

Revised 11/28/2018

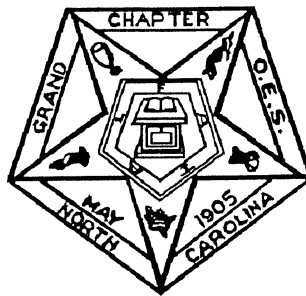
Constitution, Bylaws Rules and Regulations

For the Government Of

The Grand Chapter
of North Carolina
Order of the Eastern Star

And
The

Subordinate Chapters



Adopted at its Organization May 20, 1905
As Amended from Time to Time to June, 2018

TABLE OF CONTENTS

Constitution

BluePage

Preface.....	V
Organization and Constitution of the Grand Chapter.....	1
Preamble.....	1
Article I– Title.....	1
Article II – Officers and Membership.....	1
Article III – Officers.....	2
Article IV – Qualifications for Office.....	3
Article V – Time of Meeting.....	3
Article VI – Voting.....	4
Article VII –Proxies.....	4
Article VIII – Powers of the Grand Chapter...	4
Article IX – Amendment.....	6

Bylaws of the Grand Chapter

Yellow Page

Article I – Annual Session.....	9
Article II – Elections.....	10
Article III – Powers and Duties of the Worthy Grand Matron.....	12
Article IV – Powers and Duties of the Worthy Grand Patron.....	18
Article V – Other Grand Officers.....	21
Article VI – Revenue of the Grand Chapter.	29

Article VII – Standing Committees.....	32
Article VIII – Funds and Endowments.....	50
Article IX – Grand Chapter Courtesies.....	52
Grand Chapter Trophies.....	52
Article X – Rules of Order.....	54

Rules and Regulations for Government
of
Subordinate Chapters

	White Page
Article I – New Chapter.....	58
Article II – Chartered Chapters.....	62
Article III – Officers of Chapter.....	74
Article IV – Petitions.....	83
Article V – Balloting.....	88
Article VI – Membership.....	90
Article VII – Objections.....	92
Article VIII – Dues.....	94
Article IX – Demits.....	95
Article X – Jurisdiction (Deleted GC 2003)	
Article XI – Non-Affiliates.....	97
Article XII – Offenses and Penalties.....	98
Article XIII – Order of Business.....	105
Article XIV – Amendments.....	106
Article XV – Advertisements (Deleted GC 2003)	
Index.....	(Green–109)

PREFACE

At the meeting for the purpose of organizing the Grand Chapter of North Carolina, which was held in Asheville on May 20, 1905, Brothers L.M. Cook, G.H. Haigler and W.H. Woodbury were appointed the Committee to draft a Constitution and Bylaws. At the afternoon session the Committee made its report, which on adoption became the first law of the Grand Chapter of North Carolina.

The report of this Committee was quite lengthy. It consisted of a Constitution of the Grand Chapter, Bylaws of the Grand Chapter, Rules and Regulations for the Subordinate Chapters and Rules of Order for Conducting Business in the Grand Chapter Sessions.

At the Grand Chapter Session held in Charlotte on June 10, 1914, Brother J. Edward Allen introduced a resolution that the Worthy Grand Matron appoint a Committee of three “to revise and codify the Constitution and Bylaws of the Grand Chapter.” This Resolution was adopted, and the Worthy Grand Matron appointed Mr. W.H. Woodbury, Mrs. Gerdie Woodbury and Dr. S.H. Lyle. No revision of the laws was reported to the Grand Chapter Session and adopted until 1917, when Brother J. Edward Allen made a report of having codified the laws himself in his report as Worthy Grand Patron.

At the same session of the Grand Chapter, several resolutions were introduced and carried, making amendments to the laws.

From time to time, resolutions have been introduced before the Grand Chapter, making changes in the law. In 1928, Sister Alice H. Parker, Worthy Grand Matron, recommended that all changes in the law be printed and added to the book, which was done by Sister Elspeth C. Setzer, Past Grand Matron.

At the Grand Chapter Session in 1938, the Jurisprudence Committee recommended that the Constitution and Bylaws and Regulations be re-edited, making the necessary corrections to conform with the Ritual. This Committee offered to assume the

duties if the Grand Chapter so desired. The Grand Chapter ordered that it be done.

At the Grand Chapter Session in 1939, this Committee asked for additional time, which was granted, and the Grand Chapter ordered that such changes be made in the law as the Committee should think proper. At the Grand Chapter Session of 1940, a report was made and adopted by the Grand Chapter. The revised work was ordered printed.

A Committee was appointed in the summer of 1946, for the purpose of bringing the Bylaws, Rules and Regulations up-to-date. After studying all conflicts, checking anything that might be obsolete, clarifying that which was unnecessarily obscure and incorporating all acts of the Grand Chapter of North Carolina which had the effect of becoming amendments to the Bylaws, Rules and Regulations, this Committee brought an excellent report to the Grand Chapter Session, which was adopted and referred to the Finance Committee. However, the Finance Committee took no action on this report. Whereupon the incoming Worthy Grand Matron, with the assistance of the Worthy Grand Patron, appointed a Committee of five to revise the Constitution, Bylaws, Rules and Regulations.

The Committee reported at the 1948 Session. This report was adopted after slight changes in the wording were made by the Jurisprudence Committee, mainly for clarification purposes. In 1949 the Worthy Grand Matron appointed a Committee for the purpose of proofreading the work of the 1948 Committee in preparation for printing. This Committee reported at the 1949 Session and the Jurisprudence Committee recommended that another Committee be appointed to make a further study as well as to incorporate the amendments of the 1949 Grand Chapter Session. The Worthy Grand Matron, therefore, appointed another Committee to prepare the Bylaws, Rules and Regulations for printing. This Committee finished its work about 90 days before the 1950 Grand Chapter Session. It was decided that it would be

impractical to send this book to press at this time. Therefore this Committee reported at the 1950 Grand Chapter Session, and the report was adopted. The Worthy Grand Matron appointed a Committee and instructed them to incorporate the amendments and revisions of the 1950 Grand Chapter Session and send the materials to the Grand Secretary for printing.

Accordingly, a new law book was printed in 1950, and, as the color of the binding was red, it was commonly referred to as the Red Book. Since 1950 every Grand Chapter Session made amendments to the Bylaws, Rules and Regulations. In 1958 numerous amendments were adopted, so that now practically one-fourth of the Sections have been changed since the 1950 printing. Many of these changes are of great importance.

In 1955, the Worthy Grand Patron recommended that the Jurisprudence Committee make such changes as are necessary to bring the law into compliance with the new Ritual. Sister Marise S. Conyers, Worthy Grand Matron in 1957, recommended that a new printing of the law be made. The same year the Committee on Unfinished Business called attention to the recommendation of the Worthy Grand Patron in 1955 about having a new law book printed and recommended that the Jurisprudence Committee compile a new book. This was approved.

In 1958 the Jurisprudence Committee recommended that the Committee be authorized to renumber Sections, placing new amendments under proper headings, making new index and those things that will be necessary to bring the law up-to-date with action taken by this Grand Chapter. This was adopted. The Jurisprudence Committee has prepared a new law the Finance Committee in 1959 placed \$2,000 in the budget, approved by the Grand Chapter, for a new book to be printed.

In 1962, the Jurisprudence Committee recommended that our Grand Secretary make available to our members, at cost prices, printed revised pages to our Constitution, Bylaws, Rules and

Revised 11/28/2018

Regulations, showing all the changes which Grand Chapter Adopts each year.

This book now contains the Constitution, Bylaws, Rules and Regulations of the Grand Chapter of North Carolina, Order of the Eastern Star, as of the close of the Grand Chapter Session of 2018.

CONSTITUTION

... of...

THE GRAND CHAPTER OF NORTH CAROLINA ORDER OF THE EASTERN STAR

On Saturday, May 20, 1905, in the Masonic Hall at Asheville, N.C., a Convention of Chapters of the Order of the Eastern Star assembled and was organized into the Grand Chapter of North Carolina, Order of the Eastern Star, by Mrs. Madeline B. Conklin, Most Worthy Grand Matron of the General Grand Chapter, and set to work under the Seal and Jurisdiction of the General Grand Chapter.

PREAMBLE

The Grand Chapter of North Carolina, Order of the Eastern Star, does hereby adopt, establish and promulgate the following Constitution and Bylaws for its government and does make and ordain the following Rules and General Regulations for the Government of Subordinate Chapters under its jurisdiction.

ARTICLE I

Title

Section 1. This Grand Chapter shall be known by the name and style of "The Grand Chapter of North Carolina, Order of the Eastern Star."

ARTICLE II

Officers and Members

Section 1. The Grand Chapter shall consist of a Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate

Revised 11/28/2018

Grand Patron, Grand Secretary, Grand Treasurer, Grand Conductress, Associate Grand Conductress, three (3) Grand Trustees, Grand Chaplain, Grand Lecturer, Grand Marshal, Grand Organist, Grand Adah, Grand Ruth, Grand Esther, Grand Martha, Grand Electa, Grand Warder, Grand Sentinel, together with the Worthy Matrons, Worthy Patrons, Associate Matrons, Associate Patrons (or their proxies regularly appointed) of all the Subordinate Chapters of this Jurisdiction whose official character shall be duly certified by the secretaries of their respective Chapters and such Past Grand Matrons, Past Grand Patrons, Past Matrons, Past Patrons and members of a subordinate Chapter as shall remain in good standing in some Subordinate Chapter in this Grand Jurisdiction; also Past Matrons and Past Patrons from other jurisdictions who have properly affiliated with a Subordinate Chapter in this Grand Jurisdiction. (Grand Chapter* 2006)

(* Hereafter referred to as GC)

Section 2. All of the above named officers shall be sisters, except the Worthy Grand Patron, Associate Grand Patron who shall be brothers; the Grand Secretary, Grand Treasurer, Grand Trustee, Grand Chaplain, Grand Marshal, Grand Organist, Grand Warder and Grand Sentinel may be either a sister or a brother.

ARTICLE III

Officers

Section 1. The Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron and Grand Conductress shall be nominated and elected by the usual voting sign of the order, and a majority vote shall be necessary for election at the annual session of this Grand Chapter. The Associate Grand Patron, Grand Secretary, Grand Treasurer, Associate Grand Conductress and Grand Trustees shall be nominated and elected by secret ballot; provided that when there is only one nominee Grand Chapter may

Revised 11/28/2018

order otherwise. A majority vote shall be necessary for election at the annual session of this Grand Chapter (GC 2004).

Section 2. The appointive Officers of this Grand Chapter shall be appointed by the Worthy Grand Matron elect immediately preceding her installation

ARTICLE IV

Qualifications for Office

Section 1. Any past or present Worthy Matron or Worthy Patron in good standing in a Subordinate Chapter in this Grand Jurisdiction shall be eligible to any office in the Grand Chapter, subject to the restrictions contained in Article II, Section 2.

ARTICLE V

Time of Meeting

Section 1. This Grand Chapter shall hold an annual meeting at such time and place as shall be provided by the Bylaws.

Section 2. Special sessions may be ordered by the Worthy Grand Matron, or in her absence or disability, by the Worthy Grand Patron or Associate Grand Matron in the absence or disability of the Worthy Grand Patron, at such a time and place as in his or her opinion the interests of the Order require; **provided** that each Chapter in this Grand Jurisdiction shall be notified at least thirty days previous to such called session and no business except that specified in the call be transacted at such special session, and **provided**, that the Worthy Grand Patron may call a session of the Grand Chapter without these formalities for the purpose of instituting new chapters.

ARTICLE VI

Voting

Section 1. In the decision of legislation and questions that may come before Grand Chapter, as well as the election of Grand Chapter Officers, and the Grand Chapter Committee members the vote shall be taken by Chapters, each to be allowed four representative votes by the Worthy Matron, Worthy Patron, Associate Matron and Associate Patron or their legally appointed proxies, and one vote each for Past Matrons and Past Patrons, and Subordinate Chapter Members present. If only one delegate be present, he or she casts the four votes of the Chapter, if he or she is a legally appointed proxy.

ARTICLE VII

Proxies

Section 1. The Worthy Matron, Worthy Patron, Associate Matron or Associate Patron of any Chapter in this Grand Jurisdiction may appoint any member of his or her Chapter as his or her proxy to represent him or her at the Grand Chapter Session. Such proxy shall be duly certified by the appointing officer.

ARTICLE VIII

Powers of the Grand Chapter

Section 1. The Grand Chapter of North Carolina, Order of the Eastern Star, is the highest source of authority in the Eastern Star in the State of North Carolina. It claims, and of right enjoys, the sole government and superintendency of all Chapters within said Jurisdiction. (See Rit.)

(a) It may grant charters and dispensations for holding regular Chapters of the Order of the Eastern Star with the rights to confer therein the several degrees of the Order, and when deemed

Revised 11/28/2018

expedient, and for cause, may annul, revoke and amend such charter or dispensation (1992).

(b) It may assign the limits of each Chapter under its jurisdiction and settle all controversies that may arise between them; and it has the final decision and determination of all matters of controversy that may be brought up by appeal or otherwise.

(c) It may reprimand, suspend or expel from its own body any member for a violation of this Constitution or the Bylaws or Regulations of the Grand Chapter.

(d) It may assess and collect from the several Chapters under its jurisdiction such sums of money annually as may from time to time be found necessary for the support and maintenance of this Grand Chapter or its charities.

(e) It may supervise the state and condition of its own finances and adopt such means in relation thereto as may be for the good of the Order.

(f) It may make and adopt laws and general regulations for the government of the Chapters under its jurisdiction and at pleasure alter or repeal them.

(g) It shall, at each annual session, consider and review the reports and activities of the Grand Officers for the preceding year, as well as those of the several Chapters under its jurisdiction.

(h) And, finally, it may consider and do all whatsoever it may regard as necessary or appertaining to the well-being and perpetuity of the Order of the Eastern Star in the State of North Carolina, subject only to such laws and regulations of the General Grand Chapter of the Order as are reserved to it.

Revised 11/28/2018

(i)The Grand Jurisdiction of North Carolina shall conform to the Ritual and to the Ritualistic Work in the General Grand Chapter Book of Instructions. When changes are made in Ritualistic Work, Decisions or Resolutions pertaining to Ritualistic Work are adopted in General Grand Chapter, they shall immediately be in force in this Grand Jurisdiction.

ARTICLE IX

Amendments

Section 1. Any alteration or amendment of this Constitution shall be proposed in writing at an annual session, shall lie over until the next annual session, when, if adopted by an affirmative vote of not less than two-thirds of the members present, the same shall become part of this Constitution--and not otherwise.

(* Hereafter referred to as GGC)

Revised 11/28/2018

--NOTES--

Revised 11/28/2018

-NOTES-

BYLAWS
of
THE GRAND CHAPTER
OF NORTH CAROLINA
ORDER OF THE EASTERN STAR
(Revised and Adopted as of Grand Chapter 2014)

ARTICLE I

Annual Session

Section 1. The Annual Session of this Grand Chapter shall be held the second Tuesday in June, beginning at eight-thirty in the morning and continuing in session from day to day until the business presented for consideration shall have been duly disposed of and at such place as may be determined by a majority vote of the Grand Chapter (GC 2003).

In case of national or state emergency that would prevent the regular Annual Session of this Grand Chapter, the Worthy Grand Matron shall become empowered to consult with the other elective Grand Officers with the purpose in view of determining the method by which customary business of the Grand Chapter shall be conducted.

Change of Place

Section 2. In case of epidemic or other cause dangerous to the health and comfort of the members of the Grand Chapter, the Worthy Grand Matron, with the consent and approval of the next four highest officers in the Grand Chapter, by suitable proclamation, duly published to or served upon the members of the Grand Chapter, may change the place of holding an annual or special session.

Quorum

Section 3. Representatives from not less than seven Chapters must be present to form a quorum for the transaction of business at any annual or special session of the Grand Chapter.

Absence of First Four Grand Officers

Section 4. At any session of the Grand Chapter, should all of the first four elective Grand Officers be absent, the Junior Past Grand Matron present shall be empowered to open the Grand Chapter Session and preside; and in the event that no one be present thus qualified to preside, the Worthy Matron of the senior Chapter whose Worthy Matron is present shall take the Chair as acting Worthy Grand Matron.

Fiscal Year

Section 5. The fiscal year of the Grand Chapter shall end on the thirtieth day of April each year, and the books and accounts of the Grand Chapter shall be closed and balanced as of that date.

ARTICLE II

Elections

Section 6. (a) The election of officers of this Grand Chapter shall be at ten o'clock a.m. on the last day of each annual session.

(b) All ballots counted in each election shall be sealed immediately by the Chief Teller at each table in suitable containers (possibly a paper bag, stapled closed) and properly marked. The sealed container shall be taken to the Grand Secretary's desk after the announcement of the ballot. If no objection as to the result of the ballot is voiced by the closing of election process, the presiding officer shall instruct the Grand Secretary to destroy the ballots.

(c) Any past or present Worthy Matron or Worthy Patron, in good standing in a Subordinate Chapter in this Grand Jurisdiction shall be eligible to election or appointment to any office, committee, or board in this Grand Chapter subject to those restrictions imposed by the Ritual.

Elective Officers

Section 7. The elective officers of this Grand Chapter shall be:

Worthy Grand Matron	Grand Treasurer
Worthy Grand Patron	Grand Conductress
Associate Grand Matron	Associate Grand Conductress
Associate Grand Patron	Grand Trustees
Grand Secretary	

Appointive Officers

Section 8. The appointive officers of this Grand Chapter shall be:

Grand Chaplain	Grand Esther
Grand Marshal	Grand Martha
Grand Organist	Grand Electa
Grand Adah	Grand Warder
Grand Ruth	Grand Sentinel

Installation

Section 9. The officers of this Grand Chapter shall be installed after all other business before the Grand Chapter has been entirely disposed of.

Reports of Grand Officers

Section 10. (a) The reports of Grand Officers must be printed and in the hands of the Grand Secretary by the time of the opening of this Grand Chapter Session, and when these reports are called for the printed reports shall be distributed and only excerpts of the more important facts read.

(b) The reports of the Appointive Committees with the exception of the Registration, Necrology and Book of Instruction Committee must be typed in triplicate and in the hands of the Grand Secretary prior to the closing of each Grand Chapter Session. To expedite business, these reports shall be filed for printing in the Proceedings of the Grand Chapter Session.

ARTICLE III

The Worthy Grand Matron Duties

Section 11. (a) The Worthy Grand Matron, by virtue of her office, has a watchful care and general supervision over the Chapters in this Grand Jurisdiction, except Chapters working under Dispensation, and it is her duty to see that the Constitution, Bylaws and edicts of this Grand Chapter are strictly and properly obeyed. She shall perform such other duties as the nature of her station may require or the ceremonies and ritual of the Order may impose.

(b) Upon the demise, resignation and/or removal from the state or otherwise incapable of performing the duties of the Associate Grand Matron, Associate Grand Patron, Grand Secretary, Grand Treasurer, Grand Conductress and/or Associate Grand Conductress, the Worthy Grand Matron shall appoint within thirty days some qualified member of the Order of the Eastern Star to fill the unexpired term of said officer(s), which officer(s) shall serve until that time when the Grand Chapter shall convene, elect and install someone to fill the position(s).

Convene Chapters

Section 12. She may convene Chapters at pleasure, preside therein, inspect their books, records and work, and give such instruction relative to same as may be necessary to insure strict adherence to the Constitution, Bylaws and instructions to Chapters of this Grand Chapter.

School for Deputies

Section 13. She shall call a School of Instruction immediately following the Grand Chapter Session for the benefit of the Grand Officers, District Deputy Grand Matrons and District Deputy Grand Patrons in order to promote uniformity and effectiveness in the work.

Exemplification of Degree Work at The Grand Chapter Sessions

Section 14. The exemplifications of ritualistic work at the Grand Chapter Sessions shall be optional with the Worthy Grand Matron.

Official Decisions

Section 15. The Worthy Grand Matron has the authority to render official decisions, which shall be binding only until next session of the Grand Chapter.

Arrest Charter or Suspend Labors

Section 16. She has the power, for good cause, to suspend the labors of a Chapter, and if she deems it necessary, to arrest its Charter until the next annual session of the Grand Chapter.

Committee and Deputy Appointments

Section 17. (a) She shall, with the approval of the Worthy Grand Patron, appoint all Standing Committees and all Special Committees, whose appointment is not otherwise provided for. She shall also appoint such number of District Deputy Grand Matrons to assist her in her work as the districting of the state shall render necessary. All appointments are made for one year unless otherwise provided for.

(b) The Worthy Grand Matron shall not appoint any project Committees until such project has been adopted by the Grand Chapter.

(c) The Worthy Grand Matron shall ensure that all Committee Chairmen are published in the Tar Hell Star News and are posted on the NC OES Website. She shall also furnish each Committee Chairman with the name, address and phone number of each committee member on her/his committee.

Qualifications for Office of District Deputy Grand Matron-Expenses

Section 18. The District Deputy Grand Matrons shall be Worthy Matrons or Past Matrons who have passed the Proficiency Questionnaire (GC 1998) and each shall be allowed a sum for mileage for one visit by her to each Chapter in the District, provided mileage for a second or third visit to Chapters may be allowed when District Deputy Grand Matron is instructed in writing by the Worthy Grand Matron to make same. (GC 2010)

District School of Instruction

Section 19. Unless waived by the Worthy Grand Matron, a District School of Instruction shall be held annually in each District within the formally opened Subordinate Chapter which entertains the School. The District Deputy Grand Matron shall open, preside over and close the School. The minutes of the School shall be recorded in the record book of the hostess Chapter, and one copy each of such minutes shall be sent to the Grand Secretary and to the District Deputy Grand Matron.

District Schools shall be conducted as economically as possible, and the expense of each shall be borne by the Subordinate Chapters in the District upon the basis of the number of members of each Chapter as of the close of the Chapter year preceding the date of the School.

Only General Grand Officers, Worthy Grand Matron, Worthy Grand Patron, District Deputy Grand Matron, and District Deputy Grand Patron of that District shall be guests of the District (corsages and meals) (GC 1998).

Grand Representatives

Section 20. The Worthy Grand Matron may recommend Representatives of this Grand Jurisdiction to Worthy Grand Matrons of other Grand Jurisdictions. She may appoint Representatives of other Grand Jurisdictions as recommended by the Worthy Grand Matron of such Grand Jurisdiction, which appointments shall be effective for two years. A Grand Representative must be a Worthy Matron, Past Matron, Worthy Patron or Past Patron. No present or Past Grand Matron or Grand

Patron shall act in the capacity of Grand Representative of this Grand Jurisdiction.

Dispensations

Section 21. The Worthy Grand Matron may grant such Dispensations as are authorized by the laws of this Grand Chapter. The sum of one dollar shall be charged for each Special Dispensation granted by the Worthy Grand Matron, fee for same to accompany the request and all moneys received from this source shall be contributed to the Maintenance Fund of the Masonic and Eastern Star Home. When a Dispensation is issued to elect or install officers out of time or for the temporary removal of a charter, it shall be for a definite time and the date of its expiration stated. (See Sections: Bylaws, 25, R&R 30, 88, 92.)

Examination and Approval of Bonds

Section 22. The Worthy Grand Matron, together with the Worthy Grand Patron and the Finance Committee, shall annually examine and approve the bonds of any officer or agent of this Grand Chapter of whom bond is required, and they may at any time, if deemed necessary, require either an additional bond or a new bond for any such officer or agent.

Suspension of Grand Officer

Section 23. She may, for good cause, and with the approval of the Worthy Grand Patron, Associate Grand Matron, or both, suspend from office any officer of the Grand Chapter until the next annual session.

Suspension of Subordinate Chapter Officer

Section 24. She may suspend from office any officer of a Subordinate Chapter, subject to the decision of the Grand Chapter at its next annual session to which she shall report her action, with the reason therefor and a detailed statement of the facts.

Dispensation to Fill Vacancies

Section 25. Whenever the office of Worthy Matron, Worthy

Patron, Associate Matron or Associate Patron of a Subordinate Chapter shall become vacant from any cause, the Worthy Grand Matron, shall upon the request of the Chapter and payment of a fee of one dollar, grant a Dispensation to fill such vacancy.

Constitution of Chapters

Section 26. Within ninety days after the annual Grand Chapter Session, the Worthy Grand Matron, or her proxy duly Commissioned for that purpose shall, in person, deliver charters which were granted at that session and constitute all Chapters with a constitutional ceremony; that the officers shall be elected and installed, and such instruction given as may seem necessary. She, or her proxy, shall take up the Dispensation and deliver same to Grand Secretary.

If the charter be not granted, the Dispensation may be ordered continued by the Grand Chapter or renewed by the Worthy Grand Patron.

Worthy Grand Patron May Preside

Section 27. She may call on the Worthy Grand Patron to preside at any time.

Annual Address

Section 28. At the opening of each annual session of the Grand Chapter, she shall make a written report of her official acts and such other matters as she may deem necessary for the consideration of the Grand Chapter, and shall deliver same to the Grand Secretary sufficiently early so that it may be printed and delivered to the Grand Chapter at its annual session. The Grand Secretary shall furnish a copy of the Worthy Grand Matron's annual report to each member of the Jurisprudence Committee and the Finance Committee by May 10.

Expenses

Section 29. (a) A drawing account shall be allowed for an

amount not to exceed \$3,000.00 (GC 2002) to help reimburse the Worthy Grand Matron for travel, postage, telephone calls and other necessary expenses incurred by her in carrying out the duties of her office, unless approved by the Finance Committee and ordered by the Grand Chapter. This amount shall be payable on June 30, September 15, December 15 and March 15 (GC 2002).

(b) An allocation of an amount not to exceed \$600.00 is approved by the Grand Chapter for the Worthy Grand Matron to be used by her for engaging assistance in conducting the clerical requirements of her office.

(c) In the event a complimentary room cannot be obtained at the headquarters hotel for occupancy by the Worthy Grand Matron while in attendance at the Grand Chapter Session, the bill for her hotel room shall be paid by the Grand Chapter.

Expense of Emergency Visits

Section 30. Any Chapter requesting an emergency visit of the Worthy Grand Matron, Worthy Grand Patron or any Deputy Grand Matron shall pay the expense of such Grand Officer.

Grand Chapter Session Expenses

Section 31. (a) The Worthy Grand Matron, in connection with the Committee on Arrangements, shall furnish to the Finance Committee for its consideration a tentative list of estimated requirements at least six months before the Grand Chapter Session is to be held. The Finance Committee shall notify the Worthy Grand Matron by March thirty-first preceding the Grand Chapter Session what action it has taken.

(b) The appropriation, as approved by the Finance Committee, allotted to any Grand Chapter Session shall not exceed an amount equal to the average registration fee collected over the five-year period next preceding the Grand Chapter Session for which the appropriation is made; thirty-five cents per member per capita tax; and the net revenue from Vendors at the Grand Chapter Session. The approved allocation of funds shall not exceed the amount of available funds on hand at the time.

ARTICLE IV

The Worthy Grand Patron Duties

Section 32. The Worthy Grand Patron shall assist and advise the Worthy Grand Matron in the discharge of her duties. The Worthy Grand Patron, with the approval of the Worthy Grand Matron, shall appoint such a number of District Deputy Grand Patrons as the districting of the state shall render necessary. All appointments are made for one year only unless otherwise provided for. District Deputy Grand Patrons shall be Worthy Patrons or Past Patrons.

Duties of District Deputy Grand Patrons

Section 33. The duties of the District Deputy Grand Patrons shall be as follows:

1. To assist in the organization and institution of new Chapters, as the Worthy Grand Patron may direct or shall commission.
2. To give such help and guidance as is needed in making each Subordinate Chapter a strong link in our Grand Chapter.
3. To visit the Eastern Star Chapters and Masonic Lodges in his District as often as limitations of time and expense will permit in the capacity of a Good Will Ambassador of the Order of the Eastern Star, in order that the fraternal ties between the great fraternal societies may be strengthened.
4. To work in harmony and cooperation with the District Deputy Grand Matron in promoting the welfare of the Order.
5. To assist the Worthy Grand Patron in the discharge of his duties.
6. To be paid mileage for one visit when he accompanies the District Deputy Grand Matron on her official inspection to each Subordinate Chapter within the District.

Letters of Dispensation

Section 34. The Worthy Grand Patron has authority during the recess of the Grand Chapter to grant letters of Dispensation to a

competent number of not less than twenty-five nor more than forty petitioners, two of whom must be Master Masons and not less than nine of whom must be ladies who are eligible for the degrees providing the petitioners reside in this jurisdiction and possess the legal qualifications. The letter of Dispensation empowers the petitioners to form a Chapter of the Order of the Eastern Star and such Dispensation shall be in force until the next annual session of the Grand Chapter unless revoked by the Worthy Grand Patron for good cause. Chapters Under Dispensation are under the Worthy Grand Patron's supervision until they receive a charter.

Organization of New Chapters

Section 35. He shall, either in person or by proxy commissioned by him for this purpose, organize and set to work all Chapters under Dispensation. Such proxy shall be a present or Past Matron or Patron, and none except those who are thoroughly qualified. The Worthy Grand Patron shall not issue Dispensations or proxies in blank. He shall issue them only for specific and determinate acts. The date of institution shall be recognized as the birth date of the Chapter. (See R&R, Section 1)

Return of Proxy

Section 36. All proxies shall be returned to the issuing officer when the acts for which they have been issued have been completed.

Degrees at Sight

Section 37. In the organization of a Chapter Under Dispensation he may, if necessary, either in person or by proxy, confer the degrees of the Order "at sight" upon a sufficient number of petitioners possessing the legal qualifications for the purpose of organizing a Chapter.

Organization Blanks

Section 38. Organization blanks will be furnished giving the names of each officer and space for the names of members who are not officers.

Charter Members

Section 39. Only those members who are present on the date of the institution of a Chapter and are obligated and initiated shall have their name on the charter as charter members.

Expense of Assistant to Instituting Officer

Section 40. (Deleted GC 1980)

Expense

Section 41. (a) A drawing account shall be allowed for an amount not to exceed \$2,100.00 (GC 2002) to help reimburse the Worthy Grand Patron for travel, payable on June 30, September 15, December 15 and March 15, unless approved by the Finance Committee and ordered by the Grand Chapter (GC 2002).

(b) In the event a complimentary room cannot be obtained at the headquarters hotel for occupancy by the Worthy Grand Patron while in attendance at the Grand Chapter Session, the bill for his hotel room shall be paid by the Grand Chapter.

When Worthy Grand Patron Shall Preside

Section 42. He shall preside whenever called upon by the Worthy Grand Matron, and in the absence of the Worthy Grand Matron and Associate Grand Matron, he shall preside without invitation.

Annual Address

Section 43. He shall, at the opening of each annual session, make a written report to the Grand Chapter of his official acts and such other matters as he may deem necessary for the consideration of the Grand Chapter, shall deliver same to the Grand Secretary

sufficiently early so that it may be printed and delivered to the Grand Chapter at its annual session. The Grand Secretary shall furnish a copy of the Worthy Grand Patron's annual report to each member of the Jurisprudence Committee and the Finance Committee by May 10.

ARTICLE V

Other Grand Officers–Duties Associate Grand Matron

Section 44. (a) The Associate Grand Matron shall assist the Worthy Grand Matron in the performance of her duties, be subject to the order of the Grand Chapter and her superior officers, and in case of death, absence or disability of the Worthy Grand Matron, she shall assume her powers and prerogatives and perform her duties.

(b) The Associate Grand Matron shall receive not more than \$1,500.00 for expenses incurred by her in preparation for her year as Worthy Grand Matron (GC 2003).

(c) The Associate Grand Matron shall provide the Grand Secretary with a list of names and membership numbers for all standing and special committees by May 1st prior to her installation as Worthy Grand Matron.

Associate Grand Patron

Section 45. The Associate Grand Patron shall assist the Worthy Grand Patron in the performance of his duties, shall be subject to the order of the Grand Chapter and his superior officers, and in case of death, absence or disability of the Worthy Grand Patron, shall assume his powers and prerogatives and perform his duties.

Grand Secretary

Section 46. (a) It is the duty of the Grand Secretary to attend all sessions of the Grand Chapter, to keep a true and accurate record of all its proceedings, to furnish to the printer a copy thereof together with an abstract of returns from Chapters and superintend

the printing of the same immediately on the closing of each annual session of the Grand Chapter, and together with the Finance Committee, handle all matters pertaining to the printing. The Worthy Grand Matron and Worthy Grand Patron shall approve the Proceedings of the session over which they preside, and a certificate to this effect shall precede the certificate of the Grand Secretary. The seal of the Grand Chapter shall be attached to the Proceedings.

(b) The Grand Secretary shall dispatch copies of the Jurisprudence Committee accounting to the Elective Grand Officers and make copies available for purchase of the same by subordinate members and shall make use of the accounting to update the Bylaws, Rules and Regulations each year for the triennial printing.

Distribution of Proceedings

Section 47. The Grand Secretary shall dispose of the Proceedings of the Grand Chapter session as follows: One copy on the latest media device shall be sent to each Elective Officer of the General Grand Chapter; and a number of copies on the latest media device be sent to the Grand Secretaries of other Grand Chapters to reciprocate for the copies North Carolina receives. One copy on the latest media device will be sent to each Grand Officer. One copy on the latest media device to each of the Grand Representatives from this Grand Jurisdiction; one copy on the latest media device to each Past Grand Matron and Past Grand Patron; one copy on the latest media device to each Past Grand Matron and Past Grand Patron affiliated with North Carolina from another State; one copy on the latest media device to each District Deputy Grand Matron and District Deputy Grand Patron; one copy on the latest media device to each Subordinate Chapter in North Carolina for the use of Chapter members and to remain in the Chapter files; and copies on the latest media device to such others as in the Grand Secretary's judgment may be proper recipients. In the event there is more than one Distinguished Member per household only one copy of the proceedings in the form of the

latest media device will be mailed,

To have in the Grand Chapter office a limited number of printed copies available for any member who would like to purchase a copy and pay for postage. To have in place in the Grand Chapter office a preorder system whereby the printed copies and postage would be paid in advance with a deadline for ordering. (GC 2010)

Collect Money

Section 48. The Grand Secretary shall collect all monies due to the Grand Chapter and to all special funds or endowments of the Grand Chapter and pay same over to the Grand Treasurer without delay, taking her/his receipt therefor. All such monies shall be identified as to the fund or endowment to which they belong, and the Grand Treasurer shall be so advised.

Procure Books

Section 49. By order of the Grand Chapter the Grand Secretary shall procure all books and stationery necessary for the use of her/his office and for the Grand Chapter.

Receive Annual Returns

Section 50. The Grand Secretary shall receive annual returns and make settlement with the several Chapters and make her/his report to the Grand Chapter of all such acts.

Fraternal Correspondence

Section 51. The Grand Secretary shall receive and regularly transmit all matters pertaining to fraternal correspondence to the Grand Conductress and Associate Grand Conductress.

Seal of the Grand Chapter

Section 52. The Grand Secretary shall keep the seal of the Grand Chapter and affix the same to all dispensations, charters, communications, records and other documents proper to be sealed and certified.

Property of the Grand Chapter

Section 53. The Grand Secretary shall keep books of account, jewels, furniture and all other property belonging to the Grand Chapter, except where otherwise provided in these Bylaws. The accounts of special funds and endowments and the property thereof shall be separate from other property of the Grand Chapter, and the books of account shall segregate and show all funds and properties in the accounts to which they severally belong. At the expiration of her/his term of office, she/he shall deliver over to her/his successor all property and other things in her/his hands belonging to the Grand Chapter.

Bond

Section 54. The Grand Secretary shall annually execute a bond in some security company to the Grand Chapter of North Carolina, Order of the Eastern Star to be approved by The Worthy Grand Matron and the Worthy Grand Patron and the Finance Committee, conditioned on the faithful discharge of her/his duties and the safekeeping of the money in the penal sum of not less than \$20,000.00, the premium of such bond to be paid by the Grand Chapter. The requirement for the bond may be achieved by means of comparable coverage in the Property and Casualty Insurance Policy of the Grand Chapter of North Carolina—such policy and coverage to be closely monitored by the Grand Chapter Finance Committee.

Keep Books of Account

Section 55. (a) The Grand Secretary shall keep sufficient books of account, using the standard bookkeeping/accounting program provided by the Grand Chapter, in which separate accounts shall be kept with each Chapter (GC 2006).

(b) The Grand Secretary shall transfer all data from the Membership Card Index File into the new file system. She/he shall secure proper and sufficient information from the secretaries of Subordinate Chapters on all memberships required to keep and maintain an accurate and current membership file of each member

of all Subordinate Chapters.

Report of the Grand Chapter

Section 56. The Grand Secretary shall report on the first day of each annual session of the Grand Chapter in writing a full account of the transactions of her/his office and present a tabulated list of all blanks, Rituals, stationery and other property of the Grand Chapter in her/his care.

Salary-Expense

Section 57. The salary of the Grand Secretary shall be fixed by the Grand Chapter annually, upon recommendation of the Finance Committee, as a part of the annual budget. Her/his hotel room on account of attendance upon the annual session of the Grand Chapter shall be paid by the Grand Chapter. The Grand Secretary shall be reimbursed at the rate of \$.20 per mile for travel on official Grand Chapter business as directed by the Worthy Grand Matron (GC 2004).

Duties of the Grand Treasurer

Section 58. It shall be the duty of the Grand Treasurer to receive from the Grand Secretary all monies required to be paid by the Grand Secretary to the Grand Treasurer in accordance with the provisions of Section 48 of these Bylaws and to give her/his receipt therefor. She/He shall pay all orders from the money on hand as may be directed by the Grand Chapter or by the Worthy Grand Matron, countersigned by the Grand Secretary and with the Grand Chapter seal affixed thereto, and the order so issued to the Grand Treasurer shall specify the fund out of which each such order shall be paid. The salary of the Grand Treasurer shall be fixed by the Grand Chapter annually, upon recommendation by the Finance Committee, as a part of the annual budget. At the expiration of her/his term of office, she/he shall deliver to her/his successor all the monies, books, papers and other property belonging to the Grand Chapter that may be in her/his hands or under her/his control as such Grand Treasurer.

Annual Report of the Grand Treasurer

Section 59. She/he shall keep sufficient books of account, using the standard bookkeeping/accounting program provided by the Grand Chapter and present such books for audit at the close of the Fiscal Year. It shall be the duty of the Grand Treasurer, on the first day of each annual session of the Grand Chapter, to report in writing a full account of all monies received and paid out during the past year and on what account and to submit the books and vouchers to the Grand Chapter for examination.

Bond of the Grand Treasurer

Section 60. The Grand Treasurer shall annually execute a bond in some security company to the Grand Chapter of North Carolina, Order of the Eastern Star to be approved by the Worthy Grand Matron and Worthy Grand Patron and Finance Committee conditioned on the faithful performance of the duties of that office and the safekeeping of the money in the penal sum of not less than \$10,000.00, the premium to be paid by the Grand Chapter. The requirement for the bond may be achieved by means of comparable coverage in the Property and Casualty Insurance Policy of the Grand Chapter of North Carolina—such policy and coverage to be closely monitored by the Grand Chapter Finance Committee.

Placing of the Grand Chapter Funds

Section 61. The Grand Treasurer shall confer with and act in conjunction with the Finance Committee in the designation of one or more official depositories for all funds belonging to the Grand Chapter.

Grand Conductress

Section 62. The Grand Conductress shall be Fraternal Correspondent for this Grand Chapter. She shall be assisted in the review of the Proceedings and in compiling her report by the Associate Grand Conductress. She shall perform such other duties as may be delegated to her.

Associate Grand Conductress

Section 63. (a) She shall assist the Grand Conductress in compiling the Fraternal Correspondence. She shall perform such other duties as may be delegated to her.

(b) As soon as practical, and during the first year of her office, the Associate Grand Conductress will consult with the Grand Trustees regarding the facilities the Grand Trustees have obtained for the Session over which she shall preside. (GC 2010)

Remaining Grand Officers

Section 64. The remaining Grand Officers are to perform such duties as are appropriate to their several stations and such as may be assigned to them by the Worthy Grand Matron or the Grand Chapter.

Grand Trustees

Section 65. (a) There shall be three (3) Grand Trustees. These Grand Trustees shall be either a Worthy Matron, or a Worthy Patron, a Past Matron or a Past Patron in good standing in the Grand Chapter. The Grand Treasurer shall serve as an ex officio member with the Grand Trustees (GC 1994).

(b) At this Session (1972) one Grand Trustee shall be elected by secret ballot for a term of three years and one for a term of two years, and each Session following, one shall be elected by secret ballot for a term of three years.

