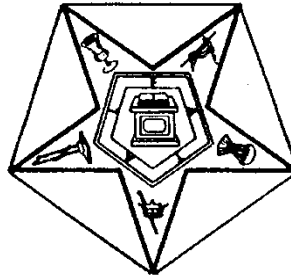


CODE and DIGEST



Compiled by the Authority of the

IDAHO GRAND CHAPTER

Annual Session June 2026

Code & Digest Revision Committee

Constitution and By-Laws
Rules, Regulations
Book of Instructions

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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), Worthy Grand Matron Seals, and the Worthy Grand Matron pin. ⁽²⁰²⁶⁾
- 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.

RULES AND REGULATIONS

IDAHO SUBORDINATE CHAPTERS

ARTICLE I CHARTERED CHAPTERS (2026)

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 by which all its documents shall be authenticated.
- B. Each constituted chapter shall have a 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 only 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 (1) of the four (4) copies should be given to the prompter to use for prompting during the ritualistic work.
- E. Every chapter shall file the annual report and pay the per capita assessment 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 Uniform By-Laws framed by itself, which must be consistent with the laws of Grand Chapter. Uniform By-Laws to establish the minimum requirements may be obtained from the Grand Secretary.

- A. Legislation enacted at a Grand Chapter session, and at General Grand Chapter if applicable, requires a change in the Uniform By-Laws of subordinate chapters and shall take effect on the date of adoption.
- B. Changes made in the Uniform By-Laws of a chapter must be presented in writing at a stated meeting, signed by two (2) 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 the Uniform By-Laws are 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 the power to discipline its members, but all actions may be subject to appeal to the Grand Chapter. In the event disciplinary action of the Worthy Matron or Worthy Patron is necessary, an appeal may be made to the Worthy Grand Matron.

- A. Members are subject to reprimand, suspension, or expulsion contingent on trial action. (Refer to the Penal Code).

- B. 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 his 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.

Section 6. Revenue and expense of subordinate chapters shall be set forth in their Uniform By-Laws.

Section 7. 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 Uniform By-Laws of the chapter

Section 8. Each member shall be provided with a copy of the chapter Uniform By-Laws. Members may purchase a Ritual and the Idaho Code and Digest or obtain a copy of the Idaho Code and Digest from the Idaho Order of the Eastern Star website.

Section 9. 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 10. 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 Uniform By-Laws must provide for at least one (1) stated meeting each month, except July and August or two other months more desirable. ⁽²⁰²⁶⁾

- A. The day, hour and place shall be specified in the Uniform By-Laws and no business shall be transacted before the time stated.
- B. Meetings shall be held in Masonic Halls if possible.
- C. No meeting shall be postponed if a quorum is present. Seven (7) members including one (1) of the first four (4) officers (Worthy Matron, Worthy Patron, Associate Matron, and Associate Patron) shall constitute a quorum, unless the Uniform By-Laws 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 (1) of the first four (4) officers is not present, the chapter cannot be legally opened.
- D. All officers, if present, shall fill their regular offices and not relinquish their duties to another member without good and sufficient reason. The Worthy Matron or Presiding Officer shall appoint a substitute for absent officers.
- E. A change in a chapter meeting place, date and/or time will require the vote of the chapter and a special dispensation granted from the Worthy Grand Matron. In the event of an unforeseen disaster, a special dispensation may be requested without a previous vote of the chapter.
- F. Eastern Star communications should be read or summarized in chapter.

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. ⁽²⁰²⁶⁾

- 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 are permitted with a majority vote of the chapter.

Section 3. No business shall be transacted at a chapter meeting unless there is the 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. ⁽²⁰²⁶⁾

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 must be given during the opening at every meeting. In the event of a star point officer's absence/vacancy, the signs should be exemplified by the Conductress or in unison by all members present. The signs and passes may be given again by the members under the direction of the Worthy Matron, the Worthy Patron, or the Presiding Officer at the closing as stated in the Ritual. ⁽²⁰²⁶⁾

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 as one. ⁽²⁰²⁶⁾

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 observe the ritualistic or other work of the Order at the discretion of the Worthy Grand Matron. If initiation is to be observed and there is no candidate, the initiation ceremony may be exemplified. ⁽²⁰²⁶⁾

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 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 recorded in the minutes by the chapter Secretary. ⁽²⁰²⁶⁾

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. 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. ⁽²⁰²⁶⁾

Section 13. Chapter matters which should be kept secret shall not be discussed with non-members. ⁽²⁰²⁶⁾

Section 14. Political and religious opinions shall not be introduced or discussed. ⁽²⁰²⁶⁾

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

Section 16. Open flame candles and smoking are prohibited during chapter meetings. ⁽²⁰²⁶⁾

ARTICLE III ELECTION (2025)

Section 1. Seeking election to an office is 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. 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 shall signify their willingness to serve.

