

1. Worthy Grand Matron
  2. Worthy Grand Patron
  3. Associate Grand Matron
  4. Associate Grand Patron
  5. Grand Secretary
  6. Grand Treasurer
  7. Grand Conductress
  8. Associate Grand Conductress
  9. Grand Chaplain
  10. Grand Marshal
  11. Grand Organist
  12. Grand Adah
  13. Grand Ruth
  14. Grand Esther
  15. Grand Martha
  16. Grand Electa
  17. Grand Warder
  18. Grand Sentinel
- B. Members in good standing of subordinate Chapters under the jurisdiction of this Grand Chapter.

**Section 2.** Eligibility for elective and appointive positions:

- A. Worthy Matrons, Worthy Patrons, Past Matrons or Past Patrons who are members of this Grand Chapter, including those who reside twenty (20) miles or less outside this Grand Jurisdiction, are eligible for elective positions and the following appointive positions: Grand Officers with the exception of the Grand Organist\*, Grand Representatives and Standing Committee members.
- B. Members in good standing of subordinate Chapters under the jurisdiction of this Grand Chapter are eligible for appointment to Grand Organist\*, session committees, special committees or for special appointments.

**Section 3.** Honorary Memberships in the Grand Chapter of Idaho shall be granted to visiting Worthy Grand Matrons, Worthy Grand Patrons, Past Grand Matrons and Past Grand Patrons of other Grand Jurisdictions, Grand Officers of other Grand Jurisdictions and Grand Representatives of other Grand Jurisdictions.

## ARTICLE VI SESSIONS

**Section 1.** An annual session of this Grand Chapter shall be held to consider all business necessary to insure and preserve the harmony and stability of the Order.

**Section 2.** In the event an unforeseen or emergency condition exists whereby the Grand Chapter session cannot be held on the scheduled date, the Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron and Associate Grand Patron will determine an alternate date as near to the original date as possible. All Subordinate Chapters shall be notified immediately.

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**Section 3.** Special sessions may be called by the Worthy Grand Matron or, in her absence or disability, by the Associate Grand Matron, at such time and place as she deems necessary. Chapters of this Grand Jurisdiction shall be notified at least twenty (20) days previous to any special session and no business other than specified in the notice shall be transacted.

## ARTICLE VII QUORUM

**Section 1.** A quorum to transact the business of this Grand Chapter shall require delegates from at least one-fourth ( $\frac{1}{4}$ ) of the Subordinate Chapters.

**Section 2.** If the required number of Chapters is not represented at the formal opening, the Worthy Grand Matron shall declare the Grand Chapter closed until the next annual session, in which case the Grand Officers shall hold their offices for another term.

## ARTICLE VIII ELECTIONS AND APPOINTMENTS

**Section 1.** The election of Grand Officers and members of the Board of Trustees shall be held following the formal opening on Monday morning.

**Section 2.** 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 shall be elected by secret written ballot or as herein-after provided.

A. Nominations shall be made by a delegate of her or his own chapter.

B. If there is not more than one nomination; election may be had by acclamation.

C. The Grand Secretary and Grand Treasurer shall not hold office for more than ten (10) years.

**Section 3.** The members of the Board of Trustees shall be elected by secret written ballot or as herein-after provided.

A. Nominations may be made from the floor by an official voting delegate.

B. If there is not more than one (1) nomination, election may be had by acclamation.

C. A Trustee shall not serve more than two (2) consecutive terms.

**Section 4.** A majority of all votes cast, excluding blanks, shall be necessary to an election.

**Section 5.** All other officers shall be appointed by the Worthy Grand Matron.

## ARTICLE IX VOTING AND PROXIES

**Section 1.** On all questions which shall come before this Grand Chapter's annual session, or any special session, all members in good standing, (Refer to Constitution Article V, Section 1) when present and wearing an official badge, shall have one vote each.

**Section 2.** Voting on all questions shall normally be taken by a show of voting cards. A standing vote may be requested.

## ARTICLE X VACANCIES

**Section 1.** In case of the death, permanent disability or removal from the jurisdiction of the Worthy Grand Matron or the Worthy Grand Patron, the Associate Grand Matron or Associate Grand Patron shall assume all the duties of that office.

**Section 2.** The Worthy Grand Matron shall appoint an appropriate member to fill all other vacancies occurring in the elective Grand Officers, Board of Trustees, and Benevolent Board. The Past Grand Matron and/or Past Grand Patron accepting the office of Grand Secretary or Grand Treasurer shall be duly installed and assume the position with benefit of an audit.

**Section 3.** The Worthy Grand Matron shall appoint members to fill all vacancies occurring in appointive grand offices and they shall be duly installed.

**Section 4.** The Worthy Grand Matron shall fill all Grand Representative and committee vacancies.

**Section 5.** In the event of a catastrophic situation, whereby all line officers are incapacitated, the authority to appoint an acting Worthy Grand Matron shall be vested in the Jurisprudence Committee.

**ARTICLE XI  
PERPETUAL AND IRREDUCIBLE FUNDS**

**Section 1.** The following are perpetual and irreducible funds and consist of contributions from Chapters and individuals.

- A. Benevolent Endowment Fund
- B. Educational Endowment Fund
- C. The Joyce Casper ESTARL Endowment Fund
- D. Voluntary Prepaid Life Membership Endowment Fund
- E. Memorial Prepaid Life Membership Endowment Fund
- F. Associate Memorial Membership Endowment Fund
- G. General Fund Endowment Fund

**Section 2.** The permanent funds are governed by the Board of Trustees.

**ARTICLE XII  
BOARD OF TRUSTEES**

The Board of Trustees is established for the purpose of providing fiscal control for all Grand Chapter funds.

