

Number of Members at last report:

## DO NOT READ THESE INSTRUCTIONS IN CHAPTER

**To: Subordinate Chapter Secretaries**

**RE: The 2020 ANNUAL REPORT FORM**

Per Green Book, R & R Sec. 6, paragraph 1, page 71:

"Each subordinate chapter, including U.D. Chapters, shall send to the Grand Secretary, on or before January 15, a report of its proceedings ending with December 31 of the prior year. The annual report shall list the names of all members, the names of those initiated, reinstated, affiliated, demitted, suspended, expelled, or deceased, setting out the names of each classification, in alphabetical order, and making a distinction by prefixing the title of "Miss," "Mrs." Or "Ms." to the names of the Sisters."

Please keep these instructions with the annual report form for reference. Other items you will need for reference are the Secretary's Guidelines and Quick Reference Book and the copy of the Chapter's 2019 filed Annual Report returned to you by the Grand Secretary.

Enclosed is one copy of the Annual Report form for the year ending December 31, 2020, if it was requested. If additional copies are needed, they will be available either on the website or by request. The report is to be completed, mailed to the Grand Secretary, and post marked ON OR BEFORE JANUARY 15, 2021. Per Green Book, R & R Sec. 6, paragraph 3, page 71:

"Any chapter failing to send its annual report and per capita tax to the Grand Secretary by January 15 shall pay a fine of \$50.00, by chapter check, unless remitted by the Grand Chapter. (Amended 2004 and 2017)"

If the Report is not postmarked on or before January 15, 2021, it will be considered LATE and the late fee MUST BE paid. Please include a chapter check for the \$50.00 late fee when mailing the annual report to cover the fine for a late filing. For a small cost, you can obtain a certificate of mailing from the Post Office. If you have a certificate of mailing dated on or before January 15, 2021 confirming the report was mailed on or before that date, the late fee will be waived. **The proof of mailing is your responsibility.**

**The report should be computer printed or typewritten. If that is not possible, please print neatly and legibly using a black pen. Return all pages - even if blank - of your original report - no carbon copies - to the Grand Secretary. If you need extra pages, attach as necessary with a note in the original box.**

This report is on the website in Microsoft Word and PDF. You must make sure the report prints on the pages in the format given. If you do not have one of these software programs, please complete the hard copy report, and mail it back to the Grand Secretary via the United States Post Office.

**The sections are numbered as to assist with the preparation of the form.**

**Box #1** covers all of Pages 1, 2, 3 and 4.

- List all who are members of the chapter (Regular, Dual, or Plural) as of January 1, 2021.
- List Sisters first, alphabetically, noting (Miss, Mrs. or Ms.) and whether the member is a Past Matron (PM) of a Florida chapter.
- Brothers are listed alphabetically following the Sisters, noting "Mr.," and whether the member is a Past Patron (PP) of a Florida Chapter.
- If the member is a Dual Member, type "Dual" after the name.
- If the member is a Plural Member, type "Plural" after the name.
- Do not skip lines - the total number of entries must equal the **"PRESENT NUMBER OF MEMBERS"** total and the **"> Present number of members per List of Members, Box #1, pages 1, 2, 3 and 4"** on page 16 of the report.
- Examples:
  - Smith, Ms. Ann, Plural
  - Smith, Mrs. Jane
  - Smith, Miss Mary, PM
  - Smith, Mr. John. PP
  - Smith, Mr. Michael, Dual

**Box #2**, page 5

- **If you believe you have a member who belongs in this box, please contact the Grand Secretary's office for further instruction.**

**Box #3**, page 5

- List all Dual Members as of January 1, 2021 giving their name, primary chapter, and location.
- Include all prior Dual Members who have not terminated their Dual membership and those becoming Dual Members this year from Box #6-B, page 7.
- All the names listed in Box #3 on page 5 are to be included in the list of members in Box #1. This is not duplication.
- Box #3 is for information only regarding the Dual Members of the chapter.
- When a Dual Member terminates their dual status and affiliates as a regular member, they are listed in Box #6-A, page 7.
- When a Dual Member leaves the chapter, whether demitting, deceased, suspended, or expelled, they are listed in Box #12, page 9.

