

APPENDIX

Table of Contents: Forms and Informational Pages

Audit form: Receipts and Disbursements, Example of -----	35
Audit procedure and report form, Chapter-----	34
Bylaws Change, format for proposing-----	40
Bylaws, Subordinate Chapter-----	42-45
Certificate of Election, Appointment and Installation of Chapter Officers -----	2
Changes, Chapter Information Form -----	38
Consolidate, Resolution to-----	23
Consolidation Finalization Report-----	24
Constitution Change, format for proposing -----	41
Demit -----	25
Directory Information -----	3
Dual Membership, Notice to Primary Chapter of -----	21
Dues, Notice to pay-----	4-5
Election by affiliation, notice of -----	20
Election for degrees, notice of-----	19
Finance Suggestions for Secretary and Treasurer -----	33
Investigating Reports Dual or Affiliation-----	17
Investigating Reports Initiation or Reinstatement -----	18
Ledger sheet-----	39
Life Membership Transfer Form-----	29
Life Membership, Application for Memorial -----	30
Life Membership, Application for -----	28
Masonic Certificate of Good Standing-----	8
Member Relocation, Notification of-----	27
Petition For Affiliation (Front and Back)-----	9,10
Petition For Degrees (Front and Back)-----	11,12
Petition For Dual Membership (Front and Back)-----	13,14
Petition For Reinstatement (Front and Back) -----	15,16
Rejection or Expulsion Notice to Grand Secretary-----	22
Secret Work Receipt (Secretary use)-----	31
Special Dispensation, Request for -----	32
Suspension, Notice of-----	6-7
Worksheet for Annual Report Preparation-----	36-37

MAIL TO GRAND SECRETARY WITHIN FIVE (5) DAYS AFTER INSTALLATION

- Secretary please note: 1. Write the First and Last Name of each officer. Include their address and phone number.
 Please include email for all elected officers.
 2. Give full name of Installing Officer and title.
 3. Attest by Chapter Seal
 4. This certificate must be signed by the newly elected Secretary; Mail one copy to the Grand Secretary

CERTIFICATE OF ELECTION, APPOINTMENT AND INSTALLATION OF OFFICERS

To the Grand Chapter of Oregon:

I hereby certify that _____ Chapter No. _____ O.E.S., did on the _____ day of May 20 _____ (being the first stated communication in said month), duly elect the following officers to serve for the ensuing year:

Worthy Matron _____	Phone _____
Address _____	Zip Code _____
E-Mail: _____	

Worthy Patron _____	Phone _____
Address _____	Zip Code _____
E-Mail: _____	

Associate Matron _____	Phone _____
Address _____	Zip Code _____
E-Mail: _____	

Associate Patron _____	Phone _____
Address _____	Zip Code _____
E-Mail: _____	

Secretary _____	Phone _____
Address _____	Zip Code _____
E-Mail: _____	

Treasurer _____	Phone _____
Address _____	Zip Code _____
E-Mail: _____	

Conductress _____	Phone _____
Address _____	Zip Code _____
E-Mail: _____	

Associate Conductress _____	Phone _____
Address _____	Zip Code _____
E-Mail: _____	

That the following officers were duly appointed to serve for the ensuing year:

- Chaplain _____
- Marshal _____
- Organist _____
- Adah _____
- Ruth _____
- Esther _____
- Martha _____
- Electa _____
- Warder _____
- Sentinel _____

And on the _____ of _____ 20 _____, the said officers were duly installed by

Installing Matron: _____

Given under my hand and the Seal of the Chapter on the day written above.

(Chapter Seal) _____ Secretary

(*To be installed at a later date)

PLEASE MAKE ANY
CORRECTIONS TO HEADING

→

DIRECTORY INFORMATION

LOVELY CHAPTER NO. 191, Paradise City 97 (15) 2nd Thu 8:00
PM
Masonic Temple, 132 NE 2nd (PO Box 192) *2/28/1908

Complete and return **immediately** to the Grand Secretary after **ELECTION IN MAY (BEFORE JUNE 1st)**
Check with the incoming Worthy Matron for Friendship and Reception Dates. (Please **TYPE or PRINT**)

WORTHY MATRON _____ PHONE () _____
Address _____ ZIP _____
E-MAIL ADDRESS: _____

WORTHY PATRON _____ PHONE () _____
Address _____ ZIP _____
E-MAIL ADDRESS: _____

ASSOCIATE MATRON _____ PHONE () _____
Address _____ ZIP _____

ASSOCIATE PATRON _____ PHONE () _____
Address _____ ZIP _____

SECRETARY _____ PHONE () _____
Address _____ ZIP _____
E-MAIL

ADDRESS: _____

TREASURER _____ PHONE () _____
Address _____ ZIP _____

CONDUCTRESS _____ PHONE () _____
Address _____ ZIP _____

ASSOCIATE CONDUCTRESS _____ PHONE () _____
Address _____ ZIP _____

GRAND OFFICER NAME & TITLE _____

RECEPTION DATE:

GRAND COMMITTEE MEMBERS NAMES AND COMMITTEES:

HONOR NIGHT DATE: _____

GRAND REPRESENTATIVE NAME: _____

FINAL YEAR OF COMMISSION GR. REP. OF _____ HONOR NIGHT DATE: _____

FRIENDSHIP NIGHT DATE AND TIME: _____

CURRENT E-MAIL ADDRESS FOR CHAPTER CONTACT

REQUIRED: _____



CHAPTER _____

Order of the Eastern Star
_____, Oregon

Statement

Dues for year 20	\$ _____
Unpaid dues in arrears.....	\$ _____
Total.....	\$ _____

TO: _____

Please return statement with remittance
Please make check payable to _____ Chapter, OES

By order of the Worthy Matron

Sec. 221 (3) Dues for each calendar year are due and payable in advance of the first meeting in January.

(4) Any member failing to pay dues on or before the first meeting in February of the same year shall not be in good standing and shall be debarred from attending any Chapter in the Grand Jurisdiction other than their own until dues are paid or remitted. Any member failing to pay same on or before December 31 of the same year is hereby declared suspended from all rights and privileges of membership until the delinquency is paid or remitted.

