

Secretary's Handbook
Order of Eastern Star
Grand Chapter of Oregon

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2019 EDITION

Secretary's Handbook
ORDER OF THE EASTERN STAR

As the Installing Officer says at your installation, as secretary of a Chapter "yours is a difficult and responsible charge". The work you do helps maintain your Chapter's good standing with the Grand Chapter. By making sure the Grand Chapter's records of your members, and your Chapter activities, are accurate and complete, you help the Grand Chapter of Oregon remain in good standing with the General Grand Chapter. How you do your work for your Chapter, and the quality of the relationships you maintain with your Chapter Worthy Matron, the other line officers, and the Chapter Treasurer, will either enhance, or diminish, the ability and commitment of your Chapter to live our Eastern Star Obligation.

The duties of the Secretary are outlined in the following places:

1. Ritual 2015 Edition, pages 111 & 112 (installation)
2. Ritual 2015 Edition, Page 33 (Opening)
3. Constitution & Bylaws 2017 Edition, Sec. 202, par. 5-7
4. Constitution & Bylaws 2017 Edition, Sec. 211
5. Constitution & Bylaws 2017 Edition, Sec. 250, Article IV, par 5, Article VI, par 6.
6. Uniform Workbook instructions

You should have the current edition of each of these books for reference AND BE WELL VERSED IN THE CONTENTS, as well as with the Bylaws of your own subordinate Chapter. If a question arises for which you are unable to find the answer, you may write, call, or email the Grand Secretary or the Worthy Grand Matron for help. However, you should do everything possible to first to locate the answer in one of these references.

The material you will find in this book is to be used as a guide ONLY. The Constitution & Bylaws and Uniform Workbook take precedent to anything in this manual. References to pertinent sections in those documents are made for your convenience.

This material was originally distributed in 1980 and is updated regularly. There have been some changes made over time. Undoubtedly there has been some information that has been left out, or has been included under a different heading than in the past. Suggestions for revisions are always welcome.

This material is arranged in alphabetical order. Under each title, if a reference is indicated, it will be listed as follows:

CONSTITUTION AND BYLAWS (Section and Page Number)

UNIFORM WORKBOOK INSTRUCTIONS (Page Number)

WEBSITE INFORMATION (Page)

GENERAL GRAND CHAPTER "RED BOOK" (GGC)

This manual is dedicated to the wonderful members who serve the Chapters in Oregon
as Secretaries and Treasurers.

AFFILIATION

A member may belong to multiple chapters at a time. If the member obtains a demit from a chapter and then petitions to become a member in either the same chapter or a different one, and is accepted, then the member has become a member by "Affiliation". If the member maintains membership in one chapter and applies for membership in another chapter, and is accepted, then the member has become a "Plural" Member".

1. Petition for Affiliation must be completed with recommendations (Appendix)
2. Petition must be accompanied by a fee of \$15.00. (Sec. 220 (2))
3. Petition must be accompanied by either: (1) demit; (2) current dues card; or (3) a Certificate of Good Standing. It is understood that the current year's dues card, now in general use, shall be construed as equivalent of a Certificate of Good Standing.
4. If a petition is from a BROTHER, he must also present satisfactory evidence that he is in good standing in a Masonic Lodge. [Sec. 214 (4).]
5. Petitioner must have visited the Chapter, [Sec. 223 (1).]
6. After a rejection, a petition for affiliation may be presented at each subsequent stated meeting of a chapter providing a new petition is presented, as the same petition cannot be used a second time. [Sec 214, (3)]
7. Petitioner need not be a resident of this Jurisdiction, [Sec. 214 (4a)]
8. If the petitioner is a SISTER, she need not refer to any "then" Masonic relationship. [Sec. 214 (4c)] **HOWEVER:** If the petitioner is from a General Grand Chapter other than our own (New York, New Jersey, Scotland, Australia) you must make sure they have the proper masonic relationship, not just "Sponsored by a Mason". (GGC VI 3 (c))
9. **MEMBERSHIP BEGINS UPON BEING VOTED INTO CHAPTER, not when bylaws are signed.** [Sec. 222 (3)]
10. All affiliates must sign the Bylaws even though affiliating with the original Chapter.
11. **AFFILIATES PAY THE INTERNATIONAL HEADQUARTERS FUND FEE. [SEC. 220 (4)], unless they had previously been a member of that chapter AND had paid the IHF at that time.**

SECRETARY MUST

1. Notify Grand Secretary after balloting (a) of a rejection by sending proper form (Appendix)
(b) of election by sending New Membership Report Form (Appendix)
2. Notify petitioner of election or rejection (Uniform Workbook Pg. 22) and when to appear to sign the Bylaws.
3. Notify the new member of the amount of dues that are payable and the International Eastern Star Headquarters Fund. (See; Constitution and Bylaws, Sec. 220(4).)
4. If affiliation is from Current Dues Card, notify the other chapter and request balance of current year's dues and a copy of the demit. (Amount of dues cannot be less than the amount to be remitted to the Grand Secretary with the annual report.

AMENDMENTS TO SUBORDINATE CHAPTER BYLAWS (See Sec. 250 Article XII)

1. Presented in writing at a Stated Communication.
2. Read with no discussion.
3. Placed in the hands of the Secretary
4. Lay over until next stated Communication.
5. Re-read, discussed, and voted on.
6. Passed by 2/3 majority to be adopted.
7. Referred to Worthy Grand Matron in TRIPLICATE.
 - a. Use form provided by Grand Chapter, (See Appendix).
 - b. Retype entire Bylaws on form, then make two additional copies, each signed and sealed.
8. IF APPROVED by the Worthy Grand Matron, it becomes law. One copy will be returned to your Chapter.
9. IF CORRECTION OR DELETION FROM BYLAW is required by the decision of the Jurisprudence Committee, you will be instructed by the Grand Secretary of what to do. [Sec.202 (4)]

10. The returned set of Bylaws is to be affixed to the inside cover of the Membership Roll Book.
11. The Instructing Officer will check your Bylaws to see if you have done this properly.

If any Bylaw amendment pertaining to Sec. 250 is passed at Grand Chapter, it **MUST BE READ** by each Chapter at the first meeting in September and the Grand Secretary notified of said reading on the form furnished. [Sec. 202 (5)]

AMENDMENTS TO BYLAWS RELATIVE TO GRAND CHAPTER & SUBORDINATE CHAPTERS

See Sec. 251 on proper way to make these proposed amendments. It must be under the seal of TWO SUBORDINATE CHAPTERS. Proposals in proper form must have been received by the Grand Secretary no later than January 15. See Appendix for formats to propose amendments.

ANNIVERSARY DATE is the Date of Institution of the Chapter

ANNUAL DUES (See Dues)

ANNUAL REPORT

Each year the Grand Secretary will furnish two blank forms on which you must prepare the annual report.

1. You will have been supplied with an alphabetical Roster of your members with addresses, telephone numbers where available, and Life Membership status. The accuracy of this Membership Roster depends on the accuracy of the monthly "Change Reports" sent by you to the Grand Chapter Office. Please use this roster in preparing your Annual Report.
2. Make corrections, additions and deletions on this list. **Use contrasting ink** and include dates and type of action. (i.e. demit, SNPD (suspended for Non-payment of dues), death, presumed dead)
3. Return this roster to the Grand Secretary along with one completed Annual Report form.
4. Fill out the forms very legibly, carefully listing all initiations, affiliations, deaths, presumed deaths, suspensions, and changes in name. Please use the members' full proper names.
5. Be sure to sign, date and put the seal of the Chapter in the proper place.
6. The last page recapitulates the figures and must be filled out.
7. Figure the amount of money due based on the total membership, less those remitted. Members include regular, life and 50-year members. Dues are remitted only for those reported by the relief committee as "needy". Per Capita, including Blanket Liability Insurance Coverage and Special Assessments approved by Grand Chapter are to be paid on all members including those members whose dues have been remitted, with the exception of those **remitted and in a care facility**. [Section 202 (7- 9)]
8. **DO NOT SEND THE ANNUAL REPORT IN FINAL FORM BEFORE DECEMBER 31st.**
9. Annual Reports must be sent to the Grand Secretary by **FEBRUARY 1ST**. [Sec. 202 (6).]
10. Failure to complete and send Annual Report by February 1st will result in a \$25.00. [Sec. 211 (3).]
11. **PAYMENT MUST BE INCLUDED WITH THE ANNUAL REPORT**; check made out to the GRAND CHAPTER OF OREGON, O.E.S., and **not** combined with any other monies. The annual report is not complete until the form and check are received and accepted by the Grand Secretary.
12. A new computer membership listing will be sent to each Chapter for use in the new year. It would be a good idea to make a copy of your list before sending it in, as there will be a time lapse before the new one is sent to you.
13. The Recapitulation of the Annual Report shall be read in Chapter at next stated meeting after submission and the Recapitulation figures recorded in the Chapter Minutes.

APPLICATIONS AND PETITIONS

Various Applications are available including as follows:

| | |
|-----------------------------|---|
| Membership | (Appendix) |
| Degrees | |
| Affiliation - Reinstatement | |
| Plural Membership | |
| Life Membership | (Appendix) |
| Scholarships | (Forms from Scholarship Chairman or on the Website) |
| Care through MESH | (Forms from Grand Lodge) |
| Benevolent Fund | (Appendix) |

AUDITING PROCEDURE for Examination by the Finance or Audit Committee

Each year the books of the Secretary and Treasurer will be examined by either the Finance Committee, or, if your Chapter has one, by an Auditing Committee. A detailed report of the financial condition of the Chapter is to be given at the FIRST STATED COMMUNICATION IN SEPTEMBER. [Sec. 250, Art. VII (2-b).] (2018) *Written copies, signed by all three members of the Audit committee should be posted in the Minutes Book as well as kept in the Secretary's and Treasurer's books.*

You should have your books (minute book, cash book, vouchers, warrant stubs, etc.) in order and available in time for them to complete their duty.

An example two-part Audit form can be found in the Appendix. A simple reconciliation of bank accounts and books (part one) will not meet IRS requirements.

Secretary and Treasurer should not serve on the Audit or Finance Committee as that would compromise the "checks and balances" of the chapter's financial processes.

BALLOTING

1. Must have less than 3 black cubes to secure election. (Landmark #7, Ritual Page 163).
2. All members present must vote, although the Sentinel may decline. [Sec. 216 (1)]
3. Ballot box must have 6 black cubes. [UWB, pg. 22]
4. Balloting must be immediately after reading of the report of the Investigating Committee and NOT POSTPONED OR DELAYED.
5. A Brother (WP. or acting WP.) must be in the East. (UWB pg. 21)

SECRETARY MUST

1. Send in **New Membership Report Form** and **IHF Fee** to the Grand Secretary after balloting on petitioners for affiliation or dual membership, and after initiation for degrees,
2. Notify each petitioner of the results of their ballot (UWB pg. 26) (Appendix).

