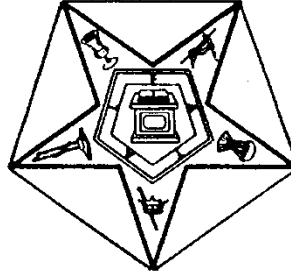


# CODE and DIGEST



Compiled by the Authority of the

## IDAHO GRAND CHAPTER

Annual Session June 2024

Code & Digest Revision Committee

Constitution and By-Laws  
Rules, Regulations and Book of Instructions

Adopted June 2024  
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# CONSTITUTION

## OF THE

## GRAND CHAPTER OF IDAHO

## ORDER OF THE EASTERN STAR

### PREAMBLE

Whereas the Grand Chapter of Idaho, Order of the Eastern Star, legally organized at Weiser, Idaho, by a convention of delegates of thirteen Chapters on April 18, 1902 is supreme on all matters pertaining to its affairs; has the right to superintend and govern all Chapters of the Order of the Eastern Star within the territorial limits of the State of Idaho.

### ARTICLE I

#### NAME and PURPOSE

This grand body shall be known as THE GRAND CHAPTER OF IDAHO, ORDER OF THE EASTERN STAR. (herein referred to as this Grand Chapter).

The Grand Chapter of Idaho, Order of the Eastern Star, is a fraternal organization that has funds to meet the needs of the organization and provide benevolence for needy members and other charitable purposes. It provides support to members and non-members through local chapter activities and its own state-wide activities.

### ARTICLE II

#### SEAL

**Section 1.** The Grand Chapter shall have a seal of which the following imprint is a representation:



**Section 2.** All documents and instruments issued by or under the authority of this Grand Chapter shall be authenticated with this seal by the Grand Secretary, and a facsimile shall be used on all proceedings and other official papers.

### **ARTICLE III SOVEREIGNTY AND JURISDICTION**

**Section 1.** This Grand Chapter declares its allegiance to the General Grand Chapter of the Order of the Eastern Star in the following particulars:

- A. Ritual of the Order
- B. Secret Work of the Order
- C. Constitution of General Grand Chapter

**Section 2.** All powers not expressly ceded to the General Grand Chapter herein are expressly reserved to this Grand Chapter.

**Section 3.** The jurisdiction of this Grand Chapter shall extend over the entire State of Idaho, and no chapter shall be recognized in this jurisdiction except such as shall have dispensations or charters from this Grand Chapter, nor shall this Grand Chapter recognize any chapter in any jurisdiction not working under a charter from the Grand Chapter of that jurisdiction or from the General Grand Chapter where there is no Grand Chapter, and any communication with such clandestine chapters and their members, wherever located, is hereby forbidden.

### **ARTICLE IV POWERS**

This Grand Chapter of Idaho, Order of the Eastern Star, has the right to govern all chapters within its jurisdiction, and has the following powers, including but not limited to:

- A. To enact laws for its own government and protection, to prescribe rules of procedure for the conduct of its business, and to execute all powers vested in this Grand Chapter.
- B. To prescribe the powers and duties of its officers and committees.
- C. To prescribe revenue and to make appropriations of money for the maintenance of the Grand Chapter.
- D. To exercise all powers and authorities not reserved to the General Grand Chapter or specifically delegated to Subordinate Chapters.
- E. To provide for the institution of chapters, to grant charters, and to provide for the issuance, revocation, suspension, and restoration of such charters.
- F. To make general laws and regulations for the government of Subordinate Chapters, and to alter, amend, or repeal the same.
- G. To define offenses, to prescribe penalties, and to decide all appeals arising within its jurisdiction.
- H. To allow only chapters in good standing representation in this Grand Chapter.

### **ARTICLE V MEMBERSHIP**

**Section 1.** The membership of this Grand Chapter shall consist of:

- A. Grand Officers
  - 1. Worthy Grand Matron
  - 2. Worthy Grand Patron
  - 3. Associate Grand Matron
  - 4. Associate Grand Patron
  - 5. Grand Secretary
  - 6. Grand Treasurer
  - 7. Grand Conductress
  - 8. Associate Grand Conductress
  - 9. Grand Chaplain
  - 10. Grand Marshal
  - 11. Grand Organist
  - 12. Grand Adah
  - 13. Grand Ruth
  - 14. Grand Esther
  - 15. Grand Martha
  - 16. Grand Electa
  - 17. Grand Warder
  - 18. Grand Sentinel

B. Members in good standing of subordinate Chapters under the jurisdiction of this Grand Chapter.

**Section 2.** Eligibility for elective and appointive positions:

- A. Worthy Matrons, Worthy Patrons, Past Matrons, or Past Patrons who are members in good standing of this Grand Chapter are eligible for elective and appointive Grand Chapter positions, with the exception of Grand Organist.
- B. Members in good standing of a Subordinate Chapter of this Jurisdiction are eligible for appointment to the position of Grand Organist, as Grand Representatives, as Standing Committee members, Session Committee members, Special Committee members, and for Special Appointments as deemed necessary by the Worthy Grand Matron. Preference for Grand Representative Appointments shall be given to individuals who have not previously served as a Grand Representative in any Jurisdiction.

**Section 3.** Honorary Memberships in the Grand Chapter of Idaho shall be granted to first time visiting Worthy Grand Matrons, Worthy Grand Patrons, Past Grand Matrons, and Past Grand Patrons of other Grand Jurisdictions, Grand Officers of other Grand Jurisdictions, and Grand Representatives of other Grand Jurisdictions.

**ARTICLE VI  
SESSIONS**

**Section 1.** An annual session of this Grand Chapter shall be held to consider all business necessary to insure and preserve the harmony and stability of the Order.

**Section 2.** In the event an unforeseen or emergency condition exists whereby the Grand Chapter session cannot be held on the scheduled date or venue, the Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Chairman of the Board of Trustees, Chairman of the Jurisprudence Committee and the General Arrangements Chairman shall, by majority vote of these seven members, determine an alternate date or venue as near to the contractual date or venue as possible. All Subordinate Chapters shall be notified immediately.

**Section 3.** Special sessions may be called by the Worthy Grand Matron or, in her absence or disability, by the Associate Grand Matron, at such time and place as she deems necessary. If expenses are to be incurred, the Board of Trustees shall be consulted. Chapters of this Grand Jurisdiction shall be notified at least twenty (20) days prior to any special session, and no business other than specified in the notice shall be transacted.

## **ARTICLE VII QUORUM**

**Section 1.** A quorum to transact any business of this Grand Chapter shall require delegates from at least two-third (2/3) of the Subordinate Chapters.

**Section 2.** If the required number of chapters is not represented at the formal opening of the annual session, the Worthy Grand Matron shall declare the Grand Chapter closed until the next annual session, in which case the Grand Officers shall hold their offices until their successors are lawfully chosen and installed.

**Section 3.** If a physical session cannot be held, the Worthy Grand Matron has the option to call a virtual session.

## **ARTICLE VIII ELECTIONS AND APPOINTMENTS**

**Section 1.** The election of Grand Officers and members of the Board of Trustees shall be held following the formal opening.

**Section 2.** The Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Secretary, Grand Treasurer, Grand Conductress, Associate Grand Conductress, and Grand Sentinel shall be elected by secret ballot or as herein-after provided.

A. Nominations may be made by an official voting delegate from their own chapter.

B. If there is not more than one (1) nomination; election may be had by acclamation.

**Section 3.** The members of the Board of Trustees shall be elected by secret ballot or as herein-after provided.

A. Nominations may be made by an official voting delegate.

B. If there is not more than one (1) nomination; election may be had by acclamation.

**Section 4.** A majority of all votes cast, excluding blanks, shall be necessary for an election.

**Section 5.** All other Grand Officers shall be appointed by the Worthy Grand Matron.



## **ARTICLE IX VOTING**

**Section 1.** All members in good standing within this jurisdiction, when present and having an official voting credential, shall have one vote each on all questions which shall come before this Grand Chapter's annual session, or any special session.

**Section 2.** Voting on all questions shall normally be taken by a show of voting credentials. A standing vote may be requested.

**Section 3.** All business shall be conducted in accordance with Roberts Rules of Order, Newly Revised, except as may be specifically designated in this Code.

## **ARTICLE X VACANCIES**

**Section 1.** In case of the death, permanent disability, or permanent move from the jurisdiction of the Worthy Grand Matron or the Worthy Grand Patron, the Associate Grand Matron or Associate Grand Patron shall assume all the duties of that office until their successor is lawfully chosen and installed.

**Section 2.** The Acting Worthy Grand Matron shall then appoint a Past Grand Matron or Past Grand Patron to fill the position of the Associate Grand Matron or Associate Grand Patron, respectively, to fill that position until their successor is lawfully chosen and installed.

**Section 3.** The Worthy Grand Matron shall appoint an appropriate member in good standing within this jurisdiction, giving preference to a Past Grand Matron, a Past Grand Patron, or an emeritus member, to fill a vacancy occurring in the office of Grand Secretary or Grand Treasurer until their successor is lawfully chosen and installed. They shall assume the position with the benefit of a financial review or audit, as deemed necessary by the Board of Trustees.

**Section 4.** The Worthy Grand Matron shall appoint a Past Grand Matron or Past Grand Patron in good standing within this jurisdiction to fill all other vacancies within the Benevolent Board, and those occurring in any other elective Grand Officer position, until their successor is lawfully chosen and installed.

**Section 5.** The Worthy Grand Matron shall appoint an appropriate member in good standing within this jurisdiction to fill any vacancy occurring on the Board of Trustees.

**Section 6.** The Worthy Grand Matron shall appoint a member in good standing within this jurisdiction to fill any vacancy occurring in an appointive Grand Officer position until their successor is lawfully chosen and installed.

**Section 7.** The Worthy Grand Matron shall fill all Grand Representative and committee vacancies.

**Section 8.** In the event of a catastrophic situation, whereby all line officers are incapacitated, the authority to appoint an acting Worthy Grand Matron shall be vested in the Jurisprudence Committee.

**ARTICLE XI  
PERPETUAL AND IRREDUCIBLE FUNDS**

**Section 1.** The following are perpetual and irreducible funds and consist of contributions from chapters and individuals.

- A. Benevolent Endowment Fund
- B. Educational Endowment Fund
- C. The Joyce Casper ESTARL Endowment Fund
- D. Voluntary Prepaid Life Membership Endowment Fund
- E. Memorial Prepaid Life Membership Endowment Fund
- F. Associate Memorial Membership Endowment Fund
- G. General Fund Endowment Fund

**Section 2.** The Board of Trustees, with input from the Grand Treasurer, shall provide oversight of the permanent funds.

**ARTICLE XII  
BOARD OF TRUSTEES**

The Board of Trustees is established for the purpose of providing fiscal control for all Grand Chapter funds, legal agreements, and contractual obligations.

**ARTICLE XIII  
WILLS AND BEQUESTS**

The Grand Chapter of Idaho shall provide proper acceptance of all wills, bequests, and gifts, and proper accounting for such funds as designated in the will and/or bequest documents. If non-designated bequests or gifts are received, the funds will be invested at the discretion of the Board of Trustees, with input from the Grand Treasurer.

**ARTICLE XIV  
AMENDMENTS**

All propositions for amendments to this Constitution must be submitted in writing, signed by two (2) members in good standing of this Grand Chapter from two different chapters, and read by the Grand Secretary at an annual session of the Grand Chapter, and shall lie over until the next Grand Chapter annual session, when, if adopted by a two-thirds (2/3) majority vote, shall become a part of this constitution.

**BY-LAWS AND RULES  
OF THE  
GRAND CHAPTER OF IDAHO**

**ARTICLE I  
CONFORMING TO THE RITUAL**

The Grand Jurisdiction of Idaho shall conform to the Ritual and to the Ritualistic Work in the General Grand Chapter Book of Instructions. When changes are made in Ritualistic Work or Resolutions pertaining to Ritualistic Work are adopted in General Grand Chapter, they shall IMMEDIATELY BE IN FORCE in the Jurisdiction.

**ARTICLE II  
ANNUAL SESSIONS**

**Section 1.** Grand Chapter Sessions shall be held where the Board of Trustees can find the best accommodations for our session at the most reasonable price.

**Section 2.** The Worthy Grand Matron will select a district to assist with Grand Chapter and be considered Hostess Chapters. The districts shall be:

- A. West District Chapters will include all chapters west of Gooding and South of McCall.
- B. East District Chapters will include chapters east of Glens Ferry and South of Salmon.
- C. North District Chapters will include all chapters north of McCall.

**ARTICLE III  
ORDER OF BUSINESS**

**Section 1.** The Grand Chapter shall normally convene informally on the second Sunday in June for church service, ESTARL awards, Memorial Service, and Draping of the Altar. The afternoon session shall convene to honor Golden Stars, Masonic Youth organizations, General Grand Chapter Appointees and introduce the General Arrangements Committee. The times and the suggested order of business for the informal session may be modified at the discretion of the Worthy Grand Matron.

**Section 2.** The informal evening session shall convene for the presentation of flags and introduction of Distinguished Guests and Session Assistants. The times and the suggested order of business for the informal session may be modified at the discretion of the Worthy Grand Matron.

**Section 3.** The formal opening shall convene the following morning, at which time the Worthy Grand Matron shall see that the stations are properly filled, ascertain the presence of a quorum and open Grand Chapter. The signs and passes shall not be given during the Grand Chapter opening.

**Section 4.** The order of business shall be:

- A. Formal Opening
- B. Presentation of the American flag, only
- C. Introductions\*
- D. Announcement of changes in Grand Officers and Standing Committees
- E. Partial Report of Registration Committee
- F. Elections (10:00 a.m.)
- G. Report of Unfinished Business Committee
- H. Worthy Grand Matron report\*
- I. Worthy Grand Patron report\*
- J. Grand Secretary report\*
- K. Grand Treasurer report\*
- L. Board of Trustees report\*
- M. Benevolent Board report\*
- N. Reports of Jurisprudence\*
- O. Report of Standing Committees\*
- P. Grand Chaplain report\*
- Q. Reports of Special Committees\*
- R. Other reports\*
- S. The business shall be completed prior to Installation
- T. Closing, per Grand Officer Handbook
- U. Open Installation of Grand Officers, per Ritual
- V. Appointment of Standing Committees

\* May be interspersed with the order of business at the discretion of the presiding officer.

**Section 5.** All business shall be conducted in accordance with Robert's Rules of Order, Newly Revised, except as may be specifically designated in this Code.

**Section 6.** Each voting delegate shall be issued an official voting credential in addition to their badge at the time of registration.

**Section 7.** Only those with an official badge showing proof of registration shall be admitted to any formal Grand Chapter session.

**Section 8.** Any member or person causing a breach of order during a session may be reprimanded and/or expelled from the session at the discretion of the presiding officer.

## **ARTICLE IV REVENUE**

**Section 1.** The revenue of this Grand Chapter shall be derived from the following sources:

- A. The annual per capita assessment shall be \$10.00 plus the General Grand Chapter assessments.
- B. Grand Chapter session registration fees of thirty dollars (\$30.00).
- C. Fines assessed for late report filings will be \$2.50 per day, up to \$50.00, and the loss of secret work will be \$5.00.
- D. Sale of supplies from the Grand Secretary's office.
- E. Dispensations to form new chapters, including necessary supplies, two-hundred twenty-five dollars (\$225.00).
- F. Funds and sale of property of defunct chapters.
- G. Contributions, bequests or gifts from chapters or individuals.

- H. The administrative fee from each fund shall not exceed two hundred dollars (\$200.00) annually and shall be assessed as follows:
1. Benevolent Fund – two percent (2%) of both annual contributions and investment income.
  2. ESTARL Fund – two percent (2%) of both annual contributions and investment income.
  3. Scholarship Fund – two percent (2%) of both annual contributions and investment income.
  4. Voluntary Prepaid Life Membership Endowment Fund, Memorial Prepaid Life Membership Endowment Fund and Associate Memorial Membership Endowment Fund -- two percent (2%) of investment income.

**Section 2.** The monetary assets of this Grand Chapter are established in the following categories:

- A. The Benevolent Endowment Fund is a permanent and irreducible fund which shall consist of contributions from chapters and individuals. The investment income from this fund shall be added to the Benevolent Fund.
- B. The Benevolent Fund is the investment income accruing from the Benevolent Endowment Fund and contributions from chapters and individuals.
- C. The Joyce Casper ESTARL Endowment Fund is a permanent and irreducible fund of contributions from chapters and individuals. The investment income from this fund shall be added to the ESTARL Fund.
- D. The ESTARL Fund shall consist of contributions from chapters and individuals, and the investment income from The Joyce Casper ESTARL Endowment Fund.
- E. The Educational Endowment Fund is a permanent and irreducible fund and consists of contributions from chapters and individuals. The investment income from this fund shall be added to the Scholarship Fund.
- F. The Scholarship Fund is derived from the investment income from the Educational Endowment Fund, \$0.10 (ten cents) per member from the annual per capita assessment, and contributions from chapters and individuals.
- G. The Voluntary Prepaid Life Membership, Memorial Prepaid Life Membership, and Associate Memorial Membership Endowment Funds are derived from assessed fees of participating members/chapters.
- H. The General Fund Endowment Fund is a permanent and irreducible fund and consists of contributions from chapters, individuals, and interest/dividend income from Voluntary Prepaid Life Memberships of defunct chapters. Interest/dividend income from this fund is placed in the General Fund account.
- I. Funds and sale of property of defunct chapters.
- J. The General Fund shall consist of revenue from all other sources. (Article IV, Section 1)
- K. Special Project Funds consisting of contributions collected as designated by contributor.

## **ARTICLE V EXPENSE**

**Section 1.** The Grand Chapter shall defray the following expenses of the Worthy Grand Matron, Worthy Grand Patron, Grand Secretary and Grand Treasurer at the annual session:

- A. Five (5) nights lodging, one room double occupancy.
- B. Reimbursement for Grand Chapter sponsored meals for four (4) days shall be allowed by either complimentary tickets or by submitted vouchers.

**Section 2.** The Grand Chapter shall defray the expenses of the following at the annual session:

- A. One (1) room night for the General Arrangements Chairman.
- B. One (1) room night for the Sound System Chairman.

**Section 3.** The Grand Chapter shall defray the expenses for the Most Worthy Grand Matron and/or Most Worthy Grand Patron on the occasion of their official visit:

- A. Registration fee for each.
- B. One room each, double occupancy, not to exceed three (3) nights.
- C. Complimentary luncheon and banquet tickets to each for all Grand Chapter functions.

**Section 4.** The Worthy Grand Matron shall receive an amount not to exceed two thousand six hundred dollars (\$2,600.00) per annum to defray all her expenses. Thirteen hundred dollars (\$1,300.00) shall be payable upon her assumption of office; the balance may be drawn at the end of her term or upon request. Any expenses incurred over and above this amount shall be provided by her personally. She shall also receive an additional sum of one hundred dollars (\$100.00) toward the purchase of her Past Grand Matron jewel.

**Section 5.** The Worthy Grand Patron shall receive the sum of fifteen hundred dollars (\$1,500.00) per annum. Seven hundred fifty dollars (\$750.00) shall be payable upon his assumption of office; the balance may be drawn at the end of his term or upon request. Any expenses over and above this amount shall be provided by him personally. He shall also receive an additional sum of fifty (\$50.00) dollars toward the purchase of his Past Grand Patron Jewel.

**Section 6.** The Grand Chapter shall defray all expenses of the Worthy Grand Patron in the institution of new Chapters.

**Section 7.** The Grand Secretary shall be allowed the following expenses:

- A. Five hundred dollars (\$500.00) per month compensation for her/his services.
- B. Two hundred fifty dollars (\$250.00) per month as rent for office space, internet and electronic communications, other necessary utilities, and reimbursement for use of private car.
- C. Fifteen dollars (\$15.00) per day to pay a qualified assistant during the Grand Chapter session.
- D. An assistant for office support, not to exceed ten (10) days or eighty (80) hours per year, the rate of pay for this service to be minimum wage.
- E. Fidelity Bond fees.
- F. Annual rent of Safe Deposit Box.

**Section 8.** The Grand Treasurer shall be allowed the following expenses:

- A. Two hundred dollars (\$200.00) per month compensation for her/his services.
- B. Fifty dollars (\$50.00) per month for office space, internet, and electronic communications, other necessary utilities, and reimbursement for use of private vehicle.
- C. Fidelity Bond fees.

**Section 9.** The Grand Chaplain shall be reimbursed for postage and stationery used in their fraternal work. Receipts for any other necessary expenses incurred in the memorial service shall be submitted to the Board of Trustees for approval and payment not to exceed one hundred dollars (\$100.00) will be allowed.

**Section 10.** The Grand Marshal shall be reimbursed for necessary expenses incurred for ceremonial processions based upon receipts submitted to the Board of Trustees for approval and payment not to exceed one hundred dollars (\$100.00).

**Section 11.** The Grand Organist shall be reimbursed for necessary expenses incurred in the performance of her office based upon receipts submitted to the Board of Trustees for approval and payment not to exceed one hundred dollars (\$100.00).

**Section 12.** Standing Committees shall receive the following as stated below. Receipts for reimbursement for any necessary expenses shall be submitted to the Board of Trustees for approval.

- A. Financial Review Committee shall receive up to three hundred dollars (\$300.00).
- B. Golden Stars Committee shall be reimbursed for:
  - 1. The sum of five hundred dollars (\$500.00) for small gifts honoring the Golden Stars.
  - 2. Postage and stationery costs for one mailing to each Idaho Golden Star.
  - 3. Committee expenses up to fifty dollars (\$50.00).
- C. Registration Committee shall receive up to one hundred fifty dollars (\$150.00). All necessary supplies will be procured through the Grand Secretary.
- D. All other standing committees shall receive up to fifty dollars (\$50.00).

**Section 13:** Session Committees shall receive the following as stated below. Receipts for reimbursement for any necessary expenses shall be submitted to the Board of Trustees for approval.

- A. Distinguished Guests Committee shall receive:
  - 1. Up to three hundred dollars (\$300.00) to provide small gifts to distinguished guests on behalf of the Grand Chapter.
  - 2. Complimentary tickets to the Distinguished Guests luncheon shall be presented to:
    - a) The Most Worshipful Grand Master of Masons in Idaho,
    - b) Up to three tickets to each of the Idaho State Youth Leaders:
      - 1) Idaho Job's Daughters International
      - 2) Order of DeMolay
      - 3) Washington/Idaho International Order of the Rainbow for Girls
- B. General Arrangements Committee shall receive an amount up to three hundred dollars (\$300.00) toward expenses of the session, to be paid upon request, and supported by appropriate receipts.

**Section 14.** Other and special committees:

- A. Receipts for reimbursement for any necessary expenses incurred by all other committees are to be submitted to the Board of Trustees for approval.
- B. Expenses incurred by any special fund-raising projects shall be deducted from the income from such projects.
- C. An amount not to exceed one hundred dollars (\$100.00) shall be allowed to help defray expenses of a Subordinate Chapter designated by the Worthy Grand Matron to host exchanges with sister Grand Jurisdictions.

**Section 15.** Receipts for necessary expenses incurred by the Board of Trustees or the Benevolent Board shall be submitted to the Board of Trustees for approval and payment not to exceed fifty dollars (\$50.00) will be allowed.

**Section 16.** Five hundred dollars (\$500.00) shall be paid from the General Fund to the Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Conductress, and Grand Sentinel attending the General Grand Chapter Triennial Assembly.

**Section 17.** A gift, or monetary equivalent, not to exceed fifty dollars (\$50.00) shall be given to any member of our Grand Chapter receiving a General Grand Chapter appointment or General Grand Chapter Special Appointment. The gift shall be presented at the first introduction in Idaho Grand Chapter.

**Section 18.** A monetary gift, not to exceed fifty dollars (\$50.00), shall be presented at the annual stated session to Idaho's Job's Daughters International, the Order of DeMolay, and the Washington/Idaho International Order of the Rainbow for Girls.

**Section 19.** The Grand Secretary shall keep a record of all Past Grand Matrons, Past Grand Patrons and Grand Officers who have passed away during the current year. At the end of the year, fifteen dollars (\$15) for each deceased Past Grand Matron, Past Grand Patron and Grand Officer shall be transferred from the General Fund to the General Fund Endowment Fund in memory of the deceased.

**Section 20.** Per Capita tax assessed by General Grand Chapter.

## **ARTICLE VI RELIEF**

**Section 1.** The sum of one thousand dollars (\$1,000.00) of the Benevolent Fund shall be reserved and kept continually on hand for the purpose of giving immediate relief to members in need belonging to this Grand Jurisdiction.

- A. The authority for issuing checks against this reserve account of the Benevolent Fund, in amounts set forth, shall be vested in the Worthy Grand Matron, to whom an urgent and necessary request for relief would come. If more than two hundred and fifty dollars (\$250.00) is needed at any one time, the matter shall be referred to the Benevolent Board, which shall investigate all such requests for relief and authorize payment if found worthy.
- B. Requests for relief for members residing outside this Grand Jurisdiction shall be acted upon by the Benevolent Board.
- C. The Benevolent Fund shall be used for the relief of members in need and also for the care of minor children whose mother or father is or was a member of the Order.

**Section 2.** The Benevolent Board shall consider all requests from Chapters regarding members of Idaho subordinate chapters where financial assistance is needed. If funds are available, the Benevolent Board may authorize payment from the Benevolent Fund for such request. Funds paid to one individual may be limited to a total of \$4,000.00 for one year. The member may apply for additional assistance after one renewal period has passed (six months).

**Section 3.** For continuing assistance from the Benevolent Fund, a request for renewal must be completed every six (6) months. This form is not provided to the Chapter or recipient in advance but is available on the Idaho OES website. A notice will be sent by the Grand Treasurer with the assistance check in the month prior to the expiration of the six month assistance. The request for renewal shall be submitted by the Chapter to the Chairman of the Benevolent Fund Board. Any change of financial status of a recipient shall require a Chapter to submit a new Application for Assistance form to the Benevolent Board.

## **ARTICLE VII POWERS AND DUTIES -- GRAND OFFICERS**

**Section 1.** All Grand Officers shall discharge the duties appropriate to their respective offices as set forth in the Ritual and faithfully perform all duties lawfully required of them by the Grand Chapter. A Grand Officer must resign her/his appointment as a Grand Representative or as a member of any Grand Chapter Standing Committee except Fraternal Correspondence. A member elected Grand Secretary, if at the time of election is serving as Subordinate Chapter Secretary shall resign as Subordinate Chapter Secretary.

### **Section 2. Worthy Grand Matron**

- A. When Grand Chapter is in session, she shall:
  - 1. Open, preside over and close Grand Chapter



2. Enforce the rules of the Order and ensure that the officers are proficient
  3. Fill all vacancies occurring in elective and appointive Grand Offices and Standing Committees
  4. Present a report of all her official acts during her term
  5. Before installation of her successor, return the Secret Work to the Grand Secretary
  6. Turn over to the incoming Worthy Grand Matron the following items: all Rituals, the Idaho Code and Digest, the General Grand Chapter Constitution (Red Book), Grand Representative Record book, Worthy Grand Matron seals, and the Worthy Grand Matron pin
- B. When Grand Chapter is not in session, she shall:
1. Inspect the ritualistic work of all Chapters and give instruction as the good of the Order may require. If unable to do so, she may appoint a Grand Officer or a Past Grand Matron to act as her deputy
    - a) In the case of smaller chapters which share officers or plural members, the chapters may combine together for a joint Official Visit, rotating the duties each year so that each chapter has the opportunity to conduct all the work over a two- or three-year period, if three chapters are combined. If a new candidate is to be initiated, they shall become a member of the chapter who received the petition.
      - 1) The Hostess Chapter (referred to as Chapter A) will open and exemplify balloting. They will also conduct introductions and other necessary business if only two chapters combine for a joint visit.
      - 2) The second chapter (referred to as Chapter B) will exemplify initiation and closing.
      - 3) The third chapter, if combined (referred to as Chapter C), will conduct introductions and other necessary business.
    - b) Each chapter shall vote to combine in a joint Official Visit.
    - c) The chapters involved in a joint meeting will rotate duties as outlined above year to year.
    - d) Each chapter will submit the Secretary's minutes book for inspection each year.
    - e) Each chapter is required to perform initiation twice each year. An actual initiation or exemplification of initiation during the Worthy Grand Matron's Official Visit or her school of instruction shall qualify as one initiation for each Chapter involved in a joint meeting.
    - f) No more than three chapters will combine for a joint visit.
    - g) Combined Official Visits shall be initially approved by the Worthy Grand Matron and the combination confirmation will remain in effect until membership circumstances improves or each chapter votes to dissolve the combination and the dissolution approved by the Worthy Grand Matron. Neither the combination nor dissolution will require legislation by the Grand Chapter; only the mutual agreement by the members of each chapter and the Worthy Grand Matron.
  2. Grant dispensations, accompanied by a fee of one dollar (\$1.00), which she retains, as follows:
    - a) To initiate within two (2) weeks, provided three (3) days have elapsed after election of candidates.
    - b) To elect officers out of time at a stated meeting and to install elected officers out of time at a special or stated meeting.
    - c) To change place of meeting, provided the building is appropriate and approved.
    - d) To change date and/or time of stated meeting.
    - e) Before the conclusion of her term of office, ensure that sufficient time is provided to comply with the dispensation request.