(c) These Grand Trustees shall serve until their successors are elected and installed.

Duties of Grand Trustees

Section 66. (a) The title of all real property of the Grand Chapter, whether constituting a part of the general assets of the Grand Chapter or of any fund or endowment thereof, shall be held by and vested in the Grand Trustees. The Grand Trustees shall have full power and authority upon the direction of the Grand Chapter or of the Worthy Grand Matron with the approval of the Finance

Committee in all cases and with the additional approval of any special Committee or board administering any special fund or endowment to sell, transfer, convey, mortgage, lease or improve any real property belonging to the Grand Chapter or any of its funds or endowments. Any person dealing with the Trustees of the Grand Chapter in accordance with the provisions of this Section shall have the right to rely upon any deed, contract, lease or other agreement of the said Trustees without determining whether or not the said Trustees are acting in accordance with the provisions of this Section and without seeing to the application of any monies paid to the said Trustees, to the Grand Chapter, or to the Grand Secretary in connection therewith.

(b) The Grand Trustees shall have the authority to obtain proposals and sign contracts for suitable accommodations for the Grand Chapter Sessions, including housing facilities as many as five years in advance providing they deem it financially advantageous as well as otherwise to Grand Chapter. They shall consult with each Associate Grand Conductress as soon as practical after her election regarding the facilities obtained for the Session over which she shall preside. (GC 2010)

(c) It shall also be the responsibility of the Grand Trustees to enter into and execute necessary contracts for the "Margaret R. Griffin Peanut Project" and all other similar contracts pertaining to Grand Chapter projects (GC 2003).

(d) The Grand Trustees will keep an attorney on retainer to look after the concerns of the Grand Body (GC 1997).

(e) It shall be the duties of the Grand Trustees to act as a long range planning committee, the objective of which shall be to evaluate the structure of the Grand Chapter and establish a plan of action that will ensure the future existence of the Order of the Eastern Star in North Carolina. (GC 2008)

(f) The Grand Trustees shall sign all contracts, leases and agreements entered into by the Grand Chapter of North Carolina with the exception of all printing of the Grand Chapter, Session programs, and Christmas Cards which are covered by the Committee on Finance, Section 79, next to the last sentence.

Duties of Grand Chaplain

Section 67. The Grand Chaplain shall answer Memorial cards from Sister Grand Jurisdictions and shall be Chairman of the Necrology Committee. The Grand Chaplain may present a statement of his expenses for postage to the Finance Committee for reimbursement each year.

ARTICLE VI

Grand Chapter Revenue, Instructions, And Receipt for Dues

Section 68. Petitioners asking for a Dispensation to organize a Chapter shall remit to the Worthy Grand Patron who forwards to the Grand Secretary with the signed petition the sum of \$700.00 for the use of the Grand Chapter which shall be promptly refunded if the Dispensation is not granted.

Per Capita Tax

Section 69. (a) Masonic and Eastern Star Home Maintenance shall be paid from the general fund of the Grand Chapter.

(b) Every Chapter shall pay annually to the Grand Secretary for the use by the Grand Chapter of North Carolina the sum of three dollars and twenty-five cents, plus an amount equal to the approved per-member General Grand Chapter Per Capita Tax, for each member carried on its roll on the thirty-first day of March in the year of report; thirty-five cents (\$.35) of which shall be set aside for the expense of the Grand Chapter Session, forty cents (\$.40) shall be set aside for the maintenance of Camp Rainbow, Inc., and two dollars and fifty cents (\$2.50) to be set aside for the operation of this Grand Chapter (GC 2005).

No Solicitation of Funds

Section 70. No solicitation of funds from any Chapter shall be

allowed for the expenses of the Grand Chapter Session. However, if a Chapter or District wishes to honor their Worthy Grand Matron and/or Worthy Grand Patron, they may raise funds for one entertainment at a Grand Chapter Session.

Purchase of Supplies

Section 71. The price charged for supplies shall be determined by the Grand Secretary with the advice and consent of the Finance Committee. The Grand Secretary shall credit all profits to the funds of the Grand Chapter. (GC 2010)

Time to Make Returns

Section 72. (a) Chapters shall make their returns to the Grand Secretary on or before the fifteenth day of April in each year, and Chapters failing to do so shall be declared delinquent, and their representatives shall not be entitled to vote at the session of the Grand Chapter.

(b) Any Chapter failing to make returns or to pay dues for two years thereby forfeits its charter at the discretion of the Worthy Grand Matron and shall not assume work except by authority of the Worthy Grand Matron or the Grand Chapter.

Revenue Grand Chapter Session

Section 73. 1. The Net Revenue realized from Vendors be added to the other Revenue Sources prescribed in the Laws of Grand Chapter. (Thirty Five Cents (\$.35) Per Capita Tax and the average registration fee collected over the five year period next preceding the Grand Chapter Session.)

2. The Worthy Grand Matron may appoint a Vendor Committee whose duty will be to invite and coordinate Vendor activity.

3. The Worthy Grand Matron, with the advice and assistance of the Finance Committee, will determine the fee to be charged a Vendor.

4. Any Vendor Revenue not needed for the Grand Chapter Session expense shall be placed in a Grand Chapter Session

Account and be available, with the approval of the Finance Committee, to help defray the costs of future Grand Chapter Sessions (GC 2003).

Official Receipt for Dues

Section 74. The official receipt for dues shall be the uniform membership card used by this Grand Jurisdiction-the color of the card to be changed each year. This is the ONLY official receipt for dues and no Subordinate Chapter may issue any other type or kind of receipt for dues.

Instructions for Subordinate Chapters

Section 75. The Instructions for Subordinate Chapters, if and when approved by the Grand Chapter of North Carolina, Order of the Eastern Star shall be the standard procedure for all Chapters. If there should appear to be inconsistencies between Instructions for Subordinate Chapters and the Bylaws of this Grand Chapter, the Bylaws shall be considered to govern.

Instructions for Printing

Section 76. (a) All printing shall be let to the lowest competitive bidder, time of delivery and quality of work to be considered. Where reports of Grand Officers are printed in advance of the Grand Chapter Session, arrangements shall be made to use the typesetting for the Proceedings. All printed preliminary reports shall be printed on cheap paper, without cover to save expense and the printing of any preliminary reports other than those of the Worthy Grand Matron, Worthy Grand Patron, Grand Secretary and Grand Treasurer is prohibited, and these reports shall be consolidated into one volume.

(b) Changes in Grand Chapter Bylaws, Rules and Regulations and the Book of Instruction as adopted by the Grand Chapter shall be printed only once every three years, after the Grand Chapter Session which follows the Triennial Assembly.

ARTICLE VII

Standing Committees Elective Committees

Section 77. Members of the Committees listed in Section 74 (a) shall not be eligible for re-election to the same Committee until they have been off said Committee for a period of one year, except that members elected to fill an unexpired term resulting from unscheduled vacancy on the Committee shall be eligible for subsequent election or re-election to one full term (GC 2001).

(a) The Grand Chapter, at its annual session, shall elect the following Committees to consist of the number of members and perform such duties as stated below:

1. Jurisprudence
2. Finance
3. Board of Directors, Masonic and Eastern Star Home
4. Board of Directors, Camp Rainbow, Inc.
5. T.H.S.N. Publication
6. Board of Directors, North Carolina Eastern Star Foundation Inc.
7. Committee on Membership (GC 2004)

Nomination shall be placed from the floor and closed prior to election of any member or members to any Committee or board stated above.

(b) No member of this Grand Chapter shall be elected to more than one Elective Board or Committee.

(c) No Elective Officer of this Grand Chapter, or member appointed to fill a vacancy in an Elective Office, shall serve on any Elective Committee or Board, except as otherwise provided in these Bylaws. (GC 2010)

Committee on Jurisprudence

Section 78. The Committee on Jurisprudence shall consist of (5)

five members, one of whom shall be annually elected at the Grand Chapter Session by secret ballot for a term of five years. Any past or present Worthy Matron or Worthy Patron, in good standing in a Subordinate Chapter in this Grand Jurisdiction, shall be eligible for election to this committee. (GC 2009)

The duties of this Committee shall be:

(a). To act in an advisory capacity to the Worthy Grand Matron, Grand Officers and Grand Chapter on all matters referred to it IN WRITING pertaining to the CONSTITUTION, BYLAWS, RULES and REGULATIONS and involving questions relative to EASTERN STAR LAW and PRACTICE. It shall make a report on each question submitted to it, setting forth the grounds for its conclusion and RECOMMENDATIONS. Each question so reported shall be separately acted upon by the Grand Chapter, which decision shall be final. In like manner, all decisions of the Worthy Grand Matron shall be considered by this Committee and reported on for approval or disapproval by the Grand Chapter, which decision shall likewise be final. It shall also consider and report on all proposed amendments to the Constitution, Bylaws, Rules and Regulations of the Grand Chapter, together with any changes or alterations it may deem necessary, and shall make such recommendation as it shall see fit. It shall be the Court of Appeals during annual session of the Grand Chapter. It shall prepare an accurate account of changes and corrections in the Constitution, Bylaws, Rules and Regulations made at each Grand Chapter Session and furnish same to the Grand Secretary. (Ref: Bylaws, Article V, Section 46(b))

The Worthy Grand Matron and Worthy Grand Patron may use this resource, in matters of time sensitive actions, without the necessity of having a written request, provided the request is for an opinion or advice and is not for an official position of the Committee on Jurisprudence. However, if an official position is requested, it must be accompanied by a request in writing and the normal procedure is to be followed. (GC 2008)

(b) The Jurisprudence Committee shall have full power to adopt

Bylaws to govern its meetings and to elect a chairperson from among its members. A majority of said Committee shall constitute a quorum for the transaction of business. A majority of the FIVE members shall concur in all actions taken by the Committee. No meetings of the Jurisprudence Committee shall be necessary in any case where all of its members concur in writing as to the action taken.

Committee on Finance

Section 79. The Finance Committee shall consist of five (5) members, one of whom shall be annually elected at the Grand Chapter Session by secret ballot for a term of five years. Any past or present Worthy Matron or Worthy Patron, in good standing in a Subordinate Chapter in this Grand Jurisdiction, shall be eligible for election to this committee. (GC 2009)

The Finance Committee shall exercise general supervision over the properties and financial transactions of the Grand Chapter and all of its funds and endowments. A majority of the said Committee shall constitute a quorum for the transaction of business, but a majority of the full Committee must concur in all actions taken by the Committee. The Committee shall have the power to adopt Bylaws to govern its meetings. No meetings of the Finance Committee shall be necessary in any case where all of its members concur in writing as to the action taken. The Committee shall make an annual report to the Grand Chapter upon the property and the finances of the Grand Chapter and all of its funds and endowments, and shall prepare an annual budget for the Grand Chapter. No appropriations shall be made by the Grand Chapter without having been considered and reported on by the Finance Committee. The Finance Committee shall select a bookkeeping/accounting program to be used by the Grand Secretary, Grand Treasurer and the Business Manager of the Tar Heel Star News and shall employ an accountant to make an audit and report on all accounts in the Grand Chapter not less often than annually. It shall have the power to direct an audit report at any time that it deems it advisable. The

Finance Committee and the Grand Secretary shall attend to all printing of the Grand Chapter and the making contracts therefore, with the exception of programs for the Grand Chapter Session and Christmas cards, which are left to the discretion of the Worthy Grand Matron. The Finance Committee shall have such other powers and duties as may be conferred or imposed upon it by the Grand Chapter or by other provisions of these Bylaws.

Board of Directors, Masonic & Eastern Star Home

Section 80. The Board of Directors of the Masonic and Eastern Star Home of North Carolina, Inc. shall consist of five members elected at the Grand Chapter by secret ballot, one of whom shall be elected annually for a term of five years. Beginning at the 1989 Grand Session, the other three Board members shall be the Worthy Grand Matron, the Worthy Grand Patron and the Associate Grand Matron. The Worthy Grand Matron shall be an ex officio member and Vice Chairman of the Board. They shall act in conjunction with the members elected by the Grand Lodge A.F. & A.M. in the management of the Home.

Board of Directors, Camp Rainbow, Inc.

Section 81. (a) The Board of Directors of Camp Rainbow, Incorporated, shall consist of ten members, elected individually by secret ballot by this Grand Chapter to serve five year terms.

Two members shall be elected at each Grand Chapter Session by balloting on two undetached ballots. The two members receiving the highest number of votes shall be elected for five year terms.

If at any time it is necessary to fill one or more unexpired terms, the members will use as many undetached ballots as there are vacancies to be filled including the two to be elected each year. The two members receiving the highest number of votes shall be elected to five year terms, and the member receiving the third highest number shall be elected to fill the longest unexpired term, and so on down.

The Worthy Grand Matron, the Worthy Grand Patron and the Grand Trustees of this Grand Chapter of North Carolina, and

Supreme Inspector/Deputy of the Order of Rainbow for Girls in North Carolina shall serve as ex officio members on this Board.

This Board shall conduct and operate Camp Rainbow, Incorporated, as provided in the Articles of Incorporation.

(b) Acceptance of election to this Board of Directors constitutes and imposes an obligation upon the member to obey the will of this Grand Chapter as expressed and set forth in all of its Resolutions adopted in respect to the operation of Camp Rainbow, Incorporated.

(c) This Grand Chapter reserves to itself the right to adopt Resolutions setting forth its will in respect to the operation of Camp Rainbow, Incorporated. Such proposed Resolutions must follow the procedure prescribed in Section 112 of these Bylaws.

Tar Heel Star News

Section 82. The Tar Heel Star News shall be the Official Publication of Grand Chapter.

(a) The Tar Heel Star News Publication Committee shall consist of five members, one of whom shall be elected annually for a term of five years. The Worthy Grand Matron and Worthy Grand Patron shall be ex officio members of this Committee.

(b) This Committee shall appoint an editor, business manager and shall have full charge of the management and publication of the Tar Heel Star News. They shall keep sufficient books of account, using the standard bookkeeping/accounting program provided by the Grand Chapter and present such books for audit at the close of the Fiscal Year. They shall make annual report to the Grand Chapter. (GC 2006)

Board of Directors

North Carolina Eastern Star Foundation, Inc.

Section 83. The North Carolina Eastern Star Foundation herein created (1983) shall perpetually be administered for the benefit of the Masonic and Eastern Star Home at Greensboro, N.C. and/or such other purpose or purposes, as the Grand Chapter shall determine.

(a) The North Carolina Eastern Star Foundation, incorporated on the 8th day of November, 1985, a corporation under the laws of the state of North Carolina, shall be administered by a board of seven (7) (GC 2004) directors elected by the Grand Chapter of North Carolina, said board to be elected according to the method prescribed in the Bylaws of said Foundation.

(1) The restated charter will be rescinded and the original charter be amended which will restore the names of the original incorporators and Board of Directors while retaining the original terminology as it complies with federal and state tax laws and

(2) The Board of Directors of the North Carolina Eastern Star Foundation be charged with this responsibility and that the Original Charter as amended be reviewed by the Grand Trustees, Members of Jurisprudence and Finance Committees before it is filed (Emergency resolution GC 1997).

(3) Sister Carolyn Winchester, Founder of the North Carolina Eastern Star Foundation was made a Life-time, ex-officio member of the Board of the Directors of said Foundation (GC 1997).

(b) The North Carolina Eastern Star Foundation, Inc. shall consist of the existing funds in addition to contributions, funds, gifts by deeds, wills and bequests, which funds shall be kept invested on a current basis to provide the best and maximum earned income.

(c) The net income from the invested funds of the North Carolina Eastern Star Foundation, Inc. shall accumulate and be added to the principal until the value of the principal shall amount to three million dollars (\$3,000,000.00). Thereafter, the net income currently derived from the invested funds shall be used for the support and maintenance of the Masonic and Eastern Star Home at Greensboro, North Carolina, provided, however, that should the Home be discontinued or the Grand Chapter cease to be a party of its operation and/or maintenance, the said net income shall be applied to such other use as the Board of Directors shall recommend and the Grand Chapter shall approve.

(d) The Grand Chapter, upon recommendation of the Finance

Committee, may at any time, from time to time, modify and/or change the provisions prescribed in subsection (c) and give such directions as to the accumulation of said income or the use thereof as it shall see fit, provided, however, that such direction shall always be for the benefit of the charitable and benevolent work carried on by the Grand Chapter. Such proposed resolutions must be presented at a regular session of the Grand Chapter and be held over until the next regular session before being acted upon.

Membership Committee

Section 84. (a) There shall be a Membership Committee composed of five (5) members. The initial election will consist of one (1) member each elected for five, four, three, two and one year respectively. There will be one member elected for a five year term each year thereafter.

(b) It will be the duty of the Grand Chapter Membership Committee to establish goals for the Grand Chapter and subordinate chapters annually relative to obtaining new members, reinstatement of current but inactive members, and follow up on members requesting demits and/or relocating within the jurisdiction or to another jurisdiction. To that end, at a minimum:

- (1) Establish parameters for Chapter Membership Committees
- (2) Promote new member goals and be available to chapter Membership committees to establish goals and new member programs that could be used to present Eastern Star to potential members
- (3) Maintain a record of new joins, affiliations and restorations and submit a report of the same annually at the Grand Chapter Session (GC 2004).

(c) The Membership Committee shall be responsible for the presentation of “Rob Morris Medallions” and will coordinate with the General Grand Chapter Committee Members for Membership for any other membership awards sent from the General Grand Chapter. The Secretary of the Subordinate Chapter shall forward the necessary form to the chairman of the Membership Committee, who shall then forward the form to the General Grand Chapter

along with a request that the medallion(s) be sent to the Grand Chapter Membership Committee for presentation. Upon receipt, the Membership Committee shall contact the respective Chapter Secretary and coordinate an appropriate presentation. (GC 2008)

Appointive Committees

Section 85. (a) Members of Appointive Committees whose term of office is for three years or longer shall not be eligible for re-appointment to the same Committee until they have been off said Committee for a period of one year.

(b) The Worthy Grand Matron, with the concurrence of the Worthy Grand Patron, shall immediately following installation, appoint the following Standing Committees, consisting of not fewer than three members each:

- Registration
- Unfinished Business
- Appeals and Grievances
- Necrology
- Courtesies
- Charters and Dispensations
- Clearing
- Committee on Districts
- The Grand Chapter Scholarship Fund
- ESTARL
- Book of Instruction
- Historical Committee
- Music
- Vendors
- Disaster/Benevolent Fund
- NC OES Web Site

Registration Committee

Section 86. Group A-\$5.00 Fee

(a) There shall be a Registration Committee of ten, one of whom shall be appointed each year for a term of five years, and five shall

be appointed annually for a term of one year; whose duty shall be to collect from each member, each proxy registered, and Subordinate Chapter members of this Grand Jurisdiction a registration fee of five dollars (\$5.00).

(b) The money raised from this source shall be used to help pay the expenses of the Grand Chapter Session. Any money left over shall be placed in a Registration Fund to be used by the succeeding Grand Chapter Sessions if necessary. The money collected by the Registration Committee shall be administered by the Finance Committee and shall be handled by the Grand Secretary and Grand Treasurer in the same manner as the other funds are handled.

© The Worthy Grand Matron and Worthy Grand Patron shall be ex officio members of this Committee.

B-Delegates Credentials Group

Section 87. There shall be a Registration Committee, Group B-Delegates Credentials, which shall be composed of at least twenty-two members, three of whom shall be appointed annually for a term of five years and seven or more to be appointed annually for a term of one year; whose duty it shall be to examine the credentials and issue ballots to Delegates of the Grand Chapter.

Group C-North Carolina Subordinate Chapter Members

Section 88. There shall be a Registration Committee, Group C-North Carolina Subordinate Chapter Members, which shall be composed of at least twenty members, three of whom shall be appointed annually for a term of five years and five or more to be appointed annually for a term of one year; whose duty it shall be to register the North Carolina Subordinate Chapter members.

Group D-Distinguished and Out-of-State Guests

Section 89. There shall be a Registration Committee, Group D-Distinguished and Out-of-State Guests, which shall be composed of at least fifteen members, two of whom shall be appointed

annually for a term of five years and five or more to be appointed annually for a term of one year; whose duty it shall be to register the Distinguished and Out-of-State Guests. A registration fee of five dollars (\$5.00) shall be charged each Out-of-State Guest except for Elective General Grand Chapter Officers.

Unfinished Business Committee

Section 90. The Committee on Unfinished Business shall examine the journal of the previous Annual Session and report all such matters as were then pending and undetermined, as well as all tabled matters.

Appeals and Grievances Committee

Section 91. The Committee on Appeals and Grievances shall consider all appeals and grievances referred to it and report its findings for the action of the Grand Chapter.

Necrology Committee

Section 92. The Committee on Necrology shall perform the duties and make reports properly appertaining to that subject.

Courtesies Committee

Section 93. The Committee on Courtesies shall, on behalf of the Grand Chapter, make proper and fitting recognition of courtesies extended to it on the occasion of the meetings.

Charters and Dispensations Committee

Section 94. The Committee on Charters and Dispensations shall examine the original records of the Chapters Under Dispensation, and the statements submitted by them and report on all petition for charters. Any expense incurred in sending records to the Committee and returning same to the Chapter shall be borne by the Chapter. The Associate Grand Patron shall be an ex officio member of this Committee.

Clearing Committee

Section 95. The Clearing Committee shall be appointed annually and shall consist of the Worthy Grand Matron, Chairman; one member from the Grand Chapter Finance Committee, one member from the Jurisprudence Committee, and the Grand Secretary to act as a Clearing House to Chapters in this Grand Jurisdiction before presentation to Chapters.

A majority of the Clearing Committee shall approve all distributed correspondence (GC 2000). The Clearing Committee must make a written report to Grand Chapter at the annual Session. Thank you notes and invitations to non-fund raising events excepted (GC 1998).

The duties of this Committee shall be as follows:

- (1) To keep members and officers from soliciting funds for various purposes before the Finance Committee and/or the Grand Chapter have had the opportunity to approve or disapprove the projects.
- (2) To keep members and officers from sending out letters giving instructions, which are contrary to our laws.
- (3) To catch any and all misinterpretations of the law or of the instructions in the Ritual which are contrary to our laws and Instruction Book.
- (4) To catch all erroneous statements of facts before being sent out over the state to groups as well as Chapters.

Committee on Districts

Section 96. The Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron and Associate Grand Patron shall at least every ten (10) years, or more often, if determined by them to be necessary and advisable, divide the state into as many Districts as they deem necessary to promote the welfare and progress of the Order.

It is recommended that they use as a guide the following:

Each District should contain no more than eight Chapters as nearly as possible, and that the District lines should follow as nearly as practical the District lines as laid down by the Grand

Lodge of North Carolina, Ancient, Free and Accepted Masons.

The Worthy Grand Matron, after consulting with the Committee on Districts, may move a Chapter from one district to another if she deems it is in the best interest of said Chapter; and, with the approval of the Chapter, the Worthy Grand Matron, after consulting with the Committee on Districts, may approve the consolidation of Chapters across district lines so long as it is contiguous and if it is in the best interest of the two Chapters involved.

The G.C. Scholarship Fund Committee

Section 97. The G.C. Scholarship Fund Committee of the Grand Chapter of North Carolina, Order of the Eastern Star shall consist of five members, one of whom shall be appointed annually for a term of five years.

A permanent fund of \$100,000.00 shall be under the control of the Finance Committee of the Grand Chapter, kept intact and be invested, as the Committee shall direct. The funds placed at the disposal of the Scholarship Fund Committee shall be determined by the Grand Chapter Scholarship Fund Balance total, minus the \$100,000.00 Grand Chapter Scholarship Permanent Fund, minus obligations to cover Grand Chapter Scholarship renewals. (*“which shall administer it as follows:”* deleted GC 1999)

1. Eligible applicants for these scholarships must be the son, daughter, legally adopted son, legally adopted daughter, the granddaughter or grandson of a Master Mason or a member of the Eastern Star; also girls or boys from The Masonic Home for Children at Oxford.

2. The Committee shall make a full and thorough investigation of every application received, and due consideration shall be given to the applicant's record in high school, qualities of leadership in school and community activities, moral character and all other factors that the Committee may deem to be pertinent, but in each and every case the existence of an actual need shall be the first consideration, and the applicant shall file a Form 1040 with the application for all related income. The Form 1040 shall be that of

the applicant if available, otherwise it shall be that of the parents or guardian of the applicant.

3. Each applicant must be sponsored by an Eastern Star Chapter in North Carolina, except girls and boys from The Masonic Home for Children at Oxford, who must be recommended by the Superintendent of The Masonic Home for Children at Oxford. Proof of eligibility of applicant being sponsored must be submitted to the Subordinate Chapter before they can vote to sponsor same.

4. The maximum amount of a scholarship for any one year shall be one thousand dollars (\$1,000.00), but this amount may be reduced at the discretion of the committee (GC1999).

5. If three or more scholarships are awarded in any one year, at least one scholarship shall be placed in each Divisional District of the Grand Chapter of North Carolina, namely, Eastern, Central and Western Divisions, provided a qualified applicant is available in each Division.

6. When approving withdrawals from the Grand Chapter Scholarship Fund the Committee shall exercise the necessary caution to insure a sufficient balance in the Fund at all times to meet the commitments that have been made.

7. All applications to be considered for the immediately following college or school year must be in the hands of the Committee by March first of each year. (GC 2010)

8. The G.C. Scholarship checks shall be made payable to the accredited college or nursing school of the applicant's choice, and such college or nursing school will be required to furnish the Chairman of the Committee a record of the student's grades at the close of each semester, together with a transcript at the end of the college or nursing school year. Each recipient of a scholarship shall be presented in person, or by proxy, a scholarship certificate at the Grand Chapter Session immediately preceding the college or nursing school year for which the scholarship is awarded.

9. The Committee shall forward to the Grand Secretary by June first of each year the name and address of each applicant who has been awarded a scholarship, the amount of the scholarship and the name and address of the college or nursing school of the

applicant's choice. The Grand Chapter Scholarship Award shall be paid in total prior to the beginning of the Spring Semester for Freshmen and prior to the Fall Semester for all others (GC1999).

10. After each applicant has received proper attention by the Committee, all records pertaining to each applicant shall be placed in the confidential files of the Grand Secretary.

11. The Grand Chapter of North Carolina Scholarship Fund will bear the expense of administering the Grand Chapter of North Carolina Scholarship Fund not to exceed \$200.00 for postage. (GC 2010)

ESTARL Committee

Section 98. The Eastern Star Training Awards for Religious Leadership Committee, hereinafter referred to as the ESTARL Committee, shall consist of three members, one of whom shall be appointed annually by the Worthy Grand Matron for a term of three years. The ESTARL funds raised by the Subordinate Chapters of this Grand Jurisdiction shall be sent to the Grand Secretary and shall be at the disposal of the ESTARL Committee subject to the following regulations:

1. The Committee shall make a full and thorough investigation of every application received, and due consideration shall be given to the applicant's record in high school, qualities of leadership in school and community activities, moral character and all other factors the Committee may deem to be pertinent, but in all cases, the existence of an actual need shall be the first consideration.

2. Application may be received from any rising Junior, Senior or Graduate Student in an accredited college program, provided said student plans to pursue a career of full time leadership in some field of religious activity, including ministers, missionaries, directors of church music, directors of religious education, directors of youth leadership, etc. Each applicant must be sponsored by an Eastern Star Chapter in North Carolina.

3. Scholarship recipients will be eligible for scholarship monies up to four years with a maximum award of two thousand dollars (\$2,000.00) per year.

4. When approving withdrawals from the ESTARL Fund, the Committee must exercise the necessary caution to insure a sufficient balance in the Fund at all times to meet the commitments that have been made. The Chairman of this Committee must ascertain from the Grand Secretary the amount of available funds and be regulated accordingly.

5. All applications to be considered for the immediately following college year must be in the hands of the Committee by March first of each year. (GC 2010)

6. Scholarship checks shall be made payable to the accredited college or university of the student's chose, and such college or university will be required to furnish the Committee a record of the student's grades at the close of each semester, together with a transcript at the end of the college year.

7. The Committee shall forward to the Grand Secretary by June first of each year the name and address of each applicant who has been awarded a scholarship, the amount of the scholarship and accredited college or university of the applicant's choice.

8. After each applicant has received proper attention by the Committee, all records pertaining to each applicant shall be placed in the confidential files of the Grand Secretary.

9. The Grand Chapter ESTARL Fund will bear the expense of administering the Eastern Star Awards for Religious Leadership Fund not to exceed \$200.00 for postage (GC 2010).

Book of Instruction

Section 99. There shall be a Committee on Book of Instruction which shall be composed of the Associate Grand Matron, Grand Conductress, Associate Grand Conductress, a member of the Jurisprudence Committee to be selected by the Worthy Grand Matron and a Past Grand Matron appointed by the Worthy Grand Matron. The Worthy Grand Matron shall be an ex officio member. The duties of this Committee shall be to assist the Worthy Grand Matron in maintaining uniformity in the ritualistic work of the

Order, to be of assistance when needed for interpretation and clarification of the ceremonies and efficiency of (1994) procedures, to keep the Book of Instruction current and in accordance with ritualistic changes made by General Grand Chapter and to make recommendations to Grand Chapter regarding these changes and any other changes which the Committee deems necessary for uniformity and clarification. (Changes in the Book of Instruction, as adopted by the Grand Chapter, shall be printed only once every three years, after the Grand Chapter Session which follows the Triennial Assembly of the General Grand Chapter.) (GC 2009) This Committee shall make a written report at the session of Grand Chapter following the General Grand Chapter Assembly.

Historical Committee

Section 100. Beginning at the 1990 Grand Chapter Session, the incoming Worthy Grand Matron will appoint a Historical Committee of Past Grand Matrons and Past Grand Patrons to continue working, yearly, on the history of the Grand Chapter of North Carolina, Order of the Eastern Star, fourth volume, using the same name and format as the three preceding volumes.

To maintain continuity of the history, members of this Committee shall be appointed for a term of five (5) to ten (10) years, or longer at the discretion of the Worthy Grand Matron.

Music Committee

Section 101. There shall be a Music Committee of three (3) appointed by the Worthy Grand Matron each year whose duty it shall be to maintain for the benefit and convenience of the members the Voncile R. Singletary Library of Music which was established at the 1991 Grand Chapter Session. The books used by the Grand Choir are revised each year by the Grand Organist and the Choir Director with music in keeping with the theme of the Grand Chapter Session. At the close of the Grand Chapter Session, a copy to be given the Worthy Grand Matron, Worthy Grand Patron and the Voncile R. Singletary Library of Music.

Vendors

Section 102. The Worthy Grand Matron shall appoint a Vendor Committee whose duty shall be to invite and coordinate vendor activity for the Grand Chapter Session. Guidelines for this committee are set forth in Section 73, Article VI, of these Bylaws.

Disaster/Benevolent Fund

Section 103. (a) The Disaster/Benevolent Fund was established by the Grand Chapter of North Carolina in 1999 for the purpose of providing charitable assistance to qualifying members of the Order who incur situations to their financial detriment. The Disaster/Benevolent Fund shall have Fifty Thousand Dollars (\$50,000.00) permanently invested. The amount of money available for distribution each year shall be all funds in excess of the \$50,000.00 required to be permanently invested. The Disaster/Benevolent Fund shall consist of the existing funds, in addition to income from contributions, fund-raising activities, and investment earnings. The maximum distribution per member will be one-thousand dollars (\$1,000.00) per Grand Chapter year.

(b)The Disaster/Benevolent Fund Committee shall consist of five members, Past Matrons, Past Patrons, present Worthy Matrons, Worthy Patrons, one of whom shall be appointed by the Worthy Grand Matron for a term of five years. The Committee shall administer the application process, including form creation, distribution and review. Applications for Disaster/Benevolent relief shall be completed by the member applying for assistance; after which the completed form shall be submitted to the Fund Committee for review and approval. The committee shall thoroughly investigate the circumstances surrounding each request for assistance. All application information and committee deliberations are to be confidential. The committee may request the assistance of a District Deputy Grand Matron and/or a District Deputy Grand Patron when investigating the application. The committee will promptly notify the applicant in writing of the decision of the committee. Records of Fund applications and

subsequent distributions shall be maintained in the Grand Chapter Office. Written guidelines, to include the application form, shall be established by the Committee and passed year to year, Chairman to Chairman.

NC OES Web Site

Section 104. The NC OES Web Site shall be the Official Web Site of Grand Chapter. The Official Web Site shall be used as a valuable medium through which official information and forms can be made rapidly available to the membership of the Grand Chapter.

(a) NC OES Web Site Committee shall consist of five members, one of whom shall be appointed annually for a five year term. The Web Master shall be appointed by this Committee and shall not be a member of this committee. (The 2008-2009 WGM shall appoint five members: 1 for a 5 year term, one for a four year term, 1 for a 3 year term, 1 for a 2 year term, and 1 for a one year term. Thereafter, each Worthy Grand Matron shall appoint the 5 year term member.) The Worthy Grand Matron and Worthy Grand Patron shall be ex officio members of this committee.

(b) All information published on the Web Site shall be subject to the same Clearing Committee approval as that sent through the bulk mail. Invitations to the Official Visits and Grand Officer Exemplifications are exempted from the approval of the Clearing Committee prior to publishing on the Web Site.

(c) Sufficient books of account using standard methods of accounting shall be kept in the Office of the Grand Secretary and reflected in the annual report to the Grand Chapter.

Brother George Poteat will be given the title of Web Master Emeritus at such time as he ceases to serve as the active Web Master.

Reports of Committees

Section 105. The reports of all Grand Chapter Committees shall be submitted in writing.

Proficiency Questionnaire

Section 106. The Worthy Grand Matron shall appoint a State Chairman for the Proficiency Questionnaire to serve for one year. It shall be the duty of the Chairman to receive from the Subordinate Chapters the names of those who have passed the Proficiency Questionnaire and prepare for each one a Grand Chapter Certificate of Proficiency. The Chairman shall send the Certificate to the Chapters as promptly as possible.

The Questionnaire of Proficiency is composed of an examination pertaining to the Ritual and Laws of the Order, a printed copy of these questions shall be purchased from the Grand Secretary. All members of the Order in North Carolina are urged to participate in this review. The Worthy Patron of each Subordinate Chapter shall have charge of the Proficiency Questionnaire. An oral examination shall be given under his direction and he will certify to the Secretary of the Chapter those who have passed the Proficiency Questionnaire. The Secretary under seal of the Chapter shall send to the State Chairman of the Proficiency Questionnaire by June 1st the names of those who have passed the Proficiency Questionnaire. Certificates of Proficiency shall be issued to those who have qualified. Each certificate shall bear the signature of the Worthy Grand Matron, Worthy Grand Patron and the State Chairman of the Proficiency Questionnaire together with the seal of the Grand Chapter of North Carolina. From those holding Certificates of Proficiency, Grand Officers and District Deputy Grand Matrons and District Deputy Grand Patrons shall be selected. The Jurisprudence Committee be charged with revising this questionnaire.

ARTICLE VIII

Funds and Endowments Creation and Administration of Funds and Endowments

Section 107. (a) The Grand Chapter shall have the power to

create, amend and revoke from time to time any general or special funds or endowments of the Grand Chapter for such purposes and objects as the Grand Chapter shall from time to time prescribe and upon the discontinuance of any such general or special fund or endowment, whether wholly or partly, to transfer any funds or properties to the General Fund of the Grand Chapter or to any other such fund or endowment of the Grand Chapter, but no such creation, amendment, revocation or transfer shall be acted upon by the Grand Chapter until it has been referred to the Finance Committee and the Finance Committee has reported thereon with its recommendation, and only funds which have been derived from gifts to the Grand Chapter or any fund or endowment for charitable or benevolent purposes as the Grand Chapter shall direct.

(b) The Worthy Grand Matron and the Grand Secretary, with the approval of the Finance Committee, shall have full power and authority (1994 & before) to delegate to any trust company or bank exercising trust powers under the supervision of the Commissioner of Banks of the state of North Carolina or the Comptroller of the Currency of the United States powers of investment and management of any general or special funds or endowments of the Grand Chapter in such manner and upon such terms and for such compensation as the Worthy Grand Matron and Grand Secretary, with the approval of the Finance Committee, shall from time to time prescribe by agreement in writing, and the said agreement in writing may be a trust agreement, a fiscal agency agreement or such other contract or agreement as the said Grand Officers and Finance Committee shall from time to time approve. Whenever any such trust agreement, fiscal agent agreement or any contract or agreement shall be entered into in accordance with the provisions of this subparagraph (b), the said bank or trust company accepting appointments as Trustee or as Fiscal Agent or in any other capacity prescribed by the agreement between the parties shall be fully discharged by any payment of moneys or transfer of properties held by it pursuant to any such trust agreement, fiscal agency agreement or other agreement to the Grand Secretary, and without any obligations to see the application of any such moneys or

properties.

(c) The Permanent Fund shall be maintained separate and apart from all other funds administered by the Grand Chapter of North Carolina. Interest, dividends and net realized gains from investments in this fund shall be retained in the fund and applied to the balance of the fund so long as the value of the fund is less than \$1,000,000. However, interest, dividends and realized gains resulting in a fund balance above \$1,000,000 may be transferred to the General Fund as required by the Grand Chapter to meet operating expenses, such recommendation having first been made by the Finance Committee, presented to and approved by the membership as a budget item at a Grand Chapter Session. Expenditure of funds resulting in a balance below \$1,000,000 shall not occur except in extreme emergency, and then only by the express consent of the Grand Chapter in Session (GC 2004).

(d) Ninety-Five% of the net earnings of the Ruck Endowment Fund, as of the end of each fiscal year beginning immediately, be immediately paid to the Masonic and Eastern Star Home. (GC 2002)

ARTICLE IX

Grand Chapter Courtesies and Awards

Section 108. The Grand Chapter of North Carolina will pay the rent of a hotel room or pro rata share of the rent of a hotel room for the following:

(a) The expenses (hotel and meals) of the Most Worthy Grand Matron and/or the Most Worthy Grand Patron of the General Grand Chapter while in attendance at any session of the Grand Chapter of North Carolina shall be paid by the Grand Chapter.

(b) Guests of the Grand Chapter will settle their account with the hotel and/or motel before checking out and forward their receipted bill to the Grand Secretary within thirty days for reimbursement.

Grand Chapter Trophies

The Hamil Newby Swift Trophy

Section 109. This incentive trophy is to be presented each year to the Chapter having the highest per capita gift to the Masonic and Eastern Star Home in Greensboro. This Hamil Newby Swift Trophy was presented to the Grand Chapter of North Carolina by Mrs. Ella MaeParker Stokes, P.G.M. in 1970 in memory of Hamil Newby Swift, P.G.P. (GC 1970).

Membership Challenge Trophy

Section 110. Beginning at the 2004 Grand Chapter Session, a “Membership Challenge Trophy” will be awarded to the Chapter who has accumulated the most points gained from initiations, reinstatements, and/or retention of members. This incentive trophy shall be an annual award of recognition to the Chapter that has met the requirements of increased membership. The “Membership Challenge Trophy” will be retained by the winning Chapter until the next annual session of the Grand Chapter, at which time it shall be returned for presentation to the Chapter who has achieved the most points for membership during the preceding year. The initial presentation of the “Membership Challenge Trophy” is based on a point system covering the period of April 1, 2003 to March 31, 2004.

This Membership Challenge Trophy is presented to the Grand Chapter of North Carolina by Robert and Ann McLaughlin (GC 2004).

Awards for Service

Section 111. (a) The Grand Chapter of North Carolina, Order of the Eastern Star, shall provide a certificate known as “The Grand Chapter of North Carolina Service Award,” to be presented to members of Chapters of this Grand Jurisdiction who have been members of the Order in good standing for a total of twenty-five (25) years, whether in one or more Chapters or Jurisdictions in that period. (GC 2008)

(b) The Grand Chapter of North Carolina, Order of the

Eastern Star, shall present appropriate pins or medals to members of Chapters of this Grand Jurisdiction who have been members in good standing for a total of fifty (50), sixty (60) and seventy-five (75) years in the Order of the Eastern Star, whether in one or more Chapters or Jurisdictions in that period. (GC 2008)

(c) When the presentation of a fifty (50), sixty (60), and seventy-five (75) year service award is to be made in the Chapter room, the presiding Officer shall have the recipient(s) presented at the Altar and then escorted to the East for the presentation of the award and Grand Honors.

ARTICLE X

Rules of Order

Section 112. (a) At the annual session of the Grand Chapter, the Worthy Grand Matron shall take the chair, and if there is a constitutional number of Chapters represented, see that the Grand Officers are in their stations, fill vacancies with pro tems and open the Grand Chapter in ample form.

