



**From the Desk of the Grand Commander**

**John K. March**

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**February 7, 2012**

**SPECIAL ORDER NUMBER THREE**

To: Elected Grand Line Officers, Division Commanders and Constituent Recorders:

As agreed upon at the February 4 Division Commander's Seminar:

1. All Division Commanders and Section Officers will be granted Grand Commandery wide Read Only (RO), Access to the YRIS Database System. RO Access does not allow individuals to make changes, only view the information. It is the responsibility of each Division Commander and/or Section Officer to personally contact John Elkinton at Grand Encampment to establish a User I.D. and Password. S.K. Elkinton can be reached on (713) 349-8700. The granted access will have a built-in time limitation - specifically any User I.D. not recording a log-in for four (4) consecutive calendar months will be automatically terminated.
2. It will be the responsibility of the Division Commanders and/or Section Officers to insure all new candidates are entered into YRIS within one month of receiving the Order of the Temple; **AND** the same responsibility to insure the YRIS system is updated for all S.K.s who pass away, transfer, demit, move, or change personal information.

3. Any Constituent Commandery Recorder who cannot access YRIS for legitimate technical reasons, (i.e. unavailability of high speed internet access), may submit new candidates, and/or current S.K. information changes to the Grand Recorder's Office by E-Mail, and the YRIS liaison, currently Richard Baker, will make the appropriate system updates. Note: The Grand Recorder retains the exclusive right to determine "legitimate" technical reasons, and any Constituent Recorder seeking this privilege must contact the Grand Recorder's Office and explain the technical reason. (It is anticipated this privilege will apply to less than five Commanderies state wide).
4. Constituent Recorders will confirm the eligibility of ALL candidates with the Grand Recorders Office, by E-Mail, prior to conferring the Orders. The Recorders must submit candidate Names, along with Chapter and Lodge membership information.
5. Division Commanders are hereby directed to confirm all Recorders in their respective divisions have received and will comply with this Special Order, and submit a written confirmation report to his Section Officer not later than March 1, 2012.
6. Section Officers are hereby directed to confirm in writing to the Grand Commander AND Deputy Grand Commander not later than April 1, 2012, that each Division Commander has complied fully with this Special Order.

By Order of:

**John K. March**

Right Eminent Grand Commander

Attest:

**Douglas M. Rowe**

Grand Recorder