**ARTICLE XIII  
WILLS AND BEQUESTS**

The Grand Chapter of Idaho shall provide proper acceptance of all wills, bequests and gifts.

**ARTICLE XIV  
AMENDMENTS**

All propositions for amendments to this constitution must be submitted in writing, signed by two (2) members of this Grand Chapter and read by the Grand Secretary at an annual session of the Grand Chapter, and shall lie over until the next Grand Chapter session, when, if adopted by a two-thirds (2/3) vote, they shall become a part of this constitution.

F. Funds and sale of property of defunct chapters.

G. Contributions or gifts from chapters or individuals.

H. Interest from investments of surplus funds.

I. An administrative fee from each fund not to exceed two hundred (\$200.00) annually shall be assessed as follows:

1. ESTARL Fund -- 2% of both annual contributions and annual interest earnings.

2. Benevolent Fund -- 2% of annual interest earnings.

3. Voluntary Prepaid Life Membership Endowment Fund, Memorial Prepaid Life Membership Endowment Fund and Associate Memorial Membership Endowment Fund -- 2% of annual interest earnings.

4. Scholarship Fund -- 2% of both annual contributions and interest from the Educational Endowment Fund.

**Section 2.** The monetary assets of this Grand Chapter are established in the following categories:

A. The Benevolent Endowment Fund is a permanent and irreducible fund which shall consist of contributions from chapters and individuals. The annual interest from this fund shall be added to the Benevolent Fund.

B. The Benevolent Fund is the interest accruing from the Benevolent Endowment Fund and contributions from chapters and individuals.

C. The Joyce Casper ESTARL Endowment Fund is a permanent and irreducible fund of contributions from chapters and individuals. The annual interest from this fund shall be added to the ESTARL Fund.

D. The ESTARL Fund shall consist of contributions from chapters and individuals, and the interest from The Joyce Casper ESTARL Endowment Fund.

E. The Educational Endowment Fund is a permanent and irreducible fund and consists of contributions from chapters and individuals. Interest from this fund is placed in the Scholarship Fund.

F. The Scholarship Fund is derived from the interest accrued from the Educational Endowment Fund, \$0.10 (ten cents) from the annual per capita tax\* and contributions from chapters and individuals.

G. The Voluntary Prepaid Life, Memorial Prepaid Life, and Associate Memorial Membership Endowment Funds are derived from assessed fees of participating members/chapters.

H. The General Fund Endowment Fund is a permanent and irreducible fund and consists of contributions from chapters and individuals.

I. Special Project Funds are collected to cover special needs of members and others.

J. The General Fund shall consist of revenue from all other sources. (Article IV, Section 1)

## **ARTICLE V EXPENSE**

**Section 1.** The Grand Chapter shall defray the following expenses of the Worthy Grand Matron, Worthy Grand Patron, Grand Secretary and Grand Treasurer at the annual session:

A. Five (5) nights lodging, one room double occupancy.

B. Reimbursement for meals covering the period of Saturday through Tuesday shall be allowed by either complimentary tickets or by submitted vouchers.

**Section 2.** The Worthy Grand Matron shall receive an amount not to exceed two thousand six hundred dollars (\$2,600.00) per annum to defray all her expenses. Thirteen hundred dollars (\$1,300.00) shall be payable upon her assumption of office; the balance may be drawn on request. Any expenses incurred over and above this amount shall be provided by her personally. She shall also receive an additional sum of one hundred (\$100.00) toward the purchase of her Past Grand Matron jewel.

**Section 3.** The Worthy Grand Patron shall receive the sum of fifteen hundred dollars (\$1500.00) per annum. Seven hundred fifty (\$750.00) shall be payable upon his assumption of office; the balance may be drawn upon request. Any expenses over and above this amount shall be provided by him personally. He shall also receive an additional sum of forty dollars (\$40.00) toward the purchase of his Past Grand Patron Jewel.  
The Grand Chapter shall defray all expenses of the Worthy Grand Patron in the institution of new Chapters.

**Section 4.** The Grand Secretary shall be allowed the following expenses:

- A. Five hundred dollars (\$500.00) per month compensation for her/his services.
- B. Two hundred fifty dollars (\$250.00) per month as rent for office facilities, telephone, other utilities and reimbursement for use of private car.
- C. Long distance phone calls when conducting Grand Chapter business.
- D. Fifteen dollars (\$15.00) per day for a qualified assistant during the Grand Chapter session.
- E. An assistant for office support, not to exceed ten (10) days or eighty (80) hours per year, the rate of pay for this service to be minimum wage.
- F. Fidelity Bond fee.

**Section 5.** The Grand Treasurer shall be allowed the following expenses:

- A. Two hundred dollars (\$200.00) per month compensation for her/his services.
- B. Fifteen dollars (\$15.00) per month for office space.
- C. Fidelity Bond fee.
- D. Annual rent of Safe Deposit Vault.

**Section 6.** The Grand Chaplain shall be reimbursed for postage and stationery used in her/his fraternal work. Any necessary expense incurred in the memorial service, not to exceed fifty dollars (\$50.00) will be allowed.\*

**Section 7.** The Grand Marshal shall be reimbursed for necessary expenses incurred, not to exceed fifty dollars (\$50.00).\*

**Section 8.** The Distinguished Guest Committee shall be allowed the following expenses:

- A. For the Most Worthy Grand Matron and/or Most Worthy Grand Patron on the occasion of their official visit:
  1. One room, double occupancy, not to exceed three (3) nights.
  2. Complimentary luncheon and banquet tickets for all Grand Chapter functions.
- B. Registration fees for the Most Worthy Grand Matron and the Most Worthy Grand Patron.
- C. Complimentary tickets to the Distinguished Guests luncheon shall be presented to: The Most Worshipful Grand Master of Masons in Idaho, Miss Idaho Job's Daughter, the Grand Bethel Honored Queen, Idaho Grand Guardian and Associate Grand Guardian of Job's Daughters International, the State Master Councilor, State DeMolay Sweetheart, and Idaho Executive Officer of the Order of DeMolay; and the Grand Worthy Advisor and Supreme Inspector of Washington and Idaho of the International Order of the Rainbow for Girls.
- D. Distinguished guests shall receive a gift on behalf of the Grand Chapter; the total amount of all gifts shall not exceed two hundred dollars (\$200.00).

