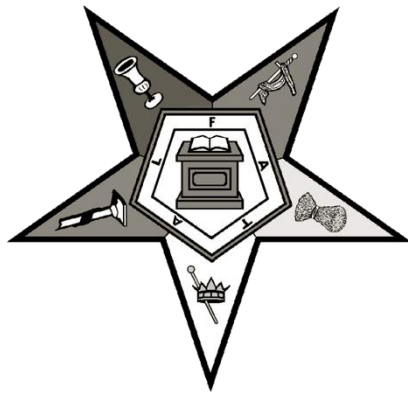


# CONSTITUTION AND BYLAWS OF THE GRAND CHAPTER ORDER OF THE EASTERN STAR STATE OF OREGON



Adopted 1942  
Bylaws Relative to Subordinate Chapters  
Amendments to and including June 2023  
Reprinted 2023

## SOVEREIGNTY

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

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<b>WORTHY PATRON</b>			
Duties of			
To preside during Initiation	3-8	210	1
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Investigate/report Masonic status	3-8	210	3
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**Part One**

**CONSTITUTION**

**June 2023 Edition**



## CONSTITUTION

### SECTION 1 - NAME

This Grand Chapter shall be known and designated by the name Grand Chapter, Order of the Eastern Star, of Oregon.

### SECTION 2 - SEAL

It shall have a seal of which the following imprint is a representation:



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

### SECTION 3 - MEMBERSHIP

This Grand Chapter shall consist of all members in good standing in some Subordinate Chapter in this Grand Jurisdiction. (1992)

### SECTION 4 - QUALIFICATION FOR OFFICE

1. A member who has attained the rank of Worthy Matron or Worthy Patron in an Oregon Subordinate Chapter and is a member in good standing in this Grand Jurisdiction, or any U. S. Government service member, or former U.S. Government service member, who has the rank of Worthy Matron or Worthy Patron in another Grand Jurisdiction, while holding Plural membership shall be eligible for a Grand Chapter office. The offices of Worthy Grand Patron, Associate Grand Patron and Grand Sentinel shall be restricted to Brothers. (2014)

2. Elected Grand Officers. The elected Grand Officers of this Grand Chapter shall be a Worthy Grand Matron, a Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Secretary, Grand Treasurer, Grand Conductress, Associate Grand Conductress and Grand Sentinel, all of whom shall be Past Matrons or Past Patrons and shall be elected annually as provided in the Bylaws, and who shall not resign during her or his term of office. This section to go into effect after the close of the 53rd Annual Session of this Grand Chapter.
3. Appointed Grand Officers. The appointed Grand Officers of this Grand Chapter shall be Grand Chaplain, Grand Lecturer (who shall be a Past Grand Matron), Grand Marshal, Grand Organist, Grand Adah, Grand Ruth, Grand Esther, Grand Martha, Grand Electa, and Grand Warder, each of whom shall be a member of this Grand Jurisdiction, have attained the rank of Worthy Matron or Worthy Patron, and shall be appointed by the Worthy Grand Matron-elect, except that no Grand Officer shall be appointed and installed simultaneously in a second Grand Office during the same Grand Chapter year. (2007)
4. An Elected or Appointed Grand Officer will not hold a Standing Committee appointment simultaneously. If a member of a Standing Committee is elected or appointed to a Grand Chapter Office, she or he will resign from that stated committee position before being installed as a Grand Officer. (2004)

## **SECTION 5 - VACANCIES**

1. The office of Worthy Grand Matron is never vacant. In case of the death, absence from the Grand Jurisdiction for more than 48 hours or disability of the Worthy Grand Matron, the Associate Grand Matron, Grand Conductress or Associate Grand Conductress in the order of rank shall fill the office of Worthy Grand Matron. In the event of the absence of the Worthy Grand Matron, Associate Grand Matron, Grand Conductress and Associate Grand Conductress from this Jurisdiction, the Worthy Grand Matron shall appoint a Past Grand Matron to act in her absence. When traveling, all four Grand Line Officers shall not occupy the same vehicle. (2010)

2. The office of Worthy Grand Patron is never vacant. In case of the death, absence from the Grand Jurisdiction or disability of the Worthy Grand Patron, the Associate Grand Patron or Grand Sentinel in the order of rank shall fill the office of Worthy Grand Patron. In the event of the absence of the Worthy Grand Patron, Associate Grand Patron and Grand Sentinel from this Jurisdiction, the Worthy Grand Matron shall appoint a Past Grand Patron to act in his absence. When traveling, all three shall not occupy the same vehicle. (1978)
3. In case of death or permanent disability of the Associate Grand Matron, Associate Grand Patron, Grand Conductress, Associate Grand Conductress or Grand Sentinel, the Worthy Grand Matron shall appoint a Past Grand Matron or a Past Grand Patron to fill such vacancy until a successor can be elected. Diligent search shall be made to secure candidates willing to fill the vacancy and letters sent to each Chapter in the Grand Jurisdiction informing the members of the special communication to elect a new Grand Officer. Date and location of the special communication to be determined by the Worthy Grand Matron. [Reference Section 103A] (2009)
4. At stated or special communications of this Grand Chapter the Worthy Grand Matron shall fill vacancies in the elected grand offices, except Grand Secretary or Grand Treasurer, by appointment of a Past Grand Matron or Past Grand Patron for that meeting only.
5. In case of the death, absence from the Grand Jurisdiction or disability of the Grand Secretary or the Grand Treasurer, the Worthy Grand Matron shall appoint a Past Matron or a Past Patron to fill such vacancy until her or his successor is elected and installed at the next annual session of the Grand Chapter (2009)

## **SECTION 6 - POWERS OF THE GRAND CHAPTER**

This Grand Chapter, being supreme in all matters pertaining to its affairs, has the sole right to superintend and govern all Chapters of the Order within its jurisdiction. It has power:

1. To grant dispensations and charters for forming and holding new Chapters and to extend or revoke the same;

2. To enact Bylaws, rules and regulations, issue edicts and to amend or repeal the same;
3. To discipline, censure, suspend or annul the charters of Chapters for willful violation or infringement of the Constitution, regulations or edicts of this Grand Chapter;
4. To decide all appeals from Subordinate Chapters, their officers, or the officers and committees of the Grand Chapter;
5. To exercise all rights of sovereignty within the limits of its jurisdiction, subject to General Grand Chapter;

All powers not expressly granted to Subordinate Chapters are inherent in and reserved to this Grand Chapter.

## **SECTION 7 - DECLARATION OF SOVEREIGNTY**

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

1. Requirements for membership in the Order
2. Landmarks of the Order
3. Secret Work of the Order
4. Signet of the Order
5. Ritual of the Order, so far as it relates to opening, closing, balloting, initiation, installation, test oath and funeral ceremonies, and nothing in this Constitution or Bylaws shall be interpreted in any way as modifying or superseding any part of the Ritual of the Order. (1973)

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

## **SECTION 8 - POWERS OF THE WORTHY GRAND MATRON**

1. To convene the Grand Chapter in special cases of emergency.
2. To appoint all committees not otherwise specifically appointed.
3. To see that the rules and regulations of the order are strictly enforced.

4. To exercise during the vacation of the Grand Chapter all of its executive powers, except those specifically assigned to the Worthy Grand Patron.
5. To decide all questions of law and usage submitted to her and, until reviewed by the Grand Chapter, her opinion or decisions rendered in reply to such questions shall be taken as the interpretation of the law, but shall not become a permanent law unless incorporated in the Constitution or Bylaws as an amendment as required by the Constitution and Bylaws.
6. To convene any Chapter within the jurisdiction, to preside therein, to inspect its proceedings and to require its conformity to the laws of the Order.
7. To place any subordinate chapter on a "Chapter Improvement Plan" specifically structured to guide and assist the Chapter to meet its obligations according to the rules, regulations, laws, goals, and aims of the Order and the Grand Chapter. The requirements of the "Chapter Improvement Plan" shall be specific to the identified issues and are to be accomplished within a designated time frame. (2018)
8. To appoint a "Special Deputy" to assist the Chapter in completing the "Chapter Improvement Plan". The "Special Deputy" need not be a Past Grand Matron or Past Grand Patron. (2018)
9. To arrest the charter of a Subordinate Chapter until the next annual session of the Grand Chapter.
10. To suspend the meetings of any Subordinate Chapter until the next annual session of the Grand Chapter unless such suspension is sooner revoked.
11. To suspend the Worthy Matron, Worthy Patron, Associate Matron or Associate Patron until the next annual session of the Grand Chapter unless such suspension is sooner revoked.
12. To grant all special dispensations except that
  - a. A Worthy Grand Matron may not issue dispensations to receive or ballot upon petitions at a special meeting or at an earlier hour than that which is set in the Bylaws of a Chapter, and,
  - b. May not issue dispensations that conflict or are in violation of the laws of the State or of the United States. (2015)

13. To provide for instruction of Subordinate Chapters as follows: The Grand Jurisdiction of Oregon having been divided into the "Eastern Central/Southern Area," "Northwest Area" and "Willamette Valley Area" the Worthy Grand Matron shall assign the work of instructing to the Associate Grand Matron, Grand Conductress and Associate Grand Conductress, each to an area as closely as possible. To equally divide the number of visitations for each officer within the year, the Worthy Grand Matron shall have the prerogative of assigning a Subordinate Chapter from one Area to another to evenly distribute the visitations, keeping in mind that during the three years of instructing each officer shall serve in all three areas unless unusual circumstances prevent this from happening. To observe and evaluate the work of each instructing officer as often as is deemed necessary to maintain continuity in the uniform work of the Order. (2009)
14. Through a series of Grand Visitations, the Worthy Grand Matron shall visit all Chapters in the state during her term as Worthy Grand Matron, subject always to the right of a Chapter to refuse to participate in a Grand Visitation, knowing, however, that a separate visitation from the Worthy Grand Matron will be held. A quorum of each participating Chapter must be present. (1996)
15. At Grand Initiation, the current Worthy Grand Matron or Worthy Grand Patron may vouch for any current Grand Chapter Officer, but not their substitute under Proving Membership. Any substitute for a Grand Chapter Officer will have their membership proven as specified in the UWB Page 5-7 Proving Membership. (2015)
16. To negotiate reciprocal agreements with adjacent Grand Jurisdictions relative to a Chapter receiving petitions from residents of the adjacent Grand Jurisdiction.
17. To have and to use a Worthy Grand Matron's seal of which the following imprint is a representation:



SEAL 1981

## SECTION 9 - POWERS OF THE WORTHY GRAND PATRON

1. To grant dispensations to form new Chapters.

2. To confer the degrees at sight upon a sufficient number of eligible persons, not to exceed fifty, for the formation of a new Chapter, or to authorize a past or present Worthy Patron to do the same.
3. At Grand Initiation, the current Worthy Grand Matron or Worthy Grand Patron may vouch for any current Grand Chapter Officer, but not their substitute under Proving Membership. Any substitute for a Grand Chapter Officer will have their membership proven as specified in the UWB Page 5-7 Proving Membership. (2015)

## **SECTION 10 - ANNUAL COMMUNICATION**

This Grand Chapter shall convene in Annual Communication during the month of June no later than nine o'clock a.m. on such date and such place as may be determined by this Grand Chapter while in Session. (2008)

## **SECTION 11 - SPECIAL COMMUNICATIONS**

Special Communications may be ordered by the Worthy Grand Matron to be held at such time and place as in her opinion the interests of the Order may require. In case of death, absence from the jurisdiction or disability of the Worthy Grand Matron, the Associate Grand Matron, Grand Conductress or Associate Grand Conductress in order of rank may exercise such power. All members of this Grand Chapter shall be notified in writing at least ten days before such special communication of the time and place thereof and of the business to be transacted thereat. Business other than that specified in the notice shall not be transacted at such communication.

## **SECTION 12 - QUORUM**

Stated or Special Communications of this Grand Chapter shall not be opened nor shall any business be transacted thereof unless one-fourth of the chartered Chapters of this jurisdiction in good standing be represented, together with at least two of the first four elected Grand Officers.

## SECTION 13 - AMENDMENTS

1. Amendments may only be submitted by at least two Subordinate Chapters over the seal of the Chapter, or by the Grand Chapter Committee on Revision of Constitution and Bylaws. Chapters submitting proposed amendments shall submit the original plus two copies, all of which shall contain the seal of the chapters and original signatures. (2016)
2. This Constitution shall not be revised or amended by mere reference to its title. The Section Number and Title shall be given, and the section or subdivision to be revised or amended shall be set forth at full length in writing, and when proposed by Subordinate Chapters, should be forwarded through the office of the Grand Secretary to the Jurisprudence Committee on or before January 15 for examination as to proper form. Proposed Amendments from the Revision of Laws Committee must be forwarded to the Grand Secretary on or before February 15. All proposed revisions or amendments found to be in proper form by the Jurisprudence Committee shall be placed in the hands of the Grand Secretary at least sixty days previous to the Annual Communication of Grand Chapter. (2016)
3. At least thirty days before that Annual Communication, one printed copy, or electronic copy shall be sent to each Subordinate Chapter to make copies for its use and a copy shall be furnished to the Webmaster for publication on the website. (2016)
4. The following format will be used to submit proposed amendments " in proper form":
  - a. Proposed legislation will begin with a heading that identifies the Section of the Constitution or Bylaws, commonly referred to as the "Blue Book". (2018)
  - b. The legislation will then list the entire Section or subdivision as is currently written for the "Now Reads" portion of the proposed amendment. (2016)
  - c. The "Amend to Read" will essentially list the entire Section under consideration for change. If there will be no changes to a paragraph or subdivision the text of that paragraph or subdivision will NOT be written out. Instead, the number of the paragraph or subdivision will be listed and the notation, "No change



to this paragraph" or "No change to this subdivision" will be made or "only the paragraph number was changed", when re-numbering becomes necessary. If a change within a paragraph or subdivision deletes any existing text, the deletion will be indicated by showing the existing text with a ~~striketrough~~.

- d. If a change within the paragraph or subdivision adds text to the existing text, the addition will be indicated by **bolding** and underlining the new text.
  - e. The ~~striketrough~~ and **bolding** and underlining are used only to facilitate understanding of the proposed change and will not appear in the printed legislation if it passes.
  - f. Proposed amendment changes would then list the Reason or Rationale for the proposed change to facilitate understanding of the proposed change, but said rationale does not become part of the law. (2012)
5. Any such proposed amendment shall be submitted to vote of the Grand Chapter. Such proposed amendments shall be submitted individually and separately from other proposed amendment or amendments to the Bylaws of the Grand Chapter (except where a one word change for the purpose of clarity and consistency in multiple sites is proposed by the Revision of Laws Committee), or where multiple Sections of the Constitution and ByLaws need to be modified for consistency within the Constitution and ByLaws, they may be designated as "Companion" amendments. After the report of the Jurisprudence Committee, upon a two-thirds affirmative of the votes cast, the amendment shall thenceforth be a part of the Constitution. (2016)

## PART TWO

### **GRAND CHAPTER BYLAWS**

June 2023 Edition

## **BYLAWS**

### **SECTION 101 - ORDER OF BUSINESS**

The Worthy Grand Matron shall cause the Grand Chapter to be called to order at the appointed hour after which the following order of business shall be observed, namely:

1. Opening of Grand Chapter.
2. Reception of Grand Representatives.
3. Report of Registration Committee. (1995)
4. Unfinished Business of Previous Session.
5. Filling vacancies in offices, standing committees and special committees.
6. Appointment of committees.
7. Report of the Worthy Grand Matron.
8. Report of the Worthy Grand Patron.
9. Election. [First order of business afternoon session of the first day unless ordered by the Grand Chapter.]
10. Report of Grand Secretary.
11. Report of Grand Treasurer.
12. Reading and Referring Amendments to Constitution and Bylaws and presentation of Resolutions.
13. Reading of Minutes of previous day's session.
14. Reports of Standing and Special Committees.
15. Unfinished Business of present session.
16. Final reading of Minutes.
17. Installation of Grand Officers and Appointment of Standing Committees.
18. Closing Grand Chapter.

## **SECTION 102 - RULES OF ORDER**

1. No person shall be permitted to enter or leave the Grand Chapter without the permission of the presiding officer.
2. No member shall speak more than twice on the same question without the permission of the Grand Chapter or the presiding officer.
3. One member may call for division of a pending question.
4. All motions (except routine) and resolutions shall be reduced to writing and read, with the name of the mover endorsed thereon, when upon being duly seconded, they shall be submitted for the consideration and decision of the Grand Chapter. All resolutions shall be referred to the Jurisprudence Committee before being presented to the members. (See also 125A.) (1999)
5. Any member may appeal from any decision of the presiding officer (in the Grand Chapter) to the Grand Chapter.
6. Every member of this Grand Chapter shall be supplied with a badge of appropriate design by the Registration Committee, to be worn as evidence of membership. (1995)
7. These Rules of Order shall not be suspended, except by unanimous consent, but may be amended at any annual meeting by a two- thirds vote.

## **SECTION 103 - VOTES - GRAND CHAPTER**

1. All members of the Grand Chapter of Oregon, Order of the Eastern Star, who pay the designated registration fee each year, will be given one vote in their own right at that Grand Chapter Session. (1995)
2. Excepting in elections, all questions shall be determined by the usual voting sign of the Order (electronic, written, standing or by raising your voting card); a majority vote deciding the question unless a greater vote is otherwise provided. (2017)
3. A member may call for a written ballot. When seconded, the motion shall be submitted for the consideration of the Grand Chapter. The Presiding Officer may call for a written or electronic ballot at her/his discretion. (2017)

## **SECTION 103A - ELECTION PROCEDURE - NOMINATIONS**

1. Nominations for all elected officers shall be made from the floor of the Grand Chapter without a second. A nominating speech, not to exceed two minutes, will be permitted for all nominees except those continuing in the normal line of succession. After all prospective candidates have been given an opportunity to be nominated, they shall then be introduced by the Worthy Grand Matron or the Worthy Grand Patron. (1971)
2. When there is no contest for the offices of Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Secretary, Grand Treasurer, Grand Conductress, Associate Grand Conductress and Grand Sentinel, the Grand Secretary shall cast one written elected vote for each office. When there is a contest, a majority of all votes cast shall be necessary for election and shall be by electronic or written ballot. (2019)
3. The term of office for the Grand Secretary and Grand Treasurer shall not exceed ten consecutive years.
  - a. After a minimum of 5 (five) years the retiring officer may be honored with the lifelong title "Emeritus Grand Officer". A nomination being received by the Grand Chapter for Emeritus Grand Officer shall receive the benefit of the ballot during election of Grand Officers. Emeritus officers receiving that honor prior to 2017 by Resolution shall retain the title conferred upon them. (2017)
4. All candidates for election to the office of Associate Grand Conductress, new candidates for Grand Secretary and Grand Treasurer, and Grand Sentinel shall file a letter of intent and introduction between September 1 and May 1. (2009)
  - a. Candidates for the Offices of Grand Secretary and Grand Treasurer shall also submit a resume' and a proposal for an alternate office space in or near their home, including anticipated costs. (2009)

5. Notice of receipt of letter of intent will be sent to all subordinate chapters by the Grand Secretary in the next official mailing after receipt of such letter. (2009)
6. The provisions in Paragraphs 3 and 4 do not prevent any member, who is qualified under the Constitution, Section 4 - Qualification of Office, from being nominated and elected under Section 101, agenda item #9, Election. (2007)

## **SECTION 104 - JURISDICTION AND POWERS (1971)**

1. To settle all controversies that may arise between Chapters.
2. To make final decisions and determination of all matters of controversy or grievance which may be brought up by appeal or otherwise.
3. To supervise the state and conditions of its own finances and adopt such measures in relation thereto as may be deemed necessary.
4. To assess and collect from the several Chapters under its jurisdiction such sums of money annually as may be provided by law and found necessary for the support and maintenance of the Grand Chapter and the Masonic and Eastern Star Home; provided that this levy upon Chapters shall be equal and uniform in proportion to their membership.
5. To consider and review the reports and acts of the Grand Officers for the past year and of the several Chapters under its jurisdiction.

## **SECTION 105 - CUSTOM AND USAGE**

On questions not covered by Eastern Star law or usage, or Robert's Rules of Order, the law of the Grand Lodge of Ancient Free and Accepted Masons of this jurisdiction shall prevail. (1982)

## **SECTION 105A - UNIFORM WORK AND INSTRUCTION; RITUALISTIC WORK; CEREMONIES; SPECIAL RULES**

1. The Grand Jurisdiction of Oregon shall conform to the Ritual and to the Ritualistic Work of the General Grand Chapter Book of Instructions. When changes are made in Ritualistic Work or when Decisions and Resolutions pertaining to Ritualistic Work are adopted by General Grand Chapter, they shall be immediately placed in force in this Grand Jurisdiction by the Worthy Grand Matron. Appropriate legislation shall be drafted by the Revision of the Constitution and Bylaws Committee to be presented at the next Annual Communication of Grand Chapter.

2. All ritualistic work and ceremonies shall be performed in accordance with the Ritual and the Uniform Workbook of Instructions for Subordinate Chapters as adopted by the Grand Chapter from time to time. As to matters not provided for in the Ritual, the directions noted in the Uniform Workbook of Instructions shall control.
3. Special rules, information and suggestions adopted by the Grand Chapter from time to time for the conduct of the business of Subordinate Chapters shall be compiled and contained in the Uniform Workbook of Instructions.

## **SECTION 106 - DUTIES OF THE WORTHY GRAND MATRON**

1. To preside at all stated and special communications of the Grand Chapter.
2. To fill by appointment for the unexpired term all vacancies arising from death, absence, disability or resignation of members of committees, boards or Grand Chapter officers not otherwise provided for by the Constitution and Bylaws of this Grand Chapter. (2009)
3. To install, in person or by a duly authorized deputy, in any Subordinate Chapter, an elected or appointed officer of the Grand Chapter who cannot be present at the annual installation of officers or an appointed officer who has been duly appointed to fill a vacancy in the Grand Chapter offices arising under Section 106 (2).
4. To command any Grand Chapter officer or committee or board of the Grand Chapter and call on any of them for information, advice or assistance on any business relative to the Order, and to require of them any information concerning their office. (2009)
5. To constitute Chapters and set them duly at work in person or by deputy.

6. To present, at each Annual Communication, a written report enumerating therein her official acts during the year; setting forth the condition of the Order within this jurisdiction and recommending such legislation as she may deem necessary for the good of the Order. Such report shall be submitted to the Grand Secretary for duplication of copies thirty days prior to the opening date of Grand Chapter. Copies of the report shall be presented to the Jurisprudence Committee at least twenty days prior to the opening of Grand Chapter. (2002)
7. To appoint members of committees to serve during the Annual Communication.
8. To appoint such special committees as the Grand Chapter may direct.
9. To check with the incoming Worthy Grand Matron the inventory of jewels, furniture and properties in the custody of the Grand Secretary.
10. The Worthy Grand Matron, within 30 days following her installation, will confirm the agreement by signing a contract with the facility selected for the Grand Chapter session during her year as Worthy Grand Matron. [See Section 108 (9)] (2001)
11. To perform such other duties as may be required by the Constitution and Bylaws of the Grand Chapter and general usages of the Order.

## **SECTION 107 - DUTIES OF THE WORTHY GRAND PATRON**

1. To preside at the Communication of the Grand Chapter when called upon by the Worthy Grand Matron.
2. To counsel and advise the Worthy Grand Matron upon all matters pertaining to the good of the Order and to perform such other duties as may be required by the Grand Chapter.
3. To issue all dispensations to form new Chapters when in his judgment the best interest of the Order requires. (See Section 201)
4. To institute Chapters under dispensation either in person or by proxy, to require of them conformity to the rules and regulations of the Order, and to assign them to the proper district.



5. To present, at each Annual Communication, a written report enumerating therein his official acts during the year. Such report shall be submitted to the Grand Secretary for duplication of copies thirty days prior to the opening date of Grand Chapter. (2002)
6. Copies of the report shall be presented to the Jurisprudence Committee at least twenty days prior to the opening of Grand Chapter. (1998)

## **SECTION 108 - DUTIES OF THE GRAND SECRETARY**

1. To keep and maintain the Grand Chapter office within 75 miles of the State of Oregon border as directed by the Grand Chapter (2022)
2. To attend the Sessions of the Grand Chapter, observe and record the proceedings thereof and preserve the same in suitable records.
3. To provide for, subject to the approval of the Worthy Grand Matron, a complete stenographic or electronic record with prudent backup of the proceedings of the Grand Chapter at its Annual Session. (2015)
4. To keep the seal of the Grand Chapter and affix the same with attestations to all instruments issued by the Grand Chapter.
5. The Junior Past Grand Matron, Junior Past Grand Patron, Grand Secretary and members of the Printing Committee shall select and edit all matters to be published in the Proceedings except for the installation section which shall be under the supervision of the Worthy Grand Matron, Worthy Grand Patron, Grand Secretary and members of the Printing Committee. [See Section 120(4)] (2006)
6. To furnish the Worthy Grand Matron and Junior Past Grand Matron within 90 days (2022) following the close of the Grand Chapter Session, a complete copy of the proceedings which includes both the stenographic or electronic copy with prudent backup of the session transcriber and all reports not read in their entirety during the session certified by her or him to be a correct report of the transactions of that session of the Grand Chapter. (1994) (2015)

7. To examine the annual reports of Subordinate Chapters and see that errors and irregularities are corrected.
8. To keep a complete Eastern Star membership by card index or electronic form with prudent backup of individual members of the Grand Jurisdiction of Oregon; all deaths, reinstatements, suspensions, 50 year+ member status, any Grand Offices held, expulsions or rejections for degrees or reinstatements, officially reported by the Chapters, specifying the date of such action by the Chapter and such other information as may be embodied in the report. This card index or electronic form with prudent backup shall be available at all times in the office of the Grand Secretary. The central membership data files of members of this Grand Jurisdiction are the property of Subordinate Chapters and Grand Chapter. The Grand Secretary is official custodian of these files. This data may not be used for any purposes other than their own necessities. This data may not be sold nor traded for services by outside fraternal or commercial organizations or individuals, except by specific approval of each request during Grand Chapter while in session. (1995) (2015)
9. To conduct all correspondence of the Grand Chapter Office and such other correspondence as the Worthy Grand Matron, Worthy Grand Patron or the Grand Chapter shall direct, including the issuance of circulars, memorials, invitations, programs and notices of special Grand Chapter Sessions to each Chapter and to the Webmaster of this Grand Jurisdiction. Will confirm the dates and place for Grand Chapter Session in writing and confirm that the agreement is ready for signing by the Associate Grand Conductress for her year as Worthy Grand Matron. (2008)
10. To keep on file, in the Grand Chapter office, a current list of all names and addresses of the rejections and expulsions in this Grand Jurisdiction.
11. To inventory supplies at the end of each fiscal year and report this together with annual purchases and sales of such supplies to the Grand Chapter.

12. To take charge of and keep the jewels, furniture and properties of the Grand Chapter, unless otherwise provided.
13. To prepare and keep on record a permanent inventory of jewels, furniture and properties not otherwise provided for. This inventory shall be checked by the outgoing Worthy Grand Matron and incoming Worthy Grand Matron.
14. To superintend the production in printed and / or electronic form of the Annual Proceedings of the Grand Chapter under the direction of, after review by the Worthy Grand Matron, Worthy Grand Patron, Junior Past Grand Matron and Junior Past Grand Patron and the Printing Committee (2022). The Proceedings shall be in substantial conformity with all reports made and with the transcripts as furnished by the recorder, to see that production is faithfully performed not later than December 31 following Grand Chapter. To forward one (1) copy of the Proceedings to each Chapter in the Jurisdiction for the use of the Chapter; one (1) copy to each sister Jurisdiction and two (2) copies to the Right Worthy Grand Secretary of the General Grand Chapter. (2022) [See Section 120(4) and 128(12)] (2006)
15. To provide copies of such reports as the Worthy Grand Matron may direct for distribution to the members at the opening of Grand Chapter (2022)
16. To furnish the Subordinate Chapters (under the direction of the Printing Committee), printed copies of the "irregularities" in the Worthy Grand Matron's report with instruction they are to be read in Chapter and a printed copy of all amendments to the Constitution and Bylaws of the Grand Chapter prior to September 1 following the Annual Session at which said amendments were adopted. {See Section 120(5)} Each page or pages of the Constitution and Bylaws so amended or added shall be printed and dated with the year of adoption. {see Section 120(5)}(2004) (2012)

17. To collect all money due the Grand Chapter and to keep a correct account thereof as prescribed by the Finance Committee and to remit all funds in full to the Grand Treasurer, taking receipt therefor. (2014)
18. To refer all claims to the Finance Committee that are not in the budget of the Grand Chapter. (See Section 116) (2022)
19. To secure and maintain an appropriate level and type of insurance to protect the Grand Chapter in the event of liability claims, errors and omissions of officers, misappropriation of funds and damage or loss of Grand Chapter property. Said policy terms and cost to be reviewed each year with the Finance Committee and with the Grand Chapter insurance agent, and amended as needed to maintain proper insurance protection for the Grand Chapter. (2022)
20. To provide Secret Work to the Associate Grand Conductress and Grand Sentinel (2022).
21. The Incumbent Secretary shall be the Secretary of record until the close of the fiscal year, June 30, and may be required to oversee the training of a newly elected Grand Secretary for a period up to an additional 6 weeks. (2009)
22. To perform all other such duties as may pertain to the business of the Grand Chapter or as required by the Worthy Grand Matron. (2009)

## **SECTION 109 - DUTIES OF THE GRAND TREASURER**

1. To receipt for and deposit all money paid her/him by the Grand Secretary (2022)
2. To keep full, accurate and complete accounts of all money received and disbursed and to preserve the accounts in substantial and permanent books.
3. To keep account of the general fund and all other funds distinct, separate and apart from each other.
4. To pay all claims against the Grand Chapter as prepared by the Grand Secretary if within the budget or approved by the Finance Committee if not within the Budget (See Section 116)(2022).
5. To pay all money and deliver all properties in the hands of the Grand Treasurer belonging to the Grand Chapter to her/his successor in office, taking proper receipt therefor, and filing the same with the Grand Secretary.
6. To present on the first day of each Annual Session a summary of the financial status of each of the funds of Grand Chapter (2022).
7. The Grand Treasurer shall be reasonably available to execute the duties of her/his office and shall perform such other duties as may pertain to her/his office as required by the Grand Chapter or at the request of the Worthy Grand Matron. (2009)(2022)
8. To meet with the Finance Committee as requested to assist them in their duties. (2022)
9. The Grand Treasurer shall send to the Budget Committee, Associate Grand Matron and Associate Grand Patron a report of revenues and expenditures and estimates for the same through the end of the fiscal year. (2022)

10. The Incumbent Treasurer retiring from office shall be the Treasurer of record until the close of the fiscal year, June 30 and may be required to train a newly elected Grand Treasurer for a period of up to six weeks.

## **SECTION 110 - DUTIES OF OTHER GRAND OFFICERS**

1. The Grand Conductress shall consider, review, abstract and comment upon the Proceedings of all Sister Grand Chapters in fraternal correspondence with this Grand Chapter and submit a report upon the same annually to the Grand Chapter. (1974)
2. The Associate Grand Conductress shall assist the Grand Conductress in reviewing the Proceedings of all Sister Grand Chapters. The work shall be divided equally between the two officers and the Associate Grand Conductress shall turn her report over to the Grand Conductress at least sixty (60) days before Grand Chapter for the Grand Conductress to include in her report. (1974)
3. The Associate Grand Conductress will sign an agreement for the dates and place for Grand Chapter Session for her year as Worthy Grand Matron. (2001)
4. All other Grand Officers shall perform such duties as may appertain to their respective office or as required by the Grand Chapter.

## **SECTION 111 - COMMITTEES OF THE GRAND CHAPTER**

1. The Worthy Grand Matron at the time of her installation shall announce appointment of all committees.
2. The Worthy Grand Matron shall fill all vacancies in committees for the unexpired term not otherwise provided for by the Constitution and Bylaws of this Grand Chapter.

## **SECTION 112 - STANDING COMMITTEES OF THE GRAND CHAPTER**

1. All Grand Chapter Standing Committee Members must have attained the rank of Worthy Matron or Worthy Patron. (2003)
2. Standing Committees of the Grand Chapter are:
  - a. Appeals and Grievances
  - b. Auditing
  - c. Budget\*
  - d. Registration (1995)
  - e. ESTARL Scholarship Awards
  - f. Finance\*
  - g. Jurisprudence\*
  - h. Leslie S. Parker Memorial Scholarship
  - i. Masonic and Eastern Star Home
  - j. Printing
  - k. Revision of Constitution and Bylaws\* (Elected)
  - l. Dorothy M. Dewing Scholarship Endowment (2008)
  - m. Membership (2017)
  - n. Service Dog Committee (2022)
  - o. Technology Committee (2023)

## **SECTION 113 - APPEALS AND GRIEVANCES COMMITTEE**

1. The Appeals and Grievances Committee shall consist of three members; one of whom may be a Past Grand Matron or a Past Grand Patron, all of whom shall have attained the rank of Worthy Matron or Worthy Patron. The chairman shall be the member whose term of office next expires. At each Annual Communication of Grand Chapter there shall be appointed one member of the committee to serve for a period of three years. (1999)
2. The Committee shall consider all appeals and grievances referred to it by the Worthy Grand Matron or the Grand Chapter and report its findings to the Worthy Grand Matron or the Grand Chapter as the case may be. [See Section 209(8)]

## **SECTION 114 - BUDGET COMMITTEE**

[See also Sections 108, 109, 114, 130, 250 Article VII (3)]

The Budget Committee shall consist of three members elected by vote of the Grand Chapter, one of whom may be a Past Grand Matron or Past Grand Patron and all of whom shall have attained the rank of Worthy Matron or Worthy Patron. The Chairman shall be the member whose term of office next expires. At each succeeding Annual Communication there shall be elected one member of the committee to serve for a period of three years. Any vacancy which shall have occurred for any reason other than expiration of term shall be filled by appointment by the Worthy Grand Matron until the next annual communication, at which time a new member shall be elected for the unexpired term. (1999)

It shall be the duty of the Budget Committee:

1. To prepare and submit an annual budget for the period from the close of the Annual Communication next ensuing. In the administration of the Grand Chapter budget this period shall be referred to as the budget year.
2. On or before April 15, the Budget Committee shall review the report of the Finance Committee, review reports from the Grand Treasurer, and prepare a budget for presentation at the next Grand Chapter Session. The Budget Committee shall meet electronically or in person with the Associate Grand Matron, Associate Grand Patron, Finance Committee, Grand Secretary and Grand Treasurer in preparation of the budget for the ensuing budget year. (2022) It shall contain a sum under the heading "General Operating Contingency" from which the Finance Committee may make appropriations to offices or committees to meet the emergencies that may arise between Annual Communication of the Grand Chapter. (2008)
3. At each Annual Communication the consideration of the budget shall be made a special order of business between ballots during the election of Grand Chapter officers on the afternoon of the first day of the session. Each member shall be given a copy of the proposed budget which shall be presented and explained by the Budget Committee and



opportunity shall be given for discussion by members. If revisions or amendments are made, the budget shall be re-referred to the Budget Committee for such redrafting as may be made necessary by this action before a final vote on the budget is taken; provided that, at the request of the chairman of the Budget Committee, this procedure may be waived. The expenditures shall not exceed the total sum set forth in the adopted budget but necessary adjustments may be made by the Finance Committee among the items that make up such total.

## **SECTION 115 - REGISTRATION COMMITTEE**

The Registration Committee shall consist of three members; one of whom may be a Past Grand Matron or a Past Grand Patron, all of whom shall have attained the rank of Worthy Matron or Worthy Patron. The chairman shall be the member whose term of office next expires. At each succeeding Annual Communication of Grand Chapter there shall be appointed one member of the committee to serve for a period of three years. (1995)

It shall be the duty of the Registration Committee at each session of the Grand Chapter:

1. To have complete charge of all matters and materials pertaining to registration. (1995)
2. To examine current dues cards of all persons claiming membership or rights as representatives in the Grand Chapter. (1995)
3. To list properly the name and number of each Chapter with the names of those registered and report number of voting members as the first order of business in the morning of the first day's session. (1995)

## **SECTION 116 - FINANCE COMMITTEE**

The Finance Committee shall consist of three members; one of whom shall be a Past Grand Matron or a Past Grand Patron, two of whom shall be either a Past or Present Worthy Matron or Past or Present Worthy Patron, other than a Past Grand Matron or a Past Grand Patron. The chairman shall be the member whose term of office next expires. At each Annual Communication there shall be elected one member to serve for a

period of three years, provided that such new member shall be of the same classification as her or his predecessor. (1986)

It shall be the duty of the Finance Committee:

1. To examine and report upon the funds held by the Grand Chapter.(2022)
2. To meet together in person or electronically for a quarterly review of all claims against the Grand Chapter, to receive by email claims needing review more often, to review all claims and the status of all funds held by Grand Chapter and approve for payment all claims not within the approved budget after making adjustments that comply with the Bylaws and rules and regulations authorized for the administration of the budget. (2009) (2022)
3. To determine and direct during the vacation of the Grand Chapter, together with the Worthy Grand Matron and Worthy Grand Patron, all matters of the investment and reinvestment of the funds and securities of the Grand Chapter, as to all funds, both general and special, liquidation of frozen assets and all matters in regard thereto. All such action shall be taken upon the written approval and direction of the Finance Committee and the Worthy Grand Matron and Worthy Grand Patron. Investment of Corpus of the Leslie S. Parker Memorial Scholarship Fund is restricted to long term United States securities only. (See Section 135) (2008)
4. In case of vacancy in the office of Grand Secretary or Grand Treasurer, the Finance Committee shall immediately take possession of all money, books, papers and other property belonging to this Grand Chapter, and in the possession or control of the former Grand Secretary or Grand Treasurer and, after examination and such audit thereof it deems necessary under the circumstances, make an itemized statement of such assets to the Grand Chapter or to the Worthy Grand Matron.

The Worthy Grand Matron shall appoint some qualified person to exercise the duties and powers, as an acting officer without installation, until the election and installation at the annual session, of a successor to the office. The Finance Committee shall retain possession of such assets until notified by the Worthy Grand Matron to deliver the same to such acting officer, and such acting officer shall have provided such bond as may be required for the office.

5. The Finance Committee, with the approval of the Worthy Grand Matron and the Worthy Grand Patron, shall procure Blanket Liability Insurance for the protection of the Grand Chapter and all subordinate Chapters in such sums and under such conditions as it may determine. (1981)
6. The Finance Committee, with the approval of the Worthy Grand Matron and the Worthy Grand Patron, shall procure a Certified Public Accountant or Accountants, who shall examine and report upon the income, expenditures, and all other matters relating to the financial affairs of the Grand Chapter of Oregon. To the extent practical, the Audit firm will make use of the work of the Auditing Committee. The Audit firm shall examine the books, records and procedures (2022) of the Grand Secretary and Grand Treasurer, bank statements and vouchers, and check all securities belonging to the Grand Chapter. The report of the Audit firm shall be filed with the Grand Secretary together with a certificate that such audit has been made and such Certificate shall be included in the Proceedings of the Grand Chapter. The time frame for future professional audits will be determined by vote of the Grand Chapter members. (2012)

## **SECTION 116A - AUDITING COMMITTEE (1974)**

The Auditing Committee shall consist of three members, all of whom shall be either Past or Present Worthy Matrons or Past or Present Worthy Patrons. The chairman shall be the member whose term of office next expires. At each Annual Communication there shall be appointed one member to serve for a period of three years.

It shall be the duty of the Auditing Committee:

1. To make quarterly audits of the financial books and accounts of the Grand Secretary and Grand Treasurer and immediately upon the closure of June 30 of each year a final audit shall be made to be completed by September 30th.
2. It shall also be their duty to make an annual audit as of June 30 of all financial Reports of Grand Officers and Committees including the Benevolent Fraternal Assistance Fund Board (ref Section 137.1 g), to be completed by September 30th. (2019).
3. The duties of the retiring chairman of the Audit Committee shall carry over until completion of the annual audit as of June 30 following the Grand Chapter Session. (1984)
4. The Auditing Committee will maintain written procedures and Documentation of their work. The content of these should be coordinated with the Audit firm. (2022)

## **SECTION 117 - JURISPRUDENCE COMMITTEE**

The Jurisprudence Committee shall consist of five members; two of whom shall be either a Past Grand Matron or a Past Grand Patron and three of whom shall be either a Past or Present Worthy Matron or a Past or Present Worthy Patron, other than a Past Grand Matron or a Past Grand Patron. The chairman shall be the member whose term of office next expires. At each Annual Communication there shall be elected one member, of the same classification as her or his predecessor, to serve for five years. Any vacancy which shall have occurred for any reason other than expiration of term shall be filled by appointment by the Worthy Grand Matron until the next annual communication, at which time a new member shall be elected for the unexpired term.

It shall be the duty of the Jurisprudence Committee:

1. To render written decisions on any question at any time during the year when requested by the Worthy Grand Matron provided request for decision or interpretation is in writing. Such decision(s) or interpretation(s) rendered in reply to such questions shall be taken as an opinion of the law, but shall not become a permanent law unless incorporated in the Constitution or Bylaws as an amendment as required by the Constitution and Bylaws. (2015)

2. To consider all questions of law arising from any of the Standing Committees of this Grand Chapter whether Grand Chapter is in session or not.
3. To consider all questions of law arising from the business coming from the Grand Chapter session.
4. To consider decisions of the Worthy Grand Matron and report thereon to the Grand Chapter.
5. To consider all proposals to amend the Constitution and Bylaws of the Grand Chapter when referred to it by the Grand Chapter, to correct any inconsistencies, conflicts or to clarify their intent and report to the Grand Chapter whether they are in proper form. [reference Section 13.4](2015) (2016)
6. To meet with the Revision of Constitution and Bylaws Committee of the Grand Chapter before March 31 of each year so that all legislation to be submitted by that Committee at Grand Chapter session will be in proper form [reference Section 13.4] before being presented to the Grand Secretary for publication. (1971)
7. To examine Proposed Amendments of the Constitution and Bylaws of this Grand Chapter, submitted by Chapters, as provided in Sections 13 and 251, to see that they are in proper form. Proposed Amendments to be forwarded by the Grand Secretary to this Committee on or before January 15. (2005)
8. The retiring Chairman of this Committee shall meet with the Grand Secretary and the retiring Chairman of the Revision of Constitution and Bylaws Committee within 30 days following the close of Grand Chapter to assist in checking and preparing all legislation adopted by Grand Chapter for submission to the Printing Committee for the reproduction of revised pages for the Constitution and Bylaws, Uniform Workbook of Instruction and Decisions of the Worthy Grand Matrons and Jurisprudence Committees. (2015) At the same time the retiring Chairman shall advise the Grand Secretary of the irregularities in the Worthy Grand Matron's report relative to Chapter Bylaws and actions. The Grand Secretary shall in writing advise each Chapter involved of the ruling, and actions necessary to correct the irregularities. Copies of the letter shall be sent to the Worthy Grand Matron and Instructing Officer for the Chapter involved to insure that proper action is taken. (1977)

## **SECTION 118 - MASONIC AND EASTERN STAR HOME COMMITTEE** (2016)

1. The Masonic and Eastern Star Home Committee shall consist of the Worthy Grand Matron, Associate Grand Matron, and Junior Past Grand Matron.
2. Definition, Statement of Policy Memorandum of Agreement for the Masonic and Eastern Star Home, herein-after called the Home, is an institution founded by the Grand Lodge of Ancient Free and Accepted Masons of Oregon, and the Grand Chapter of the Order of the Eastern Star of Oregon, for the purpose of caring for the indigent Master Masons of this Grand Jurisdiction, their wives and mothers, the widows and mothers of deceased Master Masons of this Grand Jurisdiction, and the indigent Sisters of the Order of the Eastern Star of this Grand Jurisdiction. By agreement between the two bodies above mentioned, as set out on Pages 122 to 124, inclusive, of the Annual Proceedings of the Grand Chapter for 1923, the title to all property and funds of the Home is and shall be in the name of the Grand Lodge of Ancient Free and Accepted Masons of Oregon, and it shall manage and control the various funds for the use and benefit of the Home. (1987)

## **SECTION 119 - SITE SELECTION COMMITTEE**

The Grand Chapter Session Site Selection Committee shall be appointed by the Worthy Grand Matron at least two years prior to the expiration of an existing site contract. The Grand Chapter Session Site Selection Committee shall consist of three members; one of whom shall be a Past Grand Matron or a Past Grand Patron, one past coordinator and one member at large. The Worthy Grand Matron will appoint the chair of this committee. (2009)

**SECTION 120 - PRINTING COMMITTEE** [See also Section 108(5)(6)(16)]

The Printing Committee shall consist of three members; one of whom shall be a Past Grand Matron or a Past Grand Patron, two of whom shall be either a Past or Present Worthy Matron or a Past or Present Worthy Patron. The Chairman shall be the member whose term of office next expires. At each annual communication there shall be appointed one member to serve for a period of three years, provided that each new member shall be of the same classification as her or his predecessor.