(b). After the Grand Chapter Session is opened, the officers, members and visitors shall conduct themselves with that order and decorum which the dignity of the institution requires; they shall pay respect to the presiding officer, to whose command they shall be obedient and attentive. No person shall be permitted to enter or leave the Grand Chapter Session without permission of the presiding officer.

(c) The business of the Grand Chapter shall be disposed as follows:

(1) Reading minutes of the previous meeting, unless otherwise Ordered.

(2) Annual address of Worthy Grand Matron

(3) Annual address of Worthy Grand Patron

(4) Report of Grand Secretary

(5) Report of Grand Treasurer

(6) Report of Standing Committees

(7) Report of Special Committees

- (8) Election of Grand Officers
- (9) Unfinished Business
- (10) Miscellaneous Business
- (11) Installation of Officers
- (12) Appointment of Standing Committees

(d)(1). All resolutions or motions to amend or append these Bylaws shall be reduced to writing with the names of at least three proponents endorsed thereon, including all recommendations of the Worthy Grand Matron and Worthy Grand Patron, except recommendations pertaining to matters of emergency nature arising after March 1 and before the convening of Grand Chapter which matters would require the action of the members of the Grand Chapter, and must be filed with the Grand Secretary not later than the first day of March immediately preceding the following Grand Chapter Session and including recommended changes in the Book of Instruction.

(2). The Grand Secretary will cause all such resolutions, motions or recommendations, including recommended changes in the Book of Instruction to be circulated to all Subordinate Chapters and to the entire mailing list of the office of Grand Secretary not later than the last day of March each year immediately preceding the Grand Session.

(3) All such resolutions, motions or recommendations, including recommended changes in the Book of Instruction, are to be distributed to the several Committees affected by and concerned with their content. These Committees, after due consideration, are to attach thereto their recommendations which are to be read by the presiding officer when the resolution, motion or recommendation is stated, as provided in Section 107 (d).

(4) All such resolutions, motions or recommendations, including recommended changes in the Book of Instruction, are to return to the floor of the Grand Chapter Session on Tuesday at two o'clock p.m. for consideration and decision. This is an "Order of the Day" as set forth in Robert's Rules of Order and cannot be altered or set aside by the presiding officer.

(5) This section of the Bylaws cannot be suspended inasmuch

as it provides for the orderly procedure of the business of this Grand Chapter. Section 108 of these Bylaws cannot prevail to set aside the recited provisions of this section.

(e) All business and reports must be disposed of before the Session of the Grand Chapter is closed, except such as lie over by virtue of the Constitution, or by unanimous consent of the Grand Chapter.

(f). No member shall speak more than twice upon the same question without permission of the presiding officer of the Grand Chapter.

(g) All motions shall be seconded, and stated by the presiding officer before they shall be opened for debate or action; and in filling blanks, the largest sum or the longest time shall be voted on first. A majority vote shall determine all questions except as otherwise specially provided.

(h) Nominations for all elective officers and committee members shall be made only from one of the numbered microphones.

(i) Any member persisting in the violation of these Rules of Order, after being called to order by the presiding officer, may be reprimanded, suspended or expelled from the Grand Chapter at its discretion.

(j) Parliamentary law, as stated in Robert's Rules of Order Newly Revised, current edition, not in conflict with the foregoing regulations, shall govern the deliberations of the Grand Chapter. (GC 2010)

(k). These Bylaws shall not be suspended except by unanimous consent, but may be amended by resolution in writing, being referred to the Jurisprudence Committee, and passed at any annual meeting by two-thirds vote.

Rules and Regulations

RULES AND REGULATIONS
For the Government of Subordinate Chapters
(Revised and Adopted as of Grand Chapter 2014)

ARTICLE I

New Chapters
Chapters Under Dispensation

Section 1. Dispensation for forming new Chapters may be issued by the order of the Worthy Grand Patron during the recess of the Grand Chapter. Dispensations so issued shall be in force only until the succeeding annual session of the Grand Chapter, unless continued by vote thereof, and no such Dispensation shall be issued to a smaller number than twenty-five petitioners, nor more than forty petitioners, two of whom must be Master Masons and not less than nine of whom must be ladies who are eligible for the degrees. No Chapter shall receive a number until it receives its charter. (See Bylaws Section 34)

(a) Petitions for Dispensations shall invariably be sent in duplicate, one copy to bear the signatures of the petitioners and the other to be typewritten. Both copies, together with the fee of \$700.00, shall be sent to the Worthy Grand Patron, who forwards all of it to the Grand Secretary.

(b) Supplies for the organization of new Chapters shall be sent only on the order of the Worthy Grand Patron.

All supplies furnished should come from existing inventory except the Bibles (GC 2003). The following supplies to be furnished by the Grand Chapter for institution:

- 1 Set Badges, Ribbons, Emblems, Visitor's Register, Secretary Supplies
- 2 Small Bibles
- 1 Altar Bible
- 1 Gavel
- 1 Signet
- 3 Bylaws

- 3 Rituals
- 3 Instruction Books
- 4 Secret Work (GGC 2003)
- 1 Proceedings (GC 2003)
- 1 Baton
- 1 Ballot Box

(c) The Worthy Grand Patron shall require from each petitioner a signed statement indicating that petitioner has or has not previously sought membership. In the event that the answer is in affirmative, petitioner must also set forth the name, number and location of the Chapter petitioned and the date of petition. R&R, Section 1 shall prevail for guidance of the Worthy Grand Patron.

Demits and Status of Petitioners for New Chapter

Section 2. (a) All petitioners who are nonaffiliated and who belong to a Chapter of another Grand Jurisdiction, must file demits with the petition for a new Chapter.

(b) A member desiring to become a charter member of a Chapter that is in the making shall have all dues paid, shall obtain a Letter of Good Standing from the Secretary of the Chapter, with the Chapter seal on it, and no action by the Chapter shall be necessary to authorize the Secretary to issue such a Letter. The Letter, together with a signed request for a demit, shall be delivered to the Worthy Grand Patron. When she or he has signed the petition for the new Chapter and on the date of the Institution thereof she or he will be considered a member of the new Chapter and automatically cease to be a member of the old Chapter. Immediately after the Institution, the Worthy Grand Patron shall send the request for demit to the old Chapter and notify the Secretary that the person is now a member of the new Chapter. The Secretary of the old Chapter shall forward the demit to the new Chapter and drop the individual from the roll of membership as of the date of the Institution of the new Chapter, and at the next stated meeting notify the old Chapter of the action taken. (GC 2018)

Officers of New Chapter

Section 3. The Worthy Matron, Worthy Patron, Associate Matron, Associate Patron and all other officers necessary for the work of a Chapter Under Dispensation shall be appointed by the Worthy Grand Patron.

How Set To Work

Section 4. Officers of Chapters Under Dispensation shall be regularly installed and the Chapters set to work by the Worthy Grand Patron in person, or by his proxy duly authorized to perform that duty. The Officers whose names appear on the Dispensation for the formation of a Chapter when legally installed, and after a charter has been granted, constitute the first Board of Officers, and are entitled to be called the first Past Matron and Past Patron.

Powers of U.D. Chapters

Section 5. Chapters Under Dispensation may do all things clearly expressed in the letters of Dispensation creating them, such as conferring degrees, affiliating members by a petition for membership, and forming a Code of Bylaws; provided, always that they act in strict accordance with Bylaws and Rules and Regulations of the Grand Chapter; but it shall not be lawful for U.D. Chapters to elect and install officers.

The U.D. Chapter may vote on a request for a demit, and if the request is granted, copy of the request and current dues card, together with the date the action was taken by the U.D. Chapter, shall be forwarded to the Worthy Grand Patron for his recommendation to be sent to the Grand Secretary, who shall then cause to be issued a Grand Chapter demit for the member involved and forward it to the Secretary of the U.D. Chapter for delivery.

Chapter Name Under Dispensation

Section 6. The name of a Chapter Under Dispensation is a part of the Dispensation and is in force until the Grand Chapter issues the charter.

Time to Send Records to The Grand Chapter

Section 7. On or before May 15 of each year, all Chapters, which have been working six months or more Under Dispensation, shall forward to the Chairman of the Grand Chapter Committee on Charters and Dispensations their books and records, showing everything done by authority of the letters of Dispensation, together with a copy of the Bylaws adopted by them. Other Chapters that have completed six months of work by the time of the annual session will bring their books and records to the Grand Chapter Session.

The Dispensation should be kept by the Chapter until the charter is delivered, the Dispensation to be taken up by the Worthy Grand Matron, or her proxy, upon delivery of the charter. This is done that meetings may not be suspended.

Charter Members Sign Bylaws

Section 8. All charter members must sign the Bylaws of the Chapter at the time of institution. Amendments to Bylaws of a Chapter Under Dispensation must be approved by the Worthy Grand Patron before they shall become effective.

Charters

Section 9. Charters shall be granted by the Grand Chapter only at its annual session. (See Bylaws Section 26)

Time Required Under Dispensation

Section 10. No charter shall be issued to a Chapter Under Dispensation until such Chapter shall have been organized for at least six months.

Dues and Fees of Petitioners

Section 11. (a) Each petitioner at the time a new Chapter is organized shall pay:

(1) The fee for initiation in a Chapter Under Dispensation shall be no less than \$25.00, and this shall be effective for no less than

two years after the Dispensation is granted.

(2) The dues for all members of a Chapter Under Dispensation shall be no less than \$15.00 per annum, and this shall not be prorated. This shall be effective for no less than two years after Dispensation is granted.

(3) The fee for affiliation shall be no less than \$15.00 and shall not be prorated. This shall be effective for no less than two years after Dispensation is granted.

(b) Every new Chapter instituted shall subscribe one hundred percent household to the Tar Heel Star News.

ARTICLE II

Chartered Chapters Bylaws

Section 12. Every Chapter chartered by the Grand Chapter shall adopt Bylaws for its government, provided that the same conform to the laws of the Grand Chapter. Each Chapter shall in its Bylaws fix the time of its stated meetings and fees for the several degrees and the annual dues for members, and every chartered Chapter should have sufficient copies of Bylaws for each member.

Amend Bylaws

Section 13. A Chapter has the right to revise, alter or amend its Bylaws in the manner provided in such Bylaws. If no provision is made therein for such alterations or amendment, it may be done by a majority vote, after such proposition to amend has been submitted at a stated meeting and has lain over for a month.

Bylaws to Be Approved

Section 14. Bylaws and local rules of all Chapters must be submitted to the Worthy Grand Matron for approval, and be by her approved before they shall become effective. Chapters Under Dispensation must get approval of the Worthy Grand Patron instead of the Worthy Grand Matron.

No Suspension of Bylaws

Section 15. No Chapter can suspend its Bylaws or any of them, but see Rules and Regulations Section 25.

Opening Chapter and Quorum

Section 16. Before proceeding to the transaction of business or conferring the degrees, the Chapter must be opened with appropriate ceremonies; and when the business for which the Chapter was opened shall have been performed, it must then be closed with the appropriate ceremonies. No Chapter shall be opened unless there be present seven members of same, including one of the first four officers.

Conduct of Meetings

Section 17. When a Chapter is open and in session, the East shall be occupied at all times by at least one presiding officer.

Duplicate Charters

Section 18. Whenever the charter of a Chapter shall be destroyed by fire, or otherwise, or shall become defaced or illegible, thereby being rendered unfit for use, the Worthy Grand Matron may order a duplicate to be issued, which shall contain the names of the original officers and date of issuance. The names of the Grand Officers at the time the original charter was issued must be appended to the charter, attested by the Grand Secretary under the seal of Grand Chapter. The charter so furnished must show on the margin the reason why issued. No fee shall be charged for issuing such duplicate charter.

Seal

Section 19. Every chartered Chapter must have a seal, and all official papers issued by the Chapter must be attested by an impression of same.

Objection to Visitors

Section 20. No visitor can be admitted into any Chapter if a member of such Chapter makes lawful objection; provided, that no objection shall be valid against the Worthy Grand Matron or Worthy Grand Patron nor against any member visiting in an official capacity, nor against a member in good standing who is acting as counsel for a member on trial. Such objection shall not extend beyond the meeting at which it is made and shall not be recorded.

Presentation of Receipt for Dues in Examination

Section 21. The current receipt for dues (or a demit within one year from date of issue) shall be presented by visitors to the Examining Committee at the beginning of the examination.

Meeting

Section 22. The meetings of a Chapter shall be either stated or special.

Stated Meetings

Section 23. The stated meetings of a Chapter shall be held at the time specified in the Bylaws, which should require at least one meeting each month, at which all regular business of the Chapter may be transacted.

Special Meetings

Section 24. A special meeting of a Chapter shall be held at the usual place of meeting and at such time as the Worthy Matron may direct, upon notice to resident members; provided, that its object shall be stated in the notice, and at such special meeting no business shall be in order except that for which it shall have been convened; and provided, further that no special meeting can be called for the purpose of receiving or balloting on petitions for degrees or membership.

Changes In Order of Business

Section 25. Without objection from the members, the Worthy Matron may change the regular order of business, when it is expedient for the good of the Order.

Minutes Approved

Section 26. The minutes of a Chapter are not adopted, but approved as a true record of the proceedings. If they do not furnish a correct statement of transactions of the Chapter, they should be revised and made to conform to the facts. Objections may be entertained only when they point out errors or omissions in the record, and the Worthy Matron should give opportunity for such correction. If none is suggested, she should announce the minutes approved and order the fact noted. The minutes must be read for approval at the close of each stated or special meeting and signed by the Worthy Matron. The minutes of Open Installation may be read and approved at the next stated meeting of the Chapter.

Who Should Sign Minutes

Section 27. In the absence of the Worthy Matron, the presiding officer shall sign the minutes of the meeting over which she presides.

Cannot Amend Proceedings

Section 28. No Chapter can, at a special meeting, alter or amend any proceedings of a stated meeting.

Meetings Must Be Closed On Day Opened

Section 29. All meetings of Chapters must be closed on the day when opened; as such meetings cannot be continued from day to day. Trials commenced at stated or special meetings may be continued from time to time, but each meeting must be regularly opened and closed.

Meeting Place Changed Temporarily

Section 30. Should it be impossible to hold a meeting at its regular place of meeting, by reason of its destruction or its insecurity, on the statement of the fact to the Worthy Grand Matron, a Dispensation may be issued by her permitting the Chapter to meet temporarily at such other place within its jurisdiction as it may select, until its permanent place of meeting shall be duly determined.

Reconsideration

Section 31. A Chapter may reconsider any motion or action at the same meeting or the next succeeding stated meeting, if the same has not gone into effect.

No Sunday Meetings

Section 32. No special or stated meetings of a chapter shall be held on Sunday for any purpose. Members of a chapter may convene for the burial of a deceased member and for public worship on Sunday. (GC 2008)

Eligibility of Voters

Section 33. (a) Every member who is in good standing shall be entitled to vote on all questions arising in the Chapter to which she or he belongs.

(b) The voting sign of the Order shall be the uplifted right hand, provided that upon formal motion and second, the Chapter may approve by simple majority vote to entertain alternate methods of voting.

Fees

Section 34. No Chapter shall confer the degrees for a less sum than ten dollars, which amount shall accompany the petition; provided that in cities and towns where there are two or more Chapters, no one of them shall be permitted to change its fees to a sum less than the lowest fees fixed by any of the other Chapters

having concurrent jurisdiction; provided, further, that a new Chapter established in a city or town where there are one or more Chapters shall not fix its fees at a less sum than the lowest fee already in such jurisdiction.

Part of Initiation Fee to The Grand Chapter

Section 35. Twenty percent of all initiation fees shall belong to the Grand Chapter, and the Secretary will include the amount in the annual returns of the Chapter to the Grand Secretary. Twenty percent shall not be collectible on petitioners receiving the degrees at the time a new Chapter is organized.

No Appeal From Worthy Matron's Decision

Section 36. No Appeal lies to a Chapter from a decision of the Worthy Matron. Her decision can be reviewed by the Worthy Grand Matron during recess of the Grand Chapter, subject to final action by the Grand Chapter, or by appeal directly to the Grand Chapter. (Also see Landmark-10-Ritual)

Section 37. (Deleted GC 2003)

Appearance in Public

Section 38. No Chapter in the Grand Jurisdiction shall appear in public for any purpose except on funeral occasions or for installation of officers or for Divine Worship without the consent of the Grand Chapter or that of the Worthy Grand Matron.

Instructions for Subordinate Chapters

Section 39. Every Chapter shall practice the work as adopted by this Grand Chapter in its Instructions for Subordinate Chapters, three copies of which shall be in the possession of each Chapter. These copies are to be distributed as follows: Worthy Matron. Worthy Patron and Secretary, and any Chapter willfully violating this provision shall be subject to discipline.

Lantern Slides-Tableaus

Section 40. This Grand Chapter does not approve of the use of lantern slides or tableaus during the ceremony of initiation.

Delegates To The Grand Chapter Session

Section 41. Each Chapter shall send one or more delegates, including the Worthy Matron and/or other line officers or their proxies to the annual session of the Grand Chapter (paying expenses of the Worthy Matron and other such delegates in whole or part as is possible). Each delegate shall attend the business sessions of the Grand Chapter and make a written report of the business transacted.

Delegates Must Be Sent To The Grand Chapter Session

Section 42. Each Subordinate Chapter is required to send a delegate to the Grand Chapter Session at least once every two years or subject itself to the liability of its charter being taken up unless satisfactory excuse be made.

Soliciting Funds

Section 43. No Chapter or member is allowed to solicit funds from another Chapter without first getting the approval of the Worthy Grand Matron; and the Worthy Grand Matron shall (GC1992) allow no soliciting of funds except such as have been approved by the Grand Chapter.

Upon securing the permission of the Worthy Grand Matron, a chapter may hold a fund-raising event and may invite members of other chapters to participate; however, the event must be such that participants receive a benefit in return for monies spent: for example, a meal in return for a purchased ticket. In keeping with Section 163 of the Rules and Regulations, raffles are prohibited.

Support Only Eastern Star Objectives

Section 44. No letter shall be sent or request made of

Subordinate Chapter asking for money for any purpose other than our own objectives.

Removals-Local

Section 45. A Chapter may remove from one hall to another, in the same city or town, by permission of the Worthy Grand Matron, when two-thirds of the members present at a stated meeting shall vote therefor.

Removals-To Other Towns

Section 46. A Chapter wishing to remove from one town or place to another place not in the same town, in addition to the requirements of Section 45, must obtain the consent of all Chapters whose territory may be encroached upon by such a removal.

Summons

Section 47. The Worthy Matron or the Chapter has the right to summon any member of the Chapter for any purpose within the scope and the business of the Order of the Eastern Star, and every member must obey such a summons, unless unavoidably prevented. This great power should be exercised only in case of extreme emergency. While it is left to the wise discretion of the Worthy Matron or Chapter as to when such an emergency exists, the Worthy Matron or Chapter must be held to accountability for an arbitrary exercise of this discretion, as for any other willful abuse of official authority.

Summons Must Be Obeyed

Section 48. Every member must obey a summons; and for failure, without good and sufficient cause, shall be notified to appear before his or her Chapter at its next stated meeting; and if a satisfactory excuse be not rendered, charges will be preferred against the member, and upon trial she or he may be punished as the Chapter may determine.

Summons, Form of

Section 49. A summons issued by a Chapter, or the Worthy Matron thereof, must be written or printed and under the seal of the Chapter.

Section 50. (Deleted GC 2003)

Demits Property of Chapter

Section 51. The demit of a petitioner who is elected a member of a Chapter belongs to the Chapter and must remain in its custody, and the date of affiliation must be endorsed thereon.

Charter Forfeited

Section 52. A Chapter forfeits its charter when it fails to meet for twelve months, and labor shall not be resumed except by authority of the Worthy Grand Matron or the Grand Chapter.

Surrender of Charter

Section 53. The following procedure should be used in the Surrender of a Charter by the Chapter Secretary:

- (a) A Chapter must contact the Worthy Grand Matron before any consideration to the surrendering of said Chapter's Charter could be considered.
- (b) No vote shall be taken without the knowledge of the Worthy Grand Matron. (GC 2005).
- (c) Any proposition to surrender the charter of a Chapter shall be made at a stated meeting and laid over until the next stated meeting.
- (d) Within five days after such action, the Secretary of the Chapter shall, by written or printed notices, inform all members of the proposed action and when a vote will be taken.
- (e) At the next stated meeting held pursuant to said notices, if a two-thirds majority of the members present vote favorably, the charter shall be surrendered. (GC 2018)

- (f) All property and effects, including a copy of the Chapter's By-Laws, at the time of the vote to surrender shall be forfeited to the Grand Chapter and shall be subject to the order of the Grand Secretary

Arrest of Charter

Section 54. When the charter of a Chapter has been arrested by the Worthy Grand Matron or Worthy Grand Patron, the rights and privileges and jurisdiction of the Chapter are not destroyed, but remain in abeyance until the Grand Chapter passes upon the arrest. Justice to the Chapter requires that all its rights should remain intact; therefore, it is improper for the Grand Chapter certificate of demission to be granted to members of the Chapter and illegal for any other Chapter to receive a petition for the degrees from one living within the jurisdiction of the Chapter whose charter has been arrested until such action is confirmed by the Grand Chapter.

Property of Extinct Chapters

Section 55. Chapters ceasing to exist from any cause forfeit to the Grand Chapter all of their property and effects, and the last Worthy Matron, Secretary or Treasurer of the chapter, extinct from any cause, shall forward to the Grand Secretary all the books, papers, jewels, funds, the charter and seal of said Chapter and hold all other property of the same subject to the order of the Grand Secretary. It shall be the duty of the Grand Secretary to secure supplies from the extinct Chapters.

Dues From Members of Extinct Chapters

Section 56. A member of an extinct Chapter is not liable for dues after the Chapter becomes extinct. The Grand Chapter has the right to collect from members all dues chargeable against them up to the time it became extinct and to discipline all those who refuse or neglect to pay the same.

Method of Demitting From Extinct Chapters

Section 57. Any member of an extinct Chapter may join another Chapter upon petition and demit from the Grand Secretary showing that his or her standing therein was good when such Chapter ceased to exist and that all dues and other liabilities have been paid. A member who has been suspended for nonpayment of dues from a Chapter, which later becomes extinct, may secure a Grand Chapter demit by paying to the Grand Secretary the amount of indebtedness due said Chapter, plus two dollars to cover cost of the Grand Chapter demit.

Annual Returns

Section 58. It shall be the duty of each Chapter under the jurisdiction of this Grand Chapter, on or before the fifteenth day of April of each year to make and transmit to the Grand Secretary an annual report, according to the form to be furnished by the Grand Secretary.

Consolidation of Chapters

Section 59. Two or more Chapters having concurrent jurisdiction or contiguous jurisdiction may consolidate into one by complying with the following:

(a) A Chapter must contact the Worthy Grand Matron before any consideration to consolidate with another Chapter be considered. No vote for consolidation can be made without the approval of the Worthy Grand Matron. (GC 2005) A resolution or motion agreeing to consolidate must first be offered at a stated meeting of each of the Chapters parties to the proposed consolidations and be laid over until the next stated meeting. Within five days after such action, the Secretary of each Chapter shall, by written or printed notices, inform the members of the Chapter of the proposed action and when a vote will be taken.

(b) At the next stated meeting held pursuant to said notices, if a two-thirds majority of the members present of each Chapter vote favorably, the privilege shall be granted.

(c) If the proposition carries, the Secretary of each Chapter

involved shall promptly notify the other Chapter(s) of the action taken in that Chapter.

(d) If all Chapters involved agree in the proposition to consolidate, transcripts of the proceedings of the involved Chapters shall be submitted to the Worthy Grand Matron for her approval and be approved by her before the consolidation shall become effective. The Chapters involved shall hereinafter be referred to as primary and secondary. The primary Chapter shall be the one taking in the secondary Chapter. (The primary Chapter having been selected by a majority vote of the members of both primary and secondary Chapters involved at a previous meeting.) The primary Chapter shall retain its Charter, Name and Number. The secondary Chapter(s) shall file a final membership report with the Grand Secretary. The secondary Chapter(s) shall also advise the primary Chapter of any and all outstanding liabilities incurred prior to approval of the primary Chapter.

(e) The Secretary of the consolidated Chapter shall immediately report to the Worthy Grand Matron that the consolidation has been completed, and she shall also forward to the Grand Secretary a full transcript of the proceedings of the meetings held in both the primary and secondary Chapters along with the Charter(s) and Seal(s) of the secondary Chapter(s) which shall become a part of the permanent historical record. The secret work of the secondary Chapter(s) shall also be sent to the Grand Secretary.

(f) All property of the secondary Chapter(s) as prescribed in Rules and Regulations, Article I, Section 1(b) with the exception of the Secretary's supplies, shall be forfeited to the Grand Chapter prior to the date of consolidation and held subject to the order of the Grand Secretary. All other property of the secondary Chapter, including all monies and funds, shall become the property of the newly consolidated Chapter.

(g) No fee shall be payable to the Grand Chapter, nor shall members of the secondary Chapter pay affiliation fees. Dues, if current in the secondary Chapter(s), including life memberships, shall carry forward to the consolidated Chapter.

ARTICLE III

Officers of Chapter Duties of Worthy Matron

Section 60. The Worthy Matron shall preside at the meetings of the Chapter, except when the degrees are being conferred; she shall see that the Constitution, Rules and Regulations are strictly enforced; appoint all Committees and see that all officers faithfully perform all their duties. She may call on the Worthy Patron to preside at any time, and in the absence of the Worthy Patron, she may call on the Associate Patron.

Standing Committees

Section 61. The Worthy Matron, at the time of her installation, or as soon thereafter as practicable, shall appoint the following Standing Committees:

- (1) Masonic and Eastern Star Home
- (2) The N.C. Eastern Star Foundation, Inc.
- (3) The G.C. Scholarship Fund
- (4) International Headquarters Fund
- (5) Sick and Cheer
- (6) Finance
- (7) ESTARL
- (8) Camp Rainbow, Inc.
- (9) Rob Morris Program
- (10) Membership

Masonic & Eastern Star Home Committee

Section 62. The Masonic and Eastern Star Home Committee shall be composed of three members whose duty shall be to look especially after the work pertaining to the Masonic and Eastern Star Home and the needs of the Home and in every way assist the Chapter in taking care of its Home obligations and pledges and shall make a written report on or before the second stated meeting in March.

The N. C. Eastern Star Foundation, Inc.

Section 63. The N.C. Eastern Star Foundation, Inc. Committee shall be composed of three members whose duty shall be to inform the members of the purpose and function and to encourage voluntary contributions as well as gifts by deed, wills and bequests to the N.C. Eastern Star Foundation, Inc. and shall make written report to the Chapter on or before the second stated meeting in March.

The G.C. Scholarship Fund Committee

Section 64. The G.C. Scholarship Fund Committee shall be composed of three members whose duty it shall be to see that funds are raised for the Scholarship Fund of the Grand Chapter and shall make a written report to the Chapter on or before the second stated meeting in March.

International Headquarters Fund Committee

Section 65. The International Headquarters Fund Committee shall be composed of three members whose duty it shall be to see that each member of the Chapter contributes \$5.00 once in a lifetime to each chapter to which a member belongs (GGC 2003) to the International Headquarters Fund and shall make a written report to the Chapter on or before the second stated meeting in March.

Sick and Cheer Committee

Section 66. The Sick and Cheer Committee shall be composed of three members whose duty it shall be to locate and visit any member of the Order who is sick and report same to Chapter. This Committee shall be appointed for such time as the Worthy Matron deems best.

Finance Committee

Section 67. The Finance Committee shall be composed of three members whose duty shall be to examine and audit the books of

the Secretary and Treasurer and make report at the first stated meeting in April. A majority of this Committee shall also approve all bills before they are presented to the Chapter for payment.

ESTARL Committee

Section 68. The ESTARL Committee shall be composed of three members whose duty it shall be to see that funds are raised for the Eastern Star Training Awards for Religious Leadership, and it shall make a written report to the Chapter on or before the second stated meeting in March.

Camp Rainbow, Inc. Committee

Section 69. The Camp Rainbow, Inc. Committee shall be composed of three members whose duty it shall be to see that funds are raised for Camp Rainbow, Inc. and shall make a written report to the Chapter on or before the second stated meeting in March.

Rob Morris Program Committee

Section 70. The Rob Morris Program Committee shall be composed of three members whose duty it shall be to plan for the observance of Rob Morris' birthday during the month of August. This Committee shall make a written report to the Chapter on or before the second stated meeting in March.

Membership Committee

Section 71. The Membership Committee shall be composed of three members whose duty it shall be to plan ways to increase membership, increase attendance and restore inactive members to active status.

Special Committees

Section 72. The Worthy Matron shall have the right to appoint any Special Committees, when in her discretion it is for the best

interest of the Chapter.

Donations Should Be Made Through Secretary

Section 73. All Committees must turn the proceeds of their work over to the Chapter, and the amounts turned in to the Chapter by Committees to be sent through the Secretary in the regular way to the Grand Secretary and by her sent to the Home or to whatever branch of the work is specified. This is done in order that the Grand Chapter may know the exact work done by Subordinate Chapters

Bylaws Read in Open Chapter

Section 74. The Worthy Matron should have the Bylaws of the Chapter read in open Chapter at least one time each year OR provide each member with a current copy of the Bylaws each year. All Chapters should make a careful study of the Grand Chapter Constitution, Bylaws. Rules and Regulations governing Subordinate Chapters.

Duties of Worthy Patron

Section 75. (a) The Worthy Patron shall have general supervision of the affairs of the Chapter, advise and assist other officers and preside during the conferring of degrees, as well as at other times when invited to do so by the Worthy Matron.

(b) The Worthy Patron shall be responsible for the copies of the Secret Work issued to him and shall furnish copies of the Secret Work to the Associate Patron, Conductress and Associate Conductress (GFC 2003).

Duties of Associate Matron

Section 76. The Associate Matron shall perform the duties appertaining to her office, and in the absence of the Worthy Matron, assume her power, duties and prerogatives.

Duties of Associate Patron

Section 77. The Associate Patron shall perform the duties appertaining to his office, and in the absence of the Worthy Patron, assume his power, duties and prerogatives.

Duties of Secretary

Section 78. (a) The Secretary shall record all things proper to be written, and in addition to the usual duties, shall take a receipt from each of the officers for the Rituals belonging to the Chapter and from the Worthy Patron, Associate Patron, Conductress and Associate Conductress for the Secret Work (GGC 2003) when delivered to them at the beginning of their term of office and incorporate same in the Installation minutes.

(b) At the close of each meeting, the Secretary shall pay to the Treasurer all monies belonging to the Chapter and take a receipt from the Treasurer for same, and issue a warrant for the funds collected in the name of the Grand Chapter and the Treasurer, transmit these funds to the Grand Secretary (GC 1993).

(c) The Secretary shall notify the Grand Secretary immediately of the death of a member (at the expense of the Subordinate Chapter) that fraternal sympathy may be extended to loved ones.

(d) The Secretary shall not read correspondence pertaining to Finance, Jurisprudence, and/or instructions pertaining to Grand Chapter Law and/or the Ritual which has not been cleared by the Clearing Committee (GC 1993).

(e) The Dual Chapter Secretary shall notify the Primary Chapter Secretary in writing of the election of a member for Dual Membership;

(f) At the beginning of each chapter year, the Dual Chapter Secretary shall ask each Dual Member to present her/his Primary Chapter current dues card. The Dual Chapter Secretary shall record this information and place in her/his membership file. If the Dual Chapter Secretary is unable to view the current dues card, she/he shall contact the Primary Chapter Secretary in writing for a written verification that the Dual Member has a current dues card

from the Primary Chapter. This information shall be placed in her/his membership file.

(g) If a current dues card is not presented for review or a written verification is not received, DO NOT issue a dues card to the dual member.

(h) The Primary Chapter Secretary shall notify the Dual Chapter Secretary if a member is suspended for nonpayment of dues in the Primary Chapter. Also, the Dual Chapter Secretary shall notify the Primary Chapter Secretary if the member is suspended for nonpayment of dues in the Dual Chapter.

Duties of Treasurer

Section 79. At the close of each meeting, the Treasurer shall receive all monies from the hands of the Secretary belonging to the Chapter and give her receipt therefor; keep a true and accurate account of same and pay the funds out by order of the Chapter; vouchers to be signed by the Worthy Matron and Secretary, except that in extreme cases, the Worthy Matron may order sums paid out not to exceed \$25.00 after consulting with the Worthy Patron and Associate Matron.

Chapter Records

Section 80. It shall be the duty of the Secretary and the Treasurer of a Chapter to make inventory or list all records of the Chapter from the time of institution. Such list to be checked annually by the incoming Secretary and Treasurer. The retiring Secretary and Treasurer shall turn over to the incoming Secretary and Treasurer all books and records of the Chapter, taking their receipts therefor.

General Duties of Officers

Section 81. The remaining officers shall perform the duties indicated by their several titles and stations and shall be subject to the order of the Chapter and to their superior officers.

Fine for Loss of Secret Work

Section 82. A fine of five dollars shall be paid for the loss of the

Secret Work or any part thereof. The Grand Chapter shall charge the sum of five dollars for replacing each.

Election and Appointment of Officers

Section 83. The first eight officers shall be elected annually by secret ballot provided that upon formal motion and second, the chapter may approve by simple majority vote to entertain alternate methods of voting (GC 2004). The remaining officers shall be appointed by the Worthy Matron Elect after consultation with the Worthy Patron Elect.

Presiding Officer in Absence of Worthy Matron

Section 84. In the absence of the Worthy Matron from any meeting of a Chapter, the Associate Matron shall preside if present; in the absence of both the Worthy Matron and the Associate Matron, the Worthy Patron shall preside and shall call on any sister to act as Worthy Matron; in the absence of the Worthy Matron, Worthy Patron and Associate Matron, the Associate Patron shall preside and shall call on any sister to act as Worthy Matron.

Succession in Case of Disability

Section 85. In case of the death or disability of the Worthy Matron, the Associate Matron will in succession assume her prerogatives and duties for all purposes, except that she cannot install officers; and the Associate Matron may appoint a Past Matron to fill her chair. Any Worthy Matron or Worthy Patron elected at a stated meeting of a Chapter shall have the title of Past Matron or Past Patron, even though circumstances will not permit them to complete their term of office.

Vacancy in Office of Worthy Patron

Section 86. In case of the death or disability of the Worthy Patron, the prerogatives and duties of that office, for all purposes except the installation of officers, will be assumed by the Associate Patron.

Removal of Officers from the State

Section 87. The removal of the Worthy Matron, Worthy Patron, Associate Matron or any other officer from the state vacates her or his office during the term for which she or he was elected or appointed.

Vacancy in First Four Offices

Section 88. Should the stations of Worthy Matron, Worthy Patron, Associate Matron or Associate Patron of a Chapter become vacant by death or otherwise, the Worthy Grand Matron may grant a Dispensation for an election to fill such vacancy upon notice to resident members. If all four offices are vacant, she shall appoint some qualified member of such Chapter for the purpose of holding an election and to preside at the same and install officers when elected; or she may herself call such a meeting and preside thereat.

Vacancy in Office

Section 89. A vacancy in an elective office except that of Worthy Matron, Worthy Patron, Associate Matron or Associate Patron may be filled by ballot at any stated meeting upon notice to resident members. A vacancy in an appointive office may be filled at any time.

Annual Election

Section 90. In all elections of officers in a Chapter, a majority of votes cast shall be necessary to a choice. The annual election in Subordinate Chapter shall be held at the last stated meeting in February each year, and the installation must be held on or after the last stated meeting in March and before the first stated meeting in April. (GC 2003, 2009)

Eligibility to Office

Section 91. The Office of Worthy Matron, Associate Matron, Conductress, Associate Conductress and Star Points may be filled

only by Sisters in good standing. The office of Worthy Patron and Associate Patron only by Brothers in good standing. Any member in good standing is eligible to all other offices.

Special Election

Section 92. The Worthy Grand Matron has the power to grant Dispensation to hold special elections of officers in case of a failure to elect at the time specified in the Bylaws. (See Section 21)

Officers Installed Out of Time

Section 93. The District Deputy Grand Matron or Chapter Worthy Matron may install officers out of time without Special Dispensation from the Worthy Grand Matron.

Term of Office

Section 94. The officers of a Chapter are elected to serve for the fiscal year, except when appointed to fill vacancies or when appointed at the institution of a Chapter. In all cases they shall hold office until their successors are elected and installed.

Resignation

Section 95. Any officer of a Chapter may resign, except that neither the Worthy Matron, Worthy Patron, Associate Matron nor Associate Patron of a Chapter may resign without first having obtained permission from the Worthy Grand Matron in writing.

Officers Cannot Demit

Section 96. An installed officer cannot demit while in office.

Chapter Must Be Opened for Installation

Section 97. An installation of the officers of a Chapter cannot be held, either in public or in private, without first opening the Chapter. The records must show installation of its officers, and records should only be made of business transactions while a Chapter is in session.

Procedure for Open Installation

Section 98. For Open Installation, the Worthy Patron calls the Chapter to order and places the gavel in the hands of the Worthy Matron when the officers assume their stations. The Chapter is opened in accordance with the revised Ritual, Worthy Matron declaring Chapter opened by sound of the gavel. When Open Installation is completed, the Worthy Matron will instruct the Conductress to close the Bible, when at the sound of the gavel, the Chapter will be declared closed.

Qualifications for Installing Officers

Section 99. None but Worthy Matrons, Worthy Patrons, Past Matrons or Past Patrons are qualified to install the officers of a Chapter.

Installation of Re-Elected Officers

Section 100. Every officer of the Chapter, even though re-elected or re-appointed, must be installed.

ARTICLE IV

Petitions

Petitions Signed By Whom

Section 101. All applications for the degrees or membership must be signed by the petitioner and two members of the Chapter who recommended the petitioner. If a petition for the degrees of the Order of the Eastern Star has been purportedly received, but without the previous establishment of the Masonic standing of the male relative, if a woman, or the petitioner, if a man, such petition is not valid and therefore has not been legally received. The petitioner who signed such and seeks to petition for the degrees of the Order shall be notified that such petition is defective and not valid, without any further action by the Chapter which attempted to receive such. The fee must be returned. Such petitioner must not be

balloted upon. If such petitioner later furnishes a statement of acceptable Masonic relationship or standing, such petition may then be received and acted upon.

Women Must Use Their Given Names

Section 102. Women must use their full maiden names, and if married, not the names or initials of their husbands.

Petitions Presented at Stated Meetings Only

Section 103. A petition for the degrees or membership must be presented at a stated meeting of the Chapter, and when received and referred to a Committee, cannot be withdrawn, but must be balloted on for final decision, except as provided in R&R, Section 101.

Committee on Investigation

Section 104. A petition for degrees or membership, when received, shall be referred by the Worthy Matron to a Committee on Investigation to consist of three, one of whom shall be a brother whose duty it shall be to inquire into the Masonic relationship. The Committee shall investigate the character and fitness of the applicant in a secret and unobtrusive manner and make a report in writing, at the stated meeting at which the ballot is due.

Majority of Committee Must Report

Section 105. A Committee of Investigation must report through a majority of its members, one of whom shall be a brother; although all should report, if possible, and the character of the report shall be announced.

New Committee

Section 106. If the Committee of Investigation should fail, owing to absence or other cause, to report at the proper time, the Worthy Matron may, in her discretion, appoint a new Committee; but such new Committee shall not report forthwith, but shall have the lawful time for investigation before reporting.

Failure of Candidate to Report for Degrees

Section 107. A petitioner for the degrees who fails to present himself or herself for initiation within six months after he or she shall have been notified of such election shall forfeit the fee paid if no reason is given for failure to appear, and of the sufficiency of the reasons given, the majority of the members shall judge.

After Rejection, May Petition in Two Months

Section 108. A petitioner for degrees who has been rejected, may after the lapse of two months (GGC 2000) petition the Chapter which rejected him or her, or any other Chapter under whose jurisdiction he or she may reside, for the degrees.

Time of Residence

Section 109. No petition for degrees shall be entertained in any Chapter in this Grand Jurisdiction unless the petitioner shall have resided six months in the state of North Carolina.

Petitioner Shall Have Fixed Residence

Section 110. No Chapter under this Grand Jurisdiction shall confer the degrees upon one who has no fixed residence. Members of the Armed Forces of the United States and the members of their families may consider their residence the place they lived when they entered the service.

