, and via electronic means to provide information on the National Sojourners® Website for new Chapter Officers, Regional/Area Representatives, National Committees, and Sojourners.

#### **Section 6. FRATERNAL LIAISON COMMITTEE**

- a. **Membership:** The Fraternal Liaison Committee consists of a Chairman and five (5) members, each of which has served with distinction in Freemasonry.
- b. **Duties:**
  1. Advise the National President and the National Convention on all matters affecting the fraternal relations of National Sojourners® with the various Masonic Grand Lodges and other "grand level" Masonic and Masonic-related bodies.
  2. Be alert to changes in rules and edicts in the various Grand Jurisdictions and as appropriate notify the National President, who must, in turn, notify affected Chapters and Area and Regional Representatives. National Sojourners® is committed to ensure that all its activities comply with Grand Jurisdiction Directives.
  3. Advise the National President in areas that could increase the effectiveness of the National Bridge of Light Program.

#### **Section 7. GIFTS AND BEQUESTS COMMITTEE**

- a. **Membership:** The Gifts and Bequests Committee consists of a Chairman, Secretary, and membership as authorized by the National President. The Chairman of the National Trustees is an ex officio member of the committee.
- b. **Duties:** The Committee, acting in coordination with the National Trustees:
  1. Concentrates a marketing effort to raise funds for the Sojourners Endowment Memorial Fund to obtain maximum participation from individual Sojourners and Chapters, public, corporations, and charitable foundations.
  2. Prepares brochures, correspondence, and publicity releases to implement the marketing effort.
  3. Consults with the National Judge Advocate for legal counsel.
  4. Reports efforts to raise funds and results obtained to the National Convention and interim efforts made to the National President and *The Sojourner* to inform members of progress.

#### **Section 8. INCENTIVES AND AWARDS COMMITTEE**

- a. **Membership:** The Incentives and Awards Committee consists of a Chairman, Secretary, and membership as authorized by the National President.
- b. **Duties:**
  1. The Committee administers the following awards: Houghton Memorial Award, Memphis Cup, Presidential Citations, Exceptional Meritorious Achievement Awards, and Certificates of Appreciation.
  2. Prepare, distribute, and maintain a comprehensive Awards and Citations Handbook of all National Sojourners®, Heroes of '76®, and Affiliated Body awards.

#### **Section 9. INFORMATION TECHNOLOGY COMMITTEE**

- a. **Membership:** The Information Technology Committee consists of a Chairman, Webmaster, and membership as authorized by the National President. Assistant webmasters serve as ex-officio Committee members.
- b. **Duties:**
  - 1. Oversee the operation and maintenance of the National Sojourners® Website which is responsive to the needs of the Order.
  - 2. Advise the National President, National Secretary-Treasurer, and National Trustees on Information Technology issues.
  - 3. Provide to the National Line and National Trustees an annual report, which summarizes key accomplishments and plans to include budget requirements.
  - 4. Develop and maintain requisite information technology program plans and policies responsive to the needs of the Order.
  - 5. Ensure the National Sojourners® Website has a security monitoring protocol to detect and report threats.
  - 6. Approve Chapter Websites, which use the Imprimatur.
  - 7. Address issues and plans at Committee Meetings at the Mid-Winter Meeting and the National Convention with the National Line, other Committees, and the members.
  - 8. Jointly, with the Publications Review Committee, provide and maintain guidelines for Web and Social Media Sites that bear the Imprimatur.
  - 9. Review National Sojourners® Social Media Sites bearing the Imprimatur and advise the National President of any potentially inappropriate postings.
  - 10. Recommend members as Assistant Webmasters and Committee members.
  - 11. Post current versions of the *National Constitution and Bylaws*, Administrative Orders, National Circulars, *Staff Directory*, *Policies and Procedures Manual*, *The Sojourner*, and other information on the National Sojourners® Website.
  - 12. Provide and preserve the contents of archive folders on the website for all Appointive and Elective Standing Bodies
- c. **Standing Body Representatives:** The Chairman of each Standing Body must designate a member to serve as its liaison for information technology support requirements.

#### **Section 10. MEMBERSHIP COMMITTEE**

- a. **Membership:** The Membership Committee consists of a Chairman, Secretary, and membership as authorized by the National President.
- b. **Duties:**
  - 1. Ensure existence of vigorous on-going membership development programs at National and Chapter levels, to include recruitment of new members, retention of current members, reinstatement of delinquent members, and encouragement of Memberships-In-Perpetuity.
  - 2. Regularly review, update, and develop membership recruitment materials.
  - 3. Conduct, in conjunction with the National Secretary-Treasurer, such statistical analysis of membership as the National President may request.
  - 4. Coordinate with other National Committees to ensure that all possible efforts are oriented toward member attraction and retention.
  - 6. Meet at and report to the National Convention and report to the National President at the Mid-Winter Meeting.

#### **Section 11. NATIONAL SOJOURNERS® CONVENTION CORPORATION (NASOCOCO)**

- a. **Membership:** NASOCOCO is composed of a Board of Directors (Board) and Corporate Officers (Officers).
  1. **Board of Directors:** The Board consists of the nine (9) National Trustees. The National President, National President-Elect, and National Commander are ex officio members of the Board. The Secretary of the Corporation is designated as Secretary to the Board. The National Secretary-Treasurer serves as the Assistant Secretary to process the administrative requirements of the State in which NASOCOCO is incorporated as a Non-Stock Corporation operated in accordance with Sections 501(c)(10) and 170(c)(2) of the Internal Revenue Code.
  2. **Corporate Officers:** Eight (8) officers constitute the Corporation. Each year, the newly elected National Second Vice President recommends two (2) members to the newly elected National President for appointment for a four (4)-year term. The incoming National President appoints the President of the Corporation after consultation with the Chairman of the Board. After appointment, the President of the Corporation designates, in writing, a Vice-President, Secretary, and Treasurer to serve for the following year. The NASOCOCO Officers may serve on any additional Standing Body, provided their ability to faithfully discharge their duties is not diminished. The Directors, by a majority affirmative vote, are authorized to remove any Officer for cause or failure to perform his duties.
- b. **Duties:**
  1. NASOCOCO, in accordance with its *Articles of Incorporation*, arranges facilities of all kinds to include housing, food and drink, meeting rooms, registration, printing and publication, public relations, and all related incidents for national, regular, and special meetings of National Sojourners®.
  2. NASOCOCO maintains and distributes the *NASOCOCO Corporate Operations Manual* and the *Host Chapter Guidelines*, which contain Committee and Chapter requirements for hosting a National Convention or Mid-Winter Meeting and all required Status, Annual, and After-Action Reports.

## Section 12. NOMINATING COMMITTEE

- b. **Membership:** The Nominating Committee consists of a Chairman, Secretary, and at least nine (9) members. The Chairman must be a Past National President with prior experience of serving on the Nominating Committee. Committee appointments with the addresses of the Chairman and the Executive Secretary only are published in *The Sojourner* not later than the issue prior to the National Convention. The following are ineligible for Nominating Committee membership: National Officers whose term of office expires at the next National Convention; the National President-Elect; and any Sojourner being considered for nomination to an elective office. Any member being considered for nomination must either refuse nomination or immediately resign from the committee.
- c. **Duties:** The Nominating Committee receives nominees for and/or nominates a candidate for each National Office to be filled at the National Convention. The Nominating Committee nominates to the National Convention the following:
  1. The National President-Elect, National First Vice President, National Second Vice President, and National Third Vice President for a one-year (1) term.
  2. The National Secretary-Treasurer, National Chaplain, National Judge Advocate, National Surgeon, National Historian, three (3) National Trustees, eleven (11)

Committee of 33 members, and one (1) Sojourner Ritual Committee member for a three (3)-year term.

3. One (1) Commissioner for the Judicial Commission for a five (5)-year term.
4. One (1) Past National President or Past National Commander for a five (5)-year term on the Honor Awards Committee.
5. All Sojourners requesting Emeritus Status after having served the requisite nine (9) years in an elected National Office.
6. One (1) Sojourner for election to each National Office previously vacated for any reason and filled by appointment by the National President for a one (1)-, two (2)-, three (3)-, four (4)-, or five (5)-year term to maintain the various multi-year terms of office.

