

Regional Fraternity of Eastern Canada

GUIDELINES FOR: Transfer Procedures

(As adapted from the General Constitution of the OFS)

General concept:

"If a brother or sister, for any reasonable cause, desires to transfer to another Fraternity, he or she first informs the Council of the Fraternity to which he or she belongs and then makes the request, including the reasons for the transfer, to the Minister of the Fraternity to which he or she wishes to belong. The Council makes its decision after receiving the necessary information in writing from the Fraternity of origin." (G.C. art. 55)

Procedure:

- (a) The brother or sister who wishes to transfer from the Fraternity verbally informs the minister of his or her Fraternity.
- (b) The minister of the Fraternity of origin gives the member Form 1 and Form 2. The member completes part A of each form. He or she returns Form 1 to the Fraternity of origin and Form 2 to the Fraternity to which he or she wishes to belong.
- (c) The minister of the Fraternity of origin completes Part B of Form 1 and sends one copy to the minister of the other Fraternity.
- (d) After having received the copy of Form 1 the council of the Fraternity designated by the transfer will make a decision concerning the transfer, complete the Part B of Form 2 and send one copy to the minister of the Fraternity of origin and to the member.

**TRANSFER FROM
ONE FRATERNITY TO ANOTHER
Form 1 (Fraternity of Origin)**

Part A (to be completed by the member)

Identification

Surname _____ Given Name _____
Address _____ (City) _____ (Province) _____
Postal Code _____ Telephone (_____) _____

Request

I wish to inform the Council of _____ Fraternity
of my request to transfer to _____ Fraternity
for the following reasons:

Date _____ Member's Signature _____

Part B (to be completed by the minister of the Fraternity of origin)

Information

Admission ____/____/____

Temporary Profession

____/____/____

Permanent Profession

____/____/____

Identification of the Fraternity

Name of the Fraternity of origin _____

Name of the minister _____

Address _____

Postal Code _____ Telephone (_____) _____

Date: _____ Minister's signature _____

**N.B. KEEP ONE COPY FOR YOUR RECORDS AND FORWARD ONE TO THE FRATERNITY
DESIGNATED IN THE TRANSFER.**

**TRANSFER FROM
ONE FRATERNITY TO ANOTHER
Form 2 (Receiving the Fraternity)**

Part A (to be completed by the member)

Identification

Surname _____ Given Name _____
Address _____ (City) _____ (Province) _____
Postal Code _____ Telephone (_____) _____

Request

I request the Council of _____ Fraternity to accept my transfer into your Fraternity for the following reasons:

Date _____ Member's Signature _____

Part B (to be completed by the minister of the designated Fraternity)

Acceptance of the transfer

After having considered your request, reviewed the necessary information for the transfer and after consultation with the Council of our Fraternity, we accept your request to transfer into our Fraternity.

Name of the Fraternity Designated by the transfer

Date _____ Minister's Signature _____

N.B. KEEP ONE COPY FOR YOUR RECORDS AND FORWARD ONE TO THE MEMBER AS WELL AS TO HIS OR HER FRATERNITY OF ORIGIN.