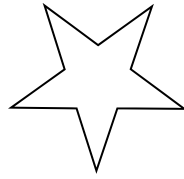
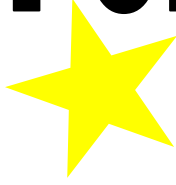


Star Points of Interest



Idaho Eastern Star

Volume 22 Issue 11

May, 2026

Upcoming Events



- ★ Hands Across the Border—May 2
- ★ Hermosa #32 Open Installation— May 16 (see ad)
- ★ Electa #22 Closed Installation—May 18 (see ad)



NOTICE REGARDING LEGISLATION

There are 32 pieces of legislation that will be presented at Grand Chapter in June. You **MUST** print your own copies to bring to Grand Chapter. Please read through all of the legislation in advance and make yourself familiar with it. In order to get through all of the legislation in a timely fashion, the jurisprudence committee will not be reading each piece before presenting it to the body for discussion and vote. Thank you.



Hermosa #32

Installation of Officers

32

May 16 2026

2:08 p.m

At the Caldwell Masonic Lodge

820 Blaine St

Caldwell, ID 83605

Associate Matron: Jennifer Marshall

Associate Patron: Jacob Marshall

Secretary: Mary Jane Muncy

Bring a Food Donation!

For each item you contribute, you will receive one raffle ticket for a chance to win either a beautiful quilt or a charming Masonic gnome!

32





ELECTA CHAPTER #22

Order of the Eastern Star

Cordially invites you to attend

Closed Installation of Officers



Monday, May 18, 2026

Time: 7:00 PM

Reception to follow

Masonic Hall

128 ½ Main Street, Emmett, ID

Delta Holloway, Associate Matron

Kay Ryan, Secretary



Legislation Number: 1

Date Received: 3-25-2026
(Grand Secretary Use Only)

Name of Code Section By Laws & Rules

Page 17

Article VII Article Name Powers and Duties of Grand Officers

Section 2 Section Name Worthy Grand Matron

Paragraph A Number 6

Now reads: (write verbatim what is in the Code)

6. Turn over to the incoming Worthy Grand Matron the following items: all rituals, the Idaho Code and Digest, the General Grand Chapter Constitution (Red Book), Grand Representatives Record book, Worthy Grand Matron Seals, and the Worthy Grand Matron pin.

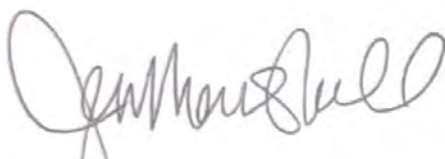
Delete: Grand Representatives Record book

Would then read:

6. Turn over to the incoming Worthy Grand Matron the following items: all rituals, the Idaho Code and Digest, the General Grand Chapter Constitution (Red Book), Worthy Grand Matron Seals, and the Worthy Grand Matron pin.

Rationale: The condition of the book is rapidly deteriorating. To preserve the integrity of the historical Grand Representative's Record book, the data has been digitized and the book is protected in the Grand Secretary's office. This change is to reflect the actual items turned over to the newly installed Worthy Grand Matron.

Submitted by



Jen Marshall

Grand Conductress
Chapter No. 63/32



Jim Logan

Grand Sentinel
Chapter No. 48/79

Name of Code Section	Rules & Regulations – Idaho Subordinate Chapters
Pages	35 - 38
Articles	I CHARTERED CHAPTERS
Section	All sections
Paragraph	All paragraphs

Now reads: (write verbatim what is in the Code)

ARTICLE I CHARTERED CHAPTERS

Section 1. The existence and authority of all Subordinate Chapters in this Grand Jurisdiction shall be evidenced by a charter or dispensation granted by this Grand Chapter or a dispensation granted by the Worthy Grand Patron, attested to by the Grand Secretary and authenticated by the seal of the Grand Chapter of Idaho.

A. Every chartered Chapter shall choose a name and within thirty (30) days from the date of its granted charter, procure a suitable seal, bearing the name, number, and location of the chapter, and by which all its documents shall be authenticated.

B. Each constituted chapter shall have a photo static copy of its charter filed with the Grand Secretary.

C. There shall be eighteen (18) officers and none can be added or subtracted from this number.

D. Every chapter is entitled to have four (4) copies of the secret work in its possession. The secret work must not be written or copied as specified in the Ritual. One or more of the four copies should be given to the prompter(s) to use for prompting during the ritualistic work.

E. Every Chapter shall file the annual statistical report and pay the per capita tax at the required time. Any Chapter failing to submit the report shall not be allowed representation in the Grand Chapter. A Chapter failing to do so for two (2) consecutive years shall forfeit its Charter, and its effects shall revert to the Grand Chapter.

Section 2. The powers of a Subordinate Chapter are granted by a Charter or Dispensation, by the Ritual of the Order, the Constitution, By-Laws, and Rules of the Grand Chapter (Idaho Code and Digest) and by a code of By-Laws framed by itself, which must be consistent with the laws of Grand Chapter. Uniform By-Laws to establish minimum requirements may be purchased from the Grand Secretary.

A. Legislation enacted at a Grand Chapter session, which requires a change in the By-Laws of Subordinate Chapters shall take effect on the date of adoption by the Grand Chapter.

B. Changes made in the By-Laws of a Chapter must be presented in writing at a stated meeting, signed by two members of the Chapter, read and held over until the next stated meeting. After the second reading a two-thirds (2/3) vote is required for adoption. Amendments do not become effective until approved by the Worthy Grand Matron.

Section 3. A member in good standing is defined as one whose dues are current, and against whom no charges are preferred or pending.

Section 4. Each Chapter shall have power of discipline over its members, but all action shall be subject to appeal to the Grand Chapter. In the event disciplinary action of the Worthy Matron or Worthy Patron is necessary, an appeal shall be made to the Worthy Grand Matron.

A. Members are subject to reprimand, suspension, or expulsion contingent on trial action. (see Penal Code).

B. Non-affiliated members shall be subject to the same discipline as the members of the chapter within whose jurisdiction they reside.

C. A member may be deprived of membership for non-payment of dues. The suspension, expulsion, or demission of a brother from a Lodge of Master Masons deprives him of all rights and privileges of membership in this Order until satisfactory evidence of his reinstatement by said Lodge has been presented to the Worthy Patron.

Section 5. Ballot upon candidates must be without debate and kept secret. The name of a rejected candidate shall not be reported to any person not a member of the Order. No one shall plead ignorance to this rule and any violation shall be subject to trial, which may result in reprimand, suspension, or expulsion from the Order. (See Article XX, Section 2, Book of Instructions)

Section 6. The jurisdiction of a chapter extends in every direction to the geographical center measured by air line, between it and adjacent chapters but not beyond the jurisdiction of the Grand Chapter. In matters concerning the eligibility of an individual for membership in a chapter, statewide concurrent jurisdiction is established among the constituent chapters of the Grand Chapter of Idaho.

Section 7. Revenue and expense of Subordinate Chapters shall be set forth in their By-Laws.

Section 8. All officers should have in their possession a current copy of:

A. The Ritual of the Order

B. The Idaho Code and Digest

C. The By-Laws of the Chapter

Section 9. Each member shall be provided with a copy of the Chapter By-Laws. Members may purchase a Ritual and the Idaho Code and Digest.

Section 10. All business shall be conducted in accordance with Robert's Rules of Order Revised, except as may be specifically designated in this Code.

Section 11. A Chapter may endorse Job's Daughters International and/or the International Order of Rainbow for Girls.

Section 12. Auxiliary Organizations are no part of a Chapter; therefore, the funds are not part of the Chapter funds. If the funds of an Auxiliary Organization are donated to a Chapter they shall be handled by the Chapter in the regular manner.

*Changes: Delete old article in their entirety and replace with new article in its entirety.
See detailed list under rationale at the end.
(Additions are the underlined black bold and deletions are red strikethroughs. Capitalization and punctuation (housekeeping) were changed but were not deleted or added, and therefore remain in regular black font.)*

ARTICLE I CHARTERED CHAPTERS

Section 1. The existence and authority of all subordinate chapters in this Grand Jurisdiction shall be evidenced by a charter or dispensation granted by this Grand Chapter or a dispensation granted by the Worthy Grand Patron, attested to by the Grand Secretary and authenticated by the seal of the Grand Chapter of Idaho.

A. Every chartered chapter shall choose a name and within thirty (30) days from the date of its granted charter, procure a suitable seal, bearing the name, number, and location of the chapter, ~~and~~ by which all its documents shall be authenticated.

B. Each constituted chapter shall have a ~~photo-static~~ copy of its charter filed with the Grand Secretary.

C. There shall be eighteen (18) officers and none can be added or subtracted from this number.

D. Every chapter is entitled to have only four (4) copies of the secret work in its possession. The secret work must not be written or copied as specified in the Ritual. One ~~(1) or more~~ of the four ~~(4)~~ copies should be given to the prompter~~(s)~~ to use for prompting during the ritualistic work.

E. Every chapter shall file the annual ~~statistical~~ report and pay the per capita ~~assessment tax~~ at the required time. Any chapter failing to submit the report shall not be allowed representation in the Grand Chapter. A chapter failing to do so for two (2) consecutive years shall forfeit its Charter, and its effects shall revert to the Grand Chapter.

Section 2. The powers of a subordinate chapter are granted by a Charter or Dispensation, by the Ritual of the Order, the Constitution, By-Laws, and Rules of the Grand Chapter (Idaho Code and Digest) and by a code of Uniform By-Laws framed by itself, which must be consistent with the laws of Grand Chapter. Uniform By-Laws to establish the minimum requirements may be ~~purchased-obtained~~ from the Grand Secretary.

A. Legislation enacted at a Grand Chapter session, and at General Grand Chapter if applicable, requires a change in the Uniform By-Laws of subordinate chapters and shall take effect on the date of adoption ~~by the Grand Chapter~~.

B. Changes made in the Uniform By-Laws of a chapter must be presented in writing at a stated meeting, signed by two ~~(2)~~ members of the chapter, read and held over until the next stated meeting. After the second reading a two-thirds (2/3) vote is required for adoption. Amendments do not become effective until the Uniform By-Laws are approved by the Worthy Grand Matron.

Section 3. A member in good standing is defined as one whose dues are current ~~and~~ against whom no charges are preferred or pending.

Section 4. Each chapter shall have the power ~~to~~ discipline ~~over~~ its members, but all actions ~~shall~~ may be subject to appeal to the Grand Chapter. In the event disciplinary action of the Worthy Matron or Worthy Patron is necessary, an appeal ~~shall~~ may be made to the Worthy Grand Matron.

A. Members are subject to reprimand, suspension, or expulsion contingent on trial action. (Refer to the see Penal Code).

~~B. Non-affiliated members shall be subject to the same discipline as the members of the chapter within whose jurisdiction they reside.~~

~~BC. A member may be deprived of membership for non-payment of dues.~~

~~BD.~~ The suspension, expulsion, or demission of a Brother from a Lodge of Master Masons deprives him of all rights and privileges of membership in this Order until satisfactory evidence of his reinstatement by ~~his said~~ Lodge has been presented to the Worthy Patron.

Section 5. Ballot upon candidates must be without debate and kept secret. The name of a rejected candidate shall not be reported to any person not a member of the Order. No one shall plead ignorance to this rule and any violation shall be subject to trial, which may result in reprimand, suspension, or expulsion from the Order. (~~See Article XX, Section 2, Book of Instructions~~)

~~Section 6. The jurisdiction of a chapter extends in every direction to the geographical center measured by air line, between it and adjacent chapters but not beyond the jurisdiction of the Grand Chapter. In matters concerning the eligibility of an individual for membership in a chapter, statewide concurrent jurisdiction is established among the constituent chapters of the Grand Chapter of Idaho.~~

Section 76. Revenue and expense of subordinate chapters shall be set forth in their **Uniform** By-Laws.

Section 87. All officers should have in their possession a current copy of:

- A. The Ritual of the Order
- B. The Idaho Code and Digest
- C. The **Uniform** By-Laws of the chapter

Section 98. Each member shall be provided with a copy of the chapter **Uniform** By-Laws. Members may purchase a Ritual and the Idaho Code and Digest, or obtain a copy of the Idaho Code and Digest from the Idaho Order of the Eastern Star website.

Section 109. All business shall be conducted in accordance with Robert's Rules of Order, **Newly** Revised, except as may be specifically designated in this Code.

~~Section 11. A Chapter may endorse Job's Daughters International and/or the International Order of Rainbow for Girls.~~

Section 1210. Auxiliary organizations are no part of a chapter; therefore, the funds are not part of the chapter funds. If the funds of an auxiliary organization are donated to a chapter they shall be handled by the chapter in the regular manner.

Would then read:

ARTICLE I CHARTERED CHAPTERS

Section 1. The existence and authority of all subordinate chapters in this Grand Jurisdiction shall be evidenced by a charter or dispensation granted by this Grand Chapter or a dispensation granted by the Worthy Grand Patron, attested to by the Grand Secretary and authenticated by the seal of the Grand Chapter of Idaho.

- A. Every chartered chapter shall choose a name and within thirty (30) days from the date of its granted charter, procure a suitable seal bearing the name, number, and location of the chapter by which all its documents shall be authenticated.
- B. Each constituted chapter shall have a copy of its charter filed with the Grand Secretary.
- C. There shall be eighteen (18) officers and none can be added or subtracted from this number.
- D. Every chapter is entitled to have only four (4) copies of the secret work in its possession. The secret work must not be written or copied as specified in the Ritual. One (1) of the four (4) copies should be given to the prompter to use for prompting during the ritualistic work.
- E. Every chapter shall file the annual report and pay the per capita assessment at the required time. Any chapter failing to submit the report shall not be allowed representation in the Grand Chapter. A chapter failing to do so for two (2) consecutive years shall forfeit its Charter, and its effects shall revert to the Grand Chapter.

Section 2. The powers of a subordinate chapter are granted by a Charter or Dispensation, by the Ritual of the Order, the Constitution, By-Laws, and Rules of the Grand Chapter (Idaho Code and Digest) and by a code of Uniform By-Laws framed by itself, which must be consistent with the laws of Grand Chapter. Uniform By-Laws to establish the minimum requirements may be obtained from the Grand Secretary.

- A. Legislation enacted at a Grand Chapter session, and at General Grand Chapter if applicable, requires a change in the Uniform By-Laws of subordinate chapters and shall take effect on the date of adoption.
- B. Changes made in the Uniform By-Laws of a chapter must be presented in writing at a stated meeting, signed by two (2) members of the chapter, read and held over until the next stated meeting. After the second reading a two-thirds (2/3) vote is required for adoption. Amendments do not become effective until the Uniform By-Laws are approved by the Worthy Grand Matron.

Section 3. A member in good standing is defined as one whose dues are current and against whom no charges are preferred or pending.

Section 4. Each chapter shall have the power to discipline its members, but all actions may be subject to appeal to the Grand Chapter. In the event disciplinary action of the Worthy Matron or Worthy Patron is necessary, an appeal may be made to the Worthy Grand Matron.

- A. Members are subject to reprimand, suspension, or expulsion contingent on trial action. (Refer to the Penal Code).
- B. The suspension, expulsion, or demission of a Brother from a Lodge of Master Masons deprives him of all rights and privileges of membership in this Order until satisfactory evidence of his reinstatement by his Lodge has been presented to the Worthy Patron.

Section 5. Ballot upon candidates must be without debate and kept secret. The name of a rejected candidate shall not be reported to any person not a member of the Order. No one shall plead ignorance to this rule and any violation shall be subject to trial, which may result in reprimand, suspension, or expulsion from the Order.

Section 6. Revenue and expense of subordinate chapters shall be set forth in their Uniform By-Laws.

Section 7. All officers should have in their possession a current copy of:

- A. The Ritual of the Order
- B. The Idaho Code and Digest
- C. The Uniform By-Laws of the chapter

Section 8. Each member shall be provided with a copy of the chapter Uniform By-Laws. Members may purchase a Ritual and the Idaho Code and Digest, or obtain a copy of the Idaho Code and Digest from the Idaho Order of the Eastern Star website.

Section 9. All business shall be conducted in accordance with Robert's Rules of Order, Newly Revised, except as may be specifically designated in this Code.

Section 10. Auxiliary organizations are not part of a chapter; therefore, the funds are not part of the chapter funds. If the funds of an auxiliary organization are donated to a chapter they shall be handled by the chapter in the regular manner.

Rationale:

- *Modernized wording and removed references to printed, photostatic, and newspaper and, as a result, changed some of the sentence structures to align. Removed gender references and standardize wording used throughout other Articles within the Code and Digest.*
- *Added "Uniform" in front of by-laws when referencing chapter by-laws and added "special" in front of dispensations. Changed per capita "tax" to per "capita assessment". Removed several references and renumbered sequences as a result of the various changes.*
- *Removed several obsolete and unnecessary paragraphs. The definition of chapter jurisdictions was removed because plural memberships allow members to belong to numerous chapters throughout the state. Also removed the statement that disciplinary actions apply to non-affiliated members because it didn't make sense.*
- *Added the requirement that General Grand Chapter legislation changes be incorporated into chapter uniform by-laws, as well as Grand Chapter legislation.*

Submitted by



Mizpah Chapter No. 6

Janice Brown

Henrietta Chapter No. 21

Name of Code Section Rules & Regulations – Idaho Subordinate Chapters
 Pages 36 - 38
 Articles **II CHAPTER MEETINGS**
 Section Sections 1, 3, 6, and 16
 NOTE: No changes to 8 and 10
 Paragraph All paragraphs within these sections

Now reads: (write verbatim what is in the Code)

ARTICLE II CHAPTER MEETINGS

Section 1. The Chapter By-Laws must provide for at least one (1) stated meeting each month, except July and August or two other months more desirable.

- A. The day, hour and place shall be specified in the by-laws and no business shall be transacted before the time stated.
- B. No meeting shall be postponed if a quorum is present. Seven (7) members including one (1) of the first four officers (Worthy Matron, Worthy Patron, Associate Matron and Associate Patron) shall constitute a quorum, unless the By-Laws shall prescribe a larger number. When there are not enough officers to fill all the stations the following must be filled: Worthy Matron (or Worthy Patron), Associate Matron, Secretary, Conductress, Chaplain, Warder, and Sentinel. If one of the first four officers is not present, the chapter cannot be legally opened.
- C. Meetings shall be held in Masonic Halls if possible.
- D. All officers, if present, shall fill their regular offices and not relinquish their duties to another member without good and sufficient reason. Absent officers shall not appoint their own substitute.
- E. A change in a Chapter meeting place, date and/or time will require the vote of the Chapter and a dispensation from the Worthy Grand Matron. In the event of an unforeseen disaster, a dispensation may be requested without a previous vote of the Chapter.
- F. All Eastern Star communications shall be read in open Chapter. All correspondence submitted by a Subordinate Chapter for general distribution to other Subordinate Chapters regarding legislation shall be approved and signed by the Worthy Grand Matron.

Section 3. No business shall be transacted at a Chapter meeting unless there is a Charter or Dispensation, a Holy Bible, and an American Flag present. In the event the Charter is lost or destroyed, a copy shall be requested from the Grand Secretary.

Section 6. The initiatory work must be given or exemplified at least two (2) times during each Chapter year. Exemplification at the Worthy Grand Matron School of Instruction does qualify.

Section 16. Lighted (open flame) candles and smoking are prohibited during the Chapter meeting.

Changes:

- Delete old sections in their entirety and replace with new sections in their entirety.*
- Renumbered based on changes.*
- See detailed list under rationale at the end.*
- (Additions are the underlined black bold and deletions are red strikethroughs. Capitalization and punctuation (housekeeping) were changed but were not deleted or added, and therefore remain in regular black font.)*

ARTICLE II CHAPTER MEETINGS

Section 1. The chapter **Uniform** By-Laws must provide for at least one (1) stated meeting each month, except July and August or two other months more desirable.

- A. The day, hour and place shall be specified in the **Uniform** ~~By-L~~aws and no business shall be transacted before the time stated.
- ~~B.C.~~ **4**. No meeting shall be postponed if a quorum is present. Seven (7) members including one (1) of the first four (**4**) officers (Worthy Matron, Worthy Patron, Associate Matron, and Associate Patron) shall constitute a quorum, unless the **Uniform** By-Laws ~~shall~~ prescribe a larger number. When there are not enough officers to fill all the stations, the following must be filled: Worthy Matron (or Worthy Patron), Associate Matron, Secretary, Conductress, Chaplain, Warder, and Sentinel. If one (**1**) of the first four (**4**) officers is not present, the chapter cannot be legally opened.
- ~~C.B.~~ Meetings shall be held in Masonic Halls if possible.