BUDGET COMMITTEE

If you have a Budget Committee, you should have information readily available for them to function properly as per your Bylaws. The Annual Per Capita amount for the coming year is sent to each Chapter as soon after Grand Chapter as possible. An example of the division of receipts (income) and disbursements (expenses) is shown in the Appendix.

BYLAWS OF SUBORDINATE CHAPTER

A signed and sealed set of Chapter Bylaws is to be stored on the inside cover of the Roll Book. It MAY BE PLACED IN A MANILA ENVELOPE which is securely fastened to the inside cover of the Roll Book. Outdated Bylaws may be removed and filed for historical purposes - or discarded if so desired by the Chapter.

It is in this book that the new members sign the Bylaws. It is called the Membership Roll Book.

The Instructing Officer will inspect the book when she comes for School of Instruction to see that the Bylaws are properly attached and are current.
Each Line Officer in the Chapter is to have a current copy of the Chapter Bylaws.

Updating Chapter Bylaws is necessary from time to time. The Grand Secretary can furnish you with a copy of the basic Chapter Bylaws in computer format so that changes and updates can be accomplished easily. The most current generic format is in the Appendix and on the Oregon OES Website. See UPDATING BYLAWS.

CASH BOOKS/Financial Records

The Secretary and Treasurer should each have a financial record keeping system, either in a hard copy "Cash Book", or on computer. The Secretary must record the receipts, disbursements, and item descriptions including the warrant numbers. The Treasurer should record the receipts, and in separate columns, the warrant numbers and check numbers for each specific disbursement. (for example, ESTARL, secretary supplies etc.) If the Secretary and/or Treasurer keep their records on computer, they must print out a hard copy on a monthly basis and these copies must be kept in a binder or pasted into a bound book. These records will be examined by the Instructing Officer as well as by the Finance and/or Audit Committee. Your records are invaluable to the Budget Committee and the Chapter line officers for future planning and for completing annual tax returns.

CERTIFICATE OF MEMBERSHIP STANDING

(Same as Letter of Good Standing, or Statement of Membership Record). A letter under the seal of the Chapter, or of Blue Lodge stating that a member is clear on the books and in good standing with that Chapter or Lodge. (Appendix)

CHARITABLE CONTRIBUTIONS

Each Chapter should try to contribute to the various funds each year, BUT ONLY TO THOSE which have Grand Chapter approval. With the exception of ESTARL, Benevolent Fraternal Assistance Fund, and our Scholarship Funds, all of which are per the Bylaws, approval is made each year by resolution or at the discretion of the Worthy Grand Matron.

Some of these are:

- General Grand Chapter Projects
- Home Endowment and OutReach
- Cancer Research
- Heart Fund
- Shrine Patient Transportation Fund

FRATERNAL ACTIVITIES IN THE HOME: (FAITH)

- General (Special Activities and Birthdays are combined)
- Christmas Gifts

YOUTH ORGANIZATIONS

- Oregon DeMolay
- Job's Daughters
- Rainbow for Girls

There may be additions or deletions. Be sure you send contributions ONLY FOR THOSE APPROVED BY GRAND CHAPTER, [Sec. 203 (12-13).] The Grand Secretary keeps a list of approved projects. The required Remit forms are provided annually by the Grand Chapter Office, and all contributions should be sent directly to the Grand Chapter Office.

A Chapter Secretary or Treasurer is to send a MEMORIAL or FRIENDSHIP GIFT card to the recipient of the gift or memorial. These cards may be obtained from the Grand Chapter Office.

The Grand Chapter of Oregon may, in some circumstances, be considered as a tax-deductible organization; however, contributions to the General Fund should not be claimed as a tax deduction.

CHANGE REPORT - MONTHLY

Chapter Secretaries are to report to the Grand Secretary at least monthly all changes in their membership including, deaths, demits, new members (initiation, affiliation), reinstatements, address changes, name changes. There is a form which can be used in the Appendix, or send information by email.

CHARTER

Each Chapter must have a Charter (or Dispensation) in the room whenever the Chapter is open and at work. [Sec. 201 (1)] This includes installations if held at a location other than the Chapter Room.

A copy of the Charter is permitted to be used in place of the Charter if the original is stored for safekeeping (or other reason).

COIN DRILL- Paper Drive

Monies received in the Coin Drill (birthday march, etc.) should be counted by the Secretary, then given to the Treasurer (taking her receipt therefor).

COMMITTEES (Look up under individual heading)

Chapter Standing Committees: Finance, Relief, Instruction; Budget, Auditing (if called for in your Bylaws,) and Proficiency. Many Chapters combine the Instruction and Proficiency committees.

CONSOLIDATION OF CHAPTERS (See Section 226, Constitution and Bylaws) Appendix

The Grand Chapter Office has the official Checklist and Instructions. The Facilitating Past Grand Officer will have all the pertinent documents needed to make this process as smooth as possible. Copies of the checklist and instructions are available upon request. The Grand Chapter also has available copies of several Consolidation Ceremonies which may be used by the chapters after completion of the consolidation process.

CORRESPONDENCE RECEIVED

Secretary must notify the Worthy Matron of all correspondence and other business to be introduced prior to the meeting. (Sec. 211)

Correspondence should be kept on file for that Chapter year. If the Worthy Matron would like the invitations after they have been recorded in the minutes, you may give them to her. Correspondence of a permanent nature should be filed and kept. At the end of the Chapter year, all other correspondence may be given to the Worthy Matron or it can be discarded. See Retention of Records.

CORRESPONDENCE READ IN CHAPTER Sect. 211 (1) and UWB, Pg. 28. Should be read in the following order:

1. Letters from the WGM and WGP must be read first (UWB, Pg. 34) and must be read at the first meeting after receipt.
2. Letters from the MWGM
3. Other communications, giving the name of the sender first
4. Invitations in the order of date of event; just the facts. Many secretaries print copies of "events lists" with the pertinent details and have available each meeting.
5. Thank You notes
6. Correspondence from non-members (if pertinent)
7. Demit requests

All official communications from the Worthy Grand Matron are to be read in their entirety in open Chapter at the first meeting following receipt with exception of matters that can be held over until the next meeting. Official visit letters mailed to the Secretary from the Instructing Officer or

Committee Members MUST BE ANSWERED PROMPTLY. THEY DO NOT REQUIRE VOTE OF CHAPTER. Consult your Worthy Matron and forward HER reply immediately so that you do not delay the completion of the schedules.

PROPOSED LEGISLATION may be presented to the Chapter in any manner AS DIRECTED BY THE WORTHY MATRON [Sec. 211 (1)]

CORRESPONDENCE SENT

Correspondence should not be written except as directed by the Worthy Matron and/or vote of the Chapter. It should always be sent over the Seal of the Chapter or as otherwise provided in the Bylaws.

CONSTITUTION AND BYLAWS

You should always have a current edition of the Constitution and Bylaws. Every year following Grand Chapter the Grand Secretary will either forward pages to you to insert into your copy of the Constitution and Bylaws containing the amendments or if new pages are not printed, you will be notified of what corrections to make in your copy. A complete new edition of the CBL in both print and on disk, is available from the Grand Chapter office and on the Website shortly after the Grand Chapter Session.

CREDENTIALS

All members in good standing in the Grand Chapter of Oregon have a vote at Grand Chapter. [Sec.103, (1)] It is important to understand that the good standing of a member depends not only on the member, but also on their Chapter(s) being in good standing. This means that all debts and outstanding invoices owed to the Grand Chapter should be cleared before the start of the Grand Chapter Session. [Sec. 202 (7)]

DATES TO REMEMBER

1. Chapter Installation - following Grand Chapter and no later than July 31.
2. Within FIVE DAYS of Chapter installation: send Certificate to Grand Secretary which you received prior to the installation. (Appendix).
3. First meeting AFTER GRAND CHAPTER: Grand Chapter Reports are to be given.
4. First meeting IN SEPTEMBER: Report of the Audit Committee, [Sec. 250 VII-2 (b)] regarding the Audit/Financial Review of the Chapter books.
5. After July 1 and before November 15, file your Chapter's 990NE-Card or 990EZ Return.
6. First meeting in SEPTEMBER: ADOPT any Bylaws necessary [Sec.202(5)].
7. First meeting in NOVEMBER: Worthy Matron instructs Secretary to send out delinquent notices. [Sec. 122(4)]
8. STATEMENT OF DUES: should be sent about this time (November), but may be sent at any time after receipt from the Grand Secretary. (Appendix).
9. ANNUAL REPORT: following December 31st with Home Tax, Per Capita Tax, Insurance, and assessment in one check. (See "Annual Report"), **due by February 1**.
10. Read RECAPITULATION during the first meeting following submission of Annual Report and report the figures in the Minutes of that meeting.
11. First meeting JANUARY: Read list of those suspended. [Sec. 221(6)]
12. **NO LATER THAN first meeting in MARCH:** Report by the Worthy Patron on the Masonic Standing of all Brothers, [Sec. 210 (3)]
13. First meeting in MAY: Election of Officers [Sec. 205 (1)]
14. OPEN INSTALLATION: A vote of the Chapter to hold an Open Installation must be held at a meeting previous to Installation. (Ritual, page 96)
15. Immediately following Election of Officers send DIRECTORY INFORMATION to Grand Secretary on form furnished, (Appendix).

DEATH OF A MEMBER (See Draping of the Altar, Funerals and your own Bylaws.)

Notify the Grand Chapter Office of the full date of death of a member as soon as possible.

DEGREES (See Initiation).

DELINQUENT DUES (See Notices and Remit Dues)

All dues are delinquent after the first meeting in February, [Sec. 221 (4)].

DEMIT

A Demit is a certificate issued by the Chapter upon written request of a member. The request is read at a Stated Meeting during Correspondence, and if the applicant is in good standing, under New Business the Worthy Matron will direct the Secretary to issue the demit immediately, [Sec. 222 (1)] Appendix.

A member is in good standing (and clear on the books) when her/his dues have been paid for the year in which the demit is granted. [Sec. 222 (1).] They should not owe any money to the Chapter.

A member whose dues are paid to December 31, and who applies for a demit at the first regular meeting in January following shall be deemed to be clear on the books and entitled to demit. [Sec. 222 (1a)]

A demit severs membership from the chapter upon issuance and the recipient only becomes a member of a chapter again by clear ballot upon a petition for affiliation. [Sec. 222 (1)]

A demit less than one year old may be used for visiting Chapters, [Sec. 224 (1)]. During this one year, the holder is known as a non-affiliated member. [Sec. 223 (1)]

If a demit is more than one year old, a **Visiting Permit** must be obtained from the Worthy Grand Matron through the Grand Chapter Office. [Sec 224(1c)]

A duplicate demit may be obtained from a Chapter upon proof of the loss or destruction of the original. [Sec. 222, 1(b).] If the demit was from a since-consolidated chapter, apply to the Accepting Chapter. If from a Defunct Chapter, apply to the Grand Secretary.