It shall be the duty of the Printing Committee:

1. To arrange and provide for the production in printed and / or electronic form of the annual Directory and the Proceedings of the Grand Chapter of Oregon. It is authorized to invite and consider sealed and competitive bids on uniform requests proposed by the Grand Secretary and the Printing Committee. Such bids shall be addressed to the Chairman of the Printing Committee and opened at a meeting of that committee. Contracts for production shall be awarded to the lowest responsible bidder on approval of the Printing and Finance Committee of the Grand Chapter, and should be placed prior to the Grand Chapter Session. Such bid may be awarded on a multiple-year basis if cost effectiveness may be proven. (2006)
2. To prepare all legislation, adopted at Grand Chapter and submitted by the Jurisprudence Committee to the Printing Committee, for reproduction and final proof reading of revised pages for the Constitution and Bylaws. (2009)
3. To automatically correct typographical and grammatical errors that will not change the meaning without legislation to do so. (2009)
4. The Junior Past Grand Matron, Junior Past Grand Patron, Grand Secretary and members of the Printing Committee shall select and edit all matters to be published in the Proceedings except for the installation section which shall be under the supervision of the Worthy Grand Matron, Worthy Grand Patron, Grand Secretary and members of the Printing Committee. The Junior Past Grand Matron and Junior Past Grand Patron shall be the final authority of content in the final proceedings. [See Section 108(5)] (2006)

5. Under the direction of the Printing Committee, the Grand Secretary shall furnish the Subordinate Chapters printed copies of the "irregularities" in the Worthy Grand Matron's report with instruction they are to be read in Chapter and printed copies of all amendments to the Constitution and Bylaws of the Grand Chapter prior to September 1 following the Annual Communication at which said amendments were adopted. Each page or pages of the Constitution and Bylaws so amended or added shall be printed and dated as per such page. [Section 108(16)] (2004)

## **SECTION 120A –OREGON OES NEWS**

The Worthy Grand Matron will appoint an Oregon OES News Committee consisting of one editor, one subscription chairman and committee members. This quarterly publication contains news articles of interest to O.E.S. members and subscribers.

1. The Editor shall be responsible for receiving, writing and publishing the Oregon OES News.
2. The Subscription Chairman will be responsible for receiving subscriptions, accounting for the funds generated by the subscriptions, the distribution of the publication and submission of an annual financial report.
3. The subscription and advertisement funds must cover the total cost of the publication.
4. The Worthy Grand Matron will appoint a committee member from each of the committee districts; to solicit and forward to the editor, articles, advertisements, announcements, quarterly calendar information, photographs and other pertinent materials from the chapters, associations, groups and individuals. (2008)



## **SECTION 121 - REVISION OF CONSTITUTION AND BYLAWS COMMITTEE**

The Revision of Constitution and Bylaws Committee shall consist of three members; one of whom shall be a Past Grand Matron or a Past Grand Patron, two of whom shall be either a Past or Present Worthy Matron or Past or Present Worthy Patron, other than a Past Grand Matron or Past Grand Patron. The Chairman shall be the member whose term of office next expires. At each succeeding Annual Communication there shall be elected one member, of the same classification as her or his predecessor, to serve for three years. Any vacancy which shall have occurred for any reason other than expiration of term shall be filled by appointment by the Worthy Grand Matron until the next annual communication, at which time a new member shall be elected for the un-expired term. (1975)

It shall be the duty of the Revision of Constitution and Bylaws Committee:

1. To point out any inconsistencies in the Constitution and Bylaws and recommend such changes as may be necessary to eliminate the same.
2. To propose legislation as provided in Sections 13 and 251 of this Constitution and Bylaws.
3. To coordinate proposed changes in the Constitution or Bylaws where inconsistencies or conflicts exist.
4. To meet with the Jurisprudence Committee of the Grand Chapter before March 31 of each year so that all legislation to be submitted at the Grand Chapter Session by the Revision of Constitution and Bylaws Committee will be in proper form [reference Section 13.4] before being presented to the Grand Secretary for publication. (2012)
5. The retiring Chairman of the Committee shall meet with the Grand Secretary and the retiring Chairman of the Jurisprudence Committee within thirty days following the close of Grand Chapter to assist in checking and preparing all legislation adopted by Grand Chapter for submission to the Printing Committee for reproduction of revised pages of the Constitution and Bylaws. (1972)

## **SECTION 122 – THE DOROTHY M. DEWING SCHOLARSHIP ENDOWMENT COMMITTEE**

(See also Section 132)

The Dorothy M. Dewing Scholarship Endowment Committee shall consist of three members; one of whom may be a Past Grand Matron or a Past Grand Patron, and all of whom shall have attained the rank of Worthy Matron or Worthy Patron. The chairman shall be the member whose term of office next expires. At each Annual Communication there shall be appointed one member to serve for a period of three years. (2008)

It shall be the duty of the Dorothy M. Dewing Scholarship Endowment Committee: (2008)

1. To prepare rules and regulations for the granting of Scholarship Awards as hereinafter provided. These rules shall be approved by the Finance Committee and the Worthy Grand Matron. (2008)
2. To investigate all applications for Scholarship Awards and to present their report concerning the same to the Finance Committee and to the Worthy Grand Matron. (2008)

## **SECTION 122A - EASTERN STAR TRAINING AWARDS FOR RELIGIOUS LEADERSHIP**

[See also Section 127(5)]

1. There is hereby created a fund to be known as the Eastern Star Training Awards for Religious Leadership. This fund is to consist of contributions from Chapters and members and will be for the purpose of giving assistance to young men and women who desire to enter fields of religious service namely, ministers, missionaries, directors of church music, directors of religious education and directors of youth leadership.
2. To administer this fund, a standing committee to be known as the ESTARL Scholarship Awards Committee shall be appointed and shall consist of three members; one of whom may be a Past Grand Matron or Past Grand Patron, and all of whom shall have attained the rank of Worthy Matron or Worthy Patron. The chairman shall be the member whose term of office next expires. At each Annual Communication there shall be appointed one member to serve for a period of three years. (1999)
3. The standing committee shall be the governing board; shall rule on all applications and shall authorize all disbursements. As nearly as possible or practical, all funds received each year shall be disbursed to applicants.

4. Awards from this fund shall be made in accordance with procedures and regulations formulated by the standing committee, provided these rules shall be approved by the Finance Committee and the Worthy Grand Matron. (2019)
5. Awards are to be variable in amounts as determined by the standing committee, and will be on the basis of funds available, number of applicants, and needs of individuals. Awards are to be made for one year, subject to renewal on basis of total record. Applicants need not be of Masonic or Eastern Star affiliation. (2012)
6. Awards are to be made in the form of a certificate presented to the student. The student is free to select the accredited school of her or his choice. A check in the amount of the award will be sent to the school, the money to be used for books, tuition, board and room, clothing, or medical aid. (1995)
7. Anyone who is not morally suitable for membership in the Order of the Eastern Star or anyone currently under supervision of the judicial system is not eligible to receive financial benefits of an ESTARL Scholarship from the Grand Chapter of Oregon. (2007)

## **SECTION 122B - LESLIE S. PARKER MEMORIAL SCHOLARSHIP COMMITTEE**

(See also Section 135)

The Leslie S. Parker Memorial Scholarship Committee shall consist of three members, one of whom may be a Past Grand Matron or a Past Grand Patron and all of whom shall have attained the rank of Worthy Matron or Worthy Patron. The Chairman shall be the member whose term of office next expires. At each Annual Communication there shall be appointed one member to serve for a period of three years. (1999)

It shall be the duty of the Leslie S. Parker Memorial Scholarship Committee:

1. To prepare rules and regulations for the granting of Scholarship Awards as hereinafter provided. (See Section 135) These rules shall be approved by the Finance Committee and the Worthy Grand Matron.
2. To investigate all applications for Scholarship Awards and to present their report concerning the same to the Finance Committee and to the Worthy Grand Matron.

## **SECTION 123A - MEMBERSHIP**

The Membership Committee shall consist of three members all of whom shall have attained the rank of Worthy Matron or Worthy Patron. The Chairman shall be the member whose term of office next expires. At each succeeding Annual Communication there shall be appointed one member of the committee to serve for a period of three years.

It shall be the duty of the Membership Committee:

1. To monitor all aspects of membership, including retention and education.
2. To be an excellent support and resource.
3. To make available time devoted to membership and marketing.
4. To set attainable membership goals for the year.
5. To develop a membership plan and theme. Promote the theme through events and incentives.
6. To develop a budget to support membership plans, projects and events.
7. To regularly promote membership in the OES newsletter and website.
8. To create a welcome packet.
9. To make a full report and membership progress at the Annual Communication. (2017)

## **SECTION 123B – SERVICE DOG COMMITTEE**

1. Service Dog Standing Committee shall consist of three members all of whom shall be a Past or Present Worthy Matron or Past or Present Worthy Patron. At each succeeding Annual Grand Chapter Session, there shall be appointed by the Grand Conductress one member to serve for a term of three (3) years. The senior member in terms of service shall serve as chairperson. Any mid-term vacancies shall be filled through appointment by the Worthy Grand Matron.
2. If an Oregon member is appointed to the General Grand Chapter Service Dog Committee, that individual shall serve as an ex-officio member of this Committee.
3. It shall be the duty of the Service Dog Committee to promote and coordinate Fund raising projects supporting an Oregon registered Service Dog organization or organizations.
4. Each incoming Worthy Grand Matron shall select the recipient organization or organizations for her year. The organization(s) selected must be designated as an Oregon IRS 503(c)(3) non-profit corporation and preferably, also be accredited by Assistance Dogs International (ADI).
5. The funds raised from the projects shall be presented to the selected organization(s) each year at Grand Chapter or immediately following the Grand Chapter session.
6. All funds raised under the Service Dog Committee's oversight shall be processed through the usual Grand Chapter financial procedures.
7. The Committee shall report the results of its project(s) to the General Grand Chapter Service Dog Committee on at least a quarterly basis and to the Worthy Grand Matron as requested. (2022)

## **SECTION 123C – TECHNOLOGY ADVISORY COMMITTEE**

1. The Technology Advisory Committee shall consist of the Webmaster and 3 other members who are objectively knowledgeable about current office procedures and technology to, with the assistance of the Grand Secretary and the Grand Treasurer, make at least yearly review of software use and needs as well as available technologies to increase the efficacies of the Grand Office. The Grand Chapter can call upon this committee for recommendations throughout the year. The chair shall be the member whose term of office next expires. At each succeeding Annual Communication of Grand Chapter there shall be appointed one member of the committee to serve for a period of three years. Members of this Committee may be part of any other Grand Chapter Committee.
2. There shall be the creation and maintenance of a "Grand Chapter Technology Fund" to accept donations to support the Grand Chapter in the costs of Grand Chapter Office technology needs, improvements, and maintenance. (2023)

## **SECTION 124 – REGULAR COMMITTEES**

Regular Committees of the Grand Chapter are:

1. Unfinished Business.
2. Resolution.
3. Distinguished Guests. (2019)  
(2017)

## **SECTION 125 - UNFINISHED BUSINESS COMMITTEE**

1. Three members shall be appointed annually, the first named thereon to be chairman.
2. It shall be the duty of the Committee on Unfinished Business to examine the minutes and printed proceedings of the preceding Annual Communication and report all matters pending or not determined.

## **SECTION 125A - RESOLUTION COMMITTEE (1995)**

1. Three members shall be appointed annually, the first named thereon to be chairman.
2. It shall be the duty of the Committee on Resolutions to prepare and submit to the membership, at the Grand Chapter Session, Resolutions and Memorials such as:
  - a. Honorary Memberships for first time Distinguished Out of State Guests;
  - b. Greetings to Past Grand Matrons and Past Grand Patrons unable to attend session;
  - c. Memorials for deceased Past Grand Matrons, Past Grand Patrons and Chapter members;
  - d. Subordinate Chapters under General Grand Chapter;
  - e. Adoption of Special Committees;
  - f. Disbursement of funds raised for the various committees;
  - g. Special projects of the Most Worthy Grand Matron, if any;
  - h. Date and location of next Grand Chapter Session; and Other Resolutions as deemed necessary.
  - i. Other Resolutions as deemed necessary
3. Resolutions must be forwarded through the Grand Secretary on or before February 15th to be presented to the Jurisprudence Committee. (See also 102.4) (2016)

## **SECTION 125B - DISTINGUISHED OUT OF STATE GUEST COMMITTEE (2009)**

1. Two members shall be appointed annually to serve as co-chairmen, with additional members being appointed as needed for help at the Grand Chapter Session.
2. It shall be the duty of the Distinguished Out of State Guest co-chairmen to oversee the following for the Distinguished Out of State Guests:
  - a. Registration packet (having been prepared by the Registration Committee)
  - b. Hospitality
  - c. Escort Cards
  - d. Transportation, when needed by guests arriving by air.
  - e. Inform Grand Officers of the names of their visiting guests.
  - f. Others as deemed necessary.

## **SECTION 126 - EASTERN STAR SUNSHINE BOARD—Deleted 2019**

## **SECTION 127 - SPECIAL COMMITTEES**

1. Special Committees created by the Grand Chapter and appointed by the Worthy Grand Matron as occasion requires shall consist of three members, unless otherwise ordered by the Grand Chapter. The first named shall be chairman thereof. Their appointment shall continue until their purpose is accomplished unless sooner relieved by the Grand Chapter.
2. All contributions and donations will be forwarded directly to the Grand Secretary at the Grand Chapter Office. The Worthy Grand Matron, Worthy Grand Patron, and Committee chairmen will receive monthly reports of all funds collected from the Grand Chapter Office. (2012)
3. Special Committees appointed by the Worthy Grand Matron shall expire with her term of office.
4. Special Committees shall investigate promptly all matters referred to them and report to the Grand Chapter as required.
5. Special Committees shall be appointed by the Worthy Grand Matron to aid in promoting contributions to the Home Endowment and OutReach, ESTARL, Cancer Research, and Special Projects funds. (2012)
6. Membership of each Special Committee shall be in such number as may be deemed necessary to adequately cover this Grand Jurisdiction. All Special Committee money-making projects shall have prior approval of the Worthy Grand Matron and the Finance Committee.



## SECTION 128 - REVENUES AND PROPERTIES

[See also Section 221(8-10)]

The Grand Chapter shall be entitled to revenue and property as follows:

1. For dispensation to form new Chapters \$30.00
2. For charter to perpetuate a new Chapter or a new charter due to name change-the amount to be the actual cost of securing the charter. (1993)
3. For each member reported in the annual returns of a Chapter, except those whose dues have been remitted following the recommendation of the Chapter Relief Committee by a vote of the Chapter, and are confined in a care institution: (1996)
 

For the General Fund (2022)	\$15.00
For Masonic and Eastern Star Home (2019)	\$ 1.00
For Grand Chapter Session (2022)	\$ 1.00
For General Grand Chapter per capita (2016)	\$ 2.00
4. For any special dispensation requiring fee, which fee must accompany the request \$ 1.00
5. All sums realized out of the property of dissolved Chapters.
6. The income from any money or property given, devised or belonging to the Grand Chapter.
7. For a registration fee paid by all Eastern Star members attending any or all closed sessions of the Grand Chapter (2006) (2014) on or before June 1st of each year \$20.00 (2022). After June 1st \$25.00. (2022) excepting that no registration fee be charged to non-voting 50-year members, and Eastern Star Members receiving aid under MESH Care or Life Care. (2022) No registration fee to be charged at installation of Grand Officers. (2006)
8. If any Chapter shall collect dues from a suspended member, for non-payment of dues, such Chapter shall pay to the Grand Chapter:
 

For the General Fund. (2022)	\$15.00
For the Masonic and Eastern Star Home (2019)	\$ 1.00

 For each year's dues, so collected, when reinstated within the two (2) year period. (1978)  
 No fee is collected for the International Eastern Star Headquarters. (2023)
9. Fee to General Fund from the Chapter for transferring a Life Membership from either a member transferring to another Chapter within the jurisdiction or a Plural member transferring from the primary Chapter. (1981)(2014)\$2.00
10. Each Chapter shall pay to Grand Chapter cost of prorated premium for Blanket Liability Insurance on all members, except those whose dues have been remitted following the recommendation of the Chapter Relief Committee by a vote of the Chapter, and are confined in a care institution. [See Section 221(10)] (1996)

11. Each Chapter shall pay to Grand Chapter any Special Assessment approved by Grand Chapter on all members, including those members whose dues have been remitted, with the exception of those members whose dues have been remitted following the recommendation of the Chapter Relief Committee by a vote of the Chapter, and are confined in a care institution. (1996)
12. For any copy of the Grand Chapter published proceedings not provided for in Section 108(14) at the cost of publication. (2006)

## **SECTION 129 - FUNDS AND FISCAL YEAR**

1. The funds of the Grand Chapter shall be the general fund and such special funds as the Grand Chapter may from time to time designate.
2. The general funds shall consist of all money paid into the Grand Chapter treasury except those belonging to or especially intended for special funds.
3. The general fund shall be deposited in one or more than one commercial bank insured by the Federal Deposit Insurance Corporation for the purpose of:
  - a. Payment of expenses of Grand Chapter.
  - b. Investment or reinvestment as herein provided.
4. Unless otherwise restricted, the Grand Chapter of Oregon funds may be invested according to an investment policy developed by the Finance Committee and approved by the Worthy Grand Matron and the Worthy Grand Patron. The investment policy shall have as its intent the safety of principal and to provide optimum income. The following are permitted investments:
  - a. Bonds rated "A" or better by Nationally Recognized Statistical Rating Organization.
  - b. Cash and Equivalents, including U.S. Treasury Bills, Certificates of Deposit with terms as determined by the Finance Committee, "Money Market" funds, or other AAA-rated securities with a maturity of 30 days or less.

- c. Common stocks of companies listed on a major U.S. stock exchange or traded on NASDAQ, Mutual Funds Covered Options so long as the options are written on shares of the same company already owned and cannot exceed 50 percent of the money invested in common stock.
  - d. The investment policy shall include criteria for common stock and mutual funds using appropriate ratings by Value Line, Morningstar or other similar rating services.
  - e. The Finance Committee shall notify the Worthy Grand Matron and Audit Committee of the investments on a quarterly basis.
- 5. The financial books and accounts of the Grand Secretary and Grand Treasurer shall be audited quarterly by the Auditing Committee with a final audit to be made after the books are closed on June 30 of each year. In addition the financial accounts of Grand Officers and Committees shall be submitted for audit no later than June 30. (1980)
  - a. The Fiscal Year of this Jurisdiction shall commence the first day of July each year and end the thirtieth day of June thereafter. (1996)
  - b. Dues year shall commence the first day of January each year and end the thirty-first day of December thereafter. (1996)
- 6. Contributions received by Grand Chapter through bequests for charities, previously supported by Special Committees of Grand Chapter, may be accepted and disbursed as directed by the bequest, or in accordance with the prior practice in supporting that charity. Contributions received for any project authorized by the General Grand Chapter will be accepted and disbursed as directed by General Grand Chapter. (1995)
- 7. All funds collected by committees, groups, clubs, or associations for Grand Chapter charities or projects must be forwarded to the appropriate committee chairman or the Grand Chapter by no later than June 30 each year. (2002)

## **SECTION 130 - SALARIES AND EXPENSES**

1. Salaries of the Grand Chapter Officers and committees shall be subject to the recommendation of the Budget Committee and as approved by the Grand Chapter in session.
2. The Worthy Grand Matron, the Instructing Grand Line Officers and the Worthy Grand Patron shall be paid such sums in the performance of their duties as shall be provided by the approved budget. (2009)
3. Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Junior Past Grand Matron, Junior Past Grand Patron, or their legally appointed proxies in attendance at a triennial assembly shall receive the amount that was approved by the Grand Chapter. The appropriated amount shall be divided equally. (1991)

## **SECTION 131 - LIFE MEMBERSHIP/MEMORIAL LIFE MEMBERSHIP**

1. Any member in good standing in this Grand Jurisdiction whose dues are paid to date may purchase a life membership and be thereby relieved from the further payment of dues, subject to the provisions set forth in this amendment. A Memorial Life Membership may be purchased to honor a deceased member providing the Honoree was a member in good standing at the time of death. Additions to previously purchased Life Memberships and previously purchased Memorial Life Memberships may be purchased. (1995)
2. The purchase price for life membership shall not be less than:
 

Age 18 to 35, inclusive	\$250
Age 36 to 50, inclusive	\$200
Age 51 and over	\$100

and an additional fee of not less than \$2.50 to defray the cost of preparing and issuing a life membership certificate by the Grand Chapter. (1997)

Memorial Life Membership	(Minimum) \$25
Additions to previously purchased Life Membership	(Minimum) \$25
Additions to previously purchased Memorial Life Membership	(Minimum) \$25

No fee will be charged or certificate issued for a memorial life membership, additions to previously purchased life membership and previously purchased memorial life memberships. (1995)

3. All sums collected by the Chapters for life membership shall be immediately transmitted to the Grand Secretary.
4. Except for amounts collected as fees which shall be added to the general fund, the Grand Treasurer shall place all money so received in the Life Membership Trust Fund which shall be administered by the Finance Committee and deposited as provided in Section 129, sub-paragraph 4. (1994)
5. The Grand Secretary shall immediately issue to the member paying the required fees, a life membership certificate under seal of the Grand Chapter, signed by the Worthy Grand Matron and attested by the Grand Secretary and shall also issue to the Chapter a certificate declaring that the life membership fee so received is held by the Grand Chapter in trust for the Chapter transmitting the same to the Grand Secretary. Funds for memorial life memberships, additions to memorial life memberships, or additions to previously issued life memberships shall be received by the Grand Secretary but no fee will be charged or certificate issued. The income from such trust fund shall be distributed at least annually to each participating Subordinate Chapter in proportion to the amount of trust funds so held by the Grand Chapter. [See Section 227(5)] (2005) (2013)
6. Upon the holder of a life membership certificate transferring to another Chapter within this Grand Jurisdiction, or a Plural member transferring from the primary Chapter, the Grand Secretary shall, upon notice thereof, transfer on the books of the Life Membership Fund, the fees received for such life membership to the credit of the Chapter transferred to, and such Chapter receiving the transfer, shall pay the Grand Chapter through the Grand Secretary the sum of \$2 as a transfer fee and such transfer fee shall not be collected from the life member. (2002)(2014)
7. Upon the holder of a life membership certificate demitting from this Grand Jurisdiction to any other and/or taking a withdrawal certificate from her or his Chapter, then the fee paid for such life membership shall remain to the credit of such Chapter in the Life Membership Fund. [See Section 213A (8)]
8. Chapters may receive funds donated for Memorial Life Memberships, additions to Memorial Life Memberships, or additions to previously issued life memberships and a Chapter may, by vote, purchase Memorial Life Memberships from its funds. (1995)
9. All life memberships existing previous to the adoption of this amendment shall remain in status quo and, upon request, the Grand Secretary shall issue a special life membership certificate setting forth the standing of such member.
10. When two or more Chapters consolidate, all money in the Life Membership Fund to the credit of such Chapters shall be transferred to the credit of such consolidated Chapter.

11. Upon the dissolution of any Chapter, holders of Grand Chapter certificates who hold life membership certificates, affiliating with another Chapter, shall have such life membership transferred as provided for in subdivision (6) of this amendment. The interest accruing from the fund remaining to the credit of such dissolved Chapter shall, at the end of the year, be added to the principal of this fund.
12. Holders of life membership certificates are subject to all the laws, rules and regulations as provided in the Code of the Grand Chapter of Oregon, and loss of membership by suspension or expulsion shall automatically abrogate her or his life membership and any claim to any portion of any fees paid for such life membership. But the Chapter of which she or he was last a member shall continue to receive the income from such funds.
13. A Life Member shall have a 90-day grace period from expiration date of demit to authorize transfer of Life Membership Funds. (1991)

## **SECTION 132 –THE DOROTHY M. DEWING EASTERN STAR**

1. This Grand Chapter shall establish a permanent irreducible fund known as the Dorothy M. Dewing Eastern Star Scholarship Endowment Fund. The sum of \$20,000 shall be transferred from the Student Loan Fund as the initial amount of said scholarship fund. (2008)
2. This fund shall consist of the original \$20,000 and all bequests, grants or devises and all interest unused at the end of the fiscal year.
3. Only the interest derived from the funds in said Dorothy M. Dewing Eastern Star Scholarship Endowment Fund is to be used for scholarships. (2008)
4. Administer special grants for scholarships. (1996)

## **SECTION 132A – THE DOROTHY M. DEWING SCHOLARSHIP AWARDS**

(See also Sections 122 and 132)

1. This Grand Chapter may grant scholarships to worthy students who are members, children, grandchildren, or great-grandchildren of members of the Order of Eastern Star, and who are enrolled at an accredited college or university located in the State of Oregon. (1996)
2. The amount of such scholarship to any student shall be determined by the Dorothy M. Dewing Scholarship Endowment Committee, and shall be used during the Senior year. (2008)
3. The Dorothy M. Dewing Scholarship Endowment Committee shall draft a plan for awarding such scholarships and make such award only with the approval of the Worthy Grand Matron, and only after certification by the Finance Committee that funds are available for such scholarships. (2008)
4. Awards are to be made in the form of a certificate presented to the student. A check, in the amount of the award, will be sent to the college or university in which the student is enrolled; the money to be used for books, tuition, board and room, clothing or medical aid.

## **SECTION 133 - FORMATION OF NEW CHAPTERS**

1. A dispensation for a new chapter can be granted only upon a petition signed by not less than twenty (20) persons nor more than fifty (50) persons, either members of the Order or those eligible to the degrees, one of whom must be an affiliated Master Mason.

2. Each petitioner for the degrees shall sign the regular petition form used by chartered Chapters and accompanied by a certificate of good standing from the Secretary of the Masonic Lodge to which the petitioner belongs, if a man, or to which the relative belongs, if the petitioner be a woman, or by the written avouchment thereof of two brothers of the Order. Such evidence must be in the hands of the instituting officer before the petitioner can receive the degrees of the Order.
3. Petitioners affiliated with chapters outside the jurisdiction of this Grand Chapter shall obtain and file with the petition their demit showing it has been granted by some regularly constituted Chapter of the Order of the Eastern Star. Petitioners affiliated with chapters within the jurisdiction of this Grand Chapter shall file with the petition their current dues card or Certificate of Good Standing. Immediately after the new Chapter has been set to work by the Worthy Grand Patron, or his deputy, the procedure outlined in Section 222, subdivisions 2c) and 2d), shall be complied with in the same manner as that provided for election to membership in a chartered chapter.
4. Unaffiliated petitioners shall file with the petition their demit showing it has been granted by some regularly constituted chapter of the Order of the Eastern Star. No member of the Order will be permitted to become a petitioner for a new Chapter without producing such evidence.
5. Every petition to form a new Chapter shall state the proposed name thereof; the names of all elected officers; the location of the proposed Chapter; the name and number of the chartered Masonic Lodge meeting in such place; and, as required under these Bylaws, a waiver of jurisdiction from the Chapter nearest to and most affected thereby.
6. No dispensation shall be granted to form a new Chapter in any place unless some regularly chartered Masonic Lodge holds Stated Communications therein. (2001)
7. When it shall have appeared to the Worthy Grand Patron that the petitioners for a new Chapter have complied with these regulations and paid the sum of Thirty Dollars (\$30) to the Grand Secretary, and no valid objections appearing, he may grant a dispensation to the petitioners, authorizing them to form a new Chapter and confer the degrees of the Order of the Eastern Star.



8. Before such petition shall be presented to the Worthy Grand Patron, a preliminary meeting of the signers thereof shall be held and the members who are to be recommended for the elected officers chosen by informal ballot, the minutes of which preliminary meeting shall be a part of, and beginning of, the records of such Chapter if a dispensation be issued.
9. Every dispensation shall be copied at length upon the records of the Chapter and the charter, when issued, shall be recorded in like manner.
10. Every Chapter granted a dispensation shall be set to work by the Worthy Grand Patron or his special deputy.
11. The officers named in the dispensation shall be the Worthy Matron, Worthy Patron, Associate Matron and Associate Patron. All other offices not provided for shall be filled as in chartered Chapters at the time of institution. The officers of a Chapter under dispensation shall not be installed.
12. Chapters under dispensation shall have the Jurisdiction therein granted and may exercise all the rights of chartered Chapters except electing officers or granting demits.
13. Every Chapter under dispensation shall make and forward its returns to the Grand Secretary not later than the first day of June succeeding the date of its institution, its dispensation, together with its records and all other books, a copy of its Bylaws, and present its petition for charter; but no charter shall be granted to any such Chapter unless it shall have conferred the degrees of the Order of the Eastern Star and have been instituted not less than sixty days before the annual communication of the Grand Chapter.
14. Any person who shall have signed the petition and contributed a minimum fee of not less than \$5 toward the funds for the instituting of a new Chapter shall be charter members thereof, provided they shall have received the degrees before or at the time of instituting such Chapter. Any person who shall have signed the petition and contributed funds, who may be prevented by sickness, may receive the degrees in such Chapter and become a charter member thereof at any time within three months from the date of instituting such Chapter.

15. The Grand Chapter, upon the return of the dispensation, if the work and proceedings of the Chapter prove satisfactory, may order a charter issued to the new Chapter and assign it such name and number as shall be deemed proper, and such Chapter shall be duly constituted within sixty days thereafter and its officers installed by the Worthy Grand Matron or her special deputy; nor shall any chartered Chapter work or do any business under its charter until it shall have been constituted as above provided.

## **SECTION 134 - PENAL CODE**

1. Eastern Star Offenses -
  - a. Ecclesiastical and Political Not Recognized, except - The Order of the Eastern Star will not take judicial cognizance of offenses ecclesiastical or political in their nature, nor of a breach of contract or claim at law between members of the Order, or between a member of the Order and a non-member, unless the same involves moral turpitude on the part of a member.
  - b. What Constitutes Eastern Star Offenses - Every violation by a member of his or her obligation or the established laws, usages and customs of the Order and every violation of the law involving moral turpitude, is an Eastern Star offense for which the offender may be subjected to such punishment as the tribunal having jurisdiction in the case shall judge.
  - c. Premature Recommendation of Rejected Petitioner - Any member who shall knowingly recommend for initiation a petitioner who has been rejected by another Chapter, within two months from the date of such rejection, shall be deemed guilty of an offense against the Order and be subjected to Eastern Star discipline for such act. (2004)
  - d. False Representation on Petition - Any person who shall by false representation or deception in his or her petition or otherwise procure or receive the degrees in an unlawful manner shall be deemed guilty of an offense against the Order and shall be subject to trial and punishment therefore.

## 2. Penal Jurisdiction (of Chapters) -

Concurrent, Original, Penal Jurisdiction, in Whom Vested - Concurrent, original jurisdiction for trial and discipline of members of the Order, charged with any Eastern Star offense, as provided in these Bylaws, is vested in:

- a. The Chapter in which the accused is a member.
- b. The Chapter within whose territory the offense may have been committed.
- c. The Chapter within whose territory the accused may have been found.
- d. Provided that when an Eastern Star offense is committed by a member of the Order holding his or her membership in another Grand Jurisdiction the matter shall be referred to the Worthy Grand Matron of this Grand Jurisdiction for consideration and disposal.

## 3. Trials (by Constituent Chapters) -

Whenever a member of a Chapter or a member residing or sojourning within this Grand Jurisdiction, shall be accused of any offense, which if proved, would subject him or her to reprimand, suspension or expulsion, the proceedings in the premises shall be conducted substantially according to the following rules:

- a. All charges for inappropriate Eastern Star conduct shall be made in writing, signed by the accuser, specifying with reasonable certainty the character of the offense alleged, and delivered to the Secretary at a Stated Meeting of the Chapter, who shall then read and enter the charges in full in the minutes. At the next Stated Meeting it shall be the duty of the Worthy Matron to cause to be elected by ballot and by a majority vote five of its members, who shall assemble as commissioners to hear and determine upon the charges at such time and place convenient to the parties the Worthy Matron shall appoint. The commissioners may be voted for on a single ballot and the five receiving the highest number of votes shall be declared elected, provided, the lowest number of votes received exceeds in number one-half of the total number of votes cast.

- b. If the residence of the accused is known and within ten miles of the seat of the Chapter having the matter in charge, and in that case, a certified copy of the charges and a summons to appear and answer shall be personally served upon the accused at least ten days before the trial. If the residence of the accused be at a greater distance than ten miles from the place where the Chapter having the matter in charge is located, either within or without this Grand Jurisdiction then and in that case a certified copy of the charges and the summons to appear and answer shall be forwarded to him or her by registered mail directed to his or her last known post office address, at least thirty days before the trial. If his or her residence be unknown, or if he or she neglects or refuses to obey the summons when service has been had and the time to appear and answer has expired, the Chapter shall proceed, as if he or she were present, but the Worthy Matron shall appoint some member to act as attorney for the accused.
- c. When any member of a Chapter except the Worthy Matron or Worthy Patron, Worthy Grand Matron or the Worthy Grand Patron, or any member of the Order residing within its jurisdiction shall be accused of inappropriate Eastern Star conduct, charges to that effect may be preferred by any member of the Order in good standing, but to further the administration of justice it is made the special duty of the Conductress in the absence of other accusers, to prefer all charges of offenses committed when the Chapter is not at work; but failure of the Conductress to perform such duty shall not prevent any other member from preferring any charge of inappropriate Eastern Star conduct which may come to her or his knowledge.
- d. In all instances where offenses are committed while the Chapter is at work the foregoing rules relating to notice and delay may be dispensed with and the Worthy Matron is authorized to order the offending sister or brother to show cause at once why he or she should not be properly dealt with. In such case it is made the special duty of the Conductress, unless excused by the Worthy Matron, to prefer charges for the offense committed when the Chapter is at work and to prosecute the same.

- e. If the offender holds membership in another Chapter, in this Grand Jurisdiction, the charges may be sent to that Chapter for trial. If such Chapter fails to entertain the charges or waives the right of trial, then, and in that case, the Chapter within whose jurisdiction the offense was committed or within whose jurisdiction the offender may be found, shall proceed to try the accused.
- f. Trials shall not be conducted in open Chapter but the commissioners shall assemble at the time and place appointed, and shall be presided over by the Worthy Matron and Worthy Patron, who shall decide all questions of Eastern Star law which may arise during the trial. The meetings of the commissioners shall be attended by the Conductress, or by a member of the Chapter appointed by the Worthy Matron, who shall act as prosecuting attorney; and also by the Secretary or some member of the Chapter appointed by the Worthy Matron, who shall keep a correct, full, and if possible a stenographic or electronic record with prudent backup, of all the proceedings of the trial. In addition to the above, only the accused, accuser, counsel for both parties, and witnesses who are members of the Order while testifying shall be present at the trial. A majority of the commissioners shall constitute a quorum, and a majority vote of judgment of such quorum shall be considered the judgment of the commission. The specific charges shall be read by the Worthy Matron to the accused in the presence of the commission and the accused shall be given an opportunity to plead thereto. If the accused fails or refuses to plead, a plea of "not guilty" shall be entered by the Secretary in the record. If the accused pleads "guilty" the commissioners shall immediately enter their judgment and award such penalty as the circumstances may require, and report the same to the Chapter, and no further trial shall be had. (2015)
- g. If the accused pleads "not guilty," the Worthy Matron shall, at the request of either party, summon such witnesses as are members of the Order and who reside within thirty miles of the place of trial, to appear and testify before the commissioners. Whenever the attendance of a witness who is a member of the Order and who resides more than thirty miles from the place of trial, cannot be procured, his or her testimony may be taken before the Worthy Matron of the Chapter within whose jurisdiction he or she resides, upon such notice to the adverse party as the Worthy Matron of the Chapter, in which the trial is to be had, shall fix; the attendance of such witness may be compelled by summons, and his or her testimony shall be reduced to writing, signed by her or him and authenticated by the certificate of the Worthy Matron before whom it is taken, under the seal of her Chapter. The testimony of witnesses who are not members of the Order shall be taken upon the application of the party desiring the testimony

by deposition before some officer authorized by the law of the state wherein he or she resides to administer oaths, and at such time and place and upon such notice to adverse party as shall be designated by the Worthy Matron. Whenever the testimony of a witness residing out of his state is desired, it shall be taken upon interrogatories, direct and cross, agreed upon by the parties and approved by the Worthy Matron. Witnesses who are members of the Order in good standing shall testify upon their honor as such, and all others shall testify under oath or affirmation. In all cases where the accused is being tried on a charge which is similar to one on which he or she has been tried and convicted in the civil or criminal courts of the land and which crime involves moral turpitude, transcript or legal proof of such trial and conviction in a civil court may be presented to the commission in support of such a charge filed against a sister or brother and the commission may accept same as evidence of the guilt of the accused on the charge so filed against her or him but the accused may offer evidence on her or his own behalf.

- h. Any member of the Order in good standing may at the request of the accused, appear as his or her counsel and assist in the defense. If the accused shall fail to select an attorney or counsel, the Worthy Matron shall appoint a member of the Order to act as attorney for her or him. The commissioners may adjourn from time to time at their own convenience, or for cause shown by either party, provided that the period within which their duties shall be concluded shall not exceed twenty days from their first meeting, unless for good reasons shown, the Worthy Matron shall grant them further time.
- i. After all the testimony has been taken or the accused has pleaded guilty, the commissioners shall decide the matter and determine the judgment with no one present but themselves. The judgment of the majority of the commissioners present shall prevail, and their decision and findings shall be final, and be signed by them and presented to the Worthy Matron, who, at the next Stated Meeting of the Chapter, shall announce the result and direct the Secretary to record the same as the judgment of the Chapter and file the records for safekeeping among its archives. If the accused is found guilty, the Secretary shall forthwith furnish the Grand Secretary with a copy of the record of the trial, and, if an appeal is taken, with a transcript of the evidence.

#### 4. Penalties and Administration -

Penalties which may be inflicted are: reprimand in open Chapter, indefinite suspension, or expulsion. If the sentence be reprimand, the Worthy Matron shall summon the convicted sister or brother to appear at the next Stated Meeting, when the reprimand will be administered. If the sentence be suspension or expulsion, it shall at once go into effect, and the Secretary shall immediately notify the person suspended or expelled and also the Grand Secretary. Provided, however, that an appeal shall stay execution of any judgment.

#### 5. Appeals -

- a. Appeal to Grand Chapter, Notice to Chapter Required - An appeal may be taken from any judgment to the Grand Chapter in Annual Session, by the accused or the accuser, but not unless a notice of such intended appeal shall be given in writing to the Worthy Matron by the accuser or the accused at least sixty days prior to such Annual Session.
  - b. Transcript of Trial Records Required by Grand Chapter - In all appealed cases transcripts of trial records shall, if possible, be sent to the Grand Secretary at least thirty days prior to the Annual Session and shall be reviewed in the Grand Chapter or before a committee thereof during its session upon the record sent up, and upon such other proofs as may be submitted, and the Grand Chapter may affirm, modify or reverse the judgment of the Chapter, or may make such other order relative thereto as shall be deemed proper.
  - c. Cannot Appeal to Chapter - A member of a Chapter cannot appeal to the Chapter from the decision of its Worthy Matron, but may appeal to the Worthy Grand Matron or the Grand Chapter.
  - d. Appeals from Decisions of Worthy Matron - Any appeal by a member of a Chapter to the Grand Chapter from a decision of its Worthy Matron shall be made in writing, read in open Chapter, state the facts of the case and be duly authenticated and transmitted by the Secretary to the Grand Secretary at least thirty days before the Annual Session of the Grand Chapter.
- #### 6. Restoration to Membership -
- a. A Chapter which has expelled or indefinitely suspended a member may restore such member to membership. To restore a member who has been indefinitely suspended for causes other than non-payment of dues, shall require a petition. Such petition shall be received and read at a stated meeting and referred to a committee of investigation. Such investigation committee shall report at a subsequent stated meeting within ninety days. It shall then require a two-thirds vote of the members present to restore such indefinitely suspended member. To restore a member who has been expelled shall require a unanimous vote. The same procedure shall be followed as that required to restore a member who has been indefinitely suspended for causes other than non-payment of dues. (1982)

- b. If the Chapter has ceased to exist, then such indefinitely suspended or expelled member may petition Grand Chapter for restoration. Such petition must be in the hands of the Grand Secretary no later than March 15 to be referred to the Worthy Grand Matron. The Worthy Grand Matron will appoint an investigating committee to report at the following Grand Chapter Session. Upon a favorable two-thirds vote of the members present and voting, the member shall be restored to the status of a non-affiliated member. (1982)

7. Trials of Grand Chapter Members (Penal Jurisdiction) -

The Grand Chapter, in the exercise of its penal jurisdiction, may entertain, hear and determine charges as follows:

- a. Who Are Subject To - Charges may be preferred against the Worthy Matron or Worthy Patron or any Chapter by any three members of her or his Chapter, by the Grand Conductress or any member of the Order who is a member of a Chapter in this Grand Jurisdiction, at the direction of the Worthy Grand Matron. Charges against any other member of the Grand Chapter, except the Worthy Grand Matron or Worthy Grand Patron, may be preferred by the Grand Conductress or by any member of the Order, who is a member in good standing in a Chapter in this Grand Jurisdiction at the direction of the Worthy Grand Matron.
- b. How Presented - In every case the charges shall be in writing, signed by the officer or persons authorized to make the same, and shall be presented to the Grand Chapter, if in session, otherwise to the Worthy Grand Matron.
- c. Commission of Five Conducts Trials, Powers Of - Upon the presentation of such charges, the Grand Chapter or the Worthy Grand Matron, as the case may be, shall appoint and summon not less than five or more than seven disinterested Present or Past Worthy Matrons or Present or Past Worthy Patrons of chartered Chapters to assemble as commissioners to hear and determine the matters involved therein, and the commissioners shall direct the Grand Secretary to summon the accused to appear and answer the charges at such time and place as may be most convenient for the hearing, but not later than sixty days. The summons shall fix the time and place for hearing and require the accused then to appear and answer. The summons with a copy of the charges, shall be served upon the accused in person, if he or she is a resident of this Grand Jurisdiction, ten days before the date set for the hearing. If the accused is not a resident of this Grand Jurisdiction, the summons and a copy of the charges shall be served upon him or her thirty days before the time set for the hearing.



- d. Service of Summons - Service may be made upon a non-resident by registered mail; in such case the communication shall be directed to the last known post office address of the accused, but the return registry receipt must be filed in the proceedings.
- e. Organization of Commission-Powers-Quorum - The commissioners shall assemble at the time and place fixed for the hearing and organize by selecting one of their number to preside and another to act as secretary. The commissioner chosen to preside shall have authority to summon witnesses at the request of either party. A majority of the commissioners shall constitute a quorum and a majority vote or judgment of the quorum shall be considered as a majority vote or judgment of the commissioners. Members of the Order in good standing shall testify upon their honor. The testimony of all other witnesses shall be taken in the form of depositions in writing before an officer authorized by the statutes of the state where the deposition is taken to administer oaths. The commissioner chosen to preside shall fix the time and place for the taking of depositions and notify the parties thereof.
- f. Adjournment of Hearing and Limit of Time - The commissioners may adjourn the hearing from time to time at their convenience or for good cause, shown by either party, provided the commissioners shall complete their duties within thirty days after the date fixed for hearing by the summons, unless the Worthy Grand Matron, for good cause shown, shall grant an extension of time.
- g. Qualifications of Counsel-Worthy Grand Matron May Appoint - Any member of the Order in good standing may, at the request of either party appear as counsel and assist in the prosecution or defense. If either party shall fail to select counsel, the Worthy Grand Matron shall appoint a member of the Order to act for the party not represented by counsel.
- h. Determination of Verdict in Private - After all the testimony has been taken, the commissioners shall decide the matter and pronounce judgment with none present but themselves. The judgment of a majority of the commissioners shall prevail and be conclusive unless an appeal be taken to the Grand Chapter in accordance with the provisions of subdivision k) of this section.

