

Sample Notice #5

COMPANION DROPPED FOR NONPAYMENT OF DUES

Date

Full Name
Street Mailing Address
City, State, Zip Code

Dear Companion (Name),

It becomes my duty to inform you that by a vote of the membership of the Chapter, effective (Date) your membership in (Chapter Name and Number) has been suspended for NonPayment of Dues (dropped NPD) for the Capitular years (201x – 201x).

Notice has been sent to you on several occasions, with additional reminder notices appearing in the monthly issue of the Trestleboard. To date, no payment has been received nor any statement why payment cannot be made, and if financial or other assistance from the Chapter is necessary.

In accordance with Section(s) (identify) of the Bylaws of (Chapter Name & No.), and Section 121 of the Grand Chapter Code, we are reluctantly required to report your membership status as delinquent, in arrears, and subsequently dropped from the rolls.

Section (No.) Copy section of Chapter Bylaws for members information.

Section 121: No Chapter shall expel a member for non-payment of dues, but after one month's notice to him that his dues are unpaid he shall, unless excused by a majority vote of the Chapter, be dropped from the roll of the Chapter, but shall be reinstated upon payment of all arrearages if paid within one year from the date of being dropped; if not so paid, reinstatement may be had only upon payment of all arrearages to time of being dropped and upon petition and unanimous ballot: provided, that said petition shall be recommended, received, referred and acted on as in the case of a petition for the degrees or affiliation. If such applicant for renewal of membership be rejected and no charges be preferred against him, he shall, upon his request therefore, be given a certificate by the Chapter that he has paid all indebtedness to the Chapter and ceased to be a member thereof.

If you believe this information to be in error, or if you are financially unable to meet the obligation of your annual dues, you are requested to communicate same to the High Priest in writing, at the following address for appropriate action in request for relief.

Chapter High Priest Name
Chapter Name and Number
Street Mailing Address
City, State, Zip Code

In the event, your situation no longer allows your attendance and participation in the Chapter, be advised a Companion **in good standing** may withdraw from membership in the Chapter by satisfying all past due financial obligations (and any prorated amount for the current year as may be appropriate) and notifying the Chapter to that effect by written communication for presentation at a Stated Convocation.

If I may be of further service in this matter, please contact me at your earliest convenience.

Sincerely and fraternally,

Signature

Full Name

Secretary

Chapter Name and Number

Royal Arch Masons of the District of Columbia