**Section 9.** The General Arrangements Committee shall receive an amount of one thousand dollars (\$1,000.00) toward expenses of the session, to be paid on request. Facility rent, if required, shall be allowed with prior approval of the Board of Trustees.

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**Section 10.** The General Fund shall provide five hundred dollars (\$500.00) each to the Worthy Grand Matron, Associate Grand Matron and Grand Conductress attending the General Grand Chapter Triennial Assembly.

**Section 11.** A gift, or monetary equivalent, not to exceed twenty five dollars (\$25.00) shall be given to a Past Grand Matron and/or Past Grand Patron of our Grand Chapter receiving a General Grand Chapter appointment. The gift shall be presented at the first introduction in Idaho Grand Chapter

**Section 12.** Flowers, or a monetary gift, not to exceed fifty dollars (\$50.00) shall be presented at the annual stated sessions in Idaho of the Grand Lodge A.F.&A.M., Job's Daughters International, The Order of DeMolay, and the International Order of the Rainbow for Girls of Washington and Idaho.

**Section 13.** The sum of four hundred dollars (\$400.00) plus funds for postage for one mailing to each Idaho subordinate chapter and each Idaho Golden Star shall be given to the Golden Stars (fifty year members) Committee, from the General Fund, to be used in honoring the Fifty Year Members. No member of this committee shall be reimbursed for unauthorized expenses.

**Section 14.** Committee expenses incurred by any special fund raising project shall be deducted from such funds. All other committees that may incur expenses shall be awarded a maximum of fifty dollars (\$50.00) supported by vouchers. No committee expense check shall be written for an amount less than ten dollars (\$10.00). Any additional expenses that exceed fifty dollars (\$50.00) are to be submitted to the Board of Trustees for approval and will provide verification for said expenses.\*

**Section 15.** Grand Chapter shall provide a memorial to a Subordinate Chapter, not to exceed fifteen dollars (\$15.00), upon notification of the death of a Past Grand Matron, Past Grand Patron or Grand Officer from that Chapter.

**Section 16.** An amount not to exceed one hundred dollars (\$100.00)\* shall be allowed to help defray expenses of a Subordinate Chapter designated by the Worthy Grand Matron to entertain sister Grand Jurisdictions.

**Section 17.** The Benevolent Board and the Board of Trustees each shall be reimbursed for postage, printing, and necessary telephone calls not to exceed seventy-five dollars (\$75.00).

**Section 18.** Per Capita tax assessed by General Grand Chapter.

## ARTICLE VI RELIEF

**Section 1.** The sum of five hundred dollars (\$500.00) of the Benevolent Fund shall be reserved and kept continually on hand for the purpose of giving immediate relief to the needy members belonging to this Grand Jurisdiction, in sums not to exceed one hundred (\$100.00) to any one individual member.

The authority for issuing checks against this reserve account of the Benevolent Fund, in amounts set forth, shall be vested in the Worthy Grand Matron, to whom urgent and necessary application for relief would naturally come. If more than one hundred dollars (\$100.00) is needed at any one time, the matter shall be referred to the Benevolent Board, who shall investigate all such calls for relief and authorize payment if found worthy. Any calls for relief for members residing outside this Grand Jurisdiction shall be acted upon by the Benevolent Board. The Benevolent Fund shall be used for the relief of needy members and also for the care of minor children whose mother or father is or was a member of the Order. The Benevolent Board shall

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consider all requests from Chapters regarding members of Idaho subordinate chapters where financial assistance is needed. If funds are available, the Benevolent Board may authorize payment from the Benevolent Fund for such request.

**Section 2.** A request for renewal of Benevolent Fund assistance form must be completed every six (6) months for each recipient of financial aid from the Benevolent Fund. This form is not provided to the Chapter in advance, but will be mailed by the Grand Secretary with the fifth month (May and November) recipient check for the six month period. This request form shall be mailed to the Chairman of the Benevolent Fund Board during the month prior to the next six month period as stated on the form. Any change of financial status of a recipient shall require a Chapter to submit a new Application for Assistance form to the Benevolent Board.

## ARTICLE VII POWERS AND DUTIES – GRAND OFFICERS

**Section 1.** All Grand Officers shall discharge the duties appropriate to their respective offices as set forth in the Ritual, and faithfully perform all duties lawfully required of them by the Grand Chapter. A Grand Officer must resign her/his appointment as a Grand Representative or as a member of any Grand Chapter Standing Committee except Fraternal Correspondence.

### **Section 2. Worthy Grand Matron**

A. When Grand Chapter is in session, she shall

1. Open, preside over and close Grand Chapter.
2. See that the rules of the Order are strictly enforced and that the officers are proficient.
3. Announce Session Committees.
4. Appoint a Benevolent Board member and all Standing Committees at the time of Installation.