**Box #3-A**, page 6

- List all Plural Members as of January 1, 2021 giving their name, primary chapter, and location.
- Include all prior Plural Members who have not terminated their Plural membership and those becoming Plural Members this year (from Box #6-C, page 7).
- All the names listed in Box #3-A on page 6 are to be included in the list of members in Box #1. This is not duplication.
- Box #3-A is for information only regarding the Plural Members of the chapter.
- When a Plural Member terminates their plural status and affiliates as a regular member, they are listed in Box #6-A, page 7.
- When a Plural Member leaves the chapter, whether demitting, deceased, suspended, or expelled, they are listed in Box #12-A, page 9.

**Box #4, page 7**

- List all members who were initiated during the year 2020 and the date they were initiated.
- All the names listed in Box #4 on page 7 are to be included in the list of members in Box #1 if they are still a member as of January 1, 2021. This is not duplication.
- The number of entries in this box must be carried forward to Line #3 on the Summary on page 11.

**Box #5, page 7**

- List the names of members who were reinstated or whose membership has been restored during the year 2020 and the date of the reinstatement or restoration.
- All the names listed in Box #5 on page 7 are to be included in the list of members in Box #1 if they are still a member as of January 1, 2021. This is not duplication.
- The number of entries in this box must be carried forward to Line #4 on the Summary on page 11.

**Box #6, page 7**

- List the names of members affiliating during the year 2020 and the date they affiliated as a member of the chapter.
- Include in this box, members having previous membership in Florida during the year and also list them in Box #14, page 9.
- The number of entries in this box must be carried forward to Line #5 on the Summary on page 11.
- All the names listed in Box #6 on page 7 are to be included in the list of members in Box #1. This is not duplication.
- Do **NOT** include new Dual or Plural members.
- Do **NOT** include Dual or Plural members who have terminated and become regular members.

**Box #6-A, page 7**

- If a Dual or Plural Member joins the chapter as a regular affiliated member, list them as affiliating in Box #6-A.
- Plural Members who terminate and affiliate as primary are **NOT** included in Box #14, page 9 or counted for deduction on page 15 in the Estimate of Per Capita Tax Due because they were members of both chapters during the year and both chapters must remit the per capita tax on Plural Members.
- Dual or Plural Members terminating becoming Primary Members are **NOT** included in Box #6, Box #12, or Box #12-A. They are not included in calculations on page 11 or page 16.
- All the names listed in Box #6-A on page 7 are to be included in the list of members in Box #1. This is not duplication.

**Box #6-B, page 7**

- List all members who became Dual Members during the year 2020 and the date they became a dual member of the chapter.
- The number of entries in this box must be carried forward to Line #6 on the Summary on page 11.
- Be sure these new Dual Members are listed also in Box #1. This is not a duplication.
- Be sure they are also listed in Box #3 on page 5.

**Box #6-C, page 7**

- List all members who became Plural Members during the year 2020 and the date they became a Plural Member of the chapter.
- The number of entries in this box must be carried forward to Line #7 on the Summary on page 11.
- Be sure these new Plural Members are listed also in Box #1. This is not a duplication.
- Be sure they are also listed in Box #3-A on page 6.

**Box #7, page 8**

- List the name and date of all members who died during the year 2020 or who died prior to 2020 that you were notified about in 2020.
- Do not include deceased Dual or Plural Members in this box.
- These members are **NOT** listed in Box #1.
- The number of entries in this box must be carried forward to page 16.

**Box #8, page 8**

- List all members demitting during the year 2020 and the date of demit.
- Do not include Dual or Plural Members demitting in this box.
- Dual members who demit are to be listed in Box #12, page 9.
- Plural members who demit are to be listed in Box #12-A, page 9.
- These members are **NOT** listed in Box #1.
- The number of entries in this box must be carried forward to page 16.

