

Grand York Rite of Missouri Monthly Report Instructions

Please reference the Grand York Rite of Missouri Monthly Report located on the GYR Web Site under the Document Library.

This form replaces all previous versions of Chapter, Council or Commandery Monthly Reports. Old forms will no longer be accepted. This form shall be used to report on one member at a time. The GYR is trying to reengineer the document to be able to “add pages” when reporting on multiple members in one monthly reporting period.

Document Instructions:

- You must have Adobe Reader (or other .pdf viewers which we will not discuss here) to use this form. Adobe Reader is available as a free download <http://get.adobe.com/reader/?promoid=KLXME>. After you have installed Adobe Reader,
- Open the form from the GRY Document Library or from the email it was attached to.
- Immediately Save the document (File/Save As or there is a Save button at the bottom of the form) in whatever filename you wish to use, such as “GYR Monthly Report Template”, somewhere on your computer where you can find it each month when you need to fill it out.
- Fill out the form.

Form Directions:

- All organizations shall report monthly.
- Date – all Date Formats shall be mm/dd/yyyy. Any other formation will be not be accepted by the form. You may not just enter a year – if you don’t have the information, please try to find it.
- Chapter/Council/Commandery – enter the name and number of the organization reporting
- Name – enter full first, middle and last names. Do not use initials or nicknames. Forms not containing the full name will be returned.
- Address – compute full mailing address, all submissions must have a current address
- Phone/Email – complete information you have
- Degree/Order Conferral – this section is for reporting new members
 - Chapter Section
 - Enter date for each degree conferral
 - Enter Lodge Name and No and Jurisdiction that new member is in good standing in
 - Council Section
 - Enter date for each degree conferral
 - Enter Chapter Name and No and Jurisdiction that new member is in good standing in
 - Commandery Section
 - Enter date for each order conferral
 - Enter Council Name and No and Jurisdiction that new member is in good standing in
 - All of this information is to validate that the new member is in good standing in the prerequisite organization. If you do not know it, you should not be doing degree work on this man.

- New Member / Veteran Member Certificate Request
 - This section is to be used to request GYR production of certificates on your members. Check the organization and type of certificate requested and enter the effective date of the certificate.
 - Special – this section is to be used for consideration of special certificates that you would like the GYR office to create for you.
- Reinstatement / Affiliation
 - This section is used to record new membership by reinstatement, affiliation by Certificate of Good Standing (primarily from other jurisdictions), affiliation by Certificate of Dimit, and affiliation by Certificate of Good Standing for the purpose of Dual Membership. Check the box that applies.
 - For Reinstatements following SNPD or Dimits, check the appropriate organization, then enter the date of the SNPD or Dimit was initiated, then enter the date the member was restored to membership in your organization.
 - For Dual Membership and Transfers of Membership only, enter the Original Chapter, Council, or Commandery information where the member is coming from.
 - Please additionally the Degree/Order Conferral Dates for any new affiliations. This information shall be found on the Certificate of Dimit or Certificate of Good Standing from the other organizational Secretary/Recorder. If you don't have it, then you may not transfer this member in as you cannot validate their membership.
- Termination of Membership
 - Deceased – just enter the date
 - Enter the appropriate removal by checking the appropriate box, checking the organization, and entering the date of the action taken
 - For Dimits for the purpose of Transfer of Membership, enter all the transferred to organizational information.
- Comments – enter any comments you may wish to add to help process this report.
- Enter the name of the Secretary/Recorder completing the form. The form must be submitted by the Secretary/Recorder or an approved designee for your organizations (previously reported to the GYR office).

Hard copy forms shall be mailed to the GYR office as shown on the form.

Any questions/comments are to be addressed to: Kevin B. Sample at kevin.sample63@gmail.com, or by calling 573.819.3392.

All Certificates referenced above can be found on the GYR web site under the [Document Library](#), specifically:

- Certificate of Dimit – to be used by member whose dues are paid, is in good standing, and requests a withdraw of membership (also referred to as a Dimit with Privileges).
- Certificate of Good Standing – to be issued to a member or another Secretary/Recorder for the purpose of Affiliating with another organization. Shall include all degree/order dates. Or to be presented to new organization Chapter/Secretary for new Affiliation.
- Certificate of Withdraw of Multiple Membership – exactly what it sounds like
- Notice of Election to Multiple Membership – exactly what it sounds like
- Notice of Withdraw of Multiple Membership – Notice to the Grand Secretary/Recorder
- You may copy the Grand Secretary/Recorder for all forms, it would be appreciated