B. When Grand Chapter is not in session, she shall

1. Inspect all Chapters, including the initiatory work and, only if unable to do so, appoint a Grand Officer or a Past Grand Matron as her deputy. She shall arrange her schedule so that no Subordinate Chapter shall receive two official visits during the term of a Worthy Matron.
2. Appoint a Past Grand Matron to fulfill her duties in the event that she and the Associate Grand Matron are both absent from the Jurisdiction.
3. Grant dispensations as follows:
  - (a) When accompanied by a fee of one dollar (\$1.00), which she retains.
  - (b) To initiate within two (2) weeks, provided three (3) days have elapsed after election of candidates.
  - (c) To elect officers out of time at a stated meeting and to install elected officers out of time at a special or stated meeting.
  - (d) Change place of meeting, provided the building has been approved.
  - (e) Before the conclusion of her term of office, assure that sufficient time is provided to comply with the dispensation request.
4. Submit her annual report to the Grand Secretary and each member of the Jurisprudence Committee by April 30th.
5. Decide all questions of law submitted to her and propose such legislation as she deems advisable.
6. Approve the bonds of the Grand Secretary and Grand Treasurer, and be responsible for same during her term of office.

receipt of the annual report, and their conclusions reported to the Worthy Grand Matron by June 1st preceding the Grand Chapter annual session.

6. Each question requiring action shall be acted upon separately by the Grand Chapter, whose decision shall be final.

7. They shall consider all proposals to amend the Code and Digest of the Grand Chapter, to verify the legality of any proposed resolution, correct any inconsistency and clarify the intent, and report to the Grand Chapter for consideration.

8. All questions of law that may result from actions of the Grand Chapter session shall be considered and reported.

9. They shall submit a final report, which shall include a complete summation of all actions and decisions made during the year and at the Grand Chapter session.

10. They shall appoint a Past Grand Matron to act as Worthy Grand Matron if all line officers are incapacitated.

#### **J. Library**

One (1) sister shall be appointed annually as Librarian for the Grand Chapter.

The Librarian shall maintain a current inventory and index of Eastern Star library material and submit this listing to Subordinate Chapters annually. Any expenditure of funds for new inventory purchases that exceed the amount specified in By-Laws and Rules, Article V, Section 14, shall be made by proper budget requests.

#### **K. Registration**

This committee shall consist of six (6) members, a sister and a brother shall be appointed annually for a period of three (3) years. The senior sister in point of service shall be chairman.

1. They shall provide the option of pre-registration and forward the necessary forms to the General Arrangements Committee for inclusion with the housing and meal reservation forms.

2. They shall check current receipts for dues of all members and visitors, collect the registration fee, and issue an official badge. A registration fee shall not be required for the Most Worthy Grand Matron, Most Worthy Grand Patron, Masonic and Youth Leaders (as listed in By-Laws and Rules, Art. V, Sec. 8, C) and Fifty Year Members who attend only for the ceremony in which they are being honored.

3. A member of the committee shall register Distinguished Guests and visitors, as set forth in (2) of this section, in conjunction with the Distinguished Guests committee.

4. They shall report annually the total number registered and the revenue collected. All revenue shall be given to the Grand Secretary, taking a receipt therefore.

5. Lost or misplaced badges will require a verification with the Registration Committee before a new badge can be issued.

6. Registration shall close at 5:00 pm Monday

#### **L. Scholarship**

This committee shall consist of three (3) members and be comprised of the following:

Two (2) Past Grand Matrons

One (1) Past Grand Patron

At each annual session there shall be appointed one member of the same classification as her/his predecessor, to serve for a term of three (3) years. They shall not serve more than two (2) consecutive terms. The senior member in point of service shall be the chairman, and

the second year member shall be the secretary.

1. The Scholarship Fund is derived from the interest accrued from the Educational Endowment Fund, \$0.10 (ten cents) from the annual per capita tax,\* and contributions from chapters and individuals.
2. Scholarships shall be awarded in accordance with procedures and regulations formulated by the committee. They shall authorize the Grand Secretary to issue warrants in the specified amounts. Contributions to the Scholarship Fund and the total yield received each year from the Educational Endowment Fund should be awarded, if possible.
3. Awards may be variable in amount and will be awarded on the basis of funds available number and qualifications of applicants. Awards are to be made for one (1) year subject to renewal. Depending on the amount of the award, the committee may have the option of sending a check in the amount of one half (½) the award to the school at the beginning of each semester, or a full payment at the beginning of the school year, so long as the student is enrolled full time. Scholarships covering the cost of tuition and books shall be available to Juniors and Seniors in regular collegiate courses, students pursuing advanced degrees, and students pursuing full time accredited courses in Vocational Technical Schools where superior qualifications and educational background warrant an award. Individual contributions in amounts exceeding five hundred dollars (\$500.00) may be disbursed as directed by the donor.
4. Preference should be given to Idaho Institutions; however, scholarships can be allowed when an eligible student attends an accredited college or university out of state.
5. Scholarships shall be awarded only to members of The Order of Eastern Star with Idaho membership including their sons, daughters, grandsons, and granddaughters. Preference will be given to sons, daughters, and members of the Eastern Star.
6. The committee shall provide the necessary instructions for scholarship applications to the Subordinate Chapter Educational Committees. Applicants must be sponsored by an Eastern Star Chapter and the seal of the Chapter affixed on the application.

#### **M. Star Information**

This committee shall consist of one (1) sister, who shall be appointed annually.

1. She shall request information from Subordinate Chapter Secretaries, of sojourning members and provide information of the member's new location to the nearest Chapter.
2. Any expenditure of funds shall conform to By-laws and Rules Article V, Section 14.

#### **N. Tellers**

This committee shall consist of three (3) brothers, one of whom shall be appointed annually for a term of three (3) years.

1. The senior brother in point of service shall be chairman and shall have charge of the annual election. The Chairman shall assign the Assistant Tellers their duties, by dividing them into appropriate groups to facilitate collection of concurrent ballots, and insure that they have the opportunity to cast their ballots. He shall supervise and coordinate all election activities until completed. He shall maintain the official tally book and report the results on request of the Presiding Officer. The Teller's final report, as recorded in the official tally book, shall include votes cast and received for each elected member. At the conclusion of election the ballots and tally sheets shall be destroyed.