- i. Penalties Limited To - The judgment may be either indefinite suspension or expulsion, as the commissioners may deem proper.
- j. Complete Record and Report of Trial - The commissioners shall keep a complete, and, if possible, a stenographic or electronic record with prudent backup, of their proceedings, and of their judgment and file the same with the Grand Secretary at the conclusion of the trial, and the judgment shall at once be carried into effect by order of the Worthy Grand Matron. Provided, however, that an appeal to the Grand Chapter shall stay execution of judgment. (2015)
- k. Appeal to Grand Chapter May Be Taken - An appeal to the Grand Chapter may be taken, to be heard at its next Annual Session, or the one next succeeding, upon notice by either party of appeal given to the Grand Secretary within thirty days after the commissioners have filed their judgment.

### **SECTION 135 - LESLIE S. PARKER MEMORIAL SCHOLARSHIP FUND** (See also Section 122B)

This Grand Chapter shall establish a permanent irreducible fund to be known as the Leslie S. Parker Memorial Scholarship Fund using as principal the money bequeathed for this purpose to the Grand Chapter of the Eastern Star of Oregon by the late Leslie S. Parker, amounting to \$144,590.26. The corpus of this fund to be held intact and invested in long term United States securities. The income to be expended annually, or as the committee in charge may decide, for scholarships for worthy young women, for expenses in non-sectarian schools and colleges in the State of Oregon. The fund now provided for and accruals thereto, shall not be mingled with other funds in a manner to lose its identity. Said scholarships shall not be restricted to members of the Order of the Eastern Star nor those related to members of the Order. No one eligible to the benefits of the ESTARL project shall participate in the distribution of any funds from the above.

It shall be the duty of the Leslie S. Parker Memorial Scholarship Committee:

1. To investigate all applications for scholarship awards against this fund and to present their report, concerning the same, to the Finance Committee and to the Worthy Grand Matron.
2. To draft a plan for awarding such scholarships in keeping with the terms as set forth in this section and make such awards in accordance therewith, and with the approval of the Worthy Grand Matron, and only after certification by the Finance Committee that funds are available for such scholarships.

3. Except wherein the terms set forth in this section for the administration of awards deriving from this fund specifically apply, the Leslie S. Parker Memorial Scholarship Committee shall be guided, but not restricted, in its distribution of these awards by rules and regulations already established for the administration of scholarships deriving from other Eastern Star sources.
4. Awards are to be made in the form of a certificate presented to the student. The student is free to select the accredited schools of her choice, in keeping with the terms as set forth in this section. A check, in the amount of the award, will be sent to the school, the money to be used for books, tuition, board and room, clothing or medical aid.

## **SECTION 136 - GRAND REPRESENTATIVES (1972)**

1. The Worthy Grand Matron may commission a Grand Representative of this Grand Jurisdiction residing within the jurisdiction of each Grand Chapter with which this Grand Chapter enjoys fraternal correspondence. Such Commission shall be issued only upon recommendation of the Worthy Grand Matron of such other Grand Chapter, and the term of office of such representative shall be three years. Suitable badges shall be sent with the commission to all Grand Representatives of Oregon in other Grand Jurisdictions. (2018)
2. The Worthy Grand Matron shall also, upon request of the Worthy Grand Matron of any other Grand Chapter enjoying like relations, recommend a member of this Grand Chapter, other than a present Grand Officer, for appointment as Grand Representative of such other Grand Chapter, in the jurisdiction of the Grand Chapter of Oregon. If a Grand Representative is elected or appointed as a Grand Officer she or he shall immediately resign her or his commission. (2008)

## **SECTION 137 - BENEVOLENT FRATERNAL ASSISTANCE FUND** (2003)

A Benevolent Fraternal Assistance Fund shall be established. The purpose of this fund is to supplement a local chapter's resources to meet specific emergency needs of a member, or a member's family, when that need exceeds the chapter's established relief fund.

1. Governing Board, consisting of five elected members, at least two of whom shall be either Past Grand Matrons or Past Grand Patrons, will manage the Benevolent Fraternal Assistance Fund. One member shall be from each of the three areas identified in section 8 (12) powers of the Worthy Grand Matron and two members at large, all of whom shall be so identified in the Directory. (2010)
  - a. Members will serve five years, being elected on a rotating basis. The member serving the final year will serve as Chairman.
  - b. The Governing Board shall establish the rules for applications of assistance.
  - c. Applications for assistance may only be received from an Oregon chapter. The Worthy Grand Matron may grant an exception for a member or a member's family. Traveling members from other Jurisdictions may apply through an Oregon chapter for emergency assistance.
  - d. The Governing Board shall select investment advisor(s) who will manage all investments designated for the Benevolent Fraternal Assistance Fund corpus. The Investment advisor(s) may or may not be members of the Governing Board. (2017)
  - e. The Investment advisor(s) may use whomever they deem necessary for further financial advice, so long as no cost to the Fund is incurred. (2017)
  - f. The fund may receive equity or money in any form and from any sources, including donations and bequests. Funds received must be designated "corpus" or "readily available". If not so designated, will be applied to corpus.
  - g. The Benevolent Fraternal Assistance Fund will be subject to audit by the Grand Chapter Audit Committee.
  - h. The Governing Board shall communicate at least quarterly unless otherwise deemed necessary by any one member of the Board through the Chairman. In the event of the receipt of a complete application, all members are to be notified immediately and each should respond to the Chairman without delay giving her/his opinion as to the merits of the request. Upon receiving the response from all Board Members, the Chairman has the authority to act accordingly. (2010)

- i. A minimum of three members shall constitute a quorum.
  - j. The Governing Board will report to Grand Chapter while in annual session, detailing Fund status and the assistance rendered; the report to include Beginning Balance, Funds Received, Funds Distributed and their specific purpose, and Ending Balance. Measures must be taken to protect the identity of grant recipients. (2012)
  - k. It shall be the responsibility of the current Benevolent Fraternal Assistance Fund Board to assist the Worthy Grand Matron by offering recommendations for additions to the Board either by election or by appointment when needed to fill vacancies. (2010)
2. It is the responsibility of the local chapter to determine if a need exists, investigate and initiate action, including submitting their approved request for relief to the Governing Board.
- a. Applications to the Governing Board will be to supplement the chapter's relief fund.
  - b. Investigation shall be a duty of the Worthy Matron and Chapter Relief Committee. Measures must be taken to protect the identity of grant recipients.
  - c. If the need exceeds chapter capability, the form designated by the Governing board will be used to ensure all needed information is obtained.
  - d. Relief Committee approval is needed unless the Worthy Matron declares an emergency, and the Relief Committee cannot be timely convened. The reasons shall be set forth to the Relief Committee at the earliest possible date. (2006)
  - e. If a grant is approved, the Governing Board will direct all approved relief funds to the applicant chapter immediately after Board action.
  - f. The Chapter Secretary will issue a warrant to the Chapter Treasurer who will prepare a check or checks to those providing services/supplies to that member or member's family. (2017)
  - g. Only in rare circumstances will more than one grant per member be provided. (2003)

## **PART THREE**

### **BYLAWS PERTAINING TO SUBORDINATE CHAPTERS**

**June 2023 Edition**

**BYLAWS**

Pertaining to Subordinate Chapters

**SECTION 201 - CHARTERS AND DISPENSATIONS**

[See Section 107(3) (4)]

1. Chapters must have a charter or dispensation from the Grand Chapter under proper authority and attested by the Grand Secretary with the seal of the Grand Chapter. This charter or dispensation must be in the Chapter room whenever the Chapter is open and at work.
2. Every chartered Chapter shall have a seal, with the name, number and location of the Chapter engraved thereon with which all returns to the Grand Chapter shall be impressed; said seal shall be affixed to all official papers issued by or under the authority of the Chapter.

**SECTION 202 - DUTIES OF CHAPTERS**

1. To keep a full and proper record of its transactions.
2. To have a Members' and Visitors' register which shall be kept in the anteroom of the Chapter during the session.
3. To hold one and not more than two Stated Meetings each month, except during two months as provided for by each Chapter in its Bylaws. At least 10 stated meetings are to be held each year. A Stated Meeting falling upon a holiday may be omitted upon vote of the Chapter at a preceding meeting. (2008)
4. To make and amend Bylaws, for its own government, which shall conform to the Constitution and Bylaws of the Grand Chapter. Complete Bylaws shall be submitted on the approved printed Grand Chapter Form. Bylaws or amendments shall be submitted to the Worthy Grand Matron and upon her approval will become effective. Any Bylaws or amendments thus approved, but not approved by the Jurisprudence Committee at the annual Session of the Grand Chapter shall be corrected immediately upon notification by the Grand Secretary. (1977)
5. To adopt and incorporate in their Bylaws all amendments pertaining to Section 250 - Bylaws to be Adopted By All Subordinate Chapters, which shall have been adopted by the Grand Chapter. The Grand Secretary shall furnish the Subordinate Chapters a printed or electronic copy of such amendments prior to September 1 following the Annual Session. They shall be read at the first stated Chapter meeting after receipt thereof, and be thus adopted and become an active part of the Chapter

Bylaws. The Chapter Secretary shall promptly thereafter notify the Grand Secretary, on a printed or electronic form(s) provided by the Grand Chapter, that the Amendments have been adopted and are a part of the Chapter Bylaws. (2017)

6. To send to the Grand Secretary, on or before the first day of February each year a report for the year ending December 31 preceding. The report shall be made on a form provided by the Grand Chapter, and shall contain the names of the officers elected or installed, the names and number initiated, affiliated, demitted, suspended, expelled and deceased; the names and numbers whose dues were remitted, and the names and number of remaining members. The recapitulation of the annual report shall be read in Chapter at a stated meeting and the figures recorded in the minutes. (1992)
7. To remit to the Grand Chapter, not later than the first day of February of each year ending December 31 preceding, per capita tax and Home fund, specified in Section 128, paragraphs (3), (8), (10) and (11) with the exception of those members whose dues have been remitted following the recommendation of the Chapter Relief Committee and by a vote of the Chapter, and are confined in a care institution. No member of a Chapter shall be entitled to a vote in Grand Chapter until all indebtedness of said Chapter is paid to the Grand Chapter. (2001)
8. To participate in Blanket Liability Insurance coverage as provided by Grand Chapter and to remit its pro-rated share of premium cost to the Grand Chapter through the Grand Secretary as required and requested on all members including those whose dues have been remitted with the exception of those members confined in a care institution. (2002)
9. To remit to the Grand Chapter through the Grand Secretary any Special Assessments approved by Grand Chapter on all members, including those members whose dues have been remitted, with the exception of those members confined in a care institution. (2002)

## **SECTION 203 - PROHIBITIONS**

1. A Chapter shall not remove its place of meeting from the city, town or place named in its charter or dispensation except by special authority of the Grand Chapter or Worthy Grand Matron granted upon written petition of the Chapter. A dispensation from the Worthy Grand Matron will not be required for a move for a single open meeting where larger quarters are needed for receptions, installations, or anniversary observances. (2012)
2. A petition for removal of the place of meeting of a Chapter shall not be granted unless notice of petition was given at a Stated Meeting of the Chapter and consideration thereof postponed one month; and also, that the petition was approved by two- thirds of the members of the Chapter present and voting. In case of an emergency, a special dispensation may be requested from the Worthy Grand Matron.



3. A Chapter shall not change its name unless notice of the proposed change was given at a Stated Meeting of the Chapter and consideration thereof postponed one month. Should the proposed change receive the majority vote of the members present and voting, a request for the change, bearing the proposed new name, shall be sent to the Grand Chapter for its consideration and upon approval of the Grand Chapter the name shall be changed.
4. A Chapter shall not hold a Stated or Special Meeting, except funeral ceremonies, on the days of the week in which the Annual Session of the Grand Chapter convenes. Open installation may be held following the close of the annual Grand Chapter Session and Installation. (2012)
5. A Chapter shall not recognize nor hold meetings with any Chapter which is not recognized by the General Grand Chapter.
6. A Chapter shall not suspend operation of its Bylaws to meet any emergency case, except as provided in these Bylaws.
7. A child over two years of age shall not be permitted in the Chapter room during any meeting of a Chapter unless the meeting is called to recess and the Bible on the Altar is closed. (2012)
8. Sectarian or political discussion shall not be permitted in Chapter rooms.
9. A Chapter shall not be permitted to initiate more than sixteen (16) candidates in any meeting. (2013)
10. 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.
11. The Eastern Star emblem may be displayed along the highways if the sign is in good taste. [GGC Decision, page 15(1)] (1992)
12. A Chapter shall not appropriate any of its funds for any purpose, other than its own activities, unless such purpose shall be one recognized as an Eastern Star or Masonic project, that has received approval of the Worthy Grand Matron, or any general project that shall have received the approval of the Grand Chapter. Community projects must receive the approval of the current Worthy Grand Matron. All money received shall be turned over to the Secretary forthwith. (See also Section 250, Article IV, paragraph 5) (2008)
13. A Chapter shall not sponsor an outside organization (either national or local) until such organization has received approval of the Grand Chapter at an annual Grand Chapter Session. All money received shall be turned over to the Secretary forthwith. [See also Section 250, Article IV (5) and Article VIII] (1995)

14. A Chapter shall not permit its members to organize any Eastern Star club or society which is not under direct control of the Chapter at all times. Net funds of any club so organized shall be used for the benefit of the Chapter and shall be disbursed as provided in the Bylaws of the Chapter. All money received shall be turned over to the Secretary forthwith. [See also Section 250, Article IV (5) and Article VIII] (1995)

## **SECTION 204 - MEETINGS**

The Meetings of a Chapter are Stated and Special.

1. A Chapter shall not hold a Stated or Special Meeting, except funeral ceremonies, on the days of the week in which the Annual Session of the Grand Chapter convenes. Open installation may be held following the close of the Annual Grand Chapter Session and Installation. (2015)
2. Each Chapter shall hold at least one (1) Stated Meeting in each month per its bylaws in no less than ten (10) consecutive months. (See Section 202-3)
3. Stated Meetings are those held at the time prescribed in the Bylaws of the Chapter and at such meetings, all general business such as receipt of petitions, balloting, initiation, election of officers, and discussion of all questions relative to the interest of the Chapter shall be transacted. (See Section 214-1)
4. If a Stated Meeting is missed for a reason beyond the reasonable control of the Chapter which would cause the Chapter to be out of compliance with Section 202.3 (at least one Stated Meeting per month) and/or Section 204.2 (10 consecutive months), and/or Section 228.1(d) (6 consecutive months), the Worthy Matron shall request a special dispensation from the Worthy Grand Matron for a "Missed Stated Meeting General Business Make Up" to allow the Chapter to conduct such general business normally transacted in a Stated Meeting in order to maintain compliance with Meeting Requirements. The Worthy Grand Matron may grant this special dispensation if in her opinion the reason for the special business meeting is justified as being outside the reasonable control of the Chapter. Upon the receipt of the special dispensation, all resident members shall be notified of the time and place of the special business meeting. (2015)
5. Special Meetings shall be called at the discretion of the Worthy Matron by giving written notice thereof to resident members or by announcement in open Stated meeting which shall be recorded in the minutes and only such business transacted as is stated in the call. The degrees can be conferred at a Special Meeting, provided the candidate was duly elected at a Stated Meeting. In case of the absence or disability of the Worthy Matron, the Meeting may be ordered by the Associate Matron, Worthy Patron or Associate Patron in order of rank. (2012)

6. Essential to Open a Chapter. No Chapter shall be opened without:

- a. The presence of the Charter,
- b. A Dispensation, if required,
- c. The Holy Bible upon the Altar,
- d. One of the four highest officers, and six members of the Chapter.

The Chapter cannot be legally opened unless one of the first four officers is present. A Brother in good standing can preside or act as Worthy Patron in the absence of the Worthy Patron, Associate Patron or Past Patrons during balloting on petitions and initiation. (2012)

## **SECTION 205 - ELECTION OF OFFICERS (1&2)**

[See also Section 213A(3)]

1. Every Chapter shall choose by separate ballot (except when there is only one candidate for office, vote may be the voting sign of the Order) for a term of one year at the first Stated Communication in May, the following elected officers: (1989)

Worthy Matron	Secretary
Worthy Patron	Treasurer
Associate Matron	Conductress
Associate Patron	Associate Conductress

It is not legal to elect officers by acclamation (voice vote) in subordinate Chapters. [GGC Decisions, pg. 15(1)] (1991)

2. A majority of all the votes cast shall be necessary for a choice and blanks shall not be counted as votes.
3. If a Chapter fails to elect its officers on its first stated meeting in May or elects only part of its officers; or, if before regular installation, an elective office becomes vacant, a request shall be made to the Worthy Grand Matron for a special dispensation to hold an election at a Stated Meeting as soon thereafter as may be feasible. (See Section 225(2,b).) (1998)
4. After installation, an elective office shall become vacant by death, resignation as hereinafter provided, or may become vacant by reason of absence for two or more consecutive stated meetings, when such absence is without satisfactory excuse, of which the Chapter shall be the sole judge. (1982)
5. The Worthy Matron, Worthy Patron, Associate Matron or Associate Patron of a Chapter may not resign, except that the Associate Matron or Associate Patron may resign in case of an election to fill vacancies in the offices of Worthy Matron or Worthy Patron. (1982)
6. After regular installation of officers, vacancies in the first four elective offices shall be filled by special election at a Stated Communication. A special dispensation from the Worthy Grand Matron is required and all resident members shall have written notice.

7. After regular installation of officers, vacancies in elective offices other than first four may be accepted by the Chapter. Any such vacancy shall be filled by special election at a Stated Communication. No dispensation is required but all resident members shall have written notice. (1991)

## **SECTION 206 - INSTALLATION**

1. Only one who has been duly elected and installed as Worthy Matron or Worthy Patron of a regular chartered Chapter, and, who is at the time of exercising such official authority an active member in good standing of some regular Chapter, is qualified to install officers of a Chapter.
2. Officers of each Chapter shall be installed after the annual communication of the Grand Chapter no later than July 31st of each year, provided, however, that if a Chapter for unavoidable reason fails to install the Worthy Matron, Worthy Patron, Associate Matron or Associate Patron, the Chapter shall petition the Worthy Grand Matron for a special dispensation to install such officers after that date. A dispensation is not required to install the remaining officers out of time. (2008)
3. Officers of a constituent Chapter must be installed as often as re-elected. No officer may be installed by proxy.
4. Officers shall hold their respective offices until their successors are installed.
5. A Worthy Matron must be installed to receive the honors of the office of Worthy Matron.
6. Installation ceremonies shall in all respects conform to the Ritual. (See Ritual-Installation Ceremony)

## **SECTION 207 - JURISDICTION (1971)**

1. All Chapters within the jurisdiction of the Grand Chapter shall have concurrent jurisdiction.
2. A petitioner becomes the material of the Chapter receiving the petition. A Chapter shall have exclusive original jurisdiction of its petitioners.
3. An applicant for degrees who has been rejected by a Chapter shall remain under the jurisdiction of that Chapter for a period of two months after the last rejection. (2002)

## **SECTION 208 - POWERS OF THE WORTHY MATRON**

1. To preside at every Meeting of the Chapter.
2. To convene the Chapter in special meeting whenever she shall deem it necessary.
3. To issue all notices and summons which may be required.
4. To appoint all non-elected officers of the Chapter and to appoint any officer pro-tem, to fill vacancies.
5. To appoint members of all committees, except as provided in the Bylaws of the Chapter.

## **SECTION 209 - DUTIES OF THE WORTHY MATRON**

1. To preside at the Stated and Special meetings of the Chapter but may call upon the Worthy Patron to preside at any time.
2. To appoint all committees as provided in the Bylaws of the Chapter.
3. To see that the Bylaws are properly enforced, that the reports and remittances of the Chapter are made annually to the Grand Chapter, and that the purposes of the Chapter are accomplished.
4. To cause all necessary notices to be issued in the prescribed manner and form.
5. To sign the minutes immediately after they are read and approved.
6. To extend to the Worthy Grand Matron or her deputy on her official visit all appropriate courtesies, to submit for inspection the Bylaws and records of the Chapter and to furnish such facilities as may be necessary.
7. In the event of the dissolution of the Chapter, to promptly deliver all the properties, records, books, warrants, signet, etc., to the Grand Secretary for preservation.
8. To decide all questions of law and usage submitted to her, subject, however, to an appeal to the Grand Chapter or Worthy Grand Matron, and until such decisions and opinions are reversed by the Grand Chapter or Worthy Grand Matron, they shall be in force and binding. An appeal by a member of the Chapter from the decision of the Worthy Matron must be made in writing, filed within one day with the Secretary of the Chapter and by her immediately transmitted to the Grand Secretary.
9. The Worthy Matron, at the time of her installation, shall announce a tentative date for the exemplification of degrees. Initiation of candidates can be substituted. (2010)

## **SECTION 210 - DUTIES OF THE WORTHY PATRON**

1. To preside during the ceremonies of initiation and when requested to do so by the Worthy Matron, to assist her in the performance of her duties, and have a general supervision over the affairs of the Chapter.
2. To have charge of one copy of the Secret Work and at the expiration of his term of office he shall deliver same to the Secretary of the Chapter and take her receipt therefore. Failure or neglect shall subject the officer to a fine of Twenty-Five Dollars (\$25.00), unless satisfactory proof is given that the Secret Work has been permanently destroyed. (2008)
3. To investigate the Masonic standing of all Brothers of the Chapter and report such standing to the Chapter not later than the first meeting in March of each year.

## **SECTION 211 - DUTIES OF THE SECRETARY**

In addition to the duties set forth in the Ritual of the Order, the Secretary shall:

1. Read all official communications from the Worthy Grand Matron and Grand Secretary in open Chapter at the Stated Meeting next following their receipt. Proposed legislation to be submitted to the members at Grand Chapter, may be presented to the Chapter in any manner as directed by the Worthy Matron. Upon receipt of proposed Grand Chapter legislation, the secretary shall duplicate and distribute copies to those members who request this material. (2014)
2. Transmit to the Grand Secretary, on the official form, within five days after the installation of officers, a list, duly certified with the seal of the Chapter, of the date of their installation and the names of the newly elected and installed officers, including the post office addresses of the Worthy Matron and the Secretary and an e-mail contact for each Chapter. (2008)
3. Make an annual report to the Grand Secretary on or before the first day of February of each year as provided in these Bylaws. Failure to comply will subject the Secretary/Chapter to a \$25 fine. (2001)
4. Immediately notify the Grand Secretary of the names and addresses of rejections and expulsions. (2002)

5. Immediately prior to the installation of the Worthy Patron-elect, Associate Patron-elect, Conductress-elect and Associate Conductress-elect, take up the Secret Work held by the retiring Worthy Patron, Associate Patron, Conductress and Associate Conductress, giving a receipt therefore, and furnish the Worthy Patron, Associate Patron, Conductress and Associate Conductress at the time of their installation, each with a copy of the Secret Work, taking their receipt therefore. If such Secret Work is not delivered to the Secretary by the retiring officers, the Worthy Grand Matron shall be notified immediately. (2008)
6. Procure all the official supplies for Chapter from the Grand Secretary or the Grand Chapter Website.

## **SECTION 212 - DUTIES OF REMAINING OFFICERS**

1. The duties of the remaining officers of the Chapter shall be those provided for by the Ritual of the Order.
2. The Associate Patron, Conductress and the Associate Conductress shall each have charge of one copy of the Secret Work and at the expiration of their term of office, they shall deliver same to the Secretary of the Chapter and take her receipt therefore. Failure or neglect shall subject the officers to a fine of Twenty five Dollars (\$25.00), unless satisfactory proof is given that the Secret Work has been permanently destroyed. (2004)

## **SECTION 213 - MEMBERSHIP QUALIFICATION**

1. A person shall be eligible to become a member of a Chapter of the Order of the Eastern Star either by initiation or affiliation if she or he shall, at the time of presenting her or his petition therefore be:
  - a. A Master Mason in good standing in a Masonic Blue Lodge recognized as regular by The Grand Lodge of Ancient Free and Accepted Masons of Oregon.
  - b. A wife, daughter, legally adopted daughter, mother, widow, sister, half sister, granddaughter, stepmother, stepdaughter, stepsister, daughter-in-law, grandmother, great granddaughter, niece, great niece, mother-in-law, sister-in-law, aunt, 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, as well as members--either active for three (3) years or majority--of the International Order of the Rainbow for Girls or of the International Order of Job's Daughters, each of whom having attained the age of eighteen (18) years at the time the petition is read at a stated meeting of the chapter, are eligible to membership in the Order of the Eastern Star. (2013)

2. There shall be no physical disqualification for membership in the order of the Eastern Star of Oregon, except that a Petitioner must be able to give satisfactory explanation of the signs and passes for the purpose of identification as a member. (1971)
3. An applicant for degrees shall have resided within the jurisdiction of the Chapter applied to for six months immediately preceding the presentation of the petition. A person in the military, naval or other service of the United States not qualified by residence of six months, or the otherwise qualified [See Section 213(1)] members of her/his family who are dependent upon her/him for support, may present a petition after the Worthy Grand Matron grants a dispensation to receive such petition. (1995)
4. An applicant for initiation shall not have been rejected by any Chapter during the two month period immediately preceding the presentation of the petition. (2004)
5. 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. [GGC Bylaws, Chapter VI (4)(c)]
6. 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.

## **SECTION 213A - PLURAL MEMBERSHIP**

Plural Membership in Subordinate Chapters under the immediate Jurisdiction of the Grand Chapter of Oregon is permissible under the following conditions:

1. No Subordinate Chapter under the immediate Jurisdiction of the Grand Chapter of Oregon shall receive petitions for affiliation resulting in Plural Membership from a member whose primary membership is held in a Chapter under another Grand Chapter not permitting Plural membership or membership in another Jurisdiction. A letter or certificate of Good Standing, and if out of State, proof that the other Grand Jurisdiction permits Plural Membership and membership in another Jurisdiction must accompany the petition. (2015)
2. The Procedure in receiving and acting upon any petitions for affiliation resulting in Plural Membership shall be the same as that of any other petition for affiliation. (1993)(2014)
3. Plural Members must pay dues in their Chapters and shall be entitled to all the rights and privileges of membership in their Chapters. A Plural Member may hold elected office in their chapters at the same time. (2014)



4. Loss of membership in a Chapter in this Jurisdiction by suspension for non-payment of dues, or expulsion carries with it the loss of membership in that member's other Chapters in this Jurisdiction. (2014) (2015) Loss of membership by suspension or expulsion in another Jurisdiction will carry with it charges to be filed in accordance with Section 134 Penal Code where applicable. (2015) The Secretary of the Primary or Plural Chapter in this Jurisdiction will notify the Grand Secretary of this Jurisdiction. The Grand Secretary of this Jurisdiction will then notify the Primary or Plural Chapters of this Jurisdiction. If the Primary or Plural Chapter is in another Jurisdiction, the Grand Secretary will notify the Grand Secretary of that Jurisdiction. (2015)
5. When a member has been elected for affiliation resulting in Plural Membership, the Secretary of the Plural Chapter shall notify the Grand Secretary who will notify the Primary Chapter. If this scenario involves a Chapter in another Jurisdiction, the Grand Secretary in this Jurisdiction will make notification to the Grand Secretary in the other Jurisdiction. (1993) (2014) (2015)
6. When a Plural member takes a demit from the Primary Chapter, the Secretary of that Chapter shall notify the Grand Secretary. The Grand Secretary will notify the Plural Chapter that it has become the Primary Chapter. When a Plural member of the Plural Chapter takes a demit, the Secretary of that Plural Chapter shall notify the Grand Secretary who will notify the Primary Chapter. If this scenario involves a Chapter in another Jurisdiction, the Grand Secretary in this Jurisdiction will make notification to the Grand Secretary in the other Jurisdiction. (1982) (2014) (2015)
7. A Life Member shall have a 90-day grace period from expiration date of demit to authorize transfer of Life Membership Funds. (1991)

## **SECTION 214 - PETITIONS**

1. Petitions for degrees shall be in writing, signed by the applicant with her or his name in full (and if married, also her maiden name), present residence, age and occupation, accompanied by proper evidence showing the petitioner to be eligible, and recommended in writing by two members of the Chapter. The petition shall be presented only at a Stated Meeting and a proper record made. (See Section 204-1.) (1998)
2. An application for the degrees which has been rejected by a Chapter remains under the jurisdiction of that Chapter for a period of two months after the last rejection. (2001)
3. 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. (1993)

4. All petitions for affiliation or reinstatement shall be in writing, signed by the petitioner with her or his name in full; shall state the name, number and location of the Chapter of which the applicant was last a member and the name of the Grand Chapter under which such Chapter is or was working, and shall be accompanied by a demit, a current dues card, or a Certificate of Good Standing and it is understood that the current year's dues card, now in general use, shall be construed as the equivalent of a Certificate of Good Standing. (GGC Bylaws, Page 50, Section 24) (1988)
  - a. The petitioner need not be a resident of the State of Oregon when petitioning for reinstatement or affiliation, but must be a resident of the State of Oregon when petitioning for degrees, unless a Waiver of Jurisdiction has been procured. (See Sec. 8-14) (2002)
  - b. A petition for affiliation or reinstatement shall not be received from a Brother unless he presents with his petition satisfactory evidence that he is an affiliated Master Mason in good standing.
  - c. A Sister may present a petition for affiliation or reinstatement without reference to her Masonic relationship.
  - d. Petition for affiliation or reinstatement shall be recommended by two members of the Chapter, shall be presented at a Stated Meeting and a proper record made.

## **SECTION 215 - COMMITTEE ON INVESTIGATION (1971)**

1. Petitions for degrees, affiliation or reinstatement shall be immediately referred to a committee on investigation appointed by the Worthy Matron in open Chapter.
2. The Committee shall consist of three members, one of whom shall be a Brother and none of whom recommended the petitioners. The Committee shall diligently inquire into the moral and mental qualifications of the applicant. Unless granted further time, the Committee shall report at the first Stated Meeting on or after two weeks after such petition has been referred to them. The committee shall ascertain whether the petitioner for degrees has lived within this jurisdiction for six months immediately preceding presentation of the petition. The Brother shall report on the Masonic standing of the applicant or the relative on which eligibility is claimed. A petitioner for degrees or affiliation must not be informed of the personnel of the investigating committee, except through such direct inquiries or visits as the Committee may make during the course of their investigation. Each member of the Committee must report favorable or unfavorable. The report of the Committee shall be read to the Chapter including the names of the Committee. The names of the Committee shall be recorded in the minutes, but the minutes shall not show whether the report was favorable or unfavorable. A petition cannot be rejected by an unfavorable committee report. It must always be balloted upon. (1998)
3. No one may demand from any member of the Committee the reasons for the report or conclusions of the committee or the facts on which the same were based.
4. When the report has been read in open Chapter, a petition for degrees, affiliation or reinstatement becomes the property of the Chapter and cannot be withdrawn.

## **SECTION 216 - BALLOTING**

1. On petition for degrees or affiliation, all members of the Chapter in the room must vote.
2. The Ballot Box of every Chapter shall be equipped with uniform white balls and uniform black cubes which must be procured from the Grand Secretary. There shall be a sufficient supply of balls and at least six cubes in every ballot box. (1980)
3. If a Chapter room has a balcony so arranged that balloting upon the altar is not a secret ballot, the ballot box must be passed.
4. Ballot must be taken at the same Meeting at which the report of the Investigating Committee is made.

5. When more than one petition is to be balloted upon, a collective ballot may be taken. If fewer than three black cubes appear, the collective ballot is considered clear. If the collective ballot contains three or more black cubes (is not clear), the Worthy Matron, without announcing the result, shall order a separate ballot upon each petition. If, on any of the individual ballots, three or more black cubes appear, the Worthy Matron shall immediately order a second ballot on that petition, the results of which should be declared and shall be final. (2010) (In case of a rejection, see page 5-22 in the Uniform Workbook-Pink Pages)
6. There shall be no discussion of any ballot nor shall the final ballot be delayed, suspended or postponed.
7. After the close of the ballot only the Worthy Matron, Worthy Patron, Associate Matron and Associate Patron shall see the contents of the ballot-box, which shall be destroyed at once by the Worthy Matron after declaring the result of the ballot.
8. During the progress of balloting, a member shall not be permitted to enter or leave the Chapter room, excepting the Sentinel, who shall be invited to enter for the purpose of balloting. If she or he elects to do so she or he shall be relieved of duty and shall remain in the Chapter room until the result of the ballot is announced by the Worthy Matron.

## **SECTION 217 - INITIATION**

1. Should any petitioner fail to present herself or himself for initiation or to present satisfactory excuse for such failure within six months from the date of election, the election is void and the fee forfeited.
2. A Chapter may, upon the duly authenticated request of a constituent Chapter of this Grand Jurisdiction, confer the degrees upon a candidate of the requesting Chapter and, in such case, the conferring Chapter shall have no jurisdiction over the candidate.
3. Upon a request of the Worthy Grand Matron of a foreign jurisdiction and by the direction of the Worthy Grand Matron of this Grand Jurisdiction, a Chapter may confer the degree by courtesy upon a candidate who has been elected to membership in a foreign jurisdiction which uses the Ritual prescribed by the General Grand Chapter.
4. If a Chapter in this jurisdiction desires the degrees be conferred by courtesy in a foreign jurisdiction, such request shall be made by the Chapter through the Worthy Grand Matron of this jurisdiction. The foreign jurisdiction must be one using the Ritual prescribed by the General Grand Chapter. (1982)
5. Upon the request of a Subordinate Chapter(s) and with the approval of the WGM, the Grand Officers of this jurisdiction may confer the degrees by courtesy on candidate(s) who have been elected to membership in a subordinate chapter in this jurisdiction. The degrees can be conferred at a Special Meeting or Stated Meeting as long as a legally

chartered chapter complies with the laws governing opening and closing a meeting. The home secretary for each of the candidate(s) must have their Membership Roll Book available for the new member(s) to sign after the Initiation and the WM must report at her next stated meeting, having taken part in the meeting with only the host Chapter taking minutes. [See also Section 204 - Meetings, UWBI Chapter Preparation, Section 8 Powers of the WGM, 15, Section 9 Powers of the WGP, 3.] (2023)

## **SECTION 218 - REJECTIONS**

1. An applicant declared rejected shall receive written notice forthwith from the Secretary and the fee shall be returned with the notice of rejection. [See Section 250 Article VI (5)]
2. After a rejection, a petition for affiliation may be presented at each subsequent stated meeting of the Chapter; provided that a new petition is presented as the same petition cannot be used a second time. [GGC Bylaws, Chapter VI (4)(c)] (1993)
3. The rejection of a petition for affiliation shall not affect the member's standing in the Order.

## **SECTION 219 - OBJECTIONS**

1. Any member in good standing in the Chapter being petitioned has the right to make to the Worthy Matron and Worthy Patron of a Chapter an objection to the initiation of a candidate at any time before she or he has been elected, which objection in all cases shall be verbal. (1994)
2. Any objection to initiation made by a member of the Order in good standing in this Grand Jurisdiction and not a member of the Chapter petitioned, shall be stated by the objector to the Worthy Matron and Worthy Patron and the reason therefore. The Worthy Matron shall then appoint a special secret investigating committee of three, one of whom must be a Brother. She shall then inform the Committee of the objection as stated to her, withholding the name of the objectors only. The Committee shall then investigate and ascertain to the best of its ability whether or not the objections are true. The Committee shall, after making its investigation, report the result to the Worthy Matron. If the majority report of the Committee shall be adverse, said applicant shall be rejected. If the majority report of the Committee is favorable, the petitioner shall be entitled to receive the benefit of the ballot. (2007)

3. Three or more objections to initiation made by members in good standing of the Chapter being petitioned for membership shall have the same effect as a rejection, save that it should not be reported to the Grand Secretary, as any objection may be withdrawn at any time by one or more of the objectors. If any of the objections are not renewed within six months of the initial objection, the petitioner may renew her or his petition. No reason need be assigned by the objectors: however, the Worthy Matron should ascertain that the objection be of a serious nature affecting the moral character of the candidate. The Worthy Matron shall announce that the petition has been objected to, but shall withhold the names of the objectors and the reasons. and the Worthy Matron and Worthy Patron shall preserve the objection as secret as the ballot and shall give no information regarding the objectors. (2007)

## **SECTION 220 - FEES**

1. The fees for degrees shall be fixed by the Chapter, but shall not be less than Ten Dollars (\$10). (1971)
2. A fee of Sixteen Dollars (\$16.00) must accompany all petitions for affiliations and all petitions for affiliation resulting in Plural membership, which fee shall be retained by the Chapter. [Section 128] (2022)
3. A fee of Sixteen Dollars (\$16.00) must accompany a petition for reinstatement when petitioner has been suspended for more than two years, which fee shall be retained by the Chapter. [Section 128] (2022)
4. All new members will pay Five Dollars (\$5) for the International Eastern Star Headquarters as soon as they become members of the chapter. This includes initiates, Plurals, and affiliates. The only exception is when a member is reinstated. (2014)

## **SECTION 221 - ANNUAL DUES, SUSPENSIONS, AND REINSTATEMENTS**

1. A Chapter may, by majority vote, fix the annual dues of its members, which shall not be less than the amount to be remitted to the Grand Secretary as provided in Section 202 (7, 8 & 9) and no dues shall be accepted or receipt issued for less than the full year's dues. (1991)

2. Dues for new members shall be computed from the date of initiation in case of membership by initiation, and from the date of election to membership in the case of membership by affiliation, but shall in no case be less than the amount to be remitted to Grand Chapter through the Grand Secretary as provided in Section 202 (7, 8 & 9). (2002)
3. Dues for each calendar year are due and payable in advance on the first meeting in January.
4. Any member failing to pay dues on or before the first meeting in February of the same year shall not be in good standing and shall be debarred from attending any chapter in this Grand Jurisdiction other than their own until dues are paid or remitted. Any member failing to pay same on or before December 31 of the same year is hereby declared suspended from all rights and privileges of membership until the delinquency is paid or remitted. The Worthy Matron at the first meeting in November immediately preceding the date of suspension shall instruct the Secretary to send delinquent notices, calling attention to the fact that upon December 31 suspension will take effect unless dues are paid or remitted on or before that time.
5. The Secretary shall immediately upon the suspension of any member notify such member of her or his suspension, stating the amount of delinquent dues.
6. The Worthy Matron shall cause the list of members suspended to be read at the first regular meeting following the suspensions.
7. A member suspended for non-payment of dues may be reinstated within two years from the date of suspension upon the payment to the Chapter of all dues charged against her or him upon the books of the Chapter at the time of suspension. If not so reinstated within two years' time, the suspended member must petition for reinstatement and, upon receiving a two-thirds vote of all members present, taken by uplifted hand, and payment of dues for the current year and the sum of Sixteen Dollars (\$16.00) shall be restored to full membership in the Order. No other dues shall accumulate during the period of suspension. [Section 128] (2022) No fee is collected for the International Eastern Star Headquarters. (2023)
8. If any member was dropped for non-payment of dues from a Chapter that is now defunct, she or he may obtain a demit by applying to the Grand Secretary and upon direction of the Worthy Grand Matron, a demit will be issued. (1993)
9. A Chapter may, by vote annually and if it appears necessary according to an investigation by the Relief Committee, refrain from exacting the dues of a Sister or Brother for relief purposes during the current year. In such case, Grand Chapter and Masonic and Eastern Star Home Tax shall be exacted from all members, including those members whose dues have been remitted with the exception of those members whose dues have been remitted following the recommendation of the Chapter Relief Committee by a vote of the Chapter, and are confined in a care institution. A list of those whose dues were so remitted shall be sent to the Grand Secretary in the annual report. [See Section 128(3,8,10,11)] (1996)

10. Grand Chapter dues and Masonic and Eastern Star Home tax shall be paid by the Chapter on all members of the Chapter, except those members referred to in Section 221(8). [See Section 128(11)] (1980)
11. Grand Chapter Assessments and Liability Insurance shall be paid by the Chapter on all members of a Chapter including all members whose dues have been remitted, with the exception of those members whose dues have been remitted following the recommendation of the Chapter Relief Committee by a vote of the Chapter, and are confined in a care institution. [See Section 128(11)] (1996)

## **SECTION 222 - WITHDRAWAL**

1. Demits shall be granted by direction of the Worthy Matron upon written request of the applicant read at a Stated Meeting of the Chapter provided applicant is clear on the books and no charges are preferred or pending. The membership of such petitioner shall be severed from the Chapter after the granting of a demit, and can be renewed in any Chapter only by a clear ballot upon petition for affiliation. (1981)
  - a. A member whose dues are paid to December 31 and 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.
  - b. Upon proper proof of the loss or destruction of the original, a Chapter may issue a duplicate demit. (1981)
2. When a Chapter elects to membership one whose petition was accepted for affiliation, the following shall immediately be done: (1988)
  - a. The Secretary of the Electing Chapter shall report such election to the issuing Chapter.
  - b. The Secretary of the issuing Chapter on the date of receipt of this report shall at once issue and forward a demit for the member to the Chapter having elected her or him.
  - c. The Chapter issuing the demit shall also pay the balance of the year's dues to the Chapter electing the member for affiliation, but which shall in no case be less than the amount to be remitted to the Grand Secretary as provided in Section 202 (7, 8 & 9). (1991)
  - d. For a Member holding a Life Membership in issuing Chapter, transfer of Life Membership Fee shall at once be made in accordance to Section 131(6) & 213A(8). (1991)



- e. The Secretary of the issuing Chapter shall report such action at the next Stated Meeting of the issuing Chapter. (1988)
- 3. The new membership of the petitioner shall date from the date of election to membership, provided that if such petition is not balloted upon until after the date to which the applicant's dues are paid in the issuing Chapter so that additional dues accrue therein, the applicant shall pay the current year's dues in the home Chapter before becoming a member of the new Chapter.

## **SECTION 223 - NON-AFFILIATED MEMBERS**

- 1. Non-affiliated members shall visit a Chapter at least once before petitioning said Chapter for Affiliation. A failure of such member to visit and petition some Chapter within one year from the date of her or his demit shall bar such non-affiliated member from all the rights and privileges of the Order; provided, however, that after one year from the date of her or his demit, a non-affiliated member may apply to and receive from the Worthy Grand Matron a Special Visiting Permit good for three months, granting such non-affiliated member the privilege of visiting any Chapter within this Jurisdiction for the purpose of affiliating with some Chapter. (1991)
- 2. A non-affiliated member who is physically infirm and unable to attend a chapter meeting, may petition any Chapter for membership on the basis of a committee investigation by members appointed by the Worthy Matron of said Chapter. (1988)
- 3. A non-affiliated member who has petitioned a Chapter for affiliation, but who has been rejected, must visit the Chapter again before re-petitioning. (1981)

## **SECTION 224 - VISITING**

- 1. A member of the Order shall have a right to visit any Chapter, if no member of Visited Chapter shall object thereto, by the following:
  - a. Upon presenting a current receipt for, or other written evidence of payment of dues.
  - b. Or a demit which shall be no more than one year old.
  - c. Or a demit over one year old and a Special Visiting Permit not more than three months old received upon request from the Worthy Grand Matron, and, who has been properly vouched for or has been examined singly and in secret and found worthy by a committee appointed by the Worthy Matron. (1991)

- d. Or by the Secretary of the visitor's Chapter who may vouch for that visitor without a receipt as long as the visiting Secretary can be properly vouched for. (2015)
- 2. Any member shall have the unrestricted right to object to the visit of anyone not a member of her or his Chapter; provided, that the objector must be present, must make the objection to the Worthy Matron in person, and must renew the objection each time the visitor is present.