THE SECRETARY MUST immediately upon receipt of a report that a member who affiliated on a Current Dues Card and has been elected to membership, FORWARD A DEMIT to the Chapter having elected her or him as well as the balance of the year's dues and the per capita, assessments. [Sec. 222 (2b, 3)]

NOTICE OF A DEMIT should be forwarded to the Grand Chapter Office as soon as possible.

A Life Member has until 90 days after expiration of a Demit to authorize transfer of Life Membership Funds.

If a member obtains a Demit from a Chapter, and was a member of other Chapters, the Grand Secretary will notify the other Chapter(s), and indicate which has become the new Primary Chapter. [Sec. 213-A (4, 5)] ***

DIRECTORY

This booklet is printed annually. It includes names and addresses of all Grand Officers, Living Past Grand Matrons and Past Grand Patrons, Grand Committee Chairmen, Grand Representatives, and the elected officers of each subordinate Chapter.

You can also find dates of meetings, receptions, friendship nights and group meetings along with other pertinent information.

These directories are pre-ordered from the Grand Chapter Office by a Chapter Secretary. The price will vary depending upon printing costs.

Each year the Secretary must send the completed Chapter Directory Information form to the Grand Secretary immediately following Election. It is very important that you check with each member as to their correct address, phone number, and provide an email address for at least the Secretary or Worthy Matron. Do not assume that the information is the same as it was in last year's directory.

The Grand Secretary will send the Directory Information form to each Chapter Secretary before election. You may also check the Grand Chapter Website for a copy of the Directory Information Form which can be completed on the computer or use the blank form included with this Handbook. (Appendix).

DISPENSATION (See Special Dispensation Form in Appendix and Sec. 203 & 225).

Special Dispensations may only be applied for following a vote of the Chapter except in case of an emergency. A Dispensation **is required** for the following:

1. To complete an election following the regular May election but before Installation.
2. To elect any of the top four officers at any time other than the regular May election
3. Installation of any of the top four elected officers "out of time" (after July 31).
4. To move a Chapter Charter for a meeting, or for a permanent change of meeting place because of an emergency situation which prevents obedience to the procedure outlined in Section 203 (2) .
5. Formation of a new Chapter.
6. Hold a "Make-Up Meeting" (See **Make-Up Meeting**)

Special Dispensation **is not required** for the following:

1. Special meeting called for the sole purpose of Initiation, unless the Charter is moved.
2. Special meeting called for the purpose of School of Instruction upon request of the Instructing Officer.
3. Special meeting called for visitation of the Worthy Grand Matron.
4. Single Open meeting where larger quarters are needed for receptions or anniversary observances or joint installations.
5. Installation of any officer, elected or appointed, other than one of the top four elected officers, "out of time." Section 206 (2)

DRAPING THE ALTAR See Pg. 38-40 UWB.

Draping the Altar, a regular order of business, must be done at each meeting, UNLESS your Bylaws state differently.

SECRETARY should keep a list of all notices of Past Grand Matron and Past Grand Patron and GGC deaths received from Grand Chapter, as well as a list of your own Chapter deaths for the Worthy Matron to use if Draping the Altar is only done annually in your Chapter.

DUES (See Dues Cards, statements and Per Capita Tax).

Amount of dues are set by individual Chapter Bylaws, but in no case, may be less than the amount that is to be sent annually to Grand Chapter. [Sec. 221 (1), Sec. 202 (7, 8 & 9)]. Current amount of the per capita tax and assessments is provided by the Grand Secretary annually.

Dues for NEW MEMBERS are pro-rated but in no case may be less than the amount to be sent to Grand Chapter. [Sec. 221(2), (Sec. 202 (7,8 & 9)]

Dues may be remitted, but this does not relieve the Chapter from paying the Per-Capita, Home tax, Insurance, and any Grand Chapter assessments to Grand Chapter, except when a member is "confined" in a care institution. See Section on REMIT DUES.

DUES CARDS

Dues Cards are ordered from General Grand Chapter by the Grand Secretary. Each Secretary is sent an order form to be sent to the Grand Secretary. (Appendix). The Dues Cards are in sheets of 8 cards. If the order is not received by the date set by the Grand Secretary, the order will be figured on your previous year's membership. Your timely return of this order form is important.

A current receipt for dues must be in possession of everyone in a Chapter meeting. Or, the member must present a demit less than a year old or a Visiting Permit. EXCEPTIONS: a Secretary can vouch for a member of her own Chapter who does not have a receipt; the WGM or WGP may vouch for the Grand Officers participating in a Grand Initiation.

Dues cards are to be automatically sent to all Life Members.

Dues cards must be signed by the Secretary and imprinted with the seal of the Chapter. Dues cards must be signed by the member to be valid.

CURRENT DUES CARD MAY NOW BE USED as proof of good standing.

Duplicate Dues Cards may be provided by the Chapter Secretary at no cost, or for a fee set by Chapter Standing Rules.

ELECTION OF OFFICERS (Sec. 205).

1. Every Chapter shall fill elected offices by separate ballot (except when there is only one candidate for an office, then the vote may be with the voting sign of the Order) [Sec. 205 (1)]
2. Must be held the first meeting in May. [Sec. 205 (1).]
3. Requires a majority of votes cast for election. Blanks are not counted as votes. [Sec. 205 (2)]
4. Secretary should have sufficient pencils and papers for election.
5. Presiding Officer should have voting members counted so that you will know the maximum votes that can be cast. Sufficient tellers should be appointed by the Worthy Matron. [Sec. 250, Article V (2)]
6. Votes counted by the tellers and the result declared by the Worthy Matron or by her order. [Sec. 250, Article V (2).]
7. Plural members may hold an elective office in their Chapters at the same time.

ELECTION OTHER THAN ABOVE must have a dispensation by the WGM, [Sec. 205 (4)]. A SPECIAL ELECTION for any of the first four offices, WM, WP, AM, AP requires a SPECIAL DISPENSATION, AND A WRITTEN NOTICE TO ALL RESIDENT MEMBERS. A SPECIAL ELECTION for any of the other officers (no special dispensation needed) requires a written notice to all resident members. [Sec. 205 (7) and (8)]. See Special Election.

SEE ELECTION PROCEDURE - UWB 5-32.

SECRETARY is to send a list of the elected officers, addresses and phone numbers along with dates for receptions and friendship nights to the Grand Secretary immediately after election for the annual DIRECTORY (Appendix) Special attention should be made to changes in addresses, phone numbers, and email addresses. A special effort should be made to be sure the correct information is sent to the Grand Secretary and the information is legible.

ELIGIBILITY FOR MEMBERSHIP BY INITIATION (Sec. 213) (Ritual) & WAIVER OF JURISDICTION

1. Must be wife, daughter, legally adopted daughter, mother, widow, sister, half-sister, granddaughter, step-mother, step-daughter, step-sister, daughter-in-law, grandmother, great-granddaughter, niece, great niece, mother-in-law, sister-in-law, a u n t, and female first and second cousins of an affiliated Master Mason in good standing, or if deceased was in good standing at the time of his death, who has attained at least eighteen years of age. [Sec 213 (1-b)]; as well to members – either active for (3) years or majority – of The International Order of the Rainbow for Girls or The International Order of Job's Daughter, each of whom has attained age of (18) eighteen years , be or a Master Mason in Good Standing, [Sec 213 (1a)]. The General Grand Chapter periodically modifies the eligibility list, and posts the most recent listing on the GGC website.

2. Must be able to give satisfactory explanation of signs and passes, (Sec. 213 (2)).
3. Must have resided in Oregon for 6 months immediately preceding petitioning, with some exceptions. Sec. 213 (3)
4. A rejected petitioner for the degrees must wait two months after rejection before submitting another petition to that or any Chapter. A second petition must be filled out and presented in regular form. (GGC Rules and Regulations, Section 22)
5. A person shall become a member of a Chapter of the Order of the Eastern Star by:
 - (a) Receiving the degrees
 - (b) Being elected by affiliation

ELIGIBILITY FOR MEMBERSHIP BY AFFILIATION (See Affiliation).

ELIGIBILITY FOR SCHOLARSHIPS

Information about each scholarship program and application forms are available on the Oregon OES Website. Descriptions of basic qualifications are in the Directory.

ESTARL: See Section 122-A, and write to Chairman of the Awards Committee.

DOROTHY M. DEWING EASTERN STAR SCHOLARSHIP ENDOWMENT AWARDS: See Sec. 132-A, and write to the Chairman of the Awards Committee.

LESLIE S. PARKER MEMORIAL SCHOLARSHIP: See Sec. 135, and write to the Chairman of the Awards Committee.

EXEMPLIFICATION OF DEGREES

Exemplification of Degrees means the **complete Initiation per Ritual** including Signet. **There is no Short Form for Exemplification of Degrees.**

EXPULSIONS

See Sec. 134 PENAL CODE.

Should you have any expulsions, the Grand Secretary **MUST** be notified at once on the proper form, (Appendix).

FEES (Sec. 220)

2017

| | |
|---|----------|
| 1. Initiation - not less than | \$ 10.00 |
| 2. Affiliation | 15.00 |
| 3. Plural Membership..... | 15.00 |
| 4. Reinstatement after 2 year..... | 15.00 |
| 5. International Eastern Star Headquarters Fund | 5.00 |

FIFTY YEAR MEMBERS

When you think a member is eligible for a 50-year pin be sure to check all records to see if the member did at any time sever membership by demit or have a lapse of time due to suspension for non-payment of dues. Membership need not be consecutive, but must be the full number of years of membership after deducting any time lost. The Grand Secretary can verify records for you. 50 year pins and Certificates are available for purchase at the Grand Chapter Office. Eligible for Grand Honors **only** at time of presentation **and only** if the member is first presented behind the Altar and then brought through the Labyrinth to the East.

Each Chapter should offer assistance to 50-year members to attend Grand Chapter for that period of time when they are honored.

FINANCE COMMITTEE

Must examine the bills and approve them before the Chapter opens and report under Reports of Standing Committees, (UWB, pg. 29). The Worthy Matron orders the bills paid after recommendation of this committee if there are no objections.

The Finance Committee (or a separately appointed Audit Committee) must examine and report annually on the books of the Secretary and Treasurer, [Sec. 250 VII (2-b)]. (See Auditing Procedure). The report **MUST** be given at the first meeting of the Chapter in September and signed by **all three** members of the Audit Committee. The completed, signed, and accepted Audit is posted in the Minutes Book.

SECRETARY AND TREASURER MUST make their books and records available for this inspection.

FINANCIAL PROCEDURES

Both the Secretary and the Treasurer must keep financial ledgers, either in book form, or by computer. If by computer, the records must be printed out monthly and secured in a three-ring binder. See Appendix for samples.

FINANCIAL STATEMENT

2019

At the end of each Chapter Meeting the Worthy Matron will call for the Financial Statement (3rd from the last order of business). This statement is to include all monies received between the last meeting and the end of the present meeting. When the Financial Statement is given it includes all warrants that will be used because of bills, motions, or contributions which cause payments because of this meeting, and shall include the balance(s), for any account(s) at financial institution(s). Warrants should be issued for "budgeted" items to establish a record of the expenditure and to allow the chapter to determine if the "budgeted" item is affordable at that time.