3. Decide all questions of law submitted to her.
  4. Send one (1) copy of approved changes in Subordinate Chapter By-Laws to the Grand Secretary and return two (2) copies to the Subordinate Chapter.
  5. Appoint all Grand Representatives for other Grand Jurisdictions and suggest Idaho members as Grand Representatives of other Grand Jurisdictions.
  6. Appoint all Session Committees, special appointments such as pages, ushers, etc., and assisting members on Standing Committees when, in her judgment, it is deemed necessary.
  7. Be authorized to use the Worthy Grand Matron seal as an acknowledgment of inspection of Subordinate Chapter minutes on the occasion of her official visit and for correspondence during her term of office.
- C. Will have the authority as follows:
1. Define and verify that all Grand Officers, Board Members, Grand Representatives and committee members are instructed in and knowledgeable of their duties.
  2. Convene any subordinate chapter within this Jurisdiction, preside therein, inspect its proceedings, require its conformity to the Laws of the Order and approve all proposed changes in the By-Laws.
  3. For good cause, may suspend until the next annual session of the Grand Chapter:
    - a) Charters of Subordinate Chapters.
    - b) Any Worthy Matron, Worthy Patron, Associate Matron or Associate Patron, Secretary or Treasurer.
  4. At the conclusion of a merger, collect the Secret Work of the Chapter requesting the merger.
  5. Appoint trial commission members when requested by a Subordinate Chapter.
  6. Establish for her term of office such "Special Projects" as she desires.
- D. She shall prepare an annual report of her term, which shall include a complete summation of all irregularities noted during Official Visits, and all activities, actions and decisions made during the year and submit it to the Jurisprudence Committee before May 15. A supplemental report shall be prepared, if necessary, summarizing all activities, actions, and decisions made between May 1 and Grand Chapter. These reports shall be presented during the annual session of Grand Chapter and submitted to the Grand Secretary to be included in the annual proceedings.
- E. Serve as an ex-officio member of the Board of Trustees without power to vote.

### **Section 3. Worthy Grand Patron**

- A. When Grand Chapter is in session, he shall:
1. Preside during the session of Grand Chapter when called upon to do so by the Worthy Grand Matron.
  2. In the absence of the Worthy Grand Matron and Associate Grand Matron, call the Grand Chapter to order and appoint a Past Grand Matron to preside.
  3. Before installation of his successor, return the Secret Work to the Grand Secretary.
  4. Turn over to the incoming Worthy Grand Patron the Worthy Grand Patron pin.
- B. When Grand Chapter is not in session he shall:
1. Grant dispensations for new Chapters
  2. Convene the Grand Chapter in special session
    - a) For the purpose of instituting Under Dispensation Chapters
    - b) To constitute Chapters receiving charters from the Grand Chapter in their own Chapter room, at the earliest possible date after the annual session. He may appoint a Deputy if necessary. All charters must be signed by the Worthy Grand Matron, Worthy Grand Patron, and Grand Secretary and sealed.
  3. Prepare an annual report of all activities and actions during his term and submit it to the Jurisprudence Committee before May 15. A supplemental report shall be prepared, if necessary, summarizing all activities and actions between May 1 and Grand Chapter. These

reports shall be presented during the annual session of Grand Chapter and submitted to the Grand Secretary to be included in the annual proceedings.

- C. Serve as an ex-officio member of the Board of Trustees without power to vote.

#### **Section 4. Associate Grand Matron**

- A. Assume the duties and powers of the Worthy Grand Matron upon her death, disability, or absence. (Refer to Constitution, Article X)
- B. In order to facilitate the ensuing year's plans and to confirm their eligibility, submit to the Jurisprudence Committee all proposed Grand Officers.
- C. Serve as an ex-officio member of the Board of Trustees without power to vote

#### **Section 5. Associate Grand Patron**

- A. Assume the duties of the Worthy Grand Patron upon his death, disability, or absence. (Refer to Constitution, Article X)
- B. See that all Grand Chapter flags and other paraphernalia are properly stored and ready for use at the next annual Grand Chapter session
- C. Be in charge of the flag ceremony at the annual session
- D. Administer the oath of secrecy to the Tellers prior to balloting.

**OATH OF SECRECY: I, \_\_\_\_\_, do solemnly affirm upon my honor that I will not reveal any part of this election until after the chairman has reported to the Grand Chapter and the Teller Committee dismissed.**

- E. Serve as an ex-officio member of the Board of Trustees without power to vote

#### **Section 6. Grand Secretary**

- A. When Grand Chapter is in session, they shall:
  - 1. Attend and keep an accurate record of all transactions of the session and ensure that the annual session proceedings are recorded
  - 2. Upon approval of the Board of Trustees, issue warrants for the session expenses
  - 3. Before the close of the annual session, collect the Grand Officer Handbooks of the current appointed and elected Grand Officers and the copies of the Secret Work from the outgoing Worthy Grand Matron and Worthy Grand Patron
  - 4. Before installation of the incoming Grand Officers, ensure that each newly appointed and elected Grand Officer has their respective copy of the Grand Officer Handbook and the newly elected Worthy Grand Matron and Worthy Grand Patron have a copy of the Secret Work.
  - 5. Prepare Honorary Membership certificates for distribution during the session
  - 6. Turn over to the lawfully chosen and installed successor all Grand Chapter property in their possession.
- B. When Grand Chapter is not in session, they shall:
  - 1. Conduct all correspondence of the office of the Grand Secretary and such other correspondence as the Worthy Grand Matron, Worthy Grand Patron or the Grand Chapter shall direct, including the issuance of circulars, memorials, invitations, programs, and notices of special Grand Chapter meetings to each Subordinate Chapter, Grand Officer, Past Grand Matron and Past Grand Patron. Correspondence should be transmitted electronically whenever possible and posted on the Idaho OES website when appropriate.
  - 2. Collect all monies due and received by the Grand Chapter, including wills and bequests. Keep an accurate account electronically and pay the same promptly to the Grand Treasurer or deposit the same in a bank or trust company designated by the Board of Trustees. Initial and affix with the Grand Secretary's seal, copies of the deposit slips, checks or receipts and remit to the Grand Treasurer.
  - 3. Issue all warrants with the Grand Secretary's seal and initials affixed to the Grand Treasurer

- for disbursement of funds:
- A. on the request of the following chairmen:
    - 1) Benevolent Board
    - 2) ESTARL
    - 3) Scholarship
    - 4) Service Dogs
    - 5) Special Projects of the Worthy Grand Matron.
  - B. for disbursement of:
    - 1) Investment income from Voluntary Prepaid Life Memberships, Memorial Voluntary Prepaid Life Memberships and Associate Memorial Voluntary Prepaid Life Memberships funds.
    - 2) Memorials (Refer to By-laws and Rules, Article V)
    - 3) Per Capita assessment due to General Grand Chapter.
    - 4) The Worthy Grand Matron's emergency Benevolent Relief Funds.
  - C. As authorized by the Code and Digest, the approved annual budget or as approved by the Board of Trustees.
- 4. Prior to the annual session, see that the books of the Grand Secretary and Grand Treasurer have a financial review to coincide with the fiscal close of April 30.
  - 5. In preparation for the annual Grand Chapter session:
    - A. Prepare the tentative Grand Chapter program.
    - B. Electronically send, no later than May 1 prior to the next Grand Chapter session, proposed amendments to the Idaho Code and Digest, chronologically numbered, to each Subordinate Chapter Secretary, Past Grand Matron, Past Grand Patron, elected Grand Officer and Jurisprudence Committee member.
    - C. Electronically send, no later than June 1 prior to the Grand Chapter session, the reports of the Worthy Grand Matron, Worthy Grand Patron, Grand Secretary, Grand Treasurer, and Board of Trustees to each Subordinate Chapter Secretary, Past Grand Matron, Past Grand Patron, and elected Grand Officer.
    - D. Publish the annual session program, annual reports of the Grand Officers, the Board of Trustees and proposed legislation to be distributed by the Registration Committee.
    - E. Assemble packets to be distributed to:
      - 1) Subordinate Chapter Secretaries, which should include a copy of the chapter's 990 form
      - 2) Past Grand Matrons and Past Grand Patrons
      - 3) Worthy Matrons
    - F. Furnish Standing Committees with any necessary supplies
  - 6. Within thirty (30) days after the adjournment of the Grand Chapter session, furnish the Worthy Grand Matron and the Junior Past Grand Matron with a copy of the Jurisprudence Committee report with results of the actions taken.
  - 7. Within sixty (60) days after the adjournment of the Grand Chapter session, have new numbered and updated pages issued for the proper placement in the Code and Digest, with new legislation as changed, transmitted electronically to Secretaries of the Subordinate Chapters, and posted to the Idaho OES website.
  - 8. Be authorized to update and correct any housekeeping type errors within the Code and Digest, such as article numbers, section designation, spelling, punctuation, etc. and to post these changes on the Idaho OES website.
  - 9. Be authorized to update and correct housekeeping type errors on all forms necessary for use by members and Subordinate Chapter Secretaries and to post these on the OES website as appropriate.
  - 10. Execute and file with the Board of Trustees a Fidelity Bond in the amount to be determined

by the Board of Trustees, cost of which shall be paid by the Grand Chapter.

11. Verify previous membership in Idaho from Grand Chapter membership records of a member suspended for non-payment of dues or a demit from a chapter which no longer exists.
  12. Electronically submit the following annually:
    - a) An accurate roster of the total membership of this Grand Chapter to be sent to Subordinate Chapter Secretaries, members of the Jurisprudence Committee and elected Grand Officers prior to March 1. Membership is to be listed alphabetically, by Past Matron and Past Patron and members with titles and any changes in membership status. (See By-laws Article XIII Membership Roster)
    - b) An itemized account of receipts, expenditures and such other financial and statistical information that may be necessary to the Financial Review Committee.
  13. Prepare annually the following:
    - a) The proceedings of the annual session as transcribed and published by May 15 following the annual session
    - b) Prior to the annual filing of the 990 Form, a year-end itemized inventory of chapter supplies available for resale to the Grand Treasurer and the Board of Trustees
    - c) The Annual Report as required by General Grand Chapter by the due date
  14. Provide, at the expense of the Grand Chapter, all forms necessary for use by Subordinate Chapters as follows:
    - a) Annual Report forms by January 1
    - b) Installation Report forms by April 1
    - c) International Headquarters Fund Certificates for new members
  15. Provide, at the expense of the Grand Chapter, a fire-proof depository to file photocopies of each Subordinate Chapter charter
  16. Issue the Commission and Official Badge to Grand Representatives of Idaho in other Grand Jurisdictions and send the recommendations of Idaho's Worthy Grand Matron to other Grand Jurisdictions
  17. Distribute copies of the proceedings received from other Grand Jurisdictions to:
    - a) Members of the Fraternal Correspondence Committee
    - b) The appropriate Grand Representatives of other Grand Jurisdictions in Idaho
  18. Keep the seal of the Grand Chapter and affix the same with attestations to all instruments issued on behalf of the Grand Chapter
  19. Present an annual report to be presented at Grand Chapter including their activities, stating changes in membership status and submit this report to be included in the annual proceedings
- C. Serve as an official member of the Board of Trustees

### **Section 7. Grand Treasurer**

- A. When Grand Chapter is in session, they shall:
  1. Attend and provide a detailed statement of the finances of Grand Chapter
  2. In conjunction with the Grand Secretary, pay all claims against the Grand Chapter for the session as approved by the Board of Trustees with supporting receipts
  3. Turn over to the legally chosen and installed successor all Grand Chapter monies and properties in their possession
- B. When Grand Chapter is not in session, they shall:
  1. Receive all monies due the Grand Chapter and deposit in a bank or trust company designated by the Board of Trustees when necessary. Receive from the Grand Secretary copies of deposit slips and checks with the Grand Secretary's initials and seal affixed. Keep an accurate account of all funds electronically. All funds shall be maintained distinct,

separate, and apart from each other.

2. Disburse funds based on warrants from the Grand Secretary and pay all claims against the Grand Chapter as designated by the Code and Digest, the approved annual budget, or as approved by the Board of Trustees
3. For continuing Benevolent assistance, notify the recipient the month prior to the expiration of the six-month period.
4. Execute and file with the Board of Trustees a fidelity bond in the amount to be determined by the Board of Trustees, cost of which shall be paid by the Grand Chapter.
5. Invest and manage Grand Chapter Funds per Board of Trustees guidelines. (Article VIII, Section 1)
6. Submit a monthly itemized account of all Grand Chapter receipts and expenditures to all members of the Board of Trustees and elected Grand Officers.
7. Provide the Board of Trustees and all elected Grand Officers quarterly activity reports of all investments, electronically if possible.
8. Send the Benevolent Board a quarterly report of all donations and revenue of Benevolent Fund and Endowment Fund investments.
9. Send the Scholarship Committee and ESTARL Central Committee an annual report of all donations and investment income from the Educational Endowment Fund and the Joyce Casper ESTARL Endowment Fund respectively, for the fiscal year-ending April 30.
10. Pay to each Subordinate Chapter the investment income earned from the VPLM, Memorial VPLM, and the Associate VPLM, less the accounting fee. (Refer to By-laws and Rules, Article IV, Section 1)
11. Submit all financial information:
  - a) For the annual financial review to coincide with the fiscal close of April 30
  - b) To the auditor to prepare the Grand Chapter's 990 form
12. Prepare an annual budget for the period May 1 through April 30, to be approved by the Board of Trustees
13. Present an annual report, including the Grand Chapter balance sheet and income statement to be presented at the Grand Chapter and submit this report to be included in the annual proceedings

C. Serve as an official member of the Board of Trustees

### **Section 8. Grand Conductress**

- A. Assist the Associate Grand Conductress in compiling the Fraternal Correspondence report for the annual session
- B. Serve as an ex-officio member of the Board of Trustees without power to vote

### **Section 9. Associate Grand Conductress**

- A. Be the Chairman of the Fraternal Correspondence, assisted by the Grand Conductress and the Grand Sentinel
- B. Prepare the Fraternal Correspondence Report summarizing interesting facts found in the various jurisdictional Grand Chapter proceedings and from reports submitted by Idaho's Grand Representatives. This report will be presented during the annual session of Grand Chapter and shall be submitted to the Grand Secretary for inclusion in the annual proceedings
- C. Serve as an ex-officio member of the Board of Trustees without power to vote

### **Section 10. Grand Chaplain**

- A. Upon notification of the death of a member of this jurisdiction, respond to the member's Subordinate Chapter with proper expressions of sympathy on behalf of the Grand Chapter
- B. Prepare and present a necrology report and a Grand Chaplain report for the year-ending June 1 at the annual Grand Chapter Session. These reports will be presented during the annual session

of Grand Chapter and shall be submitted to the Grand Secretary for inclusion in the annual proceedings

- C. Conduct the Memorial Service for all deceased members, utilizing the altar cloth and Memorial Bible provided by the Idaho Past Grands' Association

### **Section 11. Grand Marshal**

Assume the responsibility of planning and conducting the session marches and narration

### **Section 12. Grand Sentinel**

- A. Assist the Associate Grand Conductress and the Grand Conductress in compiling the Fraternal Correspondence report for the annual session to be presented during the annual Grand Chapter session and submitted to the Grand Secretary for inclusion in the annual proceedings
- B. Instruct and ensure that the Assistant Grand Sentinels do not allow anyone to enter a formal Grand Chapter session without proper credentials
- C. Allow no one to enter the Grand Chapter room during elections except as stated in the By-Laws & Rules Article XI
- D. Serve as an ex-officio member of the Board of Trustees without power to vote

## **ARTICLE VIII POWERS AND DUTIES -- BOARDS**

### **Section 1. Trustees**

- A. Membership shall consist of eleven (11) members and be comprised of the following:
  - Three (3) Past Grand Matrons and/or Past Grand Patrons
  - Three (3) Past Matrons
  - Three (3) Past Patrons
  - Grand Secretary
  - Grand Treasurer
- B. Three (3) shall be elected at each annual session of the Grand Chapter and shall consist of one (1) Past Grand Matron or Past Grand Patron, one (1) Past Matron and one (1) Past Patron. The Grand Secretary and Grand Treasurer shall be automatic members of the Board. (Refer to Constitution VIII)
- C. The term of office for each elected Trustee shall be three (3) years.
  - 1. Nominations shall be made by an official voting delegate
  - 2. If there is not more than one (1) nomination, election may be by acclamation
  - 3. A Trustee shall not serve more than two (2) consecutive terms
  - 4. A period of one (1) year shall elapse before a retiring Trustee can again be elected to the Board
- D. The Grand Secretary and Grand Treasurer shall serve as members of the Board of Trustees for the term of their office.
- E. The Past Grand Matron or Past Grand Patron having served the longest shall be Chairman of the Board and shall appoint a secretary from the Board Members.
- F. A Trustee shall not be installed.
- G. A Trustee shall be eligible for any appointment except for Grand Officer or Standing Committee while serving on the Board.
- H. A quorum shall consist of six (6) members.
- I. The Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Conductress, Associate Grand Conductress and Grand Sentinel are ex-officio members of the Board without power to vote.
- J. In the event of a vacancy on the Board of Trustees due to death, resignation, or other cause, the Worthy Grand Matron shall appoint an appropriate member to fill the vacancy until their

successor is legally elected. If a member of the Board of Trustees is elected to a Grand Office at the Grand Chapter session, the member must resign before accepting the elected office.

- K. The Board will be responsible for all financial decisions and oversight of the Grand Chapter.
1. Ensure that Fidelity Bonds are secured by the Grand Secretary and Grand Treasurer in an amount determined by the Board and are paid from the General Fund
  2. Oversee the management and disbursement of the revenue and funds, including the proceeds of all wills, bequests, and gifts
  3. Approve the annual budget prepared by the Grand Treasurer for the period of May 1 through April 30 and submit for approval at the annual session of the Grand Chapter
  4. Submit the approved budget to the Grand Secretary for inclusion in the annual reports
  5. Review the receipts and disbursements of the allocated funds, approving those that fall outside the budget adopted by the Grand Chapter, complying with the By-Laws and Rules authorized for the administration of the budget
  6. Oversee all Grand Chapter funds invested by the Grand Treasurer according to the following guidelines:
    - a. Investments must be deemed fiduciarily and prudently responsible by the Board of Trustees
    - b. Allow no more than one thousand dollars (\$1,000.00) to accumulate in the Benevolent Endowment Fund checking account without immediate investment
  7. Ensure that a financial review or directed audit is performed on the Grand Secretary and Grand Treasurer financial records annually or as deemed necessary. The Financial Review Committee shall perform financial reviews, and directed audits shall be performed by a Certified Public Accounting Firm
  8. Examine and review the report of the Financial Review Committee and/or the Certified Public Accounting Firm
  9. Prepare and present an annual report at each Grand Chapter session, setting forth a statement of the financial condition of the Grand Chapter and its investments, together with such recommendations as they may consider advisable. This report shall be submitted to the Grand Secretary for inclusion in the annual proceedings.
  10. In case of a vacancy in the office of Grand Secretary or Grand Treasurer, the Board of Trustees shall immediately take possession of all money, books, papers, and other property belonging to this Grand Chapter and shall retain possession of such assets until notified by the Worthy Grand Matron to deliver the same to the succeeding officer.
- L. The Chairman of the Board of Trustees shall notify elected and ex-officio members of all meetings. Meeting minutes shall be sent to all members.
- M. Contracts – Grand Chapter Session Facilities
1. The Board of Trustees shall establish advanced arrangements for Grand Chapter sessions, giving preference to a site that has air conditioning and handicap access.
  2. The contract with the facility for the Grand Chapter sessions shall be signed by the current chairman of the Board of Trustees and one other member. The contract shall be approved by the Board prior to signing.
  3. Upon ratification by the Board of Trustees, copies of the contract will be distributed to the entire Board including ex-officio members, the General Arrangements Chairman, and additional copies will be available upon request.
- N. Contracts – Other
1. The Board of Trustees will be responsible for entering into all contracts utilizing Grand Chapter funds.
  2. Contracts will be reviewed by the entire Board for approval.
  3. With the approval of the Chairman of the Board of Trustees, reviewed and approved, contracts will be signed by an appropriate member of the Board.



4. Copies of all contracts will be available upon request.

### **Section 2. Benevolent**

- A. Membership shall consist of three (3) Past Grand Matrons and/or Past Grand Patrons.
- B. At each annual session, one (1) Past Grand Matron or Past Grand Patron shall be appointed to serve for three (3) years. They shall not serve more than three (3) consecutive terms.
- C. They shall investigate all applications for relief made to the Grand Chapter and empower the Grand Secretary to issue warrants for disbursement thereof. (Refer to By-laws and Rules, Article VI)
- D. They shall make a report at each annual session and submit the report to the Grand Secretary for inclusion in the annual proceedings.

## **ARTICLE IX GRAND REPRESENTATIVES**

**Section 1.** Members in good standing of a Subordinate Chapter of this Jurisdiction are eligible for appointment as Grand Representative. Preference shall be given to individuals who have not previously served as a Grand Representative in any Jurisdiction.

**Section 2.** The Worthy Grand Matron appoints all Grand Representatives for other Grand Jurisdictions and recommends Idaho members as Grand Representatives of other Grand Jurisdictions.

**Section 3.** Grand Representatives shall attempt to attend the Grand Chapter of the Grand Jurisdiction to which they have been commissioned, at least once during their tenure of appointment, and strengthen the bond of fraternalism among the Grand Jurisdictions. They shall make a report of their attendance to the Associate Grand Conductress to assist her in making the Fraternal Correspondence report.

**Section 4.** Grand Representatives, upon being elected/appointed and installed as a Grand Officer, shall resign their commission.

**Section 5.** When a Grand Representative finds it necessary to relinquish their commission, they shall notify the Worthy Grand Matron.

**Section 6.** Grand Representatives shall be presented at the Altar, introduced to the Grand Chapter, and extended the Grand Honors only at a Grand Chapter session.

## **ARTICLE X GRAND CHAPTER COMMITTEES**

**Section 1.** All members in good standing in a Subordinate Chapter of this jurisdiction are eligible for appointment by the Worthy Grand Matron and shall serve for the specified term. A Standing Committee member must resign their appointment to serve as a Grand Officer. All reports are to be presented and submitted to the Grand Secretary to be included in the proceedings.

- A. Committees shall immediately act upon all matters referred to them by the Worthy Grand Matron.
- B. Committee chairmen must submit letters or reports to the Worthy Grand Matron for approval, before forwarding to Subordinate Chapters.
- C. Each committee shall prepare and present a report at the annual Grand Chapter session. This report shall be signed by all members of the committee and read by a member of the committee. One (1) printed and one (1) electronic copy of the report must be submitted to the Grand Secretary prior to the close of the annual Grand Chapter session to be included in the annual

proceedings. A copy of the report should be retained by the Chairman of the Committee for reference.

- D. Any expenditure of funds shall conform to By-Laws and Rules, Article V.
- E. Committee chairmen shall provide the succeeding chairmen with current instructions of committee functions to assist in the performance of their duties.
- F. When a vacancy occurs in a Grand Chapter committee position due to death, resignation or other legal cause, the Worthy Grand Matron shall be notified.

**Section 2.** The Standing Committees who are appointed at the time of installation shall be:

### **A. Appeals and Grievances**

This committee shall consist of two (2) members who shall be appointed annually. The Worthy Grand Matron shall appoint the chairman. They shall review all appeals and grievances referred to them by the Worthy Grand Matron or the Grand Chapter and report the findings to the Worthy Grand Matron and the Grand Chapter.

### **B. Dispensations and Charters**

This committee shall consist of one (1) member who shall be appointed annually. This member shall examine the returns, records, and proceedings of all chapters under dispensation, and ascertain if charters have been surrendered or revoked.

### **C. Eastern Star Training Awards for Religious Leadership (ESTARL) Central**

This committee shall consist of three (3) members, one (1) of whom shall be appointed annually for a term of three (3) years. The member having served the longest shall be chairman.

1. This fund consists of contributions from Chapters, individuals, and the investment income from the Joyce Casper ESTARL Endowment Fund and is established for the purpose of giving assistance to those who desire to enter the various fields of religious service.
2. Scholarships shall be awarded in accordance with procedures and regulations formulated by the committee. The ESTARL scholarship form will be made available on the Idaho OES website. They shall authorize the Grand Secretary to issue warrants in the specific amounts. All funds received each year shall be awarded if possible.
3. Awards may be variable in amount and will be on the basis of funds available, number and qualifications of applicants. Scholarships are to be given only to college juniors and seniors or students attending seminaries. Awards are to be made for one (1) year subject to renewal. Applicants need not be of Masonic or Eastern Star affiliation.
4. Awards are to be made in the form of a certificate presented to the student or a representative of the sponsoring Chapter. A check in the amount of one-half (½) the award will be sent to the school at the beginning of each semester, so long as the student is enrolled in an accredited school in a course pursuant to full time religious service. The money is to be used for books, tuition, board, clothing, or medical aid.
5. Applicants must be sponsored by an Idaho Chapter, signed by the Worthy Matron and Secretary, and the seal of the Chapter affixed on the application.

### **D. Financial Review**

This committee shall consist of three (3) members, one of whom shall be appointed annually for a term of three (3) years. The member having served the longest shall be chairman.

1. They shall meet after April 30 each year, at the office of the Grand Secretary, to review the books of the Grand Secretary and the Grand Treasurer.
2. Copies of the financial review shall be furnished to the Grand Secretary, the Grand Treasurer and to the members of the Board of Trustees before the annual Grand Chapter session convenes.
3. The members of the Financial Review Committee will serve without bond and not be held

responsible for any error or omission which might occur as a result of the annual review of the Grand Chapter.

### **E. Fraternal Correspondence**

This committee shall consist of three (3) members: the Associate Grand Conductress as Chairman, the Grand Conductress, and the Grand Sentinel. They shall review all proceedings from other Grand Jurisdictions and reports of attendance by our own Grand Representatives and prepare a summary report.

### **F. Golden Stars**

This committee shall consist of three (3) members, one of whom shall be appointed annually for a term of three (3) years. The member having served the longest shall be chairman. The committee shall recognize and honor our Fifty (50) Year Members during the annual session of Grand Chapter.

### **G. Historian**

This committee shall consist of one (1) member and shall be appointed for a term of two (2) years. The Historian shall:

1. Maintain a current record of subordinate chapter histories.
2. Provide a form to be included in the Secretary packets distributed at each Grand Chapter session and will be made available on the Idaho OES website.

### **H. Jurisprudence**

This committee shall consist of nine (9) members and be comprised of the following: Three (3) Past Grand Matrons/Past Grand Patrons and six (6) Past Matrons/Past Patrons. One (1) Past Grand Matron/Past Grand Patron and two (2) Past Matrons/Past Patrons shall be appointed each year to serve for a term of three (3) years. The Past Grand Matron or Past Grand Patron member having served the longest shall be chairman. A period of one (1) year shall elapse before a retiring member can again be appointed to this committee. The committee shall:

1. Act in an advisory capacity to the Worthy Grand Matron involving questions relating to the Constitution, Laws and Regulations regarding Eastern Star law and practices. Decisions or interpretations of the law, whether verbal or written, shall be verified in writing to the Worthy Grand Matron immediately.
2. Review the Associate Grand Matron's and the Worthy Grand Matron's proposed appointments for eligibility, prior to announcement, except for special appointments.
3. Advise Grand Chapter committees on all questions of usage when requested, forwarding a copy of all such correspondence concerning the questions and interpretations to the Worthy Grand Matron.
4. Furnish an opinion whenever a member of the Grand Chapter has a question of fraternal law or usage, with the understanding that the opinion is only advisory and that the Worthy Grand Matron is the only one authorized to make binding decisions. A copy of all such questions and opinions must be forwarded to the Worthy Grand Matron.
5. Review all decisions, actions and appointments made by the Worthy Grand Matron after receipt of the annual report, and their conclusions reported to the Worthy Grand Matron by June 1 preceding the Grand Chapter annual session.
6. Act upon each question requiring action by the Grand Chapter, whose decision shall be final.
7. Consider all proposals to amend the Code and Digest of the Grand Chapter, to verify the legality of any proposed resolution, correct any inconsistency, clarify the intent, and report to the Grand Chapter for consideration.
8. Submit a final report, which shall include a complete summation of all actions and decisions made during the year and at the Grand Session.

9. Appoint a Past Grand Matron to act as Worthy Grand Matron if all line officers are incapacitated.

### **I. Registration**

This committee shall consist of six (6) members, two (2) of which shall be appointed annually for a period of three (3) years. The Worthy Grand Matron shall appoint the chairman. The committee shall:

1. Provide the pre-registration forms to the General Arrangements Committee.
2. Check current receipts for dues of all members and visitors, collect the registration fee, and issue an official badge. Members shall receive an official badge, voting credential, annual reports, and proposed legislation. No ballots shall be issued after 9:30 a.m. on the first day of Formal Opening. A registration fee shall not be required for the Most Worthy Grand Matron and Most Worthy Grand Patron, nor Masonic and Youth Leaders (Refer to By-Laws and Rules, Article V) and Fifty-Year Members who attend only the ceremony in which they are being honored.
3. Keep an accurate record of all voting delegates present and report the number of voting credentials issued.
  - a. Before the formal opening, confirm the presence of a quorum.
  - b. Preceding election, ascertain the total number of eligible votes that can be cast.
4. Register distinguished guests and visitors in conjunction with the Distinguished Guests Committee.
5. Annually report the total number registered and the revenue collected. All revenue shall be given to the Grand Secretary for deposit.
6. Issue a new badge for lost or misplaced badges after verification with the Registration Committee.
7. Close registration at 2:00 p.m. on the first day of Formal Opening.

