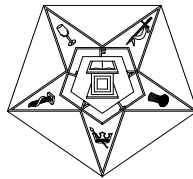


CONSTITUTION AND RULES OF ORDER
OF
THE GRAND CHAPTER OF FLORIDA
ORDER OF THE EASTERN STAR, INC.
AND
RULES AND REGULATIONS
FOR THE GOVERNMENT OF
SUBORDINATE CHAPTER IN FLORIDA

Printed with all Revisions Adopted
Through 2024



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REVISED 2019

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CONSTITUTION
OF THE
GRAND CHAPTER OF FLORIDA
ORDER OF THE EASTERN STAR, INC.

**CONSTITUTION GOVERNING THE GRAND CHAPTER OF
FLORIDA ORDER OF THE EASTERN STAR, INC.**

ARTICLE I. NAME

Section 1. This Grand Chapter shall be known as THE GRAND CHAPTER OF FLORIDA ORDER OF THE EASTERN STAR, INC., herein also referred to as Grand Chapter, Grand Chapter of Florida or Grand Jurisdiction or Grand Jurisdiction of Florida.

Section 2. **Names of Governing Documents** referred to

(a) The Constitution governing the Grand Chapter of Florida Order of the Eastern Star, Inc. is sometimes referred to as “the Constitution” or the “Constitution”.

(b) The Rules of Order for Conducting the Business of the Grand Chapter is sometimes referred to as “Rules of Order.”

(c) The Rules and Regulations for the Government of Subordinate Chapters in Florida is sometimes referred to as “Rules and Regulations.”

(d) The Bylaws of The Grand Chapter of Florida Order of the Eastern Star, Inc., is sometimes referred to as “Corporate Bylaws.”

(e) The Bylaws of The Grand Chapter of Florida Order of the Eastern Star, Charitable Foundation, Inc., is sometimes referred to as “Charitable Foundation Bylaws.”

ARTICLE II. SEALS

Section 1. This Grand Chapter shall have three Seals, the design of which shall be a Pentagon within two circles, and a Star within the Pentagon.

(a) The inscription on the first Seal, which shall be known as the Grand Chapter's Seal, and which shall be in the custody of and used by the Grand Secretary, shall be "GRAND CHAPTER OF FLORIDA O.E.S., INC. ORGANIZED 1904," in the space between the circles.

(b) The inscription on the second Seal, which shall be known as the Worthy Grand Matron's Seal, and which shall be in the custody of and used by the Worthy Grand Matron, shall be "WORTHY GRAND MATRON OF THE GRAND CHAPTER OF FLORIDA, O.E.S.," in the space between the circles.

(c) There shall also be a third Seal, which shall be known as the Charitable Foundation Seal, and which will be in the custody of and used by the Grand Secretary. The inscription on the third Seal shall be "GRAND CHAPTER OF FLORIDA O.E.S., CHARITABLE FOUNDATION, INC." INCORPORATED 1995" in the space between the circles.

All documents issued by or under the authority of the Grand Chapter of Florida or the Charitable Foundation shall be authenticated, as appropriate, by one of said Seals.

ARTICLE III. AUTHORITY

Section 1. The Grand Chapter is sovereign and supreme in all matters relating to the Order within the territorial limits of the State of Florida, except in the matter of Ritualistic Ceremonies, which are within the authority of the General Grand Chapter.

The Grand Jurisdiction of Florida will conform with all ritualistic work as prescribed by the Ritual of the Order. When changes are made in ritualistic work or decisions and resolutions pertaining to such are adopted by General Grand Chapter, they shall immediately be in force in this Grand Jurisdiction. All Past Grand Matrons, Past Grand Patrons, Deputies (Grand Instructors if change is applicable to floor work), and subordinate chapters shall be notified of this change promptly by the Worthy Grand Matron.

Section 2. The Grand Chapter has original jurisdiction over all subjects of legislation for the benefit of the Order and judicial authority in the interpretation and administration of its own laws. It shall have jurisdiction over the preferment of charges and trial and punishment of its elected and appointed Grand Officers, Worthy Matrons and Worthy Patrons of subordinate chapters, all Past Grand Matrons and Past Grand Patrons and appellate jurisdiction in all cases involving Eastern Star rights and benefits not in violation of this Constitution and established Landmarks of the Order. The Worthy Grand Matron and Worthy Grand Patron cannot be tried during her/his term of office. However, she/he may be tried should not less than seven members of Grand Chapter bring charges and specifications against her/him during or within 15 months after the expiration of her/his term of grand office.

Section 3. The Grand Chapter shall, by regulation, prescribe the procedures for administration of Eastern Star justice. Such regulations shall provide for notice to an accused member, service of specific charges upon said member, reasonable opportunity to respond thereto,

fair and impartial hearing thereon, and right of appeal as provided in the Penal Code.

Section 4. All authority not specifically delegated to the subordinate chapters are inherent in and reserved to this Grand Chapter.

ARTICLE IV. **MEMBERSHIP OF THE GRAND CHAPTER**

Section 1. The membership of this Grand Chapter shall consist of all members in good standing in an active subordinate chapter in this Grand Jurisdiction. All shall be entitled to vote on all matters coming before Grand Chapter, except as hereinafter provided in Election of Grand Officers. (2018)

Section 2. **Honorary Membership** – Honorary membership in this Grand Chapter shall be limited to Worthy Grand Matrons, Worthy Grand Patrons, Past Grand Matrons and Past Grand Patrons of other Grand Jurisdictions.

ARTICLE V. **GRAND OFFICERS**

The Grand Officers of this Grand Chapter shall be as follows: Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Secretary, Grand Treasurer, Grand Conductress, Associate Grand Conductress, Grand Chaplain, Grand Marshal, Grand Organist, Grand Adah, Grand Ruth, Grand Esther, Grand Martha, Grand Electa, Grand Warder and Grand Sentinel.

The Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Secretary, Grand Treasurer, Grand Conductress, Associate Grand Conductress and Grand Sentinel are elected at the annual Grand Chapter session. The remaining Grand Officers shall be appointed by the Worthy Grand Matron-elect.

The Grand Officers shall be Sisters, except the Worthy Grand Patron, Associate Grand Patron and Grand Sentinel. However, the Grand Secretary, Grand Treasurer, Grand Chaplain, Grand Marshal, Grand Organist or Grand Warder, may be a Sister or a Brother.

The Grand Officers, who are Sisters, shall wear white dresses and white shoes with beige hose when participating in any ritualistic ceremony of the Order of the Eastern Star.

Eligibility: Any Past Matron or Past Patron of Florida, who is a member in good standing in a Florida chartered subordinate chapter and holds a current Certificate of Proficiency, is eligible to elective or appointed grand office in this Grand Jurisdiction. No member will serve as a Grand Officer, Grand Instructor, or Grand Representative at the same time. A member must be a legal resident of the State of Florida, who is eligible to register to vote in the State of Florida, to hold an elective grand office. Dual members are not eligible to hold an elective or appointed grand office. (2014) (2022)

All those seeking elective grand office are required to obtain a resume form from the Grand Secretary and complete and file said form with the Grand Secretary no later than 90 days prior to the formal opening of the next Grand Chapter session.

Those who have timely filed a resume for elective grand office may be introduced in the subordinate chapters as may be provided in the Floor Work Book.

ARTICLE VI. DELEGATES

The delegates to this Grand Chapter shall be the Worthy Matrons, Worthy Patrons, Associate Matrons and Associate Patrons (or their regularly appointed proxies), of chartered subordinate chapters in this Grand Jurisdiction, whose duty it shall be to attend all sessions of the Grand Chapter. Delegates shall be eligible to vote on all matters coming before the Grand Chapter.

Plural members in the Grand Chapter of Florida Order of Eastern Star, can hold voting rights for Grand Chapter from only one subordinate Chapter. In the event a member is an elected officer that would be a voting delegate in more than one chapter this member **MUST** appoint a proxy in one of the chapters. (Amended 2017)

A proxy may be appointed to represent the Chapter by any of the delegates, but such proxy must be a member of the Chapter represented and must present a certificate of such appointment, duly authenticated, to the Credentials Committee. A dual member of that Chapter may be appointed as a proxy.

At the time of registration the delegates shall present to the Credentials Committee her/his credentials certificate, under Seal, from her/his chapter Secretary, of her/his election and installation.

ARTICLE VII. ELECTION OF GRAND OFFICERS

Section 1. All Grand Officers shall be elected during the Annual Session of the Grand Chapter. The election of Grand Officers shall be the first order of business on the second morning after the opening of Grand Chapter. All other business occurring on that day shall be made subordinate thereto.

In the election of Grand Officers the following are allowed to vote, provided they are present and have registered with the Credentials Committee prior to 6:00 P.M. the day preceding the election, viz:

(a) All elective Grand Officers each of whom shall be allowed one vote;

(b) All Past Grand Matrons and Past Grand Patrons of Florida each of whom shall be allowed one vote;

(c) The Worthy Matron, Worthy Patron, Associate Matron and Associate Patron of each subordinate chapter represented or their regularly appointed proxy, shall be allowed one vote.

i) If any of said officers are not present, or represented by proxies, then the officer highest in rank shall vote such additional votes.

ii) If only one of the foregoing officers is present, she/he will be allowed to vote her/his own individual vote and the votes of such proxies as she/he may hold.

iii) Each of the foregoing officers may appoint a proxy, who shall be a member, dual member or plural member of that chapter. The proxy shall be allowed to vote the proxies she/he may hold.

iv) The ranking of the officers present shall be: Worthy Matron, Worthy Patron, Associate Matron and Associate Patron. A proxy who is not one of the aforesaid officers may hold four proxies from the four officers but any such proxy, who is not one of the aforesaid officers must be a member or a dual member of the chapter represented.

v) No one may be admitted to vote in the election after the election procedure has started, except by approval of the Grand Chapter. A majority vote of those eligible to vote in the election of Grand Officers shall be required for an election.

Section 2. The Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron and Associate Grand Patron will be elected when a majority of those eligible to vote in the election of Grand Officers vote in favor of a motion, made and seconded by voting delegates, that the Associate Grand Matron be elected Worthy Grand Matron, the Associate Grand Patron be elected Worthy Grand Patron, the Grand Conductress be elected Associate Grand Matron and the Grand Sentinel be elected Associate Grand Patron, and that these elections be collective and by acclamation.

Section 3. Only those who are eligible and have timely filed resumes with the Grand Secretary may be considered for election to the offices of Grand Secretary, Grand Treasurer, Associate Grand Conductress and Grand Sentinel.

Section 4. The Grand Secretary will be elected, followed by the election of the Grand Treasurer. The incumbent Grand Secretary and Grand Treasurer, if seeking re-election, shall timely file a resume with the Grand Secretary. Should there be no timely filed resumes of other candidates seeking election to either of these offices, the Grand Secretary and/or the Grand Treasurer will be elected when a majority of those eligible to vote in the election, vote in favor of a motion, made and seconded by voting delegates, that the Grand Secretary and/or the Grand Treasurer be elected, and that the election be by acclamation. Should one or more other resumes be timely filed for either the office of Grand Secretary or Grand Treasurer, election will then be by ballot.

Section 5. The Grand Conductress will be elected when a majority of those entitled to vote in the election of Grand Officers votes in favor of a motion, made and seconded by voting delegates, that the Associate Grand Conductress be elected Grand Conductress and that the election be by acclamation.

Section 6. The Associate Grand Conductress will then be elected by ballot followed by the election by ballot of the Grand Sentinel.

Section 7. When more than two candidates are voted upon to fill the same elective Grand Office and no choice is made on the first ballot, all names shall be dropped except the three highest. If there is no election on the second ballot then only the two highest shall be considered.

Should there be only one candidate for the offices of Associate Grand Conductress and /or Grand Sentinel, the election shall be by acclamation. (Revised 2016)

Section 8. Should an elected Grand Officer; i.e., Associate Grand Matron, Associate Grand Patron, Grand Secretary, Grand Treasurer, Grand Conductress, Associate Grand Conductress or Grand Sentinel be unable to continue, the Grand Secretary will notify subordinate chapters in writing of the impending vacancy(ies).

Should there be insufficient time for notification, an announcement will be made at the Grand Chapter Session and nominations from the floor will be received for the vacancy(ies).

In such event, nominations may be made only by those eligible to vote in the election of Grand Officers. Those desiring to make a nomination must address the presiding officer, obtain recognition and identify themselves by stating name, chapter name, number and title before making a nomination. After nominations are closed, election shall then proceed by ballot.

Should there be only one candidate by resume or, if insufficient time for notification by the Grand Secretary, only one nomination from the floor to fill a vacant office, the election shall be by acclamation. (Revised 2016)

a. In the event a Grand Officer is elected and then declines the election and if no or only one candidate remains for that office, nominations may be received to fill the office. Nominations may be made only by those eligible to vote in the election of grand officers. Those desiring to make a nomination must address the presiding officer, obtain recognition and identify themselves by stating name, chapter name, number and title before making a nomination. After nominations are closed, election shall then proceed by ballot.

No elective grand office shall be filled by default or with less than a majority of votes being cast.

ARTICLE VIII. INSTALLATION OF GRAND OFFICERS

The Installation of Grand Officers shall take place after all other business has been completed, unless otherwise ordered by the Grand Chapter.

A Grand Officer shall not officiate in her/his station until regularly installed.

At the Installation of Grand Officers, the labyrinth furniture shall not be removed for special courtesies. There shall be no courtesies except for the East. Courtesies are to be given only after the reading of Grand Chapter Committees and presentation of Grand Instructors.

Installation ceremonies may be open or closed, as may be determined by the Grand Chapter.

It shall be the prerogative of the Worthy Grand Matron-elect to select the Installing Grand Officer (who shall be a General Grand Chapter Officer or a Worthy Grand Matron or Worthy Grand Patron, Past Grand Matron or Past Grand Patron) and all those participating in the installation.

Gifts for the Grand Officers shall not be brought into the Grand Chapter room, except those presented by courtesies to the East. Provision should be made in the building, where the Grand Chapter session is held, to receive gifts for the Grand Officers.

ARTICLE IX. SESSIONS

Section 1. The **Annual Session** of this Grand Chapter shall convene in the month of April at such place as the Grand Chapter shall from time to time determine, unless changed by the Worthy Grand Matron for good cause, and in case of change of time, shall be within the calendar month chosen by Grand Chapter. The Worthy Grand Matron must schedule the evening sessions of Grand Chapter to close not later than 11:00 P.M.

Section 2. **Special sessions** may be ordered by the Worthy Grand Matron, or in her absence or disability, by the Associate Grand Matron, or in the absence or disability of both, by the Worthy Grand Patron, or in the absence or disability of the Worthy Grand Matron, Associate Grand Matron and the Worthy Grand Patron, by the Associate Grand Patron, at such time and place as in the opinion of such Grand Officer the best interests of the Order may require.

Each subordinate chapter in this Grand Jurisdiction shall be notified at least 30 days prior to such special session and no business, except as such as may be specified in the notice, shall be transacted at such session, except as herein provided.

Section 3. **Emergency sessions**, for the purpose of conducting funeral services, may be ordered by the Worthy Grand Matron, or in her absence or disability, by the Associate Grand Matron, or in the absence or disability of both, by the Worthy Grand Patron, or in the absence or disability of the Worthy Grand Matron, Associate Grand Matron and the Worthy Grand Patron, by the Associate Grand Patron, at such time and place and upon such notice as in her/his opinion, the interest of the Order and the circumstances of the particular case may require.

Section 4. **At all sessions of the Grand Chapter**, the Flag of the United States of America (U.S. Flag) shall be placed in a standard on the platform or dais at the right of the Worthy Grand Matron's station with the eagle facing West. This Flag shall not be moved from its position in the East until after the Grand Chapter is closed. Other flags which may be used are the Canadian Flag, Christian Flag, Florida Flag, other state Flags, O.E.S. Flag and Military and POW Flags. All flags will be placed in accordance with Title 4, U.S. Code, Chapter 1, Section 7(k). When displayed from a staff in a public auditorium, the Flag of the

United States of America should hold the position of superior prominence, in advance of the audience, and in a position of honor at the speaker's right as she/he faced the audience. Any other Flag so displayed should be displaced on the left of the speaker or the right of the audience. (2015)

Section 5. Camera, Video and Electronic Devices. The taking of pictures during any ritualistic ceremony where Secret Work is given is strictly forbidden. As Grand Chapter is opened with a "Non-Ritualistic" Ceremony pictures and videos are permitted. No cameras or video equipment shall be permitted within the Labyrinth or between the Bible and the East at any time the Bible is open. Members and guest are always to remember to be courteous and refrain from blocking the view of others. The use of electronic devices such as cell phones, electronic video games, tablets and computers that interrupt the meetings is prohibited in the Grand Chapter room while in session. Provided, however, they may be used as necessary by those conducting the business of Grand Chapter and other such electronic devices shall be used as necessary by medical emergency or law enforcement personnel in the performance of their official duties. (2021)

ARTICLE X. QUORUM

Representatives or regularly appointed proxies, of not less than five percent of the chartered subordinate chapters in this Grand Jurisdiction, shall constitute a quorum for the transaction of business at any Grand Chapter session. At emergency sessions of the Grand Chapter, for the purpose of conducting a funeral, representatives of three or more subordinate chapters shall constitute a quorum.

ARTICLE XI. VACANCIES IN GRAND CHAPTER OFFICES

Section 1. Associate Grand Matron, Associate Grand Patron, Grand Conductress, Associate Grand Conductress and Grand Sentinel: In the case of death, permanent removal from this Grand Jurisdiction, removal from office, inability or failure of the Associate Grand Matron, Associate Grand Patron, Grand Conductress, Associate Grand Conductress or Grand Sentinel to fill her/his respective office at the Grand Chapter session, the Worthy Grand Matron shall appoint a Past Grand Matron or a Past Grand Patron to fill the office at the Grand Chapter session.

Section 2. Grand Secretary and Grand Treasurer In case of death, permanent removal from this Grand Jurisdiction, removal from office, or resignation of the Grand Secretary or Grand Treasurer, the Worthy Grand Matron, with the approval of the Worthy Grand Patron and the subcommittee of the Jurisprudence Committee, shall appoint, within 30 days, a Past Matron or Past Patron to fill the vacancy until the next annual Grand Chapter session. Such member so appointed shall serve pro tem with all the duties and responsibilities along with privileges and prerogatives as set forth in the Constitution for the Grand Secretary and/or Grand Treasurer. (2021)

Section 3. Appointive Grand Officers: In case of death, permanent removal from the Grand Jurisdiction, resignation, or removal from office of an appointive Grand Officer, the Worthy Grand Matron shall appoint, within 30 days, a Past Matron or Past Patron of a Florida subordinate chapter, who is a member in good standing in a Florida subordinate chapter and holds a current Certificate of Proficiency, to fill the office. The Worthy Grand Matron or her Deputy may install such officer. In case of inability or failure of an appointive Grand Officer to fill her/his respective office at the Grand Chapter session, the Worthy Grand Matron shall appoint a Past Matron or Past Patron of a Florida subordinate chapter, who is a member in good standing in a Florida subordinate chapter and holds a current Certificate of Proficiency, to serve as pro-tem for the Grand Chapter session only. (2013)

ARTICLE XII. AUTHORITY AND DUTIES OF GRAND OFFICERS

Section 1. **Worthy Grand Matron**

The Worthy Grand Matron must be respected and held in the highest honor and her official directions and decisions promptly and fully performed and obeyed.

When the Grand Chapter is not in session, the Worthy Grand Matron during her official life shall be recognized as possessing the entire dignity and authority of the Grand Chapter, subject only in the exercise of her high prerogatives and duties, to the Constitution, Rules and Regulations, the Ritual of the Order and the expressed directions of the Grand Chapter. (Amended 2019)

In exercising this authority, she will reply in the positive to invitations to represent the Grand Chapter at the Annual Meetings of all Florida Masonic Grand Bodies, ensuring that if she cannot attend, the Grand Chapter is represented by appointing a deputy, who should be an elected Grand Officer, Past Grand Matron or Past Grand Patron, to perform such duties, barring any unforeseen emergencies, Acts of God, pandemics, insurrections, act of terrorism or *force majeure*. (2024)

The **Worthy Grand Matron** shall have the following authority and duties:

- (a) Serve as Corporate Board Chairman and as Charitable Foundation Board Chairman
- (b) Open, preside over and close the Grand Chapter;
 - i) Appoint officers and all committees not otherwise specifically appointed;
 - ii) Ensure that the Constitution, Rules and Regulations for the Government of Subordinate Chapters in Florida, Floor Work and other Laws are strictly enforced;
 - iii) Give such instructions and directions as the good of the Order may demand;
 - iv) Ensure that the Grand Officers faithfully perform their respective duties;

v) Promptly notify all Past Grand Matrons, Past Grand Patrons, Deputies, (Grand Instructors, if change is applicable to the floor work) and subordinate chapters of any changes made in ritualistic work or decisions and resolutions pertaining to such, which are adopted at General Grand Chapter.

(c) Appoint all appointive Grand Officers, Grand Instructors, Grand Representatives and Grand Chapter Committee members who shall be a Past Matron or Past Patron of a Florida subordinate chapter and who are members in good standing in a Florida subordinate chapter and hold a current Certificate of Proficiency unless otherwise provided herein. In case of a vacancy she shall make an appointment to fill the unexpired term within 30 days. (2013) No member will serve as a Grand Officer, Grand Instructor or Grand Representative at the same time. (2014)

(d) Before the closing of Grand Chapter, the newly installed Worthy Grand Matron shall name nine appointive Grand Officers, Grand Instructors, members of the Corporate and Charitable Foundation Board and the following Committees: Appeals and Grievances, Credentials, Disaster, Dispensations and Charters, ESTARL, Finance, Floor Work, Fraternal Correspondence, International Eastern Star Headquarters, Itinerary, Jurisprudence, Legal Advisor, Mileage and Per Diem, Necrology, O.E.S. Perpetual Membership, Penal Advisory, Personal Secretary, Proficiency, Property, R.E.S.T., Revisions, Sessions, S.H.E.A.F., Unfinished Business and Youth Activities, (Amended 2024)

Other committee members may be appointed at any time during the year or at the opening of each session of the Grand Chapter, at the discretion of the Worthy Grand Matron. (Amended 2004, 2010 and 2014)

(e) At least ten days prior to the opening of Grand Chapter, the Worthy Grand Matron shall appoint five Past Matrons or Past Patrons of Florida, who are in good standing and hold a current Certificate of Proficiency, to serve as members of the Jurisprudence Committee during the Grand Chapter session. These appointments shall be representative of different areas of the State. She shall furnish the names to the Jurisprudence Committee Chairman and Jurisprudence Committee Vice-Chairman. (2021)

(f) Convene any chapter, within this Grand Jurisdiction (in person or by Deputy) and to preside therein; to inspect the proceedings and require conformity to the laws of the Order; to remove any appointive Grand Officer, or any officer of a subordinate chapter, or to arrest the Charter of the chapter for a good cause, for a limited period or until the next session of the Grand Chapter. She shall decide all questions of law and usage submitted to her, subject, however, to an appeal to the Grand Chapter.

i) Decisions of the Worthy Grand Matron shall be effective and

ii) If an objection is made to a decision(s) or order(s) rendered by the Worthy Grand Matron between Grand Chapter sessions, a request for a hearing with the Jurisprudence Sub-Committee may be sent to the Chairman of the Jurisprudence Committee. The party or parties objecting to the decision(s) or order(s) and the Worthy Grand Matron must appear at a special meeting of the Jurisprudence Sub-Committee who will hear the facts relating to the decision(s) or order(s). The Jurisprudence Sub-Committee, after careful and deliberate consideration, shall render a decision(s) for the good and welfare of the Grand Chapter. Such decision(s) shall be binding on all parties and decision(s) or order(s) of the Worthy Grand Matron shall be approved or disapproved. If disapproved the Worthy Grand Matron shall immediately reverse her decision(s) or Order(s). (Amended 2019)

(g) Ensure that the Uniform Code of Bylaws is in use throughout this Grand Jurisdiction and ascertain that supplementary bylaws framed by all chapters conform to the Constitution of the Grand Chapter and the Rules and Regulations for the Government of Subordinate Chapters in Florida. (2010)

(h) Exercise all her executive authority between sessions of the Grand Chapter.

(i) Grant dispensations for proper purposes, except for organizing new chapters and for chapters while under dispensation.

(j) Visit, either in person or by Deputy, each chartered subordinate chapter in this Grand Jurisdiction at least once during her term of office for the purpose of inspection; and

i) Give such instructions as she may deem beneficial;
ii) Ensure that its business is properly conducted;
iii) Ensure that the ritual work is properly rendered and that the floor work is executed in accordance with the instructions adopted by the Grand Chapter;

iv) Ensure irregularity forms are left with the Secretary and the Worthy Matron identifying the problem(s) which need correction.

v) Deliver to the Grand Secretary copies of the Report of Official Visit/Inspections of Subordinate Chapters. (2013)

(k) Sign, with the Worthy Grand Patron, all charters for subordinate chapters.

(l) Supervise and approve all changes made by the Grand Secretary to charters of subordinate chapters. When charters are rewritten the old charter must be returned to the Grand Secretary.

(m) Appoint Grand Representatives of the Grand Chapter of Florida in other Grand Jurisdictions and recommend the appointment in Florida of the Grand Representatives of other Grand Jurisdictions. No member in this Grand Jurisdiction will serve as a Grand Officer, Grand Instructor or Grand Representative at the same time. (2014)

(n) Hold not less than six schools of instruction during the year. A minimum of two schools shall be held in each of the Northern, Central and Southern areas of the State. These schools may be considered Grand Officer Schools of Instruction or Official Visits to the chapter. If holding Official Visit/School of Instruction, with the books being inspected and the officers of the chapter filling the stations, the school is not to be held on regular meeting date. The type, school or Official Visit/School, shall be determined by the Worthy Grand Matron and so designated in the Itinerary.

(o) Conduct a Grand Chapter School of Instruction to be held on the morning of the day following the close of the Grand Chapter. The Grand Officers will fill their respective stations. Vacancies to be filled by a Past Grand Matron or a Past Grand Patron appointed by the Worthy Grand Matron. The purpose of this Grand Chapter School of Instruction will be to familiarize the Grand Instructors with the floor work in a continuing effort to secure uniformity throughout the State. Only Past Grand Matrons, Past Grand Patrons, Grand Officers and Grand Instructors will be permitted to attend this school. It shall be held in an appropriately secure place to permit the exemplification of the floor work and Secret Work. Any cost incurred in securing a place to hold this Grand Chapter School of Instruction shall be paid by Grand Chapter. The Grand Chapter School of Instruction shall be held in the same location as the Grand Chapter Session, or at a Chapter or other convenient and suitable location within the same city, as determined by the Grand Chapter Session Chairman. (2013)

(p) May call upon the Worthy Grand Patron for any assistance required and request him to preside at any time. She may require the advice and assistance of any Grand Officer.

(q) Have custody of the Worthy Grand Matron's Seal and affix it to authenticate all official documents issued by her.

(r) Ascertain that all Grand Officers, Corporate and Charitable Foundation Board members, Grand Instructors and Grand Chapter Committee Members using an automobile in the performance of their duties carry complete automobile insurance as required by the Laws of the State of Florida. She shall advise the Grand Secretary of her findings.

(s) Sign the Proceedings as of the last day of Grand Chapter session.

(t) Report in writing to the Grand Chapter at each Annual Session all of her official acts including all official acts of the Corporate Board and Charitable Foundation Board. She shall forward these reports to the Grand Secretary eight weeks prior to the opening of the annual Grand Chapter session for printing. This regulation does not prevent the Worthy Grand Matron from submitting a supplementary report at the opening of Grand Chapter.

i) This report shall include irregularities of inspections made by the Worthy Grand Matron and her Deputies and any changes in the Itinerary. All irregularities reported shall be referred to the incoming Worthy Grand Matron, who shall either in person or by Deputy determine if corrections have been made.

(u) Receive from the Grand Secretary all incomplete files and correspondence from the prior year and take appropriate action. At the conclusion of her term of office she shall deliver to the Grand Secretary all incomplete files and correspondence.

(v) May remove the Worthy Matron and/or Worthy Patron of a subordinate chapter for good and sufficient cause and may cause charges to be preferred against her/him.

(w) May upon receipt of a copy of charges, or at any other time or stage of the proceedings in regard thereto, take such action in regard to the proceedings as she may be advised, including but not limited to, directing the chapter as to further proceedings, abatement of proceedings pending investigation or the appointment of a Trial Commission.

i) Copies of all orders shall be filed with the Grand Secretary and a copy delivered to the subordinate chapter, to the accused and any other person affected by said order(s).

ii) The Worthy Grand Matron at her discretion, may investigate or cause to be investigated any matter coming to her attention. She may file charges or order charges to be filed in every instance where there is probable cause.

(x) The grant of authority herein shall not be construed to limit restrict or impair the inherent authority of the Worthy Grand Matron.

(y) May elect to submit to Grand Chapter for their approval a motion to have a Worthy Grand Matron's Project to support a charity of her choice (2021)

Section 2. The **Worthy Grand Patron** shall have the following authority and duties:

(a) Assist and advise the Worthy Grand Matron and preside when called upon. In the absence of both the Worthy Grand Matron and the Associate Grand Matron, call the Grand Chapter to order and appoint Past Grand Matron(s) as pro-tem Worthy Grand Matron and Associate Grand Matron.

(b) Serve as a member of the Corporate Board and the Charitable Foundation Board. (Amended 2019)

(c) Appoint a deputy, who should be an elective Grand Officer, Past Grand Matron, Past Grand Patron or Past Patron of Florida, to perform special duties.

(d) Grant dispensations to new chapters, upon proper application, and shall have exclusive supervision over such chapters while working under dispensation; except, when receiving requests from two or more chapters for a Special Dispensation to Merge, the request shall be referred to the Dispensations and Charters Committee for action. (2013)

i) For the purpose of inspecting the work of the officers, the Worthy Grand Patron or his Deputy, prior to the Grand Chapter session at which the request for the charter will be made, shall visit each chapter under dispensation. He shall inform the Dispensations and Charters Committee the degree of proficiency attained by each chapter.

ii) For the purpose of instituting a chapter, the Worthy Grand Patron has the authority, or may delegate such authority, to confer the Degrees at sight upon a sufficient number of worthy persons in towns or cities where no chapter exists. In a town or city where a chapter already exists, a dispensation shall be granted only to members of the Order.

(e) He, or his Deputy, shall as soon as possible after a charter is granted, hold a Constitution Ceremony, deliver the charter, conduct an election and install the first corps of officers. No chapter meeting shall be held between Grand Chapter and the time of the Constitution Ceremony.

(f) Sign, with the Worthy Grand Matron, all charters granted and issued.

(g) Report in writing all of his official acts at each Annual Session of the Grand Chapter. He shall forward his report to the Grand Secretary eight weeks prior to the opening of the session for printing. This regulation does not prevent the Worthy Grand Patron from submitting a supplementary report at the opening of Grand Chapter.

(h) Decisions of the Worthy Grand Patron shall be effective and binding upon all parties thereto, unless reversed by Grand Chapter, only during the term of office of the Worthy Grand Patron issuing the decision(s).

(i) Give all files and correspondence relating to the formation of chapters petitioning for a charter to the Grand Secretary at Grand Chapter. In the event a charter is not granted at Grand Chapter, and the chapter remains under dispensation, such files shall be given by the Grand Secretary to the incoming Worthy Grand Patron.

Section 3. The **Associate Grand Matron** shall have the following authority and duties:

(a) Assist the Worthy Grand Matron and in case of her absence or disability, shall perform the duties of the Worthy Grand Matron.

(b) Serve as Corporate Board Vice Chairman and as Charitable Foundation Board Vice Chairman..

(c) Become Acting Worthy Grand Matron in the event of the death of the Worthy Grand Matron until the next election and installation of Grand Officers. (This does not, however, make her a Past Grand Matron.)

(d) Serve as Floor Work Committee Chairman.

(e) Prepare the Itinerary with the assistance of the Itinerary Committee, the Grand Conductress and the Associate Grand Conductress, furnish to the Grand Secretary the design for the Itinerary cover and other pertinent information which is normally printed in the Itinerary pertaining to her year as Worthy Grand Matron.

(f) Receive the proficiency reports from the Proficiency Committee and file them with the other proficiency report files received from the Grand Secretary. (2013)

(g) Submit, not less than four weeks prior to the opening of the Grand Chapter, to the Grand Secretary for distribution to the Jurisprudence Committee and Corporate Board, names of her appointments of one Past Grand Matron or one Past Grand Patron and one lay member who is a Past Matron or Past Patron, who is a member in good standing in a Florida subordinate chapter and holds a current Certificate of Proficiency, to serve on the Corporate Board.

(h) Submit to the Jurisprudence Committee Chairman and the Jurisprudence Committee Vice-Chairman, not less than two weeks prior to the opening of Grand Chapter, a copy of her committee appointments and a copy of her Itinerary. (2021)

(i) Not less than two weeks prior to the opening of Grand Chapter, forward to the entire Jurisprudence Committee a copy Report of the Floor Work Committee and her instructions to the Grand Instructors. (2014)

Section 4. The **Associate Grand Patron** shall have the following authority and duties:

(a) Assist the Worthy Grand Patron and in case of his absence or disability perform the duties of the Worthy Grand Patron.

(b) Serve as a member of the Corporate Board and the Charitable Foundation Board. (Amended 2019)

(c) Become Acting Worthy Grand Patron in the event of the death of the Worthy Grand Patron until the next election and installation of Grand Officers. (This does not, however, make him a Past Grand Patron.)

Section 5. The **Grand Secretary** shall have the following authority and duties:

(a) **Bond:** Be bonded conditioned upon the faithful discharge of the duties of office as prescribed by this Constitution. Bond shall be in an amount provided in the Master Liability Insurance Policy. The premium for which shall be paid by Grand Chapter.

(b) **Corporate Boards:** Be a member of the Corporate Board and the Charitable Foundation Board and shall serve as Corporate Secretary to both Boards. The Grand Secretary shall maintain permanent corporate records for both corporations and prepare, obtain proper signatures on and file such corporate reports and returns as may be required from time to time.

(c) **Correspondence:** Conduct all correspondence of the Grand Chapter under the direction of the Grand Chapter and the Worthy Grand Matron

i) Issue circulars, memorials, invitations, programs and notices of special meetings to each subordinate chapter, Grand Officers, Past Grand Matrons and Past Grand Patrons of this Grand Jurisdiction.

ii) Receive and process all requests for courtesy investigations, courtesy initiations, presentations and waivers to and from other Grand Jurisdictions which are made through the Grand Secretary.

iii) Make proper investigation upon request and issue the certificates for 50 year members.

iv) Send to each subordinate chapter an invitation to and tentative program of the events to be held at the Annual Session at least 15 days prior to the session.

v) Notify the Jurisprudence, Credentials, Itinerary and Proficiency Committee Chairmen of all charters granted, charters surrendered and the names of chapters which have consolidated. (2021)

vi) Furnish to the subordinate chapters, at least quarterly, a copy of the resumes for elective grand office received during that quarter.

vii) Notify each subordinate chapter advising the amount of liability insurance policy premium due. The payment is required to be made to Grand Chapter within 30 days.

viii) Receive Finance Chairman's report and tentative budget, copy and distribute to membership upon registration at the Annual Grand Chapter Session. (Added 2004)

ix) Immediately notify any chapter placed on probation by Grand Chapter of such fact, stating reasons for such probation. (2010)

(d) Mail, at least two weeks prior to the Annual Session, to each member of the Jurisprudence Committee and to each member of the Corporate and Charitable Foundation Boards the following: Worthy Grand Matron's Report, Worthy Grand Patron's Report and Reports of the Corporate and Charitable Foundation Boards.

i) Print sufficient copies of the above reports to permit distribution to all members of the Grand Chapter in attendance at the Annual Session.

(e) Receive all incomplete files and correspondence from the outgoing Worthy Grand Matron and deliver same to the incoming Worthy Grand Matron

(f) Receive all files and correspondence relating to the incomplete formation of any chapter petitioning for a charter from the outgoing Worthy Grand Patron and deliver same to the incoming Worthy Grand Patron.

(g) Receive any incomplete files from the various outgoing Grand Chapter committee chairmen and deliver them to the appropriate incoming chairmen.

(h) Advise the Worthy Grand Matron when a Dispensation for a U.D. Chapter is issued.

(i) Forward a copy of any proposed amendments to the Constitution, Rules of Order or Rules and Regulations for the Government of Subordinate Chapters in Florida to the Jurisprudence Committee Chairman and the Corporate Board Chairman.

i) Receive the Jurisprudence Committee Chairman or in case the Chairman is not available the Jurisprudence Committee Vice-Chairman acknowledgment that the amendments are in proper form. (2021)

ii) All proposed amendments and the Finance Chairman's report and tentative budget shall be sent via electronic format not less than 30 days prior to the Annual Session as follows:

- (1) To the subordinate chapters
- (2) To each Grand Officer
- (3) To each Past Grand Matron and Past Grand Patron
- (4) Retain sufficient copies to be given to members when registering at Grand Chapter (2022)

registering at Grand Chapter.

(j) Provide blank, approved resume forms, without charge, to any eligible candidate requesting same.

(k) Send the Grand Chapter pre-registration forms to all Florida subordinate chapters and to other Grand Jurisdictions by February 1.

(l) **Custody of Property:** Receive, duly file and safely keep all papers, books, documents, paraphernalia and other properties of the Grand Chapter unless otherwise provided.

i) Ensure that Grand Chapter property is covered by insurance against fire, theft or loss. Such insurance shall cover the jewels of the Worthy Grand Matron and the Worthy Grand Patron and all other jewels belonging to the Grand Chapter of Florida.

ii) Retain all property surrendered by chapters until disposed of by the Grand Chapter.

iii) Authorize any chapter losing any paraphernalia, jewels, furniture, etc. by fire, storm or other calamity, to receive replacement

paraphernalia which has been turned over to Grand Chapter. Notify the Worthy Grand Matron and the Custodian of any items taken from inventory for this purpose.

(1.1) The Grand Secretary shall serve as the Chairman of the Disaster Committee. (Added 2004)

(m) **Floral Emblems:** Responsible for the purchase of a floral emblem or a donation to a designated fund for a deceased Worthy Grand Matron, Worthy Grand Patron, Past Grand Matron or Past Grand Patron. The floral emblem is the Star within the Pentagon. (2011)

(n) **Past Grand Matron's and Past Grand Patron's Jewels:** Before each annual Grand Chapter session, the Grand Secretary and Grand Treasurer shall send to the Worthy Grand Matron and Worthy Grand Patron the amount approved by Grand Chapter for their Past Grand Matron/Past Grand Patron jewel allowance for the purchase a jewel of her/his choice.

(o) **Proceedings:** Record all of the transactions of the Grand Chapter sessions. She shall assist in the editing of the Proceedings of the Grand Chapter which will include the Itinerary, arrange for printing and superintend the publication thereof. The Proceedings shall be completed as soon as possible during the current year. The Flag of the United States of America, in colors shall be pictured each year on the frontispiece. (Amended 2015)

i) In order to provide a permanent record of the Worthy Grand Matron's Itinerary it is to be printed in the Proceedings. The Annual Report of the Worthy Grand Matron will reflect the changes found necessary during the year.

ii) The action of the Grand Chapter in approving or disapproving each item of the Official Reports of the Worthy Grand Matron and Worthy Grand Patron shall be entered in the Grand Chapter Proceedings.

iii) The Grand Secretary shall distribute copies of the Annual Proceedings as follows:

(1) One copy to each subordinate chapter to be held by the Secretary as the property of the chapter. (Amended April 2002)

(2) One copy to each Past Grand Matron, Past Grand Patron or surviving spouse, each elective Grand Officer, the retiring Grand Officers and the Legal Advisor. Those desiring cloth bound Proceedings will pay the added cost for same. (Amended April 2002)

(3) One copy to the Grand Secretary of other Grand Jurisdictions. (Amended April 2002)

(4) Copies may be purchased by any member of the Order desiring same. The price per copy shall be determined annually.

(p) **Proficiency:** Receive the proficiency reports from the Proficiency Committee and maintain a Master List of all members who have been certified as proficient. Send Master List to Worthy Grand Matron and Associate Grand Matron no later than December 1.(2013)

(q) **Receipts and Disbursements:** The Grand Secretary shall collect all monies due the Grand Chapter and keep a correct account thereof in books prescribed for that purpose. She shall make monthly remittances of all funds to the Grand Treasurer, taking a receipt therefor.

i) Issue, sign and send all voucher checks to the Grand Treasurer which voucher checks shall also be signed by the Grand Treasurer.

(r) **Reports:** Report at each Annual Session a detailed account of all monies received during the year, with a statement reflecting the source of revenue and the receipts of the Grand Treasurer. She shall include a report of the pertinent activities of her office and an up to date inventory of paraphernalia and furniture.

(s) Examine the Annual Reports of the subordinate chapters for accuracy and ensure that necessary corrections are made.

i) Report to the Credentials Committee Chairman and the Grand Chapter at each Annual Session, all chapters in arrears for payment of per capita tax or which have failed or neglected to comply with any of the provisions of this Constitution, with respect to matters coming within the duties of the Grand Secretary.

ii) Receive and record all money for the General Fund “A Dime A Week” and the International Headquarters Fund that are remitted by separate checks with the Annual Report of the subordinate chapters. (2010)

iii) Receive copy of annual written financial reports given by chapter Secretary and Treasurer at first stated meeting after installation. (2013)

iv) Receive and keep on file copies of Official Visit/Inspection Reports of Subordinate Chapters as prepared by Worthy Grand Matron and/or Deputies. (2013)

(f) **Roster:** Mail copies of the Roster of Grand Officers and Grand Chapter Committee Members to all subordinate chapters, Past Grand Matrons, Past Grand Patrons, Grand Officers and Grand Chapter Committee Members.

(u) **Salary:** Receive as compensation for services such sums as the Grand Chapter may approve annually.

(v) **Seals:** Have custody of the Grand Chapter Corporate Seal and Charitable Foundation Seal and affix the same, with attestation, to all documents issued by the Grand Chapter or the Charitable Foundation which require such Seal.

(w) **Subordinate Chapters:** Mail, as soon as possible after each session of the Grand Chapter, to all subordinate chapters, Past Grand Matrons, Past Grand Patrons and the elected Grand Officers, printed copies of all amendments approved at said session. At the top of the approved amendments there shall be prominently printed the notation: "Chapters are required, after each session of the Grand Chapter, to examine the chapter bylaws and amend them, if necessary, to conform to the laws of the Grand Chapter."

The Grand Secretary will ensure the Florida OES Webmaster makes available an electronic version of the Green Book, which will be located on the Florida Order of the Eastern Star Webpage. The electronic version shall be capable of being downloaded by the membership at no cost to them. The Grand Secretary will also ensure the Webmaster makes the appropriate changes to the electronic version of the Green Book at the conclusion of each Grand Session, once she receives said changes or revisions from the Revisions Committee, to ensure it is kept up to date. (2022)

(x) Notify any subordinate chapter whose bylaws are disapproved by the Grand Chapter within 30 days after the Grand Chapter session.

(y) **Supplies:** Purchase and keep on hand such supplies as are needed by the Grand Chapter and subordinate chapters, paying for same by a voucher check signed by the Grand Secretary and the Grand Treasurer.

Unless otherwise stated in the Constitution, the cost plus appropriate Florida sales tax, if applicable, and shipping and handling will be charged on all items sold or provided by the Grand Secretary.

i) Purchase the ballots to be used in the election of Grand Officers and deliver them to the Credentials Committee Chairman. The Ballot form shall consist of at least ten numbered ballots. (2014)

ii) Purchase blank dues cards and furnish same to the subordinate chapters. Chapters will pay list price for same.

iii) Sell such other supplies to subordinate chapters, in the name and benefit of this Grand Chapter.

iv) Furnish to each subordinate chapter, free of charge, not later than January 1 of each year, duplicate forms upon which to make a report of the year's work and blank forms upon which to report the names of the officers installed annually.

(z) Send to the Right Worthy Grand Secretary of the General Grand Chapter a report of our subordinate chapters. The report shall include the names and addresses of the officers installed, the number

initiated, affiliated, demitted, suspended, expelled and deceased, the total number of chapters and the number of members remaining in the chapters under this jurisdiction. It shall also include payment to the General Grand Chapter in the sum as prescribed per annum per member on Grand Chapter rolls as of the close of our fiscal year. The report shall be filed in the time designated by General Grand Chapter. Failure to do so will subject this Grand Chapter to a fine in the amount designated by General Grand Chapter.

i) The Grand Secretary will forward all money designated for the International Headquarters Fund to the Right Worthy Grand Secretary. This shall be done once a year along with the Annual report. (Added 2004 - Revised 2007)

(aa) Perform the duties necessary to assist the Worthy Grand Patron in the institution of U.D. Chapters and the constitution of newly chartered chapters.

Section 6. The **GRAND TREASURER** shall have the following authority and duties:

(a) **Bond:** Be bonded conditioned upon the faithful discharge of the duties of office as prescribed by this Constitution. Bond shall be in an amount provided in the Master Liability Insurance Policy. The premium for which shall be paid by Grand Chapter.

(b) Serve as a member of the Corporate Board and as a member of the Charitable Foundation Board.

(c) **Monies, Receipts and Disbursements:** Receive all monies belonging to Grand Chapter from the Grand Secretary and give her receipt therefor. She shall have charge of all such monies and funds of the Grand Chapter.

i) Receive a receipt for all monies paid and keep an accurate account thereof in appropriate books.

ii) Pay all voucher checks, drawn upon such funds and under such regulations as the Grand Chapter may direct and these laws provide.

iii) Deposit all funds and maintain same in one or more FDIC insured financial institution or SIPC insured securities investment brokerage firms authorized to do business in the State of Florida. All such funds shall be deposited in the name of The Grand Chapter of Florida Order of the Eastern Star, Inc. or The Grand Chapter of Florida Order of the Eastern Star Charitable Foundation, Inc. (2010)

iv) Co-sign with the Grand Secretary all voucher checks issued on said financial institutions, in payment of bills and from all special funds, not otherwise directed by the Grand Chapter.

v) Sign all other checks, drafts, notes or orders drawn against said funds, not otherwise directed by the Grand Chapter. In the event of the absence, incapacity or demise of the Grand Treasurer, may be signed by the Grand Secretary.

(d) **Reports:** Give a detailed statement at each Annual Session of all receipts and disbursements, noting proper voucher checks for disbursements and a statement of the finances of the Grand Chapter.

i) Send Quarterly detailed statements of all receipts and disbursements within 30 days of the end of the quarter to all Past Grand Matrons, Past Grand Patrons and elected Grand Officers.

(e) **Salary:** Receive such compensation as the Grand Chapter may annually approve.

Section 7. The **GRAND CONDUCTRESS** and **ASSOCIATE GRAND CONDUCTRESS** shall have the following authority and duties:

(a) Perform such duties as are appropriate to their office and as may be assigned to them by the Worthy Grand Matron or the Grand Chapter.

(b) Serve as members of the Corporate Board, Charitable Foundation Board, the Floor Work Committee and the Fraternal Correspondence Committee.

(c) The Grand Conductress shall send any proposed fund-raising activities and any other activities involving the members such as cruises, tours, trips, etc., during her year as Worthy Grand Matron, to the Jurisprudence Committee Chairman and Vice-Chairman ten days prior to the meeting of the Jurisprudence Sub-Committee. (2021)

(d) The Associate Grand Conductress, who will be serving as Worthy Grand Matron when General Grand Chapter is held, shall recommend a committee to be appointed by the Worthy Grand Matron. The duties of this committee are to contact the next General Grand Chapter Triennial Assembly Chairman and make arrangements for the Florida members attending the assembly, i.e., housing, plans for transportation and a place to hold any social event(s) Grand Chapter may approve.

Section 8. The **GRAND CHAPLAIN** - In addition to the duties appropriate to her/his office, the Grand Chaplain shall be the Necrology Committee.

Section 9. The **GRAND ORGANIST** - The Grand Organist shall be allowed a sum sufficient to cover the purchase of music necessary for the Grand Chapter Session.

Section 10. **GRAND SENTINEL** - The Grand Sentinel shall perform duties as are appropriate to his office and may be assigned to him by the Worthy Grand Matron or the Grand Chapter. He shall serve as a member of the Corporate Board and Charitable Foundation Board. (Amended 2019)

(a) Serve as a member of the Property Committee. (2019)

Section 11. The **OTHER GRAND OFFICERS** - The remaining Grand Officers shall perform such duties as are appropriate to their several stations and as may be assigned to them by the Worthy Grand Matron or the Grand Chapter.

ARTICLE XIII. DEPUTIES FOR THE WORTHY GRAND MATRON

It shall be the duty of the Grand Officer acting as a Deputy for the Worthy Grand Matron, unless given specific duties by the Worthy Grand Matron, to visit during the year each of the chapters assigned to her for the purpose of conducting an official inspection. She shall call for and inspect the Charter, Bylaws, records, Secret Work, Rituals and such other properties of the chapter as required by the Grand Chapter; witness the exemplification of the entire ritualistic ceremonies, or such portion as may be designated by the Grand Officer, and report, in writing, to the Worthy Grand Matron the results of her inspections. She shall not render decisions on matters not specifically and clearly covered by the Constitution, Rules of Order and Rules and Regulations for the Government of Subordinate Chapters in Florida, but shall report immediately any discrepancies or irregularities to the Worthy Grand Matron who will then at her discretion render her decision.

In the event the Worthy Grand Matron shall visit and inspect the work of a chapter, either in person or by Special Deputy, then the visit and inspection by the Deputy for the Worthy Grand Matron shall not be required.

Each Deputy for the Worthy Grand Matron shall receive compensation as may be authorized by the Finance Committee.

The Associate Grand Conductress shall be required to begin her official inspections as Deputy for the Worthy Grand Matron 35 days after the close of Grand Chapter. (Amend April 2002)

A Deputy appointed by the Worthy Grand Matron to perform special duties shall be an Elective Grand Officer, Past Grand Matron or Past Grand Patron of the Grand Chapter of Florida, and when performing the special duties assigned shall be accorded all the privileges, prerogatives, and courtesies pertaining to the Worthy Grand Matron. Grand Honors to be given only per Ritual. (2014)

ARTICLE XIV. DEPUTIES FOR THE WORTHY GRAND PATRON

The Worthy Grand Patron may appoint a deputy, who should be an elective Grand Officer, Past Grand Matron, Past Grand Patron or Past Patron (who is a member in good standing in a Florida subordinate chapter and who holds a current Certificate of Proficiency) to perform special duties. When performing the special duties assigned, the deputy shall be accorded all the privileges, prerogatives and courtesies pertaining to the Worthy Grand Patron. Grand Honors to be given only as per Ritual.

ARTICLE XV. GRAND INSTRUCTORS

Section 1. The Worthy Grand Matron shall appoint a Past Matron or Past Patron (who is a member in good standing in a Florida subordinate chapter and holds a current Certificate of Proficiency) in each district to serve as Grand Instructor. No one may be appointed as Grand Instructor for more than two consecutive years. No member will serve as a Grand Officer, Grand Instructor or Grand Representative at the same time. (2014)

Section 2. The expense of the Grand Instructor when instructing the officers shall be borne by the chapter. Mileage to be paid at the rate approved annually by the Grand Chapter.

Section 3. The duties of the Grand Instructors are:

(a) To attend the Grand Chapter School of Instruction on the morning following the close of Grand Chapter.

(b) To assist the Credentials Committee in the election of Grand Officers.

(c) To give instruction only on floor work in order to secure uniformity of the work.

(d) To make a written report to the Worthy Grand Matron at the completion of each Grand Instructor's School.

Section 4. To inspect the ballot boxes used by the chapters in their districts in regard to construction and secrecy, if the Worthy Grand Matron directs them to do so, and send a written report of any discrepancy to the Worthy Grand Matron.

Section 5. To instruct the Chapters using one of the methods listed below that was chosen by the Worthy Grand Matron:

(a) **District Schools:** The Worthy Matron of each chapter in the district will be notified of the time, date and place of each District School. The officers serving in this school will be equally divided among the chapters in the district. Each officer will be serving in the chapter station they hold for that year. There must be at least six members from each chapter present. In the event that this quota is not met, the Grand Instructor will conduct a school in that chapter. The district schools must be held as soon after Grand Chapter as practical and before summer recess.

(b) **Chapter Schools:** The Worthy Matron shall cooperate with the Grand Instructor in preparing an itinerary, listing the dates and times at which the Grand Instructor will visit each chapter in her/his district to instruct the officers and members. The chapter schools must be held as soon after Grand Chapter as practical and before summer recess. (2014)

Section 6. A Grand Instructor's School may not be held on Sunday or at a stated meeting. By previous arrangement with the chapter, a school of instruction may be held after the close of a stated meeting.

ARTICLE XVI. REVENUE

Section 1. (a) The revenue of the Grand Chapter shall be derived from the following sources:

- i) A per capita tax for each member (except those exempt under the laws of Grand Chapter)
- ii) Grand Chapter Registration fee
- iii) Dispensations to form new chapters
- iv) For charters granted
- v) Sale of supplies

- vi. Gifts and bequests
- vii. Interest earned on funds
- viii. Dime-A-Week voluntary donations for Grand Chapter operating expenses. (Amended April 2002)

Section 2. Every chapter shall pay annually to the Grand Chapter, on or before January 15, a per capita tax for each member, with the exception of U.D. Chapters and those members exempt under the Constitution and Rules and Regulations. Per capita tax shall be collected only from the chapter in this Grand Jurisdiction in which a member first had membership during the calendar year. Per capita tax shall be collected from the primary and secondary chapter in this Grand Jurisdiction in which a plural member holds membership.

Section 3. A registration fee shall be charged all those attending Grand Chapter. The amount to be determined annually by Grand Chapter.

Section 4. Each Petition for a Dispensation to organize a U.D. Chapter shall be accompanied by a fee of \$200.00.

Section 5. Each Petition for a Charter from a U.D. Chapter shall be accompanied by a fee of \$200.00.

ARTICLE XVII. ANNUAL REPORTS

Each subordinate chapter, including U.D. Chapters, shall send to the Grand Secretary, on or before January 15, a report of its proceedings ending with December 31 of the prior year.

Any chapter failing to send its annual report and per capita tax to the Grand Secretary by January 15 shall pay a fine of \$50.00 unless remitted by the Grand Chapter. Any chapter failing to remit an annual report and to pay the Grand Chapter per capita tax on or before January 15 shall not be entitled to representation in the Grand Chapter or compensation for attendance, unless by special act of the Grand Chapter. (Amended 2004 and 2017)

Any chapter failing to file an annual report and pay the Grand Chapter per capita tax for two consecutive years shall at the discretion of the Grand Chapter forfeit its Charter.

ARTICLE XVIII. U.D. CHAPTERS

Section 1. The Worthy Grand Patron has the authority to grant dispensations for the institution of new chapters during the recess of the Grand Chapter and until December 1. The dispensation must be attested by the Grand Secretary and authenticated by the Seal of the Grand Chapter.

(a) All such dispensations expire at the next Annual Session of the Grand Chapter unless continued by a vote of the Grand Chapter.

(b) No U.D. Chapter shall be granted a Charter until the Grand Chapter shall be satisfied that such chapter is sufficiently proficient in its work and that the proposed officers are thoroughly qualified to discharge their duties.

(c) Chapters under Dispensation shall have all rights and privileges of chartered chapters, except for representation at the Grand Chapter Session and to elect and install officers.

(d) Members of U.D. Chapters may attend any session of the Grand Chapter held while a chapter is under dispensation, but they shall have no right to participate in the business thereof or to receive mileage and per diem except as granted by the vote of the Grand Chapter.

Section 2. The Instituting Ceremony shall be used for instituting a new chapter and officers shall be placed in charge by the Worthy Grand Patron or his Deputy.

Section 3. No new chapter shall be instituted in any County where one or more chapters exist, except upon written approval or recommendation of the chapter or chapters already organized in said county, unless the chapter already established has a membership of not less than 200. If more than one chapter is located in the county, then the average membership of the chapters shall be 200. In the event the chapter already organized (or chapters) fails to approve the institution of a new chapter, this provision may be waived by written consent of the Worthy Grand Matron and Worthy Grand Patron if, in their opinion, the good of the Order warrants the institution of a new chapter.

Section 4. For the purpose of instituting a chapter, the Worthy Grand Patron shall have the authority to confer Degrees at sight or to delegate such authority, upon a sufficient number of worthy persons, in towns or cities where no chapter exists. In towns or cities where a chapter already exists, a dispensation shall be granted only to members of the Order.

Section 5. No Petition for Dispensation to institute a new chapter shall be issued to less than 20 nor more than 40 petitioners.

Section 6. Each Petition for a Dispensation to organize a U.D. Chapter shall be accompanied by a fee of \$200.00.

Section 7. Each Petition for a Charter from a U.D. Chapter shall be accompanied by a fee of \$200.00.

Section 8. Newly instituted or regularly chartered chapters in this Grand Jurisdiction must not be named after any living person or chapter in this Grand Jurisdiction.

Section 9. All petitioners who sign a Petition for Dispensation to form a new chapter who are members of a chartered chapter in this Grand Jurisdiction, except the Worthy Matron, Worthy Patron, Associate Matron and Associate Patron named in the dispensation, may retain their membership in their original chapters until the chapter is instituted.

Section 10. All members of the Order in this Grand Jurisdiction who sign the Petition for Dispensation, must present with the petition, either a Demit, Grand Chapter Certificate or legally recognized receipt for dues for the current year.

Section 11. All members of the Order from other Grand Jurisdictions who sign the Petition for Dispensation must present with the Petition either a Demit or Grand Chapter Certificate of Good Standing.

Section 12. All who sign the Petition for Dispensation to institute a new chapter who are members of a chartered chapter in this Grand Jurisdiction, shall pay a fee of not less than the highest fee charged by any chapter in the same concurrent jurisdiction.

Section 13. All who sign the Petition for Dispensation to institute a new chapter who hold a Demit from another Grand Jurisdiction, shall pay a fee of not less than the highest fee charged by any chapter in the same concurrent jurisdiction.

Section 14. All who sign the Petition for Dispensation to institute a new chapter who are not members of the Order of the Eastern Star, shall pay a fee of not less than the highest fee charged by any chapter in the same concurrent jurisdiction.

Section 15. The Grand Secretary shall carefully preserve, as a part of the records of the U.D. Chapter, the Demits and Grand Chapter Certificates of Good Standing of all members of the Order who affiliate with the U.D. Chapter at the time of the institution.

Section 16. Immediately following the institution of a U.D. Chapter, all members of the Order in this Grand Jurisdiction who signed the Petition for Dispensation, will have their receipts for dues, as presented with the petition, returned to them. All Demits, Certificates and receipts shall be transmitted by the Grand Secretary to the U.D. Chapter as soon

as they shall have served their purpose for a dispensation. All signers of a Petition for Dispensation not previously having obtained Demits, must do so immediately after the institution of the new chapter.

Section 17. In the event a charter is not granted a U.D. Chapter by this Grand Chapter, the Grand Secretary shall immediately issue a Grand Chapter Certificate of Membership and forward it to all members of the U.D. Chapter.

Section 18. Persons whose names appear on a Petition for Dispensation if not present at the instituting of a chapter, if they desire to become members, must petition for initiation or affiliation, the petition must follow the usual course.

Section 19. All members of a U.D. Chapter become members of the newly chartered chapter.

Section 20. Members initiated prior to the submission to the Grand Secretary of the Petition for a Charter, shall become charter members and their names inscribed on the Charter.

Section 21. Members initiated in a U.D. Chapter have all the rights and privileges of the members of the Order.

Section 22. The proposed Bylaws of all U.D. Chapters shall be submitted to the Worthy Grand Patron or the Grand Chapter for approval.

Section 23. U.D. Chapters shall send an annual report to the Grand Secretary not later than January 15 but no per capita tax is required. Merged U.D. Chapters shall not be exempt from the payment of per capita tax. (2013)

Section 24. Any U.D. Chapter that has lost its Worthy Matron or Worthy Patron by death, removal from the State or any other cause, is allowed to recommend the names of other members to the Worthy Grand Patron, who may fill the vacancy by appointment for the unexpired term.

Section 25. All members of U.D. Chapters shall be subject to charges and trials.