### **Section 13. PUBLICATIONS REVIEW COMMITTEE**

- a. **Membership:** The Publications Review Committee consists of a Chairman, Secretary, and membership as authorized by the National President. The National Judge Advocate and a member of the Education and Training Committee are ex officio members.
- b. **Duties:** The Publications Review Committee ensures documents, articles, *Policies and Procedures Manual*, applications, etc., bearing the imprimatur of National Sojourners<sup>®</sup>, comply with the *National Constitution and Bylaws*, are accurate and high-quality products, and promote Masonic harmony within and without the Order.
  1. Review all documents and document changes intended to bear the National Sojourners<sup>®</sup> imprimatur.
  2. Jointly, with the Information Technology Committee, maintain guidelines for web and social media sites which bear the Imprimatur, sample the content of such sites annually, and report infractions to the National President for corrective action.
  3. Coordinate with and assist authors in writing/rewriting manuscripts.
  4. Keep the National President and National Secretary-Treasurer advised of manuscript receipt and the status of review.
  5. Recommend approval/disapproval of documents to the National President.
  6. Report documents to the authors with the National President's written approval or disapproval to use the National Sojourners<sup>®</sup> imprimatur.
  7. When requested by the National Secretary-Treasurer, review documents, articles, or manuscripts submitted for publication in *The Sojourner*.
  8. Select the individual(s) to receive the Dallas L. Knoll Bulletin of the Year and Newsletter of the Year Awards.

### **Section 14. RESALE ADVISORY COMMITTEE**

- a. **Membership:** The Resale Advisory Committee consists of a Chairman, Secretary and membership as authorized by the National President. In addition, the National President appoints Sojourners' Ladies, as ad hoc members, to advise the Committee on items to be purchased and/or stocked for resale to the ladies.
- b. **Duties:**
  1. Meet at the call of its Chairman to consider items suitable for stocking and sale.
  2. Approve new items purchased or stocked.
  3. Analyze the operational management of the resale store prior to the National Convention and Mid-Winter Meeting and report its findings twice annually to the National President, National President-Elect, Chairman of the National Trustees, and National Secretary-Treasurer.

4. Provide Chapters and individual Sojourners with supplies, equipment, Sojourner-distinctive items, national publications, appropriate certificates, Chapter equipment, official badges/ribbons/bars/jewelry, and other specialized merchandise, which may be appropriate for the proper operation of the Order.
5. Maintain a profitable operation while being responsive to the needs of all Sojourners.
6. The National Secretary-Treasurer is an ex officio member of the Committee.

## **Section 15. RESOLUTIONS COMMITTEE**

- a. **Membership:** The Resolutions Committee consists of a Chairman, Secretary and membership as authorized by the National President. Since this Committee only addresses proposed changes to the *National Constitution and Bylaws*, its membership is limited to those with extensive experience in National Sojourners<sup>®</sup>, demonstrated leadership across the Order, and extensive knowledge of the *National Constitution and Bylaws*. The Chairman must be a Past National President, Past National Commander, Legion of Honor recipient, Trustee, or Emeritus National Officer, who along with the Committee membership must attend the Mid-Winter Meeting and National Convention during their terms of office. All members must be from different Chapters.
- b. **Duties:**
  1. Receive all Resolutions from the National Secretary-Treasurer on or before the tenth (10<sup>th</sup>) day of November.
  2. The Chairman must prepare and distribute a list of all Resolutions with a number and a short, descriptive title for each Resolution for official publication. Resolution numbers must include a four (4)-digit year and a two (2)-digit sequence number for consistency, e.g., Resolution 2022-06, 2022-07, etc., as Standing Resolutions are the first five (5) Resolutions in the sequence.
  3. Impartially edit, reform, consolidate and/or divide proposed resolutions to ensure clarity and format without altering the intent of the author and sponsors and coordinate with the author as required.
  4. Sequence Resolutions with similar subjects to ensure efficient and effective presentation to and action by the membership.
  5. Coordinate all Resolutions with the National Judge Advocate prior to reporting them to the National President and summarizing them to the Mid-Winter Meeting attendees.
  6. Submit to the National Secretary-Treasurer electronically not later than the fifteenth (15<sup>th</sup>) day of February those Resolutions for official publication.
  7. Expeditiously return to the author any resolution rejected because of late receipt, inappropriateness, or incorrect format with written explanation for such rejection.
  8. Provide a copy of each Resolution to the Committee of 33 Chairman for distribution and review of all Resolutions, recommending approval or disapproval of each Resolution, and along with the Resolutions Committee's recommendations be presented to the Delegates at the National Convention.
  9. Reject from consideration any Resolution, the subject of which, was rejected in any of the previous four (4) National Conventions.
  10. Be prepared to edit and process, as required, urgent resolutions that may be submitted at the Mid-Winter Meeting.
  11. Submit a written report of the Resolutions received, Resolution Committee's recommendations, and any significant actions as part of the Annual Resolutions Committee Report.

12. Present the Resolutions, along with the Resolutions Committee's and Committee of 33's recommendation for approval or disapproval of each Resolution and the rationale for the recommendation to the National Convention when directed by the National President.
13. Meet and report to the National President at the National Convention and Mid-Winter Meeting.

**Section 16. AD HOC COMMITTEES:** Additional committees may be appointed by the National President to conduct activities of National Sojourners®.

## ARTICLE IX

### Awards

**Section 1. AWARDS FOR NATIONAL CONVENTION PRESENTATION:** The National Awards, Plaques, and Cups are normally presented at the National Convention. Details of the following award requirements and suspense dates for submission are outlined in the National Sojourners® Awards and Citations Handbook maintained by the Incentives and Awards Committee in the *Policies and Procedures Manual*.

**Section 2. LEGION OF HONOR:** The Legion of Honor Award is the highest award, which may be conferred by National Sojourners® for long, faithful, and meritorious service to the Order.

- a. **The Honor Awards Committee Duties:** The Honor Awards Committee nominates a Sojourner to receive the Legion of Honor to the National Convention from recommendations received.
- b. **Minimum Qualifications:** The Honor Awards Committee considers the following minimum necessary qualifications for a nominee: Active continuous membership in National Sojourners® for at least ten (10) years; outstanding service; dedication to Masonic ideals and intense devotion to furthering all aims and Purposes of National Sojourners®; and proven qualities of leadership, tact, and resourcefulness in promoting and furthering teamwork in the activities of National Sojourners®.
- c. **Sponsors:** The National President, Past National Presidents, Past National Commanders, or any three (3) Chapters may recommend to the Honor Awards Committee, in writing, and in proper form, a Sojourner to receive the Legion of Honor.
- d. **Limitations:** The Legion of Honor must not be presented 1) posthumously, 2) to members of the Honor Awards Committee during their term of office, or 3) if circumstances warrant.
- e. **Records:** No records are maintained of award recommendations, nominations, or Honor Awards Committee deliberations.

**Section 3. HOUGHTON MEMORIAL AWARD:** The Houghton Memorial Award is the second-highest award in National Sojourners® for superior accomplishment toward advancing the Purposes of National Sojourners® in any one (1) year.

- a. Any National Officer may nominate a Sojourner to receive the Houghton Memorial Award by submitting such written nomination with justification to the Incentives and Awards Committee.
- b. The Incentives and Awards Committee recommends to the National President the Sojourner recipient.
- c. Only one (1) award may be made at any National Convention, and no Sojourner may receive the award more than once.

- d. No record of Committee deliberations on the Houghton Memorial Award is retained; however, the written nominations for the award are turned over to the National Secretary-Treasurer for record purposes.
- e. The Award consists of a Certificate and a Medal.

**Section 4. MELVIN W. BYERS MEMORIAL AWARD FOR OUTSTANDING**

**SECRETARY OF THE YEAR:** The National Secretary-Treasurer selects the recipient and a First, Second, and Third Runner-up based on accurate and timely Chapter Annual Reports, other communications such as complete and timely Per Capita payments and responses to requests for information, and other reliable information, such as overall Chapter Newsletters and Bulletins.