D. All officers, if present, shall fill their regular offices and not relinquish their duties to another member without good and sufficient reason. **The Worthy Matron or Presiding Officer** ~~Absent officers~~ shall ~~not~~ appoint ~~their own~~ a substitute **for absent officers**.

E. A change in a chapter meeting place, date and/or time will require the vote of the chapter and a **special** dispensation **granted** from the Worthy Grand Matron. In the event of an unforeseen disaster, a **special** dispensation may be requested without a previous vote of the chapter.

F. ~~All~~ Eastern Star communications ~~shall~~ **should** be read **or summarized** in ~~open~~ chapter. ~~All correspondence submitted by a Subordinate Chapter for general distribution to other Subordinate Chapters regarding legislation shall be approved and signed by the Worthy Grand Matron.~~

Section 3. No business shall be transacted at a chapter meeting unless there is ~~a~~ **the** Charter or Dispensation, a Holy Bible, and an American Flag present. In the event the charter is lost or destroyed, a copy shall be requested from the Grand Secretary.

Section 6. The initiatory work must be given or exemplified at least two (2) times during each chapter year.

Exemplification at the Worthy Grand Matron School of Instruction does qualify **as one**.

Section 16. ~~Lighted (o~~Open flame) candles and smoking are prohibited during ~~the~~ chapter meetings.

Would then read:

ARTICLE II CHAPTER MEETINGS

Section 1. The chapter Uniform By-Laws must provide for at least one (1) stated meeting each month, except July and August or two other months more desirable.

A. The day, hour and place shall be specified in the Uniform By-Laws and no business shall be transacted before the time stated.

B. Meetings shall be held in Masonic Halls if possible.

C. No meeting shall be postponed if a quorum is present. Seven (7) members including one (1) of the first four (4) officers (Worthy Matron, Worthy Patron, Associate Matron, and Associate Patron) shall constitute a quorum, unless the Uniform By-Laws prescribe a larger number. When there are not enough officers to fill all the stations, the following must be filled: Worthy Matron (or Worthy Patron), Associate Matron, Secretary, Conductress, Chaplain, Warder, and Sentinel. If one (1) of the first four (4) officers is not present, the chapter cannot be legally opened.

D. All officers, if present, shall fill their regular offices and not relinquish their duties to another member without good and sufficient reason. The Worthy Matron or Presiding Officer shall appoint a substitute for absent officers.

E. A change in a chapter meeting place, date and/or time will require the vote of the chapter and a special dispensation granted from the Worthy Grand Matron. In the event of an unforeseen disaster, a special dispensation may be requested without a previous vote of the chapter.

F. Eastern Star communications should be read or summarized in chapter.

Section 3. No business shall be transacted at a chapter meeting unless there is the Charter or Dispensation, a Holy Bible, and an American Flag present. In the event the charter is lost or destroyed, a copy shall be requested from the Grand Secretary.

Section 6. The initiatory work must be given or exemplified at least two (2) times during each chapter year.

Exemplification at the Worthy Grand Matron School of Instruction does qualify as one.

Section 16. Open flame candles and smoking are prohibited during chapter meetings.

Rationale:

- *Modernized wording and removed several obsolete and unnecessary references or words.*
- *Standardize wording used throughout other Articles within the Code and Digest.*
- *Added "Uniform" in front of by-laws when referencing chapter by-laws and added "special" in front of dispensations. Removed several references and renumbered sequences as a result of the various changes.*

Submitted by

Lucy Meredith

Hermosa Chapter No. 32

Janice Brown

Henrietta Chapter No. 21

Date Received: 3-25-2026
(Grand Secretary Use Only)

Name of Code Section	Rules & Regulations – Idaho Subordinate Chapters
Pages	37
Articles	II CHAPTER MEETINGS
Section	Section 2
Paragraph	All paragraphs

Now reads: (write verbatim what is in the Code)

ARTICLE II CHAPTER MEETINGS

Section 2. Special meetings may be called by the Worthy Matron or, in case of her absence or disability, by her lawful representative. All resident members shall be notified of such meeting and no business shall be transacted except that for which the meeting is called.

A. Special meetings shall be opened and closed in regular form. If a stated meeting follows immediately, the special meeting may be closed with one (1) rap of the gavel and the stated meeting opened with one (1) rap of the gavel, provided the specified time for opening has arrived.

B. Sunday meetings shall be restricted to open installation of officers only.

Changes: Delete old section in its entirety and replace with new section in its entirety. (Additions are the underlined black bold and deletions are red strikethroughs. Capitalization and punctuation (housekeeping) were changed but were not deleted or added, and therefore remain in regular black font.)

ARTICLE II CHAPTER MEETINGS

Section 2. Special meetings may be called by the Worthy Matron or, in case of her absence or disability, by her lawful representative. All resident members shall be notified of such meeting and no business shall be transacted except that for which the meeting is called.

~~A.~~ Special meetings shall be opened and closed in regular form. If a stated meeting follows immediately, the special meeting may be closed with one (1) rap of the gavel and the stated meeting opened with one (1) rap of the gavel, provided the specified time for opening has arrived.

B. Sunday meetings are permitted with a majority vote of the chapter.

~~B. Sunday meetings shall be restricted to open installation of officers only.~~

Would then read:

ARTICLE II CHAPTER MEETINGS

Section 2. Special meetings may be called by the Worthy Matron or, in case of her absence or disability, by her lawful representative. All resident members shall be notified of such meeting and no business shall be transacted except that for which the meeting is called.


A. Special meetings shall be opened and closed in regular form. If a stated meeting follows immediately, the special meeting may be closed with one (1) rap of the gavel and the stated meeting opened with one (1) rap of the gavel, provided the specified time for opening has arrived.

B. Sunday meetings are permitted with a majority vote of the chapter.

Rationale:

Removed Sunday meeting limitations to give each chapter the option to hold meetings on Sunday in order to accommodate the needs of the chapter and allow more members to attend. Older members no longer drive at night and younger members with children may have obligations during week nights. This also allows consideration for members of religions which have regular worship services on Fridays or Saturdays.

Submitted by


Mizpah Chapter No. 6

Janice Brown
Henrietta Chapter No. 21

Name of Code Section	Rules & Regulations – Idaho Subordinate Chapters
Pages	37
Articles	II CHAPTER MEETINGS
Section	Section 4
Paragraph	n/a

Now reads: (write verbatim what is in the Code)

ARTICLE II CHAPTER MEETINGS

Section 4. The Chapter shall be opened promptly at the hour specified in the By-Laws and in regular form. Short form opening shall be used no more than five (5) times by Chapters holding two (2) stated meetings per month and no more than three (3) times by Chapters holding one (1) stated meeting per month. This rule shall apply to the period between each annual Installation.

*Changes: Delete old section in its entirety and replace with new section in its entirety.
(Additions are the underlined black bold and deletions are red strikethroughs. Capitalization and punctuation (housekeeping) were changed but were not deleted or added, and therefore remain in regular black font.)*

ARTICLE II CHAPTER MEETINGS

Section 4. The chapter shall be opened promptly at the hour specified in the **Uniform** By-Laws and in regular form **a minimum of seven (7) times during the term**. Short form opening **may be used all other times**. ~~shall be used no more than five (5) times by Chapters holding two (2) stated meetings per month and no more than three (3) times by Chapters holding one (1) stated meeting per month.~~ **The term is defined as** is rule shall apply to the period between each annual **I**nstallation.

Would then read:

ARTICLE II CHAPTER MEETINGS

Section 4. The chapter shall be opened promptly at the hour specified in the Uniform By-Laws and in regular form a minimum of seven (7) times during the term. Short form opening may be used all other times. The term is defined as the period between each annual installation.

Rationale:

- *Added “Uniform” in front of by-laws when referencing chapter by-laws.*
- *Changed the number of long form opening required per term. As it was, those chapters meeting once per month were required to open in long form seven (7) times, yet those chapters meeting twice a month were required to open in long form fifteen (15) times. This change would standardize the number of long form openings required, regardless of the number of times a chapter meets per month.*

Submitted by

Liz Hughes

Idaho Chapter No. 49

Janice Brown

Henrietta Chapter No. 21

Name of Code Section	Rules & Regulations – Idaho Subordinate Chapters
Pages	37
Articles	II CHAPTER MEETINGS
Section	Section 5
Paragraph	n/a

Now reads: (write verbatim what is in the Code)

ARTICLE II CHAPTER MEETINGS

Section 5. The five Star Point signs shall be given at every stated meeting. In the event of a Star Point Officer's absence/vacancy, the signs should be exemplified by the Conductress or at the closing as stated in the Ritual.

Changes:

*Delete old section in its entirety and replace with new section in its entirety.
(Additions are the underlined black bold and deletions are red strikethroughs. Capitalization and punctuation (housekeeping) were changed but were not deleted or added, and therefore remain in regular black font.)*

ARTICLE II CHAPTER MEETINGS

Section 5. The five Star Point signs ~~must shall~~ be given during the opening at every ~~stated~~ meeting. In the event of a Star Point officer's absence/vacancy, the signs should be exemplified by the Conductress or in unison by all members present. The signs and passes may be given again by the members under the direction of the Worthy Matron, the Worthy Patron, or the Presiding Officer at the closing as stated in the Ritual.

Would then read:

ARTICLE II CHAPTER MEETINGS

Section 5. The five Star Point signs must be given during the opening at every meeting. In the event of a star point officer's absence/vacancy, the signs should be exemplified by the Conductress or in unison by all members present. The signs and passes may be given again by the members under the direction of the Worthy Matron, the Worthy Patron, or the Presiding Officer at the closing as stated in the Ritual.

Rationale:

- *The signs and passes must be given during the opening and is not optional.*
- *Added the ability to have all members present unite in exemplifying the signs and giving the passes rather than just by the Conductress. The Ritual states that the signs and passes may be given again at the closing.*
- *Added the requirement that they be given under the direction of the Worthy Matron, Worthy Patron, or Presiding Officer.*

Submitted by

Lucy Meredith

Hermosa Chapter No. 32

Janice Brown

Henrietta Chapter No. 21

Name of Code Section	Rules & Regulations – Idaho Subordinate Chapters
Pages	37
Articles	II CHAPTER MEETINGS
Section	Section 7
Paragraph	n/a

Now reads: (write verbatim what is in the Code)

ARTICLE II CHAPTER MEETINGS

Section 7. There shall be an annual meeting to host the official visit of the Worthy Grand Matron. Written invitations should be extended for "The official visit of the Worthy Grand Matron". The purpose of the official visit is to inspect the ritualistic work of the Order. If there is no candidate, the initiation ceremony shall be exemplified.

*Changes: Delete old section in their entirety and replace with new section in their entirety.
(Additions are the underlined black bold and deletions are red strikethroughs. Capitalization and punctuation (housekeeping) were changed but were not deleted or added, and therefore remain in regular black font.)*

ARTICLE II CHAPTER MEETINGS

Section 7. There shall be an annual meeting to host the official visit of the Worthy Grand Matron. Written invitations should be extended for "The official visit of the Worthy Grand Matron". The purpose of the official visit is to ~~inspect~~ **observe** the ritualistic **or other** work of the Order **at the discretion of the Worthy Grand Matron. If initiation is to be observed and ~~if~~** there is no candidate, the initiation ceremony ~~shall~~ **may** be exemplified.

Would then read:


ARTICLE II CHAPTER MEETINGS

Section 7. There shall be an annual meeting to host the official visit of the Worthy Grand Matron. Written invitations should be extended for "The official visit of the Worthy Grand Matron". The purpose of the official visit is to observe the ritualistic or other work of the Order at the discretion of the Worthy Grand Matron. If initiation is to be observed and there is no candidate, the initiation ceremony may be exemplified.

Rationale:

- Changed the ritualistic work requirements. Anything in the Ritual could be considered ritualistic. However, for years, the focus of the Worthy Grand Matron visits has been on balloting and initiation, which does not include all the other ritualistic work. The Ritual also contains Opening and Closing, as well as Installation and the funeral ceremony.*
- This change will allow flexibility and give the Worthy Grand Matron the ability to decide what she feels needs to be observed at each chapter based on their needs.*

Submitted by


Mizpah Chapter No. 6


Henrietta Chapter No. 21

Name of Code Section	Rules & Regulations – Idaho Subordinate Chapters
Pages	37
Articles	II CHAPTER MEETINGS
Section	Section 9
Paragraph	n/a

Now reads: (write verbatim what is in the Code)

ARTICLE II CHAPTER MEETINGS

Section 9. The annual reports submitted at Grand Chapter, including the irregularities, questions, and answers, as well as the adopted changes to the Idaho Code and Digest, shall be reviewed at a stated meeting, (no later than November 1) and the Worthy Grand Matron notified by the Chapter Secretary.

*Changes: Delete old section in its entirety and replace with new section
(Additions are the underlined black bold and deletions are red strikethroughs. Capitalization and punctuation (housekeeping) were changed but were not deleted or added, and therefore remain in regular black font.)*

ARTICLE II CHAPTER MEETINGS

Section 9. The ~~annual reports submitted at Grand Chapter, including the~~ irregularities, questions and answers, as well as the adopted changes to the Idaho Code and Digest, shall be reviewed at a stated meeting, ~~(no later than November 1), and the Worthy Grand Matron notified~~ **recorded in the minutes** by the chapter Secretary.

Would then read:

ARTICLE II CHAPTER MEETINGS

Section 9. The irregularities, questions and answers, as well as the adopted changes to the Idaho Code and Digest, shall be reviewed at a stated meeting, no later than November 1, and recorded in the minutes by the chapter Secretary.

Rationale:

- *Removed the requirement for chapters to read the annual reports of the Worthy Grand*
- *Matron, Worthy Grand Patron, Secretary, and Treasurer. The most important things to review with the chapter members are irregularities, questions and answers, and changes to the Idaho Code and Digest.*

Submitted by

Paula Grant
Mizpah Chapter No. 6

Janice Brown
Henrietta Chapter No. 21

Legislation Number: 9

Date Received: 3-25-2026
(Grand Secretary Use Only)

Name of Code Section	Rules & Regulations – Idaho Subordinate Chapters
Pages	37
Articles	II CHAPTER MEETINGS
Section	Sections 11 and 12
Paragraph	n/a

Now reads: (write verbatim what is in the Code)

ARTICLE II CHAPTER MEETINGS

Section 11. Pictures must not be taken during any Ritualistic ceremony. The only exception is during open installation.

Section 12. Newspaper publicity should be encouraged, however the name of a person who has petitioned a Chapter must not be made public. The membership list shall not be made available for the purpose of solicitation.

Changes: Delete old sections in their entirety and replace with new sections in their entirety.

See detailed list under rationale at the end.

(Additions are the underlined black bold and deletions are red strikethroughs. Capitalization and punctuation (housekeeping) were changed but were not deleted or added, and therefore remain in regular black font.)

ARTICLE II CHAPTER MEETINGS

Section 11. Pictures must not be taken when the Bible is open ~~during any Ritualistic ceremony~~. The only exception is during open installation.

Section 12. ~~Newspaper p~~ublicity should be encouraged, however the name of a person who has petitioned a chapter must not be made public. The membership list shall not be made available for the purpose of solicitation.

Would then read:

ARTICLE II CHAPTER MEETINGS

Section 11. Pictures must not be taken when the Bible is open. The only exception is during open installation.

Section 12. Publicity should be encouraged. However, the name of a person who has petitioned a chapter must not be made public. The membership list shall not be made available for the purpose of solicitation.

Rationale:

- *Changed wording to allow pictures when the Bible is closed.*
- *Generalized wording to remove specific types of publicity.*

Submitted by

Liz Hughes

Idaho Chapter No. 49

Janice Brown

Henrietta Chapter No. 21

Name of Code Section	Rules & Regulations – Idaho Subordinate Chapters
Pages	38
Articles	II CHAPTER MEETINGS
Section	Section 13 and 14
Paragraph	n/a

Now reads: (write verbatim what is in the Code)

ARTICLE II CHAPTER MEETINGS

Section 13. Chapter matters which should be kept secret shall not be discussed over the telephone, or in public places with non-members.

Section 14. Political matters shall not be introduced or discussed.

Changes: Delete old sections in their entirety and replace with new sections in their entirety.

See detailed list under rationale at the end.

(Additions are the underlined black bold and deletions are red strikethroughs. Capitalization and punctuation (housekeeping) were changed but were not deleted or added, and therefore remain in regular black font.)

ARTICLE II CHAPTER MEETINGS

Section 13. Chapter matters which should be kept secret shall not be discussed **with non-members.** ~~over the telephone or in public places with non-members.~~

Section 14. Political **and religious** matters **and opinions shall** not be introduced or discussed.

Would then read:

ARTICLE II CHAPTER MEETINGS

Section 13. Chapter matters which should be kept secret shall not be discussed with non-members.

Section 14. Political and religious matters and opinions shall not be introduced or discussed.

Rationale:

- Deleted unnecessary sentence regarding places of conversation regarding chapter business.
- Added religious matters and opinions to political matters as other items that should not be discussed at OES meetings.

Submitted by

Lucy Meredith

Hermosa Chapter No. 32

Janice Brown

Henrietta Chapter No. 21

Name of Code Section	Rules & Regulations – Idaho Subordinate Chapters
Pages	35 - 38
Articles	II CHAPTER MEETINGS
Section	15
Paragraph	n/a

Now reads: (write verbatim what is in the Code)

ARTICLE II CHAPTER MEETINGS

Section 15. Children over one (1) year of age shall be excluded from all stated, special or rehearsal meetings.

*Changes: Delete old article in its entirety and replace with new article in its entirety.
(Additions are the underlined black bold and deletions are red strikethroughs. Capitalization and punctuation (housekeeping) were changed but were not deleted or added, and therefore remain in regular black font.)*

ARTICLE II CHAPTER MEETINGS

Section 15. Attendance by Children under the age of 1 are permitted at meetings and rehearsals. Children over the age of 1 are permitted to attend all meetings and rehearsals by a vote of the chapter. ~~over one (1) year of age shall be excluded from all stated special or rehearsal meetings.~~

Would then read:

ARTICLE I CHARTERED CHAPTERS

Section 15. Attendance by children under the age of 1 are permitted at meetings and rehearsals. Children over the age of 1 are permitted to attend all meetings and rehearsals by a vote of the chapter.

Rationale:

Changed wording to allow chapter to individually decide if children can attend chapter meetings and practices. No one knows the needs of the chapter and its members better than the chapter itself. Members, including parents, grandparents, and guardians, with children sometimes have difficulty attending meetings and practices. Each child is different and should be considered individually and left to the discretion of the chapter.

Submitted by

Lucy Meredith

Chapter No.32

Janice Brown

Henrietta Chapter No. 21

Date Received: 3-25-2026
(Grand Secretary Use Only)

Name of Code Section: Book of Instruction

Page 63

Article: 1 Article Name: General Instructions

Section 1, 7, 10, 11, 14, 15, 17, and 18

Now reads: (write verbatim what is in the Code)

Section 1. All Subordinate Chapters under the jurisdiction of Idaho Grand Chapter are obligated to obey the Ritual as promulgated by General Grand Chapter. No innovations are permitted and no Ritual ceremonies may be changed by additions or omissions. There is a penalty for copying any portion of the Ritual which is copyrighted by the General Grand Chapter, Order of Eastern Star.

Section 7. Hats and gloves shall not be worn in a Chapter while it is in session.

Section 10. Members should not discuss over the phone, or in public places, Chapter matters which should be kept secret. Chapter matters should not be discussed with non-members.

Section 11. No member shall leave her/his seat when the Chapter is in session without permission from the Presiding Officer. Members should observe square corners when moving about the Chapter room.

Section 14. Members, when addressed by the chair, should rise, and acknowledge the presiding officer with a slight bow. Members, when wishing to speak, should rise and address the presiding officer, wait to be recognized and, upon recognition, proceed with what they wish to say. It is not proper for a member to remain seated while speaking, except to second a motion.

Section 15. Newspaper publicity should be released with extreme caution. The name of a person who has petitioned a Chapter must not be made public.

Section 17. Officers and members should be commended for their efforts; they should be told that they are appreciated. Never make unkind criticisms, remember that it is easier to criticize than to exemplify. Avoid conversation during Chapter meetings as it can distract the presiding officer and other Chapter officers and members. The greatest appreciation you can show is complete and full attention. All members should refrain from prompting.