Section 26. Previous to the session of the Grand Chapter at which request for a charter will be made, the Worthy Grand Patron shall, in person or by Deputy, visit chapters under dispensation for the purpose of inspecting the work.

Section 27. All Petitions for Charters shall be received by the Grand Secretary not less than three weeks prior to the opening of the Grand

Chapter Session. No membership names shall be added to the charter after the receipt of said petitions by the Grand Secretary.

Section 28. Dispensation to Form U.D. Chapter. The dispensation issued by the Worthy Grand Patron to form a U.D. Chapter must be presented to the Grand Chapter at the Annual Session at which a charter is applied for, together with all of the books and records and accounts.

Section 29. Charters for U.D. Chapters. Charters shall be granted to U.D. Chapters at the discretion of the Grand Chapter. The Worthy Grand Patron or his deputy shall immediately, after the charter is granted, hold a constituting ceremony, deliver the charter, conduct an election and install the first corps of officers. No meetings shall be held between Grand Chapter and the time of receiving the charter at the constituting ceremony.

Section 30. Supplies for New Chapters. When instituting new chapters, the Grand Chapter shall furnish the following supplies at cost of the supplies plus shipping to the new chapter.

- (a) Three copies of the Ritual
- (b) One Signet
- (c) Three small Bibles
- (d) Three Proceedings of the last Grand Chapter Session
- (e) Four copies of the Secret Work (Amended 2004)
- (f) Three copies of the Constitution, Rules of Order and Rules and Regulations for the Government of Subordinate Chapters in Florida
- (g) One price list of supplies
- (h) Four copies of the Floor Work
- (i) Three copies of Uniform Code of Bylaws
- (j) One copy of instructions as to form of minutes

Section 31. Expenses of Instituting a Chapter. The Grand Chapter shall pay the necessary expenses incurred by the officer instituting the chapter.

Section 32. Qualification of Worthy Matron of U.D. Chapter. The Worthy Matron of a U.D. Chapter shall be a Florida member in good standing holding a current Certificate of Proficiency, unless in the group of petitioners none are members of the Order of the Eastern Star.

Section 33. Fee for Special Dispensation to Merge. A newly formed merged chapter having received a Special Dispensation to Merge, and being granted such by referral from the Worthy Grand Patron to the Dispensations and Charters Committee, shall pay a fee of \$200 for the Special Dispensation to Merge and \$200 for a Petition for a Charter. No supplies itemized in Section 30 will be furnished by Grand Chapter to the newly merged chapter. The proposed Bylaws shall conform to the Uniform Code of Bylaws. (2013)

Page Revised 2004 and 2013

ARTICLE XIX. ESTARL (Eastern Star Training Awards For Religious Leadership)

The purpose of ESTARL is to assist deserving students, who are legal residents of the State of Florida, to obtain an education preparing them for leadership in various fields of religious service, including Ministers, Missionaries and Directors of Youth Leadership. (Masonic or Eastern Star relationship not required.) Students must be full-time students taking a minimum of nine (9) credit hours per semester, with a cumulative GPA of 3.0 per semester. Preference will be given to students who are at least a Junior or Senior enrolled in a fully accredited college or seminary Undergraduate Program or Master's Program.

In the subordinate chapters the first or only stated meeting in December shall be designated as "ESTARL Night."

The Main Committee shall be allowed recommended mileage and per diem for the purpose of screening candidate applications for each Spring and Fall semester term. The Chairman shall be provided sufficient stationery and postage for all official letter mailings, as well as for acknowledgments of chapter donations, memorials and love gifts. These expenses shall be a proper charge against the income of the fund.

An application for an ESTARL award must be completed in its entirety and must include a minimum of three character references, one of which must be the student's minister.

A majority vote of the chapter is required to approve sponsorship. Written affirmation, signed by the Worthy Matron and Secretary under Seal, shall be sent directly to the ESTARL Chairman. A chapter may sponsor a maximum of two (2) students at any one time.

After an application has been approved by the Committee, the second and subsequent awards are conditional upon a specific request in writing from the student asking for aid during the next semester. At such time as an Official Transcript from the preceding semester is available, the applicant must arrange for it to be immediately sent to the ESTARL Chairman.

A majority vote of the chapter is required to approve continued sponsorship. Written affirmation, signed by the Worthy Matron and Secretary under Seal, shall be sent directly to the ESTARL Chairman.

Upon notification by the Committee Chairman, the student is responsible for the completion and obtaining of these items by the date requested in the notice from the Chairman.

A total of five years or 10 semesters shall be the maximum time ESTARL aid will be granted to any student, otherwise qualified. This award shall be granted only through the completion of a Master's Degree.

The awards will be processed through the Grand Secretary for issuance of the checks each semester to the Business Manager of the college selected by the student.

The amount of the awards will be based on the amount available in the Fund, but once an award is made to a student, it shall not be reduced except for good cause and after notice has been given to the student. (2017)

See also COMMITTEES in this Constitution for further information.

ARTICLE XX. O.E.S. GRAND CHAPTER ENDOWMENT AND INVESTMENT FUND

The O.E.S. Grand Chapter Endowment and Investment Fund (the Fund) is the fund to be used for such charitable and benevolent purposes as shall be approved by the Grand Chapter. To pay for the support of these charitable and benevolent purposes, the income from the Fund shall be used first; if that is insufficient, the capital gains may be used; and if that is insufficient, then the principal may be used to meet said obligation. (2024)

Ownership of the Fund is vested in The Grand Chapter of Florida Order of the Eastern Star, Charitable Foundation, Inc. (Charitable Foundation). The Charitable Foundation, is authorized to receive and hold all assets now or hereafter becoming a part of the Fund by gift, devise or bequest and shall monitor the investment of the Fund. All sums designated for the Fund or disbursements from the Fund shall be handled through the Grand Secretary and Grand Treasurer of the Grand Chapter of Florida. (2024)

The Charitable Foundation shall employ the services of a Registered Investment Manager and shall enter into an Investment Agreement with said Investment Manager to carry out the investment purposes of the Fund. (Amended April 2003) (2024)

The Registered Investment Manager shall send monthly statements of all accounts of the Fund to the Grand Secretary and Grand Treasurer. At least annually, three or more members of the Charitable Foundation Board shall meet with the Investment Manager to review a certified list of investments of the Fund held and managed by the Investment Manager, review the objectives of the Fund and obtain such other information from the Investment Manager as may be presented. The relevant events of this meeting shall be reported at the following Charitable Foundation Board meeting. (2024)

The expenses incurred by the Charitable Foundation Board and fees charged by the Investment Manager shall be a proper charge against the income of the Fund. (2024)

See also COMMITTEES in this Constitution for further information.

ARTICLE XXI. O.E.S. PERPETUAL MEMBERSHIP FUND

Section 1. The O.E.S. Perpetual Membership Fund (hereinafter referred to in this Article as the "Fund") is a Fund which allows members to contribute to the Grand Chapter and their subordinate chapter by the purchase of perpetual membership with no future payment of dues. Perpetual membership provides future income and financial benefits for the chapter in perpetuity. Memorial and Honorary Perpetual Memberships are allowed under this program.

Ownership of the fund is vested in The Grand Chapter of Florida Order of the Eastern Star, Inc. (Corporation). The O.E.S. Perpetual Membership Fund Chairman is designated as the custodian of and Trustee for this fund (Trustee.) The Trustee, on behalf of the Corporation, is authorized to receive and hold all assets now or hereafter becoming a part of this Fund. All sums designated for the Fund or disbursements from the Fund shall be handled through the Grand Secretary and Grand Treasurer of The Grand Chapter of Florida Order of the Eastern Star, Inc.

The Corporation and the Fund Chairman may employ the services of a Registered Investment Adviser/Manager (Investment Manager) and shall enter into such Investment Agreements and Investment Policies with said Investment Manager to carry out the purpose of the fund.

All expenses for the administration of the Perpetual Membership Fund shall be paid from the income of the fund.

Section 2. Perpetual membership in Florida subordinate chapters is permitted under the following conditions:

(a) Any member in good standing, including dual members, who has paid the current year's dues in any subordinate chapter in this Grand Jurisdiction may become a perpetual member of her/his chapter.

(b) The member desiring a perpetual membership shall apply to the Secretary of her/his chapter for such membership on forms prescribed by Grand Chapter and shall tender therewith a sum of 20 times the subordinate chapter dues or a minimum of \$500.00 The Secretary shall complete and certify the application, affix the chapter Seal and forward the same together with the full fee due to the Grand Secretary. The date of the application shall be the date the Grand Secretary receives full payment of the fee and certifies the receipt of the application.

(c) Optionally, perpetual membership may be purchased by using an installment plan to Grand Chapter subject to the following terms:

i. By making a minimum initial payment of \$200.00 accompanied with the appropriate perpetual membership application. The balance of \$300 to be paid as follows: A minimum payment of \$50.00 quarterly will be due on the balance until the full fee is paid. If payment in full is not made within 18 months the applicant may request a refund of all payments paid. After the initial application is filed, additional payments will be made directly to the Grand Secretary.

ii. If the member dies before payment in full is received the account will revert to a memorial perpetual membership in the member's name.

iii. During the optional payment period, if the member is suspended, expelled, demits or affiliates out of state, all principal paid into the account will be returned upon request of the member.

iv. Until the perpetual membership fee is paid in full, yearly dues and assessments must be promptly paid to the chapter at the current annual dues and assessments in effect.

(d) The application shall be signed by the applicant and have on it the certification of the chapter Secretary and the chapter Seal. The application shall not become effective until the applicant's record has been certified by the Grand Secretary. If either the application or fee tendered is incorrect, the Grand Secretary shall return the application

and fee to the chapter Secretary for correction and re-submission. A copy of the completed and accepted perpetual membership application and a Certificate of Perpetual Membership shall be furnished to the applicant and to, the chapter by the Grand Secretary. These provisions shall be construed so as to permit the Grand Secretary to use computerized records.

(e) After the perpetual membership application and full fee has been received, accepted and certified by the Grand Secretary, the perpetual membership fee shall not be refundable except under circumstances determined by the Grand Secretary to be mistakes of fact rendering the applicant ineligible for perpetual membership as of the date of the application.

(f) A perpetual member will be exempt from paying further dues to the chapter where she/he is a member. The chapter Secretary will issue an annual dues card to those perpetual members specifying on the card the words, "Perpetual Member."

(g) The Grand Secretary will account for the funds on an individual chapter account basis, listing the amount each applicant paid into the Fund for both chapter dues and Grand Chapter per capita and assessments in effect, if any. The income from the Fund will be divided among and paid over to the chapters according to the payments received from the respective chapters' perpetual members. These payments will continue even though the perpetual member may be deceased.

(h) After the applicant's perpetual membership has been accepted by the Grand Secretary, the perpetual membership fee shall be immediately paid over to the Grand Treasurer and shall be placed collectively in restricted perpetual membership accounts. The funds shall be accounted for separately by the Grand Treasurer from all other Grand Chapter funds. The funds shall be audited annually.

(i) The perpetual membership fee, less any amount required to supplement payment to the subordinate chapter of the first year's dues and per capita, shall be invested in accordance with an investment policy approved by The Grand Chapter of Florida, Order of the Eastern Star, Inc. Corporate Board. The income, less administrative costs, shall be paid proportionately and annually to each subordinate chapter for each perpetual member at the time of per capita billing.

(j) The Grand Secretary shall, at the time of the annual income distribution, submit a statement to the chapter for an amount covering

the proportionate per capita and assessment in effect at the time the member joined the plan. The chapter shall during the member's lifetime and thereafter pay to the Grand Chapter the amount designated by the Grand Secretary's per capita statement.

(k) When a perpetual member affiliates with another chapter in the State of Florida the total amount of the perpetual membership fee originally paid transfers to the chapter with which the perpetual member affiliates. If the member terminates membership in a Florida subordinate chapter and affiliates with a chapter outside the State of Florida, the perpetual membership fee remains with the Florida chapter where the perpetual member held membership.

(l) If applicable, any Certificate of Good Standing or Demit issued in this Grand Jurisdiction shall state thereon the fact that the holder is a perpetual member and the amount of the perpetual membership fee which shall be transferred to the Florida chapter with which the member affiliates. The income will then accrue to the new chapter. If the member remains unaffiliated or affiliates with a chapter outside the State of Florida, the fee remains with the original chapter and disbursements will be made as though the member was deceased.

(m) If a perpetual member shall be suspended, expelled or demits and is subsequently restored to good standing, or re-affiliates from out of state, her/his perpetual membership shall be deemed to be also restored. If there is no reinstatement the chapter will receive the distribution as though the member was deceased.

(n) If a chapter consolidates, surrenders its charter or has its charter arrested, the funds credited to that chapter in the perpetual membership fund shall follow the members according to the Constitution and Rules and Regulations dealing with consolidations, surrendering and arrests of charters.

(o) A perpetual member may, at any time, add any amount to her/his perpetual membership fee through her/his chapter Secretary who will forward same to the Grand Secretary for proper credit to the perpetual member's account.

(p) All perpetual membership applications shall be on forms prescribed by the Grand Chapter. These forms may be purchased from the Grand Secretary.

(q) Where perpetual members have not been heard from for more than seven years, the chapter Secretary shall report the names of such missing members to the Grand Secretary on the membership report form as being deceased. Their names shall then be transferred to the rolls of deceased perpetual membership, but this action shall have no effect on the amount of money paid the chapter and Grand Chapter for that perpetual member as set forth in sub-sections (g) and (i).

(r) A memorial perpetual membership may be purchased by a chapter upon a majority vote or by any individual for a deceased member of a Florida subordinate chapter by following the same procedures as outlined above. The minimum fee shall be \$200.00. The total income derived therefrom, less the per capita in effect at the time of the certification of the application by the Grand Secretary and administrative expenses, shall be paid to the chapter through which the application was processed and shall be returned to the chapter at the time of the per capita billing.

(s) Honorary Perpetual Membership - Distinguished and revered living or deceased members of the Order of the Eastern Star of this or another Grand Jurisdiction recognized by the Grand Chapter of Florida may be made honorary perpetual members of a chapter by majority vote at a stated meeting after having been proposed for membership at some previous stated meeting. Honorary perpetual memberships may be revoked by majority vote at any stated meeting, in which case all funds credited to the honorary perpetual member's account shall be transferred to the Grand Chapter Perpetual Membership General Fund.

(t) The honorary perpetual membership fee may be paid by the chapter, upon majority vote, or by an individual. The minimum fee for an honorary perpetual membership shall be \$200.00 and the procedures will be the same as for application as outlined in this Article. The total income derived therefrom, less the per capita in effect at the time of the certification of the application by the Grand Secretary and administrative expenses, shall be paid to the chapter through which the application was processed and shall be returned to the chapter at the time of the per capita billing.

See also COMMITTEES in this Constitution for further information.

ARTICLE XXII R.E.S.T. (RESIDENT EASTERN STARS TODAY)

The purpose of R.E.S.T. is to provide emergency and/or financial assistance, to eligible Florida Eastern Star sisters enabling them to remain in their own home. If an assisted living facility is necessary for medical or personal care, an eligible sister may utilize facilities near her own environment, family and friends. The total cost of the use of this facility may not exceed the cost of care in the Masonic Home. The individual monthly assistance shall not exceed \$750.00 per month, the exact amount based upon actual need.

R.E.S.T. Night shall be observed by subordinate chapters at the second or only stated meeting in October.

Florida Eastern Star Sisters who have maintained a continuous Florida Eastern Star membership for ten or more years are eligible to receive assistance. Eligibility to be based upon need and verified semi-annually by review of all applications. The applicant will not be required to repay or forfeit personal properties to meet the qualifications for assistance from the R.E.S.T. Fund. (2022)

Assistance from this Fund is subject to final approval by the Main Committee, after review of the required applications, including budget and asset listing, with proper investigation and verification of all circumstances. Such application and budget forms are to be annually reviewed and revised as necessary by the Main Committee and approved by the Jurisprudence Committee.

The total of all assistance shall not exceed the amount that can be supported by the interest earned by this Fund, donations and that portion of the principal in excess of \$50,000, which shall be maintained as a minimum balance at all times. However, in no event shall the aggregate amount of all approved assistance exceed the amount which may be continued as long as the need and qualifications exist, as indicated by the expected budgeted funds available.

It shall be the duty of the Main Committee to review all files received and perform investigations or verification of all applications, including how, where and to whom monthly payments are to be made. Upon final approval the request for assistance is to be forwarded to and processed by the Grand Secretary as directed by the Main Committee Chairman. (Revised 2007)

The Committee shall be allowed recommended mileage for the purpose of screening applicants and postage for acknowledgment of contributions to the Fund.

Each subordinate chapter Secretary shall send all contributions to the Sub-Committee Chairman for record keeping, banking, reporting and acknowledgment of all contributions to the Fund. The Sub-Committee Chairman shall advise the Main Committee Chairman of all pertinent information. It shall be the duty of the Sub-Committee Co-Chairman to serve as chairman of major fund raising activities for the benefit of R.E.S.T. All activities shall be within the guidelines of our law. All proceeds from such activities shall be sent to the Sub-Committee Chairman for record keeping and banking.

All R.E.S.T. funds received shall be deposited in such banking institutions as shall be designated by the Grand Chapter, and all such funds shall be handled in accordance with Grand Chapter Laws.

See also COMMITTEES in this Constitution for further information.

ARTICLE XXIII S.H.E.A.F. Committee (Student Higher Education Award Fund)

The purpose of S.H.E.A.F. is to assist deserving students in securing a college, university, commercial or professional education in an accredited school of learning, preferably in the State of Florida. S.H.E.A.F. Night shall be observed by subordinate chapters on the first or only stated meeting in November.

Applicants must be members of the Order of the Eastern Star in good standing in a Florida Chapter or the sons, daughters, grandsons and granddaughters of Florida members in good standing in a Florida subordinate chapter or deceased members who were in good standing in a Florida subordinate chapter at the time of their death. All applicants must have been a resident of the State of Florida for at least five years. Preference will be given undergraduates who have completed two years of their college training and consideration will be given to each area of the State when making the awards.

The Main Committee shall be responsible for evaluating all applications and granting awards based upon eligibility, academic records, character and financial need. It is necessary to have a letter of recommendation from a sponsoring O.E.S. chapter under Seal and signed by the Worthy Matron and Secretary. A list of all approved applicants shall be furnished to the Worthy Grand Matron for her information and to the Grand Secretary for recording and disbursements. (2023)

After an award has been approved by the Committee and first payment has been made, the second or any subsequent payments will be conditional upon a written request from the student, written affirmation from the sponsoring chapter, under Seal, of their continuing support, and an official transcript of grades for the preceding semester. The awards for each semester shall be processed through the Grand Secretary who shall issue checks payable to the Business Manager of the college or school selected by the student.

At no time shall the principal amount in the S.H.E.A.F. fund be less than \$50,000.00. The number of awards granted shall be determined annually and will be based upon the amount available in the Fund. These awards are contingent upon the cost of the course tuition. Once an award is made to a student the amount of the award shall not be reduced except for just cause and after notification to the student. A maximum of \$2,000.00 per student per annum payable in two payments may be awarded. A total of four years shall be the maximum time S.H.E.A.F. awards will be granted to any student.

All S.H.E.A.F. contributions, including love gifts, memorials, donations, contributions of S.H.E.A.F. etc., shall be sent to the Committee Chairman. All funds for this project processed by the Grand Secretary and the Grand Treasurer shall be subject to the order and control of the S.H.E.A.F. Committee.

It is the responsibility of the Chairman to maintain records and make a written report to Grand Chapter. The Co-Chairman is to assist the Chairman in record keeping and other duties the Chairman deems necessary.

The Chairman shall be provided sufficient stationery and postage for all official mailings and acknowledgments of all memorials and love gifts. This expense shall be a proper charge against this Fund.

The Committee shall be allowed recommended mileage and per diem for the purpose of evaluating all applications for the Spring and Fall terms.

See also COMMITTEES in this Constitution for further information.

ARTICLE XXIV AMENDMENTS TO THE CONSTITUTION

All proposed amendments to the Constitution shall be signed and filed with the Grand Secretary not less than 90 days prior to the opening of the next Annual Session of the Grand Chapter. All proposed amendments shall include the entire section in complete form as proposed to be amended.

Upon receipt of any proposed amendment to the Constitution, the Grand Secretary shall forward a copy of it to the Jurisprudence Committee Chairman for study and one copy to the Corporate Board Chairman. Within 30 days after the receipt of such proposed amendment, the Jurisprudence Committee Chairman shall advise the Grand Secretary and the Corporate Board Chairman if the proposed amendment was submitted in proper form for consideration by Grand Chapter. After being informed by the Jurisprudence Committee Chairman that the proposed amendment is in proper form for consideration by Grand Chapter, the Grand Secretary shall, not less than 30 days prior to the Annual Session, send via electronic format copies of all proposed amendments to be considered by Grand Chapter at the next Annual Session, as follows: one copy to the subordinate chapters, one to each Grand Officer, Past Grand Matron and Past Grand Patron. Copies shall also be given to members when registering at Grand Chapter. The Jurisprudence Committee shall, when giving its report, present the proposed amendments, as printed and distributed to the members upon registration, for consideration and action by the Grand Chapter. (2024)

If a proposed amendment is adopted by two-thirds vote it shall become effective as of the close of Grand Chapter, or as specified in the amendment. If the vote in favor is a majority but less than two-thirds, it shall be carried over for consideration at the next Annual Session and printed in the proceedings as "Proposed Amendments."

In the case of an extreme emergency, the Jurisprudence Committee may present emergency legislation to amend the Constitution of the Grand Chapter of Florida which, if adopted by a two-thirds vote shall become effective at the close of the Session at which it is adopted. If the vote in favor is a majority but less than two-thirds it shall be carried over for consideration at the next Annual Session and printed in the Proceedings as "Proposed Amendments." An "extreme emergency" as referred to in this paragraph, is an emergency where there is a clear and present danger to the good and welfare of the Order.

In all questions of law and procedure not specifically covered by the Constitution, Rules of Order, Rules and Regulations for the Government of Subordinate Chapters in Florida, the laws of the Grand Lodge of Florida F.&A.M. may be used as a reference.

It is hereby declared that the Bylaws of the Corporation, Bylaws of the Charitable Foundation, Constitution, Rules of Order and Rules and Regulations for the Government of Subordinate Chapters in Florida, herein contained shall be substituted for and take the place of all laws and parts of laws heretofore adopted by this Grand Chapter.

ARTICLE XXV. COMMITTEES

Section 1. **Names** - The standing Grand Chapter Committees shall be

- | | |
|---|---|
| (1) Appeals and Grievances | (16) Necrology |
| (2) Credentials | (17) O.E.S. Perpetual Membership |
| (3) Disaster | (18) Penal Advisor |
| (4) Dispensations & Charters | (19) Personal Secretary to Worthy Grand Matron |
| (5) ESTARL (Eastern Star Training Awards For Religious Leadership) (2017) | (20) Property Committee |
| (6) Finance | (21) Proficiency |
| (7) Floor Work | (22) R.E.S.T. (Resident Eastern Stars Today) |
| (8) Fraternal Correspondence | (23) Revisions |
| (9) International Eastern Star Headquarters (2007) | (24) Sessions |
| (10) Itinerary | (25) S.H.E.A.F. (Student Higher Education Award Fund) |
| (11) Jurisprudence | (26) Unfinished Business |
| (12) Legal Advisor | (27) Youth Activities |
| (13) Masonic Home (Deleted 2007) | |
| (14) Masonic Home Liaison (Deleted 2004) | |
| (15) Mileage & Per Diem | (2021) |

Section 2. **General Statements:**

(a) All Grand Officers, Grand Instructors, Grand Chapter Committee Members and any others who are required to use their automobile in the performance of their duties on behalf of the Grand Chapter of Florida shall, immediately upon their election or appointment, advise the Worthy Grand Matron that they carry automobile insurance as required by the Laws of the State of Florida.

(b) Unless otherwise provided herein, all Grand Officers, Grand Chapter Committee Chairmen, and others who are required to make a report of the activities of their office or committee shall, at least two weeks prior to the Annual Session of the Grand Chapter, send a copy of the report to the Worthy Grand Matron, Jurisprudence Committee Chairman and the Jurisprudence Committee Vice-Chairman. If necessary a supplementary report may be given at the Grand Chapter Session. When given at the Grand Chapter Session, two copies of the report and any supplementary report shall be filed with the Grand Secretary prior to the close of the Session.(2021)

Page Revised 2004, 2007, 2017, and 2021

Session, two copies of the report and any supplementary report shall be filed with the Grand Secretary prior to the close of the Session.

(c) Each committee shall perform such other duties as the Grand Chapter or the Worthy Grand Matron shall assign to it and shall give to the Grand Secretary any incomplete files or correspondence, which in turn shall be given to the respective incoming Grand Chapter committee members for completion, unless brought to a conclusion at Grand Chapter.

(d) No recommendation contained in a committee report shall become law unless such recommendation is presented according to regulations regarding amendments to the Constitution, Rules of Order or to the Rules and Regulations for the Government of Subordinate Chapters in Florida.

(e) Unless otherwise specified herein, all Grand Chapter committee members shall be a Past Matron or a Past Patron or a member in good standing in a Florida subordinate chapter for a minimum of three years and hold a current Certificate of Proficiency. In case of a vacancy in any Grand Chapter committee the Worthy Grand Matron shall make an appointment to fill the unexpired term. (2023)

(f) Any additional fund raising committee to be appointed by the Worthy Grand Matron, other than emergency relief, shall be approved by vote of the Grand Chapter and such approval shall be for one year only.

(g) The chairman of any fund raising committee authorized by Grand Chapter shall immediately deposit all money received for the particular fund in the applicable committee account established by Grand Chapter at an FDIC insured financial institution located in the State of Florida. The chairman shall immediately send a copy of the deposit slip and bank deposit receipt to the Grand Secretary, Grand Treasurer and Finance Committee Compliance Officer. (2021)

i) The Taxpayer Identification Number, obtained from the Grand Secretary shall be furnished to the financial institution for the account.

ii) Authorized signatures shall be any one of the following: The chairman of each respective committee and the Grand Secretary or Grand Treasurer.

(h) Chairmen of fund raising committees will work with the appointed Administrator of Regulatory Compliance to see that the committee complies with the records and reports required by Grand Chapter. (2010 - moved (h) to (i) and add new (h))

(i) All committee members who are required by the Constitution to meet in the interim between Grand Chapter sessions,

shall be paid approved mileage and per diem at the rate recommended by the Finance Committee and approved by Grand Chapter at the preceding session.

Section 3. Composition of the Committees:

(a) **Appeals and Grievances:** This Committee shall be composed of six members, three Sisters and three Brothers, one of whom shall be designated by the Worthy Grand Matron as chairman. Two of the members shall be either Past Grand Matrons or Past Grand Patrons. Members of this committee are prohibited from serving on the Penal Advisory Committee (2024)

(b) **Credentials:** This Committee shall be composed of a Past Grand Patron as chairman, appointed annually, and 18 members, 12 Sisters and six Brothers. Six members will be appointed each year for a term of three years.

(c) **Disaster:** The Grand Secretary shall serve as the Chairman of the Disaster Committee. The Worthy Grand Matron shall appoint another Past Grand Matron or Past Grand Patron to serve as Co-Chairman of this Committee.

(d) **Dispensations and Charters:** This Committee shall consist of five members. Three Past Grand Matrons or Past Grand Patrons, one of who shall be designated by the Worthy Grand Matron as chairman, and two Past Matrons or Past Patrons.

(e) **ESTARL:** (Eastern Star Training Awards For Religious Leadership) This Committee shall be composed of a Main Committee and District Chairmen.

The Main Committee shall consist of seven members representative of different areas of the State. The Worthy Grand Matron shall appoint a chairman for one year, who has previously served as a member of the Main Committee, and two members for three years, thereby having four hold-over members at all times.

The District Chairmen shall be composed of one member from each district. (Revised 2017)

(f) **Finance:** This Committee shall be a continuing committee comprised of a chairman and three members. The Worthy Grand Matron shall annually appoint a chairman, who has previously served on the Finance Committee, and one member, whose term of office shall continue for three years, thereby having two hold-over members at all times. The Finance Committee Chairman shall be a member of the Corporate Board and the Charitable Foundation Board.

(g) **Floor Work:** This Committee shall be composed of the Associate Grand Matron, as chairman, the Grand Conductress and the Associate Grand Conductress.

(h) **Fraternal Correspondence:** This Committee shall be composed of the Grand Conductress and the Associate Grand Conductress.

(i) **International Eastern Star Headquarters:** This Committee shall be composed of one member. (Revised 2007)

(j) **Itinerary:** This Committee shall be a continuing committee consisting of three Past Grand Matrons. The Worthy Grand Matron shall annually appoint one member for a term of three years and designate the chairman.

(k) **Jurisprudence:** This Committee shall consist of all Past Grand Matrons and Past Grand Patrons of the Grand Chapter of Florida. At least ten days prior to the opening of Grand Chapter, the Worthy Grand Matron shall appoint five Past Matrons or Past Patrons of Florida to serve as members of the Jurisprudence Committee during the Grand Chapter Session. These five appointees shall be representative of different areas of the State.

(l) **Legal Advisor:** She/He is not required hold a current Certificate of Proficiency.

(m) **Masonic Home:** (This committee deleted 2007)

(n) **Masonic Home Liaison:** This Committee deleted in 2004

(o) **Mileage and Per Diem:** This Committee shall be composed of three members, one of whom shall be designated as chairman.

(p) **Necrology:** The Grand Chaplain is the Necrology Committee.

(q) **O.E.S. Grand Chapter Endowment and Investment Fund:** (Deleted 2021)

(r) **O.E.S. Perpetual Membership Fund:** This Committee shall be composed of a chairman, co-chairman and one committee member from each district.

(s) **Penal Advisory:** This Committee shall be composed of a chairman and six members, three of whom shall be Past Grand Matrons or Past Grand Patrons. The Worthy Grand Matron shall annually designate a Past Grand Matron or a Past Grand Patron as chairman and annually appoint two members for a term of three years, thereby leaving four hold-over members at all times. The members of this committee should be knowledgeable of Eastern Star Law. Members of this committee are prohibited from serving on the Appeals and Grievances Committee. (2024)

(t) **Personal Secretary:** A Past Matron or Past Patron appointed by the Worthy Grand Matron.

(u) **Proficiency:** This Committee shall consist of the Worthy Grand Matron and the Past Grand Matrons and Past Grand Patrons. The Worthy Grand Matron shall appoint one member of the Committee as Chairman and 2 members to serve as co-chairmen. (Revised 2016)

(v) **R.E.S.T.:** This Committee shall be composed of a Main Committee, a Subcommittee and District Chairmen.

The Main Committee is to be composed of 12 members appointed by the Worthy Grand Matron, who are to serve four years alternately, with three new members being appointed each year. These appointments shall be selected equally from the Northern, Central and Southern areas of the State. The Worthy Grand Matron shall designate annually a chairman who is knowledgeable and qualified. The chairman must be selected from the main committee. (Revised 2007)

The **Sub committee** shall consist of a chairman and co-chairman.

The **District Chairmen** shall be composed of one member from each district.

(w) **Revisions:** This Committee shall consist of three Past Grand Matrons and the Jurisprudence Committee Chairman. The Worthy Grand Matron designates the chairman.

(x) **Property Committee:** This Committee shall be composed of the Grand Sentinel and ten Sisters and Brothers. The Worthy Grand Matron shall designate the Chairman and the Co-Chairman who will also be known as The Custodian, and the Assistant Custodian. The Assistant Custodian will exercise the authority of and perform all the duties of the Custodian in the absence of or inability of the Custodian to perform their duties. Except for the Grand Sentinel none of the members of this Committee are required to be a Past Matron or Past Patron or hold a current Certificate of Proficiency. (Amended 2024)

(y) **Sessions:** This Committee shall consist of five members: the Jurisprudence Committee Chairman, the Finance Committee Chairman and three members, with one new member being appointed annually for three years, thereby having two hold-over members. The Worthy Grand Matron shall designate the chairman who shall have previously served on the Sessions Committee. (2006)

(z) **S.H.E.A.F.:** This Committee shall be composed of a Main Committee and District Chairmen.

The Main Committee shall consist of eight members representative of different areas of the State. The Worthy Grand Matron shall appoint a chairman and a co-chairman for one year, and two members for three years, thereby having four hold-over members at all times. (Amended April 2003)

The District Chairmen shall be composed of one member from each district.

(aa) **Unfinished Business:** This Committee shall be composed of three members, the immediate Past Grand Matron, Chairman, the immediate Past Grand Patron, and one additional Past Grand Matron or Past Grand Patron.

(ab) **Youth Activities:** This Committee shall consist of a Chairman and three members appointed annually by the Worthy Grand Matron. Those appointed should have a background of working with the various youth groups in the State of Florida. (Amended 2004 and 2014)

Section 4. **Duties of Committees:** In addition to the duties herein set forth, each committee shall perform such other duties as the Grand Chapter or the Worthy Grand Matron shall assign to it and shall give to the Grand Secretary at Grand Chapter any incomplete files or correspondence which shall, in turn, be given to the respective incoming Grand Chapter committee members for completion, unless brought to conclusion at Grand Chapter.

(a) **Appeals and Grievance:** The Appeals and Grievance Committee shall examine all matters of appeal, controversy and grievances received and shall make recommendations for action by the Grand Chapter. All files and correspondence relating to matters of appeal and grievance shall be given to the Grand Secretary.(2014)

(b) **Credentials:** The Credentials Committee Chairman is responsible for pre-registration and registration at Grand Chapter. It shall be the chairman's duty to make up registration forms which shall be approved by the Worthy Grand Matron. He shall also be responsible for obtaining badges and all other needed supplies of the Committee for each annual Grand Chapter session. Any unused supplies shall be given to his successor at the close of the Annual Session.

The Committee shall meet in the building where the sessions are to be held (if available) at least one day prior to the opening of the Grand

Chapter for the registration of all members and visitors and to receive the credentials of delegates and others entitled to vote in the election of Grand Officers.

Every member of the Order attending any Grand Chapter session must register with this Committee and pay a registration fee to be determined by Grand Chapter. When registering, members will give name, address, chapter number, location and title or Grand Chapter committee on which serving, if any, and such other information as may be required.

Each member shall exhibit documentary evidence of her/his standing in the Order and be vouched for by a member of this Committee or by a member to whom they are known, as prescribed in Rules & Regulations for the Government of Subordinate Chapters, "Avouchment." The delegate's credentials will be accepted as documentary evidence of standing, except when presented by a proxy. This Committee shall have the authority to correct and adjust any and all irregular delegate credentials.

Each member who attends a session of the Grand Chapter shall receive an identification badge which must be worn in plain sight at all times during the Grand Chapter sessions. This badge is not transferable.

This Committee shall report the names of all Grand Officers, Past Grand Matrons, Past Grand Patrons and names of the representatives of each chapter present and entitled to attend and vote and the name and number of chapters represented, the names of Past Matrons and Past Patrons present from this Grand Jurisdiction, the number of chapters having delegates present and before balloting is started, the number of ballots distributed.

This Committee shall prepare the ballots to be used for the election of Grand Officers and distribute them to the members who are entitled to vote in such election. The ballot shall be of paper or cardstock, with space at the top to receive the name and title of holder, followed by spaces, numbered consecutively, wide enough to write the name of the person being voted upon, and perforated between the numbers for easy detachment. These ballots are not transferable.

(c) **Disaster:** This is not a fund raising program. Donations may, however, be made to the Disaster program if members desire. The Chairman of the Disaster Committee will administer all disaster relief efforts of the Grand Chapter until such time as the funds in the Disaster program are depleted. The Chairman will, operate within established guidelines, keep records, coordinate with other agencies and give aid as directed by the Worthy Grand Matron. All donations to this program will be sent to the Grand Secretary.

(d) **Dispensations and Charters:** The Dispensations and Charters Committee shall examine the records relating to chapters working under dispensation and the reports of the Grand Officer(s) granting same and report, in writing, to Grand Chapter its findings and recommendations. It shall meet at Grand Chapter with any members present of a U.D. Chapter which has been denied a charter at said session, advising those members the reason or reasons for a charter being denied.

When receiving a referral from the Worthy Grand Patron for a Special Dispensation to Merge, the committee shall comply with the request and report to the Worthy Grand Patron for issuance of a Dispensation for purpose of institution, without ceremony, of a newly merged chapter. The committee will deliver the Dispensation, conduct an election and oversee the installation of the first corps of officers, and conform with all the duties relating to U.D. Chapters, making a report of all activities to the Worthy Grand Patron. (2013)

(e) **ESTARL:** (Eastern Star Training Awards for Religious Leadership) (2006) The duty of the ESTARL Committee shall be the promotion of the ESTARL program in this Grand Jurisdiction and the solicitation of funds.

The Main Committee shall be responsible for screening and approving candidates on the basis of academic record, citizenship, character and financial need. The Committee shall furnish a list of approved recipients to the Worthy Grand Matron for her information and certificates of awards to be presented. This Committee shall also establish conditions for refunds for students leaving the religious course of study; shall maintain records and report the year's activities to the Grand Chapter at the Annual Session.

After an application has been approved by the Committee, the second and subsequent awards are conditional upon a specific request in writing from the student asking for aid during the next semester. At such time as an Official Transcript from the preceding semester is available, the applicant must arrange for it to be immediately sent to the ESTARL Chairman. (2017)

A majority vote of the chapter is required to approve continued sponsorship. Written affirmation, signed by the Worthy Matron and Secretary under Seal, shall be sent directly to the ESTARL Chairman. See also ESTARL, Constitution. (2017)

(f) **Finance:** The Finance Committee shall meet at least 90 days prior to the annual Grand Chapter session, at a place and time designated by the chairman. The Committee members shall be allowed the recommended mileage and per diem for attending said meeting.

The Finance Committee shall examine the books and accounts of all Grand Officers and Committees. The Finance Committee Chairman will appoint a current Finance Committee Member as the Administrator of Regulatory Compliance to assist the chairmen of fund raising committees with record keeping and reports as required by Grand Chapter. It shall report the actual condition of finances of the Grand Chapter, consider all propositions and resolutions affecting the revenues and expenses of the Grand Chapter and report to the Grand Chapter at the Wednesday afternoon session following the report of the Jurisprudence Committee. The Chairman shall forward these reports to the Grand Secretary at least 40 days prior to the Grand Chapter Session, for electronic distribution to all members of the Jurisprudence Committee, all grand Officers, and all Subordinate chapters at least 30 days prior to the Annual Grand Chapter Session. The Grand Secretary will also make enough copies to be distributed to the membership upon registration at the Annual Grand Chapter Session. The report of the Finance Committee shall contain recommendations for the financial affairs of Grand Chapter. When approved by Grand Chapter, the recommendations and budget shall be the financial guidelines for the operation of the financial affairs of Grand Chapter for the following year. (2010) (2022)

The Finance Committee shall in its annual report recommend the following as part of its budget presentation:

(1) The amount to be assessed as per capita tax and the allocation of same.

(2) The per mile amount to be allowed at the next Grand Chapter Session for mileage.

(3) The amount of Grand Chapter Registration fee.

(4) Designate those who are entitled to receive mileage and per diem for attending Grand Chapter and the amount of per diem to be paid to each.

(5) Designate the amount to be allowed per diem and for mileage for those duly appointed Committee Members and Board Members who are required by the Constitution to meet in the interim between Grand Chapter Sessions, which amount shall include meals and lodging where required. The allowance for the Itinerary Committee shall not exceed two meetings.

(6) Designate recipients and the amount of love gifts to be presented at the next Grand Chapter.

(7) Designate which distinguished guests and others who will be entitled to rooms furnished by Grand Chapter when attending the next Grand Chapter session.

(8) Designate the recipients and amount of travel allowance for those attending the next General Grand Chapter.

(9) Designate the amount allowed to the Worthy Grand Matron and Session General Chairman for the next Grand Chapter session expense, and specifically what is included in this amount.

(10) Designate the amount allowed the Distinguished Guest Chairman for the next Grand Chapter session expense and specifically what is included in this amount.

(11) Designate which distinguished guests and others are entitled to complimentary banquet and luncheon tickets at the next Grand Chapter session.

(12) Designate the amount allowed as compensation for the Secretary to the Jurisprudence Committee and the Personal Secretary to the Worthy Grand Matron.

(13) Designate the amount allowed for the purpose of defraying traveling expenses for the Worthy Grand Matron, Worthy Grand Patron and Deputies for the Worthy Grand Matron.

(14) Specify other line items and specifically set forth amounts, purposes and recipients.

Any fee for legal advice shall be approved by the Finance Committee. (2014)

The Finance Committee shall perform such other duties as are provided for in the Constitution of the Grand Chapter of Florida.

(g) **Floor Work:** The Floor Work Committee shall consider all propositions to revise, alter or amend the "Special Instructions on Floor Work for the Use of Subordinate Chapters, O.E.S., in Florida" and all questions or interpretations of Ritual and exemplification of the Secret Work.

Not less than two weeks prior to the opening of Grand Chapter the Committee shall submit a written report and shall forward a copy to all members of the Jurisprudence Committee.

Changes in the Floor Work may be exemplified at each Grand Chapter Session as the first order of business on Thursday afternoon, or at such time as is appropriate following the Report of the Floor Work Committee. In the interval between Grand Chapter sessions, no changes may be made to the Floor Work, after it has been adopted by the Grand Chapter. This Committee shall, immediately following the close of the Grand Chapter Session, furnish the Grand Secretary and the Revisions Committee with a copy of all changes and revisions adopted. (2013)

(h) **Fraternal Correspondence:** The Fraternal Correspondence Committee shall review the proceedings from other Grand Jurisdictions and report thereon at the annual Grand Chapter session.

(i) **International Eastern Star Headquarters:** The Chairman will promote the history, program and educational material available through General Grand Chapter concerning the International Eastern Star Headquarters. (Revised 2007)

(j) **Itinerary:** The Itinerary Committee to prepare the itinerary of the chapters to be visited by the Worthy Grand Matron and Deputies. The itinerary shall also contain, in date order, such other information and events as the Associate Grand Matron deems necessary or appropriate. The Committee shall maintain a record of visits each year for visitation purposes. The Committee shall prepare the itinerary for the Associate Grand Conductress and ensure that the entire itinerary conforms to this regulation. The committee will proof the itinerary and forward same to the Associate Grand Matron to prepare for printing. The Associate Grand Matron and Grand Secretary will be responsible for printing the itinerary in the most cost effective manner. (2016)

The Worthy Grand Matron shall not visit any chapter in successive years until each chapter shall have been visited by a Worthy Grand Matron at least once in every four years, except that the Worthy Grand Matron may visit her own Chapter(s) even if she has already done an Inspection in that Chapter. (2016)

Before the final adjournment of the Grand Chapter, the Itinerary Committee shall assign the chapters to be visited by the Worthy Grand Matron and each of the deputies. To the extent possible, the Worthy Grand Matron shall visit one-fourth of the chapters and the Itinerary Committee will assign the remaining three-fourths among the Associate Grand Matron, Grand Conductress and Associate Grand Conductress. For the purpose of these visits each of said officers shall be known and received as Deputy for the Worthy Grand Matron. Except in case of emergency, no Grand Officer shall be assigned to the same chapter twice, thus enabling each Worthy Grand Matron to visit all of the chapters during her four-year term; provided, however, that no Grand Officer

shall make repeat visits to more than three chapters other than her own Chapter(s). Schools of instruction held by the Worthy Grand Matron may be considered Official Visits with the books being inspected and the officers of the chapter filling their stations. Except in extreme emergencies Official Visits or Official Inspections shall not be held in chapters on legal Holidays. (2016)

It shall be the responsibility of the Associate Grand Matron, with the assistance of the Itinerary Committee, the Grand Conductress and the Associate Grand Conductress, to plan the itinerary which conforms to this regulation. In the event the Worthy Grand Matron shall visit and inspect the work of a chapter, either in person or by Special Deputy, then the visit or inspection by the Deputy for the Worthy Grand Matron will not be required. (2016)

The Associate Grand Conductress in her capacity as Deputy for the Worthy Grand Matron shall be required to begin her inspections 35 days after the close of Grand Chapter. (2016)

The line officers will notify the various chapters of their Visits/Inspections scheduled for the coming year by October 1st of each year. The Itinerary Committee Chairman will notify the chapters of the inspections to be made by the Associate Grand Conductress for the coming year by October 1st of each year. (2016)

(k) **Jurisprudence:** The Jurisprudence Committee's duties shall be:

To meet at least two days prior to the opening of the Grand Chapter session.

In any meeting of the committee 15 members present shall constitute a quorum for the transaction of business.

To examine all propositions to revise, alter or amend the Constitution, Rules of Order or Rules and Regulations for the Government of Subordinate Chapters in Florida, as well as all questions of law and usage, making a report thereon, in writing, to the Grand Chapter on Wednesday afternoon.

Immediately after the close of the Grand Chapter session, the Jurisprudence Committee Chairman shall furnish the Revisions Committee Chairman with a copy of Jurisprudence Report, together with notations of the action taken by the Grand Chapter.

In the event a meeting of the Jurisprudence Committee is required

by the Worthy Grand Matron or Worthy Grand Patron between sessions of the Grand Chapter, the Worthy Grand Matron or the Worthy Grand Patron shall notify the Jurisprudence Committee Chairman of the time and place of such meeting. The Jurisprudence Committee Chairman shall, at least five days prior to said meeting, notify all members of the Jurisprudence Committee of the time and place of thereof. Approved mileage and per diem shall be allowed those attending such meeting.

Jurisprudence Sub-committee: The Sub-committee of the Jurisprudence Committee shall be composed of five of its members each of whom shall be elected for five years or for the unexpired term in the event of a vacancy. From this Subcommittee, a Chairman and a Vice Chairman shall be elected by the entire Jurisprudence Committee for a term of one year. In the event of a vacancy occurring in the Subcommittee, the Chairman shall make an interim appointment to serve until the next meeting of the Jurisprudence Committee.

The Subcommittee shall meet at least one day prior to the meeting of the Jurisprudence Committee to prepare an agenda.

The Jurisprudence Committee Subcommittee may meet in the interval between sessions of the Grand Chapter, when deemed necessary by the Chairman, or a majority of the Subcommittee, to consider all matters necessary to be referred to the Jurisprudence Committee. They may address and take action regarding any non-compliance of the constitution of the Grand Chapter of Florida and Rules and Regulations for the Government of Subordinate Chapters in Florida. Any action or proposed legislation prepared by this Committee at such meetings shall be sent, within two weeks after said meeting, to all members of the Jurisprudence Committee. In the event a meeting of the Jurisprudence Committee is required by the Jurisprudence Subcommittee, the Jurisprudence Committee Chairman shall, at least five days prior to said meeting, notify all members of the Jurisprudence Committee of the time and place. Approved mileage and per diem shall be allowed all members attending such meetings. (2015)

Should the Jurisprudence Chairman receive a request for a hearing regarding an objection to a decision(s) or order(s) issued by the Worthy Grand Matron, the chairman shall call a special meeting of the Jurisprudence Subcommittee. The party or parties objecting to the decision(s) or order(s) and the Worthy Grand Matron must appear at the special meeting of the Jurisprudence Subcommittee who will hear the facts relating to the decision(s) or order(s). The Jurisprudence Sub-Committee, after careful and deliberate consideration, shall render a decision(s) for the good and welfare of the Grand Chapter. Such decision(s) shall be binding on all parties and decision(s) or order(s) of the Worthy Grand Matron shall be approved or disapproved. If disapproved the Worthy Grand Matron shall immediately reverse her decision(s) or order(s). (2019)

(1) **Legal Advisor:** The Legal Advisor shall be available for legal advice to the Worthy Grand Matron; to the Corporate and Charitable Foundation Boards, and to the O.E.S. Grand Chapter Endowment and Investment Fund Committee. The Legal Advisor shall also be available during the Grand Chapter session for advice to the Worthy Grand Matron, the Jurisprudence Committee and to the Corporate and Charitable Foundation Boards. The Legal Advisor will serve as ex-

officio member of the Corporate and Charitable Foundation Boards. She/he shall receive the same rate of mileage and per diem as that received by the Jurisprudence Committee.

Any fee for legal advice shall be approved by the Finance Committee.

(m) **Masonic Home:** (This Committee deleted 2007)

(n) **Masonic Home Liaison:** (This Committee deleted in April (2004)

(o) **Mileage And Per Diem:** The Mileage and Per Diem Committee shall compute the amount of mileage and per diem to be paid those in attendance at the Grand Chapter session who are entitled to receive such compensation as recommended by the Finance Committee and approved by the Grand Chapter at the previous session. Mileage will be computed based on the road miles over the shortest distance from the member's chapter to the meeting place of Grand Chapter.

Mileage and per diem shall be paid to those entitled to receive same who register with the Credentials Committee on or before the opening day of Grand Chapter. Entitled individuals registering after the formal opening shall be paid mileage and per diem from the day they register and will receive their checks by mail following the Grand Chapter session.

Members will be paid mileage or per diem only once regardless of the different capacities in which they serve Grand Chapter.

When mileage and per diem is due to the representatives of subordinate chapters, it shall be paid only to one delegate from each Chapter; i.e., to the Worthy Matron, Worthy Patron, Associate Matron or Associate Patron in that order. If none of these officers are present, then it shall be paid to the regularly appointed proxy for the Worthy Matron.

No member will be paid mileage and per diem who registers with the Credentials Committee after 6:00 p.m. on the night preceding the election of Grand Officers.

(p) **Necrology:** The Grand Chaplain shall perform such duties as the name of this committee suggests. At Grand Chapter she/he will give a report of the necrology duties performed. Under the guidance of the Worthy Grand Matron the Grand Chaplain shall prepare and direct the Grand Chapter Memorial for deceased members.

(q) **O.E.S. Grand Chapter Endowment And Investment Fund:** (Deleted 2021)

(r) **O.E.S. Perpetual Membership:** The duty of this Committee is to promote the Perpetual Membership Fund throughout the State of Florida, educate the members as to the purposes and advantages of Perpetual Membership, encourage participation and assist with applications.

See also O.E.S. Perpetual Membership Fund, Constitution

(s) **Penal Advisory:** The duty of this Committee will be to assist and advise the subordinate chapters, the Worthy Grand Matron or Grand Chapter, upon request, regarding procedure under the Eastern Star Penal Code.

(t) **Personal Secretary to the Worthy Grand Matron:** The duties shall include, but shall not be limited to, obtaining and forwarding mail directed to the Worthy Grand Matron, preparation of required correspondence and reports and assisting in such other manner as the Worthy Grand Matron shall designate. All duties are to be performed under the direction and supervision of the Worthy Grand Matron.

(u) **P**Proficiency: The Proficiency Committee shall divide the State into districts. The maximum number of chapters in one district shall be eight. When additional chapters are added, the district shall be divided into A and B divisions under the same number. The districts were renumbered in numerical order in the year 2000 and will be consecutively renumbered every five years thereafter, eliminating the A and B divisions. Irrespective of the five year renumbering rule, when there are less than two chapters in any one district, the district shall be eliminated at the end of that Grand Chapter year and the remaining chapter placed in closest district to said chapter. Immediately after determining that redistricting is necessary, the Proficiency Chairman will report to the Worthy Grand Matron any required redistricting and the Proficiency Committee's recommendation which will be presented at the next Grand Chapter Session. If approved at that Grand Chapter Session, the redistricting changes will take effect at the close of the succeeding Grand Chapter Session. (2010) (2023)

The Proficiency Committee Chairman shall appoint for each district a Past Grand Matron who will be responsible for instructing and testing of members for proficiency in that district. Circumstances precluding a Past Grand Matron being available, the Proficiency Committee Chairman, with the co-chairmen in their sole discretion, are authorized to appoint any other member of the Proficiency Committee to hold proficiency classes and/or give proficiency tests in any District where the District Proficiency Past Grand Matron is unable to do so. In the event there is not a Past Grand Matron available to be appointed over

each district, the Chairman of Proficiency may appoint a Past Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Conductress, Associate Grand Conductress or Grand Sentinel to said district, for the purpose of instructing and testing members for proficiency in that district. (2022). If appointed, they will assume **all** duties outlined for the Past Grand Matron in the Duties of Committees, Proficiency. The Past Grand Matron appointed for each district may request the assistance of other Past Grand Matrons, Past Grand Patrons, Grand Officers, Past Grand Officers, Grand Instructors, Grand Representative, and Grand Chapter Committee Members of the Grand Chapter of Florida. (2010)

All Chapter, District or Grand Officers Schools of Instruction must be completed between the close of Grand Chapter and November 1. Proficiency Tests and Certified Proficiency Classes may be conducted from January 1 to November 1 each year. The District Proficiency Chairman (Past Grand Matron/Past Grand Patron) will record the class attendance. In case of emergency and for good cause, the District Proficiency Chairman may request permission from the Worthy Grand Matron for tests or classes to be held after November 1 and prior to December 15. Notice of such permission granted shall be given to the requesting District Proficiency Chairman. (2014)

This notice of permission will be annotated on the required reports sent to the Worthy Grand Matron, Proficiency Committee Chairman, Associate Grand Matron and Grand Secretary. (2014)

Any member may obtain their first Proficiency Certification or renew their Proficiency Certification by completing four hours of Certified Proficiency Classes and attending one Chapter, District or Grand Officers School of Instruction. A Proficiency Test may be given by a District Proficiency Chairman if a member could not attend classes or a school. (2013 and 2014)

The District Proficiency Chairman shall make a written report, preferably typewritten, giving the name, address, telephone number, chapter, district, grade, if any, and, if known, appointments held of members who completed any of the Proficiency Certification Prerequisites. She/He will send copies of the report to the Proficiency Chairman, Grand Secretary, Worthy Grand Matron and Associate Grand Matron. The written report shall be made no later than ten days after the last of the Proficiency Certification Prerequisites have taken place, but no later than November 10 of each year. (2013 and 2014)

Any District Proficiency Chairman giving a Proficiency Test, a Certified Proficiency Class or verifying evidence of attendance at a Chapter, District or Grand Officers School of Instruction to a member of a district not assigned to her/him by the Chairman shall send a written report of completion of such portion of the Proficiency

Certification Prerequisite to the Chairman of that district. (2013 and 2014)

All Proficiency Tests, Chapter, District or Grand Officers Schools of Instruction must be completed between the close of Grand Chapter and November 1. Certified Proficiency Classes may be conducted from January 1 to November 1 each year. The District Proficiency Chairman will record the class attendance.(2009 and 2014)

All tests must be given between the close of Grand Chapter and November 1. In case of extreme emergency the Worthy Grand Matron may give permission for the test to be given after November 1 and prior to December 15. Notice of such permission shall be given to the Proficiency Committee Chairman and the Grand Secretary. This notice of permission may be annotated on the required written test report that is sent to the Proficiency Chairman and the Grand Secretary.

The Proficiency Test, Certified Proficiency Classes and Chapter, District or Grand Officers School of Instruction shall be held in an Eastern Star Chapter room or a Masonic Lodge at such place and time as may be designated. All members in good standing in the chapters in this Grand Jurisdiction and members holding a Demit dated within one year are eligible to take the Proficiency Test or complete four hours of Certified Proficiency Classes and attend one Chapter, District or Grand Officers School of Instruction.

The Proficiency Test shall consist of six questions on Secret Work, five questions on Ritualistic Work, ten questions on Laws, and four questions on Floor Work. The classes will cover the same questions as provided in the Proficiency Test Guide. This must be accomplished under the guidance of a Past Grand Matron. All applicants passing the Proficiency Test with a grade of at least 75 shall be certified as proficient, which shall be in force for three years as of November 1 of the year of the examination. A member who holds a current Proficiency Certification and who either: (a) passes a Proficiency Test; or (b) completes four hours of Certified Proficiency Classes and has proof of attendance at one Chapter, District or Grand Officers School of Instruction (the “Proficiency Certification Prerequisite”), shall be certified as proficient, which shall be in force for three years as of November 1 of the year the Proficiency Certification Prerequisite was completed. Applicants must appear before the examining board, classes or school at their own expense. The District Proficiency Chairman giving the examination and classes shall be allowed necessary expenses. (2013 and 2014)

Excellency in Proficiency: The Excellency in Proficiency is a voluntary program and does not change the Proficiency requirements

above; rather, it enhances the requirements in order to obtain a higher level of proficiency. This program enables members who desire to excel in all or any portion of the proficiency standards to be recognized.

Cards of Excellency are as follows: Red - Floor Work; White - Ritual; - Green - Laws; Blue - Secret Work. Each card is valid for a period of ten years. When a member holds valid cards of Excellency in all four categories, the member will be presented with a Gold (yellow) card. A Gold card of Excellency has no expiration date.

The tests for Excellency in Proficiency are to be uniform throughout the state and be given under the supervision of the Proficiency Chairman with assistance of no more than 10 other members of the Proficiency Committee. These Proficiency Committee members are responsible for preparing the test, exemplification requirements, and arranging the dates and location for the tests.(2014)

(v) **Property:** The Custodian will keep an up-to-date inventory of all Grand Chapter furniture and paraphernalia. At least annually, he will furnish a copy of the inventory to the Grand Secretary. Unless otherwise specified in the Constitution, the Custodian will have the authority, at the discretion of the Worthy Grand Matron, to dispose of items, at a nominal fee to be approved by the Finance Committee. It will be the duty of the other members appointed to this Committee to assist the Custodian to maintain the property and assist in moving the Grand Chapter furniture and paraphernalia to and from each Grand Chapter Session. (2019)

(w) **R.E.S.T.** (Resident Eastern Stars Today) The duty of the Committee shall be the promotion of the R.E.S.T. program and the solicitation of funds.

It shall be the duty of the Main Committee to review all files received and perform investigations or verification of all applications, including how, where and to whom monthly payments are to be made. Upon final approval, the request for assistance is to be forwarded to and processed by the Grand Secretary as directed by the Main Committee Chairman. The Main Committee shall meet as soon as possible after Grand Chapter for the purpose of formal training in the review of financial reports submitted with R.E.S.T. applications. (Revised 2007)

The District Chairmen shall promote the R.E.S.T. program and solicit funds.

Each subordinate chapter Secretary shall send all contributions to the Sub-Committee Chairman for record keeping, banking, reporting and acknowledgment of all contributions to the Fund. The Sub-Committee Chairman shall advise the Main Committee Chairman of all pertinent information. It shall be the duty of the Sub-Committee Co-Chairman to serve as chairman of major fund raising activities for the benefit of R.E.S.T. All activities shall be within the guidelines of our law. All proceeds from such activities shall be sent to the Sub-Committee Chairman for record keeping and banking.

See also R.E.S.T., Constitution

Page Revised 2013, 2014, 2015 and 2019 for pagination

(x) **Revisions:** It shall be the duty of the Revisions Committee to thoroughly review all changes to the Constitution, Rules of Order and Rules and Regulations for the Government of Subordinate Chapters in Florida, and the Special Instructions on Floor Work for the Use of Subordinate Chapters, O.E.S., in Florida, and to incorporate all such changes or revisions adopted by the Grand Chapter into same. The new and revised printed copies shall be furnished to the Grand Secretary within 60 days after each Annual Session of the Grand Chapter for printing and distribution. The Revisions Committee shall from time to time revise the Uniform Code and Proficiency Questionnaire to conform with the Ritual, Constitution and Rules and Regulations for the Government of Subordinate Chapters in Florida. Any expenses incurred by this Committee will be reimbursed by Grand Chapter. Upon receipt of these changes or revisions from the Revisions Committee, the Grand Secretary will ensure the Florida Order of the Eastern Star Webmaster uploads the appropriate changes to the electronic version of the Green Book, located on the Florida Order of Eastern Star Webpage, to ensure it is kept up to date. (2022)

(y) **Sessions:** It shall be the responsibility of the Sessions Committee to negotiate the contract and make arrangements for the meeting place and housing of Grand Chapter members at the Grand Chapter session, and to make such recommendations to the Corporate Board.

(z) **S.H.E.A.F.** (Student Higher Education Award Fund): The duties of this Committee shall be to administer and promote the S.H.E.A.F. program.

The Main Committee shall evaluate all applications and grant awards based upon eligibility, academic records, character and financial need. A list of all approved applicants shall be furnished to the Worthy Grand Matron for her information and to the Grand Secretary for recording and disbursements. (2023)

It is the responsibility of the Chairman to maintain records and make a written report to Grand Chapter. The Co-Chairman is to assist the chairman in record keeping and other duties the Chairman deems necessary. The district chairmen shall promote the S.H.E.A.F. program and solicit funds.