## **SECTION 225 - SPECIAL DISPENSATIONS**

- 1. All applications to the Worthy Grand Matron for dispensations shall emanate from the Chapter at a Stated Meeting, by majority vote, and such application shall set forth fully and clearly the reasons for the request, signed by the Worthy Matron and Secretary under the seal of the Chapter, and must be accompanied by a fee of One Dollar (\$1). In case of emergency, application shall emanate from the Worthy Matron and Worthy Patron.
- 2. Special Dispensations are needed for:
  - a. To complete an election of officers following the regular May election, but before the regular installation. Section 205(3)
  - b. Election of top four officers at any time other than the first Stated Meeting in May. (See Section 205, Paragraphs 3 and 6.) (1998)
  - c. Installation "out of time." Section 206(2)
  - d. Move Chapter Charter
    - i. Only one meeting - Section 203(1)
    - ii. Permanent change of meeting place (emergency). Section 203(2)
    - iii. Formation of a new Chapter. Section 107(3) & 133(1 & 7) (1995)
  - e. Missed Stated Meeting General Business Make Up (2016)
- 3. Special Dispensations are not needed for a:
  - a. Special meeting called for initiation unless charter is moved.
  - b. Special meeting called for School of Instruction upon request of Instructing Officer.
  - c. Special meeting called for visitation of Worthy Grand Matron. (1995)
  - d. Single open meeting where larger quarters are needed for receptions or anniversary observances or installations. (See Section 203.1) (2012)
  - e. Special Election of elective offices other than the top four after the regular installation of Officers. (See Section 205.7) (2010)

## SECTION 226 - CONSOLIDATION OF CHAPTERS

1. Prior to beginning consolidation, the Chapter seeking consolidation (hereafter referred to as Chapter #1) shall notify all members by mail, e-mail, phone or text prior to a specific meeting to discuss the possibility of consolidation. This discussion is the first step of the actual consolidation process. The Worthy Grand Matron and Grand Secretary shall each be notified and include the name of the Chapter with which they voted to consolidate, (hereafter referred to as Chapter #2). Chapter #1 will send a letter to Chapter #2 advising of their wish to consolidate. The Grand Secretary will send the Resolution to Consolidate to Chapter #1.(2022)
2. All assets of Chapter #1 will be frozen, except for such bills directly related to the essential finances of the chapter. (2022)
3. The Worthy Grand Matron will appoint a Past Grand Matron, Past Grand Patron, or other qualified member of the Grand Chapter to act as an advisor. (2022)
4. A discussion and vote of Chapter #2 is held upon receipt of the written request from Chapter #1. The secretary of Chapter #2 will notify the Worthy Grand Matron, the Grand Secretary, Appointed Advisor, and the secretary of Chapter #1 of their vote. If the vote is affirmative, the Grand Secretary will send the Resolution to Consolidate form to Chapter #2, which will be read at the next Stated Meeting and voted upon.(2022)
5. All votes will be by written ballot and require 2/3 affirmative for passage.(2022)
6. If both Chapters vote favorably for consolidation, they are now one Chapter (which will now be known by the name and number of Chapter #2). Both Chapters #1 and #2 will notify the Worthy Grand Matron and Grand Secretary and send the complete Resolution to consolidate forms which have been dated and marked with the seal of the Chapters. (2022)
7. The consolidation is considered final when the Resolution to Consolidate forms have been filed at the Grand Chapter office and signed and sealed by the Worthy Grand Matron. (2022)
8. All funds, property and paraphernalia are consolidated and now belong to Chapter #2, which then decides on its use or storage.
9. The extra copies of the Secret Work from Chapter #1 must be returned to the Grand Secretary who then completes the Consolidation Finalization Report. The Grand Secretary sends this form to the assisting PGM, PGP or Appointed Advisor for signature. (2022)
10. No changes are made to Chapter #2 to disrupt its yearly program (Chapter name, officers elected, time and place for stated meetings, or bylaws adopted and approved) until the next regular election.

11. A new charter will be needed ONLY if the name or number of Chapter #2 is changed.  
 Members of Chapter #1 will NOT sign the Bylaws of Chapter #2. The Membership Roll Book (Bylaws) of Chapter #1 will be preserved by Chapter #2.

# RESOLUTION TO CONSOLIDATE:

Resolution Proposing The Consolidation of

\_\_\_\_\_ Chapter No. \_\_\_\_

Order of The Eastern Star and

\_\_\_\_\_ Chapter No. \_\_\_\_

Order of the Eastern Star.

Whereas, \_\_\_\_\_ Chapter No. \_\_\_\_

and

\_\_\_\_\_ Chapter No. \_\_\_\_ indicate a desire to further the work of the Order of The Eastern Star by Consolidation of their respective Chapters:

And

Whereas each Chapter has complied with the requirements of Section 226 Consolidation of Chapters, of the Constitution and Bylaws of the Grand Chapter of Oregon of The Order of the Eastern Star;

And Whereas, this resolution has been properly read and approved;

Then be it resolved that the Proposing Chapter \_\_\_\_\_ Chapter, No.

and the Receiving Chapter, \_\_\_\_\_ Chapter, No. \_\_\_\_

Order of The Eastern Star of Oregon, shall be consolidated and known by the name of the Receiving Chapter \_\_\_\_\_ Chapter No. \_\_\_\_ Order of the Eastern Star of Oregon. (1991)

\_\_\_\_\_  
Date of 1st reading

\_\_\_\_\_  
Date of 2nd reading  
(2/3rds vote required to adopt)

\_\_\_\_\_  
Approved or Rejected

SEAL

Signature of Worthy Matron

Signature of Secretary  
(1998)

## SECTION 227 - DISSOLUTION OF CHAPTERS

1. The Grand Chapter Secretary and the Worthy Grand Matron shall be officially informed, by letter, by the Chapter considering dissolution prior to any further action beyond initial discussion of dissolution. The Chapter shall consider its assets frozen, except for paying such bills directly related to the ongoing functions of the Chapter (i.e. rent, utilities, honorariums, designated philanthropic donations from individual members, Life Memberships purchased by individual members, Grand Chapter per capita, dues and assessments, etc.) The Worthy Grand Matron shall appoint a Past Grand Matron or Past Grand Patron to act as an advisor through the dissolution process. A Chapter may be dissolved by: (2008)
  - a. Voluntary surrender of its charter.
  - b. Annulment of its charter by the Grand Chapter.
2. The charter of a Chapter may be surrendered upon a majority vote if the proposition be presented at a Stated Meeting thereof and voted upon at a second Stated Meeting one month later, of which all the members shall have ten days written notice; but no charter shall be surrendered, even if a majority favor dissolution, as long as eighteen members of the Chapter desire to continue.
3. Upon approval of the Grand Chapter of the surrender or annulment of the charter or dispensation of any Chapter, the Grand Secretary shall issue demits and/or Certificates of Good Standing to all members of said Chapter against whom no charges are pending and who are in good standing. If any member was dropped for non- payment of dues before the Chapter was declared defunct, she or he may obtain a demit by applying to the Grand Secretary and upon direction of the Worthy Grand Matron, a demit will be issued. (1993)
4. The Chapter surrendering its charter shall see that those members who are physically infirm and are in good standing shall be affiliated with another legally constituted Chapter, in this Grand Jurisdiction prior to dissolution of said Chapter. (1988)
5. All properties and funds shall be surrendered to the Grand Chapter General Fund upon dissolution of said Chapter, with the exception of funds and entitled interest from Life Membership/Memorial Life Membership funds of deceased or non- transferred demitted members. Such funds will remain in the Life Membership/Memorial Life Membership fund. (1992)
6. A Life Member shall have a 90-day grace period from expiration date of demit to authorize transfer of Life Membership Funds. (1991)

## **SECTION 228 - SUSPENSIONS, ARRESTS AND ANNULMENTS**

1. The Charter of a Chapter may be suspended, arrested or annulled for:
  - a. Disobedience of any provision of the Constitution, Bylaws, rules and regulations of the Grand Chapter.
  - b. Disregard for the lawful authority of the Worthy Grand Matron.
  - c. Violation or neglect of the generally recognized usages of the Order.
  - d. Failure to meet during a period of six consecutive months.
  - e. Failure to make its returns or pay its dues to the Grand Chapter for two consecutive years.
2. Upon annulment of the charter of a Chapter, it shall be the duty of the last Worthy Matron, Secretary and Treasurer thereof to surrender to the Worthy Grand Matron the charter and all property and funds belonging to said Chapter within two months from the time of annulment. If the Chapter shall make any other disposition of said effects than as herein designated, the members responsible for such disposition shall be liable to discipline for violating the laws and regulations of the Grand Chapter.
3. If at any time it shall be found necessary to suspend or annul the charter of a Chapter for irregular conduct, the members implicated shall be subject to discipline by the Worthy Grand Matron.
4. Should a Chapter fail to meet for six consecutive months the next nearest Chapter or Chapters, upon giving notice in writing to the Worthy Grand Matron of their intention, may exercise jurisdiction over the territory and act upon petitions therefrom, unless cause for the cessation shall be presented to and deemed satisfactory by the Grand Chapter or Worthy Grand Matron. Any incomplete act of a Chapter which has ceased to exist shall be completed by the Chapter acquiring jurisdiction.
5. A charter annulled by the Grand Chapter shall be erased from the register and its number shall not again be used unless the charter is restored by the Grand Chapter.

## **SECTION 229 - GRAND HONORS**

Grand Honors are given to Worthy Grand Matrons, Worthy Grand Patrons, Past Grand Matrons, and Past Grand Patrons, to Grand Representatives at Grand Chapter Sessions, to the Worthy Matron and Worthy Patron at the time of their installation, and to the Associate Grand Matron and/or the Associate Grand Patron when performing the official duties of the Worthy Grand Matron and/or the Worthy Grand Patron. Recipients of 50 year or longer pins, may be presented West of the Altar, escorted to the East, presented their 50 year or more pin, and given Grand Honors only at the time of the presentation of their pin. Only those who are entitled to be presented West of the Altar and escorted through the Labyrinth to the East are to be given the Grand Honors. (2013)

## **SECTION 230 – HONORARY MEMBERSHIP**

Any Chapter shall have the right to elect to give an Honorary Membership to any well known Sister or Brother who is not a member of the chapter by unanimous vote of the members present and voting.

## **SECTION 231 - INTERNATIONAL EASTERN STAR HEADQUARTERS AND INTERNATIONAL HEADQUARTERS FUND (2012)**

1. The International Eastern Star Headquarters is the headquarters for the Grand Chapter, Order of the Eastern Star. It is a historical building in Washington D.C., owned and maintained by the membership and serves not only as the headquarters of the General Grand Chapter, but also the residence and office of the Right Worthy Grand Secretary. The building is open to members and the public for visits and tours at times and days specified by the General Grand Chapter Bylaws, Chapter II, 15, and posted on the General Grand Chapter website.
2. The General Grand Chapter requires that Subordinate Grand Chapters annually remit to the General Grand Chapter the sum of Five Dollars (\$5) for each new chapter member. This money is used to assist in the ongoing maintenance of the International Eastern Star Headquarters. To meet this General Grand Chapter obligation, all new members of an Oregon chapter will pay Five dollars (\$5) into the International Headquarters Fund as soon as they become members of the chapter. This includes new initiates, Plural memberships, and affiliations. The only exception is when a member is reinstated. Section 220 (4). (2014)

**PART FOUR**

**BYLAWS TO BE ADOPTED  
BY ALL SUBORDINATE CHAPTERS**

**June 2023 Edition**



## SECTION 250 - BYLAWS TO BE ADOPTED BY ALL SUBORDINATE CHAPTERS

\_\_\_\_\_ Chapter No. \_\_\_\_\_  
 ORDER OF THE EASTERN STAR OF OREGON  
 BYLAWS  
 Meeting \_\_\_\_\_ Hall \_\_\_\_\_  
*City or Town*  
 Institution Date \_\_\_\_\_

### Article I. Order of Business

1. Opening Ceremonies.
2. Flag Ceremony.
3. Escort.
4. Reading Minutes.
5. Visiting and Cheer.
6. Unfinished Business.
7. Receiving Bills.
8. Reports of Investigating Committees.
9. Balloting.
10. Conferring Degrees.
11. Receiving Petitions.
12. Reading Communications.
13. New Business.
14. Reports of Standing Committees.
15. Good of the Order.
16. Financial Statement.
17. Draping the Altar.
18. Closing Ceremonies.

### Article II. Title

The name of this Chapter shall be \_\_\_\_\_ Chapter No. \_\_\_\_\_, Order of the Eastern Star of Oregon.

### Article III. Meetings

1. The Meetings of this Chapter shall be either Stated or Special.
2. Stated Meetings shall be held on the \_\_\_\_\_ of each month, except during \_\_\_\_\_. A Stated Meeting falling upon a legal holiday may be omitted upon vote of the Chapter at a preceding meeting. (1995)
3. Special Meetings shall be called at the discretion of the Worthy Matron by giving written notice thereof to resident members, or by announcement in open Stated Meeting which shall be recorded in the minutes. All business to be transacted shall be stated in the call. In case of the absence or disability of the Worthy Matron, the meeting may be ordered by the Associate Matron, Worthy Patron or Associate Patron in order of rank.
4. Stated or Special Meetings, except funeral ceremonies, shall not be held on Monday through Friday of the week in which the Annual Session of Grand Chapter convenes. OPEN INSTALLATION may be held following the close of Grand Chapter. (1977)
5. The hour of Stated Meeting shall be \_\_\_\_\_ a.m./p.m. on the \_\_\_\_\_ of each the month except as stated in paragraph 2 above. All Meetings will be held at \_\_\_\_\_ Hall, \_\_\_\_\_ (city or town) (1995)
6. Opening: The Chapter to be regularly opened shall require the presence of:
  - a. The Charter or Dispensation.
  - b. The Holy Bible upon the Altar.
  - c. One of the four highest officers, and
  - d. Six other members of the Chapter.
7. Work, Business, Etc. All business of the Chapter must originate at a Stated Meeting, except funeral ceremonies. The degrees may be conferred at a Special Meeting provided the candidate has been duly elected at a Stated Meeting.
8. 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.
9. The Worthy Matron may call a special meeting without dispensation in order to do exemplification of initiation. (2015)
10. A quorum of officers and members is required for all stated meetings, special meetings, “Missed Stated General Business Make Up” meetings, and for both open and closed installations. A quorum consists of a minimum of seven members including one of the first four officers. When only a quorum is present, the offices most essential to be filled and are required for the transaction of business are Worthy Matron, Associate Matron, Secretary, Conductress, Chaplain, Warder, and Sentinel. (UWB-Chapter Preparation) (2016)

### **Article IV. Fees, Dues and Contributions**

1. The initiation fee for membership in this Chapter shall be \$\_\_\_\_\_ which amount shall accompany the petition.
2. A fee of Five Dollars (\$5.00) for the International Eastern Star Headquarters Fund must accompany all petitions for degrees, all petitions for affiliation resulting in Plural membership and affiliation from out-of-state members. (2014)
3. A fee of Sixteen Dollars (\$16.00) must accompany all petitions for affiliation or all petitions for affiliation resulting in Plural membership, and petitions for reinstatement when petitioner has been suspended for more than two years, which fee shall be retained by the Chapter. [Section 128] (2022)
4. The dues of each member shall be \$\_\_\_\_\_ per annum payable on or before the first meeting in January.
5. All money received from any other sources shall be turned over to the Secretary forthwith.
6. The purchase price [Sec. 131-2] for Life Memberships and Memorial Life Memberships shall be as follows:

Age 18-35 inclusive \_\_\_\_\_

Age 36-50 inclusive \_\_\_\_\_

Age 51 and over \_\_\_\_\_

and an additional fee of not less than \$2.50 to defray the cost of preparing and issuing a life membership certificate by the Grand Chapter.

Memorial Life Membership (Minimum) \$25

Additions to previously purchased Life Membership (Minimum) \$25

No fee will be charged or certificate issued for a memorial life membership, additions to previously purchased life membership and previously purchased memorial life memberships.

7. General Grand Chapter per capita. (2016) \$2.00

### **Article V. Officers**

1. This Chapter shall elect by separate and majority ballot for a term of one year at the first Stated Meeting in May the following elected officers:

Worthy Matron

Secretary

Worthy Patron

Treasurer

Associate Matron

Conductress

Associate Patron

Associate Conductress

It is not legal to elect officers by acclamation (voice vote) in Subordinate Chapters. (1991)

2. The Worthy Matron shall appoint a sufficient number of tellers. The members shall vote by separate ballot (except when there is only one candidate for office) counted by the tellers and the result declared by the Worthy Matron or by her order.
3. The Chaplain, Marshal, Organist, Adah, Ruth, Esther, Martha, Electa, Warder and Sentinel shall be appointed by the Worthy Matron-elect.

#### **Article VI. Duties of Officers**

1. The Worthy Matron shall preside at the meetings of the Chapter except when the degrees are being conferred. She may call upon the Worthy Patron to preside at any time. (2015)  
The Worthy Matron shall see that one exemplification of initiation is held during her term of office which may be done at School of Instruction. (2008) Initiation of candidates can be substituted (Section 209.9) (2015)
2. The Worthy Patron shall preside during the ceremony of initiation and when requested to do so by the Worthy Matron.
3. The Worthy Patron shall report the Masonic standing of each brother of the chapter not later than the first meeting in March.
4. The Associate Matron shall perform the duties appertaining to her office and in the absence of the Worthy Matron assume her position, prerogatives and duties.
5. The Associate Patron shall perform the duties appertaining to his office, and in the absence of the Worthy Patron assume his duties and position.
6. The Secretary shall record the proceedings of the Chapter; collect and receive all money due the Chapter, and pay the same to the Treasurer immediately after the close of the meeting, taking her receipt therefor; keep a correct account between the Chapter and its members; issue all notices for Stated and Special Meetings by order of the Worthy Matron, and perform such other duties as the Ritual, Bylaws of the Grand Chapter, and Bylaws of this Subordinate Chapter provide. [See Section 211]
7. The Treasurer shall receive all money from the Secretary immediately after the close of the meeting, keep a just and regular account thereof, and pay out the same by direction of the Worthy Matron and consent of the Chapter.
8. The Conductress, Associate Conductress, Chaplain, Marshal, Organist, Adah, Ruth, Esther, Martha, Electa, Warder and Sentinel shall perform their duties as provided in the Ritual.

## **Article VII. Standing Committees**

1. **RELIEF COMMITTEE** The Worthy Matron, at the time of her installation, or at the first Stated Meeting after her installation, shall appoint a Relief Committee of three members whose duty it shall be to investigate all matters of relief and report to the Worthy Matron. If the case is one requiring relief, the Worthy Matron may draw on the Treasurer for an amount not exceeding \$\_\_\_\_\_ in any one case, and the order so drawn shall be a sufficient voucher to the Treasurer to pay same.
2. **FINANCE COMMITTEE** The Worthy Matron in office at the time these Bylaws are adopted by the Chapter shall appoint a Finance Committee of three members whose terms shall be as follows:
  - a. Members of the present Committee, whose term of office does not expire, shall continue on the Committee (in accordance with Section 209, Subdivision 2, of Bylaws pertaining to Subordinate Chapters). Each Worthy Matron at the time of her installation or at the first Stated Meeting thereafter shall appoint one member. The member whose term of office next expires shall be Chairman.
  - b. The Committee shall examine and pass upon all bills presented to the Chapter and report on the same in the order of business. It must examine annually the books, vouchers, and accounts of the Secretary and Treasurer and report thereon, with a statement in detail of the financial condition of the Chapter at the first Stated Meeting in September. (2018).
3. **BUDGET COMMITTEE** [A Chapter desiring a budget may assign those duties to the Finance Committee, or the Worthy Matron may, at the time of her installation, or at the first Stated Meeting after her installation, appoint a committee of three, the term of office to expire in accordance with the Bylaws pertaining to Subordinate Chapters. Each Worthy Matron at the time of her installation or at the first Stated Meeting thereafter shall appoint one member. The member whose term of office next expires shall be Chairman.]
4. **INSTRUCTION COMMITTEE** The Worthy Matron, at the time of her installation, or at the first Stated Meeting after her installation, shall appoint a committee consisting of two Past Matrons and one Past Patron whose duty it shall be to instruct members, during a stated meeting at least twice a year, in that part of the work of the Order that is required in an examination to visit a Chapter, including the obligation and all signs and passes. Following initiation, the Committee shall instruct new members in the "mysteries and aims" of the Order, how to pass an examination to visit another Chapter, as well as other necessary information, then report back to Chapter that this was accomplished. (1993)

### **Article VIII. Outside Organizations**

This Chapter shall not sponsor any outside organization that has not first received the approval of the Grand Chapter at an annual Grand Chapter Session or the current Worthy Grand Matron.  
[See Section 203(12,13)] (2008)

### **Article IX. Constitution and Usages**

The Constitution and Bylaws of the Grand Chapter, Order of the Eastern State of Oregon, shall govern this Chapter. They shall be referred to in all cases that are not defined by these Bylaws. Should any question arise, the decision of the Worthy Matron shall govern. Every member shall be allowed an appeal to the Grand Chapter or Worthy Grand Matron, but the decision of the Worthy Matron shall be held valid, and her will executed until the Grand Chapter or Worthy Grand Matron shall decide upon appeal.

### **Article X. Rules of Order**

1. No question shall be stated unless moved and seconded, and shall not be open for consideration until stated by the Worthy Matron. When a question is before the Chapter, no motion shall be received unless to lay on the table, to postpone, to commit, or to amend, which several motions shall have precedence in the order in which they are arranged, and the first one shall be decided without debate.
2. When a question has been postponed, it shall not again be called up until some business has been transacted. (1995)
3. Any member may call for a division of a question into parts when the same will admit it.
4. After a question has been decided, any member who voted with the prevailing side may move its reconsideration at the same or next succeeding meeting. No discussion of the main question shall be allowed on such motion. A second motion to reconsider shall not be entertained.
5. All questions shall be determined by a majority vote, unless provision is made otherwise.
6. No member shall speak more than twice on the same question, or more than once until every other member wishing to speak has spoken.
7. When a member intends to speak, she or he shall arise, address the presiding officer, confine herself or himself to the question, and avoid all personalities. Should more than one arise at the same time, the presiding officer shall decide who has the floor.

8. If a member is called to order while speaking, she or he shall take her or his seat until the question of order is decided.
9. The Worthy Matron may speak to points of order, or on any question in preference to others, and she shall decide all questions of order.
10. No motion or proposition, on a subject different from that under consideration, shall be admitted under color of an amendment.
11. After a motion or resolution has been stated to the Chapter, it may be withdrawn, before a decision or amendment, by consent of the Chapter. Any amendment to a motion or resolution under consideration must be accepted by the Chapter before it shall be substituted for, or embodied in the original motion.
12. The "irregularities" in the Worthy Grand Matron's report are to be read at the first Stated Meeting after receipt from the Grand Secretary.

#### **Article XI. Draping the Altar.**

[The draping of the Altar is an order of business and the Altar must be draped at the first meeting following the death of a member unless provided otherwise in the Bylaws. (Reference - Uniform Workbook and Digest of Jurisprudence under "Draping the Altar.") (1994)]

#### **Article XII. Amendments**

The Bylaws of this Chapter may be amended in the following manner only:

1. All proposed Amendments initiated by this Chapter shall be presented in writing at a Stated Meeting and shall be placed in the hands of the Secretary and the Presiding Officer to be read at the first Chapter meeting after its receipt. Any such proposed amendment shall then lie over until the next Stated Meeting at which time it shall again be read and voted upon. If two-thirds of the members voting are favorable, it shall be declared adopted and shall be referred to the Worthy Grand Matron on the proper form, in triplicate, for her approval. Said Amendment to the Bylaws shall go into effect on the date of her approval. (2008) All amendments to Section 250, Chapter Bylaws, adopted by Grand Chapter shall be read and adopted by this Chapter at the first Stated Meeting after receipt thereof from the Grand Secretary; the amendment shall be immediately incorporated into this Chapter's Bylaws. [Report of adoption shall be as provided in Section 202(5).] (2017)

## **SECTION 251 - AMENDMENTS TO BYLAWS RELATIVE TO GRAND CHAPTER AND RELATIVE TO SUBORDINATE CHAPTERS**

1. All proposed amendments must be submitted in writing and signed by at least two Subordinate Chapters over the seal of the Chapters, or by the Revision of Constitution and Bylaws Committee. Proposed amendments shall set forth the section or subdivision to be revised or amended in full length, in writing, in its present form and as amended, and when proposed by Subordinate Chapters should be forwarded through the Grand Secretary on or before January 15. Immediately upon receipt, the proposal shall be dated and be sent to the Jurisprudence Committee for examination as to proper form [reference Section 13.4]. If a proposal is not in proper form when received, it will be returned to the proponent with suggestions from the Jurisprudence Committee for corrections as to form. The Jurisprudence committee will make any suggested changes for proper form within 30 days after receipt and the proponents shall have thirty (30) days to resubmit to the Jurisprudence Committee the corrected legislation. If the proponent has not resubmitted within thirty (30) days it shall be deemed submitted as originally proposed and could be declared out of order at the Session. All proposed amendments found to be in proper form by the Jurisprudence Committee shall be placed in the hands of the Grand Secretary at least sixty (60) days previous to the Annual Session of Grand Chapter. (2012)
2. At least thirty (30) days before the Annual Session of Grand Chapter, one printed copy, or electronic copy, of all proposed amendments shall be sent to all Subordinate Chapters to be copied for the members as needed and one copy shall be sent to the Webmaster to be published on the website. (2018)
3. Any proposed Bylaw amendments, after discussion and upon a two-thirds affirmative of the votes cast, shall henceforth be part of these Bylaws. These proposed Bylaws are separate from any proposed amendments to the Constitution. (1998)



## SECTION 252 - STANDING RULES

Standing Rules may be drawn up as follows:

1. Standing rules may include items not pertinent to the Bylaws of a Chapter, such as: amounts allowed for gifts, refreshments, installation, ode cards, and members' expense to Grand Chapter and decorations.
2. All proposed standing rules initiated by a Chapter shall be presented in writing at a Stated Communication and shall be placed in the hands of the Secretary. Any such proposed standing rules shall lie over until the next Stated Communication at which time it shall again be read and voted upon. If two-thirds of the members voting are favorable, it shall be declared adopted.
3. Standing rules need not be referred to the Worthy Grand Matron. (1985) (2012)

### BLANK FORM OF MINUTES

To be used by Subordinate Chapters.

\_\_\_\_\_ Evening \_\_\_\_\_

Opening. At a \_\_\_\_\_ Meeting of \_\_\_\_\_ Chapter, No. \_\_\_\_\_, Order of the Eastern Star, held on the above date, at \_\_\_\_\_, Oregon, there were present:

_____ Worthy Matron	_____ Marshal
_____ Worthy Patron	_____ Organist
_____ Associate Matron	_____ Adah
_____ Associate Patron	_____ Ruth
_____ Secretary	_____ Esther
_____ Treasurer	_____ Martha
_____ Conductress	_____ Electa
_____ Associate Conductress	_____ Warder
_____ Chaplain	_____ Sentinel

and other members and visiting Sisters and Brothers.

The Chapter Opened in Due Form.

Order of Business

Opening Ceremonies.  
 Flag Ceremony.  
 Escort.  
 Reading Minutes.  
 Visiting and Cheer.  
 Unfinished Business.  
 Receiving Bills.  
 Reports of Investigating Committees.  
 Balloting.  
 Conferring Degrees.  
 Receiving Petitions.  
 Reading Communications.  
 New Business.  
 Reports of Standing Committees.  
 Good of the Order.  
 Financial Statement.  
 Draping the Altar.  
 Closing Ceremonies.

Financial Statement

Cash on Hand Last Meeting  
 Receipts of the Evening  
     Fees  
     Dues  
     Other  
     Total \_\_\_\_\_  
 Less Warrants No \_\_\_\_\_ to No.  
  
 Balance on hand this date

Closing - The Chapter was now closed in due form.

Approved: \_\_\_\_\_ (/s/Worthy Matron)

Attest: \_\_\_\_\_ (/s/Secretary)

Received the Above \$ \_\_\_\_\_ (/s/Treasurer)

**The Grand Chapter of Oregon  
Order of the Eastern Star  
UNIFORM WORKBOOK  
OF INSTRUCTIONS**

**AS PREPARED AND REVISED  
FOR THE USE OF  
SUBORDINATE CHAPTERS**

**Revised 2018 Grand Chapter Session**

**Printed 2023**

**SOVEREIGNTY**

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

## KEY TO ABBREVIATIONS

W.M. denotes WORTHY MATRON

W.P. denotes WORTHY

A.M. denotes ASSOCIATE MATRON

A.P. denotes ASSOCIATE PATRON

Sec. denotes SECRETARY

Treas. denotes TREASURER

C. denotes CONDUCTRESS

A.C. denotes ASSOCIATE CONDUCTRESS

Chap. denotes CHAPLAIN

M. denotes MARSHAL

Or. denotes ORGANIST

A. denotes ADAH

Ru denotes RUTH

Es. denotes ESTHER

Mar. denotes MARTHA

El. denotes ELECTA

W. denotes WARDER

S. denotes SENTINEL

## PRONUNCIATION ACCORDING TO WEBSTER'S MERRIAM DICTIONARY

Address: a:dres'	Orpah: or'pa
Ammon: am' on	Pagan: pa'gan
Associate: a:so'shi:at	Patron: pa'trun
Bad: bad	Promulgating: pro-mul'gat ing
Baton: ba'ton'	Saith: seth
Beneficent: be – nef'i:sent	Secretary: sek're-t ri
Boaz: bo'az	Sword: sord
Cabalistic: kab' a:lis'tik	Toward: to'erd; tord
Chaos; ka'os	Traversed: trav'erst;
Column: kol' um	Vashti: vash'ti
Culms: kulms	
Dais: da' is	
Discharge: dis-charj'	
Discipline: dis' i – plin	
Discretion: dis kresh'en	
Edict: e' dikt	
Effulgent: I ful'jent	
Elimelech: e:lim' e – lek	
Emperor: em'per – er	
Era: e'ra; er'a	
Escort: es-kort'(v) es'kort (n)	
Fidelity: fi-del'i-ti	
Filial: fil' i-al; fil'yal	
Heroic: he – ro' ik	
Heroine: her' o-in	
Illustrated: il'us	
Inquiry: in-kwir'I; in'k wi-ri	
Installation: in'sto	
Inviolate: in-vi'o-lat	
Jephthah: jef' tha	
Maintenance: man'te	
Matron: ma'trun	
Mizpah: mizpe	
Moab: mo'ab	
Naomi: na' o-mi; na-o'mi	
National: nash'un al	

## **Order of Business**

1. Opening Ceremonies.
2. Flag Ceremony.
3. Escort.
4. Reading Minutes.
5. Visiting and Cheer.
6. Unfinished Business.
7. Receiving Bills.
8. Reports of Investigating Committees.
9. Balloting.
10. Conferring Degrees.
11. Receiving Petitions.
12. Reading Communications.
13. New Business.
14. Reports of Standing Committees.
  - a. Finance Committee
  - b. Budget Committee
  - c. Relief Committee
  - d. Instruction Committee
15. Good of the Order.
16. Financial Statement.
17. Draping the Altar.
18. Closing Ceremonies.

## UNIFORM WORKBOOK OF INSTRUCTIONS

### GRAND CHAPTER, ORDER OF THE EASTERN STAR

### STATE OF OREGON

Section 105A (2) “All ritualistic work and ceremonies shall be performed in accordance with the Ritual and the Uniform Workbook of Instructions for Subordinate Chapters as adopted by the Grand Chapter from time to time. As to matters not provided for in the Ritual, the directions noted in the Uniform Workbook of Instructions shall control.” [“Decisions of Worthy Grand Matrons and Jurisprudence Committees” (Digest of Jurisprudence) may be referenced for information purposes.] (2005)

Section 105A (3) “Special rules, information and suggestions adopted by the Grand Chapter from time to time for the conduct of the business of Subordinate Chapters shall be compiled and contained in the Uniform Workbook of Instruction.”

### CHAPTER PREPARATION

Vacancies in stations should be filled by the Worthy Matron before opening Chapter and all officers must wear the appropriate jewel.

When there are not enough members to fill all offices, but a quorum is present, the following must be filled: Worthy Matron, Associate Matron, Secretary, Conductress, Chaplain, Warder and Sentinel. If both the WM and AM are absent, it is the duty of the Worthy Patron to appoint a Sister to fill each of these stations, choosing a Past Matron if possible. (Reference “Quorum”- Ritual, page 164) (2019) Every officer of a Chapter, wearing the appropriate jewel, should be in her/his proper station during the ceremony of Opening and Closing Chapter. The Sentinel notes if all the officers are present before the Opening of the Chapter; informs the Worthy Matron if any are absent so the Worthy Matron may fill the vacancy. The Worthy Matron has the right to ask ANY member to fill another office pro tem. Members of the presiding Chapter should be asked first. When necessary, the record should show the regular officer present when acting protem in another station. It is permissible to invite guest officers to preside during initiatory work or to perform any ceremony appropriate to the work of the Order.

Promptly at the hour specified in the Bylaws of the Chapter, the Worthy Patron, Associate Patron, Associate Conductress and the Organist assume their stations. The Worthy Patron ascends the dais in the East and sounds the gavel. The Ritualistic Opening of the Chapter begins at this time.

NOTE: If a program precedes a Chapter meeting, it must be concluded at the stated hour.

## **PARAPHERNALIA**

(Reference Ritual pages 166-167)

The Chapter room should be furnished as described in Ritual with Star Point chairs facing East. The floor plan is a Star (not a Square). No other chairs may be placed within the Labyrinth or by the Star Point chairs. The ballot box should be placed, in the East, North of the podium with the drawer facing West and the opening facing East. The Bible, the Charter and all Emblems must be in proper position in the Chapter room before the Worthy Patron strikes the gavel. The Associate Matron sees that the Conductress and the Associate Conductress have all the paraphernalia in proper place. The Register is the responsibility of the Sentinel. She/He sees that each member or visitor signs the Register individually.

## **STAR POINT EMBLEMS**

(Reference Ritual, page 166)

**THE SWORD**, properly draped with veil, should be placed with the point toward the Altar, (veil drapes over pedestal toward the East).

**THE SHEAF** should be placed with the grain part away from the Altar, or upright, according to the type of sheaf.

**THE CROWN AND SCEPTER** united is placed on the center of pedestal with center of the crown facing East, the scepter under and over the crown, with scepter's head on top, pointing northeast (toward the Treasurer's station).

**THE BROKEN COLUMN** is placed on the center of the pedestal with the slanted part toward the Altar.

**THE CUP** is placed on the center of the pedestal.

## **ENTRANCE MARCH**

(Reference Ritual, pages 23-24; UWB Diagrams No. 1 and 2)

The entrance march may be as elaborate as desired, but must end as per Ritual. All officers are inside the Labyrinth (inside the chairs).

The Diagrams show the proper place of officers' stations and positions in the line of march. When assuming stations, officers keep straight lines, turn square corners and keep equal distances apart. Remember that unity of movement is an essential part of the beauty in any march or floor work.



The line of march is half way between the Associate Matron's station and Esther's station in the West; half way between Electa and Chaplain's station in the East; half way between Ruth and the Conductress in the South; half way between Martha and the Associate Conductress in the North.

The Hollow Square is formed inside the Labyrinth. Following the instruction of the Worthy Patron to the Conductress to escort the Worthy Matron to the East, the Conductress advances to the East marching line, turns right to the South marching line. she proceeds West, then North, following the proper marching line. she leaves the West marching line, approaches the Worthy Matron, who turns to face her. After bowing, the Conductress offers her right arm to the Worthy Matron. They return to and proceed on the West marching line, turn and continue on the North marching line to the East. (2005)

The Conductress returns to her position at the head of the South line, squaring corner. Upon reaching the head of the South line, she turns North toward the Altar, then faces East.

The Worthy Patron steps down to the floor on the north side of the pedestal; assists the Worthy Matron to her station and presents her with the gavel. The Associate Patron steps down to the floor, and assists the Associate Matron to her station.

Officers step forward with the left foot in accordance with the music.

In assuming stations, Adah and Electa walk directly behind their chairs and step forward into position beside their chairs. Ruth, Esther and Martha walk directly in front of their chairs, and step back into position beside their chairs.

The Worthy Matron assumes or leaves her station on the North side of the pedestal; the Associate Matron on the South side of the pedestal; and the Conductress and the Associate Conductress on the East of their respective pedestals.

### **PROVING MEMBERSHIP**

(Reference Ritual, pages 26-27)

The Associate Matron sees that the Conductress and Associate Conductress, prior to the opening of the Chapter, have verified that all members and visitors are holding current, signed dues receipts. The prescribed form per ritual is to be followed.

If a “member” without a receipt, the Conductress or Associate Conductress must ask the host Secretary if she can vouch for the member. If a “visitor” without a receipt, the Conductress or Associate Conductress informs the Worthy Matron who appoints an Examining Committee to investigate the visitor. Note: “Member”, “Visitor”, and “Member of the Order” are defined as follows:

- Member: a member of the host Chapter
- Visitor: a visitor visiting the host Chapter
- Member of the Order: may be either a member or visitor (2015)

The Associate Matron should rise and remain standing during the proving of the Chapter. (1998)

When the Associate Matron directs the Conductresses to prove the Chapter, these officers rise, (when addressed) and remain standing until the Associate Matron has finished speaking; then, keeping opposite each other, they march directly to the East. The Conductresses carry their receipts in the right hand (at their side) until turning Southeast/Northeast corners. When turning to face each other, they hold receipts open with both hands at waist level, thumbs on top edge, fingers on bottom edge. When in front of the East, they bow to each other; face East and bow; return on South/North marching line; proceed West, examining all receipts, while working independently.

The Conductresses must ask all members and visitors with whom they have not personally sat in Chapter, to stand and be vouched for individually. When the Conductress/Associate Conductress comes to a person not known to be a member, she says, "Please rise." She then addresses the Associate Matron and reports there is a visitor, or member, in the South/North, for whom she cannot vouch, or a member without a receipt.

All visitors not known to be members of the Order by the Conductresses, must be reported.

The Conductresses ask the visitor to stand before reporting to the Associate Matron.

A member can vouch for a visitor in the Chapter Room only by having sat in Chapter with the visitor or by having examined the visitor with the committee appointed for that purpose. The Secretary of the member’s Chapter is the only one who may vouch for a member without a receipt.

When membership has been proved, Conductresses drop receipts to side and wait for each other on the West marching line. When both are through, they approach each other in front of the Associate Matron and Associate Patron's stations on the West marching line and the Associate Conductress gives her report to the Conductress. After she reports, they both turn toward the Associate Matron and the Conductress gives her report to her. They turn toward each other when the Associate Matron addresses the Worthy Matron, and face the East. When the Worthy Matron says, "It is well", they bow to her and return to their stations.

From their stations, both bow to the Associate Matron at the same time and she bows straight ahead.

As soon as the Associate Matron and the Conductresses have bowed, the Worthy Matron immediately calls up the officers and proceeds with the Opening Ceremony. (The Associate Matron and Conductresses remain standing.) (1998)

### **EXAMINING COMMITTEE**

[Reference Ritual, pages 26-27 and page 83; Test Oath, Ritual page 17; GGC Book of Instruction, page 5; C&BL Section 224(1a) and (1c)]

### **ADMISSION OF MEMBERS AND VISITORS**

After the Chapter has been opened and the Flag Ceremony completed, members holding receipts may be admitted in the customary way if personally known to the Sentinel. If there are visitors for whom the Sentinel cannot vouch, a member must retire to vouch for them. Names of visitors and their Chapter should be given to the Warder by the Sentinel so that she/he may report them to the membership, if the Sentinel cannot vouch for them.

If no member can vouch for them, the Worthy Matron instructs the Examining Committee to retire and make the proper examination. The Examining Committee retires, giving the Salutation Sign and the Warder gives the raps.

When the Examining Committee returns, they return in proper form. The Chairman of the Committee precedes the visitor(s) into the Chapter Room, other members following.

The Chairman introduces the visitor(s), giving name, title and Chapter.

## **OPENING CEREMONIES**

(Reference Ritual, page 23-43 and GGC Book of Instruction, page 12)

After the Worthy Matron addresses the officers, they bow to the Worthy Matron, then raise their head prior to beginning to speak. After each officer gives her/his opening and the Worthy Matron asks where the next station is, the officer answers, then bows. (The Associate Matron bows three times during the Opening Ceremonies: when addressed by the Worthy Matron, “Sister Associate Matron...” (Ritual, page 27); after “at the entrance to the Chapter...” (Ritual, page 28); and after addressing the Worthy Matron prior to giving the Associate Matron’s charge (Ritual, page 39).

In short form, Officers in the East face the Worthy Matron. In long form, they face the Worthy Matron and address her; then turn (with the exception of the Star Point Officers, Associate Matron, Associate Patron and Warder) and give their duties to the Chapter. When they have finished, they turn and face the Worthy Matron and answer her question, before bowing.

Officers do not touch their badges when referring to the badge of office.

The Star Point Officers do not respond to their own sign.

The short form of Opening is to be used only when necessary. To use the short form of opening on more than four occasions during a year would be an abuse of this privilege.

## **SALUTATION SIGN**

(Reference Ritual, pages 41,47 and 83; and Secret Work No. 18)

## **ALTAR SERVICES**

(Reference Ritual, pages 16-17 and 41; UWB Diagram No. 3)

When the Conductress is directed to attend at the Altar during the Opening Ceremony, the Worthy Matron immediately calls up the Chapter. The Conductress steps forward (leaving her station on the East side of her pedestal) to the South marching line; turns and marches West until she reaches the point of the Triangle. She then makes an acute angle and enters the Labyrinth between Ruth and Esther. She approaches the Altar and makes a slight bow to the Worthy Matron and proceeds according to the Ritual.

The Star Point Officers turn toward the Altar and assume the Reverent Attitude (all members assume this Attitude) when the Conductress and/or Chaplain enters the Labyrinth.

## **OPENING THE BIBLE**

(Reference Ritual, page 41)

To properly open the Bible, the Conductress places her right hand firmly in the center of the front pages and places her left hand firmly on the back edge, just opposite her right hand.

With her right hand she raises the front edge of the Bible to the center of the Altar. With her left hand, she guides the back of the Bible to the center of the Altar, lifting it just enough so that the back of the Bible does not scrape on the Altar. She then moves the left hand slowly up the front side of the Bible until it meets the right hand and opens the Bible with both hands, thumbs holding the pages by the edges, lowering both sides at the same time. There is no specific page at which the Bible must be opened. She draws her hands away along the sides directly into the Salutation Sign and bows to the Bible, then drops the sign.

After the Warder reports to the Worthy Matron, the Conductress immediately turns toward Ruth's station; the Chaplain immediately turns toward Martha's station, and both march West far enough to reach the points of the triangle; then march to their respective stations. After they reach their station, they bow to each other but are not seated.

The Chapter is not seated until after the presentation of the Flag.

## **FLAG CEREMONY**

Reference Ritual, page 43, UWB Diagram No. 4)

**WORTHY PATRON: "Worthy Patron, I invite you to conduct the Flag Ceremony."** (Worthy Matron retains the gavel.)

**WORTHY PATRON: "Brother Associate Patron."**

**ASSOCIATE PATRON: "Worthy Patron."**

**WORTHY PATRON: "With the escort of the Marshal, you will bear our National Colors to the East."**

(If, the station of Associate Patron is vacant, or if the Associate Patron is unable to carry the Flag, it is permissible for the Worthy Matron to appoint a Flag Bearer, Sister or Brother, to carry the Flag at the direction of the Worthy Patron. The Flag Bearer would perform the Flag Ceremony as provided for the Associate Patron, although the Worthy Patron would lead the Pledge of Allegiance and the National Anthem.) (2010)

Adjusting the timing of the ceremony to the size and space of the Chapter Room, as the Marshal passes the Station of the Conductress, the Associate Patron steps to the West marching line and with squared corners steps North past the Flag, then pivots and steps West. He marches to a position opposite the Flag, pivots South, facing the Flag. (If it is a Flag Bearer, rather than the AP, the FB moves from her/his position in the Chapter Room as the Marshal begins to move, and using square corners, approaches the Flag.) Using the right hand, the AP (FB) lifts the flagstaff from the flag stand, moves the staff to the left side of the body, keeping the right hand, palm toward the body at approximately the height of the left shoulder, using the left hand to anchor the staff. The Flag should be held and carried in front of the left shoulder, with the staff emblem facing forward. (2010)

When the Associate Patron touches the Flag staff, the Chapter members place their right hand over their heart, elbow close to the body, fingers close together, and hold this salute until the Flag has been placed in the East at the right of the Worthy Matron, the Pledge of Allegiance given and the National Anthem sung.

The AP (FB) moves to the West marching line, where the Marshal, having arrived to a position opposite the Flag, has pivoted, facing South. The AP (FB), with the Marshal to the left, advances to Altar, per Diagram No. 4.

Facing East, they pause at the West side of the Altar between the Station of Esther and the Altar. The Flag is not to touch the Altar or pass over the Bible. The Marshal and AP (FB) step back with the left foot, facing North and take sufficient steps North to clear the Altar, and then pivot to make a square corner and march toward the East.

The Marshal stops on the East marching line, stands at attention with her/his hand over her/his heart, and the AP (FB) continues to the East. The AP (FB) posts the Flag, making sure the Flag drapes toward the West and the staff emblem faces West. Once the Flag is positioned and released, the AP (FB) does not touch it again.