**Box #9, page 8**

- Lists all members who were suspended during the year 2020 and the date of suspension.
- Include suspended emeritus members in this box.
- Do not list suspended Dual or Plural Members in this Box.
- Dual members who are suspended are to be listed in Box #12, page 9.
- Plural members who are suspended are to be listed in Box #12-A, page 9.
- These members are **NOT** listed in Box #1.
- The number of entries in this box must be carried forward to page 16.

**Box #10, page 8**

- List all petitioners who were rejected during the year 2020 and the date of rejection.
- This is an information box only.

**Box #11, page 8**

- List all members who were expelled during the year 2020 and the date of the expulsion.
- Carry this number forward to page 16.
- Do not list expelled Dual or Plural Members in this box.
- Dual members who are expelled are to be listed in Box #12, page 9.
- Plural members who are expelled are to be listed in Box #12-A, page 9.
- These members are **NOT** listed in Box #1.
- The number of entries in this box must be carried forward to page 16.

**Box #12, page 9**

- List all Dual Members terminated during the year either by death, demit, suspension, or expulsion and the date of the event. Be sure to list the reason for termination as appropriate.
- These members are **NOT** listed in Box #1 or Box #3.
- The number of entries in this box must be carried forward to page 16.

**Box #12-A, page 9**

- List all Plural Members terminated during the year either by death, demit, suspension, or expulsion and the date of the event. Be sure to list the reason for termination as appropriate.
- These members are **NOT** listed in Box #1 or Box #3-A.
- The number of entries in this box must be carried forward to page 16.

**Box #13, page 9**

- List all name changes during the year.
- Be sure to list the entire previous name and the entire current name.
- This is an information box only.

**Box #14, page 9**

- List all new Affiliated Members having previous membership in another Florida Chapter during the year 2020 from Box #6 only.
- Do **NOT** list consolidated members. They are listed in Box #15.
- Do **NOT** list members who were plural members who terminated and affiliated as regular members.
- List the Florida Chapter name and number in which they had previous membership during the year and the date of the demit from the previous chapter.
- The Florida chapter where the member first had membership during the year pays the per capita tax.
- There is no credit for Plural Members. Plural Members pay dues in each Florida chapter in which they hold membership. Each chapter pays per capita tax and any assessments on the member.

**Box #15, page 10**

- This box is for use only when your chapter has received members from a consolidated chapter.
- List all members from the consolidated chapter in the same manner as those in Box #1.
- All the names listed in this box are to be included in the list of members in Box #1. This is not duplication.
- All the names listed in this box are to be included in Box 6, 6-A, 6-B, or 6-C as appropriate. This is not a duplication.
- A copy of the consolidated chapter's final report is acceptable to attach in lieu of using this box.
- **If you have any questions about the use of this box or how to affiliate your consolidated members, please contact the Grand Secretary's office for further guidance.**

**SUMMARY, page 11**

- **Line #1:** This number is carried forward from the 2019 Annual Report. For your convenience, we have listed what this number should be for your chapter on the front page of these instructions. If you do not have this number listed, please call the Grand Secretary's office for verification.
- **Line #2:** This number is from Box #2, on page 5. Please contact the Grand Secretary's office if you believe you need to use this box for further instructions.
- **Line #3:** This number is from Box #4, on page 7. It should be the total number of members initiated during the year 2020.
- **Line #4:** This number is from Box #5, on page 7. It should be the total number of members who were reinstated or restored during the year 2020.
- **Line #5:** This number is from Box #6, on page 7. It should be the total number of members who affiliated during the year 2020.
- **Line #6:** This number is from Box #6-B, on page 7. It should be the total number of members who affiliated as Dual members during the year 2020.
- **Line #7:** This number is from Box #6-C, on page 7. It should be the total number of members who affiliated as Plural members during the year 2020.
- **Line #8:** This is the sum of Lines #1-7. This number will be used in your calculations on pages 15 and 16.