### **J. Scholarship**

This committee shall consist of three (3) members, one (1) of whom shall be appointed annually for a term of three (3) years. The member having served the longest shall be chairman.

1. The Scholarship Fund is derived from the interest accrued from the Educational Endowment Fund, \$0.10 (ten cents) from the annual per capita, and contributions from chapters and individuals.
2. Scholarships shall be awarded in accordance with procedures and regulations formulated by the committee. The scholarship form will be made available on the Idaho OES website. They shall authorize the Grand Secretary to issue warrants in the specified amounts. Contributions to the Scholarship Fund and the total yield received each year from the Educational Endowment Fund should be awarded, if possible.
3. Scholarships shall be awarded only to members of Idaho Grand Chapter or their direct relationships including their sons, daughters, grandsons, and granddaughters. Preference will be given to sons, daughters, and members of the Eastern Star.
4. Awards may be variable in amount and will be awarded on the basis of funds available, number and qualifications of applicants. Scholarships to be used for tuition and books shall be available to juniors and seniors in regular collegiate courses, students pursuing advanced degrees, and students pursuing full time accredited courses in Vocational Technical Schools. Awards are to be made for one (1) year subject to renewal. A check shall be issued in the amount of one half ( $\frac{1}{2}$ ) the award to the school at the beginning of each semester, so long as the student is enrolled full time.
5. Preference should be given to Idaho Institutions; however, scholarships can be allowed when

- an eligible student attends an accredited school, college, or university out of state.
6. Awards are to be made in the form of a certificate presented to the student or a representative of the sponsoring Chapter. A check in the amount of one-half (1/2) the award will be sent to the school at the beginning of each semester, so long as the student is enrolled in an accredited school. The money is to be used for books, tuition, board, clothing, or medical aid.
  7. Applicants must be sponsored by an Idaho Chapter, signed by the Worthy Matron and Secretary, and the seal of the Chapter affixed on the application.

#### **K. Service Dogs**

1. This committee shall consist of three (3) members, one (1) of whom shall be appointed annually for a term of three (3) years. The member having served the longest shall be chairman.
2. If an Idaho member is appointed to the General Grand Chapter Service Dog Committee, that individual shall also serve as an ex-officio member of this committee.
3. This committee shall promote an annual service dog project to be selected by the Worthy Grand Matron. The organization selected for the project shall be an IRS 501 (c)(3) non-profit corporation.
4. The monies earned from the project may be presented each year at the Grand Chapter session to the selected organization. All proceeds shall be used for the benefit of an Idaho resident.

#### **L. Star Information**

This committee shall consist of one (1) member, who shall be appointed annually.

1. They shall request information from Subordinate Chapter Secretaries, of sojourning members and provide information of the member's new location to the nearest Chapter.

#### **M. Tellers**

This committee shall consist of three (3) members, one (1) of whom shall be appointed annually for a term of three (3) years. The member serving the longest shall be chairman.

1. The Chairman shall:
  - a) Be in charge of the annual election and shall assign duties to the Assistant Tellers by dividing them into appropriate groups to facilitate collection of concurrent ballots, and to ensure that they have the opportunity to cast their ballots.
  - b) Supervise and coordinate all election activities until completed.
  - c) Maintain the official tally book and report the results on request of the Presiding Officer. The Teller's final report, as recorded in the official tally book, shall include votes cast and received for each elected member.
  - d) Destroy the ballots and tally sheets at the conclusion of elections.
2. A committee member shall remain in the counting area and be responsible for coordination of all activities within the counting area until completed.
3. The third committee member shall have the responsibility of conveying the official tally results from the counting area to the Teller Chairman.

#### **N. Vendor Committee**

1. This committee would consist of two (2) members, one (1) of whom shall be appointed annually for a term of two (2) years. The member having served the longest shall be chairman.
2. Prior to Grand Chapter, contact each vendor who, having permission from the Worthy Grand Matron, will be selling their merchandise during Grand Chapter. Obtain from each vendor a signed contract, provided by the Board of Trustees, as to the fees, terms, and conditions of their participation and to maintain contact with them throughout their stay at Grand Chapter.
3. All fees received from vendors shall be given to the Grand Secretary for deposit. These fees will become part of the General Fund and used to help defray expenses of Grand Chapter. Any

donations received from vendors will go into the requested fund.

## **O. Youth**

This committee shall consist of three (3) members, one (1) of whom shall be appointed annually for a term of three (3) years. The member having served the longest shall be chairman.

1. They shall be responsible for promoting, within the state, the welfare and growth of Idaho Job's Daughters International, Order of DeMolay, and Washington/Idaho International Order of the Rainbow for Girls
2. Recognize and honor the youth at the Grand Chapter session and encourage their participation.

**Section 3.** The Session Committees shall consist of as many members as deemed necessary, or as hereinafter provided:

### **A. Assistant Tellers**

This committee shall consist of a minimum of twelve (12) members, divided into groups, who shall work under the direction of the Tellers Committee in collecting and tabulating the ballots.

### **B. Distinguished Guests**

This committee shall consist of the Junior Past Grand Matron and the Junior Past Grand Patron. They shall serve in conjunction with the Hospitality Committee in extending courtesies to all Distinguished Guests. (Refer to By-laws and Rules, Article V) A list of distinguished guests receiving Honorary Membership Certificates shall be submitted to the Grand Secretary.

### **C. General Arrangements**

This Committee shall work with the Worthy Grand Matron, the Board of Trustees, and the hostess chapters to plan the annual Grand Chapter session.

### **D. Hospitality**

This committee shall work in conjunction with the Distinguished Guests Committee to extend courtesies to all Grand Chapter attendees.

### **E. Unfinished Business**

This committee shall examine the minutes, proceedings, and all available information of the preceding year's session and report all matters requiring action at the upcoming annual Grand Chapter session.

**Section 4.** Special Committees shall consist of as many members as deemed necessary and shall have their duties defined and designated by the Worthy Grand Matron.

- A. Benevolent Fund General and District Chairmen
- B. ESTARL General and District Chairmen
- C. Scholarship General and District Chairmen
- D. General Grand Chapter Special Projects
- E. Worthy Grand Matron Special Projects

**Section 5.** Special appointments may be made by the Worthy Grand Matron as deemed necessary, such as: Assistant Grand Sentinels, Assistant Grand Warders, Bible Bearer, Emblem Bearers, Memory Book Chairmen, Musicians, Pages, Parliamentarian, Prayer Givers, and Ushers.

## **ARTICLE XI ELECTION**

**Section 1.** Prerequisites: The Presiding Officer shall read the following election procedure to the delegates prior to balloting.

- A. Official voting credentials will be issued to voting delegates at the time of registration.
- B. Voting credentials will not be issued after 9:30 a.m. on the first day of formal opening to facilitate the Registration Committee's report of the total number of voting delegates.
- C. Elections shall commence on the first day of Formal Opening at 10:00 a.m.
- D. The Oath of Secrecy shall be given to the Tellers by the Associate Grand Patron prior to election. (Refer to By-Laws and Rules, Article VII, Section 5)
- E. Only duly appointed tellers shall be authorized in the counting room during the time elections are in progress.
- F. Only duly appointed tellers shall be authorized to collect ballots.
- G. The election shall continue until all Grand Officers and three (3) Board of Trustees members are elected. (Refer to Constitution, Article VIII) The Presiding Officer may declare a recess during elections only when the results of a ballot for any given office have been announced.
- H. The Grand Sentinel and Assistant Grand Sentinels will permit no one except the Tellers to enter the Grand Chapter room during the time elections are in progress, except as herein stated.
- I. Balloting for election shall be permitted only in the Grand Chapter room. Tellers and the Grand Sentinel may cast their ballots at their assigned stations if appropriate.
- J. Committees, except the Tellers Committee, shall suspend all activities during election.
- K. Entry and exit from the Grand Chapter room during the time elections are in progress shall be permitted only through the stations of the Grand Warder and Grand Sentinel. During the election the assistant Grand Sentinels will be stationed on the inside of the Grand Chapter room doors.
- L. A majority of all votes cast, exclusive of blanks, shall be necessary for an election. The exception to this is election by acclamation.

**Section 2.** Officer and Board election criteria:

- A. The election of the top nine officers shall proceed as follows:
  - 1. They shall be elected by secret ballot or as herein-after provided and declared in the following sequence:
    - Worthy Grand Matron
    - Worthy Grand Patron
    - Associate Grand Matron
    - Associate Grand Patron
    - Grand Secretary
    - Grand Treasurer
    - Grand Conductress
    - Associate Grand Conductress
    - Grand Sentinel
  - 2. They shall be duly nominated by an official voting delegate from their own chapter and be a member of the Idaho Grand Chapter.
  - 3. If there is not more than one (1) nomination, election may be had by acclamation.
  - 4. If more than one (1) nomination is submitted for each office, those nominated and willing to accept a designated office if elected, will be introduced and will spell their full name prior to the ballot.

- B. The Board of Trustees shall be elected by secret ballot or as herein-after provided:
  - One (1) Past Grand Matron or Past Grand Patron
  - One (1) Past Matron
  - One (1) Past Patron

**Section 3.** Procedure for balloting:

- A. Established rules and procedures for election and balloting shall be adhered to.
- B. The Presiding Officer shall instruct the voting delegates to cast their vote on the specified ballot after nominations are closed for each designated office.
- C. The Presiding Officer shall instruct the teller groups to collect the specified ballots and, after declaring the ballot closed, direct them to secure the ballots, and retire to the counting area.
- D. After the tellers complete and reconcile the tally for the designated office, they shall return to the Grand Chapter room. The responsible teller shall convey the count to the Teller Chairman, who shall verify and enter the results into the official tally book, and report to the Presiding Officer, who will then announce the results of the ballot.
- E. If a majority vote is reached, elections will proceed to the next office in the sequence. If the majority of votes cast for each designated office is not carried by any one (1) candidate after two (2) consecutive ballots, a successive ballot shall be cast to decide the top four (4) candidates receiving the most votes. Balloting will then be held for those candidates.
- F. Elections shall proceed by this method for each designated office until the officer is elected, only permitting concurrent balloting between Worthy Grand Matron and Worthy Grand Patron, Associate Grand Matron and Associate Grand Patron, and Associate Grand Conductress and Grand Sentinel, until completed.
- G. Candidates for their respective office may withdraw at any time during the election procedure.
- H. As each succeeding designated office within the sequence is presented for election, the same procedure will be followed.
- I. After elections are complete, the ballots shall be destroyed.

**ARTICLE XII  
ANNUAL PROCEEDINGS**

**Section 1.** The annual Proceedings shall be compiled and published by the Grand Secretary with editing assistance of the Junior Past Grand Matron. The Proceedings shall be printed before the next annual session.

**Section 2.** The Proceedings shall contain:

- A. A complete record of all transactions of the regular and special sessions of Grand Chapter.
- B. A tabular listing of all elective past Grand Officers since the organization of this Grand Chapter.
- C. Names of Idaho Past Grand Matrons and Past Grand Patrons, including the Subordinate Chapter name and number.
- D. Memorial pages for deceased members of our own Jurisdiction.
- E. Names of all Grand Secretaries and Secretaries of the Subordinate Chapters of Idaho.
- F. Names of Grand Representatives of other Grand Jurisdictions in Idaho and Grand Representatives of Idaho in other Grand Jurisdictions with commission dates.
- G. Balance Sheet and Income Statement of the Grand Chapter.
- H. All contributions regarding Subordinate Chapters.
- I. Such other matters as necessary.

**Section 3.** The format of the annual Proceedings will be at the discretion of the Board of Trustees.



**Section 4.** Complimentary copies shall be distributed as follows:

- A. One (1) copy to each Idaho Grand Officer for the year they served.
- B. One (1) copy to each Idaho General Grand Chapter Appointee.
- C. Two (2) copies to each Idaho Subordinate Chapter.
- D. One (1) copy each to all other Grand Jurisdictions.
- E. One (1) copy to the Chairman of Unfinished Business, and all members of the Jurisprudence Committee and the Board of Trustees.
- F. The requested format to General Grand Chapter.

**Section 5.** Additional electronic copies of the Proceedings shall be available for sale to members.

### **ARTICLE XIII MEMBERSHIP ROSTER**

**Section 1.** The Membership Roster shall be published electronically by the Grand Secretary every year and shall include the following:

- A. A numerical listing of Subordinate Chapters, including the date and time of their stated meetings and charter date.
- B. Alphabetical listing of membership by Chapter.
- C. Names of Past Matrons and Past Patrons shall precede members' names and not be listed again among the members.
- D. All changes in membership status.

**Section 2.** A copy shall be provided to each Idaho Subordinate Chapter Secretary, Idaho Grand Chapter elective officer, member of the Jurisprudence Committee, member of the Benevolent Board, and the Chairman of the Registration Committee prior to March 1. The Roster shall not be used for commercial purposes.

**Section 3** Electronic copies of the Roster shall be available to members.

### **ARTICLE XIV AMENDMENTS**

**Section 1.** All propositions to amend the By-Laws and Rules shall be introduced in writing, signed by two (2) members of this Grand Chapter, and received by the Grand Secretary no later than March 25th prior to the annual Grand Chapter session. If adopted by two thirds (2/3) vote, they shall become a part of the By-Laws.

**Section 2.** These By-Laws and Rules shall not be suspended except by unanimous consent of the Grand Chapter.

**Section 3.** Approved decisions and recommendations made by the Worthy Grand Matron, the Worthy Grand Patron, and any Committee do not become a part of the law until presented as amendments, handled by the Jurisprudence Committee, and adopted by a vote of Grand Chapter.



# RULES AND REGULATIONS IDAHO SUBORDINATE CHAPTERS

## ARTICLE I CHARTERED CHAPTERS

**Section 1.** The existence and authority of all Subordinate Chapters in this Grand Jurisdiction shall be evidenced by a charter or dispensation granted by this Grand Chapter or a dispensation granted by the Worthy Grand Patron, attested to by the Grand Secretary and authenticated by the seal of the Grand Chapter of Idaho.

- A. Every chartered Chapter shall choose a name and within thirty (30) days from the date of its granted charter, procure a suitable seal, bearing the name, number, and location of the chapter, and by which all its documents shall be authenticated.
- B. Each constituted chapter shall have a photo static copy of its charter filed with the Grand Secretary.
- C. There shall be eighteen (18) officers and none can be added or subtracted from this number.
- D. Every chapter is entitled to have four (4) copies of the secret work in its possession. The secret work must not be written or copied as specified in the Ritual. One or more of the four copies should be given to the prompter(s) to use for prompting during the ritualistic work.‡
- E. Every Chapter shall file the annual statistical report and pay the per capita tax at the required time. Any Chapter failing to submit the report shall not be allowed representation in the Grand Chapter. A Chapter failing to do so for two (2) consecutive years shall forfeit its Charter, and its effects shall revert to the Grand Chapter.

**Section 2.** The powers of a Subordinate Chapter are granted by a Charter or Dispensation, by the Ritual of the Order, the Constitution, By-Laws, and Rules of the Grand Chapter (Idaho Code and Digest) and by a code of By-Laws framed by itself, which must be consistent with the laws of Grand Chapter. Uniform By-Laws to establish minimum requirements may be purchased from the Grand Secretary.

- A. Legislation enacted at a Grand Chapter session, which requires a change in the By-Laws of Subordinate Chapters shall take effect on the date of adoption by the Grand Chapter.
- B. Changes made in the By-Laws of a Chapter must be presented in writing at a stated meeting, signed by two members of the Chapter, read and held over until the next stated meeting. After the second reading a two-thirds (2/3) vote is required for adoption. Amendments do not become effective until approved by the Worthy Grand Matron.

**Section 3.** A member in good standing is defined as one whose dues are current, and against whom no charges are preferred or pending.

**Section 4.** Each Chapter shall have power of discipline over its members, but all action shall be subject to appeal to the Grand Chapter. In the event disciplinary action of the Worthy Matron or Worthy Patron is necessary, an appeal shall be made to the Worthy Grand Matron.

- A. Members are subject to reprimand, suspension, or expulsion contingent on trial action. (see Penal Code).
- B. Non-affiliated members shall be subject to the same discipline as the members of the chapter within whose jurisdiction they reside.
- C. A member may be deprived of membership for non-payment of dues.

D. The suspension, expulsion, or demission of a brother from a Lodge of Master Masons deprives him of all rights and privileges of membership in this Order until satisfactory evidence of his reinstatement by said Lodge has been presented to the Worthy Patron.

**Section 5.** Ballot upon candidates must be without debate and kept secret. The name of a rejected candidate shall not be reported to any person not a member of the Order. No one shall plead ignorance to this rule and any violation shall be subject to trial, which may result in reprimand, suspension, or expulsion from the Order. (See Article XX, Section 2, Book of Instructions)

**Section 6.** The jurisdiction of a chapter extends in every direction to the geographical center measured by air line, between it and adjacent chapters but not beyond the jurisdiction of the Grand Chapter. ■

In matters concerning the eligibility of an individual for membership in a chapter, statewide concurrent jurisdiction is established among the constituent chapters of the Grand Chapter of Idaho.

**Section 7.** Revenue and expense of Subordinate Chapters shall be set forth in their By-Laws.

**Section 8.** All officers should have in their possession a current copy of:

- A. The Ritual of the Order
- B. The Idaho Code and Digest
- C. The By-Laws of the Chapter

**Section 9.** Each member shall be provided with a copy of the Chapter By-Laws. Members may purchase a Ritual and the Idaho Code and Digest.

**Section 10.** All business shall be conducted in accordance with Robert's Rules of Order Revised, except as may be specifically designated in this Code.

**Section 11.** A Chapter may endorse Job's Daughters International and/or the International Order of Rainbow for Girls.

**Section 12.** Auxiliary Organizations are no part of a Chapter; therefore, the funds are not part of the Chapter funds. If the funds of an Auxiliary Organization are donated to a Chapter they shall be handled by the Chapter in the regular manner.

## ARTICLE II CHAPTER MEETINGS

**Section 1.** The Chapter By-Laws must provide for at least one (1) stated meeting each month, except July and August or two other months more desirable.

- A. The day, hour and place shall be specified in the by-laws and no business shall be transacted before the time stated.
- B. No meeting shall be postponed if a quorum is present. Seven (7) members including one (1) of the first four officers (Worthy Matron, Worthy Patron, Associate Matron and Associate Patron) shall constitute a quorum, unless the By-Laws shall prescribe a larger number. When there are not enough officers to fill all the stations the following must be filled: Worthy Matron (or Worthy Patron), Associate Matron, Secretary, Conductress, Chaplain, Warder, and Sentinel. If one of the first four officers is not present, the chapter cannot be legally opened.
- C. Meetings shall be held in Masonic Halls if possible.
- D. All officers, if present, shall fill their regular offices and not relinquish their duties to another member without good and sufficient reason. Absent officers shall not appoint their own substitute.
- E. A change in a Chapter meeting place, ♦date and/or time will require the vote of the Chapter and

a dispensation from the Worthy Grand Matron. In the event of an unforeseen disaster, a dispensation may be requested without a previous vote of the Chapter.

- F. All Eastern Star communications shall be read in open Chapter. All correspondence submitted by a Subordinate Chapter for general distribution to other Subordinate Chapters regarding legislation shall be approved and signed by the Worthy Grand Matron.■

**Section 2.** Special meetings may be called by the Worthy Matron or, in case of her absence or disability, by her lawful representative. All resident members shall be notified of such meeting and no business shall be transacted except that for which the meeting is called.

- A. Special meetings shall be opened and closed in regular form. If a stated meeting follows immediately, the special meeting may be closed with one (1) rap of the gavel and the stated meeting opened with one (1) rap of the gavel, provided the specified time for opening has arrived.
- B. Sunday meetings shall be restricted to open installation of officers only.

**Section 3.** No business shall be transacted at a Chapter meeting unless there is a Charter or Dispensation, a Holy Bible, and an American Flag present.

In the event the Charter is lost or destroyed, a copy shall be requested from the Grand Secretary.

**Section 4.** The Chapter shall be opened promptly at the hour specified in the By-Laws and in regular form.

Short form opening shall be used no more than five (5) times by Chapters holding two (2) stated meetings per month and no more than three (3) times by Chapters holding one (1) stated meeting per month. This rule shall apply to the period between each annual Installation.

**Section 5.** The five Star Point signs shall be given at every stated meeting. In the event of a Star Point Officer's absence/vacancy, the signs should be exemplified by the Conductress or at the closing as stated in the Ritual.

**Section 6.** The initiatory work must be given or exemplified at least two (2) times during each Chapter year. Exemplification at the Worthy Grand Matron School of Instruction does qualify.

**Section 7.** There shall be an annual meeting to host the official visit of the Worthy Grand Matron. Written invitations should be extended for "The official visit of the Worthy Grand Matron". The purpose of the official visit is to (\*2022) inspect the ritualistic work of the Order. If there is no candidate, the initiation ceremony shall be exemplified.

**Section 8.** The Obligation, as specified in the Secret Work, and the General Regulations and Landmarks, as specified in the Ritual, shall be presented in open Chapter at least once a year.

**Section 9.** The annual reports submitted at Grand Chapter, including the irregularities, questions, and answers, as well as the adopted changes to the Idaho Code and Digest, shall be reviewed at a stated meeting, (no later than November 1) and the Worthy Grand Matron notified by the Chapter Secretary.

**Section 10.** All members of a Chapter are entitled to vote on questions properly submitted. The vote shall be taken by a show of hands unless a standing vote is requested.

**Section 11.** Pictures must not be taken during any Ritualistic ceremony. The only exception is during open installation.

**Section 12.** Newspaper publicity should be encouraged, however the name of a person who has petitioned a Chapter must not be made public. The membership list shall not be made available for the purpose of solicitation.

**Section 13.** Chapter matters which should be kept secret shall not be discussed over the telephone, or in public places with non-members.

**Section 14.** Political matters shall not be introduced or discussed.

**Section 15.** Children over one (1) year of age shall be excluded from all stated, special or rehearsal meetings.

**Section 16.** Lighted (open flame) candles and smoking are prohibited during the Chapter meeting.

### **ARTICLE III ELECTION**

**Section 1.** Office seeking and electioneering for office are contrary to all Eastern Star principles. Nominations for elective officers may be made from the floor or a nominating ballot may be used. If there is more than one nominee, officers are selected by secret ballot. When there is only one nominee, election may be by acclamation.■^

**Section 2.** Election shall be held at the first stated meeting in April. The first eight (8) officers of a Chapter shall be elected by a separate majority ballot, excluding blanks (Refer to Section 1 of this Article^). After the election of the Worthy Matron other Officers are elected in the following sequence: Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress and Associate Conductress. Failure to elect at the prescribed time will require a special dispensation from the Worthy Grand Matron.

**Section 3.** At the request of the presiding officer, a member elected to office should signify her/his willingness to serve.

**Section 4.** Absent members should not be elected to office unless their willingness to serve can be ascertained before the election is closed.

### **ARTICLE IV INSTALLATION**

**Section 1.** General regulations and detailed instructions for the installation of officers for open and closed installation may be found in the Ritual of the Order. (refer to Book of Instructions, Article XXIII)

**Section 2.** Members of a Chapter holding a current receipt for dues,\*\*are eligible to hold any office in a Chapter.

**Section 3.** Elective officers shall not be installed unless they hold a proficiency certificate.

**Section 4.** Officers shall be installed within thirty-five (35) days after election and shall hold office until their respective successors are installed. A Chapter failing to install the elective officers within the prescribed period must obtain a special dispensation from the Worthy Grand Matron.

**Section 5.** A sister or brother against whom charges have been preferred cannot be installed as an officer of a Chapter while same are pending.

**Section 6.** Worthy Matrons and Worthy Patrons who serve once after installation are considered Past Matrons and Past Patrons.

**Section 7.** The Worthy Matron shall receive in her charge, at the time of installation, the Charter, the Code and Digest governing this Grand Jurisdiction and the By-Laws of the Chapter.

**Section 8.** The standard form of required installation information shall be submitted to the Worthy Grand Matron, Associate Grand Matron, Grand Secretary and Grand Conductress within ten (10) days after installation.

## **ARTICLE V VACANCIES**

**Section 1.\*** Vacancies in an elective office may occur by one of the following:

- A. Death, illness, injury, or demission.
- B. Advancement to fill a vacancy.
- C. Moving from the jurisdiction.
- D. Absent for three (3) consecutive meetings without good and sufficient reason.
- E. Failing to appear within thirty-five (35) days from the date set for installation, unless excused by a majority vote of the Chapter.
- F. Suspension or expulsion.

Resignation from an elective office is subject to one of the above reasons, and except in the event of death, must be in writing and accepted by the Chapter. A dispensation to elect and install an officer to fill a vacancy shall be granted by the Worthy Grand Matron.

**Section 2.** Vacancies occurring in elective offices before November 1 shall require the following:

- A. Vacancy declared at a stated meeting.
- B. A dispensation from the Worthy Grand Matron to elect.
- C. Notification to resident members of special election.
- D. Election at a stated meeting.
- E. Installation at either a stated or special meeting.

**Section 3.** Vacancies occurring in elective offices after November 1:

- A. The office of Worthy Matron and/or Worthy Patron shall be filled by the Associate Matron and/or Associate Patron.
- B. Other elective offices shall be filled at the discretion of the presiding officer.

**Section 4.** The Worthy Matron may declare a vacancy in an appointive office at any stated meeting provided sufficient reason or circumstances exist. In the event such a vacancy occurs a dispensation from the Worthy Grand Matron is not required to appoint and install.

## **ARTICLE VI POWERS AND DUTIES OF OFFICERS**

**Section 1.** All officers shall review and conform to the instructions set forth in the Ritual of the Order, the Idaho Code and Digest and the By-Laws of their Chapter. It is their duty to memorize their ritualistic work.

**Section 2.** The **Worthy Matron** shall:

- A. Preside at all meetings and see that the By-Laws of the chapter are implicitly obeyed.
- B. Have sufficient knowledge of parliamentary procedure to ably transact the business of the Chapter.
- C. Ascertain that the Chapter room is properly prepared for all meetings.

- D. Appoint all non-elective officers and committees
  - 1. ESTARL, Finance, Relief and Sick and Visiting committees shall be appointed at the time of installation and consist of not fewer than three (3) members each.
  - 2. Any other committees may be appointed as needed.
- E. Serve as ex-officio chairman of the Chapter Relief committee. She may request immediate relief for a needy recipient from the Worthy Grand Matron.
- F. Ascertain that the Request for Renewal of Benevolent Fund Assistance form is completed and returned to the Chairman of the Benevolent Board. (Refer to By-Laws, Article VI, Relief)
- G. Call special meetings and rehearsals when required for the good of the Order.
- H. Appoint a new Investigating Committee on a petition for membership if the original committee fails to report at the expiration of thirty (30) days and requests no further extension of time.
- I. In the event a petition for membership is rejected within the Chapter, or upon notification of a rejection from a concurrent Chapter within the jurisdiction, she shall immediately read Article 1, Section 5, Rules and Regulations for Subordinate Chapters.
- J. Ascertain that the proper returns are made and the per capita tax paid to the Grand Secretary.
- K. Sign the necessary reports submitted to Grand Chapter.
- L. Have the authority to examine the Secretary and Treasurer books.
- M. If a vacancy occurs in the office of the Secretary and/or Treasurer, assume charge of the books, secure a \*\*financial review, and deliver the same to the duly elected successor.
- N. Have the authority to request a \*\*financial review of the Chapter financial records by the Finance Committee.
- O. Sign all warrants, minutes, and demits authorized by the Chapter and necessary reports submitted to Grand Chapter.
- P. Direct that the By-Laws of the Chapter be amended immediately to conform in accordance with the legislation enacted at each session of the Grand Chapter.
- Q. Review the annual Grand Chapter Reports of the Worthy Grand Matron, Worthy Grand Patron, Grand Secretary, Grand Treasurer and Board of Trustees prior to November 1.
- R. Report on the previous Grand Chapter session by either delegate response, or review of the proceedings when received, in regard to membership status, charitable contributions, and other interesting activities.
- S. Consult with the Worthy Patron on all matters of importance.
- T. Determine the necessity of a co-signature with the Treasurer on the Chapter checking and savings account.
- U. Appoint a member to carry the flag if desired.
- V. Appoint an official prompter. She shall appoint the Associate Matron to prompt the Associate Patron during the optional lecture.
- W. Appoint members to fill offices pro tem, or ask any officer to fill another position pro tem. (Refer to Rules and Regulations Article V, Vacancies.)
- X. At the conclusion of the Chapter year, return to the Secretary all Chapter properties received at installation.
- Y. Welcome the new members and refer them to the Chapter Secretary regarding the current dues requirement.
- Z. Preside, or appoint a lawful representative, at any trial by the Chapter.