The AP (FB) takes two (2) steps back, (remaining on a level with the Flag, if possible). If the Associate Patron escorts the Flag, he will then lead the Chapter in the Pledge of Allegiance and the National Anthem; if the Flag Bearer is other than the Associate Patron, the Pledge of Allegiance and the National Anthem will be conducted by the Worthy Patron. (2010)

Immediately after the National Anthem is sung, the AP (FB) turns and moves toward the East marching line. The Marshal hesitates until the AP (FB) reaches the floor, then leads out toward the North, followed by the AP (FB), march single file on the marching lines until they have returned to their positions in the Chapter Room. (If the Flag is posted at floor

level, instead of on the level in the East, the Marshal will hesitate until the AP (FB) has taken one step toward the East marching line before leading out.) When the Marshal and AP (FB) have completed their return march, the Marshal and AP (FB) bow to each other and are seated.

If the Chapter sings during the Return March, the Worthy Matron will seat the Chapter once the Marshal and Associate Patron (Flag Bearer) have returned to their positions in the Chapter room and have bowed to each other. If there is no song during the Return March, the Worthy Matron seats the Chapter with a Rap of the Gavel immediately after the National Anthem. (2010)

### **ESCORT DUTY**

(Reference Ritual, page 17 “Grand Honors”; GGC Book of Instruction, pages 18-19, 23-24)

Ritualistic escort should be limited to members of the Order of the Eastern Star. Visiting dignitaries of the Masonic Order may be seated in the East and introduced under the Good of the Order.

The Worthy Matron will direct the Conductress and Associate Conductress to prepare for Escort. They will always work together, crossing the West with the Conductress nearest the Altar, and assuming their positions on the East Marching Line, the Conductress at the south edge of Electa’s station and the Associate Conductress at the north edge of Adah’s station, facing each other. (Adjustments may be needed to accommodate individual chapters).

[Note: If there will be no members escorted, the Worthy Matron does not direct the Conductresses to prepare for Escort.]

Those to be escorted shall stand and step to the line of march on the north or south sides.

The Conductress and Associate Conductress will **always** work together. If there are no members to be escorted on her respective side of the room, the Conductress/Associate Conductress will mirror the work of the other.

Each will pause before the first member standing for escort, and with a slight bow, ask her/him to “Please follow me.” Successive members will receive a nod and the same request as the Conductress/Associate Conductress pass on the way to the West marching line (i.e. all on the North will follow the Conductress and all on the South will follow the Associate Conductress). They will turn toward each other on the West marching line, meet in the middle and countermarch, allowing one step for themselves and each of those following.

(If there is only one member to be escorted on the North or South, the Conductress will offer her right arm, the Associate Conductress her left arm, regardless of the gender of the member being escorted.)

When instructing the Conductress to introduce member(s), the Worthy Matron may mention the title of the member(s), but need NOT give the name. A member will be escorted under her/his highest current title. The Conductress will give the highest current title of the member(s) being escorted. When presented from the East, names and all current titles will be given by the Worthy Matron and/or the Worthy Patron. Members will be escorted and introduced ONE TIME ONLY. (1998)

The Worthy Matron, in greeting members at the Altar, or in the West, need not give name and title, but should do so when presenting them from the East.

When Distinguished Members are escorted and introduced behind the Altar, the Worthy Matron calls up the Chapter as they enter the Labyrinth. When introduced in the West, the Worthy Matron will call up the Chapter as they pass the Altar.

Instructions are made in the following order:

### **DISTINGUISHED MEMBERS**

The Worthy Matron calls up the Chapter when the Distinguished Members enter the Labyrinth. No Labyrinth exists unless the Altar and Star Point stations are in place. (2005)

*(#1 through #4 below are introduced in back of the Altar, escorted through the Labyrinth to the East (Dia. No. 5) and given the Grand Honors).*

[Sisters are always to be escorted through the Labyrinth from the North side and Brothers from the South side.]

1. Worthy Grand Matron and Worthy Grand Patron
2. General Grand Chapter:
  - a. Most Worthy Grand Matron and Most Worthy Grand Patron
  - b. Past Most Worthy Grand Matron(s) and Past Most Worthy Grand Patron(s)
  - c. Elected General Grand Chapter Officers
  - d. Appointed General Grand Chapter Officers
  - e. General Grand Chapter Committee Members and Ambassadors
3. Worthy Grand Matrons and Worthy Grand Patrons of Other Jurisdictions
4. Past Grand Matrons and Past Grand Patrons of this and Other Jurisdictions



The following is a suggested form for the introduction of the Worthy Grand Matron and Worthy Grand Patron.

**WORTHY MATRON: “Sisters and Brothers, we have the pleasure of having with us this evening our Worthy Grand Matron and our Worthy Grand Patron. Sisters Conductress and Associate Conductress, you will escort and introduce our distinguished guests.”**

The Conductress advances to the Worthy Grand Matron, bows and offering her right arm, escorts her to the Labyrinth between the stations of Esther and Martha; the Associate Conductress, offering her left arm to the Worthy Grand Patron, escorts him to the Labyrinth between the stations of Ruth and Esther. [This is assuming that the Worthy Grand Matron and Worthy Grand Patron are sitting on the correct side of the room. If they are not, the Conductresses will need to a crossover to place the Worthy Grand Matron on the North and the Worthy Grand Patron on the South.] All proceed simultaneously to the West side of the Altar. (If the Worthy Grand Patron is not present, the Associate Conductress mirrors the movements of the Conductress). The Conductress then introduces them to the Worthy Matron.

When the Worthy Grand Matron and/or the Worthy Grand Patron of this Jurisdiction are escorted, the Conductress will introduce them by their name(s) and titles(s).

**CONDUCTRESS: “Worthy Matron, it is my honor to introduce Sister Jane Doe, Worthy Grand Matron and Brother John Smith, Worthy Grand Patron, of the Grand Chapter of Oregon.”**

**WORTHY MATRON: Worthy Grand Matron and Worthy Grand Patron, on behalf of Chapter \_\_\_\_\_ No. \_\_, I extend to you a most cordial greeting.” (Or other words of welcome she may choose.) “Sisters Conductress and Associate Conductress, you will escort our Worthy Grand Matron and Worthy Grand Patron to the East.”** Note: When leaving the Altar, the Conductress offers her arm, steps back, and is ready to step forward with the member.

The Associate Conductress offers her left arm, steps back, (same as above), then steps forward with the member. The Conductress will be back to back before moving around the Altar toward the East. (2005) They proceed to the foot of the dais and bow to their guests.

As they ascend the dais, the Worthy Matron extends her hand to the Worthy Grand Matron and the Worthy Patron extends his hand to the Worthy Grand Patron.

The Conductresses should await further instructions.

The WORTHY MATRON says: **“Sisters and Brother, I have the honor (or pleasure) of presenting Sister \_\_\_\_\_ Worthy Grand Matron,”** and the WORTHY PATRON says, **“I have the honor (or pleasure) of presenting Brother \_\_\_\_\_, Worthy Grand Patron, of the Grand Chapter of Oregon.”** Then the WORTHY MATRON says, **“You will unite in giving our distinguished guest(s) the Grand Honors.”** (The Worthy Matron does not ask for applause, but the members may do so, voluntarily, following the Grand Honors.)

Conductresses join in giving the Grand Honors, but do not applaud.

As a courtesy, the Worthy Matron may offer the gavel to the first guest escorted to the East, who seats the Chapter, after which she/he returns the gavel to the Worthy Matron. (2005) It is also a courtesy for the Worthy Matron and Worthy Patron to invite the Worthy Grand Matron and Worthy Grand Patron to remain in the East.

Grand Honors are given if a Past Grand is excused from Escort and is introduced from the sidelines. The Chapter should be called up prior to introduction and invited by the Worthy Matron to give the Grand Honors. **(Example: “Sisters and Brothers, it is my honor (or pleasure) to present Sister Jane Doe, Past Grand Matron of the Grand Chapter of Oregon. You will join with us in giving her the Grand Honors.”**

*[#5 through #7 are introduced back of Esther’s station, escorted outside of the Labyrinth to the East (Dia. No. 6), the Sisters on the North side and the Brothers on the South side. The Worthy Matron calls up the Chapter as they pass the Altar. They are presented from the East and given a hearty welcome.]*

5. Elected and Appointed Grand Officers
6. Special Appointees of the MWGM and MWGP who are NOT Past Grand Matrons or Past Grand Patrons (2005)
7. Emeritus Grand Officers

When escorting and introducing members behind the Altar, the Conductress will first conduct the members to the West marching line; when in line, the Associate Conductress will request the gentlemen to take one step back and “please follow me”. The Associate Conductress also takes one step back and turns to the south. At the same time, the Conductress asks the ladies to “Please follow me”, and turns to the north. When both “lines” are in place, the Conductresses, working together, proceed to enter the Labyrinth, meet in the middle, countermarch one step for each member plus one.

**CONDUCTRESS: “Worthy Matron, I have the honor of introducing this (these) Past Grand Matron(s) and/or Past Grand Patron(s) of the Grand Chapter of Oregon”.**

When presenting a group of Past Grands, the Worthy Matron and Worthy Patron could preface this by saying, **WORTHY MATRON: “Sisters and Brothers, it is my honor (or pleasure) to present these Past Grand Matrons: Sister \_\_\_\_\_, Sister \_\_\_\_\_, etc.**

**WORTHY PATRON: “and it is my honor (or pleasure) to present these Past Grand Patrons: Brother \_\_\_\_\_, Brother \_\_\_\_\_, etc. , of the Grand Chapter of Oregon, or “of this and other Grand Jurisdictions”.**

## **HONORED MEMBERS**

*[#8 through #10 are introduced back of Esther’s station and escorted outside of the Labyrinth to the East. (Dia. No.6), presented and welcomed. The Worthy Matron does not call up the Chapter.]*

8. Committee Members of the Grand Chapter
9. Grand Representatives
10. Worthy Matrons and Worthy Patrons

Those members escorted, but not remaining in the East, will return to the sidelines, passing in front of the Conductresses and following designated marching lines, and await a nod from the Conductresses before returning to their places in the Chapter Room. The Conductresses will face the West once the last member has retired from the East, wait until they have all reached the sidelines, and bow to signify they should return to their places. The Conductresses will face the West once the last member has retired from the East, wait until they have reached the sidelines, and bow to signify they should return to their places. The Conductresses will then face each other and remain at their waiting stations until receiving further instructions from the Worthy Matron.

On the Official Visit of the Associate Grand Matron, Grand Conductress or the Associate Grand Conductress, she shall be escorted alone, and after the Past Grands.

**CONDUCTRESS: Worthy Matron, I have the honor of introducing the Associate Grand Matron (or Grand Conductress, or Associate Grand Conductress), who is making her official visit.”**

### **GROUP ESCORT**

[To reference escorting and introducing members behind the Altar see  
DISTINGUISHED MEMBERS.]

Conductresses gather members from their respective sides (Conductress on the north, Associate Conductress on the south.)

When escorting and introducing those NOT entering the Labyrinth, proceed as previously outlined until the members are lined up in the West. The Conductress will introduce them; the Associate Conductress will then ask the gentlemen to take one step back and “please follow me”, the Conductress will ask the ladies to “Please follow me” and, working together, the Conductresses will escort the members on their respective marching lines to the East, ladies on the north, gentlemen on the south. The Conductresses will face each other take the appropriate “box step” back to be in proper position. One member at a time proceeds to the East for presentation by the Worthy Matron or Worthy Patron, except those who have served, or are serving, together, in the East.

**WORTHY MATRON: “Sisters and Brothers, I have the honor (or pleasure) of presenting Sister Mary Brown, Worthy Matron of First Chapter No. 1.”** If the Worthy Patron is with her, she omits the Chapter name;

**WORTHY PATRON: “and I have the honor (or pleasure) of presenting Brother Jack Brown, Worthy Patron of First Chapter No. 1”**

**WORTHY MATRON: “You will unite in giving them a hearty welcome.”** If there are several visiting Worthy Matrons and Worthy Patrons, she does not give the hearty welcome until the entire group is in the East.

A hearty welcome is given to those who do not receive the Grand Honors.

Conductresses remain standing at attention until excused from further duty. When passing each other, the Conductress takes the line nearest the Altar, returning to their stations and bowing to each other before being seated.

**[Note: All phrases presented in quotes are suggestions only, provided to facilitate the Escort process and may be used to aid the Worthy Matron and Worthy Patron, and the Conductress in the performance of their duties.]**

**[Unless otherwise noted, the Section on Escort Duty was deleted and replaced in 2018]**

### READING OF MINUTES

The minutes of the previous stated meeting (and of special meeting if one has been held) are read for approval. The Worthy Matron is seated during the reading. The Minutes must be signed by the Worthy Matron **immediately after** their approval. The Marshal conveys the minutes to the Worthy Matron for her signature. She remains in the East, facing West, while the Worthy Matron signs the Minutes. Reading of the Minutes must not be dispensed with and should not be postponed unless absolutely necessary.

Three ring binder Minute books **MUST NOT** be used. Minutes must be written in ink or typed and secured in a bound Minute book or secured in an official Post Bound Minute Book obtained from General Grand Chapter or the Grand Chapter Office. Minutes should be as brief as possible, yet they should record all items of business. Official correspondence, names of visitors, reports, acceptance or rejection of petitions, bills voted paid and motions carried are very important and should be carefully noted. **It is necessary to give the names of makers of motions and affirmative or negative results.** Descriptions of decorations, ceremonies and long remarks are not essential for the record. The Minutes of an Open Installation of officers, whenever held, must be recorded, read and approved at the stated meeting following such ceremony. (2003)

Questions of routine, to which there are no probable objections, such as approval of Minutes, bills, etc., may be disposed of without the formality of a vote.

**WORTHY MATRON: “You have heard the reading of the Minutes. If there is no objection on the part of the Chapter, the Minutes will stand approved as read. Hearing none, it is so ordered.”**

Minutes cannot be postponed unless absolutely necessary. Two sets of minutes are never approved together; act on each separately.

## **VISITING AND CHEER**

Announce deaths, illness and cheer. (Moment of silence unless draping the Altar at the meeting.)

## **UNFINISHED BUSINESS**

[Reference C & BL Section 202(5); Section 210(3) and Section 250, Article XII(2)] Any business introduced previously (but not completed) is handled under this Order of Business.

Installation of an Officer **OUT OF TIME** comes under this Order of Business.

The Worthy Patron reports not later than the first meeting in March on the Masonic Standing of each Brother of the Chapter. If he had been requested at a previous meeting to give this report, it would be given under "Unfinished Business", if not so requested, he should make his report under "New Business." (2002)

**All amendments pertaining to the Subordinate Chapter Bylaws (Section 250) adopted by Grand Chapter shall be read and adopted by the Chapter at the first Stated Communication in September under this Order of Business.**

**Reception of Affiliates:** Under the Order of Unfinished Business, the presiding officer (the Worthy Matron may invite the Worthy Patron to preside) directs the Marshal to present those who have been elected to membership by affiliation. The Marshal conducts them back of Esther's station, placing herself/himself on the South end of the line, and introduces them to the presiding officer. The presiding officer welcomes them and instructs the Marshal to conduct them to the Secretary's desk to sign the Bylaws. The Marshal then conducts them to their seats. **If degrees or ceremonies are given for affiliates, they should be given under the Good of the Order.**

## **RECEIVING BILLS**

The Finance Committee should examine and approve bills before the Chapter opens. If the Committee fails to be at the meeting, **the Worthy Matron may appoint pro tems.**

**WORTHY MATRON: "No action is taken on bills at this time."**

**REPORTS OF INVESTIGATING COMMITTEES**  
**APPOINTMENT AND DUTY OF INVESTIGATING COMMITTEE**  
 [Reference C&BL Section 213 and Section 215(2)]

It shall be the duty of the Investigating Committee to make inquiry as to the character and standing of the petitioner. If the petitioner is a woman, inquiries should be made regarding qualifications which entitle her to membership. This report is to be made in writing on the proper form. No action shall be taken on any petition until such report is made. Appointment of committees on investigation must be at a stated meeting in order that all members may have notice thereof.

**REPORT**

[Reference UWB Diagram No.7, C&BL Section 215(2) and GGC Instruction, page 30]

All members of the Committee must report and the report of the Committee shall be read in open Chapter, favorable or unfavorable. Should there be an unfavorable report, the petition is balloted upon in the same manner as if the report had been favorable. (2005)

**WORTHY MATRON: “Report of the Investigating Committee.”**

**SECRETARY: “The report of the Investigating Committee on the petition of (give qualifications of membership) to receive the degrees of the Order (or for affiliation) is favorable or unfavorable. The members of the Investigating Committee are \_\_\_\_\_ , and \_\_\_\_\_. (2005)**

Marshal picks up the petition from the Secretary and hands it to the Worthy Matron after the report has been read.

**WORTHY MATRON: “Sisters Investigating Committee. The petitioner will be given the benefit of the ballot. Sister Associate Conductress, you will prepare the ballot box.”**

**BALLOTING**

(Reference Ritual, pages 13-15 and page 163, Landmarks No.7 & 11; C&BL Section 216; UWB Diagram No 7 through 11; and GGC Rules & Regulations, Section 35, page 15)

It is necessary for the Worthy Patron or his pro tem to be present at balloting. Three persons should be prepared to ballot at all times; one at the Altar, one at the edge of the Labyrinth between Ruth and Esther, and one at the point of the Triangle.

Members approaching to ballot should not crowd together.

The Associate Conductress sees that only members of the Chapter enter the Labyrinth and that each member pauses at the edge of the Labyrinth while the preceding member is casting a ballot. The hands should be free of all articles when entering the Labyrinth to ballot.

When balloting, the Salutation Sign is **made with the eyes upon the open Bible and not to the Worthy Matron**. Carry the sign to the ballot box, drop the left hand, ballot with the right. (It is permissible to ballot with the left hand.) Take one step back with the right foot, turn North, return to station or be seated in the Chapter room.

The Warder allows no interruption while balloting is in progress. No one should enter or leave the room, except the Sentinel and his substitute.

Every member of the Chapter present in the Chapter room, when there is balloting, must vote. (2005)

It is suggested that the Ballot Box be lined with foam rubber for greater secrecy of the ballot.

### **BALLOT BOX PREPARATION**

(Reference UWB Diagram No. 7)

The Associate Conductress follows the line of march being careful to observe square corners.

**If the size of the Altar requires that the Bible be moved, the Conductress, without instruction, leaves her station at the same time as Associate Conductress leaves hers. She enters the Labyrinth and, without form, moves the Bible.**

When preparing the ballot box, the Associate Conductress picks up the ballot box with her left hand, stands on the floor, a little to the North of the Worthy Matron's station, facing West. She should first see that there are sufficient white balls and six black cubes in the proper place so that all members may vote; then, with her right hand, removes the drawer and turns it upside down to show that it is empty.

After the Associate Conductress has prepared the ballot box, she takes it in her **right** hand and places it upon the pedestal with the drawer toward the Worthy Matron, steps a little to the North and faces West.



The Worthy Patron rises to examine the ballot box with the Worthy Matron and ascertains that it is properly prepared. After inspection, the **Worthy Patron** turns the ballot box (the only time he touches it) with the drawer to the West.

**WORTHY MATRON: "Sisters and Brothers , we are about to ballot upon the petition of (for degrees or affiliation). White balls elect, black cubes reject. Remember your Obligation and vote for the good of the Order. I now declare the ballot open."** (Strikes one blow of the gavel).

The Associate Conductress steps to the North side of the pedestal, takes the Ballot Box in her right hand, rests it on her left forearm and presents it to the Worthy Matron and Worthy Patron for their ballots.

### **ORDER OF BALLOTING PRIOR TO PLACING THE BALLOT BOX UPON THE ALTAR**

Organist (when on the North side of the room)

Members on the North requiring the Ballot Box be passed to them.

Warder

Organist (when on the South side of the room)

Members on the South requiring the Ballot Box be passed to them.

(Reference Ritual, page 13(3); UWB Diagram No.7)

The Associate Conductress proceeds to the point of entrance to the Labyrinth and enters it between Ruth and Esther. She places the ballot box on the Altar (on the North side of the Bible, or on the West side of the Bible if the Altar is small). The Associate Conductress proceeds to ballot, turns, and walks out of the Labyrinth between Esther and Martha to the point of the triangle; then South and takes her position back of Ruth's station, facing the Altar. She remains there until the Worthy Matron declares the ballot closed.

**WORTHY MATRON: "The remaining officers and members will proceed to ballot."** (The Worthy Matron may be seated at this time.)

**ORDER OF BALLOTING:**

Associate Matron  
 Associate Patron  
 Conductress  
 Adah  
 Electa  
 Ruth  
 Martha  
 Esther  
 Marshal  
 Secretary  
 Members on the South  
 Chaplain  
 Treasurer  
 Members on the North  
 Sentinel

Officers and members proceed to ballot following the line of march. The Associate Matron leads; followed by the Associate Patron and Conductress. Adah and Electa should leave their stations as the Associate Matron ballots; Ruth and Martha as the Conductress ballots. Esther and the Marshal leave as Martha enters Southwest corner of the triangle; the Secretary and members on the South follow. When Esther returns to her station, the Star Point officers are seated by a sign from the East. (2005) Other officers are seated when they return to their stations. When all on the South have cast their ballots, the members on the North will at once proceed, led by the Chaplain and Treasurer. Members returning from balloting should keep to the outside of those on way to ballot. When all have balloted, the Worthy Matron requests the Warder to invite the Sentinel to enter the Chapter Room to ballot. If the Sentinel wishes to ballot, the Worthy Matron appoints a member, other than the Warder, to take her/his place until she/he returns to her/his station. The Sentinel gives the Salutation Sign back of Esther's station. The Worthy Matron reads the result of the Investigating Committee Report and instructs her/him in the ballot. She/He ballots, returns West of Esther's station, gives the Salutation Sign and remains in the room until the ballot is declared. (1997)

The assisting Sentinel must be in position outside the door prior to the Sentinel entering the Chapter room. (2005)

The Sentinel may be excused from balloting except at School of Instruction and Grand Visitation. **The Worthy Matron checks with the Sentinel before the meeting when there is to be balloting, as a ballot may be declared illegal if the Sentinel is not invited in to ballot without his asking to be excused.** If she/he asks to be excused, the Worthy Matron should so state at the proper time. If the Sentinel ballots, she/he remains inside until the ballot is destroyed. In case of a second ballot, the Sentinel votes with members on the South.

The Worthy Matron then instructs her/him to relieve the Assisting Sentinel after all in the Chapter room have balloted. In case of second ballot, the Assisting Sentinel returns and ballots in the same manner as the Sentinel. **The ballot, once begun, must be finished and declared.**

When retiring the Ballot Box from the Altar, the Associate Conductress backs to the edge of the Labyrinth, or if unsafe may turn and walk out of the Labyrinth (2013) (see UWB, Diagram 11), turns North; proceeding to the Northwest point of the Triangle and the West marching line.

The Associate Matron and Associate Patron rise as the Associate Conductress turns the Northwest corner to march toward them. The Ballot Box is examined by them and the result is made known to the Worthy Matron. The Associate Matron and Associate Patron are seated as the Associate Conductress reaches the Northwest corner, marching to the East. **The Worthy Patron rises as the Associate Conductress reaches the Northeast corner on her way to the East.**

**After announcing the result, the Worthy Matron strikes one blow of the gavel and destroys the ballot. While the Worthy Matron destroys the ballot,** the Marshal returns the petition to the Secretary's desk. The Warder gives raps to allow the Sentinel to retire, and, if the Bible has been moved, the Conductress returns the Bible to the center of the Altar (all without any instruction from the Worthy Matron). When balloting is concluded, the Associate Conductress returns the Ballot Box to its place.

If more than one ballot is required, the Associate Conductress prepares the Ballot Box before each ballot.

**IN CASE OF REJECTION the Worthy Matron should read Landmark No. 7 to the Chapter [see Ritual, page 163 and C&BL Section 216(5&6)]. Three or more black cubes constitutes rejection and requires a second ballot. (2005)**

No discussion for or against the applicant is permissible. When the result of the ballot has been declared by the Worthy Matron, it cannot be taken again or reconsidered except as directed by the Worthy Grand Matron when an appeal has been taken pursuant to law.

**The Secretary informs the petitioner immediately of her/his acceptance or rejection by the Chapter.**

### **CONFERRING DEGREES**

(Reference Ritual, pages 49-92; GGC Book of Instruction, pages 39-48.)

The station of the Worthy Patron must be filled for Conferring Degrees.

It is permissible for a Worthy Matron, Worthy Patron, Past Matron or a Past Patron from this or other Grand Jurisdictions to preside during the initiation when invited to do so by the presiding officer of the Chapter. (2005)

Before entering upon the Ceremony of Initiation, the Conductress sees that there are a sufficient number of small Bibles on the Altar (never on the floor). Small Bibles (if more than two, placed on top of each other) are placed on the Northeast and Southeast corners of the Altar lying in the same direction as the Altar Bible when closed and in such a position as not to be between the Altar Bible and the East. Half should be on the Northeast corner and half on the Southeast corner so that the Associate Conductress may assist the Conductress.

The Conductress sees that the Signet (and a pointer if needed) is in its proper place.

All members in the anteroom should be admitted in the usual way before the Ceremony of Initiation begins. No one should enter or retire during the exemplification of the Ritualistic work.

The Warder rises when the Associate Conductress receives the response from the Worthy

Matron, gives the raps and has the door open when the Associate Conductress approaches to retire.

The Associate Conductress enters and leaves the Chapter room in the usual manner prescribed for any member of the Chapter.

After the Sentinel's rap, the Warder addresses the Worthy Matron:

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

WORTHY MATRON: **"Warder, you will ascertain the cause of the alarm."**

WARDER: (Raps; asks the Sentinel about the alarm.) **"Worthy Matron, the Associate Conductress wishes to enter."**

WORTHY MATRON: **"You will admit her."** (Continues per Ritual.)

The Associate Conductress instructs the candidate(s) per Ritual and gives such information as may prove helpful.

While the Associate Conductress is in the anteroom instructing the candidate(s), soft music may be played. Flowers or colored ribbons may be placed on the Star Point Officer's pedestals at this time, if not done before the meeting. (At School of Instruction, have this done before the meeting to save time.). No one should enter the Labyrinth or cross between the Altar and the East.

No vocal music should be interspersed during the initiatory work except where specified in the Ritual.

When the Associate Conductress retires to prepare the candidate(s), Adah and Esther both stand and remove veil and crown from their pedestals, then are seated. Adah places the veil on her head and Esther puts the crown on hers (at the same time).

If pedestal lights are used, they should be made ready before the candidate is brought into the Chapter room. The lights should be **dimmed before the door is opened** to admit the candidate, turning them on full after the Obligation.

Entrance of candidate(s) and marching instructions, are in the Ritual (Reference Ritual, pages 169-185 and Ritual Diagrams #1-#18). If the doors are not situated (per Ritual), follow as closely as the entrances to the Chapter Room will permit. (Diagram of the Labyrinth.)

The Associate Matron is seated when the Worthy Matron begins her address.

After the Worthy Matron hands the gavel to the Worthy Patron, and invites him to preside, she is seated. **She does not use the gavel again** until it is returned to her after the Ceremony of Initiation is completed (unless she, by invitation, finishes the ceremony as per Ritual page 80).

The Worthy Patron rises when the Worthy Matron addresses him and is not seated until he returns to the East after the Obligation at the Altar. If the Worthy Patron or the Associate Patron recites the Scripture during the Labyrinth march, he must stand at his station while speaking.

When the Conductress instructs the candidate(s) in the proper way in which to hold the Bible, she uses the words found in the first paragraph of the Secret Work. As the Conductress gives this instruction, she and the Associate Conductress demonstrate the manner of holding the Bible in their hands.

Bibles are placed in the hands of the candidate(s) with the open edges facing up. The Conductress places the Bibles over the left shoulder of the candidate(s) and the Associate Conductress over the right shoulder of the candidate(s) each being careful not to put both arms around the shoulders of the candidate(s). When there are more than two candidates, the Conductresses place the first Bible with the candidate nearest them, working toward the center of the Altar.

Prior to the Obligation, the term "candidate" is used.

When the Worthy Patron takes his position on the East side of the Altar, he proceeds directly from his station to within two feet of the Altar. He does not kneel at the Altar to give the Obligation. During the Obligation, officers and members face the Altar and assume the Reverent Attitude.

When the Obligation is completed the Conductresses remove the Bibles from the same side as they were given, starting with the member at the center of the Altar, and place them on the Northeast and Southeast corners of the Altar in the same direction as the large Bible when closed. The Worthy Patron says: "Arise, my Sister," or "Arise, my Brother," to each new member as this is the first time the title of Sister or Brother has been conferred upon them.

In assisting the new member(s) to stand, the Worthy Patron starts on the North side of the Altar and assists, being careful not to reach across the open Bible. He then goes to the South side to assist. He may reach across the corner of the Altar using his right hand only.

After the Worthy Patron assists the new members to rise, **he steps back three steps from the Altar to the outside edge of the Labyrinth, drops The Reverent Attitude**, and says:

"You are now received." (Ritual). He may indicate the Star Point Officer's stations as he names them. The Conductresses return the Bibles to the new members as the Worthy Patron returns to the East. At the rap of the gavel, the Conductresses proceed.

In the Labyrinth march when the Conductresses and new member(s) arrive at the Star Points, the Conductresses place the new member(s) in a position to form a triangle when the Star Point Officer is **standing beside her chair**.

Triangles should be formed with the candidate(s)/new member(s) and officer whenever **ANY** lecture is given.

During lectures, the Star Point officers shall give gestures included in their respective Signs (see Secret Work). The Signs are held until the Pass is given. The eyes are part of the sign and not lowered until the Pass is given whenever they are used in our Ritualistic work.

After color information is given, the Star Point Officer places a ribbon in each Bible starting with the new member nearest the Altar. (2005)

After the Star Point Officers' lectures, the Conductresses, with the new member(s), are centered on the East marching line with the Worthy Patron. The Associate Conductress takes the Bible(s) from the new member(s) passes in back of them to place the Bibles on the Secretary's desk and returns to her position in line, then the Conductress addresses the Worthy Patron.

### **PRAYER CIRCLE** (GOLDEN CHAIN)

(Reference Ritual, pages 78-80; Diagram 14)

The Worthy Patron calls up Chapter immediately after the Worthy Matron says, "...let us unite in prayer." All officers who form the Prayer Circle, except the Conductresses, start moving immediately. (The Warder stays at her/his station to guard the door.) The Star Points Officers all step back of their chairs and into the Labyrinth. They are the first to reach their positions. The Chaplain starts on the rap of the gavel. The Worthy Matron leaves her station immediately and moves slowly to her place in the Circle. The Conductress, as soon as the Worthy Matron has passed her, countermarches the new members in single file to form a line in the East, facing West, centering on the Altar.

The Associate Matron and the Associate Patron leave their stations when the Chaplain reaches the Northwest point of the triangle; march straight into the Labyrinth, following the Chaplain. The Associate Matron stands between Ruth and Esther; the Associate Patron between Esther and Martha.

The Officers join hands as soon as the Chaplain has reached the Altar and all members assume the Reverent Attitude. When the Officers have joined hands (clasped with left palm down and right palm up) to form circle, the Conductresses, with the new member(s), move forward together to complete the circle. The Chaplain kneels.

The Conductresses **do not** take the new members hands until their hands are raised on words, "...golden chain." Joined hands are raised shoulder high as if links of a chain.

### KEY WORDS IN PRAYER CIRCLE

	<i>Left Hand</i>	<i>Right Hand</i>
Worthy Matron		link
Electa	link	death
Treasurer	death	parting
Martha	parting	temporary
Associate Patron	temporary	meeting
Esther	meeting	eternal
Associate Matron	eternal	world
Ruth	world	death
Marshal	death	not
Secretary	not	realize
Adah	realize	happiness
Conductress	happiness	loving
	<b>New Members' hands dropped here.</b>	
Associate Conductress	serving	forever
Worthy Matron	forever	

Note fine print in Ritual pages 78-80.

Officers take the Attitude of Prayer immediately when their hands are free. During the Ode, the Chaplain stands just West of the Altar inside the circle and takes the Reverent Attitude.



The Ode is then sung. At the conclusion of the Ode, the Chaplain leaves the Labyrinth by **backing** or, if unsafe may turn and walk out between Martha and the Associate Patron. (2013) As the Chaplain breaks the Prayer Circle, the Officers and members drop the Reverent Attitude. The Officers (except the Star Point Officers) back to the edge of the Labyrinth; turn on the marching line, returning to their stations. The **Star Point Officers** remain until the Conductress countermarches the new member(s), single file, to form a line just outside the Labyrinth, facing East. The Star Point Officers then back from the Labyrinth, going behind their chairs, to return to their stations.

The Conductresses and the new member(s) march abreast to the East marching line for the Worthy Patron's instruction. When all officers are in position, the Worthy Patron seats the Chapter. He then gives his lecture on the Secret Work emblems and significance of the Star Point lessons.

When the Worthy Patron (or Worthy Matron) is ready to exemplify the Secret Work, the Conductress stands in a position **facing South**, a little to the North and a few paces in front of the first new member.

The Conductress holds the Sign through the sentence which begins "it alludes" and until after the Pass is given; then the Sign is dropped in explaining each Star Point Sign.

The Secret Work (17) is given between the Worthy Patron and the Conductress, but when the Cabalistic Word and the Cabalistic Motto are given, the Conductress addresses the new members as this is instruction for them. **Only the Conductress gives the Cabalistic Motto** (Secret Work 17). The Worthy Patron uses the Secret Work (21) Cabalistic Motto in his Lecture later. (see Ritual, page 91.) (2005)

As the grip is being explained, the Conductress will give it to the first new member. The Worthy Patron pauses while she instructs the other new member(s), after which she passes behind the new member(s) to a position near the signet.

If the optional lecture is given, chairs may be provided for the new member(s) and the Conductresses at this time.

**Signing the Bylaws:** The Conductresses and new member(s) countermarch left, by couples, heading South to the Secretary's desk. The first new member signs the Bylaws and returns to the Conductress who is facing West, standing close with her arm extended for the new member.

They step forward so the Associate Conductress and her new member can step up to sign the Bylaws, after which they take their place behind the Conductress. (Diagram 16)

As soon as the Conductress(es) and the new member(s) are ready to march, the Worthy Patron sounds the gavel, the Organist sounds a chord and the members immediately begin to sing the Welcome song. (Diagram 17)

Presentation of personal gifts should not be made in the Chapter room at the conclusion of degree work, but may properly take place during the social hour. Many times only part of a class of new members will be remembered and this may cause embarrassment or disappointment to those who do not receive this recognition.

### **RECEIVING PETITIONS**

[Reference C&BL Section 215 and Section 221(7)]

### **READING COMMUNICATIONS**

Communications should be read in the following order:

1. All official communications from the Worthy Grand Matron/Worthy Grand Patron must be the **FIRST** communication read at the first stated meeting after being received.
2. Other communications with the name of the writer given before the contents.
3. Invitations read in dated order of happening; only brief information of each is necessary.
4. Thank you notes.
5. Correspondence from others (non-members) may be read if pertinent.
6. Read demit under Communications; issue demit under New Business.

**WORTHY MATRON: “Communications will be placed on file. Any communications requiring further action will be taken care of under proper order of business.”**

## NEW BUSINESS

Items which are presented under this Order of Business:

- Worthy Matron thanks pro tems, dining room committee, etc.
- Addresses any item not discussed at a previous meeting
- Correspondence needing action is acted upon at this time
- Announcement of names of those appointed to standing committee if not done at installation.
- Recapitulation report read. [Reference C&BL Section 202(6)]
- Masonic Standing of each Brother of the Chapter is reported by the Worthy Patron, **not later than the first meeting in March**. If mentioned previously, the report should then be made under “Unfinished Business”. [Reference C&BL Section 210(3)] (2005)
- Issue demits.
- Special projects.
- Vote to remit dues of needy members.
- Accept Worthy Grand Matron’s Project (if special)
- Send money per member to home for Christmas.
- Love Gift for the Worthy Grand Matron and Worthy Grand Patron.
- Paying bills during summer.
- Open installation of new officers.
- Instruction to Budget & Finance Committee to function during summer.
- Grand Chapter report after Grand Chapter.
- Election of Officers held **first meeting in May**.

(Reference C&BL Section 205 and Section 250, Article V)

## ELECTION PROCEDURE

The Worthy Matron may preside or she may request the Worthy Patron to do so. The Worthy Matron appoints three Tellers. Any member present may serve, except one standing for an office. The Secretary is not automatically a Teller but can be one if so named. If there is more than one candidate for an office, verification of number of voting members of the Chapter present must be obtained by counting off.

Procedure for balloting for officers is as follows:

**PRESIDING OFFICER: “The nominations are now open for the office of [Name of Office]. Are there any other nominations? Hearing none, I declare the nominations closed. Sister/Brother \_\_\_\_\_ has been nominated for the office of [Name of Office]”** and raps the gavel.

The Presiding Officer then asks those who have been nominated if they accept the nomination.

The Sister/Brother(s) nominated either accepts or declines the nomination.

If the Sister/Brother(s) declines the nomination, the process is started from the beginning. If they accept the nomination, the Presiding Officer continues, **“All those in favor, vote by the voting sign of the Order. Those opposed? By your vote, you have elected (or rejected) Sister/Brother \_\_\_\_\_, [Name of Office] for the ensuing year.”**

(It is not necessary to ask if the officer accepts the position as the refusal should have been stated when the nomination was made.) (2018)

If there is only one candidate nominated for the office, the voting sign of the Order (uplifted right hand) is taken. If there is more than one nominee for an office, the Tellers distribute paper and pencil for a written ballot.

This procedure is used for all elected officers. [Section 205(1&2) and Section 250, Article V(1&2)]

## **REPORTS OF STANDING COMMITTEES**

(Reference C&BL Section 250, Article VII)

WORTHY MATRON: "**Report of Standing Committees.**" (The Worthy Matron does not call on committees individually but if they have a report applicable, it would be given at this time.)

1. Relief Committee: [Reference C&BL Section 250, Article VII(1)]
2. Finance Committee: [Reference C&BL Section 250, Article VII(2a&b)]

Procedure for paying bills:

FINANCE COMMITTEE PERSON: "**The Finance Committee has examined the bills and recommend they be paid.**"

WORTHY MATRON "**If there is no objection on the part of the Chapter, the bills will be paid. Hearing none, so ordered.**"

Should there be an objection, a motion must be made, an opportunity given for discussion, and the question decided by formal vote.

### **Annual Audit Report**

The annual itemized audit report, completed and signed by all three members of the Finance Committee, must be read at the first stated communication in September. (2018) It must be pasted in the Minute Book next to the meeting where read. Only the Finance Committee gives the audit report. It is not given by the Secretary or the Treasurer. [Reference C&BL Section 250, Article VII(2b) (2005)]

3. Budget Committee: [Reference C&BL Section 250, Article VII (3)]
4. Instruction Committee: [Reference C&BL Section 250, Article VII (4)]

## **GOOD OF THE ORDER**

The Worthy Matron **presides** or may, at her discretion, request the Worthy Patron to **preside** during the Good of the Order. It is a courtesy to advise the Worthy Patron in advance what part he will handle.

Any planned speakers, entertainment, honoring of certain people or any special activities are done **before** visiting distinguished or honored members/guests are asked to speak.

The Presiding Officer calls on guests to speak in the same order as escort. **This does not mean that everyone in the East is called on, nor does each category of distinguished/honored members need recognition.** Discretion should be observed, as a "drawn-out" Good of the Order can ruin a well-planned meeting. The number of speakers for an evening should be limited. It is a courtesy to forewarn a selected speaker.

It is the discretion of the Presiding Officer if Line Officer guests are recognized, depending on the lateness of the meeting. (2005) Announcements (Youth Group meetings, Social Club, etc.) should be limited.

Eastern Star members should be recognized **before** visiting dignitaries of Masonic Bodies.

## **FINANCIAL STATEMENT**

This statement includes 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). (2019)

## **DRAPING THE ALTAR**

(Reference C&BL Section 250, Article XI)

This is a regular Order of Business. Draping of the Altar must be in accordance with the Bylaws of each Chapter. **It is not optional with the Worthy Matron.**

The color of the drape is **WHITE**. (Colored trim is optional.)

The Altar Cloth hangs across the Conductress pedestal, North to South. The Conductress picks it up as though it were a muff, with open edge toward the Associate Matron's station.

**WORTHY MATRON:** "Sisters Conductress, Associate Conductress, Chaplain and Marshal, you will drape the Altar in memory of our departed Sister(s) [and/or Brother(s)]." She calls up the Chapter.

The Chaplain, followed by the Associate Conductress, and the Marshal, followed by the Conductress, proceed to the West on the marching line to the point of the Triangle and enter the Labyrinth. Members assume the Reverent Attitude.

The Chaplain and Associate Conductress enter between Esther and Martha; the Marshal and the Conductress, enter between Esther and Ruth. The four form a straight line West of the Altar, facing East. **All Bow.**

The Chaplain steps forward, places both hands under the Bible, lifts it from the Altar and steps back into position, or if unsafe may turn and walk back into position. (2013)

The Conductress and Associate Conductress step toward each other WEST of the Altar. Rather than reaching for the cloth, the Associate Conductress places her hands under the cloth with the Conductress; then both (at the same time) pull hands to the outer edge of the cloth before working back to the ends of the cloth (or whatever point they need to stop in order to have hands at the edge of the Altar when draping). Keeping the cloth (at waist height) as straight as possible without too much slack, they step sideways to the sides of the Altar, and lower the cloth onto it. With the Conductress using her **right** hand and the Associate Conductress her **left** hand, the Altar is draped, first to the East. Using the opposite hands, the Altar is draped to the West. They face the East before backing in line or, if unsafe may turn and walk back into line with the Chaplain and Marshal. (2013) The Chaplain replaces the Bible. The Marshal then places the flowers across the Southeast corner. Flowers should **NOT** touch the Bible or drape over the East side of the Altar.

When the Marshal steps back into line or, if unsafe may turn and walk back into line, the four Officers **BOW**; then back to the edge or, if unsafe may turn and walk back to the edge of the Labyrinth (2013) and assume the Reverent Attitude, while a Memorial (if desired) is given. **Rap of the gavel is given immediately following the tribute and this signifies end of the Memorial and seats the Chapter.**

Conductress and Marshal turn toward each other; Chaplain and Associate Conductress turn toward each other; the Chaplain and the Marshal lead out to the point of the triangle.

When the four officers are back at their stations, the Marshal and Conductress **BOW** to each other, the Chaplain and Associate Conductress **BOW** to each other and all are seated without any instruction.

## **CLOSING CEREMONIES**

(Reference Ritual, Pages 45-47)

The same directions are to be observed by the **Chaplain** and the **Conductress** in the performance of their duties in the Closing Ceremony as stated for the Opening Ceremony.

In closing the Bible, the Conductress approaches the Altar in the same manner as for the Opening of the Bible. After reaching the Altar she gives the Salutation Sign to the open Bible. She then places her hands on the center of the edges of the Bible and raises both sides of the open Bible at the same time. She holds the edges firmly with the right hand and moves her left hand slowly down the center of the front side of the Bible to the back edge. She guides (not sliding on the Altar) the Bible to the center of the Altar as she lowers the front edges on the Altar with the right hand. She then draws both hands away at the same time, makes a slight bow to the Worthy Matron, while facing the Altar. She steps back to a position between Ruth and Esther to the edge of the Labyrinth where she remains until the Chapter is closed.

It is permissible for a guest (Sister or Brother) seated in the East to give the Farewell at the close of the Chapter, but the officers of the Chapter must open and close the meeting. (Reference UWB page 4)

## **GRAND VISITATIONS**

(Reference UWB Diagrams #12-#13)

Meetings may be either regular or special. A Special Dispensation is not required for a Grand Visitation except when moving place of meeting.

Chapters invited to participate in a Grand Visitation do not have to declare their Chapters opened and closed. Each Worthy Matron, other than the hostess, reports at her next Stated Communication having taken part in the Grand Visitation. The Secretary records same in the Minutes. Guest Secretaries do not write Minutes.

If an initiation is held at Grand Visitation, Candidates may be taken from another Chapter for initiation by any of the Chapters participating. Home Secretary must take Membership Roll Book to the meeting for their new member(s) to sign at the end of Initiation.



**Suggested placing of chairs:** Chairs **may be** placed in the **West**, six on the South and seven on the North, leaving an aisle between. If the room does not lend itself to this arrangement, chairs may be placed on the North and South. In a difficult room, follow the plan best fitted, according to the number of Chapters taking part.