Section 18. Children one (1) year of age or over shall not be permitted to attend meetings or rehearsals.

Delete: Sections: 1, 7, 10, 11, 14, 15, 17, and 18 and **add** New Sections: 1, 7, 10, 11, 14, 15, 17, and 18

Section 1. All Subordinate Chapters under the jurisdiction of Idaho Grand Chapter are obligated to obey the Ritual as promulgated by General Grand Chapter. No innovations are permitted and no Ritual ceremonies may be changed by additions or omissions. There ~~is a penalty for~~ **shall be no** copying **of** any portion of the Ritual, which is copyrighted by the General Grand Chapter, Order of ~~the~~ Eastern Star.

Section 7. Hats and gloves shall not be worn in a chapter while it is in session **except for medical or religious reasons.**

Section 10. Members should not discuss over the phone, ~~or~~ in public places, **or on social media,** chapter matters which should be kept secret. Chapter matters should not be discussed with non-members.

Section 11. ~~No member shall leave her/his seat when the Chapter is in session without permission from the Presiding Officer.~~ Members should observe square corners when moving about the chapter room.

Section 14. Members, when addressed by the chair, should rise, and acknowledge the Presiding Officer with a slight bow, **unless physically unable to do so.** Members, when wishing to speak, should rise and address the Presiding Officer, wait to be recognized and, upon recognition, proceed with what they wish to say. It is not proper for a member to remain seated while speaking, except to second a motion.

Section 15. ~~Newspaper p~~Publicity should be released with extreme caution. The name of a person who has petitioned a chapter must not be made public.

Section 17. Officers and members should be commended for their efforts. ~~They~~ **T**hey should be told that they are appreciated. Never make unkind criticisms. ~~Remember~~ **R**emember that it is easier to criticize than to exemplify. Avoid conversation during chapter meetings as it can distract the Presiding Officer and other chapter officers and members. The greatest appreciation you can show is complete and full attention. ~~All members should refrain from prompting.~~

Section 18. ~~All members should refrain from prompting.~~

Section 18. ~~Children one (1) year of age or over shall not be permitted to attend meetings or rehearsals.~~

Changes include:

Removed penalty for copying from ritual as there isn't one

Added exception for wearing hats and gloves

Updated rules to match current practices and traditions

Split up 17 to emphasize no prompting
Old 18 deleted as it is covered in Rules and Regulations

Would then read

Section 1. All Subordinate Chapters under the jurisdiction of Idaho Grand Chapter are obligated to obey the Ritual as promulgated by General Grand Chapter. No innovations are permitted and no Ritual ceremonies may be changed by additions or omissions. There shall be no copying of any portion of the Ritual, which is copyrighted by the General Grand Chapter, Order of the Eastern Star.

Section 7. Hats and gloves shall not be worn in a chapter while it is in session except for medical or religious reasons.

Section 10. Members should not discuss over the phone, in public places, or on social media, chapter matters which should be kept secret. Chapter matters should not be discussed with non-members.

Section 11. Members should observe square corners when moving about the chapter room.

Section 14. Members, when addressed by the chair, should rise, and acknowledge the Presiding Officer with a slight bow, unless physically unable to do so. Members, when wishing to speak, should rise and address the Presiding Officer, wait to be recognized and, upon recognition, proceed with what they wish to say. It is not proper for a member to remain seated while speaking, except to second a motion.

Section 15. Publicity should be released with extreme caution. The name of a person who has petitioned a chapter must not be made public.

Section 17. Officers and members should be commended for their efforts. They should be told that they are appreciated. Never make unkind criticisms. Remember that it is easier to criticize than to exemplify. Avoid conversation during chapter meetings as it can distract the Presiding Officer and other chapter officers and members. The greatest appreciation you can show is complete and full attention.

Section 18. All members should refrain from prompting.

Rationale:

See changes above

Updated the language to make it consistent with the previous Code sections

Submitted by

Lucy Meredith

Hermosa Chapter No. 32

Liz Hughes

Idaho Chapter No. 49

Name of Code Section: Book of Instruction

Page 64 & 65

Article 2 Article Name: Chapter Room

Section 1A, 2C 2, 2C 3, 2C5, 2E & 2F

Now reads: (write verbatim what is in the Code)

Section 1. The Associate Matron, Associate Patron, Conductress, Associate Conductress and Marshal, under the direction of the Worthy Matron, have charge of the paraphernalia and prepare the Chapter room. They should arrange the Altar, chairs and pedestals and see that the Charter, Flag, Bible, Emblems, and ballot box (if needed) are in proper position.

If degree work is to be given, they should see that small Bibles, flowers or ribbons are in proper position and the Signet is ready for use.

A. Small Bibles for use in initiation may be placed on the Altar, or on Ruth's or Martha's pedestals.

B. Flowers or ribbons, if used, are placed at the Marshal's station or at the Star Point Pedestals.

Section 2. The Ritual provides instruction, with various options, for setting up a Chapter room correctly. The following specific instructions set forth by this Grand Chapter clarify the placement of the Chapter furniture and paraphernalia.

A. The five chairs of our central star face the East. Chairs of Adah and Electa are not as far South and North as the chairs of Ruth and Martha, so they form a perfect star or pentagon around the Altar. Preferably, pedestals should be placed at the side of, and slightly in front of the Star Point chairs. Pedestal covers may be used. Electrically lighted pedestals are permitted.

B. The Bible is placed on the center of the Altar with the bound edge to the North and the front edge to the South. If the Altar is large, place the Bible nearer the West edge for the convenience of the Conductress. For the ceremony of initiation, place the Bible to allow space for the Candidate's hands. Flowers, ribbons, or any other objects must never be placed on the Bible during an addenda.

C. The Star Point emblems are placed in the center of the pedestals.

1. Adah -- The sword, properly draped with the veil, should be placed with the point toward the Altar.

2. Ruth -- the sheaf should be placed upright if standing type and tied with a bow, the bow facing the Altar or if a spray type, the grain part away from the Altar.

3. Esther -- the scepter is united with the crown. It is placed under and through the crown, the head of the scepter resting on the crown, pointing to the Northeast. The front of the crown faces the Altar.

4. Martha -- the broken part of the column is placed facing the Altar.

5. Electa -- the cup stands erect on its base. If the cup is engraved, the engraving should face the East. If the cup has handles they should be placed with handles North and South.

D. The signet is placed in the Northeast corner of the Chapter room.

E. The Officer badges should be in the preparation or service room. The badge must be suspended by a ribbon or cord having the five colors of the Order, except Star Points, which may be the solid color cord or ribbon of that respective station.

F. The official Register for members and visitors should be placed at the entrance to the Chapter room or in the service room.

Delete: Sections: 1A, 2C 2, 2C 3, 2C5, 2E & 2F and **add** New Sections: 1A, 2C 2, 2C 3, 2C5, 2E & 2F

A. Small Bibles for use in initiation may be placed ~~on the Altar, or~~ on Ruth's or Martha's pedestals.

C. 2. Ruth -- The sheaf should be placed upright if ~~standing type~~ and tied with a bow, which should face the Altar.
~~the bow facing the Altar or if a spray type, the grain part away from the Altar.~~

3. Esther -- the scepter is united with the crown. ~~It~~ The scepter is placed under and through the crown, with the head of the scepter resting on the front of the crown, pointing to the northeast. The front of the crown faces the Altar.

5. Electa -- the cup stands erect on its base. If the cup is engraved, the engraving should face the East. If the cup has ~~handles~~ handles, they should be placed with handles pointing north and south.

D. The signet is placed in the northeast corner of the chapter room

E. The officer badges should be in ~~the preparation or service room a convenient location.~~ The badge must be suspended by a ribbon or cord having the five colors of the Order, except star points, which may be the solid color cord or ribbon of that respective station

F. The official register for members and visitors should be placed at the entrance to the chapter room. ~~or in the service room.~~

Changes include:

Removed small Bibles on the Altar

Added more directions for displaying the Sheaf, Crown and Scepter, and Cup on the pedestals

Updated where badges are store and Officer Register is displayed

Would then read

Section 1. The Associate Matron, Associate Patron, Conductress, Associate Conductress and Marshal, under the direction of the Worthy Matron, have charge of the paraphernalia and should prepare the chapter room. They should arrange the Altar, chairs and pedestals, and see that the charter, flag, Bible, emblems, and ballot box (if needed) are in proper position.

If degree work is to be given, they should see that small Bibles, flowers or ribbons are in proper position and the signet is ready for use.

- A. Small Bibles for use in initiation may be placed on Ruth's or Martha's pedestals.
- B. Flowers or ribbons, if used, are placed at the Marshal's station or at the star point pedestals.

Section 2. The Ritual provides instruction, with various options, for setting up a chapter room correctly. The following specific instructions set forth by this Grand Chapter clarify the placement of the chapter furniture and paraphernalia.

- A. The five chairs of our central star face the East. Chairs of Adah and Electa are not as far south and north as the chairs of Ruth and Martha, so they form a perfect star or pentagon around the Altar. Preferably, pedestals should be placed at the side of, and slightly in front of the star point chairs. Pedestal covers may be used. Electrically lighted pedestals are permitted.
- B. The Bible is placed in the center of the Altar with the bound edge to the north and the front edge to the south. If the Altar is large, place the Bible nearer the west edge for the convenience of the Conductress. For the Initiation Ceremony, place the Bible to allow space for the candidate's hands.
Flowers, ribbons, or any other objects must never be placed on the Bible during an addenda.
- C. The star point emblems are placed in the center of the pedestals.
 - 1. Adah -- The sword, properly draped with the veil, should be placed with the point toward the Altar.
 - 2. Ruth -- The sheaf should be placed upright and tied with a bow, which should face the Altar. .
 - 3. Esther -- the scepter is united with the crown. The scepter is placed under and through the crown, with the head of the scepter resting on the front of the crown, pointing to the northeast. The front of the crown faces the Altar.
 - 4. Martha -- the broken part of the column is placed facing the Altar.
 - 5. Electa -- the cup stands erect on its base. If the cup is engraved, the engraving should face the East. If the cup has handles, they should be placed with handles pointing north and south.
- D. The signet is placed in the northeast corner of the chapter room.
- E. The officer badges should be in a convenient location. The badge must be suspended by a ribbon or cord having the five colors of the Order, except star points, which may be the solid color cord or ribbon of that respective station.
- F. The official register for members and visitors should be placed at the entrance to the chapter room.

Rationale:

See changes above

Updated to match current practices and traditions

Submitted by

Lucy Meredith

Hermosa Chapter No. 32

Janice Brown

Henrietta Chapter No. 21

Name of Code Section: Book of Instruction
Page 65
Article 3 Article Name Officers
Sections 3, 6, 7 and 8

Now reads: (write verbatim what is in the Code)

Section 3. It is recommended that lady officers wear floor length dresses at Chapter meetings, and the gentlemen officers should dress appropriately. The attire of officers for funerals should be left to the discretion of the Chapter.

Section 6. All officers should speak in a voice loud enough to be heard by all in the Chapter room. Officers must refrain from prompting.

Section 7. Officers, when addressed, should rise, and should stand erect, empty hands at their sides; elective officers in front of, and appointive officers at the side of their chairs before addressing or responding to the presiding officer. Each officer gives a slight bow when addressed.

Officers should sit erect, feet side by side, and legs never crossed.

Section 8. When officers have secured permission from the presiding officer to move about in the Chapter room they should observe square corners and marching lines.

Delete: Sections 3, 6, 7, and 8 and **add** Sections 3, 6, and 7

~~**Section 3.** It is recommended that lady officers wear floor length dresses at Chapter meetings, and the gentlemen officers should dress appropriately. The attire of officers for chapter meetings and funerals should be left to the discretion of the Chapter Presiding Officer.~~

~~**Section 6.** All officers should speak in a voice loud enough to be heard by all in the chapter room. Officers All members must refrain from prompting.~~

~~**Section 7.** Officers when addressed, should rise, give a slight bow and should stand erect. Empty hands at their sides. Elective officers stand in front of, and appointive officers at the side of their chairs before addressing or responding to the Presiding Officer. Each officer gives a slight bow when addresses. Officers should sit erect, feet side by side, and legs never crossed.~~

~~**Section 8.** When officers have secured permission from the presiding officer to move about in the Chapter room they should observe square corners and marching lines.~~

Changes include:

- Updated chapter attire
- Again updated prompting
- Updated wording on 7
- Removed 8 to update and match what is currently done

Would then read:

Section 3. The attire of officers for chapter meetings and funerals should be left to the discretion of the Presiding Officer.

Section 6. All officers should speak in a voice loud enough to be heard by all in the chapter room. All members must refrain from prompting.

Section 7. Officers when addressed, should rise, give a slight bow and should stand erect. Elective officers stand in front of, and appointive officers at the side of their chairs before addressing or responding to the Presiding Officer.

Rationale:

- See changes section
- Made housekeeping changes
- Updated to match current practices and traditions

Submitted by



Mizpah Chapter No. 6



Idaho Chapter No. 49

Name of Code Section: Book of Instruction

Page 66-7

Article 4 Article Name: Instructions for Officers

Section 1 through 4

Now reads: (write verbatim what is in the Code)

Section 1. The Worthy Matron duties and powers are described in the Rules and Regulations, Article VI, Section 2.

- A. She shall not leave her station after the chapter is open unless she presents the gavel to the Worthy Patron, or calls the Associate Matron to the chair. The East is never left unoccupied when the Chapter is in session.
- B. She stands during the opening and closing ceremony, when presiding, and closes each order of business with one rap of the gavel.
- C. The gavel is held in the hand by the presiding officer only when needed. The number of raps signifies a particular meaning as stated in the Ritual.
- D. She remains seated during the proving of the Chapter.

Section 2. The Worthy Patron duties and powers are described in the rules and Regulations, Article VI, Section 3.

- A. He should be knowledgeable of parliamentary procedure in order to transact business efficiently. He should not exchange chairs with Worthy Matron when he is called upon to preside.
- B. He should stand when addressing the members of the Chapter, when using the gavel and with the Worthy Matron for all presentations and introductions.
- C. He shall be responsible for the proficiency of the Officers in their work. He should attend the Chapter rehearsals and schools of instruction.

Section 3. The Associate Matron duties and powers are described in the Rules and Regulations, Article VI, Section 4.

- A. Proving the Chapter is her responsibility and she should rise and remain standing during this order of business.
- B. She should be prepared to prompt the Associate Patron when appointed by the Worthy Matron.
- C. She does not step down to floor level during any part of the initiatory work, except to join the prayer circle.

Section 4. The Associate Patron duties and powers are described in the Rules and Regulations, Article VI, Section 5.

He does not step down to floor level during any part of the initiatory work, except to join the prayer circle.

Delete: Sections: 1-4, and **add** New Sections: 1-4

Section 1. The Worthy Matron duties and powers are described in the Rules and Regulations, Article VI, Section 2.

- A. She shall not leave her station after the chapter is open unless she presents the gavel to the Worthy Patron or calls the Associate Matron to the chair. The East is never left unoccupied when the chapter is in session.
- ~~B. She stands during the opening and closing ceremony, when presiding, and closes each order of business with one rap of the gavel.~~
- ~~€B.~~ The gavel is held in the hand by the Presiding Officer only when needed. The number of raps signifies a particular meaning as stated in the Ritual.
- ~~B.C.~~ She stands during the opening and closing ceremony, when presiding, and closes each order of business with one rap of the gavel.
- D. She remains seated during ~~the~~ proving of the chapter.

Section 2. The Worthy Patron duties and powers are described in the Rules and Regulations, Article VI, Section 3.

- A. He ~~They~~ should be knowledgeable of parliamentary procedure in order to transact business efficiently. He should not exchange chairs with the Worthy Matron when he is called upon to preside.
- B. He should stand when addressing the members of the chapter, when using the gavel and with the Worthy Matron for all presentations and introductions.
- C. He shall be responsible for the proficiency of the officers in their work. He should attend the chapter rehearsals and schools of instruction.

Section 3. The Associate Matron duties and powers are described in the Rules and Regulations, Article VI, Section 4.

- A. Proving the chapter is her responsibility, and she should rise and remain standing during this order of business
- B. She should be prepared to prompt the Associate Patron. ~~when appointed by the Worthy Matron.~~
- C. She does not step down to floor level during any part of the initiatory work, except to join the prayer circle

Section 4. The Associate Patron duties and powers are described in the Rules and Regulations, Article VI, Section 5.

- A. He should be prepared to prompt the Associate Matron.
- ~~B.~~ He does not step down to floor level during any part of the initiatory work, except to join the prayer circle

Changes include:

Reordered Section 1

Added duty to Associate Patron, updated language in WP and AM

Would then read

Section 1. The Worthy Matron duties and powers are described in the Rules and Regulations, Article VI, Section 2.

- A. She shall not leave her station after the chapter is open unless she presents the gavel to the Worthy Patron or calls the Associate Matron to the chair. The East is never left unoccupied when the chapter is in session.
- B. The gavel is held in the hand by the Presiding Officer only when needed. The number of raps signifies a particular meaning as stated in the Ritual.
- C. She stands during the opening and closing ceremony, when presiding, and closes each order of business with one rap of the gavel.
- D. She remains seated during proving of the chapter.

Section 2. The Worthy Patron duties and powers are described in the Rules and Regulations, Article VI, Section 3.

- A. He should be knowledgeable of parliamentary procedure in order to transact business efficiently. He should not exchange chairs with the Worthy Matron when he is called upon to preside.
- B. He should stand when addressing the members of the chapter, when using the gavel and with the Worthy Matron for all presentations and introductions.
- C. He shall be responsible for the proficiency of the officers in their work. He should attend the chapter rehearsals and schools of instruction.

Section 3. The Associate Matron duties and powers are described in the Rules and Regulations, Article VI, Section 4.

- A. Proving the chapter is her responsibility, and she should rise and remain standing during this order of business.
- B. She should be prepared to prompt the Associate Patron.
- C. She does not step down to floor level during any part of the initiatory work, except to join the prayer circle.

Section 4. The Associate Patron duties and powers are described in the Rules and Regulations, Article VI, Section 5.

- A. He should be prepared to prompt the Associate Matron.
- B. He does not step down to floor level during any part of the initiatory work, except to join the prayer circle.

Rationale:

See changes above

Made housekeeping changes

Updated to match current practices and traditions

Submitted by

Janice Brown

Henrietta Chapter No. 21

Liz Hughes

Idaho Chapter No. 49

Name of Code Section: Book of Instruction

Page 67

Article 4 Article Name: Instructions for Officers

Section 5 no changes to 6

Now reads: (write verbatim what is in the Code)

Section 5.

- A. The Secretary stands when the Worthy Matron calls up the officers and remains standing during the opening and closing ceremonies, while the obligation is being given and when responding to the Worthy Matron. While reading the minutes, correspondence or other official items, the Secretary may be seated.
- B. The Secretary shall not record favorable or unfavorable opinions on any subject in the minutes.
- C. The Secretary shall not paste or pin communications or reports in the minute book.
- D. The solemnity of initiation or other ceremonies should not be interrupted by shuffling of papers or counting of money.
- E. The Secretary, or Secretary pro tem, has custody of the Chapter Seal and is the only officer authorized to use it. The seal is Chapter property and should be present at each meeting. The Seal shall not be used on unauthorized documents.
- F. Secretary pro tem shall record and sign the minutes that she/he has taken.

Delete: Section 5, and **add** New Section 5

Section 5. The Secretary duties and powers are described in the Rules and Regulations, Article VI, Section 6

- A. The Secretary stands when the Worthy Matron calls up the officers and remains standing during the opening and closing ceremonies, while the obligation is being given and when responding to the Worthy Matron. While reading the minutes, correspondence or other official items, the Secretary may be seated
- B. The Secretary shall not record favorable or unfavorable opinions on any subject in the minutes
- C.. The Secretary shall not attach any communication or reports in the minute book except dispensations, secret work signatures and key logs
- D. The Secretary, or Secretary protem, has custody of the chapter seal and is the only officer authorized to use it. The seal is chapter property and should be present at each meeting. The seal shall not be used on unauthorized documents
- E. Secretary protem shall record and sign the minutes that they have taken

Changes include:

- Adding reference to Rules and Regulations
- Changed C to match what is in Rules and Regulations
- Removed D as unnecessary
- Relettered old E & F

Would then read

Section 5. The Secretary duties and powers are described in the Rules and Regulations, Article VI, Section 6.