All S.H.E.A.F. contributions, including love gifts, memorials, donations, contributions on S.H.E.A.F. Night, etc. will be sent to the Committee Chairman. All funds for this project processed by the Grand Secretary and the Grand Treasurer shall be subject to the order and control of the S.H.E.A.F. Committee.

See also S.H.E.A.F., Constitution.

(aa) **Unfinished Business:** It shall be the duty of this Committee to examine the minutes of the previous Annual Session and report all unfinished business to Grand Chapter for consideration.

(bb) **Youth Activities:** One member of this committee shall be assigned as a liaison between the Worthy Grand Matron and the State of Florida leader of each of the following youth groups: The International Order of Rainbow for Girls, the International Job's Daughters and the Order of DeMolay for Boys. Further, this committee will promote public relations between the youth groups and the subordinate chapters in Florida, and promote fund raising activities. The Chairman shall make a report of the activities of this Committee at Grand Chapter. (2013)

End of Constitution

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**RULES OF ORDER
FOR
CONDUCTING THE BUSINESS
OF THE GRAND CHAPTER
OF FLORIDA**

**RULES OF ORDER
FOR CONDUCTING THE BUSINESS OF
THE GRAND CHAPTER**

Section 1. The Annual Session of this Grand Chapter shall be called to Order in April, on the day and at the hour designated by the Worthy Grand Matron. If there is a constitutional number of chapters represented, the Worthy Grand Matron shall see that the Grand Officers are in their stations; fill vacancies pro tem and open the Grand Chapter.

Unless changed by the Worthy Grand Matron to expedite Grand Chapter sessions, Reception of Distinguished Guests shall be as follows:

(a) Introduction of Most Worthy Grand Matron and Most Worthy Grand Patron.

(b) Introduction of Past Most Worthy Grand Matrons and Past Most Worthy Grand Patrons.

(c) Introduction of the Elective General Grand Chapter Officers.

(d) Introduction of the Most Worshipful Grand Master of Masons of Florida and his Officers, Past Grand Masters and other Distinguished Masons.

(e) Introduction of Appointive General Grand Chapter Officers.

(f) Introduction of General Grand Chapter Ambassadors and Committee Members. (2008)

(g) Introduction of Worthy Grand Matrons and Worthy Grand Patrons of other Grand Jurisdictions.

(h) Introduction of Past Grand Matrons and Past Grand Patrons of other Grand Jurisdictions.

(i) Introduction of Past Grand Matrons and Past Grand Patrons of Florida.

(j) Introduction of Elective Grand Officers of other Grand Jurisdictions.

(k) Introduction of Appointed Grand Officers of other Grand Jurisdictions.

(l) Introduction of Grand Representatives of Florida in other Grand Jurisdictions.

(m) Introduction of other Grand Representatives in other Grand Jurisdictions.

(n) Introduction of Grand Representatives of other Grand Jurisdictions in Florida.

(o) Introduction of Grand Instructors.

(p) Introduction of Grand Chapter Committee Members.

(q) Introduction of Groups.

Section 2. After the Grand Chapter is opened, the Officers, members and visitors shall conduct themselves with order, decorum and dignity. They shall pay due respect to the presiding officer to whose command they shall be attentive and obedient.

No person shall be permitted to enter or leave the Grand Chapter room without permission of the presiding officer. The use of a single password to establish the right to enter Grand Chapter, or a subordinate chapter, or to remain in such a chapter, is contrary to the Ritual. The Ritual provides specific methods for examination of a visitor for whom a member cannot legally vouch. This Grand Chapter and its subordinate chapters should be guided by this ruling.

Section 3. The business of the Grand Chapter may be disposed of as follows:

- (a) Formal Non-Ritualistic Opening
- (b) Announcements of Committees
- (c) Reading of Minutes of Previous Session
- (d) Annual Report of the Worthy Grand Matron
- (e) Annual Report of the Worthy Grand Patron
- (f) Annual Report of the Corporate Board Chairman
- (g) Annual Report of the Charitable Foundation Board Chairman
- (h) Report of the Grand Secretary
- (i) Report of the Grand Treasurer

- (j) Reports of Standing Committees
- (k) Reports of Special Committees
- (l) Election of Grand Officers
- (m) Report of Floor Work Committee and Exemplification
- (n) Unfinished Business
- (o) Miscellaneous Business
- (p) Installation of Grand Officers
- (q) Appointment of Committees
- (r) Appointment of Grand Instructors
- (s) Closing of Grand Chapter

Section 4. All session appointments shall be appointed by the Worthy Grand Matron immediately following the formal non-ritualistic opening of Grand Chapter.

Section 5. All business and reports must be disposed of before the Grand Chapter session is closed, except such as may lie over by virtue of the Constitution or by consent of the Grand Chapter.

Section 6. No member shall speak twice upon the same question without permission of the Grand Chapter. No member may speak longer than two minutes in debate on any question.

Section 7. Any member may call for a division of question, if divisible, and three may demand a rising vote.

Section 8. No motion or resolution involving the expenditure of money, except the report of the Mileage and Per Diem Committee, shall be adopted until same shall have first been reported upon by the Finance Committee.

Section 9. All motions shall be seconded, then stated by the presiding officer, before they shall be open for debate and action. A majority of votes cast shall determine all questions, except as otherwise specifically provided in the Constitution.

Section 10. Motions to lay on the table, to reconsider, to refer to a Committee or call for the Order of the Day, to call for the previous question, or to call off, shall be decided without debate. A motion to reconsider must be proposed by someone who voted on the prevailing side.

Section 11. Parliamentary Law, in accordance with Robert's Rules of Order Newly Revised, and not in conflict with these Rules of Order shall govern the deliberations of the Grand Chapter of Florida.

Section 12. Any member persisting in the violation of these Rules of Order, after being called to Order by the presiding officer, may be reprimanded or expelled from the Grand Chapter Session, at its discretion.

Section 13. These Rules of Order may be amended at any Annual Session by a majority vote of the members present and voting.

Section 14. Candidate Campaign Tables: (2006)

a. Qualified candidates for elective Grand Chapter office may have a table outside the Grand Chapter Room to be used to give the members an opportunity to “meet and greet the candidates.” These tables are not to be open while Grand Chapter is in session. The candidates and their supporters may distribute campaign material at these tables so long as the material is in keeping with the decorum and dignity of our Order. Negative campaigning will not be tolerated. Politics is no excuse for violating the Obligation of our Order.

b. The Grand Chapter Session Chairman will be responsible for obtaining and setting up the necessary tables and chairs. Any cost to Grand Chapter will be paid by the candidates requesting the tables.

End of Rules of Order for Grand Chapter

RULES AND REGULATIONS

FOR

THE GOVERNMENT OF

SUBORDINATE CHAPTERS

IN FLORIDA

Printed Complete with all Revisions

Through April 2022

**RULES AND REGULATIONS
FOR THE GOVERNMENT OF
SUBORDINATE CHAPTERS IN FLORIDA**

Section 1. Absence.

A temporary absence from the State does not disqualify a petitioner for initiation, provided the petitioner has resided in this Grand Jurisdiction for at least six months prior immediately preceding the date of the Petition for Initiation. (2008)

A chapter may elect an absent member to office, however, it is not usually advisable.

Section 2. Adjoining State

Persons residing in this or any adjoining State, within five miles of the State line measured by straight lines from their place of residence, may petition for affiliation or initiation to the nearest chapter whether that chapter is in this or another Grand Jurisdiction, provided that such other Grand Jurisdiction now has or shall hereafter enact a similar law.

Section 3. Advertising

No paid advertising is permitted in a chapter membership list, roster, yearbook or pamphlet or any part thereof.

Section 4. Affiliation

Any unaffiliated member of the Order whose eligibility to membership at the time of initiation is in accordance with the Ritual may petition any chapter in this Grand Jurisdiction for membership, on presentation of a Petition for Affiliation properly completed and accompanied by a Demit, Certificate of Withdrawal or Resignation from Grand Chapters who issue such Certificates, or Grand Chapter Certificate. Any affiliated member of the Order whose eligibility to membership at the time of initiation was in accordance with the Ritual, may petition any chapter in this Grand Jurisdiction for membership on presentation of a Petition for Affiliation properly completed, accompanied by a Chapter Certificate of Good Standing under seal dated within 60 days of presentation. In either case a waiver of jurisdiction is not required, however due inquiry should be made of the chapter nearest his or her residence, and the chapter granting the Demit or Certificate. Brothers petitioning for affiliation must be affiliated

Master Masons at the time of petitioning for affiliation. No specified time of residence shall be required by petitioners for affiliation in any chapter in this Jurisdiction.

A rejected petitioner for membership by affiliation may present a new Petition for Affiliation at each subsequent stated meeting of the chapter. If a rejected petitioner applies for affiliation within one year from the date of rejection, the receiving chapter must obtain a waiver of jurisdiction from the rejecting chapter. After one year, the rejecting chapter has no jurisdiction over the rejected petitioner.

Members of the O.E.S. from New York and New Jersey may affiliate with chapters in this Grand Jurisdiction provided the eligibility upon which their membership is based conforms to the requirements of this Grand Chapter and the Ritual under which it works.

Dual members desiring to become affiliated members must first terminate dual membership in the chapter where they hold dual membership before applying for affiliation.

When a Demit, Grand Chapter or Chapter Certificate of Good Standing is from this Grand Jurisdiction, the minimum fee for affiliation shall be not less than \$5.00. When a Demit, Grand Chapter or Chapter Certificate of Good Standing shall be issued by another Grand Jurisdiction, the minimum fee shall be not less than \$10.00.

All petitioners for affiliation who are not properly vouched for shall be regularly examined by the Investigating Committee before the committee reports to the chapter.

When a member affiliates with a chapter the Demit or Grand Chapter or Chapter Certificate of Good Standing shall be filed with and retained by the secretary as a part of the record of the chapter.

In all cases where a member shall desire to affiliate with a chapter either as a charter member or upon the restoration of the charter to a defunct chapter, or upon application to any chapter for affiliation if elected, the Demit or Grand Chapter or Chapter Certificate of Good Standing shall be filed and retained by the secretary as a part of the record of the receiving chapter.

A petitioner for affiliation becomes a member of the chapter immediately upon election therein in all cases where the petition is accompanied by a Demit, Grand Chapter Certificate of Good Standing, Certificates of Withdrawal or Resignation from Grand Jurisdictions whose laws permit withdrawal or resignation.

When the application of a petitioner for affiliation is accompanied by a Chapter Certificate of Good Standing, the petitioner becomes a member of the chapter as of the date the Demit is issued following election. Membership remains in the original chapter until a Demit is issued.

Members joining a chapter by affiliation shall sign the bylaws as soon as convenient after becoming members and are welcomed into the chapter in the manner prescribed by Floor Work. Those who are re-affiliating with the chapter do not sign the bylaws a second time.

Section 5. **AMENDMENTS**

The Rules and Regulations for the Government of Subordinate Chapters in Florida, sometimes referred to as “Rules and Regulations,” may be amended or repealed at any Annual Session of the Grand Chapter. Such proposed amendments or repeals shall be in writing and filed with the Grand Secretary not less than 60 days prior to the opening of the next Annual Session of the Grand Chapter. Not less than 30 days prior to the Annual Session, the Grand Secretary shall send via electronic format copies of all proposed amendments to these Rules and Regulations as follows: one copy to the subordinate chapters, one to each elective Grand Officer, Past Grand Matron and Past Grand Patron. Copies shall also be given to members when registering at Grand Chapter. The Jurisprudence Committee when giving its report shall present the proposed amendments to the Rules and Regulations, as printed and distributed for consideration and action by the Grand Chapter. A majority vote is necessary to amend or repeal the Rules and Regulations for the Government of Subordinate Chapters in Florida. Adopted amendments will become effective at the close of the Grand Chapter Session at which adopted unless otherwise provided in the legislation. (Amended 2024)

At any Grand Chapter session, the Jurisprudence Committee may present emergency amendments and revisions to the Rules and Regulations found necessary during the session, which if adopted by a two-thirds vote will become effective at the close of the session at which adopted. In order for amendments or revisions to be considered “emergency amendments,” there must be a clear and present danger to the good and welfare of the Order.

Section 6. ANNUAL REPORTS AND PER CAPITA TAX

Each subordinate chapter, including U.D. Chapters, shall send to the Grand Secretary, on or before January 15, a report of its proceedings ending with December 31 of the prior year. The annual report shall list the names of all members, the names of those initiated, reinstated, affiliated, demitted, suspended, expelled or deceased, setting out the names of each classification, in alphabetical order. (2024)

Every chapter shall pay annually to the Grand Chapter, on or before the 15 day of January, in each year, such per capita tax as shall from time to time be affixed by the Grand Chapter for each member except U.D. Chapters and those exempt under the Constitution and Laws of the Grand Chapter; and provided that per capita tax shall be collected only from the chapter in this Grand Jurisdiction in which the member first had membership during the calendar year.

Any chapter failing to send its annual report and per capita tax to the Grand Secretary by January 15 shall pay a fine of \$50.00, by chapter check, unless remitted by the Grand Chapter. (Amended 2004 and 2017)

The Annual Report required of all subordinate chapters shall be signed by the Worthy Matron and Secretary and the Chapter Seal affixed.

Any chapter failing to remit an annual report and to pay the Grand Chapter per capita tax on or before January 15 shall not be entitled to representation in the Grand Chapter or compensation for attendance, unless by special act of the Grand Chapter. It is the duty of the Grand Secretary to report to the Credentials Committee, on the day preceding the opening of the Annual Session of the Grand Chapter, the name of any chapters failing to file an Annual Report.

Any chapter failing to file an annual report and pay the Grand Chapter per capita tax for two consecutive years shall at the discretion of the Grand Chapter forfeit its Charter.

Section 7. APPEALS

A member has the right to appeal to the Grand Chapter the judgment of the Chapter or Trial Commission as to sufficiency of the charges, finding of guilt, or excessiveness of the penalty, any or all.

The appeal must be made within 30 days after receipt of the copy of such judgment. The appeal must be in writing, addressed to the

Worthy Matron and members of the chapter wherein the charges were filed, and will designate the judgment appealed from, and specify in consecutively numbered paragraphs the errors complained of. The original and four copies of the appeal will be signed by the accused and delivered to the chapter secretary personally or by certified mail, return receipt requested. The Secretary will keep the original and deliver, personally or by certified mail, return receipt requested, one copy of the appeal with her/his receipt shown thereon, to the accused, the Worthy Grand Matron, the Grand Secretary and to the accuser.

For further information refer to the Penal Code.

Section 8. **AVOUCHMENT**

There are three sources of avouchment:

a. The Examining Committee who has properly examined the visitor.

b. A member of the chapter who has attended a meeting of a chapter of the Order of the Eastern Star with the visitor. The member must have seen the visitor's receipt for dues paid to a date within one year immediately preceding the date of the proposed visit, or a Demit or Grand Chapter Certificate of Good Standing, under Seal, dated within one year immediately preceding the date of the proposed visit.

c. A visitor, who has been properly vouched for, may vouch for another visitor provided the visitor making the avouchment has attended a meeting of a chapter of the Order of the Eastern Star with the one being avouched for and has seen her/his receipt for dues, Demit or Grand Chapter Certificate of Good Standing, under Seal, and dated within one year immediately preceding the date of the proposed visit.

No Master Mason hailing from the Grand Jurisdiction of New York or the Grand Jurisdiction of New Jersey shall be permitted to visit any chapter on avouchment. He shall present documentary evidence of his membership in the Order and pass the prescribed examination. Documentary evidence is a Demit, receipt for dues or a Certificate of Good Standing in the Order and membership in a chapter. This evidence shall be under seal and dated within one year.

Members of the O.E.S. from New York and New Jersey may visit chapters in this Grand Jurisdiction, provided the Masonic relationship upon which their membership is based, conforms to the requirements of this Grand Jurisdiction and the Ritual under which it works.

Section 9. **BALLOT**

a. A ballot-box which provides absolute secrecy of the ballot must be used by chapters in this Grand Jurisdiction. White balls and black cubes only shall be used in the ballot-box. The ballot-box shall contain a sufficient number of white balls for each member present and not less than six visible black cubes.

b. The Worthy Grand Matron shall direct the Grand Instructors to inspect the ballot-boxes used by the chapters in their respective districts with regard to construction and/or proper secrecy. They shall report any improper ballot-boxes to the Worthy Grand Matron who will direct the chapter(s) to correct the problem or procure a proper ballot-box.

c. After the Report of the Investigating Committee on Petitions for Initiation, Affiliation or Restoration has been received, the ballot must be taken only at a stated meeting of the chapter.

d. A ballot must be taken on every Petition for Initiation, Affiliation (except as noted herein), Restoration or Request for Waiver of Jurisdiction; must be inviolably secret; without debate; and no inquiry permitted or statement made as to the character of any member's vote. No ballot shall be taken on a Petition of Dual or Plural member for Affiliation submitted by a dual or plural member of the chapter desiring to become a regularly affiliated member of the chapter. (Amended April 2003)

e. The station of the Worthy Patron must be filled by a brother during balloting. In an extreme emergency a visiting brother may fill this station.

f. After the ballot-box has been properly prepared by the Associate Conductress, it shall be shown to the Associate Matron, placed before the Worthy Matron and Worthy Patron and examined by them before the ballot is taken.

g. The ballot-box may either be placed upon the Altar or passed to the officers and members. In balloting at the Altar, the salutation sign is given by the officers and members, with their eyes upon the Bible, reminding them to vote for the good and welfare of the Order. The sign is not given when the ballot is passed.

h. When balloting upon Petitions for Affiliation, Petitions for Initiation, Petitions for Restoration or requests for waiver of jurisdiction, all members of the chapter present should vote. No ballot shall be legal unless seven votes are cast.

1. Should at least seven votes not be cast on the first ballot, the Worthy Matron shall immediately order a second ballot. Should at least seven votes not be cast on this ballot, the ballot shall be declared illegal and the petition or request for waiver of jurisdiction presented at the next stated meeting. This procedure should be followed until a legal ballot is accomplished.

i. A collective ballot may be taken on petitions for affiliation or initiation. However, a collective ballot may not be taken on more than five petitions.

1. In balloting collectively, if zero, one or two black cubes appear, the petitioners in such collective ballot shall be declared elected. However, if three or more black cubes appear, the ballot shall be immediately taken separately on each of the petitions in such collective ballot as if no ballot had been taken.

2. In balloting separately, if four or more black cubes appear in the first separate and individual ballot, the petitioner shall be declared rejected. However, if exactly three black cubes appear, the ballot shall be immediately ordered again. The results of this second ballot shall be final.

3. If in the second separate and final ballot, three or more black cubes appear, the petitioner shall be declared rejected.

j. A collective ballot of not more than five requests for waiver of jurisdiction may be taken. A clear ballot is necessary to grant the waiver(s). A clear ballot is one that contains less than three black cubes.

1. In balloting collectively, if zero, one or two black cubes appear, the requests for waiver of jurisdiction shall be granted. However if three or more black cubes appear, the ballot shall be immediately taken separately on each of the requests for waiver of jurisdiction as if no vote had been taken.

2. In balloting separately on a request for waiver of jurisdiction, if four or more black cubes appear in the first separate and individual ballot, the request for waiver shall be denied. If, however, exactly three black cubes appear the ballot shall be immediately taken again.

3. If in the second separate and final ballot, three or more black cubes appear, the request for waiver of jurisdiction shall be denied. (j., 1.,2. and 3 - 2010)

k. The Associate Matron, Associate Patron, (if this office is filled) Worthy Matron and Worthy Patron in the order named, shall examine the ballot before the Worthy Matron announces the result of the ballot and destroys it.(Revised 2011)

l. Election to membership in the Order of the Eastern Star shall require a clear ballot. A clear ballot is one that contains less than three black cubes.

m. Any member who shall report to any person, not a member of the Order, the name of a rejected candidate, or divulge to any person how he or she voted shall be subject to charges and trial; and if convicted, subject to reprimand, suspension or expulsion from the Order. That no one may plead ignorance of this rule, it shall be so stated to the chapter by the presiding officer, after each rejection.

n. A Petition for Initiation may be balloted upon in one chapter and the Degrees conferred in another chapter by courtesy, providing the Degrees are not conferred in less than two weeks after the petitioner has been elected to membership.

o. Should more than one year elapse after the date of the ballot and an elected petitioner fails to present herself/himself for initiation, a new Investigating Committee shall be appointed by the Worthy Matron to investigate the interim period of time the one elected has permitted to pass since her/his election. The Investigating Committee shall report its findings at a stated meeting and a new ballot shall be required. In the event the petitioner is then rejected the fee must be returned by the chapter.

p. The Secretary shall record in the minutes of the meeting the acceptance or rejection of any petitioner.

q. The Secretary will promptly notify, under chapter Seal, all chapters in concurrent jurisdiction the names of all rejected petitioners.

Section 10. **BIBLE**

The Bible must be open upon the Altar during all meetings, Memorial Services and Installations. There shall be no substitute used for the Holy Bible.

Chapters may introduce such programs during meetings as may be determine for the good and welfare of the Order. Such programs shall not conflict with the conferring of the Degrees or interfere with the purposes or dignity of the Order. The Bible must be closed if it is necessary to pass between the Altar and the East during these programs. If not, the chapter should be declared at ease when admitting those who are not members of the Order.

Section 11. **BROTHERS**

a. The station of Worthy Patron must be filled by a Brother during balloting and the conferring of the Degrees. The Obligation must be given by a brother.

b. It shall be the duty of the Associate Patron to secure the names of Masons who are members of the chapter and who have been suspended or expelled by a Masonic Lodge.

The suspension or expulsion of a member from a Masonic Lodge deprives him of all the rights of membership in this Order, until reinstated by the Masonic Body.

His reinstatement to membership in his Masonic Lodge automatically reinstates him to membership in his chapter. It is not necessary that he again sign the bylaws.

It is not necessary for the chapter to take any action in either instance. However, the fact of the suspension and/or reinstatement shall be recorded in the minutes.

c. A brother who holds a Demit from a Masonic Lodge or a Grand Lodge Certificate shall not be permitted to petition a chapter for affiliation or be elected or appointed to any office in this Grand Jurisdiction.

A brother who holds a Demit from a Masonic Lodge and remains unaffiliated for more than one year, automatically loses his membership in the Order of the Eastern Star.

d. No Master Mason hailing from the Grand Jurisdiction of New York or the Grand Jurisdiction of New Jersey shall be permitted to visit any chapter on avouchment. He shall present documentary evidence of his membership in the Order and pass the prescribed examination. Documentary evidence is a Demit, receipt for dues or a Certificate of Good Standing in the Order and membership in a chapter. This evidence shall be under Seal and dated within one year.

Section 12. **CERTIFICATES OF MEMBERSHIP**

A Demit, Grand Chapter or Chapter Certificate of Good Standing, Certificate of Withdrawal or Resignation from Grand Jurisdictions issuing same, properly signed and under Seal, must accompany a Petition for Affiliation.

There is no time limit upon a Grand Chapter Certificate of Good Standing used for purpose of affiliation.

Certificates or Letters of Good Standing from other Grand Jurisdictions shall bear a date within 60 days prior to the date of petitioning for affiliation.

At the request of a member, either in person or in writing at any stated meeting of the chapter, a Chapter Certificate of Good Standing shall be issued. This certificate shall be signed by the Secretary and under seal of the chapter and shall be void at the expiration of 60 days unless submitted for affiliation. Membership remains in the original chapter until a Demit is issued.

A Certificate of Good Standing may be placed with a Petition for Affiliation in any chapter in this Grand Jurisdiction, or any other Grand Jurisdiction which will accept same. If the petitioner for affiliation receives a favorable ballot, the petitioned chapter shall immediately notify the petitioner's chapter of the acceptance. Upon notification the presiding officer shall, at a stated meeting, direct the Secretary to issue a Demit, send same to the chapter which accepted the member and record the facts in the minutes.

A member joining a chapter by affiliation becomes a member of the chapter immediately upon election therein in all cases where the petition is accompanied by a Demit, Grand Chapter Certificate of Good Standing, Certificates of Withdrawal or Resignation from Grand Jurisdictions whose laws permit withdrawal or resignation.

A member petitioning for affiliation on a Chapter Certificate of Good Standing becomes a member as of the date of the Demit issued following election.

In case of rejection of a petitioner for affiliation with a Demit, Grand Chapter Certificate or Chapter Certificate of Good Standing, the Secretary shall promptly return the Demit, Grand Chapter Certificate or Chapter Certificate of Good Standing, with the fee, by chapter check, to the petitioner. (Amended 2004)

A member holding a Grand Chapter Certificate of Good Standing may visit chapters in this Grand Jurisdiction, or be eligible for funeral service in case of death, for a period of one year only, from the date of such Certificate. (Refer to Section on Defunct Chapters and Section on Funerals for additional information.)

Section 13. **CHARGES**

a. Only a member in good standing has the right to prefer charges against another member either in the chapter of the accused member or in the chapter in whose jurisdiction the accused resides. Charges against unaffiliated members will be filed in the chapter in whose jurisdiction the accused resides.

b. The Worthy Grand Matron and Worthy Grand Patron cannot be tried during their term of office. However, when the term for which she/he is elected and installed expires, the Grand Chapter may try her/him, provided not less than seven Grand Chapter members bring charges and specifications against her/him during or within 15 months after the expiration of her/his term of Grand Office.

c. Charges against elective or appointed Grand Officers, while in office, and all Past Grand Matrons and Past Grand Patrons of this Grand Jurisdiction will be the exclusive jurisdiction of the Grand Chapter of Florida. Charges may be filed, in the form prescribed in the Penal Code, with the Worthy Grand Matron by not less than seven members of the Grand Chapter. The Worthy Grand Matron, upon receipt, will review the charges and if they are in proper form and state an offense against Eastern Star Law cause them to be served in the manner prescribed in the Penal Code. She will immediately enter an order appointing a Trial Commission of five members of the Order, three Past Matrons and two Past Patrons of Florida, who are in good standing in a Florida subordinate chapter and hold a current Proficiency Certificate, and designate the chairman. She will have the orders served upon the accused at the same time the charges are served.

d. The Worthy Matron and/or Worthy Patron of a subordinate chapter cannot be tried by her/his chapter during her/his term of office. However, a written complaint may be made against her/him to the Worthy Grand Matron by not less than seven members of her/his chapter. The Worthy Grand Matron may investigate the matter and suspend the Worthy Matron and/or Worthy Patron, or arrest the chapter's charter until the next annual session when she/he may be tried by the Grand Chapter. When the Worthy Matron/Worthy Patron's term of office expires, she/he may be tried by her/his own chapter if charges and specifications are preferred against her/him in the proper manner within 15 months after the expiration of her/his term as Worthy Matron/Worthy Patron.

e. The administration of Eastern Star justice is primarily the responsibility of the subordinate chapter with respect to the conduct of its own members, wherever they may reside. Whenever practicable, charges of conduct unbecoming a member must be filed and tried in the accused member's chapter.

f. All charges, except as otherwise stated in the Penal Code, must be made with 15 months between the date of the known action and the date of the written complaint using the form provided in the Penal Code.

g. For the method of preferment of charges and duties of all parties involved, refer to the Penal Code.

Section 14. CHARITABLE CONTRIBUTIONS

Contributions may be made by subordinate chapters to projects other than those sponsored by Grand Chapter, General Grand Chapter, Masonic Bodies and for the welfare of subordinate chapters and members. These contributions may be made through the Grand Secretary's Office or directly to the fund, project, or individual. Each chapter shall determine what constitutes the needs for welfare of the chapter and its members. Any contributions made to other than the projects mentioned above shall be made in the name of the Order of the Eastern Star. (2022)

Section 15. CHARTERS - Arrested Charters and Surrendered Charters

Each chapter must have a charter from the Grand Chapter or a dispensation from the Worthy Grand Patron, attested by the Grand Secretary, under Seal of the Grand Chapter. No chapter shall be deemed legal or regular, without such charter or dispensation.

The charter or dispensation must be present at all chapter meetings, Installations and Memorials.

A chapter anniversary date is the date the Charter was granted at Grand Chapter.

When charters have been arrested, upon good cause shown, the chapter may file an application for restoration within 60 days to the Appeals and Grievance Committee. The Appeals and Grievance Committee will meet within the next 30 days to review the appeal and application and report to the Worthy Grand Matron. The Worthy Grand Matron, within the next 30 days, will consider the findings of the Appeals and Grievance Committee. During this 120 day period, the chapter will follow the Guidelines for Arrested Charters available from the Grand Secretary's office. If the Worthy Grand Matron does not restore the charter, the Appeals and Grievance Committee will present its findings and recommendation at the Grand Chapter Session for consideration. Upon restoration of a charter, all surviving members of the chapter will be restored to their former status. (2013)

When a chapter charter is arrested, the Grand Chapter succeeds to all of the chapter's furniture, funds, jewels, books, papers and other

property. The Worthy Grand Matron or her Deputy, shall appoint some proper officer to take charge of this property.

When a chapter voluntarily surrenders its charter such act is final and the charter cannot be restored. (Refer to Surrender of Charter)

Section 16. **CHARTER MEMBERS**

Members initiated prior to the submission to the Grand Secretary of a Petition for a Charter shall become charter members and their names inscribed on the charter. All members of a U.D. Chapter become charter members of the newly chartered chapter.

Section 17. **CHILDREN**

Children over two years of age are not permitted to attend any chapter meeting. The exception to this is an open installation and when a chapter is at ease to permit non-members to enter.

Section 18. **CIRCULAR LETTERS**

No subordinate chapter or any of its members shall send out circular letters to chapters or members of subordinate chapters in this Grand Jurisdiction, without first submitting it to the Worthy Grand Matron and securing her approval.

Suitable invitations to such social functions may be mailed or distributed to the subordinate chapters in this Grand Jurisdiction and shall not require the approval of the Worthy Grand Matron.

Section 19. **CLUBS**

It is contrary to the Laws of this Grand Chapter to organize within its Jurisdiction any social club or similar organization which uses the words "Eastern Star" or any portion or symbols thereof in its name.

Section 20. **COMMUNICATIONS AND CORRESPONDENCE**

a. It is the duty of chapter Secretaries to promptly reply to all communications from the Worthy Grand Matron or any other Grand Officers and to furnish all requested information.

b. All chapter correspondence received by the Secretary or any other officer of any chapter must be read at a stated meeting.

1. When a chapter has only one stated meeting a month the correspondence must be read at the next stated meeting after receipt.

2. When a chapter has two stated meetings per month the correspondence must be read no later than the second stated meeting after receipt. The Secretary shall give consideration to correspondence of an urgent nature.

c. Any dispensation granted by the Worthy Grand Matron shall be read at the next stated meeting of the chapter, recorded in the minutes and attached thereto.

d. Chapter correspondence should be retained for a period of two years. Any correspondence of an historical value or pertaining to law and usage should be kept in the permanent records of the chapter.

Section 21. CONCURRENT JURISDICTION

a. For purposes of establishing the jurisdiction of a chapter, this Grand Jurisdiction is divided into 67 jurisdictions coinciding with the County boundary lines, each County being a jurisdiction and all chapters located in said County hold concurrent jurisdiction. Concurrency is extended to another County if that County is within the same district as the chapter.

b. It is the duty of every chapter to promptly notify, under Seal, all chapters in their district of all suspensions, reinstatements and rejections when pertaining to dues.

c. It is the duty of every chapter to promptly notify, under seal, such other chapter or chapters in their district or concurrent jurisdiction of all rejections, suspensions, reinstatements and restorations except those pertaining to dues.

Section 22. CONSOLIDATION OF CHAPTERS

When a chapter wishes to consolidate, the following procedures should be followed:

a. The chapter that is considering consolidation shall notify its members in writing that the matter of consolidation will be considered at a given meeting. At the meeting, the matter of consolidation and the chapter with which the chapter wishes to consolidate shall be voted on, after a motion has been made and duly seconded. If the motion is passed by a two-thirds majority vote, the Secretary will be instructed to write to the other chapter inquiring if it is willing to consolidate with the requesting chapter.

1. All property and assets of the requesting chapter shall be held until consolidation is complete. As of the date of the meeting at which consolidation is first discussed only current operating expenses may be paid by the chapter seeking consolidation. No other assets of the chapter requesting consolidation may be donated, transferred or otherwise disposed of until consolidation is completed. At that time all property and assets (except the charter and secret work) will be turned over to the newly consolidated chapter.

b. Upon receipt of said request, this chapter shall notify its members that consolidation is being considered and will be voted on at a given meeting. If this chapter votes by a two-thirds majority vote to consolidate with the requesting chapter, it shall notify said chapter and the Secretary of each chapter shall notify the Worthy Grand Matron. The Worthy Grand Matron may then order the consolidation stating date to be effective. As of date of consolidation, the requesting chapter must submit an Annual Report to the Grand Secretary as required by the Grand Chapter.

1. The consolidated chapter shall choose one of the charters of said chapters to be the charter of the consolidated chapter.

2. All property of the other chapter (except the charter and the secret work, which shall be returned to the Grand Secretary) shall belong to the newly consolidated chapter, which shall also assume the debts, if any, of the chapter whose charter has been returned. All books and paraphernalia should be turned over to the consolidated chapter within two weeks of the consolidation.

3. All of the members of each said chapter automatically become members of the consolidated chapter, and all dual and plural members automatically become dual/plural members of the consolidated chapter, due notice being given primary chapter(s). New dues cards will be issued the following year to all members. The members having signed the bylaws, it will not be necessary they sign again. Immediate consideration by the consolidated chapter should be given to those consolidating members holding Emeritus status. Since Life Membership cannot be transferred, said status ceases upon becoming a member of the consolidated chapter. (Amended 2004)

Section 23. COURTESY INVESTIGATIONS, CONFERRING OF DEGREES AND FUNERALS (BETWEEN GRAND JURISDICTIONS)

a. A chapter in this Grand Jurisdiction may conduct an investigation or confer the Degrees of the Order by courtesy for a chapter in another Grand Jurisdiction under the following conditions:

The chapter for which an investigation is to be conducted or the Degrees to be conferred should, under the seal of said chapter, request the Worthy Grand Matron of that Grand Jurisdiction to have the investigation conducted or the Degrees conferred; and that Worthy Grand Matron, under her official seal should make a like request of the Grand Secretary of this Grand Jurisdiction and she in turn, will request the chapter, who after a majority vote, shall confer the Degrees; or conduct the investigation.

If a chapter in this Grand Jurisdiction wishes an investigation conducted or the Degrees conferred in another Grand Jurisdiction, the request shall be made through the Grand Secretary.

All such initiations or investigations must be immediately reported to the chapter making the request through the Grand Secretary of this Grand Jurisdiction.

The initiation fee shall belong to the chapter for which the Degrees are conferred.

There shall be no exchange or courtesies between this Grand Jurisdiction and the Grand Jurisdictions of New York and New Jersey in regard to the initiation of candidates.

(BETWEEN FLORIDA CHAPTERS)

b. A chapter, after majority vote, may conduct a courtesy investigation or confer Degrees by courtesy for another chapter. The request to do so must be approved by a majority vote and be made under seal of the chapter that desires the courtesy investigation or Degrees conferred. It is not necessary for such request to be processed by the Worthy Grand Matron when both chapters are within the jurisdiction of the Grand Chapter of Florida.

The Degrees shall not be conferred in less than two weeks after the petitioner has been elected to membership. The Secretary of the chapter conferring the Degrees shall promptly notify the Secretary of the chapter making the request, when the Degrees have been conferred.

The initiation fee belongs to the chapter for which the candidate is initiated.

(FUNERALS)

c. A chapter in this Grand Jurisdiction may conduct a funeral service by courtesy for another Florida chapter or for a chapter in another Grand Jurisdiction upon request, after it has been determined that the deceased was a member in good standing at the time of death. Former members who were issued a Demit or Grand Chapter Certificate of Good Standing or who were suspended for non-payment of dues are entitled to the Alternative Funeral Service for Former Members as printed in the Ritual. (April 2012)

Section 24. **DEFUNCT CHAPTERS**

When any chapter surrenders its Charter, the Secretary and Treasurer of said chapter shall, within three months thereafter, forward to the Grand Secretary its Charter, all books, papers, jewels, funds and furniture of the chapter. These items are to be retained by the Grand Secretary until disposed of by Grand Chapter. The Worthy Grand Matron has the authority to enforce this regulation.

A member of a defunct chapter, if in good standing when the Charter was surrendered, may obtain a Grand Chapter Certificate of Good Standing from the Grand Secretary by paying all dues owing, if any, at the time the chapter surrendered its Charter. This Certificate shall be issued in the name of the Grand Chapter signed by the Grand Secretary, under the Seal of the Grand Chapter, and shall have the same force and effect for the purpose of affiliation as a Demit. This Certificate may be placed with application for affiliation in any chapter. No Grand Chapter Certificate of Good Standing shall be issued by the Grand Secretary to a plural member of a defunct chapter. (2010)

Members of a chapter who were suspended for nonpayment of dues, before the chapter surrendered its Charter, may obtain a Grand Chapter Certificate of Good Standing by applying to the Grand Secretary and paying the full amount of dues owing said chapter at the time of their suspension. The Grand Secretary shall then issue a Grand Chapter Certificate of Good Standing to the applicant. This certificate

shall have the same force and effect for the purpose of affiliation as a Demit.

Former members who were issued a Demit or Grand Chapter Certificate of Good Standing or who were suspended for non-payment of dues are entitled to the Alternative Funeral Service for Former Members as printed in the Ritual. (April 2012)

Section 25. **DEMITTS**

a. A Demit shall be granted only at the request of the member, in person or in writing, at a stated meeting of the chapter. If all dues are paid or remitted by a majority vote of the chapter and no charges are pending or filed at the time of the request, the presiding officer shall direct the Secretary to issue the Demit and record the facts in the minutes. If objection is made, action shall be deferred to a future stated meeting. If no charges are filed within 90 days from the date of the objection, the Demit shall be issued.

A special Demit, "*Demit to Terminate Dual Membership*" may be granted to a dual member upon request either in person or in writing at a stated meeting.

A special Demit, "*Demit to Terminate Plural Membership*" may be granted to a plural member upon request either in person or in writing at a stated meeting. (New April 2002)

Demits become effective immediately after issued by order of the presiding officer.

If a member in good standing with no charges pending requests a Demit and it is received after the last or only stated meeting in December and prior to January 1, the request shall be acted upon at the first or only stated meeting in January and entered on the minutes as of the last or only stated meeting of the preceding December.

b. In case of a rejection of a petitioner for affiliation, the Secretary shall promptly return the Demit and refund the fee by chapter check. (Reference Affiliation – Rejection.)

c. Petitioners for affiliation upon a Demit, Grand Chapter Certificate of Good Standing, Certificate of Withdrawal or Resignation from Grand Jurisdictions whose laws permit withdrawal or resignation, become members of the chapter immediately upon election.

Petitioners for affiliation upon Chapter Certificate of Good Standing become members of the chapter as of the date of the Demit issued following election.

d. Should a demitted member of a chapter in this Grand Jurisdiction lose the Demit, she/he may give written notice to the Secretary of the chapter issuing the Demit. After verifying the fact that the Demit was regularly issued, the Secretary will furnish the demitted member with a certificate signed by the Worthy Matron and secretary and under Seal, stating that the Demit was regularly issued and lost. A certificate so executed shall be recognized in lieu of a lost Demit. If the Demit should later be found, the certificate shall be returned to the secretary.

A duplicate Demit shall not be issued under any circumstances.

e. A Demit, Grand Chapter or Chapter Certificate of Good Standing, Certificate of Withdrawal or Resignation from Grand Jurisdictions issuing same, properly signed and under Seal, must accompany a Petition for Affiliation.

There is no time limit upon a Demit or Grand Chapter Certificate of Good Standing for the purpose of affiliation.

f. A member holding a Demit may visit chapters in this Grand Jurisdiction, or in case of death are eligible for Eastern Star Funeral Services, for a period of one year only from the date of the Demit.

Section 26. **DISCIPLINE AND PENAL JURISDICTION**

It is the duty of each chapter to take cognizance of the conduct of every member of the Order within its jurisdiction, whether affiliated or not, for the purpose of enforcing obedience to the laws of the Order and maintaining its good name.

Subordinate Chapters: The administration of Eastern Star justice is primarily the responsibility of a subordinate chapter with respect to the conduct of its own members, wherever they may reside. Whenever practicable, charges of conduct unbecoming a member must be filed and tried in the accused member's chapter.

Penal Jurisdiction of a subordinate chapter is of two kinds:

a. **Geographical:** For purposes of establishing the jurisdiction of a chapter with regard to penal jurisdiction, this Grand Jurisdiction is divided into 67 jurisdictions coinciding with the County boundary lines, each County being a jurisdiction and all chapters located in said County

hold concurrent jurisdiction. Concurrency is extended to another County if that County is within the same district as the chapter.

b. **Personal:** The jurisdiction of a chapter over its own members.

Grand Chapter: Grand Chapter has original penal jurisdiction over the Worthy Matrons and Worthy Patrons of subordinate chapters while in office, the elected and appointed Grand Officers while in office, and all Past Grand Matrons and Past Grand Patrons of this Grand Jurisdiction.

Section 27. **DISPENSATIONS FOR SPECIAL PURPOSES**

a. A request for a special dispensation shall be made to the Worthy Grand Matron only by majority vote of a chartered chapter in writing and under seal of the chapter on forms furnished without charge by the Grand Chapter.

U.D. Chapter requests for a special dispensation shall be made to the Worthy Grand Patron by a majority vote of a U.D. Chapter in writing on forms furnished without charge by the Grand Chapter.

At any time that the Governor of Florida feels it is necessary to declare a State of Emergency all meetings to include Official Visits/Inspections will be cancelled within the designated area. The Worthy Grand Matron will automatically issue Dispensations for the meetings and a copy of these Dispensations will be included in the Chapter's Minutes.

In the case of any other emergency, a chapter's request made by telephone, e-mail or other communication mode, for a special dispensation to call off a stated meeting for good cause, may be verbally approved by the Worthy Grand Matron. A dispensation thus approved by her will be immediately sent to the chapter. In this instance the Worthy Matron of the chapter requesting the dispensation will direct the Secretary to immediately send the designated form requesting the special dispensation, under seal, to the Worthy Grand Matron and it is not necessary that the chapter vote to request the dispensation. (Amended 2019)

Any dispensation granted shall be read at the next stated meeting of the chapter and recorded in the minutes.

b. Application shall be made for the following dispensations.

1. To hold a special election of Worthy Matron, Worthy Patron, Associate Matron or Associate Patron, and to fill any other vacancy which may occur as a result when a permanent vacancy has occurred.

2. To hold election of officers on a date later than the second or only stated meeting in February.

3. To hold installation on a date later than the second stated meeting in March for those chapters having two stated meetings per month. To hold installation on a date later than the fourth week in March for chapters having only one stated meeting per month.

4. To move regular place of meeting of a chapter from one city or town to another, good cause being shown.

5. To call off a stated meeting because of inability to secure hall or for other similar good cause.

6. To call off a stated meeting to cooperate with Masonic Bodies or take part in mutual benefit or relief work.

c. It is not necessary to obtain a special dispensation for the following:

1. Stated meetings normally held during the week of Florida's Grand Chapter may be called off without the need to obtain a special dispensation. (2012)

2. To call a special meeting.

3. To call off a stated meeting when the meeting falls on Memorial Day, (the Legal Holiday), the week of Thanksgiving, the weeks of Christmas Eve and Christmas, New Year's Eve or New Year's Day, or January 2, when these dates fall on Monday and are legal holidays.(2024)

4. To hold an open installation.

5. To install officers selected during the year to fill vacancies.

6. To attend Eastern Star or Masonic funerals, church services or Masonic functions.

7. To move a place of meeting from one building to another within the same city or town or concurrent jurisdiction for one meeting only.

8. To move a charter to another city or town or concurrent jurisdiction for one day only to participate in joint ceremony.

9. To move charter to another city or town for an official visit or official inspection.

10. To move a permanent place of meeting from one building to another within the same city or town.

11. To participate in a public parade, function or ceremony, not in conflict with the principles of the Order.

Section 28. **DRAPING ALTAR AND CHARTER OR DISPENSATION (Revised 2007)**

As soon as possible after notice is received from the Grand Secretary, the Altar shall be draped for a deceased Worthy Grand Matron or Worthy Grand Patron, Past Grand Matrons and Past Grand Patrons of Florida or the Most Worthy Grand Matron or the Most Worthy Grand Patron or Past Most Worthy Grand Matrons or Past Most Worthy Grand Patrons of the General Grand Chapter. The Altar shall be draped at a stated meeting and remain draped for 30 days or two stated meetings, whichever comes first. At any meeting held during that time frame, the drape is placed on the Altar when the chapter room is prepared. (2023)

As soon as possible after notice of the death of a member, the Charter or Dispensation shall be draped at a stated meeting and remain draped for 30 days or two stated meetings, whichever comes first. At any meeting held during that time frame, the drape only is placed on the Charter or Dispensation when the chapter room is prepared.

The Charter or Dispensation is draped for a deceased Worthy Grand Matron, Worthy Grand Patron, Past Grand Matron or Past Grand Patron, by the chapter in which she/he was a member. It should be draped at the next stated meeting or as soon as practicable after the date of death.

Open Installation of Officers shall be considered an intervening meeting and a Memorial Service held on the last Sunday in November shall also be considered an intervening meeting and if held within the time frame above, the drape only will be placed on the Altar, Charter or Dispensation.

Memorials for more than one member may be read at a stated meeting and the Altar, Charter or Dispensation shall be draped as appropriate.

Section 29. **DUAL MEMBERSHIP**

For purposes of clarification the words “Dual Membership” are synonymous and interchangeable with the words “Plural Membership” when referring to memberships between the Grand Jurisdiction of Florida and two or more other Grand Jurisdictions. (2013) Dual membership is permitted between members in this Grand Jurisdiction and other Grand Jurisdictions or subordinate chapters of General Grand Chapter, providing such Grand Jurisdiction recognizes dual membership.

a. Dual membership may be permitted with New Jersey, New York and Scotland, providing the chapters in those Grand Jurisdictions allow dual membership and if the Masonic affiliation is in order with the General Grand Chapter requirements.

Grand Jurisdictions exercising dual membership are as follows: Alabama, Alberta, Arizona, Arkansas, British Columbia, California, Colorado, Connecticut, Delaware, District of Columbia, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Manitoba, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Brunswick, New Hampshire, New Mexico, North Carolina, North Dakota, Nova Scotia and Prince Edward Island, Ohio, Oklahoma, Ontario, Oregon, Pennsylvania, Puerto Rico, Quebec, Rhode Island, Saskatchewan, South Carolina, South Dakota,

Tennessee, Texas, Utah, Vermont, Virginia, Washington, Wisconsin, Wyoming and West Virginia. (2011)

b. Dual membership in a Chapter in this Grand Jurisdiction may be secured by submitting a Petition for Dual Membership accompanied by the appropriate fee and a Certificate of Membership issued by the applicant's primary chapter under seal and dated within 60 days. No specified time of residence shall be required by petitioners for dual membership in any chapter in this Grand Jurisdiction. A Petition for Dual Membership shall follow the same procedures as a Petition for Affiliation. The first Florida Chapter in which a member becomes a Dual Member will be considered her/his "Parent Chapter".

A primary chapter is defined as being the chapter of which a Sister or Brother is a member at the time of making application for dual membership. (Added April 2003) (2022)

c. A dual member shall pay dues and remain in good standing in all chapters in which membership is held. (2013)

d. Dual membership in more than one Florida chapter at the same time is permitted. A dual member can hold plural membership. (2013)

e. The bylaws shall be signed by dual members as soon as possible following their election in the manner prescribed by Floor Work. Should they desire to terminate their dual membership and join the chapter as an affiliate member, it is not necessary that they again sign the bylaws.

f. A dual member may:

1. Vote in all chapters in which she or he holds membership. (2013)

2. Hold elective or appointive chapter office therein, except that she/he may not hold the same elective office in more than one chapter at a given time. (2021)

3. Dual members shall conform strictly to the Constitution, Rules of Order, Rules and Regulations and approved floor work of this Grand Jurisdiction and bylaws of the chapter in which she/he holds dual membership.

g. Dual members are not eligible to hold an elective or appointive grand office.

h. Dual members are not eligible for admission to the Masonic Home nor Relief, but shall refer such needs to her/his primary chapter.

i. Cessation of Membership:

1. Loss of membership in the primary chapter constitutes loss of dual membership. Secretaries before issuing dues cards for dual members shall verify current receipt for dues in primary chapter.

2. Dual membership shall be terminated upon request, either in person or in writing, by the dual member at a stated meeting. The request shall be noted in the minutes and the Secretary of the primary chapter will be notified by appropriate form. A special Demit, “Demit to Terminate Dual Membership” shall then be granted the dual member. (2022)

j. Dual members shall not transfer to another chapter in this Grand Jurisdiction but shall terminate such membership in the first chapter by a written request and submit a Petition for Dual Membership to the other chapter for appropriate action and regular procedure.

k. Dual members desiring to become regularly affiliated members, must present at a stated meeting of the chapter a properly completed and signed Petition of Dual or Plural Member for Affiliation. A Certificate or Letter of Good Standing, dated within 60 days and issued, under Seal, by the primary chapter of the dual member must accompany the properly completely and signed petition for affiliation. After a petition has been received it is the property of the chapter and cannot be withdrawn. The member must not be indebted to either chapter or have any charges pending. There shall be no affiliation fee, investigation or balloting on the petition of a member for regular affiliation providing the petitioner is a dual member in good standing in the chapter. The Worthy Matron will declare the petition accepted and the requested change of membership status approved. The secretary of the chapter shall notify the primary chapter. Upon receipt of the demit from the primary chapter, the Worthy Matron will declare the dual member an affiliated member of the chapter and the fact shall be entered in the minutes and on the records. The date of the demit from the primary chapter shall be the date of regular affiliation and the termination of dual membership of the petitioner. It is not necessary that the member again sign the by-laws of the chapter. (Amended April 2003)

l. Dual members are not exempt from the payment of per capita tax regardless of Emeritus membership status. (2013)

Section 30. **DUES**

Dues are payable in advance on January 1 of each year and are delinquent after December 31 of the same year.

The Secretary shall send statements for dues to each member of the chapter on or before November 15 of each year, for the subsequent year's dues, such statements to include a request for the Grand Chapter General Fund "A Dime A Week" or \$5.20, as a voluntary contribution. All "A Dime A Week" donations shall be forwarded to the Grand Secretary with the Annual Report. (2010)

All dues or any part thereof may be remitted by a majority vote at any stated meeting.

Any chapter may remit the dues of the members who, from bodily infirmity or misfortune, have become unable to pay them. These members may be placed on the Emeritus list.

Any member of a chapter who fails to pay dues in advance for one year shall be suspended as of December 31 from all rights and privileges of the Order. Chapters may by majority vote remit dues. The chapter Secretary shall provide 30 days notice of arrears and read and record the names in the minutes at the first or only stated meeting in December. Members paying dues by mail shall not be suspended for non payment if dues are received after December 31 provided the envelope is post marked not later than December 31. The Secretary shall notify members promptly of their suspension.

Section 31. **ELECTION**

a. Election of officers shall be held annually in each chapter at the last or only stated meeting in February.

1. The officers shall be elected by separate and majority ballot provided that when there is but one nominee for an elective office, the Chapter may order otherwise. (Amended 2004)

2. It is not necessary that the members of the chapter be notified of the annual election.

3. The time and date of election cannot be changed by dispensation to any date prior to the second or only stated meeting in February.

b. **Procedure:** The Worthy Matron may request the Worthy Patron to preside. He should appoint the necessary tellers, only when more than one nominee is presented for any elective office. If tellers are required, he shall name the chairman to distribute, collect and count the ballots. As the ballots are checked and counted, the name on the ballot must be called out audibly by the chairman of the tellers. (2021) The Secretary shall tally the counting of

the ballots. Blank or incomplete ballots are not counted. If two or more candidates have the same given or surname, the full name must be written on the ballot or the ballot cannot be counted. A majority ballot is more than half the ballots cast, ignoring blanks. When the election is completed, the used ballots shall be sealed in an envelope, witnessed by the signatures of the Worthy Matron and Worthy Patron, and retained by the Secretary for not less than 60 days. If no action for recount is taken within that time, the ballot shall be final and the ballots may be destroyed.

1. Any voting member may present names of members eligible for an elective office to the Secretary or to the chapter, without remarks, immediately before the balloting for said office begins. Names presented to the secretary shall be read prior to the balloting for the office for which the name has been presented. Balloting shall not be restricted to names presented. A majority of all votes cast shall decide the election. If there is only one nominee for an office, the nominee may be elected when a majority of those eligible to vote in the election, vote in favor of a motion, made and seconded by voting members that the nominee be elected and that the election be by acclamation. (Amended 2004)

2. The Worthy Matron, Worthy Patron and Associate Matron may be elected when a majority of those eligible to vote in the election of officers vote in favor of a motion(s), made and seconded by voting members, that the Associate Matron be elected Worthy Matron, the Associate Patron be elected Worthy Patron, and the Conductress be elected Associate Matron, and that these elections be by acclamation. The motion(s) may be made collective or singular. The Associate Patron will then be elected. The officers must be elected in proper order. (2008)

The Secretary will be elected, followed by the election of the Treasurer.

The Conductress may be elected when a majority of those entitled to vote in the election of officers votes in favor of a motion made and seconded by voting members that the Associate Conductress be elected Conductress and that the election be by acclamation.

The Associate Conductress will then be elected. (2008)

3. A chapter may elect an absent member to office; however, a letter must be submitted to the Chapter Secretary before the date of the election in person or by mail, signed by the member seeking election. In the case of emergency an email, text message or other electronic means of communication may be used. (2018)

c. A Brother who is affiliated with a particular Lodge of Master Masons in Florida, or with a Lodge in another Grand Jurisdiction, holding fraternal relations with the Grand Lodge of Free and Accepted Masons of Florida, may be elected or appointed to office in the chapter in which he holds membership.

1. A Brother who holds a Demit from a Masonic Lodge shall not be elected or appointed to any office.

d. Permanent vacancies in elected offices shall be filled by a majority vote at any stated meeting of the chapter. All members residing within a 50-mile radius of the chapter (except those members who may be residing in Nursing Homes) shall be notified by telephone where practical, chapter bulletin, or mail. If notified by telephone, a log of members contacted must be verified and filed with chapter Secretary. In the case of the Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, a dispensation for such election must be obtained from the Worthy Grand Matron. (2014)

Section 32. **EMERITUS MEMBERS**

a. Any chapter may, by majority vote, remit the dues of members who, from bodily infirmity or misfortune, are unable to pay dues. Those members may be placed on the Emeritus List, provided the members' status is reviewed annually by the chapter Relief Committee. The Committee shall report at a stated meeting.

1. Chapters having members admitted to the Masonic Home should give consideration to placing such members on the Emeritus List.

2. Emeritus members are exempt from chapter dues. (2014)

3. A chapter dues card shall be issued to emeritus members in January of each year.

b. The names of emeritus members whose whereabouts are unknown for two years and cannot be determined by use of a certified mail return receipt shall be automatically removed from the roll of membership.

1. Should the whereabouts of emeritus members who are no longer on the chapters' roll subsequently be determined, and after review of said member's status, they shall automatically be restored to membership.

Section 33. EXAMINATION

All petitioners for affiliation, who are not properly vouched for, shall be regularly examined by the Investigating Committee before the Committee reports.

If the petitioner has failed to sign her/his dues card, but can produce evidence of signature on other papers or cards, the Examining Committee shall permit the petitioner to sign the dues card and upon comparison of the signatures, if the Committee is satisfied, proceed with the examination.

Section 34. EXPULSION - REFER PENAL CODE, SUSPENSION, RESTORATION AND TRIALS.

Section 35. EXTRANEIOUS DEGREES

The Grand Chapter of Florida Order of the Eastern Star, Inc. asserts its exclusive jurisdiction over the five Degrees of the Eastern Star in Florida, and declares that there can be no elaboration of same; and that it disapproves of its members using the Eastern Star as the foundation for any other order or association.

Any member of the Order of the Eastern Star, holding membership in a chapter in this Grand Jurisdiction, joining another order or association as referred to above, violates the Obligation of the Order of the Eastern Star and is subject to suspension or expulsion from the Order.

Section 36. **FEES**

a. **Initiation:** The Degrees of the Order shall not be conferred by any chapter for less than the sum of \$10.00.

b. **Affiliation:** Chapters may charge such fee for membership by affiliation as shall be prescribed by the Chapter Bylaws. However, the minimum fee shall not be less than \$5.00 for members of this Grand Jurisdiction and \$10.00 for members from other Grand Jurisdictions.

c. Should any petitioner be rejected the Secretary shall send the petitioner a letter of rejection and refund the fee by chapter check.

Section 37. **FUND RAISING**

Chapters in this Grand Jurisdiction may engage in activities for profit, including catering, sale of merchandise, rummage sales and other lawful fund raising functions and the advertisement of same. Patronage of the public may be solicited. If fund raising activities are held on Masonic Lodge property, permission must be first obtained from the Worshipful Master. Chapters are responsible for all local, state and federal taxes incurred in such activities for profit.

Section 38. **FUNERALS**

a. When a chapter is called upon to conduct a funeral service for one of its members or for a member of another chapter, it is not necessary to open and close the chapter. A record thereof should be entered in the minute book of the chapter and read at the next stated meeting.

b. After it has been determined that the deceased was a member in good standing at the time of death, a chapter in this Grand Jurisdiction may conduct a funeral service by courtesy for a chapter in another Grand Jurisdiction or in this Grand Jurisdiction upon request.

c. Former members who were issued a Demit or Grand Chapter Certificate of Good Standing or who were suspended for non-payment of dues are entitled to the Alternative Funeral Service for Former Members as printed in the Ritual. (April 2012)

d. Chapters may use an Eastern Star floral emblem made of artificial flowers at a funeral service as a tribute to a deceased member. It is permissible to re-use this emblem.

e. A memorial gift may be made for deceased members in lieu of the floral emblem.

f. When the casket is not present, the Funeral Ceremony as printed in the Ritual may be used in church, funeral home or chapter room. (2008)

Section 39. FIFTY YEAR MEMBERSHIP

After the Grand Secretary has made proper investigation, a 50 year membership certificate shall be issued by the Grand Chapter to members after 50 years of membership in the Order of the Eastern Star. The certificate may be presented at Grand Chapter or in subordinate chapters.

In computing length of membership, all time under suspension must be made up before a member shall be entitled to a 50 year certificate. When a member is out of a chapter on Demit, regardless of the number of times, if they are out less than one year at a time, such a demitted period shall not be counted against the member.

All time over one year for each Demit shall be made up to entitle a member to 50 year certificate.

Fifty year membership certificates and pins shall be issued to Dual/Plural members from other Grand Jurisdictions by the Grand Jurisdiction in which primary chapter membership is held. (2013)

Section 40. HARMONY

For the purpose of promoting harmony and unison, members shall address each other as Sister or Brother in the chapter room; and at all times, treat each other with due consideration and respect, carefully avoiding all ungenerous remarks, personal allusions or sarcastic language by which the feelings of any member may be in the least wounded; and all discussion be conducted with a spirit of fairness and moderation.

Section 41. HONORARY MEMBERSHIP

A chapter may confer honorary membership upon a distinguished and revered member of the Order, by majority vote at a stated meeting. Such honorary membership imposes no duties or responsibilities and

confers no rights or privileges. Honorary membership may be revoked by a majority vote at any regular meeting.

Section 42. **INITIATION**

a. The Degrees of the Order may not be conferred at the same meeting at which the petitioner was elected.

b. The number of candidates to be initiated at one time is limited to six.

c. The station of Worthy Patron must be filled by a Brother during the conferring of the Degrees. The Obligation must be given by a Brother.

d. The Degrees may be conferred at a special meeting, provided that the candidate has been duly elected at a stated meeting.