NOTICE OF ANNUAL ELECTION

Sec 205(1) Every Chapter shall choose by separate ballot for a term of one year at the first state communication in each May, the following elective officers: Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress, Associate Conductress.



_____ CHAPTER
No. _____ O.E.S
_____, 20 _____

You are hereby notified that on the 31st day of December,
20___ you were suspended for non-payment of dues.

Amount of dues for which you were suspended \$ _____

In Witness Whereof, I have hereunto set my hand and
affixed the seal of said Chapter, this _____ day of
_____, 20_____.

(Chapter Seal)

Chapter Secretary



_____ CHAPTER
No. _____ O.E.S
_____, 20 _____

You are hereby notified that on the 31st day of December,
20___ you were suspended for non-payment of dues.

Amount of dues for which you were suspended \$ _____

In Witness Whereof, I have hereunto set my hand and
affixed the seal of said Chapter, this _____ day of
_____, 20_____.

(Chapter Seal)

Chapter Secretary

Chapter No. _____
Order of the Eastern Star

Requests the following information:

CERTIFICATE OF GOOD STANDING

FOR THE PURPOSE OF

PETITIONING AN EASTERN STAR CHAPTER

Brother _____ is a Master Mason, and a member, in
good standing, of _____ Lodge No. _____.

OR

Brother _____ was a Master Mason , and a member in
good standing, of _____ Lodge No. _____ at the time of
his death on _____.

This is to Certify, that _____ Lodge
No. _____ is a legally constituted Lodge, working under the jurisdiction of the
Grand Lodge of _____, A.F. & A.M. or F. & A.M.

Given under my hand and seal of the Grand Lodge or Lodge.

Date: _____

Grand Lodge Secretary or Lodge Secretary

(Seal of the Grand Lodge or Lodge)

PETITION FOR AFFILIATION



Date: _____

To the Worthy Matron, Officers and Members of _____ Chapter
No. _____, O.E.S. of Oregon:

I, _____, formerly a member of
_____ Chapter No. _____ O.E.S. of _____,

in the State of _____, petition for affiliation in your Chapter. If accepted I pledge myself to a careful obedience to the laws of the Order and the bylaws of this Chapter. I received a demit from this chapter on _____. I was initiated on _____ in _____ Chapter No. _____, _____ (city) _____ (state)

Other Chapters I belong to or have belonged to: (give dates in each Chapter)

Date of Birth _____ Address & Phone: _____

Signature of Petitioner _____

Attach copy of Current Dues Card, Demit, Visiting Permit, or Certificate of Good Standing.

RECOMMENDED BY: (MUST BE MEMBERS OF PETITIONED CHAPTER.)

I have been acquainted with the petitioner for _____ and recommend this petitioner as a candidate for membership in this Chapter.

NAME: _____ PHONE _____

I have been acquainted with the petitioner for _____ and recommend this petitioner as a candidate for membership in this Chapter.

NAME: _____ PHONE _____

Sec 213, (a), sec. 214(4-b) reads in part as follows: a petition for affiliation or reinstatement shall not be received from a brother unless he presents with his petition satisfactory evidence that he is an affiliated master mason in good standing.

Sec. 220 (2) a fee of seven dollars and seventy-five cents (\$7.75) must accompany all petitions for affiliation and petitions for dual membership, which fee shall be retained by the chapter.

Sec 223 (3) a non-affiliated member who has petitioned a chapter for affiliation, but who has been rejected, must visit the chapter again before re-petitioning.

For Secretary Use only

Investigating Committee

1: _____

2: _____

3: _____

Elected: _____

Notice of Election sent: _____

Yellow Card and International Headquarters
Fund sent to Grand Secretary
Date: _____

Ledger Sheet prepared and filed:
Date: _____

Entered into Data Base: _____

.....Chapter

No......

Order of the Eastern Star



Petition for **AFFILIATION** Membership of:
.....

Presented20.....

Elected20.....

Rejected20.....

By-Laws signed20.....



PETITION FOR DEGREES

_____ Date

To the Worthy Matron, Officers and Members of _____ Chapter No. _____ O.E.S. of Oregon

I, _____, respectfully petition to receive the degrees
(type or print name)

of the Order of the Eastern Star and to become a member of your Chapter. If accepted I pledge myself to a careful obedience to the laws of the Order. I am the:

_____ of _____ of _____
(relationship) (name of Master Mason) (Name of Lodge)

Lodge No _____ A.F. & A.M. _____
(address of Lodge, state and zip code)

Or I was a member for 3 years or am a majority member of _____ located at
(Job's Daughters or Rainbow Assembly)

My address is _____ Phone _____
(Street, City, Zip)

Date of Birth _____ Place of Birth _____ Occupation _____

Have you ever petitioned any Chapter? _____ If so, complete the following: about _____
(month and year)

I petitioned _____ Chapter No. _____ at _____ State of _____

My petition was _____ (state whether accepted, rejected or other)

How long have you resided in this State? _____

If less than 6 months, fill in below:

Immediate previous address: _____
(street, city, state and zip)

Signature of Petitioner _____

Recommended by: (must be members of petitioned Chapter.)

I have been acquainted with the petitioner for _____ and recommend this petitioner as a candidate for membership in the Order.

Name: _____ Phone _____

I have been acquainted with the petitioner for _____ and recommend this petitioner as a candidate for membership in the Order.

Name: _____ Phone _____

A Initiation fee of \$ _____ must accompany this petition, also satisfactory evidence of Masonic standing or of Masonic relationship. Initiation fee does not cover first year's dues or the \$5 International Eastern Star Headquarters Fund. Balance of year's dues are payable at time of initiation. Balance due at initiation is \$ _____.

For Secretary Use only

Investigating Committee

1: _____

2: _____

3: _____

Elected: _____

Notice of Election sent: _____

Yellow Card and International Headquarters

Fund sent to Grand Secretary

Date: _____

Ledger Sheet prepared and filed:

Date: _____

Entered into Data Base: _____

.....Chapter

No.....

