

1 **Proposed Amendment to Change the Bylaws**

2 (needs 2/3 vote to pass at the same session it is read and voted on to become law [Section 251(3)])

3
4 **Section 108 (8)** Duties of the Grand Secretary

5
6 **NOW READS**

- 7 1. To keep and maintain the Grand Chapter office within 75 miles of the State of
8 Oregon border as directed by the Grand Chapter (2022)
- 9 2. To attend the Sessions of the Grand Chapter, observe and record the
10 proceedings thereof and preserve the same in suitable records.
- 11 3. To provide for, subject to the approval of the Worthy Grand Matron, a complete
12 stenographic or electronic record with prudent backup of the proceedings of the
13 Grand Chapter at its Annual Session. (2015)
- 14 4. To keep the seal of the Grand Chapter and affix the same with attestations to all
15 instruments issued by the Grand Chapter.
- 16 5. The Junior Past Grand Matron, Junior Past Grand Patron, Grand Secretary and
17 members of the Printing Committee shall select and edit all matters to be
18 published in the Proceedings except for the installation section which shall be
19 under the supervision of the Worthy Grand Matron, Worthy Grand Patron, Grand
20 Secretary and members of the Printing Committee. [See Section 120(4)] (2006)
- 21 6. To furnish the Worthy Grand Matron and Junior Past Grand Matron within 90
22 days (2022) following the close of the Grand Chapter Session, a complete copy
23 of the proceedings which includes both the stenographic or electronic copy with
24 prudent backup of the session transcriber and all reports not read in their entirety
25 during the session certified by her or him to be a correct report of the
26 transactions of that session of the Grand Chapter. (1994) (2015)
- 27 7. To examine the annual reports of Subordinate Chapters and see that errors and
28 irregularities are corrected.
- 29 8. To keep a complete Eastern Star membership by card index or electronic form
30 with prudent backup of individual members of the Grand Jurisdiction of Oregon;
31 all deaths, reinstatements, suspensions, expulsions or rejections for degrees or
32 reinstatements officially reported by the Chapters, specifying the date of such
33 action by the Chapter and such other information as may be embodied in the
34 report. This card index or electronic form with prudent backup shall be available
35 at all times in the office of the Grand Secretary. The central membership data
36 files of members of this Grand Jurisdiction are the property of Subordinate
37 Chapters and Grand Chapter. The Grand Secretary is official custodian of these
38 files. This data may not be used for any purposes other than their own
39 necessities. This data may not be sold nor traded for services by outside fraternal
40 or commercial organizations or individuals, except by specific approval of each
41 request during Grand Chapter while in session. (1995) (2015)
- 42 9. To conduct all correspondence of the Grand Chapter Office and such other
43 correspondence as the Worthy Grand Matron, Worthy Grand Patron or the Grand
44 Chapter shall direct, including the issuance of circulars, memorials, invitations,
45 programs and notices of special Grand Chapter Sessions to each Chapter and to
46 the Webmaster of this Grand Jurisdiction. Will confirm the dates and place for

- 47 Grand Chapter Session in writing and confirm that the agreement is ready for
48 signing by the Associate Grand Conductress for her year as Worthy Grand
49 Matron. (2008)
- 50 10. To keep on file, in the Grand Chapter office, a current list of all names and
51 addresses of the rejections and expulsions in this Grand Jurisdiction.
- 52 11. To inventory supplies at the end of each fiscal year and report this together with
53 annual purchases and sales of such supplies to the Grand Chapter.
- 54 12. To take charge of and keep the jewels, furniture and properties of the Grand
55 Chapter, unless otherwise provided.
- 56 13. To prepare and keep on record a permanent inventory of jewels, furniture and
57 properties not otherwise provided for. This inventory shall be checked by the
58 outgoing Worthy Grand Matron and incoming Worthy Grand Matron.
- 59 14. To superintend the production in printed and / or electronic form of the Annual
60 Proceedings of the Grand Chapter under the direction of, after review by the
61 Worthy Grand Matron, Worthy Grand Patron, Junior Past Grand Matron and
62 Junior Past Grand Patron and the Printing Committee (2022). The Proceedings
63 shall be in substantial conformity with all reports made and with the transcripts as
64 furnished by the recorder, to see that production is faithfully performed not later
65 than December 31 following Grand Chapter. To forward one (1) copy of the
66 Proceedings to each Chapter in the Jurisdiction for the use of the Chapter; one
67 (1) copy to each sister Jurisdiction and two (2) copies to the Right Worthy Grand
68 Secretary of the General Grand Chapter. (2022) [See Section 120(4) and
69 128(12)] (2006)
- 70 15. To provide copies of such reports as the Worthy Grand Matron may direct for
71 distribution to the members at the opening of Grand Chapter (2022)
- 72 16. To furnish the Subordinate Chapters (under the direction of the Printing
73 Committee), printed copies of the "irregularities" in the Worthy Grand Matron's
74 report with instruction they are to be read in Chapter and a printed copy of all
75 amendments to the Constitution and Bylaws of the Grand Chapter prior to
76 September 1 following the Annual Session at which said amendments were
77 adopted. {See Section 120(5)} Each page or pages of the Constitution and
78 Bylaws so amended or added shall be printed and dated with the year of
79 adoption. {see Section 120(5)}(2004) (2012)
- 80 17. To collect all money due the Grand Chapter and to keep a correct account
81 thereof as prescribed by the Finance Committee and to remit all funds in full to
82 the Grand Treasurer, taking receipt therefor. (2014)
- 83 18. To refer all claims to the Finance Committee that are not in the budget of the
84 Grand Chapter. (See Section 116) (2022)
- 85 19. To secure and maintain an appropriate level and type of insurance to protect the
86 Grand Chapter in the event of liability claims, errors and omissions of officers,
87 misappropriation of funds and damage or loss of Grand Chapter property. Said
88 policy terms and cost to be reviewed each year with the Finance Committee and
89 with the Grand Chapter insurance agent, and amended as needed to maintain
90 proper insurance protection for the Grand Chapter. (2022)
- 91 20. To provide Secret Work to the Associate Grand Conductress and Grand Sentinel
92 (2022).