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

ARTICLE IV INSTALLATION (2025)

Section 1. General regulations and detailed instructions for the installation of officers for open and closed installation is found in the Ritual of the Order.

Section 2. Members in good standing of a chapter are eligible to hold any office in the chapter. (Refer to Rules & Regulations, Article I, Chartered Chapters, Section 3)

Section 3. A member against whom charges have been filed cannot be elected or installed as an officer of a chapter.

Section 4. Elective officers shall not be installed unless they hold a proficiency certificate.

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

(2026)

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 should 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 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 in 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 Initiation Ceremony, 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 and tied with a bow, which should face the Altar.
 3. Esther -- The scepter is united with the crown. The scepter is placed under and through the crown, with the head of the scepter resting on the front of 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 pointing north and south.
- D. The signet is placed in the northeast corner of the chapter room.
- E. The officer badges should be in a convenient location. 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.

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. The attire of officers for chapter meetings and funerals should be left to the discretion of the Presiding Officer. ⁽²⁰²⁶⁾

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. All members must refrain from prompting. ⁽²⁰²⁶⁾

Section 7. Officers when addressed, should rise, give a slight bow and should stand erect. Elective officers stand in front of, and appointive officers at the side of their chairs before addressing or responding to the Presiding Officer. ⁽²⁰²⁶⁾

ARTICLE IV INSTRUCTIONS FOR OFFICERS

Section 1. The Worthy Matron duties and powers are described in the Rules and Regulations, Article VI, Section 2. ⁽²⁰²⁶⁾

- 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. 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.
- C. She stands during the opening and closing ceremony, when presiding, and closes each order of business with one rap of the gavel.
- D. She remains seated during proving of the chapter.

Section 2. The Worthy Patron duties and powers are described in the Rules and Regulations, Article VI, Section 3. ⁽²⁰²⁶⁾

- A. He should be knowledgeable of parliamentary procedure in order to transact business efficiently. He should not exchange chairs with the 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. ⁽²⁰²⁶⁾

- 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.
- 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. ⁽²⁰²⁶⁾

- A. He should be prepared to prompt the Associate Matron.
- B. 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 6. ⁽²⁰²⁶⁾

- 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 attach any communication or reports in the minute book except dispensations, secret work signatures and key logs.
- D. 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.
- E. Secretary pro tem shall record and sign the minutes that they have 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. ⁽²⁰²⁶⁾

- 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 midway between Esther's station and the West 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 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.
 - 1. 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.
 - 2. Laying down the right side, signifying the future.
 - 3. 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 the Bible marker if it becomes disarranged. The Salutation Sign should be held long enough for these words to pass through the mind (IHSHSITEAHCTWH). The Bible marker may be adjusted after the Salutation Sign is given. Facing the Altar, the Conductress takes one step back, turns and steps back into 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. After the Warder reports to the Worthy Matron, the Conductress turns toward Ruth and continues southwest, retracing her steps to the marching line, then east to her station.

- C. In closing the Bible, the Conductress approaches the Altar in the same manner as opening the Bible. After giving the Salutation Sign,
 - 1. She closes the Bible by taking up the left side first, shutting out the present, leaving the future
 - 2. Then bringing up the right side, shutting out the future, holding the Bible closed with both hands for a moment, meaning the past
 - 3. Then places the Bible in the center of the Altar, makes a slight bow to the Worthy Matron. Facing the Altar, the Conductress takes one step back, turns and steps back into the circle of officers midway between Ruth and Esther where she remains until the Warder notifies the Sentinel that the chapter is closed.
- D. 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.
- E. When the Conductress and Chaplain leave the labyrinth, they should walk opposite each other on the marching line until the Conductress reaches her station.
- F. The Conductress has full charge of the Bible at all times, except during draping of the Altar.
- G. The Associate Conductress duties for the Initiation Ceremony is referred to in the Ritual and Book of Instruction, Article XXII, Section 5.

Section 8. ⁽²⁰²⁶⁾

- A. The Chaplain, when going to the Altar for prayer or any occasion, shall advance to the marching line then continue west to a point midway between Esther's station and the West, which permits them to make an acute angle and advance directly to the Altar. The Chaplain does not assume the Reverent Attitude when entering the labyrinth but does so after stepping back into the circle of officers. Upon reaching the Altar, the Chaplain stands until the music ceases, and then kneels, 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.