**Section 5. CHAPTER OF THE YEAR AWARD:** This Award is the highest award for a Chapter in National Sojourners®.

- a. To be eligible for the Chapter of the Year Award, a Chapter must meet all the standards established for Chapter Excellence Award, apply for the Chapter Excellence Award, and apply for the Chapter of the Year Award through the Regional and Area Representatives.
- b. The National Incentives & Awards Committee reviews the nominations and recommends the recipient to the National President for approval.
- c. The National President presents the Award to the Chapter recipient based on reporting, compliance with the *National Constitution and Bylaws*, Americanism and Bridge of Light Programs, fellowship, assistance provided to Clubs and Chapters, promotion of Freemasonry, youth support and outreach, developing citizenship, defending national security, and recommendations from and support for Area and Regional Representatives.
- d. Only one (1) award may be made annually.
- e. A Chapter may not receive the Chapter of the Year Award more than once in a five (5) - year period.
- f. If the Incentives & Awards Committee and the National President deem that the standards of the Award have not been met for a Sojourner Year, the Award is not presented.
- g. The Chapter of the Year Award Plaque is displayed at National Headquarters with an engraved nameplate to recognize the Chapter and the year of award.
- h. The Chapter receives a streamer for the Chapter's flag and a Certificate that cites the achievement and the year selected.

**Section 6. HORTON-TOURTILLOTT PLAQUE:** The Horton-Tourtillott Plaque is awarded to the individual, who has done the most to further the Americanism Program of National Sojourners® for his Chapter.

- a. The Americanism Committee selects the recipient of this Award.
- b. The Award is based upon the recommendation of both the Area and Regional Representatives in addition to reports received by the Americanism Committee.
- c. The recipient's name is engraved upon the permanent plaque located in National Headquarters. No individual may receive this Award more than once.

**Section 7. ODIE R. HOWELL, JR., AWARD:** This Award is presented to Chapter(s), which have significantly contributed to the National Bridge of Light Program.

- a. The BRIDGE OF LIGHT Committee selects the Chapter(s) to receive the Odie R. Howell, Jr., Bridge of Light Award based on criteria contained in the Bridge of Light Report contained in the Chapter Annual Report.
- b. To promote a continuing effort, a streamer is presented to a Chapter, which meets the criteria, every year after the first award.



**Section 8. DALLAS L. KNOLL BULLETIN/NEWSLETTER OF THE YEAR AWARD:**

This Award is presented to the Chapter Bulletin/Newsletter Editor, who does the most to 1) inform and involve his readers, 2) keep the Chapter actively aware of local Sojourner/Masonic activities, and 3) record those Chapter/Camp actions, activities, and members, which have historical significance.

- a. The Publications Review Committee (PRC) selects the recipient(s) of the Chapter's Bulletin/Newsletter Awards.
- b. A Bulletin is a printed statement consisting of 1 or 2 pages on a matter of Masonic interest, and a Newsletter is a printed periodical report devoted to news for the Masonic Fraternity.
- c. Area and Regional Representatives and National Officers are encouraged to submit, in writing, to the PRC, pertinent information as to the effectiveness and community reception of Bulletins/Newsletters which come to their attention.
- d. National Sojourners® Clubs are not separately eligible, but their publications may be included with the host Chapter's entry.
- e. The PRC, with the National Secretary-Treasurer as an ex officio member, selects the Bulletin's/Newsletter's uniform excellence and effectiveness.
- f. **Awards:** One (1) award may be made annually for the best Bulletin and one (1) for the best Newsletter. The Newsletter Award consists of a suitably engraved plaque for the recipient, with the recipient's name and his Chapter engraved on a Master Plaque at National Headquarters. The Bulletin Award consists of a suitable certificate for the recipient, with the recipient's name and Chapter maintained on a certificate at National Headquarters. Neither award may be made to the same Chapter Editor more than once in a three (3)-year period. The PRC may, in addition to the award recipient, recommend to the National President up to three (3) Editors of outstanding Chapter Bulletins/Newsletters for Honorable Mention. One (1) of those recognized may be the Editor of the most improved bulletin/newsletter. No written record of the PRC is maintained. Only the name of the winning Chapter Editor(s) is forwarded to the National President.

**Section 9. MEMPHIS CUP:** This Award is presented to the Area or Regional Representative, who has done the most to further Chapter development, growth, membership retention, and dynamic activities within his Area or Region.

- a. The Incentives and Awards Committee recommends the award.
- b. Considering the Incentives and Awards Committee recommendation, the National President-Elect, who also coordinates with and receives reports from the Area and Regional Representatives, selects the Area or Regional Representative recipient.
- c. The recipient's name is engraved upon the permanent Memphis Cup at National Headquarters, and the recipient receives an appropriate certificate and a miniature Memphis Cup pin.
- d. No individual may receive the Memphis Cup more than once.

**Section 10. ANTHONY J. NATALI PLAQUE:** This Award is presented to a Chapter or individual each year for outstanding participation in the presentation of ROTC Awards, in addition to participation in Americanism Programs.

- a. The Americanism Committee selects the recipient of this Award,
- b. The Award is based upon the recommendations of both Area and Regional Representatives and reports received by the Committee.
- c. The recipient's name is engraved upon the permanent plaque in National Headquarters.

- d. No individual may receive this Award more than once, and no Chapter may receive the award more than once in any three (3)-year period.

**Section 11. PAST NATIONAL COMMANDERS' TROPHY (PERCENTAGE GAIN ACTIVE STATUS):** The National Secretary-Treasurer selects the Chapter with the largest percentage gain in currently serving uniformed services, Reserves on active duty, or National Guard members during the preceding calendar year.

**Section 12. PAST NATIONAL PRESIDENTS' TROPHY (NUMERICAL GAIN):** The National Secretary-Treasurer selects the Chapter with the largest actual membership gain during the preceding calendar year.

**Section 13. PAST NATIONAL PRESIDENTS' TROPHY (PERCENTAGE GAIN):** The National Secretary-Treasurer selects the Chapter with the largest percentage membership gain during the preceding calendar year.

**Section 14. YOUTH EMPHASIS AWARD:** The National Secretary-Treasurer selects the Chapter with the highest percentage of members under age 40 during the preceding calendar year.

**Section 15. CITATIONS FOR PRESENTATION AT THE NATIONAL CONVENTION:** The Incentives and Awards Committee processes nominations received not less than ninety (90) days prior to the National Convention and forwards them to the National President with appropriate recommendations for presentation at the National Convention. The National President may also issue Citations on appropriate occasions other than the National Convention.

- a. **Presidential Citation:** National Officers, National Committee Chairmen and Area Representatives may recommend Chapters or Sojourners for this Award for 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<sup>®</sup>. This Award may be presented at the National Convention or at a Chapter meeting.
- b. **Exceptional Meritorious Achievement Certificate:** National Officers, National Committee Chairmen, Area and Regional Representatives, and Chapter Presidents may recommend Chapters and/or Sojourners, whose exceptionally noteworthy performance contributed significantly to the accomplishment of the Purposes of National Sojourners<sup>®</sup>. This Award may be presented at the National Convention or a Chapter meeting.
- c. **Certificate of Appreciation:** May be awarded to any individual, Chapter, or group, whether directly associated with National Sojourners<sup>®</sup> or not, in appreciation of significant contributions to the Order. National Officers, National Committee Chairmen, Area and Regional Representatives and Chapter Presidents may order and award this certificate for presentation at the Chapter level.

**Section 16: CITATIONS, CERTIFICATES, AND OTHER DEVICES FOR**

**PRESENTATION AT CHAPTER LEVEL:** The following awards may be presented at the National Convention or Chapter level by the National President, other National Officers, Committee Members, or the Chapter President: a) 50-Year Sojourner Bar, b) 25-Year Sojourner Bar, c) Membership Sponsoring Device, and d) Bridge of Light Awards— Bridge of Light Certificate and Chapter Excellence Award

- a. **50-Year Sojourner Bar:** The 50-Year Bar is authorized for members who have completed 50 years of National Sojourner service. Upon confirmation by National Headquarters, it is available for purchase and presentation from the Resale Activity.