- AA. Convene the Chapter and surrender the gavel to the Worthy Grand Matron when she shall visit the Chapter in an official capacity other than the annual inspection.
- AB. Be responsible for all planning of receptions or picnics held in honor of distinguished members. These meetings may be held on Sunday, and the formality of the occasion left to the discretion of the Chapter.
- AC. Be responsible for all arrangements regarding the installation of the incoming officers, giving courteous attention to the wishes of the Worthy Matron elect.
- AD. Plan an appropriate memorial in the event of the death of a Past Grand Matron or Past Grand Patron of this Grand Jurisdiction. Fitting memorials for Chapter members shall be given individually or annually.
- AE. In the event the Chapter dissolves, surrender the Chapter's Charter, paraphernalia, all Chapter records and monies to the Worthy Grand Matron.

**Section 3. The Worthy Patron shall:**

- A. Preside during the ceremony of initiation and when invited by the Worthy Matron.
- B. Be responsible for one (1) copy of the Secret Work and any transfer shall be accompanied by a written receipt.
- C. Advise and assist the officers in their duties and the ritualistic work of the Order.
- D. Conduct the proficiency examination.
- E. Perform all other duties and exercise such powers as prescribed by the Ritual of the Order.
- F. In the absence of both the Worthy Matron and Associate Matron, appoint any sister in good standing to fill the office pro tem, using a Past Matron if possible.
- G. Be responsible for violations of all laws of the Order by his Chapter.
- H. Report to the Chapter all demits, suspensions, expulsions, and reinstatements from the Masonic Lodge of brothers who are members of the Chapter.

**Section 4. The Associate Matron shall:**

- A. Perform the duties pertaining to her office, and in event of vacancy, absence or disability of the Worthy Matron, assume her station, powers and duties.
- B. Assist the Marshal in the preparation, removal, and storage of the Chapter paraphernalia.

**Section 5. The Associate Patron shall:**

- A. Perform the duties pertaining to his office, and in event of vacancy, absence or disability of the Worthy Patron, assume his station, powers and duties.
- B. Be responsible for one (1) copy of the Secret Work and any transfer shall be accompanied by a written receipt.
- C. Assist the Marshal in the preparation, removal, and storage of the Chapter paraphernalia.

**Section 6. The Secretary shall:**

- A. Have custody of the Chapter seal, affixing the same to all properly signed Dues Receipts, Demits,\*\*Warrants, correspondence, and all other official documents.
  - 1. The Seal is Chapter property and shall be present at each meeting.
  - 2. The Secretary, or the Secretary pro tem, is the only officer authorized to use the Seal.
- B. Properly record the proceedings of the Chapter, stating the official time of opening (when the Worthy Patron asks non-members to retire) and affixing the seal following Chapter approval and

signature of the Worthy Matron. The minutes shall indicate if a regular officer is present and acting pro tem in another position.

Any special dispensation shall be recorded in full in the chapter minutes.

Chapter minutes must not show whether the report of the Investigating Committee was favorable or unfavorable.

Record in Chapter minutes when sojourning members exhibit a receipt for dues.

1. Minutes may be recorded in a loose-leaf book.☐
  2. The reading of the minutes may not be omitted at a stated meeting unless the special order of business is used at the Official Visit.
- C. Prior to each stated meeting, confer with the Worthy Matron in regard to correspondence received (refer to Rules and Regulations, Article II, Section 1F)\*\* and other business to come before the Chapter. Conduct all correspondence, under the supervision of the Worthy Matron, using the Chapter name and number.
1. See Rules and Regulations, Article II, Section 7, when submitting invitations for the annual official visitation of the Worthy Grand Matron.
  2. Verify that the Request for Renewal of Benevolent Fund Assistance form is completed and mailed to the Chairman of the Benevolent Fund Board. (Refer to By-Laws, Article VI, RELIEF)
- D. Collect all monies due the Chapter, keep a correct account thereof, report at each stated meeting and pay promptly to the Treasurer taking a receipt for same.
- E. Inform new members regarding dues requirements.
- F. Issue warrants, signed by the Worthy Matron, to the Treasurer for sums authorized by the Chapter.
- G. Issue all receipts and membership cards, designating Chapter name, number and location.
1. A dues receipt shall be issued to each Life Member and each Voluntary Prepaid Life Member by January 1 of each year.
  2. Two (2) receipts for dues (one for the current year and one for the delinquent year) shall be issued to reinstated members.
- H. Maintain a ledger sheet for each member, showing all transactions and pertinent information, including date of initiation and proficiency. This record must be kept in an inactive file when membership ceases.
- I. Upon receipt of signed By-Laws from a Chapter conducting a courtesy initiation enter on the membership roll the name of the member with the date of initiation, name and location of the Chapter conferring the degrees
- J. Under the seal of the Chapter request a courtesy initiation and provide a copy of the Uniform By-Laws properly filled out for the candidate to sign. This copy shall be returned to the Chapter for its records.
- K. Purchase from the Grand Secretary and have in her/his possession all official documents, such as Petitions, Demits, Certificates of Transfer, Rituals, Idaho Code & Digest, Uniform By-Laws and other supplies.
- L. On or before the 31st of January, forward to the Grand Secretary a statistical report for the preceding year, signed by the Worthy Matron and Secretary. Indicate fifty year, ++plural and voluntary prepaid life members and include☐ the per capita tax and International Headquarters\*\* Fund monies. (Refer to Rules and Regulations^ Article XVII, Sec 3, C)
- M. Transmit to the Worthy Grand Matron, Associate Grand Matron, Grand Secretary, and Grand Conductress within ten (10) days after each installation, a typewritten list of the

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- Chapter officers, signed by the Worthy Matron and the Secretary. This report shall include date of election and installation, name, and title of installing officer, mailing address, phone number and spouse's^ given name (where applicable) for all officers.
- N. Submit to the Grand Secretary immediately:
1. Twenty (20) times the annual dues paid for VPLM, Memorial VPLM or Associate VPLM. (Refer to Rules and Regulations Article XVII, Sections 4, 5, and 6).
  2. The proceeds of all wills and bequests made to the Grand Chapter of Idaho.
- O. Send a copy of the changes to the Chapter By-Laws plus three (3) copies of the complete Uniform By-Laws, as amended from either Grand Chapter or Subordinate Chapter legislation to the Worthy Grand Matron. Two copies of the approved Uniform By-Laws are returned to the Chapter, one to be in the possession of the Secretary and the second one to be given to the Worthy Matron. Amendments initiated by the Chapter must be approved by the Worthy Grand Matron before becoming effective. The Secretary shall then update the official Chapter By-Laws book. This book should be available during initiation for new members' signatures.
- P. Furnish a copy of the most recent approved Chapter By-Laws to the Worthy Grand Matron when she inspects the minutes.
- Q. Upon the request of a Chapter who has accepted a member with a Certificate of Transfer, immediately issue a demit and report at the next meeting.
- The Secretary must receive the demit of an Affiliated Member before she/he can sign the Chapter By-Laws, however failure to sign does not void membership.
- R. Verify that all petitions for membership are made out in regular form and accompanied by the proper fee and certificate, or its equivalent, of proper Masonic affiliation or relationship before reading them. All petitions must remain in her possession (except during balloting when the Worthy Matron has possession). If a request to have a petition removed and fee returned is made before the petition has been read to the Chapter the Secretary shall return the fee.
- Although the Chapter is under no obligation to return the initiation fee of the candidate who is elected but refused to receive the degrees, the Chapter should return the fee.
- Fees accompanying petitions must be deposited in the general fund of the Chapter as receipts of the meeting when petitions are read.
- S. Notify in writing by regular\*\*or electronic mail, if desired by member:
1. By September first (1<sup>st</sup>), all members who will, on the first (1<sup>st</sup>) day of January of the following year, be in arrears for the current year's dues.
  2. All petitioners of the results of the ballot and, if rejected, immediately return the fee and demit or certificate of transfer if applicable.
  3. ++The Grand Secretary of a receipt of a petition for Plural Membership from another Grand Jurisdiction. The Grand Secretary shall ascertain whether the Grand Jurisdiction in which the membership is held permits Plural membership. (Refer to Rules & Regulations Article XII, Section 5 E).++In case of Plural membership petitions from this or other Grand Jurisdictions:

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- a) If the petitioner is elected to Plural Membership, the Secretary of the electing Chapter shall notify the Primary Chapter (Refer to Rules and Regulations Article XVII, Section 1) and the Grand Secretary of this Grand Jurisdiction.
- b) In case of suspension, expulsion, demit or death the Secretary shall notify the Plural member's Chapter(s) and the Grand Secretary.++
- 4. Notify the Grand Secretary of a Petition for Reinstatement from a previous member in Idaho suspended for non-payment of dues from a Chapter which no longer exists. State member's name, name & number of former Chapter and year of suspension. Verification of previous membership must be received from the Grand Secretary before the petition may be read. (Refer to Rules & Regulations, Article XII, Section 6, B.)
- 5. All requests for special dispensations from the Worthy Grand Matron when instructed to do so, assuring that sufficient time is allowed to accomplish the request before the annual session of Grand Chapter, including a fee of one dollar (\$1.00) for the following reasons:
  - a) To elect and install officers out of time.
  - b) Change place of meeting.
  - c) Initiate within two (2) weeks of candidate election. (Refer to By-Laws and Rules, Article VII, Section 2, B, 2 (b).
- 6. All requests for waivers from other Grand<sup>^</sup> Jurisdictions when necessary. Reply must be received before ballot is taken. Out of state requests must be secured through the Worthy Grand Matron.
- 7. The Worthy Grand Matron that the annual Grand Chapter reports have been reviewed. (Refer to Rules and Regulations, Article II, Section 9)<sup>^</sup>.
- 8. As soon as possible, all deaths occurring in the Chapter to the Grand Chaplain. Upon the death of a Past Grand Matron, Past Grand Patron, or Grand Officer, send a brief life history of the deceased to the Grand Secretary. (Refer to By-Laws and Rules, Article V, Section 15).
- 9. All resident members of special meetings.
- 10. The home Chapter of a visiting Member who has passed the proficiency test.
- 11. On or before January 25, the Star Information Committee Chairman of changes in the Chapter Roster.
- 12. The Golden Star Committee Chairman, of the names, addresses and birthdays of all new 50-year members, the names of deceased 50-year members, and any change of address of a 50-year member.
- T. At the last stated meeting in October, read the names of all members whose current year dues will be in arrears on January 1 of the following year. On January 1 of the following year, issue notices of suspension.
- U. At the first stated meeting in January of each year, report those members suspended for non-payment of dues, and record the names in the minutes.
- V. Ascertain if the incoming Worthy Matron has the latest revision of the Ritual, Idaho Code & Digest and By-Laws of the Chapter.
- W. Provide the Idaho Code & Digest, the By-Laws of the Chapter, and the Secret Work for the Installing Officer to present to the proper officers at time of Installation.
- X. Provide the Worthy Patron, Associate Patron, Conductress and Associate Conductress with a copy of the Secret Work and record the receipt of same in the Chapter minutes.
- Y. Collect five dollars (\$5.00) for International Headquarters\*\* Fund from all initiated affiliated and plural members and issue a certificate for same. Forward all monies to the Grand Secretary with the annual report.
- Z. Forward to the Grand Secretary, no later than April 1, all monies collected for the Benevolent Fund, ESTARL, Scholarship Fund and special projects.

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- AA. Distribute the complimentary proceedings of Grand Chapter as follows: One (1) copy for Chapter, one (1) copy for the Worthy Matron whose year coincides with her WGM.
- AB. Retain for Chapter use the complimentary copy of the Grand Chapter Membership Roster.
- AC. Deliver to the successor all Chapter properties in her/his possession.
- AD. In the event the Chapter dissolves, surrender all Chapter records to the Worthy Matron.
- AE. Immediately dispense all Benevolent Funds when received from Grand Chapter with consideration to the needs and anonymity of the recipients.
- AF. In the event of a merger, the subordinate Chapter Secretary receiving the Voluntary, Associate or Memorial Prepaid Life Membership shall inform the Grand Secretary and Grand Treasurer prior to December 31 of that year.

**Section 7. The Treasurer shall:**

- A. Issue receipts for money received from the Secretary and deposit the money.
- B. Issue checks in payment of warrants received from the Secretary.
- C. Report annually, or upon request from the Worthy Matron, all receipts and disbursements.
- D. Keep an accurate account, in permanent books, of all transactions.
- E. Deliver to the successor all Chapter property and money in her/his possession.
- F. In the event the Chapter dissolves, surrender all Chapter records and monies to the Worthy Matron.

**Section 8. The Conductress shall:**

- A. Ascertain that all visitors have a properly signed receipt for dues at all Chapter meetings and the Worthy Grand Matron's school of instruction. She shall greet all visitors, assist in having them sign the Visitors' Register and see that they are introduced to the Worthy Matron and other members. If she cannot vouch for a visitor, she shall notify the Worthy Matron. ■
- B. Instruct newly initiated members on or before the next meeting:
  - 1. How to enter and retire while Chapter is in session.
  - 2. How and when to use the reverent attitude.
  - 3. Meaning of the raps of the gavel.
  - 4. How to ballot.
- C. Instruct a proficiency class for members. A proficiency test should be taken within six (6) months from date of initiation.
- D. Be responsible for one (1) copy of the Secret Work and any transfer shall be accompanied by a written receipt.
- E. Assist the Marshal in the preparation, removal, and storage of the Chapter paraphernalia.

**Section 9. The Associate Conductress shall:**

- A. Assist the Conductress in:
  - 1. Examining visitor receipts.
  - 2. Instructing newly initiated members.
  - 3. Preparing members for the proficiency test.
  - 4. Introducing, whenever her assistance is needed.
- B. Assure proper preparation and location of the ballot box prior to a meeting in which balloting is likely to occur. The ballot box is placed at the North of the pedestal in the East before the Chapter is opened.
- C. Assist the Marshal in the preparation, removal, and storage of the Chapter paraphernalia.
- D. Be responsible for one (1) copy of the Secret Work and any transfer shall be accompanied by a written receipt.

**Section 10.** The Marshal shall:

- A. Prepare the Chapter room for all Chapter meetings, and at the close see that all paraphernalia is removed and properly stored.
- B. Present, or escort, the American flag when directed to do so.

**ARTICLE VII  
COMMITTEES**

**Section 1. Scholarship:** The committee shall consist of no fewer than three (3) members whose primary function is to develop activities to promote and increase the Scholarship Fund. The committee shall see that the Chapter makes an annual contribution to the Fund and will promote the Fund during the months of September, November, or December. The Committee shall work in conjunction with the Scholarship Committee of Grand Chapter, distributing applications to qualified students and assisting them in attaining sponsorship of the Chapter. ^

**Section 2. ESTARL:** The committee shall consist of no fewer than three (3) members whose primary function is to develop activities to promote and increase the ESTARL Fund. It shall see that the Chapter makes an annual contribution to the ESTARL Fund. Working with the District ESTARL Chairman, the committee will observe a period during February to promote ESTARL. The committee shall also distribute application to potential awardees and assist them in attaining sponsorship of the Chapter. ^

**Section 3. Examining:** The committee shall consist of three (3) members, one of whom should be a brother -- preferably not officers. All should be thoroughly familiar with the secret work. They shall examine all visitors without proper avouchment. They must determine the eligibility of any member from New York, New Jersey, Scotland, the United Grand Chapter of Australia, or jurisdictions of the Prince Hall Affiliated Order of Eastern Star, verifying that the relationship to a Master Mason is in accordance with the Ritual of the General Grand Chapter and as recognized as regular Masons by the Grand Lodge of Idaho, Ancient Free and Accepted Masons. The committee must be satisfied that the visitor is a member.

**Section 4. Finance:** The committee consisting of no fewer than three (3) members shall \*\*review the Chapter financial records and report at the first meeting in June. Additional \*\*reviews may be performed upon request of the Worthy Matron.

**Section 5. Benevolent:** The committee consisting of no fewer than three (3) members whose primary function is to develop activities to promote and increase the Benevolent Fund. It shall see that the Chapter makes an annual contribution to the Fund. Working with the District Benevolent Chairman, the committee will observe a period during October to promote the Fund.

**Section 6. Investigation:++**The committee consisting of two (2) sisters and one (1) brother is an interim committee. No member who signed the petition recommending the person may serve as a member of the Investigating Committee. They are appointed upon receipt of a petition for membership and discharged at the conclusion of their investigation of a petitioner.

Their duty shall be to promptly and diligently:

- A. Investigate the character of the petitioner and eligibility requirements for membership as defined in the Ritual.
- B. Ascertain that the petitioner has resided within the †State of Idaho for six (6) months prior to the date of the petition.

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- C. Waive residency requirements for petitioners serving in the military service of the United States or for students attending school outside this Grand Jurisdiction.
- D. The Brother shall investigate the eligibility of all petitioners for the degrees with reference to the Masonic relationship. The Masonic standing form must be completed and accompany the petition when presented by the committee.
- E. Sign the report before a ballot can be taken; however, in an emergency the Chapter may act if there are two (2) signatures on the report, provided the Brother has reported.

**Section 7. Relief:** The committee consisting of not fewer than three (3) members of which the Worthy Matron shall be ex-officio chairman. They shall investigate all applications for relief made to the Chapter. In cases requiring immediate relief, funds may be drawn as established in the Chapter By-Laws. They shall assist applicants in applying to the Grand Chapter Benevolent Board in cases requiring additional benefits.

**Section 8. Sick and Visiting:** The committee consisting of not less than three (3) members shall visit the sick and grief-stricken members of the Chapter and other members of the Order.

## **ARTICLE VIII FEES**

**Section 1.** The initiation fee for conferring the degrees shall be established by the Chapter By-Laws but shall not be less than ten dollars (\$10.00).

**Section 2.** A member desiring a Voluntary Prepaid Life Membership (VPLM) shall be assessed a fee of twenty-one (21) times the annual dues of her/his Chapter. A member in good standing shall pay the fee before December 31 of the current year.

**Section 3.** A fee of five dollars (\$5.00) for the International Headquarters\*\*Fund shall be paid by all petitioners for the degrees. In order that all Chapters show 100% participation++plural members and affiliate members must also pay the fee of five dollars (\$5.00).

**Section 4.** No fee shall be charged for affiliation.

**Section 5.** No fee shall be charged for reinstatement other than the required dues.

## **ARTICLE IX DUES**

**Section 1.** Subordinate Chapters dues shall be set forth in their By-Laws.

Dues may be pro-rated from the date of initiation; however, in no event shall they be less than the Grand Chapter per capita tax requirement.

**Section 2.** Chapter dues extend from January 1 through December 31 of the same calendar year and payable in advance, without notice, and become due on January 1 of each year

**Section 3.** Members failing to pay dues on or before the first stated meeting in March shall be considered delinquent and debarred from attending any Chapter other than their own in this Grand Jurisdiction until dues are paid or remitted.

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**Section 4.** Any member failing to pay dues on or before December 31 of the same year shall on January 1 of the following year be suspended from all rights and privileges of membership until reinstated.

- A. Members suspended for non-payment of dues and desiring reinstatement shall petition the Chapter and submit the equivalent of two (2) years dues. If rejected the amount paid shall be refunded.
- B. A member suspended for non-payment of dues cannot petition another Chapter until reinstated and issued a demit.
- C. If the suspended member's original Chapter no longer exists due to merger or surrendering of Charter, previous membership must be verified by the Grand Secretary.

**Section 5.** A Chapter may remit, for good cause, the dues of any member of the Chapter.

- A. Remission must be accomplished prior to December 31 of the current year by a majority vote of the Chapter.
- B. Grand Chapter per capita tax must be paid for each remitted member.

## **ARTICLE X DONATIONS**

**Section 1.** Donations may be received from individuals and organizations to supplement charitable projects or Chapter expenses.

- A. Each Chapter shall make an annual contribution to ESTARL and shall promote ESTARL during February.^
- B. Each Chapter shall make an annual contribution to the Benevolent Fund and shall promote Benevolent during October.^
- C. Each Chapter shall make an annual contribution to the Scholarship Fund and shall promote the Scholarship Fund during September, November, or December.^

**Section 2.** Donations to charitable or patriotic causes other than Eastern Star or Masonic purposes shall be left to the discretion of the Chapter. Necessary expenses and per capita tax shall be given first consideration.

**Section 3.** Chapter solicitation and/or correspondence, whose sole purpose is for the raising of funds, shall be approved and signed by the Worthy Grand Matron and shall be printed with her approval and signature.

- A. Letters concerning the raising of funds for the ESTARL, Benevolent and Scholarship Funds shall not need the prior approval and signature of the Worthy Grand Matron.
- B. Letters to neighboring Chapters inviting visitation to their Chapter Meeting and participating in such special events, such as dinners, luncheons, money making projects and other events associated directly with Chapter Meetings shall not need prior approval and signature of the Worthy Grand Matron.

**Section 4.** The giving of entertainments for profit is left to the discretion of the Chapter.

## **ARTICLE XI EXPENSES**

Subordinate Chapter expenses shall consist of the following:

- A. Per capita tax.
- B. Chapter supplies
- C. Fines:
  - 1. Two dollars and fifty cents (\$2.50) per day for late submission of annual statistical report, up to a maximum of fifty dollars (\$50.00). Annual Reports, properly signed and^2010



- bearing the chapter seal, not delivered or post-marked on or before the 31<sup>st</sup> of January will be considered delinquent and subject to fine.⌘
2. Two dollars and fifty cents (\$2.50) per day for late submission of annual installation report, up to a maximum of fifty dollars (\$50.00). Annual Installation Reports, properly signed and bearing the chapter seal, not delivered or post-marked on or before the tenth calendar day after chapter installation will be considered delinquent and subject to fine.⌘
  3. Five dollars (\$5.00) for loss of each copy of the Secret Work.
- D. Dispensations, as required.
  - E. Other expenses as defined in the By-Laws of the Chapter.

## **ARTICLE XII PETITIONS**

**Section 1.** Membership in the Order of the Eastern Star is to be free choice, however prospective members who are eligible may be informed of their eligibility.

**Section 2.** No publicity shall be given on petitions for membership.

**Section 3.** All petitions for the degrees shall:

- A. Be made in writing, signed by the petitioner, with the full name and residence. (A Married woman shall include her full maiden name.)
- B. Require applicants to reside within the State of Idaho for six (6) months prior to the date of the petition, unless a waiver of Grand Jurisdiction is granted.^
- C. State the current Masonic standing and relationship.
- D. Be recommended by two (2) members of the Chapter.
- E. Be accompanied by the required fee and certificate, or its equivalent, of proper Masonic affiliation or relationship. (Refer to Ritual, General Regulations, section titled Petitions)
- F. Be presented at a stated meeting, properly recorded, and referred to an investigating committee.

**Section 4.** All petitions for affiliation shall be:

- A. Made in writing, signed by the petitioner, with the full name and residence. (A married woman shall include her full maiden name.)
- B. No residence qualification is required.
- C. Recommended by two (2) members of the chapter.
- D. Accompanied by a demit, certificate of transfer or its equivalent from the chapter to which the petitioner formerly belonged.
- E. Presented at a stated meeting, properly recorded, and referred to an investigating committee.

**Section 5.** A petition for ++plural membership shall be:

- A. Made in writing, signed by the petitioner, with the full name and residence.
- B. Recommended by two (2) members of the Chapter.
- C. Accompanied by a certificate or letter of good standing.
- D. Presented at a stated meeting, properly recorded, and referred to an investigating committee.
- E. The Grand Secretary of this Grand Jurisdiction shall ascertain whether the Grand Jurisdiction in which the membership is held permits ++plural membership before the petition for ++plural membership may be received.

**Section 6.** A petition for reinstatement shall be:

- A. Submitted by a member suspended for non-payment of dues in the Chapter from which she/he was suspended, and does not require residence qualification or Masonic relation, except that a brother must be an affiliated Master Mason in good standing.
- B. If the Chapter no longer exists due to Merger or Surrender of Charter, a petition may be presented to any Chapter, but previous membership in Idaho must be verified through the Grand Secretary. Verification must be obtained before petition may be received. All qualifications for residence, Masonic relation, dues and presenting petition, as stated in this section, will apply.
- C. Accompanied by one (1) year's delinquent dues and the full current year's dues.
- D. Presented at a stated meeting, properly recorded, and referred to an investigating committee. By-Laws do not need to be signed again, if reinstating in an original Chapter, however, they must be signed if reinstated as specified in B of this section.

**Section 7.** A minimum of three objections, in open Chapter, by members in good standing is required to prevent the reception of a petition for membership. An objection against a petitioner can only be made by members of the Chapter in which the petition is received.

**Section 8.** A petition may be withdrawn at the request of the petitioner, before the petition has been read to the Chapter, and the amount of the fee shall be refunded.

**Section 9.** The petition and fee shall be returned and no ballot taken if the petitioner is found ineligible.

**Section 10.** When the petition has been read and the Investigating Committee appointed the petition cannot be returned under any circumstances.

**Section 11.** There shall be no physical disqualification for membership in the Order, except that a petitioner must be able to give satisfactory explanation of the signs and passes for the purpose of identification as a member.

**Section 12.** An unfavorable report of the Investigating Committee shall not reject the petition without a ballot. If rejected, the amount of the fee shall be refunded.

**Section 13.** If the Investigating Committee fails to report on a petition at the expiration of thirty (30) days, and requests no further extension of time, they shall be discharged by the Worthy Matron and a new committee appointed.

**Section 14.** A rejected petition for the degrees shall not again be received by any Chapter in this grand jurisdiction within two (2) months after the date of such objection.

**Section 15.** A rejected petition for affiliation may be renewed at any time and in any Chapter within the Grand Jurisdiction of Idaho and does not affect the standing of an applicant. The demit or certificate of transfer and the International Headquarters\*\*Fund fee accompanying the petition shall be returned to the applicant.

**Section 16.** A rejected petition for reinstatement may be renewed at any time in the Chapter from which the member was suspended.

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**Section 17.** A Chapter may receive the petition of a person residing in another Grand Jurisdiction.^

- A. An Investigating Committee shall be appointed and waiver of Grand Jurisdiction requested through the Worthy Grand Matron of Idaho.^
- B. Said waiver must be received before the Investigating Committee reports and the ballot is cast.^
- C. A request for waiver from another Grand Jurisdiction shall be:
  - 1. To the Worthy Grand Matron of Idaho.
  - 2. In writing, bearing the seal of the Chapter, and stating name and address of the Petitioner.

### **ARTICLE XIII BALLOT**

Balloting shall be governed by the Ritual and the following rules:

- A. Ballots on petitions for the degrees, affiliation and reinstatement shall be by secret ballot at a stated meeting.
- B. A properly prepared ballot box must contain at least six (6) black cubes and enough white balls in the open compartment to provide each voting member a choice. Should there be no choice at any time the Worthy Matron shall be notified and the ballot declared void.
- C. During balloting the ballot box shall be placed upon the Altar at the left of the Holy Bible, unless passed to voting members.
- D. Separate ballots may be taken on each petition or collective ballots on two (2) or more petitioners; however, petitions for affiliation and/or reinstatement cannot be combined with petitions for initiation.
- E. A clear ballot is necessary to elect. The ballot is considered clear if no more than two black cubes appear.
- F. The Sentinel, or member appointed to serve as Sentinel, will be the only one permitted to enter or retire after the Worthy Matron has instructed the Associate Conductress to take charge of the ballot box. No member present shall be excused from balloting.
- G. The use of more than one ballot box is prohibited.
- H. No ballot shall be taken upon a petition unless the Worthy Patron, or a Brother who is acting as Worthy Patron, is present to inspect the ballot box.
- I. A ballot once commenced must be continuous, without postponement or debate, and when completed must be declared and cannot be reconsidered, except as may be directed by the Worthy Grand Matron in case of an appeal.
- J. No one shall be permitted to examine the ballot except the Worthy Matron, Worthy Patron, Associate Matron and Associate Patron. After the ballot has been declared by the Worthy Matron she shall destroy the ballot, to prevent any member from inspecting it.

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- K. No inquiries or statements as to the reason of a member's ballot shall be permitted. Members are forbidden from disclosing how they voted, discussing the rejection of a petitioner, or informing a rejected petitioner whom they think cast the black cube.
- L. A member is justified in using the black cube only when she/he knows the petitioner is not of good moral character or may be a known trouble maker who would cause discord in the Chapter. The black cube is placed there for our protection and should never be used in a personal way nor for a dishonorable motive. The Golden Rule should be remembered when a ballot is cast.

## **ARTICLE XIV INITIATION**

**Section 1.** The Chapter room shall be properly prepared for the ceremony of initiation before the meeting is opened, with all paraphernalia in place.

**Section 2.** When there is only one candidate, the Conductress works alone, however if there is an uneven number of candidates a member may be used to form even couples.

**Section 3.** An objection to prevent the conferring of degrees upon a candidate who has been elected must be made by at least three (3) members in good standing of the Chapter. The reason for each member's objection must be filed, in writing, to the Worthy Matron no later than twenty-four (24) hours preceding the time appointed for initiation. The fact objections were made, and not the names of the objectors, nor the reasons, shall be declared by the Worthy Matron and entered upon the records of the Chapter.