- A. The Secretary stands when the Worthy Matron calls up the officers and remains standing during the opening and closing ceremonies, while the obligation is being given and when responding to the Worthy Matron. While reading the minutes, correspondence or other official items, the Secretary may be seated.
- B. The Secretary shall not record favorable or unfavorable opinions on any subject in the minutes.
- C. The Secretary shall not attach any communication or reports in the minute book except dispensations, secret work signatures and key logs.
- D. The Secretary, or Secretary protem, has custody of the chapter seal and is the only officer authorized to use it. The seal is chapter property and should be present at each meeting. The seal shall not be used on unauthorized documents.
- E. Secretary protem shall record and sign the minutes that they have taken.

Rationale:

- See changes above
- Updated to match current practices and traditions

Submitted by



Mizpah Chapter No. 6



Henrietta Chapter No. 21

Name of Code Section: Book of Instruction

Page 67-68

Article 4 Article Name Instructions for Officers

Section 7-8

Now reads: (write verbatim what is in the Code)**Section 7.** The Conductress and the Associate Conductress duties and powers are described in the Rules and Regulations, Article VI, Sections 8 and 9.

A. They enter and leave their stations on the East side.

B. When the Conductress is directed to attend at the Altar during the opening and closing ceremonies, she advances to the marching line, then West to a point two steps or more (not more than four) beyond Esther's chair which permits her to make an acute angle and advance directly to the Altar. The Conductress does not assume the reverent attitude when entering the labyrinth, but does so after stepping back into the circle of Officers. She makes a slight bow to the Worthy Matron and proceeds in opening the Bible.

The Bible should be opened with three distinct movements. The Conductress should take the Bible and stand it on the back with a hand on each side; then opening it at the second chapter of Saint Matthew, laying down the right side, signifying the future; then laying down the left side, signifying the past; the open Bible signifying the present; then drawing both hands away into the salutation sign, being careful not to interrupt this movement to arrange the Bible marker if it becomes disarranged. The salutation sign should be held long enough for these words to pass through the mind (IHSHSITEAACTWH). The Bible marker may be adjusted after the Salutation sign is given.

With face to the Altar, the Conductress steps back in the circle of officers midway between Ruth and Esther where she remains until after the Warder reports to the Worthy Matron. The Conductress should carefully observe the arc of the circle as it is incorrect to form a straight line with Esther in a central position. After the Warder reports to the Worthy Matron, the Conductress turns southwest, retracing her steps to the marching line, then East to her station.

In closing the Bible, the Conductress approaches the Altar in the same manner as opening the Bible. After giving the salutation sign she closes the Bible by taking up the left side first, thus shutting out the present, leaving the future; then bringing up the right side, shutting out the future; holding the Bible closed with both hands for a moment, meaning the past; then places the Bible in the center of the Altar, makes a slight bow to the Worthy Matron and steps back into the circle of officers where she remains until the Chapter is closed.

C. When the Conductress is directed to open or close the Bible informally she shall follow the same line of march as for formal opening and closing, but does not bow, use three motions, or give the Salutation Sign to the Bible.

D. The Conductress has full charge of the Bible at all times.

E. The Associate Conductress shall inform the candidates, before entering the Chapter room, that they will be given a small Bible to hold at the Altar; also that they should not wear hats, gloves, carry purses, or other articles in their hands. She should answer necessary questions and instruct the candidates to do as directed during the ceremony of initiation.

Section 8. The Chaplain when going to the Altar for prayer, on any occasion, shall advance West on the marching line to a point two steps or more (not more than four) beyond Esther's chair which permits her/him to make an acute angle and advance directly to the Altar. Upon reaching the Altar the Chaplain stands until the music ceases, and then should kneel (if physical condition permits) to offer the prayer.

The hands are not to rest on the Bible, but may rest on the edge of the Altar to assist in kneeling or rising. No arms or elbows are permitted on the Altar.

The Chaplain does not assume the Reverent Attitude when entering or leaving the Labyrinth, and no object should be carried to the Altar as the hands should be free to give the prayer. After completing the prayer, with face toward the Altar, she/he rises and steps back into the circle of officers, midway between Esther and Martha, and assumes the Reverent Attitude. Care should be taken to perfect the circular pattern. It is incorrect to form a straight line with Esther in a central position. The positions of the Star point officers, Chaplain and Conductress form an arc of a circle.

After the Warder reports to the Worthy Matron, the Chaplain turns northwest, retracing her/his steps to the marching line, then marches east to the Chaplain station.

The Chaplain assists in the draping of the altar.

Delete: Sections: 7 and 8 and **add** New Sections: 7 and 8**Section 7.** The Conductress and the Associate Conductress duties and powers are described in the Rules and Regulations, Article VI, Sections 8 and 9.

A. They enter and leave their stations on the east side

B. When the Conductress is directed to attend at the Altar during the opening and closing ceremonies, she advances to the marching line, then west to a point midway between Esther's station and the West ~~two steps or more (not more than four) beyond Esther's chair~~ which permits her to make an acute angle and advance directly to the Altar. The Conductress does not assume the Reverent Attitude when entering the labyrinth but does after stepping back into the

circle of officers. She makes a slight bow to the Worthy Matron and proceeds in opening the Bible

The Bible should be opened with three distinct movements.

1. The Conductress should take the Bible and stand it on the back with a hand on each side, then opening it at the second chapter of Saint Matthew.
2. Laying down the right side, signifying the future.
3. Then laying down the left side, signifying the past. The open Bible signifying the present.

Then drawing both hands away into the Salutation Sign, being careful not to interrupt this movement to arrange the Bible marker if it becomes disarranged. The Salutation Sign should be held long enough for these words to pass through the mind (IHSHSITEAHACTWH). The Bible marker may be adjusted after the Salutation Sign is given.

~~Facing~~ With face to the Altar, the Conductress takes one step back, turns and steps back steps back into the circle of officers midway between Ruth and Esther, where she remains until after the Warder reports to the Worthy Matron. The Conductress should carefully observe the arc of the circle. ~~circle, as it is incorrect to form a straight line with Esther in a central position.~~ After the Warder reports to the Worthy Matron, the Conductress turns toward Ruth and continues southwest, retracing her steps to the marching line, then east to her station.

C. In closing the Bible, the Conductress approaches the Altar in the same manner as opening the Bible. After giving the Salutation Sign,

1. She closes the Bible by taking up the left side first, ~~thus~~ shutting out the present, leaving the future
2. Then bringing up the right side, shutting out the future, holding the Bible closed with both hands for a moment, meaning the past;
3. Then places the Bible in the center of the Altar, makes a slight bow to the Worthy Matron and steps back into the circle of officers where she remains until the Warder notifies the Sentinel that the chapter is closed. ~~Chapter is closed.~~

DC. When the Conductress is directed to open or close the Bible informally, she shall follow the same line of march as for formal opening and closing, but does not bow, use three motions, or give the Salutation Sign to the Bible.

E. When the Conductress and Chaplain leave the labyrinth, they should walk opposite each other on the marching line until the Conductress reaches her station.

FD The Conductress has full charge of the Bible at all times, except during draping of the altar.

GE The Associate Conductress duties for the Initiation Ceremony is referred to in the Ritual and Book of Instruction, Article XXII, Section 5. ~~The Associate Conductress shall inform the candidates before entering the chapter room, that they will be given a small Bible to hold at the Altar. Also, that they should not wear hats, gloves, carry purses, or other articles in their hands. She should answer necessary questions and instruct the candidates to do as directed during the Ceremony of Initiation~~

Section 8.

A. ~~The Chaplain when going to the Altar for prayer, on any occasion, shall advance West on the marching line to a point two steps or more (not more than four) beyond Esther's chair which permits her/him to make an acute angle and advance directly to the Altar. Upon reaching the Altar the Chaplain stands until the music ceases, and then should kneel (if physical condition permits) to offer the prayer.~~

A. The Chaplain, when going to the Altar for prayer or any occasion, shall advance to the marching line then continue west to a point midway between Esther's station and the West, which permits them to make an acute angle and advance directly to the Altar. The Chaplain does not assume the Reverent Attitude when entering the labyrinth but does so after stepping back into the circle of officers. Upon reaching the Altar, the Chaplain stands until the music ceases, and then kneels, if physical condition permits, to offer the prayer.

~~The hands are not to rest on the Bible but may rest on the edge of the Altar to assist in kneeling or rising. No arms or elbows are permitted on the Altar.~~

~~The Chaplain does not assume the Reverent Attitude when entering or leaving the Labyrinth, and no object should be carried to the Altar as the hands should be free to give the prayer.~~

~~After completing the prayer, with face toward the Altar, she/he rises and steps back into the circle of officers, midway between Esther and Martha, and assumes the Reverent Attitude. Care should be taken to perfect the circular pattern. It is incorrect to form a straight line with Esther in a central position. The positions of the Star point officers, Chaplain and Conductress form an arc of a circle.~~

~~After the Warder reports to the Worthy Matron, the Chaplain turns northwest, retracing her/his steps to the marching line, then marches east to the Chaplain station.~~

After the prayer and facing the Altar, the Chaplain takes one step back, turns and steps back into the circle of officers midway between Esther and Martha where they remain until after the Warder reports to the Worthy Matron. The

Chaplain should carefully observe the arc of the circle. After the Warder reports to the Worthy Matron, the Chaplain turns toward Martha and continues northwest, retracing their steps to the marching line, then east to their station.

B. When the Conductress and Chaplain leave the labyrinth, they should walk opposite each other on the marching line until the Conductress reaches her station.

C. The Chaplain assists in the draping of the altar.

Changes include:

- Update Conductress marching lines and when to leave the Labyrinth
- Update Conductress and Chaplain movement and bible usage
- Removed Assoc Conductress language that is repeated later in the Book of Instruction
- Updated the Chaplain marching lines

Would then read

Section 7. The Conductress and the Associate Conductress duties and powers are described in the Rules and Regulations, Article VI, Sections 8 and 9.

- A. They enter and leave their stations on the east side.
- B. When the Conductress is directed to attend at the Altar during the opening and closing ceremonies, she advances to the marching line, then west to a point midway between Esther's station and the West which permits her to make an acute angle and advance directly to the Altar. The Conductress does not assume the Reverent Attitude when entering the labyrinth but does after stepping back into the circle of officers. She makes a slight bow to the Worthy Matron and proceeds in opening the Bible.

The Bible should be opened with three distinct movements.

1. The Conductress should take the Bible and stand it on the back with a hand on each side, then opening it at the second chapter of Saint Matthew.
2. Laying down the right side, signifying the future.
3. Then laying down the left side, signifying the past. The open Bible signifying the present.

Then drawing both hands away into the Salutation Sign, being careful not to interrupt this movement to arrange the Bible marker if it becomes disarranged. The Salutation Sign should be held long enough for these words to pass through the mind (IHSHSITEAHCTWH). The Bible marker may be adjusted after the Salutation Sign is given.

Facing the Altar, the Conductress takes one step back, turns and steps back into the circle of officers midway between Ruth and Esther, where she remains until after the Warder reports to the Worthy Matron. The Conductress should carefully observe the arc of the circle. After the Warder reports to the Worthy Matron, the Conductress turns toward Ruth and continues southwest, retracing her steps to the marching line, then east to her station.

- C. In closing the Bible, the Conductress approaches the Altar in the same manner as opening the Bible. After giving the Salutation Sign,
 1. She closes the Bible by taking up the left side first, shutting out the present, leaving the future
 2. Then bringing up the right side, shutting out the future, holding the Bible closed with both hands for a moment, meaning the past
 3. Then places the Bible in the center of the Altar, makes a slight bow to the Worthy Matron and steps back into the circle of officers where she remains until the Warder notifies the Sentinel that the chapter is closed.
- D. When the Conductress is directed to open or close the Bible informally, she shall follow the same line of march as for formal opening and closing, but does not bow, use three motions, or give the Salutation Sign to the Bible.
- E. When the Conductress and Chaplain leave the labyrinth, they should walk opposite each other on the marching line until the Conductress reaches her station.
- F. The Conductress has full charge of the Bible at all times, except during draping of the altar.
- G. The Associate Conductress duties for the Initiation Ceremony is referred to in the Ritual and Book of Instruction, Article XXII, Section 5.

Section 8.

- A. The Chaplain, when going to the Altar for prayer or any occasion, shall advance to the marching line then continue west to a point midway between Esther's station and the West, which permits them to make an acute angle and advance directly to the Altar. The Chaplain does not assume the Reverent Attitude when entering the labyrinth but does so after stepping back into the circle of officers. Upon reaching the Altar, the Chaplain stands until the music ceases, and then kneels, if physical condition permits, to offer the prayer.

The hands are not to rest on the Bible but may rest on the edge of the Altar to assist in kneeling or rising. After the prayer and facing the Altar, the Chaplain takes one step back, turns and steps back into the circle of

officers midway between Esther and Martha where they remain until after the Warder reports to the Worthy Matron. The Chaplain should carefully observe the arc of the circle. After the Warder reports to the Worthy Matron, the Chaplain turns toward Martha and continues northwest, retracing their steps to the marching line, then east to their station.

B. When the Conductress and Chaplain leave the labyrinth, they should walk opposite each other on the marching line until the Conductress reaches her station.

C. The Chaplain assists in the draping of the altar.

Rationale:

See changes above

Updated to match current practices and traditions

Submitted by



Mizpah Chapter No. 6

Janice Brown

Henrietta Chapter No. 21

Name of Code Section: Book of Instruction

Page 68-69

Article 4 Article Name: Instructions for Officers

Section 9, 10 and 11

Now reads: (write verbatim what is in the Code)

Section 9. The Marshal duties and powers are described in the Rules and Regulations, Article VI, Section 10.

- A. The baton should be carried in the right hand, the upper point near the left shoulder. When making a declaration it should be raised to a point just above the eyes.
- B. When the Marshal carries the United States Flag, it should be with the right hand over the heart and the left hand grasping the staff just below the left hip. The Marshal should not speak while making the presentation, and the Flag should not be dipped to any person or thing, nor should it touch anything beneath it. The Flag should never be carried flat or horizontally, but always aloft and free.
- C. When the Marshal is escorting the Flag, it should be to her/his right and when the Flag is placed in the East, she/he should stand facing the Southeast.
- D. Upon approval of the Chapter minutes, the Marshal carries the minute book to the Worthy Matron for her signature. Preceding balloting the Marshal hands the petition to the Worthy Matron.

Section 10. The Organist assumes her/his station prior to the meeting to provide appropriate music for all occasions with the following exceptions: when the Warder gives directions to the Sentinel, proving of the Chapter, all prayers, and lectures.

The Organist should stand during the Pledge of Allegiance to the Flag of the United States, the opening ceremony, the prayers, the obligation, when balloting and when extending Grand Honors.

Section 11. Star Point officers shall turn to face the Bible while the Conductress attends at the Altar, during prayers, memorial services, and when the Flag is presented at the Altar. Star Point officers hold their sign until the pass is given, and do not respond to their own sign.

The top of the pedestals should be free of any personal articles or Rituals and no large purse or bag should be placed next to the pedestal or under the chair.

Delete: Sections: 9, 10 and 11 and **add** New Sections: 9, 10 and 11

Section 9. The Marshal duties and powers are described in the Rules and Regulations, Article VI, Section 10.

- A. When performing ceremonial duties, the baton should be carried in the right hand, the upper point near the left shoulder. When making a declaration, ~~it~~ the baton should be raised to a point just above the eyes.
- B. When the Marshal carries the Flag of the United States ~~Flag~~, it should be with the right hand over the heart and the left hand grasping the staff just below the left hip. The Marshal should not speak while making the presentation, and the flag should not be dipped to any person or thing, nor should it touch anything beneath it. The flag should never be carried flat or horizontally, but always aloft and free.
- C. When the Marshal is escorting the flag, ~~it~~ the flag should be to their ~~her/his~~ right and when the flag is placed in the East, they ~~she/he~~ should stand facing the ~~South~~East.
- D. Upon approval of the chapter minutes, the Marshal carries the minutes ~~book~~ to the Worthy Matron for her signature.
- E. Preceding balloting, the Marshal hands the petition to the Worthy Matron.

Section 10. The Organist assumes ~~her/his~~ their station prior to the meeting to provide appropriate music for all occasions with the following exceptions: when the Warder gives directions to the Sentinel, proving of the chapter, all prayers, and lectures.

The Organist should stand during the Pledge of Allegiance ~~to the Flag of the United States~~, ~~the~~ opening ceremony, ~~the~~ prayers, ~~the~~ obligation, when balloting and ~~when~~ extending Grand Honors.

Section 11. Star Point officers shall turn to face the Bible while the Conductress attends at the Altar, during prayers, ~~memorial services~~ draping of the altar, and when the Flag of the United States is presented at the Altar. ~~Star Point officers hold their sign until the pass is given, and do not respond to their own sign.~~

The top of the pedestals should be free of any personal articles or Rituals, and no large purse or bag should be placed next to the pedestal or under the chair.

Changes include:

- Update flag spelling and usage in Section 9
- Update wording in 11 and 12

Would then read

Section 9. The Marshal duties and powers are described in the Rules and Regulations, Article VI, Section 10.

- A. When performing ceremonial duties, the baton should be carried in the right hand, the upper point near the left shoulder. When making a declaration, the baton should be raised to a point just above the eyes.
- B. When the Marshal carries the Flag of the United States, it should be with the right hand over the heart and the left hand grasping the staff just below the left hip. The Marshal should not speak while making the presentation, and the flag should not be dipped to any person or thing, nor should it touch anything beneath it. The flag should never be carried flat or horizontally, but always aloft and free.
- C. When the Marshal is escorting the flag, the flag should be to their right and when the flag is placed in the East, they should stand facing the East.
- D. Upon approval of the chapter minutes, the Marshal carries the minutes to the Worthy Matron for her signature.
- E. Preceding balloting, the Marshal hands the petition to the Worthy Matron.

Section 10. The Organist assumes their station prior to the meeting to provide appropriate music for all occasions with the following exceptions: when the Warder gives directions to the Sentinel, proving of the chapter, all prayers, and lectures.

The Organist should stand during the Pledge of Allegiance, opening ceremony, prayers, obligation, when balloting and extending Grand Honors.

Section 11. Star Point officers shall turn to face the Bible while the Conductress attends at the Altar, during prayers, draping of the altar, and when the Flag of the United States is presented at the Altar.

The top of the pedestals should be free of any personal articles or Rituals, and no large purse or bag should be placed next to the pedestal or under the chair.

Rationale:

See changes above

Updated to match current practices and traditions

Submitted by

Lucy Meredith

Hermosa Chapter No. 32

Liz Hughes

Idaho Chapter No. 49

Name of Code Section: Book of Instruction

Page 69-70

Article 4 Article Name: Instructions for Officers

Section 12-13

Now reads: (write verbatim what is in the Code)

Section 12. The opening and closing of the door is the exclusive duty of the Warder. The Warder must always give the proper raps and have permission of the presiding officer before opening the door when the Chapter is in session. The Warder must not interrupt business by advising the Worthy Matron of raps at the door. The Warder should never give an alarm or answer one without being directed to do so by the presiding officer, except in case of emergency.

When raps are given by the Sentinel, the Warder will proceed as follows:

Warder: "**Worthy Matron, there is an alarm at the door.**"

Worthy Matron: "_____ **Warder, you will ascertain the cause of the alarm.**"

The Warder gives the proper raps; the Sentinel responds, the Warder opens the door and ascertains the cause of the alarm. If the Sentinel reports a member properly vouched for, the Warder closes the door and makes the following report:

Warder: "**Worthy Matron, the alarm was caused by the Sentinel who reports that a member, properly vouched for, desires admittance.**"

Worthy Matron: "_____ **Warder, you will admit her/him/them.**"

The Warder opens the door, without raps, and allows the member(s) to enter and closes the door. Members must give the salutation sign back of Esther's chair. If the Sentinel or Warder cannot vouch for visitor(s) arriving after the Chapter is in session the Warder shall report to the Worthy Matron, and give the name, number, and location of the Chapter of the visitor(s) wishing to be admitted. If the Worthy Matron cannot vouch for the visitor(s) she should say: "**If there is anyone present who can vouch for the visitor, you will retire at this time.**" The member retires and upon making proper identification re-enters in proper form with the visitor.

In case no one can vouch for the person wishing to be admitted, the Worthy Matron should instruct the Examining Committee to retire and make the proper examination, and upon completion the Committee and members(s) re-enter in proper form.

Should the alarm given by the Sentinel be for someone wishing advice or information, the Warder shall open the door in proper form and respond:

Warder: "**Worthy Matron, the alarm was caused by the Sentinel for _____ wishing to know/wishing to see/or whatever the cause may be.**"

Worthy Matron: "_____ **Warder, you will (gives her decision).**"

The Warder opens the door (without raps) and gives the decision of the Worthy Matron.