**Box #16, page 12**

- List all new Perpetual Members during the year 2020.
- State the name of member, the type of perpetual membership, and the date the perpetual membership was certified by the Grand Secretary's office.
- This box would include any new Perpetual Members regardless of type: Regular, Memorial, or Honorary.
- The names in this box should be included in Boxes #21-25 as appropriate.
- The number of entries in this box must be carried forward to Line #2, page 14.

**Box #17, page 12**

- List all Perpetual Members affiliating from other Florida Chapters during the year 2020.
- This box would include any Perpetual Members from a consolidated chapter regardless of type: Regular, Memorial, or Honorary.
- The names in this box should be included in Boxes #21-25 as appropriate.
- The number of entries in this box must be carried forward to Line #3, page 14.

**Box #18, page 12**

- List all Regular Perpetual Members who demitted and affiliated during the year 2020 with another Florida Chapter this year, giving name and new Florida Chapter name and number.
- These are **NOT** to be listed in Box #21.
- The number of entries in this box must be carried forward to Line #4, page 14.

**Box #19, page 12**

- List the name and the date of death of all Regular Perpetual Members who died during the year 2020.
- The names in this box should be included in Box #22.
- This is just an information box and should not be used in any calculations on page 14.

**Box #20, page 12**

- List any changes in Regular Perpetual Member's status not covered above.
- The number of entries in this box must be carried forward to Line #5, page 14.
- **If you believe you have a member who belongs in this box, please contact the Grand Secretary's office for further instruction.**

**Box #21, page 13**

- List all living Regular Perpetual Members at the end of the year 2020.
- This should include those new Regular Perpetual Members listed in Box #16 or Box #17 on page 12.
- The number of entries in this box must be carried forward to Line #7, page 14 and to page 15.

**Box #22, page 13**

- List all deceased Regular Perpetual Members at the end of year 2020.
- This should include those names listed in Box #19 and any other Regular Perpetual Members who have died prior to 2020.
- The number of entries in this box must be carried forward to Line #8, page 14 and to page 15.

**Box #23, page 13**

- List all Memorial Perpetual Members at the end of the year 2020.
- This should include those new Memorial Perpetual Members listed in Box #16 or #17 on page 12.
- The number of entries in this box must be carried forward to Line #9, page 14.

**Box #24, page 14**

- List all Honorary Perpetual Members at the end of the year 2020.
- This should include those new Honorary Perpetual Members listed in Box #16 or #17 on page 12.
- Include all deceased Honorary Perpetual Members with their date of death.
- The number of entries in this box must be carried forward to Line #10, page 14.

**Box #25, page 14**

- List all demitted Perpetual Members who have not affiliated with another Florida Chapter.
- The number of entries in this box must be carried forward to Line #11, page 14.

**PERPETUAL MEMBERSHIP SUMMARY, page 14**

- **Line #1:** The number for Line #1 is the Line #12 total number of Perpetual Members found on your 2019 Annual Report. Please contact the Grand Secretary's office if you are unsure of your starting number.
- **Line #2:** This number is from Box #16, on page 12. It should be the total number of new Perpetual Members during the year 2020.
- **Line #3:** This number is from Box #17, on page 12. It should be the total number of affiliated Perpetual Members during the year 2020.
- **Line #4:** This number is from Box #18, on page 12. It should be the total number of Perpetual Members who demitted and affiliated with another Florida Chapter during the year 2020.
- **Line #5:** This number is from Box #20, on page 12. Deduct or add as the case may be.
- **Line #6:** This is the sum of Lines #1-5. It should be the same as Line #12.
- **Line #7:** This number is from Box #21, on page 13. It should be the total number of living Regular Perpetual Members at the end of the year 2020.
- **Line #8:** This number is from Box #22, on page 13. It should be the total number of deceased Regular Perpetual Members at the end of the year 2020.
- **Line #9:** This number is from Box #23, on page 13. It should be the total number of Memorial Perpetual Members at the end of the year 2020.
- **Line #10:** This number is from Box #24, on page 14. It should be the total number of Honorary Perpetual Members at the end of the year 2020.
- **Line #11:** This number is from Box #25, on page 14. It should be the total number of Perpetual Members who have demitted and not affiliated with another Florida Chapter at the end of the year 2020.
- **Line #12:** This is the sum of Lines #7-11. It should be the same as Line #6.

