

**RULES
AND REGULATIONS**

ORDER OF THE EASTERN STAR
IN BRITISH COLUMBIA AND YUKON



**Issued by Authority of the Grand Chapter
2009**

**Committee on Revision
Of
Rules and Regulations**

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**Rules and Regulations of
Grand Chapter of British Columbia and Yukon
Order of the Eastern Star**

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INSTRUCTIONS

The Grand Jurisdiction of British Columbia and Yukon shall conform to the Ritual and the Ritualistic Work of the General Grand Chapter Book of Instruction. When changes are made in the Ritualistic Work. or Decisions or Resolutions pertaining to the Ritualistic Work are adopted in the General Grand Chapter; they shall immediately become enforced in this Grand Jurisdiction.

PREPARATION OF CHAPTER ROOM Preliminary to Opening Chapter

1. The Chapter room should be furnished as described in the Ritual - page 166. The Associate Matron, Associate Patron, Conductress, Associate Conductress and Marshal have charge of the paraphernalia and prepare the Chapter room under the direction of the Associate Matron. They should see that the Charter, Flag, the large Bible for the Altar, small Bibles, if Degree work is to be given, chairs, pedestals, emblems, flowers, or ribbons if used, ballot-box, signet and pointer, or electric signet, are properly placed in the Chapter room. An Eastern Star rug may be used. The officers' badges should be placed in the preparation room. All this should be done before the opening hour, so that the opening of the Chapter may not be delayed.
2. The stations of the Conductress and Associate Conductress should be in a direct line with the Altar, which should be placed according to Ritual, page 167.
3. Small Bibles for the use of the candidates should be placed upon the Altar. If a marker is used in the large Bible, it may be adjusted after the Salutation Sign is given. (amended 2009).
4. Pedestals shall be placed according to paragraph 4, page 166 of Ritual.
5. The emblems should be placed upon the pedestals. Covers of the five colors, or white, and flowers may also be used on the pedestals. Lighted pedestals are permitted. Baskets of flowers may be used and may stand beside or hang from the chairs.
6. Chairs shall be placed according to paragraphs 6, 7, 8, page 166 of Ritual.
7. The sword and veil is placed as per diagram on page 167 of Ritual. The loop of the veil shall hang in front of the pedestal, the short end at the point of the sword, the long end over the hilt. (amended 2009)
8. The crown and sceptre are united with the front of the crown facing East, the head of the sceptre over the front of the crown facing North East, and the base of the sceptre under the back of the crown.
9. The slant of the Broken Column shall face the Altar.
10. If Electa's Cup has handles, one handle shall point to the Altar.
11. A Porch Book shall be in the ante-room and shall be under the supervision of the Sentinel or Committee appointed by the Worth Matron, whose duty it is to see that all present are registered.
12. During the opening ceremony, the Flag should be in the Chapter room, placed in a standard at the right of the Associate Matron.
13. The Chapter room should be in readiness at least half an hour previous to the time set for opening the Chapter, supervised by the Associate Matron.
14. The use of lighted candles is against safety regulations. Candles must not be used in Chapter rooms, except in an emergency.

VISITORS

A Visitors' Register may also be used in conjunction with the porch book in the anteroom and be in the care of the Sentinel or a Committee appointed by the Worthy Matron.

The Committee's duty shall be to see that all members and visitors register, after having been vouched for or examined by the Examining Committee. Visitors should also show receipts for dues and give their titles. The Committee should compile a list of all distinguished guests and give a copy to the Worthy Matron, Associate Matron, and the Secretary. When Chapters are visiting in a body and proving of the Chapter is to be done in groups, (Rules and Regulations page 10) it shall also be the duty of the Committee to supply the Associate Matron with a list of Chapters having three or more members present. It is the duty of the Associate Matron, Conductress and Associate Conductress to assist the Worthy Matron in extending welcome and courtesies to all visitors upon their arrival. This important duty, however, should not be confined to the officers named, but all officers and members should assist in welcoming.

EXAMINATION OF A VISITOR

If it is known before the beginning of the opening ceremonies that visitors are present who cannot be vouched for, they should be examined at once so that they may witness the opening ceremony. Chapters should have one or more examining committees, if necessary, and each committee shall consist of three members. One member of each committee should be a brother. The examination of a visitor must take place in a room secure from interruption. Visitors must always be examined separately. The examination is made in the following manner: The Chairman of the examining committee requests the visitor to show a receipt for dues for the current or last fiscal year, or a demit (Sec. 81(i) Grand Chapter Constitution and Laws) and also request the name, number and location of the Chapter of which the visitor is a member. The Committee should also ask the visitor to sign his or her name and this signature should be compared with that appearing on receipt for dues.