1. A special meeting called for the purpose of initiation only, does not require notifying all members, provided the Degrees are not conferred within one week from time petitioner was elected to membership.

e. A petitioner for the Degrees may be initiated in a chapter by courtesy, provided the Degrees shall not be conferred in less than two weeks after the petitioner has been elected to membership.

f. If a petitioner who has been elected to receive the Degrees informs the chapter, in writing, that she/he does not wish to be initiated and requests refund of the fee paid, the chapter may, by majority vote, refund the amount paid by chapter check and record the transaction in the minutes. The petition shall remain as a part of the records of the chapter.

g. Should a period of more than one year elapse after the date of the ballot for the Degrees and an elected petitioner fails to present herself/himself for initiation, a new investigation committee is appointed by the Worthy Matron to investigate the interim period of time the one elected has permitted to pass since her/his election. The Investigating Committee shall report its findings at a stated meeting and a new ballot held. In the event the petitioner is then rejected, the fee must be returned by chapter check.

h. Any member in good standing, who was not present at the meeting when the candidate was elected, prior to the date of initiation may object to the conferring of the Degrees upon an elected candidate in her or his chapter. She/he cannot be required to disclose a reason therefor when such objection is made either in open chapter or in person

to the presiding officer. One objection shall have the same effect as one black cube. A minimum of three objections, which are not withdrawn, shall debar the conferring of Degrees upon an elected candidate. If a minimum of three objections is received, the fact of the objections alone and not the name of the objectors must be entered in the minutes of the chapter at a stated meeting. The Secretary, by direction of the Worthy Matron, shall notify the candidate of the objections. If the objections are not withdrawn after a period of three months from date they were recorded in the minutes, they shall be equivalent to a rejection by ballot as of the date the objections were entered in the minutes. The fee shall be returned to the petitioner by chapter check together with a letter of rejection.

Section 43. **INSTALLATION**

Installation shall be held on a day and at the time determined by vote of the chapter. However, installation may not be held on Sunday. The installation may be either open or closed, as may be determined by vote of the chapter.

For chapters having two meetings per month, the installation of officers shall take place as soon after the annual election as practicable and on or before the second stated meeting in March. If circumstances prevent the installation from being held on or before the second stated meeting in March, a dispensation must be obtained from the Worthy Grand Matron.

Chapters having only one meeting a month shall hold installation on or before the fourth week in March. If circumstances prevent the installation from being held within or before the fourth week in March, a dispensation must be obtained from the Worthy Grand Matron.

The charter must be in the room in which the officers are installed.

The Worthy Matron shall be installed before any other officer of the chapter. The office of Worthy Matron shall be declared vacant if the installation is not held within 30 days after the second stated meeting in March for those chapters holding two stated meetings per month, or within 30 days after the only stated meeting in March for those chapters holding only one meeting per month. A special dispensation must be obtained to elect a Worthy Matron and to fill any other vacancies which may occur as a result of the special election. All members residing within a 50-mile radius of the chapter (except those members who may be residing in Nursing Homes) shall be notified of the special election by telephone where practical, chapter bulletin or mail. If notified by

telephone, a log of members contacted must be verified and filed with chapter Secretary.

It is the prerogative of the Worthy Matron-elect to select the Installing Officer and all those participating in the installation. The installing officer must be a Worthy Matron, Worthy Patron, Past Matron or Past Patron.

Chapters shall be governed by the General Regulations, use Titles of Installing Officers and follow instructions for open or closed installation as prescribed in the Ritual.

All re-elected and re-appointed officers must be installed.

Officers elected or appointed to fill vacancies, shall be installed as soon thereafter as practicable and no dispensation shall be necessary.

The first corps of officers of a new chapter must be installed by the Worthy Grand Patron or his Deputy, as per Ritual.

Gifts for officers shall not be brought into the chapter room except those presented by courtesies to the East. Provision should be made in the building where the chapter meets to receive gifts.

Section 44. **INSURANCE**

For protection of the chapters, the members and the visitors, every chapter is required to pay for liability insurance provided by the Master Liability Insurance Policy available through Grand Chapter.

Section 44-1. **INTERNATIONAL HEADQUARTERS FUND**

Each member shall pay five dollars at the time of their initiation to the International Headquarters Fund. This will be put in the International Headquarters Fund established for the maintenance of the Headquarters. This law means "Once-in-a-lifetime to each Chapter to which the member belongs. Therefore, Dual or Plural Membership and Affiliation into a different chapter would require the member to pay five dollars to each chapter in order that both chapters might be 100%. All money for the International Headquarters Fund shall be forwarded to the Grand Secretary with the Annual Report.(2010)

Section 45. **INVESTIGATING COMMITTEE**

An Investigating Committee shall be appointed by the Worthy Matron on each Petition for Affiliation (except as noted herein), Initiation, Restoration or Reinstatement. The Committee shall consist of three members of the chapter, one of whom must be a brother. No investigating committee shall be appointed on a Petition of Dual or Plural Member for Affiliation submitted by a dual or plural member of the chapter desiring to become a regularly affiliated member of the chapter. (Amended April 2003)

An Investigating Committee shall not be appointed on a petition requiring a waiver of jurisdiction until after the waiver is received.

Members recommending a petitioner for affiliation, initiation, restoration or reinstatement shall not be appointed on the Investigating Committee.

It shall be the duty of each member of the Investigating Committee to make inquiry as to the moral character and qualifications of the petitioner and verify the residence requirements. The Brother on the Committee shall also investigate the Masonic standing of the petitioner or relative through whom the eligibility is claimed by contacting the Lodge of which the Mason is a member, or was a member at the time of his death. When Masons holding Masonic affiliation in other than the Grand Lodge of Florida apply for the Degrees, the report of the investigation shall include a statement from the Secretary of the particular Lodge or Grand Lodge holding jurisdiction over the Masonic standing and eligibility of the Brother to join the Order of the Eastern Star. The Committee shall make their report in writing and no action shall be taken on any petition until such report is made.

- a. Petitions for affiliation from a member who holds a Letter of Good Standing, Certificate of Membership, Demit, or Grand Chapter Letter of Good Standing from a Chapter or Grand Chapter under General Grand Chapter do not need the Masonic Affiliation investigated. (2018)
- b. Members of the Order of the Eastern Star from New York and New Jersey may affiliate with Chapters in this Grand Jurisdiction provided the eligibility upon which their membership is based conforms to the requirements of this Grand Chapter and the Ritual under which it works. (2018)

The report of the Investigating Committee shall be signed by all three members and read in full to the chapter at a stated meeting. The minutes must not reflect whether the report was favorable or unfavorable.

The Investigating Committee should investigate and report without delay. Should an unnecessary delay occur, after the expiration of three months, the Worthy Matron shall appoint another Committee. The secretary will notify the old Committee members that they have been discharged and notify the new Committee members of their appointment.

Should the Investigating Committee find a petitioner ineligible through the Masonic relationship claim, or for other cause, they shall so report the facts to the chapter. The report of the Committee shall be read by the Secretary, the fee returned to the petitioner by chapter check and the facts recorded in the minutes.

A chapter may conduct an investigation by courtesy for a chapter in another Grand Jurisdiction under the following conditions: The chapter for which the investigation is to be conducted should under the Seal of said chapter, request the Worthy Grand Matron of that Grand Jurisdiction to have the investigation conducted; and that Worthy Grand Matron under her official Seal, should make a like request of the Grand Secretary of this Grand Jurisdiction. She will in turn request the chapter to conduct the investigation. The chapter, after a favorable majority vote, will conduct the investigation.

When both are Florida chapters, one chapter may conduct a courtesy investigation for another chapter. The chapter requesting the courtesy investigation must make the request by majority vote under

Seal of the chapter. It is not necessary for such request to be made through the Grand Secretary.

Section 46. **JURISDICTION**

For purposes of establishing the jurisdiction of a chapter, this Grand Jurisdiction is divided into 67 jurisdictions coinciding with the County boundary lines, each County being a jurisdiction and all chapters located in said County hold concurrent jurisdiction. Concurrency is extended to another County if that County is within the same district as the chapter.

Persons residing in this or any adjoining State, within five miles of the State line, may petition for initiation the nearest chapter, measured by straight lines from their place of residence, whether that chapter is in this or another Grand Jurisdiction, provided that such other Grand Jurisdiction has a similar law.

Section 47. **LIFE MEMBERSHIP**

In consideration of meritorious deeds or outstanding services, a chapter may propose any member to Life Membership by a written resolution signed by three members of the chapter. The resolution shall lie over to a subsequent stated meeting, when if passed by a two-thirds written secret ballot, the member shall be elected to Life Membership. There shall not be a collective ballot on Life Membership.

Election to Life Membership shall not exempt the chapter from payment of per capita tax for each such member.

The names of Life Members whose whereabouts are unknown for two years and cannot be determined by use of certified mail return receipt, shall be automatically removed from the roll of membership, thus exempting the chapter from payment of per capita tax for such member. Should the whereabouts of Life Members no longer on the roll of membership subsequently be determined and the said members are desirous of being restored to active membership, restoration shall be automatic and payment of per capita tax will resume.

Each chapter honoring Life Memberships shall issue in January of each year a dues card marked "Life Member."

Life Membership cannot be transferred from one chapter to another chapter.

Section 48. **MASONIC HOME** - See separate tab, Section 48, Masonic Home, **has been deleted in its entirety.**

Section 49. MEETINGS

a. All chapter meetings shall be opened and closed in regular form according to the Ritual and in a secure place. A secure place being a room where the work can be freely exemplified without that work being seen or heard by persons who are not members of the Order.

b. Chapters holding one stated meeting a month shall not open in short form more than two times a year. Chapters holding two stated meetings a month shall not open in short form more than four times a year. Provided that in the event Conferring of Degrees is to take place the Chapter may open in short form, and such will not be counted. The year is defined as the period from installation to installation. (Amended 2024)

c. Stated meetings of a chapter shall be held only on such date and at such time as prescribed by the bylaws of the chapter. The Chapter may, however, upon motion and by majority vote, suspend its meetings during July, August and/or September, or any part thereof, stated meeting normally held during the week of Florida's Grand Chapter, and when a meeting falls on Memorial Day, (the Legal Holiday), the week of Thanksgiving, the weeks of Christmas Eve and Christmas, New Year's Eve or New Year's Day of January 2 when these dates fall on Monday and are legal holidays. Any meeting held at the date and time of a stated meeting during said months or weeks on said days shall be considered a stated meeting. (2010 amended 2015 and 2024)

d. Chapters which meet once a month, shall hold no less than nine stated meetings annually and chapters which meet twice a month, shall hold no less than 15 stated meetings annually.

e. Any chapter may by majority vote suspend its stated meetings during July, August and September or any part thereof. Provided any meeting held during said months at the date and time of a stated meeting shall be considered a stated meeting. (2024)

f. A stated meeting may be called off by a special dispensation from the Worthy Grand Matron.

g. A change of the regular meeting place of a chapter, in the same town or city, may be made by a majority vote of the chapter at any stated meeting after written notice has been given to all members. (Amended 2004)

h. A chapter may, by majority vote, move the place of meeting from one building to another within the same city or concurrent jurisdiction for one meeting only. No dispensation shall be required.

i. Special meetings may be called by the presiding officer, by the Worthy Grand Matron (or Worthy Grand Patron if a U.D. Chapter), providing due notice is given to all members and only such business shall be transacted as stated in the call.

j. A special meeting called for the purpose of initiation only does not require notifying all members, provided the Degrees are not conferred within one week from the time the petitioner was elected to membership.

k. A special meeting cannot be made a stated meeting for any purpose whatsoever.

l. A chapter cannot lawfully meet on Sunday, except for funerals, memorial services or very urgent charity.

m. It is not necessary to open and close a chapter to conduct a funeral ceremony. However, a record thereof should be entered in the chapter minute book and read at the next stated meeting.

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only stated meeting in June with reference to the Landmarks in some manner.

2. Rob Morris - This is the Festal Day of the Order to be observed on or near August 31 each year by special meetings and programs commemorating the birthday of Dr. Rob Morris.

3. R.E.S.T. on the second or only stated meeting in October.

4. S.H.E.A.F. on the first or only stated meeting in November.

5. Chapter Memorial for deceased members on the second or only stated meeting in November or at 3:00 P.M. on the last Sunday in November.

6. ESTARL on the first or only stated meeting in December.

o. Minutes of stated or special meetings must be read at the next stated meeting for correction and adoption. After the close of the meeting the minutes shall be signed by the Worthy Matron or acting Worthy Matron.

p. All chapter correspondence received by the Secretary or any other officer of any chapter having only one stated meeting a month, must be read in open chapter at the next stated meeting. All chapter correspondence received by the Secretary or any other officer of a chapter having two stated meetings per month, must be read in open chapter no later than the second stated meeting. The Secretary shall give consideration to correspondence of an urgent matter.

q. Chapters may introduce such programs during meetings as may be determined for the good and welfare of the Order. Such programs shall not conflict with the conferring of the Degrees or interfere with the purposes or dignity of the Order. The Bible must be closed if it is necessary to pass between the Altar and the East during these programs. If not, the chapter should be declared at ease when admitting those who are not members of the Order.

The Warder and Sentinel shall remain in their stations when the chapter is called at ease. The chapter should be proved again upon resuming order.

r. Children over two years of age are not permitted to attend any chapter meeting. The exception to this is an open installation and when a chapter is at ease to permit non-members to enter.

s. The taking of pictures during any ritualistic ceremony where Secret Work is being given is strictly forbidden. Pictures and/or videos may be taken at any "open" meeting to include Installation and/or Memorial Services. No Cameras shall be permitted within the Labyrinth or between the Bible and the East at any time the Bible is open. Members and guests are always to remember to be courteous and refrain from blocking the view of others. (2021)

t. The limited use of electronic devices to include laptops, tablets, smart phones, and cell phones are permitted in the chapter room while in session and at the sole discretion of the Worthy Matron. All devices will be secured within purses, pockets and other storage facilities and in silent mode, muted or, turned off and do not interrupt the meetings. The use of electronic devices is subject to the following: (2016)

1. The Worthy Matron shall be the final authority regarding the implementation and use of electronic devices in the Chapter Room. (2016)

2. Such devices may not be used for phone calls except as necessary by First Responder personnel (medical, emergency, law enforcement personnel) in the performance of their official duties. All individuals needing to use their devices for communications during the meeting will ask to be dismissed from the Chapter Room or will be asked to leave. (2016)

3. Only the Worthy Matron, Secretary and Treasurer may use appropriate devices during the meeting and solely in the performance of their respective duties. In the absence of an organist, an electronic device capable of playing musical media may be incorporated at the full discretion of the Worthy Matron. (2016)

4. Electronic devices are defined as laptops, tablets, multimedia players, cell/smart phones and electronic calendars. These devices may be used during communications and such times as deemed necessary or appropriate by the Worthy Matron. (2016)

u. Any chapter not having a quorum for three stated meetings during the year must, 30 days before the Grand Chapter session, submit a letter to the Worthy Grand Matron, signed by the Worthy Matron and Secretary and under the seal of the chapter, stating the reason for failing to have the meetings. The Worthy Grand Matron after reviewing the letter and determining that the reason(s) given are not justifiable, shall place the chapter on probation for one year. If at the end of the year the condition has not improved the chapter must surrender its Charter.

(Former v. 1., 2., 3. And 4. Deleted – see new Section 61-A PROBATION – page 118-B) in 2008

Section 50. MEMBERSHIP

Membership in a chapter is obtained by petition, election and conferring of the degrees of the Order, or by petition and election to membership by affiliation, dual or plural membership, reinstatement or restoration. (2015)

A Brother who holds a Demit from a Masonic Lodge and remains unaffiliated for more than one year, automatically loses his membership in the Order of the Eastern Star.

The Eastern Star membership or standing of a Sister is not affected by the Masonic standing of a male relative.

Section 51. MEMBERSHIP LIST

The membership list of a chapter, either in whole or in part, may not be furnished except to members of the Order, and then only for Fraternal purposes. It is not permissible to print such membership list in any roster, yearbook or pamphlet containing paid advertisement.

Chapters are permitted to use the Internet to promote our programs and organization provided no names, addresses, including e-mail addresses, telephone numbers or any other personal information of our members are used without their written consent given to the chapter Secretary. No solicitation of functions and events shall be permitted as prohibited by our Constitution, Rules and Regulations. No portion of our Ritual or Secret Work is to be reproduced as prohibited by our laws.

Section 52. MEMORIAL SERVICE

Memorial services for deceased members shall be held annually either at the last or only stated meeting in November or on the last Sunday in November at 3:00 P.M.

Any chapter may by majority vote elect to hold a joint Memorial Service with another chapter.

Section 52-A. MERGING OF CHAPTERS

When two or more chapters desire to merge and form one new chapter, the following procedures should be followed:

The chapters that are considering merger shall notify its members in writing that the matter of merging will be considered at a special joint informal meeting(s). The purpose of this meeting is to consider merging of said chapters, the selection of a name, location, date and time of meeting, financial matters, disposition of paraphernalia, and such other matters as deemed necessary.

After the special joint informal meeting, all property and assets of the requesting chapters shall be held until the merger is complete. As of the date of the meeting at which merger is first discussed only current operating expenses and all debts may be paid by the chapters seeking to merge. No other assets of the chapters may be donated, transferred or otherwise disposed of until the merger is complete.

a. At a stated meeting of each chapter, all members having been notified, the desire to merge shall be voted on, after a motion has been made and duly seconded. If the motion is passed by two-thirds majority vote, the Secretary will be instructed to notify the other chapter(s) of the vote.

b. Once the chapters are in agreement to merge, all chapters shall request a Special Dispensation to Merge Chapters from the Worthy Grand Patron, who will refer the request and order to merge to the Dispensations and Charters Committee for action.

c. All property of the chapters (except the charters and excess copies of the secret work, which shall be returned to the Grand Secretary), shall belong to the newly merged chapter. All books and paraphernalia should be turned over to the newly merged chapter within two weeks of the merger.

d. All of the members of each chapter automatically become members of the newly merged chapter, and all dual and plural members automatically become dual/plural members of the merged chapter, due notice being given to primary chapter(s). New dues cards will be issued the following year to all members. The members having signed the bylaws, it will not be necessary they sign again. Immediate consideration should be given to those members holding Emeritus status and Life Membership. (2013)

Section 53. **MILEAGE AND PER DIEM**

When mileage and per diem is due to the representatives of subordinate chapters, it shall be paid only to one delegate from each chapter; i.e. to the Worthy Matron, Worthy Patron, Associate Matron or Associate Patron, in that order. If none of these are present, then it shall be paid to the regularly appointed proxy for the Worthy Matron.

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No member will be paid mileage and per diem who registers with the Credentials Committee after 6:00 P.M. on the night preceding the election of Grand Officers.

Members entitled to mileage and per diem will be paid only once per session regardless of the number of capacities served.

Section 54. **NEW JERSEY AND NEW YORK**

Members of the O.E.S. from New York and New Jersey may visit and affiliate with chapters in this Grand Jurisdiction, provided the eligibility upon which their membership is based conforms to the requirements of this Grand Chapter and the Ritual under which it works.

No Master Mason hailing from the Grand Jurisdiction of New York or the Grand Jurisdiction of New Jersey shall be permitted to visit any chapter on avouchment. He shall present documentary evidence of his membership in the Order and pass the prescribed examination. Documentary evidence is a Demit, receipt for dues or a Certificate of Good Standing in the Order and membership in a chapter. Such evidence shall be under seal and dated within one year.

There shall be no exchange of courtesies between this Grand Jurisdiction and the Grand Jurisdiction of New York and New Jersey, in regard to the initiation of candidates.

Affidavit forms authorized by the Grand Chapter of Florida shall be completed by members of New York and New Jersey chapters when visiting any chapter in Florida.

Section 55. **OBJECTIONS**

Any member in good standing, who was not present at the meeting when the candidate was elected, prior to the day of initiation may object to the conferring of the Degrees upon an elected candidate in her/his chapter. She/he cannot be required to disclose a reason therefor when such objection is made either in open chapter or in person to the presiding officer. One objection shall have the same effect as one black cube. A minimum of three objections, which are not withdrawn, shall debar the conferring of Degrees upon an elected candidate. If a minimum of three objections is received, the fact of the objections alone and not the names of the objectors must be entered in the minutes of the chapter at a stated meeting. The Secretary, by direction of the Worthy Matron, shall notify the candidate of the objections. If the objections are not withdrawn after a period of three months from the date they were recorded in the minutes, they shall be equivalent to a rejection by ballot

as of the date the objections were entered in the minutes. The fee shall be returned to the petitioner by chapter check together with a letter of rejection.

Any member in good standing may make a lawful objection to the Worthy Matron and/or Worthy Patron, in person (not by phone), to the admission of a visitor into her/his chapter. The Worthy Matron and/or Worthy Patron shall not divulge to any person the name of the objector. The Worthy Matron and/or Worthy Patron shall prohibit the admission of the visitor during their term of office or until the objection is withdrawn. The objection cannot be carried over from year to year, unless renewed.

A lawful objection to a visitor is an objection based on the knowledge that the visitor is a demitted member without legal right to visit or is under suspension or expulsion in our Order and has no right to visit or is guilty of an offense which violates our Eastern Star Law, Landmarks or Obligation.

This definition of a lawful objection shall be repeated to the objector at the time the objection is made.

Section 56. **OFFENSES**

Whatever is a breach of good morals or a willful violation of the Obligation of the Order, or the laws of the State or of the United States, is an offense against the principles of this Order and may be dealt with promptly.

As piety, secrecy, obedience, temperance, truth, honesty and charity are a few of the many virtues upon which the principles of the Order is based, so, their opposites, profanity, evil speaking, insubordination, deceit, intemperance and derision are a few of the many vices which are subjects of fraternal discipline, and for the correction or vindication of which every chapter involved is responsible to the whole Order.

Every breach or violation of proper fraternal deportment in a chapter, and every wrongful disobedience of a legitimate order, notice or summons from competent Eastern Star authority is contempt. Any member of the Order who disobeys the order of the presiding officer, or in any manner disturbs the harmony of the chapter, either at meetings or at any other time, must be held to strict account by the presiding officer, who shall call the attention of the offender to the fact that a repetition of the offense will subject the offender to trial and suspension from the privileges of the Order.

A chapter cannot be used as a medium to collect a debt, or to adjust a claim, by charges and specifications.

Making and filing of false charges against a Sister or a Brother, knowing them to be false, or making and filing false charges upon information and belief without due and careful investigation as to the truth thereof is conduct not becoming a member of the Order.

Obtaining the Degrees of the Order by fraud, untrue statements or misrepresentations or by knowingly concealing and withholding information relevant and material to eligibility for such membership is a proper subject for discipline.

Every violation of the written or unwritten law, whether from the subordinate chapter or the Grand Chapter, is an offense against the established Laws, usages and customs of the Order of the Eastern Star, and any chapter, Grand or subordinate, of competent Jurisdiction, may take cognizance.

No member of the Order of the Eastern Star may relate, out of the chapter, what is said or done within, for a mischievous, wrongful or vicious purpose. Such conduct would be extremely reprehensible, and shall be punishable accordingly, as the circumstances are aggravated or mitigating.

Any member of a chapter who uses or refers to any written or printed books, manuscripts or papers purporting to disclose or expose the secret work of the Order of the Eastern Star, except the authorized written work of this Grand Jurisdiction when lawfully authorized so to do, shall be subject to discipline.

Any member who shall report to any person, not a member of the Order, the name of a rejected petitioner, or divulge to any person how she or he voted, shall be subject to charges and trial.

Any member who enters an admission of guilt, or a plea of nolo contendere or a plea of no contest or the legal equivalent thereof, or is convicted in a court of any crime recognized as a felony against the laws of the State or Province or against the United States shall automatically suspend a member from all privileges of membership. Upon verification of same, it shall be noted in the minutes and the Worthy Matron shall direct the Secretary to so notify the member of her/his automatic suspension. Notice of same shall be given to the Worthy Grand Matron and Grand Secretary within 15 days from the date of the suspension.

Section 57. **OFFICERS - General, Duties and Authority**

a. **General:**

The officers of a chapter shall consist of a Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress and Associate Conductress who shall be elected annually. The following officers shall be appointed by the Worthy Matron-elect: Chaplain, Marshal, Organist, Adah, Ruth, Esther, Martha, Electa, Warder and Sentinel. (2008)

After installation, the Worthy Matron, Worthy Patron, Associate Matron and Associate Patron cannot resign from office, nor demit from the Order during their term of office.

The installed, elected and appointed officers sign the registration book as officers. The Pro Tem officer serving that meeting signs the registration book as officer (Pro Tem) after the office they are filling. Guest Officers should sign as visitors and list office they are serving as guest. At an installation, the elective and appointive officers are not officers until they are installed. (2010)

A visiting member may fill an office pro tem with the following exceptions:

1. The Secretary must be a member of the chapter.
2. During balloting the Associate Conductress must be a member of the chapter.

All sister officers shall wear white dresses and white shoes when participating in any ritualistic ceremony of the Order of the Eastern Star. If hose are worn, they must be beige. (2022)

Wearing of hats and gloves by members is not permitted during chapter meetings including open Installation of Officers and Memorial services. Exception to be made for medical and/or religious reasons. (Amended 2019)

The officers of each chapter must receive the Grand Instructor for instruction in the floor work as soon after Grand Chapter as practical and before summer recess.

b. Duties and Authority:

1. Worthy Matron:

The Worthy Matron shall preside at the meetings of the chapter, except when the Degrees are being conferred; see that the Constitution, Rules and Regulations and the Bylaws of the chapter are strictly enforced; appoint all committees, unless otherwise provided by resolution or motion; see that the officers faithfully perform all their duties, ensure the annual report of the chapter is sent to the Grand Secretary and give a full accounting of her year's activities at the first stated meeting following installation of her successor.

The Worthy Matron has the authority, and it is her duty, to order the abatement of all illegal actions of the chapter. All such orders must be entered in full upon the minutes of the chapter.

The Worthy Matron may call upon the Worthy Patron to preside at any time.

At the first stated meeting after installation, the Worthy Matron shall appoint a Finance Committee, consisting of three members. This Committee shall function for a period of one year, namely until the first stated meeting after installation of the succeeding year. This Committee shall examine the books, vouchers and accounts of the Secretary and Treasurer, as of the date of installation immediately preceding. A final written report to the chapter of the Committee's findings shall be made. They shall sign and date the Secretary and Treasurer's books as of the date of the audit. The Finance Committee shall be required to report at any time during the year when instructed to do so by the Worthy Matron or the chapter.

If a chapter desires to operate on a budget, the Finance Committee shall also serve as the Budget Committee. It shall be the responsibility of the members of the Finance Committee to promptly meet following their appointment to prepare a budget which should be presented for approval by the chapter at the earliest possible date.

At the first stated meeting after installation, the Worthy Matron shall appoint a Relief Committee consisting of three members and the Worthy Matron who shall be ex-officio chairman. The Committee shall investigate all applications for relief made to the chapter and report the circumstances at the next stated meeting. Should a case require immediate relief, the Worthy Matron may (a majority of the Committee concurring) draw on the Treasury a warrant for an amount approved in the chapter bylaws. The order thus drawn shall be sufficient voucher to the Treasurer to pay same.

The Worthy Matron shall appoint such other committees as may be necessary.

While conducting a school of instruction at a stated meeting is prohibited, this does not prohibit the Worthy Matron or the Worthy Patron from exemplifying any portion of the work to members under "Good of the Order."

The Worthy Matron or Acting Worthy Matron shall sign the minutes at the close of the stated meeting at which they are adopted.

In the event of the dissolution of the chapter, the Worthy Matron, the Secretary and the Treasurer shall promptly deliver the dispensation or charter, books of record and accounts, funds, Rituals, secret work, Signet and other property of the chapter to the Grand Secretary, for preservation.

2. **Worthy Patron:**

The Worthy Patron shall preside during the conferring of Degrees and when requested to do so by the Worthy Matron; assist her in the performance of her duties and have a general supervision over the affairs of the chapter.

Four copies of the secret work are furnished to each chapter. One for the use of the Worthy Patron, one for the use of the Associate Patron, one for the use of the Conductress and one for the use of the Associate Conductress. These copies must always be in the charge of the Worthy Patron. (Amended 2004)

3. **Associate Matron**

The Associate Matron shall perform the duties of her office and in the absence of the Worthy Matron assume all her duties, authority and prerogatives.

The Associate Matron of each chapter which sponsors an Assembly of The International Order of Rainbow for Girls shall recommend, subject to the approval of the chapter, an advisory board as described in these Rules and Regulations under Section entitled **RAINBOW, ORDER OF**.

4. Associate Patron

The Associate Patron shall assist the Worthy Patron and assume his station and duties in the absence of that officer.

It shall be the duty of the Associate Patron to secure the names of Masons, who are members of the chapter, and who have been suspended or expelled by their Masonic Lodge.

5. Secretary:

The Secretary, or acting Secretary (who must be a member of the chapter) shall:

(a) Record and sign the minutes of the chapter in a standard bound O.E.S. minute book if the minutes are to be handwritten, or a Wilson Jones minute book if the minutes are to be typewritten or printed electronically. (2015)

(b) Send statements for dues to each member of the chapter on or before November 15 of each year, for the subsequent year's dues. The statements, will include a request for the Grand Chapter General Fund "A Dime A Week" or \$5.20 as a voluntary contribution. (Amended April 2004)

(c) Receive all monies due to the chapter, including all fees accompanying petitions, record them in an adequate cash book as recommended by the Grand Secretary, and immediately pay same to the Treasurer, taking a receipt therefor.

(d) Keep a registry of all members of the chapter and keep a correct account between the chapter and its members and petitioners and make such reports to the chapter as may be called for from time to time.

(e) Issue all summons for stated and special meetings.

(f) Make and forward to the Grand Secretary on or before January 15 of each year the chapter's Annual Report. All money received for the Grand Chapter General Fund "A Dime A Week" and the International Headquarters Fund shall be remitted, by two separate checks, to the Grand Secretary with the Annual Report. (2010) (2015)

(g) Inform all delinquents of their indebtedness at least one month prior to the first or only stated meeting in December.

(h) Read to the chapter at the first or only stated meeting in December the names of members who fail to pay dues for one year, after being given 30 days notice of such arrears. The member(s) shall be

suspended as of December 31 from all rights and privileges of the Order unless action has been taken by the chapter to remit the dues.

- (i) Promptly notify all members of their suspension.
- (j) Read the names of all suspended members at the first or only stated meeting in January and enter the names in the minutes.
- (k) Promptly notify, under Seal, all chapters in the district of all suspensions, reinstatements and rejections when pertaining to dues.
- (l) Promptly notify, under Seal, all chapters in concurrent jurisdiction of all other suspensions, rejections, reinstatements and restorations.
- (m) Promptly notify the Worthy Grand Matron, the Associate Grand Matron, and Grand Secretary under chapter Seal, of the names of all members suspended for nonpayment of dues. (2022)
- (n) Immediately following the election of officers, complete and mail to the Grand Secretary the form furnished by Grand Chapter, showing the names and addresses of the officers, and furnish the dates that the chapter room is available and may be secured for official visits or inspections.
- (o) Notify the Worthy Grand Matron and Grand Secretary of any change to the chapter bylaws relating to fees, dues and time and/or permanent place of meeting.
- (p) Immediately notify all petitioners of their election or rejection. In case of a rejection, return the fee by chapter check and in case of rejection for affiliation, return the Demit or Grand Chapter Certificate.
- (q) Record in the minutes of the meeting the acceptance or rejection of any petitioners.
- (r) Notify all chapter committees of their appointment, in writing. This includes notifying members appointed on Investigating Committees.
- (s) Will see that the Certificate of Sales Tax for the State of Florida is renewed and remains current for the chapter unless it has been waived by notification in writing from the State of Florida. (2010)
- (t) Deliver all books, papers and other property of the chapter in her/his possession to her/his successor in office by the first stated meeting after installation of officers. (2023)
- (u) Receive such reasonable compensation for services as shall be fixed by the chapter from time to time. (2013)
- (v) Read all chapter correspondence received by the Secretary or any other officer at a stated meeting. Read pertinent information on resumes of all candidates seeking election to Grand Chapter office. (2010)

i. When a chapter has only one stated meeting a month the correspondence must be read at the next stated meeting after receipt.

ii. When a chapter has two stated meetings per month the correspondence must be read no later than the second stated meeting after receipt. Consideration shall be given to correspondence of an urgent nature.

(w) Read any dispensation granted by the Worthy Grand Matron at the next stated meeting of the chapter, record the information in the minutes and attach the dispensation. (Amended 2004)

Retain Chapter correspondence for a period of two years. Any correspondence of an historical value or pertaining to law and usage should be retained in the permanent records of the chapter.

(x) Note in the minutes the receipt of the proposed amendments to the Constitution and Rules and Regulations and distribute copies to the Worthy Matron, Worthy Patron, Associate Matron, Associate Patron. A copy of same will be retained by the Secretary for reference.

(y) Promptly reply to all communications from Worthy Grand Matron or other Grand Officers and furnish all desired information.

(z) Receive the retiring chapter officers property belonging to the chapter. They are required to turn over to the Secretary (before installation of new officers) all property belonging to the chapter including all copies of the Secret Work. The Secretary will give her receipt for same and if there is a shortage in the number of copies of the Secret Work the Worthy Grand Matron shall be notified at once.

(aa) Report the past year's receipts and disbursements to the chapter at the first stated meeting after installation and send a copy of the written report to the Grand Secretary, postmarked by May 15th. Any chapter failing to send the report by the deadline shall pay a fine of \$50.00, by chapter check, unless remitted by the Grand Chapter. (2013 and Amended 2017) (2022)

(bb) Timely file Internal Revenue Service Form 990-N if the chapter income for the year does not exceed authorized limits for filing of Form 990-N. If the income exceeds the authorized limits, the chapter must prepare Form 990 and file it with the Internal Revenue Service.

A copy of the Form 990-N electronic filing acknowledgement or a copy of Form 990, as filed, shall be sent to the Grand Secretary. Any chapter failing to timely file Form 990-N or Form 990 and send a copy to the Grand Secretary within 10 days of filing shall pay a fine of \$50.00 by chapter check, unless remitted by the Grand Chapter. (Amended 2017)

(cc) Ensure that the proper floral emblem is purchased for a deceased member of the chapter. (See Floral Emblem Sketch in Floor Work Book)

(dd) Notify the Grand Secretary of the passing of a Worthy Grand Matron, Worthy Grand Patron, Past Grand Matron or Past Grand Patron of her/his chapter. If the member was a Worthy Grand Matron, Worthy Grand Patron, Past Grand Matron or Past Grand Patron, the proper floral emblem is the Star within a Pentagon which the Grand Secretary will be responsible for purchasing or a donation to a designated fund may be made. (See Floral Emblem Sketch in Floor Work Book.) (2011)

(ee) Perform such other duties as may be required by the Worthy Matron or the chapter.(2010)

6. Treasurer

The Treasurer shall receive all money from the Secretary giving a receipt therefor.

She/he will keep a just and regular account thereof in an adequate cash book as recommended by the Grand Secretary.

The Treasurer will make disbursements by order of the chapter on a warrant signed by the Worthy Matron and Secretary.

She/he shall promptly give written notice to the Secretary of any interest earned on chapter funds.

The Treasurer shall report to the chapter the past year's receipts and disbursements and financial balances (i.e. checking and savings accounts, CD's, stocks, etc.) at the first stated meeting after installation, and send a copy of the written report to the Grand Secretary postmarked by May 15th. Any chapter failing to send the report by the deadline, shall pay a fine of \$50.00, by chapter check, unless remitted by the Grand Chapter. (2013 and Amended 2017) (2022)

At the expiration of her/his term of office, the Treasurer shall deliver all funds, books, papers and other property of the chapter in her/his possession, to her/his successor in office by the first stated meeting after installation of officers. (2023)

7. Other Officers: The remaining officers shall perform the duties indicated by their several titles and stations and be subject to the order of the presiding officer of the chapter.

Section 58. OFFICIAL VISITATION TO CHAPTERS

Each corps of officers during their administration must be inspected either by the Worthy Grand Matron or her Deputy.

If, during the inspection, irregularities or infractions are found which need to be corrected, they shall be noted on an irregularity form and the form left with the Secretary and Worthy Matron for correction and completion.

Schools of Instruction held by the Worthy Grand Matron may be considered Official Visits, with the books being inspected and the officers of the chapter filling their stations. The schools are not to be held on regular

meeting dates. Schools that are to be considered Official Visits of the chapter shall be so designated in the Itinerary.

An Official Visit or Official Inspection shall not be held on a Legal Holiday unless in an extreme emergency.

The housing accommodations for the Worthy Grand Matron or Deputy are to be provided by the chapter and shall be at a place decided by a vote of the chapter.

Section 59. **ORDER OF BUSINESS**

The order of business in the chapter, unless otherwise directed by the Worthy Matron, shall be:

1. Opening Ceremony
2. Reading of Minutes
3. Petitions for Membership, Degrees, Restoration and
4. Reinstatement
5. Reports of Investigating Committees
6. Balloting on Petitions for Membership, Degrees and
7. Restoration
8. Voting on Petitions for Reinstatement
9. Conferring Degrees
10. Reports of Sickness and Distress
11. Reports of Special Committees
12. Reports of Standing Committees
13. Communications and Bills
14. Unfinished Business
15. New Business
16. Good of the Order
17. Receipts and Disbursements
18. Closing Ceremony

Section 60. **PETITIONS**

a. **General** (Amended April 2003)

No person shall be eligible for the Degrees in a chapter in this Grand Jurisdiction except those mentioned in the Ritual and who has attained the age of 18 years, and who has resided in this Grand Jurisdiction for at least six months prior thereto immediately preceding the date of the Petition for Initiation. This does not apply to sea-faring Masons whose home is on board ship and who are without a definite place of family residence, nor to persons who are, and for six months next preceding the date of petition, have been in the United States Navy or Military service, nor to the female relatives of such persons. If the actual residence of a petitioner for initiation is within the jurisdiction of Florida the petition shall be received, though the petitioner is

temporarily absent. Such residence must also continue until ballot on the petition. (Amended April 2003)

A chapter may refuse, for good cause, to receive a petition.

All petitions for initiation or for membership (except as noted herein) shall be in writing, signed by the petitioner, recommended by two members of the chapter, accompanied by the fee and received at a stated meeting. A Petition of Dual or Plural Member for Affiliation does not require recommendation by two members or fee as the petitioner is an affiliated dual or plural member of the chapter and the petition constitutes a request for regular affiliation and termination of dual or plural membership status. (Amended April 2003)

Members recommending petitioners should know the person, be sure that the person is worthy to become a member of the Order of the Eastern Star and ensure that the petitioner personally signs the petition. Those recommending a petitioner must also ask the petitioner "if they have ever been rejected in a chapter of the Order of the Eastern Star." In case of previous rejection, ensure this fact, including the date of such rejection, is entered in full on the back of the petition.

After a petition has been received and referred to the investigation committee, it is the property of the chapter and cannot be withdrawn. It must follow the complete procedure and only objection to petition may be expressed at the ballot box.

The eligibility of a demitted Sister to affiliate is not affected by the Masonic standing of the person through whom she gained eligibility to the Order.

b. Degrees (Initiation)

Any petitioner for the Degrees may petition any chapter in this Grand Jurisdiction without securing a waiver of jurisdiction.

A petition from a rejected applicant for the Degrees shall not be received by any chapter in this Grand Jurisdiction until after the expiration of two months from the date of such rejection. If a previously rejected applicant petitions any chapter within one year from the date of the rejection, a waiver of jurisdiction must be obtained from the rejecting chapter. After one year the rejecting chapter has no jurisdiction over the rejected petitioner. If the actual residence of a petitioner for Degrees is within this Grand Jurisdiction the petition shall be received, though the petitioner is temporarily absent. Such residence must also continue until ballot on the petition.

A widow of a Master Mason who was in good standing at the time of his death, loses her eligibility through her deceased husband to petition for the degrees if she marries again.

The minimum initiation fee shall be not less than \$10.00.

c. Affiliation

No specified time of residence shall be required of petitioners for membership by affiliation in any chapter in this Grand Jurisdiction.

Any unaffiliated member of the Order whose eligibility to membership at the time of initiation was in accordance with the Ritual, may petition any chapter in this Grand Jurisdiction for membership, on presentation of a Petition for Affiliation, properly filled out, accompanied by a Demit, properly signed, or a Grand Chapter or Chapter Certificate of Good Standing, under Seal, regardless of his or her residence. A rejected petitioner for membership for affiliation may present a new Petition for Affiliation at each subsequent stated meeting of the rejecting chapter. However, if the rejected petitioner applies for membership by affiliation in another chapter within one year from the date of such rejection, it will be necessary to obtain a waiver of jurisdiction from the rejecting chapter. After one year the rejecting chapter has no jurisdiction over the rejected petitioner.

d. Reinstatement

1. To restore to membership a member who has been suspended for non payment of dues, a Petition for Reinstatement, recommended by two members of the Chapter, shall be required. Such petition shall be accompanied by the payment of dues for which the member was suspended and the dues for the current year, unless remitted by the chapter. Such petition shall be received only at a stated meeting and referred to an Investigating Committee appointed by the presiding officer.

2. To restore to membership a member who has been suspended for non-payment of dues from a Chapter that through Surrender of Charter no longer exists they will contact the Grand Secretary. A fee of \$50.00 shall be collected by the Grand Secretary and a Grand Chapter Certificate of Good Standing which can then be used to submit a Petition for Affiliation to a Chapter will be issued. (2024)

e. Restoration

To restore to full membership a member who has been suspended or expelled for any cause (other than for automatic suspension as in the case of a Brother who has been suspended or expelled from his Masonic Lodge), a Petition for Restoration, recommended by two members, shall be required. Such petition shall be received only at a stated meeting and referred to an Investigating Committee appointed by the presiding officer. If such petition is rejected, the petitioner may not again petition

the chapter for restoration until after the expiration of one year from the date of such rejection.

Section 60-A.PLURAL MEMBERSHIP WITHIN CHAPTERS IN THIS GRAND JURISDICTION

a. Plural membership is permitted between members in a chapter in this Grand Jurisdiction and in other chapter(s) in this Grand Jurisdiction. (2013)

b. Plural membership in a chapter may be secured by submitting a Petition for Plural Membership accompanied by the appropriate fee and a Certificate of Membership For Plural Membership issued by the applicant's Florida primary or dual chapter under Seal and dated within 60 days. (2016)

A primary chapter is defined as being the chapter of which a Sister or Brother is a member at the time of making application for plural membership. In cases of dual members, their Parent chapter fills the roll as primary chapter.

A Petition for Plural Membership shall follow the same procedure as a Petition for Affiliation. (2022)

c. A plural member shall pay dues and remain in good standing in all of the chapters in which membership is held. Plural members are not exempt from the payment of per capita tax regardless of Emeritus membership status. (2013)

d. The Bylaws shall be signed by the plural members as soon as possible following their election in the manner prescribed by the Floor Work. Should they desire to terminate their membership in their primary chapter and join the chapter as an affiliate member, it is not necessary that they again sign the Bylaws.

e. A plural member may:

1. Vote in all chapters in which she/he holds membership. (2013)

2. Hold elective or appointive office therein, except that she/he may not hold the same elective office in more than one chapter at a given time. (Amended 2017)

3. Plural members in the Grand Chapter of Florida Order of the Eastern Star, can hold voting rights for Grand Chapter from only one subordinate chapter. (Amended 2005)

4. Plural members shall conform strictly to the Bylaws of the chapter in which she/he holds plural membership.

(f) Cessation of Plural Membership:

1. Loss of membership in the primary chapter constitutes loss of plural membership. Secretaries before issuing dues cards for plural members shall verify current receipt for dues in primary chapter.

2. Plural membership shall be terminated upon request, either in person or in writing by the plural member at a stated meeting; shall be noted in the minutes and the Secretary of the primary chapter notified by appropriate form. A special demit, "Demit to Terminate Plural Membership" shall be granted the plural member.

g. Plural members shall not transfer to another chapter in this Grand Jurisdiction but shall terminate such membership in the first chapter by request, either in person or in writing, and submit a Petition for Plural Membership to the other chapter for appropriate action and regular procedure.

h. Plural members desiring to become regularly affiliated members must complete and present, at a stated meeting, a Petition of Dual or Plural Member for Affiliation. A Certificate of Good Standing, dated within 60 days and issued, under Seal, by the primary chapter must accompany the Petition for Affiliation. After a petition has been received it is the property of the chapter and cannot be withdrawn. The member must not be indebted to either chapter or have any charges pending. There shall be no affiliation fee, investigation or balloting on the petition of a petitioner for regular affiliation who is a plural member in good standing in the chapter. The Worthy Matron shall declare the petition accepted and the requested change of membership status approved. The secretary of the chapter shall notify the primary chapter. Upon receipt of the demit from the primary chapter, the Worthy Matron will declare the plural member an affiliated member of the chapter and the fact shall be entered in the minutes and on the records. The date of the demit from the primary chapter shall be the date of regular affiliation and the termination of plural membership of the petitioner. It is not necessary that the member again sign the by-laws of the chapter. (Amended April 2003)

Such transfer of Primary membership to a Plural chapter does not affect membership in other plural chapters as the above change of primary membership is simultaneous with the date of the change of membership in the new chapter. The secretary of the new primary chapter shall notify all chapters in which the member holds plural membership of this status change of membership in the new primary chapter. (2024)

i. A primary chapter is defined as being the chapter of which a Sister or Brother is a member at the time of making application for plural membership.

j. If the chapter of a plural member surrenders the chapter charter, the plural membership shall be automatically terminated and no Grand Chapter Certificate of Good Standing shall be issued to a plural member by the Grand Secretary. (2010)

k. At the request of a member, either in person or in writing at any stated meeting of the chapter, a Certificate of Membership For Plural Members (To be used between Florida Chapters) shall be issued. This certificate shall be signed by the Secretary and under seal of the chapter and shall be void at the expiration of 60 days unless submitted for plural membership.

Certificates of Membership For Plural Membership (To be used between Florida Chapters) for Dual members who desire to become a Plural Member in another Florida Chapter shall be issued by the Florida Chapter in which the Dual Member holds primary dual membership. (2016)

Page Revised 2003, 2008, 2010, 2013, 2014 pagination, 2016 and 2022

Section 61. **PRAYERS**

No prayers shall be substituted for those in the Ritual.

Section 61-A. **PROBATION** (Added 2008)

Chapters placed on probation, shall be notified by the Worthy Grand Matron in writing, under seal, the reason therefore, listing terms of probation, which should be met during probation time or Charter may be subject to immediate arrest by the Worthy Grand Matron.

The Worthy Grand Matron shall appoint a Deputy to inspect the chapter during such period of probation. The Deputy shall visit the chapter and counsel them in correcting the conditions causing the problem. The Deputy shall report to the Worthy Grand Matron periodically as to the condition existing in such chapter.

Chapters under Probation shall not accept petitions, assign investigating committees, ballot or confer degrees except by special permission from the Worthy Grand Matron. There shall be no disbursing of chapter funds, except established monthly bills. The chapter must hold all stated meetings.

The Worthy Grand Matron shall report the status of the chapter under probation at the annual session of the Grand Chapter.

In the event the Grand Chapter places a chapter on probation, the Grand Secretary shall immediately notify said chapter of such fact, stating reasons for such probation.

Section 62. **PROFICIENCY**

All members in good standing in the chapters in this Grand Jurisdiction and members holding a Demit dated within one year are eligible to take the Proficiency Test or complete four hours of Certified Proficiency Classes and attend one Chapter, District or Grand Officers School of Instruction. (2006 and 2014)

Section 63. **QUORUM**

The presence of the dispensation or charter and seven members of the chapter, including one of the first four officers, shall constitute a

quorum for the transaction of business. When balloting upon petitions for initiation or affiliation or when conferring Degrees, a Brother must be present. He need not be a member of the chapter.

When only seven members of a chapter are present, the offices which must be filled are: Worthy Matron (or Worthy Patron), Associate Matron, Secretary, Conductress, Chaplain, Warder and Sentinel.

Visiting members cannot be included in the number for a quorum.

Section 64. **RAINBOW, ORDER OF**

The Associate Matron of each chapter which sponsors an Assembly of the International Order of Rainbow for Girls shall recommend, subject to the approval of the chapter, an Advisory Board as described in the Statutes of Supreme Assembly Pertaining to Subordinate Assemblies, Sections regarding Sponsoring Bodies, Eligibility for Advisory Boards, Composition of Advisory Board and Selection of Advisory Board. It is the duty of the Associate Matron to review these statutes and make recommendations in accordance thereto.

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Subordinate chapters shall refrain from incorporating in their bylaws any regulations governing the Order of Rainbow since Rainbow has its own bylaws established by the Supreme Assembly.

Section 65. **REINSTATEMENT FOR NONPAYMENT OF DUES**

To restore to membership a member who has been suspended for non-payment of dues from a Chapter that through Surrender of Charter no long exists they will contact the Grand Secretary. A fee of \$50.00 shall be collected by the Grand Secretary and a Grand Chapter Certificate of Good Standing which can then be used to submit a Petition of Affiliation to a Chapter will be issued. (2024)

To reinstate a member who has been suspended for nonpayment of dues, a Petition for Reinstatement, recommended by two members of the chapter, shall be required. Such petition shall be accompanied by the payment of dues for which the member was suspended and the dues for the current year, unless remitted by the chapter. Such petition shall be received only at a stated meeting and referred to an Investigating Committee appointed by the presiding officer.

When the committee reports at a subsequent stated meeting, it shall require a two-thirds vote, by written secret ballot, to reinstate one who has been suspended for nonpayment of dues to membership. If the chapter refuses to reinstate the suspended member, the amount paid shall be refunded by chapter check. A Petition for Reinstatement shall not be received again until after the expiration of one month from the date of rejection. The Secretary shall notify all chapters, under seal, in their respective districts of the rejection.

A collective written ballot on Petitions for Reinstatement may be taken. If the collective ballot does not receive a two-thirds vote, an individual written ballot shall be taken on each petition.

Reinstated members have all the rights and privileges of membership after being reinstated. It is not necessary that they again sign the bylaws.

Should the whereabouts of emeritus members who are no longer on the chapter's roll subsequently be determined, and after review of said member's status, they shall be automatically restored to membership.

Where Life Members whose names are no longer on the roll of membership, but whose whereabouts are subsequently determined, restoration shall be automatic and payment of per capita tax on said members shall be resumed by the chapter.

Section 66. **REJECTION**

Perpetual jurisdiction over a rejected petitioner by the chapter in which such rejection is held is not recognized, only one year's time is recognized as described herein.

Degrees: A petition from a rejected applicant for the Degrees shall not be received by any chapter in this Grand Jurisdiction until after the expiration of two months from the date of such rejection. If a previously rejected applicant petitions any chapter within one year from the date of the rejection a waiver of jurisdiction must be obtained from the rejecting chapter. After one year the rejecting chapter has no jurisdiction over the rejected petitioner.

In case of a rejection of a petitioner for the Degrees, the Secretary shall immediately notify the petitioner and refund the fee by chapter check.

Affiliation: A rejected petitioner for membership by affiliation may present a new Petition for Affiliation at each subsequent stated meeting of the chapter. If a rejected petitioner applies for affiliation in another chapter and within one year from the date of rejection, the receiving chapter must obtain a waiver of jurisdiction from the rejecting chapter.

In case of a rejected petitioner for affiliation, the Secretary shall immediately notify the petitioner, return the Demit or Grand Chapter Certificate and refund the fee by chapter check. The Secretary shall notify, under seal, all chapters in concurrent jurisdiction of the rejection.

Reinstatement: A rejected petitioner for reinstatement for nonpayment of dues shall not be received by the chapter until after the expiration of one month from the date of the rejection.

Restoration: A petition for a rejected petitioner for restoration shall not be received by the chapter until after the expiration of one year from the date of such rejection.

Section 67. **RELIEF**

At the first stated meeting after Installation, the Worthy Matron shall appoint a Relief Committee consisting of three members and the Worthy Matron who shall be ex-officio chairman. The Committee shall investigate all applications for relief made to the chapter and report the circumstances at the next stated meeting. Should a case require immediate relief, the Worthy Matron may (a majority of the Committee concurring) draw on the Treasury a warrant for an amount approved in

the chapter bylaws. The order thus drawn shall be sufficient voucher to the Treasurer to pay same.

It shall be the duty of the Relief Committee to annually review the status of the Chapter's Emeritus members and report at a stated meeting.

Section 68. **RESIGNATION**

After installation, the Worthy Matron, Worthy Patron, Associate Matron and Associate Patron cannot resign from office, nor demit from the Order during their term of office.

A permanent vacancy in any of the first four officers occurs by death, permanent removal from this Grand Jurisdiction, suspension or expulsion from the Order, removal from office by competent authority, or in case of suspension of a dual member in her/his primary chapter, or in the case of a brother's suspension or expulsion from a Lodge of Free and Accepted Masons.

Permanent vacancies in the remaining elected and appointed offices of a chapter occur by death; resignation from office; demit, permanent removal from this Grand Jurisdiction; suspension or expulsion from the Order; removal from office by competent authority, or in the case of a Brother, suspension or expulsion from his Masonic Lodge.

Section 69. **RESTORATION**

To restore to full membership in a subordinate chapter a member who has been suspended or expelled for any cause (other than for automatic suspension in case of a Brother who has been suspended or expelled from his Masonic Lodge or a member who has been suspended for nonpayment of dues), a written Petition for Restoration, recommended by two members shall be required, which shall be received only at a stated meeting and referred to an Investigating Committee appointed by the presiding officer. When the Committee reports, at a subsequent stated meeting, it shall require a unanimous vote, expressed by secret ballot, to restore one to membership. If such petition is rejected the petitioner may not petition the chapter for restoration until after one year from the date of such rejection.

A member suspended for a definite time becomes a member in good standing again at the expiration of that time without action of the chapter, provided the facts that the restoration is effective shall be stated in the minutes.

When a chapter becomes defunct after imposing the penalty of suspension or expulsion on a member, the penalty can only be removed by the Worthy Grand Matron or Grand Chapter upon the recommendation of some subordinate chapter. Prior to recommending the member, the chapter must make an investigation in the same manner as for a member applying for membership.

Grand Chapter has inherent power to reinstate an expelled or suspended member upon written petition of such member, recommended by two members and presented at least 90 days prior to Grand Chapter, without the necessity of action by a subordinate chapter. It may exercise such power after review of all circumstances relating thereto and reports of appropriate committee thereon. It may entertain and grant the written petition of a subordinate chapter, submitted at least 90 days prior to Grand Chapter, for the restoration of a member or former member of the chapter suspended or expelled by the Grand Chapter, after investigation and report of an appropriate committee thereon. Upon receipt of such petition, the Worthy Grand Matron shall immediately appoint an Investigating Committee, consisting of three members of Grand Chapter, one of whom must be a Brother. The Committee's duties shall be the same as described in Rules and Regulations for the Government of Subordinate Chapters in Florida, INVESTIGATING COMMITTEE. The Committee shall make its report at the next Annual Session and when the Committee reports it shall require a unanimous vote of the members of Grand Chapter, present and voting, expressed by written secret ballot, to restore one to membership. If such petition is rejected, no petition for restoration of the suspended or expelled member shall be received by Grand Chapter until after the expiration of one year from the date of the rejection. Should Grand Chapter's action be the restoration of membership, said action does not, however, restore the party to membership in the subordinate chapter in which she or he was formerly a member, without the unanimous consent of the subordinate chapter, as in the case of a ballot for membership. If the chapter refuses to restore membership, the Sister or Brother becomes thereby an unaffiliated member and shall receive a Certificate of Good Standing from the Grand Secretary. In all cases of definite suspension, however, the member returns to her/his membership upon the expiration of the term of suspension.

When the Grand Chapter, either in the exercise of its original jurisdiction or on appeal, imposes or affirms a penalty of indefinite suspension or of expulsion, no action in respect to restoration shall be

taken by a subordinate chapter without the express written permission or consent of the Grand Chapter or its authority.

In cases of an appeal from a suspension or expulsion, if the Grand Chapter acquits the accused or reverses the decision of the subordinate chapter, or when the Grand Chapter confirms the decisions of the subordinate chapter, and subsequently restores the party to the rights and benefits of the Order, the action of the Grand Chapter does not, in either case, restore the party to membership in the subordinate chapter from which she or he is suspended or expelled, without the unanimous consent of the subordinate chapter, as in cases of a ballot for membership. If the subordinate chapter refuses to restore membership, the Sister or Brother becomes thereby, an unaffiliated member and shall receive a Certificate of Good Standing from the Grand Secretary.

Restoration for suspension for any member who enters an admission of guilt, or a plea of *nolo contendere* or a plea of no contest or the legal equivalent thereof, or is convicted in a court of any crime recognized as a felony against the laws of a Province, State or against the United States, shall be by petition and unanimous vote of the chapter as provided hereinabove. In the event that the suspended member is later proven innocent of the crime recognized as a felony, his or her restoration shall be automatic, and the membership of the member shall be recorded as continuous from the date of the suspension.

A collective ballot on requests for restoration may be taken and handled in the same manner as a collective ballot upon petitions for affiliation or the Degrees.

Restoration to full membership in a subordinate chapter gives to the Sister or Brother all the rights and privileges of membership. It is not necessary that they again sign the bylaws. The Secretary shall notify, under seal, all chapters in concurrent jurisdiction of the restoration.

Section 70. **RITUAL**

The Ritual and Secret Work are under copyright and therefore the printed reproduction of all or any portion is positively prohibited. Those who are not members of the Order are not allowed to read the Ritual. Any printed copy of any Eastern Star ceremony now in the possession of any person or persons must be destroyed. It shall be unlawful to take pictures during any ritualistic ceremony where Secret Work is being given in a Florida subordinate chapter. Pictures and/or video may be taken at any "open" meeting or at Grand Chapter which is opened with a "Non-Ritualistic" Ceremony. No cameras shall be permitted within the Labyrinth or between the Bible and the East at any time the Bible is open. Members and guests are always to remember to be courteous and refrain from blocking the view of others. (2021)

It is illegal to copy from the Ritual or deface it by cutting out portions and the penalty of forfeiture of membership may be enforced for any such violation.

Section 71. **RULES OF ORDER**

After a chapter has been opened, the officers, members and visitors shall conduct themselves with order and decorum which the dignity of the Order requires. Members shall pay due respect to the presiding officer, to whose commands they shall be attentive and obedient.

No person should enter or leave the chapter room without the permission of the presiding officer.

No member shall speak more than twice upon the same question without the permission of the presiding officer or of the chapter.

All motions shall be seconded and stated by the presiding officer before they shall be open for debate and action; the largest sum or the longest time shall be voted on first.

When a motion is under debate, no motion shall be entertained except to call off, to amend, to postpone to a definite time, or to postpone indefinitely; which several motions shall have precedence in order here arranged, and shall be decided without debate, except a motion to amend.

There are four methods of voting, viz:

1. By show of hands
2. By rising
3. By written secret ballot
4. By secret ballot (using the ballot box)

The vote upon all questions before the chapter shall be decided by a show of hands, unless otherwise specified herein. However, the presiding officer or any member of the chapter may call for a rising vote or a written secret ballot in place of a show of hands.

A deciding vote shall be one of three kinds, viz:

1. Majority vote
2. Two-thirds vote
3. Unanimous vote of the members present and voting

Any member persisting in the violation of these Rules of Order, after being called to order by the presiding officer, may, after charges and trial, be reprimanded, suspended or expelled from the chapter, at its discretion.

Parliamentary law, in accordance with Roberts Rules of Order, Newly Revised, not in conflict with the foregoing regulations, shall govern the deliberation of the chapter.

Any matters that arise pertaining to the government or conduct of a chapter or its members, not specifically covered by the Constitution or these Rules and Regulations, shall be promptly presented to the Worthy Grand Matron.

Section 72. **SCHOOLS OF INSTRUCTION**

At Official Visit/School of Instruction, the books must be inspected and the officers of the chapter must fill the stations. These schools are not to be held on stated meeting dates.

Upon the instruction of the Worthy Grand Matron the Grand Instructors will hold one of the following schools:

District Schools. The Worthy Matron of each chapter in the district will be notified of the time, date and place of each District School. The Officers serving in this school will be equally divided among the chapters in that district. Each officer will be serving in the chapter office they hold for the year. There must be at least six members for each chapter present. In the event that this quota is not met, the Grand Instructor will conduct a school in that chapter. The District Schools and/or the chapter school must be held as soon after Grand Chapter as practical and before summer recess. (2022)

Chapter Schools. The Worthy Matron shall cooperate with the Grand Instructor in preparing an itinerary, listing the dates and times at which she will visit each chapter in her district to instruct the officers and members. The officers of each chapter must receive the Grand Instructor for instruction in the Floor Work as soon after Grand Chapter as practical and before summer recess.

