

## **Changes to Constitution and Bylaws of Grand Chapter of Oregon June 2022**

### **Section 108**

### **Page 2-7**

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)

### **Section 108**

### **Page 2-9**

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)

### **Section 108**

### **Page 2-10**

18. To refer all claims to the Finance Committee that are not within the budget of the Grand Chapter. (2022)

19. Remove entire paragraph and renumber the rest.

New #19 is the paragraph has been reworded:

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.

20. To provide Secret Work to the Associate Grand Conductress and Grand Sentinel (2022). (Remove “taking their receipts therefor”)

Remove #22 and renumber

Renumber #23 to #21 and #24 to #22

### **Section 109**

### **Page 2-11**

1. To receipt for and deposit all money paid her/him by the Grand Secretary (2022)

(Remove word “weekly”)

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 is removed and the rest are renumbered

5. To pay all money...her/his successor...

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).

Grand Chapter of Oregon Legislation Changes from 2022 Grand Chapter Session

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)

**Section 112**

**Page 2-13**

Add to (2):

n. Service Dog Committee (2022)

**Section 114**

**Page 2-14**

(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)

**Section 116**

**Page 2-16**

(1) To Examine and report upon the funds of the Grand Chapter (2022).

**Section 116**

**Page 2-16**

Delete #2 and renumber

Delete #3 and renumber

(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)

Note: Paragraph 5 is now numbered 3

Note: Paragraph 6 is now numbered 4

Note: Paragraph 7 is now numbered 5

Note: Paragraph 8 is now numbered 6

Change in Paragraph 6:

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**

**Page 2-17**

Add

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 123 B**

**Page 2-26**

After 123A Membership – add:

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 128**

**Page 2-30**

3. Increase the General Fund from \$12.00 to \$15.00 (2022)

**Section 128**

**Page 2-30**

3. Increase Grand Chapter Session money from \$.25 to \$1.00 (2022)

**Section 128**

**Page 2-30**

7. Increase Grand Chapter Session pre-registration fee to \$10 and post June 1<sup>st</sup> to \$25 (2022)

**Section 220**

**Page 3-18**

2. Fee will increase from \$13.00 to \$16.00 (2022)

**Section 220** **Page 3-18**

3. Fee will increase from \$13.00 to \$16.00 (2022)

**Section 221** **Page 3-19**

7. Increase from \$13.00 to \$16.00 (2022)

**Section 226** **Page 3-23**

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. (No change, just renumbered)
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 change, renumber only
11. No change, renumber only

**Section 250** **Page 4-3**

Article IV (3) Increase from \$13.00 to \$16.00 (2022)