

**Louisiana Royal Arch Masons
Chapter Secretary's Certificate of Excellence Award: 2021**

Chapter Name & No. _____ Secretary _____

- 1) Ensure information for your Chapter is correct on the Louisiana Grand Chapter Website.
Initial: _____
- 2) Ensure MMS is up to date, including entering all current officers and living Past High Priests of the Chapter. Provide the High Priest with a contact list of living Past High Priests and a Roster of the Membership.
Initial: _____
- 3) Ensure Chapter By-Laws are up to date, particularly noting meeting time and current dues. If they are not up to date, contact your DDGHP about assistance in getting them up to date. Chapter By-Laws are up to date or are in the process of revision.
Initial: _____
- 4) Maintain all required documentation of Chapter charity fundraising projects and submit the information outlined in the "Royal Arch Masons Chapter Achievement Award: 2021" application form to the Grand Secretary.
Initial: _____ N/A: _____
- 5) Ensure Chapter pays Grand Chapter Per Capita and Assessments for the current year.
Initial: _____
- 6) Send out notices no later than August 31st to members delinquent in their dues. Note that it is still up to the Chapter whether or not to actually Suspend the member for Non-Payment of Dues, but without a 90 notice this virtually cannot be properly considered, voted on by the Chapter, and Suspension NPD entered in MMS before the Chapter is charged for another per capita assessment.
Initial: _____
- 7) In conjunction with the above requirement, investigate the wellbeing of a Companion before suspending for non-payment of dues. If a motion is made to suspend members for NPD either first report or during the motion discuss the results of your investigation or that you were not able to contact the Companion in question.
Initial: _____
- 8) If any of the above are not fully completed, provide explanation along with your application.
- 9) Additional achievements, provide explanation along with your application.

Secretary Sign _____ Date: _____

Email this application to Ex. Comp. Gene Dawson at genedawson@bellsouth.net