If a coin drill is taken following the meeting or additional money (dues, supplies, contributions, etc.) is received, the amount cannot be included in the oral report, however, all money should be counted, receipted as received by the Treasurer, and detailed in the Financial Statement included in the minutes of the meeting even though that money was not included in the oral report during the meeting.

The amount of money held in savings accounts or Certificates of Deposit must be included in the Financial Statement as well as the name(s) of the financial institutions and account numbers.

BE SURE TREASURER SIGNS THE MINUTES AS RECEIVING THE "Total Receipts."

FUNERALS [Pg. 153-60 Ritual; Pg 34 (UWB), Sec. 250 III (4).]

FORMATION OF NEW CHAPTERS (Sec. 133).

GRAND CHAPTER

Grand Chapter Session is held during June as per resolution at the preceding Grand Chapter Session (Sec. 10), and is open to all members in good standing of the Order of the Eastern Star upon a registration fee of \$20.00, [Sec. 128 (7). 2005, 2014].

All Oregon chapter members, are eligible to vote at Oregon's Grand Chapter, providing their Chapter is clear on the books of Grand Chapter, [Sec. 202 (7). 2001] and the member is in good standing.

GRAND INITIATION

Grand Initiations may be held at the request of the Worthy Grand Matron at either Grand Chapter Session or at other time(s) during the year. The Host Chapter's Worthy Matron is to open the meeting per Ritual, with quorum, and following the introduction and escort of the Worthy Grand Matron and Worthy Grand Patron, direct the officers to surrender their stations to the Initiating Officers. The Initiation is performed, and the new members sign the Membership Roll Book (s) of their respective Chapters. Stations are again surrendered and the meeting is closed in regular form. It is the responsibility of each Chapter for whom members are being initiated to bring their Membership Roll Book, collect dues and provide Dues Cards, collect International Headquarters Fund fees, and provide any traditional gifts, such as Rituals or Chapter Directories. Chapters other than the Host Chapter are not required to have their Charter present. The WGM or WGP may vouch for the Grand Officers participating in the Grand Initiation. (2015)

GRAND VISITATION

Grand Visitation meetings are held at the request of the Worthy Grand Matron. It may be one Chapter or a group of Chapters at her discretion.

Only the HOST CHAPTER will record MINUTES. The other Chapters' Worthy Matron reports at their next Stated Communication that the Chapter has taken part in the Grand Visitation, and the Secretary records same in the minutes. (UWB, pg. 32).

Only HOST CHAPTER has their Members and Visitors Register in the anteroom, signing the Register Book as usual. The other Chapters' members will sign as Visitors.

HOME RESIDENCY

The most recent information regarding entry into the Masonic and Eastern Star Home either as a MESHCare Member or through another MasonicAid program is posted on both the Oregon Grand Lodge and Oregon OES Websites.

HONORARY MEMBERSHIP

May be given by an UNANIMOUS VOTE of the members present and voting. [Sec. 230]

Honorary Members do not pay dues.

Honorary Members may not be installed as officers.

Honorary Members are not given the privilege of balloting.

Honorary Members may not vote on any motion.

A permanent list of Honorary Members and dates so voted and cards presented should be kept in front or back of the Chapter's Individual Membership Ledger.

INDIVIDUAL MEMBERSHIP LEDGER (See Ledger)

INITIATION

Secretary must have the MEMBERSHIP ROLL BOOK (Bylaws) present for candidates to sign. A Chapter shall not be permitted to initiate more than sixteen (16) candidates in any meeting, [Sec. 03 (9).] A Chapter should not initiate candidates at the same meeting at which they are elected, but in an emergency may do so at the discretion of the Worthy Matron. [Sec. 203 (10).]

Secretary must send out Notice to member-elect on the proper form as to when to appear for initiation, (Appendix).

Secretary must send **New Membership Report Form and the International Headquarters Fund fee** to Grand Secretary following initiation.

New members must be given instruction by the Instruction Committee. See (Instruction Committee). If initiation is not completed on a candidate-elected within six (6) months, the election is declared Void and the fee is forfeited. [Sec. 217 (1)]

INSTALLATION (See the Ritual)

See Sec. 203 (1); 206 (4 - 6); UWB, Pg. 34-36

Installation may not be held until after the close of Grand Chapter Session, and no later than July 31. [Sec. 206 (2).]

SECRETARY MUST collect the Secret Work prior to installation and give a receipt therefore. During and following installation they must be distributed to the proper officers, taking a receipt for same. [Sec. 211 (5).] (Appendix) It is no longer necessary to notify the Grand Chapter Office of the distribution of the Secret Work.

MINUTES OF INSTALLATION must be written up in the Chapter Minute Book. You may ask someone to take notes for you, until you are able to assume your station. (UWB, Pg. 34)

An OPEN INSTALLATION may be held only by vote of the Chapter at a previous meeting. (Ritual, page 96).

CHAPTER OFFICERS, MEMBERS AND VISITORS REGISTER should not be used for OPEN INSTALLATION. (UWB, Pg.34).

SECRETARY MUST send a list of the installed officers on the Certificate of Election, Appointment and Installation form furnished (Appendix) by the Grand Secretary, and this form should be sent to the Grand Secretary within five (5) days following the installation. [Sec. 211 (2)]

SPECIAL DISPENSATIONS are required if an installation is held for any of the TOP four line officers after July 31st. A SPECIAL DISPENSATION is no longer required for an INSTALLATION that is held in a different location for larger quarters. [Sec. 203 (1)]. For exceptions see (Sec. 203 (1)(2009))

Remind your Worthy Matron that at time of Installation she must announce a tentative date for exemplification of degrees [Sec. 209(9)]

A Quorum of members/officers is required to hold an Installation.

INSTRUCTING OFFICERS

When the instructing officer comes for School of Instruction she will:

1. Read all minutes and make notations. (Have minute books available).
2. Check the number of long and short form openings. (Be sure this is included under "Opening Ceremonies", and it could be underlined in red).
3. See if petitions were followed through in the proper way, including signing of the Bylaws. (Be sure you do not omit anything required).
4. See if WP reported on Masonic Standing of the Brothers as per the Bylaws. (Have a list of each Brother and his Lodge for use of the WP.)
5. See if Instruction Committee functioned twice as per the Bylaws. (This report should come under "Reports of Standing Committees:).
6. Check your Bylaws to see if they are current. (Have Roll of Membership Book available).
7. See if Grand Visitation was properly recorded. (See Grand Visitation).
8. See if Treasurer has signed for money received in the Minute Book.
9. See if proper notation is made in the minutes of Savings/CDs and other financial assets under Financial Statement.

INSTRUCTION COMMITTEE

This committee must function at least twice a year to instruct members. [(Sec. 250 Article VII (4)] It is the specific duty of the committee to instruct new members. New member instruction may occur

outside of a chapter meeting. Instruction in Chapter should be done under "Reports of Standing Committees" and secretary records the instruction events, and completion of new member instruction in the "Reports" section. A least two (2) members of the committee are expected to give their Proficiency to the Instructing Grand Officer at School of Instruction.

INSURANCE [Sec. 128 & 202-(8)]

IRREGULARITIES

A list of the usual Irregularities are mailed to each Chapter and are to be read in Chapter.

EARNINGS ON LIFE MEMBERSHIP

Life Membership Funds are put in a trust fund and the income from the fund shall be distributed at least annually to the Chapter according to its percentage of ownership. [Sec. 131 (5)] (2013)

Life Membership Funds will forever collect income for your Chapter even after death or if a member transfers to another State.

Memorial Life Memberships and Additions to the Fund will forever earn income for your Chapter.

Life Membership Earnings checks will be issued in August of each year.

INTERNATIONAL EASTERN STAR HEADQUARTERS FUND [Sec. 220 (4)] [Sec. 231]

The International Headquarters is located in Washington, D.C. and is supported by our contributions. Therefore, each member of the Order of the Eastern Star is to pay \$5.00 for each membership. This means the \$5.00 fee is to be paid when a member becomes a "plural member", or affiliates with a Chapter, or becomes a member through initiation. Members being reinstated after a suspension do not pay the IHF. The fee needs to be sent to the Grand Chapter Office along with the "New Membership Report Form". Whether the member pays the IHF or the Chapter pays the fee for the member is determined by the Chapter. A receipt for the paid fee and a IHF Card will be sent to the Chapter for the member by the Grand Chapter Office. A member accepted into a chapter at which they had previously paid an IHF is not required to pay a second time.

INVESTIGATING COMMITTEE

Appointed by the Worthy Matron following the reading of a petition. Three members are appointed for each petitioner, one of whom must be a Brother whose duty is to check on the Masonic Standing of the Mason used as eligibility. [Sec. 215 (2) UWB, Pg. 17)]

SECRETARY MUST complete the "Investigation Committee Appointment" form (Appendix) in triplicate, one for each member of the committee for each petitioner, with the notation of when their report is to be completed and returned to the Secretary.

JURISDICTION

The entire State of Oregon is under one jurisdiction, therefore all Chapters have concurrent Jurisdiction. [Sec. 207 (1)]

An applicant for degrees who has been rejected remains under the Jurisdiction of that Chapter for two months. [Sec. 207 (3).]

When petitioning for degrees, petitioner must be a resident of this jurisdiction (Oregon) [Sec. 214 (4-a)] unless a Waiver of Jurisdiction has been applied for by the WGM of the petitioned jurisdiction and granted by the WGM of the resident jurisdiction [Sec. 8 (14)].

When petitioning for affiliation or re-instatement, petitioner need NOT be a resident of this Jurisdiction, [Sec. 214 (4-a).]

This "post-bound" book comes in several sizes with pages 6" x 9-1/2" or 7-1/2 x 10-3/8" (Appendix).

One page should be used for each member. Include on a member's sheet the information that is given on the petition. The page also records all the money paid to the Chapter for fees, dues, International Eastern Star Headquarters Fund, Life Membership, Life Membership Certificate, etc., Memorial Life Memberships (1993); and any supplies ordered by the member.

Be sure to add "date of birth": to the form as many times this information is needed, and sometimes it is difficult to get it later.

As members are added by initiation, affiliation or Plural Membership, complete a new ledger sheet from the information on the petition. When you lose a member, record the information, then pull the ledger sheet and file in an "inactive file." **DO NOT DESTROY.**

When a member is added by reinstatement, pull the ledger sheet from the "inactive file". If someone affiliates with your Chapter on a demit FROM YOUR CHAPTER, you can use your own judgment in making a new ledger sheet or use the one on file. If a new ledger sheet is used, make reference to the other one in the event you need information on years of membership for 25 or 50 year pins.

The left side (DR) should show the amount owed and for what purpose. The right side (CR) shows the date and amount paid and for what purpose.