- b. **25-Year Sojourner Bar:** The 25-Year Bar is authorized for members who have completed 25 years of National Sojourners® service. Upon confirmation by National Headquarters, it is available for purchase and presentation from the Resale Activity.
- c. **Membership Sponsoring Device:** Subject device is awarded for sponsoring five (5) new members and subsequent increments of five (5) thereafter. Multiple members, dual members, and In-Memoriam Members-in-Perpetuity do not count toward either the initial or subsequent awards.
- d. **Bridge of Light Awards:** These awards include the Bridge of Light Certificate and the Chapter Excellence Award. The Bridge of Light Certificate may be presented to a Sojourner or non-Sojourner for supporting Bridge of Light ideals. The Bridge of Light Committee selects the Chapter(s), which most completely perform the criteria annually established by the Committee, generally based on Bridge of Light-established criteria.

**Section 17. GUIDANCE FOR AWARDS:**

- a. All awards to Chapters represented by Trophies, Cups or Plaques are retained for display at National Headquarters and engraved with the name and number of the winning Chapter and the year of award.
- b. Runners-up receive a certificate attesting to such achievements.
- c. **Streamers:** National awards eligible for streamer display are the Chapter Anthony J. Natali Plaque, Odie R. Howell, Jr., Award, Past National Presidents' Trophies, Past National Commanders' Trophy, and the Youth Emphasis Award. Streamers are a red, white, and blue-ribbon streamer for permanent attachment to the Chapter National Sojourners® Flag. Streamers have "National Award" printed in gold letters across the front and a card stating the name and date of award and Chapter name and number, appended to the rear. National Headquarters forwards the streamers to the Chapter through the Area Representative immediately after the award is announced.
- d. **Heroes of '76® Awards:** The National Commander presents the Van Deventer Trophy, Wainwright Award, National Commander's Patriot of '76 Award, and the National Commander's Award of Excellence as prescribed in the *Official Manual Heroes of '76®*.

**Section 18. ESTABLISHING OR DELETING AN AWARD OR AWARDS:** All proposed additions or deletions must be submitted to the Chairman of the Incentives and Awards Committee as a Resolution not later than the first (1<sup>st</sup>) day of November. The Resolution must be expeditiously delivered to the National President who, if he deems such action worthy of consideration, delivers it to the Resolutions Committee. The Resolution must include the following items: 1) Reason for establishing/ deleting the award; 2) gain or benefit; 3) conflict with or dilution of other awards, programs, efforts, or resources; 4) competition or conflict with programs of other organizations; 5) cost of initial procurement and continuing administration; 6) man-hours required to administer the award; and 7) cost and man-hours required by non-Sojourners if any. The Resolution must indicate proposed procedures and criteria if a new award. No new award may be named after a living individual, and no award may be created by any Sojourner without being approved by the National Convention for appropriate changes to the *National Bylaws*.

**Section 19. RESERVE OFFICER TRAINING CORPS (ROTC) AWARD:** The award consists of a medal and ribbon bar with case and certificate for members of junior and senior Army, Marine Corps, Navy, and Air Force Reserve Officer Training Corp units in accordance

with existing service directives. The medal/ribbon bar is authorized to be worn on Cadet/Midshipman uniforms in accordance with individual service regulations.

## **ARTICLE X**

### **Area and Regional Representatives**

**Section 1. BACKGROUND:** National Sojourners® Chapters are organized into Areas and Regions to 1) ensure communication and assistance throughout the Order, 2) promote efficiency, promptness, and thoroughness in administration, and 3) relieve the National President of many details, which are incident to his duties, responsibilities, and span of control. An Area may be composed of a part of a larger State, an entire State, multiple States, or an overseas country or countries, and each Area has an Area Representative assigned to manage activities within the Area. A Region, a subset of an Area, may be composed of a part of a State, an entire State, multiple States, or an overseas country, and each Region has a Regional Representative. The Areas and Regions may periodically be revised to accommodate Chapter expansion and contraction to level the workload and minimize travel requirements for the Area and Regional Representatives. Areas and Regions and their respective Representatives are periodically published in the *Staff Directory*.

**Section 2. APPOINTMENT:**

- a. The National President, by the time of the National Convention at which he is installed, immediately appoints, or re-appoints Area and Regional Representatives, who have consented to serve and perform the required duties for the period of his term of office.
- b. Appointees must be Sojourners with extensive National Sojourners® experience including service as a Chapter President.
- c. All Area and Regional Representatives must be Heroes of '76®.
- d. National Officers, Chapter Officers, Incumbents, and other interested Sojourners may recommend Area or Regional Representatives to the National President-Elect not later than the first (1<sup>st</sup>) day of February for appointment the following National Sojourners® year.
- e. Appointees must be those Sojourners who indicate they are best able to maintain harmonious action toward common goals, travel throughout the assigned Area or Region, and attend National Conventions, Mid-Winter Meetings, and Area Conferences and Encampments.

**Section 3. DUTIES:**

- a. Be the personal representative of the National President and National Commander, Heroes of '76®, and be responsible and report to them on the proper functioning of the Chapters and associated Heroes Camps within his Area or Region.
- b. Coordinate the activities and programs within their Regions for Area Representatives or within their Chapters for Regional Representatives.
- c. Work in close harmony with each other, ensuring conformity to National Directives among the Chapters and maximize two (2)-way communications.
- d. Serve as the Americanism Chairmen for their respective Area or Region and work closely with the Chairmen of the other National Committees to ensure local effectiveness of the programs of such Committees.
- e. Focus on recruiting and retaining members, promote Memberships-In-Perpetuity, identify communities for new Chapters, and assist in organizing new Chapters.

- f. Evaluate the effectiveness of National Sojourners® leaders in their Areas/Regions, identify potential Representatives or National Committeemen, and submit such evaluations directly to the National President-Elect during the month of January to assist him in the selection of his appointees.
- g. Coordinate all actions within the Area or Region to activate, reactivate, memorialize, merge, or dissolve a Chapter, a Club or a Chapter's associated Heroes Camp.
- h. Ensure that Chapter activities comply with its Grand Lodge policies and directives.
- i. The Area Representative is responsible to plan and execute Area Conferences and Encampments and encourage maximum Chapter interest and participation.
- j. Encourage Chapter representation at National Conventions and Mid-Winter Meetings.

**Section 4. AWARD RECOMMENDATIONS:** Regional Representatives endorse and comment upon all Chapter recommendations for National Awards submitted to the National Incentives and Awards Committee. The Regional Representatives also recommend such additional awards, as deemed appropriate, and forward them to the Area Representative, who also endorses and comments upon them, makes additional recommendations, as appropriate, and promptly forwards them to the Chairman of the Incentives and Awards Committee with a copy to the National Secretary-Treasurer. The Area Representatives also recommend recipients of the Horton-Tourillott and Anthony Natali Plaques to the Americanism Committee.

**Section 5. PROTOCOL:** As the personal representatives of the National President and National Commander, Area and Regional Representatives must be accorded the courtesies due their offices when officially visiting their Chapters and Camps. They are the "senior" Sojourners in precedence after National Officers. Area and Regional Representatives also coordinate official visits of National Officers to their Areas and Regions.

**Section 6. CHAPTER FOCUS:** The Chapter President exercises administrative supervision over the affairs of the Chapter and its personnel. The Area and Regional Representatives assist the Chapter with issues of national emphasis. Through this hierarchy, all Sojourners collectively and effectively promote the interests of National Sojourners®.

**Section 7. REGIONAL REPRESENTATIVE FOCUS:** The Regional Representative focuses primarily with identifying and correcting issues before they become problems for the Chapters within his Region. If a Chapter problem cannot be solved by the Regional Representative, it must be referred to the Area Representative, who may call conferences of Regional Representatives, Chapter Officers, or joint Chapters for discussion, schools of instruction, or other constructive purposes.