2. The second brother in point of service shall remain in the counting area and be responsible for coordination of all activities within the counting area until completed.
3. The third brother shall have the responsibility of conveying the official tally results from the counting area to the Teller Chairman.

#### **O. Youth**

This committee shall consist of three (3) members, one of whom shall be appointed annually for a term of three (3) years. The senior member in point of service shall be chairman.

1. They shall be responsible for promoting, within the state, the welfare and growth of Job's Daughters International, the International Order of Rainbow for Girls and the Idaho Order of DeMolay.
2. Recognize and honor the youth at the Grand Chapter session, and encourage their participation.
3. Any expenditure of funds shall conform to By-Laws and Rules Article V, Section 14.

#### **P. General Arrangements Committee**

This committee shall consist of three (3) members, one of whom shall be appointed annually for a term of three (3) years. The Grand Conductress elect shall recommend a member, to be appointed by the Worthy Grand Matron, for this committee. The senior member in point of service shall be chairman.

1. They shall work with the Worthy Grand Matron and hostess Chapters for the Annual Business Session in which she will preside.
2. They shall work with the Board of Trustees on all session financial contracts and session fiscal matters as they concern the General Fund of the Grand Chapter. This committee shall prepare an Annual Session budget to be incorporated into the required Board of Trustees' budget.
3. They shall make recommendations to the Board of Trustees on future contracts for the annual business session facilities. They shall be represented on the facilities subcommittee of the Board of Trustees.

#### **Q. Vendor Committee**

1. This committee would consist of two (2) members, one of whom shall be appointed annually for a term of two (2) years. The senior member shall be chairman.
2. Prior to Grand Chapter, contact each Vendor who, having permission from the WGM, will be selling their merchandise during Grand Chapter. Obtain from each Vendor a signed contract, provided by the Board of Trustees, as to the fee, terms and conditions of their participation and to maintain contact with them throughout their stay at Grand Chapter
3. All fees received from Vendors will become part of the General Fund and used to help defray expenses of Grand Chapter. Any additional donations from vendors will go into the requested fund. (ie: WGM's or WGP's Special Project, etc.)

**Section 3.** The Session Committees shall consist of as many members as deemed necessary, or as hereinafter provided:

#### **A. Assistant Tellers**

This committee shall consist of sixteen (16) members, divided into groups, who shall work under the direction of the Tellers committee in collecting and tabulating the ballots.

## **B. Distinguished Guests**

This committee shall consist of two (2) Past Grand Matrons and one (1) Past Grand Patron, the chairman to be designated by the Worthy Grand Matron, and shall serve in conjunction with the Hospitality Committee in extending courtesies to all Distinguished Guests. (Refer to Constitution, Article V, Section 3, and By-Laws and Rules, Article V, Section 8.) A list of Distinguished Guests receiving Honorary Membership Certificates shall be submitted to the Grand Secretary.

## **C. Gift Room**

This committee shall control the receipts and distribution of all gifts.

## **D. Hospitality**

This committee shall work in conjunction with the Distinguished Guests committee to extend all courtesies and to compile and submit a final report to the Grand Chapter session.

## **E. Returns**

This committee shall work in conjunction with the Grand Secretary in obtaining the necessary information from Subordinate Chapter Annual Returns and submit the following tabulation:

1. Number of members admitted, rejected, deceased, suspended, expelled and the total membership at the close of the calendar year.
2. Chapters who failed to make Annual Returns or to pay the per capita tax.

## **F. Unfinished Business**

This committee shall examine the minutes, proceedings, and all available information of the preceding year's session and report all matters requiring action.

**Section 4.** Special Committees shall consist of as many members as deemed necessary and shall have their duties designated by the Worthy Grand Matron.

A. ESTARL General and District Chairmen

B. Fraternal Relations

C. General Grand Chapter Special Projects

D. Benevolent Fund General and District Chairmen

E. Worthy Grand Matron Special Projects

F. Publicity

G. Subordinate Chapter History Book Committee

This committee will function in conjunction with the Historian to compile and publish a book of subordinate chapter histories.

**Section 5.** Special appointments may be made by the Worthy Grand Matron as she deems necessary, such as: Assistant Grand Sentinels, Assistant Grand Warders, Bible Bearer, Emblem Bearers, Memory Book Chairmen, Musicians, Pages, Parliamentarian and Ushers.

## ELECTION

**Section 1. Prerequisites:** The Presiding Officer shall read the following election procedure to the delegates prior to balloting.

- A. Official numbered ballots will be issued to voting delegates at time of registration.
- B. Ballots will not be issued after 9:30 a.m. on Monday morning, to facilitate the Credentials Committee report of the total number of voting delegates.
- C. The voting delegates shall be seated in designated areas for balloting on Monday at 10:00 a.m.
- D. The Oath of Secrecy shall be given to the Tellers by the Associate Grand Patron prior to election. (Refer to By-Laws and Rules Article 7, Section 5.)
- E. No one but duly appointed Tellers shall be authorized in the counting room during the time election is in progress.
- F. Only duly appointed Tellers shall be authorized to collect subsequent ballots.
- G. The election shall continue until all Grand Officers and three (3) Board of Trustees members are elected. (Refer to Constitution, Article VIII) The Presiding Officer may declare a recess during balloting only when the initial results of a ballot for any given office have not been announced.
- H. The Grand Sentinel will permit no one except the Tellers to enter the Grand Chapter room during the time election is in progress, except as herein stated. Balloting for election shall be permitted only in the Grand Chapter room, with the following exception: the Tellers and the Grand Sentinel may cast their ballots at their assigned stations if appropriate. Committees, except the Tellers Committee, shall suspend all activities during election. In the event an emergency condition exists which may result in the temporary absence of a voting delegate, an opportunity to vote on subsequent ballots will be allowed. Entry and exit from the Grand Chapter room during the time election is in progress shall be permitted only through the stations of the Grand Warder and Grand Sentinel. During the election the assistant Grand Sentinels will be stationed on the inside of the Grand Chapter room doors.
- I. A majority of all votes cast, exclusive of blanks, shall be necessary to an election. The exception to this is election by acclamation.