Section 73. **SCOTLAND SUPREME GRAND CHAPTER**

All members of this Grand Chapter are prohibited from communicating with Secretaries of the Masonic Lodges within the Grand Jurisdiction of the Supreme Grand Chapter, O.E.S. of Scotland.

If a petitioner for the Degrees claims eligibility through a Mason belonging to a Masonic Lodge in Scotland, a request may be made to the Grand Secretary of the Grand Lodge of Florida, F. & A.M. to communicate with the Masonic Lodge in Scotland to secure the Masonic standing.

Section 74. **SEAL**

Every chapter, as soon as possible, but not later than 90 days from the date of its Charter, shall procure a seal, with the name, number and location of the chapter, and such other device as it may deem proper, engraved thereon. No document from such chapter shall be deemed authentic without the seal affixed, after the seal has been obtained. The seal may be used only after approval of the chapter.

Section 75. **SECRET WORK**

The reproduction of all or any portion of the Secret Work in any way or manner is positively prohibited. Four copies of the Secret Work are furnished to each chapter. One for the use of the Worthy Patron, one for the use of the Associate Patron, one for the use of the Conductress and one for the use of the Associate Conductress. These copies must always be in the charge of the Worthy Patron. (Amended 2004)

If a copy of the Secret Work is lost or destroyed by accident, a new copy may be furnished to the chapter by the Grand Secretary for the price of \$50.00. When a copy of Secret Work becomes tattered or torn, it may be exchanged by the Grand Secretary for a fee of \$5.00 per copy. (Amended 2017)

The four copies of the secret work shall be turned over to the Secretary before the installation of new officers. The Secretary shall give the receipt for same and shall require a receipt from the Worthy Patron to whom the Secret Work is delivered at installation. The Secretary shall give her receipt for same and if there is a shortage in the number of copies of the Secret Work she shall notify the Worthy Grand Matron at once. (Amended 2004)

Section 76. **SOCIAL FUNCTIONS**

Subordinate chapters may have social functions, not in association with stated or special chapter meetings, not necessarily held in lodge or chapter rooms, including, but not limited to, chapter anniversaries, courtesy meetings, honor meetings or homecomings, or such others as the chapters shall deem appropriate. Such social functions shall be for members and their families and shall, at all times, be in keeping with the decorum and dignity and good and welfare of the Order.

Suitable invitations to such social functions may be mailed or distributed to the subordinate chapters in this Grand Jurisdiction and shall not require the approval of the Worthy Grand Matron.

Before holding any social functions for members and their families, it shall be determined that the building in which such social function is held is covered by adequate liability insurance. No function may be held without the coverage in force.

Section 77. SUNDAY

A chapter cannot lawfully meet on Sunday except for funerals, memorial services or very urgent charity.

Section 78. SURRENDER OF CHARTER

Charters may be voluntarily surrendered by action of the chapter at any regular stated meeting by a two-thirds vote of the members present, provided 15 days written notice has previously been given of the purpose of such meeting to all members of the chapter at their last known address.

Upon the surrender of the charter of any chapter, the Secretary and Treasurer of the chapter shall, within three months thereafter, forward to the Grand Secretary its Charter, all books, secret work, papers, jewels, funds and furniture. All of such property shall be retained by the Grand Secretary until disposed of by the Grand Chapter. In the case of refusal or neglect of said officers to make such returns, the Worthy Grand Matron shall have the power to enforce this statute.

When a chapter voluntarily surrenders its Charter such act is final and the charter cannot be restored.

Section 79. SUSPENSION

Any member of a chapter who fails to pay dues for one year, after being given 30 days notice of such arrears and the name read to the chapter by the Secretary, at the first or only stated meeting in December and recorded in the minutes, shall be suspended as of December 31 from all rights and privileges of the Order, unless action has been taken by the chapter to remit dues. The Secretary shall promptly notify all members of their suspension. The names of all suspended members must be read at the first or only stated meeting in January and entered in the minutes. The Secretary shall notify all chapters in their respective districts, under seal, of all suspended members. After notification to the chapters in their respective districts, the Secretary will send a copy of this information to the Worthy Grand Matron, the Associate Grand Matron and Grand Secretary. (Amended 2005) (2022)

Emeritus members whose whereabouts are unknown and cannot be determined for two years shall be automatically removed from the roll of membership.

The names of Life Members whose whereabouts are unknown for two years and cannot be determined by use of certified mail, return receipt, shall be automatically removed from the roll of membership, thus exempting the chapter from payment of per capita tax for such members. (Amended 2004)

Entry of a plea of nolo contendere or a plea of no contest or the legal equivalent thereof or conviction in a Court of any crime recognized as a felony against the laws of a Province, State or against the United States, shall automatically indefinitely suspend a member from all privileges of membership. Upon verification of same, it shall be noted in the minutes and the Worthy Matron shall direct the Secretary to notify the member of her/his automatic indefinite suspension.

Suspension of a dual or plural member in her/his primary chapter requires immediate suspension in the Florida chapter of the dual member or the secondary chapter of the plural member.

The suspension or expulsion of a brother from a Masonic Lodge deprives him of all the rights of membership in this Order. His restoration to membership in his Masonic Lodge automatically restores him to membership in his chapter. It is not necessary for the chapter to take any action in either case, but the facts of the suspension and restoration, if effected, shall be recorded in the minutes. It shall be the duty of the Associate Patron to secure the names of Masons who are members of the chapter and who have been suspended or expelled by their Masonic Lodge.

Any suspension of a member by a chapter becomes effective as of the date the chapter voted to suspend, provided, however, that the accused shall have the right of appeal to the Grand Chapter.

See also PENAL CODE

Section 80. **TEMPLES** - (Halls, Building Projects or Investments)

No chapter shall invest any of its funds in any manner or obligate itself in any way for the purpose of acquiring or erecting any building or other structure for the occupancy, in whole or in part, by the chapter. Any plan for the financing of such building, and the plans and specifications of such structure, together with the estimates of costs, shall be submitted to and approved in writing by a majority of a special

committee. This special committee shall consist of the Worthy Grand Matron, Worthy Grand Patron and the members of the Finance Committee of Grand Chapter. Nor shall any chapter invest any funds in the obligations or securities or otherwise participate in the financing of any Temple, Corporation or Association whatsoever, without the approval of the special committee.

No chapter may hold joint ownership in real property with any individual or any other fraternal or civic organization.

Section 81. **TRIALS**

No member of the Order may be deprived of membership, or any chapter its Charter, except by due process of the laws except as set forth in the Grand Chapter Constitution, Rules and Regulations for the Government of Subordinate Chapters in Florida and Penal Code.

No member shall be suspended or expelled for any offense whatsoever except on written charges and specifications and due notice of the time and place of trial as provided in the Grand Chapter Constitution, Rules and Regulations for the Government of Subordinate Chapters in Florida and Penal Code. This does not apply to suspension for nonpayment of dues, an entry of a plea of nolo contendere or a plea of no contest or the legal equivalent, the conviction of a felony or automatic suspension of a Brother who has been suspended or expelled from his Masonic Lodge, which suspensions are provided for elsewhere in the Grand Chapter Constitution, Rules and Regulations for the Government of Subordinate Chapters in Florida and Penal Code.

All matters pertaining to offenses, discipline, penal jurisdiction, preferment of charges, service thereof and answer, duties of members, officers, the chapters and Grand Chapter, the taking of testimony, agreements and stipulations, the trial, either by a chapter or Trial Commission, sentence and penalty, request for trial by trial commission, appeals, action of Grand Chapter on appeals, restoration of membership and Grand Chapter Trials, not set forth in the Constitution and Rules and Regulations for the Government of Subordinate Chapters in Florida, shall be as specified in the Penal Code.

The vindication or sanction of Eastern Star justice for the correction of errors and the protection of the just against the contamination of evil, is a necessary ingredient in the scientific organization of the Order of the Eastern Star, for which purposes four general penalties, viz:

1. Reprimand
2. Definite suspension
3. Indefinite suspension, and
4. Expulsion

have been established and which, respectively, apply to every grade and species of offense that can be committed against the Laws of the Order.

Section 82. **UNIFORM CODE OF BYLAWS**

All chapters are required to adopt the Uniform Code of Bylaws. They may adopt such additions thereto as shall not conflict with the Constitution or Rules and Regulations for the Government of Subordinate Chapters in Florida.

Chapter bylaws may be amended or repealed at a stated meeting, by a two-thirds vote of the members present and voting. The proposed amendment or repeal shall have been presented in writing at the previous stated meeting and shall not conflict with the existing Constitution or Rules and Regulations for the Government of Subordinate Chapters in Florida.

When resolutions relate to dues, fees or change of time and/or permanent place of meeting, the members residing within a radius of 50 miles of the chapter, must be notified by telephone, chapter bulletin, or by mail. If notified by telephone, a log of members contacted must be verified and filed with the chapter Secretary.

All additions to or amendments of bylaws of chartered chapters shall be submitted to the Worthy Grand Matron or to the Grand Chapter for approval. It is not necessary to obtain approval for amendments relating to fees, dues, change of time and/or permanent place of meeting. However, the Worthy Grand Matron and Grand Secretary shall be notified of any such change. The Chairman of the Itinerary Committee should be notified of any change in time or permanent place of meeting.

It is hereby made the duty of all subordinate chapters to amend their bylaws to conform in all respect to these regulations.

Matters pertaining to finances of the chapter shall not be incorporated in the chapter bylaws except as provided in the Uniform Code. (Financial matters shall be handled by the chapter finance committee.)

Section 83. **VACANCIES**

After installation, the Worthy Matron, Worthy Patron, Associate Matron and Associate Patron cannot resign from office nor demit from the Order during their term of office.

A permanent vacancy in any of the first four officers occurs by death, permanent removal from this Grand Jurisdiction, suspension or expulsion from the Order, removal from office by competent authority, or in case of suspension of a dual member in her/his primary chapter, or in the case of a brother's suspension or expulsion from a Lodge of Free and Accepted Masons.

Permanent vacancies in the remaining elected and appointed offices of a chapter occur by death, resignation from office, demit, permanent removal from this Grand Jurisdiction, suspension or expulsion from the Order, removal from office by competent authority, or in case of suspension of a dual member in her/his primary chapter, or in the case of a Brother's suspension or expulsion from his Masonic Lodge.

Permanent vacancies in elected offices shall be filled by a majority vote at any stated meeting of the chapter. All members residing within a 50-mile radius of the chapter (except those members who may be residing in Nursing Homes) shall be notified by telephone where practical, chapter bulletin, or mail. If notified by telephone, a log of members contacted must be verified and filed with chapter Secretary. In the case of the Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, a dispensation for such election must be obtained from the Worthy Grand Matron.

Permanent vacancies in appointed offices may be filled by the Worthy Matron at any stated meeting of the chapter.

Officers elected or appointed to fill vacancies, shall be installed as soon thereafter as practicable and no dispensation shall be necessary therefor.

A temporary vacancy caused by the absence of any officer at a stated meeting, shall be filled by appointment of a pro tem by the Worthy Matron.

A visiting member may fill an office pro tem with the following exceptions:

1. The Secretary must be a member of the chapter.

2. During balloting the Associate Conductress must be a member of the chapter.

Section 84. VISITORS

Unless vouched for, any member of the Order who desires to visit a chapter in this Grand Jurisdiction, shall first be required to show a receipt for dues which shall be countersigned and dated within one year a Demit or Grand Chapter Certificate of Good Standing under Seal and dated within one year immediately preceding the date of the proposed visit, and be examined.

All visitors shall be required to show, each year, a receipt for dues, Demit or Grand Chapter Certificate as described above.

If a member or visitor has failed to sign her/his dues card but can produce evidence of or signature on other papers or cards in her/his possession, the examining committee shall permit the member or visitor to sign his or her name to the dues card and, upon comparison of the signature, if the committee is satisfied, proceed with the examination.

Members of the O.E.S. from New York and New Jersey may visit with chapters in this Grand Jurisdiction, provided the eligibility upon which their membership is based, conforms to the requirements of this Grand Jurisdiction and the Ritual under which it works.

No Master Mason hailing from the Grand Jurisdiction of New York or the Grand Jurisdiction of New Jersey shall be permitted to visit any chapter on avouchment, but he shall present documentary evidence of his membership in the Order and pass the prescribed examination. Documentary evidence is a Demit, receipt for dues or a Certificate of Good Standing in the Order and membership in a chapter, such evidence in each case, under seal and dated within one year.

Any member in good standing may make a lawful objection to the Worthy Matron and/or Worthy Patron, in person (not by phone), to the admission of a visitor into her/his chapter. The Worthy Matron and/or Worthy Patron shall not divulge to any person the name of the objector. The Worthy Matron and/or Worthy Patron shall prohibit the admission of the visitor during their term of office or until the objection is withdrawn. Such objection cannot be carried over from year to year unless renewed. A lawful objection to a visitor is an objection based on the knowledge that the visitor is a demitted member without legal right to visit or is under suspension or expulsion from the Order, and has no right to visit, or is guilty of an offense which violates our Eastern Star

Law, Landmarks or Obligation. This definition of a lawful objection shall be repeated to the objector at the time the objection is made.

Section 85. WAIVER OF JURISDICTION

A waiver of jurisdiction is not required for a Petition for Initiation or Affiliation except in the case of previous rejection.

a. When a Petition for Initiation or Affiliation is received by a chapter from a previously rejected petitioner and a waiver of jurisdiction is required from the rejecting chapter in this Grand Jurisdiction, and before appointing the Investigating Committee, the Secretary, after majority vote of the chapter, shall be directed to write under Seal to the Secretary of that chapter holding jurisdiction over the rejected petitioner requesting that a waiver of jurisdiction be granted.

b. The chapter holding jurisdiction shall take action upon the request for a waiver of jurisdiction when it is received at a stated meeting. A request for a waiver of jurisdiction over a previously rejected petitioner shall be granted only by a clear vote of the chapter, expressed by secret ballot. A clear ballot is one that contains less than three black cubes. If exactly three black cubes appear, the ballot shall be immediately ordered again, which shall be final. The secretary then notifies the chapter holding the petition the waiver is granted or denied as the case may be.

c. A collective ballot of not more than five requests for waiver of jurisdiction may be taken. A clear ballot is necessary to grant the waiver(s).

1. In balloting collectively, if zero, one or two black cubes appear, the requests for waiver of jurisdiction shall be granted. However, if three or more black cubes appear, the ballot shall be immediately taken separately on each of the requests for waiver of jurisdiction as if no vote had been taken.

2. In balloting separately on request for waiver of jurisdiction, if four or more black cubes appear in the first separate and individual ballot, the request for waiver shall be denied. If, however, exactly three black cubes appear the ballot shall be immediately taken again.

3. If in the second separate and final ballot, three or more black cubes appear, the request for waiver of jurisdiction shall be denied. (Section 85 revised 2010)

d. When a waiver of jurisdiction is desired from a Chapter in another Grand Jurisdiction, the Secretary, upon majority vote of the chapter, shall make such request, under seal, through the Grand Secretary of this Grand Jurisdiction. The Grand Secretary should make a like request of the Grand Secretary of that Grand Jurisdiction who shall under official seal, notify the chapter of the request.

If a chapter in another Grand Jurisdiction wishes a waiver of jurisdiction granted by a chapter in this Grand Jurisdiction, the above procedure shall be reversed.

End R & R

**BYLAWS
OF
THE GRAND CHAPTER OF
FLORIDA
ORDER OF THE EASTERN
STAR, INC.
REPRINT WITH REVISIONS ADOPTED
THROUGH APRIL 2017**

Corporate Structure

BYLAWS OF THE GRAND CHAPTER OF FLORIDA ORDER OF THE EASTERN STAR, INC.

Section 1. **Corporate Entity:** The Grand Chapter of Florida Order of the Eastern Star is a regularly constituted Eastern Star Chapter originally organized on June 7, 1904. It is subject to and governed by the General Grand Chapter and those laws and customs that govern all Grand Chapters under General Grand Chapter. The Grand Chapter of Florida, Order of the Eastern Star, Inc., is a body politic and corporate created and existing under the laws and statutes governing non-profit Florida Corporations of and by virtue of Articles of Incorporation filed and approved on August 21, 1995.

Section 2. **Jurisdiction:** The jurisdiction of the Grand Chapter of Florida extends over all the subordinate chapters within the political boundaries of the State of Florida, and within which it is the Supreme Eastern Star head and authority.

Section 3. **Corporate Board:** The Corporate Board of the Grand Chapter of Florida Order of the Eastern Star, Inc., herein also referred to as the Corporate Board or Board, shall consist of the Worthy Grand Matron, Chairman, Associate Grand Matron, Vice Chairman, the Worthy Grand Patron, Associate Grand Patron, Grand Secretary, Grand Treasurer, Grand Conductress, Associate Grand Conductress, Grand Sentinel, Jurisprudence Committee Chairman and the Finance Committee Chairman. The aforesaid Grand Officers and the Jurisprudence Committee Chairman and the Finance Committee Chairman shall be members of the Corporate Board by virtue of the office or appointment they hold, and each shall have one vote in matters coming before the Corporate Board. One Past Grand Matron or Past Grand Patron and one Past Matron or Past Patron shall serve on this Corporate Board and each shall have one vote in matters coming before the Board. These two appointments shall be made by the Worthy Grand Matron and they shall each serve for one year unless reappointed to serve for the following year. No appointed member shall serve more than three consecutive years on the Corporate Board. When, because of death or otherwise, an appointed member cannot complete the year of service, the vacancy shall be filled by the Worthy Grand Matron. In the event of incapacity or inability of the Chairman to serve, the Vice

Chairman shall serve as Acting Chairman. Grand Secretary shall serve as Corporate Secretary to the Corporate Board.

The Legal Advisor shall be an ex-officio member of the Corporate Board but shall not be a voting member.

All decisions of the Corporate Board shall be by majority vote of the members present and voting. There shall be no proxy voting.

Section 4. **Meetings:** The Corporate Board shall meet a minimum of three times a year and the meetings shall be called by the Chairman or Acting Chairman. The Chairman or Acting Chairman and any other four members shall constitute a quorum.

Section 5. **Seal:** The Seal of the Grand Chapter shall be the Corporate Seal and shall be affixed by the Grand Secretary to all documents requiring such Seal. In the event of incapacity or for any other reason the Grand Secretary shall be unable to affix such Seal, the Corporate Board may designate a member of the Corporate Board to affix such Seal as Acting Secretary.

(a) The inscription on the Corporate Seal, which shall be in the custody of and used by the Grand Secretary, shall be "GRAND CHAPTER OF FLORIDA O.E.S., INC. ORGANIZED 1904" in the space between the circles.

(b) Documents, including but not limited to contracts, requiring execution in the name of or in behalf of the Grand Chapter that obligate it to do or perform any act or action or permit any act or action by another party or provides for expenditure of funds or the purchase or sale of assets, shall be executed by the Chairman or Acting Chairman of the Corporate Board and the Grand Chapter Corporate Seal shall be affixed by the Grand Secretary or Acting Grand Secretary. No such document shall be executed as aforesaid except by approval of the Corporate Board.

Section 6. **Authority, Duties and Limitations Of and On Corporate Board:** The Corporate Board shall have the following authority and duties and be subject to the limitations, restrictions and prohibitions enumerated herein or in the Constitution of the Grand Chapter.

(a) Prescribe by appropriate banking resolution(s) the manner, procedure and requirements for the disbursement of Grand Chapter

funds and provide thereon the genuine signature of at least two Corporate Officers.

(b) Make recommendations for legislation fixing the fiscal year of the Grand Chapter.

(c) No Committee shall be approved or appointed whose operation, meetings or functions will require expenditure of Grand Chapter funds without specific appropriation therefore and approval by the Corporate Board. Any such approval must be recorded in the Minutes of the said Board together with detailed statement of the purpose, authority and scope of activity of the Committee. No Committee shall be approved or appointed for a purpose, project or program that is within the power, jurisdiction or scope, either expressly or by fair implication, of an Officer or Committee provided for in the Constitution or Rules and Regulations for the Government of Subordinate Chapters in Florida.

(d) No program, project or undertaking shall be initiated, promoted, carried on or prosecuted which requires expenditure of Grand Chapter funds or solicitation of funds from the membership of the Order of the Eastern Star unless such programs or projects as are authorized by Grand Chapter or by the Constitution, Rules and Regulations for the Government of Subordinate Chapters in Florida or with written approval of the Corporate Board. If approved by the Corporate Board, such approval shall set forth, in detail, the nature, scope, purpose, method of procedure and other relevant matters in respect to the proposed project or program.

i) Unless specifically authorized by the Constitution, Rules and Regulations, all contracts or other documents committing the expenditure of Grand Chapter funds must be approved by the Corporate Board, signed by the Worthy Grand Matron as Corporate Board Chairman and the Grand Chapter Seal affixed and attested to by the Grand Secretary. Any person signing such a document without the express written permission of the Corporate Board shall be personally responsible for this expenditure of funds and shall reimburse the Grand Chapter for all expenses related thereto, including reasonable attorney fees. (Added 2004)

ii) In accordance with the Constitution of the Grand Chapter of Florida Order of the Eastern Star, Inc., the Grand Secretary and the Grand Treasurer shall deposit all funds and maintain same in one or more FDIC insured financial institutions or SIPC insured securities investment brokerage firms authorized to do business in the State of Florida. All documents required by any financial institution authorizing accounts shall be executed by the Grand Secretary and Grand Treasurer and the corporate seal affixed thereto. (2017)

(e) Subject to review by the Grand Chapter at the next Grand Chapter Session, the Corporate Board may promulgate and issue rules for procedures and conduct of business of any Corporate Committee not in conflict with the Constitution and Rules and Regulations for the Government of Subordinate Chapters in Florida.

(f) The Chairman or Acting Chairman of the Corporate Board shall report, in writing, to the Grand Chapter and to the Corporate Board, at the next Session, all official acts of the Corporate Board. She shall forward her report to the Grand Secretary eight weeks prior to the opening of the Annual Grand Chapter Session for printing. The Grand Secretary shall then mail a copy of the report to each member of the Jurisprudence Committee and to each member of the Corporate Board. This regulation does not prevent the Chairman or Acting Chairman from submitting supplementary reports at the opening of Grand Chapter.

(g) The Corporate Board shall obtain bids for the Master Policy liability insurance policy and shall award the contract to the company providing acceptable insurance in the best interest of Grand Chapter. The Board shall authorize the expenditure of Grand Chapter funds for payment of premiums. The Grand Secretary will notify each subordinate chapter advising the amount of premium due and that payment is required to be made to Grand Chapter within 30 days.

(h) The Corporate Board shall engage the services of a Certified Public accountant who shall audit or review, as stipulated by the Corporate Board, the consolidated financial statements of the Grand Chapter of Florida and the Charitable Foundation. The Certified Public Accountant's report and consolidated financial statements will be submitted to the Finance Committee Chairman and the Corporate Board Chairman no later than 120 days following the end of the fiscal year of the Grand Chapter. (Amended 2004)

(i) The Corporate Board is hereby vested with the following duties and authority over the finances of the Grand Chapter of Florida:

i) During the recess of the Grand Chapter, the Corporate Board shall supervise the financial affairs of Grand Chapter and shall administer the same in accordance with the budget provided by the Constitution of the Grand Chapter.

ii) The Corporate Board members and any authorized agent of such Corporate Board shall have access to the records of every officer, agent, committee and board handling Grand Chapter monies or having supervision of any Grand Chapter function generating income.

iii) The Corporate Board is hereby vested with authority to invest and reinvest current income funds, budgeted funds, and reserve funds in savings accounts or in obligations of the United States of America, maintaining only sufficient checking account balance in the depositories to meet current demands.

iv) The Corporate Board is hereby vested with authority to invest and to reinvest the excess cash funds of Grand Chapter not needed immediately to meet its current demands in securities listed on recognized stock exchanges in the United States of America or traded on the NASDAQ stock market or in bonds of the United States of America, or indirect obligations of the United States Government, or agencies which are fully guaranteed by the United States Government, or in securities issued by instrumentalities of the United States Government, or in corporate bonds having a rating of "A" or greater by some nationally recognized rating institution.

v) The Corporate Board shall employ the services of a Registered Investment Advisor or Advisors and shall make investments only on the advice of such Investment Advisor or Advisors.

vi) The Corporate Board may authorize the Investment Advisor or Advisors selected to make sales and purchases of securities according to prescribed limitations and guidelines approved by the Corporate Board.

Section 7. **Amendments to the Bylaws:** These Bylaws may be amended in the same manner as provided for amendments to the Constitution of The Grand Chapter of Florida Order of the Eastern Star, Inc.

BYLAWS
OF
THE GRAND CHAPTER OF FLORIDA
ORDER OF THE EASTERN STAR,
CHARITABLE FOUNDATION, INC.

Print Complete with all Revisions
Adopted Through April 2021

Corporate Structure

**BYLAWS OF THE GRAND CHAPTER OF FLORIDA
ORDER OF THE EASTERN STAR
CHARITABLE FOUNDATION, INC.**

Section 1. **Corporate Entity:** The Grand Chapter of Florida, Order of the Eastern Star Charitable Foundation, Inc., is a body politic and corporate created and existing under the laws and Statutes governing non-profit Florida Corporations and by virtue of Articles of Incorporation filed in and approved on August 21, 1995.

Section 2. **Charitable Foundation Board:** The Board of the Grand Chapter of Florida Order of the Eastern Star, Charitable Foundation, Inc., herein also referred to as the "Charitable Foundation Board," shall be composed of ten members as follows; Worthy Grand Matron, Chairman; Associate Grand Matron, Vice Chairman; Worthy Grand Patron, Associate Grand Patron, Grand Secretary, Grand Treasurer, Grand Conductress, Associate Grand Conductress, Grand Sentinel, and Finance Chairman. (Amended 2019, 2021)

In the event of the incapacity or inability of the Chairman to serve, the Vice Chairman shall serve as acting Chairman. The Grand Secretary shall serve as the Corporate Secretary to this Board. Each of the ten board members shall have one vote in matters which come before the Charitable Foundation Board. (Amended 2004)(2021)

The Legal Advisor shall be an ex-officio member of the Charitable Foundation Board, but shall not be a voting member.

All decisions of the Charitable Foundation Board shall be by majority vote of the members present and voting. There shall be no proxy voting.

Section 3. **Meetings:** The Charitable Foundation Board shall meet a minimum of three times a year and the meetings shall be called by the chairman or Acting Chairman. A quorum shall require the presence of the Chairman or Acting Chairman and three other members. (Amended 2004)

Section 4. **Seal:** The Seal of the Charitable Foundation shall be the Corporate Seal of the Grand Chapter of Florida, Order of the Eastern Star Charitable Foundation, Inc. and shall be affixed to all documents requiring such Corporate Seal. The seal shall be affixed, as necessary, by the Grand Secretary. The inscription on the Charitable Foundation Seal shall be "GRAND CHAPTER OF FLORIDA, O.E.S. CHARITABLE FOUNDATION, INC." in the space between the circles, incorporated in 1995.

(a) In the event the Grand Secretary shall be incapacitated or for any reason shall not affix such seal, the Charitable Foundation Board may designate a member of the Board to affix such Seal as Acting Secretary.

Section 5. Authority, Duties and Limitations of and on the Charitable Foundation Board: The Charitable Foundation Board shall have the following authority and duties and be subject to the limitations, restrictions and prohibitions enumerated herein or in the Constitution and Rules and Regulations for the Government of Subordinate Chapters in Florida..

(a) Prescribe by appropriate resolution, the manner, procedure and requirements for disbursement of Charitable Foundation funds and by such resolution shall provide for the genuine signature of at least two Charitable Foundation Officers.

(b) The Charitable Foundation shall authorize and direct acquisition and distribution of the funds of the various charities.

(c) No Committee shall be approved or appointed whose operation, meetings or functions will require expenditure of Charitable Foundation funds without specific appropriation therefore and approval by the Charitable Foundation Board. Any such approval must be recorded in the minutes of the Charitable Foundation Board together with detailed statement of the purpose, authority and scope of activity of the committee. No Committee shall be approved or appointed by this Board for a purpose, project or program that is within the power, jurisdiction or scope, either expressly or by fair implication, of an Officer or committee provided for in the Constitution or Rules and Regulations for the Government of Subordinate Chapters in Florida.

(d) No program, project or undertaking shall be initiated, promoted, carried on or prosecuted which requires expenditure of Charitable Foundation funds or solicitation of funds from the membership of the Order of the Eastern Star unless such programs or projects as are authorized by Grand Chapter or the Constitution, Rules and Regulations or with written approval of the Charitable Foundation Board. If approved by the Charitable Foundation Board, such approval shall set forth, in detail, the nature, scope, purpose, method of procedure and other relevant matters in respect to the proposed project or program.

(e) Documents requiring execution in the name of or in behalf of the Charitable Foundation obligating the Charitable Foundation to do or perform any act or action or permit any act or action by another party

or provides for expenditure of Charitable Foundation funds, shall be executed by the Chairman or Acting Chairman. The Charitable Foundation Corporate Seal shall be affixed, attested by the Grand Secretary or Acting Secretary. No such documents shall be executed except by approval of the Charitable Foundation Board.

(f) The Chairman or Acting Chairman of the Charitable Foundation Board shall report in writing to Grand Chapter and to the Charitable Foundation Board, at the Annual Session, all official acts of the Charitable Foundation Board. She shall forward her report to the Grand Secretary eight weeks prior to the opening of the Annual Grand Chapter Session for printing. The Grand Secretary shall then mail a copy of the report to each member of the Jurisprudence Committee, all members of the Grand Chapter Corporate Board and the members of the Charitable Foundation Board. This regulation does not prevent the Chairman of the Charitable Foundation from submitting supplementary reports at the Grand Chapter session.

(g) The Charitable Foundation Board is hereby vested with the following authority and duties over the finances of the Grand Chapter of Florida Charitable Foundation:

i) During the recess of the Grand Chapter, the Charitable Foundation Board will supervise the financial affairs of the Charitable Foundation and will administer the same in accordance with the Constitution and Rules and Regulations for the Government of Subordinate Chapters in Florida.

ii) The Charitable Foundation Board members and any authorized agent of the Charitable Foundation Board will have access to the records of every officer, agent, committee and board handling monies of the Charitable Foundation or having supervision of any Charitable Foundation function with reference to finances.

iii) The Charitable Foundation Board is hereby vested with authority to invest and reinvest current income funds, budgeted funds and reserve funds in savings accounts or in obligations of the United States of America, maintaining only sufficient checking account balance in the depositories to meet current demands.

iv) The Charitable Foundation Board is hereby vested with authority to invest and to reinvest the excess cash funds of the Charitable Foundation not needed immediately to meet its current demands in securities listed on recognized stock exchanges in the United States of America or traded on the NASDAQ stock market or in

bonds of the United States of America, or indirect obligations of the United States Government, or agencies which are fully guaranteed by the United States Government, or in securities issued by instrumentalities of the United States Government, or in corporate bonds having a rating of "A" or greater by some nationally recognized rating institution.

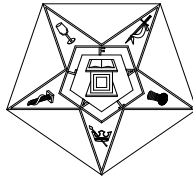
v) The Charitable Foundation Board may employ the services of a Registered Investment Advisor(s) and will make investments only on the advice of such Investment Advisor(s).

vi) The Charitable Foundation Board may authorize the Investment Advisor(s) to make sales and purchases of securities according to prescribed limitations and guidelines approved by the Charitable Foundation Board.

vii) In accordance with the Constitution of the Grand Chapter of Florida Order of the Eastern Star, Inc. the Grand Secretary and the Grand Treasurer shall deposit all funds and maintain same in one or more FDIC insured financial institutions or SIPC insured securities investment brokerage firms authorized to do business in the State of Florida. All documents required by any financial institution authorizing accounts shall be executed by the Grand Secretary and Grand Treasurer and the corporate seal affixed thereto. (Added 2017)

Section 6. **Amendments to the Bylaws:** These Bylaws may be amended in the same manner as provided for amendments to the Constitution of The Grand Chapter of Florida, Order of the Eastern Star, Inc.

SPECIAL INSTRUCTIONS
ON
FLOOR WORK
FOR THE USE OF
SUBORDINATE CHAPTER
ORDER OF THE EASTERN STAR



Adopted by
GRAND CHAPTER OF FLORIDA
Printed Complete with all Revisions Adopted
Through April 2024

The Grand Jurisdiction of Florida will conform with all ritualistic work as prescribed by the Ritual of the Order. When changes are made in ritualistic work or decisions and resolutions pertaining to such are adopted by General Grand Chapter, they will immediately be in force in the Grand Jurisdiction of Florida.

Inclusion of these changes in the Floor Work will be by action of the Worthy Grand Matron in the interval between Grand Chapter Sessions and by the Committee on Floor Work at each Grand Chapter Session.

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CHAPTER ROOM

1. The chapter room should be furnished as described in the Ritual Page 166. Note the location of the preparation room on the diagram in the Ritual opposite Page 166. The anteroom is opposite the preparation room.

2. The line halfway between Esther's station and the Associate Matron's and Associate Patron's station is designated as the Salutation Line. The line half-way between the Labyrinth and the East is designated as the East Marching Line. The line half-way between the Labyrinth and the Conductress' station is designated as the South Marching Line. The line half-way between the Labyrinth and the Associate Conductress' station is designated as the North Marching Line.

3. The Labyrinth. When the star point chairs are positioned as noted on Page 166, Ritual, Position of the Chairs, the labyrinth is that portion of the chapter room inside imaginary lines formed around the outside legs of the star point chairs.

a. No articles are to be placed inside the Labyrinth except as noted in the Ritual and Floor Work. (2017)

4. In preparing the chapter room the flag of the United States of America (U.S. flag) shall be placed in a standard on the platform or dais at the right of the Worthy Matron's station with the eagle facing west. This flag shall not be moved from its position in the East until after the chapter is closed. Other flags which may be used are the Christian Flag, Florida Flag and O.E.S. Flag which, if used, should be placed in that order on the platform at the left of the Worthy Patron. The U.S. Flag should stand higher and be in line with or in front of any other flag. If a program is planned during a meeting which uses the U.S. flag, a separate flag should be provided. Position chairs or stations as shown on diagram, Page 167 of the Ritual. Place pedestals with emblems thereon at the points of the Star. The flat side of all pedestals shall be placed across the points of the Star and parallel with the sides of the pentagon within the Star. Place the star point chairs per instructions in the second paragraph, POSITION OF THE CHAIRS, Ritual Page 166. Place the inside legs of the Chaplain's chair in line with the outside legs of Martha's chair and the inside legs of the Marshal's chair in line with the outside legs of Ruth's chair. Place the chairs of the Associate Matron and Associate Patron so as to form a triangle with the pedestal in the West, if possible. This is for a room of proper proportions, but chapters may be governed by circumstances in exact arrangement of pedestals and chairs. (Revised April 2003)

5. The emblems are placed in the center of each pedestal. The Sword point faces the Altar with the veil hanging over the edge of the pedestal. The Crown and Scepter is united with the Scepter pointing towards the Northeast. The cut side of the Broken Column faces the Altar. The ballot box shall be placed on the East side of the Associate Conductress' pedestal with voting side facing South. (Amended April 2003)

6. Place the Altar in line with the stations of Conductress and Associate Conductress. If the Altar is small, use a Bible in proportion, to allow space for the ballot box when the Bible is open. The handle of the ballot box must not be placed over the Bible.

7. Place the small Bibles to be used during the initiation, east of the large Bible on the northeast and southeast corners of the Altar, front edges facing south, the same as the large Bible when closed.

8. There shall be no substitute for the Bible, neither the New Testament nor a Ritual shall be used.

9. The Signet is placed as per Ritual, Page 166.

10. The Charter or Dispensation must be present at all meetings and may hang in the East or be placed on an easel just north of the Marshal's station. The Charter or Dispensation must be placed on an easel just north of the Marshal's station for those meetings when it is to be draped. (Revised 2019)

11. A small piece of fern ranging from seven inches to ten inches in length only, shall be placed at the Associate Matron's station for draping of the Altar. A small piece of fern ranging from seven inches to ten inches in length only, shall also be placed at the Chaplain's station for use during draping of the charter or dispensation. There should be nothing attached to the two small pieces of fern; i.e. ribbon, flowers, glitter, etc. The Altar drape shall be placed at the station of the Associate Conductress and the Charter or Dispensation drape shall be placed at the station of the Associate Matron.

12. No decorations in the Chapter room shall deter from the solemnity and dignity of our Order. (Added April 2003)

13. The Associate Matron, Associate Patron, Associate Conductress and Marshal shall have charge of the paraphernalia and prepare the chapter room under the direction of the Worthy Matron. They shall see that the flag(s), small Bibles (only if there is to be an initiation), chairs, pedestals, emblems, ballot box, signet, charter, two small pieces of fern, Altar drape and charter or dispensation drape are properly placed in the chapter room. The Bible, baton, officers' badges and Bible for the Examining Committee should be placed in proper order in the
(Revised 2007 to remove "flowers" from line five)

preparation Room. This should be done before the opening hour. The door of the Preparation Room should be closed prior to the opening of the chapter. Where there are not sufficient members present for the opening march, then the Bible shall be placed on the Altar prior to the opening of the chapter. (Amended 2004)

VISITORS

1. The Members' and Visitors' Register shall be in some suitable place near the chapter room in charge of a committee appointed by the Worthy Matron. Their duty shall be to see that all members and visitors register, giving titles, after having been vouched for or examined by the Examining Committee. They should compile a list of all distinguished guests, giving a copy to the Worthy Matron, Secretary and Conductress.

2. It is the duty of the Associate Matron, Conductress and Associate Conductress to assist the Worthy Matron in extending a welcome and courtesies to all visitors upon their arrival. This important duty, however, should not be confined to the officers named, but each officer and member should assist.

3. The wearing of hats and gloves by members is not permitted during a chapter meeting, which includes public installations and memorial service. Exception to be made for medical and/or religious reasons. (Revised 2019)

EXAMINATION OF VISITORS

1. If it is known before the beginning of the opening ceremonies that visitors are present who cannot be vouched for, they should be examined at once that they may witness the opening ceremonies. Chapters should have one or more Examining Committees. The Examining Committee should consist of two Sisters and one Brother who shall be members of the chapter.

2. The examination of visitors should take place in a room secure from interruption and each visitor must be examined separately. The examination is made in the following manner: The Chairman of the Examining Committee requests the visitor to show a receipt for dues paid to a date within one year of date of proposed visit, or a Demit, or a Certificate of Withdrawal or Resignation, or a certificate of membership from a regular chapter, bearing the Seal of a regular chapter and properly countersigned, or a Grand Chapter Certificate dated within one year of the proposed visit.

If the member or visitor has failed to sign her or his dues card, but can produce evidence of signature on other papers or cards in her or his possession, the Examining Committee shall permit the member or visitor to sign her or his name to the dues card, and upon comparison of the signatures, if the Committee is satisfied, proceed with the examination.

The chairman opens the Bible at the second chapter of Matthew, second verse. The visitor and the members of the committee place their right hands upon the Bible and repeat after the chairman in unison the "Test Oath" *Page 17, Ritual*. The visitor is then asked to give a sign, which is responded to by the chairman giving the pass, belonging to the sign given, followed by (Number 17 of the Secret Work), after which the visitor is requested to give the remaining signs and passes. ["Any member," etc. See second paragraph under Test Oath, *Ritual page 17*]

3. It is the law of this Grand Chapter that members vouching for visitors from this or other Grand Jurisdictions in addition to having sat in the chapter with such visitor, must have seen the visitor's receipt for dues paid to a date within one year, or a Demit, or Certificate of Withdrawal or Resignation, Grand Chapter Certificate or Certificate of Membership dated within one year, from date of proposed visit.

4. Master Masons hailing from the Grand Jurisdiction of New York or the Grand Jurisdiction of New Jersey shall not be permitted to visit any chapter on avouchment, but shall present documentary evidence of membership in the Order and pass the prescribed examination. Documentary evidence is a Demit, receipt for dues or a Certificate of Good Standing in the Order and membership in a chapter, such evidence in each case shall be under Seal and dated within one year.

5. If the Examining Committee has retired with a visitor during the proving of the chapter, their report may be made after the chapter has been declared open, when, if the visitor is entitled to a seat in the chapter, the Examining Committee returns, the chairman leading followed by the visitor, and taking position on the Salutation Line, give the Salutation Sign. The Chairman of the committee reports: "Worthy Matron, we find the Sister (or Brother) entitled to a seat in the chapter." The visitor will then be seated and introduced at the proper time. If the visitor is not entitled to a seat in the chapter, the Examining Committee returns, taking a position on Salutation Line and after giving the

Salutation Sign, the Chairman reports: “Worthy Matron, we found the visitor not entitled to a seat in the chapter.”

6. If the Examining Committee retires to examine a visitor after the chapter is open, the committee shall retire through the anteroom door after giving the Salutation Sign. The Examining Committee returns, the Chairman leading, followed by the visitor, (if found entitled to a seat in the chapter) taking a position on the Salutation Line, give Salutation Sign. The Chairman reports: “Worthy Matron, we present sister (or brother) (giving title if any) who is entitled to a seat in the chapter.

LEGAL MEETINGS

1. A chapter cannot be legally opened unless the charter or dispensation is in the chapter room and there are seven members of the chapter including one of the first four officers present.

2. If only the Worthy Matron is present (of the first four officers) she shall appoint a Sister (preferably a Past Matron) to serve as Associate Matron, and a Brother (preferably a Past Patron) to serve as Worthy Patron. The station of Worthy Patron must be filled by a Brother during balloting and initiation, and a Brother must give the Obligation. (Observe law concerning Quorum, Rules and Regulations)

3. If the Worthy Matron is not present, it is the duty of the Associate Matron to assume the station of Worthy Matron. The Associate Matron may, however, request a Past Matron to act as Worthy Matron, while she remains in her station in the West.

4. If the Worthy Matron and Associate Matron are not present, it is the duty of the Worthy Patron to appoint a Sister to fill these stations, choosing a Past Matrons if possible. If only the Associate Patron is present (of the first four officers) he shall appoint those to fill the stations.

5. Previous to the opening of the chapter all vacancies should be filled by the officer in charge.

6. When there are not enough members present to fill all the stations, the following must be filled: Worthy Matron (or Worthy Patron), Associate Matron, Secretary, Conductress, Chaplain, Warder and Sentinel.

7. The Chapter should be opened promptly at the time prescribed by the chapter bylaws. Do not wait for tardy officers. If the required number for a legal meeting is present, sound the gavel at the stated hour. If a program precedes a chapter meeting it must be concluded in time for the chapter to open at the stated hour. The meetings should close at an early hour, preferably no later than 10:00 p.m. for the good and welfare of the Order.

OFFICERS

1. All officers who are sisters, shall wear either short white dresses or long white dresses and white shoes when participating in any ritualistic ceremony of the Order of the Eastern Star. If hose are worn, they must be beige. Some chapters prefer the long white dresses at all meetings, while others use both. At the discretion of the Worthy Matron, each chapter should choose a uniform length. (2018)

2. Officers wear badges made of gold or gilded metal which are suspended by ribbon or cord having the five colors of the Order, except Star Points, which may be the solid color cord or ribbon of that respective station. (Revised 2019)

3. The Presiding Officer should always rise and remain standing while addressing the chapter and officers or members.

4. Officers when standing (except during the prayers and the Obligation) or marching should assume an erect position, hands hanging free and empty.

5. If seated, officers when addressed, should rise and stand in position before replying. The officer who addresses them should pause until they are in standing position before proceeding.

6. The position of the Organist is at the instrument, which should be located at the most appropriate place in the room. It is the duty of the Organist to pay strict attention, and whenever music is needed, she/he should begin to play immediately and stop the music at the proper time. The Organist should stand during the Pledge of Allegiance, officers' charges, Prayer, Obligation, when balloting and when Grand Honors are given.

7. When officers or members go from one place to another in the chapter room, they should proceed in straight lines, turning square corners observing the marching and salutation lines unless otherwise specified.

8. No one but the presiding officer shall respond to the Salutation Sign, which should never be made to the West.

9. Officers should rise at the second blow of the gavel.

10. All officers when addressed by the Worthy Matron, face her when responding.

11. All officers must memorize their work and should not use a Ritual. Only one open Ritual shall be used in the chapter room. All necessary prompting should come under the direction of the officers in the East.

OPENING THE CHAPTER

1. Just prior to the appointed hour for the opening ceremony, the officers, with the exception of the Organist, Associate Conductress, Associate Patron and Worthy Patron, retire to the Preparation Room. The Marshal will line up the officers in two respective lines, as follows: Treasurer, Electa, Martha, Esther, Associate Matron (to right). Second line (to left) Conductress, Secretary, Adah, Ruth, Warder, Worthy Matron. The Preparation Room door leading into the Chapter is closed. The Organist collects her/his badge and proceeds to her/his station. The Associate Conductress, Associate Patron and the Worthy Patron enter the Chapter room on the south Marching Line, the Associate Conductress and Associate Patron turn north on the Salutation Line and proceed to their respective stations. The Associate Conductress and Associate Patron are seated simultaneously. The Worthy Patron continues to his station in the East. The Worthy Patron's position when he is presiding is to the left of the Worthy Matron's pedestal. The Worthy Patron continues as per *Ritual, Page 23*. (2016)

The Sentinel will remain in his station for the opening of the chapter.

2. When the Associate Conductress retires to invite the officers to enter the chapter room, there should be silence in the Preparation Room.

3. The Associate Conductress opens the door and says: Ritual, Page 23, fine print, then takes her place in the north line opposite the Conductress. The chapter is called up and music begins.

4. The Marshal, carrying the baton, and the Chaplain, bearing the Bible in both hands, shall precede the line of officers into the chapter room, and advancing together on the North line to a point where the Chaplain enters the Labyrinth (as for Altar Service). As the Chaplain enters the Labyrinth with the Bible, the members and visitors, who are not serving as officers, will assume the Reverent Attitude and remain in this position until the Chaplain retires from the Labyrinth into the line of officers. The Marshal turns south proceeding to a position immediately back of Esther's chair, facing east; the Chaplain entering the Labyrinth between the stations of Esther and Martha, proceeding on an angle, directly to the Altar, places the Bible in the center of the Altar and remains standing west of the Altar. If balloting, the Bible will be placed to the right of the center, leaving sufficient space for the ballot box to be placed. **THE BIBLE IS NEVER TO BE MOVED OR CLOSED WHILE THE CHAPTER IS OPEN, ONLY WHEN DRAPING THE ALTAR or DURING A PROGRAM WHEN IT IS NECESSARY TO PASS BETWEEN THE ALTAR AND THE EAST.** The Chaplain, after placing the Bible on the Altar, remains on the west side of the Altar facing east and takes one step back. When the Chaplain is in position the Marshal, turning to her left, faces west and raises the baton as a signal for the officers to enter. (Amended 2004 and 2011)

The officers enter in double file, led by the Conductress and Associate Conductress, march east then south on a line close to the Associate Matron's station, then east to the Marshal. The lines turning south and north, advance east outside of the Labyrinth on the marching lines, the Conductress leading her line two feet farther east than the Associate Conductress, passing each other directly in front of the center of the dais, proceeding west to a point in line with the Associate Matron's station then turning at an angle, the Conductress marches southeast, the Associate Conductress northeast, the Conductresses cross on the Salutation Line, continuing their line of march until they reach a point opposite Esther's chair, in line with Ruth and Martha, turn east and lead their lines close to Ruth's and Martha's stations forming a line outside of the Labyrinth or inside the chairs according to the room (Page 24, fine print, Ritual). The Conductress and Associate Conductress stop in line with the front legs of Adah's and Electa's chairs. Warder and Esther stop in line with the back of Esther's chair, the position of the other officers making the intervals even. The Worthy Matron and Associate Matron pass each other on the Salutation Line and stop on a line with Esther and Warder. (See diagram, Ritual, Page 24.) When the

officers are in position, the Marshal turning to her left advances to the Altar, passing to the south of Esther's station. The Marshal and Chaplain simultaneously turn south and north respectively and take their places in the line of officers; Marshal between Secretary and Adah, Chaplain between Treasurer and Electa.

5. When the Worthy Patron directs the Conductress to escort the Worthy Matron to the East the Conductress marches West to a point just past the Warder at which time both the Worthy Matron and Conductress turn North. The Conductress then marches beyond the Worthy Matron, turns South to face the Worthy Matron, bows, escorts her through the Labyrinth to the East, or she may escort her outside the Labyrinth, according to the room. Conductress proceeds according to the Ritual, Page 24 (fine print). (Revised 2019)

If the Worthy Matron is escorted through the Labyrinth to the East, the Conductress and Worthy Matron enter the Labyrinth south of Esther's station, turn north back of the Altar, observing square corners, then proceed to the East on north side of Altar.

After the Worthy Matron is in the East, as the Worthy Patron is presenting the Worthy Matron her gavel, the Conductress will return to her place in the line of officers, observing the East marching Line and when reaching her place in line will turn in toward the Altar and then east. (Revised 2017)

6. When the officers are directed to take their respective stations, they march to their stations and remain standing, with toes in line with the front legs of their chairs, except the Worthy Matron, Worthy Patron, Associate Matron and Associate Patron who will stand in front of their chairs, until seated by the Worthy Matron. The Conductress and Associate Conductress will advance to the East Marching Line. The Conductress will turn toward the South and the Associate Conductress will turn toward the North, proceed West and assume their stations. This procedure will be followed by the Conductress and Associate Conductress when proving the Chapter. The Conductress and Associate Conductress enter their stations on the east side of the pedestal and turn with their faces toward the East. (Revised 2004)

7. The Worthy Matron, Worthy Patron, Associate Matron and Associate Patron stand in front of their chairs, Conductress and Associate Conductress east of their stations, Treasurer, Chaplain, Martha and Electa, north of their stations, Secretary, Marshal, Adah, Ruth, Esther and Warder south of their stations.

8. When the Warder is directed by the Worthy Matron to see that the doors are secure, she/he marches on the Salutation Line, first to the Preparation Room door, then having closed all other doors, advances to the door of the anteroom and says: (Ritual, Page 25).

PROVING THE CHAPTER

1. When the Worthy Matron directs the Associate Matron to ascertain if all present are members of the Order, proceed according to (Ritual, Pages 26 and 27, large and fine print). The Associate Matron should rise and remain standing during the proving of the Chapter. If the Associate Matron is unable to vouch for all present, she takes her position back of the pedestal, addresses the Conductress and Associate Conductress who rise simultaneously and remain standing until the Associate Matron has finished speaking. The Worthy Matron is seated.

2. The Conductress and Associate Conductress finish proving the Chapter and meet on the Salutation Line, forming a triangle with the Associate Matron. While facing each other the Associate Conductress will say (Ritual, Page 27). They turn toward each other and face the West, the Conductress reports (Ritual, Page 27). They immediately face the East (turning toward each other), the Worthy Matron rising at the same time, and the Associate Matron says (Ritual, Page 27). When the Worthy Matron responds the Associate Matron returns to a position in front of her chair, the Conductress and Associate Conductress march to their stations, keeping directly opposite each other and observing square corners. The Associate Matron, Conductress and Associate Conductress remain standing, the Worthy Matron calls up the officers and proceeds with the Opening Ceremony.

- a. The Chapter must be opened and closed by the Worthy Matron or her Pro Tem Officer, who must be a member of the Chapter (2017)

3. If a visitor is present for whom no one can vouch, the Marshal, upon direction of the Worthy Matron, approaches the visitor and escorts her/him to meet the Examining Committee at the door of the Preparation Room. The Marshal returns to her station and the visitor and the Examining Committee retire through the Preparation Room door. The Committee cannot report until the Chapter has been declared open and following the Flag Ceremony. They return through the anteroom door in regular form. (See R & R, Examination)

WORK OF THE WARDER AND SENTINEL

1. The opening and closing of the anteroom door, when the Chapter is in session, is exclusively the duty of the Warder and the proper raps must always be given. Warder should give the proper raps with one hand, while the other hand remains empty and at her/his side if possible. (Revised 2017)

2. After informing the Sentinel that the Chapter is open (Ritual, Page 43), the Warder must not announce visitors until after the Flag Ceremony.

3. The Warder should never give an alarm unless directed to do so by the presiding officer. When an alarm is given by the Sentinel, the Warder will rise and say: "Worthy Matron there is an alarm at the door." Worthy Matron says: "Sister/Brother Warder, you will ascertain the cause of the alarm."

After giving the proper raps, opening the door and ascertaining the cause of the alarm, she/he will report to the Worthy Matron. If the alarm was caused by a Sister or Brother (or visitors properly vouched for) who desire to enter, the Warder will stand at the door without completely closing it and make the following report: "Worthy Matron, the alarm was caused by a Sister (or Brother), properly vouched for, who wishes to enter." Worthy Matron says: "Sister/Brother Warder you will admit her (him or them)."

If anyone desiring to enter cannot be vouched for by the Sentinel or Warder, the Warder should report their name(s), giving name and location of their chapter(s). If the Worthy Matron cannot vouch for them, she should say: "Is there anyone present who can vouch for the visitor(s)?" If they cannot be vouched for, she should instruct the Examining Committee to retire and examine the visitor.

4. When the Examining Committee returns, the Warder will answer the alarm, standing at the door without completely closing it, and make the following report to the Worthy Matron: "The Examining Committee returning" and will admit them without repeating raps.

5. The Sentinel should never give an alarm during a Ritualistic Ceremony, during the Flag Ceremony, the Draping of the Charter or the Draping of the Altar.

6. If there are no nonmembers in the building, after the Flag Ceremony, the Worthy Matron may instruct the Sentinel to secure the outer door and place his chair to the side of the doorway, as not to block the egress from the chapter room. The Sentinel must immediately retire when the Chapter is going to ballot, confer Degrees, exemplify work, Drape the Altar or Charter and during the Closing Ceremony. The Sentinel also retires when members enter or retire from the chapter room. The Warder will close the door immediately and proper raps shall be given.

ALTAR SERVICES

1. When the Worthy Matron says: “Sister Conductress you will attend at the Altar,” the Conductress will leave her station, advance west on the South Marching Line to a point on a line with the back of Esther's chair, turn right and approach the Altar on a straight angle between Esther's and Ruth's stations. She makes a slight bow to the Worthy Matron and opens the Bible at the second chapter of Matthew, second verse, in the following manner: She places her right hand firmly in the center of the front edge and places her left hand firmly on the back edge of the Bible, 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 front side of the Bible until it meets the right hand and opens the Bible with both hands, lowering both sides, slowly at the same time. She draws both hands away from the Bible in the Salutation Sign (looking only at the Bible) being careful not to interrupt this movement for any reason. Any adjustments to the Bible will be made after the Salutation Sign is given. The Conductress steps back in the circle of officers midway between Ruth and Esther where she assumes the Reverent Attitude and remains facing the Altar until after the Warder's response is given. (If the Conductress is unable to back out of the Altar she may take one step back, turn right and walk back to the circle of officers midway between Ruth and Esther where she turns left, assumes the Reverent Attitude and remains facing the Altar until after the Warder's response is given.) (2010 and 2011)

2. As the Conductress enters the Labyrinth, the Marshal will raise the baton, as a signal for all officers and members to face the Altar and to assume the Reverent Attitude. After giving the signal, the Marshal lays the Baton down and does not pick up the baton until after Flag Ceremony.

Members remain in this position until the Chaplain retires into the circle of officers, facing the Altar. (Observe Altar Service in Ritual, Page 16, fine print.)

3. When Altar light, electric star or electric lights at the pedestals are used they should be turned on as the Conductress opens the Bible.

4. PRAYER: When the Worthy Matron says: “That we may have-let us unite in prayer” the Chaplain, without waiting for the music to begin, advances west on the North Marching Line to a point on a line with the back of Esther's chair, turns left and approaches the Altar on a straight angle between Martha's and Esther's stations. When arriving at the Altar for prayer, the Chaplain kneels if possible (otherwise stands west of the center of the Altar), assumes the Reverent Attitude and offers the prayer; if kneeling, the Chaplain may rest her/his hands on the edge of the Altar, but the hands must not touch the Bible or be held over the Bible. When the prayer is concluded the Chaplain stands if kneeling, places hands at her/his sides and retires into the circle of officers midway between Esther and Martha, faces the Altar and remains in this position until after the Warder's response is given. (If the Chaplain is unable to back out of the Altar she/he may take one step back, turn left and walk back to the circle of officers midway between Esther and Martha, turns right, faces the Altar and remains in this position until after the Warder's response is given.) (2010)

5. The Conductress and Chaplain will then retire, facing the Altar, on an angle to a point, as on entering, and when on a line with the back of Esther's chair, together advance east on their respective Marching Lines; the Conductress will drop off at her station. (If unable to back out of the circle of officers, the Conductress will turn right and walk to a point as entering and the Chaplain, if unable to back out of the Altar, will turn left and when on a line with the back of Esther's chair, the Conductress will turn left and the Chaplain will turn right, together advance east on their respective Marching Lines; the Conductress will drop off at her station.) (2010)

6. At all times when the Conductress and Chaplain are marching, their hands are at their sides.

7. The only items which are permitted on the Altar at any time during a chapter meeting are the Ballot box, the Altar cloth, Bible, Initiatory Bibles, Altar Drape, and small piece of fern, Officer's badges during Installation which may be placed on block or tray to maintain dignity of the Labyrinth, Marshal's baton used during Installation and a scroll placed by the Secretary during the Chapter Memorial. None of these items are ever placed between the Bible and the East. (Revised 2019)

FLAG CEREMONY

After the Chapter has been declared open and the Conductress and Chaplain have returned to their stations, the Worthy Matron or Worthy Patron will say: “Sisters and Brothers, join me in the Pledge of Allegiance to the Flag of our Country.” With empty hands all will face the Flag, stand at attention with the right hand over the heart, the left hand at the side, and give the Pledge of Allegiance. Veterans and active duty military may salute the flag in the military manner. Officers and members will hold that position until after the singing of the first stanza of the National Anthem. The Worthy Matron then seats the Chapter. (2013)

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Floor Work 13

RECEPTION OF DISTINGUISHED GUESTS

1. When the Worthy Grand Matron, Worthy Grand Patron, General Grand Chapter Officers, Ambassadors, General Grand Chapter Committee Members, Past Grand Matrons, Past Grand Patrons, or Grand Chapter Officers enter a chapter room they should be escorted to seats on the front row nearest the East - the Sisters to the north side, Brothers to the south side.

2. Seats nearest the East on both sides of the room on the front row should always be reserved for distinguished guests.

3. The Conductress and Associate Conductress remain in their stations until the presiding officer says:

“Sisters Conductress and Associate Conductress, prepare for Introductions. The Associate Conductress will assist the Conductress with all introductions. (Revised 2014)

The Conductress (marching with the Associate Conductress) proceeds to a point where the East Marching Line and the North Marching Line intersect and faces West and the Associate Conductress proceeds to a point where the East Marching Line and the South Marching Line intersect and faces West, passing each other at a point on the Salutation Line behind Esther’s chair. They will wait for instructions from the Worthy Matron. After each introduction is concluded, the Conductress and Associate Conductress will return to the East marching line, face West and wait for further instructions from the Worthy Matron. If necessary, the Conductress will take one step to the left and the Associate Conductress will take one step to the right, to allow room for those returning to their seats. After members have passed by, they will step back into proper position. (Revised 2007)

The Conductress will escort all Sisters and Brothers in the North and Northwest and the Associate Conductress will escort all Sisters and Brothers in the South and Southwest behind the Altar or to the Salutation line for introduction, as appropriate. When the Conductresses are introducing members behind the Altar they will form a semi-circle around the Altar to accommodate the group. The Conductress addresses the Worthy Matron *to* make all introductions. The Distinguished Guest(s) not being seated in the East will return unescorted to their seats. Provided, however, when members are escorted to the East and ascend the dais, the Conductress and Associate Conductress will assist the members in descending from the dais and then follow behind them until the Conductress and Associate Conductress reach their Introduction Positions. (Revised 2005 and 2017)

The Conductress and Associate Conductress will remain at their Introduction Positions until the Worthy Matron directs them to return to their stations. [At an Official Visit, Worthy Matrons and Worthy Patrons are introduced separately, then the Past Matrons and Past Patrons. The Worthy

Matron will direct the Conductress and Associate Conductress to return to their stations after the Past Matrons and Past Patrons have been separately introduced. On the night of an Official Inspection the Worthy Matron will direct the Conductress and Associate Conductress to return to their stations after the Deputy's co-workers are introduced.] 2010

4. It is the duty of the registration committee to inform the Worthy Matron, Conductress and Secretary of the names and titles of all distinguished guests. The Worthy Matron does not need to call for the introduction of any group if she knows none are present; i.e., if she knows there are no Grand Officers present she may skip this introduction.