**Section 8. AREA REPRESENTATIVE FOCUS:** Each Area Representative adopts policies appropriate to his Area without reference to other Areas, but always subject to the approval or disapproval of the National President and consistent with National Directives. Area Representatives must inform the Regional Representatives of Area policies and call upon them to aid in procuring full cooperation. Area Representatives exercise jurisdiction over the Regional Representatives within their Areas, leaving to them personal contacts within the Chapters, supervising their activities, and aiding them as necessary in performing their duties well and competently. The Area Representative must report unresolved issues, actions taken, and proposed solutions to the National President.

**Section 9. OFFICIAL VISITS:** The Regional Representative must officially visit each Chapter in his Region twice annually. For one (1) visit, the Regional Representative must physically

attend a stated Chapter meeting, and the second visit may be performed by either physical or virtual attendance via electronic means. Any electronic communication, if utilized, requires the presence of the Regional Representative, Chapter President, and Chapter Secretary at a minimum. The Area Representative must officially visit each Chapter in his Area once annually. For one (1) visit, the Area Representative must physically attend a stated Chapter meeting, and the next visit in the second year may be performed by either physical or virtual attendance via electronic means. Any electronic communication, if utilized, requires the presence of the Area Representative, Chapter President, and Chapter Secretary at a minimum. The Regional and Area Representatives must not utilize electronic means for consecutive visits.

**Section 10. DIFFICULTIES AND DIFFERENCES:** If differences of opinion arise among the Area Representative, Regional Representative, and/or Chapter Officers concerning the advisability of a given course, the matter may be resolved by the National President upon presentation of all areas of concern and actions taken or recommended by the parties concerned.

**Section 11. MONITOR:** The National President-Elect monitors and coordinates the activities of the Area and Regional Representatives for the National President. The Chairman of the Chapter Revitalization and Chartering Committee reports the status of all Chapters. The National President-Elect and the Chairman of the Chapter Revitalization and Chartering Committee must be provided with "information copies" of all pertinent official National Headquarters correspondence to all Area and Regional Representatives.

## ARTICLE XI

### National Programs

**Section 1. AMERICANISM PROGRAMS OBJECTIVES:**

- a. To establish, maintain and present an Americanism Award to ROTC/JROTC cadets.
- b. To stimulate Americanism among the youth through patriotic activities and initiatives, which teach young Americans what it means to be an American.
- c. To proudly serve the cause of patriotism in our communities by promoting Americanism and participation among Sojourners and non-Sojourners in the various programs of Freedoms Foundation at Valley Forge and other Youth Leadership Programs.

**Section 2: YOUTH PROTECTION:** National Sojourners<sup>®</sup> supports education and training programs for Youth: Freedoms Foundation at Valley Forge, Youth Leadership Conferences, Essay Contests, and Reserve Officer Training Corps Awards, as well as special flag and other programs specifically presented to youth groups. Contact with Youth is inevitable in carrying out these Americanism programs. National Sojourners<sup>®</sup> utilizes the nationally accredited Boy Scouts of America (BSA) Youth Protection Program (YPP) to meet its requirements to ensure the safety of Youth in our charge and our members, who participate in our various Americanism and patriotism Programs. Accordingly, all Sojourners, who interact directly with and/or chaperone students, must take the BSA YPP Training, must be certified through the BSA YPP, and must register their certification with the National Secretary-Treasurer. Non-Sojourner chaperone volunteers, who support National Sojourner's youth activities, must also be certified in the same manner as Sojourners. Any violation or suspected violation of the Youth Protection Program requirements must be reported immediately to the National President.

**Section 3. BRIDGE OF LIGHT PROGRAM OBJECTIVES:**

- a. To cultivate Masonic ideals and Masonic unity by cooperating through a "Bridge of Light."

- b. To inform Masonic authorities and members, of the services that National Sojourners<sup>®</sup>, a uniquely patriotic military Masonic organization, can provide to Freemasonry.
- c. To stimulate Masonic Lodge support of patriotic programs developed as a service to the fraternity by National Sojourners<sup>®</sup>.
- d. To stimulate the interest of individual Sojourners to attend and/or affiliate with a Masonic Lodge and other Masonic organizations.

**Section 4: EDUCATION AND TRAINING PROGRAM OBJECTIVES:**

- a. To educate new members.
- b. To develop and provide the requisite training for the efficient operation of the Order.
- c. To prepare new members for leadership opportunities.
- e. To educate others on our Purposes, Americanism, and Bridge of Light outreach programs.

**Section 5: MEMBERSHIP PROGRAM OBJECTIVE:**

- a. To grow the Order especially through the Bridge of Light outreach activities.
- b. Conduct on-going membership development programs for recruitment of new members, retention of current members, reinstatement of delinquent members, and encouragement of Memberships-In-Perpetuity.

**ARTICLE XII**

**Chapters and Clubs**

**Section 1. CHAPTER FORMATION:**

- a. **Chapter Formation:**
  - 1. Chapters are chartered at the discretion of the National President upon written petition of not less than eighteen (18) Active Members, who are United States citizens and Master Masons; eight (8) or more of whom must be new or reinstated members.
  - 2. To be chartered:
    - a) Each Chapter in its petition for charter must submit to the National Secretary-Treasurer its proposed name, draft *Chapter Constitution and Bylaws*, and applicable chartering fee.
    - b) **Location Restriction:** A new Chapter must not be chartered on a uniformed services installation without the written consent of the Commanding Officer.
    - c) **Chapter Name Restrictions:** A new Chapter must not have the same name as a current or former Chapter in a different location or be named for a living person or one who has passed within the last ten (10) years. Current Chapters with duplicate names may retain their Chapter name. A new Chapter, which activates at or near the location of a previously dissolved or In-Memoriam Chapter, must assume the old Chapter's name and number. An existing Chapter that desires to change its name must submit a written request to the National President through the National Secretary-Treasurer, giving details that include the proposed name and foundation for the change, any proposed effective date, and other pertinent information to support the change. The request must conform to the established standards of Chapter naming. Names of historical military landmarks, locations, events, or military or Masonic luminaries are required. The Chapter must not adopt the proposed new name until the National President approves the name change and all Fees to recharter the Chapter and transfer its members from the old to the new Chapter name are received at National Headquarters.

- d) **Chapter Number Restrictions:** Sequential numbering is an honor reserved for chartered Chapters. A prospective Chapter or Club must not receive a Chapter sequential number until it charters as a Chapter.
  - e) **Chapter Officers:** Each Chapter annually elects a slate of officers like the National Line Officers to include a Chapter President, three (3) Vice Presidents, and a Secretary-Treasurer. The Chapter President is authorized to appoint a Chaplain, Judge Advocate, Surgeon, Historian, and Marshal. Each Chapter President, whose Chapter hosts a Heroes of '76<sup>®</sup> Camp, must be a Hero of '76.
  - f) **Chapter Directives:** Each Chapter must have and maintain a *Chapter Constitution and Bylaws*, which conforms to the provisions of the *National Constitution and Bylaws*. A current copy of the *Chapter Constitution and Bylaws*, updated as necessary and approved by the National Secretary-Treasurer, must be on file at National Headquarters.
- b. **Chapter Operation:**
- 1. Once chartered, each Chapter is designated, and known as (NAME) Chapter No. (###), National Sojourners<sup>®</sup>. Only the Mother Chapter (Chicago Chapter) and National Headquarters Chapter are unnumbered.
  - 2. Once chartered, a Chapter must be organized by the petitioners, with the coordination of the National Secretary-Treasurer, appropriate Regional Representative, or special representative, whom the National President may designate.
  - 3. Each Chapter must have an Americanism Committee, a Bridge of Light Committee, a Membership Committee, and an Education and Training Committee. Each Committee must have at least two (2) members and local responsibilities paralleling those of the National Committees.
  - 4. Each Chapter must have and display its official charter at all meetings.
  - 5. Each operational Chapter must meet at least quarterly.
- c. **Minimum Requirements to Retain Chapter Charters:**
- 1. Each chartered, operational Chapter must, at a minimum, retain on its membership roster not less than eight (8) living Active Members in good standing, meet at least quarterly, have a Chapter President and Chapter Secretary, and comply with the *National Constitution and Bylaws*.
  - 2. Any operational Chapter, which has a total Active membership of less than eight (8) members, has no member willing to be Chapter President and Chapter Secretary, does not meet at least quarterly, or does not comply with National Directives must correct the situation within one (1) calendar year or be subject to dissolving, transitioning to In-Memorial status, or becoming a Club.
  - 3. At Large Chapters must meet at least Annually at the National Convention, Mid-Winter Meeting, or Conference of Grand Masters of Masons in North America, or another site.