After the prayer and facing the Altar, the Chaplain takes one step back, turns and steps back into the circle of officers midway between Esther and Martha where they remain until after the Warder reports to the Worthy Matron. The Chaplain should carefully observe the arc of the circle. After the Warder reports to the Worthy Matron, the Chaplain turns toward Martha and continues northwest, retracing their steps to the marching line, then east to their station.

- B. When the Conductress and Chaplain leave the labyrinth, they should walk opposite each other on the marching line until the Conductress reaches her station.
- C. 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. ⁽²⁰²⁶⁾

- A. When performing ceremonial duties, the baton should be carried in the right hand, the upper point near the left shoulder. When making a declaration, the baton should be raised to a point just above the eyes.
- B. When the Marshal carries the Flag of the United States, 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, the flag should be to their right and when the flag is placed in the East, they should stand facing the East.

D. Upon approval of the chapter minutes, the Marshal carries the minutes to the Worthy Matron for her signature.

E. Preceding balloting, the Marshal hands the petition to the Worthy Matron.

Section 10. The Organist assumes their 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. ⁽²⁰²⁶⁾

The Organist should stand during the Pledge of Allegiance, opening ceremony, prayers, obligation, when balloting and extending Grand Honors. ⁽²⁰²⁶⁾

Section 11. Star Point officers shall turn to face the Bible while the Conductress attends at the Altar, during prayers, draping of the Altar, and when the Flag of the United States is presented at the Altar. ⁽²⁰²⁶⁾

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. ⁽²⁰²⁶⁾

Section 12. The Warder has the exclusive duty of opening and closing of the door. After having received permission from the Presiding Officer, the Warder, must always give the proper raps 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 nor give an alarm or answer one without being directed to do so by the Presiding Officer, except in case of emergency. ⁽²⁰²⁶⁾

A. 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 and 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 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 station.

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 visiting members enter in proper form.

- B. 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.

- C. 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 that members are waiting until after the Worthy Matron declares the chapter open, has the Flag of United States presented and the chapter is seated.
- D. When a member desires to retire while chapter is in session, they will give the Salutation Sign back of Esther’s station. Only after the Worthy Matron responds, does the Warder rise and give the raps on the door to alert the Sentinel.

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 opens or closes the door, except in an emergency. This is the duty of the Warder, who will respond at the proper time. The Sentinel should advise a late comer that prior to giving the Salutation Sign, their hands should be free of all articles so the Salutation Sign may be given properly. ⁽²⁰²⁶⁾

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 (2026)

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.

Section 2. Stated Meeting Order of Business:

- A. Bible Presentation (optional)
- B. Opening of Chapter
- C. Presentation of the Flag
- D. Initiation*
- E. Introductions
- F. Roll Call of officers
- 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 Committee*
- O. Balloting*
- P. Affiliation*
- Q. Installation*
- R. New Business
 - Election of officers*
 - Proficiency Test*
- S. Good of the Order
 - Landmarks, Obligation and General Regulations*
- 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 formal opening.
- B. Roll Call
- C. Transact only the business for which the meeting was called.
- D. Perform ritualistic closing unless a stated meeting is to follow. Then it may be closed with one rap of the gavel.

Section 4. Worthy Grand Matron Official Visit special meeting. 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. Initiation*
- E. Introductions
- F. Roll call of officers
- G. Ceremony -- the chapter may be declared at ease/recess to permit a ceremony in honor of the Worthy Grand Matron. (Refer to Book of Instructions, Article XXX)
- 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."**
- K. Good of the Order
- L. Remarks
- M. Announcements
- N. Closing

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

Section 5. Open Installation of Officers

- A. Call to order by Worthy Patron
- B. Entrance of retiring officers
- C. Opening of the Bible
 - Lord's Prayer in unison using Trespasses
- D. Pledge of Allegiance
 - National Anthem
- E. Welcome by Worthy Matron
- F. Introduction of Distinguished Guests
- G. Worthy Matron Introduction of Installing Officer
 - Installing Officer introduces other Installing Officers
- H. Recess called
- I. Retiring of officers
- J. Installing Officer calls the chapter to order
- K. Entrance of officers to be installed
- L. Installation Ceremony according to the Ritual
- M. Address of Worthy Matron and Worthy Patron
- N. Introductions
- O. Courtesies/presentations/remarks
- P. Closing Ode
- Q. Closing of the Bible
- R. New Worthy Matron declares chapter closed with 1 rap
- S. Mizpah Benediction
- T. Retiring march

