



**Bryan R. Klatt**  
Grand Secretary

A Fraternal Organization

**DATE:** September 30, 2013  
**TO:** Local Lodge Secretaries  
**FROM:** Bryan R. Klatt, Grand Secretary *B.R.K.*  
**RE:** **November Membership Report Filing**

The **November Membership Report** shall be filed electronically **on or before November 5, 2013**, via CLMS2Web only. If the Lodge has not filed on or before November 5th, Grand Lodge will automatically file the report at midnight. No paper copies will be accepted. The reporting period will begin on October 16, 2013.

A Lodge with a membership total discrepancy must file the November Membership Report before a **temporary** correction can be made. If you have an "ACTIVE" membership total higher than "CLMS," our system will automatically add the difference needed to line 4, *Reinstatements*. Also, if you have an "ACTIVE" membership total lower than "CLMS," you must submit the report, and then send my office a copy of the last page of the *Active Membership Roster* showing the correct number of Lodge Members when the report was filed. The Secretary must circle this figure and sign the document indicating the correct membership total. Once received, staff will make a manual adjustment to line 6, *Dropped for Non-payment*, thus lowering the membership total. All temporary corrections must be submitted to the Grand Secretary's office on or before December 2, 2013.

Be advised - No permanent correction can be made to the membership total until after the Annual Membership Report has been filed next April. Once filed, the Lodge must submit the membership total correction to the Grand Secretary's Office. The final steps will be the Grand Secretary's staff making the correction and the Lodge's membership settings updated for the new fraternal year.

In closing, thank you for the work you do.

cc: Millard C. Pickering, GER  
Advisory Committee  
Board of Grand Trustees  
Special Deputies  
District Deputies  
Grand Lodge Fraternal Committee  
State Association Presidents  
State Association Secretaries  
State Association Membership Chairmen