Before giving the Test Oath, if the member is from New York or New Jersey, the Chairman must ask the eligibility through whom the member attained membership. If they do not have **the recognized affiliation required** and are not properly related to a Master Mason, but only sponsored by a Master Mason, they are **not** eligible to visit Chapters under the jurisdiction of General Grand Chapter. Members visiting from Australia must show a "Traveling Card" from Australia's United Grand Chapter as well as their regular receipt as there are two non-conforming Chapters in Western Australia. These Chapters are not eligible to visit Chapters or Grand Chapters under the jurisdiction of the General Grand Chapter.

The Chairman of the examining committee opens the Bible, the visitor and each member of the committee places her or his right hand upon the Bible and all repeat after the chairman in unison the Test Oath page 17, Ritual. The visitor is then asked to give the Sign and the Pass of each degree. This should be followed by Secret Work (17). Ritual, page 83.

When a committee is requested to retire and examine a visitor during the proving of a Chapter, and has completed the examination, if the visitor is

entitled to a seat in the Chapter, the committee should return with the visitor, to the Chapter, after the Chapter has been declared open, and the proper raps have been given. The Warder should announce: "The Examining Committee is returning." The committee and the visitors examined proceed West of Esther's chair and, after giving the Salutation Sign, the Chairman introduces the visitor, giving the name, number and location of the Chapter to which the visitor belongs and any title to which the visitor is entitled. It is fitting and proper for the Worthy Matron to speak words of welcome. Should the title warrant, the Worthy Matron shall direct the Conductress to escort the visitor to the East, if there are no other introductions. If there are others to be introduced, the visitor is seated and introduced at the proper time. If the visitor is not entitled to a seat in the Chapter, the Chairman should report: "We find the visitor is not entitled to a seat in the Chapter."

(See also page 26 of Ritual, fine print, for procedure.)

The committee should be thoroughly satisfied as to the qualification of the visitor, and he or she, in turn, has a perfect right to demand evidence that the Chapter visited is a legally instituted or constituted Chapter, and that the members of the Examining Committee are regular members of the Order.

The Door Committee should examine all receipts for dues to see that they are of the current or last fiscal year and signed, and should see that demits have not been in existence longer than One Year. See Section 81(i) Grand Chapter Constitution and Laws. The Door Committee should not leave the door until the Officers have entered the Chapter room and the Warder has assumed his or her station.

LEGAL MEETINGS

1. The Chapter cannot be legally opened unless the Charter or Dispensation is in the room and seven members of the Chapter, including one of the first four officers are present. The By-laws of the Chapter may prescribe a larger number. If one of the first four officers of the Chapter is not present the Chapter cannot be legally opened. (Ritual, pages 163, 164.)
2. The meetings of a Chapter are either stated or special. **Stated** meetings are those held on the day and at the hour prescribed by the By-laws of a Chapter and cannot be adjourned to another day. All other meetings are **Special** meetings (Ritual, page 164). No dispensation is required for a Special meeting. (amended 2009)

MERGED MEETINGS

3. When a Chapter has been regularly opened for a Special meeting on the date of a Stated meeting, but earlier than the hour named in the By-laws for the stated meeting, the special meeting may be merged into the stated meeting without going through the ceremony of closing the special and opening the stated and shall be accomplished in the following manner: At a time not more than Thirty (30) minutes after the hour named in the By-laws for the stated meeting, the Worthy Matron shall announce to the Chapter that the hour for the stated meeting having arrived and the Chapter having been opened in the regular form, further work in the special meeting will be dispensed with and the business of the stated meeting taken up. The minutes shall show that the above announcement was made by the Worthy Matron.

OPENING CEREMONY

1. See Ritual, pages 23 to 43 inclusive.
2. When the Associate Conductress retires (page 23, line 16, Ritual), she leaves by the North door, if possible.
3. When the hollow square is formed outside the chairs the Conductress escorts the Worthy Matron to the East passing on the left of the Associate Matron.
4. The Associate Matron and the Warder go directly to their stations from the hollow square.
5. The Worthy Matron and Worthy Patron touch their own badges when the Associate Matron is giving their charges.
6. The Chapter is called up when the Conductress **leaves** her station (Ritual, page 41) and the Star points face the Altar.
7. The **Reverent Attitude** (Ritual, page 16) is assumed when the Conductress **enters** the Labyrinth and is held until the Chaplain steps back into the circle of officers, and the Star points face East.
8. The **Attitude of Prayer** (Ritual, page 16) is used **only during Prayer**. (Head bowed.)
9. The **Reverent Attitude** is assumed at all Altar ceremonies, and the Star points always face the Altar.
10. The signs are held until the pass is given whenever they are used in our ritualistic work.
11. The Star Points repeat the pass with the Sisters and Brothers.
12. To use the short form of opening on more than four occasions (if a Chapter meets once a month) and eight occasions (if a Chapter meets twice a month) during the fiscal year would be an abuse of this privilege. (No extra short form openings are allowed for Special Meetings.)

PROVING THE CHAPTER

The Associate Matron rises and remains standing when the Chapter is being proved, as this ceremony is under her direction.

The Worthy Matron is seated after addressing the Associate Matron.