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 their station and is ready to provide music when the officers enter. The Associate Conductress may escort 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. ⁽²⁰²⁶⁾

The Conductress and Associate Conductress may escort the Worthy Patron and Associate Patron into the labyrinth, entering between the stations of Adah and Ruth, and Electa and Martha respectively. Once facing the Altar, they may bow to each other. The Associate Conductress and Worthy Patron then turn east and the Conductress escorts the Associate Patron to his station in the West. The Conductress then retires to her line of officers. The Associate Conductress returns to her station in the chapter room. ⁽²⁰²⁶⁾

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, facing the West, then take her place with the north line of officers. ⁽²⁰²⁶⁾

The Ritual gives instruction for the formation of the box. As the Bible is not open at this time, members may pass between the Altar and the East. ⁽²⁰²⁶⁾

The Worthy Patron steps forward on the north side of the pedestal to meet the Worthy Matron, extends his hand and assists her to her station and presents her the gavel. ⁽²⁰²⁶⁾

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 their report to the Worthy Matron. ⁽²⁰²⁶⁾

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. ⁽²⁰²⁶⁾

If the Associate Matron cannot vouch for all visitors, she may choose from the following two (2) options to prove the chapter. ⁽²⁰²⁶⁾

A. The Conductress and Associate Conductress rise when addressed by the Associate Matron, 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. ⁽²⁰²⁶⁾

When the Conductress and Associate Conductress have completed proving the chapter, they will meet in the West behind Esther's station. The Associate Conductress will address the Conductress. They both turn toward the Associate Matron (turning toward each other as they face the 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. ⁽²⁰²⁶⁾

B. The Conductress and Associate Conductress will approach the East in the regular manner, bow to each other, and turn toward the East. The Conductress takes 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. ⁽²⁰²⁶⁾

The Associate Matron will say: **"As I call the name and number of your chapter, you will 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. Avouchment by a visitor can only be made if the visitor has already been vouched for. When all members 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: **"Will the members of this chapter seated on the sidelines stand while the Conductresses prove this chapter"**. Chapter officers and pro tems do not stand. ⁽²⁰²⁶⁾

The Conductress and Associate Conductress will then proceed slowly west, carefully observing each person standing. If either officer finds a person for whom she cannot vouch, she will 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. ⁽²⁰²⁶⁾

Members holding plural membership should stand only once for avouchment. They may select the chapter in which they wish to be recognized. ⁽²⁰²⁶⁾

There are only three methods of vouching for a visitor: ⁽²⁰²⁶⁾

- A. Having ever sat in a subordinate chapter meeting with a visitor who has exhibited a current receipt for dues.
- B. Having sat in chapter with a visitor during the current calendar year.
- C. As 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 Instructions, Article IV, Section 7, B) 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. ⁽²⁰²⁶⁾

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 Instructions, Article IV, Section 12) ⁽²⁰²⁶⁾

ARTICLE IX PRESENTATION OF FLAG (2026)

The Flag of the United States shall be displayed during all sessions of subordinate chapters.

Each chapter may choose its own ceremony for presenting the flag. If requested, 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 their right and when the flag is being placed in the East, they should stand facing east. The officer or member 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 along the west line toward the southwest corner and when reaching the corner make an acute angle, entering the labyrinth between Ruth and Esther and advance directly to the Altar.

The Flag of the United States, when placed in the East, should stand on the same level with, and to the right of, the Worthy Matron. All other national flags should be to the south of the Flag of the United States. The Flag of the United States should stand higher than any other flag. All other flags (Christian, OES, chapter, etc.) should be on the left of the Worthy Patron.

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 the United States of America. "** 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 after 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 Flag of the United States, 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.)

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 Eastern Star."** 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."**

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
(2026)

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

Optional: The Worthy Matron says: **"We are now ready for the regular order of business. The Secretary will note the members and pro tems present."**

ARTICLE XII
READING OF MINUTES
(2026)

Section 1. The Worthy Matron says: **"The Secretary will read the minutes of our last stated and any intervening meetings."** If there are minutes of more than one meeting to be read, they should be read oldest first 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 as read, Sister/Brother Secretary."** (Raps gavel) Or if there are corrections to the minutes the Worthy Matron says: **"The minutes are approved as corrected, Sister/Brother Secretary."** The Marshal (or another officer appointed by the Worthy Matron) then carries the minutes 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
(2026)

Section 1. The Worthy Matron says: **"The Secretary will read the communications."** All Eastern Star communications are read, summarized, or printed for the members in 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."** (Raps gavel)

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."** (Raps 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

(2026)

The Worthy Matron 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.”** (Raps 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 immediately.