NAME CHANGE should be shown by adding the new name and draw one line through the old name (so it can be read for future reference). ADDRESSES could be kept in pencil so they can be changed and kept current without making a mess of the page with many changes.

LEDGER SHEETS ARE VERY IMPORTANT - RECORD ALL INFORMATION and DO NOT DESTROY. New sheets may be ordered from the Grand Chapter Office.

LEGAL HOLIDAYS

ORS 1187.010 says that Legal Holidays are: (Adopted by Grand Chapter in 2009)

New Year's Day, January 1st.
Martin Luther King Jr Day, 3rd Monday in January
President's Day, 3rd Monday in February
Memorial Day, last Monday in May
Independence Day, July 4th
Labor Day, 1st Monday in September
Veteran's Day, November 11th
Thanksgiving Day, 4th Thursday in November.
Christmas Day, December 25th.

If the named holiday falls on a Sunday, then the following Monday is a legal holiday. If that holiday falls on a Saturday, the preceding Friday is a legal holiday.

LETTER OF GOOD STANDING (Certificate of Membership Record)

This is a letter written by a Secretary of a Chapter or of a Masonic Lodge under the seal and signature that a member is in good standing and is clear on the books of said Chapter or Lodge.

A letter of good standing may be written by a Secretary upon request and need not be ordered by the Worthy Matron at a Stated Communication.

A letter of good standing - a letter of membership record - a certificate of membership record - may be accepted with a petition for membership as proof of eligibility.

LIFE MEMBERSHIP

Life Membership is ordered through the Grand Secretary accompanied by the properly completed form (Appendix) and a check for the amount of the Life Membership plus the \$2.50 fee to defray the cost of preparing the Life Membership Certificate. Consult your chapter By Laws to make sure you have the correct amount for the Life Membership. This amount varies by chapter but must be no less than the amount in Section 131 of the Grand Chapter By-Laws.

If more than one Life Membership is ordered at the same time, one check can be made out for the total Life Membership purchase price and total processing fee of all Life Memberships ordered. The check is to be made out to GRAND CHAPTER OF OREGON, OES, and sent with the application(s) to the Grand Secretary.

Chapters may receive funds donated for memorial life memberships, or additions to previous life memberships, and a Chapter may vote to purchase memorial life memberships from its funds in an amount no less than \$25.00. [Sec. 131, (2).]

A check for earnings will be sent at least annually to each Chapter. (See Earnings on Life Membership.)

A large Certificate will be sent to the Secretary for presentation to the recipient or to the purchaser. A receipt will be sent to the Chapter as a receipt for funds and as a record of the Life Membership.

If a Life Membership is transferred from one Chapter in Oregon to another, a fee of \$2.00 will be charged to the Chapter receiving the Funds. [Sec. 131 (6).]

If a Life Member moves from this Jurisdiction, the Life Membership shall remain to the credit of the original Chapter, and is not transferable to another State even though the membership is transferred. [Sec. 131 (7).]

Plural Members may hold Life Memberships in each Chapter. When Chapters consolidate and a Life Membership is held in each, both Life Memberships become the property of the new Chapter.

In the event a Life Membership is transferred, or chapters consolidate, a Certificate with the new Chapter name is **NOT** issued.

Chapter Dissolution: In the case of a Chapter being dissolved, a member holding a Life Membership in that Chapter has 90 days after the expiration of their Demit (either issued by the Chapter or by the Grand Chapter) to obtain membership in another Oregon Chapter and have the Life Membership transferred to the new Chapter. If the 90 days has expired and no request for transfer of the Life Membership has been received by the Grand Chapter, that Life Membership is forfeited to the Grand Chapter of Oregon.

MAKE-UP MEETING Section 204 (4)

If a Chapter is unable to hold a Stated Meeting due to a reason "beyond reasonable control" of the chapter, which would cause the chapter to be out of compliance with the requirements for a chapter to hold at least one meeting per month for 10 consecutive months, the Worthy Matron may request a Special Dispensation from the WGM to hold a "Missed Stated Meeting General Business Make Up" which, if granted, will allow the Chapter to conduct any and all general business normally transacted in a Stated Meeting.

MASONIC STANDING OF BROTHERS

A letter of good standing from the Lodge is necessary to accompany a petition for degrees or affiliation. [Sec. 214 (4)(b)] & Appendix. Dues cards are an acceptable substitute. (GFC Rules & Regs, Pg. 10)

The Worthy Patron must report on the Masonic standing of all brothers of the Chapter not later than the first meeting of March of each year. [Sec.210 (3)] The secretary should maintain a list of the brothers in the Chapter and the Lodge to which they belong for the use of the Worthy Patron in

verifying their membership standing. If the Worthy Patron was reminded that his report will be due at a future meeting, it is given under Unfinished Business; if not, it is New Business.

MEETINGS

Chapter Meetings are either STATED or SPECIAL and must be held in accordance with the Bylaws of your Chapter. [Sec. 250 III]. Information for STATED MEETINGS will be found in Sec. 204 (1). For SPECIAL MEETINGS in Sec. 204 (2). The term "Communications" is slowly being phased out of our Bylaws and Constitution and being replaced with "meeting" or "session".

A quorum must be present. (See Quorum).

ALSO SEE: Sec. 202 (3) and Sec. 204.

MEMBERS , OFFICERS, AND VISITORS REGISTER

Each Chapter must have a register which shall be kept in the anteroom of the Chapter during the session of all Stated and Special Communications. [Sec. 202 (2).] This is a bound book which records signatures of all officers, members and visitors present for each meeting.

It is the responsibility of the Sentinel to see that each member or visitor signs the Register individually.[UWB, Page 5]

This book is not to be used for Open Installation of Officers (UWB Pg. 34) nor any other OPEN meeting.

The Instructing Officer may compare the Chapter minutes with the Members, Officers and Visitors Register, so be advised.

MEMBERSHIP QUALIFICATIONS (See eligibility for Membership)

MEMBERSHIP LEDGER (See Ledger)

MEMBERSHIP REPORT FORM-NEW - See New Membership Report Form

MEMBERSHIP ROLL BOOK (also see Roll Of Membership)

This is the book where your Bylaws are kept and where each new member "Signs the Bylaws".

Names are not be copied from one book to another, and the old book is NOT TO BE DESTROYED.

The Home Secretaries of all candidates at a courtesy Initiation or a Grand Initiation must have their Chapter's Membership Roll Book present at the Initiation for new members to sign, (UWB, Pg. 34).

MINUTES

The minutes are kept in a bound record book or an official post bound record book. Contact the Grand Secretary for these books. They may be either hand written, typed, or computer-generated. They may not be placed in a three ring binder. If using a bound record book, minutes must be glued onto the pages. There are filler pages available for the post bound book that includes the header or you may use legal size paper and print your own.

The "Order of Business" as found in your own Bylaws, (Sec. 250, Art I, and UWB, Pg. 3). should be shown in the left-hand margin below the heading.

Minutes should be brief, but complete. They should be interesting but not verbose. A little humor can always perk up the minutes which can sometimes be quite boring, especially for historians who have many years to read.

1. Opening Ceremonies should always state LONG or SHORT FORM (**Only 4 Short Form**) [UWB 5- 9]
2. Reading Minutes should state if "approved as read", or "as amended or corrected".
3. Unfinished Business (See Unfinished Business for other information). The Worthy Matron almost always looks to the Secretary to see if there is any "Unfinished Business." Because our minutes only show that part of unfinished business which is acted upon, it would behoove the Secretary to keep a list of EVERYTHING that should be brought to the attention of the Worthy Matron. As that bit of business is taken care of, it could be marked off, and then, as something comes up, it could be added. For example - after balloting on an affiliate or Dual Member, you could write on your list - "Have Jane Doe sign the Bylaws". It is possible, (but I hope not probable) that Jane Doe may not show up at Chapter for three or four months, so this item would not be removed from the list, *nor mentioned in the minutes*, although other things may have been added later and already removed.
4. Reports of Investigating Committees as reported in the minutes should be something like- "The report of the "Investigating Committee" consisting of _____, _____, and _____ (names of the Investigating Committee) was read, and the petitioner given the benefit of the ballot." Although the **ORAL** report includes whether or not it was favorable, **THE RESULTS ARE NOT INCLUDED IN THE MINUTES**, The names of the committee are listed here for the second time. [Sec 215 (2)]
5. Receiving Petitions - Here you should record the information on the petition (as well as on the Ledger Sheet after balloting). The Worthy Matron immediately appoints the Investigating Committee after reading of the petition and the names of those appointed should be recorded here. NOTIFY THE WORTHY MATRON of receipt of any petition so she can be prepared to appoint a committee.
6. Reading Communications (See Correspondence Received and Correspondence Sent.) NOTIFY THE WORTHY MATRON of correspondence prior to the meeting.
7. New Business should be brought to the attention of the Worthy Matron in advance.
8. Reports of Standing Committees (See individual committee heading).
9. Financial Statement (See individual heading). Notation should be made here of the amount in savings and time certificates, and the Financial Institution should be named.
10. Number & Date each minute page; it avoids confusion from multiple pages.

NOTE: If no business is transacted under an official order of business such as balloting, you should record as follows: "BALLOTING (in the left hand Margin) NONE" and the notation is NOT READ.

AS A SECRETARY, REMEMBER THAT THE MINUTES ARE NOT ONLY A RECORD OF THE PROCEEDINGS OF THE CHAPTER, THEY ARE ALSO THE HISTORY. Don't be too verbose but be sure to include all pertinent data that might be of help in compiling future histories of the Chapter. There is nothing worse for a Historian than to read through 20 to 30 years of "Chapter opened-business was conducted-the Chapter Closed." If an Emblem or Chapter gift is presented, be sure to record the date and by whom. If an item of Chapter property is retired, record the date, possibly why it was replaced, and where it came from originally. A little humor once in a while doesn't hurt either.

NEW MEMBERSHIP REPORT FORM (Appendix)

A NEW MEMBERSHIP REPORT FORM is completed in full and sent to the Grand Secretary immediately after initiation for the new initiates and immediately after election for affiliates or plural members. Do not wait until the Bylaws are signed to send in the FORM.

The NEW MEMBERSHIP REPORT FORM is to be accompanied by the **International Headquarters Fund payment**. Have the name on the NEW MEMBERSHIP REPORT FORM as it is signed on the Bylaws. It should be their formal name, but not... Mrs. John Doe. The name on the Form will be the name used in the Grand Chapter Office for this member, so please do not switch to a "shortened" or "nickname" on your Annual Returns or other official documents.

NON-AFFILIATED MEMBERS

A member who is visiting on a demit less than a year old or a member who is visiting on a special visiting permit issued by the Worthy Grand Matron is a non-affiliated member (Sec. 223).

NOTICES

Several notices must be sent by the Secretary, such as: election, rejection, suspension for non-payment of dues, and Dues statements (that dues are payable and/or delinquent).

OBJECTIONS (See: Section 219 for information).