**Marching Line:** The marching line is in front of the participating Chapters' chairs. All floor work such as Flag Ceremony, Escort, Balloting, Degree Work, etc., is done in front of these chairs. The only exception is when the members of a Chapter have finished exemplifying and are returning to these seats. (1991)

Preliminary to regular opening, the Hosting Marshal escorts (in single file) the participating Worthy Patrons, Worthy Matrons (except the Hosting Worthy Matron), the Hosting Associate Conductress, and Associate Patrons, into the Chapter room. The Hosting Worthy Patron, Associate Patron and Associate Conductress take their regular stations while the others are seated near their respective stations. The Hosting Marshal retires.

**Proving Chapters:** Before the Conductresses start toward the West, the Associate Matron asks the members of the visiting Chapters to stand and then asks their Secretary or Worthy Matron to vouch for them. The first Chapter is seated while the second Chapter is vouched for, and so on, until all have been proved. The Associate Matron asks the last called-up Chapter to remain standing and then asks all the Chapters who have been vouched for to stand and remain standing until the Conductresses have passed.

**NOTE: Only those Chapters participating in Grand Visitation are asked to stand and be vouched for as a group. Members and/or visitors present but who have not been invited to participate as a Chapter would have their membership proven as stated in the UWB Page 5-7 PROVING MEMBERSHIP. (2015)**

When changing stations, the Conductress and Associate Conductress lead those officers who are assuming the stations and the Associate Matron and the Warder lead the retiring officers. All Organists change stations only after marching is completed when the officers assume stations or retire. (1980)

Officers who vacate and those who assume all rise when the word "CHAPTER" is spoken after the **last Chapter** is given. Suggested form for chair changing instructions:

**WORTHY MATRON: "The Officers of      Chapter will surrender their stations to the Officers of      Chapter."**

As vacating Officers clear the Labyrinth, those assuming should be in position to take their stations. Both sets of officers march at the same time.

## **FUNERALS**

(Reference Ritual, pages 153-160)

**Only members in good standing** at the time of death are entitled to be buried with Eastern Star honors.

An "*Alternative Funeral Service for Former Members*" was adopted by the General Grand Chapter at the 2003 Assembly. (2005)

A floral emblem should be provided unless a specific request has been made by the family for a Memorial to one of the approved projects of the Grand Chapter of Oregon.

So that funeral services of the Eastern Star may be conducted with appropriate dignity and decorum, it is recommended that each Chapter provide a sufficient number of robes. If robes are not used, appropriate street dress or Chapter attire may be worn.

It shall be the duty of the Chaplain of each Chapter to have full charge of the robes.

The Officers should be prepared, at all times and at the most unexpected moment, to pay love's last tribute in a most beautiful and fitting manner.

The Worthy Matron should see that the instructions on the Funeral Ceremony in the Ritual are understood and carried out by the Officers.

## **OPEN INSTALLATION CEREMONY**

(Reference Ritual, pages 93-126; Diagrams 19-24)

All arrangements for installation should be the joint responsibility of the retiring and incoming Worthy Matrons. The Worthy Matron-elect selects her installing officers.

No Installing Secretary. (Ask someone to take Minutes for the Secretary-elect if she requires help.)

Minutes of Installation **MUST** be typed or written in ink and glued securely in the Chapter Minute Book. The Chapter Register Book should **NOT** be used for Open Installation. (1980)

If floor space in Chapter will permit, semi-circle of chairs should not be removed until Installation Ceremony is complete.

## **INSTALLATION PROCEDURE**

Retiring Worthy Matron, Worthy Patron, Associate Patron and Organist assume their stations without form.

**Worthy Patron sounds the gavel** but gives no instructions.

**RETIRING** officers march in and assume their stations as per Opening Ceremony without pausing for instructions.

The Worthy Matron calls up the Chapter and guests; then instructs the Conductress to open the Bible without form.

## **INSTALLATION ESCORT**

Ritualistic Escort should be limited to Distinguished Members of the Order of the Eastern Star. If previously seated in the East, they should be introduced at this time. (2005)

**Visiting dignitaries of other Masonic Bodies are introduced under Good of the Order.**

If the Installing Officer is not in the East, the Worthy Matron instructs the Conductress to escort and introduce the Installing Officer.

When the officers retire, the Worthy Matron and Worthy Patron lead out, going down North and South marching lines, outside the Labyrinth, with the officers on either side joining the line as the group passes their stations:

*North Side*

Worthy Matron

Chaplain

Treasurer

Electa

Associate Conductress

Martha

Esther

Associate Patron

*South Side*

Worthy Patron

Marshal

Secretary

Adah

Conductress

Ruth

Associate Matron

Warder (1992)

The Bible remains open during recess. No one should cross between the Altar and the East.

The Installing Marshal collects the jewels and places them on the Altar, entering the Labyrinth the same as the Conductress when attending at the Altar. Musical interlude, if desired.

The Installing Marshal and Assisting Officers assume their stations when preparations are complete.

## **INSTALLATION CEREMONY**

(Reference Ritual, pages 98-126)

### **INSTALLING OUT OF TIME**

The **Prayer, Obligation and Charges** pertaining to the office, presentation of **Badge, Escort to officer's station and Proclamation** are used when installing out of time and is **done under Unfinished Business**.

## **AMENDING OR ADDING TO BYLAWS OF SUBORDINATE CHAPTERS**

(Reference Section 250, Article XII)

Proper forms for amending or adding to the Chapter Bylaws are to be ordered from the Grand Secretary. **THREE copies** are to be made as follows:

The original will be returned to the Chapter with the signature and seal of the Worthy Grand Matron's approval;

One (1) copy for the files of the Worthy Grand Matron to remain in the Grand Chapter office;

and one (1) copy for the files of the Jurisprudence Committee.

All pertinent information is given. Dates of the first and second reading are recorded. This must be signed by the Secretary, Worthy Matron and sealed with the Chapter seal.

**The Chapter shall furnish each member with a copy of the Chapter Bylaws.** (Jurisprudence Decision)

## **SUBORDINATE CHAPTERS LAWS AND USAGE**

### **AT EASE / RECESS**

Members **MUST NEVER** cross the room between the presiding officer's station and the Altar, while the Chapter is in session and the Bible is open, except as per Ritual in Initiation and Installation ceremonies.

When "at ease" is used, movement is permitted within the Chapter. (Do not cross between the Altar and the East.)

When "recess" is used, the Bible is closed and members may move freely around the Chapter room and/or enter or leave without making the Sign. When the Chapter is called back to order, the Associate Matron must vouch for all present.

## **BADGES**

Each Officer, during Chapter sessions, wears the badge belonging to the office held. The badge consists of the appropriate jewel made of gold or gilded metal and suspended by a ribbon or a cord, having the five colors of the Order.

Only the Star Point Officers' badges may be suspended by a ribbon or cord corresponding to the color of that particular station. (1994 General Grand Chapter)

## **DELEGATION OF AUTHORITY**

The Worthy Matron and Worthy Patron cannot delegate her/his, authority to any member during her/his, absence, or appoint a member to fill the position of Worthy Matron or Worthy Patron. The Ritual and our Laws provide that the Associate Matron succeeds to all the powers and authority of the Worthy Matron in the absence of the Worthy Matron. The Associate Patron succeeds to all powers of the Worthy Patron in the absence of that Officer. (see also GGC Book of Instruction.)

## **EMBLEMS**

The Eastern Star Emblem may be displayed along the highway if the sign is done in good taste. [C & BL Section 203(11)]

## **FAREWELL**

When the Worthy Grand Matron, a Grand Officer or an honored guest is seated in the East, she/he may be invited to give the farewell usually given by the Worthy Matron (who retains the gavel). The closing declaration is made by the Worthy Matron.

## **LABYRINTH MARCH**

Labyrinth March should never be used except in Initiatory work.

## OFFERING

A benevolent offering may be made during the Good of the Order, providing the members do not pass between the Altar and the East. It may be combined with, or follow, the retiring march at the close of the Chapter.

## PINS

The Order of the Eastern Star pin should be worn on the LEFT SIDE over the heart.

## QUESTIONS OF LAW AND ORDER

The Worthy Matron has the power to decide questions of law and order. There is no appeal from the decision of the Worthy Matron but a member may appeal to the Worthy Grand Matron or the Grand Chapter. [C&BL Section 209(8)].

The Worthy Matron should have some knowledge of parliamentary rules, to ably transact the business. Much depends on the presiding Officer to dispose of questions justly and legally, as well as harmoniously.

## RITUAL

The Ritual, under copyright, is the property of the General Grand Chapter. **NO PART OR PORTION** thereof, including the fine print, **MAY BE COPIED** by any member for any purpose whatsoever. This also refers to the **SECRET WORK**.

## SPEAKERS

When guests are asked to speak under Good of the Order by the Presiding Officer, they are called upon in the same order as they were escorted. (Reference UWB, ESCORT DUTY) The number of speakers, for an evening, should be limited.

## WELCOMING VISITORS

All officers should assist the Worthy Matron in welcoming visitors before the opening of Chapter.

Members must not come into the Chapter room wearing hats or gloves.

## OFFICERS GENERAL INSTRUCTIONS

### MARSHAL

Baton should be carried at all times except during escort of the Flag, draping of the Altar and entering the Prayer Circle.

The Baton is raised **ONLY** while leading someone. The Marshal then holds the baton in the center with the right hand, elbow flexed, about a foot from the forehead and about level with the hairline. Position should be natural and relaxed. The Baton is held in a horizontal position and in such manner as to look under the center of the baton and between the ribbons. When the Marshal is speaking, being spoken to or walking, she/he carries the Baton in the right hand, in a **horizontal position** at her/his side. The only exception to this, is when she raises it to make the Proclamation at the Installation of Officers.

Omit the bow altogether or bow **before** raising or after lowering the Baton.

The Marshal does not touch the staff of the Flag or the Associate Patron's hand while escorting the Flag.

### SECRETARY

(Reference duties in C&BL Section 211)

### WARDER AND SENTINEL

(Reference Ritual, pages 16 and 25)

Only the presiding officer may give permission to the Warder to open the anteroom door.

The opening and closing of the anteroom door, when the Chapter is in session, is exclusively the duty of the Warder and she/he must always give the proper raps when so doing. After the directions of the Worthy Matron to the Warder and the Sentinel's response, the Warder closes the door without raps.

When the Chapter is open, the Warder reports the alarm only at the end of an Order of Business. The Warder never opens the door when raps are given from the outside before reporting to the presiding officer and receiving an order from the East.



WARDER: **"Worthy Matron/Worthy Patron, there is an alarm at the door."**

PRESIDING OFFICER: **"You will ascertain the cause of the alarm."**

After first giving the raps, the Warder ascertains the cause of the alarm from the Sentinel.

The Warder informs the Sentinel to wait for further orders from the Presiding Officer and closes the door.

WARDER: **"Worthy Matron/Worthy Patron, the alarm was caused by the Sentinel with members, properly vouched for, wishing admittance."**

PRESIDING OFFICER: **"Sister/Brother Warder, you will admit them."**

Proper raps are given when so doing, except at the closing of the Chapter, when the Worthy Matron instructs the Warder to inform the Sentinel that the Chapter is closed.

If members or visitors are in the anteroom when the Warder informs the Sentinel that Chapter is open for business, she/he will wait until after the Flag Ceremony before reporting their presence. When a retiring member gives the Sign of Salutation back of Esther's chair, the Warder, seeing the presiding officer give the response, should immediately rise, give the alarm and have the door ready to allow the member to retire.

The Sentinel remains outside the door of the Chapter except when invited inside for the purpose of balloting.

In the Closing Ceremony, the Warder merely opens the door without raps and reports to the Sentinel.

## **IMPORTANT FEATURES**

The importance of **dignity and decorum**, while performing the Ritualistic work, cannot be overemphasized. All Ritualistic work should be performed without the aid of a Ritual.

**DURING OUR RITUALISTIC WORK, THERE IS NO PLACE FOR COMEDY.** Comic addenda, costumes, etc., should be reserved for programs during periods of recess or after the meeting.

It is imperative that all officers have the latest edition of the Ritual adopted by the General Grand Chapter and a copy of the latest Uniform Workbook, as adopted by the Grand Chapter of Oregon. All elected officers also should have a copy of the Constitution and Bylaws.

**Officers and members should be complimented for their efforts.**

Do not discuss over the telephone or in Public places Chapter matters which should be kept secret.

Never make or repeat unkind criticisms. Remember that it is easier to criticize than to exemplify.

Selling of tickets for drawings must be done after the Chapter is closed.

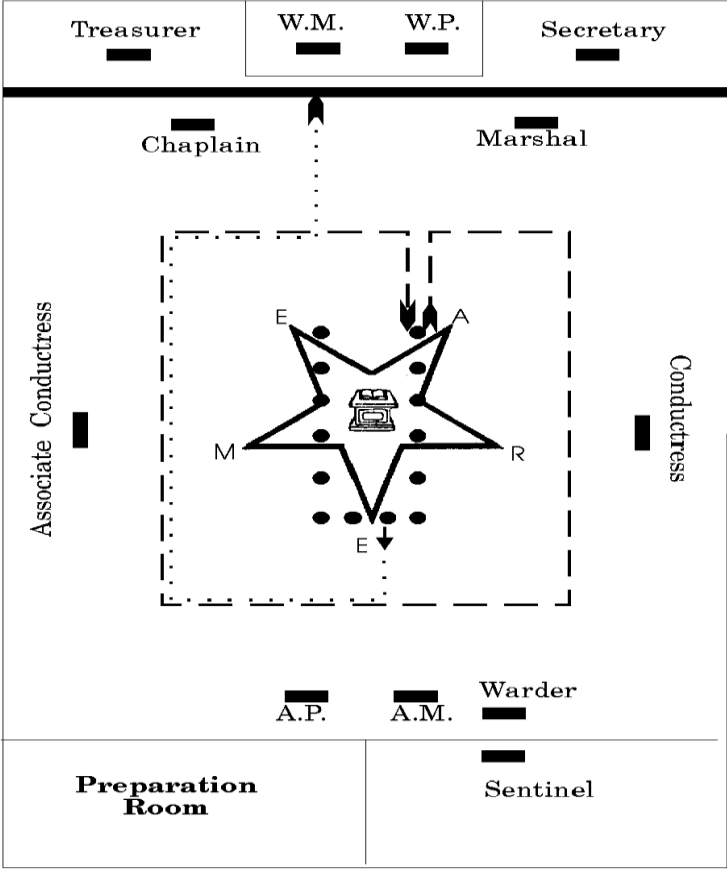
Signet: (Reference GGC Book of Instruction)

Pictures must not be taken during any ritualistic ceremony, except during an open installation.

All members should read the following passages of Scriptures:

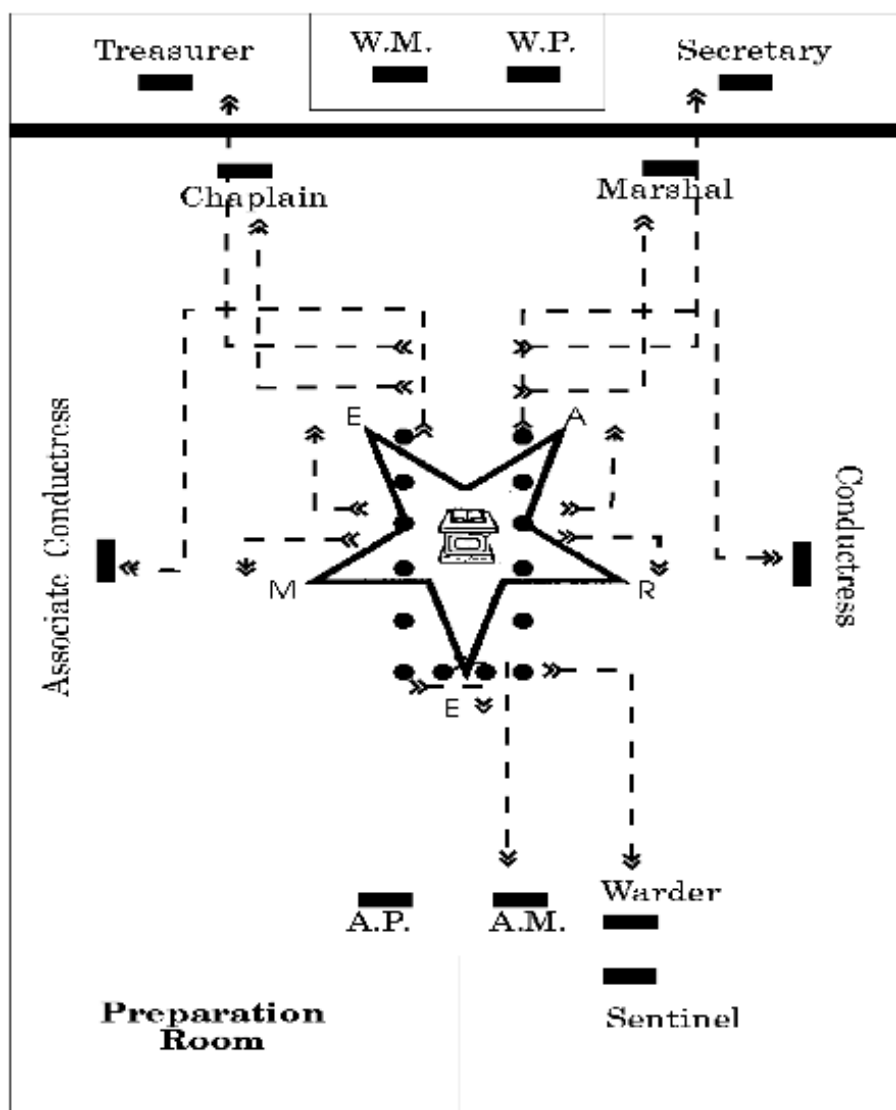
Judges:	Chapters 11, 12
Ruth:	Chapters 1-4
Esther	Chapters 1 -10
John	Chapter 11
Matthew	Chapters 17 - 21
First Epistle of John	Chapter 2
Second Epistle of John	

Diagram No. 1  
Line of march conducting  
Worthy Matron to her station  
**Chapter Room**



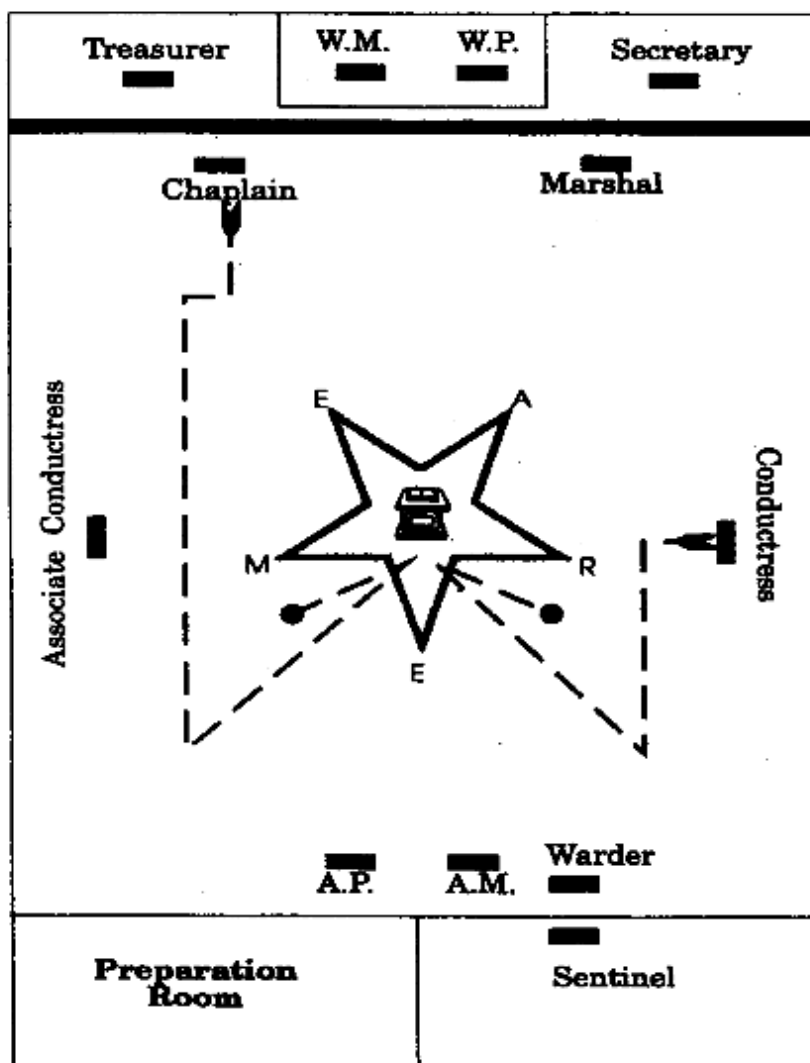
*See Ritual, page 166, for placement of chairs*  
*See UWB for line of march*

Diagram No. 2  
Officers assuming Stations, Opening  
**Chapter Room**



*Slight alteration may be necessary in assuming stations depending on room configuration.*

**Diagram No. 3**  
**Line of march for**  
**Chaplain and Conductress**  
**Chapter Room**



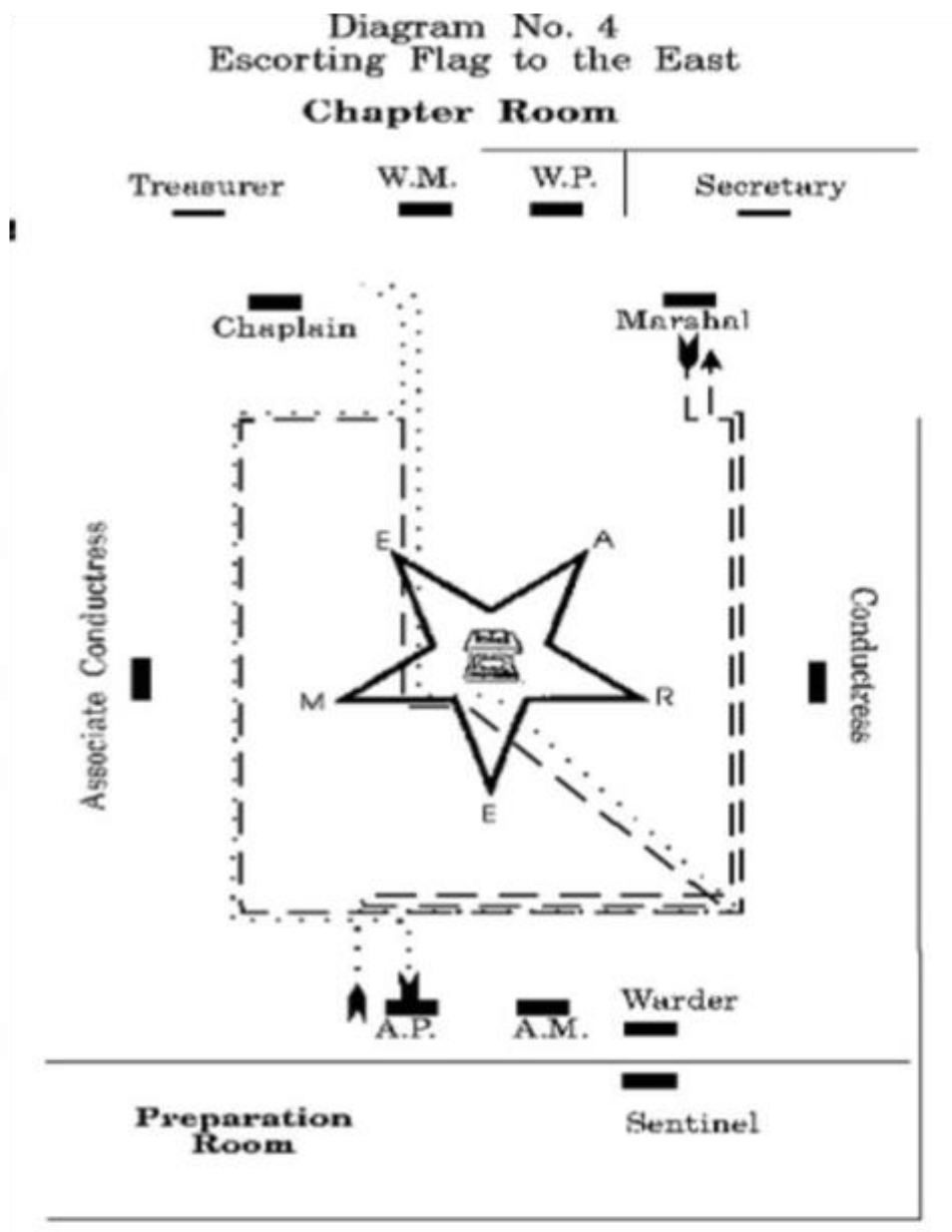


Diagram No. 5  
Escorting Guests entitled to  
Grand Honors  
**Chapter Room**

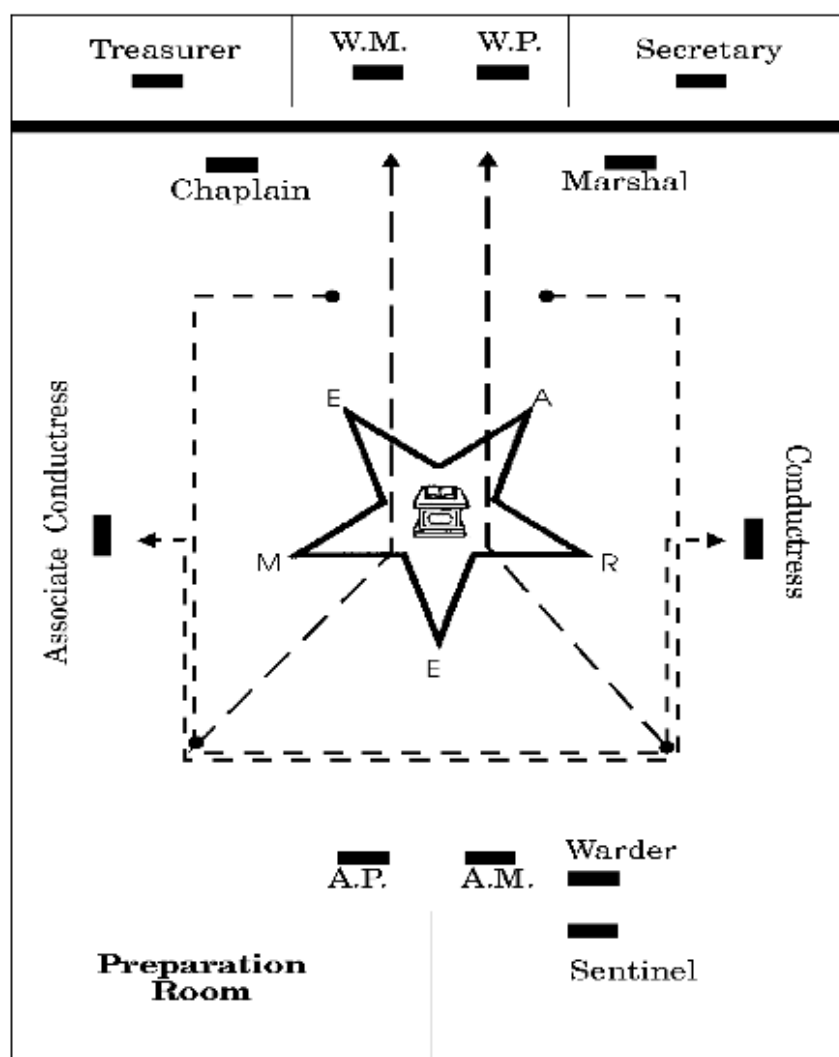


Diagram No. 6  
Escort of guests outside the Labyrinth

**Chapter Room**

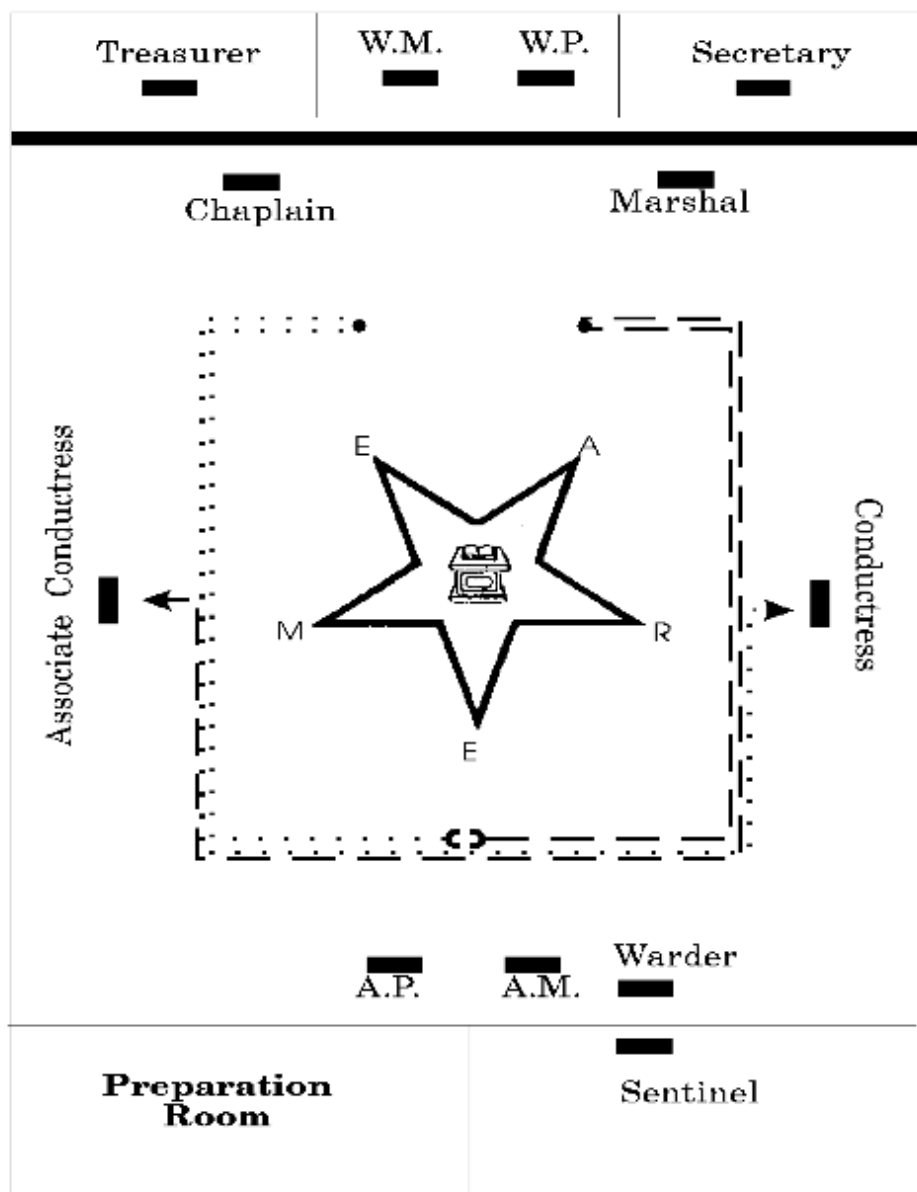
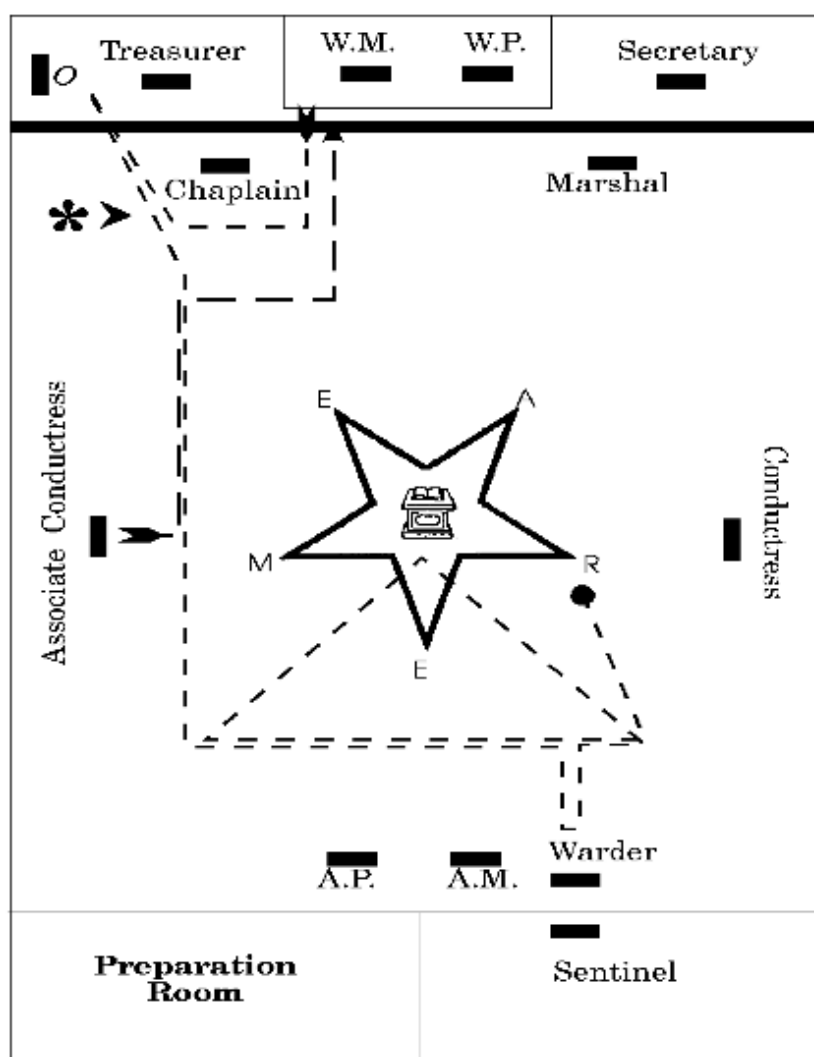




Diagram No. 7  
Associate Conductress preparing Ballot Box  
**Chapter Room**



\* Go directly across East or down and around Chaplain station depending upon room configuration.

Diagram No. 8  
Associate Matron, Associate Patron, Conductress  
and Star Officers ballot march

### Chapter Room

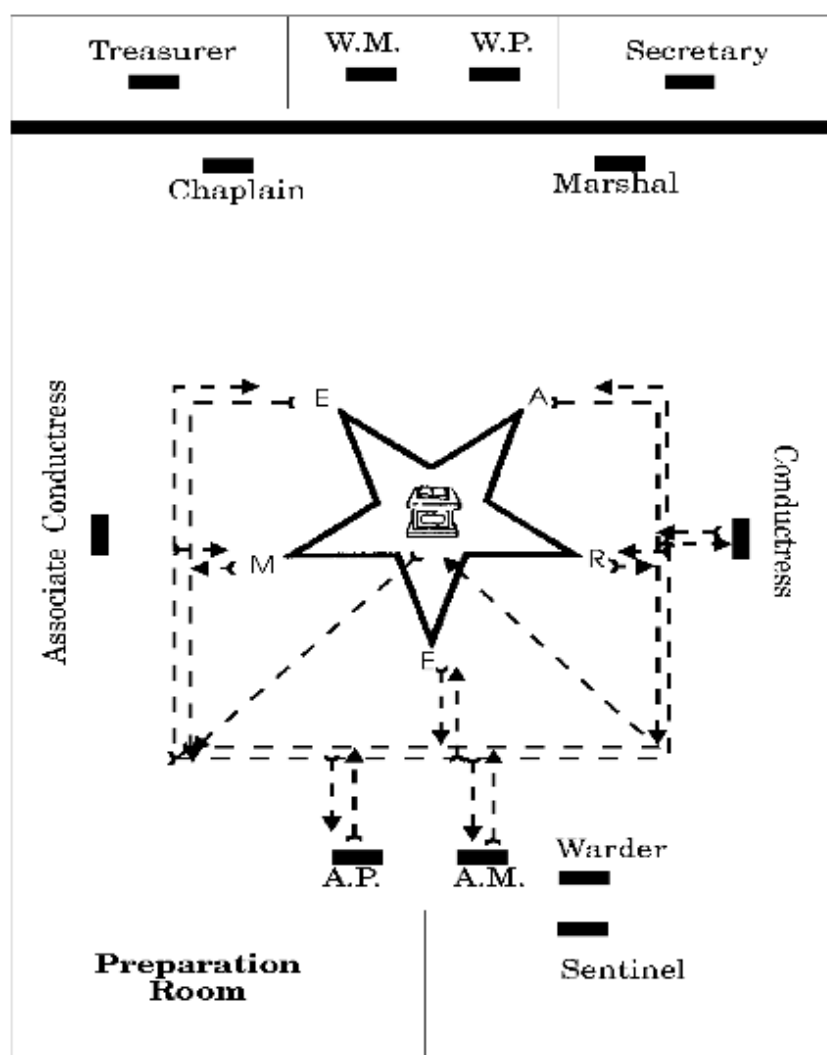
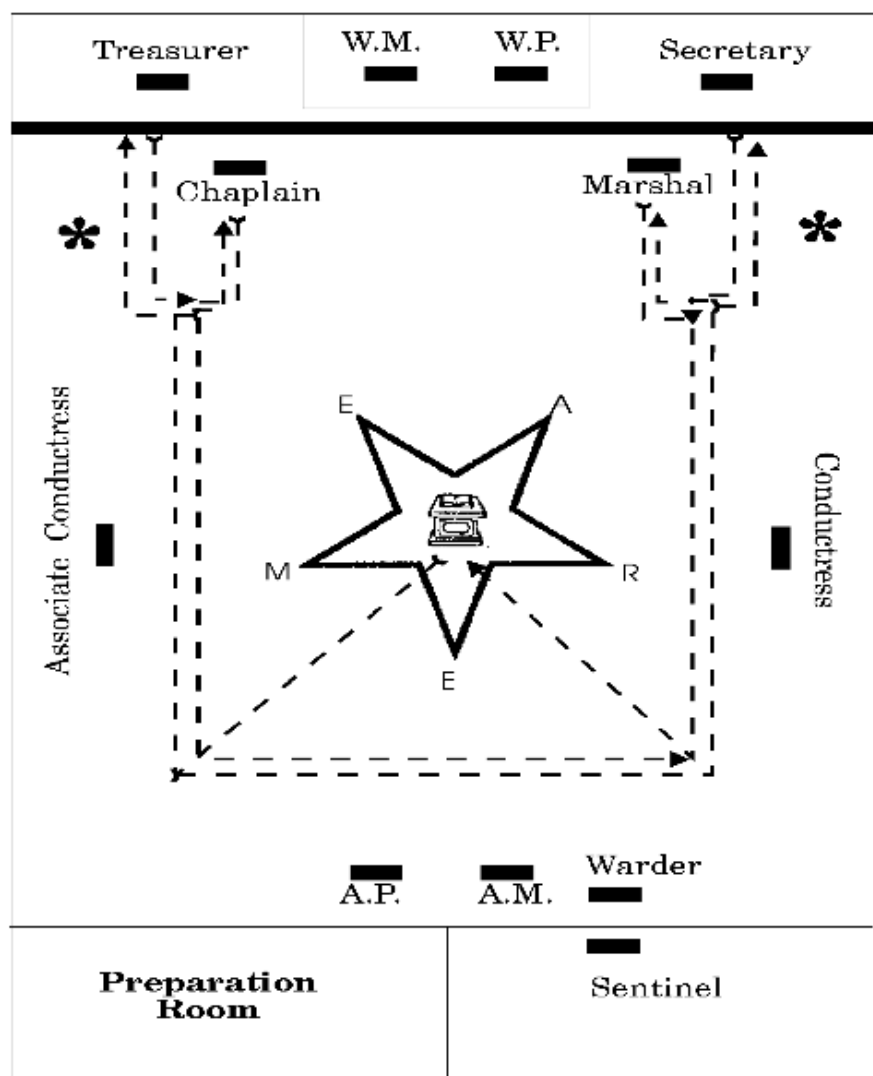


Diagram No. 9  
Members ballot march  
**Chapter Room**



\* Slight alteration may be necessary in balloting depending on room configuration.