- 93 21. The Incumbent Secretary shall be the Secretary of record until the close of the
94 fiscal year, June 30, and may be required to oversee the training of a newly
95 elected Grand Secretary for a period up to an additional 6 weeks. (2009)
96 22. To perform all other such duties as may pertain to the business of the Grand
97 Chapter or as required by the Worthy Grand Matron. (2009)
98

99 **AMENDED TO READ**

- 100 1. No change to this paragraph
101 2. No change to this paragraph
102 3. No change to this paragraph
103 4. No change to this paragraph
104 5. No change to this paragraph
105 6. No change to this paragraph
106 7. No change to this paragraph
107 8. To keep a complete Eastern Star membership by card index or electronic
108 form with prudent backup of individual members of the Grand Jurisdiction of
109 Oregon; all deaths, reinstatements, suspensions, **50 year+ member status,**
110 **any Grand Offices held,** expulsions or rejections for degrees or
111 reinstatements officially reported by the Chapters, specifying the date of such
112 action by the Chapter and such other information as may be embodied in the
113 report. This card index or electronic form with prudent backup shall be
114 available at all times in the office of the Grand Secretary. The central
115 membership data files of members of this Grand Jurisdiction are the property
116 of Subordinate Chapters and Grand Chapter. The Grand Secretary is official
117 custodian of these files. This data may not be used for any purposes other
118 than their own necessities. This data may not be sold nor traded for services
119 by outside fraternal or commercial organizations or individuals, except by
120 specific approval of each request during Grand Chapter while in session.
121 (1995) (2015)
122 9. No change to this paragraph
123 10. No change to this paragraph
124 11. No change to this paragraph
125 12. No change to this paragraph
126 13. No change to this paragraph
127 14. No change to this paragraph
128 15. No change to this paragraph
129 16. No change to this paragraph
130 17. No change to this paragraph
131 18. No change to this paragraph
132 19. No change to this paragraph
133 20. No change to this paragraph

134 21.No change to this paragraph
135 22.No change to this paragraph

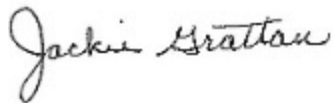
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139 **Rationale:**

140 This increases the thoroughness of our record-keeping to preserve our history. At this time, there
141 is not a centralized list of 50 year-plus members in our jurisdiction nor is there a comprehensive
142 list of our past Grand Officers. The history of our past Grand Officers depends on lists that are
143 passed from one Grand Officer to another and are always in danger of being lost. This
144 information is easily kept safe at the Grand Chapter level. The 50+ year designation can be
145 completely automated. Once the Grand Officer information is entered, technology and
146 automation will negate any additional workload on the Grand Secretary.

147

148 *This legislation, submitted over the signatures of the Worthy Matrons of Marguerite Chapter #60*
149 *and Newberg Chapter # 55 was received by the Jurisprudence Committee by the legal date,*
150 *approved by the Jurisprudence Committee for presentation to the membership, and subsequently*
151 *reformatted by the Grand Secretary for printing purposes as directed by the Jurisprudence*
152 *Committee.*



Jackie Grattan, Jurisprudence Chair



Mary Duncan, Grand Secretary