Qualifications for Membership

Section 111. (a) Chapters in this Grand Jurisdiction may receive petitions from and confer degrees of the Order upon Affiliated Master Masons in good standing. A petition for the degrees or membership must be signed by the petitioner and two members of the Chapter, who recommend the petitioner. Each male petitioner for degrees or membership must present with his petition, a current year's dues card, a certification or its equivalent of affiliation and

good standing in a regular Lodge of Master Masons as recognized by the Grand Lodge of the jurisdiction wherein the petitioned Chapter is located. Each female petitioner for the degrees must be at least eighteen (18) year of age at the time the petition is read at a stated meeting of the Chapter, and must present with her petition a certificate of qualification by proper Masonic relationship or qualification by membership – either active to three (3) years or majority – in the International Order of the Rainbow for Girls or in Job’s Daughters International. The petition must be received at a stated meeting of the Chapter, unless the Grand Chapter of its jurisdiction shall otherwise provide; and when received must be referred to a committee of three member, one of whom shall be a Brother, appointed by the presiding officer. Only a Brother may inquire as to the standing of a Masonic Brother. No member who signed the petition recommending the person may serve as a member of the Investigating Committee (GGC 2018). No petition shall be received from any person who by reason of physical or mental defect or infirmity is unable to comply with or understand secret or ritualistic work of the Order.

(b) At the time of petitioning evidence of qualification shall be furnished as follows: A male petitioner for degrees or membership must present with his petition a certificate, or its equivalent, of affiliation and good standing in a regular Lodge of Master Masons. A regular Lodge of Master Masons is defined as a Lodge recognized by the Grand Lodge wherein the Chapter petitioned is located. A common source is the List of Lodges Masonic issued by the Grand Lodge. This List is supported by the Conference of the Grand Masters of North America. Only the Brother has any right to inquire as to the standing of a Masonic Brother. It shall be understood that the current year’s dues card of such Master Mason is considered as the equivalent of a certificate of affiliation and good standing. (GGC 2018)

Application for Membership Must Be Accompanied by Demit

Section 112. No Chapter in this jurisdiction shall entertain a petition for membership by affiliation unless the same is accompanied by a demit or some other documentary evidence of the good standing of an applicant and of release from membership in any and all other Chapters and a fee of not less than five dollars shall be charged for affiliation by every Chapter in this jurisdiction, and the fee shall accompany the petition. Provided that petitions for membership may be accepted by any Chapter in this Grand Jurisdiction, when accompanied by a request for a demit in accordance with R&R, Section 150(b). No specified time of residence is required on application for membership. It may be placed in any Chapter at any time.

Honorary Membership, Life Membership Grand Chapter Award

Section 113. A Subordinate Chapter may of its own motion, in recognition of distinguished and outstanding service, elect a member of the Order to honorary Membership in such a Chapter. A person so elected does not pay dues and cannot vote or hold office by reason of such Honorary Membership.

Any Chapter may, in recognition of meritorious and distinguished service, elect a member of such Chapter by unanimous secret vote (ballot box) to be a life member thereof. Life members shall be exempt from payment of dues, but the Chapter shall pay all Grand Chapter dues and assessments on such a member.

Requisites of Petitioners for Degrees

Section 114. A petition for the degrees shall be made in writing and signed by the applicant, shall state the residence and time of residence and occupation of the petitioner and shall show that the petitioner has not been rejected by any Chapter within two months past, and that petitioner has attained the age of eighteen years (GGC 2000). Petition shall be in the form prescribed and

accompanied by the required fee for initiation and one year's dues in advance.

Requisites of Petition for Membership

Section 115. A petition for membership shall state the Chapter in which the petitioner received the degrees, and also the Chapter with which she or he is affiliated. Petition must be in the form prescribed and accompanied by fee of not less than five dollars and one year's dues in advance.

Recommendation

Section 116. No petition for the degrees or for membership shall be received unless recommended by two members of the Chapter in good standing whose names shall appear on the record as certifying proper Masonic relation of the petitioner.

Procedure After Petitioner Is Rejected

Section 117. (a) In case of the rejection of a petitioner, it is the duty of the Secretary to return to the petitioner the fee and to inform him or her of the rejection of the petition.

(b) After a rejection, a petition for affiliation may be presented at each subsequent stated meeting of the Chapter, provided a new petition is presented; as the same petition cannot be used a second time.

Conferring of Degrees

Section 118. (a) The degrees of the Order shall not be conferred at the same meeting at which the candidate has been elected for membership. A class of candidates shall not exceed six.

(b) The Worthy Grand Matron may grant Dispensation to a Chapter for initiating more than six candidates when, in her opinion, the best interests of the Order will be served by granting such Dispensation.

ARTICLE V

Balloting

Ballots at Stated Meetings

Section 119. No ballot for the degrees or membership shall be taken except at a stated meeting of the Chapter, and then only when a brother is present.

Ballots Required for Election

Section 120. If no more than two (2) black cubes appear in balloting for degrees or membership, all shall be declared elected. Should three (3) black cubes appear, the ballot shall be taken immediately on each petition separately as per Section 129. (GGC 2000).

Members Present Must Vote

Section 121. (a) In balloting, all members of the Chapter present must vote.

(b) Only one ballot box may be used.

(c) In Chapters under this jurisdiction for the purpose of balloting on a petition for degrees or membership, the term "Black Ball" shall mean an object of cubical shape only.

Collective Ballot

Section 122. If there be more than one petition for degrees or membership to be balloted upon, the ballot may be taken thereon collectively, except petitions for degrees and petitions for affiliation shall not be combined. If no more than two (2) black cubes appear, all shall be declared elected. Should three (3) black cubes appear, the ballot shall be taken immediately on each petition separately. Then follow the procedure in paragraph 10, page 15 of the Ritual. (GGC 2000)

This Section shall be distinctly read in open Chapter before any collective ballot may be held, and the names of all petitioners shall be read distinctly.

Ballots Free and Secret

Section 123. The ballot must be free and secret and no member disclose the manner in which he or she voted under any circumstances whatsoever.

Petition Must Lie Over

Section 124. No petition for degrees or for membership shall be balloted on until the same shall have lain over from one regular meeting until the next at least.

Petitions Must Be Balloted On

Section 125. All petitions for the degrees or affiliation must be balloted upon whether the Committee reports favorably or unfavorably.

Reports on Petitions

Section 126. A ballot cannot be had on a petition for the degrees or membership until a majority of the Committee has reported either favorably or unfavorably.

Requisite for Postponing Ballot

Section 127. After the report of the Committee of Investigation on an application for the degrees or membership, the Worthy Matron may, on request in writing of a member who is unavoidably absent, or for other good cause, postpone the ballot thereon until the next stated meeting, but no longer.

Ballots Commenced Must Be Completed

Section 128. The balloting on a petition when once commenced, cannot be postponed, but must be completed and the result thereof ordered declared.

Examination of Ballot

Section 129. After the ballot has been taken and examined by the Worthy Matron, Worthy Patron, Associate Matron and Associate Patron, the result shall be declared by the Worthy Matron, unless no more than three (3) black cubes appear, in which case, the Worthy Matron, without announcing the result shall order another ballot, which shall in all cases be final (GGC 2000) (See R&R, Section 120).

No Discussion on Result of Ballot

Section 130. Members are forbidden to discuss the result of a ballot under penalty of suspension or expulsion from the Order.

ARTICLE VI

Membership

Visitors From This or Other Grand Jurisdictions

Section 131. Members of Chapters in this or other Grand Jurisdictions seeking to visit Chapters of which they are not members, shall be required to present documentary evidence of their continued good standing in their home Chapters--not only upon first examination in visiting a Chapter, but at least annually thereafter.

Petition for Membership by Affiliation

Section 132. The petition shall state residence and occupation of the petitioner, two character references and the name, number, location and jurisdiction of the Chapter in which he or she was formerly or is now a member and shall be substantially in the form prescribed, accompanied by the required fee for affiliation, one year's dues in advance and \$5.00 contribution for the International Headquarters Fund (GGC 2006).

Duty of Committee on Petition for Membership

Section 133. The Committee on Investigation on the character of an applicant for membership is charged with the duty, among

others, of making such examination and inquiry as to be able to report whether or not they find the applicant to be a member of the Order of the Eastern Star. No ballot shall be spread for membership without satisfactory evidence of such a fact.

Demit Belongs to the Chapter

Section 134. The demit of a petitioner who is elected a member of a Chapter belongs to the Chapter, and must remain in its custody; and the date of his or her affiliation must be endorsed thereon.

Dual Membership

Section 135. (a) Dual Membership within North Carolina is authorized within this Grand Jurisdiction. Membership shall be limited to the primary Chapter and one other. Dual membership fee shall be a minimum of \$5.00 and the dues shall be that of the Chapter joined. Dual members in North Carolina may hold the office of Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary or Treasurer but not the same position in more than one Chapter at one time. These members shall choose which Chapter to represent at the annual session. The loss of membership by suspension for nonpayment of dues or expulsion in either Chapter carries with it the loss of membership in the other (GC 2011).

(b) Dual membership is allowed with Chapters outside this Grand Jurisdiction, the affiliation fee of which shall be \$15.00 and the dues shall be that of the Chapter joined. A member holding dual membership may hold the stations of Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary and Treasurer but not the same position in more than one Chapter at a one time. The loss of membership by suspension for nonpayment of dues or expulsion in either Chapter carries with it the loss of membership in the other.

Status of a Member Under Charges

Section 136. The status of a member under charges is not affected by such charges, except that he or she cannot demit. A member is presumed to be innocent until guilt is proven.

ARTICLE VII

Objections Before Reference to Committee

Section 137. All objections to the reception of petitions for the degrees or membership by affiliation shall be made either in open Chapter or in writing and signed by the objector and shall be spread upon the records of the Chapter. Only members of the Chapter can make objections therein; provided, that any member in good standing, who is a visitor, may in person or in writing, make objections known to the Chapter giving the reasons therefor, and the Chapter shall judge the sufficiency thereof. After the petition for the degrees or membership is read, and before a Committee of Investigation has been appointed, it is the right of a member to object to the application being received; in which case, the Worthy Matron shall order it to be returned to the applicant without further action on the part of the Chapter. But such objection shall not prevent the petitioner from again petitioning at a subsequent meeting.

Objection to Conferring Degrees

Section 138. In case of objection by three (3) members to the conferring of the degrees on a candidate who has been elected (unless the objector announces his or her objections as temporary and only for the purpose of further inquiry and was not present at the meeting when the candidate was elected) it shall be considered as having the effect of a rejection; the fee shall be returned, and the candidate may be permitted to petition again after the expiration of two months from the date of the objection, as in the case of one rejected by ballot (GGC 2000).

ARTICLE VIII

Dues

Remission of Dues

Section 139. The dues of any member of a Chapter may be remitted, in whole or part, for good cause, upon proper application of person in writing, or upon a statement of facts made by a member justifying such action.

Remission of Dues Cannot Be Reconsidered

Section 140. A Chapter having upon proper motion remitted the dues of a member, no reconsideration at a subsequent meeting is permissible. If imposition has been practiced in obtaining the remission of dues, the members guilty of the imposition should be disciplined.

Remission of Dues of a Suspended Member

Section 141. A Chapter may remit the dues of a member suspended for nonpayment thereof, and such remission shall have the same effect as payment thereof would have (See R&R, Section 145).

Dues, When Payable

Section 142. Dues are due and payable on April 1st for the ensuing Chapter year, and if not paid on or before the succeeding March 31st, the indebted member shall be deemed to be twelve months in arrears for dues.

Annual Dues

Section 143. (a) Each Chapter under this Grand Jurisdiction has the right to assess and collect from its members, in the manner provided for in the Bylaws, such annual dues as may be deemed necessary to defray the proper expenses of the Chapter; provided, however, that no Chapter shall fix its dues at an amount less than five dollars per annum, three dollars and twenty-five cents of

which shall be paid to the Grand Chapter as Per Capita Tax, plus an amount equal to the approved per-member General Grand Chapter Per Capita Tax; thirty-five cents of which shall be set aside for the expenses of the Grand Chapter Session, forty cents shall be set aside for the maintenance of Camp Rainbow, Inc. and two dollars and fifty cents to be set aside for the General Fund. (Bylaws Section 69 (b))

(b) In cities and towns where there is one or more Chapters having concurrent jurisdiction, no new Chapter shall be permitted to organize and operate as a U.D. Chapter of this Grand Chapter, if its proposed annual dues are less than the lowest dues of any of the Chapters of that concurrent jurisdiction.

Efforts of Chapter Officers

Section 144. Chapter officers should use their best efforts to prevent failure of members to pay dues. The Chapter Secretary should send statement of dues unpaid with businesslike regularity and should inform the Chapter at the first stated meeting in February of any unpaid dues to receive assistance in contacting these members. (GC 2018)

Suspension for Nonpayment of Dues

Section 145. When any member of the Order shall become one year in arrears for dues, he or she is automatically suspended from membership on March 31st of the year, and shall be restored to membership by paying back dues to the time of suspension and dues for a year in advance from the time of restoration and be elected to membership by secret ballot (ballot box) (GGC 2000). When a suspended member applies for restoration, an Investigating Committee shall be appointed and the application shall be handled in the same manner as prescribed for petition for degrees. A member suspended for nonpayment of dues cannot be received by another Chapter until after reinstatement in the Chapter from which the member was suspended. The member may then request a transfer to any Chapter in this Grand Jurisdiction by continuous

membership, in accordance with Section 150 (b) of the Rules and Regulations of Grand Chapter, or may request a demit in accordance with Section 148 of the Grand Chapter Rules and Regulations.

ARTICLE IX

Demit

What Constitutes a Demit

Section 146. The action of the Chapter constitutes a demit. The member is then as surely a demitted Eastern Star as if the demit had been issued and delivered. The certificate of demit is the written statement of what the Chapter has done.

When Forbidden

Section 147. No Chapter shall grant a demit to any of its members until all dues are paid or remitted; nor to one who is under charges; nor to one who has, in his or her official capacity, become indebted to the Chapter, so long as such indebtedness remains.

Methods of Obtaining Demit

Section 148. Whenever a member whose dues are fully paid, and who is under no charges, shall apply in writing at a stated meeting for a demit, his or her application shall, unless objections are made, be immediately granted, and the fact entered on record. No objections shall be entertained unless the objecting member shall prefer charges against the applicant for demit or give notice that he or she will do so at the next stated meeting, at which time, if no charges are preferred by the objectors, the demit shall be granted. If the charges are preferred, they shall take the course prescribed by law. If, on trial, the accused is acquitted, his or her demit shall be granted. Should the accused be suspended and at the expiration of his or her suspension still desire a demit, a new application must be presented.

Application for demit must be accompanied by latest receipt for dues, and Secretary of Chapter must make notation in ink of date demit is issued across face of receipt card for dues.

A member whose dues are paid to March 31st and who applies for a demit at the first regular meeting in April following shall be deemed to be clear of the books and entitled to a demit. A Bylaw requiring dues to be paid in advance shall not apply to a member demitting as referred to in this paragraph.

Status of Demitted Members

Section 149. There is no time limit to a demit. When issued, it is good during the life of the person to whom issued for the purpose of affiliation; but deprives the holder thereof of all rights and privileges of the Order except for visiting **Subordinate Chapters** for a period of one year. (GC 2018)

Transfer of Membership With Continuous Membership

Section 150. (a) An affiliating member becomes a member of the Chapter with which he or she is affiliated on the date of election except when affiliating with continuous membership, (see R&R Section 150 (b), Rules and Regulations for date when affiliating with continuous membership). Members by affiliation have all rights and privileges of membership after their election. The Bylaws should be signed as soon as possible thereafter.

(b) A member desiring to move membership to another Chapter shall fill out and sign a petition for affiliation, furnish a personal request for a demit, official receipt for dues, and depending on the type of membership transfer, utilize the following forms as needed: (1) Notification of Transfer of Primary Chapter Membership with Demit to Dual and/or (2) Request for Transfer of Primary Chapter Membership with Demit and Termination of Dual Membership.

If the petitioner be elected to membership, the Chapter Secretary shall forward request for demit, official receipt for dues to and

appropriate form to the Chapter in which such applicant has her or his membership; and the application shall be recorded as a member of the electing Chapter on the date when a demit was granted and dropped from the roll of previous chapter on the same date. Secretary of previous chapter shall issue demit and appropriate form to electing chapter together with official receipt for dues marked “demitted” (and give date of demit) which is to be returned to the member involved by the Secretary of the electing Chapter. The demit is the property of electing Chapter. If a petition be not elected, the request for demit and official receipt for dues shall be returned to the petitioner, and his or her standing in the Chapter of membership shall in no way be affected. (GC 2018)

ARTICLE X

Section 151. (Deleted GC 2003)

Section 152. (Deleted GC 2003)

Section 153. (Deleted GC 2003)

Section 154. (Deleted GC 2003)

Section 155. (Deleted GC 2003)

Section 156. (Deleted GC 2003)

ARTICLE XI

Nonaffiliate

Status of a Nonaffiliate

Section 157. A member becomes a nonaffiliate whenever he or she demits from his or her Chapter, or ceases to be a member thereof by means other than suspension or expulsion.

Nonaffiliated Mason

Section 158. If a brother who is a member of a Chapter shall become a nonaffiliated Mason, such a member shall forfeit all privileges as a member of the Order of the Eastern Star; but this shall not affect the standing of any sister of the Order through his

relationship.

Members of Extinct Chapters

Section 159. A member of a Chapter failing to procure a demit issued by authority of the Grand Chapter after such Chapter shall, from any cause, cease to exist, shall be deemed to have become a voluntary nonaffiliate and to have forfeited all privileges as a member; nor can such forfeited rights be regained except by procuring such demit from the Grand Secretary and affiliating with some regular Chapter.

ARTICLE XII

Offenses and Penalties

Offenses

Section 160. (a) Whatever is a breach of good morals, contrary to the precepts of the Holy Scriptures, a violation of the criminal laws of this state or of the United States, violation of the obligation of the Order, or the violation of the Constitution and Bylaws of the Grand Chapter or Bylaws of the Chapter, by a member of that Chapter or by a member in the jurisdiction of a Chapter, is an offense against the principles of this Order and must be promptly dealt with.

(b) A member's plea of guilty and/or conviction of a felony, in a court of this state or the United States, shall result in mandatory expulsion from membership in the Order. The effective date of expulsion shall coincide with the date of the court conviction. The Secretary of the Chapter shall notify the expelled member that her/his membership in the Order has been terminated.

Obey Presiding Officer

Section 161. Any member of the Order in a Chapter meeting who disobeys the order of the presiding officer, or any member who disturbs the harmony of the Chapter, must be held to strict account of such conduct, and upon a repetition of the offense,

suspended for a definite time from the privileges of the Order.

Section 162. (Deleted 1993)

Raffling or Gambling

Section 163. Any violation of the laws of God or of the state, involving moral turpitude is a violation of the Eastern Star law. Raffling or gambling in the name of a Subordinate Chapter or any unit of a Subordinate Chapter is not permitted. (GC 2003)

Smoking

Section 164. Smoking is prohibited from the time Chapter is opened until declared closed. Recess cannot be declared at any time for this purpose.

Brother Demitted, Suspended, Excluded or Expelled from Masonic Lodge

Section 165. A brother who has been demitted, suspended, excluded or expelled from a Masonic Lodge is automatically removed from the roll of membership of his Eastern Star Chapter and is thereby deprived of all rights and privileges of the Order. If he is reinstated by his Masonic Lodge to good standing, he may regain his Eastern Star membership by complying with R&R, Section 179 (e).

Penalties

Section 166. The only penalties recognized are:

- (1) Reprimand
- (2) Suspension for a definite term
- (3) Indefinite suspension
- (4) Expulsion

Notice of Time and Place of Trial

Section 167. No member can be reprimanded, suspended (except

for nonpayment of dues) or expelled (except for conviction of a felony as set forth in Section 160(a)) except upon written charges and specifications, and ten days' notice of time and place of trial. Copies of said notice shall be sent to the Worthy Grand Matron and District Deputy Grand Matron of the District in which Chapter is located at least ten days prior to the time of trial. (GC 2018)

Right of Affiliated Member to Prefer Charges

Section 168. Any affiliated member has the right to prefer charges, but in no case can the right be extended to one who is not affiliated.

Complaints Against Worthy Matron or Patron

Section 169. Complaints against a Worthy Matron or Worthy Patron for official misconduct must be made to the Worthy Grand Matron or the Grand Chapter when in session.

Charges against a Worthy Matron or Worthy Patron for any offense not growing out of the discharge of his or her official duties must be made to the Worthy Grand Matron, and if they are approved by her, she will fix time for trial and notify the Chapter, with a copy of the charges and specifications, and instruct the Secretary of the Chapter to serve a copy on the accused.

In all things relating to the trial of a Worthy Matron or Worthy Patron, by her or his Chapter, except as otherwise specified in these rules, the same proceedings must be had as in trial of other members.

Specification for Making Charges

Section 170. All charges must be made in writing, signed by the party making them, specifying with reasonable certainty the character of the accusation and time and place of its commission, including the names of witnesses. It shall be presented at a stated meeting, read in open Chapter and spread upon the record. The presiding officer shall then set a time for trial and order the Secretary to serve upon the accused a true copy of the charges and

notify him or her of the time set for trial. Charges thus made cannot be withdrawn except by consent of the accused and a two-thirds vote of the members present.

Procedure of Serving Notice

Section 171. The Secretary may serve the notice either in person or by mail, but when it is sent by mail, twenty days shall be allowed for the accused to receive it, in addition to the ten days specified in R&R, Section 167.

Enforced Attendance of Witnesses

Section 172. The attendance of witnesses on either side, when they are members of the Order, may be enforced by order which may be issued by the Secretary when ordered by the Worthy Matron of the Chapter.

Appearance of Accused

Section 173. At the time set for trial, if the accused fails to appear in person or by counsel, or has absconded before notice is served, the presiding officer may continue the case until some future time or appoint a competent member to appear for the accused, and hear and decide the case as though the accused were present.

Should the accused appear and plead guilty to the charges and specifications, no further evidence is necessary, and the Chapter shall at once proceed to fix the penalty.

Affiliated Member as Counsel

Section 174. Any affiliated member of the Order may serve as counsel for the accused or the Chapter.

Charges Must Be Heard By Chapter

Section 175. All charges must be heard and decided by the Chapter; and in no case can be left to a Committee.

Accused Cannot Vote In Trial

Section 176. The accused, when on trial, cannot be allowed to vote on any question growing out of his or her case.

Procedure of Chapter in Deciding Penalty

Section 177. After the evidence shall have been presented and the prosecution and defendant, by themselves or counsel, have had an opportunity of being heard, the defendant shall be requested to retire, and the Chapter shall proceed to decide, by taking a separate ballot upon each charge and specification; first, whether the accused is guilty or not guilty as charged; and if found guilty by a majority of votes cast, then to affix the penalty, commencing with the highest grade and so on down; provided, always, that the good standing of sisters shall not be affected by misconduct of brothers. Should definite suspension be decided upon, the time must be fixed upon motion, but the longest time must be voted upon first. Should the Chapter, however, refuse by a majority vote to inflict any penalty after having found the accused guilty on any grade, the Secretary shall within three days certify the fact to the Worthy Grand Patron, who is empowered in his discretion to arrest the charter of the offending Chapter, such action to hold until the next annual session of the Grand Chapter.

Rules of Evidence **Nonresident Witness**

Section 178. (a) When a witness is a nonresident, and cannot attend in person before a Chapter, his or her evidence may be taken before a Worthy Patron or Worthy Matron, certified by the Secretary under the seal of the Chapter in whose jurisdiction the witness may reside, both the accused and the accuser having due notice of the time and place of taking the testimony.

Accused Not Required to Give Evidence

(b) The accused shall be a competent witness, but he or she shall not be required by the Chapter to give evidence unless he or she

shall offer to testify.

Evidence of Persons Unable to Attend Trial and of Persons Not Members of the Order

(c) The evidence of members of the Order who may not be able to attend their trial, and of persons not members of the Order, shall be taken in writing by a Committee appointed by the presiding officer, of which both parties, if possible, shall have notice.

At the time and place appointed, the Committee shall proceed to take evidence of such witnesses, and after reading to each his or her evidence in the case, request him or her to sign the same. The evidence thus taken shall be read before the Chapter at the time of trial.

All Evidence Must Be Preserved

(d) All evidence given must be reduced to writing and preserved by the Secretary.

Decisions as to Testimony and Points of Law

(e) The presiding officer shall decide as to the admissibility of any testimony offered and all points of law and order which may be raised.

Status of Suspended Member What Removes a Penalty

Section 179. (a) The suspension of a member precludes, for the time being, all privileges and benefits of the Order whatsoever.

Time of Sentence

(b) A sentence of suspension or expulsion will be in force and after the passage thereof until reversed by the Chapter or the Grand Chapter.

Refusal to Submit to Penalty

(c) Anyone refusing to submit to the penalty or reprimand is

subject to discipline, and upon conviction thereof, may be suspended or expelled.

Status of Member at Expiration of Suspension

(d) The expiration of time for which a member stands suspended restores him or her to all rights and privileges which he or she possessed before the trial.

Method of Restoration

(e) A member who has been suspended for an indefinite time or expelled can be restored to membership only by petition recommended by two members of the Chapter in good standing. Such petition shall be referred to an Investigating Committee, then lie over to the next stated meeting and be balloted upon in the same manner as for degrees (GGC 2000).

New Trials

Condition Under Which They May Be Granted

Section 180. A new trial may be granted by the Chapter that tries the case, where a member has been suspended or expelled, in the following cases, and upon the following conditions:

(a) Upon newly discovered evidence which would indicate, with reasonable certainty, a change in the findings of the Chapter.

(b) When the findings of the Chapter are contrary to the evidence and law and usage, or the penalty is excessive.

Application For New Trial

Section 181. Application for a new trial must be in writing, addressed to the Chapter, must contain a statement of causes upon which the application is founded, and be presented within ninety days after the accused is informed of the action of the Chapter.

Rules Governing New Trial

Section 182. Where a new trial is granted, the same rules shall

govern as in the first instance.

Appeals

Section 183. Any member feeling aggrieved by the decision of the Chapter or the presiding officer may appeal to the Grand Chapter within one year from the date of such decision by filing such appeal thereof in writing with the Secretary of the Chapter, stating therein the error or decision appealed from; then it shall be the duty of the Secretary to make out a full, true and complete copy of all proceedings had and evidence taken in the case and certify same, together with a copy of the appeal, to the Grand Secretary, within ninety days after said application is made.

Procedure of the Grand Chapter in Appeals

Section 184. The Grand Chapter, on receipt of the transcript and appeal, shall proceed to examine the same upon the basis of the papers and evidence so transmitted, and, without additional testimony, shall decide the case by confirming the judgement already rendered or remanding the case for a new trial with instructions how to proceed.

ARTICLE XIII

Order of Business

Section 185. The Order of Business should be as follows; but the regular order may be changed by the Worthy Matron, if there be no objections from the members, when in her judgement it is deemed expedient and for the good of the Order to make such change:

1. Presentation of Flag
2. Introduction of Visitors
3. Reading of Minutes for Information
4. Treasurer's Report
5. Unfinished Business
6. New Business
7. Reception of Petitions
8. Report of Committees on Petitions for Membership
9. Balloting
10. Initiation
11. Sickness and Distress
12. Reports of Standing Committees
13. Reports of Special Committees
14. Bills and Communications
15. Resolutions and Miscellaneous Business
16. Good of the Order
17. Reading of Minutes for Approval

Each item of business shall be closed with a blow of the gavel

ARTICLE XIV

Amendments

Section 186. Any part of these Rules and Regulations may be amended or repealed at any regular session of the Grand Chapter; but to become operative, an amendment or alteration must be proposed in writing, referred to and reported on the Committee on Jurisprudence and then concurred in by two-thirds of the members present.

Section 187. The Grand Secretary shall make available to our members at cost prices, printed pages to our Constitution, Bylaws, Rules and Regulations showing all changes Grand Chapter adopts each year.

(These to be inserted into the loose leaf book of law.)

INDEX

(Const. Art.) Refers to the Article of the **Constitution**
The Grand Chapter of North Carolina

(Rit.) Refers to **Ritual**

Section:

1. **Bylaws**, The Grand Chapter of North Carolina
Sections 1 – 112
2. **Rules & Regulations**, Government of Subordinate
Chapters
Sections 1 – 187 (R&R) refers to **Rules &
Regulations**

(Note: The Book of Instruction is not included in this Index. See its Table of Contents for guidance.)

A

	<u>Section</u>
Absence, of First Four Grand Officers.....	Bylaws, 4
Of Worthy Matron-Who Presides.....	R&R, 84
Address, Worthy Grand Matron.....	Bylaws, 28
Worthy Grand Patron.....	Bylaws, 43
Affiliation, Form of Petition.....	R&R, 132
Becomes a Member.....	R&R, 150(a)
Age of Petitioner.....	R&R, 111
Amendments, Bylaws of a Chapter.....	R&R, 13
Bylaws, of The Grand Chapter.....	Bylaws, 112(4)
Constitution of The Grand Chapter	(Const. Art. IX)
Rules of Order.....	Bylaws, 112
Rules and Regulations.....	R&R, 186
Annual Returns.....	Bylaws, 72, R&R, 58
Annual Election Subordinate Chapters.....	R&R, 90
Appeal, from Worthy Matron's Decision.....	R&R, 36
Right of every member to appeal.....	(Rit. page 165)
Appeals, From Decision of Chapter or Presiding	

	Officer.....	R&R, 183
		<u>Section</u>
Procedure of The Grand Chapter in.....	R&R,	184
Appeals and Grievances Committee.....	Bylaws,	91
Appearance in Public-When Allowed.....	R&R,	38
Application for Demit.....	R&R,	148
For Degrees or Membership.....	R&R,	101
Appointive Committees, The Grand Chapter.....	Bylaws,	85
Subordinate Chapters.....	R&R,	61
Appointive Officers, The Grand Chapter.....	Bylaws,	8, 85
Subordinate Chapter.....	(Rit. page164),	R&R, 83
Approval, By-Laws Subordinate Chapters.....	R&R,	14
Minutes of Subordinate Chapters.....	R&R,	26
The Grand Chapter Proceedings.....	Bylaws,	46(a)
Associate Grand Conductress.....	Bylaws,	63
Associate Grand Matron.....	Bylaws,	44
Associate Grand Patron.....	Bylaws,	45
Associate Matron.....	R&R,	76,84,85,95
Associate Patron.....	R&R,	77,86,95
Authority, General Grand Chapter.....	(Rit. page 163)	
The Grand Chapter.....	(Rit. page 164)	
Award for Continuous Membership.....	Bylaws,	111
Awards, Grand Chapter Courtesies.....	Bylaws,	108-111
For		
Service.....	Bylaws,	111

B

Badges, Jewel and Regalia.....	(Rit. page18-21)
Ballot, ALL Members Present Must Vote.....	R&R, 121(a)
Associate Conductress Has Charge of Box.....	(Rit. page 13)
Collective.....	R&R, 122
Commenced, Must be Completed.....	R&R, 128
Examination of.....	R&R, 129

(Ballot – continued)	<u>Section</u>
Must be at Stated Meetings.....(Rit.page 13),R&R,	119
Must be Free and Secret.....	R&R, 123
Ballot Required for Election.....(Rit. page 15), R&R,	120
No Discussion on Result of.....	R&R, 130
Only One Box May be Used.....	R&R, 121(b)
Petitions Must be Balloted on.....	R&R, 125
Reports on Petitions.....	R&R, 126
Requisite for Postponing.....	R&R, 127
Secret.....(Rit. page 164)	
Balloting, Black Ball Shall Mean.....	R&R, 121(c)
Manner of.....(Rit. page 13–15)	
Bids Required for Printing.....	Bylaws, 76
Birth Date of Chapters.....	Bylaws, 35
Board of Directors, Camp Rainbow, Inc.....	Bylaws,81
NC Eastern Star Foundation, Inc.....	Bylaws, 83
Masonic and Eastern Star Home.....	Bylaws,80
Bonds Examined and Approved.....	Bylaws, 54,60
Book of Instruction Committee.....	Bylaws, 99
Business of a Chapter, Special Meeting.....	R&R, 24
Stated Meetings.....	R&R, 23
Changes in Order of.....	R&R, 25
Order of.....	R&R, 185
Business of The Grand Chapter, Disposition of.....	Bylaws, 112
Bylaws of Subordinate Chapters.....	R&R, 12
Amendments.....	R&R, 13
Approval by Worthy Grand Matron.....	Bylaws, 14
Cannot be Suspended.....	Bylaws, 15
Charter Members Must Sign.....	R&R, 8
Chartered Chapters Must Adopt.....	R&R, 12
Should be Read in Open Chapter.....	R&R, 74
Bylaws of The Grand Chapter, How Amended.....	Bylaws, 112 (d)

C

Camp Rainbow, Inc.....	Bylaws, 81, R&R, 69
	<u>Section</u>
Candidates, Failure to Report for Degrees.....	R&R, 107
Number That Can be Initiated.....	R&R, 118(b)
Certificate of Proficiency Questionnaire.....	Bylaws, 106
Certificate of Proper Masonic Relationship.....	Rit. page 166
Change in Order of Business.....	R&R, 25
Change of Meeting Place, The Grand Chapter.....	Bylaws, 2
Subordinate Chapters.....	R&R, 30
Chapter:	
Annual Returns.....	Bylaws, 72, R&R, 58
Appeal From Worthy Matron's Decision.....	R&R, 36
Appearance in Public.....	R&R, 38
Bylaws.....	R&R, 12-15
Charter Members.....	Bylaws, 39
Committees, Special	R&R, 72
Standing.....	R&R, 61
Consolidation of.....	R&R, 59
Constitution of.....	Bylaws, 26
Conduct of Meeting.....	R&R, 17
Consolidation.....	R&R, 59
Demits.....	R&R, 51
Dispensation, to Fill Vacancies.....	Bylaws, 25
Chapter Name Under.....	R&R, 6
Time Under Dispensation.....	R&R, 10
Under Dispensation.....	Bylaws, 34-39, R&R, 1-11
Extinct, Dues From Members of.....	R&R, 56
Members of.....	R&R, 159
Methods of Demitting From.....	R&R, 57
Failure to Make Returns.....	Bylaws, 72(b)
Furniture.....	(Rit. page 168)
Instruction.....	R&R, 39
Has Right to Summon.....	R&R, 47

Manner of Purging a (Proving).....(Rit. page 26–27)
May Move to Another Hall.....R&R, 45

(Chapter - Continued)	<u>Section</u>
May Move to Another Town.....	R&R, 46
May Reconsider Motion or Action, if.....	R&R, 31
Meetings Stated and Special.....	R&R, 22,23,24
Meetings on Sunday.....	R&R, 32
Minutes, Approval.....	R&R, 26
Who Signs.....	R&R, 27
Motions Reconsideration.....	R&R, 31
Must be Closed on Day Opened.....	R&R, 29
Must be Opened.....	R&R, 16
Opened for Installation.....	R&R, 97
Must Have Seal.....	R&R, 19
Must Hear Charges.....	R&R, 175
Must send Delegate to The Grand Chapter Session.....	R&R, 42
New, Degrees at Sight.....	Bylaws, 37
Dispensation for.....	Bylaws, 34, R&R, 1
How Set to Work.....	R&R, 4
Officers.....	R&R, 3
Organization Blanks.....	Bylaws, 38
Organization of.....	Bylaws, 35
Powers of.....	R&R, 5
Proceeding.....	R&R, 28
Status of Petitioners for.....	R&R, 2
Supplies.....	R&R, 1(b)
Time to Send Records to The Grand Chapter.....	R&R, 7
Officers, Eligibility to Office.....	R&R, 91
General Duties.....	R&R, 81
Suspension.....	Bylaws, 24
Opening and Quorum.....	(Rit. Page 23-43),R&R, 16
Order of Business.....	R&R, 185

Changes.....	R&R, 25
Property of Extinct Chapter.....	R&R, 55
Records.....	R&R, 80
Requesting Emergency Visit.....	Bylaws, 30
	<u>Section</u>
Seal.....	R&R, 19
Shall send Worthy Matron to Grand Chapter Session.....	R&R, 41
Subordinate Chapter Authority.....	(Rit. page 164)
Supplies Purchased.....	Bylaws, 71
Temporary Meeting Place.....	R&R, 30
Time to Make Returns.....	Bylaws, 72
Charter, Arrest of.....	Bylaws, 16
Delivery of.....	Bylaws, 26
Duplicate, How Obtained.....	R&R, 18
Forfeited, Failure to Meet.....	R&R, 52
Grand Chapter Committee on.....	Bylaws, 94
Granted, When.....	R&R,9
Members.....	Bylaws, 39
Members Must Sign By-Laws.....	R&R, 8
Name Under Dispensation.....	R&R, 6
Subordinate Chapter Must Have at Meeting.....	(Rit. page 166)
Surrender of.....	R&R, 53
Time Required Under Dispensation for.....	R&R, 10
Chartered Chapters.....	(Rit. page 162)
Clearing Committee.....	Bylaws, 95
Collective Ballot.....	R&R, 122
Committee and Deputy Appointments.....	Bylaws, 17, 32
Committee on Investigation.....	R&R, 104,105,106,133
Committee Reports to The Grand Chapter.....	Bylaws, 105
Committees, The Grand Chapter Appointive.....	Bylaws, 85
Appeals and Grievances.....	Bylaws, 91
Book of Instruction.....	Bylaws, 99
Charters and Dispensations.....	Bylaws, 94

Clearing.....	Bylaws, 95
Courtesies.....	Bylaws, 93
Credentials.....	Bylaws, 86
Disaster/Benevolent Fund.....	Bylaws, 103
Districts.....	Bylaws, 96
(Committees – continued)	<u>Section</u>
ESTARL.....	Bylaws, 98
Historical Committee.....	Bylaws, 100
Music Committee.....	Bylaws, 101
NC OES Web Site.....	Bylaws, 104
North Carolina Sub. Chapter Member.....	Bylaws,75
Necrology.....	Bylaws, 92
Registration.....	Bylaws,86-89
The G. C. Scholarship.....	Bylaws, 97
Unfinished Business.....	Bylaws, 90
Vendors.....	Bylaws, 102
Committees, The Grand Chapter, Elective.....	Bylaws, 77
Board of Directors, Camp Rainbow, Inc.....	Bylaws, 81
Board of Directors, NC Eastern Star Foundation, Inc..	Bylaws, 83
Board of Directors, Masonic and Eastern Star Home...	Bylaws, 80
Finance.....	Bylaws, 79
Jurisprudence.....	Bylaws, 78
Membership.....	Bylaws, 84
Tar Heel Star News Publication.....	Bylaws, 82
Committees, Subordinate Chapter.....	R&R, 61
Camp Rainbow, Inc.....	R&R, 69
ESTARL.....	R&R, 68
Finance.....	R&R, 67
Grand Chapter Scholarship Fund.....	R&R, 64
International Headquarters Fund.....	R&R, 65
Masonic and Eastern Star Home.....	R&R, 62
Membership.....	R&R, 71
Rob Morris Program.....	R&R, 70
Sick and Cheer.....	R&R, 66

Special.....R&R, 72
Standing.....R&R, 61
The North Carolina Eastern Star Foundation, Inc.....R&R, 63
Committee, Must Turn Proceeds of Work Over
to Chapter.....R&R, 73
Complaints Against Worthy Matron or Worthy Patron ...R&R, 169
Section
Conduct of Chapter Meetings.....R&R, 17
Conduct of Those Attending The Grand Chapter
Session.....Bylaws,112(b)
Conferring Degrees.....R&R, 118
Objection to.....R&R, 138
Consolidation of Chapters.....R&R, 59
Constitution of Chapters.....Bylaws, 26
Continuous Membership. Transfer with.....R&R, 150(b)
Correspondence, Fraternal.....Bylaws, 51, 62-63
Courtesies Committee.....Bylaws, 93
Credentials Committee.....Bylaws, 87

D

Death or Disability of Worthy Matron.....R&R, 85
Decisions of the Worthy Matron.....R&R, 36
Decisions;
Official.....Bylaws, 15
Degree Work, Exemplified at
The Grand Chapter Session.....Bylaws, 14
Degrees at Sight. When, By Whom Conferred.....Bylaws, 37
Objection to Conferring.....R&R, 138
Petition for.....R&R, 114-116
Shall Not be Conferred at Same Meeting.....R&R, 118(a)
Degrees conferred.
Brother Shall Preside.....(Rit. page 165)
Name Unchangeable.....(Rit. page 164)
Number of..... (Rit. page 164)