5. Distinguished guests with health issues may be introduced from their seats and given Grand Honors or such welcome as their title dictates. (Revised 2019)

6. Distinguished guests should be received in the following order, after the Flag Ceremony, and with the Bible open (the title of any General Grand Chapter Special Appointments held by anyone listed in paragraphs (a) through (h) will be added after the appropriate title for such officer) (2013)

(a) The Worthy Grand Matron and Worthy Grand Patron of Florida, or the Deputy of either of the above named officers when on official business.

(b) If the Worthy Grand Patron is present on the night the Deputy for the Worthy Grand Matron is making her Official Inspection, he should be introduced first.

(c) Most Worthy Grand Matron and Most Worthy Grand Patron of the General Grand Chapter.

(d) Past Most Worthy Grand Matrons and Past Most Worthy Grand Patrons of the General Grand Chapter.

(e) Elective General Grand Chapter Officers.

(f) Appointive General Grand Chapter Officers.

(g) General Grand Chapter Ambassadors and Committee Members. (Revised 2007)

(h) Worthy Grand Matrons and Worthy Grand Patrons of other Grand Jurisdictions, all Past Grand Matrons and Past Grand Patrons. Grand Honors shall be given only to those mentioned in the Ritual Page 17, fine print).

(i) Grand Chapter Officers.

(j) General Grand Chapter Special Appointments who are not Worthy Grand Matrons, Worthy Grand Patrons, Past Grand Matrons or Past Grand Patrons (Deputies, Special Appointments of the Most Worthy Grand Matron or the Most Worthy Patron, International Grand Representatives Association Executive Officers, and International Headquarter Administrator). (2013)

(k) Past Grand Officers, Grand Instructors, Grand Representatives and Grand Chapter Committee Members.

l. Worthy Matrons, Worthy Patrons, Past Matrons and Past Patrons (on the Salutation Line). Introduced separately at an Official Visit or Inspection. (2010)

m. The Most Worshipful Grand Master of Masons of Florida.

n. Current Grand Masters from other Grand Jurisdictions, Past Grand Masters, Grand Lodge Officers, District Deputy Grand Masters, Grand Representatives, Grand Lodge Committee Members and Worshipful Masters (at their seats.) (Revised 2017)

o. Special Appointments of the Worthy Grand Matron at Official Visits will be introduced on the Salutation Line. (Revised 2018)

p. Co-workers of the Deputies at Official Inspections will be introduced on the Salutation Line. (Amended 2004)

q. Members and Visitors (at their seats.)

r. Qualified Candidates for Elective Grand Chapter Office (at their seats.)

7. The following forms for escorting distinguished members should be adhered to but the words used by the Presiding Officer for welcoming them are not obligatory but are suggested merely as a guide. The words used for presenting guests at the Altar by the Conductress must be "I have the honor to present..." for presenting those in back of Esther's station, the words, "I have the pleasure to present ..." must be used.

8. All persons seated in the East will rise and remain standing when distinguished guests are being escorted to the East, and after Grand Honors have been given (if those introduced are entitled to them) will be seated. This courtesy applies to all who are introduced by the Conductress or Conductresses at any time.

INTRODUCTION OF WORTHY GRAND MATRON AND WORTHY GRAND PATRON OF FLORIDA

The Worthy Grand Matron and the Worthy Grand Patron of Florida shall be introduced and escorted to the East immediately after the Flag Ceremony. If both are present, they will be introduced together. If the Worthy Grand Matron and Worthy Grand Patron are present at the same time, the Conductress offers her right arm to the Worthy Grand Matron and the Associate Conductress offers her left arm to the Worthy Grand Patron, thus bringing the two officers directly back of the Altar. If the Worthy Grand Patron only is present the Associate Conductress offers her left arm and escorts him to the Altar, entering the Labyrinth between Esther and Ruth, where the Conductress introduces him. The Associate Conductress escorts him to the East. The Worthy Grand Matron [and/or Worthy Grand Patron, if present] of Florida will be introduced in the following manner.

Worthy Matron: "Sister Conductress you will introduce our Worthy Grand Matron [and/or Worthy Grand Patron]."

The Conductress offers her right arm to the Worthy Grand Matron and escorts her to the Altar, entering the Labyrinth between Esther and Martha [the Associate Conductress offers her left arm to the Worthy Grand Patron and escorts him to the Altar, entering the Labyrinth between Esther and Ruth].

Cond: "Worthy Matron, I have the honor to present Sister _____, Worthy Grand Matron [and/or Brother _____] Worthy Grand Patron] of the Grand Chapter of Florida."

W.M.: "Sister _____ and/or Brother in behalf of _____ Chapter No. _____, I bid you welcome. You will now be escorted to the East." The Worthy Matron immediately calls up the Chapter.

The Associate Grand Matron, when performing the official duties of the Worthy Grand Matron, is presented back of the Altar, entering the Labyrinth between Esther and Martha.

Cond: "Worthy Matron, I have the honor to present Sister _____, Associate Grand Matron acting as Worthy Grand Matron of the Grand Chapter of Florida. " [Adding appropriate wording to include the Worthy Grand Patron, if present.]

W.M.: "Sister _____ in behalf of _____ Chapter No. _____, I bid you welcome. You will now be escorted to the East. " [Adding appropriate wording to include the Worthy Grand Patron, if present.]

The Conductress escorts the acting Worthy Grand Matron through the Labyrinth on the north side of the Altar to the East and the Worthy Matron extending her right hand, receives her in the East and says:

W.M.: "Sisters and Brothers, I have the honor to present Sister _____, Associate Grand Matron acting as Worthy Grand Matron of the Grand Chapter of Florida; you will salute her with the Grand Honors." [Adding appropriate wording to include the Worthy Grand Patron, if present.]

When the Associate Grand Matron is present acting as Worthy Grand Matron and the Worthy Grand Patron is also present, they shall be introduced at the same time. (2013)

INTRODUCTION OF DEPUTY FOR THE WORTHY GRAND MATRON

When making introductions, the Worthy Matron shall say: Sister Conductress, you will introduce our (Worthy Grand Matron or Deputy). (2017)

When the Associate Grand Matron, Grand Conductress or Associate Grand Conductress is present as Deputy for the Worthy Grand Matron, the Conductress offers her right arm, escorts her west to the Salutation Line and introduces her as follows:

Cond.: “Worthy Matron, I have the pleasure to Present Sister _____, Associate Grand Matron (Grand Conductress or Associate Grand Conductress) as Deputy for the Worthy Grand Matron of the Grand Chapter of Florida.

W.M.: “In behalf of ____ Chapter No. _____, I bid you welcome, you will now be escorted to the East.”

The Worthy Matron immediately calls up the Chapter.

The Conductress escorts the Deputy for the Worthy Grand Matron outside the Labyrinth to the East and the Worthy Matron, extending her right hand receives her in the East and says:

W.M.: “Sisters and Brothers I have the pleasure to present Sister _____ Associate Grand Matron (Grand Conductress or Associate Grand Conductress) as Deputy for the Worthy Grand Matron of the Grand Chapter of Florida; you will give her a hearty welcome.”
The Worthy Matron seats the Chapter.

INTRODUCTION OF MOST WORTHY GRAND MATRON AND MOST WORTHY GRAND PATRON

The Most Worthy Grand Matron and Most Worthy Grand Patron of the General Grand Chapter are introduced, using the form of introduction of the Worthy Grand Matron and Worthy Grand Patron of Florida, and making such changes in the wording as may be necessary.

INTRODUCTION OF PAST MOST WORTHY GRAND MATRONS AND PAST MOST WORTHY GRAND PATRONS

The Past Most Worthy Grand Matrons and Past Most Worthy Grand Patrons of the General Grand Chapter are introduced, using the form of introduction of the Worthy Grand Matron and Worthy Grand Patron of Florida, and making such changes in the wording as may be necessary.

INTRODUCTION OF THE ELECTIVE GENERAL GRAND CHAPTER OFFICERS

The Elective General Grand Chapter Officers are introduced, using the form of introduction of the Worthy Grand Matron and Worthy

Grand Patron of Florida, and making such changes in the wording as may be necessary.

INTRODUCTION OF THE APPOINTIVE GENERAL GRAND CHAPTER OFFICERS

The Appointive General Grand Chapter Officers are introduced, using the form of introduction of the Worthy Grand Matron and Worthy Grand Patron of Florida, and making such changes in the wording as may be necessary.

INTRODUCTION OF GENERAL GRAND CHAPTER COMMITTEE MEMBERS

The General Grand Chapter Committee Members are introduced alphabetically by committee name. (Ambassador, Benevolence, etc.). There is no separation of the Ambassadors; use the form of introduction of the Worthy Grand Matron and Worthy Grand Patron of Florida and make such changes in the wording as necessary. (2010)

INTRODUCTION OF WORTHY GRAND MATRONS, WORTHY GRAND PATRONS, PAST GRAND MATRONS AND PAST GRAND PATRONS OF OTHER GRAND JURISDICTIONS AND PAST GRAND MATRONS AND PAST GRAND PATRONS OF THIS GRAND JURISDICTION

The Worthy Grand Matrons and Worthy Grand Patrons of other Grand Jurisdictions and all Past Grand Matrons and Past Grand Patrons are introduced together, using the form of introduction of the Worthy Grand Matron and Worthy Grand Patron of Florida, and making such changes in the wording as may be necessary.

If Sisters and Brothers are to be introduced and they are not in proper position in the Chapter room, those seated in the North will follow the Conductress and those seated in the South will follow the Associate Conductress as appropriate. The Conductress and Associate Conductress should meet immediately west of the Altar, then turning, lead them on the line of a semicircle around the Altar. The Sisters and Brothers will place themselves in proper order behind the Altar. 2010

When these distinguished guests are received in the East, it is not necessary for the Worthy Matron to repeat their names. She will say,

W.M.: "Sisters and Brothers, I have the honor to present these Worthy Grand Matrons and Worthy Grand Patrons of other Grand Jurisdictions and/or Past Grand Matrons and Past Grand Patrons; you will salute them with the Grand Honors."

INTRODUCTION OF GRAND OFFICERS (Amended 2014)

The Worthy Matron will say:

Worthy Matron: "Grand Officers please rise. Sister Conductress you will introduce her/him/them." (2011)

They are escorted west and introduced on the Salutation Line as follows:

Cond.: "Worthy Matron, I have the pleasure to present _____ (giving name and title) of the Grand Chapter of _____ (Name of State. etc.)."

Worthy Matron: "Sisters and Brothers, in behalf of _____ Chapter No. _____, I bid you welcome. You will now be escorted to the East." (2014)

They are escorted outside of the Labyrinth to the East and given a warm welcome. If they are not seated in the East, they will return to their seats. (2014)

(Note: Sisters who are seated in the South or Southwest will be escorted to the West by the Associate Conductress where they will line up with the other Sisters on the North side of the Salutation line. Brothers sitting in the North or Northwest will be escorted to the West by the Conductress and line up with the other Brothers on the South side of the Salutation line.)

INTRODUCTON OF GENERAL GRAND CHAPTER SPECIAL APOINTMENTS

(Deputies, Special Appointments of the Most Worthy Grand Matron or the Most Worthy Grand Patron, International Grand Representatives Association Executive Officers, and International Headquarters Administrator who are not Worthy Grand Matrons, Worthy Grand Patrons, Past Grand Matrons or Past Grand Patrons)

The Worthy Matron will say:

Worthy Matron: "General Grand Chapter Special Appointments (Deputies, Special Appointments of the Most Worthy Grand Matron,

Special Appointments of the Most Worthy Grand Patron, International Grand Representative Association Executive Officers, and International Headquarters Administrator who are not Worthy Grand Matrons, Worthy Grand Patrons, Past Grand Matrons or Past Grand Patrons), please rise, Sister Conductress you will introduce her/him/them."

She/He/They are escorted west and introduced on the Salutations Line as follows:

Cond: Worthy Matron, I have the pleasure to present (giving name and Special Appointment Title)

Worthy Matron: "Sister/Brother _____, in behalf of _____ Chapter No. ____, I bid you welcome. You will now be escorted to the East."
(2014)

These distinguished members are to be introduced after Grand Officers. After their introduction they will be escorted to the East and given a warm welcome.

Worthy Matron: "In behalf of _____ Chapter No. ____, I bid you welcome.

They are escorted outside of the Labyrinth to the East. If they are not seated in the East, they will return to their seats. (2014)

INTRODUCTION OF PAST GRAND OFFICERS, GRAND INSTRUCTORS, GRAND REPRESENTATIVES AND GRAND CHAPTER COMMITTEE MEMBERS

The Worthy Matron will say:

Worthy Matron: "Past Grand Officers, Grand Instructors, Grand Representatives and Grand Chapter Committee Members, please rise. Sister Conductress you will introduce her/him/them."

They are introduced and welcomed on the Salutation line. If there are many to be introduced and the Conductress is not familiar with their names, it is suggested that she introduce them in the following manner,

Cond: "Worthy Matron, I have the pleasure to present these Sisters and Brothers, who will introduce themselves."

Worthy Matron: "In behalf of _____ Chapter No. _____, I bid you Welcome. You will now be escorted to the EAST MARCHING LINE. (2018)

They are escorted outside of the Labyrinth to the East Marching Line. If they are not seated in the East, they will return to their seats. (2018)

INTRODUCTION OF WORTHY MATRONS, WORTHY
PATRONS,
PAST MATRONS AND PAST PATRONS

The Worthy Matron will say:

Worthy Matron: "Worthy Matrons, Worthy Patrons, Past Matrons and Past Patrons, please rise. Sister Conductress, you will introduce them."

They are introduced and welcomed on the Salutation Line. If there are many to be introduced and the Conductress is not familiar with their names, it is suggested that she introduce them in the following manner,

Cond: "Worthy Matron, I have the pleasure to present these Sisters and Brothers who will introduce themselves."

Worthy Matron: "Sisters and Brothers, in behalf of _____ Chapter No. _____, I bid you welcome. You will now be escorted to the EAST MARCHING LINE." (2018)

They are welcomed by the Worthy Matron and escorted outside of the Labyrinth to the East Marching Line, and return to their seats. (2018)

Worthy Matrons and Worthy Patrons are introduced separately ONLY at Official Visits or Official Inspections. Past Matrons and Past Patrons holding stations, are to line up on the side with others and be introduced in proper form. There shall be no introductions as Junior Past Matrons or Junior Past Patrons, all are Past Matrons and Past Patrons. It is suggested that Worthy Matrons and Worthy Patrons step in line as close to Conductresses as possible. When giving their names they should say:

[Name]_Worthy Matron (Worthy Patron) of _____ Chapter No. _____.

Past Matrons and Past Patrons do not say "Past Matron or Past Patron," when giving their names, they may say:

[Name], Chapter name and number. (They may give the year they served, and location, if desired.) (2013)

INTRODUCTION OF THE MOST WORSHIPFUL GRAND MASTER OF THE GRAND LODGE OF FLORIDA, F.&A.M.

If it is known that the Most Worshipful Grand Master of Masons of Florida is present, the Worthy Matron may say:

W.M.: “Sister Conductress you will introduce the Most Worshipful Grand Master of Masons of Florida.”

The Conductress offers her left arm to the Most Worshipful Grand Master and escorts him West to the Salutation Line and introduces him as follows:

Cond.: “Worthy Matron, I have the pleasure to present Most Worshipful _____, Grand Master of Masons of Florida.”

W.M.: “Brother _____, in behalf of _____ Chapter, I bid you welcome. You will now be escorted to the East.”

The Worthy Matron calls up the Chapter as the Conductress escorts the Most Worshipful Grand Master to the East observing the South and East Marching Lines. The Worthy Patron, extending his right hand receives him in the East.

The Worthy Matron says:

W.M.: “Sisters and Brothers, I have the pleasure to present _____, Most Worshipful Grand Master of Masons of Florida. You will accord him a warm fraternal welcome.”

INTRODUCTION OF PAST GRAND MASTERS, GRAND LODGE OFFICERS, DISTRICT DEPUTY GRAND MASTERS, GRAND REPRESENTATIVES, GRAND LODGE COMMITTEE AND WORSHIPFUL MASTERS

The Worthy Matron will then say:

W.M.: “Current Grand Masters from other Grand Jurisdictions, Past Grand Masters, current Grand Lodge Officers, current District Deputy Grand Masters, Grand Representatives, current Grand Lodge Committee Members and current Worshipful Masters please stand, introduce yourself giving name and title.” (2011 and 2017))

SPECIAL INTRODUCTIONS

If requested by the Worthy Grand Matron or the Deputies, special introductions are permissible at Official Visits or Official Inspections.

INTRODUCTION OF VISITORS

The Worthy Matron should extend a welcome to all visiting members, or if desired may ask them to rise and introduce themselves and then extend to them a welcome.

INTRODUCTION OF CANDIDATES FOR ELECTIVE GRAND OFFICE IN THIS GRAND JURISDICTION

Those candidates who have filed a resume for elective Grand Office in this Grand Jurisdiction with the Grand Secretary may be introduced after the introduction of members and visitors. The Worthy Matron may say:

W.M.: “Those candidates who have filed a resume with the Grand Secretary seeking an elective Grand Office in this Grand Jurisdiction, please stand, state your name, Chapter name and number and the office you are seeking.”

The candidates introduce themselves from their seats.

ORDER OF BUSINESS

1. Opening Ceremony
2. Reading of Minutes
3. Petitions for Membership, Degrees, Restoration and Reinstatement
4. Reports of Investigating Committees
5. Balloting on Petitions for Membership, Degrees and Restoration
6. Voting on Petitions for Reinstatement
7. Conferring of Degrees
8. Reports of Sickness and Distress
9. Reports of Special Committees
10. Reports of Standing Committees
11. Communications and Bills
12. Unfinished Business
13. New Business
14. Good of the Order
15. Receipts and Disbursements
16. Closing Ceremony

The Worthy Matron should close each order of business with one blow of the gavel.

The Secretary may respond, if true "none Worthy Matron" after each order of business before the gavel is struck. (2013)

That the business of the Chapter may be conducted in an orderly and proper manner, officers and members, when desiring to speak, should rise, address the presiding officer, then wait for recognition before proceeding. This is not only good parliamentary practice but a courtesy that should be shown the presiding officer.

The Secretary may remain seated while reading the minutes, during their adoption, while reading petitions, reports of investigating committees, memorials and correspondence.

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MINUTES

At a stated meeting, following the opening ceremonies and introduction of guests, the minutes of the previous stated meeting and any special meetings are read for adoption. The Worthy Matron maybe seated during the reading of the minutes.

After each set of minutes has been read, the Worthy Matron says: "Sisters and Brothers you have heard the reading of the Minutes. Are there any corrections? (Do not say omissions or additions.) If none, the minutes will be adopted (not approved) as read at the sound of the Gavel." The Worthy Matron then sounds the gavel.

PETITIONS

1. The Secretary should see that all petitions are made out in regular form and accompanied by the proper fee before reading them. Petitions for Membership (Affiliation and/or Dual Membership) are read first, then Petitions for the Degrees (initiation) then Petitions for Restoration then Petitions for Reinstatement.

2. It is not necessary for the Secretary to read the entire form of the petition, but say: "A Petition for Affiliation made out in regular form." She shall then read the signature and residence of the petitioner, state that it is accompanied by a Demit, certificate of withdrawal or resignation, a Chapter Certificate of Good Standing, Grand Chapter Certificate of Good Standing or Certificate of membership in the primary chapter (giving name, number and location of chapter). She also reads the names of persons who recommended the petitioner.

The Secretary shall read all information on back of petition with reference to previous application and rejection of applicant, if any.

3. For Petitions for the Degrees, the Secretary says: "A Petition for the Degrees, made out in regular form, accompanied by the fee." She shall then read the signature and residence of the petitioner, give the Masonic Relationship and the names of persons who recommended the petitioner.

4. For Petitions for Restoration the Secretary will say: "A Petition for Restoration made out in regular form." She shall then read the signature and residence of the petitioner and the names of persons who recommended the petitioner.

5. For Petitions for Reinstatement the Secretary will say: “A Petition for Reinstatement made out in regular form and accompanied by the necessary dues.” She shall then read the signature and residence of the petitioner and the names of the persons who recommended the petitioner.

6. After the Secretary has read all petitions, the Worthy Matron will say: “Sisters and Brothers, you have heard the reading of the petition(s), they will be referred to the following Investigating Committee(s).” The Investigating Committee shall consist of three members of the chapter, one of whom must be a Brother. It shall be the duty of each member of the Investigating Committee to make inquiry as to the reputation and standing of the petitioner and make a report in writing and no action shall be taken on any petition until such report is made. The Brother on the Committee shall also investigate the Masonic standing of the petitioner or the relative through whom eligibility is claimed. After the petition has been received and referred to an Investigating Committee, it is the property of the Chapter and cannot be withdrawn.

7. Petitions can only be received at a stated meeting of the chapter, and must remain in the possession of the Secretary. It is the duty of the Secretary to notify, by letter, as soon as possible, all rejected petitioners and return the fee by chapter check, the petition being filed by the Secretary. If a rejected petitioner desires to again petition the chapter, they shall fill out and sign a new petition, stating when and where they were previously rejected. The Secretary shall record in the minutes all information read from the petitions.

8. Members recommending petitioners should observe the following rules:

- a. Know the person
- b. Be sure that the person is worthy to become a member of the Order of the Eastern Star.
- c. See that the petitioner personally signs the petition.

9. All petitioners for affiliation not properly vouched for shall be regularly examined by the Investigating Committee before making their report.

REPORT OF INVESTIGATING COMMITTEE

1. The Investigating Committee can only report at a stated meeting of the Chapter. The report must be signed by the three members of the Committee.
2. A ballot is taken upon all petitions, whether the Committee reports favorable or unfavorable.
3. The report of the Investigating Committee shall be read in full to the Chapter, including the names of the Investigating Committee. The minutes must not show whether the report was favorable or unfavorable.
4. The Secretary reads the report of the committee and the Worthy Matron will say, "Sisters and Brothers, you have heard the report of the Investigating Committee The ballot will now be spread."

BALLOTING

(See Ritual, Pages 13, 14 and 15)

1. The ballot upon Petitions for Membership, Degrees or Restoration can be taken only at a stated meeting after the report of the Investigating Committee. Petitions for Affiliation, Initiation and Restoration may be balloted on collectively. In a collective ballot not more than five petitions may be presented at one time. In balloting collectively, if zero, one or two black cubes appear, the petitioners in such collective ballot shall be declared elected. However, if three or more black cubes appear, the ballot shall be immediately taken separately on each of the petitioners in such collective ballot as if no ballot had been taken. In balloting separately, if four or more black cubes appear in the first separate and individual ballot, the petitioner shall be declared rejected. However, if exactly three black cubes appear, the ballot shall be immediately ordered again. The results of this second ballot shall be final. If in the second separate and final ballot, three or more black cubes appear, the petitioner shall be declared rejected.
2. Election to membership in the Order of the Eastern Star shall require a clear ballot. A clear ballot is one that contains less than three black cubes.
3. When balloting upon Petitions for Membership, Degrees, Restoration or Reinstatement, all members of the Chapter present should vote and no ballot shall be legal unless at least seven votes are cast.

4. If less than seven votes are cast on the first ballot, the Worthy Matron will immediately order a second ballot. If less than seven votes are cast on this ballot, the ballot shall be declared illegal and the petition presented at the next stated meeting. This procedure shall be followed until a legal ballot is accomplished.

5. The ballot box (Masonic type or secret ballot box) must contain a sufficient number of white balls to supply the members present and at least six black cubes which shall be visible. It is against the law to use more than one ballot box when balloting. It is the duty of the Associate Conductress to ascertain if the ballot box is properly prepared and placed upon her station in the North. During balloting, only a member of the chapter may serve as Associate Conductress. (Amended 2004)

6. It is obligatory that the Worthy Matron, Worthy Patron, Associate Matron and Associate Patron, or their pro-tem even if not a member of the Chapter (if he is present), examine the ballot before it is destroyed. If the Worthy Patron is absent, a Brother (even if not a member of the Chapter) must fill the office during the balloting. (Observe law concerning Quorum, R.& R.) (2013)

7. The Associate Conductress carries the ballot box on her left forearm, with voting side out at the fingertips and drawer secure against the upper arm at all times when marching about the chapter room during balloting. She presents the ballot box to officers (and members who cannot go to the Altar to ballot) with her right hand while she stands facing the direction in which she is proceeding.

8. When the Worthy Matron calls balloting as the next Order of Business, she will say: "Sister Associate Conductress, you will prepare the ballot box."

9. The Associate Conductress stands, inspects the ballot box by pulling out the drawer to examine it, then picks up the ballot box and looks into the receptacle to ensure that the proper number of white balls and black cubes are present, steps to the North Marching Line and marches East to the East Marching Line, turns south and then east again to a position at the foot of the dais, in front of and to the right of the Worthy Matron, facing west. She holds the drawer up, empty side forward, and says, "Sister Associate Matron" (the Associate Matron rises.) The Associate Conductress says: "Behold the ballot box." The Associate Matron slightly bows signifying she is satisfied that the ballot box is empty. The Associate Matron is then seated.

10. The Associate Conductress turns left and hands the ballot box to the Worthy Matron, who receives it, and places it on the pedestal at the same time the Worthy Patron rises and remains standing until after he has voted. After the Worthy Matron and Worthy Patron examine the ballot box, the Worthy Matron sounds the gavel and says:

W.M.: “Sisters and Brothers, we are about to ballot on the petition of _____ to receive the Degrees of the Order (or to become a member of this Chapter by affiliation, and/or for restoration.) The report of the committee is _____ white balls elect, three black cubes rejects. Be careful you make no mistake and vote for the good and welfare of the Order.”

The Worthy Patron looks aside while the Worthy Matron votes. The Worthy Matron takes one step to the right and looks aside as the Worthy Patron votes. During this time the Associate Conductress faces west.

11. After the Worthy Patron has voted, the Associate Conductress takes the ballot box from the pedestal. She turns, marches west to the East Marching Line, then north to the station of the Organist. (Should the instrument be south of the Associate Matron's station, the Associate Conductress shall present the ballot box to the Associate Matron, Associate Patron and Warder ((See Ritual, Page 13)) before approaching the Organist.) She turns, if necessary, proceeds west on the North Marching Line until in line with the Associate Matron's station, then south to the Associate Matron, Associate Patron and Warder; Associate Matron, Associate Patron and Warder rise simultaneously as the Associate Conductress turns south towards the Associate Matron's station from the North Marching Line and remain standing until the Warder has balloted; all are seated simultaneously. The Associate Conductress places the ballot box on the pedestal, retaining hold of it and stands facing south.

The Associate Conductress, turning left from the Warder's station, marches toward the East to a point on a line with the back of Esther's chair, enters the Labyrinth on an angle between Ruth and Esther and advances to the Altar. Placing the ballot box on the Altar to the left of the Bible (looking only at the Bible) she makes the Salutation Sign to the Bible, takes one step to the left, ballots and takes one step backward. She turns toward Martha's station and walks out of the Labyrinth between Esther and Martha to a point on a line with the back of Esther's chair and behind Martha's station, (beginning HER triangle) turns left and marches south and east to

her position back of Ruth's chair, faces the Altar and directs the balloting. The Associate Conductress should see that only members of the Chapter enter the Labyrinth to vote. (Revised 2017)

12. If members are present who cannot go to the Altar to ballot (handicapped), the Associate Conductress will present the ballot box to them in proper form as she would pass them in her regular line of march, except those seated in the southeast. The Associate Conductress will present the ballot box to them prior to entering the Labyrinth in the regular manner. They shall stand, if possible to cast their ballot.

13. After the Associate Conductress has balloted and retired from the Labyrinth, and is west of Esther's chair, the Worthy Matron calls up the other officers who approach the Altar in the following order: Marshal, Conductress, Secretary, Adah, Ruth, Esther, Martha, Electa, Chaplain and Treasurer. All officers move immediately. Esther steps back to clear her chair, then turns and moves south and holds her line near the angle of the entrance to the Labyrinth until the Marshal, Conductress, Secretary, Adah and Ruth have voted. Esther, Martha, Electa, Chaplain and Treasurer follow in order. Those voting enter the Labyrinth according to Ritual Page 13. Also, see Diagram in back of this book for Line of March for Balloting.

After depositing a ballot, they take one step backward, turn toward Martha's station and walk out of the Labyrinth between Esther and Martha, completing the triangle. Those on the north, march to the North Marching Line, turn right and proceed to their stations. Those on the south, march to the North Marching Line, then to the Salutation Line, turn left, and march to their stations. All are seated immediately except the Marshal who remains standing to be ready to direct the members to ballot.

14. When Martha is at the Altar, the Worthy Matron calls up the members. (Members ballot in same manner as Officers.) The Marshal faces north and raises the baton for the north side to vote by signaling the northeast corner, then the northwest corner. Those on the northeast and northwest form a line immediately back of Esther's station leaving the Salutation Line free for members retiring from the Labyrinth. Before the north side has finished balloting, she faces south and raises the baton as a signal for the south line, beginning at the southwest corner, to proceed to ballot. After directing the southeast corner to ballot, the Marshal is seated.

15. In approaching the Altar, each member must pause at the edge of the Labyrinth in the circle between Ruth and Esther while the preceding member is casting a ballot. Officers and members may ballot with either hand, being careful not to break the triangle as they stand at the Altar. (2013)

16. After the members have balloted the Worthy Matron directs the Warden to ascertain if the Sentinel desires to ballot. If the Sentinel desires to ballot, the Worthy Matron appoints a member to relieve him or her for the purpose of balloting. He or she, retires in proper form. The Sentinel enters the chapter room in proper form and proceeds as per *Ritual, Pages 13 and 14*. The Sentinel does not surrender his or her badge before entering the chapter room to ballot.

17. After all have balloted, the Worthy Matron addresses the Associate Conductress as per *Ritual, Page 14*.

18. The Associate Conductress marches west to a point and when on a line with the back of Esther's chair enters the Labyrinth on an angle between Ruth and Esther. She closes the ballot box, when necessary, retires from the Labyrinth, facing the Altar, between Esther and Martha to a point on a line with the back of Esther's chair and behind Martha's station, completing HER triangle. ("This line of march is for the Associate Conductress only) She turns west, marches to the Salutation Line, turns south and when opposite the Associate Matron and Associate Patron ... (Follow instructions fine print, *Ritual, Page 14*.)

As the Associate Conductress reaches the Salutation Line, the Associate Matron and Associate Patron rise and thoroughly inspect the ballot. They remain standing until the ballot has been announced from the East and is destroyed.

Immediately after the ballot has been inspected by the Associate Matron and Associate Patron, the Worthy Matron shall ask: "Sister Associate Matron" (*Ritual, Pages 14 and 15*.)

The Associate Conductress follows instructions in the fine print of the *Ritual*, top of *Page 15*, observing the Salutation and Marching Lines.

The Worthy Patron rises as the Associate Conductress places the ballot box on the pedestal in the East. After the Worthy Matron and Worthy Patron have inspected the ballot the Worthy Matron will ask: (*Ritual, Page 15*.)

19. In a collective ballot, if zero, one or two black cubes appear, the petitioners in such collective ballot shall be declared elected. However,

if three or more black cubes appear, the ballot shall be immediately taken separately on each of the petitioners in such collective ballot as if no ballot had been taken. In balloting separately, if four or more black cubes appear in the first separate and individual ballot, the petitioner shall be declared rejected. However, if exactly three black cubes appear, the ballot shall be immediately ordered again. The results of this second ballot shall be final. If in the second separate and final ballot, three or more black cubes appear, the petitioner shall be declared rejected.

20. In case of the rejection of a petitioner, the Worthy Matron, after declaring the ballot will say,

W.M.: “It is the law of this Grand Chapter that any member who shall report to any person not a member of the Order the name of a rejected petitioner, or divulge to any person how he or she voted, shall be subject to charges and trial and, if convicted, to reprimand, suspension or expulsion from the Order.”

21. As soon as the Worthy Matron announces the result of the ballot and destroys same, the Worthy Patron, Associate Matron and Associate Patron are seated and the Associate Conductress faces East. The Worthy Matron says: “Sister Associate Conductress, the balloting is completed” and hands the ballot box to the Associate Conductress, who observes the marching lines and returns to her station. The Worthy Matron sounds the gavel.

22. In the inspection of the ballot in the East, if the Worthy Matron finds that it does not agree with the report of the Associate Matron, she says: “Sister Associate Conductress, you will bear the ballot to the West for re-inspection.” After the re-inspection and announcement from the West, *proceed as in fine print Ritual, Page 14.*

23. All members must refrain from talking or visiting at this time. The ballot is a sacred part of the Order.

FORM FOR PASSING BALLOT

It is optional with the Chapter or the presiding officer whether the ballot is passed to the officers and members or placed upon the Altar.

If the ballot is passed, the method of procedure is the same as mentioned above until after the Worthy Matron and Worthy Patron have voted. The Associate Conductress then presents the ballot box to the Chaplain, Treasurer, Organist, members in the North between the East

and the station of the Associate Conductress, then Martha and Electa, then to members between the station of the Associate Conductress and the West, then across west to officers and members seated there, then members between the west and the station of the Conductress, then Conductress, then members between the station of the Conductress and the East, then Secretary, Marshal, Adah, Ruth and Esther. The Associate Conductress when in line with the back of Esther's chair, enters the Labyrinth on an angle between Ruth and Esther advancing to the Altar, places the ballot box on the Altar to the left of Bible, (looking only at the Bible) she makes the Salutation Sign to the Bible, takes one step to the left, ballots, takes one step backward, turns toward Martha's station and walks out of the Labyrinth between Esther and Martha to a point on a line with the back of Esther's chair (beginning HER triangle,) turns left and marches south and east to her position back of Ruth's chair and faces the Altar. The Worthy Matron directs the Warder to ascertain if the Sentinel desires to ballot. (Follow balance of procedure for Sentinel to ballot, Ritual Page 14)

BALLOTING ON PETITIONS FOR REINSTATEMENT AFTER SUSPENSION FOR NON-PAYMENT OF DUES

1. When the Investigating Committee reports at a stated meeting on a Petition for Reinstatement, it shall require a two-thirds vote by written secret ballot, to reinstate to membership one who has been suspended for non-payment of dues. If rejected, the rejected petitioner's Petition for Reinstatement shall not be received until after the expiration of one month from date of rejection.

2. A collective written ballot on not more than five Petitions for Reinstatement may be taken. If the collective ballot does not receive the necessary two-thirds majority, an individual written ballot shall be taken on each petition.

BALLOTING ON A REQUEST FOR WAIVER OF JURISDICTION

The chapter receiving the request for a waiver of jurisdiction will take action upon the request when it is received at a stated meeting. A request for a waiver of jurisdiction over a previously rejected petitioner shall be granted only by a vote of the chapter, expressed by secret ballot. In balloting separately on a request for waiver of jurisdiction, if four or more black cubes appear in the first separate and individual ballot, the request for waiver shall be denied. If, however, exactly three black cubes appear the ballot shall be immediately taken again. If in the second separate and final ballot, three or more black cubes appear, the request for waiver shall be denied. The results of the second ballot shall be final. (2011)

INITIATION

(See Ritual)

1. The Degrees of the Order shall not be conferred upon a candidate at the same meeting the ballot was spread on her or his petition.

2. The chapter room should be properly prepared, having all paraphernalia in place. (See Ritual Page 166)

a. Special lighting effects, an electric signet and ceiling lights are permissible. The room lights, when necessary, may be lowered to display these. The lights are turned on full after the Obligation.

b. A corsage or boutonniere may be presented to the candidates in the preparation room or they may be presented by the Marshal after the new members sign the bylaws.

3. When the Worthy Matron instructs the Associate Conductress to retire, she will proceed according to Ritual, Pages 49 and 50, fine print. The Warder rises as the Worthy Matron responds to the Salutation Sign given by the Associate Conductress, gives the raps and opens the door for the Associate Conductress to retire. The Warder then closes the door and resumes her station.

4. The Associate Conductress must ascertain if candidates are in waiting and properly identified. It shall be the duty of the Secretary to prepare a list of names of candidates to be initiated, giving a copy to the Associate Matron, Conductress and Associate Conductress.

5. When the Associate Conductress is ready to return, and after the door has been opened in the proper manner by the Warder, who stands at the door without completely closing it, she makes the following report: "The Associate Conductress, returning." The Worthy Matron responds: "You will admit her." After the Associate Conductress is admitted, the Warder resumes her station.

The Associate Conductress advances according to Ritual, Page 50 and reports to the Worthy Matron the names of the candidates (giving Mrs., Miss or Mr.). The names should always be given in full by the Associate Conductress, the Conductress and Associate Matron.

After the Worthy Matron instructs the Associate Conductress to prepare the candidates for the Ceremony of Initiation, the Warder opens the door in the proper manner.

All preparations should be made while the Associate Conductress is preparing the candidates.

6. The Associate Conductress informs the candidate that the Ceremony of Initiation is beautiful and sacred, directs her to remove her hat and gloves and prepares the candidate by giving the necessary directions for the ceremony of initiation. The lecture of the Associate Conductress (Ritual, Pages 50, 51 and 52) is given in the Preparation Room and must be memorized and always given to the candidate, who must reply to the question asked.

7. When the Conductress is directed by the Worthy Matron to ascertain, etc., she proceeds according to Ritual, Pages 52 and 53.

8. When the Worthy Matron directs the Conductress to admit the candidate (See Ritual, Page 53, fine print, concerning lights), the Conductress proceeds according to Ritual, Pages 53, 54 and 55, large and fine print.

9. The Associate Conductress shall assist in all initiatory work, when there is more than one candidate. The number of candidates to be initiated at one time is limited to six.

10. When directed by the Associate Matron to face east, the Conductress proceeds according to Ritual, Page 56, fine print.

11. When the Worthy Matron invites the Worthy Patron to preside, they do not change chairs, but she hands the gavel to him and he places it on the pedestal. The Worthy Matron must not use the gavel again until the Conductress and Associate Conductress are seated. (Observe law concerning Quorum, R. & R.)

12. Candidates must not be prompted to answer the Worthy Patron. If necessary he should repeat the question.

13. OBLIGATION. The Conductress conducts the candidates to the Altar and proceeds according to Secret Work (1) and Ritual, Page 58. When the candidates are in proper position, the Conductress should stand at the left of and slightly west of the Altar, the Associate Conductress directly opposite. The Conductress addresses the Worthy Patron (Ritual, Page 58).

14. After calling up the Chapter, when the Worthy Patron enters the Labyrinth all officers and members face the Altar and assume the Reverent Attitude (Ritual, Page 16, fine print). The Worthy Patron proceeds to a position about two feet east of the Altar. The Worthy Patron should say: "You will repeat after me the following Obligation." Candidates do not pronounce their names before repeating the Obligation.

15. At the close of the Obligation, the Conductress and Associate Conductress immediately remove the Bibles from the new members' hands and hold the Bibles with both hands, resuming their positions beside the new members.

After the Bibles have been removed from the hands of all the new members, the Worthy Patron, stepping forward, says to each, beginning with the one nearest the Conductress: (Ritual, Page 59 and fine print same page).

After assisting the new members to rise, the Worthy Patron retires to the edge of the Labyrinth, facing the Altar and says: (Ritual Page 59) indicating each star point officer as her name is called. The music begins and the Worthy Patron turns to go to his station in the East. The Conductress and Associate Conductress (if assisting), place the Bibles upon the Altar in the proper position, front edges to the south. The Star officers face east. The Worthy Patron seats the Chapter. The Conductress does not leave the Altar until the Worthy Patron seats the Chapter.

16. It is important that each star officer give the sign of her Degree accurately. Each star point officer, with the hand nearest the pedestal will indicate the color during the entire portion of the lecture explaining the color, as she says: "The color appropriate to this Degree," etc. (2013)

Adah and Esther pick up the emblem with both hands. Ruth, Martha and Electa pick up the emblem with the right hand and rest it on the palm of the left hand, then step back into position and say: "The emblem is..." (2014)

17. The Conductress after she leaves the Labyrinth between Adah and Electa, turns right once around the Star. She completes the circle in front of Adah's station then turns left, and marches east then north to a position in front of the Worthy Patron.

18. When the Worthy Matron says "Let us unite in prayer," she immediately leaves the East while the Chapter is being called up for prayer by the Worthy Patron. The Chaplain proceeds according to the diagram, Ritual page 179. As the Chaplain enters the Labyrinth, the members assume the Reverent Attitude. The Chaplain remains standing until the chain is formed by the Officers named in the Ritual, Page 78. (The Worthy Patron and Warder remain at their stations.) It is important that the officers who are to form the circle leave their stations immediately. The star point officers moving slowly around the back of their chairs to their position in the circle.

When the Worthy Patron calls up the Chapter and the music begins, the Conductress and Associate Conductress proceed according to Ritual, Pages 78 and 79, fine print.

When the chain is formed (Ritual, Page 79, fine print) the Chaplain should kneel and the members assume the Attitude of Prayer until the prayer is finished. The Reverent Attitude is held until the Chaplain retires from the Labyrinth. (2013)

19. At the conclusion of the prayer, the Chaplain rises, assumes the Reverent Attitude. She remains standing at the Altar during the singing of the first verse of "Blest Be The Tie That Binds." During the singing of the second stanza, all officers slowly retire facing the Altar, returning to their stations. The star point officers again moving slowly around the back of their chairs. The Worthy Matron retires, facing the Altar, turns and goes directly to the East. The Conductress and new members proceed according to Ritual, Page 80, fine print.

20. The Conductress gives all the signs and the Worthy Patron explains them. The Conductress, alone, communicates the grip and repeats the cabalistic motto. The Conductress, after giving the grip of the Order, goes around the back of the new members to the Signet.

21. The first two and last paragraphs of the Initiatory Lecture (Ritual page 86) are required. This lecture may be given by the Worthy Patron, Associate Patron or a Past Patron of the Chapter. When given by a Past Patron of the Chapter he shall assume the station of the Associate Patron prior to the candidate's entrance into the Chapter Room. The Worthy Patron addresses the Conductress (Ritual, Page 86, fine print). The Conductress proceeds according to the fine print Ritual, Page 86. (Revised 2019)

At the close of the optional lecture, the Associate Patron addresses the Conductress (Ritual, Page 90, fine print). The Conductress proceeds to the East by the South Marching Line. (Revised 2019)

22. At the conclusion of the Worthy Patron's lecture (Ritual, Page 91), the Conductress immediately turns left with her new member followed by the other couples and marches to the South Marching Line, and to the Secretary's desk. She remains with the new member where she (or he) signs the bylaws then proceeds to a point on the South Marching Line, west of the East Marching Line, waiting and leaving room for the Associate Conductress and the other couples to form a line behind her. The Secretary stands during the signing of the bylaws. If there are more than two couples, the Marshal rises and directs the remaining new members to wait in front of the Marshal's station until the first member finishes signing the bylaws. The Marshal then conducts the new members (one at a time) to the Secretary's desk to sign the bylaws and to a position back of the Conductress and new member on the South Marching Line. The Associate Conductress with the last new member follows. (2016)

23. The Chapter should have a suitable bound Membership Book containing an approved copy of its bylaws, which the new members sign.

24. While the member is signing the bylaws there may be vocal or instrumental music. After the bylaws are signed, the Chapter is called up. All join in singing a welcome song, during which the Conductress and Associate Conductress and the member(s) take the circuit of the room and take positions in front of the East, facing West.

25. After the Worthy Patron says: (Ritual, Page 91), the Marshal carrying her baton, leads the officers and members to greet the new members, marching across the East, west on North Marching Line, south on the Salutation Line, then east on the South Marching Line to their stations. She is followed by the Worthy Matron, Worthy Patron and visitors seated in the East, who descend the dais on the south side of the pedestal, Secretary, Adah, Ruth, Esther, Associate Matron, Associate Patron, Martha, Electa, Associate Conductress if not assisting in the Initiation, Chaplain, Treasurer. The members on the south and members on the north, follow the same line of march. The Organist, Warder and Sentinel do not leave their stations. The music should be quick march time. The Chapter is at ease at this time.

26. If Initiatory Bibles are to be given the new members, or if Altar is to be draped, the Marshal, after leading officers and members to greet the new members, returns to her station and lays down the baton, goes quietly in the Labyrinth between Ruth and Esther, picks up the Initiatory Bibles, takes one step backward, turns toward Martha's station and walks out of the Labyrinth between Esther and Martha. If Bibles or Rituals are to be given to the new members they should be presented by the Worthy Matron at this time. The Worthy Patron seats the chapter and returns the gavel to the Worthy Matron. (Ritual, Page 92.) (2015)

MEMORIAL SERVICE - ANNUAL

1. Each chapter in this Grand Jurisdiction shall annually hold an appropriate Memorial Services for all deceased members of the Order at three o'clock in the afternoon on the last Sunday in November of each year, or at the last or only stated meeting in November (optional to the chapters).

2. The Secretary, will read the names of the deceased members from her/his station and place the scroll reverently on the Altar. The Secretary enters the Labyrinth between Ruth and Esther and advances to the Altar, pauses, takes one step to the south (right) and places the scroll on the southeast corner of the Altar, steps back to the center of the Altar, pauses, and then backs out of the Labyrinth until at a point with the back of Esther's chair and the South Marching Line. (If she/he is unable to back away from the Altar, she/he takes one step back turns to the right until on a point with the back of Esther's chair and the South Marching Line and turns left). (2011)

3. Prayer may be offered by the Chaplain behind the Altar. The Chaplain enters the labyrinth between Esther and Martha and offers prayer. The Chaplain returns to her/his station along the North Marching Line. (If the Chaplain is unable to back out of the Labyrinth, she will take one step back turn to the left until on a point with the North Marching line.) Chapters may also incorporate into the Memorial Services other appropriate programs in keeping with the occasion. However, none of these programs are to take place within the labyrinth while the Bible is open. 2010

4. Any chapter may, by a majority vote, hold a joint Memorial Service with another chapter, to be held at three o'clock in the afternoon on the last Sunday in November. (Joint Memorials cannot be held at

stated meetings.) During a joint ceremony the scroll is not placed upon the Altar. Memorial programs may be used. However, none of these programs are to take place within the labyrinth while the Bible is open.

PRESENTATION OF FIFTY YEAR PINS

The Worthy Matron will say: "Sisters Conductress and Associate Conductress you will prepare for introduction of our new fifty-year member(s)." The Conductresses will take their Introductory positions.

The Worthy Matron will then say: "Will the new fifty-year member(s) please rise."

When they stand, the Worthy Matron will say: "Sister Conductress you will introduce her/him/them."

The member(s) who are to receive fifty year pins are to be escorted to the Altar, those sitting on the North entering between Esther and Martha, and those sitting on the South between Ruth and Esther, standing behind the Altar with Sisters on the North and Brothers on the South, introduced by name and escorted to the East through the Labyrinth.

The Conductress will introduce the new fifty-year member(s) as follows:

Cond: "Worthy Matron, I have the honor to present Sister(s)/Brother(s) _____, our new fifty year member(s)."

Worthy Matron: "Sister(s) and Brother(s), in behalf of _____ Chapter No. _____, I congratulate you on becoming a 50-year member of our beautiful Order. You will now be escorted to the East."

When the member(s) is/are in the East, the pin(s) is/are then presented. After the pin is presented, the Chapter is called up and the Worthy Matron will say:

Worthy Matron: "Sisters and Brothers, I have the honor to present Sister(s)/Brother(s)_____ our new fifty year member(s). You will salute her/him/them with the Grand Honors."

Grand Honors are given to the recipient. This is a one time honor. (2013)

MEMBERS BY AFFILIATION

1. Members by affiliation, except Dual Members, have all the rights and privileges of membership after their election. The Bylaws should be signed as soon thereafter as possible. Rights and privileges of Dual Members are set forth in the Rules and Regulations, Dual Members.

2. Under unfinished business, affiliated (and/or dual) members, may sign the bylaws as follows: The Worthy Matron will say: "If there are present affiliated (and/or dual) members who have not signed the bylaws, they will please rise. Sister Conductress, you will introduce them." The Conductress will escort the members to the Salutation Line and say: "Worthy Matron, I have the pleasure of presenting Sisters (or Brothers) formerly of (or dual members of) Chapter _____, who have been elected to membership in this Chapter." The Worthy Matron, after a few words of welcome will say, "You will now be conducted to the Secretary's desk, where you will sign the bylaws of this Chapter, after which you will be seated." Those who are re-affiliating with the Chapter need not again sign the bylaws.

REINSTATED MEMBERS

Reinstated members have all the rights and privileges of membership after being reinstated. It is not necessary that they again sign the bylaws.

SILVER DRILL

During a meeting an offering may be taken at such time as the Worthy Matron may determine, provided no order of business is interrupted therefor. If a silver drill is taken, the line of march for the Marshal is as follows: The Marshal proceeds from her Station observing the East Marching Line to the East stopping in front of the Worthy Patron and picks up the Silver Drill from the East. The Marshal turns, marches west to the East Marching Line then south and proceeds west on the South Marching Line. When the Marshal is on a line with the Associate Matron's and Associate Patron's Station, the Sentinel (if having been invited in), the Warder, Associate Matron and Associate Patron rise simultaneously as the Marshal turns and collects the Silver Drill from them. The Marshal then faces East, signals with her baton to the Worthy Matron, who calls up the officers. The Conductress and Associate Conductress will march on their respective marching lines to the East Marching Line, and lead the officers per diagram for the Silver Drill in the back of this book. Following the Conductress in the South should be the Secretary, Adah, Ruth and Esther.

Following the Associate Conductress in the North should be the Treasurer, Chaplain, Electa and Martha. The Conductress and Associate Conductress will return to a position on the East Marching Line facing west. If necessary, the Conductress will take one step to the right and the Associate Conductress will take one step to the left, to allow room for those returning to their seats. After the officers have passed by, they will step back into proper position. The Worthy Matron will call up the members who will be led by the Conductresses per Diagram. If necessary, the Conductress will take one step to the right and the Associate Conductress will take one step to the left, to allow room for those returning to their seats. After the members have passed by, they will step back into proper position. The Conductress and Associate Conductress return to the East Marching Line and remain until the members have cleared the marching line area. When the members have cleared the marching line area, the Marshal will raise her baton and, using square corners and observing the marching lines, the Conductress, Associate Conductress and Marshal move simultaneously, the Conductress and Associate Conductress will return to their stations. The Marshal deposits the Silver Drill money on the Secretary's desk. (2013, 2014 and 2017)

CLOSING THE CHAPTER

(See Ritual, Page 45, fine print at top of page.)

1. After the Worthy Matron directs the Warder (Ritual, Page 45) the Warder proceeds according to (Ritual, Page 45, large and fine print.)

2. When the Worthy Matron says: (Ritual, Page 46 PRAYER), the Chaplain approaches the Altar in the same manner as in the Opening Ceremony. As the Chaplain enters the Labyrinth, the Marshal raises her baton to direct all officers and members to face the Altar and assume the Reverent Attitude. After giving the signal, the Marshal lays the baton down. She does not pick it up again until Chapter is declared closed. After the Prayer, the Chaplain steps back into the circle of officers, facing the Altar, midway between Martha and Esther and assumes the Reverent Attitude. (Ritual Page 46, fine print). After the prayer, the Chaplain, if unable to back out of the Altar, takes one step back, turns to the left, walks back into the circle of officers (midway between Esther and Martha), turns right, faces the Altar, and assumes the Reverent Attitude. (Ritual Page 16, fine print). This position is maintained until the Bible is closed and the Conductress is in her position. (Ritual, Page 47, fine print). 2010

3. When the Conductress is requested to close the Bible, she approaches the Altar in the same manner as in the Opening Ceremony and gives the Salutation Sign to the open Bible (*Ritual, Page 47, fine print*). The Bible is closed in the following manner: She 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, makes a slight bow to the Worthy Matron and facing the Altar, steps back to a position between Ruth and Esther in the circle of officers facing the Altar, (if unable to back out of the Altar she takes one step back, turn to the right, retires to a position between Ruth and Esther in the circle of officers turns left, facing the Altar). 2010 She remains in this position until the Chapter is closed. As the Conductress closes the Bible, the electric star, altar light and electric lights at the pedestals are turned out. Sacred or appropriate music may be played during the closing of the Bible, but not during the prayer.

4. When the Worthy Matron instructs the Warder to inform the Sentinel that the Chapter is closed, she immediately sounds the gavel. The Warder, without giving the raps, at once opens the door and informs the Sentinel that the Chapter is closed. She/he makes no report to the Worthy Matron. The Conductress and Chaplain return to their stations immediately.

The Worthy Matron then says: "The members and visitors will remain standing while the officers retire."

5. The form of retiring march is optional with the chapter.

6. The flag shall not be borne from the chapter room either before or during the retiring march.

SICKNESS AND DISTRESS

1. Illness or sorrow among any of the membership should be promptly reported and every possible attention given by the Chapter and members.
2. It shall be the responsibility of the Chaplain to see that “letters” or cards of sympathy are sent.
3. The Secretary should notify the Grand Chaplain as soon as possible of the passing of a member.

DRAPING THE ALTAR

The Altar shall be draped for 30 days or two stated meetings, whichever comes first, for a deceased Worthy Grand Matron or Worthy Grand Patron, Past Grand Matrons and Past Grand Patrons of this Grand Jurisdiction, and Most Worthy Grand Matron and Most Worthy Grand Patron of the General Grand Chapter. At any stated or intervening meeting during that time frame, the drape is placed on the Altar when the chapter room is prepared. Open Installation of Officers and Memorial Services held on the last Sunday in November, are considered intervening meetings. (Revised 2007)

Upon official notice of the death of one of the above named, the Worthy Matron will announce the passing of the Sister(s) and/or Brother(s), request the Secretary to read the Memorial(s) and the Altar will be draped.

FORM FOR DRAPING THE ALTAR

The Altar must be draped at a Stated Meeting under “Sickness and Distress.” The drape, properly prepared, shall be at the Associate Conductress' station before the meeting starts and the fern at the station of the Associate Matron. The drape shall be folded lengthwise to form an inverted box pleat with the ends folded crosswise in a similar manner. After the Secretary reads the Memorial, the Worthy Matron calls up the Chapter and says:

W.M.: “Let us pause and pay tribute to the memory of Sisters(s) _____(Name or names) (Worthy Grand Matron of the Grand Chapter of Florida, Past Grand Matron(s) of the Grand Chapter of Florida or Most Worthy Grand Matron) and/or Brother(s)_____ (Name or names) (Worthy Grand Patron of the Grand Chapter Florida, Past Grand Patron(s) of the Grand Chapter of Florida or Most Worthy Grand Patron) who has (have) been called to her (his/their) Eternal Home.”

After a pause, and without instructions, the Chaplain advances to the Altar, in the same manner as in the Opening Ceremony, where she removes the Bible and takes one step back. As the Chaplain enters the Labyrinth, the Marshal raises her baton to direct the officers and members to face the Altar and assume the Reverent Attitude, which is held until all officers retire from the Labyrinth. The Associate Matron, carrying the fern in both hands if possible, moves simultaneously with the Chaplain, advances to the Salutation Line, turns right, marches to South Marching Line, advancing east to a point in line with the back of Esther's chair, turns left and enters the Labyrinth, on an angle, between the stations of Ruth and Esther, where she pauses. As soon as the Chaplain passes the Associate Conductress' station, the Associate Conductress, carrying the Drape in both hands, advances south to the Altar between stations of Electa and Martha where she places the Drape on the center of the Altar. The Conductress, moving simultaneously with the Associate Conductress, advances north to the Altar, between the stations of Adah and Ruth, where after a brief pause, she assists the Associate Conductress in unfolding the drape on the Altar. After unfolding the Altar drape, the Conductress and Associate Conductress take one step back and assume the Reverent Attitude. The Chaplain replaces the Bible on the Altar. As the Chaplain retires to her position in the circle of officers, as in the Opening Ceremony, the Associate Matron simultaneously advances to the center of the Altar, pauses, steps to the South (right), places fern on the southeast corner of the Altar, steps back to the center of the Altar, pauses, and then returns to her position in the circle of officers assuming the Reverent Attitude and holding it for a count of three. At the close of the ceremony of Draping the Altar, the officers retire slowly from the labyrinth and return to their stations. (If either the Conductress or Associate Conductress is unable to back out of the Labyrinth, she may turn toward the East and return to her station. If either is unable to back out, both must follow this procedure so that the work is uniform. (If the Chaplain is unable to back out of the labyrinth, she/he may take one step back, turn left and walk back to the circle of officers midway between Esther and Martha, turns right, faces the Altar and assumes the Reverent Attitude. If the Associate Matron is unable to back out of the Labyrinth, she may take one step back, turn right and walk back to the circle of officers, midway between Ruth and Esther, where she turns left, faces the Altar, assumes the Reverent Attitude and holds it for a count of three. If unable to back out of the circle of officers, at the close of the ceremony of Draping the Altar, the Associate Matron will turn right and when on a line with the back of Esther's chair on the South Marching Line turns right, marches to the Salutation Line, turns north until in front of her station and then enters her station.

If the Chaplain is unable to back out of the circle of officers, she will turn left and when on a line with the back of Esther's chair and the North Marching Line, will turn right and advance East on the North Marching Line until she reaches her station.) (2010, 2011 and 2017)

The Worthy Matron seats the chapter. Soft background music will be played during the entire ceremony.

DRAPING THE CHARTER OR DISPENSATION

The Charter or Dispensation shall be draped for 30 days or two stated meetings, whichever comes first, for deceased members of the Chapter. At any stated or intervening meeting during that time period, the drape only is placed on the Charter or Dispensation when the chapter room is prepared. Open Installation of Officers and Memorial Services held on the last Sunday in November are considered intervening meetings. (Revised 2007)

Upon the death of a member, the Worthy Matron will appoint a committee to prepare a resolution, which shall be read at a stated meeting and the Charter or Dispensation draped at a stated meeting under Sickness and Distress. This committee may be appointed by the Worthy Matron between stated meetings.

The Worthy Matron will inform the Chapter of the passing of the Sister(s) and/or Brother(s), giving date of death, time of funeral service if known, and if Eastern Star Service is to be or was held, and request the Secretary to read the memorial(s).

FORM FOR DRAPING THE CHARTER OR DISPENSATION

1. The Charter or Dispensation must be draped at a stated meeting under Sickness and Distress. The Charter or Dispensation should be placed on an easel just north of the Marshal's station, the fern at the Chaplain's station, and the Drape at the Associate Matron's station. The Secretary calls the name(s) of the departed member(s) and reads the Memorial(s). The Worthy Matron calls up the Chapter and says:

W.M.: "Let us pause and pay tribute to the memory of Sister(s) _____
(Name or names) and/or Brother(s) _____ (Name or names)
who has (have) been called to her (his/their) Eternal Home."

The Officers and members face the Charter or Dispensation and assume the Reverent Attitude when the Marshal raises her baton as the Chaplain enters the Labyrinth. The Reverent Attitude is held until the Chaplain retires from the Labyrinth.

2. The Chaplain, carrying the fern, in both hands if possible, advances to the Altar, in the same manner as in the Opening Ceremony, where she pauses. The Chaplain steps to the north (left) and places the fern on the northeast corner of the Altar as the Associate Matron places the Drape on the Charter or Dispensation. The Chaplain steps back to the center of the Altar, assumes Reverent Attitude for a brief moment and returns to her station in the same manner as in the Opening Ceremony. (Revised 2017)

3. The Associate Matron, carrying the Drape, moves simultaneously with the Chaplain, advances to the Salutation Line, turns right, marches to the South Marching Line, advances to the East Marching Line, turns north to a point in line with the easel, then east to approach the Charter or Dispensation. She pauses a moment, places the Drape on the Charter or Dispensation, steps back, assumes Reverent Attitude, and pauses for a brief moment. She then turns right, proceeds to the South Marching Line and west to her station observing the Marching and Salutation Lines.