Order of the Eastern Star



Petition for Degrees
Of

.....

Presented20.....

Elected20.....

Rejected20.....

Signed Bylaws.....20.....

PETITION FOR DUAL MEMBERSHIP



Date: _____

To the Worthy Matron, Officers and Members of _____ Chapter No. _____,
O.E.S. of Oregon :

I, _____, a current member of
_____ Chapter No. _____ O.E.S. of _____, _____,
(city) (state)

petition for Dual Membership in your Chapter. I am in good standing with my primary Chapter.
If accepted I pledge myself to a careful obedience to the laws of the Order and the bylaws of the Chapter.

I reside at: _____ Phone _____,

I was initiated on _____ in _____ Chapter No. _____,
(city) (state)

Other Chapters in which I have belonged: (give dates of membership in each Chapter)

Date of Birth _____ Place of Birth _____ Occupation _____

Signature of Petitioner

Attach copy of Current OES Dues Card and for Masons, evidence of Masonic Good Standing

RECOMMENDED BY: (MUST BE MEMBERS OF PETITIONED CHAPTER.)

I HAVE BEEN ACQUAINTED WITH THE PETITIONER FOR _____ AND RECOMMEND THIS PETITIONER AS A
CANDIDATE FOR MEMBERSHIP IN THE CHAPTER.

NAME: _____ PHONE : _____

I HAVE BEEN ACQUAINTED WITH THE PETITIONER FOR _____ AND RECOMMEND THIS PETITIONER AS A
CANDIDATE FOR MEMBERSHIP IN THE CHAPTER.

NAME: _____ PHONE : _____

Sec 213, (a), Sec. 214(4-B) reads in part as follows: A petition for affiliation or reinstatement shall not be received from a Brother unless he presents with his petition satisfactory evidence that he is an affiliated Master Mason in good standing.
Sec. 220 (2) A fee of Seven Dollars and seventy-five cents (\$7.75) must accompany all petitions for affiliation and petitions for Dual membership, which fee shall be retained by the Chapter.

For Secretary Use only

Investigating Committee

1: _____
2: _____
3: _____

Elected: _____

Notice of Election sent: _____

Yellow Card and International Headquarters
Fund sent to Grand Secretary
Date: _____

Ledger Sheet prepared and filed:

Date: _____

Entered into Data Base: _____

Petitioner's Address and Phone(s):

.....Chapter

No.....

Order of the Eastern Star



Petition for Dual/Affiliation Membership
of

.....

Presented20.....

Elected20.....

Rejected20.....

By-Laws signed20.....



PETITION FOR REINSTATEMENT

Date: _____

To the Worthy Matron, Officers and Members of _____ Chapter No. _____, O.E.S.

Of Oregon. I, _____, petition for reinstatement in your Chapter.

I was suspended on _____.

(Date of Suspension)

If accepted I pledge myself to a careful obedience to the laws of the Order and the bylaws of the Chapter.

Signature of Petitioner

Address _____

Date of birth _____ Phone Number _____

RECOMMENDED BY: (MUST BE MEMBERS OF PETITIONED CHAPTER.)

I HAVE BEEN ACQUAINTED WITH THE PETITIONER FOR _____ AND RECOMMEND _____ DO NOT RECOMMEND _____ THIS PETITIONER AS A CANDIDATE FOR REINSTATEMENT IN THE CHAPTER.

NAME: _____ PHONE _____

I HAVE BEEN ACQUAINTED WITH THE PETITIONER FOR _____ AND RECOMMEND _____ DO NOT RECOMMEND _____ THIS PETITIONER AS A CANDIDATE FOR REINSTATEMENT IN THE CHAPTER.

NAME: _____ PHONE _____

Sec 213, Sec. 214(5) and Sec. 220(3) must be complied with before petition is received by Chapter.

Sec. 214(4) (b) A petition for reinstatement shall not be received from a Brother unless he presents with his petition, satisfactory evidence that he is an affiliated Master Mason in good standing.

Sec 215(1) Petition for degrees, affiliation or reinstatement shall be immediately referred to a committee on investigation, appointed by the Worthy Matron in open Chapter.

Sec. 221 (4) (7) Any member failing to pay dues on or before the first meeting in February of the same year shall not be in good standing, and shall be debarred from attending any Chapter in this Grand Jurisdiction other than their own until dues are paid or remitted. Any member until the delinquency is paid or remitted. A member suspended for non-payment of dues may be reinstated within two years from the date of suspension upon the payment to the Chapter of all dues charged against her or him upon the books of the Chapter at the time of suspension. If not so reinstated within two years' time, the suspended member must petition for reinstatement and, upon receiving a two-thirds vote of all members present and payment of dues for the current year and the sum of seven dollars and seventy-five cents (\$7.75) shall be restored to full membership in the Order. No other dues shall accumulate during the period of suspension.

For Secretary Use only

Investigating Committee

1: _____
2: _____
3: _____

Elected: _____

Notice of Election sent: _____

Ledger Sheet reinstated:

Date: _____

Grand Chapter notified: _____

Entered into Data Base: _____

Petitioner's Address and Phone(s):

.....Chapter

No.....

Order of the Eastern Star



Petition for Reinstatement
of

.....

Presented20.....

Elected20.....

Rejected20.....

INVESTIGATION COMMITTEE APPOINTMENT AND REPORT
Affiliation and Dual Membership



You are appointed as one of the committee to investigate into the character and eligibility of:

_____ as an Affiliated or Dual member

Your report is due _____ and is to be returned to the Chapter Secretary.

The following information will assist you in performing this important duty:

Date of Birth: _____

Current Chapter (if Dual): _____
(Name, Number and Location)

Previous Chapter (if Affiliation): _____
(Name, Number, and Location)

Date Demit issued: _____ Date Visiting Permit issued: _____

Petitioner Address: _____

Petitioner Phone: _____

Recommended by: 1) _____ **Phone** _____

2) _____ **Phone** _____

Bylaws, Section 213; Section 215(2) read in part: "The Committee shall diligently inquire into the moral and mental qualifications of the applicant."