An objection has the same effect as a black cube. Two (2) objections shall not debar the conferring of degrees. If one of the three objections is not removed, the fee must be returned and the petitioner may again petition the Chapter at the end of two (2) months.

**Section 4.** Special meetings may be called by the Worthy Matron for the purpose of initiation without dispensation provided two (2) weeks have elapsed since the election of the candidate. A special dispensation may be obtained from the Worthy Grand Matron to initiate within two (2) weeks of election, provided three (3) days have elapsed.

**Section 5.** Chapters may initiate candidates elected to membership in another Grand Jurisdiction only when instructed to do so by the Worthy Grand Matron of Idaho. Chapters desiring elected candidates to be initiated in another Grand Jurisdiction must make the request through the office of the Worthy Grand Matron of Idaho, giving all necessary information. The fee belongs to the Chapter in which the candidate was elected.

**Section 6.** Chapters may initiate candidates elected to membership in another Chapter in Idaho upon request from that chapter. Chapters asking a courtesy initiation should do so under the seal of the Chapter. When a request for a courtesy initiation is received by a Chapter, said Chapter should make every effort to hold the initiation as soon as possible.

**Section 7.** Should any petitioner fail to appear for initiation, without good excuse, for six (6) months from date of election, the election shall be void and the fee forfeited.

**Section 8.** When an applicant for the degrees is illegally elected and initiated by a Chapter, and is an innocent party to the transaction, she/he shall not be deprived of membership in the Order.

## **ARTICLE XV DEIMITS**

**Section 1.** A demit terminates membership in a chapter and certifies that the member was in good standing at the time it was granted.

**Section 2.** Any member whose dues are current may request in person, or in writing, for a demit. It is not necessary to state the reason for requesting a demit. When a member has been adjudged of unsound mind, a relative or guardian may submit the request.

**Section 3.** A request for a demit must be presented and granted at a stated meeting; a vote of the Chapter is not necessary and no fee is charged.

An objection against the granting of the demit is equivalent to charges against the applicant. The demit will be withheld until the next stated meeting and if charges are not preferred, the demit must be granted.

A member whose dues are paid to December 31 and who applies for a demit to be read at the first stated meeting after December 31, shall be deemed to be clear on the books and entitled to demit.^

**Section 4.** Duplicate demits may be issued to members upon request, but shall be so marked and reasons given for issuance. If a former member of a Chapter which has merged requests a duplicate demit, the existing Chapter Secretary may issue a duplicate, after verifying date of original demit.^

**Section 5.** A demitted member may petition the Chapter from which the demit was granted for affiliation.

The petition must be acted upon in the regular manner. (refer to Rules and Regulations, Article XII, Section 4)

If the petition is rejected the member may still visit the Chapter for one (1) year from the date the demit was issued.

**Section 6.** A demitted member is not permitted to visit on a demit after one year from date of issuance, except to present a petition for affiliation. Visitors with demits must be properly vouched for, or pass a satisfactory examination, and present her/his demit in lieu of receipt for dues.

It is contrary to the precepts of the Order for any unaffiliated member to hold a demit for more than one (1) year without making an effort to unite with a chapter.

**Section 7.** A demit may be presented at any time to accompany a petition for affiliation, regardless of when the demit was issued.

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## **ARTICLE XVI CERTIFICATE OF TRANSFER**

**Section 1.** A Certificate of Transfer enables a member to transfer membership from one Chapter to another Chapter without losing membership.

**Section 2.** Any member in good standing, who is not an elective officer, and desires to transfer membership to another chapter, may request a certificate of transfer. The request must be presented at a stated meeting and granted when requested if the member's dues are paid three (3) months in advance. A vote of the Chapter is not required or taken and no fee is charged. A Certificate of Transfer is void at the expiration of three (3) months, and the holder remains a member of the original chapter and responsible for dues.

**Section 3.** A petition for affiliation accompanied by a Certificate of Transfer shall be acted upon in the regular manner. (Rules and Regulations Article XII, Section 4)

**Section 4.** Upon election of the member into the chapter, the secretary of the receiving chapter will request a demit from the original chapter which is sent immediately and reported at the next stated meeting. (Article VI, Section 6, P). ■

**Section 5.** Chapters are authorized to accept Certificates of Transfer from other Grand Jurisdictions. If a Grand Jurisdiction does not issue Certificates of Transfer or Certificates of Good Standing, the Chapter receiving the petition is authorized to accept the petitioner's current receipt for dues in lieu thereof.

## **ARTICLE XVII MEMBERSHIP**

**Section 1.** ++Primary Chapter: If the member's original chapter is still active, and the member has not demitted from that chapter, it is the Primary Chapter.

- A. If the original chapter has closed or the member has demitted, then the chapter in which the member has held active membership for the longest time is the Primary Chapter.
- B. If the original chapter has merged with another chapter, that chapter becomes the Primary Chapter. In such case, if the member has moved away before the merger and desires to make a chapter in another city the primary chapter, she/he must demit from the original chapter (or the chapter it merged with). She/he may then make the chapter in the new city the Primary Chapter.

**Section 2.** Life Membership: Any Chapter may, at its discretion, elect to life membership any member of the Chapter under the following conditions:

- A. The honor shall be conferred only on members of the Chapter who have held fifty (50) years cumulative membership or have given meritorious service to the Order of the Eastern Star.
  - 1. The member must be in good standing. (Refer to Rules and Regulations Article 1, Section 3).
  - 2. The member who it is proposed to honor must be a member of the Chapter conferring the honor.
  - 3. Chapters having plural members eligible for Life Membership shall verify qualifications with other Chapters involved before issuing a certificate.
- B. The name must be proposed in writing at a stated meeting, signed by at least two (2) members of the Chapter and voted upon at the next stated meeting. There must be a two-thirds majority favorable vote to elect.

■2009, ++2013

- C. A life membership shall be issued without cost to the member and will exempt the holder from payment of dues. The Chapter must pay the per capita tax.
  - 1. If Chapter correspondence to a life member has been returned for two (2) years and that life member cannot be located, the Chapter secretary will so note “unable to locate” on the annual returns and the Chapter will cease payment of per capita tax on that member.
  - 2. If the life member is later located, the name will be added to the annual returns and the Chapter will pay the per capita tax beginning with the current year.
- D. A certificate of Life Membership shall entitle the member to an official receipt for dues, issued annually.
- E. Fifty Year Members, when receiving their pin, are entitled to Grand Honors one (1) time only.\*\*

**Section 3.**++Plural Membership: This membership is available to all members of the Grand Jurisdiction under the following conditions:

- A. The member must be in good standing. (Refer to Rules and Regulations Article 1, Section 3)
- B. They may acquire membership in any other chapter(s) in Idaho or any Grand Jurisdiction that permits such membership.++
- C. A member of a Chapter of any Grand Jurisdiction that permits plural membership or a Chapter under the jurisdiction of General Grand Chapter, may acquire plural membership in Chapter(s) in this Grand Jurisdiction. Plural Membership is permitted with the Grand Chapters of New York, New Jersey, and Scotland providing the Masonic affiliation is in Order
- D. A petition for plural Membership shall be presented the same as any other petition for affiliation. (Refer to Rules and Regulations Article XII, Section 5)
- E. Plural members must pay dues in all Chapters.++
- F. Plural members shall be entitled to all rights and privileges of membership in all chapters.
- G. Chapters shall pay per capita tax on all plural members.
- H. A member holding plural membership in this Grand Jurisdiction may demit from any Chapter without affecting her/his membership in the other Chapter(s).
- I. Suspension of a plural member for nonpayment of dues in any Chapter shall not affect membership in the remaining Chapter(s). If that loss of membership is in the primary Chapter, the first Chapter Affiliated with becomes the primary Chapter. (Refer to Rules and Regulations Article XVII, Section 1)
- J. Suspension for other than nonpayment of dues, or expulsion, of a plural member from membership in any Chapter shall constitute loss of membership in all Chapters. (Refer to Rules and Regulations Article VI, Section 6, S, 3b)

**Section 4.** Voluntary Prepaid Life Membership (VPLM):

This membership is available to all members of this Grand Jurisdiction under the following conditions:

- A. The member must be in good standing. (Refer to Rules and Regulations Article 1, Section 3).
  - 1. A fee shall be assessed at twenty-one (21) times the annual dues of the Chapter in which a member desires the VPLM. One year's dues shall be retained by the Chapter and the balance sent to the Grand Secretary.
  - 2. The fee shall be paid before Dec. 31 of the current year.

\*\*2007, ++2013

- B. If the member holds ++plural membership in two or more Chapters within the Jurisdiction of Idaho, VPLM must be paid in the Primary Chapter before any other Chapter.
- C. Per capita tax shall be paid to the Grand Chapter on all members holding a VPLM. No per capita tax shall be paid on deceased VPLM.
- D. VPLM shall receive an official receipt no later than January 1 of each year.
- E. The interest generated from the VPLM investments remain the property of the Subordinate Chapter upon the death of a VPLM, Memorial VPLM or Associate Memorial VPLM, or if a VPLM demits from this Grand Jurisdiction.
- F. If a Subordinate Chapter dissolves or surrenders its Charter, and a member with a VPLM and a demit affiliates with another Chapter, the VPLM shall remain with that member. The VPLM will transfer to the member's new Chapter without higher fees. If a VPLM member does not affiliate with another Chapter, the VPLM investment income shall revert to the General Fund Endowment Fund. If a member chooses to demit and transfer to another Chapter, Article XVII, Sec 4. I. will apply.
- G. The suspension, expulsion, or demission of a Brother from a lodge of Master Masons deprives him of all rights and privileges of membership in this Order until satisfactory evidence of his reinstatement by said Lodge has been presented to the Chapter. The VPLM funds shall remain the property of the Subordinate Chapter.
- H. If the Chapter of a VPLM, a Memorial VPLM or an Associate VPLM merges with another Chapter in this Grand Jurisdiction, the total funds shall be transferred to the new Chapter with no additional fee required even though the new Chapter has higher dues.
- I. A member may transfer VPLM funds when affiliating with another Chapter in this Grand Jurisdiction. In the event the new Chapter has higher dues, the VPLM will pay the difference in amount to equal twenty-one (21) times the yearly dues of the Chapter to which she/he is affiliating.
- J. Transfer of VPLM, Memorial VPLM or Associate Memorial VPLM funds out of the Grand Jurisdiction of Idaho shall not be permitted under any circumstance.
- K. In the event of a merger, the subordinate Chapter Secretary receiving the Voluntary, Associate or Memorial Prepaid Life Membership shall inform the Grand Secretary and Grand Treasurer prior to December 31 of that year.

**Section 5. Memorial Voluntary Prepaid Life Membership:**

This membership may be purchased by others to honor a deceased member of this Grand Jurisdiction. A fee equal to twenty (20) times the yearly dues of the Chapter shall be required. No per capita tax shall be paid on Memorial VPLMs.

**Section 6. Associate Memorial Membership:** This membership may be purchased by a Subordinate Chapter in the names of two or more deceased members when the Chapter has accumulated an amount equal to twenty (20) times the annual dues. A minimum of twenty dollars (\$20.00) per name listed shall be required. No per capita tax shall be paid on Associate Memorial Memberships.

**Section 7. Honorary Membership:** This membership may be conferred only upon members of another Chapter, by a motion and unanimous vote of the Chapter extending the courtesy. The name of the member so honored shall not be listed with the regular membership. Honorary Members shall enjoy all privileges of membership except those of voting or holding office. No per capita tax shall be paid on Honorary Members.

++2013, 2024



## **ARTICLE XVIII VISITORS**

**Section 1.** Visitors must exhibit an official receipt for dues to the Conductress or the Associate Conductress. A member of the Order shall have the right to visit any Chapter, if there is no objection, provided she/he presents an official dues receipt or a demit and has been properly vouched for or been examined singly in secret as prescribed in Rules and Regulations Article VII, Section 3.

**Section 2.** Any member shall have the unrestricted right to object to the visit of anyone not a member of her/his Chapter; provided that the objector must be present, and make the objection to the Worthy Matron in person. The Worthy Matron shall appoint a committee of three (3) members to hear the objection. If the committee upholds the objection the visitor shall be requested to retire; otherwise the visitor shall be allowed to remain. Lawful objections are:

- A. Failure to exhibit an official receipt.
- B. Inability to pass a satisfactory examination.
- C. Unaffiliated with a demit more than one (1) year old.
- D. Under charges.

## **ARTICLE XIX MERGER OF CHAPTERS**

When two (2) or more Chapters wish to merge, they shall notify the Worthy Grand Matron of their desire and proceed according to the following example: The Chapter requesting the merger shall be designated as Chapter A, the other as Chapter B.

- A. Chapter A presents a resolution at a stated meeting naming the Chapter with which they desire to merge.
- B. The Secretary of Chapter A shall notify each member, by mail, of the proposed action at least thirty (30) days in advance of the time when the vote on the merger will take place.
- C. If a two-thirds (2/3) vote of the members present is in favor of the merger, Chapter A shall submit a written request to Chapter B, and the Worthy Grand Matron advised of the action.
- D. The Secretary of Chapter A shall notify all members and ascertain that all dues of all members are current.
- E. The request to Chapter B shall be accompanied by a financial statement and a list of the members in good standing, including the life memberships, if any.
- F. After the request of a merger has been read at a stated meeting of Chapter B, the Secretary shall notify each resident member, by mail, and the vote on the merger taken at the next stated meeting.\*\*
- G. A two-thirds (2/3) vote of the members present of Chapter B at the stated meeting shall be necessary for the acceptance of the merger.
- H. If Chapter B favors the merger, the Secretary of Chapter B shall advise the Worthy Grand Matron and Chapter A.\*\*
- I. Chapter A at that time surrenders its Charter and copies of the Secret Work to the Worthy Grand Matron. All records, property, paraphernalia, and funds belonging to Chapter A shall be sent to Chapter B. If VPLM investments are transferred, the Grand Secretary and Grand Treasurer shall be notified. (Refer to Article VI, Section 6 AE)
- J. Chapter B retains its name, number, charter, and by-laws.

\*\*2007

- K. Any member of Chapter A who desires a demit and is in good standing should request the same before the last stated meeting of Chapter A. If a VPLM receives such a demit and transfers to a Chapter which has higher dues, other than Chapter B, the usual increase in investment will be required. \*\*If the demitted VPLM does not transfer to another Chapter, the investment and accrued interest becomes the property of Chapter B.
- L. Members in good standing in Chapter A, desiring to continue their membership in Chapter B, shall be issued a current dues receipt for dues, without additional fees, by Chapter B at the time of the merger, \*\*including VPLM, Life Members and Golden Stars. They do not need to sign the by-laws of Chapter B.
- M. If the merger occurs at the end of the calendar year, dues will be payable to Chapter B on January 1<sup>st</sup> and a current dues receipt issued.\*\*
- N. When the merger is affected and granted under the signature of the Worthy Grand Matron and Worthy Grand Patron, attested by the Grand Secretary under the seal of the Grand Chapter, all members of Chapter A become members of Chapter B. \*\*The Secretary of Chapter B shall notify all members that the merger has been granted.
- O. Officers of Chapter B will remain in office until the next annual election and installation.

## ARTICLE XX INSTITUTION OF CHAPTERS

**Section 1.** The institution of a new Chapter shall proceed as follows:

- A. A petition to form a new Chapter shall be obtained from the Worthy Grand Patron.
- B. It shall be signed by at least eighteen (18) and not more than fifty (50) persons with proper Masonic standing or relationship.
- C. Not less than two (2) affiliated Master Masons and seven other members holding demits, Petitions for Plural Membership\*\* or Certificates of Transfer from regularly chartered Chapters of the Order of the Eastern Star shall be included in the list of petitioners.
- D. The petition for dispensation shall be sent to the Worthy Grand Patron and shall be accompanied by a fee of two hundred twenty-five dollars (\$225.00).  
The following supplies shall be issued to Chapters under dispensation: eighteen (18) Rituals, eight (8) copies of the Code and Digest, three (3) copies each of the Uniform By-Laws and Secret Work, twelve (12) copies each of Petitions for Membership, Petitions for Affiliation, Applications for Certificate of Transfer, Certificates of Transfer, and one (1) each, Signet, Gavel, Minute Book, Membership Ledger, Secretary's Cash Book, Receipts for Dues, Book of By-Laws and Membership Roll, Warrant Book, Treasurer's Cash Book, Treasurer's Receipt Book and Officers, Members, and Visitors Register.
- E. Petitioners who are not members of the Order shall be balloted upon by only those holding a Demit or Certificate of Transfer who have signed the Petition for Dispensation.  
Balloting shall be secret and in the presence of the Worthy Grand Patron.
- F. The Worthy Grand Patron shall call a meeting of the signers of the petition for the purpose of electing by written ballot, the Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress and Associate Conductress.
  - 1. A majority vote of all signers present shall be necessary for an election.
  - 2. Minutes of the meeting shall be kept and become a permanent record of the Chapter.
- G. ++The Chapter shall be instituted by the Worthy Grand Patron following the granting of the dispensation. All petitioners shall be obligated by the Instituting Officer. Charter Members will be those obligated at the time the Chapter is organized as well as those obligated and admitted during the period the Chapter will work under Dispensation.

\*\*2007, ++2013

- H. The petitioners who have not been regularly initiated in a legally constituted or instituted Chapter of the Order of the Eastern Star shall be initiated by a courtesy initiation immediately following the institution of the Chapter.
- I. The Worthy Grand Patron shall visit the Chapter under dispensation as soon as possible after the institution for the purpose of giving Ritualistic instruction.
- J. Any petitioner who signed the petition for dispensation and failed to be obligated at the instituting of the Chapter, must be initiated in the regular manner.

**Section 2.** The Worthy Grand Patron shall use the ceremony for instituting and constituting new Chapters of Eastern Star in Idaho as approved and adopted by the Grand Chapter session June 10, 1954 and amended by the Grand Chapter session, June 6, 1972 which is filed in the Grand Secretary's Office.

**Section 3.** The Worthy Grand Patron, following the instituting of a new Chapter shall submit a report to the Worthy Grand Matron and the Grand Secretary, which shall include the following:

Names of assisting Officers, names of the Officers of the new Chapter and minutes of the special session of Grand Chapter, all of which shall be incorporated in the Grand Chapter Proceedings.

## **ARTICLE XXI CHAPTERS UNDER DISPENSATION**

**Section 1.** Chapters under dispensation (U.D.) shall have all the rights and privileges of chartered Chapters, except the installation of officers and representation in Grand Chapter. Officers of Chapters U.D. shall be instructed but not installed.

**Section 2.** Every Chapter U.D. shall forward to the Grand Secretary on or before June 1 following the date of institution, the following:

- A. The Dispensation
- B. Two (2) copies of the proposed By-Laws (approved and signed by the Worthy Grand Matron)  
The proposed By-Laws shall be referred to the Jurisprudence committee for approval
- C. A record of its proceedings, and application for a Charter

**Section 3.** No meeting shall be held by Chapter U.D. after the submission of the dispensation until a Charter or new Dispensation has been issued from the Grand Chapter.

**Section 4.** The Worthy Grand Matron shall have power to remove any officer or discipline any member of a Chapter U.D.

**Section 5.** When a Charter is granted, the Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, if present, may be installed at the Grand Chapter session and are entitled to all the rights and privileges of a Grand Chapter Delegate.

- A. The newly installed officers shall be escorted to the East for the presentation of the Charter and By-Laws by the Worthy Grand Matron and Worthy Grand Patron.
- B. The remaining Officers may be installed at the first meeting of the Chapter following the receipt of the Charter.

**ARTICLE XXII  
DISSOLUTION OF CHAPTERS**

**Section 1.** Chapters may be dissolved by Grand Chapter or by voluntary surrender.

**Section 2.** Grand Chapter may suspend or revoke a Charter of a Chapter for the following:

- A. Disobedience to the Grand Chapter Laws and Regulations.
- B. Disregard of the authority of the Worthy Grand Matron or Worthy Grand Patron.
- C. Failure to meet for six (6) consecutive months.
- D. Failure to make annual reports or pay per capita tax for two (2) years.

**Section 3.** The Charter of a Chapter shall not be suspended without due notice, to give the Chapter the opportunity to correct the condition which prompted the suspension.

A suspension by the Worthy Grand Matron shall not extend beyond the next annual session of the Grand Chapter. She may, at her discretion, set aside a suspension at any time.

**Section 4.** A Chapter desiring to dissolve by voluntarily surrendering its charter shall proceed as follows:

- A. A motion to surrender must be made in writing and read at a stated meeting.
- B. Every member must be notified at least four (4) weeks previous to the time of action upon the motion.
- C. A Charter shall not be surrendered if seven (7) members vote against the motion.
- D. Remitting dues and disposing of property preparatory to disbanding is illegal.

**Section 5.** In the event the Chapter dissolves, it shall be the duty of the Worthy Matron to surrender the Chapter's Charter, paraphernalia, all Chapter records and monies to the Worthy Grand Matron.

**Section 6.** All members who are in good standing (refer to Rules and Regulations Article 1, Section 3) at the time of surrender or revocation of the Chapter Charter shall be given a demit. Any member who is in arrears may receive a demit by paying her/his dues in full.

**ARTICLE XXIII  
REINSTATEMENT OF CHAPTERS**

**Section 1.** A petition for a dispensation to reinstate a defunct Chapter shall be as follows:

- A. The petition shall be signed by at least seven (7) members, one of whom must be a brother, who were in good standing (refer to Rules and Regulations Article 1, Section 3) in the original Chapter.
- B. The request for the original Charter and number must be accompanied by a fee of one hundred dollars (\$100.00).
- C. Upon reorganization, any monies, paraphernalia or proceeds from the sale of property surrendered to, or deposited with the Grand Chapter shall be returned, or an equivalent cash value shall be refunded to the reorganized Chapter.

D. Any debt of the defunct Chapter remaining unpaid to the Grand Chapter, shall be deducted from the cash value returned to the reorganized Chapter.

## **ARTICLE XXIV AMENDMENTS**

**Section 1.** All propositions to amend the Rules and Regulations shall be introduced in writing, signed by two (2) members of this Grand Chapter, and received by the Grand Secretary, no later than March 25, prior to the annual Grand Chapter session. If adopted by a two-thirds (2/3) vote they shall become a part of the Rules and Regulations.

**Section 2.** These Rules and Regulations shall not be suspended except by unanimous consent of the Grand Chapter.



# BOOK OF INSTRUCTIONS

## IDAHO SUBORDINATE CHAPTERS

### ARTICLE 1

#### GENERAL INSTRUCTIONS

**Section 1.** All Subordinate Chapters under the jurisdiction of Idaho Grand Chapter are obligated to obey the Ritual as promulgated by General Grand Chapter. No innovations are permitted and no Ritual ceremonies may be changed by additions or omissions. There is a penalty for copying any portion of the Ritual which is copyrighted by the General Grand Chapter, Order of Eastern Star.

**Section 2.** These instructions are given to aid in uniformity of ritualistic work and intended to be helpful wherever procedure is not clear. They attempt to adhere to Eastern Star tradition as it has developed during the past century and to clarify some points of interpretation which may have been confusing. The fine print of the Ritual is to be followed as carefully as the large print, as this is specific instruction for carrying out the ceremonies in a uniform manner. No authority is given to any Chapter to adopt its own interpretation in any of the ceremonies included in the Ritual.

**Section 3.** The meetings of a chapter are either stated or special. (Refer to Rules and Regulations, Article II.)

**Section 4.** Chapter dues are payable January 1 and should be paid promptly. All members should sign their dues card immediately upon receipt.

**Section 5.** Do not speak of your Chapter as a Lodge; it is an Eastern Star Chapter.

**Section 6.** An "OES" emblematic pin should be worn on the left side over the heart.

**Section 7.** Hats and gloves shall not be worn in a Chapter while it is in session.

**Section 8.** Smoking in the Chapter room is not permitted.

**Section 9.** The use of lighted (open flame) candles in the Chapter room is prohibited.

**Section 10.** Members should not discuss over the phone, or in public places, Chapter matters which should be kept secret. Chapter matters should not be discussed with non-members.

**Section 11.** No member shall leave her/his seat when the Chapter is in session without permission from the Presiding Officer. Members should observe square corners when moving about the Chapter room.

**Section 12.** When members enter or retire when the Chapter is in session, they must give the salutation sign, which shall be recognized by the proper response from the presiding officer. The

salutation sign is always given to the East and with empty hands, with thumbs lying side by side, not one upon the other, and there is no law governing which thumb is next to the body.

During balloting at the Altar the salutation sign is given to the Bible and there is no response from the East.

**Section 13.** Members shall not pass between the Altar and the East, or enter the labyrinth, when Chapter has been declared open, except during ritualistic ceremonies.

**Section 14.** Members, when addressed by the chair, should rise, and acknowledge the presiding officer with a slight bow. Members, when wishing to speak, should rise and address the presiding officer, wait to be recognized and, upon recognition, proceed with what they wish to say. It is not proper for a member to remain seated while speaking, except to second a motion.

**Section 15.** Newspaper publicity should be released with extreme caution. The name of a person who has petitioned a Chapter must not be made public.

**Section 16.** Names of members may not be given out for the purpose of solicitation.

**Section 17.** Officers and members should be commended for their efforts; they should be told that they are appreciated. Never make unkind criticisms, remember that it is easier to criticize than to exemplify. Avoid conversation during Chapter meetings as it can distract the presiding officer and other Chapter officers and members. The greatest appreciation you can show is complete and full attention. All members should refrain from prompting.

**Section 18.** Children one (1) year of age or over shall not be permitted to attend meetings or rehearsals.

## **ARTICLE II CHAPTER ROOM**

**Section 1.** The Associate Matron, Associate Patron, Conductress, Associate Conductress and Marshal, under the direction of the Worthy Matron, have charge of the paraphernalia and prepare the Chapter room. They should arrange the Altar, chairs and pedestals and see that the Charter, Flag, Bible, Emblems, and ballot box (if needed) are in proper position.

If degree work is to be given, they should see that small Bibles, flowers or ribbons are in proper position and the Signet is ready for use.

- A. Small Bibles for use in initiation may be placed on the Altar, or on Ruth's or Martha's pedestals.
- B. Flowers or ribbons, if used, are placed at the Marshal's station or at the Star Point Pedestals.

**Section 2.** The Ritual provides instruction, with various options, for setting up a Chapter room correctly. The following specific instructions set forth by this Grand Chapter clarify the placement of the Chapter furniture and paraphernalia.

- A. The five chairs of our central star face the East. Chairs of Adah and Electa are not as far South and North as the chairs of Ruth and Martha, so they form a perfect star or pentagon around the Altar. Preferably, pedestals should be placed at the side of, and slightly in front of, the Star Point chairs. Pedestal covers may be used. Electrically lighted pedestals are permitted.



- B. The Bible is placed on the center of the Altar with the bound edge to the North and the front edge to the South. If the Altar is large, place the Bible nearer the West edge for the convenience of the Conductress. For the ceremony of initiation, place the Bible to allow space for the Candidate's hands. Flowers, ribbons, or any other objects must never be placed on the Bible during an addenda.
- C. The Star Point emblems are placed in the center of the pedestals.
  - 1. Adah -- The sword, properly draped with the veil, should be placed with the point toward the Altar.
  - 2. Ruth -- the sheaf should be placed upright if standing type and tied with a bow, the bow facing the Altar or if a spray type, the grain part away from the Altar.
  - 3. Esther -- the scepter is united with the crown. It is placed under and through the crown, the head of the scepter resting on the crown, pointing to the Northeast. The front of the crown faces the Altar.
  - 4. Martha -- the broken part of the column is placed facing the Altar.
  - 5. Electa -- the cup stands erect on its base. If the cup is engraved, the engraving should face the East. If the cup has handles they should be placed with handles North and South.
- D. The signet is placed in the Northeast corner of the Chapter room.
- E. The Officer badges should be in the preparation or service room. The badge must be suspended by a ribbon or cord having the five colors of the Order, except Star Points, which may be the solid color cord or ribbon of that respective station.
- F. The official Register for members and visitors should be placed at the entrance to the Chapter room or in the service room.

### **ARTICLE III OFFICERS**

**Section 1.** There are eighteen (18) officers in a Subordinate Chapter, and none can be added or subtracted from this.

**Section 2.** Every officer should have a Ritual of the latest edition and a current copy of the Idaho Code and Digest. These should be studied carefully. It is the duty of all Officers to memorize their ritualistic work.

**Section 3.** It is recommended that lady officers wear floor length dresses at Chapter meetings, and the gentlemen officers should dress appropriately. The attire of officers for funerals should be left to the discretion of the Chapter.

**Section 4.** All officers should assist the Worthy Matron in welcoming visitors before the opening of chapter. All officers should set an example of courtesy, hospitality, and punctuality.

**Section 5.** All officers enter the Chapter room wearing their badges. Officers, when giving their charge, should face the Worthy Matron. Signs given by the Star Point Officers are held until the response is given by the members. The officer does not respond to her own sign.