4. Soft music may be played during the Ceremony.

5. Refer to ALTAR SERVICES herein for directions concerning officers who are unable to back out of the Altar and adapt accordingly. (2010)

INSTALLATION OF OFFICERS

1. Installing Officers listed in the Ritual are; Installing Officer, Assisting Installing Officer, Installing Chaplain, Installing Marshal and Installing Organist, and when having a closed Installation an Assisting Warder. Chapter Officers who are to be one of the Installing Officers will not be installed until the first meeting after installation. (2008)

2. The Ritual gives full directions and a diagram of the Labyrinth for the Installation of Officers. There is no provision for more than one Installing Marshal. All Installing officers who are sisters wear long white formals and white shoes. There shall be no installing secretary. The regular Secretary must make proper record of the Installation after she is installed.

3. If a star point floral tribute is presented during installation, it must be done according to the *fine print in the Ritual, page 119*. There is no provision for presentation of gifts to the star point officers during installation. If a courtesy is to be presented to the retiring Worthy Matron and Worthy Patron, it must be given at their last stated meeting and not at the Installation.

4. At Open Installation, the Conductress goes into the Labyrinth to open or close the Bible between Adah and Ruth. After opening the Bible to the second Chapter of Matthew, second verse, without ceremony, she returns to her station in the same manner. (2008)

5. The Installing Chaplain goes in to the Altar between Martha and Electa and returns to her station in the same manner.

6. The Bible is open when the Chapter is declared at ease. Therefore, the Officers will retire observing the marching lines and without crossing between the Labyrinth and the East. During recess, badges are placed on the Altar. These may be placed on a block or tray to maintain the dignity of the Labyrinth. The Installing Marshal shall not reach across the Bible to arrange the badges or pick them up. Chairs are placed in a semi-circle in preparation for the Installation Ceremony. Whenever possible the semi-circle of chairs is left in the west until after the completion of the Installation ceremony. (Revised 2019).

7. After the Bible is opened by the Conductress without ceremony, there is no provision for the Bible to be closed or removed from the Altar until the Worthy Matron instructs the Conductress to close the Bible at the completion of the Installation. There is no provision for the removal of the star point emblems during the recess.

8. Officers and members should assume the Reverent Attitude when the Bible is opened and closed and when the Installation Prayer and the Obligation are given. It is not necessary for the star point officers to face the Altar during these times.

9. The Installing Marshal, approaches each officer, proceeding down the line of officers if multiple groups (Conductresses, Star Points, Warder and Sentinel) and invests each officer with the badge of their office. They all turn North when the Installing Marshal picks up the badges; then, as she/he places the badge on each Officer, that Officer immediately faces the East and remain until all have been invested with badges. Then, as their name is called, take one step forward, receive instructions from the Installing Officer and remain while the others receive their instructions. Then upon instruction from the Installing Officer, the Installing Marshal would escort them to their proper stations. (2010)

10. When proclaiming the officers of a subordinate chapter installed, the Marshal makes the proclamation from the west side of the Altar and holds the baton in the right hand. The left arm remains at her side.

11. In chapters where it is customary for the Worthy Matron and Worthy Patron to sign the Bible, this is done following the completion of installation and after the Bible is closed.

12. If the Chapter votes to have a closed installation refer to Closed Installation (Page 97) of the Ritual.

13. Installing Marshal does not relinquish the baton to assume Reverent Attitude or give Grand Honors. A simple bow is given during Grand Honors.

14. All those who were not installed at the “Installation of Officers” are to be installed at a closed meeting of the Chapter under “New Business” or “Good of the Order” in the following manner: (2021)

- a) Worthy Matron or Installing Officer will direct the Marshal to seat all Officers who have not been installed in the Southwest. The Marshal will march West turning right on the Salutation Line, then turning right on the North Marching Line to the East Marching Line at which time she/he will retrace her/his steps, directing all who have not been installed to follow her/him. The Marshal will then seat them in the Southwest and return to her/his station.

- b) Worthy Matron or Installing Officer will direct the Marshal to call the roll of Officers to be installed. Each Officer as their name is called will rise. When all names are called the Marshal will lead the Officers proceeding West to the Salutation Line, then turning right to the North Marching Line, turning right to the East Marching Line entering the Labyrinth between Electa and the Altar and centering the Officers behind the Altar.
- c) Following Obligation (Ritual Page 101), the Marshal shall return these Officers to their seats in the Southwest leaving Labyrinth between Adah and the Altar. The Marshal then proceeds with Installation of each Officer according to the Ritual entering the Labyrinth between Adah and Ruth and retiring between Martha and Electa except for the Worthy Patron who will be conducted through the Labyrinth on the North side of the Altar.
- d) When all Officers have been installed the Marshal shall return to her/his station at which time the Worthy Matron or Installing Officer shall direct that the Officers be proclaimed Installed. The Marshal shall make the proclamation from the west side of Altar, entering and leaving between Adah and Ruth.

(Amended 2019)

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FUNERAL CEREMONY

The officers enter single file from the foot of the casket, led by the Marshal, followed by the Worthy Matron, Worthy Patron and Chaplain, who take their positions at the head of the casket. Adah, Ruth, Esther and Martha take their positions on the right side of the casket facing the family. Electa takes her position at the foot of the casket. When the service has been concluded, the officers march away led by the Marshal. (Refer to Ritual, Page 153). Circumstances would determine suggested form.

The floral star should be placed at the head of the casket if the family has no objection. When conducting an Eastern Star funeral service, the presiding officer may request that the casket be closed. The flowers should be placed on the casket at the end of each star point officer's tribute. If the American Flag is draping the casket, no flower should be placed on top of the American flag. (2011)

All officers who are Sisters, shall wear short white dresses and white shoes with beige hose when participating in a Funeral Ceremony. All officers who are Brothers, shall wear dark suits when participating in a Funeral Ceremony.

If no casket is present the officers will march in led by the Marshal, followed by the Worthy Matron, Worthy Patron, Chaplain, Adah, Ruth, Esther, Martha and Electa and form a semi-circle around a table or pedestal where a picture and/or a vase may be placed for a floral tribute and proceed with the service. A floral star may also be present. When the service has been concluded, the officers march away led by the Marshal. (Added 2004)

Note: The Memorial Service O.E.S. formerly for use in a Church or Chapter room when a casket is not present was eliminated from this Floor Work Book in 2004.

In order to preserve pagination numbers, there is no longer a page 52 or 53. The next page number is 54 – General Instructions.

GENERAL INSTRUCTIONS

1. It is not proper for any member to remain seated while speaking, except to second a motion.

2. The Salutation Sign is never responded to by the presiding officer except when given by members entering or retiring from the chapter room and is never given when the Bible is closed.

3. Staffs must not be used in the opening march or any Ritual ceremony but may be used in the retiring march.

4. Any question involving the expenditure of the Chapter funds, or anything that is of vital interest to the Chapter or Order must be brought before the Chapter and disposed of in the regular manner by motion, second, discussion and vote, as in the following form: "It has been moved and seconded that this bill be paid. Is there any discussion? Those in favor will please vote (Gavel). Opposed vote (Gavel). Motion carried (or lost) (Gavel)."

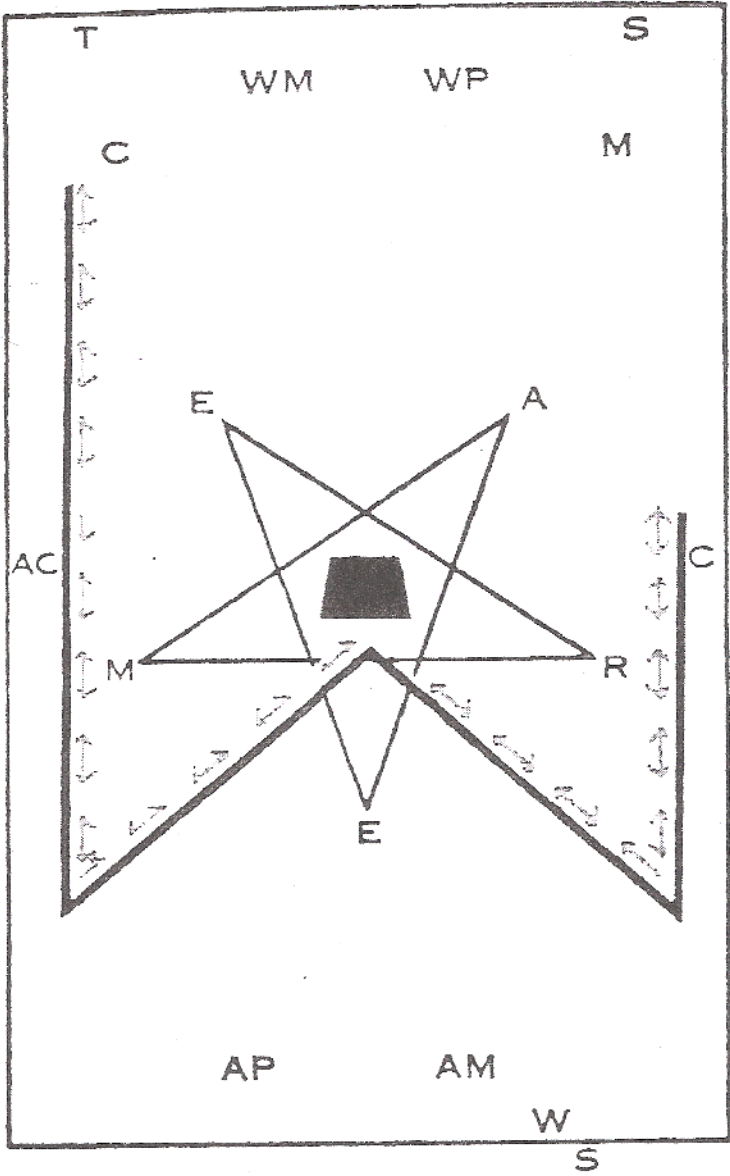
5. A budget is only a guideline. If a chapter operates on a budget, it is not sufficient to move that the "budgeted amount" be paid. The proper procedure for disbursement of budgeted amounts would be as follows: Movant: "I move the budgeted amount of \$_____ (Amount) be disbursed for _____ (Purpose) at this time." After the motion is seconded, the procedure is the same as above.

6. For use of the Gavel, see Ritual, Page 16.

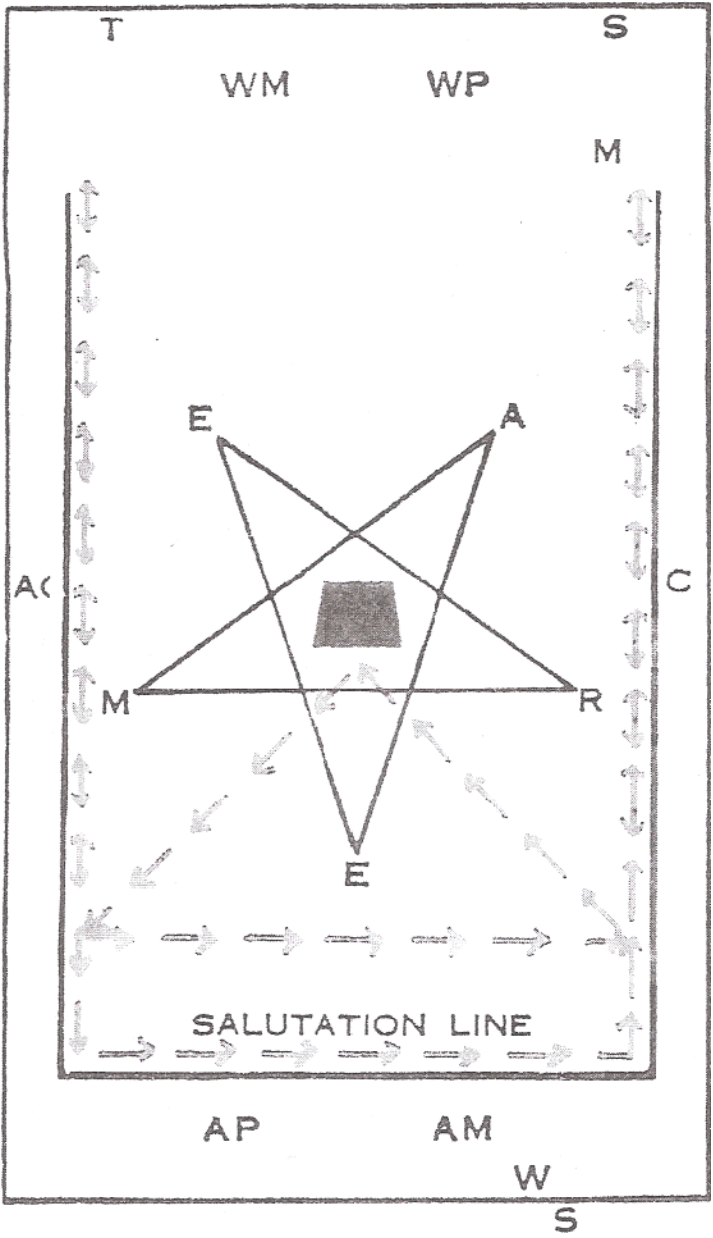
7. After the Bible has been opened, no one should pass between the Altar and the East, except during Initiation and Installation.

8. After the Bible has been opened no programs, courtesies or flag ceremonies shall take place within the labyrinth unless specified in the Floor Work Book or Ritual.

9. In view of the danger of fire in closed rooms, the use of open flame candles is not permitted. Safety candles may be effectively used on pedestals and during ceremonies. This restriction, however, does not prohibit the use of lighted candles in the social halls as a means of decoration.

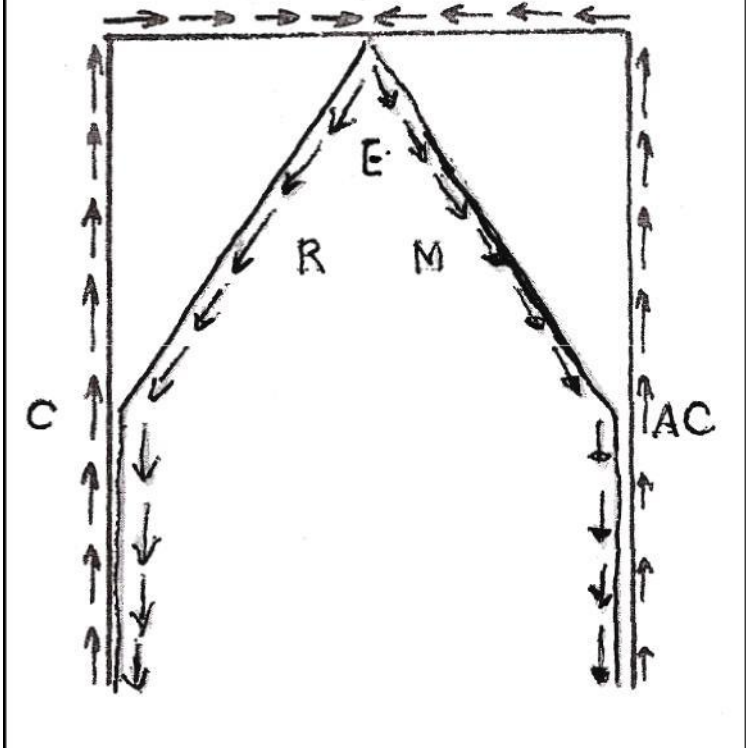


LINE OF MARCH FOR ALTAR SERVICE



LINE OF MARCH FOR BALLOTING

AM - AP
MARSHAL

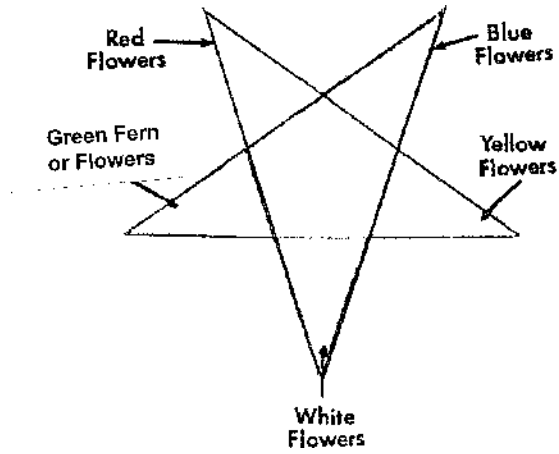


LINE OF MARCH FOR SILVER DRILL

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SUBORDINATE CHAPTER

Floral Arrangement



GRAND CHAPTER

Floral Arrangement

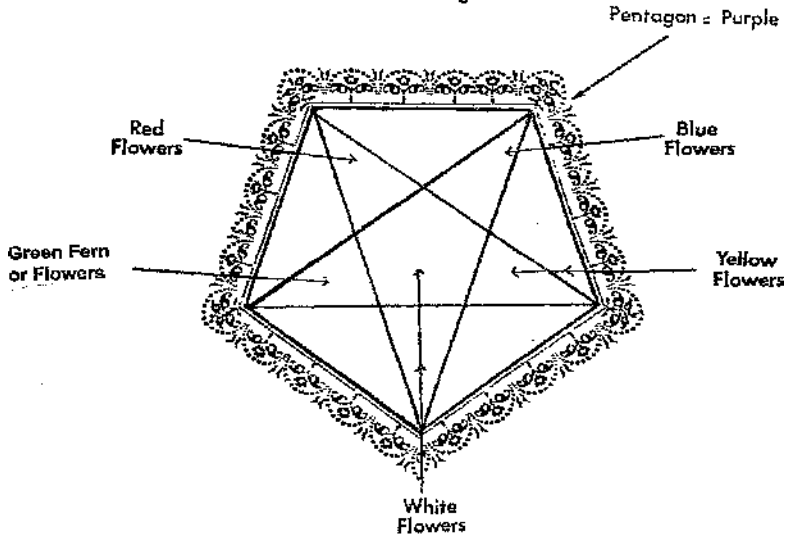
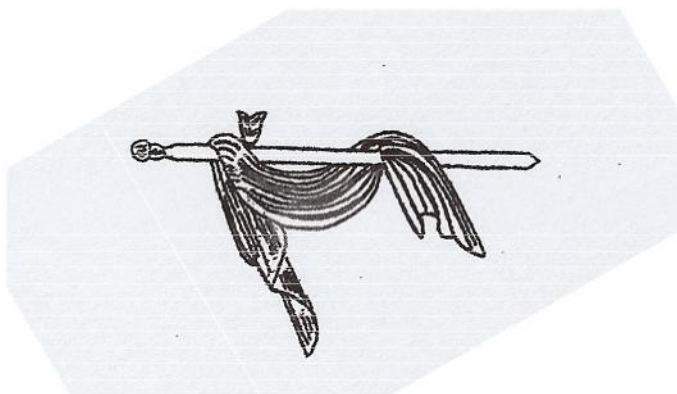


Diagram of Draping of Sword and Veil
Added April 2003



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_____Chapter

No. _____

Order of the
Eastern Star



UNIFORM CODE
OF BYLAWS
GRAND
CHAPTER OF FLORIDA
ORDER OF THE EASTERN STAR

With all revisions adopted as of April 2024

_____ Chapter
Name of Subordinate Chapter

NO. _____
Chapter Number

**Order of the
EASTERN STAR**

_____, Florida
City

Stated Meetings _____

Instituted _____

Charter Granted _____

RULES OF ORDER

Adopted by Subordinate Chapter _____

UNIFORM CODE OF BYLAWS

**Adopted by the
GRAND CHAPTER OF FLORIDA
ORDER OF THE EASTERN STAR, INC.
Governing Subordinate Chapters Under the
Jurisdiction of the Grand Chapter of
Florida, Order of the Eastern Star
April 17, A.D., 1931**

**FULL REPRINT WITH REVISIONS ADOPTED
THROUGH APRIL 2018**

UNIFORM CODE OF BYLAWS

**Adopted by
THE GRAND CHAPTER OF FLORIDA
ORDER OF THE EASTERN STAR, INC.
Governing Subordinate Chapters Under the
Jurisdiction of the Grand Chapter of
Florida, Order of the Eastern Star**

**Note: All powers not specifically delegated
to Subordinate Chapters are inherent in,
and reserved to the Grand Chapter
Constitution**

Section 1. This Chapter shall be known as

No. _____, Order of the Eastern Star
of

County of _____

State of Florida. Working under Charter granted by the Grand
Chapter of Florida, Order of the Eastern Star on the _____ day of

_____ A.D., _____

Meetings

Section 2. Stated meetings of the Chapter shall be held on the

of each month. Time of meeting _____

The Chapter may, however, upon motion and by majority vote, suspend its meetings during July, August and/or September, or any part thereof provided at least nine (9) meetings are held. Any meeting held at the date and time of a stated meeting during said months shall be considered a stated meeting. (2015).

Chapters which meet once each month shall hold not less than nine stated meetings annually and chapters which hold two meetings each month shall hold not less than 15 meetings annually.

Section 3. Special meetings may be called by the presiding officer, the Worthy Grand Matron (or Worthy Grand Patron in U.D. Chapters), providing due notice is given to all members and only such business shall be transacted as stated in the call. The degrees may be conferred at a special meeting, provided that the candidate has been duly elected at a stated meeting.

A Special meeting called for the purpose of initiation only does not require notifying all members, provided Degrees are not conferred within one week from time the petitioner was elected to membership.

Section 4. All chapter meetings shall be held in a secure place and opened and closed in regular form according to the Ritual. Chapters which hold one stated meeting per month shall not open in short form more than two times per year and those chapters holding two stated meetings per month shall not open in short form more than four times a year. The year is defined as the period from installation to installation.

ARTICLE II

Of Whom to Consist

Section 1. The officers of this Chapter shall consist of a Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress and Associate Conductress, who shall be elected annually. The following named officers shall be appointed by the Worthy Matron-elect: Chaplain, Marshal, Organist, Adah, Ruth, Esther, Martha, Electa, Warder and Sentinel. The Secretary, Treasurer, Chaplain, Marshal, Organist, Warder and Sentinel may be either Sisters or Brothers. (2008)

Section 2. Election of officers shall be held annually at the second or only stated meeting in February. The time and date of election cannot be changed by dispensation to any date prior to the second or only stated meeting in February. It is not necessary that the members of the Chapter be notified of the annual election. The officers shall be elected by separate and majority ballot provided that when there is but one nominee for an elective office, the Chapter may order otherwise. (Amended 2004)

a. **Procedure:** The Worthy Matron may request the Worthy Patron to preside. He should appoint the necessary tellers, naming the chairman, to distribute, collect and count the ballots. As the ballots are checked and counted, the name on the ballot must be called out audibly by the chairman of the tellers. The Secretary shall tally the counting of the ballots. Blank or incomplete ballots are not counted. If two or more candidates have the same given or surname, the full name must be written on the ballot or the ballot cannot be counted. A majority ballot is more than half the ballots cast, ignoring blanks. When the election is completed, the used ballots shall be sealed in an envelope, witnessed by the signatures of the Worthy Matron and Worthy Patron, and retained by the Secretary for not less than 60 days. If no action for recount is taken within that time, the ballot shall be final and the ballots may be destroyed. (Amended 2004)

i. Any voting member may present names of members eligible for an elective office to the Secretary or to the chapter, without remarks, immediately before the balloting for said office begins. Names presented to the secretary shall be read prior to the balloting for the office for which the name has been presented.

Balloting shall not be restricted to names presented. A majority of all votes cast shall decide the election. If there is only one nominee for an office, the nominee may be elected when a majority of those eligible to vote in the election, vote in favor of a motion, made and seconded by voting members that the nominee be elected and that the election be by acclamation. (Amended 2004)

ii. The Worthy Matron, Worthy Patron, and Associate Matron may be elected when a majority of those eligible to vote in the election of officers vote in favor of a motion(s), made and seconded by voting members, that the Associate Matron be elected Worthy Matron, the Associate Patron be elected Worthy Patron, and the Conductress be elected Associate Matron and that these elections be by acclamation. The motion(s) may be collective or singular. The Associate Patron will then be elected. The officers must be elected in proper order. (2008)

The Secretary will be elected, followed by the election of the Treasurer. The Conductress may be elected when a majority of those entitled to vote in the election of officers vote in favor of a motion made and seconded by voting members that the Associate Conductress be elected Conductress and that the election be by acclamation. The Associate Conductress will then be elected. (2008)

iii. A chapter may elect an absent member to office; however, a letter must be submitted to the Chapter Secretary before the date of the election in person or by mail, signed by the member seeking election. In case of emergency an email, text message or other electronic means of communication may be used. (2018)

Section 3. The presence of the Dispensation or Charter and seven members of the Chapter, including one of the first four officers, shall constitute a quorum for the transaction of business; provided that when balloting upon Petitions for Degrees or Affiliation or when conferring Degrees, a Brother must be present. He need not be a member of the Chapter. When only seven members of the Chapter are present, the offices which must be filled are: Worthy Matron (or Worthy Patron), Associate Matron, Secretary, Conductress, Chaplain, Warder and Sentinel. Visiting members cannot be included in the number for a quorum.

Section 4. The Worthy Matron, Worthy Patron, Associate Matron and Associate Patron shall not resign or demit during their term of office.

Section 5. A permanent vacancy in any of the first four offices occurs by death, permanent removal from this Grand Jurisdiction, suspension or expulsion from the Order; or in case of a Brother, suspension or expulsion from a Lodge of Free and Accepted Masons.

Section 6. Permanent vacancies in the remaining elective and appointive offices of a chapter in this Grand Jurisdiction occur by death, resignation from office, demit, permanent removal from this Grand Jurisdiction, suspension or expulsion from the Order, removal from the office by competent authority, or in case of suspension of a dual or plural member in her/his primary Chapter; or in case of a Brother, suspension or expulsion from a Lodge of Free and Accepted Masons. (Amended 2004)

Section 7. Permanent vacancies in elective offices shall be filled by a majority vote at any stated meeting of the Chapter. All members residing within a 50-mile radius of the Chapter (except those members who may be residing in Nursing Homes) shall be notified by telephone where practical, Chapter bulletin, or mail. If notified by telephone, a log of members contacted must be verified and filed with the Chapter Secretary. In the case of the Worthy Matron, Worthy Patron, Associate Matron or Associate Patron, a dispensation for such election must first be obtained from the Worthy Grand Matron.

Section 8. Permanent vacancies in appointive offices may be filled by the Worthy Matron at any stated meeting of the Chapter.

Section 9. The installation of officers shall take place as soon after the annual election as practical. Those chapters holding two meetings a month shall hold their installation on or before the second stated meeting in March and those chapters holding one meeting a month shall hold installation on or before the fourth week in March. If circumstances prevent installation being held on or before the proper time, a dispensation must be obtained from the Worthy Grand Matron.

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The installation ceremony may be either open or closed on a date and time determined by vote of the Chapter. Installation may not be held on Sunday.

Section 10. It is the prerogative of the Worthy Matron-elect to select the Installing Officer and all those participating in the installation. The Installing Officer must be a Worthy Matron, Worthy Patron, Past Matron or Past Patron.

Section 11. The Worthy Matron shall be installed before any other officers of the chapter. The office of Worthy Matron shall be declared vacant if the installation is not held within 30 days after the second meeting in March for those chapter holding two stated meetings per month, or within 30 days after the only stated meeting in March for those chapters holding one meeting a month. A special dispensation must be secured to elect a Worthy Matron and to fill any other vacancies occurring as a result of the special election. All members residing within a 50-mile radius of the Chapter (except those members who may be residing in Nursing Homes) shall be notified by telephone where practical, chapter bulletin or mail. If notified by telephone, a log of members contacted must be verified and filed with the Chapter Secretary.

Section 12. All reelected and reappointed officers must be installed and no officer may be installed by proxy.

Section 13. Officers elected or appointed to fill vacancies shall be installed as soon thereafter as practical and no dispensation shall be necessary.

ARTICLE III

Duties of Officers

Section 1. The Worthy Matron shall preside at the meetings of the chapter, except when the Degrees are being conferred; see that the Constitution, Rules and Regulations and the Bylaws of the chapter are strictly enforced; appoint all committees, unless otherwise provided by resolution or motion; see that the officers faithfully perform all their duties, ensure the annual report of the

chapter is sent to the Grand Secretary and give a full accounting of her year's activities at the first stated meeting following installation of her successor.

The Worthy Matron has the authority, and it is her duty, to order the abatement of all illegal actions of the chapter. All such orders must be entered in full upon the minutes of the chapter.

The Worthy Matron may call upon the Worthy Patron to preside at any time.

At the first stated meeting after installation, the Worthy Matron shall appoint a Finance Committee, consisting of three members. This Committee shall function for a period of one year, namely until the first stated meeting after installation of the succeeding year. This Committee shall examine the books, vouchers and accounts of the Secretary and Treasurer, as of the date of installation immediately preceding. A final written report to the chapter of the Committee's findings shall be made. They shall sign and date the Secretary and Treasurer's books as of the date of the audit. The Finance Committee shall be required to report at any time during the year when instructed to do so by the Worthy Matron or the chapter.

If a chapter desires to operate on a budget, the Finance Committee shall also serve as the Budget Committee. It shall be the responsibility of the members of the Finance Committee to promptly meet following their appointment to prepare a budget which should be presented for approval by the chapter at the earliest possible date.

At the first stated meeting after installation, the Worthy Matron shall appoint a Relief Committee consisting of three members and the Worthy Matron who shall be ex-officio chairman. The Committee shall investigate all applications for relief made to the chapter and report the circumstances at the next stated meeting. Should a case require immediate relief, the Worthy Matron may (a majority of the Committee concurring) draw on the Treasury a warrant for an amount approved in the chapter bylaws. The order thus drawn shall be sufficient voucher to the Treasurer to pay same.

The Worthy Matron shall appoint such other committees as may be necessary.

While conducting a school of instruction at a stated meeting is prohibited, this does not prohibit the Worthy Matron or the Worthy

Patron from exemplifying any portion of the work to members under "Good of the Order."

The Worthy Matron or Acting Worthy Matron shall sign the minutes at the close of the stated meeting at which they are adopted.

In the event of the dissolution of the chapter, the Worthy Matron, the Secretary and the Treasurer shall promptly deliver the dispensation or charter, books of record and accounts, funds, Rituals, secret work, Signet and other property of the chapter to the Grand Secretary, for preservation.

Section 2. **The Worthy Patron** shall preside during the conferring of Degrees and when requested to do so by the Worthy Matron, assist her in the performance of her duties and exercise a general supervision over the affairs of the Chapter.

Four copies of the Secret Work are furnished to each chapter. One for the use of the Worthy Patron, one for the use of the Associate Patron, one for the use of the Conductress and one for the use of the Associate Conductress. These copies must always be in the charge of the Worthy Patron. (Amended 2004)

Section 3. **The Associate Matron** shall perform the duties of her office, and in the absence of the Worthy Matron assume all her duties, authority and prerogatives.

The Associate Matron of each chapter which sponsors an Assembly of Rainbow for Girls shall recommend, subject to the approval of the Chapter, an advisory board as described in the section on Rainbow, Order of, in the Rules and Regulations Governing Subordinate Chapters of Florida.

Section 4. **The Associate Patron** shall assist the Worthy Patron and assume his station and duties in the absence of that officer.

It shall be the duty of the Associate Patron to secure the names of Masons, who are members of the Chapter, and who have been suspended or expelled by their Masonic Lodge.

Section 5. **The Secretary**, or acting Secretary (who shall be a member of the chapter) shall record and sign the minutes of the chapter in a standard bound O.E.S. Minute Book if the minutes are to be handwritten, or a Wilson Jones Minute Book if the minutes are to be typewritten or printed electronically. (2015)

The Secretary shall send statements for dues to each member of the Chapter, on or before November 15 of each year, for the subsequent year's dues, such statements, to include a request for the General Fund "A Dime A Week" or \$5.20, as a voluntary contribution. (Amended April 2003 and 2004)

She/he shall receive all monies due the Chapter; record them in an adequate cash book as recommended by the Grand Secretary, and pay immediately to the treasurer, taking a receipt therefore.

She/he shall keep a correct account between the chapter and its members and petitioners and make such reports to the chapter as may be called for from time to time.

The Secretary shall furnish the Grand Secretary with such information as may be necessary to assist the Grand Secretary in the investigation of members entitled to 50-year certificates.

She/he shall issue notifications for special meetings except when the special meeting is called for the purpose of initiation.

At least one month prior to the first or only stated meeting in December, the Secretary shall inform all delinquents of their indebtedness. She/he shall read the names of such delinquents to the Chapter at the first or only meeting in December and record these names in the minutes. The member(s) shall be suspended as of December 31 from all rights and privileges of the Order unless action has been taken by the Chapter to remit dues.

She/he shall promptly notify members of their suspension. The names of all suspended members must be read at the first or only stated meeting in January and entered in the minutes.

It shall be the duty of every chapter secretary to promptly notify, under Seal, all chapters in their District of all suspensions, reinstatements and rejections when those pertain to dues. She/he shall promptly notify, under Seal, all chapters in concurrent jurisdiction of all other suspensions, rejections, reinstatements and restorations.

She/he shall notify the Worthy Grand Matron and the Associate Grand Matron the names of members suspended for non-payment of dues.(Amended April 2005)

The Secretary, before issuing dues cards for Dual Members and Plural Members, shall verify current receipt for dues in Primary Chapter (April 2002)

The Secretary shall notify the Worthy Grand Matron and Grand Secretary of any change to the Chapter Bylaws relating to fees, dues and time and/or permanent place of meeting.

She/he shall keep a registry of all members of the Chapter.

The Secretary shall turn over immediately to the Treasurer all fees accompanying petitions.

She/he shall immediately notify all petitioners of their election or rejection. In the case of a rejection she/he shall return the fee by chapter check and in the rejection for affiliation and also return the Demit or Grand Chapter Certificate.

The Secretary shall record in the minutes of the meeting the acceptance or rejection of any petitioners.

She/he shall notify all Chapter committees members of their appointment in writing. This includes notifying members appointed to investigating committees.

The Secretary shall, on or before January 15 of each year, fill out and forward to the Grand Secretary a complete statement of the work of the Chapter for the year ending with December 31 and immediately following the election of Officers, she shall complete and mail to the Grand Secretary the forms furnished by the Grand Secretary, showing names and addresses of the Officers. She/he shall also give available dates that the Chapter room may be secured for Official Visits or Inspections.

All Chapter correspondence received by the Secretary or any other officer of any chapter having only one stated meeting a month must be read at the next stated meeting. All Chapter correspondence received by the Secretary or any other officer of a Chapter having two stated meetings per month must be read no later than the second stated meeting after receipt. The Secretary shall give consideration to correspondence of an urgent nature.

The Secretary shall read pertinent information on resumes of all candidates seeking election to Grand Chapter office. (2011)

She/he shall make note in the minutes of the receipt of proposed amendments to the Constitution and Rules and Regulations Governing Subordinate Chapter in Florida and distribute copies to the top four officers and retain a copy for reference.

Any Dispensation granted by the Worthy Grand Matron shall be read at the next stated meeting of the Chapter, recorded in the minutes and attached thereto.

She/he shall perform such other duties as maybe required by the Worthy Matron or the Chapter.

She/he shall deliver all books, papers and other property of the Chapter in her/his possession to her/his successor in office and may receive such reasonable compensation for services as shall be fixed by the Chapter from time to time. (20i3)

The retiring officers of the Chapter are required to turn over to the Secretary before installation of the new officers, four copies of Secret Work and other property belonging to the Chapter. The Secretary shall give receipt for same. In case there is a shortage, the Worthy Grand Matron shall be notified at once. (Amended 2004)

At the first Stated meeting after Installation of Officers of the Chapter, the Secretary shall report to the Chapter the past year's receipts and disbursements, and send a copy of the written report to the Grand Secretary by May 15th. (2013)

It shall be the duty of the Secretary to ensure that the proper floral emblem is purchased for a deceased member of the Chapter. If the deceased member is a Worthy Grand Matron, Worthy Grand Patron, Past Grand Matron or Past Grand Patron, the proper floral emblem is the Star within a Pentagon which the Grand Secretary will be responsible for purchasing or a donation to a designated fund may be made. The Secretary shall notify the Grand Secretary of the passing of the Worthy Grand Matron, Worthy Grand Patron, Past Grand Matron or Past Grand Patron of her/his Chapter.(2011)

Section 6. **The Treasurer** shall receive all monies from the Secretary giving a receipt therefor and keep a just and regular account in an adequate cash book as recommended by the Grand Secretary. She/he shall pay out the same by order of the Chapter on warrants signed by the Worthy Matron and Secretary.

At the expiration of the term of office, the Treasurer shall deliver all monies, books, papers and other property of the Chapter in her/his possession to her/his successor in office. At the first stated meeting of the Chapter after Installation of Officers, the Treasurer shall report to the Chapter the past year's receipts and disbursements and financial balances (i.e.: checking and savings accounts, CD's, stocks, etc.) and by May 15th, send a copy of the written report to the Grand Secretary. (2013)

Section 7. The remaining officers shall perform the duties indicated by their several titles and stations and be subject to the order of the Chapter and of the presiding officer.

ARTICLE IV – Committees

Section 1. The Finance Committee shall consist of three members and it shall function for a period of one year, namely until the first stated meeting after the installation of the succeeding year. The committee shall examine, sign and date, prior to installation, the books, vouchers and accounts of the secretary and the treasurer as of the date of installation immediately preceding and shall make a final written report to the Chapter of their findings. The Finance Committee shall be required to report at any time during the year when instructed to do so by the Worthy Matron. The Finance Committee shall also serve as the Budget Committee (if Chapter desires to operate on a budget) and also serve as the Auditing Committee.

Section 2. The Relief Committee shall consist of three members (of which the Worthy Matron shall be ex-officio chairman), whose duty is to investigate all applications for relief made to the Chapter and report the circumstances at the next stated meeting. Should the case require immediate relief, the Worthy Matron may, with the concurrence of the majority of the committee, draw on the treasury for an amount not exceeding \$ _____ in any one case. The order shall be a sufficient voucher to the Treasurer to make payment.

The Relief Committee shall annually review the status of the Chapter's Emeritus members and report at a stated meeting.

Section 3. The Worthy Matron shall appoint such other committees as may be necessary.

ARTICLE V

Qualifications for Membership

Section 1. No person shall be eligible for the Degrees in any chapter in this Grand Jurisdiction except those mentioned in the Ritual and who has attained the age of 18 years, and who has resided in this Grand Jurisdiction for at least six months immediately

preceding the date of the petition for initiation. This does not apply to seafaring Masons whose home is on board ship and who are without a definite place of family residence, nor to persons who for six months preceding the date of the petition have been in the United States Navy or military service, nor the female relatives of such persons. A chapter may refuse, for good cause, to receive a petition. If the actual residence of a petitioner for the Degrees is within the jurisdiction of a chapter the petition shall be received, though the petitioner is temporarily absent. Such residence must also continue until the ballot on the petition. (Amended April 2003)

Section 2. Suspension or expulsion of a Brother from his Masonic Lodge shall operate as a suspension from his Chapter in this Grand Jurisdiction.

Section 3. Dual Membership is permitted between members in this Grand Jurisdiction and other Grand Jurisdictions or Subordinate Chapters of General Grand Chapter, providing such Grand Jurisdictions recognize Dual Membership. Dual Membership may be permitted with New Jersey, New York and Scotland, providing the chapters in those Grand Jurisdictions allow Dual Membership and if the Masonic affiliation is in order with the General Grand Chapter requirements.

Dual membership in more than one Florida chapter at the same time is permitted. A dual member can hold plural membership.

For purposes of clarification the words "Dual Membership" are synonymous and interchangeable with the words "Plural Membership" when referring to memberships between the Grand Jurisdiction of Florida and two or more other Grand Jurisdictions.

(2013)

Dual members desiring to become regularly affiliated members must complete and present, at a stated meeting, a Petition of Dual or Plural Member for Affiliation. A Certificate of Good Standing, dated within 60 days and issued, under Seal, by the primary chapter must accompany the petition for affiliation.

(Amended April 2003)

Suspension of a Dual member from her/his primary Chapter requires immediate suspension in her/his Chapter in this Grand Jurisdiction.

Section 4. Honorary membership may be conferred by a chapter upon distinguished members of the Order, by a majority vote at a stated meeting. Such Honorary Membership imposes no duties or responsibilities and confers no rights or privileges. Honorary membership may be revoked by a majority vote at any regular meeting.

Section 5. No member shall be permitted to withdraw from a chapter until all dues and indebtedness are paid to date or remitted by vote of the Chapter, except as provided under "Cessation of Membership" in the Rules and Regulations Governing Subordinate Chapters of Florida.

Section 6. Membership in a chapter by affiliation shall be governed by the laws of the Grand Chapter pertaining to Affiliation, Rules and Regulations Governing Subordinate Chapters in Florida.

Section 7. Plural Membership is permitted between members in a chapter in this Grand Jurisdiction and in another chapter in this Grand Jurisdiction. A Plural Member can hold dual membership. (2013)

Plural members desiring to become regularly affiliated members must complete and present, at a stated meeting, a Petition of Dual or Plural Member for Affiliation. A Certificate of Good Standing, dated within 60 days and issued, under Seal, by the primary chapter must accompany the petition for affiliation. (Amended April 2003)

Loss of membership of a Plural member in her/his primary chapter constitutes loss of plural membership (New Section April 2002)

ARTICLE VI. - Petitions

Section 1. All petitions for membership (except as noted herein) shall be in writing; signed by the petitioner, recommended by two members of the chapter and accompanied by the fee. The petition shall be received only at a stated meeting and immediately referred to a committee for investigation and shall lie over until a subsequent stated meeting at which the Investigating Committee shall make its report. A Petition of Dual or Plural Member for Affiliation does not require recommendation by two members or fee as the petitioner is an affiliated dual or plural member of the chapter and the petition constitutes a request for regular affiliation and termination of dual or plural membership status. (Amended April 2003)

Section 2. An Investigating Committee shall be appointed by the Worthy Matron on each Petition for Membership (except as noted herein) or Degrees and shall consist of three members of the chapter, one of whom must be a Brother. There shall be no investigation on the petition of a dual or plural member for regular

affiliation if the dual or plural member is in good standing in the chapter. It shall be the duty of each member of the Investigating Committee to make inquiry as to the moral character and qualifications of the petitioner and verify the residence requirements. The Brother on the committee shall also investigate the Masonic standing of the petitioner or relative through whom the eligibility is claimed by contacting the Lodge of which the Mason is a member, or was a member at the time of his death. When Masons holding Masonic affiliation in other than the Grand Lodge of Florida apply for the Degrees, the report of the investigation shall include a statement from the Secretary of the particular Lodge or Grand Lodge holding jurisdiction over the Masonic standing and eligibility of the brother to join the Order of the Eastern Star. The committee shall make their report in writing and no action shall be taken on any petition until such report is made. (Amended April 2003)

- a. Petitions for affiliation from a member who holds a Letter of Good Standing, Certificate of Membership, Demit, or Grand Chapter Letter of Good Standing from a Chapter or Grand Chapter under General Grand Chapter do not need the Masonic Affiliation investigated. (2018)
- b. Members of the Order of the Eastern Star from New York and New Jersey may affiliate with Chapters in the Grand Jurisdiction provided the eligibility upon which their membership is based conforms to the requirements of this Grand Chapter and the Ritual under which it works. (2018)

The Investigating Committee should investigate and report without delay. Should an unnecessary delay occur, at the expiration of three months, the Worthy Matron shall appoint another committee. The Secretary will notify the members of the original committee that they have been discharged and notify the new committee members of their appointment.

The report of the Investigating Committee shall be signed by all three members and read in full to the Chapter at a stated meeting. The minutes must not show whether the report was favorable or unfavorable.

Should the Investigating Committee find a petitioner ineligible through the Masonic relationship claim, or for other causes, it shall so report the facts to the Chapter. The report of the committee shall be read by the Secretary, the fee returned to the petitioner by Chapter check and the facts recorded in the minutes.

Section 3. Accepted candidates shall be initiated at a stated or special meeting as soon after election as possible. Should more than one year elapse before the candidate presents herself/ himself after the date of the ballot for initiation, a new ballot shall be required, and if rejected the fee returned by Chapter check. An investigating committee should be appointed to investigate for the period in which the one elected has permitted to pass before applying for the Degrees.

Section 4. An applicant may petition any chapter in this Grand Jurisdiction, without securing a Waiver of Jurisdiction. A Waiver of Jurisdiction is not required for a petition for the Degrees or Affiliation except in the case of previous rejection.

When a Petition for the Degrees is received from a previously rejected petitioner where a Waiver of Jurisdiction is required from another chapter in this Grand Jurisdiction the Chapter Secretary, after a majority vote of the Chapter, shall write, under Seal to the Secretary of the Chapter holding jurisdiction requesting a waiver be granted. This is to be done before an investigating committee is appointed.

For purposes of establishing the Jurisdiction of a Chapter with regard to the residence of a rejected petitioner, this Grand Jurisdiction is divided into 67 concurrent jurisdictions, coinciding with the county boundary lines. However, concurrency shall be extended to a neighboring county if that county is within the same District as the Chapter receiving the petition. In all other cases each County shall be a jurisdiction.

Section 5. Any unaffiliated member of the Order whose eligibility to membership at the time of initiation is in accordance with the Ritual, may petition any chapter in this Grand Jurisdiction for membership, on presentation of a Petition for Affiliation, properly filled out, accompanied by a Demit, Certificate of Withdrawal or Resignation from Grand Chapters who issue such certificates, or Grand Chapter Certificate. Any affiliated member of the Order, whose eligibility to membership at the time of initiation is in accordance with the Ritual, may petition any Chapter in this Grand Jurisdiction for membership on presentation of a Petition for Affiliation, properly completed, accompanied by a Chapter Certificate of Good Standing, under Seal. No Waiver of Jurisdiction is required but due inquiry should be made of the chapter nearest her/ his residence and of the chapter granting the Demit or Certificate. Brothers petitioning for affiliation must be affiliated Master Masons at the time of petitioning for affiliation.

Section 6. No specified time of residence shall be required of petitioners for membership by affiliation.

Section 7. A person suspended for nonpayment of dues may apply for reinstatement by filing a Petition for Reinstatement, recommended by two members and the payment of the dues, for the nonpayment of which the member was suspended, together with the dues for the current year, or remission of said dues by the Chapter. This application for reinstatement shall be referred to an Investigating Committee, appointed by the presiding officer. When the committee reports at a subsequent meeting it shall require a two-thirds vote by written secret ballot to restore one who has been suspended for nonpayment of dues, to membership. If the petitioner for reinstatement is accepted, it is not necessary that she/he again sign the Bylaws.

A rejected petitioner for Reinstatement shall not petition again until after the expiration of one month from date of rejection.

Section 8. To restore a member to full membership who has been suspended or expelled for any other cause, except in case of a brother who has been automatically suspended or expelled, or a member who has been suspended for nonpayment of dues, shall require a written Petition for Restoration, which shall be received only at a stated meeting, referred to and reported upon by an investigating committee. It shall require a unanimous vote by secret ballot to restore one to full membership.

ARTICLE VII.

The Ballot

Section 1. No ballot shall be taken on any petition, either for Membership or the Degrees, or Waiver of Jurisdiction, except at a stated meeting of the Chapter. A ballot must be taken on every petition (except as noted herein), which must be inviolably secret, without debate, and no inquiries permitted or statements made as to the character of any member's vote. There shall be no balloting on the petition of a petitioner for regular affiliation who is a dual or plural member in good standing in the chapter. The Worthy Matron shall declare the petition accepted and the requested change of membership status approved. The secretary of the chapter shall notify the primary chapter. Upon receipt of the demit from the primary chapter, the Worthy Matron will declare the dual or plural member an affiliated member of the chapter and the fact shall be

entered in the minutes and on the records. The date of the demit from the primary chapter shall be the date of regular affiliation and the termination of dual or plural membership of the petitioner.
(Amended April 2003)

Section 2. All balloting on petitions for Membership, the Degrees or Waiver of Jurisdiction shall be governed by the laws of the Grand Chapter pertaining thereto. All members of the Chapter present should vote and no vote is legal unless seven votes are cast. If less than seven votes are cast on the first ballot, the Worthy Matron shall immediately order a second ballot. If less than seven votes are cast on the second ballot, the ballot shall be declared illegal and the Petition or request for Waiver of Jurisdiction presented at the next stated meeting. This procedure should be followed until a legal ballot is accomplished.

A collective ballot may not be taken on more than five petitions for the Degrees, Affiliation, requests for a Waiver of Jurisdiction or Reinstatement.

In balloting collectively, if zero, one or two black cubes appear, the petitioners in such collective ballot shall be declared elected. However, if three or more black cubes appear, the ballot shall be immediately taken separately on each of the petitioners in such collective ballot as if no ballot had been taken.

In balloting separately, if four or more black cubes appear in the first ballot, the petitioner shall be declared rejected. However, if exactly three black cubes appear, a second ballot shall be immediately ordered which shall be final.

A collective ballot for reinstatement must receive a two-thirds majority on the collective ballot. If not, an individual written secret ballot shall be taken on each request.

A Petition for Restoration requires a unanimous secret ballot.

Section 3. Any member who shall report to any person, not a member of the Order, the name of a rejected candidate, or divulge to any person how she/he voted shall be subject to charges and trial and, if convicted, to reprimand, suspension or expulsion from the Order. In order that no one may plead ignorance of this rule, it shall be stated to the chapter by the presiding officer, after each rejection.

Section 4. After a petitioner for the Degrees has been rejected, two months must elapse before the applicant may renew the petition.

Section 5. A rejected petitioner for membership by affiliation may present a new Petition for Affiliation at each subsequent stated meeting of the chapter. If a rejected applicant applies for affiliation within one year from the date of rejection, the receiving chapter must obtain a letter of waiver of jurisdiction from the rejecting chapter.

A rejected petitioner for reinstatement for nonpayment of dues shall not be received by any chapter until after the expiration of one month from the date of rejection.

A rejected petitioner for restoration shall not be received by any chapter in this Grand Jurisdiction until after the expiration of one year from the date of rejection.

ARTICLE VIII.

Fees and Dues

(To change Fees and Dues see section on Bylaws, Rules and Regulations)

Section 1. The initiation fee for the Degrees in this Chapter shall be \$_____ The minimum fee for initiation to membership in the Order of the Eastern Star in this Grand Jurisdiction shall not be less than \$10.00.

Section 2. The fee for affiliation in this Chapter shall be \$_____ when such Demit, Certificate of Withdrawal or Resignation, Grand Chapter or Chapter Certificate of good Standing is from this Grand Jurisdiction and \$_____ when such Demit, Certificate or Withdrawal or Resignation, Grand Chapter or Chapter Certificate of Good Standing shall be issued by another Grand Jurisdiction. When such demit, certificate of withdrawal or resignation, Grand Chapter or Chapter Certificate of Good Standing is from this Grand Jurisdiction the minimum fee for affiliation shall not be less than \$5.00 and when such Demit, Certificate of Withdrawal or Resignation, Grand Chapter, or Chapter Certificate of Good Standing shall be issued by another Grand Jurisdiction, then the minimum fee shall be not less than \$10.00.

Section 3. All dues or any part thereof, may be remitted by a majority vote of the Chapter at any stated meeting.

Section 4. Any member of a Chapter who fails to pay dues in advance for one year, after being given 30 days notice of such arrears and the name read to the Chapter by the Secretary at the first or only stated meeting in December, and recorded in the minutes, shall be suspended as of December 31 from all rights and privileges of the Order, unless action has been taken by the Chapter to remit dues.

Section 5. A Petition for Reinstatement, recommended by two members and the payment of dues, for the nonpayment of which the member was suspended, together with the dues for the current year; (or the remission of said dues by the Chapter) shall restore such member to full membership. If the Chapter refuses to reinstate the suspended member, the amount paid shall be refunded by Chapter check.

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Section 6. The dues of each member shall be \$ _____ per annum. Dues are payable in advance on January 1 of each year and are delinquent after December 31 of the same year.

ARTICLE IX - Demits and Certificates of Good Standing

Section 1 Any member of the Chapter is entitled to demit, with the exception of the first four officers.

Section 2. A Demit shall be granted only at the request of the member, in person or in writing, at a stated meeting of the Chapter. If no charges are pending or filed at this time and all dues of the member are paid to date (or remitted by the Chapter), the presiding officer shall direct the Secretary to issue the Demit and record the facts in the minutes. If an objection is made, action shall be deferred to a future stated meeting and if no charges are filed within 90 days from date of the objection, the Demit shall be issued.

Section 3. Should a demitted member of a chapter in this Grand Jurisdiction lose the Demit, she/he may give written notice to the Secretary of the Chapter issuing the Demit. After verifying the fact that the Demit was regularly issued, the Secretary will furnish the demitted member with a letter signed by the Worthy Matron and Secretary and under Seal, stating that the Demit was regularly issued and lost. A letter so executed shall be recognized in lieu of a lost Demit. If the Demit should be later found, the letter shall be returned to the Secretary. A duplicate Demit shall not be issued under any circumstances.

Section 4. A Demit To Terminate Dual Membership or a Demit to Terminate Plural Membership, may be granted to a dual or plural member upon request either in person or in writing at a stated meeting. (Amended April 2002)

Section 5. Demits become effective immediately after issued by order of the presiding officer.

Section 6. If a member in good standing with no charges pending, requests a Demit and it is received after the last or only stated meeting in December and prior to January 1, the request shall be acted upon at the first or only stated meeting in January and entered on the minutes as of the last stated meeting of the preceding December.

Section 7. A Certificate of Good Standing shall be issued at the request of a member, either in person or in writing at any stated meeting of the Chapter. This certificate shall be signed by the Secretary and under Seal of the Chapter and shall be void at the expiration of 60 days unless submitted for affiliation. Membership remains in the original chapter until demit is issued.

This certificate may accompany a Petition for Affiliation in any chapter in this Grand Jurisdiction or any other Grand Jurisdiction which will accept same. If the Petition for Affiliation receives a favorable ballot, the petitioned chapter shall immediately notify the petitioner's chapter of the acceptance. Upon notification the presiding officer shall, at a stated meeting, direct the secretary to issue a Demit, send same to the chapter which accepted the member and record the facts in the minutes.

ARTICLE IX.

Harmony

For the purpose of promoting harmony and unison, members shall address each other as Sister or Brother in the Chapter room; and at all other times, treat each other with due consideration and respect, carefully avoiding all ungenerous remarks, personal allusions or sarcastic language by which the feelings of any member may be in the least wounded; and all discussion by conducted with a spirit of fairness and moderation.

ARTICLE X

Constitution and Usages

The Constitution, Rules and Regulations Governing Subordinate Chapters in Florida and Penal Code of the Grand Chapter of Florida Order of the Eastern Star, Inc. shall be the governing principles and law of this Chapter and they shall be referred to in all cases that are not defined in these Bylaws. Should any matters arise pertaining to the government or conduct of the Chapter or its members, not specifically covered by these Bylaws or by the Constitution, Rules and Regulations or the Penal Code of the Grand Chapter, they shall be promptly presented to the Worthy Grand Matron.

ARTICLE XI

Offenses and Penalties

Section 1. Whatever is a breach of good morals, or a willful violation of the Obligation of the Order, or of the laws of the State or of the United States, is an offense against the principles of this Order and may be dealt with promptly. For additional offences see Section on Offences in the Rules and Regulations Governing Subordinate Chapters in Florida.

Section 2. Any member who enters an admission of guilt, or a plea of nolo contendere or a plea of no contest or the legal equivalent thereof; or is convicted in a court of any crime recognized as a felony against the laws of the State or Province or against the United States shall automatically indefinitely suspend a member from all privileges of membership. Upon verification of same, it shall be noted in the minutes and the Worthy Matron shall direct the Secretary to notify the member of her/his automatic suspension. Notice of same shall be given to the Worthy Grand Matron and Grand Secretary within 15 days from the date of the suspension.

Section 3. Any member of the Order who disobeys an order of the presiding officer, or in any manner disturbs the harmony of the Chapter, either at meetings or at any other time, must be held to strict account by the presiding officer, who shall call the attention of the offender to the fact, that a repetition of the offense will subject the offender to charges and trial.

Section 4. The only penalties recognized:

1. Reprimand
2. Definite suspension
3. Indefinite suspension, and
4. Expulsion

Section 5. All trials, penalties, new trials and appeals shall be in accordance with the Constitution, Rules & Regulations Governing Subordinate Chapters in Florida and Penal Code of the Grand Chapter of Florida Order of the Eastern Star, Inc.

ARTICLE XII

Visitors

Section 1. Unless vouched for, any member of the Order who desires to visit a chapter in this Grand Jurisdiction, shall first be required to show:

- a. a receipt for dues which shall be countersigned and dated within one year, or
- b. a Demit or Grand Chapter Certificate of Good Standing under Seal and dated within one year immediately preceding the date of the proposed visit.

This member must also be examined.

Section 2. Each year, all visitors shall be required to show a receipt for dues, Demit or Grand Chapter Certificate as described in Section 1 above.

Section 3. Members of the O.E.S. from New York and New Jersey may visit and affiliate with this Chapter, provided the eligibility upon which their membership is based, conforms to the requirements of this Grand Chapter and the Ritual under which it works. No Master Mason hailing from the Grand Jurisdiction of New York or the Grand Jurisdiction of New Jersey. shall be permitted to visit any Chapter upon avouchment unless he shall present documentary evidence of his membership in the Order and pass the prescribed examination. Documentary evidence is a Demit, receipt for dues or a Certificate of Good Standing in the Order and membership in a chapter. Such evidence in each case, should be under Seal and dated within one year.

Section 4. A visiting member may fill an office pro tem with the exception of Secretary, who must be a member of the Chapter; or the Associate Conductress during balloting. Visiting officers must not be included in the number required for a quorum.

Section 5. Visitors to this Chapter will be received only in accordance with the laws of this Grand Chapter.

ARTICLE XIII

Amendments

Section 1. These Bylaws may be amended or repealed at a stated meeting by a two-thirds vote of all members present and voting. The proposed amendment or repeal shall have been presented in writing at the previous stated meeting, and shall not conflict with the existing Constitution and Rules and Regulations Governing Subordinate Chapters in Florida. In the case of resolutions relating to dues, fees and change of time and/or permanent place of meeting, the members residing within a radius of 50 miles of the Chapter (except those members residing in Nursing Homes), must be notified by telephone, Chapter bulletin, or by mail. If notified by telephone, a log of members contacted must be verified and filed with the Chapter Secretary.

Section 2. All additions to, or amendments of, bylaws of chartered chapters shall be submitted to the Worthy Grand Matron or to the Grand Chapter for approval. It is not necessary to obtain approval for amendments relating to fees, dues, time of meeting and/or change of permanent place of meeting. However, the Worthy Grand Matron and Grand Secretary shall be notified of any such change. The Chairman of the Itinerary Committee should be notified of any change in time or permanent place of meeting.

ARTICLE XIV

Rules of Order

Section 1. After the Chapter has been opened, the officers, members and visitors shall conduct themselves with order and decorum which the dignity of the Order requires. Members shall pay due respect to the presiding officer, to whose commands they shall be attentive and obedient.

Section 2. No person should enter or leave the chapter room without the permission of the presiding officer.

Section 3. No member shall speak more than twice upon the same question without the permission of the presiding officer or of the chapter.

Section 4. All motions shall be seconded and stated by the presiding officer before they shall be open for debate and action; the largest sum or the longest time shall be voted on first. A majority vote shall determine all questions, except as otherwise specifically provided.

Section 5. When a motion is under debate, no motion shall be entertained except to call off; to amend, to postpone to a definite time, or to postpone indefinitely; which several motions shall have precedence in order here arranged, and shall be decided without debate, except a motion to amend.

Section 6. There are four methods of voting:

1. By show of hands.
2. By rising.
3. By written secret ballot.
4. By Secret Ballot (using ballot box).

The vote on all questions before the Chapter shall be decided by show of hands, unless otherwise specified in these bylaws. Provided, however, that the presiding officer or any member of the chapter may call for a rising vote or a secret written ballot, in place of a show of hands.

Section 7. A deciding vote shall be one of three kinds:

1. Majority vote,
2. Two-thirds vote, or
3. Unanimous vote of the members present and voting.

Section 8. Any member persisting in the violation of these Rules of Order, after being called to order by the presiding officer, may, after charges and trial, be reprimanded, suspended or expelled from this Chapter, at its discretion.

Section 9. Parliamentary law, in accordance with Roberts Rules of Order, Revised, not in conflict with the foregoing regulations, shall govern the deliberation of the Chapter.

Should any matters arise pertaining to the government or conduct of this Chapter or its members, not specifically covered by these Bylaws, the Rules and Regulations Governing Subordinate Chapters in Florida or the Penal Code of the Grand Chapter of Florida, O.E.S., they shall be promptly presented to the Worthy Grand Matron.