Diagram No. 10  
Sentinel's ballot march

**Chapter Room**

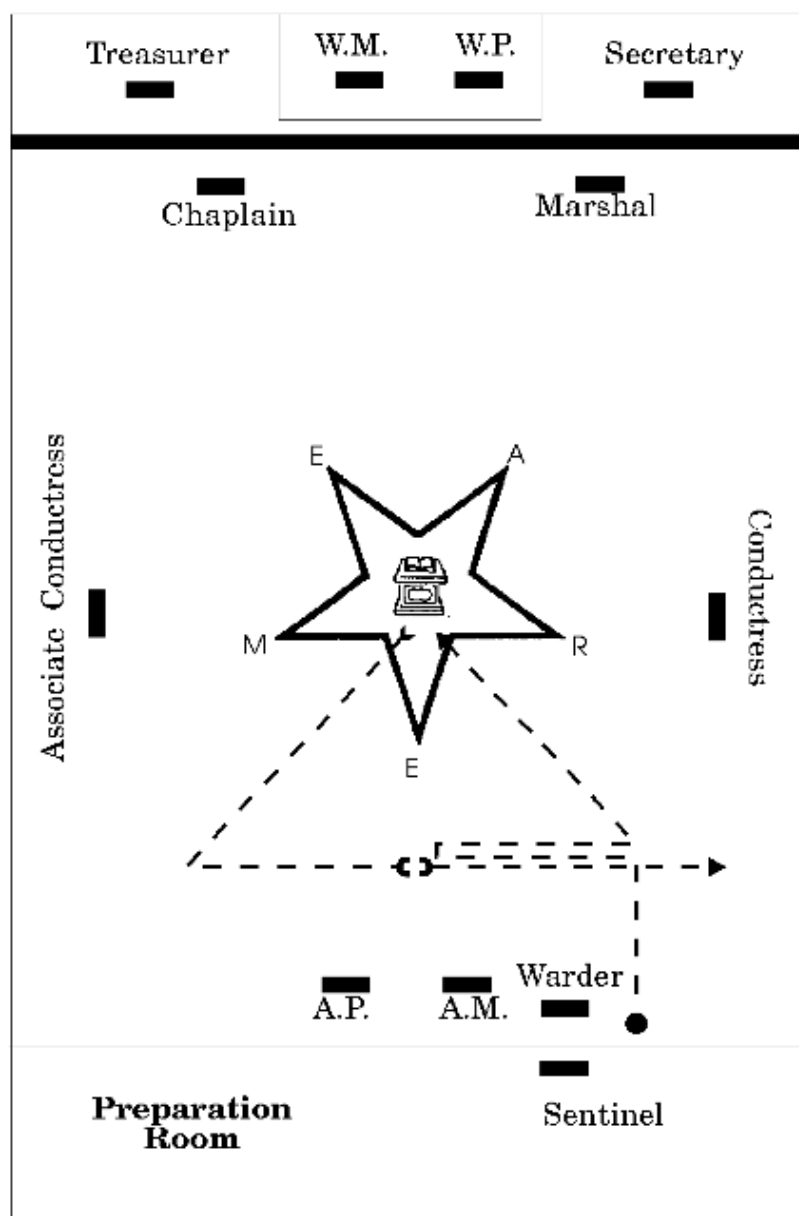


Diagram No. 11  
Associate Conductress bearing ballot box  
West and East  
**Chapter Room**

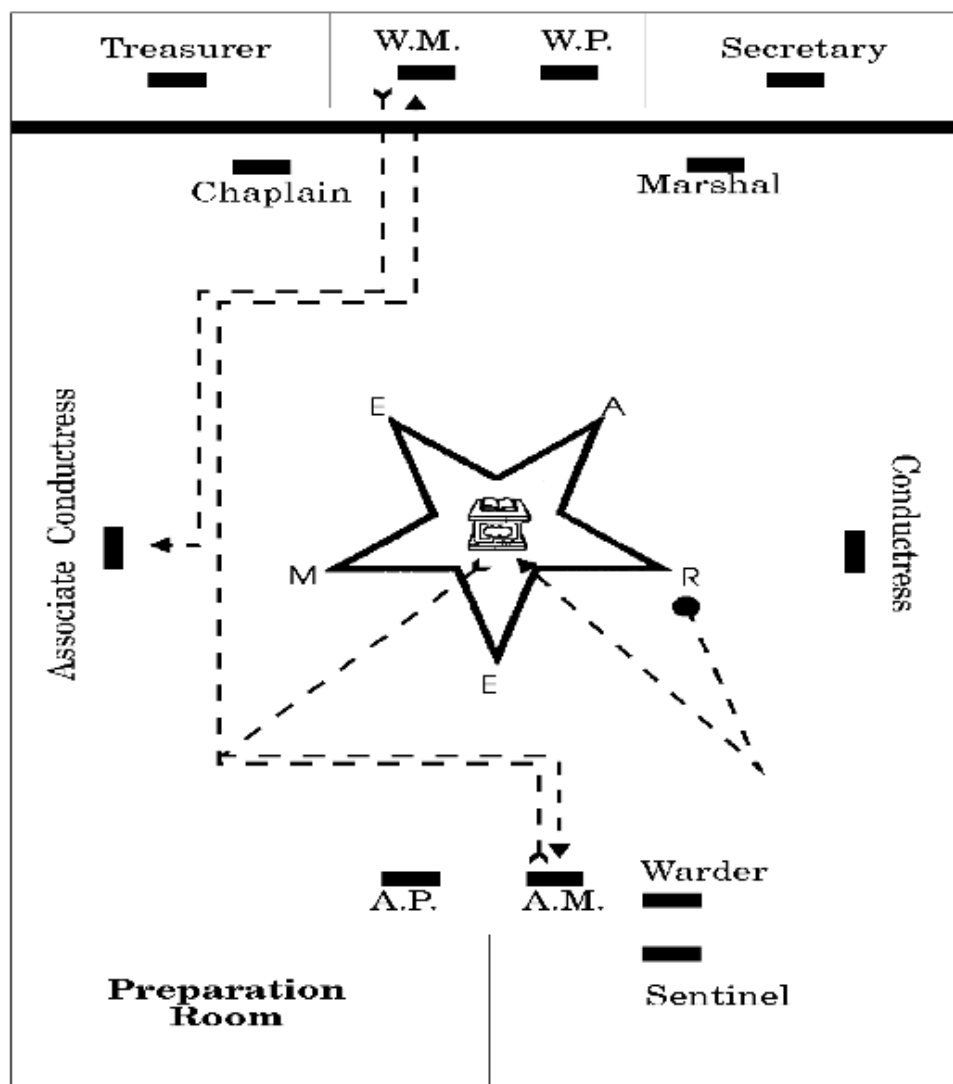
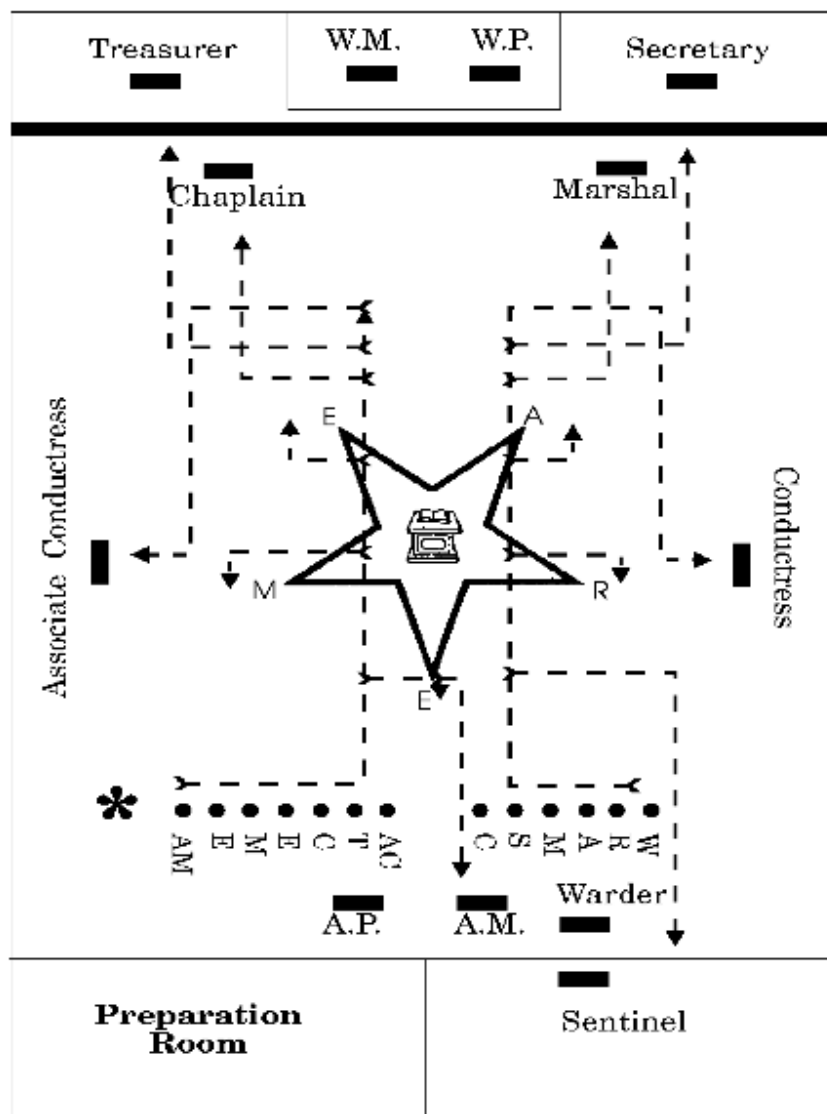


Diagram No. 12  
 Grand Visitation - Assuming stations.  
 Conductress and Associate Conductress lead.  
 Stations are assumed in the usual manner at the  
 direction of the Worthy Matron.

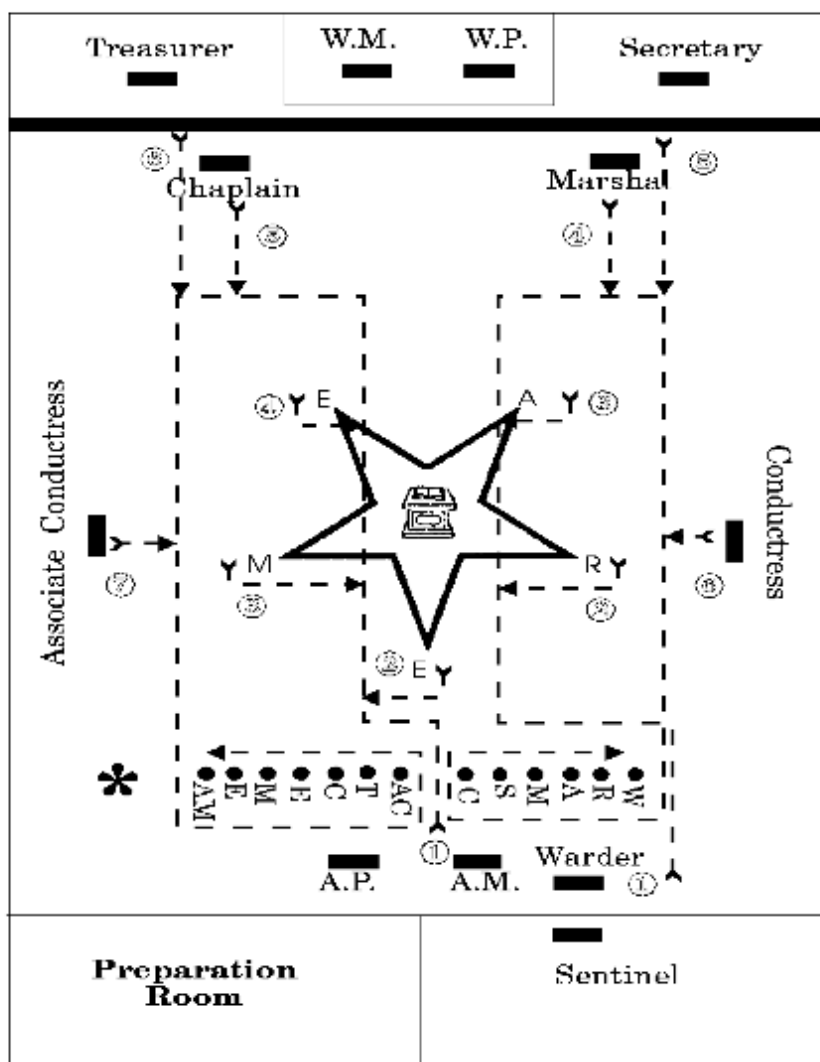
### Chapter Room



\* Slight alteration may be necessary in  
 location of chairs due to room configuration.

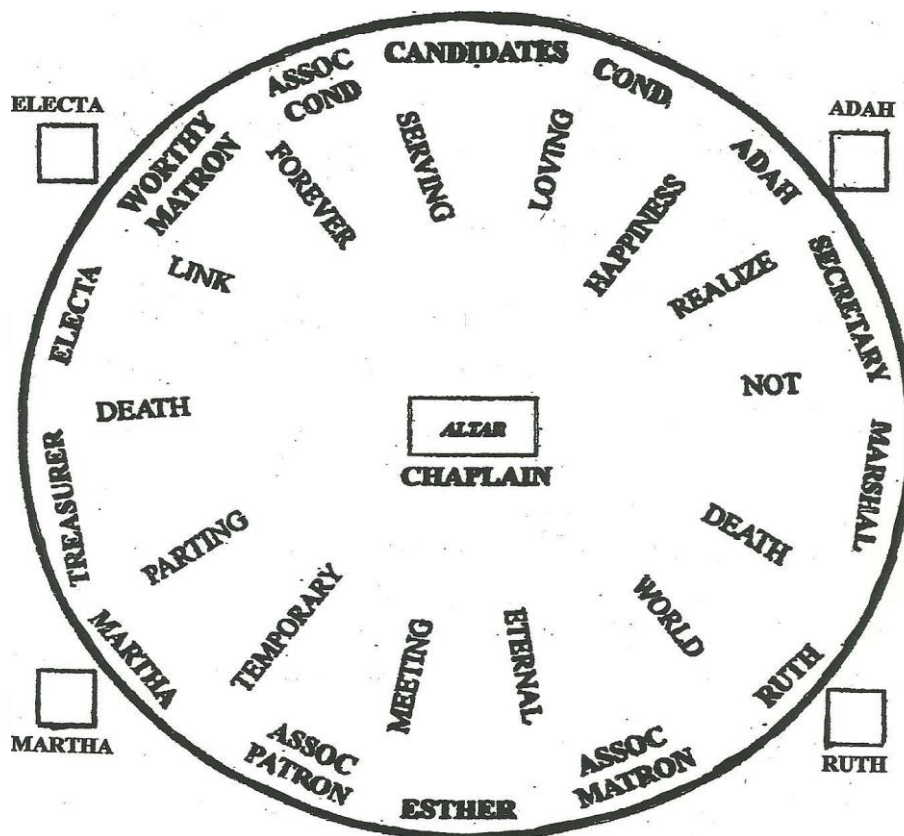
Diagram No. 13  
Grand Visitation - Retiring

**Chapter Room**



\*Slight alteration may be necessary in location of chairs due to room configuration.

# Prayer Circle





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UNIFORM WORKBOOK OF INSTRUCTIONS

June 2023 Edition

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## PART SIX

# DECISIONS OF WORTHY GRAND MATRONS AND JURISPRUDENCE COMMITTEES OF OREGON

ORDER OF THE EASTERN STAR  
Printed 2023

### SOVEREIGNTY

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

## ABSENCE OF OFFICERS

See **Officers**

## ADVERTISING

See **Prohibitions**

## AFFILIATION

### TRANSFERRING OF MEMBERSHIP

The new membership of a petitioner for affiliation dates from the date of election to membership and she or he may sign the Bylaws of the electing Chapter before her demit is received. The Secretary of the electing Chapter shall report such election to the issuing Chapter, and the Secretary of the issuing Chapter, on the date of the receipt of this report shall at once issue and forward a demit for the member to the Chapter having elected her or him.

This Grand Jurisdiction accepts Letters of Good Standing FROM Chapters of other Grand Jurisdictions if under the seal of the Chapter.

By **Demit:** A demitted member who wishes to go back into the same Chapter must petition for affiliation. The petition must be referred to an investigating committee and balloted upon in the regular way. **Sec. 222 (1) C&B**

If application for affiliation on an Oregon demit is made to an Oregon Chapter within one year of the date of issuance of a demit, no affiliation fee is required. If the demit is more than one year old, then the applicant who petitions would have to petition the Chapter in the regular manner, and pay the affiliation fee of \$5.00. **Sec. 220 (2) and Sec. 223 (1) C&B.** Note: Fee

From **Out of State:** A petition for affiliation from an out of State member must be accompanied by a demit, a statement of membership record from the Secretary of the Chapter to which the member belongs, or a current dues card. **Sec. 223 (1) C&B.**

An affiliation fee is collected from an affiliate from another Jurisdiction.

**Objections:** Sec. 219 C&B.

An objection cannot be filed against a petitioner for affiliation since the Bylaws only provide for objections to be filed to petitions for initiations.

**Retaining Proof of Membership:** What should the petitioner do since the petition for affiliation states, “Attach copy of Current Dues Card, Demit, Visiting Permit, or Certificate of Good Standing”?

Allow the unaffiliated member to retain a copy of the demit much like having a duplicate dues receipt for use in visiting other chapters but the original demit will be retained by the Chapter being petitioned. (Jurisprudence 2019)

**Plural Memberships:** See Plural Memberships

**Rejection:** See **Petitions** and **Sec. 218 C&B.**

**Residential Requirements: Sec. 214 (4) C&B.**

The petitioner need not be a resident of the State of Oregon when petitioning for reinstatement or affiliation, but must be a resident of the State of Oregon when petitioning for degrees.

**Visitation: Sec. 223 (1) C&B.**

A member holding a demit must visit a Chapter before petitioning for affiliation. See **Sec. 223 (2) C&B** for exception

**Visitation after Rejection: Sec. 223 (3) C&B**

A non-affiliated member on demit, who has been rejected for affiliation, must visit the Chapter again petitioning a second time.

Would it be lawful for a Chapter to accept a petition on the grounds that the investigating committee reach out to the petitioner and determine if an accommodation to visit their residence is warranted in lieu of the chapter visit?

Since our law states 223. 1., that a non-affiliated member must visit a chapter at least once before petitioning said chapter the investigating committee would be in their rights to insist the petitioner visit if they are capable.

If it is determined that the member is not able to attend chapter to sign the bylaws, it would be necessary for the WM and/or the Secretary of the chapter to bring the book to the member to sign after being elected to affiliate. (Jurisprudence 2019)

Is a written request from the petitioner to waive the chapter visit due to infirmity required to accompany the petition?

According to Section 223, 2. a non-affiliated member may petition on the basis of a committee investigation by members appointed by the WM of said Chapter. At the time of the visit the committee can verify the petitioner is in fact interested in affiliating with the chapter. There is no requirement in the law necessitating a written request for affiliation other than the petition. (Jurisprudence 2019)

**Visiting Permit. Sec. 223 (1) & Sec. 224 (1c) C&B.**

You cannot petition for affiliation on a Visiting Permit. (2014 not applicable)

**Withdrawal of Petition. See Petitions-Withdrawal Sec. 215 (4) C&B.**

A Sister or a brother elected to membership by affiliation cannot withdraw the petition even though she/he has not signed the Bylaws. She/he must pay the current dues before a demit can be granted. (The new membership of the petitioner shall date from the date of election to membership.) **Sec. 222 (3) C&B.**

## **AMENDMENT TO SUBORDINATE CHAPTER BYLAWS**

**Approved. See Sec. 250 Article XII (1)**

The Chapter shall furnish each member with a copy of its Bylaws.

**How Enacted:** The vote on amendments is taken by uplifted right hand and not by written ballot (Above is the usual method of voting, but by vote of the Chapter a written ballot could be taken.)

**Clarification of Voting Sign:** see G.G.C. book of Instruction Miscellaneous and Uniform Workbook

**Improper Procedure:** A Chapter which incorrectly raises dues by vote of the Chapter instead of by amending the Bylaws and which collects dues from its members, must explain the error to the members and refund the overcharge.

**Notice to Members:** All members do not have to be notified by mail of Proposed Amendments to the Bylaws but if the proposed amendment is controversial, the Worthy Matron would be within her rights to order all members notified.



**Voted by Grand Chapter:** Amendments to Subordinate Chapter Bylaws voted by Grand Chapter must, in turn, be adopted by each Subordinate Chapter. Sec. 202 (5) C&B and Sec. 250 Article XII (2) C&B.

**Voted by General Grand Chapter:** Changes to the General Grand Chapter Constitution apply to Oregon immediately unless such changes are to a section which applies only to chapters directly under General Grand Chapter. Changes to General Grand Chapter Bylaws apply to Oregon immediately unless those sections apply only to General Grand Chapter. Rules and Regulations changes do not apply immediately to Oregon since they are only for chapters directly under General Grand Chapter. Changes to the General Grand Chapter Book of Instruction are advisory to the extent that they give instruction beyond what is in the ritual and do not immediately cause changes in the Oregon pink pages. Changes in the Ritual immediately change for Oregon. (2012-13)

**Bylaw vs Standing Rules:** Should a chapter with a 50 year member exempt them from paying dues be included in Chapter Bylaws or put in standing rules? Article IV. Section 250 Fees, Dues, and Contributions of Bylaws explains why this needs to be addressed by their Standing Rules as per Section 252. (Jurisprudence 2017)

**Bylaw Conformity:** Our decision was requested concerning a request for By-Laws Change by a Chapter which the Worthy Grand Matron denied because it did not conform to subsections (4) and (6) with no deviation; and in accordance with Section 131 (2) Purchase price of Life Membership shall not be less than Age 18-35 , Inclusive \$250; Age 36-50, Inclusive \$200; Age 51 and over \$100. The Jurisprudence Committee concurred that the request was out of order and could not be approved as written. (Jurisprudence 2018)

## **ANNIVERSARY**

**Date:** A Chapter Anniversary is the date of institution and not when the Charter was issued.

## **BALLOT**

See also, Election of Officers; Petition-Holding Over.

**Ballot Boxes:** It is not permissible to use more than one ballot box. G.G.C. Book of Instruction, The Ballot.

**Ballot and Initiate Same Night:** 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) C&B.**

**By Visitor:** In case of a visitor balloting by mistake, if it is clear there is no reason to re-ballot.

**Secret Ballot on Motion:** If a motion is made and carried to have secret ballot on a question before the Chapter, such a ballot is in order.

## **BIBLE**

**Closing:** It is not necessary to declare the Chapter “at ease” and close the Bible during School of Instruction, because this is official business, and as such, should be entered in the minutes of the Chapter.

**Lights:** As there is no law regarding a light over the Bible, turning out a light over the Bible when the Bible is closed without form is permissible.

**Where Opened:** The Ritual does not specify a particular place where the Bible should be opened by the Conductress. See Uniform Workbook, Opening the Bible.

## **BILLS**

See **Receiving Bills** – Uniform Workbook, Reports of Standing Committees, Uniform

## **BOUNDARY LINES**

See **Jurisdiction** and **Sec. 207 (1) C&B.**

## **BYLAWS**

See **Amendments.**

**Who Signs:** A reinstated member does not sign the Bylaws again.

An affiliated member always signs the Bylaws even though re-affiliating with her/his original Chapter because a demit severs membership with the Chapter.

## **CANDIDATES**

See **INITIATION, AFFILIATION, MEMBERSHIP** – Statement of Membership Record

## **CHARITY**

See **PROHIBITIONS**

Charity must be handled in conformance with the Constitution and Bylaws. Section 250, Article VIII.

**Question:** What is the ruling for Eastern Star Chapters to participate in a Masonic Scholarship project that is sponsored by Masonic Lodges and is recognized by the Grand Lodge of Oregon?

A Chapter may contribute to any activity that is recognized as an Eastern Star or Masonic project. Sec. 203 (12) C&B PROHIBITIONS, gives a Chapter the right to appropriate and spend funds on any of its activities or any project recognized as an Eastern Star or Masonic project including Order of Rainbow, Job's Daughters and DeMolay. Eastern Star Chapters exercise their right and duty to support Masonic sponsored projects constantly. (1989, pg. 91, Q. 2) Sec. 203 (12) C&B

**Question:** Is there anything in our Grand Chapter CBL that would prohibit the Home Endowment and Outreach Committee from having a photo contest as outlined in attachments?

The members of the Jurisprudence Committee find nothing in the rules and terms of the proposed photo contest that is in violation of the CBL of the Grand Chapter. (2014)

## **CHARTER UNDER DISPENSATION**

The books of a Chapter under dispensation must be sent to the Grand Secretary not later than June 1. **Sec. 133 (13) C&B.**

If the Worthy Grand Matron makes a recommendation in her report to “annul” the Charter of a Chapter which she states she had previously “arrested” does acceptance of the WGM’s report voted upon by the members at Grand Chapter constitute agreement of that action?

Constitution Section 6 – Powers of the Grand Chapter, Section 8 – Powers of the WGM and Section 227 Dissolution of Chapter and 228 Suspensions, Arrests and Annulments in our Bylaws states the WGM can only arrest the charter until Grand Chapter session.

Sec.8, subsection 7. “To arrest the charter of a Subordinate Chapter until the next annual session of the Grand Chapter.” Her report states that she arrested the charter and now recommends the Grand Chapter Annul the Charter. I believe the assembly understood the acceptance of the WGM’s report including the annulment of the Charter especially since a member made a motion to accept the WGM Report with the exception of the part about the annulment and that motion failed. (Jurisprudence 2019)

## **CHARTER**

**Photo static Copy.** A photo static copy of an original charter is legal for use in lieu of the actual charter and such use can be broadly interpreted as meeting the requirements of the Ritual, Installation Ceremony, and for holding all Chapter meetings. (G.G.C. Decisions, pg. 9.)

## **CHARTER MEMBERS**

**Definition.** Any person who shall have signed the petition and contributed a minimum fee of not less than \$5.00 toward the funds for the instituting of a new Chapter shall be Charter Members thereof, provided they shall have received the degrees before or at the time of institution of such Chapter. **Sec. 133 (14) C&B.**

**Procedure.** See Sec. 133 (3) C&B for proper procedure.

## **CIVIC PARTICIPATION**

See **Prohibitions; Community Projects. Sec. 203 C&B**

## **CLOSING CEREMONY**

**Closing.** Refer to Uniform Workbook, and Ritual, see closing Procedure and Ritual, pg. 45.

## COIN MARCH

See **FLOWERS**

## COMMITTEES

**Finance Committee.** If member or members of the Finance Committee are absent, the Worthy Matron has the power to temporarily fill the vacancy. In any event the report of the Finance Committee must be submitted to the vote of the Chapter. **Sec. 208 (5) Sec. Sec. 209 (2) C&B and Uniform Workbook, see Receiving Bills and Reports of Standing Committee.** Finance Committee. Question: Does the Finance Committee have the authority to approve requests for new purchases by the Grand Secretary or Grand Treasurer?

**Response:** the bylaws of the Grand Chapter of Oregon (Section 116.4) states the duty of the Finance Committee is “to audit all claims against the Grand Chapter and to approve only those that fall within the budget adopted by the Grand Chapter and that comply with the Bylaws and Rules and Regulations authorized for the administration of the budget and have been so certified by the Grand Secretary.” (2004)

**Jurisprudence Committee.** A member cannot ask the Jurisprudence Committee for a decision. All questions to be referred to the Worthy Grand Matron must arise in a stated meeting and signed by the Secretary and the Worthy Matron under the seal of the Chapter. If the Worthy Grand Matron wishes a decision from the Jurisprudence Committee she refers to the **Constitution & Bylaws, Sec. 117 (1).**

**Removal.** There is no provision in our law for removing committee members from office. The Worthy Matron, should, however, appoint a member pro tem at each meeting to act in the absent member’s place.

**Removal of Grand Chapter Board Member.** The Worthy Grand Matron can remove a member from the Benevolent Fund Board for lack of attending board meetings. Section 106 (2) A vacancy having been declared, the position should be filled by election at the next Grand Chapter Session. Section 137 (2008-09)

**Resignation.** In order for the Worthy Matron to appoint new members on any Standing Committee before expiration of their terms of office, it would be necessary for the Chapter to receive and accept the resignation of the present members.

## COMMUNITY PROJECT

**See Civic Participation; Prohibitions. Sec. 203 C&B.**

## CONSOLIDATION OF CHAPTERS

When consolidation will be taking place at the beginning of an Eastern Star year but following the first stated meeting of the consolidating Chapter, even if all officers have agreed to remain in the offices held the previous year, at least the top four elected officers should be installed in order to conduct the Chapter's final meeting of business. (2008-09) Section 206 (2)

**Question:** A chapter is considering consolidation. CBL says they will have a special meeting 45 days from a letter notifying members and that a WM can call a special meeting when necessary. Can a special meeting be called during months Chapter's bylaws say it will not meet? Does it matter if the special meeting happens later than the 45 days? Should the chapter wait until their September meeting to proceed?

**Answer:** There is nothing in the CBL that precludes a special meeting from being called during a Chapter's "dark months" as long as the procedures for making the call follow those outlined in Article III (3). The special meeting may happen later than the 45 days. (2015)

## CONSTITUTING A CHAPTER

The Ceremony of constituting a new Chapter is an "Open Meeting" and friends may be invited.

**Institution** is a closed meeting because of initiating new members.

## DEMITTS

See also, **AFFILIATION, DUES, MEMBERSHIP**

**Clear on the Books.** A member whose dues are paid to December 31 and who applies for a demit at the first stated meeting in January following, shall be deemed to be clear on the books and entitled to a demit. Sec. 222 (1a) C&B.

**Chapter Responsible for Dues.** See Sec. 222 (2c) C&B.

**Demit Over One Year. See Sec. 223 (1) C&B.**

On a demit over a year old from a foreign jurisdiction a person cannot visit a Chapter in Oregon. The person may request a Special Visiting Permit from the Worthy Grand Matron.

**Duplicate Demit.** In the event a demit is lost, a duplicate may be issued. It should be made out exactly as the original, marked “duplicate” and signed by the present Secretary. **Sec. 222 (1b) C&B.**

**Lost Demit.** A member who has lost a demit may not petition a Chapter for degrees. The member may apply for a duplicate demit. **Sec. 222 (1b) C&B.**

## **GRAND VISITATION**

See **INITIATION and UNIFORM WORKBOOK**

### **DRAPING THE ALTAR**

**Color of Drape.** The regulation color is white. See **Uniform Workbook. Draping the Altar**

**Date of Ceremony.** A Chapter may set aside an evening each year to drape the Altar, however, the Bylaws should be amended to conform with this order of business. **Uniform Workbook.**

The 1991 Uniform Workbook states: “The use of an annual Memorial in place of the draping of the Altar upon each occasion is permissible, but must be in accordance with the Bylaws of each Chapter. It is not optional with the Worthy Matron.”

## **DRESS**

We have no regulations regarding the color of dresses that any of the officers must wear.

While there are traditions about dress, the only prohibition in our law is against the wearing of hats and gloves in Chapter. A Chapter or Worthy Matron may set certain dress however, any member in good standing may attend a meeting of her/his chapter. A member with proper documentation can also visit any chapter unless she/he is not a member of that chapter and a member of that chapter objects to their presence. (2012-13) **Section 224 (2)**

A member must be in proper attire to enter the chapter room during Grand Visitation. (2013-14)

## **DUAL MEMBERSHIP**

See also, **MEMBERSHIP; PETITIONS**

Dual memberships are permitted in the State of Oregon as provided in Sec. 213A. C&B.

## **DUES**

**Assessment of Dues on Members by Affiliation.** A member elected to membership by affiliation would pay the pro rata dues to the end of the year, but in no event less than the amount to cover the per capita and Home Tax, liability insurance and assessments.

The above is correct if the member affiliated by demit. If the member affiliated according to **Sec. 222 (2c) C&B**, the Chapter from which the member transferred should remit the balance of dues, the Home Tax, Grand Chapter per capita tax, liability insurance and assessments.

**Care Institution.** Definition of “**Confined**”: To hold within an institution due to their physical or mental incapacities and for the individual’s own protection.

A Chapter, may vote annually and, if it appears necessary according to an Investigation by the Relief Committee, refrain from exacting the dues of a Sister or Brother for relief purposes during the current year.” However, the Chapter is still responsible for paying the Dues, Home Tax, Insurance and special Assessments on those members as stated in **Sec. 128 (3), (8), (10), (11), Sec. 202 (7) and Sec. 221 (9).**

**Demitted Member.** A demitted member rejoining the same Chapter does not pay dues for the period during which she or he was demitted as she or he were not members during the interval. Sec. 221 (7) C&B.

**Honorary Members.** See also, **HONORARY MEMBERSHIPS.** A Chapter does not pay Grand Chapter dues on honorary members.

**Members at Masonic and Eastern Star Home.** A Chapter pays the dues of a Member who is a guest in the Masonic and Eastern Star Home. Sec. 221 (9) C&B.

**New Chapter.** A Chapter instituted in March would collect dues pro rata for the balance of the year.



**Non-payment of Dues.** A person who has been suspended for non-payment of dues cannot petition for degrees. She or he must reinstate in the regular manner. **Sec. 221 (4 & 7) C&B**

**Non-payment of Masonic Lodge Dues.** If a member is dropped from his Masonic Lodge for non-payment of dues, the Worthy Patron should make an investigation and report the suspension to the Chapter, and the Chapter notify the brother of his suspension from the Chapter.

**Remission.** Remission of dues means by vote of the Chapter, the member can be placed in good standing without paying dues. **Sec. 221 (9) C&B.**

**Remitting of Dues.** A Chapter may, by vote annually and if it appears necessary according to an investigation by the Relief Committee, refrain from exacting the dues of a Sister or a Brother for relief purposes during the current year. A list of those whose dues were so remitted shall be sent to the Grand Secretary in the annual report. (1995) **Sec. 221 (9) C&B** as conforms to **Sec. 128 (11) C&B.**

**Voting Privileges Denied.** See also, VOTING. Members who have not paid their dues on or before time to elect new officers are not denied the privilege to vote. Refer to **Sec. 221 (4) C&B.**

## **EASTERN STAR EMBLEM**

**Use of Emblem.** The Eastern Star Emblem may be displayed along the highway if the sign is done in good taste. **See Sec. 203 (11) C&B**

## **ELECTION OF OFFICERS**

**Dispensation to Elect.** After the first stated meeting in May, (the regular election date), and through July 15 , a dispensation is required to fill any elective office. **Sec. 205 C&B.**

**Must be in Good Standing.** A member must be in good standing before she or he can be elected and installed. **Sec. 205 (1) & (2) C&B.**

**Printed Ballot.** A Subordinate Chapter cannot elect officers by using a printed ballot as used in Grand Chapter. **Sec. 205 (1) C&B.**

**Resignation Before Installation. See Sec. 205 (4) C&B.**

**Vacancies.** It is legal to elect the Associate Patron to the position of Worthy Patron when that office is legally vacant. If you wish to re-elect him to the position of Worthy Patron for the next year, there are no restrictions on such an election. Any member of the Chapter in good standing is eligible for any office. Sec. 205 (2) C&B.

If an elected officer is absent for two or more consecutive meetings, refer to Constitution and Bylaws, **Sec. 205 (5) & (6).**

**Votes required to Elect.** A majority of all votes cast shall be necessary for choice, and blanks shall not be counted as votes. Sec. 205 (3) C&B.

## **ELIGIBILITY**

See also, **ELECTION of OFFICERS; MEMBERSHIPS; PETITIONS**

**Membership Qualifications. See Sec. 213 (1a) & (1b) C&B.**

**Question:** A girl was given to a family in adoption. The natural father is a Mason. Though legally adopted by another, can she petition on her natural father's Masonic affiliation?  
**Answer:** The right to membership in the Eastern Star is not a legal relationship but a privilege provided for in its Bylaws. Her blood relationship is in no way changed, and it is the opinion that the girl's petition on her natural father's Masonic affiliation may be received. See Sec. 213 (1a) & (1b) C&B.

**Granddaughters-in-law –**

**Question:** Is a person eligible for membership if her only Masonic connection is her husband's grandfather?

**Answer:** No. No granddaughters-in-law. Only mothers-in-law, daughters-in-law, or sisters-in-law are eligible. GGC Article IV.2; Oregon CBL 213.1b (2014)

**Great-great granddaughter –**

**Question:** Will a great-great grandfather's Masonic membership provide eligibility for a woman seeking membership?

Answer: No. Qualifications for eligibility go back only as far as great grandfather as outlined in our Ritual, General Grand Chapter bylaws, and our own Grand Chapter Bylaws. GGC IV.2; Oregon CBL 213.1b (2014)

**ELIGIBILITY CHALLENGED AFTER INITIATION.** See also, **Dues, Non-Payment of Masonic Lodge Dues.**

**Question:** Immediately after we had initiated two Master Masons and their wives, a question was raised as to the Masonic standing of our two new brothers. Were we right in asking to see a certificate of affiliation and good standing in the Lodge before we would accept dues and issue receipts from our Chapter?

Answer: Refer to Sec. 214 (1) C&B. Petitions should be accompanied by proper evidence showing the petitioner to be eligible. After candidates are initiated, dues should be accepted and receipts issued by your Chapter.

**NY and NJ non-conformity to GGC Masonic relationship for membership.** A member from N.Y. petitioned without Masonic Affiliation (unknown to the chapter) and was elected. Subsequently the Chapter discovered the error. In November 2016 her husband was raised a Master Mason. Jurisprudence ruled a new petition, investigation and election would be required, waiving fees which had previously been paid. (Jurisprudence 2017)

The question arose again concerning a Sister from New York whose husband, it turned out, was not a Mason at the time of her affiliation. New York has different requirements for membership. We indicated she would have to re-petition, be investigated, and voted upon again after her husband became a Mason which is the same answer given the prior year. (Jurisprudence 2018)

**Ex-Serviceman's Bride.** The Military service provisions of Sec. 213 (2) C&B do not apply to an ex-serviceman's bride.

### **Masonic Affiliation**

**Question:** A lady wishes to join our Chapter. Her father died 58 years ago in Laporte, Indiana. She has his Masonic pin and feels that he was a member. Can we accept this petition ?

Answer: Suggest you write to the Secretary of the Masonic Lodge at Laporte, Indiana, giving the father's name and the date of his death. If Masonic records show him to be in good standing at the time of his death and the secretary so states under the seal of the Lodge, she is eligible for membership. Note: This information can also be obtained from the Grand Lodge of the State.

**Masonic Standing.** In Oregon a Master Mason is considered in good standing until his dropped from his Lodge for non-payment of dues. However, every Grand Jurisdiction in Masonry is governed by its own laws. It is the duty of the Brother appointed on the investigating committee to ascertain if a petitioner is considered in good standing in his own Lodge.

A recent ruling of the Grand Master of Oregon requires a Master Mason to take his proficiency examination before he is a member in good standing and entitled to a receipt for dues. By reason of this edict, a Mason cannot petition the Order of the Eastern Star before he has passed his Master Mason proficiency examination.

## **EMBLEMS**

At Public Ceremonies. Emblems may be placed at the stations for public ceremonies.

## **ENTRANCE ROOM**

**Use of.** There are no provisions in our Constitution and Bylaws which would prohibit the large cloakroom outside the Chapter Room being used for a rummage sale..

## **ESCORT**

**Grand Master A.F. & A.M.** If the Most Worshipful Grand Master, AF&AM is a present Past Grand Patron of the Order of the Eastern Star, he should be presented back of the Altar and conducted through the Labyrinth. Otherwise, he should be presented back of Esther's chair and conducted on the outside of the Labyrinth, on the south side of the room, to the East.

## FINANCIAL STATEMENT

The Jurisprudence Committee finds that the “Financial Statement” section of our UWI found on Page 5-32 is out of compliance with our law.

CBL Section 250 VI Duties of Officers, 6. The Secretary shall record the proceedings of the Chapter; collect and receive all money due the Chapter, and pay the same to the Treasurer immediately after the close of the meeting, taking her receipt therefor; keep a correct account between the Chapter and its members; issue all notices for Stated and Special Meetings by order of the Worthy Matron, and perform such other duties as the Ritual, Bylaws of the Grand Chapter, and Bylaws of this Subordinate Chapter provide. [See Section 211]

The “Blank Form Of Minutes” on page 4-10 also stipulates the financial statement for the meeting must show the cash on hand from the last meeting (not the balance up to 3 days prior to the current meeting date), receipts and expenditures for the Evening, and closes with the “Balance on hand this date”. (Jurisprudence 2019)

Note: The amendment to change this section was submitted by Revision of Laws in 2019 and passed so the section is now in compliance with our law.

## FLAG CEREMONY

**Music.** A patriotic march may be played while the Associate Patron and the Marshal return to their stations. Uniform Workbook, **FLAG CEREMONY**.

**Pledge of Allegiance.** Use the latest form of Pledge of Allegiance adopted by Congress.

**Presentation of Flag.** The Flag may be placed in the East before the meeting and not escorted during opening. Wording in the Ritual, pg. 43 indicates the presentation of the Flag is optional.

In Oregon we should follow the procedure outlined in the Uniform Workbook, except that the Flag should be placed in the East at open Installation of Officers. **Uniform Workbook, see Open Installation Procedure #7.**

**Who May Carry.** It is the duty of the Associate Patron to carry the flag. It would not be correct to have the Sentinel or Warder to carry the Flag. If, because of poor health the Associate Patron is unable to carry the Flag, it is permissible for the Worthy Matron to appoint a pro tem sister or brother to carry the Flag.

## **FLOWERS**

**The flower fund or coin march money** must be turned in to the Secretary each meeting.

The Ritual says it is the duty of the Secretary to receive all money belonging to the Chapter and to pay it to the Treasurer, taking her receipt therefor.”

**Money in Lieu of Flowers.** If a family requests that a floral star not be sent, the price of the star cannot be contributed to a charity unless it is approved by the Grand Chapter. See Sec. 203 (12) C&B.

## **FUNERAL**

See also FLOWERS

**Who May Conduct.** It is the responsibility of the officers to conduct the funeral ceremony.

## **GRAND CHAPTER PROCEEDINGS**

**Copies Received by Chapter.** See Sec. 108 (18) C&B.

## **GRAND CHAPTER SESSIONS**

To a question submitted orally to the Committee as to whether one session of the Grand Chapter has authority to set dates for the Grand Chapter more than one year in advance, the Jurisprudence Committee determined that Sec. 10 of the Constitution of the Grand Chapter does not limit the setting of the Grand Chapter Session dates to the following year only, however, the delegates to the next session would have the authority to change it. (1963)

**Dues Cards.** Dues cards must be verified at time of Registration, but it is not necessary to place the dues card in with the Registration Card. (Jurisprudence 2016)

**G.C. Green Book of Ceremonies.** Shall proposed changes to the “Green Book” which is used at Grand Chapter be acted upon at an Oregon Grand chapter Session in the same manner as proposed changes to the constitution, Bylaws, and Uniform Workbook of Instruction? Prior revisions were completed by a committee appointed by the WGM. (Jurisprudence and Revision of Laws 2016)

**Voting Machines.** Can we employ the use of voting machines like the one used for Oregon Grand Lodge? Section 103 states voting in Grand Chapter is “by the usual voting sign”, therefore legislation would need to be presented to change that section. Also there is a question of cost to which the committee has no reference. (Jurisprudence 2017)

**Assisting G.S. Excused from voting.** Can the Assistant Grand Sentinels be excused from voting? Section 103 states “All members who pay designated fee are entitled to one vote in their own right.” (Jurisprudence 2017)

**Special Grand Communication.** The Worthy Grand Matron posed a question pertaining to a Special Grand Communication, and whether all members must be notified. The Jurisprudence Committee decision was that all members must be notified in accordance with Section 11 – Special Communications which states “All members of this Grand Chapter shall be notified in writing at least 10 days before such special communication of the time and place thereof and of the business to be transacted thereat.” According to Section 8, Powers of the WGM she has the right to convene the Grand Chapter in cases of emergency. We questioned the concept of emergency in this proposed action and further stated what would comprise a quorum as defined in Section 12 of the Constitution. (Jurisprudence 2018)

**Chapter Standing.** Question of indebtedness of a Chapter to Grand Chapter, and whether this would cause the Chapter and/or its members to not be in good standing. Section 202, paragraph 7: The Chapter would not lose their Good Standing, nor would the individual members, for the indebtedness of that Chapter to Grand Chapter. The two penalties would be a fine levied against the Chapter in the amount of \$25.00, and the members would not be able to vote during Grand Chapter. (Jurisprudence 2018)

## GRAND HONORS

**Question:** May a WGM or WM direct, at the time of the presentation of the commission, that a Grand Representative be escorted behind the Altar and through the Labyrinth to the East and then be saluted with Grand Honors?

Response: No. A Grand Representative is only so escorted and saluted at Grand Chapter Sessions. (Section 229; Ritual page 17) (2014)

## GRAND SECRETARY AND GRAND TREASURER

**Question:** Are there other officially adopted job descriptions for the Grand Secretary and Grand Treasurer?

Response: We are unaware of any officially adopted job descriptions being in place for the Grand Secretary or Grand Treasurer other than those described in Section 108 and 109, and the duty of the Grand Secretary as described in 103A.5. Section 106.4 clearly states that it is the duty of the WGM “To command any Grand Chapter Officer or committee of the Grand Chapter and call on any of them for information, advice, or assistance on any business relative to the Order, and to require of them any information concerning their office.” (2004)

*Note: Office Personnel Guidelines adopted in 2010 augmented the above noted sections. Additional decisions were rendered in 2003-04 concerning these and other topics, but by a 2/3 vote of the membership at the 2004 Grand Chapter Session, no others were to be printed in the Digest of Decisions of Worthy Grand Matrons and Jurisprudence Committees of Oregon*

## HONORARY MEMBERSHIP

See also, DUES

**Chapter Under Dispensation.** A Chapter under dispensation may vote to give an honorary membership.

**How obtained.** Honorary membership forms may be purchased from the Grand Secretary after the Chapter has voted to issue the same.

**To Hold Office.** Honorary membership does not make a person eligible to hold office.



**An Honorary Membership.** Has the privilege of visitation but cannot make motions or vote on any question. (G.G.C. Decisions pg. 21)

**To Whom Given.** A member of a Chapter cannot be made an honorary member of the Chapter

## **INCORPORATION**

See also LOANS

**Incorporation.** The member of an Easter Star Chapter being a Fraternal Organization, may incorporate for the purpose of owning real or Personal property or both, and for other specific benefits. No Chapter shall be incorporated contrary to the provisions of the laws and regulations of the Order.

## **INITIATION**

See also, JURISDICTION; MEETINGS – Special

**At Grand Visitation.** A Chapter which is not the hostess Chapter at a Grand Visitation

**Courtesy.** An Oregon Chapter may request another Chapter in this jurisdiction to initiate candidates. See Sec. 217 (2) C&B.

**Illness During Initiation.** Question: Candidate taken ill immediately after taking the Obligation, and could not take the balance of the work, is she entitled to sit in Chapter?  
Answer: Yes, see Ritual, pg. 59 and pg. 163 Landmark No. 6. Give balance of work at your earliest convenience.

**Number of Candidates.** Not more than six candidates can be initiated at any meeting.  
See Sec. 203 (9) C&B. Note: This was changed at GGC to no more than sixteen candidates and enacted at Oregon's Grand Chapter Session 2013.

**Obligation.** It is not permissible for the Associate Matron to give the Obligation. That is the duty of the Worthy Patron as explained in the Ritual, pg. 57, 58 and pg. 163, Landmark No. 8.

The Worthy Matron may complete the initiation from page 80-92 upon request. See page 80 of the Ritual, also see Uniform Workbook Conferring Degrees.

**Publication of Names of Initiates.** It is permissible to print the names of those who have received the degrees of the Order in the Chapter write-up in the paper.

Names of Initiates should not be published before election due to the possibility of objection at the time of the election. See Sec. 219 (1) C&B.

**Use of Slides.** It is not permissible for a Chapter to use slides instead of a signet when the Worthy Patron is giving his charge to the new members in the initiation. The Ritual says each Chapter must have a signet. Ritual pg. 166 and G.G.C. Decisions, pg. 47.

**Who May Preside.** See **OFFICERS – Who May Preside.**

**Worthy Patron’s Lecture.** Since 1956 the Ritual clearly defines the only “options”

**Yearly Requirement.** The Worthy Matron shall see that one exemplification of initiation is held during her term of office. (Sec. 250, Art. VI(1).

## **INSTALLATION**

**Conductresses.** No dispensation is required to elect and install Conductresses after regular installation. See Sec. 206 (2) C&B.

**Courtesy Girls or Courtesy Team.** Courtesy Girls or a Courtesy Team cannot be installed as they are not officers.

**Organist.** The Installing Organist must be a member of the Order. The Ritual states: “Only Eastern Star members may assist in the Installation Ceremony.” Ritual, pg. 96.

**Presiding Officer.** If the retiring Worthy Matron is absent from Installation, it is the duty of the Associate Matron to take her station. See Sec. 250 Article VI (3) C&B.