Delegates to The Grand Chapter Session.....R&R, 41
 Must be Sent Every Two Years.....R&R, 42
 Delinquent Chapters, Have No Vote.....Bylaws, 72(a)
 Demit, Continuous Membership Plan.....R&R, 150(b)
 Method of Obtaining.....R&R, 148
 Must Accompany Application for Membership.....R&R, 112
 No Time Limit.....R&R, 149
 (Demit – continued) Section
 Officers Cannot.....R&R, 96
 What Constitutes a.....R&R, 146
 When Forbidden.....R&R, 147
 Demits, Status of Petitioners for New Chapters.....R&R, 2
 Belong to Chapter.....R&R, 51, 134
 Extinct Chapters. How to Procure.....R&R, 57, 159
 For Forming New Chapters.....R&R, 2
 Receipt Card Must Accompany Application.....R&R, 148
 Demitted Member, Status of.....R&R, 149
 Deputy Appointments, Worthy Grand Matron.....Bylaws, 17(a)
 Worthy Grand Patron.....Bylaws, 32
 Diagram of Labyrinth..... (Rit. page 169)
 Disaster/Benevolent Fund.....Bylaws, 103
 Disobeying Order of Presiding Officer.....R&R, 161
 Dispensations, W.G.M. May Grant.....Bylaws, 21, R&R, 118(b)
 Fees for Organizing a New Chapter.....Bylaws, 68,R&R, 1(a)
 Fill Vacancies in Office.....Bylaws, 25
 Form New Chapters, Letters of.....Bylaws, 34, R&R, 1
 Worthy Grand Patron.....Bylaws, 34,35, R&R, 1
 Special Election of Officers.....R&R, 92
 Time Required Under.....R&R, 10
 Distribution of Proceedings.....Bylaws, 47
 District Committee.....Bylaws, 96
 District Deputies, School of Instruction for.....Bylaws, 13
 District Deputy Grand Matron.....Bylaws,17,18
 May Install Officers Out of Time.....R&R, 93

District Deputy Grand Patron.....Bylaws, 32,33
District School of Instruction.....Bylaws, 19
Districting of the State.....Bylaws, 96
Disturbing the Harmony of the Chapter.....R&R,161
Donations Should be Made Through Secretary.....R&R, 73
Dual MembershipsR&R, 135
Dues, Annual Chapter.....R&R, 143

Section

Card, Membership Receipt.....Bylaws, 74
Shall be Presented in Examination.....R&R, 21
Collection of.....R&R, 144
From Members of Extinct Chapters.....R&R, 56
Remission of.....:.....R&R, 139-141
Suspension for Non-payment of.....R&R, 145
When Payable.....R&R, 142
Duplicate Charters..... R&R, 18

E

East Occupied at All Times..... R&R, 17
Editor Tar Heel Star News.....Bylaws, 82(b)
Election and Appointment of Ch. Officers.....R&R, 83, 90
Eligibility to Office.....R&R, 91
Special.....R&R, 92
Election of Grand Officers.....Bylaws, 6
Elective Committees of The Grand Chapter.....Bylaws, 77(a)
Eligibility for re-election.....Bylaws, 77
Elective Grand Officers Shall be.....Bylaws, 7
School of Instruction for.....Bylaws, 13
Eligibility of Voters in a Chapter.....R&R, 33
Emergency Visit to Chapters.....Bylaws, 30
Endowment Fund, Creation of.....Bylaws, 107
The North Carolina Eastern Star Foundation, Inc.....Bylaws, 83
The N.C. Eastern Star Foundation, Inc. Committee.....R&R, 63

ESTARL Committee, The Grand Chapter.....	Bylaws, 98
Subordinate Chapter.....	R&R, 68
Examination of Ballot.....	R&R, 129
Examination of Receipt for Dues.....	R&R, 21
Exemplification of Degree Work at The Grand Chapter Session.....	Bylaws, 14
Extinct Chapter.....	R&R, 55,56,57

F

	<u>Section</u>
Fees for Conferring Degrees.....	R&R, 34,35
For a Demit, Grand Chapter.....	R&R, 57
For a Demit. New Chapter.....	R&R, 2,57
For Dispensation to Organize a Chapter.....	Bylaws,68, R&R,1
Registration at The Grand Chapter Session.....	Bylaws, 86
Special Dispensations.....	Bylaws, 21
Finance Committee, The Grand Chapter.....	Bylaws, 79
Subordinate Chapter.....	R&R, 67
Fine for Loss of Secret Work.....	R&R, 82
Fiscal Year of the Grand Chapter.....	Bylaws, 5
Flag Presentation of.....	(Rit. page 43)
Fraternal Correspondence.....	Bylaws, 51, 62-63
Correspondent.....	Bylaws, 62-63
Funds and Endowments of The Grand Chapter.....	Bylaws, 107
International Headquarters.....	R&R, 65

G

Gambling or Raffling.....	R&R, 163
Gavel, Use of.....	(Rit., page 16)
General Grand Chapter.....	(Rit., page 163)
Government Vested in Three Bodies.....	(Rit., page 163)
Grand Chaplain.....	Bylaws, 67
Grand Chapter, Amend By-Laws.....	Bylaws, 112(d)(1)
Annual Meeting.....	Bylaws, 1

Appeals to.....R&R, 183

Assess and Collect Money..... (Const., Art. VIII, Section 1(d))

Awards, 25, 50, 60 and 75 Year Membership....Bylaws, 108-111

Change of Meeting Place.....Bylaws, 2

Committee Reports.....Bylaws, 105

Committees Appointive.....Bylaws, 85

 Elective.....Bylaws, 77

Courtesies..... Bylaws, 93

Delegates to.....R&R, 41,42

Election, Time of.....Bylaws, 6

(Grand Chapter – continued) Section

Exemplification of Degree Work.....Bylaws, 14

Fiscal Year.....Bylaws, 5

Funds, Placing of.....Bylaws, 61

Funds and Endowments.....Bylaws, 107

Highest Authority.....(Const., Art. VIII, Section 1)

Issues Charters and

 Dispensations.....(Const., Art. VIII, Section 1(a))

Jurisdiction of..... (Rit., page 164)

Name and Style.....(Const., Art I, Section 1)

Officers..... (Const. Art. II and III)

 Absence of First Four.....Bylaws, 4

 Appointive.....Bylaws, 8

 Election of.....Bylaws, 6

 Elective.....Bylaws, 7

 Installation of.....Bylaws, 9

 Remaining.....Bylaws, 64

 Reports of.....Bylaws, 10

 Suspension of.....Bylaws, 23

 Who May be..... (Const. Art. IV)

Order of Business.....Bylaws, 112

Powers of.....(Const. Art. VIII)

Printing.....Bylaws, 76

Procedure in Appeals.....R&R, 183

Property of The Grand Chapter.....	Bylaws, 53
Purchase of Supplies.....	Bylaws, 71
Report to The Grand Chapter.....	Bylaws, 56
Returns.....	Bylaws, 72
Seal.....	Bylaws, 52
Secure Supplies From Extinct Chapters.....	R&R, 55
Grand Treasurer.....	Bylaws, 58
Annual Report.....	Bylaws, 59
Bond.....	Bylaws, 60
Placing of The Grand Chapter Funds.....	Bylaws, 61
Grand Trustees.....	Bylaws, 65,66

Section

H

Hamil Newby Swift Trophy.....	Bylaws, 109
Historical Committee.....	Bylaws, 100
Honorary Membership.....	R&R, 113

I

Initiation, Fee.....	R&R, 34,35
Number of Candidates.....	R&R, 118
Installation of Officers, Ch. Must be Opened.....	R&R, 98
The Grand Chapter.....	Bylaws, 9
Installing Officers.....	R&R, 99
Open.....	R&R, 97
Out of Time.....	R&R, 93
Re-elected Officers.....	R&R, 100
Subordinate Chapters, When Held.....	R&R, 90
Instruction, School for Deputies.....	Bylaws, 13
District School of.....	Bylaws, 19
Instructions for Subordinate Chapters.....	Bylaws, 75, R&R, 39
International Headquarters Fund Committee.....	R&R, 65
Investigation, Committee on.....	R&R, 104
Majority Must Report.....	R&R, 105

New Committee.....R&R, 106
Petition for Membership.....R&R, 133

J

Jewels of Officers.....(Rit., page 18-21)
Jurisprudence Committee.....Bylaws, 78

L

Labors May be Suspended by W.G.M.....Bylaws, 16
Landmarks..... (Rit., page 164-165)
Lantern Slides or Tableaus.....R&R, 40
Letters of Dispensation by W.G.P.....Bylaws, 34
Life Membership.....R&R, 113
Loss of Secret Work. Fine for.....Section R&R, 82

M

Mason. Non-Affiliated Forfeits.....R&R, 158,165
Master Mason.....R&R, 111
Demitted, Suspended, Excluded, or Expelled.....R&R, 165
Masonic and Eastern Star Home
Board of Directors.....Bylaws, 83
Subordinate Chapter Committee.....R&R, 62
Meetings, The Grand Chapter Session.....Bylaws, 1
Absence First Four Officers.....Bylaws, 4
Annual and Special..... (Const. Art V)
Change of Place.....Bylaws, 2
Fiscal Year.....Bylaws, 5
Time and Place.....Bylaws, 1
Subordinate Chapter, Conduct of.....R&R, 17
Kind of..... R&R, 22,23,24
Must be Closed.....R&R, 16,29
Must be Opened.....R&R, 16,97
Proceedings Changed.....R&R, 28
Quorum.....R&R, 16

Special.....	R&R, 24
Stated.....	R&R, 23
Sunday.....	R&R, 32
Temporary Change of Place.....	R&R, 30
Members, As Counsel for Accused.....	R&R, 174
Demitted.....	R&R, 150(b)
Eligible for Office.....	R&R, 91
Can Object to Reception of Petition.....	R&R, 137
Can Object to Conferring of Degrees.....	R&R, 138
In Good Standing, Entitled to Vote.....	R&R, 33
Must Not Disclose How Voted.....	R&R, 123
Must Not Discuss Result of Ballot.....	R&R, 130
Non-Affiliate.....	R&R, 157
	<u>Section</u>
Of a Chapter Must Obey Summons.....	R&R, 47,48
Of Extinct Chapters.....	R&R, 159
Of Other Grand Jurisdictions.....	R&R, 131
Present Must Vote in Balloting.....	R&R, 121(a)
Speaking on Questions Before The Grand Chapter.....	Bylaws, 112(f)
Status of. At Expiration of Suspension.....	R&R, 179(d)
Suspended, Remission of Dues.....	R&R, 141
Under Charges.....	R&R, 136
Membership, The Grand Chapter.....	(Const. Art. II)
Application for Degrees or.....	R&R, 101,114
By Affiliation.....	R&R, 132
Card, Receipt for Dues.....	Bylaws, 74
Committee.....	ylaws, 84
Duty of Committee on Petition for.....	R&R, 133
Membership Challenge Trophy.....	Bylaws, 110
Qualifications.....	R&R, 111
Music Committee.....	Bylaws,101

N

Term.....	R&R, 94
Titles.....	(Rit., page 165)
Vacancy in Four Highest.....	R&R, 88
In Election.....	R&R, 90
Official Decisions of the Worthy Grand Matron.....	Bylaws, 15
Opening Chapter.....	(Rit., page 23-43)
Quorum.....	R&R, 16
For Installation.....	R&R, 97
March.....	(Rit., page 24)
Order of Business, The Grand Chapter Session.....	Bylaws, 112
Subordinate Chapter.....	R&R, 25,185
Worthy Matron May Change.....	R&R, 25
Organization New Chapters.....	Bylaws, 34-39

P

Parliamentary Law.....	Bylaws 112(j)
	<u>Section</u>
Part Matrons and Past Patron.....	R&R, 4,85
Penalties, Recognized are.....	R&R, 166
Effect of.....	R&R, 179
For Discussing Result of Ballot.....	R&R, 130
For Loss of Secret Work.....	R&R, 82
Procedure in Deciding on.....	R&R, 177
Refusal to Submit to.....	R&R, 179(c)
Per Capita Tax.....	Bylaws, 69(b),R&R, 143(a)
Petitioner. Female, Age of.....	(Rit., page 165)
Failure to Report for Degrees.....	R&R, 107
Master Mason in Good Standing.....	(Rit., page 165)
May Re-Petition After Two Months.....	R&R, 108
Qualification of.....	R&R, 111-112
Shall Have Fixed Residence.....	R&R, 110
Shall Have Lived in Jurisdiction.....	R&R, 109
Petitioners, for New Chapter.....	R&R, 2,11
Petitions, for Degrees or Membership.....	R&R, 101

Accompanied by Certificate.....	(Rit., page 166)
Application for Membership.....	R&R, 101
Committee on Investigation.....	R&R, 104,105,106
Committee Report When.....	(Rit., page 167)
Demit With Application.....	R&R, 112
Dues and Fees New Chapter UD.....	R&R, 11
Duty of Committee on.....	R&R, 133
Failure to Report for Initiation.....	R&R, 107
For Degrees.....	R&R, 103,114,116
For Membership.....	R&R, 103,112,115,116,132
For Dispensation.....	R&R, 1
Must be Balloted on.....	R&R, 125
Must Lie Over.....	R&R, 124
Presented at Stated Meeting Only.....	R&R, 103
Procedure After Rejection.....	R&R, 117
Qualifications.....	R&R, 111,112
Received When.....	(Rit., page 166)
(Petitions – continued)	<u>Section</u>
Recommended by Whom.....	(Rit., page 166)
Recommendations	R&R, 116
Requisites for Degrees.....	R&R, 114
Requisites for Membership.....	R&R, 115
Reports on.....	R&R, 126
Residence Fixed.....	R&R, 110
Rejection of.....	R&R, 108,117
Signed by Whom.....	R&R, 101
Time of Residence.....	R&R, 109
Place of Annual Session, The Grand Chapter.....	Bylaws, 1
Points of Law, by Whom Decided.....	R&R, 178(e)
Postponing Ballot.....	R&R, 127
Power of A Summons.....	R&R, 47,48
Power of The Grand Chapter.....	(Const., Art. VIII)
Of U.D. Chapter.....	R&R, 5
Preamble.....	(Const., page 1)

Presiding Officer in Absence of W.M.....R&R, 84

Printing The Grand Chapter Reports.....Bylaws, 10

 Competitive Bids Required.....Bylaws, 76

Proceedings The Grand Chapter Session.....Bylaws, 46, 47

 Subordinate Chapter.....R&R, 28

Proficiency Questionnaire.....Bylaws, 106

 State Chairman.....Bylaws, 106

Property, Extinct Chapter.....R&R, 55

 Chapter Consolidating.....R&R, 59(e), (f)

 Chapters Surrendering its Charter.....R&R, 53(c)

 The Grand Chapter.....Bylaws, 53

Proxies of The Grand Chapter..... (Const. Art. VII)

 Return of.....Bylaws, 36

 Worthy Grand Patron May Issue.....Bylaws, 35,36,37

 Public Appearance of Chapter.....R&R, 38,98

Purchase of Supplies.....Bylaws, 71

Purging Chapter.....(Rit., page 25-27)

Section

Q

Qualifications. District Deputy Grand Matron.....Bylaws, 18

 Installing Officers.....R&R, 99

 For Membership.....R&R, 111

 For Office The Grand Chapter..... (Const. Art. IV)

 For Organization New Chapter.....Bylaws, 35

 Quorum, The Grand Chapter Session.....Bylaws, 3

 Subordinate Chapter.....R&R, 16

 Officers Necessary.....(Rit., page 166)

R

Raffling, An Eastern Star Offense.....R&R, 163

Rainbow Inc. Committee, Camp.....R&R, 69

 Board of Directors.....Bylaws, 81

Raps of Gavel.....(Rit., page 16)

Real Estate, How Held.....Bylaws, 66(a)

Receipts for Dues, Official.....Bylaws, 74
 Shall be Presented by Visitors.....R&R, 21
Recommendations for Degrees or Membership.....R&R, 116
Reconsideration of Motions.....R&R, 31
Records, Jewels and Other Property of
 The Grand Chapter.....Bylaws, 53
 Subordinate Chapter.....R&R, 80
 U.D. Chapter.....R&R, 7
Re-Districting of the State.....Bylaws, 96
Re-Elected Officers Must be Installed.....R&R, 100
Regalia may be Worn.....(Rit., page 18)
Registration Committees, The Grand Chapter.....Bylaws, 86-89
Regular Business of Chapter.....R&R, 23
Regular Order of Business, The Grand Chapter.....Bylaws, 112
 Subordinate Chapter.....R&R, 185
Worthy Matron May Change.....R&R, 25
Reinstatement to Membership.....R&R, 179(e)
Rejected Petitioner May Petition.....R&R, 108
Section
Rejection of Petitions.....R&R, 117,137,138
Remission of Dues.....R&R, 139
 Cannot be Reconsidered.....R&R, 140
 Of a Suspended Member.....R&R, 141
Removals, Local.....R&R, 45
 Of Officers From the State.....R&R, 87
 To Other Towns.....R&R, 46
Reports, Committees of The Grand Chapter.....Bylaws, 10(b), 105
 Grand Officers.....Bylaws, 10(a)
 Grand Secretary.....Bylaws, 56
 Grand Treasurer.....Bylaws, 59
 On Petitions.....R&R, 126
 To Grand Secretary, Annual Returns.....R&R, 58
Worthy Grand Matron.....Bylaws, 28
Worthy Grand Patron.....Bylaws, 43

Service Award.....	Bylaws, 111
Sick and Cheer Committee.....	R&R, 66
Smoking Prohibited.....	R&R, 164
Soliciting Funds.....	Bylaws, 70, R&R, 43,44
Special Committees, Subordinate Chapters.....	R&R, 72
Special Dispensations.....	Bylaws, 21,26
Election of Officers.....	R&R, 92
Special Meetings.....	(Rit., page 166)
Standing Committees, The Grand Chapter.....	Bylaws, 77-104
Subordinate Chapters.....	R&R, 61-71
Re-election to.....	Bylaws, 77
State Chairman, Proficiency Questionnaire.....	Bylaws, 106
Stated Meetings, Subordinate Chapter.....	(Rit., page 166), R&R, 23
Subordinate Chapters, Instructions for.....	Bylaws, 75
Summons.....	R&R, 47,48,49
Sunday Meetings.....	R&R, 32
Supplies, Purchased From Grand Secretary.....	Bylaws, 71
For Organization of New Chapters.....	R&R, 1(b)
Supreme Being, Belief in.....	(Rit., page 164)
Surrender of Chapter.....	R&R, 53
	<u>Section</u>
Suspended Member, for Disobeying Officer.....	R&R, 161
For Non-Payment of Dues.....	R&R, 145
Of Extinct Chapter.....	R&R, 56
Remission of Dues.....	R&R, 141
Status of.....	R&R, 179(a)
Suspension, of Grand Officer.....	Bylaws, 23
Bylaws.....	R&R, 15
Labors of a Chapter.....	Bylaws, 16
Subordinate Chapter Officer.....	Bylaws, 24

T

Tableaus, During Initiation Not Approved.....	R&R, 40
Tar Heel Star News.....	R&R, 11(b)
Publication Committee.....	Bylaws, 82

Term of Office, In The Grand Chapter..... (Const. Art. III)
 Subordinate Chapters.....R&R, 94
Temporary Change of Meeting Place.....R&R, 30
Test Oath.....(Rit., page 17)
 The North Carolina Eastern Star Foundation, Inc.....Bylaws, 83
 Subordinate Chapter.....R&R, 63
Time of Meeting, The Grand Chapter Session..... (Const. Art. V)
 Subordinate Chapter.....R&R, 23,24
Time of Residence.....R&R, 109
 Required Under Dispensation.....R&R, 10
 To Make Returns.....Bylaws, 72
 To Send U.D. Chapter Records to The Grand Chapter.....R&R, 7
Title to Real Estate.....Bylaws, 66
Traveling Expenses, D.D.G.M.....Bylaws, 18
 D.D.G.P.....Bylaws, 33(6)
Transfer of Membership with Continuous
 Membership R&R.....150(b)
Treasurer of Subordinate Chapter.....R&R, 79
Trials.....R&R, 167-184
Trustees for The Grand Chapter.....Bylaws, 65, 66

Section

Twenty-Five Year Membership Award.....Bylaws, 111(a)

U

U.D. Chapters, By-Law.....R&R, 8
 Dues and Fees.....R&R, 11
 How Set to Work.....Bylaws, 35, R&R, 4
 Keep Dispensation Until.....R&R, 7
 New Chapters.....R&R, 1
 Officers.....R&R, 3
 Petitioner for.....R&R, 1,2
 Powers of.....R&R, 5
 Supplies for.....R&R, 1

Time Required Under Dispensation.....R&R, 10
 Time to Send Records to The Grand Chapter.....R&R, 7
 Unfinished Business, Committee on.....Bylaws, 90

V

Vacancies, How Filled
 In Subordinate Chapters.....Bylaws, 25
 In First Four Offices.....R&R, 88
 In Office of Worthy Matron.....R&R, 85,89
 In Office of Worthy Patron.....R&R, 86,89
 In Office Other Than First Four Officers.....R&R, 89
 Vendor Committee.....Bylaws 102
 Vendor Fees.....Bylaws, 73
 Violation, of a Summons.....R&R, 48
 Of Failure to Send Delegates.....R&R, 42
 Of Instructions for Chapter.....R&R, 39
 Of Secrecy of the Ballot.....R&R, 130
 Violations Constituting Offenses.....R&R, 160
 Visit Chapter, Right to.....(Rit., page 165)
 Visitors, From This or Other Grand Jurisdictions.....R&R, 131
 Objections to.....R&R, 20
 Shall Present Dues Card in Examination.....R&R, 21
Section
 Visit, Emergency.....Bylaws, 30
 Voters, Eligibility.....R&R, 33
 Votes, Required in Election of Officers.....R&R, 90
 Voting, The Grand Chapter Session..... (Const. Art. VI)

W

Warder Opens Door to Chapter.....(Rit., page 16)
 Website, NC OES.....Bylaws, 104
 Women Must Use Their Full Given Name.....R&R, 102
 Work, Exemplificationat the Grand Chapter Session.....Bylaws, 14
 Worthy Grand Matron, Annual Address.....Bylaws, 28

Appointments, Committees.....	Bylaws, 17, 85
Grand Representatives.....	Bylaws, 20
Appointive Grand Officers.....	Bylaws, 8
Arrest Charter or Suspend Labors.....	Bylaws, 16
Bonds, Examination and Approval of.....	Bylaws, 22
Constitution of Chapters.....	Bylaws, 26
Convene Chapters.....	Bylaws, 12
Dispensations.....	Bylaws, 21, 25, 26
District Deputy Grand Matron.....	Bylaws, 17, 18
Duties.....	Bylaws, 11
Emergency Visits to Chapters.....	Bylaws, 30
Exemplification of the Work.....	Bylaws, 14
Expense Account.....	Bylaws, 29(a), (b)
Worthy Grand Patron May Preside.....	Bylaws, 27
May Suspend, Grand Officers.....	Bylaws, 23
Official Decisions.....	Bylaws, 15
School for Duputies.....	Bylaws, 13
Suspension Subordinate Chapter Officers.....	Bylaws, 24
Worthy Grand Patron, Annual Address.....	Bylaws, 43
Appointments, Officers for New Chapters.....	R&R, 3
District Deputy Grand Patrons.....	Bylaws, 33
Duties.....	Bylaws, 32-33
Shall Organize New Chapters.....	Bylaws, 34,35
	<u>Section</u>
Shall Preside.....	Bylaws, 42
Emergency Visit.....	Bylaws, 30
Expense Account.....	Bylaws, 41
Letter of Dispensation.....	Bylaws, 34
May Confer Degrees at Sight.....	Bylaws, 37
May Issue proxy to Organize New Chapters.....	Bylaws, 35
Return of Proxy.....	Bylaws, 36
May Preside.....	Bylaws, 27,42
New Chapters, Charter Members.....	Bylaws, 39
Organization Blanks.....	Bylaws, 38

Worthy Matron, Absence of.....R&R, 27,84
Complaints Against.....R&R, 169
Decision of.....(Rit., page 165), R&R, 36
Delegate to The Grand Chapter Session.....R&R, 41
Disability of.....R&R, 85
Duties.....R&R, 60
Has Right to Summon.....R&R, 47
May Call Special Meeting.....R&R, 24
May Change Regular Order of Business.....R&R, 25
Must Sign Minutes.....R&R, 26
Receives Grand Honors, When..... (Rit., page 17)
Resignation.....R&R, 95
Should Have By-Laws Read.....R&R, 74
Vacancy in Office.....R&R, 85,88,89
Worthy Patron, Complaints Against.....R&R, 169
Disability of.....R&R, 86
Duties.....R&R, 75
Receives Grand Honors, When.....(Rit., 17)
Resignation.....R&R, 95
Vacancy in Office of.....R&R, 86,88,89

Revised 7/11/17

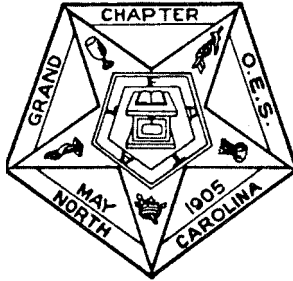
Book of Instruction

For The Guidance Of The

Subordinate Chapters

Under The Jurisdiction Of

The Grand Chapter of North Carolina Order of the Eastern Star



Adopted by the Grand Chapter, June, 1961
and as amended through Grand Chapter 2017

Revised 7/11/17

Preface

This is not intended to be merely another book of instruction. It represents no desire for something new, but is written and arranged as a result of intensive study and experience, with a hope of making for uniformity of work and efficiency of procedure. With the view of emphasizing clearness and adaptability to all localities and situations, we have sought to present ceremonial aids and specific instructions, and at the same time avoid giving any directions or instructions covered in Ritual or Constitution, Bylaws, Rules and Regulations of the Grand Chapter of North Carolina.

These instructions were adopted at the 56th Annual Session of the Grand Chapter of North Carolina, Order of the Eastern Star, held in Raleigh, June 1961, and as amended thereafter through Grand Chapter 2013.

Table of Contents

(You will note that this book has been compiled according to procedure as set forth in the Grand Chapter Law, specifying order of business with the addition of information and ceremonies.)

General Information	5
Duties of the Officers of the Subordinate Chapter	7
Preparation of the Chapter Room	18
Opening of the Chapter	21
Proving of the Chapter	22
Examination of a Visitor	24
Dues Cards	26
Altar Service	27
Presentation of the Flag	29
Flag Ceremony	30
Introductions.....	33
Admittance of Non-members.....	39
Presentation of Awards for Service.....	39
Petitions	40
Report of Committee on Petitions	41
Balloting	41
Initiation Ceremony.....	48
Draping the Charter (and Diagram)	57
Draping the Altar (and Diagram)	61
Procedure for Removing Wreath or Drape	65
Closing of the Chapter	66
Annual Election of Officers	67
Installation of Officers	69
District School of Instruction	76
Instituting Ceremony	76
Constituting Ceremony	86
Funeral Ceremony	90
Pronunciation of Words	92

Revised 9/10/2018

-NOTES-

Book of Instruction

General Information

1. 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 Book of Instruction as adopted by the Grand Chapter of North Carolina.
2. Children two years of age or over shall not be permitted to attend meetings or rehearsals.
3. At NO time is it permissible to use extra chairs in the Labyrinth.
4. Our Chapters should be referred to as EASTERN STAR CHAPTERS.
5. Hats and gloves are never worn in a Chapter while it is in session. Sister Officers may not wear pantsuits.
6. The ritualistic work shall be conducted with due reverence, dignity and solemnity.
7. Members shall observe square corners when walking about the Chapter room. NO ONE shall cross between the East and the Altar when the Bible is open, except as provided in the Ritual.
8. Any member upon entering or retiring from the Chapter while it is in session shall advance to a position in front of the Associate Matron and the Associate Patron, give the Salutation Sign, and after receiving the response from the East, be seated or retire as the case may be. The Salutation Sign is never given to the West.
9. A member desiring to speak shall rise and address the presiding officer and be recognized by the presiding officer before proceeding to speak.
10. A member should never leave her/his seat while the Chapter is in session without the permission of the presiding officer.
11. A member shall not leave the Chapter while it is in session except in the regular form.
12. Each Member should be provided with a copy of the current Bylaws of her/his Chapter.

13. It is of vital importance to study the pronunciation of words in your Ritual and Book of Instruction. See Word Pronunciation on Pages 95 and 96 of the BOE..
14. Study the use of the GAVEL. (Ritual)
15. Study the use of the RAPS. (Ritual) Raps are given only when the Bible is open.
16. Study the position assumed for GRAND HONORS. (Ritual)
17. Study the SALUTATION SIGN. (Secret Work)
18. Study the LANDMARKS. These are the foundation principles of our Order. (Ritual)
19. Study the REVERENT ATTITUDE. (Ritual) The Reverent Attitude is assumed by all officers and members during the Altar Service. The hands are clasped and held in a position **just** below the waist, palm to palm, the right over left. The Attitude of Prayer (head bowed) is assumed by all members during prayers and is held until after the response is given.
20. Study PETITIONS. (Ritual)
21. The Voting Sign of the Order is the uplifted right hand.
22. Eastern Star Pins and Jewels of Past Matrons and Past Patrons should be worn over the heart and NEVER used as a utility pin.
23. When presenting the gavel, the handle of the gavel is extended to the presiding officer.
24. When a program is given during a Chapter meeting, the members must not pass between the Altar and the East or within the Labyrinth.
No program or addendum may be written or given that includes The Signs and Passes of the Star Point Officers.
25. In referring to the Worthy Matron or the Worthy Patron, do not use the word “present.” Worthy indicates they are now serving. When making reference to those who have served in the East, use the words “Past Matron and/or Past Patron.”
26. When we speak of a meeting of a Subordinate Chapter, we call it a Special or Stated meeting. Meetings of the Grand Chapter are spoken of as Sessions. Meetings of the General Grand Chapter are called Assemblies. Each body has a specific name for its convocations.

27. A march for the officers to enter and to retire enhances the beauty of the work and indicates interest and purpose. The Worthy Patron calls up the Chapter when the officers enter for the opening march, and also requests the members to remain standing as the officers retire when the Chapter is closed.
28. The Ritual, under copyright, is the property of the General Grand Chapter. No part or portion of it, including the fine print, may be copied by any member for any purpose whatsoever. This also refers to the Secret Work.
29. Each Chapter must have four (4) copies of Secret Work. They are in the custody of the Worthy Patron. (Ritual) The Worthy Patron places one copy in the keeping of the Associate Patron during his tenure of office. He also gives one copy of the Secret Work to the Conductress and one copy to the Associate Conductress to use during their tenure of office.
30. General Grand Chapter has ruled that the preparation room is not a part of the Chapter room. Therefore, upon leaving the Chapter room while the meeting is in progress, the Salutation Sign is required, and departure must be through the door guarded by the Warder. (Exceptions: See Draping of the Altar, Draping of the Charter and Flag Ceremony.) The preparation room is used for the purpose of preparing the candidate(s) for the Ceremony of Initiation and for the Examination of a Visitor. It is the duty of the Worthy Matron or presiding officer to see that this door (preparation room) is not used for any purpose other than that prescribed.
31. If an imaginary pentagon were drawn behind the chairs of the Star Point Officers, that area of the Chapter room within this pentagon would be the Labyrinth.

Duties of the Officers of Subordinate Chapters

The Ritual provides for eighteen Subordinate Chapter officers. No others are listed.

1. All officers SHOULD MEMORIZE their work.

2. All officers should hold a Proficiency Certificate.
3. It is the responsibility of the officer to notify the Worthy Matron, if possible, that she/he will be unable to fill the station, at least twenty-four hours before time for the meeting.
4. Sister Officers shall wear short white dresses at stated meetings. They shall wear long white dresses for the Official Visit of the Worthy Grand Matron, for inspection of the Chapter by the District Deputy Grand Matron, for the Installation of Officers and during the ceremony of Initiation, provided robes are not used. (Ritual) When Official Visits or Official Inspections are held before 5:00 PM, the mode of dress shall be at the discretion of the Worthy Grand Matron.
5. The presiding officer stands directly behind the pedestal in the East.
6. When seated, all officers should sit erect, feet side by side on the floor. When standing, all officers should stand erect, empty hands at the sides.
7. All elective officers shall stand in front of their chairs and appointive officers at the side of their chairs. Adah, Ruth, Esther and Chaplain stand at the right of their chairs; Electa, Martha and the Marshal stand at the left. The Warder stands at the side of her/his chair nearest the door.
8. When addressed by the Worthy Matron, all officers (and members) shall stand, face the Worthy Matron and bow slightly. The Chaplain and the Marshal shall resume their regular positions before explaining their duties and Badge of Office.
9. All officers should speak in a voice loud enough to be heard by all in the Chapter room.

Worthy Matron

1. The Worthy Matron should have sufficient knowledge of Parliamentary Procedure to properly conduct her official duties.

2. If the Worthy Matron is aware before the Chapter is opened, that there are visitors present for whom no one can vouch, she should appoint and instruct an Examining Committee to take charge of the visitors for the purpose of examination.
3. If a quorum is present, the Worthy Matron should open the Chapter at the time specified in the Bylaws. A quorum is seven members of the Chapter, including one of the first four officers. The Worthy Matron is the leader and should be on the alert for all and not a few. She should first use members belonging to HER Chapter to fill vacancies in HER officer lineup before asking other members.
4. The East is NEVER left unoccupied when the Chapter is in session. The Worthy Matron should never leave her station after the Chapter is opened without either presenting the gavel to the Worthy Patron or calling the Associate Matron to the East.
5. The Worthy Matron remains seated during the Proving of the Chapter; at all other times, she is standing while presiding.
6. If the Worthy Matron or any other delegate attends the Grand Chapter Session, it is the responsibility of that member to make a written report of such activities of the Grand Chapter Session.
7. On special occasions, the Worthy Matron should appoint a committee to assist the Conductress and the Associate Conductress in greeting visitors.
8. When the Worthy Grand Matron is making an Official Visit or the District Deputy Grand Matron is making an Official Inspection, it is the duty of the Worthy Matron to appoint a special Committee for the entertainment of these distinguished members.
9. The Worthy Matron should instruct that the Bylaws of the Chapter be read at least once during the year or provide each member with a current copy of the Bylaws.
10. The Worthy Matron, when it has been called to her attention by the Secretary prior to the meeting that there will be Draping of the Charter or Draping of the Altar, shall instruct the Conductress and the Associate Conductress to have in

readiness the Wreath and the Drape (properly folded with three folds) within the preparation room. This is to make sure there is no hesitation when the ceremony is being performed. All preparations should be completed prior to the meeting.

11. The Worthy Matron shall NEVER sign blank warrants or vouchers.
12. The Worthy Matron should have a copy of the latest Ritual, The Grand Chapter Constitution, Bylaws, Rules and Regulations on the pedestal in the East.
13. The Worthy Matron should consult the Worthy Patron on all matters of importance.
14. The appointment of all Committees, if possible, should be in open Chapter in order that the Secretary may have the information for the records. If a Committee is appointed out of the Chapter meeting, however, it should be announced by the Worthy Matron at the next stated meeting to be recorded in the minutes and for the information of the Chapter.
15. Following the Grand Chapter Session, the Worthy Matron should have all the members of her Chapter who have received Grand Chapter appointments and/or election formally introduced. The Worthy Matron should give them time during the evening to explain to the Chapter the duties of their appointment or election.
16. The Installation of Officers is the responsibility of the outgoing Worthy Matron. She should CARRY OUT THE DESIRES OF THE WORTHY MATRON ELECT. It is the duty of the Worthy Matron to issue the invitations from the Chapter and to notify the Installing Officers. See Installation of Officers, Book of Instruction,* page 68, No. 1 and Associate Matron, page 11, No. 2.

Worthy Patron

1. The Worthy Patron is the advisor of the Worthy Matron and as such should be consulted on matters of importance. The Worthy Patron presides during the conferring of degrees and follows his duties as outlined in the Ritual.

2. The Worthy Patron keeps in his possession the Secret Work. The Worthy Patron should ensure that all Star Point Officers give the wording of these signs verbatim and that all formations on the floor are in accordance with the Diagram of the Labyrinth. The Worthy Patron should return the Secret Work and Proficiency Questionnaire to the Secretary at the end of the year. If he is unable to do so, he shall give a satisfactory explanation and pay the Chapter \$5.00 for the Secret Work.
3. The Worthy Patron should be proficient in his work. He should learn the Obligation and give from memory the lectures of the Initiatory Ceremony.

Associate Matron

1. The duties of the Associate Matron are fully covered in the Ritual. It is her duty to preside during the absence of the Worthy Matron.
2. The Associate Matron doesn't have authority to invite the Installing Officers she has selected to serve at the time she is installed. She expresses her wishes to the Worthy Matron who will personally invite the honorary officers for this ceremony.
3. The Associate Matron goes directly to her station when the Worthy Matron instructs the officers to assume their stations. (Ritual, page 24)

Associate Patron

The Associate Patron's duties are fully covered in the Ritual. A copy of the Secret Work is presented to him at the beginning of the year. He must return this copy at the end of the year or give satisfactory explanation and pay the Chapter \$5.00 for the Secret Work.

Secretary

1. The Secretary should keep a record of all property of the Chapter, taking receipts from officers for the Secret Work, Rituals, Grand Chapter Constitution and Bylaws etc.
2. All money, for any purpose whatsoever, collected by a Chapter member or Committee shall be paid to the Secretary and so noted in the records of the Chapter. The Secretary shall pay this money to the Treasurer and take a receipt for same.
3. Chapter records shall be kept accessible at all times to the Worthy Matron, Worthy Patron and members. If possible, these records should be kept in the Chapter room under lock and key.
4. On the Secretary's desk there shall be the Chapter Seal, the latest copy of the Proceedings of the Grand Chapter Session, the Constitution, Bylaws, Rules & Regulations of Grand Chapter, Chapter Bylaws, minute book and other record books which are essential during the time of a stated meeting.
5. Permanently bound minute books are acceptable. Typed or handwritten minutes are permitted and must be bound on a five- year cycle.
6. The Secretary shall maintain Petitions for Degrees, Petitions for Affiliation, Petitions for Dual Membership, Petitions for Restoration, and all other forms necessary for Chapter business, as well as a Membership Ledger book and a Roll of Membership.
7. The Secretary does not have the authority to answer correspondence without first consulting the Worthy Matron and then correspondence is replied to under the Seal of the Chapter.
8. Business necessary to be brought before the Chapter in the way of correspondence is brought to the attention of the Worthy Matron as soon after receipt of such communications as is possible. (This includes Draping of the Altar, etc.)
9. The Secretary furnishes the Worthy Matron with the name(s) of all applicants for membership. When there is to be an

initiation, the Secretary furnishes the Associate Matron, Conductress and Associate Conductress with name(s) of such person(s) to be initiated.

10. At the time of Installation of Officers, it is the duty of the Secretary to furnish the Installing Officer and the Installing Marshal with the names of the officers to be installed.
11. The Secretary does not present a bill to the Chapter to be paid until such bill has been approved by the Finance Committee. (R&R)

Treasurer

The Treasurer shall not pay any bills until a warrant signed by the Secretary and the Worthy Matron is presented. She/he shall be prepared to accept all money from the Secretary at the close of the meeting and give a receipt for same.

Conductress and Associate Conductress

1. It is the duty of the Conductress, assisted by the Associate Conductress, to arrange all paraphernalia of the Chapter before the Opening Ceremony, such as: the Altar Bible, Flags, Badges, Song Sheets, Ballot Box, etc. and return them to their places at the close of the Chapter.
2. When it is known that there will be balloting, it is the duty of the Associate Conductress to prepare the ballot box before the meeting.
3. If there is to be an Initiation, it is the duty of the Conductress and the Associate Conductress to place the correct number of small Bibles on the Altar and the ribbons/flowers of the Star Points at the Marshal's station..
4. The Conductress and Associate Conductress shall greet all visitors; see that they sign the Official Visitor's Register and that they are introduced to the Worthy Matron as members. Whenever the Conductress or the Associate Conductress cannot vouch for a visitor, they should report this to the

Worthy Matron. If necessary, the Worthy Matron will then appoint a Committee to examine the visitor.

5. If the Charter or the Altar is to be draped during the Chapter meeting, it is the duty of the Conductress and the Associate Conductress to have the wreath and the drape in readiness in the Preparation Room.
6. The Conductress and the Associate Conductress should carefully study the Ritual.
7. The Conductress and the Associate Conductress should return their copies of the Secret Work to the Secretary at the end of the year, and if they are unable to do so, they shall give a satisfactory explanation and pay the Chapter \$5.00.