The following information must be obtained by the committee members:

1. How long have the "Recommending Members" known the petitioner? 1st signer _____ 2nd signer _____
2. Is the petitioner one with whom you would willingly associate? _____
3. Is the petitioner respected as having good morals and character, and is law-abiding? _____

Report: I believe the petitioner is _____ qualified for Chapter membership and recommend that _____ be given the privilege of the ballot.
(he or she)

Signed: _____, **Investigating Committee Member**
(Print name and sign)

INVESTIGATION COMMITTEE APPOINTMENT AND REPORT
Initiation or Reinstatement



You are appointed as one of the committee to investigate into the character and eligibility of:

_____ for membership by Initiation by Reinstatement

Your report is due _____ and is to be returned to the Chapter Secretary.

The following information will assist you in performing this important duty:

Date of Birth: _____ Occupation: _____. The petitioner is the:

_____ of _____, a member of _____
(relationship) (Name of Master Mason) (Lodge name)

Lodge # _____ at _____ Has resided in this jurisdiction _____
(town and state) (how long)

Petitioner Address: _____

Petitioner Phone: _____ Has ever petitioned another Chapter: Yes No

If yes: Chapter name, number and location: _____

Results of petition: _____

If petitioner is applying for reinstatement: Date suspended: _____

Recommended by: 1) _____ **Phone** _____

2) _____ **Phone** _____

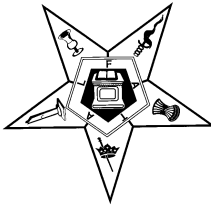
Bylaws, Section 213; Section 215(2) read in part: "The Committee shall diligently inquire into the moral and mental qualifications of the applicant."

The following information must be obtained by the committee members:

1. How long have the "Recommending Members" known the petitioner? 1st signer _____ 2nd signer _____
2. Is the petitioner one with whom you would willingly associate? _____
3. Is the petitioner respected as having good morals and character, and is law-abiding? _____

Report: I believe the petitioner is _____ qualified for membership/reinstatement and recommend that _____ be given the privilege of the ballot.
(he or she)

Signed: _____, Investigating Committee Member
(Print name and sign)



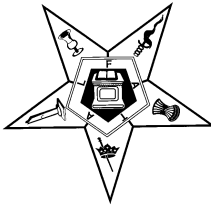
_____ Chapter
No. _____ O.E.S.
_____, 20 _____

Dear _____,

I have the pleasure to inform you that you have been elected to membership in this Chapter.

Please present yourself at the Chapter rooms at our next regular meeting on _____ evening _____ at _____ o'clock for initiation.

Secretary



_____ Chapter
No. _____ O.E.S.
_____, 20 _____

Dear _____,

It is a pleasure to inform you of your election to membership by affiliation in this Chapter.

Please present yourself at the Chapter rooms at our next regular meeting on _____ evening _____ at _____ o'clock to sign the Bylaws of this Chapter.

Secretary



NOTICE TO PRIMARY OR ORIGINAL CHAPTER OF DUAL MEMBERSHIP

_____, 20 _____

To the Worthy Matron, Officers and members of _____

Chapter No. _____, Order of the Eastern Star of _____:
State or Jurisdiction

This is to advise that at a stated meeting of _____

Chapter No. _____, Order of the Eastern Star of Oregon, held on the _____

day of _____, 20_____, at _____, Oregon,

Sister/Brother _____, Member(s) of

your Chapter, was elected to dual membership in this Chapter and signed the Bylaws of the

Chapter on the _____ day of _____, 20_____.

Secretary

(Chapter seal)

RESOLUTION TO CONSOLIDATE: [Section 226]

RESOLUTION PROPOSING THE CONSOLIDATION OF _____
CHAPTER NO. _____ ORDER OF THE EASTERN STAR AND _____
_____ CHAPTER NO. _____, ORDER OF THE EASTERN STAR.

WHEREAS, _____ CHAPTER NO. _____ AND _____
CHAPTER NO. _____, INDICATE A DESIRE TO FURTHER THE WORK OF THE ORDER OF
THE EASTERN STAR BY CONSOLIDATION OF THEIR RESPECTIVE CHAPTERS:

AND

WHEREAS EACH CHAPTER HAS COMPLIED WITH THE REQUIREMENTS OF
SECTION 226 CONSOLIDATION OF CHAPTERS, OF THE CONSTITUTION AND BYLAWS
OF THE GRAND CHAPTER OF OREGON OF THE ORDER OF THE EASTERN STAR.

AND

WHEREAS, THIS RESOLUTION HAS BEEN PROPERLY READ AND APPROVED.

Then

BE IT RESOLVED THAT THE **PROPOSING CHAPTER** _____ CHAPTER,
NO. _____ AND THE **RECEIVING CHAPTER** _____ NO. _____ ORDER
OF THE EASTERN STAR OF OREGON SHALL BE CONSOLIDATED AND KNOWN BY THE
NAME OF THE **RECEIVING CHAPTER** _____ NO. _____ ORDER OF THE EASTERN
STAR OF OREGON. (2009)

As stated in Section 226 para 4

Date of 1st Reading
adopt)

Date of 2nd Reading

Approved or Rejected
(2/3rds vote required to

WORTHY MATRON

SEAL OF CHAPTER

SECRETARY

Consolidation Finalization Report

This report must be completed and signed by the Worthy Grand Matron and the assisting Past Grand before the Consolidation is considered finalized.

Grand Secretary is to check and initial each section:

_____ 1. Letter requesting proposed consolidation received from proposing chapter.
Resolution to

Consolidate Form sent to proposing Chapter and receiving chapter as directed by
Worthy Grand Matron

_____ 2. Resolution to Consolidate form received in proper form from proposing chapter.

_____ 3. Resolution to Consolidate form received in proper form from receiving chapter.

_____ 4. Updated Membership Roster received from proposing chapter. Copy sent to receiving
Chapter.

_____ 5. Final Consolidation Report (Annual Report form) received from proposing chapter.

_____ 6. Inventory of Proposing Chapter property accepted by Receiving Chapter

_____ 7. Extra copies of the Secret Work returned.

_____ 8. Life Memberships transferred to receiving chapter.

_____ 9. Proposing chapter is clear on the books of the Grand Chapter.

_____ 10. Consolidation Finalization Report form received, dated, and filed.

=====

All forms have been reviewed.