**Procedure and Regulations.** The Officers to be installed must be in the Chapter Room before the Chaplain offers the installation prayer.

Only the Installing Officer presiding in the East must be of the rank of Worthy Matron, Worthy Patron, Past Matron or Past Patron. All other Installing Officers are only assisting. See Sec. 206 (1) & (2) C&B.

Officers of each Chapter shall be installed after the annual communication of Grand Chapter, but no later than July 15 of each year, provided however, that if a Chapter for unavoidable reason fails to install the Worthy Matron, Worthy Patron, Associate Matron or Associate Patron, the Chapter shall petition the Worthy Grand Matron for a special dispensation to install such officers after that date. Refer to Sec. 206 (2) C&B (1981)  
Note: Changed to “no later than July 30 of each year.” (2008)

**The Officers** to be installed must be seated in a semicircle and not some other form which may have been seen in another jurisdiction. (Diagram of Labyrinth No. 19) An assisting Installing Marshal may be used if necessary.

**Star Points.** In installing a star point out of time, use all parts of the Installation ceremony which pertain in any way to the office of the one installed; the prayer, obligation, charge, presentation of badge, escort to station, etc. (Uniform Workbook, see Installing Officers Out- of-time).

**Worthy Patron.** A chapter has installed the following officers: Worthy Matron, Associate Matron, Associate Patron, Treasurer, and Associate Conductress. A brother has been elected Worthy Patron but has not yet been installed. Does this constitute a legal chapter?  
Yes. CBL Section 204.5 requires that only one of the four highest officers and six members of a Chapter be present for a quorum. A brother in good standing can act in the absence of a WP, AP or PP during balloting and initiation. If there are not enough members to constitute a quorum Section 228.1d calls for the suspension of a chapter’s charter if it fails to meet during a period of six consecutive months. (2014)

**Worthy Matron.** A new Worthy Matron was not installed. The sitting Worthy Matron was installed as Conductress. An Associate Matron was installed. Does the newly Installed Associate Matron move up to serve as Worthy Matron?  
No. The sitting Worthy Matron remains Worthy Matron until a newly elected Worthy Matron is installed. The sitting Worthy Matron’s installation as Conductress is invalid until such time as the new Worthy Matron has installed. CBL 206.4 (2014)

## INSTRUCTION COMMITTEE

**Duties.** It is not the duty of the Instruction Committee to see that the officers are proficient in their work. The Instruction Committee is appointed to instruct new members in the “mysteries and aims” of the Order, how to pass an examination to visit another Chapter, as well as other necessary information. See Sec. 250 Article VII (3) C&B.

## INTERNATIONAL HEADQUARTERS (TEMPLE) FUND

**Question:** Are Dual Members required to pay the International Temple Fund in each Chapter?

Answer: Yes, Dual Members pay in both Chapters. Affiliated Members are required to pay only once. See Sec. 220 (4) & Sec. 250, Article IV (2) C&B.

Oregon became 100% in the International Temple Fund of General Grand Chapter in 1976. To remain 100% it is necessary to collect one dollar for each member initiated, also one dollar from each Dual Member. Sec. 220 (4) & Sec. 250 Article IV (2) C&B. Note: Affiliated

Section 222 (1) A demitted member who wishes to go back into the same Chapter must petition for affiliation. The petition must be referred to an investigating committee and balloted upon in the regular way. (2010-11) Section 214 (4)

*Note: the fee was increased to \$5 (2010) and applies also to Plural Members (2014)*

## INVESTIGATING COMMITTEE

See also, ELIGIBILITY – Masonic Standing; PETITIONS

**Duties.** The Investigating Committee is required to contact the members who recommended the petitioner. All questions to the report must be answered.

**Who Appoints. Sec. 215 (1) C&B** states: Petitions for degrees, affiliation or reinstatement shall be immediately referred to a committee on Investigation, appointed by the Worthy Matron in open Chapter. Each member of the committee must report favorable or unfavorable. The report of the Committee shall be read to the Chapter, but Minutes shall not show whether the report was favorable or unfavorable. A petition cannot be rejected by an unfavorable Committee Report. It must be balloted upon.

## IRREGULARITIES

The CBL 117.8 states that the Jurisprudence Retiring Chair notifies the Grand Secretary of irregularities in the WGM's report relative to Chapter Bylaws and actions. Does "actions" mean actions/irregularities of or by the Subordinate Chapter, or, does "actions" mean actions (by Jurisprudence) necessary to correct the irregularities?

Answer: It is the opinion of the Jurisprudence Committee that the word "actions" in Section 117.8 identifies the actions of the Chapter. The Committee agrees that the sentence that reads: "To furnish the Subordinate Chapters (under the direction of the Printing Committee), printed copies of the "irregularities" in the Worthy Grand Matron's report....." should include "and the actions necessary to correct the irregularities" to conform with instructions as outlined in Section 117.8 which state that the Grand Secretary shall in writing advise each Chapter involved of the ruling, and actions necessary to correct the irregularities.

As currently written, there is no designation of who is to determine the actions necessary to correct the irregularities. It is the opinion of the Committee that this responsibility lies with the WGM and should be included in her report.

## JEWELS

The officers must wear jewels during the opening ceremony. The Ritual provides that the officers shall wear, during Chapter Session, the badges of office belonging to their respective stations. **Ritual pg. 18.**

The Ritual also provides that the jewels be suspended by a ribbon or a cord having the five colors of the Order.

The Star Points may have a solid color cord or ribbon of their respective station (GGC Decision 1994).

## **JURISDICTION**

See also, AFFILIATION – Residence Requirements; INITIATION

All Chapters within the Jurisdiction of the Grand Chapter shall have con-current jurisdiction. **See Sec. 207 (1) C&B.**

A petitioner becomes the material of the Chapter receiving the petition. A Chapter shall have exclusive original jurisdiction of its petitioners. See Sec. 207 (2) C&B. Initiation Fees. Refer to Sec. 220 (1) C&B.

**Petitioner Who Moves Residence.** A Petitioner for degrees who moves after the petition was read in Chapter is still eligible for membership in that Chapter, and it would be correct to proceed to investigate and ballot. Sec. 207 (1) C&B.

## **LABYRINTH**

If an imaginary pentagon were drawn around the chairs of the Star Point Officers, that area of the Chapter room within this pentagon would be the Labyrinth. G.G.C. Decisions, pg. 27 (Labyrinth #1).

## **LABYRINTH RUG**

### **Position of the Emblems.**

**Question:** Our Chapter purchased a Labyrinth rug and when it was delivered, we discovered that the sword points away from the Altar. We lose a substantial sum of money if we return it. What should we do about it?

Answer: I am informed by the Right Worthy Grand Secretary of the General Grand Chapter that they too, are still mailing Labyrinth rugs with the sword pointing away from the Altar instead of toward it because they still have a stock of rugs on hand. In view of this attitude by General Grand Chapter, I can see no harm in your keeping the rug you have rather than suffer a large financial loss.

## **LIFE MEMBERSHIP**

**Eligibility.** Annual dues become due and payable in advance on or before the first stated meeting in January each year. Dues must have been paid for the year in which application for life membership is made. See Sec. 221 (3) C&B.

A member must have been initiated and have paid the balance of the year's dues before being eligible to purchase a life membership. Relatives of a candidate cannot purchase a life membership in advance of initiation for presentation at the time of **INITIATION**.

**Question:** I am a Life Member of \_\_\_\_\_ Chapter, but recently took a demit for personal reasons. I then applied for affiliation with another CHAPTER, not realizing that a Life Membership could not be transferred under a demit. Is it possible for Grand Chapter to rescind my demit?

Answer: There is no provision in the C&B to rescind a demit under any circumstances, therefore, it would be necessary for you to re-affiliate with your original Chapter, after which you could transfer your Life Membership with you. See Sec. 131 (6) C&B. In 1988 legislation was passed that allowed a Life Member a 90 day grace period from the expiration date of a demit to authorize transfer of Life Membership Funds. (Certificates of Transfer are no longer used in Oregon). On the above request, if the 90 day grace period had elapsed but was within the two year period, request for reinstatement could be requested. See **Sec. 213A (8) C&B**.

**Moving Life Membership.** May a member move the life Membership of her husband who suffers from dementia from one chapter to another on his behalf by means of her Power of Attorney?

The ruling was that there is no provision in our Constitution to address that eventuality. (Jurisprudence 2017)

## **LOANS**

See also, INCORPORATION

**Borrowing money.** A Past Matron's Club of an Eastern Star Chapter, not being incorporated, could not legally obligate itself to borrow money to buy a carpet for the Masonic Hall. The Past Matron's could, however, obligate themselves individually as borrowers. The Chapter could pass a resolution to assist the Past Matrons in the repayment of this obligation at such time as the Chapter funds were available.

## **MASONIC AND EASTERN STAR HOME**

See also, Sec. 118 C&B

**Application for Admission.** An application for admission to the Masonic and Eastern Star Home received by the Chapter during the summer vacation, can be acted upon at a Special Communication of the Chapter called by the Worthy Matron in accordance with the Bylaws. The Worthy Matron may appoint the committee to act on so that the facts could be presented to the members at the special meeting.

**Resignation from the M.E.S.H. Board.** The WGM questioned the legality of a request from AGM to resign from the Masonic Eastern Star Home Board. Although section 118 specifies the AGM as one of the representatives from Eastern Star assigned to serve on the Board, Section 106 allows the WGM to fill by appointment members of committees, boards, or Grand Chapter officers when vacancies arise. In addition, the Grand Lodge AFAM Constitution, Section 166 specifies three representatives from the Grand Chapter of Oregon are members of the Board but does not specify particular officers, therefore it was decided that a Board Member could resign if she is replaced by another qualified Officer. (Jurisprudence 2018)

## **MASONIC ELIGIBILITY**

See ELIGIBILITY; PETITIONS; See also Sec. 213 C&B

## **MASONIC HALL – MASONIC TEMPLE**

See MINUTES – Terminology

## **MEETINGS**

**During Grand Chapter.** A Chapter shall not hold a Stated or Special Communication, except funeral ceremonies, on Monday through Friday of the week in which the Annual Communication of the Grand Chapter convenes. Open Installation of officers may be held following the close of Grand Chapter. See Sec. 203 (4) and Sec. 250 Article III (2) C&B.

**On Legal Holidays.** A Stated Communication falling upon a legal holiday may be omitted upon vote of the Chapter at a preceding meeting. See Sec. 202 (3) and Sec. 250 Article III (2) C&B.



**Special Meeting.** The degrees may be conferred at a Special Communication provided the candidate has been duly elected at a Stated Communication. See Sec. 250 Article III (7) C&B.

A Special Meeting may be called by the Worthy Matron. Permission from the Worthy Grand Matron is not necessary.

**Stated Meeting.** Sec. 250 Article III (2) and Sec. 204 (1) C&B. Stated Communications must be held at the time and date set forth in the Chapter Bylaws. A Stated meeting cannot be postponed to another date.

Stated meetings are to be held as determined by a Chapter's bylaws. Neither a Chapter officer nor Grand Chapter officer has the authority to permit a Chapter to not hold a stated meeting. (2013-14)

**To Change Number of Meetings.** In order for a Chapter to change from one stated meeting a month to two meetings, the Chapter must amend its Bylaws.

## **MEMBERSHIP**

See also, PLURAL MEMBERSHIP; Sec. 213A C&B ELIGIBILITY

The Order of the Eastern Star should not be referred to as a "Woman's Organization." It is an Organization to which both women and men belong. G.G.C. Decisions, pg. 36

**Fifty-Year Pin.** The presentation of a fifty-year pin is the prerogative of the Chapter and if they want to present it a few weeks or a short time prior to the exact expiration of the fifty years, and that fact is properly explained to the Chapter, it could be done.

### **Fifty-Year Pins.**

**Question #1:** Are Chapters expected to present fifty-year pins to affiliated members or should the original Chapter take care of this?

Answer: The Chapter to which they belong and are now paying dues would issue or present the fifty-year pin.

**Question #2** received refers to a member who was suspended for non-payment of dues for a period of twenty months. She then paid the delinquent dues and membership was restored. The question was whether or not she was entitled to her fifty-year pin?

Ruling. The Jurisprudence Committee finds that she would be entitled to her fifty-year pin when she has made up the time lost by the lapse in membership. Membership need not be consecutive. (This finding was based on Sec. 105, Customs and Usages: On question not covered by Eastern Star Law or usage, the law of the Grand Lodge of Ancient Free and Accepted Masons of this Jurisdiction shall prevail. Grand Lodge proceeding, pg. 162, 1955, states

**Membership in England.** The procedure is the same in accepting a petition for affiliation from a member in England as from a member in another State in the United States.

**Objection to Petitioner Before Election.** Objection can be filed against a petitioner for degrees after the petitioner is elected and up until the time the Associate Conductress is told to prepare the candidate for initiation. See Sec. 219 (1) C&B.

**Report to Grand Secretary.** Question: Should our report the Grand Secretary include a member who has become a charter member of a new Chapter in our State?

Answer: Yes. After the U.D. Chapter receives its Charter, request will then be made for a demit. See Sec. 133 (3) C&B.

**Statement of Membership Record.** A statement of Membership Record is a statement of the member's good standing signed by the Secretary of the Chapter with the seal of the Chapter. A statement of membership record could be sent to another Grand Jurisdiction if a member wished to first petition for affiliation before taking a demit. The same applies to an out- of-state member who wishes to affiliate in Oregon. See **Sec. 214 (4) C&B.**

A current receipt for dues is a statement of membership record and can be used in lieu of a statement of membership record with a petition for affiliation. See **Sec. 214 (4) C&B.**

**Transfer of membership. AFFILIATION – Residential Requirement;** See also, **Sec. 214 (3) & (4) C&B.**

**Qualification.** See also, **ELIGIBILITY; JURIDICITION, - For Degrees; PETITIONS Sec. 213 & 214 C&B.**

A petitioner must be at least eighteen years of age. See Sec. 213 (1b) C&B.

An applicant for degrees shall have resided within the jurisdiction of the Chapter applied to for six months, immediately preceding the presentation of the petition. See **Sec. 213 (3) C&B.c. 213 & 214 C&B.**

There shall be no physical disqualifications for membership in the Order of the Eastern Star of Oregon, except that a petitioner must be able to give satisfactory explanation of the signs and passes for the purpose of identification as a member. See **Sec. 213 (2) C&B; G.G.C. Decisions, pg. 31.**

A daughter away attending college is eligible for membership in her home Chapter if 18 years of age or more.

**Question:** A petition was read in Chapter No. \_\_\_\_\_ signed by a daughter of a member of our Chapter who is living in Panama. She has resided in \_\_\_\_\_ all her life but is married to a Navy man and they are now living temporarily in Panama. Can this party petition our Chapter and be elected to membership and by Special Dispensation from the Worthy Grand Matron, be initiated in Panama, or is she now considered a resident of Panama? See Sec. 213 (3) C&B for eligibility and Sec. 217 (3) C&B for courtesy initiation.

For provisions covering the wives of men in the military service, see **Sec. 213 (3) C&B.**

A man employed in the U.S. Coast & Geodetic Survey was ruled eligible for membership under the military service provisions of Sec. 213 (3) C&B because at the time the petitioner was engaged exclusively in war work.

An employee of the Civil Aeronautic Authority does not come under the military service provisions of Sec. 213 (3) C&B.

A divorcee cannot petition on the Masonic affiliation of her ex-husband.

**Question:** A prospective candidate has resided in this jurisdiction about three years. During the latter part of that time she was in the East with her husband while he was in school for nine months. They maintained their home here and considered this their home during that time. Is she eligible for membership or does she have to wait a year after returning?

Answer: She would be eligible.

**Question:** Can a member of a chapter whose charter has been annulled be an installing officer at another chapter?

Section 227 paragraph 3 which states "Upon approval of the Grand Chapter of the surrender or annulment of the charter or dispensation of any Chapter, the Grand Secretary shall issue demits and/or Certificates of Good Standing to all members of said Chapter against whom no charges are pending and who are in good standing..." therefore all members of the Chapter that are in good standing have all the rights and privileges of membership in the Order. (Jurisprudence 2019)

Can the dues card from an annulled chapter continue to be used to demonstrate that she or he is eligible to visit and/or petition for affiliation?

No. Under Section 228, 5. "A charter annulled by the Grand Chapter shall be erased from the register...". Therefore the dues receipt is invalid. (Jurisprudence 2019)

## **MEMBERSHIP BOOK**

Names of members in an old membership book (which in reality is the Bylaws) are not to be copied in the new book. Keep the old book for reference and continue signatures of the new members in the new book.

## **MILITARY SERVICE**

See MEMBERSHIP – Qualifications: See also, Sec. 213 (3) C&B

## **MINUTES**

Reading of Minutes: See Uniform Workbook.

**Terminology:** The term "Masonic Hall" as printed in the minutes book may be modified to read "Masonic Temple". Some Chapters meet in churches and other places which would of necessity have to modify this wording to make sensible minutes.

**To Postpone Reading:** A Chapter cannot dispense with reading the minutes and they should not be postponed unless absolutely necessary. Vote of the Chapter is required to postpone the reading. Uniform Workbook.

**Who May Read.** Should any member wish information in regard to the minutes, she or he should ask the Secretary for same.

**Who Signs Minutes.** The presiding Worthy Matron signs the minutes immediately after they are read and approved. The Treasurer signs as a receipt for money received. See Sec. 209 (5) C&B.

**Question:** May a Chapter Secretary at the direction of the Worthy Matron disseminate meeting minutes to chapter members via mail or email and was there anything that would prohibit the secretary from sharing a draft of the minutes with the WM via mail or email in preparation of the next stated meeting?

Answer: After consulting Section 211 – Duties of the Secretary, Section 250, Article VI, 6., Duties of Officers, Instructions in the Ritual, the GGC Book of Instruction Page 164, the only reference is in the Digest of Jurisprudence under “Minutes, Who Can Read”, which states that any member that wishes information in regard to the minutes may ask the Secretary for same. The Jurisprudence Committee has determined that as far as both questions are concerned distribution of the minutes should be allowed as long as the members are aware that the minutes have not been approved by the Chapter and are therefore subject to change at the reading of the minutes at the next stated meeting. (Jurisprudence 2019)

## **NEW CHAPTERS**

See Charter Under Dispensation; Charter Members and Sec. 133 C&B.

## **NOTICES**

**Meeting.** A Chapter is not obligated to publish meeting notices in the local paper.

## **OBJECTION TO PETITIONER**

See **AFFILIATION – Objection to Petitioner Before Election; Petitions – Objection to Petitioner in another Chapter** See Sec. 219 C&B

## **OBLIGATION**

See **INITIATION; Ritual, pages 59 and 163, Landmark #8.**

## OFFICERS

See also, Election of Officers.

**Absence.** If an officer moves away, it is permissible to use pro tems for the remainder of the year.

The Worthy Matron alone has the power to appoint pro tem officers, either elected or appointed. See **Sec. 208 (4) C&B**.

**Absence of Worthy Matron.** A Past Matron does not take the place of the Worthy Matron in her absence as the Associate Matron succeeds to the privileges and prerogatives of the Worthy Matron when she is absent. **Ritual, pages 39 & 109; G.G.C. Decisions, pg. 36 (6).**

If the Worthy Matron moves away, or dies after she is installed, she is entitled to the title of Past Matron even though another is elected and installed to finish the year.

If the Worthy Matron is unable to attend meetings because of illness, the Chapter is the sole judge of whether to declare the office vacant. It is not compulsory to do so.

Jurisprudence Committee finds there is a conflict in the UWI under “Chapter Preparation” which implies that the officers required to open a chapter are the WM or the WP but the Ritual on Page 164 “Officers” states the WM must be a woman therefore the WP can’t preside in the absence of the WM. The GGC Book of Instructions states “If both the WM and AM are absent, it is the duty of the WP to appoint a Sister to fill each of these stations, choosing a Past Matron if possible”. (Jurisprudence 2019)

**Absence of Worthy Patron.** If the Worthy Patron fails to attend the meetings, whether or not to declare the office vacant is a problem which will have to be decided by the Chapter for the best interest and harmony of the Chapter. See **Sec. 205 (5) & (6) C&B**.

**Question:** Our Worthy Patron had very serious surgery and cannot attend for about three months. Our Associate Patron will move up and be Worthy Patron during his absence. Can our Sentinel, who is a Past Patron, pro tem as Associate Patron? Matron has the right to ask an officer to fill another office pro tem. The records show the regular officer present, and acting as a pro tem in another station.” Sec. 208 (4) C&B.

**Question:** One Brother was installed as Worthy Patron but died before he could take office (preside). One Sister was installed as Worthy Matron, but demitted before taking office (presiding). May these two names be put in our ode cards as Past Matron and Past Patron?

G.G.C. Decisions, page 37 (3) states: An elected Worthy Matron or Worthy Patron is not Past Matron or a Past Patron until after they have been installed. If they do not attend a single Chapter meeting after Installation they are entitled to all the privileges of a Past Matron or a Past Patron.

**Appointment of Grand Chapter Officers.** A Worthy Matron or Worthy Patron must be elected and installed before being eligible for appointment as an Oregon Grand Chapter Officer. (2011-12) Constitution Section 4 (1,3) By Laws Section 206 (2,4,5)

**Associate Conductress.** The Bylaws of a Chapter may not require that the Associate Conductress be appointed Chairman of the Ways and Means Committee as this does not conform to Sec. 212 (1) C&B.

**Declaring Appointive Office Vacant.** The Worthy Matron should consult an appointed officer and secure her resignation if she does not wish to continue in office. If she does not resign and continues to fail to attend meetings, the Worthy Matron may declare the office vacant, appoint and install a new officer to fill the station for the remainder of the year.

**Declaring the Elective Office Vacant.** Question: The Sister elected as Associate Conductress of our Chapter has “not” been installed and says she does not want to hold the office. Until we elect and install another, is it permissible for a Sister who is not a Past Matron to pro tem this office?

Answer: There is no rule that says a pro tem officer must be a Past Matron for the station of Associate Conductress.

When the Secretary moves out of this Jurisdiction, the Worthy Matron may appoint a Secretary pro tem until an election takes place in accordance with Sec. 205 (5) and (8) of the C&B.

A Chapter cannot read a Treasurer’s resignation, accept it and then elect another to that office at the same meeting. See Sec. 205 (8) C&B.

**Holding Office and Committee.** There is no rule prohibiting an officer serving as a Committee member at the same time.

**Limit to Term of Office.** Amendment to Bylaws limiting term of office to not more than five consecutive years not approved. See Sec. 205 (2) C&B for Subordinate Chapters and Sec. 103A (2) C&B for Grand Secretary and Grand Treasurer.

**Nominating Officers.** It is permissible to nominate officers from the floor in Subordinate Chapters. See Sec. 205 (1) C&B. Approved 1985 G.G.C. Decisions.

**Election of Officers by Proclamation.** It is NOT legal to elect officers by acclamation in Subordinate Chapters. See Sec. 205 (1) and G.G.C. Decisions, pg. 15 (1).

**Non-Member of Chapter.** It is NOT legal to appoint and install a non-member of a Chapter as an Officer. Ritual, pg. 93.

**Sentinel.** The Sentinel is not permitted to sit inside the Chapter room after opening ceremony. The Ritual states that the station of the Sentinel is outside the closed door. Ritual, pg. 28.

**Who May Preside.** The Worthy Matron must preside at the stated and special meetings of the Chapter. She must open and close Chapter. It is permissible, however, to invite the Past Matrons and Past Patrons to put on the degrees of the Order on a special occasion. See Sec.

A Brother in good standing can preside or act as Worthy Patron in the absence of the Worthy Patron, Associate Patron and Past Patrons during the Balloting and Initiation. See Landmark #8 Ritual, pg. 163 and Sec. 204 (4) C&B.

Interpretation of “Open and Close Chapter” is that the Worthy Matron must conduct the entire opening and closing ceremonies as dictated by the Ritual.



**Worthy Patron – Duties.** Question: Can the Worthy Patron preside alone?

Answer: Jurisprudence Committee ruling: It is, of course, apparent that a Worthy Patron presides alone at all institutional ceremonies. He, also, may preside alone if requested to do so by the Worthy Matron or in calling a Special Communication, it is possible for him to preside under Sec. 204 (4), and Sec. 250, Article III (3) C&B which provides that a Chapter may be regularly opened providing it has a Charter or Dispensation; the Holy Bible upon the Altar; one of the four highest officers and six members of the Chapter. See **Sec. 204 (2) (3) (4) C&B.**

**Worthy Patron – Qualifications.** A Brother may be elected Worthy Patron even though he has not served as Associate Patron. See **Sec. 205 (2) C&B.**

## **OPENING CEREMONY**

See also, FLAG CEREMONY Uniform Workbook, see also Uniform Workbook, Flag

**Gavel.** Interpretation of the “Blow of the Gavel” in the Opening Ceremonies on pg. 43 of the Ritual. The interpretation shall conform to that of the Ritual Committee of General Grand Chapter that the rap of the gavel on work “business” does not seat the Chapter. The member remain standing until after the Flag Ceremony.

**Music.** It is NOT permissible to have a song sung after the Conductress opens the Bible before prayer, as that would be adding to the Ritual.

**Opening Ode.** It is NOT permissible to repeat the 23rd Psalm in unison instead of singing the Opening Ode. See Ritual, pg. 43.

**Opening March.** The Ritual gives permission to line up either outside or within the Labyrinth. Uniform Workbook specifies the lines to be within the Labyrinth and to escort the Worthy Matron outside the Labyrinth to the East. Uniform Workbook, Diagram (1).

**School of Instruction.** During School of Instruction, the Instructor should not instruct from the floor or any other place during the Opening and Closing Ceremonies of a Chapter, as this would be interpreted as adding to the ritualistic work. Ritual, pg. 25.

**Question:** Is there any statute regarding having dual schools of instruction?

Response: There is no section in our Constitution or Bylaws regarding Dual Schools of Instruction. They have been done in the past. They must be approved by the participating Chapters and each Chapter must have a quorum present. (2014)

**Time for Opening Chapter.** It is not permissible to open Chapter earlier than the time specified in the Bylaws. See **Sec. 250 Article III (5) C&B.**

## **PETITIONS**

See also, JURISDICTIONS; ELIGIBILITY; MEMBERSHIP SEC. 214 C&B

**After Rejection.** The vacation period is counted in the six months period before rejected petitioner may apply again. Six months is a half year on the calendar. See Sec/ 214 (2) and (3) C&B.

**After Suspension.** A member suspended for non-payment of dues cannot petition any Chapter for degrees. The only method is to petition for reinstatement in the Chapter to which he or she formerly belonged. After reinstatement, he or she could then affiliate with another Chapter. See Sec. 221 (7) C&B.

**Failure to Take Degrees.** The petition of one who failed to present him or herself for initiation within the six month period following election and whose election was declared void, should be filed in the Secretary's file with notation as to what happened. If the petitioner desires to become a member in the future he or she would need to go through the process of petitioning again. See Sec. 217 (1) C&B.

**Holding Petition Over.** A Chapter cannot vote to hold a petition over a meeting before balloting after the report of the Investigating Committee has been read in Chapter. The ballot must be taken at the same communication at which the committee report is read. See Sec. 216 (4) C&B.

**Necessary Credentials.** The Masonic seal must be on a certificate of good standing in a regular Lodge of master Masons or its equivalent, which is presented with a petition for degrees or membership. See Sec. 214 (1) & (4b) C&B.

**Notification of Election.** A petitioner should be notified at once whether he or she has been elected or rejected. Uniform Workbook, pg. 34

**Objection to Petitioner in Another Chapter.** Objection to a petitioner in another Chapter must be made to the Worthy Matron and Worthy Patron of the Chapter being petitioned. See Sec. 219 (2) C&B.

**Qualifications.** A woman, wife of a Mason at the time of her petition is received and balloted upon, can be initiated even though suit for divorce has been instituted.

**Report of Rejection.** Rejections by ballot are reported to the Grand Secretary. See Sec. 211 (4) and Sec. 219 (3) C&B.

**Waiver of Jurisdiction.** An applicant for degrees who has been rejected by a Chapter shall remain under the jurisdiction of that Chapter for a period of six months after the last rejection. See Sec. 207 (3) C&B.

**Withdrawal of Petition.** A petitioner can withdraw his or her petition at any time before the report of the investigating committee is read in Chapter. After the report of the investigating committee is read in Chapter, the petition becomes the property of the Chapter and cannot be withdrawn. See Sec. 215 (4) C&B.

After petitioners have been elected to membership the petitions cannot be withdrawn. Should petitioners fail to present themselves for initiation or to present satisfactory excuse for such failure within six months from date of election, the election is void and the fee is forfeited. Sec. 217 (1) C&B.

A petitioner who has been elected to membership and then moves away cannot withdraw the petition. See Sec. 215 (4) C&B.

## **PLURAL MEMBERSHIPS**

**Question:** If a member of the Order petitions for membership in Oregon while belonging to chapter(s) in other OES Jurisdictions, and that Oregon membership would result in her/him belonging to more than two Chapters, may her/his petition be accepted in light of Oregon's restriction to membership in only two chapters?

Response: Our Section 213A covers membership in chapters in Oregon. Our By-laws do not control membership in chapters in other jurisdictions. A member may have membership in not more than two chapters in Oregon. The By-laws of the other jurisdiction control how many chapters that member may have in that jurisdiction. If the member's primary chapter is in another jurisdiction, the By-laws of that jurisdiction control how many chapters, if any, a member may join in Oregon subject to Oregon's restriction of two. (2013)

## PROBATION

See **WORTHY GRAND MATRON**

## PROHIBITIONS

See also, CIVIC PARTICIPATION; COMMUNITY PROJECT; INITIATION – More than Six;  
Sec. 203 C&B. QUORUM

CBL Section 204.5 requires that only one of the four highest officers and six members of a Chapter be present for a quorum. A brother in good standing can act in the absence of a WP, AP or PP during balloting and initiation. If there are not enough members to constitute a quorum Section 228.1d calls for the suspension of a chapter's charter if it fails to meet during a period of six consecutive months. (2014)

**Question:** UWB 5-4 states the exact officers that are needed for a quorum. Don't these officers need to be present even if they are pro-tem to have a meeting?

Answer: A total of seven members of the chapter need to be present to constitute a quorum. One of those seven members must be one of the four highest officers. The exact officers that are needed to open a meeting can be pro-tems, with the exception of "one of the four highest officers". (2014)

## PROVING

**Question:** Are Page 5-7 Proving Membership in the UWI in conflict with the law as it currently reads, *"If a "member" without a receipt, the Conductress or Associate Conductress must ask the host Secretary if she can vouch for the member. If a "visitor" without a receipt, the conductress or Associate Conductress informs the WM who appoints an Examining Committee to investigate the visitor."* This is in conflict with page 5-8 paragraph 1, second sentence which states *"The Secretary of the member's Chapter is the only one who may vouch for a member without a receipt"*.

Our Bylaws state clearly that a current receipt of dues, or demit or Special Visiting Permit must be presented for admission to a meeting. Section 224 – Visiting, 1 (a) Upon presenting a current receipt for, or other written evidence of payment of dues and 1 (d) Or by the Secretary of the visitor's Chapter who may vouch for that visitor without a receipt as long as the visiting Secretary can be properly vouched for. The GGC Book of Instructions, Visitors, states in the last sentence of the first paragraph "All Members and visitors shall show receipts for dues" and under Examination of a Visitor in the GGC Book of Instructions the

second paragraph states “The Chairman of the Examining Committee requests the visitor to show a receipt for dues paid to date, a demit, etc.” (Jurisprudence 2019)

NOTE: The amendment submitted by Revision of Laws in June 2019 to bring the UWI into compliance with our law failed.

**Questions:** When a member is attending his/her home chapter, finds he/she is without a dues receipt and there is a protem secretary, can the protem secretary vouch for the member without a dues receipt?

The simple answer is no. The Jurisprudence Committee has conferred and determined that the purpose of the law that allows only the secretary of the member without the dues card to verify their member’s qualification to attend, is because only they have the records of dues payment. We feel that in accordance with Section 224, a Protém Secretary would not have the knowledge and therefore not be given the power to admit a member (even of their own chapter) without a dues receipt or other proof of membership. (Jurisprudence 2019)

## **RECEPTIONS**

If non-members are to be guests at a reception held on a stated meeting night, the Chapter must open and close in regular form before non-members are allowed to enter.

## **REINSTATEMENTS**

See also, DUES – Non-Payment; See Sec. 221 C&B.

**After Demit is Granted.** A member cannot petition for reinstatement of a demit. See Sec. 222 (1) C&B.

**After Suspension for Non-Payment of Dues.** A member suspended for non-payment of dues may be reinstated within two years by paying all dues charged against them. If suspended for more than two years a petition for reinstatement must be made. See Sec. 221 (7) C&B.

**Procedure.** For the procedure for reinstating a member dropped for non-payment of dues: See Sec. 214 (4), Sec. 215 (1), Sec. 220 (3), Sec. 221 (7) C&B.

On a petition for reinstatement, if suspended over two years, an investigating committee must be appointed and report. Vote is taken by uplifted hand, and it requires a two-thirds vote plus a \$5.00 fee and dues for the current year. See Sec. 221 (7) C&B.

## RITUALS

**Question:** Can old rituals be used in our Opening and Closing Ceremonies?

Answer: No. **GGC Article XIV(a), CBL 105A.1 & 2, UWB pg 5-4**

## SALUTATIONS

With respect to the use of the salutation of “Sister” and “Brother”, a “Sister” is a female member of the Order and a “Brother” is a Mason who belongs to the Order. (2012-13)

## SCHOLARSHIPS

**Leslie S. Parker Memorial Scholarship Fund:** Responding to a request for a decision on February 7, 2017 concerning the Leslie S. Parker Scholarship Fund, and recommendations on how to proceed. Our Worthy Grand Matron had been informed that the Leslie S. Parker Scholarship Fund, a permanent irreducible fund, established by Brother Leslie S. Parker, in the Corpus amount of \$144,590.26, never to be reduced below that amount, was currently at \$105,000. Section 135 of our Constitution contains provisions for the administration of these funds, which included: The Corpus of these funds to be held intact, invested in long-term other funds, and this is only to be used for scholarships, provided for in Section 135 of our Constitution.

Response: No additional funds could be drawn from the corpus, in accordance with the provisions set forth, until it should have accrued to the \$144,590.26 set forth in our law, no contributions to this fund being allowed as per the will of Brother Leslie S. Parker. In effect we inadvertently have given scholarships in advance. (Jurisprudence 2017)

Leslie S. Parker Memorial Scholarship Fund The Worthy Grand Matron asked for a ruling from Jurisprudence regarding which of the actions taken at Grand Chapter 2017 were legal and proper concerning the votes and decision about the Leslie S. Parker Scholarship in her tenure as Worthy Grand Matron, froze the funds and suspended further presentation of Scholarships until the funds accrued to the proper level of \$144,590.26. Her report was accepted by Grand Chapter. The Parliamentarian, on Monday at the start of the legislative process, moved to freeze the Leslie S. Parker funds until they accrued back to the required amount of \$144,590.26. This motion passed in excess of the required two-thirds majority, and supported the ruling of the WGM, and that of the Jurisprudence Committee of the same year. The next day, a Brother moved to remove funds from another Grand Chapter fund in the amount of \$38,000.00, and place it in the Leslie S. Parker Scholarship Fund. This motion passed by a simple majority, plus two. However, it was not in proper form. Jurisprudence and the Parliamentarian failed to note, according to Roberts Rules of Order (Hugh Cannon), "After an Assembly has voted on a question, that issue, or substantially the same one, cannot be brought back before the assembly a second time during the same session except by means of a motion to reconsider," which requires a two-third majority to pass, without advance warning to the membership. No such motion was presented. Therefore, the motion made by the Parliamentarian is the one that is proper and legal. (Jurisprudence 2018)

Leslie S. Parker Memorial Scholarship Fund In response to the question of replacing funds inappropriately withdrawn from Leslie S. Parker Scholarship Fund. Provided long term United States Securities were purchased to be designated "Leslie S. Parker Memorial Scholarship Fund", and also established as an irreducible fund having the exact provisions as set forth in Section 135 of our Constitution and Bylaws, the terms of Section 135 and his bequest

## **SECRET WORK**

**Question:** Please advise what to do to secure a copy of the Secret Work and Diagram of the Labyrinth, they were accidentally destroyed.

Answer: Have the Secretary ask the Worthy Grand Matron to authorize the Grand Secretary to send another copy. If permanently destroyed a new copy may be requested without a fee, otherwise the officer is subject to a \$5.00 fine. See Sec. 210 (2), Sec. 212 (2) C&B. Note: Fine

## **SERVICEMEN AND WIVES**

See **MEMBERSHIP QUALIFICATIONS; Sec. 213 (3) C&B.**

## **SIGNET**

See INITIATION – Use of Slides:

G.G.C. Decisions, pg. 47, states: It is not permissible for a Chapter to use slides instead of Signet when the Worthy Patron is giving his charge to the candidate. Ritual, pg. 166, refers

## **SOCIAL CLUB**

A Chapter Social Club functions under its own Bylaws. The Social Club Bylaws are NOT sent to the Worthy Grand Matron for approval. Welfare work is done through and by vote of the Chapter, not by the Social Club. **See Sec. 203 (14) C&B.**

A Chapter does not have to get permission from the Grand Chapter to have a Social Club.

A special dispensation is not required for a Social Club to hold bazaars, and so forth for raising money. **See Sec. 203 (14) C&B**

## **SPECIAL MEETINGS**

See MEETINGS. Sec. 204 (2), Sec. 250 Article III (3) C&B.

## **STATEMENT OF MEMBERSHIP**

See MEMBERSHIP. Refer to Sec. 213 C&B.

## **TRANSFER OF MEMBERSHIP**

See AFFILIATION – Residential Requirements; Sec. 213A and Sec. 223 C&B



## TECHNOLOGY

**Question:** Can members use their electronic notebooks for looking at and reviewing proposed legislation at Grand Chapter?

Answer: There is no legislation that addresses the use of electronic devices in a closed chapter meeting. As long as the use of an electronic device does not become a distraction or a violation of our Obligation to maintain silence respecting the transactions of a chapter, it would seem that such use would be allowable if the presiding officer so chooses.

Reminding members to silence their devices and reminding them of their Obligation respecting the sharing of chapter business with others outside the meeting, would be advisable.

## VISITING

See AFFILIATION – Visitation; Sec 223 & 224 C&B.

**From Jurisdiction NOT Under General Grand Chapter:** A New York or New Jersey member is entitled to visit in Oregon Chapters as they are in fraternal good standing with members of our Chapters everywhere.

Requirements for membership in New York are not the same as in Oregon. See **Sec. 213 (1b) C&B. See also Eligibility**

## VOTING

See also, DUES – Voting Privileges; Sec. 221 (4) C&B.

**By mail.** There is no provision in our law for voting by mail so a member would have to be present to vote.

**Outside of Chapter Room.** Question: We have a member who is in a wheelchair and would like to vote in the election of officers by remaining downstairs and others bringing her vote into the Chapter room. Would she be permitted to vote in this manner?

Answer: No. There can be no interruption during the Order of business such as election of officers and she must be present to vote.

## VOUCHING FOR VISITORS

**Question:** Can a member vouch for a visitor if she or he has sat in Chapter with the visitor sometime before the current year? See Sec. 221 (4) C&B.

Answer: The member may vouch for the visitor if she or he has sat in Chapter with said visitor at any time, but the visitor must have current dues receipt. See Sec. 221 (4) C&B.

## WORTHY GRAND MATRON

**Question:** May a WGM place a chapter on probation?

Response: There is no provision in our law for placing a chapter on probation. A Worthy Grand Matron may arrest, suspend, or annul a Charter. (2013-14) Section 228 (1-5) (2014) Section 228; Section 6.3; Section 8.7 and 8.8)

**Can a Grand Officer be assigned to assist a chapter.** There were various violations from a Chapter including but not limited to opening without a legal quorum, no installation of officers in June or July, two incomplete requests for dispensations and the WGM questioned what her options were to encourage them to comply with regulations.

We referred the Worthy Grand Matron to Section 206 - Installation Requirements, Section 225 of By-Laws, regarding how a dispensation is to be applied for, Section 211 - Duties of Secretary, referring to reading all communications from Worthy Grand Matron, and Section 204 - what comprises a quorum.

It was also asked if an officer could be assigned to attend a chapter to assist. Section 106 (4) - Duties of Worthy Grand Matron states that it is within her power "To command any Grand Officer for assistance." So the answer is yes: A Grand Officer could be assigned to help the Chapter.

Should all efforts fail, Section 8 - Powers of the Worthy Grand Matron (3) states: "To see that the rules and regulations of the Order are strictly enforced." Under Sections 7, 8, 9, the Worthy Grand Matron can arrest the Charter, suspend the meetings, or suspend any one of the top four officers for transgressions or violations of the Constitution.

Section 228 – Arrests and Annulments; this section enumerates what could constitute disciplinary action and the result of such action. (Jurisprudence 2018)

**Authority regarding purchases:**

Question: Are purchasing authorizations by a previous WGM valid once her term of office is completed?

Response: A WGM possesses her decision making authority for a one year period from the time of her installation to the time of her successor's installation unless the decision was presented to the membership and approved at the Grand chapter session at which she presided. The GGC Bylaws (Chapter VI.8) clear state that decisions of the MWGM and MWGP "shall be effective and binding-only during the term of the office of the MWGM and MWGP issuing the decision". It is our decision that the same direction applies to the WGMs and WGP's of the Grand Chapters. (2004)

**WGM Instructional Memo**

**Question:** Does the WGM have the authority to issue an instructional memo to all Chapters on an issue specifying when there is a conflict between the Ritual and instructions outlined in the pink pages that the Ritual supersedes the pink pages?

Section 7 - Declaration of Sovereignty, 5 states that "nothing in our Constitution or Bylaws shall be interpreted in any way as modifying or superseding any part of the Ritual of the Order" and the Jurisprudence Committee decision is that the WGM under Section 8 – Powers of the WGM is given the authority to notify the chapters of the discrepancy since it states that her decisions are the interpretation of the law but are not permanent until they are incorporated into the law by means of an amendment. (Jurisprudence 2019)

**What is the date the WGM & WGP Reports are due to jurisprudence?**

According to Section 106 Duties of the WGM 6. And Section 107 Duties of the WGP 6. "Copies of the report shall be presented to the Jurisprudence Committee at least twenty days prior to the opening of Grand Chapter". This would make them due by at least the middle of May.

**Is May 1 the date the Annual Session script is due to Jurisprudence?**

There is no reference to Jurisprudence needing to review the script at all.

**Does my supplemental report go to Jurisprudence and if so, what date?**

There is no reference in the bylaws but practice has been the review by Jurisprudence occurs after arrival at session before the report is presented. (Jurisprudence 2019)

**Question:** Is the proposed amendment to Section 8, Paragraph 11 to allow the WGM to suspend from office any elected officer of a subordinate chapter until the next Grand Chapter in conflict with our Constitution and therefore not in proper form and should the “rationale” for an amendment be critiqued by Jurisprudence?

Jurisprudence determined that according to Webster’s Dictionary the word “Suspend” means: “Officially prohibit (someone) from holding their usual post or carrying out their usual role for a particular length of time”.

The Jurisprudence Committee has determined that the word “suspend” in Section 8, Paragraph 11 is in reference only to the position of the officer in question not the rights and privileges of that member.

In Chapter 2 of the Bylaws of the General Grand Chapter, Powers and Duties of the Most Worthy Grand Matron, paragraph J., “The MWGM can suspend from office any officer or committee member of the GGC until the next General Assembly for good cause and after due notice and hearing and with the written consent of the MWGP”. As our WGM is given the ability to exercise all of the executive powers of the Grand Chapter in our jurisdiction during the vacation of the Grand Chapter, she is therefore given the authority to suspend from office any member until the next annual session of the Grand Chapter.

In our Ritual under General Regulations, Forfeiture of Membership, it clearly states that “A member of the Order can be deprived of membership by suspension or expulsion by a Chapter only after trial...” and therefore the suspension in Section 8, Paragraph 11 is only in reference to the position being held which in this case is all elected offices.

As far as “Rationale” is concerned, the proposer of an amendment has the right to determine why they think an amendment is necessary and state their opinion under “Rationale”. The Jurisprudence Committee does review the “Rationale” portion of all proposed amendments for conflicts with our Constitution, Bylaws and the Ritual and if there is a conflict the proposed amendment is returned to be resubmitted in proper form. We found no such conflict in the rationale for this proposed amendment. (Jurisprudence 2019)

Note: The amendment failed at GC 2019.

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