## **Section 2. CHAPTER MERGERS:**

- a. The individual Chapters must hold separate meetings with the purpose publicized at least thirty (30) days in advance of the meeting date.
- b. The Chapter Secretary must send a letter to each Annual, Perpetual, and Multiple Member of the Chapter requesting him to return a ballot indicating his preference on the proposed merger. The Chapter Secretary must provide a current membership roster to a Teller Committee, appointed by the Chapter President, to properly record the results. A three-fourths (3/4) affirmative ballot of the Chapter members is required for the merger to



proceed. The results must be recorded in the Chapter minutes and forwarded to the National Secretary-Treasurer for final approval.

- c. Upon final approval of the merger, a joint delegation proposes the name of the Merged Chapter, which is to 1) keep the original Chapter name and number, 2) keep the junior Chapter's name and the senior Chapter's number, or 3) request a name change to a joint Chapter name, or 4) select an entirely new name. If the issuance of a new charter is involved, the appropriate fees must be paid to National Headquarters, and the full names, ranks, and uniformed service of the Active Members to be placed on the charter must be provided to National Headquarters.
- d. **Property, records, and funds:** The merging Chapter must consolidate its charter, property, historical records, and funds and forward these articles to National Headquarters to hold if the Chapter ever re-activates. If rechartering of the two (2) Chapters is required, a joint committee decides the cost to charter the merged Chapters. Residual funds, if any, must be submitted to National Headquarters in the name of the merging Chapter and not be depleted or disbursed outside National Sojourners®.
- e. **Heroes Camp:** Merging Chapters must also decide which Heroes Camp remains active and inform the National Adjutant. Property, records, and charter not being utilized must be sent to the National Adjutant.

### **Section 3. CHAPTER TRANSITION TO IN-MEMORIAM STATUS:**

- a. A Chapter that ceases operations without the membership deciding to dissolve or transition to In-Memorial or Club status, is transferred to In-Memorial status if it has deceased or living Members in Perpetuity on its rolls.
- b. A three-fourths (3/4) affirmative ballot of the living members or voluntarily surrendering the charter and assets ensures that a Chapter, which has Members in Perpetuity on its rolls, is continued on the rolls of National Sojourners® Chapters in Perpetuity.
- c. If a Chapter becomes In-Memorial, all National Sojourners® records, books of account, property, and money balances in the custody or control of any officer of such Chapter, must be forwarded within one (1) month to the National Secretary-Treasurer for appropriate disposition.
- d. An In-Memorial Chapter's Annual Membership in Perpetuity Dividend is retained by National Headquarters for use by the general operating fund for maintenance of the records of the In-Memorial Chapter and supporting programs in the local area of the formerly active Chapter.

### **Section 4. CHAPTER DISSOLUTION:**

- a. A Chapter, which ceases operations without the membership deciding to dissolve, transition to In-Memorial status, or form a Club, must be dissolved if it has no perpetual members on its rolls.
- b. Any Chapter considering voluntary surrender of its charter, with or without Members in Perpetuity on its rolls, must immediately notify its Regional and Area Representatives in writing. The notification must specify the reason(s) such action is being considered; and if problem areas are involved, action taken to overcome the problems.
- c. Area and Regional Representatives must consult/discuss with Chapter Officers/members to attempt to resolve the issues involved and preclude charter surrender. If this action is unsuccessful, the Area Representative must provide the National Secretary-Treasurer with all pertinent information, including a copy of the Chapter's written notification.

- d. The National Secretary-Treasurer must immediately notify the National President with copies to all National Line Officers and the Chairmen of the Membership and Chapter Revitalization and Chartering Committees.
- e. If circumstances make it impossible for the Chapter to continue to exist after National evaluation of the matter, the National President approves the charter surrender, and the National Secretary-Treasurer notifies the Chapter of the decision and advises the Chapter that it may surrender the charter upon a  $\frac{3}{4}$  affirmative ballot of its membership.

**Section 5. CLUB FORMATION:** Clubs may be formed in two (2) different modes—forming a new Club, where no Chapter currently exists and a struggling Chapter reverting to Club status.

- a. **New Club Formation Requirements: A new Club must:**
  1. Have a sponsoring Chapter to initiate and hold its members, collect necessary fees, assist with progress towards becoming a Chapter, and report the status of the Club from inception to chartering as a Chapter. If no operational Chapter volunteers, the National President must assign one.
  2. Have six (6) local, Active Members in the sponsoring Chapter before National Headquarters can recognize it as a Club, none of these initial six (6) may be Multiple Members in Perpetuity living outside the area or Honorary Members.
  3. Not be located where another Chapter or Club currently exists.
  4. Not be numbered and not have a Camp.
  5. Petition for a charter once the Club has eighteen (18) Active Members, at least eight (8) of whom must be new or re-activated members on the sponsoring Chapter's rolls.
  6. Once chartered, the Chapter is assigned a number, may charter a Heroes of '76® Camp.
  7. Not be a long-term entity and normally become chartered within two (2) years after Club formation.
- b. **Chapters Transitioning to Club Status.** The second mode of Club formation involves a Chapter with six (6) or more local Active Members, which may request to revert from a Chapter to Club status. Since the original Chapter may have had Honorary Members, the Club retains its original Honorary Members, but it must not initiate any new Honorary Members, except elected Grand Lodge Officers, until it has eighteen (18) Active Members and recharter as a Chapter. When the Club regains membership strength and re-charter as a Chapter, it 1) is re-issued its original Chapter charter, 2) is re-issued its original Chapter number, 3) has the right to initiate Honorary Members, and 4) has the right to re-activate its former Camp. Like a new Club, the transitioning Club must become a Chapter again normally within two (2) years and not be carried in Club status indefinitely.

**Section 6. NATIONAL HEADQUARTERS CHAPTER:** National Headquarters Chapter is authorized and consists of qualified Annual and Perpetual Members, who are not otherwise affiliated with a Chapter because 1) they are not located near a Chapter, 2) when their Chapter dissolved, they did not elect to transfer to another Chapter, or 3) for disciplinary reasons the transfer was required. The National President and National Secretary-Treasurer administer this Chapter. It has no Delegates or voting rights at the National Convention.

## ARTICLE XIII

### National and Chapter Publications

**Section 1. EDITOR:** The National Secretary-Treasurer, as Editor of *The Sojourner*, must:

- a. Publish *The Sojourner* bi-monthly at least quarterly (Winter—January-March, Spring—April-June, Summer—July-September, and Fall—October-December) not later than the tenth (10<sup>th</sup>) day of the second month of each period with deadlines for articles, appropriate themes, pictures, and subject matter for each issue published in the *Staff Directory*.
- b. Include the following disclaimer in each issue of *The Sojourner*: "The opinions or assertions contained herein, unless otherwise noted, are the private ones of the writers and are not to be construed as official or reflecting the views of National Sojourners<sup>®</sup>, Incorporated, or any branch of the Federal Government."
- c. Make no reference to sectarian matters or partisan politics.
- d. Circulate via United States Postal Service or electronic means (e-mail), and by posting on the National Sojourners<sup>®</sup> Website.
- e. Ensure the content of *The Sojourner* complies with the U.S. Privacy Act of 1974, and that articles appearing therein comply with applicable copyright laws.
- f. Publish timely Chapter and Camp news.
- g. Address the National President's areas of emphasis for each issue and assign space to specific National Officers and Committees.
- h. Publish Resolutions, if any, in the Winter issue for a 75-day notice to Chapters.
- i. Publish National Convention Proceedings in the Summer issue.
- j. Provide a forum for communications among National Line Officers, Committees, Area and Regional Representatives, the Chapters, and Sojourners and Sojourner Families.
- k. Provide a historical record for membership totals; significant National events; Chapters chartering and dissolving, becoming Clubs, or transitioning to In-Memoriam status; and other historically significant information.
- l. List deceased members in the In-Memoriam column in the issue following receipt of notice of death and publish obituaries for National Officers only.
- m. Remove Sojourners whose dues are not current from the Spring mailing list.
- n. Solicit articles/manuscripts of patriotic, Masonic, or membership interest.