When the Warder reports to the Sentinel that the Worthy Matron has declared the Chapter open, the Sentinel may advise the Warder of members wishing admittance. The Warder should not report members in waiting, in the anteroom, until after the Worthy Matron declares the Chapter open, has the United States Flag presented and seats the Chapter.

Section 13. The Sentinel shall see that all members and visitors register before entering the Chapter room. The Sentinel should pay close attention and not give raps during the opening, balloting, initiatory and closing ceremonies. The Sentinel should not interrupt by giving continued raps. The Sentinel never at any time opens or closes the door, except in an emergency; this is exclusively the duty of the Warder, who will respond at the proper time. The Sentinel should advise a late comer before she/he enters the Chapter room to free her/his hands of purses or other articles so the salutation sign may be given properly.

Delete: Sections: 12 and 13 and **add** New Sections: 12 and 13

Section 12. The Warder has the exclusive duty of The opening and closing of the door. ~~is the exclusive duty of the Warder.~~ After having received permission from the Presiding Officer, ~~The Warder, must always give the proper raps and have permission of the Presiding Officer~~ must always before give the proper raps before opening the door when the chapter is in session. The Warder must not interrupt business by advising the Worthy Matron of raps at the door nor. ~~The Warder should never~~ give an alarm or answer one without being directed to do so by the Presiding Officer, except in case of emergency.

A. When raps are given by the Sentinel, the Warder will proceed as follows:

Warder: "**Worthy Matron, there is an alarm at the door.**"

Worthy Matron: "_____ **Warder, you will ascertain the cause of the alarm.**"

The Warder gives the proper raps and the Sentinel responds. ~~†~~The Warder opens the door and ascertains the cause of the alarm. If the Sentinel reports a member properly vouched for, the Warder closes the door and makes the following report:

Warder: **“Worthy Matron, the alarm was caused by the Sentinel who reports that a member properly vouched for desires admittance.”**

Worthy Matron: **“_____ Warder, you will admit her/him/them.”**

The Warder opens the door without raps and allows the member(s) to enter and closes the door. Members must give the Salutation Sign back of Esther’s chair station. If the Sentinel or Warder cannot vouch for visitor(s) arriving after the chapter is in session, the Warder shall report to the Worthy Matron and give the name, number, and location of the chapter of the visitor(s) wishing to be admitted.

If the Worthy Matron cannot vouch for the visitor(s), she should say: **“If there is anyone present who can vouch for the visitor, you will retire at this time.”** The member retires and upon making proper identification, re-enters in proper form with the visitor.

In case no one can vouch for the person wishing to be admitted, the Worthy Matron should instruct the Examining Committee to retire and make the proper examination, and upon completion, the committee and visiting members(s) to enter in proper form.

- B.** Should the alarm given by the Sentinel be for someone wishing advice or information, the Warder shall open the door in proper form and respond:

Warder: **“Worthy Matron, the alarm was caused by the Sentinel for _____ wishing to know/wishing to see/or whatever the cause may be.”**

Worthy Matron: **“_____ Warder, you will (gives her decision).”**

The Warder opens the door (without raps) and gives the decision of the Worthy Matron.

- C.** When the Warder reports to the Sentinel that the Worthy Matron has declared the chapter open, the Sentinel may advise the Warder of members wishing admittance. The Warder should not report that members in are waiting in the anteroom until after the Worthy Matron declares the chapter open, has the Flag of United States flag presented and seats the chapter is seated.

- D.** When a member desires to retire while chapter is in session, they will give the Salutation Sign back of Esther’s station. Only after the Worthy Matron responds, does the Warder rise and give the raps on the door to alert the Sentinel.

Section 13. The Sentinel shall see that all members and visitors register before entering the chapter room. The Sentinel should pay close attention and not give raps during the opening, balloting, initiatory and closing ceremonies. The Sentinel should not interrupt by giving continued raps. The Sentinel never ~~at any time~~ opens or closes the door, except in an emergency. ~~†This is exclusively~~ the duty of the Warder, who will respond at the proper time. The Sentinel should advise a late comer before that prior to giving the Salutation Sign, she/he enter the chapter room to their hands should be free of all articles ~~free her/his hands of purses or other articles~~ so the Salutation Sign may be given properly.

Changes include:

- Update wording of the Warder and added when the Warder raps for a member retiring.
- Update wording of Sentinels duties
- All wording was updated to keep it consistent through all Articles

Would then read

Section 12. The Warder has the exclusive duty of opening and closing of the door. After having received permission from the Presiding Officer, the Warder, must always give the proper raps before opening the door when the chapter is in session. The Warder must not interrupt business by advising the Worthy Matron of raps at the door nor give an alarm or answer one without being directed to do so by the Presiding Officer, except in case of emergency.

- A. When raps are given by the Sentinel, the Warder will proceed as follows:

Warder: **“Worthy Matron, there is an alarm at the door.”**

Worthy Matron: **“_____ Warder, you will ascertain the cause of the alarm.”**

The Warder gives the proper raps and the Sentinel responds. The Warder opens the door and ascertains the cause of the alarm. If the Sentinel reports a member properly vouched for, the Warder closes the door and makes the following report:

Warder: **“Worthy Matron, the alarm was caused by the Sentinel who reports that a member properly vouched**

for desires admittance.”

Worthy Matron: “_____ **Warder, you will admit them.”**

The Warder opens the door without raps, and allows the member(s) to enter and closes the door. Members must give the Salutation Sign back of Esther’s station. If the Sentinel or Warder cannot vouch for visitor(s) arriving after the chapter is in session, the Warder shall report to the Worthy Matron and give the name, number, and location of the chapter of the visitor(s) wishing to be admitted.

If the Worthy Matron cannot vouch for the visitor(s), she should say: “**If there is anyone present who can vouch for the visitor, you will retire at this time.**” The member retires and upon making proper identification, re-enters in proper form with the visitor.

In case no one can vouch for the person wishing to be admitted, the Worthy Matron should instruct the Examining Committee to retire and make the proper examination, and upon completion, the committee and visiting members to enter in proper form.

- B. Should the alarm given by the Sentinel be for someone wishing advice or information, the Warder shall open the door in proper form and respond:

Warder: “**Worthy Matron, the alarm was caused by the Sentinel for _____ wishing to know/wishing to see/or whatever the cause may be.**”

Worthy Matron: “_____ **Warder, you will (gives her decision).**”

The Warder opens the door (without raps) and gives the decision of the Worthy Matron.

- C. When the Warder reports to the Sentinel that the Worthy Matron has declared the chapter open, the Sentinel may advise the Warder of members wishing admittance. The Warder should not report that members are waiting until after the Worthy Matron declares the chapter open, has the Flag of United States presented and the chapter is seated.
- D. When a member desires to retire while chapter is in session, they will give the Salutation Sign back of Esther’s station. Only after the Worthy Matron responds, does the Warder rise and give the raps on the door to alert the Sentinel.

Section 13. The Sentinel shall see that all members and visitors register before entering the chapter room. The Sentinel should pay close attention and not give raps during the opening, balloting, initiatory and closing ceremonies. The Sentinel should not interrupt by giving continued raps. The Sentinel never opens or closes the door, except in an emergency. This is the duty of the Warder, who will respond at the proper time. The Sentinel should advise a late comer that prior to giving the Salutation Sign, their hands should be free of all articles so the Salutation Sign may be given properly.

Rationale:

See changes above
Updated to match current practices and traditions

Submitted by

Lucy Meredith

Hermosa Chapter No. 32

Janice Brown

Henrietta Chapter No. 21

Name of Code Section: Book of Instruction

Page 70-72

Article 6 Article Name: Instruction for Chapter Meetings

Section 1, 2, 3, 4, 5

Now reads: (write verbatim what is in the Code)

Section 1. All meetings should begin on time. The business should be conducted with promptness, accuracy and under its proper order. The importance of dignity and decorum, while performing the ritualistic work, cannot be over emphasized. During the ritualistic work there is no place for comedy.

Section 2. Stated Meeting Order of Business:

- A. Bible Presentation (optional)
- B. Opening of Chapter
- C. Presentation of Flag
- D. Introductions
- E. Roll Call of Officers
- F. Initiation*
- G. Reading of Minutes
- H. Reading of Communications
- I. Reading of Bills
- J. Reports of Standing Committees
- K. Reports of Special Committees
- L. Unfinished Business
- M. Reception of Petitions
- N. Report of Investigating Committees*
- O. Balloting*
- P. Affiliation*
- Q. Installation*
- R. New Business
- S. Good of the Order
- T. Draping of the Altar*
- U. Closing

*Called by the Worthy Matron only when required.

Section 3. Special Meeting Order of Business:

- A. Full ritualistic form opening.
- B. Transact only the business for which the meeting was called.
- C. May close with one rap of the gavel, if stated meeting is to follow, otherwise close in full ritualistic form.

Section 4. Worthy Grand Matron Official Visit if on a stated meeting night may use the regular order of business or the following may be used:

- A. Bible Presentation (optional)
- B. Opening of the Chapter
- C. Presentation of the Flag
- D. Introductions
- E. Roll call of Officers
- F. Initiation*
- G. Ceremony -- the Chapter may be declared at ease to permit a ceremony in honor of the Worthy Grand Matron.
- H. Pertinent or necessary correspondence
- I. Presentations**
- J. Message -- The Worthy Matron may say, "We shall be pleased to hear from our Worthy Grand Matron" or "Worthy Grand Patron."
- K. Good of the Order**
- L. Remarks**
- M. Announcements**
- N. Closing

*Complete exemplification may be given at the School of Instruction.

**Optional at the discretion of the Worthy Matron.

Section 5. Homecoming Order of Business may be as follows:

- A. Bible Presentation (optional)
- B. Presentation of the Flag
- C. Introductions
- D. Roll call of Officers (optional)
- E. Pertinent or necessary correspondence
- F. Ceremony in honor of the Worthy Grand Matron and/or the Worthy Grand Patron.
- G. Presentations
- H. Remarks -- At this time the Worthy Matron may say: "**We shall be pleased to hear from our Distinguished Guests**" (starting with the most distinguished member, followed by the honored member, who may speak last)
- I. Closing (the Mizpah Benediction)

Delete: All Sections

Section 1. All meetings should begin on time. The business should be conducted with promptness, accuracy and under its proper order. The importance of dignity and decorum, while performing the ritualistic work, cannot be over emphasized. ~~During the ritualistic work there is no place for comedy.~~

Section 2. Stated Meeting Order of Business:

- A. Bible Presentation (optional)
- B. Opening of Chapter
- C. Presentation of the Flag
- ~~D~~F. Initiation
- ~~E~~D. Introductions
- ~~F~~E. Roll Call of officers
- ~~F~~. ~~Initiation*~~
- G. Reading of Minutes
- H. Reading of Communications
- I. Reading of Bills
- J. Reports of Standing Committees
- K. Reports of Special Committees
- L. Unfinished Business
- M. Reception of Petitions
- N. Report of Investigating Committee*
- O. Balloting*
- P. Affiliation*
- Q. Installation*
- R. New Business
- Election of officers*
- S. Good of the Order
- Landmarks, Obligation and General Regulations*
- T. Draping of the Altar*
- U. Closing

*Called by the Worthy Matron only when required.

Section 3. Special Meeting Order of Business:

- A. Full ritualistic formal opening.
- B. Roll Call
- ~~B~~C. Transact only the business for which the meeting was called.
- ~~C~~D. Perform ritualistic closing unless a May close with one rap of the gavel, if stated meeting is to follow. otherwise close in full ritualistic form. Then it may be closed with one rap of the gavel.

Section 4. Worthy Grand Matron Official Visit special meeting. If on a stated meeting night, may use the regular order of business or the following may be used:

- A. Bible Presentation (optional)
- B. Opening of the Chapter
- C. Presentation of the Flag
- F~~D~~. Initiation*
- ~~D~~E. Introductions

- ~~F.~~ Roll call of officers
- G. Ceremony -- the chapter may be declared at ease/recess to permit a ceremony in honor of the Worthy Grand Matron.
(refer to Book of Instructions, Article XXX)
- H. Pertinent or necessary correspondence
- I. Presentations
- J. Message -- The Worthy Matron may say: "**We shall be pleased to hear from our Worthy Grand Matron**" or "**Worthy Grand Patron.**"
- K. Good of the Order
- L. Remarks
- M. Announcements
- N. Closing

*Complete exemplification may be given at the School of Instruction.

**Optional at the discretion of the Worthy Matron.

Section 5. Homecoming Order of Business may be as follows:

- ~~A.~~ Bible Presentation (optional)
- ~~B.~~ Presentation of the Flag
- ~~C.~~ Introductions
- ~~D.~~ Roll call of Officers (optional)
- ~~E.~~ Pertinent or necessary correspondence
- ~~F.~~ Ceremony in honor of the Worthy Grand Matron and/or the Worthy Grand Patron.
- ~~G.~~ Presentations
- ~~H.~~ Remarks — At this time the Worthy Matron may say: "**We shall be pleased to hear from our Distinguished Guests**"
(starting with the most distinguished member, followed by the honored member, who may speak last)
- ~~I.~~ Closing (the Mizpah Benediction)

Section 5. Open Installation of Officers

- A. Call to order by Worthy Patron
- B. Entrance of retiring officers
- C. Opening of the Bible
 Lord's Prayer in unison using Trespasses
- D. Pledge of Allegiance
 National Anthem
- E. Welcome by Worthy Matron
- F. Introduction of Distinguished Guests
- G. Worthy Matron Introduction of Installing Officer
 Installing Officer introduces other Installing Officers
- H. Recess called
- I. Retiring of officers
- J. Installing Officer calls the chapter to order
- K. Entrance of officers to be installed
- L. Installation Ceremony according to the Ritual
- M. Address of Worthy Matron and Worthy Patron
- N. Introductions
- O. Courtesies/presentations/remarks
- P. Closing Ode
- Q. Closing of the Bible
- R. New Worthy Matron declares chapter closed with 1 rap
- S. Mizpah Benediction
- T. Retiring march

Changes:

- Moved Initiation forward in the meeting to introduce new members to our members so that they can see introductions as well
- Removed instruction about Homecoming as it was no longer necessary in our current Homecoming format
- Added instructions on the order for Open Installation

Would then read

Section 1. All meetings should begin on time. The business should be conducted with promptness, accuracy and under its proper order. The importance of dignity and decorum, while performing the ritualistic work, cannot be over emphasized.

Section 2. Stated Meeting Order of Business:

- A. Bible Presentation (optional)
- B. Opening of Chapter
- C. Presentation of the Flag
- D. Initiation
- E. Introductions
- F. Roll Call of officers
- G. Reading of Minutes
- H. Reading of Communications
- I. Reading of Bills
- J. Reports of Standing Committees
- K. Reports of Special Committees
- L. Unfinished Business
- M. Reception of Petitions
- N. Report of Investigating Committee*
- O. Balloting*
- P. Affiliation*
- Q. Installation*
- R. New Business
Election of officers*
- S. Good of the Order
Landmarks, Obligation and General Regulations*
- T. Draping of the Altar*
- U. Closing

*Called by the Worthy Matron only when required.

Section 3. Special Meeting Order of Business:

- A. Full ritualistic formal opening.
- B. Roll Call
- C. Transact only the business for which the meeting was called.
- D. Perform ritualistic closing unless a stated meeting is to follow. Then it may be closed with one rap of the gavel.

Section 4. Worthy Grand Matron Official Visit special meeting. If on a stated meeting night, may use the regular order of business or the following may be used:

- A. Bible Presentation (optional)
- B. Opening of the Chapter
- C. Presentation of the Flag
- D. Initiation*
- E. Introductions
- F. Roll call of officers
- G. Ceremony -- the chapter may be declared at ease/recess to permit a ceremony in honor of the Worthy Grand Matron. (refer to Book of Instructions, Article XXX)
- H. Pertinent or necessary correspondence
- I. Presentations
- J. Message -- The Worthy Matron may say: "**We shall be pleased to hear from our Worthy Grand Matron**" or "**Worthy Grand Patron.**"
- K. Good of the Order
- L. Remarks
- M. Announcements
- N. Closing

*Complete exemplification may be given at the School of Instruction.

**Optional at the discretion of the Worthy Matron.

Section 5. Open Installation of Officers

- A. Call to order by Worthy Patron
- B. Entrance of retiring officers
- C. Opening of the Bible
Lord's Prayer in unison using Trespasses
- D. Pledge of Allegiance
National Anthem
- E. Welcome by Worthy Matron
- F. Introduction of Distinguished Guests
- G. Worthy Matron Introduction of Installing Officer
Installing Officer introduces other Installing Officers
- H. Recess called
- I. Retiring of officers
- J. Installing Officer calls the chapter to order
- K. Entrance of officers to be installed
- L. Installation Ceremony according to the Ritual
- M. Address of Worthy Matron and Worthy Patron
- N. Introductions
- O. Courtesies/presentations/remarks
- P. Closing Ode
- Q. Closing of the Bible
- R. New Worthy Matron declares chapter closed with 1 rap
- S. Mizpah Benediction
- T. Retiring march

Rationale:

See changes above

Updated to match current practices and traditions

Submitted by



Mizpah Chapter No. 6



Idaho Chapter No. 49

Name of Code Section: Book of Instruction

Page 72-74

Article 8 Article Name Opening of Chapter

Section 1, 2, 3, and 4

Now reads: (write verbatim what is in the Code)

Section 1. The Organist assumes her/his station and is ready to provide music when the officers enter. The Associate Conductress escorts the Worthy Patron to the East and then goes to her station. The Conductress may escort the Associate Patron to his station at the same time, then retires to her line of officers.

When the Associate Conductress is given the order by the Worthy Patron, she rises, steps forward from the East side of her station, turns and marches West directly to where the officers are in formation, if all officers enter through the same door, and gives the invitation. If the officers enter through two doors she will give the invitation from a position back of Esther's station, then take her place with the North line of officers.

Officers should step out with the left foot on the first beat of the music. The Ritual gives instruction for the final formation (or box) of the march. As the Bible is not open at this time there is no objection to passing between the Altar and the East.

The Worthy Patron steps forward on the North side of the pedestal to meet the Worthy Matron, extends his right hand and assists her to her station, and presents her the gavel.

When the Warder is instructed to secure the doors, the Warder must check all doors before proceeding to the anteroom door to give directions to the Sentinel. The Warder closes the door without raps and makes her/his report to the Worthy Matron.

Section 2. The Worthy Matron instructs the Associate Matron to prove the Chapter. If the Associate Matron, by her own knowledge, can vouch for all present she does so immediately. If there are members and visitors present for whom she cannot vouch, she directs the Conductress and Associate Conductress to ascertain and report.

The Conductress and Associate Conductress rise when addressed by the Associate Matron and remain standing until she has finished speaking, then march east, keeping opposite each other and turning corners at the same time, meeting at a position in front of the Worthy Matron's station. They bow to each other, turn toward the East and beginning with the members in the East, the Conductress on the South, the Associate Conductress on the North, pass slowly to the West, carefully observing each person. If either officer finds a visitor for whom she cannot vouch she will bow to the visitor and say: "**Please rise**" and continues according to the Ritual. When the Conductress and Associate Conductress have completed proving the Chapter, they will meet in the West behind Esther's station, where the Associate Conductress will address the Conductress; they both turn toward the Associate Matron (turning toward each other as they face West) and the Conductress addresses the Associate Matron, when the Associate Matron addresses the Worthy Matron, both officers (turning toward each other) promptly face the East. When the Worthy Matron responds, the Conductresses immediately return to their stations and the Associate Matron, Conductress and Associate Conductress are seated.

For the official visitation or meetings where many guests are present, the Conductress and Associate Conductress will approach the East in the regular manner, bow to each other, turn toward the East the Conductress taking a position on the South side of the Marshal's station and the Associate Conductress at a position on the North side of the Chaplain's station, and then face West.

The Associate Matron will say: "**As I call the name and number of your Chapter, you will please rise and remain standing until vouched for and then be seated**". The Associate Matron starts with the smallest Chapter number and proceeds, except when the Worthy Grand Matron and/or Worthy Grand Patron are present their Chapters are called first. Each Worthy Matron should vouch for her own Chapter members whenever possible. When all Chapters have been vouched for, the Associate Matron will ask all visitors not previously vouched for to stand. If visitors rise she will secure avouchment for them. Then the Associate Matron will ask the members of her Chapter to stand. (Officers do not stand)

The Conductress and Associate Conductress will then proceed slowly west, carefully observing each person. If either officer finds a person for whom she cannot vouch she will bow and ask her/him to rise, and report to the Associate Matron according to the Ritual. When the Conductress and Associate Conductress have completed proving the Chapter they will meet behind Esther's station and proceed according to the instructions for proving the chapter.