OFFICERS

Officers must fill the station for which they have been installed, however, there are exceptions. If an officer does not fill her own station, MINUTES SHOULD SHOW HER PRESENT AND ACTING PRO TEM. (Read entire explanation on Pg. 4 & 5 UWB.)

PER CAPITA TAX (Grand Chapter Dues) and Home Tax

Please refer to ANNUAL REPORT. This is the money which we send to Grand Chapter with our annual report. Information is provided by the Grand Secretary annually. Insurance and Assessments are to be included as well as the amount for dues collected from a member reinstated following a suspension of less than 2 years for non-payment of dues. [Sec. 128 (8)]

ONE CHECK should be made and designated as PER CAPITA on "memo" line. Payment must be made no later than February 1 [Sec. 202 (7).] After this date, a \$25 late fee will be charged against the Chapter Secretary.

PETITIONS: [Sec. 214 (1) Sec. 221 (7 & 7A) Sec. 227 (3)]

There are four (4) petition forms available from the Grand Secretary, (Appendix)

(1) Degrees; (2) Affiliation; (3) Plural; (4) Reinstatement.

The petitions must be accompanied by the proper fee (See Fees) and **PROOF OF ELIGIBILITY** (See Eligibility).

DO NOT ACCEPT AN INCOMPLETE PETITION. For Affiliates and Plurals, if the petitioner does not remember their initiation date, that information may be on file at the Grand Chapter Office.

Petition can be withdrawn by the petitioner at any time PRIOR TO THE READING of the report of the Investigating Committee after which it cannot be withdrawn, [Sec. 215 (4).] (See Withdrawal of Petitions).

After the petition is read in Chapter, the Worthy Matron appoints a committee of three as the Investigating Committee and the SECRETARY MUST complete and give to each committee member a copy of the Investigation Committee Appointment form. Enter the names of the Committee into the Minutes. (Appendix).

Petitions should be kept on file.

NOTE: PLEASE INCLUDE ON ALL PETITIONS THE DATE OF BIRTH.

There is no required Petition Format from General Grand Chapter. The Grand Chapter of Oregon has designed petition forms which cover the areas necessary for membership. There is no standard color codes for the types of petitions. However, it is recommended that color choices be consistent per type of petition, and easily differentiated from other pieces of paper.

1. Application must be accompanied by:
 - a. Fee of \$15.00 [Sec. 220 (2)] Kept by Chapter until Annual report.
 - b. Letter or Certificate of Good Standing or Membership Record. DUES CARD ACCEPTABLE [Sec. 214 (4)]
 - c. If from a brother, letter of good standing from the Masonic Lodge. DUES CARD ACCEPTABLE [Sec. 214 (4)]
2. Plural Membership application procedure is the same as for Affiliation [Sec. 213-A (2)]
3. Send **NEW MEMBERSHIP REPORT FORM** to Grand Secretary upon election to membership,
4. Send notice in the event of rejection, (see Appendix & UWB, pg. 22).
5. Send notice to petitioner of election to membership and when to appear to sign the Bylaws, (Appendix)
6. Notify Grand Secretary of the of petitioner as a Plural Member. [Sec. 213- A (5)] (Appendix)

MEMBERSHIP BEGINS UPON BEING VOTED INTO CHAPTER, not when bylaws are signed.
PLURAL MEMBER pays \$5.00 to International Eastern Star Headquarters Fund, [Sec. 220 (4)].

PLURAL MEMBER may hold an elective office in their Chapters, [Sec. 213-A (3)] at the same time.
LOSS OF MEMBERSHIP by suspension **in any chapter** means loss of membership in the other Chapters. [Section 213-A (4).]

If from another Jurisdiction, Petitioner must provide proof that they permit Plural Membership in that State. The Grand Secretary maintains a list. (See Appendix)

PRESUMED DEATH

Presumed Dead is a category that may be used to close out active membership for a Sister or Brother on a Chapter's Annual Report under certain circumstances:

1. If a Life Member, there has been at least two years since last contact
2. The member is old enough that death would seem likely.
3. Diligent effort has been made to locate/contact the member through mail, phone, visits, relatives and friends.
4. The member is not listed as deceased on the Social Security Death Index or in Obituary listings
5. If a dues paying member, suspension for non-payment of dues is imminent, and criteria 2, 3, and 4 are met.

Please be very cautious about using this category. It is not a substitute for suspending members for non-payment of dues. The Grand Secretary may ask for your justification for using the category, and may disallow the classification.

If a member who has been classified as Presumed Dead resurfaces, promptly notify the Grand Chapter Office, and on the following Annual Report, list the member in the "Returned from Presumed Dead" (RPD) section. No assessments, dues, or per capita is owed for the time a person is "Presumed Dead".

PROCEEDINGS

Each year the Grand Secretary will send ONE copy of the Grand Chapter Proceedings to each Chapter. While the Chapter copy is held by the Secretary, it belongs to the Chapter and is not the Secretary's personal copy. If your Chapter members wish other copies, they may be purchased through the Chapter Secretary from the Grand Secretary.

PROFICIENCY

Proficiency in the Secret Work is a project which has been undertaken by the WGMs for many years. Each Chapter will be notified as to what is required to get individual and Chapter Proficiency Certificates. And the requirements are described in the Directory.

These generally include: Obligation, Signs and Passes, Secret Work #17, Grip, Salutation Sign, Conductress' instructions to the Candidates at the Altar, and Landmarks 1-7 which are found in the back of the Ritual.

There is a special form which is to be sent to the Grand Lecturer by the Proficiency Committee, This form is available from the Grand Lecturer and your instructing officer.

Individual Proficiency Certificates are valid for two (2) years from the date of issue. Chapter Proficiency is earned for one year. The Certificate of Election, Appointment and Installation form returned to the Grand Chapter after Installation is a crucial piece in determining eligibility for a Chapter Proficiency Award.

At least two members of a Chapter's Instruction Committee are expected to give their proficiency to the Grand Line Officer at the time of her School of Instruction.

PROHIBITIONS [Sec. 203 (1-14)]

1. Must not move place of meeting (exception shown).
2. Request for Special Dispensation must be voted on by the Chapter.
3. Must not change name of Chapter (exceptions shown).
4. Must not hold meetings on the days of the week in which the Grand Chapter Session convenes. (exception is for funerals).
5. Must only recognize Chapters so recognized by the Grand Chapter.
6. Must follow the Bylaws.
7. A child over 2 years old not permitted in the Chapter Room unless recess has been called and the Bible has been closed.
8. Religious or political discussions prohibited.
9. No more than sixteen (16) candidates may be initiated at one time.
10. Do not initiate on the night of balloting (exception shown).
11. Must not use funds for projects not approved by Grand Chapter and/or the Worthy Grand Matron.
12. Must not sponsor outside organizations not approved by Grand Chapter Session
13. All Eastern Star Clubs or Societies must be under the direct control of the Chapter and net funds of said clubs must be disbursed as provided in the Bylaws.
14. Must not copy ritual or Secret Work [UWB, Pg. 38]

PRORATION OF DUES

See Sec. 221 (2) for computing dues of new members (See Dues)

QUALIFICATIONS FOR MEMBERSHIP (See Eligibility for Membership)

QUESTIONS FOR THE WORTHY GRAND MATRON

Write to the WGM only when a solution is not found by careful study of the Constitution and Bylaws, Uniform Workbook, and Ritual.

QUORUM – see also Required Officers for Meeting

A Chapter meeting may not be opened without a quorum consisting of: ONE of the four highest officers, and SIX other members of the Chapter. [Sec. 250 III (6) (c and d).]

IN THE EVENT A MEETING CANNOT BE HELD due to weather or other acts of God, or lack of a quorum, the minute book should record DATE and state "NO MEETING WAS HELD AS A QUORUM WAS NOT PRESENT." (You could include that it was due to hazardous driving conditions, etc.) Quorum must be present to hold an Installation.

It is not necessary for a male member to be present to have a quorum.

READING COMMUNICATIONS (See Correspondence)

RECORD BOOK FOR INDIVIDUAL MEMBERS (See Ledger)

REGISTER (See Members and Visitors' Register)

REINSTATEMENT - AFTER TWO YEAR SUSPENSION

Petition must be accompanied by a fee of \$13.00 plus completed petition for reinstatement, [Sec. 220 (3).]

Investigating Committee must be appointed and report.

Vote is taken by uplifted hand and it requires a **2/3 vote**, [Sec. 221 (7).]

Must pay \$13.00 plus the current year's dues, [Sec. 221 (7)] and then is restored to full membership.

No other dues shall accumulate during the period of suspension, [Sec. 221 (7).]

Bylaws will not be signed a second time. (GGC Book of Instruction, page 188)

Any time lost due to suspension must be made up when figuring time for 25-year or 50-year membership pins to have been earned.

The Grand Secretary should be notified of this Reinstatement and it will also be reported on the Annual Report. **No new Membership Report Form** is needed, nor is an International Headquarters Fund fee required if there is proof of previous payment to that chapter.

REINSTATEMENT - LESS THAN TWO YEAR SUSPENSION

Member may be reinstated by payment to the Chapter of all dues charged against her or him at the time of suspension. [Sec. 221 (7)]

No petition needs to be completed.

No vote needs to be taken.

The Grand Secretary should be notified of this Reinstatement and it will also be reported on the Annual Report. **No new Membership Report Form** is needed, nor is an International Headquarters Fund fee required.

Per Capita Tax and Home Tax must be paid to Grand Chapter for each year's dues collected when reinstated, [Sec. 128 (8).] The amount owed is calculated on the Annual Report Form, and included with the other per-capita money.

REJECTIONS

Notify the Grand Secretary immediately on the proper form, (Appendix) of any rejection (by balloting) of a candidate for membership.

Notify the applicant immediately and return fee. [Sec. 218 (1).]

Any person who has been rejected remains under the jurisdiction of that Chapter for 2 months, [Sec. 207 (3).]

NEW MEMBERSHIP

Any person who has been rejected may not petition ANY chapter within 2 months following the rejection, [Sec. 214 (2).]

AFFILIATION

After a rejection, a petition for affiliation may be presented at each subsequent stated meeting of the Chapter, providing a new petition is presented, as the same petition cannot be used a second time. [Sec. 214 (3)]

RELIEF COMMITTEE

Appointed each year by the Worthy Matron, the committee investigates all matters of relief and reports to the Worthy Matron, who may use money from the Treasury for financial relief up to the maximum amount set by your Bylaws. [Sec. 250 VII (1).]

If the financial relief needed by a member is greater than the amount the Chapter can provide, the member may apply, with the approval of the Relief Committee, to the Benevolent Fraternal Assistance Fund for additional financial relief.

SECRETARY SHOULD give a list each year to the Relief Committee of those members who could be suspended for non-payment of dues. It is their duty to investigate as per [Sec. 221 (8)], and report to the Worthy Matron. (This list could be given them at the time the Worthy Matron advises you to send out notices of possible suspension, the first meeting in November).

