

ORDO TEMPLI ORIENTIS



U.S. Grand Lodge
U.S. Supreme Grand Council

PROCEDURE HANDBOOK

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body content may be obtained from the Grand Lodge web site at <http://www.oto-usa.org/###> ?

1. Obtain a web site. (Obtaining the web site URL and content is the responsibility of the local body.)
2. When the web site is ready to go, please notify the Internet Secretary at:

Internet Secretarybodyinfo@oto-usa.org

Procedure: Change of Web Address

When a URL address is changed, it is imperative that the Grand Lodge contact list be kept up to date.

1. Obtain the new URL for the web site address.
2. When the URL is active (and note that most URL changes take 24 to 72 hours to propagate through the Internet), please notify the Internet Secretary at:

Internet Secretary
Other people?webmaster@oto-usa.org
3. You should maintain the old URL (or at least a forwarding page) for a minimum of 30 days after notifying the Internet Secretary.

C. Regular Reports

Local bodies are required to submit the following reports to Grand Lodge:

Report	When
Treasury Report	According to LBM Handbook, section IV.A
E.C. Annual Report	By February 15 th of each year
Initiation Applications	30 days before scheduled initiation time
Initiation Reports	No later than 30 days after initiation
Initiation Certificates	No later than 30 days after initiation

Procedure: Submitting a Treasury Report

Each body is expected to maintain a record of financial transactions as outlined in the LBM Handbook, section IV. A. Reporting of these transactions to the Grand Treasurer General occurs from once a year to once a quarter according to those requirements. To submit a treasury report:

1. Obtain the latest financial reporting forms from <http://www.oto-usa.org/treasury>
2. Fill out the form, and make sure it is signed by both the Treasurer and the Master.

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3. Submit the form no later than 30 days after the close of the reporting period to

Grand Treasurer General
Ordo Templi Orientis U.S.A.
P.O.Box 45139
Los Angeles, CA 90045-0139

4. Questions about this form should be sent to the Grand Treasurer General at gtg@oto-usa.org

Procedure: Submitting an Annual Report

Each body must submit by the 15th of February of each year a report of the activities that the body performed in the previous calendar year.

1. Obtain the latest annual report form from the Yahoo E-Groups Body Master's mailing list area by logging into <http://groups.yahoo.com> (see Procedures IIA above), and downloading the file Report_EC_Annual/??? where?)
2. Fill out the form with all relevant information. Be sure to list all information related to events, initiations and masses performed.
3. Submit the form to the Electoral College at:

Electoral College
Ordo Templi Orientis U.S.A.
P.O.Box 1433
Buffalo, NY 14225

Procedure: Submitting an Annual Report on the Web

An alternate method for submitting the required E.C. Annual Report form is to do this over the web. To do this:

1. Visit the annual report form web site at <http://www.oto-usa.org/???>
2. Fill out the form with all relevant information. Be sure to list all information related to events, initiations and masses performed.
3. Submit the form on-line by clicking on the "Submit" button.

D. Initiation Procedures

In general, bodies that initiate need to perform a variety of steps in order to smoothly perform an initiation. Failure to properly perform these steps may result in closure or in loss of a charter to initiate.

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Obtain an Initiation Application Form and give it to the applicant
Receive the Initiation Application; verify contents and forward to Initiation Secretary
Perform the Initiation. (This includes verifying payment of fees.)
Submit an Initiation Report
Submit Initiation Certificates for signature
Forward Initiation Certificates to the newly initiated

Procedure: Obtaining Initiation Application Forms

Oasis and Lodges, as well as Camps aspiring to become an Oasis, must submit separate application forms to the Initiation Secretary as they are filled out. Please note that none of these forms should ever be handed out in electronic form. Further, it is good practice to keep track of who these forms are given to, in order to control dissemination of these forms.

Policies surrounding Initiation forms can be found in the LBM Handbook, section IV C.

The specific initiation forms may be obtained by:

1. Log into the Yahoo E-Groups Body Masters list by logging into <http://groups.yahoo.com> (see Procedures IIA above).
2. Download and print the appropriate initiation form.
3. Download and print the Informed Consent Form

Procedure: Submitting an Initiation Application Form

Once an initiation application has been received, the following procedure must be followed.

1. Verify that all required information is supplied on the form by the candidate. If information is missing, please review with the candidate.
2. Verify that all required sponsor information is supplied.
3. Verify (if possible) that all initiation requirements have been met.
4. Verify that the signed consent form is filled out and signed and witnessed. Note that OTO Officers (including body masters) may not sign the witness line, so you may need to find a witness if this part of the form is not complete.
4. Send the form to the Initiation Secretary at:

Initiation Secretary
Ordo Templi Orientis U.S.A.
P.O.Box 720296

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Oklahoma City, OK 73172-0296

Procedure: Submitting an Initiation Report

Within 30 days of initiation, an Initiation Financial Report and an Initiation Financial Report must be submitted with a check for all Grand Lodge initiation fees collected.

1. Download the Initiation Financial Report (the “red book form”) from the Yahoo Body Master’s file area. (see Procedures IIA for joining Yahoo Body Masters). (The file is called ‘redbook.pdf’)
2. Fill out the form with all required information.
3. Submit the Red Book form, along with a check for all initiation fees and dues collected on behalf of Grand Lodge to

Grand Treasurer General
Ordo Templi Orientis U.S.A.
P.O.Box 45139
Los Angeles, CA 90045-0139

4. Download the Initiation Summary Report from the Yahoo Body Master’s file area from “Reports - Initiation Summary/Initiation_Secretary_report.pdf”.
5. Fill out all required information.
6. Submit the Initiation Summary Report to the Initiation Secretary at

Initiation Secretary
Ordo Templi Orientis U.S.A.
P.O.Box 720296
Oklahoma City, OK 73172-0296

Procedure: Submitting Initiation Certificates for signature

Within 30 days of initiations, Initiation Certificates must be obtained, filled out, and forwarded to the Initiation Secretary for signature and seal. The Initiation Certificates may be submitted alongside the Initiation Summary Report.

1. Obtain the Initiation Certificate artwork from the Yahoo Body Master’s file area. (see Procedures IIA for joining Yahoo Body Masters).
2. Fill out all relevant information and have the Initiator sign the form.
3. Submit the Initiation Summary Report to the Initiation Secretary at

Initiation Secretary
Ordo Templi Orientis U.S.A.

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P.O.Box 720296
Oklahoma City, OK 73172-0296

IV. Transfer of Mastership and Body Closure

How is all of this done?