Members holding ++plural membership should stand only once for avouchment. They may select the Chapter in which they wish to be recognized.

There are only three methods of vouching for a visitor:

- A. Having ever sat in Chapter with a visitor who exhibits a current receipt for dues.
- B. Having sat in Chapter with a visitor during the current calendar year.
- C. Being a member of the Examining Committee when a visitor passes a satisfactory examination.

Section 3. When directed by the Worthy Matron, the Conductress proceeds to the Altar, makes a slight bow to the Worthy Matron and opens the Bible. (Refer to Book of Instruction, Article IV, Section 7, C) The Worthy Matron does not respond to the salutation sign when given by the Conductress in opening or closing the Bible, as the sign is made to the open Bible.

Section 4. After the opening ceremony begins, members and visitors are not to be admitted until the Flag ceremony is completed and the Chapter is seated. (Refer to the Ritual and to the Book of Instruction, Article IV, Section 12)

Delete: Sections: 1, 2, 3, and 4 and **add** New Sections: 1, 2, 3, 4, and 5

Section 1. The Organist assumes ~~her/his~~their station and is ready to provide music when the officers enter. The Associate Conductress escorts the Worthy Patron to the East and then goes to her station. The Conductress may escort the Associate Patron to his station at the same time, then retires to her line of officers.

The Conductress and Associate Conductress may escort the Worthy Patron and Associate Patron into the labyrinth, entering between the stations of Adah and Ruth, and Electa and Martha respectively. Once facing the Altar, they may bow to each other. The Associate Conductress and Worthy Patron then turn east and the Conductress escorts the Associate Patron to his station in the West. The Conductress then retires to her line of officers. The Associate Conductress returns to her station in the chapter room.

When the Associate Conductress is given the order by the Worthy Patron, she rises, steps forward from the east side of her station, turns and marches west directly to where the officers are in formation, if all officers enter through the same door and gives the invitation. If the officers enter through two doors, she will give the invitation from a position back of Esther's station, facing the West, then take her place with the north line of officers.

~~Officers should step out with the left foot on the first beat of the music.~~ The Ritual gives instruction for the final formation ~~(or of the box) of the march.~~ As the Bible is not open at this time, ~~there is no objection to passing~~ members may pass between the Altar and the East.

The Worthy Patron steps forward on the north side of the pedestal to meet the Worthy Matron, extends his ~~right~~ hand and assists her to her station and presents her the gavel.

When the Warder is instructed to secure the doors, the Warder must check all doors before proceeding to the anteroom door to give directions to the Sentinel. The Warder closes the door without raps and makes ~~her/his~~ their report to the Worthy Matron.

Section 2. The Worthy Matron instructs the Associate Matron to prove the chapter. If the Associate Matron, by her own knowledge, can vouch for all present she does so immediately. If there are members and visitors present for whom she cannot vouch, she directs the Conductress and Associate Conductress to ascertain and report.

If the Associate Matron cannot vouch for all visitors, she may choose from the following two (2) options to prove the chapter.

A. The Conductress and Associate Conductress rise when addressed by the Associate Matron, and remain standing until she has finished speaking, then march east, keeping opposite each other and turning corners at the same time, meeting at a position in front of the Worthy Matron's station. They bow to each other, turn toward the East and beginning with the members in the East, the Conductress on the south, the Associate Conductress on the north, pass slowly to the west, carefully observing each person. If either officer finds a visitor for whom she cannot vouch, she will bow to the visitor and say: **"Please rise"** and continues according to the Ritual.

When the Conductress and Associate Conductress have completed proving the chapter, they will meet in the West behind Esther's station. ~~where~~ The Associate Conductress will address the Conductress. ~~They~~ They both turn toward the Associate Matron (turning toward each other as they face the West) and the Conductress addresses the Associate Matron. When the Associate Matron addresses the Worthy Matron, both officers (turning toward each other) promptly face the East. When the Worthy Matron responds, the Conductresses immediately return to their stations and the Associate Matron, Conductress and Associate Conductress are seated.

B. ~~For the official visitation or meetings where many guests are present,~~ The Conductress and Associate Conductress will approach the East in the regular manner, bow to each other, and turn toward the East. The Conductress taking takes a position on the south side of the Marshal's station and the Associate Conductress at a position on the north side of the Chaplain's station and then face west.

The Associate Matron will say: **"As I call the name and number of your chapter, you will please rise and remain standing until vouched for and then be seated"**. The Associate Matron starts with the smallest chapter number and proceeds, except when the Worthy Grand Matron and/or Worthy Grand Patron are present, their chapters are called first. ~~Each Worthy Matron should vouch for her own Chapter members whenever possible.~~ Avouchment by a visitor can only be made if the visitor has already been vouched for. When all members ~~chapters~~ have been vouched for, the Associate Matron will ask all visitors not previously vouched for to stand. If visitors rise, she will secure avouchment for them. Then the Associate Matron will ask: the "Will the members of thisher chapter seated on the sidelines to stand while the Conductresses prove this chapter". Chapter officers and protoms do not stand.

The Conductress and Associate Conductress will then proceed slowly west, carefully observing each person

standing. If either officer finds a person for whom she cannot vouch, she will ~~bow and ask her/him to rise and~~ report to the Associate Matron according to the Ritual. When the Conductress and Associate Conductress have completed proving the chapter, they will meet behind Esther's station and proceed according to the instructions for proving the chapter.

Members holding plural membership should stand only once for avouchment. They may select the chapter in which they wish to be recognized.

There are only three methods of vouching for a visitor:

- A. Having ever sat in a subordinate chapter meeting with a visitor who has exhibiteds a current receipt for dues.
- B. Having sat in chapter with a visitor during the current calendar year.
- C. As ~~Being~~ a member of the Examining Committee when a visitor passes a satisfactory examination.

Section 3. If a star point is absent, the Worthy Matron addresses the Conductress or members, saying: "Sister Conductress (or members), you will exemplify the sign of _____". The Conductress or members respond by saying: "The sign of this degree is given _____."

Section 34. When directed by the Worthy Matron, the Conductress proceeds to the Altar, makes a slight bow to the Worthy Matron and opens the Bible. (Refer to Book of Instructions, Article IV, Section 7, B) The Worthy Matron does not respond to the Salutation Sign when given by the Conductress in opening or closing the Bible, as the sign is made to the open Bible.

Section 45. After the opening ceremony begins, members and visitors are not to be admitted until the flag ceremony is completed and the chapter is seated. (Refer to the Ritual and to the Book of Instructions, Article IV, Section 12)

Changes:

- Section 1 updated the Conductress and AC instructions for bringing in the WP and AP and other marching instructions
- Section 2 updated the instructions for proving the chapter
- Section 3 added instructions for the WM to ask for signs in the opening
- Renumber old Section 3 and 4

Would then read

Section 1. The Organist assumes their station and is ready to provide music when the officers enter. The Associate Conductress escorts the Worthy Patron to the East and then goes to her station. The Conductress may escort the Associate Patron to his station at the same time, then retires to her line of officers.

The Conductress and Associate Conductress may escort the Worthy Patron and Associate Patron into the labyrinth, entering between the stations of Adah and Ruth, and Electa and Martha respectively. Once facing the Altar, they may bow to each other. The Associate Conductress and Worthy Patron then turns east and the Conductress escorts the Associate Patron to his station in the West. The Conductress then retires to her line of officers. The Associate Conductress returns to her station in the chapter room.

When the Associate Conductress is given the order by the Worthy Patron, she rises, steps forward from the east side of her station, turns and marches west directly to where the officers are in formation, if all officers enter through the same door and gives the invitation. If the officers enter through two doors, she will give the invitation from a position back of Esther's station, facing the West, then take her place with the north line of officers.

The Ritual gives instruction for the formation of the box. As the Bible is not open at this time, members may pass between the Altar and the East.

The Worthy Patron steps forward on the north side of the pedestal to meet the Worthy Matron, extends his hand and assists her to her station and presents her the gavel.

When the Warder is instructed to secure the doors, the Warder must check all doors before proceeding to the anteroom door to give directions to the Sentinel. The Warder closes the door without raps and makes their report to the Worthy Matron.

Section 2. The Worthy Matron instructs the Associate Matron to prove the chapter. If the Associate Matron, by her own knowledge, can vouch for all present she does so immediately. If there are members and visitors present for whom she cannot vouch, she directs the Conductress and Associate Conductress to ascertain and report.

If the Associate Matron cannot vouch for all visitors, she may choose from the following two (2) options to prove the chapter.

- A. The Conductress and Associate Conductress rise when addressed by the Associate Matron, remain standing

until she has finished speaking, then march east, keeping opposite each other and turning corners at the same time, meeting at a position in front of the Worthy Matron's station. They bow to each other, turn toward the East and beginning with the members in the East, the Conductress on the south, the Associate Conductress on the north, pass slowly to the west, carefully observing each person. If either officer finds a visitor for whom she cannot vouch, she will bow to the visitor and say: "**Please rise**" and continues according to the Ritual.

When the Conductress and Associate Conductress have completed proving the chapter, they will meet in the West behind Esther's station. The Associate Conductress will address the Conductress. They both turn toward the Associate Matron (turning toward each other as they face the West) and the Conductress addresses the Associate Matron. When the Associate Matron addresses the Worthy Matron, both officers (turning toward each other) promptly face the East. When the Worthy Matron responds, the Conductresses immediately return to their stations and the Associate Matron, Conductress and Associate Conductress are seated.

B. The Conductress and Associate Conductress will approach the East in the regular manner, bow to each other, and turn toward the East. The Conductress takes a position on the south side of the Marshal's station and the Associate Conductress at a position on the north side of the Chaplain's station and then face west.

The Associate Matron will say: "**As I call the name and number of your chapter, you will rise and remain standing until vouched for and then be seated**". The Associate Matron starts with the smallest chapter number and proceeds, except when the Worthy Grand Matron and/or Worthy Grand Patron are present, their chapters are called first. Avouchment by a visitor can only be made if the visitor has already been vouched for. When all members have been vouched for, the Associate Matron will ask all visitors not previously vouched for to stand. If visitors rise, she will secure avouchment for them. Then the Associate Matron will ask: "**Will the members of this chapter seated on the sidelines while the Conductresses prove this chapter**". Chapter officers and protoms do not stand.

The Conductress and Associate Conductress will then proceed slowly west, carefully observing each person standing. If either officer finds a person for whom she cannot vouch, she will report to the Associate Matron according to the Ritual. When the Conductress and Associate Conductress have completed proving the chapter, they will meet behind Esther's station and proceed according to the instructions for proving the chapter.

Members holding plural membership should stand only once for avouchment. They may select the chapter in which they wish to be recognized.

There are only three methods of vouching for a visitor:

- A. Having ever sat in a subordinate chapter meeting with a visitor who has exhibited a current receipt for dues.
- B. Having sat in chapter with a visitor during the current calendar year.
- C. As a member of the Examining Committee when a visitor passes a satisfactory examination.

Section 3. If a star point is absent, the Worthy Matron addresses the Conductress or members, saying: "**Sister Conductress (or members), you will exemplify the sign of _____**". The Conductress or members respond by saying: "**The sign of this degree is given _____**."

Section 4. When directed by the Worthy Matron, the Conductress proceeds to the Altar, makes a slight bow to the Worthy Matron, and opens the Bible. (Refer to Book of Instructions, Article IV, Section 7, B) The Worthy Matron does not respond to the Salutation Sign when given by the Conductress in opening or closing the Bible, as the sign is made to the open Bible.

Section 5. After the opening ceremony begins, members and visitors are not to be admitted until the flag ceremony is completed and the chapter is seated. (Refer to the Ritual and to the Book of Instructions, Article IV, Section 12)

Rationale:

- See changes above
- Updated to match current practices and traditions

Submitted by

Janice Brown

Henrietta Chapter No. 21

Liz Hughes

Idaho Chapter No. 49

Name of Code Section: Book of Instruction

Page 74-75

Article 9 Article Name Presentation of Flag

Now reads: (write verbatim what is in the Code)

The American Flag shall be displayed during all sessions of Subordinate Chapters.

Each Chapter may choose its own ceremony for presenting the Flag. The Marshal must present the Flag, but any member designated by the Worthy Matron may carry it. The Flag should be carried with the right hand over the heart and the left hand should grasp the staff just below the left hip. When the Marshal is escorting the Flag, it should be to her/his right and when the Flag is being placed in the East, she/he should stand facing southeast. The officer or member (we have no officer known as Flag Bearer or Color Bearer) carrying the Flag should not speak while making the presentation. The Flag should not be dipped to any person or thing, nor should it touch anything beneath it. The Flag should never be carried flat or horizontally, but always aloft and free.

Before the Chapter is open the Flag may be placed in the West at the left of the Associate Patron, or in the East. If the Flag is placed in the East, it remains there; if placed in the West the Marshal's line of march shall be to proceed West along the South marching line, turn North along the West line to a point directly in front of the Flag. The Flag bearer shall carry the Flag South along the West line and when reaching the Southwest corner make an acute angle and advance directly to the Altar. The Flag, when placed in the East, should stand on the same level with, and to the right of, the Worthy Matron. All other flags should be on the left. The flag of the United States should stand higher than any other flag.

The Worthy Matron may invite the Worthy Patron to conduct the presentation of the Flag, but does not hand him the gavel. The Worthy Patron will say: "Sister/Brother Marshal, you will present the Flag of our Country." If the pledge is to be given at the Altar, the Worthy Patron will say, "Sister and Brothers, you will join me in the Pledge of Allegiance to the Flag of the United States of America." After the Flag has been grounded in the East, he will invite everyone to join him in singing the Flag Song.

If the pledge is to be given after the Flag is grounded in the East, the Worthy Patron shall say:

"Sisters and Brothers, you will join me in the Pledge of Allegiance to the Flag of the United States of America, after which we will join in singing our Flag Song." When the pledge is given after the Flag is grounded in the East, the salute is held until the Flag is grounded, then resumed when the pledge is given.

When the Flag is in motion all United States Citizens should face the Flag and salute. (The salute is rendered by standing at attention with the right hand over the heart.) The Flag is considered to be in motion from the time the presentation starts until it is placed in the East to the right of the Worthy Matron and the salute should be held during the entire presentation. The salute shall be retained through the National Anthem, when played or sung. The Pledge of Allegiance to the Flag is:

"I pledge allegiance to the Flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all".

(Please do not pause after "Nation"-- there is no comma)

Following the presentation of the United States Flag tributes may be given to the Canadian Flag, the Idaho Flag, or other appropriate flags.

Delete entire Article 9, and **add** New Article 9

The ~~American Flag~~ Flag of the United States shall be displayed during all sessions of subordinate chapters.

Each chapter may choose its own ceremony for presenting the flag. If requested, tThe Marshal must present the flag, but any member designated by the Worthy Matron may carry it. The flag should be carried with the right hand over the heart and the left hand should grasp the staff just below the left hip. When the Marshal is escorting the flag, it should be to ~~her/his~~ their right and when the flag is being placed in the East, ~~she/he~~ they should stand facing ~~south~~ east. The officer or member (~~we have no officer known as Flag Bearer or Color Bearer~~) carrying the flag should not speak while making the presentation. The flag should not be dipped to any person or thing, nor should it touch anything beneath it. The flag should never be carried flat or horizontally, but always aloft and free.

Before the chapter is open, the flag may be placed in the west at the left of the Associate Patron, or in the East. If the flag is placed in the East, it remains there. if placed in the west, the Marshal's line of march shall be to proceed west along the south marching line, turn north along the west line to a point directly in front of the flag. The flag bearer shall carry the flag ~~South~~ along the west line toward the southwest corner and when reaching the ~~reaching the southwest corner~~ make an acute angle, entering the labyrinth between Ruth and Esther and advance directly to the Altar.

The Flag of the United States flag, when placed in the East, should stand on the same level with, and to the right of, the Worthy Matron. All other national flags should be ~~on the left~~ to the south of the Flag of the United States flag. The Flag of the United States should stand higher than any other flag. All other flags (Christian, OES, chapter, etc) should be on the

left of the Worthy Patron.

The Worthy Matron may invite the Worthy Patron to conduct the presentation of the flag but does not hand him the gavel. The Worthy Patron will say: "**Sister/Brother Marshal, you will present the Flag of the United States of America, our Country.**" If the pledge is to be given at the Altar, the Worthy Patron will say: "**Sister and Brothers, you will join me in the Pledge of Allegiance to the Flag of the United States of America.**" After the flag has been grounded in the East, he will invite everyone to join him in singing the flag song.

If the pledge is to be given after the flag is grounded in the East, the Worthy Patron shall say: "**Sisters and Brothers, you will join me in the Pledge of Allegiance to the Flag of the United States of America, after which we will join in singing our Flag Song.**" When the pledge is given after the flag is grounded in the East, the salute is held until after ~~until~~ ~~the Flag is grounded, then resumed when~~ the pledge is given.

When the flag is in motion, all United States citizens should face the flag and salute. The salute is rendered by standing at attention with the right hand over the heart. The flag is considered to be in motion from the time the presentation starts until it is placed in the East to the right of the Worthy Matron, and the salute should be held during the entire presentation. The salute shall be retained through the National Anthem, when played or sung. The Pledge of Allegiance to the flag is:

"I pledge allegiance to the Flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all".

(Please do not pause after "Nation"-- there is no comma)

Following the presentation of the Flag of the United States Flag, tributes may be given to the Canadian Flag, the Idaho Flag, or other appropriate flags.

Changes:

- Updated wording for the Flag of the United States
- Added instructions for displaying other flags

Would then read

The Flag of the United States shall be displayed during all sessions of subordinate chapters.

Each chapter may choose its own ceremony for presenting the flag. If requested, the Marshal must present the flag, but any member designated by the Worthy Matron may carry it. The flag should be carried with the right hand over the heart and the left hand should grasp the staff just below the left hip. When the Marshal is escorting the flag, it should be to their right and when the flag is being placed in the East, they should stand facing east. The officer or member carrying the flag should not speak while making the presentation. The flag should not be dipped to any person or thing, nor should it touch anything beneath it. The flag should never be carried flat or horizontally, but always aloft and free.

Before the chapter is open, the flag may be placed in the west at the left of the Associate Patron, or in the East. If the flag is placed in the East, it remains there. If placed in the west, the Marshal's line of march shall be to proceed west along the south marching line, turn north along the west line to a point directly in front of the flag. The flag bearer shall carry the flag along the west line toward the southwest corner and when reaching the corner make an acute angle, entering the labyrinth between Ruth and Esther and advance directly to the Altar.

The Flag of the United States, when placed in the East, should stand on the same level with, and to the right of, the Worthy Matron. All other national flags should be to the south of the Flag of the United States. The Flag of the United States should stand higher than any other flag. All other flags (Christian, OES, chapter, etc) should be on the left of the Worthy Patron.

The Worthy Matron may invite the Worthy Patron to conduct the presentation of the flag but does not hand him the gavel. The Worthy Patron will say: "**Sister/Brother Marshal, you will present the Flag of the United States of America.**" If the pledge is to be given at the Altar, the Worthy Patron will say: "**Sister and Brothers, you will join me in the Pledge of Allegiance to the Flag of the United States of America.**" After the flag has been grounded in the East, he will invite everyone to join him in singing the flag song.

If the pledge is to be given after the flag is grounded in the East, the Worthy Patron shall say: "**Sisters and Brothers, you will join me in the Pledge of Allegiance to the Flag of the United States of America, after which we will join in singing our Flag Song.**" When the pledge is given after the flag is grounded in the East, the salute is held until after the pledge is given.

When the flag is in motion, all United States citizens should face the flag and salute. The salute is rendered by

standing at attention with the right hand over the heart. The flag is considered to be in motion from the time the presentation starts until it is placed in the East to the right of the Worthy Matron, and the salute should be held during the entire presentation. The salute shall be retained through the National Anthem, when played or sung. The Pledge of Allegiance to the flag is:

**"I pledge allegiance to the Flag of the United States of America and to the republic for which it stands,
one nation under God, indivisible, with liberty and justice for all".**

(Please do not pause after "Nation"-- there is no comma)

Following the presentation of the Flag of the United States, tributes may be given to the Canadian Flag, the Idaho Flag, or other appropriate flags.

