

Subordinate Chapter Bylaws

#

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.
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.
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)
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. 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 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 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 Missed Stated Meeting General Business Make up. (Section 204) (2016)

11. 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) 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 Thirteen Dollars (\$13.00) 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. (2019)
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
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.

7. General Grand Chapter per capita..... \$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.

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. 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 ceremonies 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. (2008)
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 upon 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.

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 Star 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.
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, nor 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.")]

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 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)
2. All amendments to Section 250, Chapter Bylaws, adopted by Grand Chapter shall be read at the first stated Chapter meeting after receipt thereof, and be thus adopted and become part of the Chapter Bylaws. [Report of adoption shall be as provided in Section 202(5).] (2017)

No changes--update only

Bylaws Revised

Date of 1st reading: _____

Date of 2nd reading and approved: _____

Approved: _____
Worthy Grand Matron

Date: _____

Secretary

WGM Seal

Worthy Matron

Chapter Seal