Section 10. Minutes of stated or special meetings must be read at the next stated meeting for correction and adoption.

ARTICLE XV
Order of Business

(Unless otherwise directed by the Worthy Matron)

1. Opening Ceremony
2. Reading of the Minutes
3. Petitions for Membership, Degrees, Restoration, and
reinstatement
4. Reports of Investigating Committees
5. Balloting on Petitions for Membership, Degrees and Restoration
6. Voting on Petitions for Reinstatement
7. Conferring of Degrees
8. Reports of Sickness and Distress
9. Reports of Special Committees
10. Reports of Standing Committees
11. Communications and Bills
12. Unfinished Business
13. New Business
14. Good of the Order
15. Receipts and Disbursements
16. Closing Ceremony

PENAL CODE

**GRAND CHAPTER OF FLORIDA
ORDER OF THE EASTERN STAR, INC.**



**2013
With all revisions adopted through
April 2013**

PENAL CODE

PREAMBLE

The precepts of truth and morality should guide and govern the conduct of members of this Order. A breach of good morals, or a violation of the laws of the State or of the United States, is an offense against the principles of this Order and should be dealt with promptly.

The administration of Eastern Star justice is primarily the responsibility of a subordinate chapter with respect to the conduct of its own members, wherever they may reside. Whenever practicable, charges of conduct unbecoming a member must be filed and tried in the accused member's chapter.

The Grand Chapter will, by regulation, prescribe the procedures for administration of Eastern Star justice. Such regulations will provide for notice to an accused member, service of specific charges upon the said member, reasonable opportunity to respond thereto, fair and impartial hearing thereon, and a right of appeal as provided herein. (Reference Constitution.)

ARTICLE PC.1- OFFENSES

SECTION 1. A member who enters an admission of guilt, or a plea of nolo contendere, a plea of no contest or the legal equivalent thereof or is convicted of a felony in a court of law is subject to the provisions of this Penal Code and its punishment.

SECTION 2. All members of the Order are subject to discipline by their chapter who:

- (a) Disturb the harmony of the chapter.
- (b) Disobey a lawful order of the presiding officer.
- (c) Report to any person, not a member of the Order, the name of a rejected petitioner, or how she or he voted.
- (d) Disobey the lawful order of the Worthy Grand Matron.
- (e) Obtain the Degrees of the Order by fraud, untrue statements or misrepresentations.
- (f) Make or files false charges against another member.
- (g) Violate her or his Obligation.
- (h) Disclose the Secret Work of the Order.

SECTION 3. A chapter cannot be used as a medium to collect a debt, or to adjust a claim by charges and specifications.

ARTICLE PC-2 – PENALTIES

SECTION 1. Expulsion is the extreme penalty within Eastern Star procedure and entirely terminates the membership of the offender together with all rights and privileges of the Order.

SECTION 2. Indefinite Suspension is the temporary termination of the offender's membership, with all of its rights and privileges, being suspended until such time as an act of restoration is effected.

SECTION 3. Definite Suspension is the temporary termination of the offender's membership, with all of its rights and privileges, being suspended for a definite time period.

SECTION 4. A Reprimand is the mildest form of penalty known to the Order and will be administered by or under direction of the presiding officer at a stated meeting.

SECTION 5. The chapter may vote to impose no penalty.

ARTICLE PC- 3 –JURISDICTION

SECTION 1. Grand Chapter has original jurisdiction over subordinate chapters' Worthy Matrons and Worthy Patrons while in office, elective and appointive Grand Chapter Officers while in office, and all Past Grand Matrons and Past Grand Patrons of this Grand Jurisdiction.

SECTION 2. Subordinate Chapter Penal Jurisdiction is of two kinds:

- (a) Geographical. For purposes of establishing the jurisdiction of a chapter, this Grand Jurisdiction is divided into 67 jurisdictions coinciding with the County boundary lines, each County being a jurisdiction and all chapters located in said County shall hold concurrent jurisdiction. Concurrence will be extended to another County if that County is within the same District as a chapter.
- (b) Personal, which is that jurisdiction of the chapter over its own members.

ARTICLE PC-4

AUTHORITY OF'THE WORTHY GRAND MATRON

SECTION 1. Notwithstanding any other provision of this Penal Code, the Worthy Grand Matron may, upon receipt of copy of charges, or at any other time or stage of the proceedings, take such action in regard to the proceedings as she may be advised, including but not limited to directing the chapter as to further proceedings, abatement of proceedings pending investigation, or appointment of a Trial Commission.

SECTION 2. Copies of all orders will be filed with the Grand Secretary and a copy delivered to the chapter, the accused and any other person affected by the order or orders.

SECTION 3. The Worthy Grand Matron, in the exercise of her discretion, may investigate or cause to be investigated any matter coming to her attention and file charges or order charges to be filed in every instance where there is probable cause to believe there has been conduct justifying filing of charges.

SECTION 4. The grant of authority herein will not be construed to limit, restrict or impair the inherent authority of the Worthy Grand Matron or any other authority of the Worthy Grand Matron set forth herein, but will be construed as additional and cumulative authority.

ARTICLE PC-5 – CHARGES

SECTION 1. Only a member in good standing has the right to prefer charges against any member either in the chapter of the accused member or in the chapter in whose jurisdiction the accused resides. Charges against unaffiliated members will be filed in the chapter in whose jurisdiction the accused resides.

SECTION 2. A member of the Eastern Star against whom charges have been made, remains a member in good standing until found guilty. Such member may not take a Demit after charges are preferred and before final determination. Removal from this Jurisdiction does not nullify the charges or trial.

SECTION 3. No member will be charged for any offense without written charges signed by the party making them, specifying with reasonable certainty the character of the accusation and the time and place of its commission in the form herein described. The original and six copies of the written charges will be filed with the chapter secretary. The charges will be presented to the members present at a stated meeting. The chapter by written secret ballot and a majority vote of the members present will determine if there is probable cause to hold a trial and this action recorded in the minutes. If there is probable cause, the Worthy Matron will then set a time and place for the trial and order the secretary to serve the accused a true copy of the charges and notify her or him of the time and place set for the trial. Thirty days notice by certified mail, return receipt requested, will be given to the accused of the time and place of the trial.

SECTION 4. Should charges be preferred by a member of the Order who is not a member of the chapter, the Worthy Matron will appoint a committee to investigate the charges and report their findings to the chapter at the next stated meeting. The chapter will then decide by a majority vote of the members present whether the charges will be received.

SECTION 5. Should the chapter decide not to accept the charges by a member of another chapter, the accuser will have the right to appeal to the Worthy Grand Matron within 60 days after such notification.

SECTION 6. The Worthy Grand Matron and Worthy Grand Patron cannot be tried during their term of office. However, when the term for which she/he is elected and installed expires, the Grand Chapter, provided not less than seven Grand Chapter members bring charges and specifications against her/him during or within 15 months after the expiration of her/his term of Grand Office, may try her/him.

SECTION 7. Charges against elective or appointed Grand Officers, while in office, and all Past Grand Matrons and Past Grand Patrons of this Grand Jurisdiction will be the exclusive jurisdiction of the Grand Chapter of Florida. Charges may be filed with the Worthy Grand Matron by not less than seven members of the Grand Chapter and in the form herein prescribed. The Worthy Grand Matron, upon receipt, will review the charges and if they are in proper form and state an offense against Eastern Star Law cause them to be served in the manner prescribed herein. She will immediately enter an order appointing a Trial Commission of five members of the Order, three Past Matrons and two Past Patrons of Florida in good standing in a Florida subordinate chapter and holding a current Proficiency Card. She will designate the chairman and have the orders served upon the accused at the same time the charges are served.

SECTION 8. The Worthy Matron and/or Worthy Patron of a subordinate chapter cannot be tried by her or his chapter during her or his term of office. However, a written complaint may be made against her or him to the Worthy Grand Matron by not less than seven members of her or his chapter. The Worthy Grand Matron may

investigate the matter and suspend the Worthy Matron and/or Worthy Patron, or arrest the chapter's charter until the next annual session when she or he may be tried by the Grand Chapter. When the Worthy Matron or Worthy Patron's term of office expires, she or he may be tried by her or his own chapter if charges and specifications are preferred against her or him in the proper manner within 15 months after the expiration of her or his term as Worthy Matron or Worthy Patron.

SECTION 9. All charges, except as otherwise stated in this Penal Code, must be made with 15 months between the date of the known action and the date of the written complaint using the form provided herein.

SECTION 10.

- (a) Charges will be deemed filed when the original and six copies have been delivered to the chapter secretary personally or by certified mail with return receipt requested. Upon receipt of the charges the secretary will endorse the date and time of delivery and the means by which they were delivered to her/him on all copies.
- (b) Charges where Grand Chapter has original jurisdiction will be deemed filed when the original and six copies have been delivered to the Worthy Grand Matron personally or by certified mail with return receipt requested.

SECTION 11. When any member of the Order of the Eastern Star enters an admission of guilt, or a plea of nolo contendere or a plea of no contest or the legal equivalent thereof, or is convicted of a felony, and a certified copy of the judgement of conviction is filed with the Grand Secretary, thereafter such member will be indefinitely suspended from membership by the Worthy Grand Matron. Notice of such indefinite suspension will be mailed by certified mail, return receipt requested, to the suspended member at the last known address, and to the chapter secretary in which membership was held. The files, with the Order of Indefinite Suspension, will then be referred to the Grand Chapter Appeals and Grievances Committee, who will investigate and report to the Worthy Grand Matron. The Worthy Grand Matron will send the

Committee's recommendations to the subordinate chapter. The subordinate chapter then may expel, suspend, reprimand, or reinstate such member by a majority vote of its members at a stated meeting. In such event, no trial in the subordinate chapter will be required.

ARTICLE PC-6

DUTIES OF THE CHAPTER SECRETARY AND WORTHY MATRON

SECTION 1. Upon receiving the charges, the secretary will:

- (a) File the original in the chapter's permanent records.
- (b) Retain one copy for delivery to the accused
- (c) Personally or by certified mail deliver a copy of the charges to:
 - (1) The Worthy Matron of the chapter receiving the charges.
 - (2) The Grand Secretary (Two copies if the accused is a member in another Grand Jurisdiction so that the Grand Secretary can forward the charges to the other Grand Jurisdiction.)
 - (3) The Worthy Grand Matron
 - (4) The Worthy Matron of the Florida chapter to which the accused belongs if not a member of the chapter in which the charges are filed.

SECTION 2. Upon receiving the charges the Worthy Matron will:

- (a) Examine them and determine if they are in proper form and state an offense against the Order of the Eastern Star Law.
- (b) If the charges are in proper form and sufficiently state an offense, the Worthy Matron will direct the chapter secretary to serve a copy of the charges as provided herein.
- (c) If the charges are not in proper form or do not substantiate an offense, the Worthy Matron will send a written response outlining the errors, omissions or deficiencies in the charges and either dismiss the charges or direct amendments or other proceedings as she may be advised. The response will be filed with the chapter secretary.

- (d) The chapter secretary will deliver personally or by certified mail, with return receipt requested, copies of the Worthy Matron's response to the accused, the accusers, the Grand Secretary and the Worthy Grand Matron.
- (e) The dismissal of the charges by the Worthy Matron will not preclude or prevent filing of other or further charges which will take the same course as the original charges.

SECTION 3. If the Worthy Matron determines that the charges are in proper form and state a violation of Eastern Star Law, the secretary will, at the direction of the Worthy Matron, serve a copy of the charges upon the accused:

- (a) By personally delivering a copy of the charges to the accused; or
- (b) By delivery of a copy of the charges to the accused usual place of residence. In the absence of the accused delivery to an adult (age 18 or more years) member of the accused family residing at and with the accused; or
- (c) By certified mail, return receipt requested, addressed to the accused at her/his last known address.

SECTION 4. The secretary will annotate the original of the charges the time, date and how the accused was served the charges.

SECTION 5. If service cannot be made, the secretary will announce at the next stated meeting of the chapter the failure to effect service upon the accused and request information as to the whereabouts of the accused and make other search and inquiry in regard thereto. If the accused cannot be found and served, the secretary will make a written record of all her/his efforts to serve the accused and report to the chapter. Thereafter the matter will proceed as if the accused had been served with a copy of the charges and had failed to respond thereto.

SECTION 6. Every chapter member has the duty to inform the secretary of her/his mailing and residence address and any change thereto. If she/he fails to inform the secretary, she/he cannot object to lack of service or receipt of notices.

ARTICLE PC-7

ANSWER OR OTHER RESPONSE TO CHARGES

SECTION 1. If the accused is/are served with a copy of the charges or signs, a receipt for the certified mail containing a copy of the charges at least ten days before the next stated meeting of the chapter she/he will, on or before the day of the next stated chapter meeting, file her/his written answer to the charges, admitting, denying, or excusing each of the charges against her/him with the chapter secretary. (In counting the ten days, the day of service or signing of the receipt will not be counted, but the day of the stated meeting will be counted.)

SECTION 2. If the accused is not served with a copy of the charges or did not sign a receipt for mail containing the charges at least ten days before the next stated chapter meeting, she or he will, file a written answer on or before the day of the next succeeding stated meeting. Provided, however, the accused may waive the ten day period and file an answer or objections at the next stated meeting after such service or receipt.

SECTION 3. If the accused or the chapter desire trial by a Trial Commission, the procedure is set forth herein.

SECTION 4. The answer will set forth in plain language the facts of the case and will specifically admit or deny or excuse each charge in consecutively numbered paragraphs as stated in the charge or charges.

SECTION 5. The accused must sign the answer and certify, on her or his honor, as a member of the Order, that the facts set forth in the answer are true, except as to such facts as may be alleged on information and belief, and in such case she or he will certify that she or he believes such facts to be true.

SECTION 6. If the answer contains any matter not pertinent or material to the case, it may be stricken by action of the chapter or Trial Commission.

SECTION 7. The original and six signed copies of the answer will be delivered to the chapter secretary. The secretary will retain

the original in the chapter's permanent files and deliver a copy to the Worthy Matron, the Grand Secretary and the Worthy Grand Matron.

SECTION 8. For good cause the Worthy Matron may allow the charges or the answer to be amended. However, in every such instance, copies of such amendment must be served or delivered as in the case of the original charges or answer.

SECTION 9. If the accused fails to file an answer or other response to the charges, after proper notice, she/he will, by direction of the Worthy Matron, be given further and final notice by certified mail, to appear or file a response within the time set forth in the final notice. Upon failure to appear or respond to the final notice, or if the accused in her/his answer admits that she/he is guilty of the charges stated, she/he will be deemed guilty as charged, and the chapter will proceed to fix the penalty.

SECTION 10. If the accused is unable to attend the proceedings in person for any reason and is unable to obtain someone to represent her or him, the Worthy Matron will, either upon request of the accused, or if no such request is received, may in her discretion, appoint a Sister or Brother to represent the accused. In such case the appointed representative will, if possible, obtain from the accused a statement, either orally or in writing, and in reliance thereon, file an answer in behalf of the accused and sign the same, but need not certify as to the truth of such answer.

ARTICLE PC-8

DETERMINATIONS TO PROSECUTE OR DISMISS CHARGES, AND PROCEEDINGS THEREON

SECTION 1. At the first stated meeting of the chapter after the answer of the accused has been filed with the secretary, the charges and the answer will be read in full to the members present.

SECTION 2. If the answer denies the charges or admits the truth thereof, but sets forth reasons or excuses therefor, the chapter, after such discussion as the Worthy Matron will deem appropriate, will by secret written ballot of the members present, majority vote, determine to dismiss or prosecute the charges.

SECTION 3. The accused will have the right to be present at the time of reading of the charges and the answer, but will retire from the chapter immediately thereafter and will not be permitted to be present at the time of discussion or voting.

SECTION 4. If the Chapter votes to dismiss the charges, the Worthy Matron will enter a written order dismissing the charges and file the same with the chapter secretary.

SECTION 5. If the Chapter votes to prosecute the charges, the Chapter will then determine by majority vote, secret written ballot of the members present, whether or not to request trial by Trial Commission as provided herein. If the Chapter determines to request trial by Trial Commission, the Worthy Matron and Secretary will forthwith prepare and deliver such request to the Worthy Grand Matron as provided herein.

SECTION 6. If the Chapter determines to prosecute the charges and not to request trial by Trial Commission, the chapter secretary will give written notice to the accused that the Chapter has determined to prosecute the charges and not to request trial by Trial Commission, and inform the accused of her/his right to request trial by Trial Commission within ten days after receipt of the notice of the action of the chapter. The notice will be by personal delivery, or certified mail with return receipt. (In counting days, the day of delivery of notice of signing the receipt of certified mail will not be counted but the day for filing request will be counted.)

SECTION 7. If the chapter determines to prosecute the charges and not to request trial by Trial Commission, and the accused has not filed a request for Trial Commission as provided herein, the matter will proceed.

SECTION 8. The chapter secretary will deliver, personally or by certified mail with return receipt requested, all orders, notices, request for Trial Commission, or copies thereof to the accused, the accusers, the Grand Secretary and the Worthy Grand Matron. If the secretary personally delivers any of the above, she/he will take receipt therefor. All receipts for personal delivery and/or by mail will be preserved in the records of the proceedings.

SECTION 9. Notwithstanding the vote of the chapter to dismiss the charges, the Worthy Grand Matron, in her discretion, may order prosecution and, in her order, give directions as to further proceedings.

SECTION 10. A member under charges will not automatically be excluded from the chapter except at such time as the chapter is discussing or voting on matters relating to the charges. However, the Worthy Matron may, if she deems it in the best interest of the chapter and the peace and harmony thereof enter an order excluding the member from the chapter until final judgment of the chapter or Trial Commission. The member will not be excluded from the chapter at the time of reading the charges and the answer nor at time of trial.

ARTICLE PC-9

TAKING AND REPORTING TESTIMONY

SECTION 1. If the chapter has determined to:

- (a) Prosecute the charges,
- (b) Not to request trial by Trial Commission,
- (c) If the accused does not request trial by Trial Commission within ten days after notice that the chapter has determined to prosecute the charges and not request trial by Trial Commission, and

- (d) If the Worthy Grand Matron has not entered any order otherwise directing the proceedings;

the Worthy Matron will appoint a Trial Committee of three members of the chapter, designating one of them as Chairman, to take the testimony in writing. It will be permissible to voice tape such testimony provided it will be finally prepared in the form specified hereinafter.

SECTION 2. If possible, the Trial Committee Chairman will confer with the accused or her or his counsel or representative, and enter into agreement relating to all further proceedings. Otherwise, the Chairman will give at least ten day's notice to the accuser and the accused and her or his counsel or representative of the date, time and place of taking testimony. The Chairman will preside at all meetings of the committee and at taking of testimony, and may adjourn such meetings or taking of testimony to reconvene at such times and places as may suit the convenience of the parties and may tend to promote the cause of truth and justice. When all the evidence has been taken on behalf of the accused and against her or him, the Committee will cause the same to be sealed up, addressed to the chapter's Worthy Matron and deposited with the chapter secretary.

SECTION 3. In the trial of a member, all the testimony must be submitted in writing and signed by the witness or witnesses, respectively, except such matters as, in their nature, are improper to be written.

SECTION 4. In the taking of testimony, no oath will be administered. Members of the Order of the Eastern Star testify upon their honor as such; others affirm upon their honor as ladies and/or gentlemen, as prudence and propriety suggest.

SECTION 5. Testimony in an Eastern Star trial can be taken by deposition, the witness being at a distance; provided, notice is given to the accused of the time and place and the name of the witness or witnesses, and an opportunity is given the accused to cross-examine the witnesses.

SECTION 6. The accused and the chapter may be represented at the taking of testimony before a Trial Committee by Sisters or Brothers as counsel.

SECTION 7. The attendance of witnesses, on either side, when they are members of the Order, will be enforced by summons, which will be issued by the Worthy Matron or requested by the Trial Committee, the accused, or by counsel for either. The summons will be sent by certified mail, return receipt requested and become a part of the permanent case file.

SECTION 8. The accused shall be a competent witness, but will not be required to give evidence unless she or he shall voluntarily testify.

ARTICLE PC-10

AGREEMENTS AND STIPULATIONS

SECTION 1. The accused and the Trial Committee Chairman may enter into agreements and stipulations relating to time, place and manner of taking testimony, setting time for other and further proceedings, and relating generally to all other matters relevant to disposition of the proceedings, provided that no agreement will be made as to date of trial without the approval of the Worthy Matron.

Such agreements should be made whenever practicable to expedite the proceedings, avoid misunderstandings, avoid unnecessary delays and in all other ways bring the proceedings to speedy conclusion.

ARTICLE PC-11

EVIDENCE ADMISSIBLE

SECTION 1. All relevant testimony should be taken and considered on every matter of investigation.

SECTION 2. Rumor and hearsay testimony is not evidence in an Eastern Star trial, but all information obtained in a regular manner is admissible.

ARTICLE PC-12 - TRIAL

SECTION 1. After the Trial Committee has filed the testimony as provided herein, the Worthy Matron will, at a stated meeting, designate a future stated meeting for the Trial and announce the same. If the accused is not present at the time of such announcement, the Secretary will note her or his absence in the minutes and will give her or him notice thereof in the same manner prescribed herein for service of charges upon the accused.

SECTION 2. The chapter of right, is the judge of the weight and credibility of testimony.

SECTION 3. The filing of charges against a suspended member will operate to restore her or him only the right to be present in the chapter during the proceedings relating to the charges against her or him as provided herein.

SECTION 4. The chapter is the jury. After the testimony has been read to the chapter, argument for the chapter and the accused will be permitted. When arguments have been heard, the accused and accuser, together with their counsel, will retire. The chapter, as jury, will then discuss and deliberate upon the law and facts to a reasonable extent.

SECTION 5. The first question to be voted upon by the members present will be:

"Is the accused guilty or not guilty of the offenses charged?"

If the accused or her or his counsel, or any member of the chapter, prior to the ballot request it, a vote upon each charge, if more than one, will be taken separately.

SECTION 6. All charges for conduct unbecoming a member will be tried upon their merits, and no quibbles, technicalities or special pleadings will be allowed to prejudice, retard or defeat the ends of Eastern Star Justice. In Eastern Star Trials, the main points of law will be:

- (a) First, a charge plainly stated,
- (b) Second, a reasonable notice to the accused,
- (c) Third, a speedy and impartial trial.

SECTION 7. After the testimony is read to the chapter, such discussion should be allowed and encouraged as will enable the members to fully understand its import, so that they may render an intelligent verdict when the vote is taken.

SECTION 8. When the testimony is under discussion during the course of an Eastern Star Trial, and a Sister or Brother present has been involved in the matters under investigation, though not under charges, she or he should be requested by the Worthy Matron to withdraw until the vote is taken, if her or his presence tends to limit a full discussion of the case.

SECTION 9. Every member of the chapter who is present is entitled to vote on all questions arising in trials, and should exercise this right.

SECTION 10. The vote on all questions arising during the trial will be by written secret ballot, and a majority vote controls.

SECTION 11. A chapter is not, in general, required to postpone a trial when the accused is also charged with violation of Federal, State or Municipal law until the courts have acted. However, if the chapter trial would tend to defeat the ends of legal justice, by aiding an escape, or by creating bias or prejudice in the minds of her or his peers for or against her or him, the Eastern Star proceedings should await the action of the courts.

ARTICLE PC-13 - SENTENCE AND PENALTY

SECTION 1. The vindication or sanction of Eastern Star Justice, for the correction of errors and the protection of the just against the contamination of evil, is a necessary ingredient in the scientific organization of the Order of the Eastern Star, for which purpose four general penalties:

- (a) reprimand,
- (b) definite suspension,
- (c) indefinite suspension,
- (d) expulsion,

have been established and which, respectively, apply to every grade and species of offense that can be committed against the Laws of the Order.

SECTION 2. In all cases of conviction for Eastern Star offenses, the vote of a majority of the members present and voting is necessary to assess the penalty. Every member of the chapter who is present is entitled to vote on all questions of the penalty and should exercise their right to do so.

SECTION 3. It is impossible to prescribe any definite role for the application of these penalties to the various offenses for which a member may be convicted. Therefore, much must be left to the exercise of sound discretion in each particular case, but the following general outlines should be observed:

REPRIMAND:

Reprimand is the mildest of the four general penalties, and may be properly applied in case of contempt, improper deportment, and all offenses of minor magnitude. It should be administered by the presiding officer at a stated meeting, or a Sister or a Brother appointed by her for that purpose. It should be more or less severe in import according to the circumstances of the case. A record thereof will be included in the minutes of the chapter.

SUSPENSION:

Suspension is the intermediate penalty between reprimand and expulsion. It takes away or suspends, as its name implies, all the fraternal rights, privileges, and benefits of its subject during its continuance, but may leave behind the veil of charity, a hope of reformation, and consequent restoration. Its duration is for a definite or indefinite period, as may be determined.

- (a) **DEFINITE SUSPENSION:** A definite suspension expires by its own limitation, after which all former rights and privileges are resumed without specific action of the chapter, except that a record of such expiration of the time of suspension and subsequent restoration will be made in the minutes.
- (b) **INDEFINITE SUSPENSION:** An indefinite suspension continues in force until removed by the authority inflicting it, or until set at naught by the appellate tribunal.

Suspension may properly be applied for nonpayment of dues. (See Rules & Regulations for the Government of Subordinate Chapters in Florida, Suspension). It may properly be inflicted for a provoking repetition of an offense for which reprimand is inadequate and expulsion unjustly severe. Vicious practices, such as habitual intemperance, profanity, gambling, fraud, evil speaking, and the various species of mischief-making are proper subjects for the penalty of suspension.

EXPULSION:

Expulsion is the severest penalty for the punishment of offenses known to the Order of the Eastern Star. It drives its subject from the circle of the Order. It is, therefore, properly applied only to the gravest offenses known to Eastern Star Law. It may properly be inflicted upon a provoking repetition of an offense for which a member has been suspended, or for the gross violation of the Obligation of the Order, or for the violation of any injunction of the moral law which exhibits an intolerable degree of moral depravity.

SECTION 4. When it has been determined that a member has been convicted of, enters a plea of guilty to, enters a plea of nolo

contendere or a plea of no contest or the legal equivalent thereof, or enters a plea admitting the commission of a criminal offense considered a FELONY against the laws of a Province, State or against the United States, the penalty to be imposed will not be less than immediate automatic indefinite suspension.

SECTION 5. In proceeding with the vote to determine the penalty to be imposed, all votes will be by secret written ballot.

The first vote will be upon which of the three penalties will be imposed: reprimand, suspension or expulsion.

If none of the three penalties receive a majority, the penalty receiving the smallest number of votes will be dropped. If there is a tie vote between the two lowest number of votes, then voting will continue on the three penalties until the tie vote is broken. After the tie vote, if any, is broken and no penalty receives a majority vote, the next vote will be upon the two penalties receiving the largest number of votes.

SECTION 6. If the majority vote is for the penalty of reprimand or expulsion that will be the penalty, but if the majority vote is for suspension, the next vote will be to determine if the suspension is for a "definite or indefinite" period of time.

SECTION 7. If the majority vote is for indefinite suspension that will be the penalty, but if the majority vote is for a definite period of time, the vote will be taken with ballots marked as to time of suspension, and voting will continue until a definite time of suspension is determined, and that will be the penalty.

SECTION 8. If it appears, after several votes, that no majority vote for any specific period of suspension will be cast, the Worthy Matron in her discretion but with due regard for the trend of the voting, may limit the ballots to specific periods of time and specify what periods of time may be voted for. For example, if a majority of the votes are for a period of less than one year, the Worthy Matron may order that no ballot be cast or counted for a period of more than one year, or if the majority of the votes are for a period of more than one year, the Worthy Matron may order that no ballot be cast or counted for a period of less than one year. The Worthy Matron may, with due regard for the trend of the voting, continue to limit the

range of the voting until a definite period of suspension receives a majority vote, and that period of suspension will be the penalty.

SECTION 9. A member, who absents herself or himself from the chapter for the purpose of avoiding a reprimand to which she or he was regularly sentenced should be summoned under the Seal of the chapter by the direction of the Worthy Matron to attend at a given stated meeting, and the summons should state the purpose for which her or his attendance is required, and, if she or he fails to answer to the summons, she or he is subject to discipline.

SECTION 10. Suspension or expulsion of a Brother from a Masonic Lodge deprives him of all the rights of membership in the Order of the Eastern Star until reinstated by the Masonic Body. His restoration to membership in his Masonic Lodge automatically restores him to membership in his chapter. It is not necessary for the chapter to take any action in either case, but the facts of the suspension and subsequent restoration, if effected, will be recorded in the minutes.

SECTION 11. Being under the penalty of suspension is no bar to trial and expulsion for other conduct unbecoming a member of the Order.

SECTION 12. If a penalty for suspension or expulsion is imposed, the suspended or expelled member will, upon written request of the Secretary, deliver her or his current dues card to the Secretary. The dues card will be returned to the suspended member upon termination of the period of suspension or upon her or his restoration. Failure of the member to deliver her or his dues card upon request, will subject such member to further discipline. If the penalty is expulsion, the Secretary will request return of the current dues card and, if the same is not delivered to the Secretary upon such request, the Secretary will send written notice of such expulsion to all chapters in Concurrent Jurisdiction.

ARTICLE PC-14

DUTIES OF SECRETARY TO RECORD ALL PROCEEDINGS

SECTION 1. The Secretary will make a full and complete record in the minutes of all proceedings of the chapter in respect to filing of charges, service upon the accused, the answer of the accused, request for Trial Commission, if any, vote of the chapter on determination to prosecute or dismiss the charges, orders of the Worthy Matron, appointment of Trial Committee, report of Trial Committee and the proceedings, votes of the chapter thereon, the judgment of the chapter as to guilt or acquittal penalty imposed, if any, and will send copies of the final judgment of the chapter to the accused, the Grand Secretary and the Worthy Grand Matron and make note of such service in the minutes of the chapter.

ARTICLE PC-15

REQUEST FOR, AND TRIAL BY, TRIAL COMMISSION

SECTION 1. If the accused desires a trial by Trial Commission, she or he will, on or before the expiration of ten days after notice of the chapter determination to prosecute the charges, file with the chapter secretary an original and five copies of such request and obtain a receipt from the Secretary therefor. (In counting days, the day of receipt of notice will not be counted, but date for filing will be counted.)

SECTION 2. The request will be addressed to the Worthy Grand Matron, state the grounds for such request, be signed by the accused, show the address of the accused, and will contain the statement that the facts stated in the request are made upon the Eastern Star honor of the accused.

SECTION 3. The Secretary will file the original in the chapter's permanent records, send, by certified mail, with return receipt requested, copies to the Worthy Grand Matron, Grand Secretary, the accuser or to one of the accusers.

SECTION 4. The filing of the request with the chapter secretary will stay all proceedings pending decision of the Worthy Grand Matron.

SECTION 5. If the chapter determines by majority vote by secret written ballot to request trial by Trial Commission, the Worthy Matron and Secretary will prepare the request and six copies. The request will be addressed to the Worthy Grand Matron and signed by the Worthy Matron and Secretary under Seal of the Chapter. The Secretary will mail, by certified mail, a copy to the Worthy Grand Matron, to the Grand Secretary, to the accused, and to the accuser or one of the accusers.

SECTION 6. The vote of the chapter to request trial by Trial Commission will stay all proceedings pending decision of the Worthy Grand Matron.

SECTION 7. The Worthy Grand Matron will enter her order granting or denying the request of the accused or of the chapter. In her order, she will give such direction as she deems appropriate regarding other or further proceedings.

SECTION 8. If the Worthy Grand Matron grants the request for trial by Trial Commission, she will, in her order granting the request, appoint five Florida members of the Order (three Sisters and two Brothers) as a Trial Commission to conduct further proceedings, designating one of them as Chairman, and giving address and telephone number of all of the members of the Commission and, including in her Order, directions in respect to further proceedings as she deems appropriate. One copy of the order will be delivered to the chapter secretary, a copy to the Grand Secretary, a copy to the accused, and a copy to the accuser or one of the accusers, and to the members of the Trial Commission.

SECTION 9. Upon entry and filing of such order, the chapter secretary will deliver all papers relating to the matter to the Trial Commission Chairman who will enter such orders as to further proceedings as she or he deems appropriate, including but not limited to, time of meeting of the Trial Commission, taking of testimony and deposition, if any, and trial.

SECTION 10. The Trial Commission Chairman will have the same authority in respect to entering into agreement and stipulation as provided in Article PC-10.

SECTION 11. If the Worthy Grand Matron denies the request for trial by Trial Commission, she will enter an order denying the request and include in the order such special directions regarding further proceedings as she deems appropriate. If there are no such special directions, she will order the chapter to proceed with trial as if no request for trial by Trial Commission had been made. A copy of such order will be delivered to the Grand Secretary, the chapter secretary, the accused, and to the accuser.

ARTICLE PC-16

DUTIES OF THE TRIAL COMMISSION

SECTION 1. In all instances of trial by Trial Commission, the proceedings will be conducted under the same procedure prescribed by regulations for conduct of trial by a chapter, except the testimony will be taken by the Commission and not by a Committee. The Commission Chairman will exercise all authority and perform all the duties of the Worthy Matron, the Secretary and the Trial Committee Chairman in Chapter Trials. The Trial Commission will have all authority and duties of the chapter as in trial by the chapter, including but not limited to the issuing of the summons, taking of testimony, findings of fact and judgment and sentence, if any.

SECTION 2. Upon conclusion of the trial, the Commission will make a written report of its findings and judgment thereon. The Chairman will promptly deliver the same, with a transcript of testimony and all other records and documents, to the chapter secretary, taking her or his receipt therefor.

SECTION 3. The Trial Commission Chairman will furnish copies of the findings and judgment to the Worthy Grand Matron, the Grand Secretary, the chapter secretary and to the accused, and deliver a copy of the receipt of the chapter secretary for all records to the Grand Secretary and to the Worthy Grand Matron.

SECTION 4. The accused and the chapter will be bound by the findings and judgment of the Commission subject only to right of appeal to Grand Chapter.

SECTION 5. The Trial Commission Chairman will submit a statement of all expenses of the Commission and the members thereof to the accused, the chapter, the Grand Secretary and to the Worthy Grand Matron. The Worthy Grand Matron will enter a payment order.

SECTION 6. At the first stated meeting after receipt of the copy of the Trial Commission's findings, it will be read in full to the chapter. A record of its reading will be recorded in the minutes of the chapter.

ARTICLE PC-17

APPEALS TO GRAND CHAPTER

SECTION 1. The accused will have the right of appeal to the Grand Chapter from judgment of the Chapter or Trial Commission.

The chapter, by written secret ballot, majority vote in favor thereof, will have the right of appeal to Grand Chapter from judgment of the Trial Commission.

SECTION 2. The accused has the right to appeal the judgment as to sufficiency of the charges, finding of guilt, or excessiveness of the penalty, any or all. The chapter has the right to appeal the judgment finding the accused not guilty or on account of insufficiency of the penalty, either or both.

SECTION 3. An appeal by the accused from judgment of the Chapter or Trial Commission, and appeal by the chapter from judgment of Trial Commission must be taken within thirty days after receipt of copy of such judgment. (In counting days, the day of receipt of the copy of judgment will not be counted, but day of filing of the appeal will be counted.)

SECTION 4. An appeal by the accused from judgment of the Chapter or Trial Commission will be in writing, addressed to the Worthy Matron and members of the chapter wherein the charges were filed, and will designate the judgment appealed from, and specify in consecutively numbered paragraphs the errors complained of. The original and four copies will be signed by the accused with place provided on each for receipt of original by the chapter secretary.

SECTION 5. The original and four copies will be delivered to the chapter secretary who will sign receipt therefor on the original and on the four copies.

The Secretary will keep the original and deliver, personally or by certified mail, one copy of the appeal with her or his receipt shown thereon, to the accused, one copy to the Worthy Grand Matron, one copy to the Grand Secretary and one copy to the accuser.

SECTION 6. The appeal of the chapter from the judgment of the Trial Commission will be addressed to the Worthy Grand Matron and members of the Grand Chapter and will specify the errors complained of in consecutively numbered paragraphs. The original and four copies will be signed by the Worthy Matron and the Secretary under the Seal of the Chapter, and will provide place for receipt of copy by the accused, or for certification of the Secretary that a copy of the appeal was delivered to the accused by certified mail with return receipt. The original of the appeal will be mailed, by certified mail, to the Worthy Grand Matron, a copy likewise mailed to the Grand Secretary, a copy mailed or delivered to the accused as aforesaid, and one copy retained by the chapter secretary.

SECTION 7. During the period of appeal, the accused will not be entitled to any rights or privileges of the Order except to be present at all hearings on her or his appeal by the Grand Chapter.

SECTION 8. When appeal is taken from judgment of the Chapter or Trial Commission, the chapter secretary will within fifteen days after notice of appeal, prepare the record on appeal and deliver the same to the Grand Secretary. The record on appeal will consist of all documents and papers relating to the case, and all entries in the chapter minutes relating thereto, including but not limited to the following so far as they are applicable to the case:

- (a) The charges against the accused and all amendments thereto, if any.
- (b) Copy of notice served upon the accused.
- (c) Copy of request for appointment of Special Trial Commission, if any, and all documents relating thereto.
- (d) The answer of the accused, if any, and all amendments thereto, if any.
- (e) Copy of notice of taking testimony.
- (f) Transcripts of testimony and report of committee or Special Trial Commission thereon, including all papers and documents filed therewith, if any.

- (g) The notice of appeal filed by the accused or copy of notice of appeal filed by the chapter, if the appeals are by the chapter.
- (h) Any and all other documents and papers relating to the case and any and all articles or things offered in evidence.
- (i) A full and complete transcript of the chapter minutes or excerpts thereof relating to the case.

SECTION 9. The Secretary will arrange and bind the record in convenient form for review by the Grand Chapter. If practicable, she/he will prepare an index thereto of the documents and papers therein. An appropriate certification by the Secretary, under Seal of the Chapter, that the record contains all of the documents and papers and a true and correct copy of all chapter minutes that relate to the case, will be attached to the Record on Appeal. The Record on Appeal, bound, indexed, and certified as aforesaid, will be delivered to the Grand Secretary by hand delivery or certified mail with return receipt requested.

SECTION 10. Upon receipt of the Record on Appeal, the Grand Secretary will notify the Worthy Grand Matron and the Chairman of the Grand Chapter Appeals and Grievances Committee Chairman. Thereafter the matter will proceed as directed by the Worthy Grand Matron. (Refer to duties of Grand Chapter Appeals and Grievances Committee, Constitution)

ARTICLE PC-18

ACTION OF GRAND CHAPTER ON APPEALS

SECTION 1. In all cases of appeal by the accused to the Grand Chapter from the action of a Chapter or Special Trial Commission the Grand Chapter may affirm the action of the Chapter or Trial Commission, which will end the proceedings, or may reverse the action of the Chapter or Trial Commission, and acquit the accused.

If the penalty imposed upon the accused was indefinite suspension or expulsion, such reversal and acquittal will not restore the accused to membership in her/his chapter. She/he will, upon such reversal and acquittal, have the status of an unaffiliated member. The Grand Secretary will, on order of the Worthy Grand Matron or by direction

of the Grand Chapter, issue to her or to him a certificate to that effect which will constitute a proper basis for application for affiliation with any chapter.

SECTION 2. On such appeal by the accused, the Grand Chapter may reverse the action of the Chapter or Trial Commission and order a new trial. The order for new trial will give full and specific directions in regard to conduct of such new trial, including directions as to whether the trial will be by the chapter or by the original or new Trial Commission. It will also specify the errors to be corrected, the proceedings for correction thereof, and the procedure to be followed after such corrections are made.

SECTION 3. The order of reversal for new trial by the Grand Chapter will have the effect of restoring the accused to the same status she or he occupied prior to her or his conviction.

SECTION 4. On an appeal by the chapter, the Grand Chapter may affirm the action of the Trial Commission and this will end the proceedings, or the Grand Chapter may reverse the action of the Trial Commission and order a new trial in the same manner as provided above. Such new trial will be by the original or a new Trial Commission as directed by the Grand Chapter or by the Worthy Grand Matron.

SECTION 5. If there is an appeal by the accused on the retrial by the chapter or by Trial Commission or appeal by the chapter on the retrial by Trial Commission, the Grand Chapter will enter such judgment as it deems appropriate. If such judgment is that the accused is guilty of the charges against her or him, the Grand Chapter will fix the penalty.

SECTION 6. If the Grand Chapter reverses a judgment of a chapter and orders a new trial, failure or refusal of such chapter to conduct such trial within a reasonable time thereafter or to request the appointment of a Trial Commission, will subject such chapter and the officers thereof to Eastern Star discipline.

SECTION 7. When a case has been decided on appeal by the Grand Chapter, the Grand Secretary will certify the result to the parties in interest, as early as practicable.

ARTICLE PC-19 - RESTORATION

SECTION 1. In cases of an appeal from a suspension or expulsion, if the Grand Chapter acquits the accused, or reverses the decision of the subordinate chapter, or when the Grand Chapter confirms the decision of the subordinate chapter, and subsequently restores the party to the rights and benefits of the Order, the action of the Grand Chapter does not, in either case, restore the party to membership in the subordinate chapter from which she or he is suspended or expelled, without the unanimous consent of the subordinate chapter, as in cases of a ballot for membership. If the subordinate chapter refuses to restore membership, the Sister or Brother becomes thereby an unaffiliated member and will receive a certificate of good standing from the Grand Secretary.

SECTION 2. In all cases of definite suspension, the member returns to her or his membership upon the expiration of the term of suspension without any action of the chapter.

SECTION 3. To restore to full membership in a subordinate chapter a member who has been suspended or expelled for any cause, (other than for automatic suspension in case of a Brother who has been suspended or expelled from his Masonic Lodge) a written petition for restoration, recommended by two members, will be required, which will be received only at a stated meeting and referred to a committee of investigation, appointed by the presiding officer.

When the committee reports, at a subsequent stated meeting, it will require a unanimous vote, expressed by secret ballot, to restore one to membership, provided, if the petition is rejected, the petitioner may not petition the chapter for restoration until after one year from the date of such rejection.

SECTION 4. A member of a chapter suspended for a definite time becomes a member in good standing again at the expiration of that time without action of the chapter, provided the fact that restoration is effective will be stated in the minutes.

SECTION 5. When, after inflicting the penalty of suspension or expulsion for any cause, the chapter becomes defunct, the penalty can be removed only by the Grand Chapter or Worthy Grand Matron, upon the recommendation of some subordinate chapter. Before a chapter recommends the former member, investigation must be made in the same manner as for a member applying for membership.

SECTION 6. Grand Chapter has inherent authority to reinstate an expelled or suspended member upon the written petition of such member, recommended by two members and presented at least 90 days prior to Grand Chapter, without the necessity of action by a subordinate chapter, and may exercise such authority after review of all circumstances relating thereto and reports of appropriate committees thereon, and may entertain and grant the written petition of a subordinate chapter, submitted at least 90 days prior to Grand Chapter, for restoration of a member or former member of the chapter suspended or expelled by the Grand Chapter, after investigation and report of appropriate committees thereon. Upon receipt of the petition, the Worthy Grand Matron will immediately appoint an investigating committee, consisting of three members of Grand Chapter, one of whom must be a Brother. The committee's duties will be the same as described in Rules and Regulations for the Government of Subordinate Chapters in Florida, INVESTIGATION. It will make its report at the next annual Session. When the committee reports at an annual Session, it will require a unanimous vote of the members of Grand Chapter, present and voting, expressed by written secret ballot, to restore one to membership. Provided, if the petition is rejected, no petition for restoration of the suspended or expelled member will be received by Grand Chapter until after the expiration of one year from the date of the rejection. Should Grand Chapter's action be the restoration of membership, said action does not, however, restore the party to membership in the subordinate chapter in which she or he was formerly a member, without the unanimous consent of the subordinate chapter, as in the case of a ballot for membership. If the chapter refuses to restore membership, the Sister or Brother becomes thereby an unaffiliated member and will receive a certificate of good standing from the Grand Secretary.

In all cases of definite suspension, however, the member returns to her or his membership upon the expiration of the term of suspension,

SECTION 7. When the Grand Chapter, either in the exercise of its original jurisdiction or on appeal, imposes or affirms a penalty of indefinite suspension or of expulsion, no action in respect to restoration will be taken by a subordinate chapter without express written permission or consent of the Grand Chapter or its authority.

SECTION 8. Restoration for suspension of a member convicted of any crime, recognized as a FELONY against the laws of a Province, State or against the United States, or who has entered an admission or guilt or a plea of nolo contendere or the legal equivalent thereof, will be by petition and unanimous vote of the chapter as provided herein above.

SECTION 9. In the event that the suspended member is later proven innocent of the crime recognized as a FELONY, his or her restoration will be automatic, and the membership of the member will be recorded as continuous from the date of the suspension.

ARTICLE PC-20 - GRAND CHAPTER TRIALS

SECTION 1. Grand Chapter has exclusive original Penal Jurisdiction over Past Grand Matrons and Past Grand Patrons, elected and appointed Grand Chapter officers while in office, and over Worthy Matrons and Worthy Patrons of subordinate chapters in this Grand Jurisdiction while in office.

SECTION 2. Trial of above-named officers, except the Worthy Grand Matron and Worthy Grand Patron, who will not be subject to trial while in office but will be subject to trial after expiration of her or his term in office, will be by the following procedure:

- (a) Charges may be filed by not less than seven members of the Grand Chapter of Florida in good standing in a Florida Subordinate Chapter. The charges will be substantially in form prescribed in Article PC-5 and will be filed with the Worthy Grand Matron.

- (b) The Worthy Grand Matron will review the charges and if they are in proper form and state an offense against Eastern Star Law, she will cause them to be served in the manner prescribed herein.
- (c) The Worthy Grand Matron will forthwith enter an order appointing a Trial Commission of five members of the Order, (three Sisters and two Brothers) who will be Past Matrons or Past Patrons of Florida in good standing in a Florida Subordinate Chapter, with a current proficiency card, one of whom will be designated as Chairman. The order will be served upon the accused at the same time as service of charges.

SECTION 3. Thereafter the Chairman will enter such orders respecting filing of an answer, taking of testimony and other similar matters as appropriate, a copy of which orders will be delivered to the accused and to the Worthy Grand Matron and which orders will direct all proceedings in substantial compliance with provisions of the Section relating to trials by Trial Commission.

SECTION 4. The Trial Commission will enter such judgment as it deems appropriate, deliver a copy thereof to the accused and deliver all records, papers and documents to the Worthy Grand Matron together with a statement of expenses incident to the trial.

SECTION 5. The Worthy Grand Matron will review the record of the trial and will enter such orders as she deems appropriate, including but not limited to, affirming the judgment, suspending operation of the judgment or directing other and further proceedings, all of which proceedings and orders will be reviewed by the Jurisprudence Committee and report and recommendations made thereto to the Grand Chapter for final action.

ARTICLE PC-21 - RULE OF CONSTRUCTION

SECTION 1. All provisions of this Code not in conflict with the Ritual of the Order, Constitution and Rules and Regulations for the Government of Subordinate Chapters in Florida will be construed to be mandatory. All requirements as to form and the specifying of charges, service of charges upon the accused, time for filing charges, time for filing an answer or objections by the accused, notice of hearings, and taking of testimony, trial, and time for and the manner of request for trial by Trial Commission, and for appeal, will be strictly construed.

ARTICLE PC-22 – AMENDMENTS

SECTION 1. This Penal Code will be incorporated by reference into the Rules and Regulations For the Government of Subordinate Chapters in Florida, as an appendix thereto, and may be amended in the same manner as provided for amendments to said Rules and Regulations.

ALLEGATION

The charge or charges should be in substantially the following form.
(Explanation of the numbers in the blank spaces follows this form.)

1
Date

**TO THE WORTHY MATRON, WORTHY PATRON AND MEMBERS
OF 2 CHAPTER NO. 3 located at 4**

In re: charges against Sister or Brother

5
who resides at 6
and whose mailing address is 7
and whose telephone number is 8
and who is a member of 9
Chapter No. 10 (or is unaffiliated.)

The undersigned hereby charge Sister or Brother

5
with conduct unbecoming a member of the Order of the Eastern Star as
hereinafter specified.

1. Sister or Brother 5 on or about the 11
day of 11 A.D. 20 (or during the period beginning on the
11 day of 11 A.D. 20 and ending on
the 11 day of 11 A.D. 20 at 12
in 13 & 14
did 15

Witnesses having knowledge of the foregoing are:
16, 17, 18, and 19

2. On information and after due and careful investigation the undersigned
verily believes that Sister or Brother 5
(continue as in charge No. 1)

The undersigned, upon her or his, or their honor as a member of The Order
of the Eastern Star, allege the above charges are true except those allegations
upon information and belief, and the undersigned verily believe those to be true
after due and careful investigation
20, 21, 22

Corresponding numbers on Allegation Form:

1. Date charges are being prepared.
2. Name of Chapter in which charges will be filed.
3. Chapter number.
4. Location and address of Chapter in which charges will be filed.
5. Name of accused.
6. Residence of accused.
7. Mailing address of accused.
8. Telephone number of accused.
9. Chapter of which accused is a member.
10. Chapter number.
11. Date or dates of alleged conduct unbecoming the member.
12. Place where offense was committed.
13. Name of city, town or community where offense was committed.
14. Name of State.
15. Detailed description of the acts, actions, words or conduct constituting the offense.
16. Name or names of witnesses having knowledge to the conduct unbecoming the member and who will testify thereto.
- 17, 18,19 Residence, address and telephone number of witnesses and if a witness is a member of the Order, the name and number of her or his Chapter.
- 20,21 ,22 Name, residence, address & telephone number and Chapter membership of accuser or accusers.

O.E.S.
PROFICIENCY TEST GUIDE

2017

Full Reprint

Includes all Revisions Adopted

Through April 2017



Grand Chapter of Florida
Order of the Eastern Star

SECRET WORK

1. What is the amended date of the Secret work?
2. May the Secret work be reproduced in any way or manner?
3. (a) How many copies of the Secret Work should each subordinate chapter have?
(b) Who are they assigned to?
4. Who must always have charge of the Secret Work?
5. Repeat the correct wording of the Conductress to the candidate for holding the Bible, during the Obligation.
6. Repeat the correct wording of the Obligation.
7. (a) Repeat the correct wording of each Sign and Pass.
(b) Exemplify each Sign.
8. Repeat the correct wording of Secret Work No. 17.
9. (a) Repeat the correct wording of the Salutation Sign.
(Secret Work No. 19)
(b) Exemplify the Salutation Sign.
10. (a) Repeat the correct wording of the Grip of the Order.
(b) Exemplify the Grip of the Order.

RITUAL

1. May the Ritual be copied in any way or manner? Explain.
2. Define and explain the Government of the Order?
3. How many Landmarks do we have? Name them.
4. How many degrees do we have? Name them.
5. (a) What constitutes a quorum for a chapter?
(b) What stations must be filled? What is the exception?
6. When may a petition be received?
7. How many signatures are on a petition? Name them.
8. Which Officers do not march in, in the opening march? Name them.
9. During the Opening Ceremony, if the Bible is opened to the wrong place, when and how is it corrected?
10. In the Opening and Closing devotional ceremonies, when is the Reverent Attitude assumed?
When is the Reverent Attitude dropped?
11. (a) Describe the Reverent Attitude.
(b) What is the Attitude of Prayer?
12. (a) What are the Grand Honors? Exemplify.
(b) Who are entitled to receive the Grand Honors? Explain.
13. Repeat the correct wording of the Test Oath.
14. Explain the line of march when the Conductress escorts the Worthy Matron to the East.
15. (a) During Initiation, when is the Worthy Patron given the gavel?
(b) When does the Worthy Patron return the gavel to the Worthy Matron?
16. After giving their lectures, during Initiation, when do the Star Points sit?
17. Give and exemplify that portion of the Star Point Lecture where the gestures are given during the initiation ceremony.
18. When more than four candidates are being Initiated, where does the Associate Conductress walk?

LAWS

1. (a) What is the name of this Grand Chapter?
(b) What is its territorial jurisdiction?
2. (a) Who are members of this Grand Chapter?
(b) Who are entitled to vote on all questions in this Grand Chapter, except the election of Grand Officers?
3. Who are eligible for Grand Chapter Appointments?
4. (a) Who are delegates to this Grand Chapter?
(b) Who appoints proxies?
5. Who are entitled to vote in the election of Grand Officers?
6. When is the annual session of this Grand Chapter?
7. Who in the subordinate chapters receives mileage and per diem for attendance at the Grand Chapter's annual session?
8. (a) Who institutes new chapters?
(b) Who constitutes new chapters?
9. When is Landmark night held in subordinate chapters?
10. (a) Who may qualify for ESTARL grants?
(b) When is ESTARL Night held in subordinate chapters?
11. (a) Who may qualify for R.E.S.T?
(b) When is R.E.S.T. Night held in subordinate chapters?
12. (a) Who may qualify, for a S.H.E.A.F. grant?
(b) When is S.H.E.A.F. Night held in subordinate chapters?
13. What are the sources from which Grand Chapter gets its revenue?
14. (a) What is per capita tax?
(b) How and who determines how much our per capita tax is?
Explain.
15. How and when may amendments to the Constitution of our Grand Chapter be made?
16. How and when may amendments to the rules and regulations Governing Subordinate Chapters in Florida be made?
17. How are the bylaws of a subordinate chapter amended?
18. (a) What legal document must every chapter have?
(b) Must this legal document be present at all chapter meetings, installations and memorial services?

19.
 - (a) What three sources of avouchment do we have?
 - (b) Explain the law governing the admission of visitors to a Chapter.
20.
 - (a) Who may object to a visitor's admission to a chapter?
 - (b) What is the procedure for objecting to a visitor?
21. What is the responsibility of the Examining committee when examining visitors from the Grand Jurisdiction of New Jersey and New York?
22.
 - (a) What offices must be filled when only a minimum of seven chapter members are present?
 - (b) May visiting members be included in the count for a quorum required to hold a legal chapter meeting?
23.
 - (a) How many stated meetings per year must a subordinate chapter hold that meets twice a month? Once a month?
 - (b) Is it necessary to secure a dispensation to call off a stated meeting if the meeting is during the week of Grand Chapter?
 - (c) What action must be taken if a chapter is unable to hold a stated meeting due to lack of a quorum?
24. What officers must remain in their stations, at all times, during a chapter meeting?
25. Does the Bible have to be closed when non-members are admitted during a meeting?
26. Is it necessary to prove the chapter after the departure of non-members?
27. What is the requirement for the use of electronic devices in the chapter room or Grand Chapter room?
28. What is the procedure for a subordinate chapter to suspend its meeting?
29. Define the law governing the fees for affiliation or the degrees?
30. What is the law concerning a rejected petition for affiliation?
31.
 - (a) What certificate goes with a petition when a member wishes to Plural with another chapter?
 - (b) A Certificate of Good Standing for the purpose of affiliation, is valid for what period of time?
32. A Grand Chapter Certificate is valid for what period of time, for purpose of affiliation?

33. (a) When must a petition for the degrees be received?
For affiliation?
- (b) When is an investigating committee appointed?
Who appoints the committee?
- (c) What is the duty of the investigating committee?
Who signs the committee report?
- (d) How many signatures are on a completed petition?
34. When must the ballot be taken on petitions?
35. How many votes must be cast for the ballot to be legal?
36. May the station of the Associate Matron and Associate Patron be pro tems during balloting?
37. What constitutes a clear ballot?
38. (a) How many petitions may be balloted on at the same time?
- (b) May petitions for both the degrees and affiliation be voted on at the same time?
- (c) If the ballot is not clear, what procedure must be taken?
- (d) Why would a second ballot be taken?
39. (a) May an objection be made after a favorable ballot?
- (b) What is the procedure for making an objection to a favorable ballot and what is its effect?
40. (a) When can a rejected petitioner for the degrees renew her or his petition?
- (b) When can a rejected petitioner for affiliation renew her or his application?
- (c) When can a rejected petitioner for reinstatement renew her or his application?
- (d) When can a rejected petitioner for restoration renew her or his application?
41. In case of a rejection on a petition for the degrees, must the petition be returned?
42. In case of a rejection on a petition for affiliation, must the petition be returned?
43. Must the Demit or Grand Chapter Certificate be returned on a rejected petition for affiliation?
44. Must the fees be returned?
45. Define the law governing Dual/Plural membership in this Grand Jurisdiction.

46. What is the procedure for becoming a Dual member?
47.
 - (a) How may a demit be secured?
 - (b) How may a demit to Terminate Dual Membership be secured?
48. Whose duty is it to report the name of a brother who has forfeited his membership in his Masonic Lodge?
49.
 - (a) How does the suspension or expulsion of a brother from his Masonic Lodge effect his Eastern Star Membership?
 - (b) How and when is he reinstated in his Eastern Star Chapter?
 - (c) If a brother secures a Demit from his Masonic Lodge, what effect does it have on his Eastern Star membership?
50. How many candidates can be initiated at one time?
51. When must the Secretary read the names of delinquent members?
52. When is a member automatically suspended from all privileges of membership?
53. What is the law governing Grand Chapter Fifty Year Membership Certificates?
54. Are Fifty Year Members and Emeritus Members exempt from Per Capita Tax?
55. When must elections be held in subordinate chapters?
56. When shall Installations be held?
57. Whose duty is it to select all those participating in the Installation of Officers?
58. May any Officer be installed by proxy?
59. May visiting members be pro tem officers?
60. May a visitor holding a Grand Chapter Certificate pro tem an office?
61. When must the Proficiency Test be given?
62. How many methods of voting do we have? Name them.
63. How many methods of deciding votes do we have? Name them.

64.
 - (a) May a visitor pro tem as Secretary?
 - (b) Does the pro tem Secretary sign the minutes?
 - (c) Who signs the minutes after they are adopted?
 - (d) What is the exception to visiting members acting as Pro Tem Officers?
65. Are chapters required to carry and pay for liability insurance provided by the Master Liability Insurance Policy available through Grand Chapter?

FLOOR WORK

1. Describe a properly prepared chapter room.
2.
 - (a) Who is responsible for the setup or preparation of the chapter room?
 - (b) When should the chapter room be setup or prepared?
3.
 - (a) Where is the Salutation line located?
 - (b) Where are the Marching lines located?
4.
 - (a) Where should the Membership and Visitors Register be placed?
 - (b) Who is responsible for the Register? Define their duties.
5.
 - (a) Who may serve on the Chapter Examining Committee?
 - (b) Describe the examination of a visitor.
 - (c) If the Examining committee retired during the proving of a chapter, when and how should they return?
6. When does the Worthy Patron, Associate Patron, Associate Conductress, Organist and Sentinel assume their respective stations?
Explain.
7.
 - (a) During the officer's incoming march, where does the Chaplain place the Bible on the Altar?
 - (b) During the opening, when the Worthy Matron ask the Conductress to attend at the Altar, if the Bible is opened to the wrong place, when and how is it connected? Explain
8.
 - (a) After the Conductress and Chaplain have performed their individual task and have backed into the circle of officers, what should they be facing?
 - (b) Describe how the Conductress and Chaplain return to their stations after the Chapter has been declared open.
9.
 - (a) When are the Worthy Grand Matron and Worthy Grand Patron introduced? Explain and exemplify.
 - (b) When the Deputy for the Worthy Grand Matron is introduced at an Official Inspection, is the chapter called up as she is escorted to the East? Explain.
10.
 - (a) Who is responsible for the ballot box and its preparation?
 - (b) How is the ballot box carried during balloting?
 - (c) Where does the Associate Conductress stand while the ballot is being examined in the West?

11. After examining the ballot, when are the Associate Matron and Associate Patron seated?
12. What law is stated to the chapter, by the Presiding Officer, after each rejection?
13. When five candidates are being initiated, when and where does the Associate Conductress assist?
14. Describe the formation of the prayer circle at the Altar, during initiation?
15. Where is the position of the Associate Conductress in the prayer circle when not assisting in the initiation?
16. During the Silver Drill, when and what officers stand, prior to the Marshal facing East?
17.
 - (a) When does, the Worthy Matron call up the officers during the Silver Drill?
 - (b) When does, the Worthy Matron call up the sideliners during the Silver Drill?
 - (c) When and how does the Marshal return to the East during the Silver Drill?
18.
 - (a) What are the duties of the Warder and Sentinel? Explain.
 - (b) When are raps not given by the Warder?

NOTES