**Section 2. Officer and Board selection criteria:**

- A. The election of the top nine officers shall proceed as follows
  1. They shall be elected and declared in the following sequence:
    - Worthy Grand Matron
    - Worthy Grand Patron
    - Associate Grand Matron
    - Associate Grand Patron
    - Grand Secretary
    - Grand Treasurer
    - Grand Conductress
    - Associate Grand Conductress
    - Grand Sentinel

2. They shall be duly nominated from the floor by a member of the candidate's Chapter. The person submitting the nomination shall also be a member of the Idaho Grand Chapter.

3. They may be elected by acclamation.

4. If more than one nomination is submitted for each office, those nominated and willing to accept a designated office, if elected, will proceed to the southwest corner of the Grand Chapter room for introduction back of Esther's chair. Election will proceed by written ballot.

B. The Board of Trustees shall be elected by secret written ballot in the following sequence:

One (1) Past Grand Matron or Past Grand Patron

One (1) Past Matron

One (1) Past Patron

### **Section 3. Procedure for written ballots:**

A. Established rules and procedures for election and balloting shall be adhered to.

B. The Presiding Officer shall instruct the voting delegates to cast their ballot on the specified numbered ballot after nominations are closed for each designated office.

C. The Presiding Officer shall instruct the first teller group to collect the specified numbered ballot and, after declaring the ballot closed, direct them to secure the ballot in a properly marked receptacle in the care of a teller.

D. As each succeeding designated office within the sequence is presented for election, the same procedure will be followed, utilizing the next specified numbered ballot and the remaining tellers as needed until directed to retire to the counting area.

E. Election shall proceed by this method permitting concurrent balloting within the sequence, until completed. The tellers will be divided into groups for tallying.

F. As each teller group completes and reconciles the tally for their respective designated office, they shall return to the Grand Chapter room.

G. As the tally for each elective office is reconciled, the brother responsible shall convey the count to the Teller Chairman, who shall enter the results in the official tally book and report to the Presiding Officer.

H. If the majority of votes cast for each designated office is not carried by any one candidate after two (2) consecutive ballots, successive ballots shall be cast to decide among the top four (4) candidates who have received the most votes.

I. Candidates for a respective office may withdraw at any time during the election procedure.

**Section 2.** Election shall be held at the first stated meeting in April. The first eight (8) officers of a Chapter shall be elected by a separate majority ballot, excluding blanks. After the election of the Worthy Matron other Officers are elected in the following sequence: Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress and Associate Conductress.

Failure to elect at the prescribed time will require a special dispensation from the Worthy Grand Matron.

**Section 3.** At the request of the presiding officer, a member elected to office should signify her/his willingness to serve.

**Section 4.** Absent members should not be elected to office unless their willingness to serve can be ascertained before the election is closed.

#### **ARTICLE IV INSTALLATION**

**Section 1.** General regulations and detailed instructions for the installation of officers for open and closed installation may be found in the Ritual of the Order.

**Section 2.** Members of a Chapter holding a current receipt for dues, including those who reside twenty(20) miles or fewer outside this Grand Jurisdiction, are eligible to hold any office in a Chapter.

**Section 3.** Elective officers shall not be installed unless they hold a proficiency certificate.

**Section 4.** Officers shall be installed within thirty five (35) days after election and shall hold office until their respective successors are installed. A Chapter failing to install the elective officers within the prescribed period must obtain a special dispensation from the Worthy Grand Matron.

**Section 5.** A sister or brother against whom charges have been preferred cannot be installed as an officer of a Chapter while same are pending.

**Section 6.** Worthy Matrons and Worthy Patrons who serve once after installation are considered Past Matrons and Past Patrons.

**Section 7.** The Worthy Matron shall receive in her charge, at the time of installation, the Charter, the Code and Digest governing this Grand Jurisdiction and the By-Laws of the Chapter.

**Section 8.** The standard form of required installation information shall be submitted to the Worthy Grand Matron, Associate Grand Matron, Grand Secretary and Grand Conductress within ten (10) days after installation.

## **ARTICLE V VACANCIES**

**Section 1.** Vacancies in an elective office may occur by one of the following:

- A. Death, illness, injury or demission.
- B. Advancement to fill a vacancy.
- C. Moving from the jurisdiction.
- D. Absent for three (3) consecutive meetings without good and sufficient reason.
- E. Failing to appear within thirty-five (35) days from the date set for installation, unless excused by a majority vote of the Chapter.
- F. Suspension or expulsion.

Resignation from an elective office is subject to one of the above reasons, and except in the event of death, must be in writing and accepted by the Chapter. A dispensation to elect and install an officer to fill a vacancy shall be granted by the Worthy Grand Matron.

**Section 2.** Vacancies occurring in elective offices before November 1 shall require the following:

- A. Vacancy declared at a stated meeting.
- B. A dispensation from the Worthy Grand Matron to elect.
- C. Notification to resident members of special election.
- D. Election at a stated meeting.
- E. Installation at either a stated or special meeting.

**Section 3.** Vacancies occurring in elective offices after November 1:

- A. The office of Worthy Matron and/or Worthy Patron shall be filled by the Associate Matron and/or Associate Patron.
- B. Other elective offices shall be filled at the discretion of the presiding officer.

**Section 4.** The Worthy Matron may declare a vacancy in an appointive office at any stated meeting provided sufficient reason or circumstances exist. In the event such a vacancy occurs a dispensation from the Worthy Grand Matron is not required to appoint and install.