An officer giving the explanation of the badge shall touch it with the right hand and retain that position until the explanation is completed. Each Officer in the Chapter should do this in a uniform manner.

**Section 6.** All officers should speak in a voice loud enough to be heard by all in the Chapter room. Officers must refrain from prompting.

**Section 7.** Officers, when addressed, should rise, and should stand erect, empty hands at their sides; elective officers in front of, and appointive officers at the side of their chairs before addressing or responding to the presiding officer. Each officer gives a slight bow when addressed.

Officers should sit erect, feet side by side, and legs never crossed.

**Section 8.** When officers have secured permission from the presiding officer to move about in the Chapter room they should observe square corners and marching lines.

## **ARTICLE IV INSTRUCTIONS FOR OFFICERS**

**Section 1.** The Worthy Matron duties and powers are described in the Rules and Regulations, Article VI, Section 2.

- A. She shall not leave her station after the chapter is open unless she presents the gavel to the Worthy Patron, or calls the Associate Matron to the chair. The East is never left unoccupied when the Chapter is in session.
- B. She stands during the opening and closing ceremony, when presiding, and closes each order of business with one rap of the gavel.
- C. The gavel is held in the hand by the presiding officer only when needed. The number of raps signifies a particular meaning as stated in the Ritual.
- D. She remains seated during the proving of the Chapter.

**Section 2.** The Worthy Patron duties and powers are described in the rules and Regulations, Article VI, Section 3.

- A. He should be knowledgeable of parliamentary procedure in order to transact business efficiently. He should not exchange chairs with Worthy Matron when he is called upon to preside.
- B. He should stand when addressing the members of the Chapter, when using the gavel and with the Worthy Matron for all presentations and introductions.
- C. He shall be responsible for the proficiency of the Officers in their work. He should attend the Chapter rehearsals and schools of instruction.

**Section 3.** The Associate Matron duties and powers are described in the Rules and Regulations, Article VI, Section 4.

- A. Proving the Chapter is her responsibility and she should rise and remain standing during this order of business.
- B. She should be prepared to prompt the Associate Patron when appointed by the Worthy Matron.
- C. She does not step down to floor level during any part of the initiatory work, except to join the prayer circle.

**Section 4.** The Associate Patron duties and powers are described in the Rules and Regulations, Article VI, Section 5.

He does not step down to floor level during any part of the initiatory work, except to join the prayer circle.

**Section 5.** The Secretary duties and powers are described in the Rules and Regulations, Article VI,

## **Section 5.**

- A. The Secretary stands when the Worthy Matron calls up the officers and remains standing during the opening and closing ceremonies, while the obligation is being given and when responding to the Worthy Matron. While reading the minutes, correspondence or other official items, the Secretary may be seated.
- B. The Secretary shall not record favorable or unfavorable opinions on any subject in the minutes.
- C. The Secretary shall not paste or pin communications or reports in the minute book.
- D. The solemnity of initiation or other ceremonies should not be interrupted by shuffling of papers or counting of money.
- E. The Secretary, or Secretary pro tem, has custody of the Chapter Seal and is the only officer authorized to use it. The seal is Chapter property and should be present at each meeting. The Seal shall not be used on unauthorized documents.
- F. Secretary pro tem shall record and sign the minutes that she/he has taken.

**Section 6.** The Treasurer duties and powers are described in the Rules and Regulations, Article VI, Section 7.

**Section 7.** The Conductress and the Associate Conductress duties and powers are described in the Rules and Regulations, Article VI, Sections 8 and 9. ■

- A. They enter and leave their stations on the East side.
- B. When the Conductress is directed to attend at the Altar during the opening and closing ceremonies, she advances to the marching line, then West to a point two steps or more (not more than four) beyond Esther's chair which permits her to make an acute angle and advance directly to the Altar. The Conductress does not assume the reverent attitude when entering the labyrinth, but does so after stepping back into the circle of Officers. She makes a slight bow to the Worthy Matron and proceeds in opening the Bible.

The Bible should be opened with three distinct movements. The Conductress should take the Bible and stand it on the back with a hand on each side; then opening it at the second chapter of Saint Matthew, laying down the right side, signifying the future; then laying down the left side, signifying the past; the open Bible signifying the present; then drawing both hands away into the salutation sign, being careful not to interrupt this movement to arrange

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the Bible marker if it becomes disarranged. The salutation sign should be held long enough for these words to pass through the mind (IHSHSITEAACTWH). The Bible marker may be adjusted after the Salutation sign is given.

With face to the Altar, the Conductress steps back in the circle of officers midway between Ruth and Esther where she remains until after the Warder reports to the Worthy Matron. The Conductress should carefully observe the arc of the circle as it is incorrect to form a straight line with Esther in a central position. After the Warder reports to the Worthy Matron, the Conductress turns southwest, retracing her steps to the marching line, then East to her station.

In closing the Bible, the Conductress approaches the Altar in the same manner as opening the Bible. After giving the salutation sign she closes the Bible by taking up the left side first, thus shutting out the present, leaving the future; then bringing up the right side, shutting out the future; holding the Bible closed with both hands for a moment, meaning the past; then places the Bible in the center of the Altar, makes a slight bow to the Worthy Matron and steps back into the circle of officers where she remains until the Chapter is closed.

- C. When the Conductress is directed to open or close the Bible informally she shall follow the same line of march as for formal opening and closing, but does not bow, use three motions, or give the Salutation Sign to the Bible.
- D. The Conductress has full charge of the Bible at all times.
- E. The Associate Conductress shall inform the candidates, before entering the Chapter room, that they will be given a small Bible to hold at the Altar; also that they should not wear hats, gloves, carry purses, or other articles in their hands. She should answer necessary questions and instruct the candidates to do as directed during the ceremony of initiation.

**Section 8.** The Chaplain when going to the Altar for prayer, on any occasion, shall advance West on the marching line to a point two steps or more (not more than four) beyond Esther's chair which permits her/him to make an acute angle and advance directly to the Altar. Upon reaching the Altar the Chaplain stands until the music ceases, and then should kneel (if physical condition permits) to offer the prayer.

The hands are not to rest on the Bible, but may rest on the edge of the Altar to assist in kneeling or rising. No arms or elbows are permitted on the Altar.

The Chaplain does not assume the Reverent Attitude when entering or leaving the Labyrinth, and no object should be carried to the Altar as the hands should be free to give the prayer. After completing the prayer, with face toward the Altar, she/he rises and steps back into the circle of officers, midway between Esther and Martha, and assumes the Reverent Attitude. Care should be taken to perfect the circular pattern. It is incorrect to form a straight line with Esther in a central position. The positions of the Star point officers, Chaplain and Conductress form an arc of a circle.

After the Warder reports to the Worthy Matron, the Chaplain turns northwest, retracing her/his steps to the marching line, then marches east to the Chaplain station.

The Chaplain assists in the draping of the altar.

**Section 9.** The Marshal duties and powers are described in the Rules and Regulations, Article VI, Section 10.

- A. The baton should be carried in the right hand, the upper point near the left shoulder. When making a declaration it should be raised to a point just above the eyes.

- B. When the Marshal carries the United States Flag, it should be with the right hand over the heart and the left hand grasping the staff just below the left hip. The Marshal should not speak while making the presentation, and the Flag should not be dipped to any person or thing, nor should it touch anything beneath it. The Flag should never be carried flat or horizontally, but always aloft and free.
- C. When the Marshal is escorting the Flag, it should be to her/his right and when the Flag is placed in the East, she/he should stand facing the Southeast.
- D. Upon approval of the Chapter minutes, the Marshal carries the minute book to the Worthy Matron for her signature. Preceding balloting the Marshal hands the petition to the Worthy Matron.

**Section 10.** The Organist assumes her/his station prior to the meeting to provide appropriate music for all occasions with the following exceptions: when the Warder gives directions to the Sentinel, proving of the Chapter, all prayers, and lectures.

The Organist should stand during the Pledge of Allegiance to the Flag of the United States, the opening ceremony, the prayers, the obligation, when balloting and when extending Grand Honors.

**Section 11.** Star Point officers shall turn to face the Bible while the Conductress attends at the Altar, during prayers, memorial services, and when the Flag is presented at the Altar. Star Point officers hold their sign until the pass is given, and do not respond to their own sign.

The top of the pedestals should be free of any personal articles or Rituals and no large purse or bag should be placed next to the pedestal or under the chair.

**Section 12.** The opening and closing of the door is the exclusive duty of the Warder. The Warder must always give the proper raps and have permission of the presiding officer before opening the door when the Chapter is in session. The Warder must not interrupt business by advising the Worthy Matron of raps at the door. The Warder should never give an alarm or answer one without being directed to do so by the presiding officer, except in case of emergency.

When raps are given by the Sentinel, the Warder will proceed as follows:

Warder: "**Worthy Matron, there is an alarm at the door.**"

Worthy Matron: " \_\_\_\_\_ **Warder, you will ascertain the cause of the alarm.**"

The Warder gives the proper raps; the Sentinel responds, the Warder opens the door and ascertains the cause of the alarm. If the Sentinel reports a member properly vouched for, the Warder closes the door and makes the following report:

Warder: "**Worthy Matron, the alarm was caused by the Sentinel who reports that a member, properly vouched for, desires admittance.**"

Worthy Matron: " \_\_\_\_\_ **Warder, you will admit her/him/them.**"

The Warder opens the door, without raps, and allows the member(s) to enter and closes the door. Members must give the salutation sign back of Esther's chair. If the Sentinel or Warder cannot vouch for visitor(s) arriving after the Chapter is in session the Warder shall report to the Worthy Matron, and give the name, number, and location of the Chapter of the visitor(s) wishing to be admitted. If the Worthy Matron cannot vouch for the visitor(s) she should say: "**If there is anyone present who can vouch for the visitor, you will retire at this time.**" The member retires and upon making proper identification re-enters in proper form with the visitor.

In case no one can vouch for the person wishing to be admitted, the Worthy Matron should instruct the Examining Committee to retire and make the proper examination, and upon completion the Committee and members(s) re-enter in proper form.

Should the alarm given by the Sentinel be for someone wishing advice or information, the Warder shall open the door in proper form and respond:

Warder: "**Worthy Matron, the alarm was caused by the Sentinel for \_\_\_\_\_ wishing to know/wishing to see/or whatever the cause may be.**"

Worthy Matron: " \_\_\_\_\_ **Warder, you will (gives her decision).**"

The Warder opens the door (without raps) and gives the decision of the Worthy Matron.

When the Warder reports to the Sentinel that the Worthy Matron has declared the Chapter open, the Sentinel may advise the Warder of members wishing admittance. The Warder should not report members in waiting, in the anteroom, until after the Worthy Matron declares the Chapter open, has the United States Flag presented and seats the Chapter.

**Section 13.** The Sentinel shall see that all members and visitors register before entering the Chapter room. The Sentinel should pay close attention and not give raps during the opening, balloting, initiatory and closing ceremonies. The Sentinel should not interrupt by giving continued raps. The Sentinel never at any time opens or closes the door, except in an emergency; this is exclusively the duty of the Warder, who will respond at the proper time. The Sentinel should advise a late comer before she/he enters the Chapter room to free her/his hands of purses or other articles so the salutation sign may be given properly.

## **ARTICLE V VISITOR EXAMINATION**

Visitors should be examined before the opening of Chapter, if possible. If the Chapter is in session and the Warder reports visitors present who cannot be vouched for, and no member can vouch for them, the Worthy Matron requests the Examining Committee (refer to Rules and Regulations, Article VII, Section 3) to retire and conduct the examination. The method of examination is as follows:

- A. Each visitor is examined separately.
- B. The Committee and visitor shall retire to a place of secrecy.
- C. The committee shall examine the visitor's dues receipt carefully, checking the date, Chapter seal and verify the signature.
- D. The visitor shall take the Test Oath (from the Ritual) and give the sign and pass of each degree.
- E. Having passed a satisfactory examination, the visitor is escorted into the chapter room and vouched for by a member of the Examining Committee. Whenever possible they should be introduced to the Worthy Matron, Conductress and Associate Conductress before the meeting is called to order.

## **ARTICLE VI INSTRUCTION FOR CHAPTER MEETINGS**

**Section 1.** All meetings should begin on time. The business should be conducted with promptness, accuracy and under its proper order. The importance of dignity and decorum, while performing the ritualistic work, cannot be over emphasized. During the ritualistic work there is no place for comedy.

**Section 2.** Stated Meeting Order of Business:

- A. Bible Presentation (optional)
- B. Opening of Chapter
- C. Presentation of Flag
- D. Introductions
- E. Roll Call of Officers
- F. Initiation\*
- G. Reading of Minutes
- H. Reading of Communications
- I. Reading of Bills
- J. Reports of Standing Committees
- K. Reports of Special Committees
- L. Unfinished Business
- M. Reception of Petitions
- N. Report of Investigating Committees\*
- O. Balloting\*
- P. Affiliation\*
- Q. Installation\*
- R. New Business
- S. Good of the Order
- T. Draping of the Altar\*
- U. Closing

\*Called by the Worthy Matron only when required.

**Section 3.** Special Meeting Order of Business:

- A. Full ritualistic form opening.
- B. Transact only the business for which the meeting was called.
- C. May close with one rap of the gavel, if stated meeting is to follow, otherwise close in full ritualistic form.

**Section 4.** Worthy Grand Matron Official Visit if on a stated meeting night may use the regular order of business or the following may be used:

- A. Bible Presentation (optional)
- B. Opening of the Chapter
- C. Presentation of the Flag
- D. Introductions
- E. Roll call of Officers
- F. Initiation\*
- G. Ceremony -- the Chapter may be declared at ease to permit a ceremony in honor of the Worthy Grand Matron.
- H. Pertinent or necessary correspondence
- I. Presentations\*\*
- J. Message -- The Worthy Matron may say, "**We shall be pleased to hear from our Worthy Grand Matron**" or "**Worthy Grand Patron.**"

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- K. Good of the Order\*\*
- L. Remarks\*\*
- M. Announcements\*\*
- N. Closing

\*Complete exemplification may be given at the School of Instruction.

\*\*Optional at the discretion of the Worthy Matron.

**Section 5.** Homecoming Order of Business may be as follows:

- A. Bible Presentation (optional)
- B. Presentation of the Flag
- C. Introductions
- D. Roll call of Officers (optional)
- E. Pertinent or necessary correspondence
- F. Ceremony in honor of the Worthy Grand Matron and/or the Worthy Grand Patron.
- G. Presentations
- H. Remarks -- At this time the Worthy Matron may say: "**We shall be pleased to hear from our Distinguished Guests**" (starting with the most distinguished member, followed by the honored member, who may speak last)
- I. Closing (the Mizpah Benediction)

## **ARTICLE VII BIBLE PRESENTATION**

A Bible ceremony may be used, however, it shall be given before the hour stated in the Chapter By-Laws and before the Worthy Patron is escorted to the East. During a Bible ceremony the members are called up by a member appointed by the Worthy Matron and are seated at the close of the ceremony. The Reverent Attitude may be assumed during the ceremony. Flowers, ribbons or any other objects must never be placed on the Bible.

## **ARTICLE VIII OPENING OF THE CHAPTER**

**Section 1.** The Organist assumes her/his station and is ready to provide music when the officers enter. The Associate Conductress escorts the Worthy Patron to the East and then goes to her station. The Conductress may escort the Associate Patron to his station at the same time, then retires to her line of officers.

When the Associate Conductress is given the order by the Worthy Patron, she rises, steps forward from the East side of her station, turns and marches West directly to where the officers are in formation, if all officers enter through the same door, and gives the invitation. If the officers enter through two doors she will give the invitation from a position back of Esther's station, then take her place with the North line of officers.

Officers should step out with the left foot on the first beat of the music. The Ritual gives instruction for the final formation (or box) of the march. As the Bible is not open at this time there is no objection to passing between the Altar and the East.

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The Worthy Patron steps forward on the North side of the pedestal to meet the Worthy Matron, extends his right hand and assists her to her station, and presents her the gavel.

When the Warder is instructed to secure the doors, the Warder must check all doors before proceeding to the anteroom door to give directions to the Sentinel. The Warder closes the door without raps and makes her/his report to the Worthy Matron.

**Section 2.** The Worthy Matron instructs the Associate Matron to prove the Chapter. If the Associate Matron, by her own knowledge, can vouch for all present she does so immediately. If there are members and visitors present for whom she cannot vouch, she directs the Conductress and Associate Conductress to ascertain and report.

The Conductress and Associate Conductress rise when addressed by the Associate Matron and remain standing until she has finished speaking, then march east, keeping opposite each other and turning corners at the same time, meeting at a position in front of the Worthy Matron's station. They bow to each other, turn toward the East and beginning with the members in the East, the Conductress on the South, the Associate Conductress on the North, pass slowly to the West, carefully observing each person. If either officer finds a visitor for whom she cannot vouch she will bow to the visitor and say: "**Please rise**" and continues according to the Ritual. When the Conductress and Associate Conductress have completed proving the Chapter, they will meet in the West behind Esther's station, where the Associate Conductress will address the Conductress; they both turn toward the Associate Matron (turning toward each other as they face West) and the Conductress addresses the Associate Matron, when the Associate Matron addresses the Worthy Matron, both officers (turning toward each other) promptly face the East. When the Worthy Matron responds, the Conductresses immediately return to their stations and the Associate Matron, Conductress and Associate Conductress are seated.

For the official visitation or meetings where many guests are present, the Conductress and Associate Conductress will approach the East in the regular manner, bow to each other, turn toward the East the Conductress taking a position on the South side of the Marshal's station and the Associate Conductress at a position on the North side of the Chaplain's station, and then face West.

The Associate Matron will say: "**As I call the name and number of your Chapter, you will please rise and remain standing until vouched for and then be seated**". The Associate Matron starts with the smallest Chapter number and proceeds, except when the Worthy Grand Matron and/or Worthy Grand Patron are present their Chapters are called first. Each Worthy Matron should vouch for her own Chapter members whenever possible. When all Chapters have been vouched for, the Associate Matron will ask all visitors not previously vouched for to stand. If visitors rise she will secure avouchment for them. Then the Associate Matron will ask the members of her Chapter to stand. (Officers do not stand)

The Conductress and Associate Conductress will then proceed slowly west, carefully observing each person. If either officer finds a person for whom she cannot vouch she will bow and ask her/him to rise, and report to the Associate Matron according to the Ritual. When the Conductress and Associate Conductress have completed proving the Chapter they will meet behind Esther's station and proceed according to the instructions for proving the chapter.

Members holding ++plural membership should stand only once for avouchment. They may select the Chapter in which they wish to be recognized.

There are only three methods of vouching for a visitor:

- A. Having ever sat in Chapter with a visitor who exhibits a current receipt for dues.
- B. Having sat in Chapter with a visitor during the current calendar year.
- C. Being a member of the Examining Committee when a visitor passes a satisfactory examination.

**Section 3.** When directed by the Worthy Matron, the Conductress proceeds to the Altar, makes a slight bow to the Worthy Matron and opens the Bible. (Refer to Book of Instruction, Article IV, Section 7, C) The Worthy Matron does not respond to the salutation sign when given by the Conductress in opening or closing the Bible, as the sign is made to the open Bible.

**Section 4.** After the opening ceremony begins, members and visitors are not to be admitted until the Flag ceremony is completed and the Chapter is seated. (Refer to the Ritual and to the Book of Instruction, Article IV, Section 12)

## **ARTICLE IX PRESENTATION OF FLAG**

The American Flag shall be displayed during all sessions of Subordinate Chapters.

Each Chapter may choose its own ceremony for presenting the Flag. The Marshal must present the Flag, but any member designated by the Worthy Matron may carry it. The Flag should be carried with the right hand over the heart and the left hand should grasp the staff just below the left hip. When the Marshal is escorting the Flag, it should be to her/his right and when the Flag is being placed in the East, she/he should stand facing southeast. The officer or member (we have no officer known as Flag Bearer or Color Bearer) carrying the Flag should not speak while making the presentation. The Flag should not be dipped to any person or thing, nor should it touch anything beneath it. The Flag should never be carried flat or horizontally, but always aloft and free.

Before the Chapter is open the Flag may be placed in the West at the left of the Associate Patron, or in the East. If the Flag is placed in the East, it remains there; if placed in the West the Marshal's line of march shall be to proceed West along the South marching line, turn North along the West line to a point directly in front of the Flag. The Flag bearer shall carry the Flag South along the West line and when reaching the Southwest corner make an acute angle and advance directly to the Altar. The Flag, when placed in the East, should stand on the same level with, and to the right of, the Worthy Matron. All other flags should be on the left. The flag of the United States should stand higher than any other flag.

The Worthy Matron may invite the Worthy Patron to conduct the presentation of the Flag, but does not hand him the gavel. The Worthy Patron will say: "Sister/Brother Marshal, you will present the Flag of our Country." If the pledge is to be given at the Altar, the Worthy Patron will say, "Sister and Brothers, you will join me in the Pledge of Allegiance to the Flag of the United States of America." After the Flag has been grounded in the East, he will invite everyone to join him in singing the Flag Song.

If the pledge is to be given after the Flag is grounded in the East, the Worthy Patron shall say:

**"Sisters and Brothers, you will join me in the Pledge of Allegiance to the Flag of the United States of America, after which we will join in singing our Flag Song."** When the pledge is

given after the Flag is grounded in the East, the salute is held until the Flag is grounded, then resumed when the pledge is given.

When the Flag is in motion all United States Citizens should face the Flag and salute. (The salute is rendered by standing at attention with the right hand over the heart.) The Flag is considered to be in motion from the time the presentation starts until it is placed in the East to the right of the Worthy Matron and the salute should be held during the entire presentation. The salute shall be retained through the National Anthem, when played or sung. The Pledge of Allegiance to the Flag is:

"I pledge allegiance to the Flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all".

(Please do not pause after "Nation"-- there is no comma)

Following the presentation of the United States Flag tributes may be given to the Canadian Flag, the Idaho Flag, or other appropriate flags.

## **ARTICLE X INTRODUCTIONS**

**Section 1.** When escorting members, the Conductress shall offer her right arm to a sister and her left arm to a brother. If more than one sister is escorted at a time, the Conductress asks them to follow her in single file. When sisters and brothers are to be introduced together, or members to be introduced are on both sides of the room, the Associate Conductress assists. When the Conductress and Associate Conductress are both working on the floor, and there is only one member to be escorted by one officer and several members to be escorted by the other officer, the Conductresses ask the members to follow.

**Section 2.▶** Introductions shall be made in the following order:

Worthy Grand Matron and/or Worthy Grand Patron

(When both are present they may be introduced together)

Most Worthy Grand Matron and/or Most Worthy Grand Patron

(When both are present they may be introduced together)

General Grand Chapter Officers

General Grand Chapter Committee Members

Worthy Grand Matrons and/or Worthy Grand Patrons of other Grand Jurisdictions

(When both are present they may be introduced together)

Past Grand Matrons and Past Grand Patrons

Grand Officers

Members of the Board of Trustees

Emeritus Members

Grand Representatives

Worthy Matrons and Worthy Patrons

Fifty-year Members (Golden Stars) – can be done from the sidelines

Most Worshipful Grand Master of Masons in Idaho▪

Grand Chapter Committee Members and Appointees (optional) – from the sidelines

Other Distinguished Guests and Visitors

(Guests from other Grand Jurisdictions shall be introduced according to honors due them.)

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**Section 3.** The Most Worthy Grand Matron, Most Worthy Grand Patron, Worthy Grand Matrons, Worthy Grand Patrons, General Grand Chapter Officers, General Grand Chapter Committee Members, Past Grand Matrons and Past Grand Patrons are presented at the Altar. The Worthy Matron calls up the Chapter when the members depart the Labyrinth. Only those entitled to receive Grand Honors are introduced West of the Altar and escorted through the Labyrinth. During the escort from outside the Labyrinth to the East, all those entitled to Grand Honors shall be extended a hearty hand clap. When in the East, they are extended Grand Honors. The response is a slight bow. When Grand Honors are extended, the Conductresses remain in the near East. Grand Honors may be given in an open meeting as they are not a secret sign. Formal introductions are required if guests entitled to Grand Honors are present. When no visitors are present, at the discretion of the Worthy Matron, introductions may be dispensed with entirely. Introductions from the sidelines may be made to entitled members if only Chapter members are present. Grand Honors shall not be extended to entitled members on the sidelines; if they are not escorted they may be extended a hearty hand clap.

The Worthy Grand Matron and Worthy Grand Patron may be seated in the East. General Grand Chapter Officers and Committee Members are seated in the East if room permits; other distinguished members may be seated in the near East.

**Section 4.** When introducing members entitled to Grand Honors the Worthy Matron shall say, **"Sister Conductress (and Associate Conductress, if assisting), you will present our Worthy Grand Matron and/or Worthy Grand Patron (or appropriate title) for Introduction."**

When the Conductress and Associate Conductress are escorting sisters and brothers entitled to Grand Honors, they follow the regular marching lines and meet each other at the Southwest corner. When more than one sister and/or brother of equal rank is escorted, the Conductresses ask them to follow in single file, the sisters following the Conductress and the brothers following the Associate Conductress. The Conductresses enter the Labyrinth together with distinguished members following. The Conductress stands at the North side and the Associate Conductress at the South side of the Altar. When in position, the Conductress addresses the Worthy Matron, **"Worthy Matron, I have the honor to present Sister \_\_\_\_\_ Worthy Grand Matron, and Brother \_\_\_\_\_ Worthy Grand Patron, of the Grand Chapter of Idaho, Order of the EasternStar."** or: **"Worthy Matron, I have the honor to present Sisters \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ Past Grand Matrons, and Brothers \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ Past Grand Patrons (or appropriate title), of the Grand Chapter of Idaho, Order of the Eastern Star."**

The Worthy Matron shall extend such welcome as is fitting for the member at the Altar. The Worthy Matron may give the Worthy Patron the opportunity to extend a welcome -- she does not hand him the gavel. She then says: **"Sister Conductress (and Associate Conductress, if assisting), you will escort the Worthy Grand Matron and/or Worthy Grand Patron to the East."**

For the members entitled to Grand Honors, the Worthy Matron shall say, **"Sisters and Brothers, you will join me in extending Grand Honors to our Worthy Grand Matron."** The Worthy Patron shall use the same form for the Worthy Grand Patron. When other members are present who are entitled to Grand Honors, they shall be extended to the group only once. The Worthy Matron shall say, **"Sisters and Brothers, you will join me in extending Grand Honors to our Past Grand Matrons and Past Grand Patrons"** (or appropriate title).

‡Section 5. ALTERNATE order and form of Introductions for Open Installation:

- Worthy Grand Matron and/or Worthy Grand Patron: introduced and escorted as per Section 3.
- General Grand Chapter Officers: introduced and escorted as per Section 3.
- GGC Committee Members and Appointees (who are past Grands) Past Grand Matrons and Past Grand Patrons, combined as one group: asked to stand at their place in the Chapter room and the Chapter remains seated while they are introduced and extended a hearty welcome.
- Grand Officers: asked to stand at their place in the Chapter room and the Chapter remains seated while they are introduced and extended a hearty welcome.
- Worthy Matrons and Worthy Patrons: presented back of Esther's station and the Chapter remains seated while they are introduced and extended a hearty welcome.
- Most Worshipful Grand Master of Idaho, A.F.&A.M.: presented back of Esther's station and the Chapter remains seated while he is introduced and extended a hearty welcome.

These are all the introductions necessary at this time. After the Installation ceremony, the newly installed Worthy Matron may have the Worthy Matrons-elect and Worthy Patrons-elect presented, introduced, and extended a hearty welcome.

**Section 6.** Grand Officers (Secretaries, Treasurers, Trustees or Lecturers) who are Past Grand Matrons or Past Grand Patrons should be escorted only once, in the group in which they wish to be recognized, and all titles given at that time.

**Section 7.** Grand Honors should be given to a recipient of a Fifty (50) Year Pin at the time the pin is presented. The member should be escorted directly through the labyrinth to the East, pin presented, Chapter called up and Grand Honors given to the recipient. This does not apply to a member who has received her/his Fifty (50) Year Pin previously.\*\*

**Section 8.** Those not entitled to Grand Honors are presented back of Esther's station and the Chapter remains seated while they are introduced and extended a hearty welcome. The Worthy Matron says, "**Sister Conductress (and Associate Conductress, if assisting), you will present our Grand Officers (or appropriate title) for introduction.**"

Grand Officers, Board of Trustee Members, Emeritus Members and Grand Representatives are presented back of Esther's station for introduction. They may be seated in the East, or near East, as room permits. Grand Chapter Committee members and appointees, Worthy Matrons and Worthy Patrons, Golden Stars and other distinguished members may be escorted and greeted, or they may be introduced from the sidelines.

When the Conductresses are escorting members not entitled to Grand Honors, they follow the regular marching lines, meeting each other at a point behind Esther's station, taking one step back and turning, the Conductress proceeds to the North end and the Associate Conductress to the South end of the line. When in position, the Conductress says, "**Worthy Matron, I have the honor to present Sister/Brother \_\_\_\_\_, (give title) of the Grand Chapter of Idaho, Order of the Eastern Star.**"

The Worthy Matron shall extend a welcome and may give the Worthy Patron the opportunity to welcome the members, and then say, "**Sisters and Brothers, you will join me in extending our Sister(s)/Brother(s) a hearty welcome.**"

\*\*2007, ‡2016

The Worthy Matron will then say, "Sister Conductress (and Associate Conductress, if assisting), you will return the Grand Officers (or appropriate title) to the East (or near East). Or "Sister Conductress (and Associate Conductress, if assisting), you will return the Grand Chapter Committee Members (or appropriate title) to their places in the Chapter room."

