

INTERNATIONAL FREE & ACCEPTED MODERN MASONS, INC. AND ORDER OF THE EASTERN STAR

Home Office: 2101 Gratiot Avenue · Detroit, Michigan 48207

OFFICERS:

Illustrious Bobbie J. Meeks, 33°
Supreme Vice President
Supreme Grand Master

Illustrious John F. Dogan, 33°
Supreme Deputy Grand Master
Supreme 2nd Vice President

Sister Monique Walton
Supreme Grand Matron



Illustrious Kenneth L. Hollowell, 33°
Supreme President/Chief Executive Officer
P: 313.259.5817-E: intlmasons@aol.com
www.internationalmasons.org

OFFICERS:

Illustrious Edward Walker, 33°
Supreme 3rd Vice President
Supreme Treasurer

Sister Jean Blount - Ragsdale
Corporate Secretary

INSTRUCTIONS FOR DROPPING MEMBERS FROM THE ROLL

Below you will find step-by-step procedures for dropping a member(s) from roll in Home Office within any entity of **International Free and Accepted Modern Masons, Inc. and Order of the Eastern Star**:

WHEN AN ENTITY IS REMOVING MEMBER(S):

1. The member must be at least 12 (*twelve months*) delinquent in their Endowment status (*i.e.*, -12).
2. At a regular meeting of the entity, a majority of members present must vote in favor of removing the delinquent member(s) from the roll.
3. A copy of the Meeting Minutes setting forth the reason(s) for removing the member must include (**A**) the Maker and Secunder of the motion to remove the member; (**B**) whether the motion passed or failed; and (**C**) the signed meeting attendance sheet. The minutes must be signed by the Recording Secretary and the Entity Leader.
4. A letter requesting the member(s) to be dropped **must be signed** by the Leader or Recording Secretary on the Entity's Letterhead and accompany the Meeting Minutes.

These documents must be forwarded to the Office of the Supreme President/CEO at Home Office.

WHEN AN INDIVIDUAL IS ASKING TO BE REMOVED:

1. **If a member** is requesting to be removed from the roll; the member must submit a signed statement requesting to be removed from the entity's roll, or a copy of the full email or text message showing this request must be sent to Home Office. The email/text must clearly identify the individual who sent it and to whom it was sent.
2. The entity should be actively seeking to bring in new members to replace those dropped and/or removed.
3. If a **10% reduction** of members has been experienced since the previous election, at the time of the entity's election of officers, the leader may not be eligible for re-election.

Should there be any questions, please email **Illustrious Kenneth L. Hollowell, 33°** - *Supreme President/CEO* at intlmasons@aol.com. I thank you in advance for your cooperation in helping to rebuild in those areas where members are being removed from the roll.

Fraternally Yours,

Illustrious Kenneth L. Hollowell, 33° - *Supreme President/Chief Executive Officer*
KLH/klh