Secretary and Treasurer's Books, furniture and paraphernalia have been given to receiving chapter.

All monies and accounts have been transferred to receiving chapter.

Signature of Assisting Past Grand _____ Date _____

Signature of Worthy Grand Matron _____ Date _____

Signature

TO ALL MEMBERS OF THE
ORDER OF THE EASTERN STAR



This Demit Witnesseth: That _____

Whose name appears in the margin of this instrument, was received by initiation or affiliation into
_____ Chapter No. _____ of _____,

Oregon, on _____, and that having paid all dues, and being free from all charges,
_____ he is at _____ own request lawfully dismissed from membership therein. This demit expires one (1)
year from date of issue. If the member wishes to transfer a Life Membership in this chapter to another
chapter, it must be within one (1) year and 90 days from the date of issue of this demit. (Sec131, para13,
Oregon OES Constitution and Bylaws.)

Given under my hand and the seal of said Chapter

This _____ day of _____ 20__.

Secretary

(SEAL)

Signature

**TO ALL MEMBERS OF THE
ORDER OF THE EASTERN STAR**



This Demit Witnesseth: That _____

Whose name appears in the margin of this instrument, was received by initiation or affiliation into
_____ Chapter No. _____ of _____,

Oregon, on _____, and that having paid all dues, and being free from all charges,
_____ he is at _____ own request lawfully dismissed from membership therein. This demit expires one (1)
year from date of issue. If the member wishes to transfer a Life Membership in this chapter to another
chapter, it must be within one (1) year and 90 days from the date of issue of this demit. (Sec131, para13,
Oregon OES Constitution and Bylaws.)

Given under my hand and the seal of said Chapter

This _____ day of _____ 20__.

Secretary

(SEAL)



NOTIFICATION OF MEMBER RELOCATION

Office of the Secretary of

_____ Chapter No ____ of Oregon

Date: _____

To _____ Chapter No. _____

Secretary's Name

Address

Our member, _____ has moved into your area.

Would you or a member designated by you, welcome our member and invite her/him to attend your Chapter?

Our member's name and address is _____

It is our hope that by contacting our members who have moved away and by making them feel welcome by the Chapter in the city where they have moved, they will continue to enjoy the benefits of our beautiful order.

Thank you for your cooperation and assistance.

Secretary

APPLICATION FOR LIFE MEMBERSHIP

11/20/20



Date: _____

From: _____ Chapter No. _____

(City)

Enclosed find a check in the amount of \$ _____ (+ \$2.50 for handling charges) in payment of a Life Membership in this Chapter for:

Sister _____

Brother _____

Address: _____

Date of Birth: _____

Unless instructed otherwise, the Life Certificate is mailed to the Chapter Secretary.

(Chapter Seal) _____
Chapter Secretary

(This Section for Grand Chapter Office Use)

Date Request Received _____

Life Membership Number _____

Date of Original Purchase _____ Amount of Original Purchase _____

Certificate _____ Ledger _____ Yellow Card _____

Computer _____ Receipt _____



LIFE MEMBERSHIP TRANSFER FORM

This Form is to be filled out by the receiving chapter and must be accompanied by the **\$2 transfer fee**. After processing, the form will be completed by the Grand Secretary. Copies of the completed transfer form will be sent to the Life Member, the receiving chapter, and the chapter from which it was transferred.

Date of Request _____

Name of Life Member authorizing the transfer _____

Chapter now holding the Life Membership _____ No. _____

Chapter to receive Life Membership _____ No. _____

Receiving Chapter Secretary Signature

Chapter Seal

.....
(This Section for Grand Chapter Office Use)

Date Request Received _____

Life Membership Number _____

Date of Original Purchase _____

Cost of Original Purchase _____

Date of completed transfer _____

Grand Secretary Signature

Grand Chapter Seal

Ledger (sending) _____ Ledger (receiving) Yellow Card _____ Computer _____ Receipt _____

APPLICATION FOR MEMORIAL LIFE MEMBERSHIP



DATE: _____

FROM: _____ CHAPTER NO, _____
_____, OREGON

Enclosed is a check in the amount of \$ _____ in payment of an Honorary Life Membership in Memory of:

Sister or Brother _____

No certificate will be issued. No handling charges.

(Chapter Seal)

Chapter Secretary

CHAPTER SECRETARY RECEIPT FOR SECRET WORK

Year _____

The officers whose signatures appear below are in charge of copies of the Secret Work as listed for the ensuing year. They are responsible for return of these copies at the next Installation of this Chapter's Officers, or be subject to a fine stated in the Bylaws in Section 211(6), 212 (2)

Delivered to Worthy Patron _____ Date _____
Name

Received from Worthy Patron _____ Date _____
Name

1 copy Secret Work

Delivered to Associate Patron _____ Date _____
Name

Received from Associate Patron _____ Date _____
Name

1 copy Secret Work

Delivered to Conductress _____ Date _____
Name

Received from Conductress _____ Date _____
Name

1 copy Secret Work

Delivered to Associate Conductress _____ Date _____
Name

Received from Associate Conductress _____ Date _____
Name

1 copy Secret Work

Secretary

FOR CHAPTER FILES – DO NOT SEND TO GRAND SECRETARY

REQUEST FOR SPECIAL DISPENSATION

Date of Request _____

Chapter Name and Number _____

REASON FOR REQUEST
(explain completely)

[] 1. To complete an election of officers following the regular May election, but before the regular installation. Which Officers? _____

[] 2. Election of any of the top four officers at any time other than the first Stated communication in May. Which Officers? _____

[] 3. Installation "out of time" of any of the top four officers (other than between Grand Chapter and July 31ST). Which Officers? _____

[] 4. Move chapter charter for only one meeting. Explain _____

[] 5. Move chapter charter for an emergency permanent change of meeting place. Explain: _____

Date of Chapter Vote: _____ Emergency Request: _____

Signature of Worthy Matron

Signature of Chapter Secretary

[seal]

This request must be made after majority vote of the chapter. In the case of an emergency, the request may come from the Worthy Matron and Worthy Patron. The request must be signed by the Worthy Matron and the Secretary. This form must be accompanied by the FEE OF \$1 and embossed with the seal of the chapter.