The Relief Committee reports (under Standing Committees) that they have functioned and (one, two, three etc.) members should have their dues remitted. A VOTE MUST BE TAKEN ANNUALLY. [Sec. 221 (8).] **NAMES ARE NOT READ IN OPEN CHAPTER NOR RECORDED IN THE MINUTES.** Only "At the recommendation of the Relief Committee," a motion to remit the dues of one (or two or three etc.) members was seconded and carried."

REMIT DUES (Remission of Dues) (See Relief Committee)

If the Relief Committee has investigated and recommended to the Worthy Matron that a particular member's annual financial obligations to the Chapter should be "remitted, and such "remission" is voted by the Chapter, then the member does not need to pay Dues for that year. However, **unless the member is also confined** in a "Care Facility". [Sec. 202 (7-9)], the Chapter is responsible for paying the Per Capita, Home Tax, Insurance, and any assessments to Grand Chapter for that member. Only if both these conditions are met is the member noted on the Chapter's Annual Report to Grand Chapter as "Remitted" and no money for them is sent to the Grand Chapter.

Whether a member meets the criteria of "confined in a Care Facility" thus relieving the Chapter from paying the money owed the Grand Chapter for the member, shall be determined on a case by case basis by a Chapter's Relief Committee. Our laws do not give a definition of "care facility". There are so many possible variations that it is left up to an individual chapter's Relief Committee to recommend that a member should be relieved from paying dues to the chapter (Chapter Relief) and in special circumstances, that the chapter should be relieved from paying the per-capita and other money due the Grand Chapter for that member.

If a Subordinate Chapter gives dues cards (without collecting money) to honor an honored or distinguished member, 50-year member, etc., or as a salary to an officer or member, this is not considered to be "remitting" of dues on the Annual Report of Grand Chapter, and the Chapter is responsible for paying all money owed for that member to the Grand Chapter.

REPORT OF WORTHY PATRON ON MASONIC STANDING OF BROTHERS

The Secretary should have a list of the Brothers with their Lodge, name, number and location to give the Worthy Patron for his use in checking the Masonic Standing of the Brothers as per [Sec. 210 (3).] This report is to be given in open Chapter **no later than 1st meeting in March** each year.

RETENTION OF RECORDS

The retention of records which come into the possession of the Secretary is a question which is constantly being asked. Obviously, everything cannot be kept forever, but just when can we discard the boxes of things stored "under the bed"? This is a matter for each individual Chapter to decide. However, the following ideas are suggested. It may be of some help to you, although it is by no means complete.

1. Annual Reports (your copy) Forever
2. Canceled Checks & Bank Statements of Treasurer Three (3) years.
3. Correspondence
 - a. Letter of permanent nature: Filed until outdated
 - b. Letters, thank-you notes: Until end of Chapter year and then given to the Worthy Matron if she wants them, or discard
 - c. Invitations: Can be given to the Worthy Matron if she wants them as soon as they are reported and recorded.
4. Demits - Letters of Standing See Petitions
5. Dues stubs Until after Annual Report of Finance Committee is approved.
6. Ledger Sheets Forever (if outdated put in a separate book for future reference if needed.)
7. Life Membership Receipts Three (3) years.
8. Members and Visitors Register Forever if you have space; if not, destroy.
9. Minute Books Forever - for history
10. Petitions & companion eligibility letters - as desired by the Chapter and depending upon your records elsewhere.
11. Receipts for Charitable Donations: Until end of Chapter year - and given to Worthy Matron if she wants them
12. Receipts from Treasurer Until after the annual report of the Finance Committee
13. Reports of Investigating Committee Until after instructing officer's visit, then discard
14. Roll of Membership Books Forever
15. Secretary's and Treasurer's Cash Book Three (3) years.
16. Treasurer's Vouchers and Receipt Stubs After audit, then discard

Some Secretaries are expected to keep pictures, programs, ode books, etc. from each year. This could be quite a lot of storage, and some secretaries do not have the room. If your Chapter has a Historian, these things could be put in a scrapbook and stored at the meeting hall or by the Historian.

As you discard anything, remember that for a Chapter's 25th, 50th, 75th, 100th or 125th Anniversary celebration, it is these things that have been saved during the years that make a good celebration and story report.

Records from consolidated Chapters should be kept as above. The Chapter Seal(s) may be destroyed, but the Charter(s) must be kept forever.

Defunct Chapter Charters, seals, and records need to come to the Grand Chapter.

To hold a Chapter meeting legally, the following officer requirements must be met:

1. There must be a minimum of seven (7) Chapter Members present to open a meeting. If during a meeting, the number of members present falls below seven (7), excluding temporary absence from the Chapter Room, no further business is to be conducted and the meeting is to be closed.
2. At least one (1) of the Chapter members present must be one (1) of the four highest officers; WM, WP, AM, or AP.
3. When there is a quorum present, but not enough members to fill all the stations, the following stations **MUST** be filled: (Ritual, Page 164)
 - a. Worthy Matron
 - b. Associate Matron
 - c. Secretary
 - d. Conductress
 - e. Chaplain
 - f. Warder
 - g. Sentinel

The Worthy Matron has the right to ask any member to fill another office pro-tem. As necessary, the records (Minutes and the Member and Visitor Register) should show the regular officer present and acting pro-tem in another station. (UWB, Page 4)

In the event there is no Worthy Matron or Associate Matron, the Worthy Patron will appoint an acting Worthy Matron, preferably a Past Matron, to fill that station for the meeting. (GGC 2018)

It is not necessary to have an OES Brother in attendance for a meeting; however, a male member must be in attendance for balloting and/or initiation.

ROLL OF MEMBERSHIP BOOK

This is the book that has the Bylaws attached to the front page and where each new member signs. If your book becomes full and there is no more room for signatures, file it away for history for future reference, place your current Bylaws in a new book and start again. **DO NOT DESTROY.**

SEAL

Every chartered Chapter shall have a seal. [Sec. 201 (2).]

All official correspondence, forms and Dues Cards must have the imprint of your Chapter Seal. These seals can no longer be ordered from General Grand Chapter, but may be obtained from a stationary or fraternal supplies store.

SECRET WORK

There must be four chapters copies of the Secret Work in each Chapter. The Worthy Patron, Associate Patron, Conductress and Associate Conductress are each to have one. [Sec. 211 (5).]

SECRETARY MUST collect and re-distribute these at each installation time. (See Installation).

If any copy is lost, the officer responsible is subject to a fine to Grand Chapter of \$25.00. Replacements may only be obtained upon authorization of the Worthy Grand Matron. If any copy is permanently destroyed, there is no fine, just a replacement fee. However, an explanation must be made. REPLACEMENTS will be furnished at \$3.00 to replace worn or outdated copies (exchange). The check is made out to the GRAND CHAPTER OF OREGON, OES and mailed

with the worn or outdated copy to the Grand Secretary with the explanation and request for a replacement, under the seal of the Chapter.

A Past Grand Matron or Past Grand Patron may have their own copy of the Secret Work.

SCHOOL OF INSTRUCTION

No Special Dispensation is needed for a School of Instruction.

The Grand Line Officer who instructs in your area will make arrangements with the Worthy Matron of your Chapter for this date. It is one of the Instructing Officers duties to read the minute books of the Chapter along with looking at the Membership Roll Book. It is one of the duties of the Secretary to have these books available for the Instructing Officer. At the discretion of the Instructing Officer the Secretary will be notified where the books will be reviewed, and may or may not be requested to be present at the time of the viewing of the books. The Secretary may be needed later to discuss different points of concern.

MEMBERSHIP ROLL BOOK- must be checked to see if the Chapter Bylaws are up to date, and if each new member has signed the Bylaws.

From the MINUTE BOOKS will also check to see if:

1. All meetings were held as per the Bylaws. If one of the meetings was not held because a quorum failed to show up, this must be recorded in the Minute Book.
2. The Minutes must have been recorded as directed. (See MINUTES).
3. The Proper number of "Long Form" and "Short Form" openings were held. You could help by underlining in red these words so she could easily find them.
4. Follow through each petition to see that each has been completed.
5. The Worthy Patron reported on the Masonic Standing of the Brothers on or before the first meeting in March. [Sec. 210 (3).]
6. The Instruction Committee has functioned. This should be recorded under "Reports of Standing Committees" at least twice during the year, and with new members after Initiation. [Sec.250 VII (4).]
7. The treasurer has signed for the monies received.
8. Financial Statements are complete, detailed, include all accounts and their ID numbers.
9. Audit Report (signed by all three members), and the Federal Tax Filing are posted.
10. Special Dispensations are reported, noted, and posted in the Minutes Book.
11. In general, to see if the Chapter has followed the Bylaws and any other instruction.

REMEMBER, it is your duty to RECORD THE MINUTES of the meeting, not to include things that do not happen just because the Bylaws state that they must happen. It is the duty of the Worthy Matron to conduct the meetings, and the duty of the Secretary to record. A helpful Secretary should list for the Worthy Matron those things that should be brought up under the various orders of business and inform her of the correspondence that will be read so she can make her notation as to any business that may be brought up before the Chapter. A Secretary can be of great help if she will "remind" and "inform" - NOT "direct and order" as this could cause friction.

12. The Instructing Officer may compare the Chapter Register with the Chapter minutes for accuracy.

Regional Schools of Instruction may be held in the form and number determined by the Worthy Grand Matron.

SCHOLARSHIPS

ESTARL

Must be an Oregon Resident, (permanent home residence in Oregon).

Award is for Senior year of college or graduate work

Must be religious training of some kind.

Sponsored by Oregon OES Chapter

DOROTHY M. DEWING SCHOLARSHIP ENDOWMENT

Must be a member or child/grandchild of a member of the Order of the Eastern Star

Awarded only for Senior year

Accredited college located in Oregon

Sponsored by Oregon OES Chapter

LESLIE S. PARKER MEMORIAL SCHOLARSHIP

Women Students

Accredited non-sectarian Oregon School

Oregon Resident

Complete at least two (2) years of satisfactory college work.

GENERAL RULES

Applicant may check the Oregon OES Website or write to the Chairman of the Scholarship Committees for application forms.

Although it is not required for every type of scholarship, a Chapter may sponsor an applicant.

It is very important to get the completed application to the Committee Chairman on time, usually April 1.

SIGN BYLAWS

Each new member must sign the Bylaws. When the member approaches the Secretary's desk, you may tell her how to sign, "First Name (Initial) and last name", specifically we do not sign "Mrs. John Doe."

The name reported on the **Membership Report Form** and as signed in the Roll of Membership are to be the same.

SOCIAL CLUB (Star Club)

Each Chapter may, if it wishes, have a Social Club without permission from Grand Chapter. However, it must be under the direct control of the Chapter [Sec. 203 (14).]

Social Clubs may be formed as a "ways and means" committee or just for social functions. Social Clubs have their own Bylaws/Standing Rules which do not need to be approved by the Worthy Grand Matron.

Social Clubs may have their own bank account; however, all net funds of any Social Club must be turned over **"forthwith"** to the Chapter (for benefit of the Chapter). Funds may not be spent by the Social Club for any reason other than for expenses of money making projects. [Sec. 203 (14).]