**Section 2. REVIEW:** The National Secretary-Treasurer is authorized to reject any article or letter to the editor, which might create controversy or disrupt the harmony of the Order.

**Section 3. ADVERTISING:** No advertising may be accepted for alcoholic beverages or tobacco products, or any other item prohibited by any Grand Lodge Code. Advertising rates are prescribed by the National Secretary-Treasurer.

**Section 4. DISTRIBUTION:** *The Sojourner* must be distributed to all current members of National Sojourners<sup>®</sup> and, upon request, to the next-of-kin of deceased Members-In-Perpetuity.

**Section 5: ALL OTHER NATIONAL PUBLICATIONS:** All National Officers, Committee Chairmen, Area and Regional Representatives, and Chapter Presidents and Secretaries, who intend to publish policy documents for distribution inside or outside of National Sojourners<sup>®</sup> must obtain Publications Review Committee approval before publishing and distributing said policy documents. This requirement does not apply to Chapter Newsletters, Minutes, and Bulletins distributed to Chapter members for which the Chapter is responsible.

## ARTICLE XIV

### Reports

**Section 1. CHAPTER REPORTS:** Each Chapter must submit a consolidated Chapter Annual Report (CAR), which includes the Chapter Annual, Chapter Financial, Heroes of '76<sup>®</sup> Camp Annual, Bridge of Light, Americanism, Americanism ROTC, and Americanism Military Order of the World Wars/Youth Leadership Conference Reports, and other topics as may be specified by the National President. All reports are due not later than 31 July.

**Section 2. OFFICERS REPORTS:** The National Line Officers and Elective and Appointive National Body Chairmen (except the Honor Awards Committee and Executive Committee) must submit Annual and Semi-Annual Reports to the National Secretary-Treasurer at least 30 days prior to the first day of the National Convention and the Mid-Winter Meeting. Reports must include National Sojourners<sup>®</sup> activities, events attended, action taken, and other significant items relative to the duties of the office to include progress in areas of oversight.

**Section 3. AUDIT REPORTS:**

- a. **National Accounts:** The National President must either appoint a Special Auditing Committee or select a professional auditor to audit the financial records of the Order, all National Officers, and all Standing or Special Committees having custody or control of National Sojourners<sup>®</sup> funds, including a complete verification of all securities and bank balances. The *National Audit Report* must be posted in the Sojourners Only section of the National Sojourners<sup>®</sup> Website annually not later than 31 July and a copy archived by the National Secretary-Treasurer.
- b. **Chapter Accounts:** Each Chapter President must, at least once every twelve (12) months, direct a careful inspection and audit of the books and accounts of each Chapter Officer having custody or control of Chapter funds, including complete verification of all securities and bank balances. Chapters must submit a copy of their annual *Chapter Audit Report* to the National Secretary-Treasurer not later than 31 July.

## ARTICLE XV

### Heroes of '76<sup>®</sup>

**Section 1. ACCOUNTABILITY:** The National Commander is accountable to the National President for all Heroes of '76<sup>®</sup> activities, and the Camp Commander is accountable to the Chapter President for all Camp activities, relative to compliance with all National Directives.

**Section 2. MEMBERS:** Membership is composed of Sojourners, who in recognition of exemplary service to National Sojourners<sup>®</sup>, have received the Heroes of '76 Degree.

**Section 3. CAMP AUTHORIZATION:** A Camp of Heroes must terminate when its Chapter dissolves or transitions to a Club or In-Memoriam status.

**Section 4. DIRECTIVE:** The *Official Manual of the Heroes of '76<sup>®</sup>* provides specific direction and guidance for the operation of the Order of Heroes of '76<sup>®</sup> and submission of required reports.

## ARTICLE XVI

### Compliance With Grand Lodge Jurisdictions

**Section 1. POLICY:** To ensure harmonious compliance with Grand Lodge Jurisdictions, Chapter Officers must be familiar with the Grand Lodge Jurisdiction laws, rules, and edicts, as well as specific rules for alcoholic beverages, lotteries, raffles, and other practices, which affect

the operation, conduct, and practices of their Chapter and Camp. Strict adherence to the rules of the Grand Lodge Jurisdictions is required and essential.

**Section 2. IMPLEMENTATION:** All National Officers, Area and Regional Representatives, and Chapter and Camp Officers are responsible for strict compliance with this requirement.

## ARTICLE XVII

### Fees

**Section 1. SCHEDULE OF FEES:** The National Secretary-Treasurer maintains the membership-approved Schedule of Fees in the *Policies and Procedures Manual*, and when the membership changes the Schedule of Fees, he publishes the revised Schedule of Fees in *The Sojourner* and updates the *Policies and Procedures Manual*.

**Section 2. APPROVAL OF FEES:** The Schedule of Fees must be approved by an affirmative, majority vote of the Delegates at the National Convention. When a change in Fees is recommended, the National Trustees, in coordination with the National Secretary-Treasurer, must formally present the proposed Schedule of Fees for approval at the National Convention. Approved changes become effective on the first day of January of the following calendar year.

**Section 3. ACCOUNTS:** The National Secretary-Treasurer deposits all fees received in a separate bank account, and the National Trustees invest them to receive income without improperly risking the loss of principal, in accordance with the Prudent Man Rule.

## ARTICLE XVIII

### National Sojourners<sup>®</sup> Funds

**Section 1. PURPOSE:** To prescribe the methods of caring for the National Sojourners<sup>®</sup> Membership-In-Perpetuity Trust and the Sojourners Endowment Memorial Funds.

**Section 2. NATIONAL SOJOURNERS<sup>®</sup> MEMBERSHIP-IN-PERPETUITY TRUST FUND:**

- a. The National Secretary-Treasurer must deposit all Membership-In-Perpetuity fees in the Trust Fund. The corpus (fees paid) of the fund must remain inviolate, except as set forth herein to ensure the perpetuity of National Sojourners<sup>®</sup> and the memberships of those named individuals on the Membership-In-Perpetuity roll.
- b. The annual net income from the Trust Fund must be disbursed in the following manner: Fifty percent (50%) retained in the National Treasury for use in the National Sojourners<sup>®</sup> General Fund and fifty percent (50%) distributed to each Chapter in proportion to the number of Members-In-Perpetuity accredited to said Chapter for the effective period of such membership, whether such member is living, deceased, or resigned. The distribution of dividends is subject to be decremented by penalties for violations of the *National Constitution and Bylaws* as described in *National Bylaws* ARTICLE 5.
- c. At the National Convention, the Trustees must render an annual accounting of such Trust Fund, list the securities purchased, and state the income derived during the period.

**Section 3. SOJOURNERS ENDOWMENT MEMORIAL FUND:**

- a. The Sojourners Endowment Memorial Fund must be maintained as a separate fund, whereby only the investment proceeds may be used for current National Sojourners<sup>®</sup> operations.
- b. Donations, Gifts, Memorials, Contributions, and Bequests may be received by the National Secretary-Treasurer and must be deposited in this fund. All funds received must be invested from time to time as the National Trustees' best judgment deems sound and advantageous. After deductions for necessary management expenses, the National Trustees may transfer earnings from this account to the General Fund.

**Section 4. DESIGNATED SPECIALTY FUNDS:** From time to time, the Order or Sojourners may establish specialty funds to endow specific programs to further the various Purposes of National Sojourners<sup>®</sup>. The National Secretary-Treasurer must receive and deposit the designated specialty funds. The Investment Council of the National Trustees must manage the specialty funds and authorize expenses as needed to meet the funds' purposes.