Send to:
Worthy Grand Matron
Grand Chapter Office
707 Main Street
Oregon City , OR 97045

FINANCE INSTRUCTIONS FOR SECRETARIES AND TREASURERS

Section 250 Article VI, #5: The Secretary shall record the proceedings of the Chapter; **collect and receive all money due the Chapter, and pay the same to the Treasurer immediately after the close of the meeting, taking her receipt therefor; keep a correct account between the Chapter and its members;**

Section 250 Article VI, #6 **The Treasurer shall receive all money from the secretary immediately after the close of the meeting, keep a just and regular account thereof,** and pay out the same by direction of the Worthy Matron and consent of the chapter.

Uniform Workbook, page 38 FINANCIAL STATEMENT: This statement includes all monies received between the last meeting and the end of the present meeting. It also includes all warrants that will be used because of bills, motions or contributions which cause payments because of this meeting. You should also write and read warrants for budgeted items, such as rent, budgeted donations, gifts, etc.

Secretaries: In order to be in compliance you must:

Write and give a warrant to the treasurer for all bills.

Keep a financial ledger accounting for all money taken in, given to the treasurer and all warrants written. You may choose the type of ledger you use, but it must include columns for descriptions, money received, warrants written, and totals. This may be done on a computer, but, YOU MUST PRINT OUT A COPY MONTHLY AND PLACE IT IN A THREE RING BINDER.

You must read a financial statement at each stated meeting See Blank form of minutes at the end of the white pages. You must include all accounts, not just checking.

You must have all of the accounts numbers at the bottom of each set of minutes. (You do not read them)

Treasurers: In order to be in compliance you must:

Write a receipt and give it to the secretary for all money given to you.

Only write a check if a warrant has been issued.

Keep a financial ledger accounting for all money and warrants received, checks written and paid out. You may choose the type of ledger you use, but it must include columns for money received, warrants, and totals. This may be done on a computer, but, YOU MUST PRINT OUT A COPY MONTHLY AND PLACE IT IN A THREE RING BINDER.

You must sign for the money given to you at each meeting. There is a place for you to sign at the bottom of the minutes.

AUDITING PROCEDURE

1. Make an itemized accounting of sources of RECEIPTS and EXPENDITURES of monies by categories (dues, ESTARL, supplies, etc. See audit sheet.
2. Look over canceled checks, check stubs, and bank statements.
3. Compare checks with WARRANTS ISSUED
4. Figure TOTAL DISBURSEMENTS:
 - a. #1 read warrants
 - b. #2 read checks **MUST BE THE SAME**
 - c. #3 runs the adding machine (Suggest one with a tape read out)
5. Total Secretary's receipts
6. Total Treasurer's receipts.
7. Figure TOTAL RECEIPTS
 - a. #1 read Secretary's receipts
 - b. #2 read Treasurer's receipts **MUST BE THE SAME**
 - c. #3 runs the adding machine
8. RECONCILIATION
 - a. Take total bank balance last audit
 - b. Add total receipts this year
 - c. Add result
 - d. Subtract total disbursements this year.
 - e. Result should equal balance at end of year and this audit.
9. Secure for the Savings Accounts all interest earned for the year. The Treasurer should get this from the bank. These should be added to these accounts in the final accounting.
10. Sign all books and the last page of warrants issued.
11. Make two copies of written report which shall be read in detail at the first stated meeting after election of officers, (this is the only way members of the Chapter are informed of how their money has been spent). Give one copy to the Secretary for the minute book, and one to the Treasurer for her records.

RECONCILIATION

Balance	_____
Total Receipts for	
the year	_____
Total	_____
LESS Disbursements	
for the year	_____
Balance on Hand	_____
Savings	\$ _____
Time Certificate	\$ _____
Interest	\$ _____

(Used by Burns Chapter #40)

Audit 20____ to 20____

RECEIPTS

- _____ Dues
- _____ Fees
- _____ New life members
- _____ GC interest, life member
- _____ Coin drill
- _____ Sales - supplies
- _____ Donations
- _____ ESTARL
- _____ Home Endowment
- _____ Cancer Research
- _____ Special Projects
- _____ International Temp Fund
- _____ Rainbow rent
- _____ Money raisers
- _____ Miscellaneous

DISBURSEMENTS

- _____ GC dues, Home Tax, ins.
- _____ Rent - insurance
- _____ Life members and fees
- _____ Chapter & Secretary supplies
- _____ WM allowance, Ode Cards, Jewels
- _____ Secretary salary
- _____ GC Delegates
- _____ ESTARL
- _____ Home Endowment
- _____ Cancer Research
- _____ Special Projects
- _____ International Temp Fund
- _____ Rainbow donation
- _____ Dist Meet, Sch of Inst, Frndshp Nite
- _____ Installation
- _____ Repair, replace furnishings
- _____ Miscellaneous

RECONCILIATION

Balance on Hand \$ _____
 Receipts for the year \$ _____
 Less Disbursements \$ _____
 Balance on hand \$ _____

SAVINGS ____/____/____
 \$ _____
 Amount added \$ _____
 Interest \$ _____

Balance this date \$ _____

TIME CERTIFICATE Audited by:
 Interest \$ _____
 Amt. this date \$ _____

TOTAL DISBURSEMENTS

\$ _____

Secretary's books ___ agree ___ do not agree with Treasurer. Explanation if disagree:

Date of Audit ____/____/____

20 WORKSHEET

AFFILIATED & DUAL

NAME	DEMIT DATE	Election Date	FROM CHAPTER & STATE	TO MEMBERSHIP
				**Yellow Card Sent

NAME	<u>INITIATED</u> DATE ELECTED	DATE INITIATED

INTERNATIONAL HEADQUARTERS FUND

(Due from all new members and duals and affiliates.)