## **ARTICLE VI POWERS AND DUTIES OF OFFICERS**

**Section 1.** All officers shall review and conform to the instructions set forth in the Ritual of the Order, the Idaho Code and Digest and the By-Laws of their Chapter. It is their duty to memorize their ritualistic work.

**Section 2.** The Worthy Matron shall:

- A. Preside at all meetings and see that the By-Laws of the chapter are implicitly obeyed.
- B. Have sufficient knowledge of parliamentary procedure to ably transact the business of the Chapter.

signature of the Worthy Matron. The minutes shall indicate if a regular officer is present and acting pro tem in another position. Any special dispensation shall be recorded in full in the chapter minutes. Chapter minutes must not show whether the report of the Investigating Committee was favorable or unfavorable. Record in Chapter minutes when sojourning members exhibit a receipt for dues.

1. Minutes may be recorded in a loose-leaf book with a permanent locking device, but must be purchased from the Grand Secretary.

2. The reading of the minutes may not be omitted at a stated meeting, unless the special order of business is used at the Official Visit.

C. Prior to each stated meeting, confer with the Worthy Matron in regard to correspondence received (refer to Rules and Regulations, Article II, Section F) and other business to come before the Chapter. Conduct all correspondence, under the supervision of the Worthy Matron, using the Chapter name and number.

1. See Rules and Regulations, Article II, Section 7, when submitting invitations for the annual official visitation of the Worthy Grand Matron.

2. Verify that the Request for Renewal of Benevolent Fund Assistance form is completed and mailed to the Chairman of the Benevolent Fund Board. (Refer to By-Laws, Article VI, RELIEF)

D. Collect all monies due the Chapter, keep a correct account thereof, report at each stated meeting and pay promptly to the Treasurer taking a receipt for same.

Inform new members regarding dues requirements.

E. Issue warrants, signed by the Worthy Matron, to the Treasurer for sums authorized by the Chapter.

F. Issue all receipts and membership cards, designating Chapter name, number and location.

1. A dues receipt shall be issued to each Life Member and each Voluntary Prepaid Life Member by January 1 of each year.

2. Two (2) receipts for dues (one for the current year and one for the delinquent year) shall be issued to reinstated members.

G. Maintain a ledger sheet for each member, showing all transactions and pertinent information, including date of initiation and proficiency. This record must be kept in an inactive file when membership ceases.

Upon receipt of signed By-Laws from a Chapter conducting a courtesy initiation enter on the membership roll the name of the member with the date of initiation, name and location of the Chapter conferring the degrees

H. Under the seal of the Chapter request a courtesy initiation and provide a copy of the Uniform By-Laws properly filled out for the candidate to sign. This copy shall be returned to the Chapter for its records.

I. Purchase from the Grand Secretary and have in her/his possession all official documents, such as Petitions, Demits, Certificates of Transfer, Rituals, Idaho Code & Digest, Uniform By-Laws and other supplies.

J. On or before the 31st of January, forward to the Grand Secretary a statistical report for the preceding year, signed by the Worthy Matron and Secretary. Indicate fifty year, dual and voluntary prepaid life members and include separate checks for the per capita tax and International Temple Fund monies. (Refer to Article XVII, Sec 1, C)

K. Transmit to the Worthy Grand Matron, Associate Grand Matron, Grand Secretary, and Grand Conductress within ten (10) days after each installation, a typewritten list of the

Chapter officers, signed by the Worthy Matron and the Secretary. This report shall include date of election and installation, name and title of installing officer, mailing address, phone number and husband's given name (where applicable) for all officers.

L. Submit to the Grand Secretary immediately:

1. Twenty (20) times the annual dues paid for VPLM, Memorial VPLM or Associate VPLM. (Refer to Rules and Regulations Article XVII, Sections 3, 4, and 5).

2. The proceeds of all wills and bequests made to the Grand Chapter of Idaho.

M. Send a copy of the changes to the Chapter By-Laws plus three (3) copies of the complete Uniform By-Laws, as amended from either Grand Chapter or Subordinate Chapter legislation to the Worthy Grand Matron. Two copies of the approved Uniform By-Laws are returned to the Chapter, one to be in the possession of the Secretary and the second one to be given to the Worthy Matron. Amendments initiated by the Chapter must be approved by the Worthy Grand Matron before becoming effective. The Secretary shall then update the official Chapter By-Laws book. This book should be available during initiation for new members' signatures.

N. Furnish a copy of the most recent approved Chapter By-Laws to the Worthy Grand Matron when she inspects the minutes.

O. Upon the request of a Chapter who has accepted a member with a Certificate of Transfer, immediately issue a demit and report at the next meeting.

The Secretary must receive the demit of an Affiliated Member before she/he can sign the Chapter By-Laws, however failure to sign does not void membership.

P. Verify that all petitions for membership are made out in regular form and accompanied by the proper fee and certificate, or its equivalent, of proper Masonic affiliation or relationship before reading them. All petitions must remain in her possession (except during balloting when the Worthy Matron has possession). If a request to have a petition removed and fee returned is made before the petition has been read to the Chapter the Secretary shall return the fee.

Although the Chapter is under no obligation to return the initiation fee of the candidate who is elected but refused to receive the degrees, the Chapter should return the fee.

Fees accompanying petitions must be deposited in the general fund of the Chapter as receipts of the meeting when petitions are read.

Q. Notify in writing by regular mail:

1. By September first, all members who will, on the thirty-first (31) day of December, be in arrears for the current years dues.

2. To Chapters having concurrent jurisdiction, the names of all petitioners for initiation or affiliation and of all petitions rejected.

3. All petitioners of the results of the ballot and, if rejected, immediately return the fee and demit or certificate of transfer if applicable.

