

Grand Chapter Notice Email Policy June 10, 2009:

Our Grand Chapter Constitution, Article XVI, Notices of Convocations, Section 7 requires that Chapters send a written or printed sealed notice of all Regular and Special Convocations to its members, the Grand High Priest, and the Grand Secretary.

For the purposes of this policy, a direct Email from a specific Email address to a specific Email address constitutes a "sealed notice".

Therefore, a Chapter notice may be sent directly to a Companion via Email but only if he has "Opted Out" of receiving a printed notice by sending a written request (Email acceptable) to the Chapter Secretary. The Chapter Secretary must keep the written request on file.

This file must be kept up to date and presented to the District Deputy Grand High Priest for his review at his annual inspection of the records of the Chapter.

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The following is a suggested format for making such a request:

**Electronic Transmission Request Form**

To the Secretary of \_\_\_\_\_ Royal Arch Chapter of Massachusetts:

I, \_\_\_\_\_ do hereby request and permit my monthly notice of above said Royal Arch Chapter of Massachusetts to be sent to me electronically, and that said Chapter is not required to mail me a printed copy.

This request to remain in effect until cancelled by me in writing, or by electronic communication.

My mailing address: \_\_\_\_\_  
\_\_\_\_\_

My email address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signed (or facsimile) / full name: \_\_\_\_\_ Date: \_\_\_\_\_