Rationale:

See changes above

Updated to match current practices and traditions

Submitted by



Mizpah Chapter No. 6



Henrietta Chapter No. 21

Name of Code Section: Book of Instruction
Page 78
Article 11 Article Name: Roll Call of Officers

Now reads: (write verbatim what is in the Code)

The Worthy Matron (standing) says, "**We are now ready for the regular order of business. The Secretary will call the roll and the Marshal will respond for the officers.**" The Marshal gives the name of any member serving pro tem. At the conclusion of the roll call the Secretary says, "**The roll has been called, Worthy Matron.**"(Rap gavel)

Delete: entire Article 11 and **add** New Article 11

The Worthy Matron (~~standing~~) says: "**We are now ready for the regular order of business. The Secretary will call the roll and the Marshal (or other officer appointed by the Worthy Matron) will respond for the officers.**" The Marshal gives the name of any member serving as protem. At the conclusion of the roll call the Secretary says: "**The roll has been called, Worthy Matron.**"(Raps gavel)

Optional: The Worthy Matron says: "We are now ready for the regular order of business. The Secretary will note the members and protems present."

Changes:

- Updated the wording for the Worthy Matron
- Added an optional roll call for chapters with no visitors, this is a choice for the Worthy Matron

Would then read

The Worthy Matron says: "**We are now ready for the regular order of business. The Secretary will call the roll and the Marshal (or other officer appointed by the Worthy Matron) will respond for the officers.**" The Marshal gives the name of any member serving as protem. At the conclusion of the roll call the Secretary says: "**The roll has been called, Worthy Matron.**"(Raps gavel)

Optional: The Worthy Matron says: "**We are now ready for the regular order of business. The Secretary will note the members and protems present.**"

Rationale:

- See changes above
- Updated to match current practices and traditions

Submitted by



Mizpah Chapter No. 6

Janice Brown

Henrietta Chapter No. 21

Name of Code Section: Book of Instruction

Page 78-79

Article 12, 13, and 14

Article Name: Reading of Minutes, Communications & Bills

Now reads: (write verbatim what is in the Code)**ARTICLE XII - READING OF MINUTES**

Section 1. The Worthy Matron (standing) says, "The Secretary will read the minutes of our laststated, and any intervening meetings." If there are minutes of more than one meeting to be read, they should be read and acted upon separately.

The Worthy Matron is seated while the minutes are being read and then rises and says, "You have heard the reading of the minutes; if there are no corrections they will stand approved as read. (Pause) Hearing none, the minutes are approved, Sister/Brother Secretary." (Rap gavel) Orif there are corrections to the minutes the Worthy Matron says, "The minutes are approved as corrected, Sister/Brother Secretary." The Marshal then carries the minute book to the Worthy Matron for her signature.

Section 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.

ARTICLE XIII - READING OF COMMUNICATIONS

Section 1. The Worthy Matron (standing) says, "The Secretary will read the communications," All Eastern Star communications shall be read in open Chapter. (Refer to Rules and Regulations, Article 2, Section 1, F)

After the reading of the communications the Worthy Matron says, "If there are no objections, the communications will be answered by the Secretary, as directed, and placed on file. (Pause) Hearing none, it is so ordered." (Rap gavel) Should there be an objection the Worthy Matron says, "Please state your objection."

A vote is then taken on the objection. The Worthy Matron then says: "Are there any further objections?" and proceeds with the vote on the objection.

Section 2. When a request for a Demit, or Certificate of Transfer, is read the Worthy Matron says, "If the Member's dues are paid as the law requires, and there are no objections, the request will be granted. (Pause) It is so ordered." (Rap gavel) If there is an objection refer to Rules and Regulations, Article XV, Section 3.

Section 3. A Special Dispensation shall be read just before the order of business for which it is granted.

ARTICLE XIV - BILLS

The Worthy Matron (standing) says, "Are there bills to be presented?" After the bills have been presented the Worthy Matron says, "You have heard the reading of the bills presented against the Chapter; if there are no objections, the same will be allowed and orders drawn in payment thereof. (Pause) Hearing none, it is so ordered." (Rap gavel) If there are objections to one or more of the bills they must be segregated and acted upon separately by vote of the Chapter.

Delete: Articles 12, 13, and 14 **add** New Article 12, 13, and 14

ARTICLE XII - READING OF MINUTES

Section 1. The Worthy Matron (~~standing~~) says: "The Secretary will read the minutes of our last stated and any intervening meetings." If there are minutes of more than one meeting to be read, they should be read oldest first and acted upon separately.

The Worthy Matron is seated while the minutes are being read and then rises and says: "You have heard the reading of the minutes. If there are no corrections, they will stand approved as read. (Pause) Hearing none, the minutes are approved as read, Sister/Brother Secretary." (Raps gavel) Or if there are corrections to the minutes the Worthy Matron says: "The minutes are approved as corrected, Sister/Brother Secretary." The Marshal (or another officer appointed by the Worthy Matron) then carries the minutes book to the Worthy Matron for her signature.

Section 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.

ARTICLE XIII - READING OF COMMUNICATIONS

Section 1. The Worthy Matron (~~standing~~) says: "The Secretary will read the communications." All Eastern Star communications ~~shall~~ are read, summarized, or printed for the members ~~be read~~ in open Chapter. (Refer to Rules and Regulations, Article 2, Section 1, F)

After the reading of the communications, the Worthy Matron says: "If there are no objections, the communications will be answered by the Secretary as directed and placed on file. (Pause) Hearing none, it is so ordered." (Raps gavel) ~~Should there be an objection the Worthy Matron says, "Please state your objection."~~

~~————— A vote is then taken on the objection. The Worthy Matron then says: "Are there any further objections?" and proceeds with the vote on the objection.~~

Section 2. When a request for a Demit or Certificate of Transfer is read, the Worthy Matron says: **"If the member's dues are paid as the law requires, and there are no objections, the request will be granted. (Pause) It is so ordered."** (Raps gavel) If there is an objection, refer to Rules and Regulations, Article XV, Section 3.

Section 3. A Special Dispensation shall be read just before the order of business for which it is granted.

ARTICLE XIV - BILLS

The Worthy Matron (~~standing~~) says: **"Are there bills to be presented?"** After the bills have been presented, the Worthy Matron says: **"You have heard the reading of the bills presented against the chapter. If there are no objections, the same will be allowed and orders drawn in payment thereof. (Pause) Hearing none, it is so ordered."** (Raps gavel)

If there are objections to one or more of the bills, they must be segregated and acted upon separately by vote of the chapter immediately.

Changes:

- Updated the wording for the Worthy Matron
- Added wording for the way communications may be handled

Would then read

ARTICLE XII - READING OF MINUTES

Section 1. The Worthy Matron says: **"The Secretary will read the minutes of our last stated and any intervening meetings."** If there are minutes of more than one meeting to be read, they should be read oldest first and acted upon separately.

The Worthy Matron is seated while the minutes are being read and then rises and says: **"You have heard the reading of the minutes. If there are no corrections, they will stand approved as read. (Pause) Hearing none, the minutes are approved as read, Sister/Brother Secretary."** (Raps gavel) Or if there are corrections to the minutes the Worthy Matron says: **"The minutes are approved as corrected, Sister/Brother Secretary."** The Marshal (or another officer appointed by the Worthy Matron) then carries the minutes to the Worthy Matron for her signature.

Section 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.

ARTICLE XIII - READING OF COMMUNICATIONS

Section 1. The Worthy Matron says: **"The Secretary will read the communications."** All Eastern Star communications are read, summarized, or printed for the members in chapter. (Refer to Rules and Regulations, Article 2, Section 1, F)

After the reading of the communications, the Worthy Matron says: **"If there are no objections, the communications will be answered by the Secretary as directed and placed on file. (Pause) Hearing none, it is so ordered."** (Raps gavel)

Section 2. When a request for a Demit or Certificate of Transfer is read, the Worthy Matron says: **"If the member's dues are paid as the law requires, and there are no objections, the request will be granted. (Pause) It is so ordered."** (Raps gavel) If there is an objection, refer to Rules and Regulations, Article XV, Section 3.

Section 3. A Special Dispensation shall be read just before the order of business for which it is granted.

ARTICLE XIV - BILLS

The Worthy Matron says: **"Are there bills to be presented?"** After the bills have been presented, the Worthy Matron says: **"You have heard the reading of the bills presented against the chapter. If there are no objections, the same will be allowed and orders drawn in payment thereof. (Pause) Hearing none, it is so ordered."** (Raps gavel)

If there are objections to one or more of the bills, they must be segregated and acted upon separately by vote of the chapter immediately.

Rationale:

See changes above

Updated to match current practices and traditions

Submitted by

Lucy Meredith

Hermosa Chapter No. 32

Liz Hughes

Idaho Chapter No. 49

Name of Code Section: _Book of Instruction

Page 79-80

Articles 18 and 19 Article Name: Reception of Petitions and Investigating Committee

Now reads: (write verbatim what is in the Code)

ARTICLE XVIII - -RECEPTION OF PETITIONS

The Worthy Matron asks the Secretary if there are petitions to be read. After a petition has been read by the Secretary, the Worthy Matron says, "**You have heard the reading of the petition for membership. If there are no objections it will be received and a committee on character appointed. (Pause) Hearing none, it is so ordered.**" (Rap gavel)

In case of an objection the petition is not accepted and an investigating committee is not appointed. (Refer to Rules and Regulations, Article XII, Section 7) If no objection the Worthy Matron then appoints the Investigating Committee: a sister as chairman, and a sister and brother assisting. (Refer to Rules and Regulations, Article VII, Section 6)

ARTICLE XIX - REPORT OF INVESTIGATING COMMITTEE

After the Secretary has read the report of the committee on a petition, the Worthy Matron says, "You have heard the report of the Investigating Committee. The Committee will be discharged and we will proceed to the next order of business, which is balloting."

Delete: Article 18 and 19 and **add** New Article 18 and 19

ARTICLE XVIII - RECEPTION OF PETITIONS

The Worthy Matron asks the Secretary if there are petitions to be read. After a petition has been read by the Secretary, the Worthy Matron says: "**You have heard the reading of the petition for membership. If there are no objections, it will be received, and an investigating committee appointed ~~committee on character.~~ (Pause) Hearing none, it is so ordered.**" (Raps gavel).

~~In case of an objection, the petition is not accepted, and an investigating committee is not appointed. (Refer to Rules and Regulations, Article XII, Section 7)~~

If there are no objections, the Worthy Matron then appoints the Investigating Committee consisting of a sister as chairman, and a sister and brother assisting. (Refer to Rules and Regulations, Article VII, Section 5).

In case of an objection, the petition is not accepted, and an investigating committee is not appointed. (Refer to Rules and Regulations, Article XII, Section 7)

ARTICLE XIX - REPORT OF INVESTIGATING COMMITTEE

The Worthy Matron asks the Secretary if there is a report of the Investigating Committee. After the Secretary has read the report of the committee on a petition, the Worthy Matron says: "**You have heard the report of the Investigating Committee. The committee is ~~will be~~ discharged, and we will proceed to the next order of business, which is balloting.**"

Changes:

- Updated the wording
- Rearranged Article 18

Would then read

**ARTICLE XVIII
RECEPTION OF PETITIONS**

The Worthy Matron asks the Secretary if there are petitions to be read. After a petition has been read by the Secretary, the Worthy Matron says: "**You have heard the reading of the petition for membership. If there are no objections, it will be received, and an investigating committee appointed. (Pause) Hearing none, it is so ordered.**" (Raps gavel).

If there are no objections, the Worthy Matron then appoints the Investigating Committee consisting of a sister as chairman, and a sister and brother assisting. (Refer to Rules and Regulations, Article VII, Section 5).

In case of an objection, the petition is not accepted, and an investigating committee is not appointed.
(Refer to Rules and Regulations, Article XII, Section 7)

ARTICLE XIX
REPORT OF INVESTIGATING COMMITTEE

The Worthy Matron asks the Secretary if there is a report of the Investigating Committee. After the Secretary has read the report of the committee on a petition, the Worthy Matron says: "**You have heard the report of the Investigating Committee. The committee is discharged, and we will proceed to the next order of business, which is balloting.**"

Rationale:

See changes above

Updated to match current practices and traditions

Submitted by

Lucy Meredith

Hermosa Chapter No. 32

Janice Brown

Henrietta Chapter No. 21

Name of Code Section: Book of Instruction

Page 85-86

Article 23 Article Name: Installation

Sections 1-7

Now reads: (write verbatim what is in the Code)**Section 1.** The Ritual gives detailed instruction for installation of officers of Subordinate Chapters and this instruction must be followed exactly. (Refer to Rules and Regulations, Article IV)

Only members of the Order of the Eastern Star may assist in any of the ritualistic ceremony.

Section 2. The Worthy Matron retains her authority until the gavel is placed in the hands of the newly installed Worthy Matron. It should be the rule that the Worthy Matron, or a committee, is responsible for the planning of the installation ceremony, the program, decorations, refreshments and all items concerning the installation. (Refer to Rules and Regulations, Article VI, Section 2, AC) The Worthy Matron elect shall select the installing officers.**Section 3.** When the presiding officer calls the recess to prepare for the Ceremony of Installation the Bible is not closed and no one is permitted to cross between the East and the Altar. This recess is called for:

- A. Placing the badges on the Altar. (only the Marshal shall enter the Labyrinth)
- B. Arranging the chairs in a semi-circle in the West.
- C. Allowing the officers time to make any necessary preparations.

Section 4. Gifts and addenda are presented after the ceremony of installation is completed. Presentations of past officers' jewels are also made after the acceptance remarks of the Worthy Matron and Worthy Patron.**Section 5.** The officers are conducted to the Altar entering the labyrinth between Adah and Ruth. When the Installing Marshal has presented each officer to the Installing Officer she/he steps back slightly so that the officer stands alone at the Altar. The baton may be placed on the Altar while the Installing Marshal invests the officers with their badges. The Worthy Matron is invested with her badge and conducted to the North side of the Altar directly to the East and receives the Grand Honors. The Worthy Patron in the same manner on the South side. Escorts for the Worthy Matron are permitted between Electa's station and the East and for the Worthy Patron between Adah's station and the East. No escorts are permitted to enter the Labyrinth. The Conductress, Associate Conductress, each Star Point officer, the Warder and Sentinel shall turn slightly to the left to be invested with their badge, then, face East for the explanation of the badge.**Section 6.** The officers may follow the Marshal single file or when outside the labyrinth she/he may offer an arm to each officer. When escorting officers the Marshal should offer the arm which will bring the officer on the inside next to the Altar; the left arm should be offered to the Worthy Patron, Secretary, Marshal, Associate Matron and Associate Patron, the right arm to the Worthy Matron, Chaplain, Treasurer and Organist (if the instrument is in the West, the left arm is offered to the Organist).

The Star Point officers, the Conductresses, the Warder and the Sentinel are always led single file to their stations.

Section 7. When it is necessary to install elective or appointive officers at a later time, the following procedure shall be followed:

- A. The Installing Marshal presents the officer to be installed at the Altar.
- B. The Installing Officer gives the Obligation and the charge for the officer.
- C. The Installing Marshal invests the officer with the badge of office.
- D. The Installing Officer gives the explanation of the badge.
- E. The Installing Marshal escorts the officer to her/his station.
- F. The proclamation is given at the Altar or from the Marshal's station.

Delete: Sections: 1-7, and **add** New Sections: 1-8**Section 1.** The Ritual gives detailed instruction for installation of officers of subordinate chapters and this instruction must be followed exactly. (Refer to Rules and Regulations, Article IV)

Only members of the Order of the Eastern Star may assist in any of the ritualistic ceremony.

Section 2. The Worthy Matron retains her authority until the Worthy Matron elect is installed. ~~the gavel is placed in the hands of the newly installed Worthy Matron. It should be the rule that~~ The Worthy Matron elect, or a committee, is responsible for the planning of the ~~installation ceremony~~ Installation Ceremony, including the selection of the installing officers, the program, decorations, refreshments, and all items concerning the installation. ~~(Refer to Rules and Regulations, Article VI, Section 2, AC) The Worthy Matron elect shall select the installing officers.~~**Section 3.** When the ~~presiding officer~~ Installing Officer calls the recess to prepare for the ~~Ceremony of Installation~~ Ceremony, the Bible is not closed, and no one is permitted to cross between the East and the Altar. This recess is called for:

- A. Placing the badges on the Altar. (only the Installing Marshal shall enter the Labyrinth)
- B. Arranging the chairs in a semi-circle in the west
- C. Allowing the officers time to make any necessary preparations

Section 4. In a closed Installation after the entrance of the officers to be installed, the Installing Officer shall verify that all present are members of the Order of the Eastern Star before proceeding with Installation.

~~Section 45.~~ Gifts and addenda are presented after the ~~ceremony of installation~~ Installation Ceremony is completed. Presentations of past officers' jewels are also made after the acceptance remarks of the Worthy Matron and Worthy Patron.

~~Section 56.~~ The officers are conducted to the Altar entering the labyrinth between Adah and Ruth. When the Installing Marshal has presented each officer to the Installing Officer, ~~she/he~~ they step back slightly so that the officer stands alone at the Altar. The baton may be placed on the Altar while the Installing Marshal invests the officers with their badges. The Worthy Matron is invested with her badge and conducted to the north side of the Altar directly to the East and receives the Grand Honors. The Worthy Patron in the same manner on the south side. Escorts for the Worthy Matron are permitted between Electa's station and the East and for the Worthy Patron between Adah's station and the East. No escorts are permitted to enter the Labyrinth. The officers ~~Conductress, Associate Conductress, each Star Point officer, the Warder and Sentinel~~ shall turn slightly towards the Installing Marshal ~~to the left~~ to be invested with their badge, then face the East for the explanation of the badge.

~~Section 67.~~ The Installing Marshal may lead the officers single file or when outside the labyrinth, may offer an arm to each officer. ~~The officers may follow the Marshal single file or when outside the labyrinth she/he may offer an arm to each officer. When escorting officers, the Marshal should offer the arm which will bring the officer on the inside next to the Altar; the left arm should be offered to the Worthy Patron, Secretary, Marshal, Associate Matron and Associate Patron, the right arm to the Worthy Matron, Chaplain, Treasurer and Organist (if the instrument is in the West, the left arm is offered to the Organist).~~

The Star Point officers, the Conductresses, the Warder and the Sentinel are always led single file to their stations.

~~Section 78.~~ When it is necessary to install elective or appointive officers at a later time, the following procedure shall be followed:

- A. The Installing Marshal presents the officer to be installed at the Altar.
- B. The Installing Officer gives the Obligation and the charge for the officer.
- C. The Installing Marshal invests the officer with the badge of office.
- D. The Installing Officer gives the explanation of the badge.
- E. The Installing Marshal escorts the officer to ~~her/his~~ their station.
- F. The Installing Marshal gives the proclamation ~~is given~~ at the Altar or from the Marshal's station.

Changes:

- Updated the wording
- Added new Section 4 for closed installations

Would then read

Section 1. The Ritual gives detailed instruction for installation of officers of subordinate chapters and this instruction must be followed exactly. (Refer to Rules and Regulations, Article IV)

Only members of the Order of the Eastern Star may assist in any of the ritualistic ceremony.

Section 2. The Worthy Matron retains her authority until the Worthy Matron elect is installed. The Worthy Matron elect, or a committee, is responsible for the planning of the Installation Ceremony, including the selection of the installing officers, the program, decorations, refreshments, and all items concerning the installation.

Section 3. When the Installing Officer calls the recess to prepare for the Installation Ceremony, the Bible is not closed, and no one is permitted to cross between the East and the Altar. This recess is called for:

- A. Placing the badges on the Altar. (only the Installing Marshal shall enter the Labyrinth)
- B. Arranging the chairs in a semi-circle in the west
- C. Allowing the officers time to make any necessary preparations

Section 4. In a closed Installation after the entrance of the officers to be installed, the Installing Officer shall verify that all present are members of the Order of the Eastern Star before proceeding with Installation.

Section 5. Gifts and addenda are presented after the Installation Ceremony is completed.

Section 6. The officers are conducted to the Altar entering the labyrinth between Adah and Ruth. When the Installing Marshal has presented each officer to the Installing Officer, they step back slightly so that the officer stands alone at the Altar. The baton may be placed on the Altar while the Installing Marshal invests the officers with their badges. The Worthy Matron is invested with her badge and conducted to the north side of the Altar

directly to the East and receives the Grand Honors. The Worthy Patron in the same manner on the south side. Escorts for the Worthy Matron are permitted between Electa's station and the East and for the Worthy Patron between Adah's station and the East. No escorts are permitted to enter the Labyrinth. The officers shall turn slightly towards the Installing Marshal to be invested with their badge, then face the East for the explanation of the badge.

