**Transfer Procedures**

**Transfer from one Fraternity to another**

**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:**

1. The brother or sister who wishes to transfer from the Fraternity verbally informs the minister of his or her Fraternity.
2. The minister of the Fraternity of origin gives the member [Form 1](http://www.ofsnational.ca/NationalDocuments/ND_Transfer_Form1_EN.docx%22%20%5Ct%20%22_blank) and [Form 2](http://www.ofsnational.ca/NationalDocuments/ND_Transfer_Form2_EN.docx%22%20%5Ct%20%22_blank). The member completes part A of each form. he or she returns [Form 1](http://www.ofsnational.ca/NationalDocuments/ND_Transfer_Form1_EN.docx%22%20%5Ct%20%22_blank) to the Fraternity of origin and [Form 2](http://www.ofsnational.ca/NationalDocuments/ND_Transfer_Form2_EN.docx%22%20%5Ct%20%22_blank) to the Fraternity to which he or she wishes to belong.
3. The minister of the Fraternity of origin completes Part B of [Form 1](http://www.ofsnational.ca/NationalDocuments/ND_Transfer_Form1_EN.docx%22%20%5Ct%20%22_blank) and sends one copy to the minister of the otehr Fraternity.
4. After having received the copy of [Form 1](http://www.ofsnational.ca/NationalDocuments/ND_Transfer_Form1_EN.docx%22%20%5Ct%20%22_blank) the council of the Fraternity designated by the transfer with make a decision concerning the transfer, complete the Part B of [Form 2](http://www.ofsnational.ca/NationalDocuments/ND_Transfer_Form2_EN.docx%22%20%5Ct%20%22_blank) and send one copy to the minister of the Fraternity of origin and to the member.