**ESTIMATE OF PER CAPITA TAX DUE TO GRAND CHAPTER, page 15**

- Per Green Book, R & R Sec. 6, paragraph 2, page 71:  
"Every chapter shall pay annually to the Grand Chapter, on or before the 15<sup>th</sup> day of January, in each year, such per capita tax as shall from time to time be affixed by the Grand Chapter for each member except U.D. Chapters and those exempt under the Constitution and Laws of the Grand Chapter; and provided that per capita tax shall be collected only from the chapter in this Grand Jurisdiction in which the member first had membership during the calendar year."
- Per Capita Tax for the year 2020 is based on \$6.50 per member using the computation in this section.
- **Whole number of members:** This number is the total from Line #8, page 11. Multiply this number by \$6.50.
- **Number of Total Years Omitted:** This number is from Box #2, page 5. If you believe you have need of this section, please contact the Grand Secretary's office for further instructions.

- **Total:** This is the sum of the previous two totals.
- Be sure to read the NOTE on Page 15 of the Report Form, under **ESTIMATE OF PER CAPITA TAX DUE, DEDUCT.** It is possible that in entering the number of members to be deducted, a member could possibly be deducted twice, check the numbers carefully.
- **DEDUCT**
  - **Number affiliated:** This is from Box#14, page 9 or Box#15, page 10. This will only include those members who have regularly affiliated from another Florida Chapter. Ensure you are only counting consolidated members once.
  - **Number Perpetual:** This is from Box#21, page 13. This will only include Regular Perpetual Members who are alive at the end of the year 2020.
  - **Number Deceased:** This is from Box#22, page 13. This will only include Regular Perpetual Members who have died in the year 2020 and prior.
  - **Total:** This is the sum of the previous three lines. Multiple this number by \$6.50.
  - **Amount Payable:** This is the "**DEDUCT Total**" subtracted from the original "**Total**."
- The resulting dollar amount is due from the Chapter to Grand Chapter for Per Capita Tax.
  - This should be by a separate chapter check.
  - Designate on the payable line: The Grand Chapter of Florida, Order of the Eastern Star, Inc.
  - Designate on the memo line: 2020 Per Capita Tax

#### **ESTIMATE AMOUNT DUE FOR INTERNATIONAL HEADQUARTERS FUND, page 15**

- Per Green Book, R & R Sec. 44-1, page 98:
 

"Each member shall pay five dollars at the time of their initiation to the International Headquarters Fund. This will be put in the International Headquarters Fund for the maintenance of the Headquarters. This law means "Once-in-a-lifetime to each Chapter to which the member belongs. Therefore, Dual or Plural Membership and Affiliation into a different chapter would require the member to pay five dollars to each chapter in order that both chapters might be 100%. All money for the International Headquarters Fund shall be forwarded to the Grand Secretary with the Annual Report. (2010)"
- International Headquarters Fund is \$5.00 per member who joins a chapter whether by Initiation, Affiliation, Dual or Plural Membership.
- Members of a consolidating chapter do NOT pay this fee on consolidation.
- The information for this section is obtained from Boxes#4, 6, 6-B, and 6-C on page 7.
- The sum of members who joined the Chapter from Boxes# 4, 6, 6-B, and 6-C is multiplied by \$5.00.
- The resulting dollar amount is due from the Chapter to Grand Chapter and will be paid by Grand Chapter to General Grand Chapter for the International Headquarters Fund.
  - This should be by a separate chapter check.
  - Designate on the payable line: The Grand Chapter of Florida, Order of the Eastern Star, Inc.
  - Designate on the memo line: 2020 International Headquarters Fund