## ARTICLE XI ROLL CALL OF OFFICERS

The Worthy Matron (standing) says, "**We are now ready for the regular order of business. The Secretary will call the roll and the Marshal will respond for the officers.**" The Marshal gives the name of any member serving pro tem. At the conclusion of the roll call the Secretary says, "**The roll has been called, Worthy Matron.**" (Rap gavel)

## ARTICLE XII READING OF MINUTES

**Section 1.** The Worthy Matron (standing) says, "**The Secretary will read the minutes of our laststated, and any intervening meetings.**" If there are minutes of more than one meeting to be read, they should be read and acted upon separately.

The Worthy Matron is seated while the minutes are being read and then rises and says, "**You have heard the reading of the minutes; if there are no corrections they will stand approved as read. (Pause) Hearing none, the minutes are approved, Sister/Brother Secretary.**" (Rap gavel) Or if there are corrections to the minutes the Worthy Matron says, "**The minutes are approved as corrected, Sister/Brother Secretary.**" The Marshal then carries the minute book to the Worthy Matron for her signature.

**Section 2.** The reading of the minutes may not be omitted at a stated meeting, unless the special order of business is used at the Official Visit.

## ARTICLE XIII READING OF COMMUNICATIONS

**Section 1.** The Worthy Matron (standing) says, "**The Secretary will read the communications,**" All Eastern Star communications shall be read in open Chapter. (Refer to Rules and Regulations, Article 2, Section 1, F)

After the reading of the communications the Worthy Matron says, "**If there are no objections, the communications will be answered by the Secretary, as directed, and placed on file. (Pause) Hearing none, it is so ordered.**" (Rap gavel) Should there be an objection the Worthy Matron says, "**Please state your objection.**"

A vote is then taken on the objection. The Worthy Matron then says: "**Are there any further objections?**" and proceeds with the vote on the objection.

**Section 2.** When a request for a Demit, or Certificate of Transfer, is read the Worthy Matron says, "**If the Member's dues are paid as the law requires, and there are no objections, the request will be granted. (Pause) It is so ordered.**" (Rap gavel) If there is an objection refer to Rules and Regulations, Article XV, Section 3.

**Section 3.** A Special Dispensation shall be read just before the order of business for which it is granted.

**ARTICLE XIV  
BILLS**

The Worthy Matron (standing) says, "Are there bills to be presented?" After the bills have been presented the Worthy Matron says, "You have heard the reading of the bills presented against the Chapter; if there are no objections, the same will be allowed and orders drawn in payment thereof. (Pause) Hearing none, it is so ordered." (Rap gavel) If there are objections to one or more of the bills they must be segregated and acted upon separately by vote of the Chapter.

**ARTICLE XV  
REPORTS OF STANDING COMMITTEES**

The Worthy Matron says, "**Has the Chairman of the Committee on \_\_\_\_\_ anything to report?**" She shall call on the chairman of each committee unless she definitely knows they have given their entire report for the year. At the conclusion of the reports the Worthy Matron says: "**Are there any further reports under this order of business? (Pause) Hearing none, we will proceed to the next order of business.**" (Rap gavel)

**ARTICLE XVI  
REPORTS OF SPECIAL COMMITTEES**

The Worthy Matron shall use the same procedure as for Standing Committee reports. (Rap gavel)

**ARTICLE XVII  
UNFINISHED BUSINESS**

The Worthy Matron says, "**Is there any unfinished business to come before the Chapter?**" Business is transacted according to need. (Rap gavel)

**ARTICLE XVIII  
RECEPTION OF PETITIONS**

The Worthy Matron asks the Secretary if there are petitions to be read. After a petition has been read by the Secretary, the Worthy Matron says, "**You have heard the reading of the petition for membership. If there are no objections it will be received and a committee on character appointed. (Pause) Hearing none, it is so ordered.**" (Rap gavel)

In case of an objection the petition is not accepted and an investigating committee is not appointed. (Refer to Rules and Regulations, Article XII, Section 7) If no objection the Worthy Matron then appoints the Investigating Committee: a sister as chairman, and a sister and brother assisting. (Refer to Rules and Regulations, Article VII, Section 6)

**ARTICLE XIX  
REPORT OF INVESTIGATING COMMITTEE**

After the Secretary has read the report of the committee on a petition, the Worthy Matron says, "You have heard the report of the Investigating Committee. The Committee will be discharged and we will proceed to the next order of business, which is balloting."

## **ARTICLE XX BALLOTING**

**Section 1.** The ballot box is always placed at the North of the pedestal in the East prior to a meeting in which balloting is likely to occur.

**Section 2.** Collective Ballot: Whenever two or more petitions are to be voted upon at the same meeting, a collective ballot may be taken, but a petition for affiliation cannot be combined with one for initiation in the same ballot. The Worthy Matron shall read all the names of petitioners, after which a ballot shall be taken in the usual manner. If no more than two black cubes appear, each petitioner shall be declared elected. If three or more black cubes appear, the ballot shall be segregated and the petitions balloted on separately.

If three black cubes appear on the first individual ballot, the Worthy Matron shall not announce the result, but a second and final ballot is ordered. If three or more black cubes appear on the final ballot, the Worthy Matron announces the result of the ballot, which cannot be reconsidered. If the petition is rejected, the Worthy Matron shall read Rules & Reg., Article 1, Section 5, page 36.

**Section 3.** Balloting at the Altar: The Worthy Matron says, "**Sister Associate Conductress, you will take charge of the ballot box.**" The Associate Conductress marches to the East and, standing in front of and at the right of the Worthy Matron, presents the ballot box to the Worthy Matron and Worthy Patron and then faces West. The Worthy Matron and Worthy Patron should examine both sides to see if it is properly prepared and the Worthy Matron hands the ballot box to the Associate Conductress. (Rap gavel)

The Worthy Matron says, "**Sisters and Brothers, I now declare the ballot open. We are balloting on the petition(s) of \_\_\_\_\_, white balls elect; black cubes reject. Remember your obligation and vote for the good of the Order**".

The Worthy Matron deposits a ballot and is seated. The Worthy Patron deposits a ballot and is seated.

The Associate Conductress, carrying the ballot box by placing it on either arm, shall present it while facing the direction in which she is proceeding. She passes it to the Organist, (who if stationed in the balcony comes to the main floor) then to the Warder and then to the members unable to ballot at the Altar. When the ballot box is passed, the Salutation Sign is not given.

The Associate Conductress now approaches the Altar between Ruth and Esther, places the ballot box on the Altar at the left of the Bible and deposits her ballot, completes her triangle, then turns and takes her place back of Ruth's station, and faces the Altar. Instructions for entering the Labyrinth, balloting, and retiring shall be found in the Ritual.

The Worthy Matron gives one rap of the gavel as a signal for the Associate Matron, Associate Patron and Conductress to vote. After voting, the Associate Matron takes her position between the West and Esther's station, allowing enough room for members to pass in front. The Associate Patron votes, completes his triangle, returns to his station, and is seated. The Conductress votes, continues to the Northwest point of the triangle, turns and takes her place back of Martha's station and faces the Altar.

The Worthy Matron sounds one rap of the gavel which calls up the Star Point Officers who will rise at the same time. Adah and Electa take one step forward, turn and march to the South and North lines respectively, then turn and march West, keeping directly opposite until midway between Esther's chair and the Associate Matron's station. Adah turns, forming an acute angle, marches to the Altar, gives the Salutation Sign, ballots and retires in proper form. Electa marches



across the West until she reaches the Southwest point, where the preceding officer turned, then follows the marching line to enter the Labyrinth. Adah ballots first, then Ruth, then Electa, Martha and Esther. Immediately after Adah and Electa, in marching West, have passed the chairs of Ruth and Martha, these officers follow the same plan of march as did Adah and Electa, then, after Electa passes Esther's chair going to the Altar, Esther steps back of her chair, marches directly North to the triangle line and turns on this line to the Northwest turning point used by the other officers, following Martha she enters the Labyrinth and proceeds to ballot in proper form. After she leaves the Labyrinth and reaches the point at which she entered the triangle line, she will turn south and march directly South behind her chair to her station. All Star point officers should time their steps so they reach their stations at the same time.

One rap of the gavel seats the Star Point officers and calls up the members on the South side of the room who follow the line of march led by the Marshal and then the Secretary. After balloting the members will pass south of the waiting line and be seated.

One rap of the gavel calls up the members on the North who follow the line of march led by the Chaplain and then the Treasurer.

After the members on the North have finished balloting the Worthy Matron says: "**Sister/Brother Warder, you will invite the Sentinel in to ballot. Sister/Brother \_\_\_\_\_ you will take the Sentinel's place while she/he ballots.**" The Sentinel ballots according to the Ritual.

When all have voted the Worthy Matron declares the ballot closed. (Rap gavel) Upon order of the Worthy Matron to bear the ballot to the West, the Associate Matron, Conductress and Associate Conductress turn to the West, the Associate Matron to be seated, the Conductress and Associate Conductress go to the West marching line point. The Conductress proceeds along the marching line to the South and back to her station. The Associate Conductress enters the Labyrinth, and without making any sign, picks up the ballot box (closing it if a compartment is open), steps back into the circle of Star Point officers between Esther and Martha, then turns North to complete the triangle and bears the ballot to the Associate Matron and Associate Patron in the West. Balloting proceeds according to the Ritual.

**Section 4.** Passing the Ballot Box: Balloting begins the same as the first paragraph of Section 3 of this Article.

After the Worthy Matron and Worthy Patron have voted, the Associate Conductress places the ballot box on the pedestal and ballots before she carries it to the officers and members. She carries the ballot box on either arm, passing it to the Associate Patron, the Associate Matron, and to the Warder. Then starting in the West, she passes along the South side of the Chapter room, presenting the ballot box to each member, then to the Secretary, Marshal, Adah, Ruth, Esther, Martha and Electa. She then passes it to the Chaplain, Treasurer, Organist (may alter order due to the location of the instrument in the Chapter room), and to each member on the North side of the Chapter room, ending behind Esther's station. The Sentinel is invited in to ballot and balloting is completed according to the Ritual. When the ballot box is passed, the Salutation Sign is not given.

## **ARTICLE XXI AFFILIATION**

When there are members present who have been received into the Chapter by affiliation, the Worthy Matron instructs the Conductress to present them back of Esther's station for introduction and then escort them to the Secretary's desk where they will sign the By-Laws.

Affiliated members may be welcomed with new initiates following initiation. A Chapter may have a ceremony for affiliated members, but the signs, passes or any part of the Secret Work or the Ritual must not be used in the ceremony.

## **ARTICLE XXII INITIATION**

**Section 1.** Read all the fine print in the Ritual concerning initiation. (Refer to the Rules and Regulations, Article XIV)

**Section 2.** Small Bibles may be placed on the Northeast and Southeast corner of the Altar or on Ruth's and Martha's pedestals for use of the candidates. It is not permissible to use copies of the New Testament only. Flowers, ribbons or any other objects must never be placed on the Bible or Altar during initiation.

**Section 3.** The preparation ceremony for initiation should include Adah placing the veil over her head, and Esther placing the crown on her head.

**Section 4.** The Worthy Matron instructs the Associate Conductress to retire from the Chapter room and ascertain if there are candidates in waiting and to invite all members who so desire to enter at this time, as no one is permitted to enter during the ceremony of initiation. The Associate Conductress advances to a position behind Esther's station and makes the Salutation Sign, which is responded to by the Worthy Matron.

The door is opened in regular form by the Warder and the Sentinel, and the Associate Conductress retires to ascertain the names of the candidates. The Sentinel gives raps for the Associate Conductress when she is ready to re-enter the Chapter.

Sentinel: \*\* \*\* \*

Warder: **"Worthy Matron, there is an alarm at the door of our chapter."**

Worthy Matron: " \_\_\_\_\_ **Warder, you will ascertain the cause of the alarm."**

Warder: \*\* \*\* \*

Sentinel:\*

Warder: \* Opens the door and says, **"Who knocks at the door of our Chapter?"**

Sentinel: **"The Associate Conductress wishes to make her report."**

Warder: Closes the door and says, **"Worthy Matron, the alarm was caused by the Sentinel requesting permission for the Associate Conductress to enter with her report."**

Worthy Matron, **"You will admit her."**

Warder: Opens the door without further raps and allows the Associate Conductress to enter. When the Associate Conductress retires the second time, the raps are given by the Warder and the Sentinel in regular form.

**Section 5.** When the Associate Conductress gives her lecture to the candidates there should be no others present in the preparation room. She should instruct the candidates that they will be given a small Bible to hold at the Altar; also that they should not wear hats, gloves or heavy coats, or smoke in the Chapter room. The candidates are arranged in the order in which they are to march, taking into consideration size and height, so that their appearance in the Chapter room will be pleasing. All candidates must be conducted through the ceremony of initiation, unless physically unable.

The Associate Conductress assists in lining up the candidates upon entering the Chapter Room. After the candidates are in proper position and facing north, she closes the preparation room door and then returns to the West end of the line.

**Section 6.** The Worthy Matron hands the gavel to the Worthy Patron and invites him to preside. The Worthy Patron places the gavel on the pedestal. He then has control of the gavel until the ceremony of initiation is completed, unless the Worthy Matron is invited to finish the ceremony as provided for in the Ritual.

**Section 7.** When the Conductress reaches the Altar, she causes the Candidate(s) to kneel. The Conductress takes the Bible in her hands, stands midway between the Altar and Electa's station and gives the instruction audibly, using the wording from the first paragraph of the Secret Work, while demonstrating the proper manner of holding the Bible. After the instruction is completed, the Bible is placed in the hands of the candidate from the right side with the Bible binding away from the candidate. The Associate Conductress, if assisting, stands midway between the Altar and Adah's station to demonstrate the proper manner of holding the Bible. When there are more than two candidates the Conductresses place the first Bible with the candidate nearest them, working toward the center of the Altar. Care should be taken to not put both arms around the shoulders of the candidates. When the obligation is completed the Conductresses remove the Bibles from the left side, starting with the members at the center of the Altar. The Bibles are then returned to the original position. If the Bibles are to be presented to the candidates they may be carried during the initiation.

**Section 8.** The Obligation of our Order, voluntarily assumed, is perpetual and there is no release from its vows. The Worthy Patron calls up the Chapter and goes directly from his station to within two feet of the Altar. The Worthy Patron does not kneel at the Altar. He instructs the candidate by saying, "**You will repeat after me the following**" - - -

During the Obligation officers and members face the Altar and assume the Reverent Attitude. The Worthy Patron says, "**Arise my Sister/Brother**" to each new member as this is the first time the title of Sister or Brother has been conferred upon them. The Worthy Patron should be careful not to reach across the open Bible but he may reach across the corner of the Altar and assist the members to arise using the right hand only. After the Obligation, the term candidate is no longer used; we then use the terms "**Member, Sister or Brother**". When the Worthy Patron has assisted the new members to rise, he steps back from the Altar to a position within the labyrinth, directly between the Adah and Electa and says, "**You are now received, etc.**"

The Conductress with the new members remain standing at the Altar at the close of the Obligation until the Worthy Patron returns to his station and seats the Chapter.

**Section 9.** The Diagram of the Labyrinth and the fine print in the Ritual must be studied very carefully for instructions in conducting the new members through the Labyrinth and to the Star point officers for their lectures. When reaching the station of each Star Point the Conductresses and new members stand abreast, the Conductresses on the outside, in a straight line until the Conductress has finished her presentation speech, after which the Conductresses may step back, thus allowing the Star Point and new members to form a triangle. If only one new member is initiated, the Conductress steps to the left of the Sister/Brother, thus forming the needed triangle.

**Section 10.** Lectures of the Star Point officers should be delivered in an impressive manner and signs given in a graceful way, striving to fit the action to the words. Signs are held until the pass is given, Flowers or ribbons may be used for the explanation of the color. Unless the pedestals are behind the chairs, the officer steps in front of her chair, talks about the color which may be presented to the new member. She then picks up the emblem with her right hand, allowing it to rest on her left palm, while explaining its significance. The officer waits until the Conductress has passed to the next station before she places the emblem back on her pedestal and is seated.

**Section 11.** Flowers or ribbons, when presented to the new members by the Star Point officers, should be taken by the Marshal before the members are presented to the Worthy Patron.

**Section 12.** In forming the Circle of Prayer, the Worthy Patron, Organist, Warder and Sentinel remain in their respective stations. The Star Point officers step back and circle their chairs to enter the circle, with Esther going entirely around her chair. The officers join hands as soon as the Chaplain has reached the Altar. The Chaplain remains standing upon reaching the Altar. When the officers have formed the circle (Refer to the Ritual) and joined hands, the Conductresses move forward with the new members to complete the circle. The Conductress joins hands with Adah and the Associate Conductress (if assisting) joins hands with the Worthy Matron. When the circle is completed the Chaplain kneels. All other members assume the Attitude of Prayer. When the Chaplain says the words "golden chain", the officers join hands with the new members and the joined hands are then raised shoulder high to signify links of a chain. When the Chaplain says "each link shall" the Worthy Matron's right hand is lowered first, then around the circle each officer dropping her/his hands into the Attitude of Prayer, and timed so that the Worthy Matron drops her left hand just as the Chaplain says "Amen". At the conclusion of the prayer all members assume the Reverent Attitude, the Chaplain rises and remains standing at the Altar facing East. The first verse of "Blest Be The Tie" shall be sung, after which the Conductresses proceed according to the Ritual. The remaining officers break the circle, after the Conductresses and new members are facing the East, and return to their stations. The Star Point officers return to their stations in reverse of coming into the prayer circle.

**Section 13.** The Secret Work is exemplified by the Worthy Patron and the Conductress, the Conductress holding the sign until the pass is given. When the Cabalistic Word and the Cabalistic Motto are given, the Conductress should address the new members as this is instruction for them. The Worthy Patron does not repeat Secret Work #21<sup>^</sup> at this time. The Conductress communicates the Grip of the Order to each new member, passing back of new member(s) to return to her position.<sup>□</sup>

**Section 14.** When it is time to sign the Official By-Laws book, the Conductress turns to the left with the new member. The Associate Conductress and others follow in the same marching order to the Secretary's desk. A Welcome Song is sung as the Conductresses and new members march around the Chapter room.

At the conclusion of the Initiation Ceremony the Worthy Patron seats the Chapter and returns the gavel to the Worthy Matron.

## **ARTICLE XXIII INSTALLATION**

**Section 1.** The Ritual gives detailed instruction for installation of officers of Subordinate Chapters and this instruction must be followed exactly. (Refer to Rules and Regulations, Article IV)

Only members of the Order of the Eastern Star may assist in any of the ritualistic ceremony.

**Section 2.** The Worthy Matron retains her authority until the gavel is placed in the hands of the newly installed Worthy Matron. It should be the rule that the Worthy Matron, or a committee, is responsible for the planning of the installation ceremony, the program, decorations, refreshments and all items concerning the installation. (Refer to Rules and Regulations, Article VI, Section 2, AC) The Worthy Matron elect shall select the installing officers.

**Section 3.** When the presiding officer calls the recess to prepare for the Ceremony of Installation the Bible is not closed and no one is permitted to cross between the East and the Altar. This recess is called for:

- A. Placing the badges on the Altar. (only the Marshal shall enter the Labyrinth)
- B. Arranging the chairs in a semi-circle in the West.
- C. Allowing the officers time to make any necessary preparations.

**Section 4.** Gifts and addenda are presented after the ceremony of installation is completed. Presentations of past officers' jewels are also made after the acceptance remarks of the Worthy Matron and Worthy Patron.

**Section 5.** The officers are conducted to the Altar entering the labyrinth between Adah and Ruth. When the Installing Marshal has presented each officer to the Installing Officer she/he steps back slightly so that the officer stands alone at the Altar. The baton may be placed on the Altar while the Installing Marshal invests the officers with their badges. The Worthy Matron is invested with her badge and conducted to the North side of the Altar directly to the East and receives the Grand Honors. The Worthy Patron in the same manner on the South side. Escorts for the Worthy Matron are permitted between Electa's station and the East and for the Worthy Patron between Adah's station and the East. No escorts are permitted to enter the Labyrinth. The Conductress, Associate Conductress, each Star Point officer, the Warder and Sentinel shall turn slightly to the left to be invested with their badge, then, face East for the explanation of the badge.

**Section 6.** The officers may follow the Marshal single file or when outside the labyrinth she/he may offer an arm to each officer. When escorting officers the Marshal should offer the arm which will bring the officer on the inside next to the Altar; the left arm should be offered to the

Worthy Patron, Secretary, Marshal, Associate Matron and Associate Patron, the right arm to the Worthy Matron, Chaplain, Treasurer and Organist (if the instrument is in the West, the left arm is offered to the Organist).

The Star Point officers, the Conductresses, the Warder and the Sentinel are always led single file to their stations.

**Section 7.** When it is necessary to install elective or appointive officers at a later time, the following procedure shall be followed:

- A. The Installing Marshal presents the officer to be installed at the Altar.
- B. The Installing Officer gives the Obligation and the charge for the officer.
- C. The Installing Marshal invests the officer with the badge of office.
- D. The Installing Officer gives the explanation of the badge.
- E. The Installing Marshal escorts the officer to her/his station.
- F. The proclamation is given at the Altar or from the Marshal's station.

## **ARTICLE XXIV NEW BUSINESS**

**Section 1.** All business is conducted according to Robert's Rules of Order, Newly Revised, or as otherwise stated in the Idaho Code and Digest.

**Section 2.** The nature of this order of business will be determined by the Chapter and must be conducted at the discretion of the Worthy Matron. All communications requiring action by the Chapter are disposed of under this order of business. Members should be prompt in assisting the Worthy Matron of disposing with Chapter business, and should vote upon all questions.

**Section 3.** The Proficiency Test is given in the Chapter room under this order of business.

**Section 4.** Only one person should occupy the floor at a time. A member may rise to ask a question or answer a question while another has the floor, but when someone is speaking, reading or reporting, all should be seated. Anyone who stands while another has the floor is out of order, and is not entitled to recognition.

The chair should follow the parliamentary ruling and recognize the one who rises first. A member may speak twice on the same question, provided no one else desires to do so at the time.

**Section 5.** A majority vote means more than half, or one vote over the one-half mark ( $\frac{1}{2}$ ) of those voting, provided a quorum is present. Two-thirds vote means two-thirds ( $\frac{2}{3}$ ) of the number voting. A vote by show of hands may be taken unless a standing vote is requested.

The voting sign of the Order is the up-lifted right hand. There are two times when a presiding officer may vote: when a vote is by ballot or when it is necessary to decide a tie.

**Section 6.** The procedure of dealing with new business introduced by a motion or a resolution is as follows:

- A. Obtain the floor (Member rises and addresses the presiding officer).
- B. Make the motion ("**I move that ....**")

- C. Second the motion (A member, without rising or addressing the chair says, "**I second the motion.**" If the motion is not seconded, the presiding officer may say, "**There being no second, the motion is not before the Chapter.**")
- D. The motion is stated by the chair ("**It is moved and seconded that ....**").
- E. Discussion - Speakers must
  - 1. Be entitled to the floor.
  - 2. Address their remarks to the chair, be courteous and avoid all personalities.
  - 3. Confine discussion to the question pending.
- F. Call for the vote. ("All of those in favor of the motion as stated vote by the voting sign of **the Order**" (Pause) "**Those opposed vote by the same sign**"). If the result of the vote is doubtful, the chair calls for a standing vote -- first for the affirmative, then the negative.
- G. Announce the vote (When the vote is a tie, the motion is lost, unless the presiding officer votes in the affirmative in order to carry the motion.)

## **ARTICLE XXV ELECTION OF OFFICERS**

**Section 1.** The Worthy Matron shall appoint two or more members to act as tellers, who will distribute the ballots. She may ask the Worthy Patron to preside for the election. The presiding officer has the members, eligible to vote, count off to determine the exact number voting. If the number of voting members present changes during the election, a new count must be taken.

**Section 2.** An election is determined by a majority vote.■ The presiding officer shall announce the name of the office to be filled. The tellers will then proceed to collect the ballots. When all have voted, the presiding officer shall declare the ballot closed. (Rap gavel) The ballots are counted by the tellers at the Secretary's desk, the Secretary keeping tally. The result of the ballot shall be declared by the presiding officer. (Refer to Rules and Regulations, Article III for nomination procedure^)

## **ARTICLE XXVI GOOD OF THE ORDER**

**Section 1.** This order of business is unique to each Chapter. Entertainment may be given under this order of business for members. Should guests be invited, the Chapter preferably should be closed in regular form before proceeding with the program; a recess may be declared and the Bible closed to admit non-members. However, when the guests have departed, the Worthy Matron must have the Associate Matron vouch for all present before reopening the Bible.

**Section 2.** When there are several distinguished members present, at a stated meeting, it is not necessary to ask each one to speak. The Worthy Grand Matron and/or Worthy Grand Patron are always given the courtesy to speak, then, one other member may speak for the other distinguished members. It is customary to recognize the highest member present.

## **ARTICLE XXVII DRAPING THE ALTAR**

The Worthy Matron instructs the Secretary to read the memorial tributes received from the Grand Secretary for deceased Past Grand Matrons and/or Past Grand Patrons.

The Worthy Matron says, "**Sisters Conductress and Associate Conductress, you will drape the Altar. Sister/Brother Chaplain, you will assist**".

The Chaplain goes to the Altar in the usual manner, lifts the open Holy Bible from the Altar and holds it while the Conductresses advance directly to the Altar. The Conductress carries an appropriate drape and, with the assistance of the Associate Conductress, places it reverently over the Altar. The Chaplain returns the open Bible to its proper position and the three officers back away from the Altar and take their stations. The Chapters are at liberty to elaborate on this as they see fit.

Chapters shall honor their own deceased members in the same manner at any appropriate time. There shall be no interruptions during the memorial service. This shall be the last order of business before closing, in order to retain the solemnity of the occasion.

## **ARTICLE XXVIII CLOSING**

**Section 1.** Closing of the Chapter shall be according to the instructions in the Ritual. The Chaplain and Conductress shall follow the same instructions in the performance of their duties as stated for the opening ceremony. (Refer to Book of Instruction, Article IV, Sections 7 and 8)

**Section 2.** The Worthy Matron may extend the courtesy of the closing farewell to the Worthy Grand Matron or other distinguished member.

**Section 3.** The Chapter is at liberty to choose any closing march.

## **ARTICLE XXIX PROFICIENCY**

**Section 1.** Members should pass a proficiency examination within six months after initiation. (Refer to Rules and Regulations, Article IV, Section 3D, and Book of Instructions, Article XXIV, Section 3) Visiting members may take the Proficiency Test and the Secretary shall notify in writing the visitor's home Chapter.

**Section 2.** The examination should be given in open Chapter. By a majority vote of the Chapter, the examination may be given in the preparation room. If the examination is given in the preparation room it must be conducted in the regular manner in the presence of the Worthy Patron, the Conductress, and the Associate Conductress. This action shall be reported to the Chapter (under new business) and the Proficiency Certificate(s) granted.

**Section 3.** All members should be able to give the entire examination, but if a class is examined the work may be divided. One member may repeat the wording but all members of the class must exemplify the Signs and Grip of the Order. The pass is to be repeated in unison. The Secret Work must not be copied.



**Section 4.** Form of the test shall be as follows:

- Worthy Matron: "Are there members prepared to pass the proficiency test?"
- Conductress: "There are, Worthy Matron."
- Worthy Matron: "Worthy Patron, it is with pleasure that I invite you to preside." (Hands gavel to the Worthy Patron)
- Worthy Patron: "Sister Conductress, you will present these members."
- (The Conductress escorts the members to the West forming a semi-circle, facing East, in front of the station of the Associate Matron.)
- Conductress: "Worthy Patron, it is with pleasure that I introduce the following members who are prepared to take this examination." (Give full name of each member.)
- Worthy Patron: "My Sister(s)/Brother(s), you will retire and re-enter."
- All members and the Conductress give the Salutation Sign. The response is made by the Worthy Patron. All retire.
- ◆The door is opened in regular form. Led by the Conductress the Members form a line in the West and give the Salutation Sign.
- Worthy Patron: "I shall ask \_\_\_\_\_ to conduct this examination." (Either the Conductress, Associate Conductress or a member may conduct this examination.)
- Worthy Patron: "Sister/Brother \_\_\_\_\_, you will proceed with the examination." (If someone other than the Conductress gives the examination, the Conductress returns to her station and the member should take a position in the West facing the members of the class and proceed with the examination as follows)
- Question: "AYAMOTES" (Secret Work #17.)
- Answer: (Continue as the Conductress and the Worthy Patron do in initiation, (Secret Work #17.)
- Question: "You will ◆recite the Obligation."
- Answer: (All ◆recite in unison.)
- Question: "◆Recite and exemplify the sign and give the pass of each point."
- Answer: ◆The Sign of Adah is given... The Pass is ... The Sign of Ruth is given... The Pass is ... The Sign of Esther is ... The Pass is ... The Sign of Martha is ... The Pass is ... The Sign of Electa is ... The Pass is ...
- Question: "◆Demonstrate the Salutation Sign."
- Answer: Proceed as instructed
- Question: "◆Demonstrate the Grip of the Order."
- Answer: Proceed as instructed giving the Grip to the examiner.
- Question: "◆Demonstrate Grand Honors."
- Answer: Proceed as instructed.
- Member conducting the examination: "Worthy Patron, this concludes the examination."
- Worthy Patron: "If there are no objections, the Certificate(s) of Proficiency will be granted."