SPECIAL MEETINGS (See Meetings)

Special Meetings may be called for at a Stated Meeting. If not called for, notices must be sent to all resident members, [Sec. 204 (2).] Only that business which is stated in the call may be transacted, [Sec. 204 (2).] Be sure to check the Bylaws as some orders of business ARE NOT ALLOWED.

SPECIAL DISPENSATIONS

There are times when a Special Dispensation must be requested from the Worthy Grand Matron by a Chapter. The request form must come as per the Bylaws. [Sec. 225] (Appendix)

Send request signed by Worthy Matron and Secretary under the seal of the Chapter to the WGM at the Grand Chapter Office. It must be accompanied by a fee of \$1.00, the check is made out to the GRAND CHAPTER OF OREGON, OES. [Sec. 128 (4)] (Request Form Appendix)

1. Election of Officers if not completed as per (Sec. 205 (4))
2. Election of any of the top four officers, WM, WP, AM, AP. "out of time" [Sec. 205 (7).]
3. Installation of any of the top four officers, WM, WP, AM, AP. "out of time" [Sec. 206 (2).]
4. Move the place of the meeting (with reason, Sec. 203 (1) and (2) second sentence).
5. Make-Up Meeting

PLEASE NOTE: Special Dispensation is not required for a move for a single OPEN MEETING where larger quarters are needed for receptions, installations or anniversary observances. [Sec. 203 (1),)

SPECIAL ELECTION (See Election of Officers)

1. Written notification to all resident members. Trestle Board Notice is not enough. [Sec. 205 (7&8)]
2. Special Dispensation is required if for one of the top four officers. [Sec. 205 (7)]

SPECIAL PETITION TO MOVE LOCATION OF MEETING [See Sec. 203 (2).]

STANDING RULES (Section 252)

2018

Standing Rules of a Chapter cover those items not found in Subordinate Chapter Bylaws, such as stipends for Officers, traditional gifts, or Chapter duties of Officers. **Changes to a Chapter's Standing Rules** are to be presented in writing at one meeting and given to the Secretary. There is no discussion. At the next meeting, under Unfinished Business, the proposed change(s) are again read, opened for discussion, and voted upon.

STATED MEETINGS (SEE MEETINGS)

STATEMENTS FOR DUES

Statements for Dues may be obtained from the Grand Secretary or may be printed out by the Secretary (Appendix).

SECRETARY MUST COMPLETE the Statement and see that each member is aware that dues are payable in advance.

Statements may be sent to members as soon as they are received from the Grand Secretary.

The Worthy Matron is to instruct you to send delinquent notices to those who have not paid for the current year. ON THE STATEMENT you can show the UNPAID DUES and write "NOTE UNPAID DUES IN ARREARS, [Sec. 221 (4).]

It is recommended that you send a Statement for Dues (marked Life Member/NA) to your Life Members, as the Statement contains the required official notice of Election of Officers.

SUPPLIES

Procure all official supplies for the Chapter from the Grand Secretary. [Sec. 211 (6).]

Because prices change frequently, the annually published price list is subject to change and does not include postage. (Appendix). A handling fee may be assessed to cover the cost of special mailing supplies. Members should request supplies through their Chapter Secretary.

SUSPENSIONS AND NOTICE OF SUSPENSION (See Relief, Presumed Dead, Reinstatements)

Most suspensions are caused by non-payment of dues. Dues are payable on or before the first meeting in January, [Sec. 250 Article IV (4)], and if the dues are not paid before the 31st of December of that same year, [Sec. 221 (4)], the member is thereby suspended.

SECRETARY MUST notify members immediately upon their suspension, [Sec. 221 (5).]

List of suspended members must be read the first meeting after their suspension, [Sec. 221 (6).] This would be the first meeting in January.

The list of suspended members is included on the Annual Report, therefore, it is not necessary to send a notice to the Grand Secretary in addition to the Annual Return.

A notice of delinquent dues shall be sent out following the first stated meeting in November calling attention to the fact that they will be suspended on December 31st if dues are not paid or remitted, [Sec. 221 (4).] If your Dues statements included a notation of UNPAID DUES IN ARREARS, and cites Sec. 221 (4), another delinquency notice is not necessary.

LIFE MEMBERS may not be suspended for non-payment of Dues. If you are not sure whether a member is a Life Member, the Grand Chapter Office can furnish that information.

If you have been unable to locate a member following diligent search; they are of advanced age; they are not shown as deceased on the Social Security Website, and their dues have become delinquent, the Presumed Dead category may be used, rather than suspension. This is a judgment call on the part of the Chapter, but may be reviewed and dis-allowed by the Grand Secretary.

Suspension of Membership for varying periods of time may be enacted per Penal Code, Section 134.

TAX REPORTS

2019

990N E-CARD
990EZ

One or the other of these two Tax information forms must be filed annually for each subordinate Chapter. The tax information report must be filed between July 1 and November 15, for the previous fiscal year ie file July 2, 2015 for fiscal year 2014. A copy of the report and the acknowledgment of IRS acceptance of the report must be sent to the Grand Chapter Office. Failure to file annual reports may result in the loss of that Chapter's tax-exempt status and would require new application to the IRS.

Completion of the 9990N-C-Card Authorization form must be signed and sealed by each chapter to authorize the Grand Chapter to file that chapter's 990N-E-Card or to inform the Grand Chapter that the chapter will be responsible for filing.

Acknowledgements from the IRS that the filing was accepted are to be posted in the Minutes Book and documented in the Minutes.

UNFINISHED BUSINESS

Two major pieces of business occur under this heading:

New Affiliate or Plural members sign the Bylaws under this order of business. (UWB, Pg. 17).

Installation of an officer OUT OF TIME comes under this order of business.

UPDATING BYLAWS

There are two times when the Bylaws of your Chapter need to be updated and filed with the Grand Secretary for approval by the Worthy Grand Matron:

1. The Grand Chapter of Oregon has, during Grand Session, changed the Bylaws, and your Chapter has read the change from Grand Chapter at the first meeting following receipt from the Grand Secretary. The Grand Secretary will send each Chapter a 250 Attest Form containing the changes. Once the changes are read at the first meeting after receipt, the form is completed and returned.

If the change is minor and can be achieved by “crossing out” and /or “inserting” the change into your original, you may do that. If the change is more major, you will enter your Chapter information and laws onto the new form which the Grand Secretary has sent to you. If your Chapter has not, per Article 250 XII, made any additional changes, you will check the box “ No Changes, update only”. Make two more copies. The Worthy Matron and the Secretary will sign and affix the Chapter Seal on all three copies. All copies are sent to the Grand Chapter Office for the Worthy Grand Matron’s examination and approval. She will keep one set; one set will be kept on file in the Grand Chapter Office, and the third will be returned to the Chapter.

2. Following the procedure in Article 250 XII, your Chapter changed its Bylaws. Obtain the latest set of blank Chapter Bylaws from the Grand Secretary, or from the Website, enter all your specific Chapter items, not just the new ones, and mark the box “Bylaws Revised”. Note the dates of the 1st Reading and 2nd Reading and Approval and make two (2) additional copies. Both the Worthy Matron and Secretary will sign and seal all three copies, and send all to the Grand Chapter Office.

The signatures and seals on all three sets must be original, not photocopies.

VISITING

When visiting another Chapter (or attending your own Chapter) you should have a receipt for dues, a demit less than one year old, or a special visiting permit from the WGM. You may visit other Chapters on an expired dues card only until the first of February. You may go to your own Chapter for the balance of that year.

You must be vouched for as shown under Vouching.

Any member has the right to visit any chapter unless lawful objection is made. (Landmark #12)

VISITING PERMIT

A Visiting Permit, which is good for three months, may be issued by the Worthy Grand Matron for the purpose of visiting a Chapter with the idea of petitioning for membership.

A Visiting Permit will only be issued after a request by an applicant with a demit over one year old, [Sec. 223 (1).]

VISITING and CHEER

During this segment of the meeting, the Worthy Matron may announce the death of a member and call for a “moment of silence”, particularly if the Chapter does not Drape the Altar at each meeting. Also in this case, the Worthy Matron could read the official memorial for any Past Grand Matron or Patron, or any Past Most Worthy Grand Matron or Patron. If Draping is to occur at that meeting, just a mention would be sufficient.

VOUCHING

There are two purposes for "Vouching". The first is to attest that someone has been initiated into membership in the Order of the Eastern Star. That may be done by anyone who has been vouched for, and who has sat in Chapter with the member, or by a member of the Examining Committee (UWB, Page.7). The second is to attest that someone is a member in good standing, ie, paid their dues. That can only be proved by the person presenting a current receipt for dues, a demit less than one year old, or a valid Visiting Permit, or by being "vouched" for" by the Secretary of the member's Chapter, as the Secretary is the only one who knows for sure if the member is in good standing.

At Grand Visitation Meeting, GROUP VOUCHING is done by the Secretaries or the Worthy Matrons of the participating Chapters, (UWB, Page 34, Proving Chapters). At Grand Initiations, vouching of the Grand Officers may be done by either the WGM or the WGP.

WARRANTS

Warrant books may be ordered from the Grand Secretary. You will make out a warrant for each check the Treasurer must write and give the warrant to the Treasurer. You may generate your own warrants by computer, or use a "Warrant List", so long as the WM signs the "Warrants List".

WAIVER OF JURISDICTION

When petitioning for degrees, petitioner must be a resident of this jurisdiction (Oregon) [Sec. 214 (4-a)] unless a Waiver of Jurisdiction has been applied for by the WGM of the petitioned jurisdiction and granted by the WGM of the resident jurisdiction [Sec. 8 (14)].

If you have a prospective member who wishes to be initiated into your Chapter and they live in another state, write a letter to the Worthy Grand Matron of Oregon at the Grand Chapter Office; explain why this person wishes to be initiated in Oregon rather than their home state, ie their family belongs to the Oregon Chapter, and request that Oregon's WGM petition the sister Jurisdiction for a Waiver. Do not write directly to the sister Jurisdiction.

WEBSITE, INFORMATION AND USE

2019

The Oregon OES Website is at www.Oregonoes.org Password = oesdirectory1883

Items found on the Website:

Calendar of social events and chapter meetings

Constitution, Bylaws and Uniform Workbook

Decisions of Worthy Grand Matrons and Jurisprudence Committees

Secretary's Handbook and Secretary Forms

Lists of Committee members, Grand Representatives, Chapter contacts

Announcements and Invitations

Grand Chapter Session Information

Scholarship Applications

Past Grand Matrons & Past Grand Patron prior to 1974 – "Our History"

WITHDRAWAL OF PETITIONS

A petition cannot be withdrawn after the report of the investigating committee has been read. At this time the petition becomes the property of the Chapter and the petition will be balloted on as this is the next order of business and cannot be postponed. [Sec. 215 (4).]

YELLOW CARDS – See Membership Report Form