Chaplain

The Chaplain shall memorize the prayers and PRAY them with feeling. The Chaplain shall assume the Attitude of Prayer while praying at the Altar. After completion of prayer, the Chaplain assumes a position in the circle of officers, between Esther and Martha, and remains there until after the Warder reports to the Worthy Matron. (See Altar Services, Ritual, page 16)

Marshal

It is the duty of the Marshal:

1. To present the Flag of the United States of America; (BOI, pages 29-33)
2. To present the Colors to the Star Points for use in the Ceremony of Initiation; (BOI, pages 51, No. 15)
3. To make declaration when instructed to do so by the presiding officer;
4. To escort visitor(s) to meet the Examining Committee; (Ritual, page 27)
5. And to perform such other duties as are appropriate to her/his office. Note: Installing Marshals (and Installing Officers) should make a thorough study of the Ritual, pages 93–126 and BOI, pages 53-57.

Baton

The Baton shall be held in the right hand in front of the body (the length of the forearm) at a 45 degree angle. When a declaration is made, the Baton should be raised to a point just above the eyes.

Organist

1. The Organist, if possible, shall use appropriate marches and odes covering the various phases of the work.
2. The Organist should carefully observe the order of business and the officers' floor movements, as it is essential that the music be played at the proper times with pauses made where appropriate. It is inappropriate to play music during the prayers.

Star Point Officers

1. For positions when standing, see fine print Ritual, page 27.
2. Covers of the five colors or white may be used on the pedestals. Baskets of flowers or appropriate decorations may be used and may stand back of or hang from the chairs. Rituals and bags are not permitted on top of the pedestals or on the floor around the base of the chair or pedestal.
3. Star Point Officers should check their pedestals before the Chapter opens. See FRONTISPIECE of Ritual for position of Emblems. All Emblems point toward the Altar and are placed in the center of the pedestal.
4. Signs are held until the Pass is given. Star Point Officers DO NOT respond to their own Sign.
5. Star Point Officers face Altar during Altar Service.

Warder and Sentinel

1. Only the presiding officer may give permission to the Warder to open the Chapter room door.
2. The opening and closing of the Chapter room door when the Chapter is in session is exclusively the duty of the Warder, and

she/he must always give the proper Raps when doing so.
(Ritual, page 25)

3. After the directions of the Worthy Matron to the Warder (Ritual) and the Sentinel's response, the Warder closes the door without Raps.
4. The Raps are never given by the Warder immediately after closing the door.
5. The Warder must not call attention of the Worthy Matron to Raps given until Chapter has been declared open, the Conductress and the Chaplain have returned to their stations, the Pledge of Allegiance has been given to the Flag and the Flag Ceremony has been completed.
6. When the Chapter has been declared open, and the Worthy Matron directs the Warder to so inform the Sentinel, the Warder gives the proper Raps which are responded to by the Sentinel and the Warder opens the door and continues according to the Ritual.
7. The Warder should never give an alarm nor answer an alarm without being directed to do so by the presiding officer.
8. When an alarm is given by the Sentinel, the Warder will rise and say, "Worthy Matron, there is an alarm at the door." The Worthy Matron will reply, "Sister/Brother Warder, you will ascertain the cause of the alarm." After giving the proper Raps, opening the door and ascertaining the cause, the Warder will close the door and report to the Worthy Matron. If the alarm was caused by a Sister/Brother properly vouched for, the Warder will make the following report, "Worthy Matron, the alarm was caused by a Sister/Brother properly vouched for who wishes to enter." The Worthy Matron will respond, "Sister/Brother Warder, you will admit her/him/them." If properly vouched for, the member may be immediately admitted without further Raps and the door closed.
9. If anyone wishing to enter cannot be vouched for by the Sentinel or the Warder, the Warder should report to the Worthy Matron, giving the name, number and location of the Chapter of the visitor wishing to be admitted.

10. The Worthy Matron says: “If there is anyone present who can vouch for the visitor, will you please retire at this time.” The member retires, and if able to vouch for the visitor(s), returns (per Ritual) accompanied by the visitor(s). They make the Salutation Sign and the member reports to the Worthy Matron saying, “Worthy Matron, I vouch for the Sister(s) and/or Brother(s).” If the member is unable to vouch for the visitor(s), she/he returns (per Ritual) and reports to the Worthy Matron saying: “Worthy Matron, I cannot vouch for the visitor(s).”
11. If no one can vouch for the person wishing to be admitted, the Worthy Matron should instruct the Examining Committee to retire to the preparation room and make the proper examination. The Examining Committee retires, giving the Salutation Sign, and the Warder gives the Raps and has the door open for the Committee to retire.
12. When time has elapsed between the report of the Warder and the instruction of the Examining Committee to retire, Raps should be given in proper form. The door should be opened and closed immediately, not being held open while the discussion is taking place.
13. When the Examining Committee returns, the Warder will answer the alarm when directed to do so by the Worthy Matron, and she/he will announce, “The alarm was caused by the Examining Committee wishing to return.”
14. The Warder will admit them when directed to do so by the Worthy Matron.
15. When members or visitors enter or retire from a chapter while it is in session, they shall advance to a position back of Esther’s chair, in front of the Associate Matron and Associate Patron, to give the Salutation sign. This should be given to the presiding officer in the East and not to the officer in the West and should be given with the hands empty. When the presiding officer responds, permission has been given to be seated (or retire).
16. When a member has been given permission to retire, the Warder immediately gives the Raps, and upon being answered

by the Sentinel, she/he opens the door to permit the member to retire. (Ritual)

17. The charge of the Warder and Sentinel (Ritual) of the Installation Ceremony states that permission to enter or retire is the prerogative of the presiding officer in the East.
18. The Sentinel shall pay close attention and not give Raps during the Opening Ceremony, Balloting, Initiatory Ceremony, Closing Ceremony, nor shall she/he give repeated Raps during any order of business.
19. The Warder will respond as soon as the order of business or ceremony is completed, and she/he can call this to the attention of the Worthy Matron.
20. The solemnity of our ceremonies should not be interrupted by unnecessary or poorly timed alarms.
21. All directions and responses given by the Warder should be spoken in a voice loud enough to be heard by all in the Chapter room.
22. The Warder and Sentinel should familiarize themselves with the use of Raps as explained on page 16 of the Ritual.
23. The Warder sits at the door, not beside the Associate Matron.
24. The Warder is in charge of the door and shall not leave the door unguarded.
25. The Sentinel should not allow visitors to peer into the Chapter room when the Warder answers the alarm.
26. The Warder and Sentinel never leave their station unless the presiding officer appoints someone to relieve them.

Preparation of the Chapter Room

1. The Chapter room should always be neat and clean.
2. It is the duty of the Conductress, assisted by the Associate Conductress, to arrange all paraphernalia of the Chapter room before the Opening Ceremony.
3. The Charter or Dispensation **MUST** be on display.
4. For arrangement of Chapter furniture and paraphernalia, follow directions in Ritual.

5. For positions of chairs, study diagram. (Ritual) No additional chair is permitted in the Labyrinth.
6. The Star Point chairs are arranged in STAR formation. (Ritual)
7. The Bible is placed in the center of the Altar with the bound edge to the North and the front edge to the South. (If Altar is large, the Bible may be placed near the West edge.)
8. The Altar Bible is on the Altar for both stated and special meetings. It is NEVER formally presented in a Subordinate Chapter. (Bible may be retired after Chapter is closed.)
9. No object is ever placed upon the open Bible except the Charter at the time of Constitution.
10. When the Chapter room is being prepared, if there is to be an Initiation, the Conductress and Associate Conductress will place the colors (ribbons or flowers) at the station of the Marshal and small Bibles on the Altar on the South and North sides of the corner nearest the East. If there are more than two small Bibles, they are stacked one upon the other. If there is an uneven number of candidates, the extra Bible is placed on the North.
11. The emblems are placed in the centers of the pedestals of the Star Point Officers. (The pedestals are for emblems only.) The position of emblems is found on the FRONTISPIECE of the Ritual.
 - a. The point of the draped Sword is toward the Altar. The Sword should be approximately 22 inches in length. The Veil should be blue in color and approximately 40 inches wide by 54 inches long.
 - b. The Sheaf, if standing type, stands erect. If the Sheaf is a flat type, the straw ends (the cut ends) are toward the Altar.
 - c. The Scepter is united with the Crown. It is placed under and through the Crown, the head of the Scepter resting to the left of the star or dome, and points toward the Northeast. The front of the Crown is toward the Altar.
 - d. The broken part of the Column is placed facing the Altar.
 - e. Electa's cup stands erect on its base.

12. Badges are suspended on a ribbon or cord of the five colors or may be suspended on ribbons corresponding to the color of the station. When doubled, the ribbon or cord should be at least fifteen inches in length. The Badges are placed in the preparation room, prior to the meeting.
13. The Ballot Box should be prepared in the ratio of 12 cubes to 50 white balls. The Ballot Box is placed on the desk of the Treasurer. Each Chapter should own its Ballot Box and have it lined with foam rubber for greater secrecy of the ballot.
14. The Gavel, Current Ritual and Book of Instruction are on the pedestal of the Worthy Matron. The latest copy of the Proceedings is on the Secretary's desk, and the Ballot Box is on the desk of the Treasurer.
15. The Flag of the United States of America is placed in a standard at the right of and on a level with the Worthy Matron. If the Flag Ceremony is to be used, the flag(s) shall be placed in the preparation room or in the Northwest corner of the Chapter room unfurled.
16. The Signet is placed uncovered in the Northeast corner of the Chapter room. (Ritual) It should not be placed at any time in a position to obscure the Flag. In order to preserve the Signet, and for convenience, it shall be framed and set on an easel. A pointer should be hanging by the side of the Signet.
17. An Official Visitor's Register should be placed at the entrance to the Chapter room. The Conductress and Associate Conductress should be present and get a list of the names and titles of guests and so inform the Worthy Matron and Secretary. However, during the social hour, the Guest Books belonging to the HONOREE(s) may be signed.
18. When Distinguished Guests are expected and the dais in the East is too small to accommodate the guests, the Conductress and Associate Conductress, when preparing the Chapter room, shall reserve space on the North and South sides near the East for the Distinguished Guests.
19. The Altar Drape is folded in three equal parts.

20. If the Charter or the Altar is to be draped, the wreath and drape are to be placed in the preparation room.

Opening of the Chapter

(Study fine print in Ritual)

1. Prior to the Opening Ceremony, it is the duty of the Worthy Matron and officers assigned to each particular duty to see that all is in readiness for a smooth opening. The Worthy Matron should, insofar as possible, have each station occupied before the officers march in. The necessary stations to fill are: Worthy Matron, Associate Matron, Secretary, Conductress, Chaplain, Warder and Sentinel.
2. Promptly at the hour specified in the Bylaws of the Chapter, the Associate Patron, Associate Conductress and Organist assume their stations in a dignified manner. At the same time, the Worthy Patron ascends the dais in the East and sounds the gavel (*). The ritualistic opening of the Chapter begins at this time.
3. If the Chapter uses an electric Star, the Star is turned on immediately as the Worthy Patron ascends to the East and approaches the podium. The Star is turned off when the Chapter is declared closed.
4. The opening march may be as elaborate as desired, but the Ritual DOES NOT provide for singing or speaking when any formation is made in such march. The march ends with the HOLLOW SQUARE.
5. Attention is directed to position of officers for HOLLOW SQUARE. (Ritual) The Worthy Matron turns North then West as the Conductress reaches the Southwest corner of the marching line. If the Hollow Square is formed outside the chairs, the Worthy Matron is escorted to the East through the Labyrinth, entering between the stations of Martha and Esther. If the Hollow Square is formed inside the Labyrinth, the Conductress approaches the Worthy Matron (who is in the Hollow Square) from the marching line, escorts her outside the

chairs to the west marching line, and then proceeds along the north marching line to the East. The Conductress returns to her position at the head of the South line, squaring the Southeast corner, and all officers go directly to their stations when instructed to do so by the Worthy Matron.

6. All Chapter meetings, stated or special, are opened for the transaction of business (Ritual) with the exception of OPEN INSTALLATION.
7. The Worthy Matron should give the officers time to complete their assignments on the floor. Music may be played during the opening and closing of the Bible, but NO music is played during the prayers.
8. The Chapter may observe the short opening (Ritual) if this privilege is not habitually abused.
In this Grand Jurisdiction the case of the SHORT FORM of Opening the Chapter more than ONE time out of FOUR shall be considered “habitual abuse” of this privilege; HOWEVER, Short Form Opening may be used in addition to the above when the Ceremony of Initiation is given.
9. The officers when addressed by the Worthy Matron face her and make a slight bow as a manner of recognition. The Marshal and Chaplain resume their regular positions before the Worthy Matron asks for officers’ duties. (Ritual)
10. The Chapter is not seated until after the presentation of the flag.
11. The Sentinel should refrain from giving an alarm at the door until after the Flag Ceremony or the presentation of the flag. If she/he should give an alarm, the Warder should ignore such alarm until proper time for report.

Proving of the Chapter

(Study fine print in Ritual)

1. Proving the Chapter is the responsibility of the Associate Matron. The Conductress and Associate Conductress are under her direction.
2. The prescribed form found in the Ritual is to be followed.

3. The Associate Matron should rise during the proving of the Chapter and remain standing until the proving of the Chapter is complete. (Ritual) After the Worthy Matron has given the directions in regard to proving the Chapter to the Associate Matron, she is seated and remains seated until addressed by the Associate Matron.
4. (a) When the Associate Matron directs the Conductress and the Associate Conductress to prove the Chapter, these officers rise as addressed and remain standing until the Associate Matron has finished speaking. Then keeping opposite each other, they march directly to the East, face each other about four paces apart, bow slightly and turn toward the East when beginning their avouchment. They proceed, the Conductress along the south line, pass slowly to the West carefully observing each person present. This inspection is to ascertain whether those present are known to the Conductress or the Associate Conductress to be members of the Order, or are properly vouched for by another member.
(b) A member can legally vouch for another in the Chapter room after having examined her/him in a Committee appointed for that purpose, or by having sat in Chapter with her/him within the year and having seen her/his current dues card. (R & R)
5. If the Conductress or the Associate Conductress comes to a person not known to be a member, she will say, "Please rise." She then addresses the Associate Matron and reports that there is a visitor in the south or north for whom she cannot vouch. The Conductress and Associate Conductress will continue according to the Ritual.
6. When the Conductress and Associate Conductress have completed the proving of the Chapter, they will meet halfway between Esther's and the Associate Matron's stations, face each other (about four paces apart) and bow slightly. The Associate Conductress will address the Conductress. (Ritual) Then, turning toward each other, they face the Associate Matron. As the Associate Matron reports to the Worthy Matron, they turn toward each other and face the East. As the Worthy Matron responds, the Conductress and the Associate Conductress march at once to their stations, keeping directly opposite each other and observing square corners.

7. When the Conductress and the Associate Conductress reach their stations, the Associate Matron, Conductress and Associate Conductress are seated. The Worthy Matron calls up the officers and proceeds with the Opening Ceremony. (Ritual, page 27)
8. (This information comes from the GGC.) The Worthy Matron must be satisfied that all present are entitled to remain, and if they are not personally known to her or properly vouched for, nothing can take the place of the examination prescribed by the Ritual.
9. Persons presenting themselves for examination or avouchment should be referred to as visitors.

Examination of a Visitor

If it is known before the beginning of the Opening Ceremony that visitor(s) are present who cannot be vouched for, they should be examined at once so that they may witness the Opening Ceremony. The Worthy Matron shall appoint an Examining Committee to consist of three members which should be composed of two sisters and one brother, one of whom shall be Chairman. Only one visitor is examined at a time. Only the Committee and the visitor are permitted in the preparation room during the examination. The Chairman should use utmost care to make the visitor(s) feel welcome.

Procedure for Examination

1. The Committee shall form a straight line with the Chairman in the center facing the visitor.
2. The Chairman of the Examining Committee requests the visitor to show a receipt for dues paid to the date within one year, or a demit within one year from the date of issue. The receipt for dues or demit shall bear the seal of a regular Chapter (except Chapters Under Dispensation) and the signature of the member. If the visitor fails to produce the required receipt or demit, the Chairman shall not proceed with the examination, but will report to the Worthy Matron.

3. The Chairman will ask the visitor to give the name and number of her/his Chapter, the Grand Jurisdiction to which she/he belongs and examine the receipt for dues or demit.
4. The Chairman requests the visitor to write her/his name. (The Bible is never used to write on.) The Chairman and members of the Committee compare the visitor's signature with the signature on the dues card or demit to satisfy themselves as to the correct identity.
5. The Chairman will then announce her/his own name and introduce the other members of the Committee. (The prefix "Sister" or "Brother" shall not be used at this time.)
6. The members of the Examining Committee and the visitor place their right hands upon the Open Bible, and all repeat after the Chairman in unison, the TEST OATH (Ritual).
7. Secret Work, No. 17 until the committee is satisfied.
8. The visitor is asked to give the Sign and Pass of each degree.
9. The Chairman welcomes the Sister or Brother. If she/he is entitled to a seat in the Chapter, the Committee should return with the member to the Chapter room. If the visitor is examined before the Chapter is open, the Chairman of the Examining Committee shall vouch for the Sister/Brother. When the Committee is requested to retire and examine a visitor during the proving of the Chapter, the Committee and the visitor will retire to the preparation room. After the examination is completed, if the visitor is entitled to a seat in the Chapter, the Committee should return with the member to the Chapter room. After the Chapter has been declared open, and the proper Raps have been given, the Warder should announce: "The alarm was caused by the Examining Committee with a member who is properly vouched for," or "The Examining Committee is returning to the Chapter room." The Committee and the member enter the Chapter in regular form. The Chairman of the Committee will say: "Worthy Matron, we have examined Sister/Brother _____ (Title) of Chapter No. ____ of _____." (location of Chapter, also Jurisdiction if other than North Carolina) It is

fitting and proper for the Worthy Matron to speak words of welcome. Should the title warrant, the Worthy Matron shall direct the Conductress to escort the Sister/Brother to the East, if there are no other introductions. If there are other introductions, the member is seated and introduced at the proper time. If the visitor is not entitled to a seat in the Chapter, the Chairman should report, "Worthy Matron, we find the visitor is not entitled to a seat in the Chapter."

(For additional information, see Duties of Marshal, Warder and Sentinel; also R & R, Sections.)

Dues Cards

1. See Article VI, Section 74, of the Bylaws of the Grand Chapter of North Carolina.
2. All members should sign their dues cards immediately upon receipt of same.
3. A Life Membership Certificate is never recognized as a dues card. A member holding a Life Membership Certificate should also receive a current Chapter dues card for registration purposes at the Grand Chapter Session and for visiting Chapters. It should never be necessary for a life member to request a dues card from her/his Chapter.
4. When members attend Chapters where they do not hold membership, they should show their receipt for dues at least once a year, preferably the first meeting they attend in the new year. (R & R)
5. Members vouching for visitors from other Grand Jurisdictions, in addition to having sat in Chapter with such visitors, must have seen the visitor's receipt for dues paid to date within one year of proposed visit.

Altar Service

Study Ritual

1. When the Conductress is directed to attend at the Altar during the Opening and Closing Ceremonies, the Chapter is called up (***)).
2. The Conductress steps into the line of march in front of her station, (if there is a movable pedestal at her station, she leaves on the east side of the pedestal), faces north and waits until the Chaplain is directly opposite her, turns left and marches in a straight line to the southwest corner, makes an acute angle and enters the Labyrinth. She makes a slight bow to the Worthy Matron and proceeds according to the Ritual.
3. When the Worthy Matron gives the order to the Conductress to attend at the Altar, the Chaplain proceeds along the north marching line to the northwest corner of the line of march, turns and takes a position in the circle of Star Point Officers (between Esther and Martha), assumes the Reverent Attitude, and awaits instructions from the Worthy Matron.
4. The Reverent Attitude and Attitude of Prayer are fully explained in the fine print of the Ritual. (The hands are clasped loosely in front of the body, right over left, palm to palm.) The Reverent Attitude is assumed by all members during prayers, Obligations and Altar services. This Attitude is held until these ceremonies at the Altar are completed. This applies to the Obligation during Installation, to the Worthy Patron as he gives the Obligation during the Initiation, to the Installing Officer when giving the Obligation.
5. To properly open the Bible, the Conductress places her right hand firmly in the center of the front edges and places her left hand firmly on the back edge, just opposite her right hand. With her right hand, she raises the front edges 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. She then moves the left hand slowly up the side of the Bible until it meets the right hand and opens the Bible with both hands, lowering both sides at the same time. She draws both hands away in the Salutation Sign, being careful not to interrupt this movement.

6. With face to Altar, the Conductress then steps back in the circle of officers' midway between Ruth and Esther where she remains until after the Warder reports to the Worthy Matron.
7. The Conductress and Chaplain should carefully observe the circle of the labyrinth and take positions after retiring from the Altar midway between Ruth and Esther and Martha and Esther. The positions of the Star Point Officers, Chaplain and the Conductress form an arc of a circle.
8. After the Warder reports to the Worthy Matron, the Conductress turns south; the Chaplain turns north. They march to their respective stations, having turned west far enough to reach the marching line on each side.
9. To properly close the Bible, the Conductress approaches the Altar in the same manner as for the opening of the Bible. When she reaches the Altar, she gives the Salutation Sign to the open Bible. She then places her hands on the center of the front edges of the Bible and raises both sides of the open Bible at the same time. She holds the front edges firmly with the right hand and moves the left hand slowly down the center of the front side of the Bible to the back edge so that she may guide 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 and makes a slight bow to the Worthy Matron. Facing the Altar, she steps back to a position between Ruth and Esther in the circle of officers where she remains until the Chapter is closed.
10. Appropriate soft music may be played during the march to the Altar and during the opening and closing of the Bible, but NOT during the prayer.
11. Only the Conductress moves the Bible, except that she may be assisted by the Chaplain during a Memorial or Draping of the Altar.
12. The Worthy Matron does not respond to the Sign of Salutation when given by the Conductress in opening or closing the Bible.
13. Great emphasis should be placed upon PRAYING of our ritualistic prayers.

14. The Ritual makes no provision for any special lighting effects during the prayer in the Opening and Closing Ceremonies.

Presentation of the Flag

Before opening the Chapter, the Flag of the United States of America may be placed in a standard in the East, to the right of and on a level with the Worthy Matron. If other flags are used, they are placed in standards in the southeast on a lower level than that of the flag of our country. Lowering of lights is not permissible during the flag ceremony.

1. The Worthy Patron may have charge of the Presentation of the Flag.
2. The Worthy Patron remains at his station. He does not use the gavel since he is not presiding.
3. The presentation of the Flag is entered into immediately after the Conductress and the Chaplain return to their stations at the close of the Opening Ceremony. The Chapter has not been seated and the Conductress and the Chaplain remain standing also.
4. The Worthy Matron will say, "The Worthy Patron will have charge of the Presentation of the Flag."
5. The Worthy Patron will say, "You will unite with me in giving the Pledge of Allegiance to the Flag of our country."
6. All members stand, facing the Flag with empty hands at their sides; and as the Pledge is begun, place the right hand over the heart. The right hand remains over the heart until the completion of the singing of the National Anthem.
The PLEDGE: "I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."
7. The Worthy Matron seats the Chapter.(*)

The Flag Ceremony

1. If it is the desire of the Worthy Matron that a Flag Ceremony be used, the Flag or flags shall be placed in the preparation room or in the Northwest corner of the Chapter room, unfurled.
2. If flags other than the Flag of our country are used, they shall be presented in the following order:
 - a. The Flag of the United States of America
 - b. The Christian Flag
 - c. The North Carolina Flag
 - d. The Flag of the Order of the Eastern Star
3. The Worthy Matron may ask a member to assume the station of the Marshal for the purpose of presenting the American Flag (GC 2003). Members of the Chapter may be appointed to carry other flags, or the Chaplain, Conductress and the Associate Conductress may perform this duty.
4. Both hands are used in holding the flagstaff. The end of the flagstaff rests in the left hand if staff is not too long and is held firmly against the body. The right arm is held at a 45 degree angle. This gives complete control over the handling of the flag.

Procedure for Presenting the United States Flag in Flag Ceremony

1. The Worthy Patron will say, "Sister/Brother Marshal, you will present the Flag of our Country."
2. The Marshal proceeds along the line of march to the preparation room or to the Northwest corner of Chapter room and secures the Flag. The Marshal then proceeds with the Flag to the west marching line, turns South, marches to a point between the stations of Esther and Martha, turns toward the East and marches directly to the East through the Labyrinth, keeping the Altar to her/his right.. She/he steps up one or two steps and places the flag in the standard. She/he turns and

walks to the line of march, North of the Chaplain's station and remains there facing the Flag.

3. After singing of "The Star Spangled Banner," the Marshal will turn West and follow the line of march to her/his station.
4. The Worthy Matron seats the Chapter as the Marshal passes back of Esther's station. (*)

Procedure If the United States Flag And Other Flags Are Presented

1. When flags other than the Flag of the United States of America are presented, they shall follow the Flag of our Country in the order given.
2. The Worthy Patron will say, "Sister/Brother Marshal, you will present the Flag of our Country. Those assigned to carry the other flags will follow."
3. As the Marshal goes to the preparation room, those assigned to carry the other flags will follow her/him.
4. The Marshal and other flag bearers enter the Chapter room bearing the designated flags.
5. The Marshall proceeds directly to the west marching line, turns South, marches to the southwest corner of the marching line, turns, faces North and marches to a point between the stations of Esther and Martha, turns towards the East and marches directly to the East through the Labyrinth keeping the Altar to her/his right. She/he steps up one or two steps and places the Flag in the standard. She/he turns and walks to the line of march, North of the Chaplain's station and remains there facing the Flag. The Marshal never stops until the Flag of the United States of America is grounded.
6. The Christian Flag bearer, followed by the remaining flag bearers, advances to the northwest marching line, turns South and then marches along the west marching line, crossing with the Marshal behind Esther's chair. As the Marshal proceeds to the East with the American Flag, the other flag bearers take their positions on the west marching line; the first flag at a point halfway between Esther and Ruth; the second flag at a

point west of Esther's station; and the third flag at a point halfway between Esther and Martha. As the Marshal grounds the Flag of the United States of America in the East, the other flags are grounded at the left of the bearer. Each flag bearer places her/his right hand over the heart for the Pledge of Allegiance and the National Anthem.

7. After the Pledge of Allegiance is given and the National Anthem is sung, the other flags are picked up and carried to the East through the Labyrinth, keeping the Altar to the left. All three flags are picked up at the same time. As the Christian Flag bearer moves toward the East, the North Carolina Flag bearer moves to a point midway between Esther and Ruth. As the North Carolina Flag bearer starts to the East, the Eastern Star Flag bearer moves to a point midway between Esther and Ruth and is in position to march to the East when "Star of the East" is played. When the East line of march is reached, those carrying the flag will turn South, march to the standards in the order that they were presented with the Christian Flag closest to the East.
8. No tribute is given to these flags.
9. When the last flag is grounded, the Marshal returns to her/his station. The others return to their stations or their seats.
10. The Worthy Matron seats the Chapter as the Marshal reaches a point West of Esther's chair.(*). The Worthy Patron and the flag bearers will be seated together.
11. The National Anthem is never used as a march.
12. Avoid touching the folds of the Flag after it is grounded. Turn the staff if the Flag needs to be adjusted.
13. Use care in keeping the Flag from touching the floor or any other object.

Introductions

Introductions are a courtesy acknowledgment on the part of the Worthy Matron as a representative of her Chapter to Distinguished Members or Visitors. The Worthy Matron is the hostess of her Chapter.

All introductions should be courteous, but BRIEF.

When there are many Distinguished Guests expected and the dais in the East is too small to accommodate the Distinguished Guests, the Conductress and the Associate Conductress, when preparing the Chapter room should reserve space on the North and South sides, nearest the East, for the Distinguished Guests. The sisters should be seated on the North side and the brothers on the South side. When the Distinguished Guests arrive, the Conductress and Associate Conductress should escort them to their seats. If many guests are expected, the Worthy Matron should appoint hostesses to assist the Conductress.

Introductions are entered into immediately after the Pledge of Allegiance has been given and the National Anthem has been sung.

There are only two places within the Chapter room where Distinguished Guests are introduced:

(1) West of the Altar

(2) In front of the Associate Matron and Associate Patron (west of Esther's chair).

Those introduced west of the Altar are escorted to the East through the Labyrinth and receive Grand Honors. (Ritual) Those introduced in front of the Associate Matron and Associate Patron are escorted to the East outside the Labyrinth and receive a Hearty Welcome.

In the event a large number in the same category are to be introduced, it is the prerogative of the Worthy Matron or the presiding officer to request the visitors to meet the Conductress and the Associate Conductress in the West.

Presentation West of the Altar and Through the Labyrinth

“The Most Worthy Grand Matron is the highest Officer in the General Grand Chapter, Order of the Eastern Star, and the Most Worthy Grand Patron is the second highest. When both are present, they shall be introduced together. When either or both are visiting Grand Chapter, they shall be introduced together, first as guests of the Grand Chapter. If there is an Informal Opening of the Grand Chapter, the Most Worthy Grand Matron, Most Worthy Grand Patron, or both, if visiting at the same time, shall be introduced together informally and seated in the East *as soon as the Informal Opening is declared open*. They shall be introduced together at the Formal Opening at the proper time

The Worthy Matron calls up the Chapter as the Distinguished Guest(s) enter the Labyrinth. APPLAUSE may be given as Distinguished Guest(s) are escorted to the East.

1. The Worthy Grand Matron and the Worthy Grand Patron of North Carolina are introduced at the same time.
 - (a) The Conductress and the Worthy Grand Matron enter the Labyrinth between the stations of Martha and Esther; the Associate Conductress and the Worthy Grand Patron enter between the stations of Ruth and Esther.
 - (b) They meet West of the Altar for presentation.
 - (c) Then they are escorted North and South of the Altar, respectively, through the Labyrinth, to the East.
 - (d) Grand Honors are given.
(This honor applies to all introduced west of the Altar.)
2. Most Worthy Grand Matron and Most Worthy Grand Patron of the General Grand Chapter.
3. Elective General Grand Chapter Officers.
4. Appointive General Grand Chapter Officers.
5. General Grand Chapter Committee Members and Ambassadors
6. Worthy Grand Matrons and Worthy Grand Patrons of other Grand Jurisdictions.

7. Past Grand Matrons and Past Grand Patrons of other Grand Jurisdictions; Past Grand Matrons and Past Grand Patrons of North Carolina.

**Presentation In Front of the
Associate Matron and Associate Patron**

The members remain seated when the Worthy Matron directs the Conductress (and the Associate Conductress if assisting) to escort the Distinguished Guests to the East. APPLAUSE may be given as Distinguished Guests are escorted to the East.

1. Grand Master of Masons, A.F. & A.M. in North Carolina.
2. Past Grand Masters of Masons, A.F. & A.M. in North Carolina.
3. Elective and Appointive Grand Chapter Officers.
4. Grand Representatives.

(All Grand Representatives in attendance at the Grand Chapter Session are presented West of the Altar and escorted to the East through the Labyrinth and Grand Honors given. This is the only time Grand Representatives are given this signal honor.)

When introducing a Grand Representative who is a member in North Carolina, holding a commission as a representative of another Grand Jurisdiction, that is, one who is recommended by the Worthy Grand Matron of North Carolina, but appointed by the Worthy Grand Matron of another Grand Jurisdiction, the Conductress says:

- (a) “Worthy Matron, I have the pleasure to present Sister _____Grand Representative of _____(name of Grand Jurisdiction) in North Carolina.”
- (b) “Worthy Matron, I have the pleasure to present Grand Representatives of other Grand Jurisdictions in North Carolina, Sisters _____(name of Grand Representative), _____(name of state).” Note: We would suggest Out-of--State Grand Representatives be placed next to the Conductress and introduced before our own Grand Representatives. This will help keep down confusion.

When introducing a Grand Representative from another Grand Jurisdiction, that is, one who holds membership in another Grand

Jurisdiction, receives a commission by recommendation to the Grand Jurisdiction of North Carolina and appointed by our Worthy Grand Matron, the Conductress says:

- (c) “Worthy Matron, I have the pleasure to present Sister _____, Grand Representative of North Carolina in the Grand Jurisdiction of _____ (name of Grand Jurisdiction).”
- (d) “Worthy Matron, I have the pleasure to present Grand Representatives of North Carolina in other Grand Jurisdictions, Sisters _____ (name of Grand Jurisdiction).”
- 5. District Deputy Grand Matrons and District Deputy Grand Patrons are presented together.
- 6. The Grand Chapter Committee Members are recognized at their seats.
- 7. Worthy Matrons and Worthy Patrons.
- 8. Past Matrons and Past Patrons (they are to be recognized at their seats).
- 9. All other members are welcomed at this time. Note: Visiting members from other Grand Jurisdictions whose rank is in the above category shall be introduced with North Carolina’s same rank. Visiting members shall be placed next to Conductress and Associate Conductress and introduced first. Courtesy prompts one to acknowledge sisters first.
- 10. On the night of the inspection of the Chapter, the District Deputy Grand Matron and District Deputy Grand Patron shall be seated in the East on the dais before the Chapter is opened. At the time of introductions they shall assume their regular places in the line of introductions.

Methodology of Presentation

- 1. The Conductress offers her right arm to the sisters and her left arm to the brothers. (Separate introductions)

When there are both sisters and brothers to be presented at the same time, the Associate Conductress assists the Conductress. The Associate Conductress offers her left arm to the brothers.

2. Words preferred in introductions are as follows:

(a) Worthy Matron: “Sisters and Brothers, we are honored by a visit of our Worthy Grand Matron and Worthy Grand Patron (or as the case may be, Past Grand Matron, Past Grand Patron, Grand Officers, etc.). Sister Conductress (and Associate Conductress if assisting) you will present them.” (Use proper pronoun.)

(b) The Conductress and Associate Conductress (if assisting) rises, approaches the Distinguished Guests, bows, offers her right arm (or left as the case may be) and approaches the proper point of introduction.

(c) Conductress: “Worthy Matron, I have the honor to present Sister _____, Worthy Grand Matron and Brother _____, Worthy Grand Patron of the Grand Chapter of North Carolina, Order of the Eastern Star.”

If the Worthy Grand Patron is present, he is escorted by the Associate Conductress.

(d) Worthy Matron: “Sister(s) Conductress (and Associate Conductress, if assisting) you will escort our Distinguished Guests to the East.”

(e) Worthy Matron: “Sisters and Brothers, join me in saluting our Distinguished Guest(s) with the GRAND HONORS.”

(f) “Worthy Matron, I have the honor to present General Grand Chapter Committee Members, Sisters _____, (name Committee) and Past Grand Matrons (Past Grand Patrons) of the Grand Chapter of North Carolina, Order of the Eastern Star.” If only one, “Worthy Matron, I have the honor to present _____, (name Committee) of the General Grand Chapter and Past Grand Matron (Patron) of the Grand Chapter of North Carolina, Order of the Eastern Star.”

“Worthy Matron, I have the honor to present Past Grand Matrons, Sisters _____,(name sisters) and Past Grand Patrons, Brothers _____(name brothers)of the Grand Chapter of North Carolina, Order of the Eastern Star.” Note: The Conductress will use the wording, “

I have the PLEASURE TO PRESENT, etc., for those introduced west of Esther’s chair.”

3. The Distinguished Guests are seated in the East; and the Conductress and the Associate Conductress, if assisting, maintain their position at the northeast and southeast comers respectively until instructed by the Worthy Matron to proceed with introductions or to be seated as the case may be.
4. However, should the Conductress escort a brother to the East, she will maintain her position in the Southeast beside the Associate Conductress until the Worthy Matron gives her further instructions; likewise, should the Associate Conductress seat a brother in the Northeast, she should remain beside the Conductress.
5. Guests to be introduced in front of the Associate Matron and Associate Patron will follow the Conductress and the Associate Conductress in a single file to the Northwest and Southwest corners, where they will turn facing each other, march to a point directly in front of the Associate Matron and the Associate Patron, turn facing the East, take one or two steps, turn North and South and form a straight line facing the East.
6. Always refer to guests as sisters and brothers. Courtesy prompts one to acknowledge sisters first.
7. When there is not sufficient room on the dais in the East to accommodate the group being introduced, the Worthy Matron may say: “Sister(s) Conductress (and Associate Conductress, if assisting) you will escort our Distinguished Guests to the East.”
8. No provision is made herein for the introduction of officers or members of other organizations. A thoughtful Worthy Matron does not single out an individual member to extend a special welcome.

Admittance of Non-Members

If a non-member (i.e., a member of the Masonic Order, public official or others) has been invited to address the Chapter, the Worthy Matron, under GOOD OF THE ORDER, declares the Chapter at ease. The Bible is not closed. The Warder, after being instructed by the Worthy Matron, opens the door and admits the visitor. The Conductress meets the visitor at the Southwest corner and escorts her/him on the South line to the East. (A visitor, if a lady, is escorted to the East on the North line.) After the message, the visitor is escorted by the Conductress to the door. The Worthy Matron declares the Chapter from ease and regular order of the meeting is resumed.

Presentation of Awards for Service

When the presentation of a 50-year or longer service award is to be made in the Chapter room, the presiding officer shall have the recipient(s) presented at the Altar and then escorted to the East for the presentation of the award and Grand Honors.

(Procedure Optional)

Presiding Officer: “Sister(s) Conductress (and Associate Conductress, if assisting) you will present our ____member(s) at the Altar.” (The Presiding Officer calls up the Chapter as the Distinguished Member(s) enters the Labyrinth).

Conductress: “_____ Title, I have the honor to present Sister(s)_____ and/or Brother(s)_____who has (have) served The Order of the Eastern Star for _____years.”

Presiding Officer: Brief Greeting. “Sister(s) Conductress (and Associate Conductress if assisting) you will escort our Distinguished Member(s) to the East.” (Presiding Officer seats the chapter.) (Presiding Officer presents the Veteran’s Medal(s).

Presiding Officer: Ask the Distinguished Member(s) who she/he would like to pin the Veteran’s Medal. Invite the Sister/Brother to approach the East informally. After pinning of the Veterans Medal, ask the Distinguished Member(s) if they have comments she/he would like to share with the chapter. Presiding Officer: Calls up chapter. Presiding Officer: Sisters and Brothers behold

your____-year member(s) and salute her/him/them with the Grand Honors. Presiding Officer: Seats Chapter.

Petitions

(For Eligibility of Membership, see Ritual)

1. For petitions, see Ritual. The last sentence of this paragraph governs the type of meeting at which Committee should report.
2. Members, when taking a petition from a petitioner, should caution the petitioner not to divulge the fact to anyone that she/he has petitioned for membership. Members shall not divulge this information to nonmembers.
3. The Secretary shall read the petition, whether for degrees, affiliation, affiliation with dual membership, or restoration, and give all information on the petition, stating also that the petition is covered by the prescribed fee and dues set forth in the Bylaws of the Chapter.
4. The Worthy Matron shall state, "If there is no objection, a Committee will be appointed." For good reason and protection of the interest of the Order, the Worthy Matron shall appoint three members, one of whom shall be a brother, on this Committee. When the Worthy Matron appoints the Committee, the gavel is sounded. (*)
5. When an Investigating Committee is appointed, the Secretary shall notify each member of her/his appointment in writing immediately following the meeting, at which the Committee was appointed. This includes Committee members who were present at the meeting when the Committee was appointed.
6. The petition is handled by this Investigating Committee with utmost discretion, and they shall make a thorough investigation of the petitioner. The report of the Investigating Committee shall be made by the Secretary at the following stated meeting of the Chapter. Only members of the Chapter may make recommendations for the petitioner.
7. If a Committee on petition for membership cannot function promptly and satisfactorily within a reasonable time, it is the

privilege of the Worthy Matron to dismiss this Committee and appoint another.

8. All comments regarding the petition shall remain within the Chapter, and if a member violates the law regarding the secrecy surrounding the handling of a petition, the provisions of the Grand Chapter law covering each violation shall be enforced.

Report of Committee on Petitions

The majority of the Committee on a petition must report, one of whom must be a brother. Under Item No. 8 in the Order of Business, the Secretary reads from her report of Committee on petition for degrees, affiliation, affiliation with dual membership, or reinstatement, the following four items:

1. Name of petitioner and affiliation.
2. Names of members recommending petitioner.
3. Names of Investigating Committee.
4. Report of Investigating Committee.

