

UNIFORM CODE OF BY-LAWS FOR
SUBORDINATE CHAPTERS

Article I – Name

The name of this chapter shall be:

Chapter No. _____ of the Order of the Eastern
Star of Idaho.

Article II – Meetings

Section 1. This Chapter shall hold stated meetings each
month on

_____ with the following
exceptions:

Section 2. Special meetings of said Chapter may be had from time to time as the Worthy Matron or her lawful representative may direct. See Article 11, Section 2, Rules & Regulations.

Article III – Hour of Meeting

The hour of meeting shall be as specified below:

Article IV – Place of Meeting

All meetings of said Chapter shall be held at _____ in _____, Idaho, unless the Chapter, after previous notice to all members, shall direct otherwise; provided, however, that no change of meeting place shall be made except by dispensation of the Worthy Grand Matron.

Article V – Election

The annual election shall be held at the first stated meeting in April of each year. See Article III, Rules & Regulations, all sections. See Article XXV, Book of Instructions, Sections 1 and 2.

Article VI – Duties of Officers

Section 1. The duties of the Officers of this Chapter, in general, shall be as prescribed by these By-Laws and the By-Laws, Rules & Regulations and Book of Instructions of the Grand Chapter of Idaho and by the Ritual of the Order.

The Secretary of the Chapter shall transcribe the By-Laws in a book provided for the purpose. The Secretary shall certify these By-Laws as follows:

I, _____, Secretary of _____ Chapter No. _____ O.E.S. of Idaho, hereby certify that the foregoing By-Laws and/or amendments were adopted at a stated meeting of said Chapter in accordance with the Code and Digest, Rules & Regulations, Article I, Section 2, at its hall in the City of _____ State of Idaho on _____ (date).

Given under my hand and seal of the Chapter this date

_____.

Secretary
Seal

The foregoing By-Laws were approved by me this date

_____.

Worthy Grand Matron
Seal

Article XII – Amendments

Rules & Regulations, Article I, Section 2, A & B

Section 1. Any 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 laid over until the next stated meeting. After the second reading a two-thirds (2/3) vote is required for adoption.

A copy of the changes to these By-Laws, plus three (3) copies of the complete Uniform By-Laws, as amended from either Grand Chapter or Subordinate Chapter legislation, must be sent to the Worthy Grand Matron. Chapter amendments do not become effective until approved by the worthy Grand Matron. Two copies will be returned to the Chapter, one to be in the possession of the Secretary and the other given to the Worthy Matron. The third copy is to be sent to the Grand Secretary.

When the Grand Chapter enacts legislation requiring a change in the By-Laws of Subordinate Chapters, this may be accomplished by the Secretary preparing such amendment as may be necessary, reading it at the next stated meeting and sending it to the Grand Matron for approval. However, the amendment takes effect from the date of adoption by the Grand Chapter.

The Uniform Code of By-Laws was authorized by Grand Chapter in 1918, revised in 1956/1959 and has now been revised in conformance with the Code and Digest 2004.

Section 2. The Worthy Matron shall, at the time of her installation, appoint the following committees:

A Finance Committee, consisting of not less than three members.

A Relief Committee, consisting of not less than three members, of which the Worthy Matron shall be ex-officio chairman.

A Sick and Visiting Committee, consisting of not less than three members.

An ESTARL Committee, consisting of not less than three members.

Article VII – Duties of Standing Committees

Section 1. The Finance Committee shall audit the books, vouchers and annual reports of the Secretary and Treasurer and report upon same at the first stated meeting following installation. Additional audits may be requested by the Worthy Matron. (Rules & Regulations, Article VII, Section 4)

Section 2. The Relief Committee shall investigate all applications for relief made to the Chapter and report the circumstances of the case at the first stated meeting thereafter. If the case be one requiring immediate relief, the Worthy Matron may, a majority of the Committee concurring, draw on the Treasurer for an amount not to exceed _____ dollars in any one case and the order so drawn shall be sufficient voucher to the Treasurer to pay the same. The Committee may take such measures to employ watchers and nurses to wait upon the sick, etc coming under their jurisdiction as any contingency may demand. (Rules & Regulations, Article VII, Section 7)

Section 3. It is the special duty of the Sick & Visiting Committee to visit the sick and grief-stricken member of this Chapter and any other members of the Order regardless of Chapter affiliation, and to extend to them the advice in their troubles and sympathy in their sorrows, which our obligation contemplates. This section is not in any way intended to relieve any other member from his or her full duty under the circumstances. (Rules & Regulations, Article VII, Section 8)

Section 4. The ESTARL Committee shall work in conjunction with the District ESTARL Chairman, observing a period during February to raise funds. They shall distribute applications to potential awardees and assist them to attaining sponsorship of the Chapter. (Rules & Regulations, Article VII, Section 2)

Article VIII – Salaries

Section 1. The salary of the Secretary of this Chapter shall be \$ _____ per annum and dues.

Section 2. The salary of the _____ of this Chapter shall be \$ _____.

Section 3. The salary of the _____ of this Chapter shall be \$ _____.

Article IX – Fees and Dues

Section 1. The Initiation Fee for membership in this Chapter shall be \$ _____ which shall accompany the petition.

Section 2. The dues of each member of this Chapter shall be \$ _____ per annum.

Section 3. A member desiring a Voluntary Prepaid Life Membership (VPLM) shall be assessed a fee of twenty-one (21) times the annual dues of the Chapter. A member in good standing shall pay the fee before December 31 of the current year.

Section 4. A fee of \$5.00 (five dollars) for the International Temple Fund shall be paid by all petitioners for the degrees and by all dual and affiliate members.

Section 5. No fee shall be charged for affiliation or dual membership other than the required dues.

Section 6. No fee shall be charged for reinstatement other than the required dues.
(Rules & Regulations, Article VIII – Fees; Article IX – Dues)

Article X

Robert's Rules of Order shall govern this body, insofar as they do not conflict with these By-Laws and the Code and Digest of the Grand Chapter of Idaho.

Article XI – Order of Business

Section 1. Stated Meeting – Follow Book of Instructions Article VI, Section 2.

Section 2. Special Meeting – Follow Article VI, Section 3 Homecoming, Section 5.

Section 3. Worthy Grand Matron's Official Visit – Book of Instructions, Article VI, Section 4.

BY-LAWS

OF

_____ CHAPTER

No. _____

AMENDED _____ (DATE)

APPROVED _____ (DATE)

BY _____
WORTHY GRAND MATRON

SEAL

_____ CHAPTER

No. _____

IDAHO

**ORDER OF THE
EASTERN STAR
STATE OF IDAHO**