**Section 5. TRANSFER OF FUNDS UPON LIQUIDATION OR DISSOLUTION:** If National Sojourners<sup>®</sup> should cease to exist, the corpus of the National Sojourners<sup>®</sup> Membership-In-Perpetuity Trust Fund, Sojourners Endowment Memorial Fund, and Specialty Funds must transfer to The Foundation for Collingwood Library and Museum on Americanism in Trust, which must use the income only. If The Foundation for Collingwood Library and Museum on Americanism ceases to exist, the funds must transfer to the George Washington Masonic National Memorial Association, Incorporated, of Alexandria, Virginia, for appropriate use, consistent with the Purposes of National Sojourners<sup>®</sup>, and with the condition that the National Sojourners<sup>®</sup> Membership-In-Perpetuity roll must be maintained in perpetuity.

## ARTICLE XIX

### Amendment

**Section 1. AMENDMENT:** These *National Bylaws* may only be amended at a National Convention, and then only by an affirmative vote of three-fourths (3/4) of the Delegates properly registered, physically present, and seated at the National Convention meeting facility. National Sojourners<sup>®</sup> Chapters must be given official notice of any proposed amendment(s) not less than seventy-five (75) days prior to the scheduled opening day of the National Convention via direct mail, *The Sojourner*, or National Sojourners<sup>®</sup> Website.

**Section 2. RESOLUTIONS:** National Officers, National Sojourners<sup>®</sup> Chapters, and National Committees wishing to amend the *National Constitution and/or National Bylaws* must submit a proposed Resolution, in writing and using the pre-approved format, on or before the first (1<sup>st</sup>) day of November to the National Secretary-Treasurer.

**Section 3: URGENT RESOLUTIONS:** National Officers and National Committees may submit an urgent Resolution to the Resolutions Committee to change the *National Constitution and/or Bylaws*. The Resolution must be in writing, use the pre-approved format, and be received not later than 0900 hours of the second meeting day of the Mid-Winter Meeting.

**Section 4. PREVIOUSLY REJECTED RESOLUTIONS:** Unless approved by a three-fourths (3/4) majority affirmative vote of the Delegates properly registered, physically present, and seated at the National Convention meeting facility, any Resolution to change the *National*

*Constitution and/or National Bylaws*, which is rejected by a vote of the National Convention, the subject matter of such Resolution must not be re-considered for three (3) National Conventions subsequent to the National Convention at which the proposal was rejected.

## ARTICLE XX

### Revocation

**Section 1. Permanent National Directives:** All prior *National Constitutions, National Bylaws, National Regulations*, Amendments, and Resolutions thereto are hereby revoked immediately upon the adoption of this *National Constitution and Bylaws*.

**Section 2: Non-Permanent National Directives:** The *Policies and Procedures Manual* must be consistent with the *National Constitution and Bylaws* and reflect the substantive requirements and appropriate references to the Permanent Directives.

## AUTHENTICATION

Adopted and ratified at the 102nd Annual National Convention convened at Atlanta, Georgia, on the 17<sup>th</sup> DAY OF JUNE IN THE YEAR 2022.

Attested:



Mark W. Underwood  
National Secretary-Treasurer



C. Wayne Barnes  
National President



## ***TABLE OF ABBREVIATIONS AND ACRONYMS***

**NOTE:** Significant effort was made not to use or over-use acronyms in this National Constitution and Bylaws. However, these acronyms are widely used in day-to-day National Sojourners® operations and should be understood by Sojourners. Acronyms may be added or deleted as necessary without a ¾ vote to amend the Constitution and Bylaws.

<b>ACOS</b>	<b>Assistant Chief of Staff, Heroes of '76®</b>
<b>AOI</b>	<b>Articles of Incorporation</b>
<b>AC&amp;E</b>	<b>Area Conference and Encampment</b>
<b>ANC</b>	<b>Annual National Convention, a colloquialism for National Convention</b>
<b>ANE</b>	<b>Annual National Encampment</b>
<b>AR</b>	<b>Area Representative</b>
<b>BL</b>	<b>National Bylaws</b>
<b>BLs&amp;NRs</b>	<b>By-Laws and National Regulations, a prior (1982-2022) form of governance</b>
<b>BOD</b>	<b>Board of Directors</b>
<b>BOL</b>	<b>Bridge of Light</b>
<b>C33</b>	<b>Committee of 33</b>
<b>C&amp;BLs</b>	<b>National Constitution and Bylaws, the current form of governance</b>
<b>CAR</b>	<b>Chapter Annual Report</b>
<b>CLATT</b>	<b>Colonial Ladies at the Table</b>
<b>CLMA</b>	<b>The Foundation for Collingwood Library and Museum on Americanism</b>
<b>COS</b>	<b>Chief of Staff, Heroes of '76®</b>
<b>CR&amp;CC</b>	<b>Chapter Revitalization and Chartering Committee</b>
<b>E&amp;T</b>	<b>Education and Training Committee</b>
<b>EXCOM</b>	<b>Executive Committee</b>
<b>FFVF</b>	<b>Freedoms Foundation Valley Forge</b>
<b>G&amp;B</b>	<b>Gifts and Bequests Committee</b>
<b>HAC</b>	<b>Honor Awards Committee</b>
<b>HMA</b>	<b>Houghton Memorial Award</b>
<b>HQ</b>	<b>National Headquarters</b>
<b>HTA</b>	<b>Horton-Tourtillott Award</b>
<b>I&amp;A</b>	<b>Incentives and Awards, a Committee</b>
<b>IMMIP</b>	<b>In-Memoriam Member(ship)-In-Perpetuity</b>
<b>IT</b>	<b>Information Technology, a Committee</b>



<b>J/ROTC</b>	<b>Junior Reserve Officer Training Corps</b>
<b>LOMTC</b>	<b>Lodge of Military Tribute Ceremony</b>
<b>LOH</b>	<b>Legion of Honor</b>
<b>MIP</b>	<b>Member(ship)-In-Perpetuity</b>
<b>MMIP</b>	<b>Multiple Member(ship)-In-Perpetuity</b>
<b>MWM</b>	<b>Mid-Winter Meeting</b>
<b>N1VP</b>	<b>National First Vice President</b>
<b>N2VP</b>	<b>National Second Vice President</b>
<b>N3VP</b>	<b>National Third Vice President</b>
<b>NASOCOCO</b>	<b>National Sojourners Convention Corporation</b>
<b>NC</b>	<b>National Commander, Heroes of '76<sup>®</sup></b>
<b>NR</b>	<b>National Regulation, a prior (1982-2022) form of governance</b>
<b>NSI</b>	<b>National Sojourners, Incorporated</b>
<b>NChap</b>	<b>National Chaplain</b>
<b>NHist</b>	<b>National Historian</b>
<b>NJA</b>	<b>National Judge Advocate</b>
<b>NP</b>	<b>National President</b>
<b>NP-E</b>	<b>National President-Elect</b>
<b>NS-T</b>	<b>National Secretary-Treasurer</b>
<b>NSurg</b>	<b>National Surgeon</b>
<b>OOD</b>	<b>National Officer of the Day, Heroes of '76<sup>®</sup></b>
<b>P&amp;P</b>	<b>Policies and Procedures Manual</b>
<b>PNC</b>	<b>Past National Commander</b>
<b>PNP</b>	<b>Past National President</b>
<b>PRC</b>	<b>Publications Review Committee</b>
<b>®</b>	<b>U.S. Patent and Trademark Office Registration Symbol</b>
<b>RAC</b>	<b>Resale Advisory Committee</b>
<b>ROTC</b>	<b>Reserve Officer Training Corps</b>
<b>RR</b>	<b>Regional Representative</b>
<b>SAEF</b>	<b>Spirit of America Education Foundation</b>
<b>SEM</b>	<b>Sojourners Endowment Fund</b>
<b>SRC</b>	<b>Sojourner Ritual Committee</b>
<b>VDA</b>	<b>Van Deventer Award</b>