Section 7. The Installing Marshal may lead the officers single file or when outside the labyrinth, may offer an arm to each officer.

The Star Point officers, the Conductresses, the Warder and the Sentinel are always led single file to their stations.

Section 8. When it is necessary to install elective or appointive officers at a later time, the following procedure shall be followed:

- A. The Installing Marshal presents the officer to be installed at the Altar.
- B. The Installing Officer gives the Obligation and the charge for the officer.
- C. The Installing Marshal invests the officer with the badge of office.
- D. The Installing Officer gives the explanation of the badge.
- E. The Installing Marshal escorts the officer to their station.
- F. The Installing Marshal gives the proclamation at the Altar or from the Marshal's station.

Rationale:

See changes above
Updated to match current practices and traditions

Submitted by



Mizpah Chapter No. 6



Idaho Chapter No. 49

Name of Code Section: Book of Instruction
Page 86-87
Article 24 Article Name: New Business
Sections 2, 3, 4, 5 and 6

Now reads: (write verbatim what is in the Code)

Section 2. The nature of this order of business will be determined by the Chapter and must be conducted at the discretion of the Worthy Matron. All communications requiring action by the Chapter are disposed of under this order of business. Members should be prompt in assisting the Worthy Matron of disposing with Chapter business, and should vote upon all questions.

Section 3. The Proficiency Test is given in the Chapter room under this order of business.

Section 4. Only one person should occupy the floor at a time. A member may rise to ask a question or answer a question while another has the floor, but when someone is speaking, reading or reporting, all should be seated. Anyone who stands while another has the floor is out of order, and is not entitled to recognition.

The chair should follow the parliamentary ruling and recognize the one who rises first. A member may speak twice on the same question, provided no one else desires to do so at the time.

Section 5. A majority vote means more than half, or one vote over the one-half mark ($\frac{1}{2}$) of those voting, provided a quorum is present. Two-thirds vote means two-thirds ($\frac{2}{3}$) of the number voting. A vote by show of hands may be taken unless a standing vote is requested.

The voting sign of the Order is the up-lifted right hand. There are two times when a presiding officer may vote: when a vote is by ballot or when it is necessary to decide a tie.

Section 6. The procedure of dealing with new business introduced by a motion or a resolution is as follows:

- A. Obtain the floor (Member rises and addresses the presiding officer).
- B. Make the motion ("**I move that**")
- C. Second the motion (A member, without rising or addressing the chair says, "**I second the motion.**" If the motion is not seconded, the presiding officer may say, "**There being no second, the motion is not before the Chapter.**")
- D. The motion is stated by the chair ("**It is moved and seconded that**").
- E. Discussion - Speakers must
 1. Be entitled to the floor.
 2. Address their remarks to the chair, be courteous and avoid all personalities.
 3. Confine discussion to the question pending.
- F. Call for the vote. ("All of those in favor of the motion as stated vote by the voting sign of **the Order**" (Pause) "**Those opposed vote by the same sign**"). If the result of the vote is doubtful, the chair calls for a standing vote -- first for the affirmative, then the negative.
- G. Announce the vote (When the vote is a tie, the motion is lost, unless the presiding officer votes in the affirmative in order to carry the motion.)

Delete: Sections: 2, 3, 4, 5 and 6 **add** New Sections: 2, 3, 4, 5 and 6

Section 2. The nature of this order of business will be determined by the chapter and must be conducted at the discretion of the Worthy Matron. All communications requiring action by the chapter are disposed of under this order of business. Members should be prompt in assisting the Worthy Matron of disposing with chapter business and should vote upon all questions motions.

Section 3. The first order of business is elections. The Proficiency Test, if is given in the chapter room, is under this order of business.

Section 4. Only one person should occupy the floor at a time. A member may rise to ask a question or answer a question while another has the floor, but when someone is speaking, reading or reporting, all should be seated. Anyone who stands while another has the floor is out of order and is not entitled to recognition.

The chair Presiding Officer should follow the parliamentary ruling rules and recognize the one who rises first. A member may speak twice on the same question, provided no one else desires to do so at the time.

Section 5. A majority vote means more than half, or one vote over the one-half ($\frac{1}{2}$) mark ($\frac{1}{2}$) of those voting, provided a quorum is present. Two-thirds ($\frac{2}{3}$) vote means two-thirds ($\frac{2}{3}$) of the number voting. A vote by show of hands may be taken unless a standing vote or written ballot is requested.

The voting sign of the Order is the up-lifted right hand. There are two times when a Presiding Officer may

vote: when a vote is by ballot or when it is necessary to decide a tie.

Section 6. The procedure of for dealing with new business introduced by a motion or a resolution is as follows:

- A. Obtain the floor (Member rises and addresses the Presiding Officer)
- B. Make the motion ("**I move that**")
- C. Second the motion (A member, without rising or addressing the chair says: "**I second the motion.**" If the motion is not seconded, the Presiding Officer may say: "**There being no second, the motion is not before the chapter.**")
- D. The motion is stated by the ~~chair~~ Presiding Officer ("**It is moved and seconded that**").
- E. Discussion - Speakers must:
 1. Be entitled to the floor
 2. Address their remarks to the chair, ~~be courteous and avoid all personalities~~
 3. Confine discussion to the question pending
 4. Be courteous and avoid all personalities
- F. The Presiding Officer calls for the vote by saying: "**All of those in favor of the motion as stated will vote by the voting sign of the Order**". (Pause) "**Those opposed will vote by the same sign**". If the result of the vote is doubtful, the ~~chair~~ Presiding Officer calls for a standing vote or written ballot -- first for the affirmative, then the negative.
- G. Announce the vote The Presiding Officer will state: "The motion is passed/is lost ~~has failed~~" When the vote is a tie, the motion is lost, unless the Presiding Officer votes in the affirmative ~~in order to carry~~ pass the motion.

Changes:

- Updated the wording
- Added elections as the first order of business

Would then read

Section 2. The nature of this order of business will be determined by the chapter and must be conducted at the discretion of the Worthy Matron. All communications requiring action by the chapter are disposed of under this order of business. Members should vote upon all motions.

Section 3. The first order of business is elections. The Proficiency Test, if given in the chapter room, is under this order of business.

Section 4. Only one person should occupy the floor at a time. A member may rise to ask a question or answer a question while another has the floor, but when someone is speaking, reading or reporting, all should be seated. Anyone who stands while another has the floor is out of order and is not entitled to recognition.

The Presiding Officer should follow the parliamentary rules and recognize the one who rises first. A member may speak twice on the same question, provided no one else desires to do so at the time.

Section 5. A majority vote means more than half, or one vote over one-half (1/2) of those voting, provided a quorum is present. Two-thirds (2/3) vote means two-thirds (2/3) of the number voting. A vote by show of hands may be taken unless a standing vote or written ballot is requested.

The voting sign of the Order is the up-lifted right hand. There are two times when a Presiding Officer may vote: when a vote is by ballot or when it is necessary to decide a tie.

Section 6. The procedure for dealing with new business introduced by a motion or a resolution is as follows:

- A. Obtain the floor (Member rises and addresses the Presiding Officer)
- B. Make the motion ("**I move that**")
- C. Second the motion (A member, without rising or addressing the chair says: "**I second the motion.**" If the motion is not seconded, the Presiding Officer may say: "**There being no second, the motion is not before the chapter.**")
- D. The motion is stated by the Presiding Officer ("**It is moved and seconded that**").
- E. Discussion - Speakers must:
 1. Be entitled to the floor

2. Address their remarks to the chair
 3. Confine discussion to the question pending
 4. Be courteous and avoid all personalities
- F. The Presiding Officer calls for the vote by saying: "**All of those in favor of the motion as stated will vote by the voting sign of the Order**". (Pause) "**Those opposed will vote by the same sign**". If the result of the vote is doubtful, the Presiding Officer calls for a standing vote or written ballot -- first for the affirmative, then the negative.
- G. The Presiding Officer will state: "**The motion is passed/is lost.**" When the vote is a tie, the motion is lost, unless the Presiding Officer votes in the affirmative to pass the motion.

Rationale:

See changes above

Updated to match current practices and traditions

Submitted by

Janice Brown

Henrietta Chapter No. 21

Liz Hughes

Idaho Chapter No. 49

Date Received: 3-25-2026
(Grand Secretary Use Only)

Name of Code Section: Book of Instruction

Page 87

Article 25 Article Name: Election of Officers

Section 1 and 2

Now reads: (write verbatim what is in the Code)

Section 1. The Worthy Matron shall appoint two or more members to act as tellers, who will distribute the ballots. She may ask the Worthy Patron to preside for the election. The presiding officer has the members, eligible to vote, count off to determine the exact number voting. If the number of voting members present changes during the election, a new count must be taken.

Section 2. An election is determined by a majority vote. ■ The presiding officer shall announce the name of the office to be filled. The tellers will then proceed to collect the ballots. When all have voted, the presiding officer shall declare the ballot closed. (Rap gavel) The ballots are counted by the tellers at the Secretary's desk, the Secretary keeping tally. The result of the ballot shall be declared by the presiding officer. (Refer to Rules and Regulations, Article III for nomination procedure^)

Delete: Sections: 1 and 2 and **add** New Sections: 1, 2, 3, and 4

Section 1. Elections shall be the first order of new business. The Worthy Matron may preside over elections or ask the Worthy Patron to preside. ~~The Worthy Matron shall appoint two or more members to act as tellers, who will distribute the ballots. She may ask the Worthy Patron to preside for the election. The Presiding Officer has the members, eligible to vote, count off to determine the exact number voting. If the number of voting members present changes during the election, a new count must be taken.~~

Section 2. Nominations for elective officers may be made from the floor or a nominating ballot may be used. If there is more than one nominee, officers are selected by secret ballot. When there is only one nominee, election may be by acclamation.

Section 3. If necessary, the Presiding Officer shall appoint two or more members to act as tellers, who will distribute, collect and read the ballots. The Presiding Officer has the chapter members eligible to vote, including the Sentinel, count off to determine the exact number voting. If the number of voting members present changes during the election, a new count must be taken.

Section 24. An election is determined by a majority vote. The Presiding Officer shall announce the name of the office to be filled. When all have voted, the Presiding Officer shall declare the ballot closed. The tellers will then proceed to collect the ballots. (Raps gavel) The ballots are counted by the tellers at the Secretary's desk, the Secretary keeping tally. The result of the ballot shall be declared by the Presiding Officer.

Changes:

- Updated the wording
- Added Section 2
- Moved part of Section 1 to new Section 3 and renumbered Section 2 to 4

Would then read

Section 1. Elections shall be the first order of new business. The Worthy Matron may preside over elections or ask the Worthy Patron to preside.

Section 2. Nominations for elective officers may be made from the floor or a nominating ballot may be used. If there is more than one nominee, officers are selected by secret ballot. When there is only one nominee, election may be by acclamation.

Section 3. If necessary, the Presiding Officer shall appoint two or more members to act as tellers, who will distribute, collect and read the ballots. The Presiding Officer has the chapter members eligible to vote, including the Sentinel, count off to determine the exact number voting. If the number of voting members present changes during the election, a new count must be taken.

Section 4. An election is determined by a majority vote. The Presiding Officer shall announce the name of the office to be filled. When all have voted, the Presiding Officer shall declare the ballot closed. The tellers will then proceed to collect the ballots. (Raps gavel) (Raps gavel) The ballots are counted by the tellers at the Secretary's desk, the Secretary keeping tally. The result of the ballot shall be declared by the Presiding Officer.

Rationale:

See changes above

Updated to match current practices and traditions

Submitted by



Mizpah Chapter No. 6



Henrietta Chapter No. 21

Date Received: 3-25-2026
(Grand Secretary Use Only)

Name of Code Section: Book of Instruction

Page 87

Article 26 Article Name: Good of the Order

Section 1 and 2

Now reads: (write verbatim what is in the Code)

Section 1. This order of business is unique to each Chapter. Entertainment may be given under this order of business for members. Should guests be invited, the Chapter preferably should be closed in regular form before proceeding with the program; a recess may be declared, and the Bible closed to admit non-members. However, when the guests have departed, the Worthy Matron must have the Associate Matron vouch for all present before reopening the Bible.

Section 2. When there are several distinguished members present, at a stated meeting, it is not necessary to ask each one to speak. The Worthy Grand Matron and/or Worthy Grand Patron are always given the courtesy to speak, then, one other member may speak for the other distinguished members. It is customary to recognize the highest member present.

Delete: Sections: 1 and 2 and **add** New Sections: 1 and 2

Section 1. This order of business is unique to each chapter. ~~Entertainment~~ **Presentations** may be given under this order of business for members. Should guests be invited, ~~the Chapter preferably should be closed in regular form before proceeding with the program;~~ a recess may be declared. ~~and the Bible closed~~ **informally, and non-members may be admitted.** ~~.to admit non-members. However, w~~ **When** the guests have departed, **the doors are secured, and** the Worthy Matron must have the Associate Matron vouch for all present before reopening the Bible.

Section 2. When there are several distinguished members present at a stated meeting, it is not necessary to ask each one to speak. The Worthy Grand Matron and/or Worthy Grand Patron are always given the courtesy to speak ~~then one other member may speak for the other distinguished members. It is customary to recognize the highest member present.~~

Changes:

- Updated the wording to current practices

Would then read

Section 1. This order of business is unique to each chapter. Presentations may be given under this order of business for members. Should guests be invited, a recess may be declared the Bible closed informally, and non-members may be admitted. When the guests have departed, the doors are secured, and the Worthy Matron must have the Associate Matron vouch for all present before reopening the Bible.

Section 2. When there are several distinguished members present at a stated meeting, it is not necessary to ask each one to speak. The Worthy Grand Matron and/or Worthy Grand Patron are always given the courtesy to speak

Rationale:

See changes above

Updated to match current practices and traditions

Submitted by



Mizpah Chapter No. 6

Janice Brown

Henrietta Chapter No. 21

Date Received: 3-25-2026
(Grand Secretary Use Only)

Name of Code Section: Book of Instruction

Page 88

Article 27 Article Name: Draping the Altar

Now reads: (write verbatim what is in the Code)

The Worthy Matron instructs the Secretary to read the memorial tributes received from the Grand Secretary for deceased Past Grand Matrons and/or Past Grand Patrons.

The Worthy Matron says, "**Sisters Conductress and Associate Conductress, you will drape the Altar. Sister/Brother Chaplain, you will assist**".

The Chaplain goes to the Altar in the usual manner, lifts the open Holy Bible from the Altar and holds it while the Conductresses advance directly to the Altar. The Conductress carries an appropriate drape and, with the assistance of the Associate Conductress, places it reverently over the Altar. The Chaplain returns the open Bible to its proper position and the three officers back away from the Altar and take their stations. The Chapters are at liberty to elaborate on this as they see fit.

Chapters shall honor their own deceased members in the same manner at any appropriate time. There shall be no interruptions during the memorial service. This shall be the last order of business before closing, in order to retain the solemnity of the occasion.

Delete: Entire Article 27 and **add** New Article 27

The Worthy Matron instructs the Secretary to read the memorial tributes received from the Grand Secretary for deceased Past Grand Matrons and/or Past Grand Patrons.

The Worthy Matron says: "**Sisters Conductress and Associate Conductress, you will drape the Altar. Sister/Brother Chaplain, you will assist**".

The Chaplain and Conductresses enter the labyrinth at the same time. The Chaplain lifts the Holy Bible from the Altar and holds it while the Conductresses drape the Altar. ~~The Chaplain goes to the Altar in the usual manner, lifts the open Holy Bible from the Altar and holds it while the Conductresses advance directly to the Altar. The Conductress carries an appropriate drape and, with the assistance of the Associate Conductress, places it reverently over the Altar. The Chaplain returns the open Bible to its proper position. and the~~ The three officers pause then back away from the Altar and take their stations.

Chapters shall honor their own deceased members in the same manner at any appropriate time. There shall be no interruptions during the memorial service. This shall be the last order of business before closing, in order to retain the solemnity of the occasion.

~~The~~ Chapters are at liberty to elaborate on this as they see fit.

Changes:

- Added instructions on draping the altar and rearranged the instructions for the Conductresses and Chaplain to put them in the correct order
- Added instruction for chapter memorials

Would then read

The Worthy Matron instructs the Secretary to read the memorial tributes received from the Grand Secretary for deceased Past Grand Matrons and/or Past Grand Patrons.

The Worthy Matron says: "**Sisters Conductress and Associate Conductress, you will drape the Altar. Sister/Brother Chaplain, you will assist**".

The Chaplain and Conductresses enter the labyrinth at the same time. The Chaplain lifts the Holy Bible from the Altar and holds it while the Conductresses drape the Altar. The Conductress carries an appropriate drape and, with the assistance of the Associate Conductress, places it reverently over the Altar. The Chaplain returns the open Bible to its proper position. The three officers pause then back away from the Altar and take their stations.

Chapters shall honor their own deceased members in the same manner at any appropriate time. There shall be no interruptions during the memorial service. This shall be the last order of business before closing, in order to retain the solemnity of the occasion.

Chapters are at liberty to elaborate on this as they see fit.

Rationale:

See changes above

Updated to match current practices and traditions

Submitted by

Lucy Meredith

Hermosa Chapter No. 32

Liz Hughes

Idaho Chapter No. 49

Date Received: 3-25-2026
(Grand Secretary Use Only)

Name of Code Section: Book of Instruction
Page 88
Article 26 Article Name: Proficiency
Section 2

Now reads: (write verbatim what is in the Code)

Section 2. The examination should be given in open Chapter. By a majority vote of the Chapter, the examination may be given in the preparation room. If the examination is given in the preparation room it must be conducted in the regular manner in the presence of the Worthy Patron, the Conductress, and the Associate Conductress. This action shall be reported to the Chapter (under new business) and the Proficiency Certificate(s) granted.

Delete: Section: 2, and **add** New Section: 2

Section 2. The examination should be given in open chapter. By a majority vote of the chapter, the examination may be given ~~in the preparation room~~ in a secure location outside the chapter room. If the examination is given ~~in the preparation~~ outside the chapter room, it must be conducted in the regular manner in the presence of the Worthy Patron, the Conductress, and the Associate Conductress. This action shall be reported to the chapter (under new business) and the Proficiency Certificate(s) granted.

Changes:

- Updated the Section 2 to redefine places outside the chapter room to conduct Proficiency

Would then read

Section 2. The examination should be given in open chapter. By a majority vote of the chapter, the examination may be given in a secure location outside the chapter room. If the examination is given outside the chapter room, it must be conducted in the regular manner in the presence of the Worthy Patron, the Conductress, and the Associate Conductress. This action shall be reported to the chapter under new business and the Proficiency Certificate(s) granted.

Section 3. All members should be able to give the entire examination, but if a class is examined the work may be divided.

Rationale:

See changes above
Updated to match current practices and traditions

Submitted by

Lucy Meredith
Hermosa Chapter No. 32

Janice Brown
Henrietta Chapter No. 21

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Date Received: 3-25-2026
(Grand Secretary Use Only)

Name of Code Section: Book of Instruction
Page 90
Article 30 Article Name: At Ease or Recess
Section: 2

Now reads: (write verbatim what is in the Code)

Section 2. The Worthy Matron may declare a "Recess" during which time the Bible is closed informally and members are free to enter or leave. Non-members may enter for the purpose of giving entertainment at this time. At the close of "Recess" the Associate Matron must vouch for all present.

Delete: Section: 2, and **add** New Section: 2

Section 2. The Worthy Matron may declare a "Recess", during which time the Bible is closed informally, and members are free to enter or leave. Non-members may enter for the purpose of giving ~~entertainment~~ a presentation at this time. At the close of "Recess", the doors are secured, and the Associate Matron must vouch for all present.

Changes:

- Updated the wording on Section 2 and added more instruction for the Worthy Matron

Would then read

Section 2. The Worthy Matron may declare a "Recess", during which time the Bible is closed informally, and members are free to enter or leave. Non-members may enter for the purpose of giving a presentation at this time. At the close of "Recess", the doors are secured, and the Associate Matron must vouch for all present.

Rationale:

- See changes above
- Updated to match current practices and traditions

Submitted by



Mizpah Chapter No. 6



Henrietta Chapter No. 21