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

(2026)

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 an investigating committee appointed. (Pause) Hearing none, it is so ordered.”** (Raps gavel).

If there are no objections, the Worthy Matron then appoints the Investigating Committee consisting of a sister as chairman, and a sister and brother assisting. (Refer to Rules and Regulations, Article VII, Section 5).

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)

ARTICLE XIX
REPORT OF INVESTIGATING COMMITTEE
(2026)

The Worthy Matron asks the Secretary if there is a report of the 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 is 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^ 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.

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 (2026)

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 Worthy Matron elect is installed. The Worthy Matron elect, or a committee, is responsible for the planning of the Installation Ceremony, including the selection of the installing officers, the program, decorations, refreshments, and all items concerning the installation.

Section 3. When the Installing Officer calls the recess to prepare for the Installation Ceremony, 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 Installing 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. In a closed Installation after the entrance of the officers to be installed, the Installing Officer shall verify that all present are members of the Order of the Eastern Star before proceeding with Installation.

Section 5. Gifts and addenda are presented after the Installation Ceremony is completed.

Section 6. 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, they step 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 officers shall turn slightly towards the Installing Marshal to be invested with their badge, then face the East for the explanation of the badge.

Section 7. The Installing Marshal may lead the officers single file or when outside the labyrinth, may offer an arm to each officer.

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

Section 8. 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 their station.
- F. The Installing Marshal gives the proclamation at the Altar or from the Marshal's station.

ARTICLE XXIV

NEW BUSINESS

(2026)

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 vote upon all motions.

Section 3. The first order of business is elections. The Proficiency Test, if given in the chapter room, is 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 Presiding Officer should follow the parliamentary rules 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 one-half ($\frac{1}{2}$) of those voting, provided a quorum is present. Two-thirds ($\frac{2}{3}$) vote means two-thirds ($\frac{2}{3}$) of the number voting. A vote by show of hands may be taken unless a standing vote or written ballot 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 for 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 Presiding Officer ("**It is moved and seconded that**").
- E. Discussion - Speakers must:
 - 1. Be entitled to the floor
 - 2. Address their remarks to the chair
 - 3. Confine discussion to the question pending
 - 4. Be courteous and avoid all personalities
- F. The Presiding Officer calls for the vote by saying: "All of those in favor of the motion as stated will vote by the voting sign of the Order". (Pause) "Those opposed will vote by the same sign". If the result of the vote is doubtful, the Presiding Officer calls for a standing vote or written ballot -- first for the affirmative, then the negative.
- G. The Presiding Officer will state: "**The motion is passed/is lost.**" When the vote is a tie, the motion is lost, unless the Presiding Officer votes in the affirmative to pass the motion.

ARTICLE XXV ELECTION OF OFFICERS (2026)

Section 1. Elections shall be the first order of new business. The Worthy Matron may preside over elections or ask the Worthy Patron to preside.

Section 2. 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 3. If necessary, the Presiding Officer shall appoint two or more members to act as tellers, who will distribute, collect and read the ballots. The Presiding Officer has the chapter members eligible to vote, including the Sentinel, 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 4. An election is determined by a majority vote. The Presiding Officer shall announce the name of the office to be filled. When all have voted, the Presiding Officer shall declare the ballot closed. The tellers will then proceed to collect the ballots. (Raps 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.

ARTICLE XXVI GOOD OF THE ORDER (2026)

Section 1. This order of business is unique to each chapter. Presentations may be given under this order of business for members. Should guests be invited, a recess may be declared, the Bible closed informally, and non-members may be admitted. When the guests have departed, the doors are secured, and 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

ARTICLE XXVII DRAPING THE ALTAR

(2026)

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 and Conductresses enter the labyrinth at the same time. The Chaplain lifts the Holy Bible from the Altar and holds it while the Conductresses drape 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. The three officers pause then back away from the Altar and take their stations.

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.

Chapters are at liberty to elaborate on this as they see fit.

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 members.

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 a secure location outside the chapter room. If the examination is given outside the chapter 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. ⁽²⁰²⁶⁾

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 a presentation at this time. At the close of "Recess", the doors are secured, and the Associate Matron must vouch for all present. ⁽²⁰²⁶⁾

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 Uniform By-Laws of a chapter must be presented in writing at a stated meeting, signed by two (2) members of the chapter, read, and held over until the next stated meeting. After the second reading a two-third (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, U)

Section 2. When the Grand Chapter enacts legislation requiring a change in the Uniform 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.

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