<u>NAME</u>	<u>COLLECTED</u>	<u>PAID TO GRAND</u> <u>CHAPTER</u>

FIRST NAME	<u>CHANGE OF NAME</u> FORMER LAST NAME	NEW LAST NAME

DEATHS

NAME	DATE OF DEATH
*Altar Draped	**Grand Chapter Notified

DEMITTED

NAME	DATE OF DEMIT
*Grand Chapter Notified	

SUSPENDED Non Payment of Dues

NAME	DATE OF SUSPENSION

DUES REMITTED

(Must be Remitted & **CONFINED** to qualify for deduction on Annual Report.)

NAME	DATE

Send Monthly to Grand Secretary

CHAPTER _____ # _____

MEMBER CHANGES

Old NAME: _____

New Name: _____

Address Change: _____

Phone: _____

Date of Death: _____ Date of Demit: _____ Date of Reinstate _____

Old NAME: _____

New Name: _____

Address Change: _____

Phone: _____

Date of Death: _____ Date of Demit: _____ Date of Reinstate _____

Old NAME: _____

New Name: _____

Address Change: _____

Phone: _____

Date of Death: _____ Date of Demit: _____ Date of Reinstate _____

Old NAME: _____

New Name: _____

Address Change: _____

Phone: _____

Date of Death: _____ Date of Demit: _____ Date of Reinstate _____

FORMAT FOR PROPOSING AMENDMENTS TO CHANGE THE BYLAWS
Format Set By Resolution 2011-2012

Proposed Amendments To Change The BYLAWS

(Needs 2/3 vote to pass at the same session it is read and voted on to become law. [Section 251 (3)])

SECTION # Title or Heading from Bylaws or Uniform Work Book

Now Reads:

Copy entire section exactly as is printed in the Bylaws including the date.

Proposed to Read:

List entire section under consideration for change

If no change is proposed in a particular paragraph or subdivision, indicate that:

7. No change to this paragraph or No change to this subdivision

If a change within a paragraph or subdivision deletes any existing text, the deletion will be indicated by showing the existing text with strikethrough.

2. ~~This section will be deleted~~ but the rest of the paragraph remains in force.

If a change within a paragraph or subdivision adds text to the existing text, the addition will be indicated by underlining the new text.

5. This sentence will be added.

Give Rationale: Why you want to see this change.

Submitted by: Chapter Name and Number
AND the date it was voted on by the chapter

Submitted by Chapter Name and Number
AND the date it was voted on by the chapter

Worthy Matron

Worthy Matron

Secretary

Secretary

Date

Date

{ Chapter Seal }

{ Chapter Seal }

FORMAT FOR PROPOSING AMENDMENTS TO CHANGE THE CONSTITUTION
Format Set by Resolution 2011-2012

Proposed Amendments To Change The Constitution

(Needs 2/3 vote to pass at the same session it is read and voted on to become law. [Section 13 (4)])

SECTION # Title or Heading from Bylaws or Uniform Work Book

Now Reads:

Copy entire section exactly as is printed in the Constitution including the date.

Proposed to Read:

List entire section under consideration for change

If no change is proposed in a particular paragraph or subdivision, indicate that:

7. No change to this paragraph or No change to this subdivision

If a change within a paragraph or subdivision deletes any existing text, the deletion will be indicated by showing the existing text with strikethrough.

2. ~~This section will be deleted~~ but the rest of the paragraph remains in force.

If a change within a paragraph or subdivision adds text to the existing text, the addition will be indicated by underlining the new text.

5. This sentence will be added.

Give Rationale: Why you want to see this change.

Submitted by: Chapter Name and Number
AND the date it was voted on by the chapter

Submitted by Chapter Name and Number
AND the date it was voted on by the chapter

Worthy Matron

Worthy Matron

Secretary

Secretary

Date

Date

{ Chapter Seal }

{ Chapter Seal }

Subordinate Chapter Bylaws



Chapter # _____

Order of the Eastern Star of Oregon Bylaws

Meeting _____ Hall _____

City or Town _____

Institution Date _____

Article I. Order of Business

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

Article II. Title

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

Article III. Communications

1. The Communications of this Chapter shall be either Stated or Special.
2. Stated Communications shall be held on the _____
of each month, except during _____. A Stated Communication falling upon a
legal holiday may be omitted upon vote of the Chapter at a preceding meeting.
3. Special Communications shall be called at the discretion of the Worthy Matron by giving written notice thereof to resi-
dent members, or by announcement in open Stated Meeting which shall be recorded in the minutes. All business to be transacted
shall be stated in the call. In case of the absence or disability of the Worthy Matron, the communication may be ordered by the
Associate Matron, Worthy Patron or Associate Patron in order of rank.
4. Stated or Special Communications, except funeral ceremonies, shall not be held on Monday through Friday of the week
in which the Annual Communication of Grand Chapter convenes. OPEN INSTALLATION may be held following the close of Grand
Chapter.
5. The hour of Stated Meeting shall be _____ a.m./p.m. on the _____
of each the month **except** as stated in paragraph 2 above. All Communications will be held at _____
Hall, _____.
(city or town)
6. **Opening.** The Chapter to be regularly opened shall require the presence of:
 - (a) The Charter or Dispensation.
 - (b) The Holy Bible upon the Altar.
 - (c) One of the four highest officers, and
 - (d) Six other members of the Chapter.
7. **Work, Business, Etc.** All business of the Chapter must originate at a Stated Communication, except funeral cere-
monies. The degrees may be conferred at a Special Communication provided the candidate has been duly elected at a Stated
Communication.
8. A Chapter should not initiate candidates at the same meeting at which they are elected, but in an emergency may
do so at the discretion of the Worthy Matron.
9. The Worthy Matron may call a special meeting in order to do exemplification of initiation.