4. The Grand Secretary of a receipt of a petition for Dual Membership from another Grand Jurisdiction. The Grand Secretary shall ascertain whether the Grand Jurisdiction in which the membership is held permits dual membership. (Refer to Rules & Regulations Article XII, Section 5, D, 1). In case of dual membership petitions from this or other Grand Jurisdictions:

(a) If the petitioner is elected to Dual Membership, the Secretary of the electing Chapter shall notify the Primary Chapter and the Grand Secretary of this Grand Jurisdiction

(b) In case of suspension, expulsion, demit or death the Secretary shall notify the dual member's Chapter and the Grand Secretary.

5. Notify the Grand Secretary of a Petition for Reinstatement from a previous member in Idaho suspended for non-payment of dues from a Chapter which no longer exists. State member's name, name & number of former Chapter and year of suspension. Verification of previous membership must be received from the Grand Secretary before the petition may be read. (Refer to Rules & Regulations, Article XII, Section 6, B.)

6. All requests for special dispensations from the Worthy Grand Matron when instructed to do so, assuring that sufficient time is allowed to accomplish the request before the annual session of Grand Chapter, including a fee of one dollar (\$1.00) for the following reasons:

(a) To elect and install officers out of time.

(b) Change place of meeting.

(c) Initiate within two (2) weeks of candidate election. (Refer to By-Laws and Rules, Article VII, Section 2, B, 3 (b).)

7. All requests for waivers of jurisdiction when necessary. Reply must be received before ballot is taken. Out of state requests must be secured through the Worthy Grand Matron.

8. The Worthy Grand Matron that the annual Grand Chapter reports have been reviewed.

9. As soon as possible, all deaths occurring in the Chapter to the Grand Chaplain. Upon the death of a Past Grand Matron, Past Grand Patron or Grand Officer, send a brief life history of the deceased to the Grand Secretary. (Refer to By-Laws and Rules, Article V, Section 16).

10. All resident members of special meetings.

11. The home Chapter of a visiting Member who has passed the proficiency test.

12. On or before January 25, the Star Information Committee Chairman of changes in the Chapter Roster.

13. The Golden Star Committee Chairman, of the names, addresses and birthdays of all new 50 year members, the names of deceased 50 year members, and any change of address of a 50 year member.

R. At the last stated meeting in October, read the names of all members whose current year dues will be in arrears on December 31. On December 31 issue notices of suspension.

S. At the first stated meeting in January of each year, report those members suspended for non-payment of dues, and record the names in the minutes.

T. Ascertain if the incoming Worthy Matron has the latest revision of the Ritual, Idaho Code & Digest and By-Laws of the Chapter.

U. Provide the Idaho Code & Digest, the By-Laws of the Chapter, and the Secret Work for the Installing Officer to present to the proper officers at time of Installation.

V. Provide the Worthy Patron, Associate Patron, Conductress and Associate Conductress with a copy of the Secret Work and record the receipt of same in the Chapter minutes.

W. Collect five dollars (\$5.00) for International Temple Fund from all initiated, affiliated and dual members and issue a certificate for same. Forward all monies to the Grand Secretary with the annual report.

X. Forward to the Grand Secretary, no later than April 1, all monies collected for the Benevolent Fund, ESTARL, Scholarship Fund and special projects.

Y. Distribute the complimentary proceedings of Grand Chapter as follows: One (1) copy for Chapter, one (1) copy for the Worthy Matron whose year coincides with her WGM.

- Z. Retain for Chapter use the complimentary copy of the Grand Chapter Membership Roster.
- AA. Deliver to the successor all Chapter properties in her/his possession.
- AB. In the event the Chapter dissolves, surrender all Chapter records to the Worthy Matron.
- AC. Immediately dispense all Benevolent Funds when received from Grand Chapter with consideration to the needs and anonymity of the recipients.
- AD. In the event of a merger, the subordinate Chapter Secretary receiving the Voluntary, Associate or Memorial Prepaid Life Membership shall inform the Grand Secretary and Grand Treasurer prior to December 31 of that year.

**Section 7. The Treasurer shall:**

- A. Issue receipts for money received from the Secretary and deposit the money.
- B. Issue checks in payment of warrants received from the Secretary.
- C. Report annually, or upon request from the Worthy Matron, all receipts and disbursements.
- D. Keep an accurate account, in permanent books, of all transactions.
- E. Deliver to the successor all Chapter property and money in her/his possession.
- F. In the event the Chapter dissolves, surrender all Chapter records and monies to the Worthy Matron.

**Section 8. The Conductress shall:**

- A. Ascertain that all visitors have a properly signed receipt for dues.
- B. Instruct newly initiated members on or before the next meeting:
  - 1. How to enter and retire while Chapter is in session.
  - 2. How and when to use the reverent attitude.
  - 3. Meaning of the raps of the gavel.
  - 4. How to ballot.
- C. Instruct a proficiency class for members. A proficiency test should be taken within six (6) months from date of initiation.
- D. Be responsible for one (1) copy of the Secret Work and any transfer shall be accompanied by a written receipt.
- E. Assist the Marshal in the preparation, removal and storage of the Chapter paraphernalia.

**Section 9. The Associate Conductress shall:**

- A. Assist the Conductress in:
  - 1. Examining visitor receipts.
  - 2. Instructing newly initiated members.
  - 3. Preparing members for the proficiency test.
  - 4. Introducing, whenever her assistance is needed.
- B. Assure proper preparation and location of the ballot box prior to a meeting in which balloting is likely to occur. The ballot box is placed at the North of the pedestal in the East before the Chapter is opened.
- C. Assist the Marshal in the preparation, removal and storage of the Chapter paraphernalia.
- D. Be responsible for one (1) copy of the Secret Work and any transfer shall be accompanied by a written receipt.

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