The Secretary passes the petition(s) to the Worthy Patron, who in turn passes the petition(s) to the Worthy Matron.

Then the Worthy Matron sounds the gavel (*) closing Item No.8.

Balloting

1. The Worthy Matron will say, “Sisters and Brothers, you have heard the report of the Investigating Committee; a ballot will be spread.” She then reads from the Grand Chapter Rules and Regulations, as follows: “In balloting, all members of the Chapter present must vote.”
2. If more than one petition, the Worthy Matron will say, “If there is no objection, we will use collective ballot.” If no objection is voiced, she then reads from the Grand Chapter Rules and Regulations, Sec. 122 as follows: “If there be more than one petition for degrees or membership to be balloted upon, the ballot may be taken thereon collectively, except petitions for

degrees and petitions for affiliation shall not be combined. If no more than two (2) black cubes appear, all shall be declared elected. Should three (3) black cubes appear, the ballot shall be taken immediately on each petition separately.” Then follow the procedure in paragraph 10, page 15 of the Ritual. This section shall be distinctly read in open Chapter before any collective ballot may be held, and the names of all petitioners shall be read distinctly.

If the ballot box is the type with a hinged lid, the Associate Conductress opens the lid before leaving the desk of the Treasurer.

3. Worthy Matron: “Sister Associate Conductress, you will prepare the ballot box and bear it to the East.” The Associate Conductress, when addressed, will rise and march to the desk of the Treasurer and see that the ballot box is properly prepared. (If the ballot box is NOT properly prepared, it is the duty of the Associate Conductress, in whose charge the ballot box is placed, to make such preparation. See Preparation of Chapter Room. If for any reason she cannot make proper preparation, she should make immediate report to the Worthy Matron.) The ballot box should contain at least fifty (50) white balls and twelve (12) black cubes and enough additional balls and cubes to take care of membership present in the same proportion.
4. The Associate Conductress places the ballot box across her left forearm and supports it with the right hand on the handle in an easy and natural manner.
5. The Associate Conductress places the ballot box on the pedestal in the East for inspection by the Worthy Matron and Worthy Patron. If the Worthy Matron finds the ballot box not properly prepared, she instructs the Associate Conductress to return to the Treasurer’s desk for correction. The Associate Conductress stands in front of and to the right of, but not on the same level of, the Worthy Matron, facing west. Immediately after examination by the Worthy Matron and Worthy Patron, (Ritual, page 13, second paragraph, sixth line) the ballot is

declared open. One blow of the gavel declares the ballot open.(*). The Worthy Matron announces upon whose petition the members are about to ballot, gives the report of the Investigating Committee and continues with the charge.

6. Worthy Matron: “Sisters and Brothers, we are about to ballot on the petition of _____ to become a member of this Chapter (or to be affiliated or reinstated). The report of the Investigating Committee is favorable (or unfavorable).” Then she quotes last two sentences of the Worthy Matron’s charge to the Sentinel. (Ritual, page 14)
7. The Associate Conductress picks up the ballot box and faces west while the Worthy Matron and Worthy Patron ballot. When the Worthy Matron ballots, she steps aside, and the Worthy Patron ballots. Only those who ballot at the Altar give the Salutation Sign.
8. The Associate Conductress proceeds on the North marching line. When the Associate Conductress leaves the East with the ballot box, if the Altar is too small for both the open Bible and the ballot box, the Conductress, without being directed by the Worthy Matron, shall proceed in regular form to the Altar and moves the Bible to the right. She does not give the Salutation Sign. The Associate Conductress carries the ballot box to the Organist first if her station is in the Northeast or Northwest of the Chapter room. If the station of the Organist is in another location, the Associate Conductress takes the ballot box to her as she reaches the station of the Organist. When the Associate Conductress reaches the Northwest corner, the Associate Matron and Associate Patron arise. They do not step down to ballot. The Associate Conductress holds the ballot box for the Associate Matron to ballot, then the Associate Patron ballots, and they are seated. The Associate Conductress carries the ballot box to the station of the Warder for her/him to ballot. She then proceeds South to the station of the Conductress for her to ballot. (If the station of the Organist is on the South side of the Chapter room, the ballot box is carried to the Organist before it is carried to the station of Conductress. If a member is

present who cannot go to the Altar to ballot, the ballot box is carried to her/him before the Conductress ballots.) The Conductress is the last person to whom the ballot box is carried.

9. The Associate Conductress enters the Labyrinth between the stations of Ruth and Esther and places the ballot box upon the Altar to the left of the open Bible. She takes one step to the right, gives the Salutation Sign with eyes upon the Bible, takes one step to the left, deposits a ballot, takes one step backward, turns left and walks out of the Labyrinth between Esther and Martha, thence along the West line of march to the Southwest corner. She turns and marches along the South line to a point opposite the back of Ruth's chair, turns North and walks to a position back of Ruth's chair facing the Altar. She maintains this position until all have voted. Her duty is to see that only those eligible to vote enter the Labyrinth, that they pause at the edge of the Labyrinth, that the Salutation Sign is given, and that all members of the Chapter cast a ballot. She must give a correct report to the Worthy Matron regarding the ballot.
10. As soon as the Associate Conductress is on guard back of Ruth's chair and faces the Altar, the Worthy Matron sounds the gavel (**). The officers rise and approach the Altar. The Secretary, Treasurer and Esther move at the same time. The Secretary leads the South line, followed by the Marshal, Adah and Ruth. As the Secretary and Treasurer leave their stations, Esther takes one or two steps backward (depending upon the size of the Chapter room), turns, faces South and marches directly South to a position near the Southwest corner. Her position here holds the North line of officers until time to ballot. At the time Esther starts moving backward to assume her position, the Treasurer leads the North line followed by the Chaplain, Electa and Martha. They advance to the West and fall in line behind Esther. When Esther is balloting, the Worthy Matron calls up the members (***) . All officers are seated when they return to their stations.

11. When members are called up for balloting, the South line of members ballot first, then the North line. Both lines move simultaneously, starting from the East. The first member on the North line will assume the position held by Esther, thus holding the North line until all members on the South line have voted. For method of entering the Labyrinth to vote see Ritual. Each member approaches the Altar, gives the Salutation Sign, takes one step to the left, ballots, takes one step backward, turns left, walks out of the Labyrinth between Esther and Martha, returns to her/his seat and is seated. A member DOES NOT hold the point between Esther and Martha for the Sentinel to ballot.
12. When all members within the Chapter room have voted, the Worthy Matron will say, “Sister/Brother _____(a member other than the Warder), you will assume the station of Sentinel and invite her/him to enter the Chapter room.” When the order is given, the Warder gives the Raps and has the door open for the member to retire. The member retires in regular form.
13. The Sentinel enters in regular form and pauses in front of the Associate Matron and Associate Patron. The Worthy Matron announces to her/him upon whose petition the Chapter is balloting, states the report of the Investigating Committee after the first sentence and continues with the charge as given in the Ritual. The Sentinel will enter the Labyrinth on line midway between Ruth and Esther, approach the Altar, give the Salutation Sign to the open Bible, step to the left one step and deposit ballot. The Sentinel and substitute officer enter and retire in regular form, giving the Salutation Sign. (At this time the Sentinel has retired, and the substitute officer has entered, given the sign and been seated.) The Worthy Matron says second and third speech (Ritual, page 14, paragraphs 5 and 7 respectively). When the Worthy Matron sounds gavel (*), the Associate Conductress immediately turns toward the station of Esther and walks to a point midway between the stations of Esther and Ruth. The Worthy Matron will give the Associate

Conductress time to assume this position before continuing with the fourth speech. (Ritual)

14. The Associate Conductress closes the ballot box (if it is the open type), picks it up, backs to the edge of the Labyrinth, turns and marches to the Northwest corner.
15. (a) The Associate Matron and Associate Patron rise as the Associate Conductress reaches the Northwest corner. The Associate Conductress marches along the West line to the station of the Associate Matron and Associate Patron and places the ballot box on the pedestal. She then turns and faces East while the Associate Matron and the Associate Patron examine the ballot. The report is made in the West. (Ritual) The Associate Conductress picks up the ballot box and bears it to the East.
(b) When the Worthy Matron and Associate Matron inspect the ballot, they show it to the Worthy Patron and the Associate Patron, who observe the ballot without handling the box.
16. The Associate Matron and Associate Patron remain standing until the ballot is declared in the East. When the Associate Conductress leaves the West with the ballot box, the Worthy Patron stands.
17. When the Associate Conductress is instructed to bear the ballot to the East, she shall proceed on the North side of the Chapter room, observing straight lines and square corners. She goes to the pedestal in the East, places the ballot box thereon and faces the West. The Associate Conductress stands at the right and in front of, but not on the level with, the Worthy Matron, who continues according to Ritual. (If the Worthy Patron reports the ballot not clear, and three (3) black cubes are present in the ballot, the Worthy Matron MUST order a second and final ballot. If the final ballot is not clear, the Worthy Matron announces the result of the ballot.)
18. After the ballot has been completed, the Worthy Matron sounds the gavel (*) and destroys the ballot before the ballot box is returned to the Associate Conductress. The Associate Conductress returns the ballot box to the desk of the Treasurer

and then assumes her station. At this time, the Worthy Matron reads from the Grand Chapter Rules and Regulations, with emphasis as follows: “Members are forbidden to discuss the result of a ballot under penalty of suspension or expulsion from the Order.” (As the Associate Conductress starts to take the ballot box to the Treasurer’s desk, if the Bible was moved for the ballot, the Conductress now moves the Bible back to its original position in the center of the Altar. The Conductress DOES NOT give the Salutation Sign when moving the Bible.)

19. Immediately following the ballot, the Worthy Matron shall instruct the secretary to notify the petitioner in writing if she/he has been accepted or rejected. This responsibility is assigned the Secretary ONLY. All other members have been forbidden by the Grand Chapter Rules and Regulation, to notify the petitioner. This matter should be strictly adhered to.
20. The Worthy Matron passes the petition(s) to the Worthy Patron, who passes it/them to the Secretary.
21. The Worthy Matron will have a member to assume the station of the Sentinel and have her/him invited to enter the Chapter room. The Sentinel enters in regular form and pauses in front of the Associate Matron and Associate Patron. The Worthy Matron announces to her/him the results of the ballot. She also reminds the Sentinel that members are forbidden to discuss the results of a ballot under penalty of suspension or expulsion from the Order. The Sentinel and substitute officer enter and retire in regular form.

**Procedure If Black Cube Appears
In Collective Ballot**

If three (3) black cubes appear in a collective ballot, the ballot is taken separately on each petition. If one or two black cubes appear, the Ballot is declared clear (Ritual).

Procedure If Officers Are Not In Accord

1. If the Associate Matron should declare the ballot clear (or not clear) in the West, and the Worthy Matron and Worthy Patron

find it not clear (or clear) in the East, the Worthy Matron shall say, “Sister Associate Conductress, you will return the ballot to the West for further inspection.”

2. The Associate Matron and Associate Patron will inspect the ballot a second time, after which the Worthy Matron will ask, (Ritual...).

Initiation Ceremony

(Study Ritual)

1. When it is known that there is to be an Initiation Ceremony, the room should be properly prepared for the ceremony before the meeting is opened, with all paraphernalia in place according to the instructions given previously under the heading of “Preparation of the Chapter Room.” The Signet should be placed in the Northeast at the right of the Worthy Matron and in view of the candidate(s), Conductress and the Worthy Patron, but not in such a manner as to obscure the flag. There should be a sufficient number of small Bibles placed on the Northeast and Southeast corners of the Altar for the use of the candidate(s). The small Bibles are placed one upon the other with the bound edges toward the North. If there are an uneven number of candidates, the extra small Bible is placed in the Northeast corner. The word “audibly” is defined to mean aloud (loud enough to be heard) (Secret Work No.1). It is not permissible to use the New Testament only. It is not necessary for a member to wait with the candidate(s) during the opening ceremony.
2. The Conductress does not leave the Chapter room for any purpose during the initiation.
3. Ritual. When the Worthy Matron instructs the Associate Conductress to retire, the Warder should give the Raps as the Associate Conductress arrives in front of the Associate Matron and the Associate Patron and gives the Salutation Sign. The door should be opened as the Associate Conductress reaches it.

4. Since the initiation has NOT begun, members (properly vouched for) may enter while the Associate Conductress is securing the names of the candidate(s).
5. After the Associate Conductress has secured the names of the candidate(s) and is ready to return, the Sentinel gives the Raps.
6. The Warder will say, "Worthy Matron, there is an alarm at the door." Worthy Matron: "Sister/Brother Warder, you will ascertain the cause of the alarm." Warder: "The alarm was caused by the Associate Conductress." Worthy Matron: "You will admit her."
7. The Associate Conductress advances to a position in front of the Associate Matron and the Associate Patron, gives the Salutation Sign, and makes her report to the Worthy Matron, giving the full names and titles (Mr., Mrs., Miss) of the candidate(s).
8. When the Associate Conductress is instructed to retire and prepare the candidate(s) for the Ceremony of Initiation, she gives the Salutation Sign and retires in proper form.
9. At this time, the Initiation Ceremony has begun, and NO one is allowed to enter or leave the Chapter room except the Associate Conductress and the candidate(s). (Ritual, page 50)
10. No one is present in the preparation room except the Associate Conductress and the candidate(s).
11. The Associate Conductress instructs the candidate(s) that hats and gloves are not worn in the Chapter room, etc., (fine print, Ritual) before she takes them into the PREPARATION ROOM. (These articles should be put in a safe place.) Candidate(s) shall not enter the Chapter room carrying anything in their hands.
12. The Associate Conductress shall instruct candidate(s) relative to marching, turning square corners, and standing shoulder to shoulder, in a straight line when receiving instructions from officers. The Associate Conductress SHALL NOT exemplify the holding of the Bibles for the Obligation at this time.
13. When ready to deliver her lecture, the Associate Conductress shall have the candidate(s) standing in a straight line. She

stands facing the candidate(s), thus forming the first triangle in the initiation.

14. After giving her lecture, the Associate Conductress leads the candidate(s) to the door of the preparation room where she sounds the alarm.
15. While the Associate Conductress is in the preparation room preparing the candidate(s), within the Chapter room everything should be in readiness to receive the candidate(s) before the door is opened to admit her/him/them. For preparation, read Ritual, fine print. Flowers or ribbons are placed at the Marshal's chair prior to the opening of the Chapter.
While the Organist plays appropriate music, the Marshal picks up flowers/ribbons of the Star Point colors, stands beside her/his chair and raises her/his baton. This is the cue for the Star Point Officers to rise and step beside their chair. The Marshal places her/his baton in her/his chair and proceeds along the South line of march until she/he reaches a point opposite the station of Adah, turns North to Adah's station, hands color to her and then proceeds in the semicircle around the Star Point Officers until all have received colors. At the station of Electa, the Marshal turns North to the line of march, faces West and marches on the square back to her/his station. She/he picks up the baton, raises it, and the Star Point Officers are seated. Then each officer places the color on the pedestal beside the emblem. Adah dons the Veil (the Veil is not folded) and Esther puts on her Crown. They do this while seated.
16. When the Conductress is ascertaining the cause of the first alarm at the door of the preparation room, she gives five Raps and the Associate Conductress responds with one Rap, which is answered by the Conductress. The Conductress opens the door, but not wide enough to permit the candidate(s) to see into the Chapter room. But when the Conductress goes to the door to admit the candidate(s) and the Associate Conductress, NO Raps are given, and the door is opened wide. Standing erect with her hands at her sides, the Conductress repeats the Worthy Matron's order. The lights may be lowered. The Worthy

Matron is seated at this time. Follow the fine print, Ritual, page 53.

17. Following the lecture, couples are formed. This time the Conductress offers her right arm to the first candidate, forming a couple; and the Associate Conductress offers her left arm to the last candidate in the line, if needed to form a couple. (No candidate shall be permitted to walk alone.)
18. If only one candidate, the Associate Conductress assumes her station as she reaches it.
19. Follow RITUAL and DIAGRAM OF LABYRINTH for the remainder of Initiation Ceremony.
20. The Worthy Matron rises when addressed by the Associate Matron. The Associate Matron is then seated.
21. As the Worthy Patron is the presiding officer during the initiation, the Worthy Matron is seated to his right. When the Initiation Ceremony is completed, the gavel is returned to the Worthy Matron. The gavel is used to call up the Chapter or to seat the Chapter. At all other times during the ceremony, the gavel is on the pedestal. (The gavel is never taken to the Altar when the Worthy Patron goes down for the Obligation.)
22. As the Worthy Patron enters the Labyrinth, all officers and members face the Altar and assume the Reverent Attitude. (Ritual) The Worthy Patron assumes the Reverent Attitude while giving the Obligation. (See Altar Service) The Reverent Attitude is broken as the Worthy Patron steps out of the Labyrinth.
23. The Conductress instructs the candidate(s) to kneel at the Altar. (If the Altar is small, candidate(s) may kneel at the North and South sides of the Altar, as well as west of the Altar.) After the candidate(s) are in proper position, the Conductress and the Associate Conductress, if assisting, shall each remove one of the small Bibles from the North and South sides of the Altar. The Conductress steps to the North side of the Altar to exemplify and instruct the candidate(s) the position of the hands holding the Bible with the bottom edge of the Bible flat on the Altar. The Conductress, when instructing the

candidate(s), shall speak loudly enough to be heard by all members (Paragraph No.1 of the Secret Work). The Associate Conductress stands opposite the Conductress while instructions are being given and works with the Conductress during the Altar Service.

Only one Bible is removed from the Altar at a time by the Conductress and Associate Conductress and placed in the hands of the candidate(s) before other Bibles are picked up. (The Conductress and the Associate Conductress place the Bibles in the hands of the candidate(s) over the left shoulder, and remove them over the right shoulder following the Obligation.)

24. After the Bibles are placed in the hands of the candidate(s) with the bottom edge of the Bible flat on the Altar, the Conductress and the Associate Conductress, if assisting, will step back to a point west of the candidate(s), thus forming a triangle.
25. The Worthy Patron shall take his position on the East side of the Altar, facing West, by marching directly from his station to a point within two feet of the Altar, and shall assume the Reverent Attitude. The Reverent Attitude is assumed by the officers and members as the Worthy Patron enters the Labyrinth, and they drop the Reverent Attitude when the Worthy Patron steps out of the Labyrinth.
26. The Conductress and the Associate Conductress, if assisting, remove the small Bible(s) from the right side of the candidate(s) and place them on the Altar. They step back to the right and left of the candidate(s). (The removal of small Bibles may be collective.)
27. At this time, the Worthy Patron steps first to the right of the Altar (North side) and extends his hand to the first candidate and says, (Ritual). The same words are said to each candidate (use Sister/Brother when needed). Then he steps to the South side of the Altar (his left) and extends his hand in like manner to the candidate(s) from that side. He continues with the

Ritual, standing about two feet East of the Altar, until he completes first paragraph, (Ritual). He steps to the edge of the Labyrinth for the next paragraph (below fine print) (Ritual). He then turns, walks to the East, seats the Chapter and he is seated.

The Conductress with the new member(s) remains standing at the Altar after the Obligation until the Worthy Patron returns to the East and seats the Chapter.

28. In presenting the candidate(s) to each Star Point Officer, the Conductress should follow the Diagram of the Labyrinth. Care should be taken to form a straight line with the Star Point Officer at the apex.
29. Star Point Officers shall use gestures in their lectures. Since Chapters are given the right to place pedestals in front, at the side, or back of the Star Point chairs, the handling of the Emblems will be guided by the position used. If the pedestal is at the side of the chair, when explaining the color, the Star Point Officer reaches across the chair and picks up the color with the hand nearest the chair. The color is held until the explanation is completed; then it is presented to the candidate nearest the Conductress first. Before explaining the Emblem, the officer should go back of the chair to pick up the Emblem. She returns to her former position and then explains the Emblem.
30. Star Point Officers go back of the chairs to pick up Emblems (this is done on the square), step back two (2) steps, pivot to the North or South (whichever the case may be), walk over two (2) steps, pivot toward the pedestal, pick up the Emblem with the right hand, rest it upon the left hand, pivot toward the North or South (whichever the case may be), walk over two (2) steps, pivot toward the East, walk up two (2) steps and resume former position. Adah and Esther take the Sword and Scepter with the right hand and the Veil and the Crown with the left hand to illustrate how they are united.

- (a) Adah: When demonstrating the lecture, the Veil is used. When uniting the Veil and Sword, she removes the Veil by catching the Veil near the left ear and removes it with one single sweep. She drapes the Sword according to the approved Signet. When completed, the Sword and Veil united rest on the palms of the extended hands.

The Sword should be approximately 22 inches long. The Veil is blue in color and should be approximately 40 inches wide and 54 inches long.

- (b) Esther goes back of her chair and picks up the Scepter with her right hand and returns to her former position. She then takes the Crown from her head with her left hand and unites the two.
31. After the Conductress and the Associate Conductress, if she is assisting, and the candidate(s) have passed the Star Point station, the Star Point Officer shall step back of her chair and replace the emblem on the pedestal. Adah places the Sword and Veil united on the pedestal, and in like manner, Esther places the Crown and Scepter united on her pedestal after the lecture. The point of the Sword is placed toward the Altar and the Scepter point toward the northeast. (See approved Signet)
 32. (a) The Conductress and the Associate Conductress, when presenting the candidate(s) to the Worthy Patron, should note particularly Ritual, fine print, and the Diagram of the Labyrinth. The Conductress with the candidate(s) will stop, facing the East, about three feet from the dais. All stand in a straight line, making a triangular formation with the Worthy Patron as the apex of the triangle.
 - (b) The Worthy Matron stands behind the pedestal when giving her lecture.
 33. Follow fine print of Ritual for the Prayer Circle Formation.
 34. When the Chapter is called up by the Worthy Patron for prayer, the Conductress does not turn with the candidate(s) for the forward abreast march until the Worthy Matron has passed by her on the way to the Altar Circle.

The Star Point Officers enter the Labyrinth behind their chairs to form the Prayer Circle (Diagram of Labyrinth). The Associate Patron shall stand to the left of Esther.

35. The hands of the candidate(s) are joined with the officers on either side when the words “golden chain, etc.,” (Ritual) are spoken by the Chaplain. Immediately, all hands are raised simultaneously on a level with the eyes as though forming a chain, and held until the words, “each link, etc.” are spoken by the Chaplain.
36. The members assume the Reverent Attitude as the Chaplain reaches the west side of the Altar. Officers and members maintain the Reverent Attitude until the officers leave the Labyrinth.
37. When the prayer is concluded, the Chaplain does not join the other officers, but stands West of the Altar, facing the East. All join in singing two verses of “Blest Be The Tie That Binds.” At the beginning of the second verse, all officers start moving slowly to their station. Star Point Officers go behind their chairs to be seated. At the same time, the Conductress starts to move toward the South, then North, until the new members are in a straight line and ready for the forward abreast march to the East. The Worthy Patron should not seat the Chapter until all are in their respective stations.
38. The Worthy Patron, with the assistance of the Conductress, will conclude the Initiation Ceremony. (However, it is permissible for the Worthy Matron to conclude the ceremony instead of the Worthy Patron.)
39. The Conductress shall step forward about two feet, and face the candidate(s) while responding to the Worthy Patron’s work. These explanations are to the candidate(s), and it is the duty of these officers to hold their attention by speaking and exemplifying the work directly to them. The Conductress shall hold the Signs until the Passes are given. When giving the CABALISTIC WORK, the Conductress faces the Worthy Patron. (Note: The Conductress stands with feet toward the

- South while turning to face toward the candidate(s) and/or the Worthy Patron. All Movements are from the waist up.)
40. In communicating the Grip, the Conductress follows the Worthy Patron's directions, fitting the movement to his words. The Conductress turns right and goes back of the candidate(s) to the Signet (GC 2002).
 41. The Conductress assists the Worthy Patron with the explanation of colors, emblematic flowers, and Emblems. If the Signet is not electric, she shall, with a pointer, designate each one. She assumes her position beside the candidate(s) as soon as the explanation of the Cup has been given.
 42. When the Worthy Patron directs the Conductress to have the new member(s) sign the Bylaws (Ritual), the Conductress and new member(s) form couples, followed by the Associate Conductress and member. They take two steps North, turn West, then South and march South to a point in front of Adah's station. All face South. (Ritual DOL 16)
 43. The Conductress shall escort each new member to the Secretary's desk, then to a position on the South line (facing West) where they shall stand until all have signed. When the Conductress returns for the last new member, the Associate Conductress advances to take her position on the South line. The Conductress takes her position beside the first new member and proceeds to the East, observing square comers. (See Diagram of the Labyrinth)
 44. The Worthy Patron calls up the Chapter as the Conductress and the candidate(s) leave the Secretary's desk. A WELCOME SONG is sung as they make the circuit of the room. The Conductress and the new member(s) form a straight line, facing west. After the hearty welcome, they are seated. The Worthy Patron seats the Chapter and returns the gavel to the Worthy Matron.
 45. If ribbons were presented to the new member(s), they may be pinned on at this time.

If Bible(s) or other gifts are presented to the new member(s), they may be presented at this time. It is not advisable to present gifts unless all new members receive gifts.

Draping the Charter

1. If “Draping the Charter” follows initiation, the Worthy Matron will direct the Conductress to remove small Bible(s) from the Altar. She may place them on the pedestal at her station. Should it become necessary for the Charter to be draped more than once during a thirty day period, the Worthy Matron will say, “Sister Conductress, you will remove the drape from the Charter.” The Conductress removes the drape from the Charter and retires to the preparation room. The Conductress then returns to her station. This is done without ceremony, as the Altar Bible is open.
2. When the time arrives for draping the Charter, the Charter is draped under “Sickness and Distress” as the last item. The Worthy Matron will have the Resolution(s) of Respect, Tribute(s), or Eulogy(ies) read. Special music (vocal or instrumental) may be introduced and appropriate music rendered during this ceremony.
3. Then the Worthy Matron will say, “Sisters Conductress and Associate Conductress, you will retire and prepare for the Draping of the Charter in memory of our departed Sister(s)/Brother(s). Sister/Brother Chaplain, you will assist them.”
4. The officers will rise when addressed and follow Diagram I, II, III and IV as illustrated in the following descriptions:
5. Charter is to be draped for primary and dual members.

DIAGRAM NO. I – Draping of Charter

The designated officers enter the line of march in regular form. The Conductress follows the South line of march and the Conductress and the Associate Conductress meet at the Northwest corner of the Chapter room. They retire to the preparation room

together. The Chaplain will approach the Altar in regular form and the Chapter arises (WITHOUT THE USE OF GAVEL) as the Chaplain enters the Labyrinth (between stations of Esther and Martha).

DIAGRAM NO. II - Draping of Charter

The Chaplain picks up the open Bible, steps to the edge of the Labyrinth and waits. All stand until the end of the ceremony.

DIAGRAM NO. III - Draping of Charter

The Conductress and Associate Conductress re-enter the Chapter room together after procuring the Drape and Wreath. At the Northwest corner they turn, face South and march together to the Southwest corner of the line of march. The Associate Conductress will turn left on the Southwest corner of the line of march, face East and enter the Labyrinth on a line midway between the stations of Ruth and Esther. The Conductress will march to the Southwest corner of the line of march, turn left and march East. As the Conductress approaches the point where the charter is on display (which is on an easel at the South of the Marshal's station), the Associate Conductress and the Chaplain are approaching the Altar at the same time. As the Conductress is placing the Drape on the Charter, the Associate Conductress places the Wreath on the Altar; then the Chaplain places the Bible within the Wreath.

DIAGRAM NO. IV - Draping of Charter

The three officers return to their stations on the same line of march with the Chaplain leading the line on the North. When the Chaplain reaches her/his station, the Chapter is seated without the use of the gavel.

6. At the close of the meeting, the Charter is returned to its former place in the Chapter room.
7. The Drape remains on the Charter for a period of thirty (30) days.

Draping of the Charter

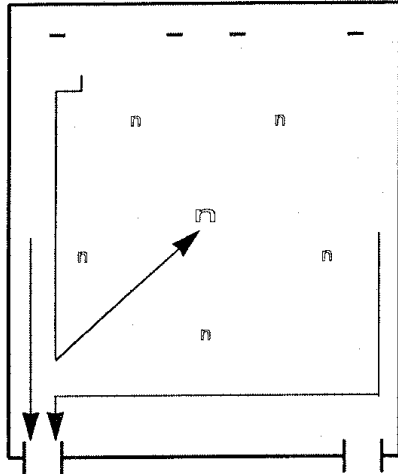


Diagram No. I

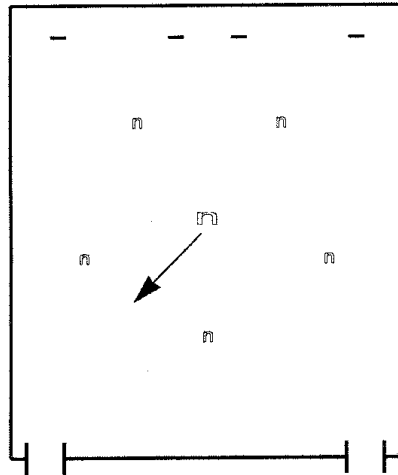


Diagram No. II

Draping of the Charter

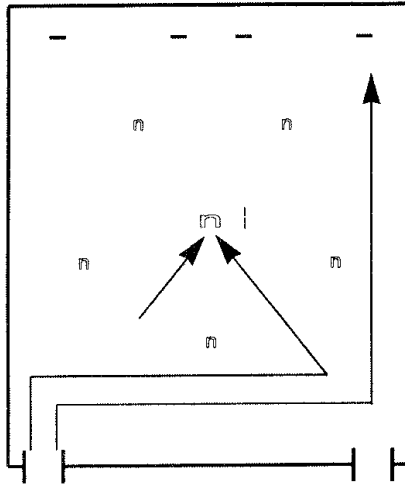


Diagram No. III

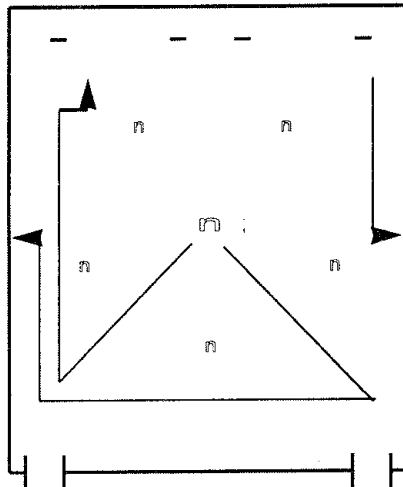


Diagram No. IV

Draping the Altar

1. During the first meeting, after the receipt of the official notice, the Altar shall be draped just before the minutes are read for approval.
2. The Altar is draped for a period of thirty (30) days for a deceased Most Worthy Grand Matron, Most Worthy Grand Patron, Past Most Worthy Grand Matron, Past Most Worthy Grand Patron of the General Grand Chapter, and/or for Worthy Grand Matron, Worthy Grand Patron, Past Grand Matron and Past Grand Patron of the Grand Chapter of North Carolina. If more than one of afore mentioned Sisters/Brothers have departed, the In Memoriam(s) will be read and the Altar draped as in No. 8.
3. An Evergreen Wreath should be large enough to encircle the Bible, and carried on a level with the elbows. It is used only at the initial ceremony.
4. The color of the Altar Drape is optional. The Altar Drape is folded horizontally in three equal parts allowing easy access to the four corners of the drape.
5. Appropriate music should be rendered during the ceremony. Vocal or instrumental music may be used.
6. If this ceremony follows initiation, the Worthy Matron will instruct the Conductress to remove the small Bible(s) from the Altar. She may place it/them on the pedestal at her station. If this ceremony is preceded by the Draping of the Charter, the Worthy Matron will instruct the Conductress, with the assistance of the Chaplain, to remove the Wreath from the Altar. Either small Bible(s), Wreath or Drape is removed without ceremony, as the Altar Bible is open. (See BOI page 65, "Procedure for Removing the Wreath and/or Drape from the Altar.")
7. Upon official notice of the death of any of the above listed under Item No.2, the Worthy Matron shall say, "Sister/Brother Secretary, you will read the In Memoriam.
8. After the Secretary reads the In Memoriam(s), the Worthy Matron shall say, "The Star Point Officers will retire and

prepare for the ceremony of Draping the Altar in memory of our departed Sister(s)/Brother(s). Sister/Brother Chaplain, you will assist them.”

9. The Star Point Officers and the Chaplain arise when addressed. They follow the instructions and diagrams as set forth in the following Diagrams I, II, III, and IV (pages 62.-64).

DIAGRAM I – Draping of Altar

Star Point Officers leave in front of station on the inside of the Labyrinth. Esther, turning South to a point in line with Adah and Ruth, leads, followed by Ruth and Martha, then Adah and Electa.

Ruth and Martha, then Adah and Electa, form couples in the West and follow Esther.

Diagram No. I

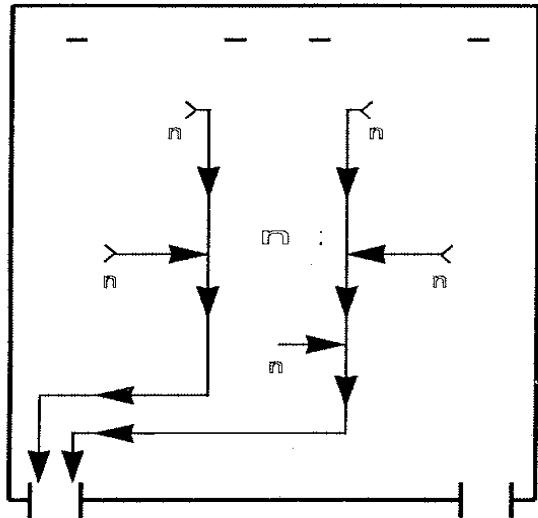


DIAGRAM II & III – Draping of Altar

The Chaplain leaves her/his station according to Diagram II, approaches the Altar, picks up the open Bible, steps back and assumes her/his position in back of Martha’s chair within the circle of the Labyrinth, facing the Altar, according to Diagram III. The Chapter rises (without the use of the gavel) as the Chaplain enters the Labyrinth.

Diagram No. II

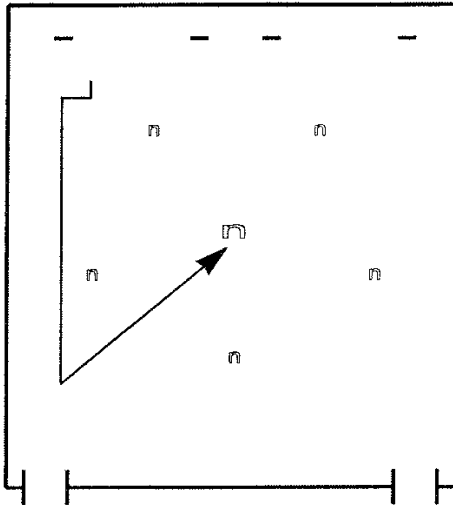


Diagram No. III

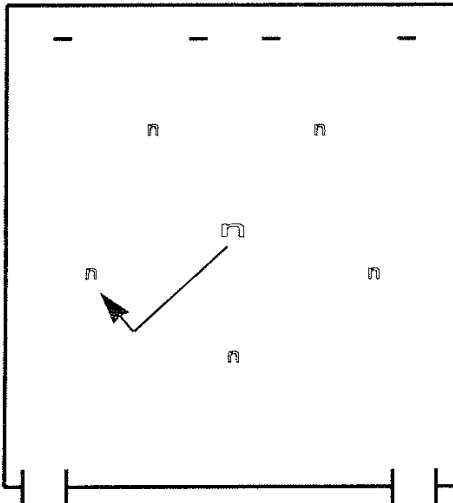


Diagram No. IV

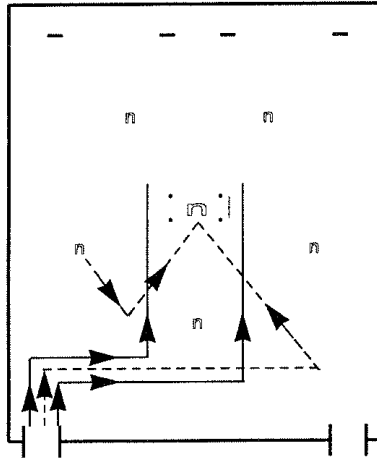


DIAGRAM IV - Draping of Altar

Star Point Officers enter according to this diagram; Adah and Electa enter together, followed by Martha and Ruth. Esther, with the Wreath, follows the West line of march to the Southwest corner, turns and enters the Labyrinth between the stations of Esther and Ruth. As Esther, with the Wreath, reaches the Southwest corner of the line of march, the Chaplain steps to a position halfway between the stations of Martha and Esther. Esther and the Chaplain hold their positions on edge of the Labyrinth while the Star Point Officers drape the Altar.

Star Point Officers drape the Altar; Esther and the Chaplain advance to the Altar; Esther places the Wreath, steps back, and the Chaplain places the Bible. All back away from the Altar. Esther steps back to a position beside her chair. The four other Star Point Officers step back; each goes behind her chair to a position at the side. The Chaplain returns to her/his station the regular way.

11. The drape is carried on the left arm of Martha. She steps in back of the Altar, puts her right hand under the Drape and

spreads the folded Drape North to South on the Altar. Then she steps back in position with other Star Point Officers.

12. The corners of the Drape are caught with the inside hand (the left hand of Adah, the right hand of Ruth, the left hand of Martha and the right hand of Electa). Star Point Officers assume the Reverent Attitude. Esther places the Wreath, steps back and assumes the Reverent Attitude. The Chaplain places the Bible within the wreath.
13. When the Chaplain reaches her/his station, all are seated without the use of the gavel.
14. If eulogy is to be offered, it should be done at the conclusion of the ceremony.
15. At all succeeding meetings during the required thirty (30) days, The Drape shall be placed on the Altar at the same time the Chapter room is prepared.

Procedure for Removing the Wreath and/or Drape from the Altar

1. When it becomes necessary for the Charter and the Altar to be draped at the same meeting, the Charter should be draped first. When the time arrives to drape the Altar, the Worthy Matron will instruct the Conductress with the assistance of the Chaplain, to remove the Wreath from the Altar. As the Chaplain leaves her/his station, the Conductress will leave her station following the line of march, entering the Labyrinth between Ruth and Esther. After the Chaplain removes the Bible, the Conductress will remove the wreath and the Chaplain replaces the Bible on the Altar; they retire from the Labyrinth in regular form. The Conductress will then carry the Wreath to the preparation room. She will return to her station. The ceremony of Draping the Altar will proceed.
2. Should it become necessary to remove the Drape for the Draping of the Altar, it shall be done in the same manner as in removing the Wreath from the Altar.
3. However, if it should be necessary to remove the Wreath and Drape, the Associate Conductress shall assist. The Worthy

Matron will say, “Sisters Conductress and Associate Conductress, you will remove the Wreath and the Drape from the Altar. Sister/Brother Chaplain, you will assist them.” The Chaplain goes first, followed by the Associate Conductress and Conductress on respective marching lines. They approach the Altar. The Chaplain removes the Bible and steps back West of the Altar; the Conductress removes the Wreath and steps back; the Associate Conductress removes the Drape, places it on her left arm and steps back. The Chaplain replaces the Bible on the Altar. The officers retire with the Conductress and the Associate Conductress leading. The Conductresses return the Wreath and Drape to the preparation room while the Chaplain returns to her/his station and is seated. The Conductress and the Associate Conductress return to their stations.

Closing of the Chapter

1. No part of the Closing Ceremony may be omitted. Minutes of the Chapter **MUST** be read for approval. After the minutes are approved, they may be opened only under unusual circumstances, and then only by majority vote of the members present.
2. The Conductress and the Chaplain perform the Altar Service as in the opening with the exception that the Conductress remains in the circle of the Star Point Officers until the prayer is finished and the Chaplain has stepped back into the circle. Then upon being directed by the Worthy Matron, the Conductress closes the Bible ritualistically. (See Altar Service BOI, page 28, No. 9) These two officers return to their stations as per Ritual.
3. The Farewell may be given by a Distinguished Guest upon invitation; however, the gavel is not extended to such guest by the Worthy Matron.
4. During the retiring march, if formations are made, it is permissible to have singing or speaking as the Chapter is closed.

5. The Worthy Matron does not hand the gavel to the Worthy Patron after the Chapter is closed. She places it on the pedestal. The Worthy Patron may direct the members to remain standing while the officers retire.