#### **ESTIMATE OF AMOUNT DUE TO GRANO CHAPTER FOR THE GENERAL FUND, "A DIME A WEEK" VOLUNTARY CONTRIBUTION, page 15**

- Per Green Book, R & R Section 30, paragraph 2, page 92:
 

"The Secretary shall send statements for dues to each member of the chapter on or before November 15 of each year, for the subsequent year's dues, such statements to include a request for the Grand Chapter General Fund "A Dime A Week" or \$5.20, as a voluntary contribution. All "A Dime A Week" donations shall be forwarded to the Grand Secretary with the Annual Report. (2010)"



- This is an annual computation for contributions received during the calendar year January 1 to December 31, 2020.
- Contributions received after December 31, 2020, will be submitted with the 2021 Annual Report. This will require that Secretaries keep an accurate running total of these contributions during the calendar year so as to remit the proper amount with the Annual Report.
- Remit with the Annual Report the amount of all voluntary contributions received during 2020 for the General Fund, "A Dime A Week."
  - This should be by a separate chapter check.
  - Designate on the payable line: The Grand Chapter of Florida, Order of the Eastern Star, Inc.
  - Designate on the memo line: 2020 Dime-A-Week.

**CHECK INFORMATION**, page 15

- **Per Capita:** List the total from the above section and the corresponding chapter check number
- **International Headquarters Fund:** List the total from the above section and the corresponding chapter check number
- **Dime A Week:** List the total from the above section and the corresponding chapter check number.

**ESTIMATE OF MEMBERS AT THE CLOSE OF THE YEAR AS A BASIS FOR NEXT REPORT**, page 16

- This computes the number of members the Chapter had as of January 1, 2021.
- **Whole number:** This number is from Line #8, page 11. This should be the number of new members this year whether Initiate, Affiliated, Dual or Plural in addition to the members from the previous year.
- **DEDUCT:**
  - **Number of deaths:** This number is from Box #7, page 8. This is the total number of regularly affiliated members who died in the year 2020.
  - **Number demitted:** This number is from Box #8, page 8. This is the total number of regularly affiliated members who demitted in the year 2020.
  - **Number suspended:** This number is from Box #9, page 8. This is the total number of regularly affiliated members who were suspended in the year 2020.
  - **Number expelled:** This number is from Box #11, page 8. This is the total number of regularly affiliated members who were expelled in the year 2020.
  - **Dual members terminated:** This number is from Box #12, page 9. This is the total number of dual members who terminated whether by death, demit, suspension, or expulsion in the year 2020.
  - **Plural members terminated:** This number is from Box #12-A, page 9. This is the total number of plural members who terminated whether by death, demit, suspension, or expulsion in the year 2020.
- **PRESENT NUMBER OF MEMBERS:** This is the sum of the **DEDUCT** section subtracted from the **Whole** number listed above.
- Present number of members per List of Members: This number is from Box #1, pages 1-4. This is the total number of names listed in the box.
- The PRESENT NUMBER OF MEMBERS and the Present number of members per List of Members should be equal.

Per Green Book, R & R Sec. 6. paragraph 4, page 71:

"The Annual Report required of all subordinate chapters shall be signed by the Worthy Matron and Secretary and the Chapter Seal affixed."

**ATTENTION:** Per Green Book, R & R Sec. 6, paragraph 5, page 71:

Any Chapter failing to remit an annual report and to pay the Grand Chapter per capita tax on or before January 15 shall not be entitled to representation in the Grand Chapter or compensation for attendance, unless by special act of the Grand Chapter."

If you have any questions about the Annual Report, do not hesitate to contact me.

Fraternally,

Brenda E. Keepin

Grand Secretary Pro-Tern