**ARTICLE XXX  
AT EASE OR RECESS**

**Section 1.** The Worthy Matron may declare the Chapter "At Ease" to permit the officers or members to take part in any ceremony. This does not allow members to enter or retire except in regular form. If officers or members are to cross between the Altar and the East, or to enter the Labyrinth, the Bible must be closed informally. This can be done by the Conductress at the request of the presiding officer.

**Section 2.** The Worthy Matron may declare a "Recess" during which time the Bible is closed informally and members are free to enter or leave. Non-members may enter for the purpose of giving entertainment at this time. At the close of "Recess" the Associate Matron must vouch for all present.

**Section 3.** The Bible is not closed during the recess for the preparation of Installation of Officers. (Refer to Book of Instructions, Article XXIII, Section 3)

**ARTICLE XXXI  
SUBORDINATE CHAPTER BY-LAWS**

**Section 1.** Changes made in the By-Laws of a Chapter must be presented in writing at a stated meeting, signed by two members of the Chapter, read, and held over until the next stated meeting. After the second reading a two-thirds (2/3) vote is required for adoption. Amendments do not become effective until approved by the Worthy Grand Matron. (Refer to Rules and Regulations, Article VI, Section 6, O)

**Section 2.** When the Grand Chapter enacts legislation requiring a change in the By-Laws of Subordinate Chapters, the Secretary may prepare any amendments as may be necessary, read it at the next stated meeting and send it to the Worthy Grand Matron for approval. The amendment takes effect from the date of adoption by the Grand Chapter.

Chapters may purchase any number of copies of the Uniform By-Laws from the Grand Secretary.

**ARTICLE XXXII  
AMENDMENTS**

**Section 1.** All propositions to amend the Book of Instructions shall be introduced in writing, signed by two (2) members of this Grand Chapter, and received by the Grand Secretary no later than March 25th prior to the annual Grand Chapter session. If adopted by a two-thirds (2/3) vote they shall become a part of the Book of Instructions.

**Section 2.** This book of Instructions shall not be suspended except by unanimous consent of the Grand Chapter.

# PENAL CODE

## GRAND CHAPTER OF IDAHO

### ARTICLE I OFFENSES

Every violation of the obligation of the Order or of the established laws, usages, and customs thereof, and every action whatsoever involving moral turpitude by a member of the Order of the Eastern Star, is an offense against this Order for which the offender may be subjected to such lawful punishment as the tribunal having jurisdiction in the case shall adjudge.

### ARTICLE II JURISDICTION

All chartered Chapters in this jurisdiction shall have full power and authority to exercise penal jurisdiction over all members of the Order, affiliated or non-affiliated, residing or sojourning within their several jurisdictions over offenses enumerated in Article I, Section 1, of this Penal Code.

### ARTICLE III

#### TRIBUNAL

**Section 1.** No Chapter shall hear or determine a trial of a member of the Order until it shall have been regularly chartered and its officers duly elected and installed: Provided, that when any offense shall be committed within the jurisdiction of a chapter under dispensation by one not a member of a contiguous Chapter, the matter shall be referred by the Worthy Matron to The Worthy Grand Matron, who shall have power to direct in what Chapter the offender shall be tried.

**Section 2.** For the purpose of a trial by a Chapter the tribunal shall consist solely of members in good standing who are members of the Chapter in which the trial is pending.

**Section 3.** The Worthy Matron, or her lawful representative, shall preside at the trial. She shall decide all points of order, and all questions relating to the legality, sufficiency, or regularity of any charges; or of any service, paper, or proceedings in the case; allow or forbid amendments and continuances, and control debate. No appeal shall be taken from her decision to the Chapter, but she shall be responsible to the Grand Chapter for any abuse of her power, or errors in the exercise thereof.

**Section 4.** All trials and decisions shall be rendered at a meeting specially summoned and convened for that purpose.

**Section 5.** A trial by commission, consisting of five (5) members, may be held in lieu of a trial by the Chapter, if the Chapter so decides by a majority vote of the members present. In that case the Chapter shall officially notify the Worthy Grand Matron of its action and request the appointment.

**Section 6.** The Worthy Grand Matron shall appoint the commission, to consist of Worthy Matrons or Worthy Patrons, or Past Matrons and Past Patrons, from Chapters other than that of which the accused or accuser are members.

**Section 7.** The Worthy Grand Matron shall notify each member of their appointment and shall furnish the Worthy Matron and Secretary of the Chapter in which the trial is to be held with a list of the members appointed, giving their addresses. Upon receipt of the names of the members of the commission, the Secretary of the Chapter shall notify each member of the commission of the date and place of the trial as set by the Worthy Grand Matron.

**Section 8.** Where the trial is by commission, the entire proceedings shall then fall within the jurisdiction of the commission, who shall select a chairman and secretary from their number, all rules of procedure as found in this Penal Code governing chapter trials become applicable and govern the commission trials, in so far as it is possible or practical to apply them. The commission shall have power, in its judgment, to exclude from the trial all members except those necessary for the prosecution of the trial.

**Section 9.** The expenses of such commission shall be borne by the Chapter for which the trial is held.

#### **ARTICLE IV CHARGES**

**Section 1.** No penalties can be inflicted without charges, specifications, notice and trial in due form. Charges shall be made in writing (so far as proper to be written), signed by the accuser, and filed with the Secretary of the Chapter. The offense must be clearly specified, with time, place and particulars. A general charge of misconduct, without specifications shall not be received.

**Section 2.** Charges may be preferred only by an affiliated member in good standing. The Worthy Matron, whenever she shall deem it proper, may direct the Associate Conductress to prefer charges.

**Section 3.** Charges must be filed against a member at a regular meeting within six (6) months after the offense has been committed and action on said charges must be taken at the next subsequent stated meeting. The Secretary shall read the said charges in open Chapter, and after such reading they shall not be amended except by permission of the Worthy Matron in open chapter.

**ARTICLE V  
SERVICE OF NOTICE AND SUMMONS**

**Section 1.** The accused shall be served with a true copy of all charges, together with summons, requiring an appearance and answer, at such time and place as the Worthy Matron shall therein direct.

**Section 2.** The copy and summons may be served by any member of the Chapter; and if the residence of the accused be within two (2) miles of the place of meeting, they shall be delivered to the accused in person at least ten (10) days before the time of trial. If said residence be at a greater distance than two (2) miles from the place of meeting, an attested copy of the charges, together with a summons to appear, shall be sent by mail to the post office address of the accused at least thirty (30) days prior to the day of trial, and this shall be deemed sufficient notice. If the residence of the accused be unknown to the members of the Chapter, the trial may be held ex parte.

**ARTICLE VI  
ANSWER**

**Section 1.** The answer of an accused may be given orally or in writing, and in either case shall be forthwith recorded by the Secretary.

**Section 2.** If the accused neglect or refuse to answer, a plea of "not guilty" shall be recorded, and the trial shall proceed in all things as though an answer had been filed.

**ARTICLE VII  
COUNSEL**

**Section 1.** Either the accuser or the accused may choose counsel, provided that none but members in good standing shall appear as such.

**Section 2.** If the accused do not appear, the Worthy Matron shall appoint counsel for the defense, whose duty it shall be to see that the trial is fairly conducted and the accused not unjustly imperiled.

**Section 3.** A member of the Order under suspension can only appear in the Chapter by counsel, but may appear personally at all meetings of the commissioners in the case.

**ARTICLE VIII  
EVIDENCE**

**Section 1.** The witnesses in all Eastern Star trials, whether members or not, shall be persons who have the use of their reason and such religious belief as to feel the obligation of an oath, and who have not been convicted of any infamous crime.

**Section 2.** The testimony of members in good standing shall be taken upon their honor and obligation, and shall be given in the Chapter at the time of the trial provided, that should any such witnesses be unable, through sickness or other disability, to attend, the Worthy Matron may appoint a commission, of not less than three (3) members, to receive their testimony; provided, that the evidence shall be reduced to writing and shall be read in full before the Chapter convenes for trial.

**Section 3.** The testimony of non-members, and of members under sentence of suspension or expulsion, shall be taken under oath and before a commission of not less than three (3) members, to be appointed by the Worthy Matron.

**Section 4.** In all cases of the appointment of commissioners they shall give the accuser and the accused, or their counsel, proper and timely notice of the time and place of their meeting for the taking of testimony.

**Section 5.** If there be material testimony which can not be produced before the commissioners, the same may be taken at such other reasonable time and place, and before such other competent person or persons as the Worthy Matron may order, proper notice being given the accuser and the accused as above specified.

**Section 6.** All testimony proper to be written shall be reduced to writing by the Secretary, who shall fully and carefully record all proceedings pertaining to the trial that are had in the Chapter, and shall carefully file and preserve in the archives of the Chapter all papers relating to the case.

## **ARTICLE IX DELIBERATION**

**Section 1.** Upon the conclusion of the testimony and arguments the accuser (except it be the Associate Conductress, prosecuting officially, and in such case the party or parties directly aggrieved) and the accused shall retire from the Chapter, and the door shall be closed for deliberation.

**Section 2.** In case of trial by commission, upon the conclusion of testimony and arguments, all persons other than the members of the commission shall retire and the doors shall be closed for deliberation. The secretary of the commission shall record the action of the commission, with reference to the guilt or innocence of the accused, the penalty imposed, and certify the same in writing to the Worthy Matron and the Secretary of the Chapter who shall forward same to the Grand Secretary as provided in the Rules and Regulations, Article VI, Section 6, R, 4 (b).

## **ARTICLE X JUDGEMENT**

**Section 1.** The deliberation being concluded the Chapter shall proceed to pass upon the guilt or innocence of the accused.

**Section 2.** The vote of the Chapter shall be taken upon each specification, beginning with the first, and shall be upon the question, "**Is the accused guilty or not guilty as charged in the first (second, etc.) specifications?**" and finally, "**Is the accused guilty as charged in the general indictment?**"

**Section 3.** The result of the ballot upon each specification and the general charge shall be recorded by the Secretary in regular order, with the numbers severally cast for conviction and acquittal. The Chapter may convict or acquit of a part or all of the specifications, as they shall deem just.

**Section 4.** Every member present shall vote, unless excused by unanimous consent of the Chapter, and two-thirds (2/3) of all the votes cast shall be required to convict.

**Section 5.** The vote shall be taken by ballot, black cubes being cast for conviction and white balls for acquittal.

**Section 6.** The Worthy Matron, Worthy Patron, and Associate Matron shall inspect and count the ballots at the Worthy Matron's station, and the result shall be immediately declared by the Worthy Matron.

**Section 7.** If the accused be acquitted, the judgment of the Chapter shall be immediately declared and recorded, and the proceedings absolutely terminated so far as regards any further action of the Chapter. There can be no reconsideration of the vote or re-passing of the ballot. The only remedy is by appeal to the Grand Chapter.

**Section 8.** In case of trial by commission, the accused shall be declared acquitted unless four (4) members of the commission vote for conviction.

## **ARTICLE XI PENALTY**

**Section 1.** If the accused be convicted, the vote shall immediately be taken upon the penalty in the following order beginning with the highest and descending until the requisite vote shall be given to declare the sentence

- First -- Expulsion
- Second -- Suspension
- Third -- Finite Suspension
- Fourth -- Reprimand

**Section 2.** The vote shall be by ball ballot, and shall be regulated by similar rules as in passing judgment, except that sentence of reprimand may be passed by a majority vote.

**Section 3.** The result of the ballot upon each penalty shall be entered at large upon the record, with the number of votes for and against in each instance, and in the order in which the proceedings occur.

**Section 4.** At the conclusion of the ballot upon the penalty, the accuser and the accused shall be readmitted to the Chapter and the Worthy Matron shall at once announce the result and pronounce the penalty, except in case of reprimand, which she may pronounce immediately, or, at her discretion, defer until a future specified time, and may then give either in Chapter or privately as the Chapter may elect.

**Section 5.** All cases of expulsion and suspension shall be reported to the Grand Secretary and to all Constituent Chapters; and if the person expelled or suspended was a member of another Chapter than the one in which the trial occurs, the Chapter holding the membership shall be immediately notified of the sentence and the cause of the same.

**Section 6.** Within thirty (30) days after trial the Secretary of the Chapter in which such trial was held shall transmit to the Grand Secretary (to be laid before the Grand Chapter) a complete transcript of the same, with a copy of all evidence heard therein.

**Section 7.** In case of trial by commission, the penalty may be decided by a majority vote of the commission.

## **ARTICLE XII APPEALS**

**Section 1.** The accused, or any member of the Chapter, may appeal to the Grand Chapter from the decision of the Worthy Matron or the Chapter.

**Section 2.** All appeals shall be in writing, shall set forth clearly the grounds upon which the appellant seeks redress, and notice thereof must be given in writing to the Secretary of the Chapter within thirty (30) days after the appellant shall have received notice of the decision from which the appeal is taken.

**Section 3.** Upon receipt of the notice of appeal, the Secretary shall immediately make and transmit to the Grand Secretary full and accurate copies, duly certified, of all the proceedings in the case as they are recorded upon the books of the Chapter; and of the charges and specifications, answers, notices, summonses, proofs, reports and all papers of every kind in the archives of the Chapter pertaining to the subject matter. She shall also minute upon the record the receipt of the notice of appeal and the date of her return to the Grand Chapter.

**Section 4.** The appeal shall be prosecuted at the first annual session of the Grand Chapter after the time limited for taking the same shall have expired; and any appeal not thus prosecuted shall be dismissed by the Grand Chapter unless good cause for the delay be shown.

**Section 5.** The appeal shall be made in writing, and may be in the following form:



I, \_\_\_\_\_, a member of the O.E.S. and a member of \_\_\_\_\_  
\_\_\_\_\_ Chapter No. \_\_\_\_\_, do declare upon my honor as a member of the Order, that  
I feel materially aggrieved by your decision in the case of  
\_\_\_\_\_ and for rehearing of the case, and to the end that justice  
may be done in the matter, do take my appeal to the Grand Chapter for the following  
reasons \_\_\_\_\_”

**Section 6.** After a due investigation of the case, the Grand Chapter may, by a majority vote

- First ---- Affirm the decision appealed from
- Second -- Reverse the decision
- Third ---- Modify or change the decision
- Fourth --- Award a new trial

**Section 7.** The reversal of a decision restores the accused to the standing she/he held before the same was rendered.

**Section 8.** If a new trial be awarded, the standing of the accused shall be, in the meantime, that of a member under charges, and as though no trial had been had.

**Section 9.** From the taking of an appeal until its determination by the Grand Chapter, the standing of the accused (if suspended or expelled) shall be that of a member under charges, and shall be debarred during said time from sitting in Chapter.

**Section 10.** When an appeal is taken from the decision of a Commission the same shall be referred to the Committee on Appeals and Grievances, whose duty it shall be to review the case and recommend to Grand Chapter such action as they deem proper.

### **ARTICLE XIII RESTORATION**

**Section 1.** A member under sentence of definite suspension is restored at the termination of the period for which suspended, to all the rights and privileges of the Order without any action of the Chapter or of the accused.

**Section 2.** A suspended or an expelled member can be reinstated only by a majority vote of the Grand Chapter, and then only upon the recommendation of a two-thirds (2/3) vote of the Chapter by which the member was expelled or suspended: Provided, such Chapter be still in existence.

### **ARTICLE XIV GRAND CHAPTER TRIALS**

**Section 1.** Charges against a Chapter or a Worthy Matron shall only be referred to the Grand Chapter in session, or to the Worthy Grand Matron in recess.

**Section 2.** All such charges shall be in writing; and when referred to the Worthy Grand Matron in recess, she shall direct the Grand Secretary to forthwith serve the accused with a certified copy thereof and a summons to appear and answer the same at the next session of the Grand Chapter.

**Section 3.** Trials in the Grand Chapter shall be conducted, as far as practicable, under the same rules as a trial in a Constituent Chapter; provided, that all judicial action in the Grand Chapter shall be taken as the Worthy Grand Matron may direct; and provided, further, that the Worthy Grand Matron shall be the sole judge of the sufficiency of the service of all notices, orders and papers, of whatsoever kind.

## **ARTICLE XV AMENDMENTS**

**Section 1.** All propositions to amend the Penal Code shall be introduced in writing, signed by two (2) members of this Grand Chapter and received by the Grand Secretary no later than March 25<sup>th</sup> prior to the annual Grand Chapter session.

**Section 2.** This Penal Code shall not be suspended except by unanimous consent of the Grand Chapter.

## **FORMS UNDER EASTERN STAR PENAL CODE**

Instructions to Worthy Matrons and Secretaries of Constituent Chapters

The foregoing Penal Code should be carefully studied and strictly followed in all Chapter trials and in the report thereof to the Grand Chapter.

## **INSTRUCTIONS**

In all cases for Eastern Star offenses, the following steps should be carefully followed:

**First** -- Written charges must be filed with the Secretary and read in open Chapter at the next regular meeting.

**Second** -- Worthy Matron must fix date for trial, making due allowance for time to make service on accused, and also summon members of the Chapter for the trial.

**Third** -- Secretary must issue summons, showing time and place of trial.

**Fourth** -- Service must be made on accused by personal delivery of the original summons and attested copy of charges at least ten (10) days before time of trial, if the place of residence is within two (2) miles of the place of trial. If the place of residence of accused be more than two (2) miles from place of meeting, original summons and attested copy of charges shall be mailed to the post office address of the accused at least thirty (30) days prior to date of trial. If residence of accused be unknown to members of the Chapter, trial may be held ex parte.

**Fifth** -- Return of copy of summons showing manner of service. Personal service may be made by any member of the Chapter. Service by mail must be by the Secretary of the Chapter.

**Sixth** -- Answer of the accused.

**Seventh** -- If the accused do not appear, Worthy Matron should appoint counsel for defense. None but members in good standing shall appear as counsel.

**Eighth** -- Introduction of evidence

**Ninth** -- Deliberation.

**Tenth** -- Judgment.

**Eleventh** -- Penalty.

**Twelfth** -- Appeal, if desired by either the accused or any member of the Chapter.

**Thirteenth** – Secretary, within thirty (30) days after trial, must transmit to Grand Secretary a complete transcript of the trial, with a copy of all evidence therein.

Each and every fact must be shown by the record, as prescribed in the form of transcript to the Grand Chapter.

Title. All proceedings for misconduct should be entitled in the name of the Chapter against the accused member.

Testimony. The testimony taken on the trial shall be reduced to writing and carefully preserved. The purpose being that all the testimony used on trial shall become a part of the record.

The record of the testimony of each witness shall be commenced as follows:

A \_\_\_\_\_ B \_\_\_\_\_, a member of the Order of the Eastern Star, a witness on behalf of the accuser (or accused, as the case may be), testified as follows:

Or, C \_\_\_\_\_ D \_\_\_\_\_, a non-member, a witness on behalf of the accuser (or accused), on oath duly administered, testified as follows:

**No. 1  
Form of Charges for Eastern Star Offenses**

Charges should be definite, so as to allow the accused the opportunity to defend specifically, yet there are cases that do not require specifications of time and place, as the evidence will determine that, and the accused can question the witness and elicit the truth.

The charges should be substantially in the following form:

To the Worthy Matron, Officers and Members of \_\_\_\_\_ Chapter No. \_\_\_\_\_, O.E.S.:

I hereby charge \_\_\_\_\_, a member of this Chapter (or a "non-affiliated member residing within the jurisdiction of this Chapter, (or "a member of \_\_\_\_\_ Chapter No. \_\_\_\_\_" as the case may be) with offense against this order in this, to-wit:

Specification First. For that the said \_\_\_\_\_, on or about the \_\_\_\_\_ day of \_\_\_\_\_ A.D., \_\_\_\_\_, did (here state the facts constituting the offense, in ordinary and concise language).

Specification Second. For that they said, etc. (proceed in the same manner as in the first specification).

Dated this \_\_\_\_\_ day of \_\_\_\_\_ A.D., \_\_\_\_\_.

(Signed) A \_\_\_\_\_ B \_\_\_\_\_,

Associate Conductress  
(or by an affiliated member in good standing)

**No. 2**

If the offense is a continuation of the same or like acts, such as habitual drunkenness or profanity, the statement may be thus:

For that the said \_\_\_\_\_, on or about the \_\_\_\_\_ day of \_\_\_\_\_ A.D., \_\_\_\_\_, and habitually from that date to the present time did, etc.

**No. 3**

If different offenses are intended to be charged, each offense must be set forth in a separate charge, and after the first may commence thus:

I hereby further charge the said \_\_\_\_\_ with (specifying the facts of the offenses as before explained).

The charges must be signed by the accuser and delivered to the Secretary of the Chapter, who should mark the same filed thus:

Filed this \_\_\_\_\_ day of \_\_\_\_\_ A.D., \_\_\_\_\_.

**No. 4**

The attestation of the charges by the Secretary may be as follows:

I hereby certify the foregoing to be a true copy of the original charges on file in my office. In witness whereof, I hereunto set my hand and affix the seal of the Chapter this \_\_\_\_\_ day of \_\_\_\_\_ A.D., \_\_\_\_\_.

E \_\_\_\_\_ F \_\_\_\_\_,  
Secretary

**No. 5**

**Form of Summons**

The summons shall be substantially in the following form:

To \_\_\_\_\_ (name of accused):

You are hereby notified that at a stated meeting of \_\_\_\_\_ Chapter No. \_\_\_\_\_, O.E.S., held on the \_\_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_\_, charges were preferred against you, an attested copy of which is hereto annexed, and that the trial thereof will be held at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ A.D., \_\_\_\_\_, commencing at \_\_\_\_\_ o'clock p.m., at which time and place you are hereby summoned to appear and make defense thereto.

Given under my hand and seal of the Chapter this \_\_\_\_\_ day of \_\_\_\_\_ A.D., \_\_\_\_\_.

(seal)

E \_\_\_\_\_ F \_\_\_\_\_,  
Secretary

**No. 6**  
**Certificate of Personal Service**

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_  
(not less than ten (10) days before the trial)  
I delivered to \_\_\_\_\_, personally, the original summons, of which  
the within is a copy, together with an attested copy of the charges therein referred to.  
E \_\_\_\_\_ F \_\_\_\_\_

**No. 7**  
**Certificate of Service by Mail**

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_ A.D., \_\_\_\_\_, I forwarded  
by mail to \_\_\_\_\_, the original summons, of which the within is a copy,  
together with an attested copy of the charges therein referred to, addressed to  
\_\_\_\_\_, in the State of \_\_\_\_\_, where the accused  
resides, being more than \_\_\_\_\_ miles distant from this Chapter.  
Dated this \_\_\_\_\_ day of \_\_\_\_\_ A.D., \_\_\_\_\_.

\_\_\_\_\_,  
Secretary

**No. 8**  
**Caption of Transcript**

To the Grand Chapter, O.E.S. of Idaho:  
In the Matter of \_\_\_\_\_ Chapter No. \_\_\_\_\_, O.E.S.  
Against \_\_\_\_\_, Charged with \_\_\_\_\_.

**No. 9**  
**Transcript to Grand Chapter**

Masonic Hall, (name of place)  
\_\_\_\_\_, A.D., \_\_\_\_\_

Regular meeting of \_\_\_\_\_ Chapter No. \_\_\_\_\_, O.E.S.  
Present: (here insert names of officers and members present)  
The Chapter was opened in due form, whereupon, among other proceedings, the Secretary read to  
the Chapter the following:  
(here copy the charges preferred).  
Thereupon the Worthy Matron appointed (here insert the time affixed) for the purpose of the trial  
of said \_\_\_\_\_ on said charges. And afterwards, to-wit: on the \_\_\_\_\_  
day of \_\_\_\_\_, A.D., \_\_\_\_\_, I served (or caused to be served) on the accused an  
attested copy of said charges, and the following summons: (here copy the summons).  
And afterwards, on the \_\_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_\_ said summons was filed in  
my office with the following return of service thereon: (Here copy the Certificate of Service of  
summons as per forms No. 6 or No. 7).

Masonic Hall, (name of place)  
\_\_\_\_\_, A.D., \_\_\_\_\_

\_\_\_\_\_ meeting of \_\_\_\_\_ Chapter No. \_\_\_\_\_ O.E.S.  
Present: (insert names of officers and members present)

The Chapter was opened in due form. The Worthy Matron stated the object of the meeting to be for the trial of \_\_\_\_\_ on charges preferred. (Then let the record show whether the accused appeared in person or by attorney, or if not, who was appointed to conduct the defense; in short, all the facts of the trial, if then had, and if not, to what time the same was continued. If the trial then proceeded, or when it did proceed, all the facts occurring on the trial should be concisely stated, and the evidence of each witness in full, balloting on the charges, the number of affirmative and negative ballots cast on each charge and on each punishment and the final result, must appear in the record. There being no further business, the Chapter was closed in due form).

E \_\_\_\_\_ F \_\_\_\_\_, Worthy Matron

Attest: (seal)

\_\_\_\_\_  
Secretary

If an appeal be taken, the transcript should proceed thus:

And afterwards, to wit: On the \_\_\_\_\_ day of \_\_\_\_\_ A.D., \_\_\_\_\_, there was filed in my office the following notice of appeal: (here copy notice of appeal)

On said notice of appeal is the following certificate of service thereof. (here copy service or acceptance of notice).

The Secretary will then add her certificate in the following form:

Hall of \_\_\_\_\_ Chapter No. \_\_\_\_\_, O.E.S.

\_\_\_\_\_ A.D., \_\_\_\_\_

I, E \_\_\_\_\_ F \_\_\_\_\_, Secretary of Chapter No. \_\_\_\_\_, O.E.S., hereby certify that the above and foregoing is a true and correct transcript of the charges, proceedings had, and evidence given in the trial of the case of \_\_\_\_\_, Chapter No. \_\_\_\_\_ against \_\_\_\_\_, on charges above set out.

Given under my hand and the seal of said Chapter hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_\_.

(Seal)

E \_\_\_\_\_ F \_\_\_\_\_,  
Secretary.

The full and complete transcript of each separate case must be sent to the Grand Secretary, and must not include two persons in same charge or transcript. All papers should be duly attested by the Chapter Seal.

**SELF-PRONOUNCING GLOSSARY**  
(Strongly accented syllables are printed in capital letters)

actuate -- AK-chu-ate  
address -- a-DRESS  
adverse -- ad-VURSE  
aged (adj.) -- A-jid  
aged (verb) -- AYJD  
alludes -- a-LYOODZ  
associate -- a-SO-shi-ate  
bade -- \*BAYD or BAD  
baton -- ba-TON  
beneficent -- be-NEF-a-sent  
cabalistic -- kab-a-LIS-tic  
chaos -- KAY-oss  
column -- KOL-um (not yum)  
consummated -- KON-sa-mayt-ed  
conversant -- KON-vur-sant  
dais -- DAY-iss  
discharge -- dis-CHARJ  
discretion -- dis-KRESH-un  
edict -- E-dikt  
effect -- ef-FEKT (not ee)  
Elimelech -- e-LIM-a-lek  
emanate -- EM-a-nate  
endue -- en-DYOO  
epistle -- e-PIS-al  
era -- EE-ra  
essential -- e-SEN-shal  
Esther -- ES-ter  
exemplified -- eg-ZEM-pli-fide  
exonerate -- eg-ZON-a-rate  
fidelity -- fy-DEL-a-tih  
filial -- FIL-i-ul  
heroine -- HER-o-in (*er* as in *very*)  
humble -- HUM-bal  
illustrated -- il-LUS-tray-ted  
(or) il-lus-TRAY-ted  
infinite -- IN-fa-nit  
inquirers -- in-KWYR-urz (not INK)  
Israel -- IZ-ri-el  
Jephthah -- JEF-tha  
jessamine -- JES-a-min (not JAZ)  
maintenance -- MAYN-ta-nance  
menial -- ME-ni-al  
minute -- my-NYOOT  
Moab -- MO-ab  
momentous -- mo-MEN-tus  
‡Naomi -- nay-OH-mee  
oppressed -- op-PREST (not OH)  
Orpah -- OR-pah (not ORF)  
palm -- PAHLM  
perform -- per-FORM (not pre)  
promulgating -- pro-MUL-gay-ting  
saith -- ‡SAY-eth (or) SETH  
sentinel -- SEN-ta-nel (not SENT-nl)  
subjected -- sub-JEK-ted  
sword -- SORD  
tenets -- TEN-ets  
traversed -- TRAV-urst  
Vashti -- VASH-tie  
zealous -- ZELL-us

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