ANNUAL ELECTION OF OFFICERS (R & R)

In all elections of officers in a Chapter, a majority of votes cast shall be necessary to a choice. The annual election in Subordinate Chapters shall be held at the last stated meeting in February each year, and the Installation must be held on or after the last stated meeting in March and before the first stated meeting in April.

The election of officers in the Subordinate Chapter comes under New Business.

The first eight officers shall be elected by separate and majority ballot; however, the Chapter may order otherwise when there is but one nominee for any elective office. The remaining officers are appointed by the Worthy Matron Elect, after consultation with the Worthy Patron Elect. (R & R)

Under New Business at the last stated meeting in February, the Worthy Matron will announce that the Chapter will proceed with the Election of Officers for the ensuing year. She may say, “Worthy Patron, I invite you to preside for the election of officers.”

Suggested Procedure:

1. Tellers and assistants are appointed according to the needs of the Chapter.
2. A table is set up for the tellers, and the assistants distribute the slips of paper and pencils. (These should be provided and in readiness on the Secretary’s desk.)
3. Ballot boxes should also be ready to use.
4. When all is in readiness:

- (a) The presiding officer will say, “I now declare the ballot open.” (Sound gavel)
- (b) The presiding officer asks, “Is there a nomination for the office of Worthy Matron?”
- (c) A member may say, “I nominate Sister _____ for the office of Worthy Matron.” The Worthy Patron says, “Sister _____ has been nominated for the office of Worthy Matron. Are there further nominations?”
- (d) When it appears that no one else wishes to make a nomination, the presiding officer should ask again, “Are there further nominations?” If there is no response, the presiding officer says, “I declare the nominations for the office of Worthy Matron closed.” (Sound gavel)
- (e) The presiding officer continues, “All those in favor of Sister _____ for the office of Worthy Matron, please vote by the usual voting sign. All those opposed by the same sign.” If there is a majority vote in favor of the nominee, the presiding officer continues, “I declare Sister _____ elected Worthy Matron of this Chapter for the ensuing year. Sister _____ do you accept?”
- 6. You may continue electing officers in the same manner, continuing with the other seven officers PROVIDED THERE IS ONLY ONE NOMINEE.
- 7. When there is more than one nominee for an office, you will use the paper ballot procedure as follows:
 - (a) The presiding officer says, “Sisters and Brothers, you will prepare your ballot for the office of _____ for the ensuing year.”
 - (b) After the assistants have collected the ballots, the presiding officer says, “Have all voted? If so, I declare the ballot closed.”
(Sound Gavel)
 - (c) The assistants carry the ballot to the Chairman of tellers, where the ballots are counted and the results announced by the Chairman as follows:
 - (1) Total number of votes to a choice (one over half)

- (2) Total number of votes cast
- (3) Number of votes received by each member beginning with the lowest number
- (d) The presiding officer will then announce the result of the ballot and ask the officer elect if she/he will accept.
- (e) The election will proceed in like manner until all elective officers have been elected.
- (f) While the tellers are counting the votes for one officer, the members may be voting on the next one in order of stations.

Installation of Officers

1. The first step to be taken after election of officers is to plan the date for Installation. The outgoing Worthy Matron and Worthy Patron shall consult with the incoming Worthy Matron and Worthy Patron regarding their plans. The Installing Officers should be notified in ample time before the ceremony. All those assisting in installation must be Eastern Star members. (Ritual, page 96) All invitations from the Chapter shall be issued by the Worthy Matron. (See duties of WM., page 10, #16) This is the duty of the outgoing Worthy Matron, as the incoming Worthy Matron does not have the authority to act as the official representative of the Chapter unless, of course, the Worthy Matron is out of the city or ill.
2. Since the evening of Installation is for the incoming Worthy Matron, Worthy Patron and their corps of officers, a Chapter wishing to pay tribute to its outgoing Worthy Matron and Worthy Patron, such as the presentation of flowers, gifts or etc. should plan to do so at the last stated meeting in March.
3. The Secretary of the Chapter shall place a copy of the Secret Work, the Current Constitution, Rules and Regulations of the Grand Chapter and the Current Bylaws of the Chapter on the pedestal for the Installing Officer (as well as a list of assisting Installing Officers and the officers to be installed) prior to the ceremony. Both the Installing Officer and the Installing Marshal should have a list of the officers to be installed.

4. PROCEDURE FOR INSTALLATION OF OFFICERS:

- a. At the hour designated, the Worthy Patron shall ascend the dais and sound the gavel (*).
- b. As the officers enter, the Worthy Patron calls up the Chapter (**). The officers, wearing their Badges, march in without invitation and assume their stations.
- c. When the officers reach their stations, and while all are standing, the Worthy Matron says, “Sister Conductress, you will open the Bible.”
- d. The Conductress approaches the Altar between the stations of Adah and Ruth reverently, but not ritualistically, opens the Bible. She remains standing West of the Altar until the Lord’s Prayer is prayed in unison. She returns to the station leaving the Labyrinth between the stations of Adah and Ruth.

The Reverent Attitude and the Attitude of Prayer are given by officers and members during Installation. (See Altar Service)

- e. The Worthy Matron strikes one blow of the gavel and declares, “I now declare _____Chapter No. ____ open for the Ceremony of Installation of Officers.”
- f. The Pledge of Allegiance is given to the Flag of our Country and the National Anthem is sung.
- g. The Worthy Matron seats the Chapter and then extends a welcome to all present.
- h. Distinguished Guests may be introduced at this time.
- i. Music and remarks on the Good of the Order may be introduced if desired.
- j. The Installing Officer shall be properly introduced and escorted to the East.
- k. The Installing Officer recognizes her/his assistants (who are Installing Marshal, Installing Chaplain, Installing Organist) and proceeds with the ceremony.

1. When recess is declared, outgoing officers retire outside the Labyrinth to the preparation room and remove Badges.
5. During recess, the Installing Marshal collects Badges and arranges them on the Altar, beginning with the Worthy Matron's on the Northeast side, in line with the Northeast edge of the Bible and continuing toward the center of the West side of Altar. She then retires to the preparation room to prepare the officers.
6. Chairs are arranged West of Esther's station in a semicircle and should be left in a semicircle until the Chapter is closed (as per Ritual, page 186).
7. The recess is declared closed as Installing Marshal is returning. The Installing Marshal and other assistants assume their stations.
8. The Installing Officer proceeds with ceremony in accordance with the Ritual.
9. When directed to invite the officers to enter the chapter room, the Installing Marshal picks up the Baton, holds it at a 45 degree angle in front of the body, advances to the door of the preparation room, leads the officers around the square of the chapter room and seats them in the semi-circle of chairs in the West. The Installing Marshal then returns to her/his station and places the Baton in its designated place. The Baton is used to lead the officers into the chapter room and again to make the proclamation at the end of the ceremony.
10. The Chaplain shall enter the Labyrinth between the stations of Martha and Electa to the Altar for the Installation Prayer. She/he returns to her/his station in like manner.
11. The Installing Officer may give the Obligation from the East or she/he may go to the East side of the Altar. The East is never left vacant.
12. If the Obligation is given at the Altar or from the East, the Installing Officer shall assume the Reverent Attitude.
13. The Officers shall leave their arm bouquets or any other objects they are carrying at their seats when going to the Altar to

receive the Obligation, thus leaving their hands free to assume the Reverent Attitude.

14. After the Installing Marshal presents the officer, she/he steps back one step.
15. The Worthy Matron is conducted from the Altar by the Installing Marshal directly through the Labyrinth to the East, and stands in her station. When she reaches the East, the Installing Officer calls up the Chapter and the GRAND HONORS are accorded. The Worthy Patron is conducted to the East on the South side of the Altar. He is also accorded GRAND HONORS. The Installing Marshal remains on the left of the Worthy Patron after she invests him with his Badge of Office, until the Installing Officer directs her/him to conduct him to the East. She/he then steps to his right and offers him her/his left arm.
16. In conducting the Conductress and the Associate Conductress to their stations, the Installing Marshal will conduct the Conductress and the Associate Conductress single file away from the Altar out of the Labyrinth between the stations of Martha and Electa, turns East, then South, then West along the North line of march. The Conductress will stop off at her station.

The Associate Conductress will follow the Installing Marshal as they continue along the line of march, observing square corners, until reaching a point opposite her station. The Associate Conductress will stop before her chair as the Installing Marshal continues as per Diagram halfway between the stations of the Chaplain and Electa, turns and bows and both officers are seated simultaneously.

17. When conducting the Star Point Officers to the Altar for installation, the Installing Marshal shall observe square corners as she enters the Labyrinth between the stations of Ruth and Adah. She shall cause these officers to keep a straight line. When the Installing Officer shall direct the Installing Marshal to conduct them to their stations, the Installing Marshal shall

lead the officers to the North line of march, observe square corner near Martha's station, march East to the Northeast corner, square the corner and pause, facing West in front of the pedestal in the East.

18. The Installing Marshal shall take a few steps to the station of the Marshal; pick up the flowers of the five colors and beginning with Adah, present each Star Point Officer with the flower appropriate to her station. The Installing Marshal shall resume her/his position in front of the officers by going behind the line of officers to this position. They face South and at the Southeast corner make a square and proceed down the line of march.
19. As they approach a position opposite the station of Adah, this Star Point Officer squares her march and steps to the side of her chair. Ruth shall follow the same procedure. After passing the station of Ruth, the Installing Marshal marches in a semicircle around the back of Esther's station. Esther turns and marches Eastward a few steps to reach a point beside her chair. A square is made as the Installing Marshal enters the North line of march. Martha and Electa reach their stations in the same manner as Adah and Ruth.
20. The Installing Marshal continues on the North line until she/he reaches a point midway between Electa's station and that of the Chaplain, turns facing South and marches to a position directly opposite the station of Electa, turns and faces West. The Installing Marshal bows as a signal for the Star Point Officers to be seated.
21. The Installing Marshal takes two steps West, turns right and re-enters the North line of march, observing square corners, and resumes her/his position at the head of the line of chairs. (Ritual, page 191)
22. If the Floral Ceremony is not used, proceed in the same manner, but without a pause in the East.
23. When directed by the Installing Officer to declare the officers regularly installed, the Installing Marshal may make the proclamation at her/his station or West of the Altar. When the

declaration is made at the Altar, the Marshal enters the Labyrinth between the stations of Adah and Ruth, stands West of the Altar, and raises the Baton just above the eyes for the declaration.

24. The Installing Officer instructs the Secretary to obtain from the newly installed officers a receipt for the Secret Work, Rituals, Constitution and Bylaws of the Grand Chapter, Book of Instruction and any other property of the Chapter sent from the Grand Secretary and so marked. (R & R). This is recorded in the minutes of the meeting.
25. Acceptance Address of the Worthy Matron and the Worthy Patron.
26. Presentation of Jewels to the immediate Past Matron and Past Patron. (This presentation shall be made by a member of the Chapter. A member of another Chapter or a nonmember may pin the Jewel.)
27. Dedicatorial Prayer, Special Music or other Courtesies may be given at this time. No personal gifts are to be presented during Installation until after the Mizpah Benediction.
28. The Chapter Conductress is instructed to close the Bible, an ode is sung and the Mizpah Benediction repeated.
29. The meeting is closed with one blow of the gavel (*).
30. The newly installed officers may use a retiring march. (Ritual)

Closed Installation

(See Ritual, Fine Print)

1. In a Closed Installation held on the stated meeting night of the Chapter, the newly installed officers close the Chapter in ritualistic form. If a Closed Installation is held at a special meeting, the Chapter is opened in regular form by the retiring officers and the newly installed officers close the Chapter in ritualistic form.
2. In a Closed Installation, the Chaplain and Marshal enter the Labyrinth in the same manner as in Open Installation.

Procedure When Installing One or More Officers Out-of-Time

1. A special Dispensation is required to install officers out-of-time unless this duty is performed by the Worthy Grand Matron, District Deputy Grand Matron or Worthy Matron of the Chapter.
2. This ceremony is performed under the order of Unfinished Business.
3. If a Special Dispensation has been issued, it shall be read at this time.
4. The Installing Officer recognizes her/his assistants, instructs the Installing Marshal to place the chairs in the West (if more than one officer to be installed) and to arrange the badge(s) on the Altar and to seat the officer(s) to be installed
5. The Installing Marshal returns to her/his station and those assisting assume their stations.
6. Installing Officer instructs the Chaplain to offer Installation prayer. (Ritual, page 99-100)
7. The Installing Officer instructs the Marshal to call the name(s) and title(s) of those to be installed.
8. The Installing Officer will say, "Installing Marshal, you will present the elect (or appointed) for the Obligation."
9. If more than one officer is to be installed, they shall be conducted to the Altar for the Obligation and returned to their chairs West of Esther's station as in regular installation. If only one officer, the Marshal and the officer remain at the Altar after the Obligation.
10. The Installing Marshal presents officer(s).
11. The Installing Officer explains the duty of the officer(s) according to the Ritual.
12. The Installing Marshal invests the officer(s) with the Badge of Office, which is explained by the Installing Officer.
13. The Installing Marshal conducts the officer(s) to her/his station and returns to her/his station.
14. The officer(s) are declared installed as per Ritual.

15. The Chaplain and Marshal enter the Labyrinth in the same manner as in Open Installation.

District School of Instruction

1. The District School of Instruction shall be held on any day of the week except Sunday.
2. The District School shall begin at an hour designated by the Worthy Grand Matron and shall continue until the ritualistic work of the Order has been completed satisfactorily.
3. The date of the school shall be left to the discretion of the Worthy Grand Matron as she sets up her itinerary for the year.
4. The School shall be under the direct guidance and supervision of the District Deputy Grand Matron with the Worthy Grand Matron as advisor.
5. A Subordinate Chapter working under its Charter is necessary for a District School.
6. After the Chapter is ritualistically opened and the Flag of our Country is presented, the Worthy Matron of the hostess Chapter presents the gavel to the District Deputy Grand Matron and invites her to preside. The District Deputy Grand Matron will then proceed with her School of Instruction, according to the instructions issued by the Worthy Grand Matron.
7. Reading the minutes: The minutes of the school shall be recorded in the record book of the hostess Chapter. (Grand Chapter Bylaws, Section 19)
8. Ritualistic Closing by hostess Chapter.
9. The District Deputy Grand Matron when preparing for her School of Instruction should appoint a Registration Committee and an Invitation Committee. (The duty of this committee shall be to secure a place for the District School the following year.) She may appoint such other committees as she deems necessary to make her school a success.

INSTITUTING CEREMONY Instructions and Directions

The presiding officer at an Institution should be either the Worthy

Grand Patron or his duly designated proxy, who must be a member of the Grand Chapter.

Pro tems appointed by the Worthy Grand Patron or his proxy must be a member of the Grand Chapter.

Installation of officers of a newly instituted Chapter can either be Open or closed, according to the wishes of the members of the new Chapter.

Worthy Grand Patron sounds the gavel to establish order.

Worthy Grand Patron requests the Grand Officers present to fill Their stations and appoints pro tems for those not present. (If a proxy is acting for the Worthy Grand Patron, he will instruct the Grand Secretary to read his commission.)

W.G.P.: “All who are not members of the Order excepting the petitioners will retire.”

W.G.P.: “Grand Warder, you will see that the doors to this Grand Chapter are secure and inform the Grand Sentinel that we are about To enter into the Ceremony of Instituting a Chapter and direct her/him to permit no interruptions while we are thus engaged.”

Grand Warder secures the doors and reports as in Subordinate Chapter.

W.G.P.: “Associate Grand Matron, excepting the petitioners, you will ascertain and report if all present are members of the Order.”

Associate Grand Matron proceeds as in Subordinate Chapter.

W.G.P.: “It is well.”

Grand Conductress and Associate Grand Conductress return to Their stations.

W.G.P.: “Grand Conductress, you will attend at the Altar.”

Grand Conductress and Grand Chaplain proceed as in

Subordinate Chapter.

W.G.P.: “That we may have the needed grace to do our work well, let us unite in prayer.”

Grand Chaplain: “Our Father who art in Heaven, we ask Thy blessing upon Thy children here assembled. Help them to realize the great responsibility they are about to assume in taking upon themselves the Solemn Obligation of our Order. May Charity, Truth and Loving Kindness rule their hearts and govern their conversation and actions, one toward another. Especially grant to those who are soon to be invested with the official authority the spirit of kindness and forbearance. Endow them with wisdom to discharge the various duties incumbent upon them.

Bless the members of our Order wherever they may be. Let the light of Thy countenance shine upon them, and be gracious unto them. Grant to us the spirit of understanding and grace to follow the light of the Star of Bethlehem, and when life’s labyrinth has passed, may we be received unto Thy Kingdom. All of which we ask in Thy name. Amen.”

W.G.P.: “Grand Warder, you will instruct the Grand Sentinel that This special session of the Grand Chapter is now open and direct her/him to permit no untimely alarm to interrupt our ceremonies.”

Grand Warder proceeds as in Subordinate Chapter and reports.

Grand Conductress and Grand Chaplain return to their stations.

W.G.P.: “Sisters and Brothers, you will unite with me in the Pledge of Allegiance to the Flag of our Country.”

Pledge is given and Chapter is seated.(*)

W.G.P.: “We will defer the introduction of Distinguished Guests until the evening session.”

Worthy Grand Patron may have all entitled to introduction presented at this time, and if this is done, it is not to be repeated at the evening session.

W.G.P.: “We are about to institute a Chapter of the Order of the Eastern Star under dispensation of the Grand Chapter of North Carolina; a sufficient number of eligible persons have petitioned for a Chapter to be known as _____, Under Dispensation. Although the Order of the Eastern Star is closely related to the Masonic Fraternity, yet it is no part of that ancient institution. Here wives, mothers, daughters, widows and sisters of Master Masons may become co-laborers with the great brotherhood into the service of humanity, and by secret signs and other work of the Order, are able to make themselves known throughout the domain of Masonry as entitled to its protection into that field of labor you are about to enter.”

W.G.P.: “Grand Secretary, you will read the petition except the names of the petitioners.”

W.G.P.: Addressing the Worthy Patron of the Chapter about to be instituted, “Brother _____ you will rise, and as the Grand Secretary calls the names enrolled on the petition, vouch for the eligibility of each to become a member of the Order.”

W.G.P.: “Grand Secretary, you will call the roll of petitioners, who, as their names are called, will stand.”

If any of the petitioners are absent, the Worthy Grand Patron will instruct the Grand Secretary to strike their names from the petition. He will later instruct the Secretary of the U.D. Chapter to return to those absent petitioners the fees and dues previously paid by them.

W.G.P.: Addressing the Worthy Patron of the Chapter about to be instituted: “Brother _____, do you vouch for each of these persons that they are the ones whose names appear on the petition?”

Worthy Patron is to answer each of these questions as they are asked separately: “Do you vouch for each of these gentlemen that he is an affiliated Master Mason in good standing?”

“Do you vouch for each of these ladies?”

“Excepting those already members of the Order, do you vouch for these Petitioners that they have resided in this jurisdiction for at least six months and that all are at least eighteen years of age?”

W.G.P.: Addressing the petitioners:

“You have named in your petition Sister _____ as Worthy Matron; Brother _____, as Worthy Patron; Sister _____ as Associate Matron; and Brother _____ Associate Patron. Do you desire that they shall serve as such?”

Petitioners as a group should respond affirmatively.

W.G.P.: “Grand Secretary, you will read the Dispensation.”

W.G.P.: “You have heard the reading of this Dispensation. Do you Agree to its provisions and desire to assume the Obligation?”

W.G.P.: “Grand Conductress and Associate Grand Conductress (GC2003), you will conduct these petitioners to form the semicircle around the Altar.”

The Grand Conductress and Associate Grand Conductress proceed to lead the petitioners into the Labyrinth and form the semicircle.

W.G.P.: “You are now about to take upon yourselves the Solemn Obligation of our Order. By it you bind yourselves to the most solemn secrecy of respecting the work of the Order and to the performance of those acts of kindness and forbearance which are essential to our welfare and prosperity. With this knowledge of its requirements, are you willing to proceed?”

Petitioners as a group should respond affirmatively.

W.G.P.: “Grand Conductress and Associate Grand Conductress, you will see that these petitioners are in the proper position to assume the Obligation.”

Worthy Matron and Worthy Patron of the U.D. Chapter kneel at the Altar with small Bibles in their hands, as in the Initiation Ceremony. The Grand Conductress instructs the petitioners to stand behind the Worthy Matron and Worthy Patron. They place their right hands on the shoulder of the petitioners in front of them

so that all are linked by physical contact with the other and with those kneeling at the Altar.

The Worthy Grand Patron calls up the Chapter and proceeds to the Altar and administers the Obligation as in the Initiation Ceremony.

Upon completion of the Obligation, the Grand Conductress and Associate Grand Conductress remove the small Bibles and place them on the Altar and return to their proper position.

W.G.P.: “Arise, my Sister and Brother, we accept the pledge you Have given and share with you in this Solemn Obligation.”

The Worthy Grand Patron returns to the East, sounds the gavel (*). The Grand Conductress and Associate Grand Conductress conduct petitioners to their seats.

W.G.P.: “Grand Secretary, you will read the Bylaws of _____ Chapter, U.D.”

W.G.P.: “You have heard the reading of the proposed Bylaws of your Chapter. You will signify your assent to their adoption by raising your right hand.”

Adoption of Bylaws by the petitioners should be by at least two-thirds majority. If it is not convenient for the Grand Officers to perform the Ceremony of Initiation, then they will vacate their stations which will be assumed by officers of a nearby Chapter.

If the initiation is to be performed by a Subordinate Chapter, the Worthy Grand Patron will say:

W.G.P.: “The Grand Officers will vacate their stations which will be assumed by the officers of _____ Chapter No. ____ for the purpose of initiation.”

After the initiation has been performed by members of a Subordinate Chapter:

W.G.P.: “The officers of _____ Chapter No. _____ will vacate their stations which will be assumed by the Grand Officers or their pro tems.”

W.G.P.: “The Worthy Matron, Worthy Patron, Associate Matron

and Associate Patron have been named in the Dispensation. It is
Now my pleasure to appoint:

As Secretary_____.

As Treasurer_____.

As Conductress, Sister _____.

As Associate Conductress, Sister _____.”

W.G.P.: Addressing the Worthy Matron of the U.D. Chapter:

“Sister _____ will come to the East and read the list of
your appointive officers.”

The list is read by the Worthy Matron.

W.G.P.: “The entire corps of officers will be installed at the
evening session.”

W.G.P.: “In the name of the Grand Chapter of North Carolina,
Order of the Eastern Star, and by virtue of the high power in me
vested, I now declare this Chapter duly instituted. Henceforth, you
are empowered to meet as a legally instituted Chapter, under the
name of _____ Chapter, U.D., in accordance with the terms of
your Dispensation. You are consecrated to the works of charity
and benevolence, and to the service of love, truth, honor and
justice. Let peace and harmony reign within and your efforts will
be crowned with success. May the examples set forth by the
heroines of our Order stimulate you to emulate their worthy virtues
and exalted ideals; and may the God of Love and Peace dwell with
you and bless you in all your undertakings. Whatsoever you do, do
all to the Glory of God.”

W.G.P.: “Members of _____ Chapter, U.D., I commend
you to the care and custody of Sister _____, District Deputy
Grand Matron and Brother _____, District Deputy Grand
Patron. In so far as the Ritual is concerned, Sister _____
(naming the D.D.G.M.) will be the source from which you are to
accept instruction. Both your District Deputy Grand Matron and
District Deputy Grand Patron will render you whatever assistance
you may require in setting up the books and records of your
Chapter, and you may look to either of them for advice and
assistance in any matter pertaining to the work of our Order. You

are hereby admonished that as a Chapter Under Dispensation, you cannot amend your Bylaws or elect officers without approval of the Worthy Grand Patron. Inasmuch as all Chapters Under Dispensation are under the supervision of the Worthy Grand Patron, you will communicate with that officer directly in the event of need of advice which either your District Deputy Grand Matron or District Deputy Grand Patron is unable to render. Our constant prayer will be for your success in our Order.”

W.G.P.: “Grand Conductress, you will attend at the Altar.”

Grand Conductress closes the Bible and returns to her station.

W.G.P.: “Grand Marshal, you will declare this Special Session of the Grand Chapter from labor to refreshment, to convene at _____, o’clock for the purpose of ___(open or closed) Installation of Officers of _____ Chapter, U.D.”

Grand Marshal makes declaration.

W.G.P.: “Grand Warder, you will inform the Grand Sentinel that this Special Session of the Grand Chapter has been called from labor to refreshment, to reconvene at _____ o’clock for the purpose of _____ Installation of Officers.”

Grand Warder proceeds as in Subordinate Chapter and makes report to the Worthy Grand Patron. Worthy Grand Patron sounds gavel (*).

Evening Session-Open Installation For Institution of Chapters

Grand Officers assume their stations.

The Worthy Grand Patron sounds gavel (*) and says, “Grand Marshal, you will declare this Special Grand Chapter Session from Refreshment to Labor.”

Grand Marshal makes declaration.

W.G.P.: “Grand Conductress, you will open the Bible.”

Grand Conductress proceeds as in Open Installation.

W.G.P.: “We will pray the Lord’s Prayer.”

W.G.P.: “Sisters and Brothers, we are honored by a visit of our Worthy Grand Matron. Grand Conductress, you will present her.”

Proceed as in Subordinate Chapter.

W.G.P.: ‘Worthy Grand Matron, it is my pleasure to present you the gavel for the purpose of introducing our Distinguished Guests, after which you will proceed to install the officers of _____ Chapter, U.D.’”

Installation will proceed as provided for in Open Installation Ceremony.

After Installation of officers, the Worthy Matron seats the Chapter. Remarks are made by the Worthy Matron and Worthy Patron. The gavel is returned to the Worthy Grand Matron, who presents it to the Worthy Grand Patron.

W.G.P.: “Grand Secretary and Grand Conductress, you will assume your stations.” Announcements are made at this time.

W.G.P.: “Grand Secretary, you will forward the minutes to me for my approval.”

W.G.P.: “Grand Conductress, you will close the Bible.”

A closing ode is sung.

W.G.P.: “We will repeat the Mizpah Benediction.”

W.G.P.: “I now declare this Special Session of the Grand Chapter of North Carolina, Order of the Eastern Star, closed.” Sounds gavel (*).

Closed Installation for Institution of Chapters

The Worthy Grand Patron sounds gavel (*) and asks the Grand Officers to assume their stations.

W.G.P.: “All who are not members of the Order of the Eastern Star will retire.”

W.G.P.: “Grand Warder, you will see that the doors to this Chapter are secure and inform the Grand Sentinel that we are about to call this Special Session of the Grand Chapter from Refreshment

to Labor and instruct her/him to permit no untimely interruption.”
Grand Warder proceeds and reports.

W.G.P.: “Grand Marshal, you will declare this Special Session of the Grand Chapter from Refreshment to Labor.”

Declaration.

Upon instruction of the Worthy Grand Patron, the Associate Grand Matron proceeds to prove the Chapter and reports.

W.G.P.: “Grand Conductress, you will attend at the Altar.”

Grand Chaplain does not leave her/his station. If Distinguished Guests have not previously been introduced, it may be done at this time, following the procedure shown under “Evening Session-Open Installation for Instituting Chapters.”

W.G.P.: “Sisters and Brothers, I have invited ____ to install the officers of this newly Instituted Chapter. _____, I invite you to preside.”

The Installing Officer returns the gavel to the Worthy Grand Patron after Installation.

W.G.P.: “The officers’ of _____ Chapter U.D. will vacate their stations which will be assumed by the Grand Officers or their pro tems.”

Announcements are made at this time.

W.G.P.: “Grand Secretary, you will forward the minutes to me for approval.

W.G.P.: “Grand Warder, you will inform the Grand Sentinel that we are about to close this Special Session of the Grand Chapter and direct her/him to permit no interruption while we are thus engaged.”

Grand Warder proceeds as in the Subordinate Chapter and reports.
W.G.P.: “Let us unite in prayer.”

Grand Conductress and Grand Chaplain proceed as in Subordinate Chapter.

W.G.P.: “Grand Conductress, you will attend at the Altar.”

Grand Conductress proceeds as in Subordinate Chapter.
Worthy Grand Patron may invite the Worthy Grand Matron or Installing Grand Officer to give the Farewell Remarks. Otherwise the Worthy Grand Patron will give that part of the Ritual.

W.G.P.: “I now declare this Special Session of the Grand Chapter of North Carolina, Order of the Eastern Star, closed. Grand Warder, you will so inform the Grand Sentinel.”

Grand Warder proceeds as in Subordinate Chapter.

The Worthy Grand Patron sounds gavel (*) to close the meeting.

CONSTITUTING CEREMONY

1. It is suggested that the meeting convene at 4:00 p.m. for Constitution Ceremony and election of officers. After banquet, the meeting will reconvene for Installation of Officers.
2. At the appointed time, the Worthy Patron of the Chapter to be constituted will ascend the dais and the Chapter is opened ritualistically.
3. The Worthy Matron will then direct the Conductress to present the Worthy Grand Matron (and Worthy Grand Patron, if he is present).
4. The Conductress will introduce the Worthy Grand Matron and Worthy Grand Patron in regular form.
5. After the Worthy Grand Matron (and Worthy Grand Patron) are escorted to the East and given Grand Honors, the Worthy

Matron will say, “We are honored that you have come to us for the purpose of constituting our Chapter and installing our officers. I therefore invite you to preside.”

Worthy Grand Matron presiding:

W.G.M.: “Sisters and Brothers, I thank you for your fraternal reception and shall at once proceed to perform the duties that have called us together.

The Worthy Grand Matron seats the Chapter (*) and asks the U.D. Chapter members to vacate their stations, and the Grand Officers assume their stations. (In the absence of the Grand Officers, she will make appointments to fill the stations of the Grand Officers who are absent.)

W.G.M.: “We are convened at this time for the purpose of constituting and consecrating a Chapter of our Order. Grand Secretary, you will read the Charter, which the Grand Chapter has been pleased to grant.”

The Grand Secretary reads the Charter and then hands it to the Constituting Officer.

W.G.M.: “With full confidence in your sincerity, I now, in the name of the Grand Chapter, confide this Chapter to your keeping, with the assurance that you will ever cherish and defend it. That you may have the needed grace to do so, let us unite in prayer.”
(***)

Grand Chaplain: “Oh, Thou Infinite One, Who dost permit us to call Thee Father, we bow before Thee in grateful worship. We pray for Thy blessing upon the members of this organization, who have associated themselves together that they may thereby accomplish the good through united labor which individual effort would fail to secure. Bless the officers who will soon be entrusted with the government of this Chapter. Endue them with wisdom from on high. May charity, truth and gentleness govern all their deliberations, and may this Chapter serve to strengthen the Order throughout the state. We commend to Thy protecting care all the

members of our beloved Order, wheresoever they may be. Be very gracious unto them and let the light of Thy countenance shine upon them, that its living brightness may be a Divine Guide and a Redeemer. May they increase in knowledge of Thee and in love for each other; and finally, may they be permitted to meet in the Celestial Grand Chapter above. These blessings and whatsoever else Thou shall see to be good for Thy children here below, we ask in Thy dear Son's name. Amen."

Response: "So may it ever be."

The Worthy Grand Matron seats the Chapter (*).

W.G.M.: "Grand Marshal, you will assemble the officers and members of the Chapter, west of the Altar, in the form of an open circle facing east."

W.G.M.: "Sisters and Brothers, you have heard the reading of the Charter as granted to this Chapter. Do you accept it upon the conditions therein named?"

Answer: "We do."

W.G.M.: Does anyone present know of any reason why this Chapter should not be constituted and its officers installed?"

W.G.M.: "In confiding this Charter to your care, and investing you with these powers, the Grand Chapter is confident that you will endeavor to understand the spirit and purpose of our Order. The Holy Bible rests upon your Altar. Upon its teachings, build a lasting structure. Be guided by its divine precepts. Beware of strife and discord. Let jealousies and dissension find no place within your borders; but may peace, love and unity dwell among you."

The Worthy Grand Matron will call up the Chapter (***) and advance to the Altar, and placing the Charter upon the Holy Bible, will say:

W.G.M.: "I now place upon this Book, which represents the law and the will of the Deity, this Charter which represents your

powers and privileges. While you work under this Charter, in the light of this Book, you will live and prosper. Sisters and Brothers, in the name and under the auspices of the Grand Chapter of North Carolina, Order of the Eastern Star, and by the high power and authority in me vested, I do pronounce and declare this Chapter duly Constituted. From henceforth you are empowered to meet as a legal Chapter, under the name and title of _____ Chapter No. _____. In accordance with the terms of your Charter, you are consecrated to the work of charity and benevolence and to the service of love, truth, honor and justice. Let peace and harmony reign within, and your efforts will be crowned with success. May the examples set forth in the history of our heroines inspire you to emulate their exalted virtues, and may God our Father guide and direct you in all your undertakings. Whatsoever ye do, do all to the Glory of God.”

“Sisters and Brothers, you will give the Grand Honors.”(All members)

Song: “Blest Be the Tie That Binds” or some other suitable hymn may be sung. The Worthy Grand Matron removes the Charter and carries it with her to the East.

The Charter is passed to the Grand Secretary.
The Chapter is seated (*).

Election of officers follows.

If the Chapter is to have Open Installation, Grand Officers will vacate their stations, and the Chapter officers will assume them. They will close the Chapter ritualistically.

Installation: (follow Ritual) With the Worthy Grand Matron as Installing Grand Officer, and the Grand Marshal, Grand Chaplain and Grand Organist assisting, if present.

Distinguished Guests may be introduced at proper time. Closing of Chapter. (If Closed Installation, Chapter is closed at this time.)

EASTERN STAR FUNERAL SERVICE

The officers may wear their Badges when conducting a Funeral Ceremony for a deceased member in the home, church, funeral chapel or at the grave. (Ritual, 153-160) If badges are worn, hats and gloves are not to be worn.

ALTERNATIVE FUNERAL SERVICE FOR FORMER MEMBERS

ORDER OF THE EASTERN STAR

Funeral ceremony as per Ritual, page 160a (two pages)

- Notes -

Words Frequently Mispronounced

Ac tu-ate	ak'tu-at
Ad-dress	a-dres'
Af-fili-ate	a-fil'i-at
Am mon	am'on
Annals	an'alz
Ardor	ar'der
Aged	a jed
Bade	bad
Ba'ton	ba'ton
Be-nefi'cent	be-nef'isent
Bo az	Bo'az
Culms	Kulms
Cab'a-lis tic	Kab'a-lis'tik
Col-umn	kol'um
Con stan-cy	kon'stan-si
Can di-date	kan-di-date
Da is	da'is
Di-rec tion	di rek'shun
Dis-cretion	dis-kresh'un
E dict	e'dikt
E lec ta	E-lek-ta
E ra	e'ra
Es ther	Es'ter
Elim-e leck	E-lem-e-lek
Efful-gent	ef-ful'-jent
Fi-del i-ty	fi-del-'i-ti
Gov-ern-ment	gov'-ern-ment
Gav el	gav'el
Her o-ine	her o-ine
He ro-ic	he-ro-ik
In'stal-la-tion	In'sto-la'shun
In-I ti-ate	in-ish'i-at
Il lus-tra-ted	il-lus-trat-ed
In qu-iry	in-kwir-i
Jeph-thah	Jef'tha
Jes-a mine	jes'-a-min
Lab y-rinth	lab'i-rinth
Mar tha	Mar tha
Ma-tron	Ma trun
Mainte-nance	man'te-nanse
Mo ab	Mo'ab
Me ni-al	me'-ni-al

Mi nute
Mo men-tous
Na o-mi
Pa gan
Pro mul gate
Per se-cution
Scepter
Sword
Saith
Timbrels
Vash-ti

mi-nute
mo-men-tus
Na-o'mi
pa'gun
pro-mul'-gat
pur'se-cution
sep'ter
sord
seth
tim-brels
Vash'ti

PROTOCOL AND ETIQUETTE
For
The Order of the Eastern Star
In North Carolina

Protocol is the name given to the rules prescribing the etiquette in ceremonies, the code prescribing deference to rank and strict adherence to due order of preference and correct procedure. Every member should be properly informed in Eastern Star protocol.

The purpose of the information given herein is an effort to perpetuate the traditions of the gracious way of life as handed to us by our founder, Rob Morris.

Certain rules that have developed as our Order has grown have made it necessary for us to maintain high standards in our practices to meet the ever rising social demands that have fallen upon us as a fraternal organization. In this rapidly changing world of progress and changing patterns of modern living, we find ourselves at the crossroads and must, of necessity, plan a course of action.

If we have succeeded in preparing you for a practical guide in precept and in principle which when adhered to will make you a more knowledgeable member, then our efforts have not been in vain.

Protocol in itself has many facets. The title one holds must be the deciding factor at all times.

Invitations

Invitations should be issued at least three weeks before the event. If you desire the invited guests to be in the receiving line or to wear formal or afternoon dress, note it on the lower left hand corner of the invitation.

Invitations within our organization are usually "general" or "informal". Courtesy demands recognition of the invitation whether accepted or declined.

General Grand Chapter Protocol

The Most Worthy Grand Matron, Most Worthy Grand Patron, Past Most Worthy Grand Matrons, Past Most Worthy Grand Patrons, other General Grand Chapter Officers in order of their rank, members of Standing and Special Committees of General Grand Chapter, Worthy Grand Matrons, Worthy Grand Patrons, Past Grand Matrons and Past Grand Patrons according to their year of service, and followed by the Grand Chapter Officers, according to their rank are presented in this order. This order of presentation has come through long years of inherent usage and inasmuch is now procedure and Ritualistic law.

Grand Chapter Protocol

The Worthy Grand Matron and Worthy Grand Patron are the official heads of state in the Order of the Eastern Star. They are the official host and hostess for the Grand Chapter, head the line and officially greet and present by name honored guests at a Grand Chapter Session.

Subordinate Chapter Protocol

The Worthy Matron and Worthy Patron are the official heads of a Subordinate Chapter. It is their duty to greet guests and present honored visitors and to act as host and hostess at all functions within the jurisdiction of their respective Chapter.

Introductions

Introductions of order of rank of Distinguished Guests and Distinguished Members are found in the Book of Instruction and should be adhered to without question or debate.

Official Visits

The Worthy Grand Matron and Worthy Grand Patron are always on Official Visit and should be given the undivided attention of the district membership when present, and all

courtesies planned and centered around them. This is not only Eastern Star protocol but standards of good etiquette, and when observed, places the membership high in the opinion of those who are not members of the Order.

Banquets

Note: Please remember to be courteous at all times when guests are speaking or singing. The gracious thing to do is to sit quietly, NO eating and NO talking.

Seating arrangement depends upon table arrangement:

Head Table

- A. Center: Master of Ceremonies or presiding officer
- B. Immediate Right: Most honored lady guest and husband
- C. Immediate Left: Most honored gentleman and wife
- D. If all other guests are of equal rank, place right and left according to seniority and title.

Those persons giving the Invocation, Welcome, Response, Introductions and the Chairman of Entertainment should be placed at or near the head table. If a great many guests are present, they may be seated at tables placed in front of the head table.

Introductions

After the most honored guests are introduced (Worthy Grand Matron and Worthy Grand Patron of North Carolina with their husband and wife, Most Worthy Grand Matron and husband; Most Worthy Grand Patron and wife), all others are presented according to title. If Past Grands of North Carolina are present, present according to seniority.

A. At Grand Chapter

1. Type of banquet or luncheon will determine (The Worthy Grand Matron always to the right and Worthy Grand Patron to the left of speaker.)

2. Protocol and custom decide seating.

B. District Schools

Protocol and custom will decide seating.

C. Subordinate Chapter (banquet, luncheon, breakfast)

Protocol according to rank of guests.

After seating the Worthy Grand Matron (right of speaker or M.C.), the Worthy Grand Patron (to the left of speaker or M.C.). Custom demands special attention also to distinguished members of a Chapter (Past Grands and Grand Officers).

Receptions

1. If the invitation is for "after five," and if "receiving line" is indicated, the type of dress should be placed in the lower left hand corner of the invitation.
1. Placement in the receiving line will be determined by the rank of officers according to regular protocol. The length of the receiving line should be determined by the host or hostess of the event.
2. Wife or husband of the honoree should be in the receiving line, standing next to the honoree. The host or hostess will receive and make presentation of guests as they arrive.
(NOTE) Lineup for reception: Host and hostess, honored guest, then follow the lineup of introductions as given in the Book of Instruction.

General Information

Correspondence

Letters addressed to the Chapter belong to the membership, not to the Secretary, and all such correspondence should be read.

Revised 11/28/2018

-NOTES-