Article IV. Fees, Dues and Contributions

- 1. The initiation fee for membership in this Chapter shall be \$_____ which amount shall accompany the petition.
- 2. A fee of Five Dollars (\$5) for the International Eastern Star Headquarters Fund must accompany all petitions for degrees, all petitions for affiliation resulting in dual membership and affiliation from out-of-state members.
- 3. A fee of Seven Dollars and seventy-five cents (\$7.75) must accompany all petitions for affiliation or all petitions for affiliation resulting in dual membership, and petitions for reinstatement when petitioner has been suspended for more than two years, which fee shall be retained by the Chapter.
- 4. The dues of each member shall be \$_____ per annum payable on or before the first meeting in January.
- 5. All money received from any other sources shall be turned over to the Secretary forthwith.
- 6. The purchase price (Sec. 131-2) for Life Memberships and Memorial Life Memberships shall be as follows:
 Age 18-35 inclusive _____
 Age 36-50 inclusive _____
 Age 51 and over _____

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

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

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

- 7. General Grand Chapter per capita.....\$1.00

Article V. Officers

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

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

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

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

Article VI. Duties of Officers

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

Article VII. Standing Committees

- 1. **RELIEF COMMITTEE.** The Worthy Matron, at the time of her installation, or at the first Stated Meeting after her installation, shall appoint a Relief Committee of three members whose duty it shall be to investigate all matters of relief and report to the Worthy Matron. If the case is one requiring relief, the Worthy Matron may draw on the Treasurer for an amount not exceeding \$_____ in any one case, and the order so drawn shall be a sufficient voucher to the Treasurer to pay same. (2008)

2. **FINANCE COMMITTEE.** The Worthy Matron in office at the time these Bylaws are adopted by the Chapter shall appoint a Finance Committee of three members whose terms shall be as follows:

(a) Members of the present Committee, whose term of office does not expire, shall continue on the Committee (in accordance with Section 209, Subdivision 2, of Bylaws pertaining to Subordinate Chapters). Each Worthy Matron at the time of her installation or at the first Stated Communication thereafter shall appoint one member. The member whose term of office next expires shall be Chairman.

(b) The Committee shall examine and pass upon all bills presented to the Chapter and report upon the same in the order of business. It must examine annually the books, vouchers, and accounts of the Secretary and Treasurer and report thereon, with a statement in detail of the financial condition of the Chapter at the first Stated Communication after installation of officers.

3. **BUDGET COMMITTEE.** *[A Chapter desiring a budget may assign those duties to the Finance Committee, or the Worthy Matron may, at the time of her installation, or at the first Stated Meeting after her installation, appoint a committee of three, the term of office to expire in accordance with the Bylaws pertaining to Subordinate Chapters. Each Worthy Matron at the time of her installation or at the first Stated Communication thereafter shall appoint one member. The member whose term of office next expires shall be Chairman.]*

4. **INSTRUCTION COMMITTEE.** The Worthy Matron, at the time of her installation, or at the first Stated Meeting after her installation, shall appoint a committee consisting of two Past Matrons and one Past Patron whose duty it shall be to instruct members, during a stated meeting at least twice a year, in that part of the work of the Order that is required in an examination to visit a Chapter, including the obligation and all signs and passes. Following initiation, the Committee shall instruct new members in the "mysteries and aims" of the Order, how to pass an examination to visit another Chapter, as well as other necessary information, then report back to Chapter that this was accomplished.

Article VIII. Outside Organizations

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

Article IX. Constitution and Usages

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

Article X. Rules of Order

1. No question shall be stated unless moved and seconded, and shall not be open for consideration until stated by the Worthy Matron. When a question is before the Chapter, no motion shall be received unless to lay on the table, to postpone, to commit, or to amend, which several motions shall have precedence in the order in which they are arranged, and the first one shall be decided without debate.

2. When a question has been postponed, it shall not again be called up until some business has been transacted.

3. Any member may call for a division of a question into parts when the same will admit it.

4. After a question has been decided, any member who voted with the prevailing side may move its reconsideration at the same or next succeeding meeting. No discussion of the main question shall be allowed on such motion. A second motion to reconsider shall not be entertained.

5. All questions shall be determined by a majority vote, unless provision is made otherwise.

6. No member shall speak more than twice on the same question, nor more than once until every other member wishing to speak has spoken.

7. When a member intends to speak, she or he shall arise, address the presiding officer, confine herself or himself to the question, and avoid all personalities. Should more than one arise at the same time, the presiding officer shall decide who has the floor.

8. If a member is called to order while speaking, she or he shall take her or his seat until the question of order is decided.

9. The Worthy Matron may speak to points of order, or on any question in preference to others, and she shall decide all questions of order.

10. No motion or proposition, on a subject different from that under consideration, shall be admitted under color of an amendment.

11. After a motion or resolution has been stated to the Chapter, it may be withdrawn, before a decision or amendment, by consent of the Chapter. Any amendment to a motion or resolution under consideration must be accepted by the Chapter before it shall be substituted for, or embodied in the original motion.

12. The "irregularities" in the Worthy Grand Matron's report are to be read at the first Stated Communication after receipt from the Grand Secretary.

Article XI. Draping The Altar

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

Article XII. Amendments

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

1. All proposed Amendments initiated by this Chapter shall be presented in writing at a Stated Communication and shall be placed in the hands of the Secretary to be read at the first Chapter meeting after its receipt. Any such proposed amendment shall then lie over until the next Stated Communication at which time it shall again be read and voted upon. If two-thirds of the members voting are favorable, it shall be declared adopted and shall be referred to the Worthy Grand Matron on the proper form, in triplicate, for her approval. Said Amendment to the Bylaws shall go into effect on the date of her approval. (2008)

2. All amendments to Section 250, Chapter Bylaws, adopted by Grand Chapter shall be read or made available at the secretary's desk and adopted by this Chapter at the first Stated Communication after receipt thereof from the Grand Secretary. Upon the majority of the members present and voting affirmatively, the amendment shall be immediately incorporated in this Chapter's Bylaws. [Report of adoption shall be as provided in Section 202(5).] (1995)

No changes--update only

Bylaws Revised

Date of 1st reading: _____

Date of 2nd reading
and approved: _____

Approved: _____
Worthy Grand Matron

Date: _____

Secretary

Worthy Matron

*Chapter
Seal*

*W.G.M.
Seal*