The Conductress and Associate Conductress arise immediately upon being addressed by the Associate Matron, and, after being instructed by her, they will march directly to the East, keeping opposite to each other, the Conductress on the South and the Associate Conductress on the North Side, and observing square corners.

When within about six feet of each other in the East, they will pause, recognizing each other with a slight bow, turn, facing the East, and take up the work of proving the Chapter, reporting any person for whom they cannot vouch. **See fine print, page 26, Ritual.**

If the Conductress or Associate Conductress comes to a person not known to her, she will say "Please rise", then proceed in addressing the Associate Matron. Care should be taken to have only one person challenged at a time.

If visitors have been examined by the Examining Committee, and are asked to stand by one of the Conductresses, the Chairman of the Examining Committee should vouch for them, giving their name, number and Chapter, the location of the Chapter to which the visitor belongs, and any title to which the visitor is entitled.

One member can legally vouch for another in the Chapter room only by (a) having examined her or him in a Committee appointed for that purpose, or (b) having sat in Chapter with the visitor and **not by** hearsay or private examination at any time under any circumstances.(amended 2009)

The member who vouches for a visitor should sit so that the Conductresses pass them first, after which they should vouch for the visitor.

When the Conductress and Associate Conductress have been completely around the room, and being in the West, facing each other, the Associate Conductress will report in an audible voice as per Ritual, page 27.

When Chapters are visiting in a body, they should be seated in a group together. After the Conductress and Associate Conductress have completed the work of Proving the East, they will stop in the South East and North East and face West. The Associate Matron should say "Will the senior officer of the visiting Chapters please rise and be vouched for." This being done, the Associate Matron then says "Will the members of the following Chapters please rise when called out and be vouched for by the senior officer and remain standing until the Conductresses have passed."

When the Associate Matron has completed naming the Chapters on her list she shall say "Sisters Conductress and Associate Conductress, the members standing have been vouched for." This form is used **ONLY** when several Chapters are visiting.

Members of the Chapter who have not attended for some time and who are not known to the Conductresses should not be challenged, but should such a person be present, the Conductresses should satisfy themselves, through the door committee, or the Secretary that he or she is a member and entitled to be present.

When the Associate Matron addresses the Worthy Matron, the Conductresses turn **inward** to face the East, standing until the Worthy Matron says, "It is well." when they march to their stations, taking their seats at the same time as the Associate Matron.

ALTAR PROCEDURE

The Bible when closed rests on the Altar so that when opened, it will lie in the centre of the Altar without being moved.

When the Conductress leaves her station to attend at the Altar, she proceeds far enough West so that when she turns, she forms an acute angle, then marches straight to the Altar between the chairs of Ruth and Esther, she then follows as directed in the fine print on page 41 of Ritual.

In opening the Bible, the Conductress raises it with both hands, the back resting on the Altar, the front edge upward, opens it at Matthew 2: 2, and lowers both sides simultaneously.

When the Chaplain leaves her station to approach the Altar for prayer, she proceeds far enough West so that when she turns, she forms an acute angle, then marches straight to the Altar between the chairs of Martha and Esther.

After prayer, her position is as indicated in fine print on page 42 of Ritual. While the Chaplain is approaching the Altar for prayer, and while the Conductress is performing her duties at the Altar, appropriate sacred music should be played.

PRESENTATION OF THE FLAG

1. The Canadian National Flag shall be presented immediately after the opening ceremony. The Worthy Matron will say: "Sister/Brother Marshal, the Flag." As the Marshal **leaves** her/his station, the Star points face the Altar. Members stand at attention (hands at sides). When the Marshal lifts the flag, she/he takes one or two steps East, then marches South to the South line of march, along the South line (if there is room) and advances to the Altar, on the same angle as in balloting. The flag shall be grounded at the Altar when singing "O Canada." The Marshal does not sing. After the singing, the Marshal turns North, takes two steps North, turns East and marches to the East. The flag is placed in a standard in front of and at the right of the Worthy Matron. When the flag is being borne through the Labyrinth the Star points face East.
- 1 (a) The Marshal shall carry the Canadian Flag in an upright position with the right hand, lightly holding the lower edge below the Maple Leaf stem against the staff with the forefinger, in such a manner that the Flag will flutter freely behind the Marshal.
2. At all Sessions of this Grand Chapter and at all Sessions of Subordinate Chapters within the Jurisdiction of this Grand Chapter, the Union Jack shall be displayed in a place of Honour in the North-East, farthest from the podium, in a convenient place to the right of the Worthy Matron.
3. When we have American visitors, the Stars and Stripes is placed in the East before the meeting opens, and immediately after the Marshal has placed the Canadian National Flag in the East, the Star Spangled Banner is sung. The Marshal then returns to her/his station. All members should face the Stars and Stripes.

SUGGESTED FORM FOR INTRODUCING THE WORTHY GRAND MATRON AND WORTHY GRAND PATRON

Worthy Matron: We are honoured by a visit from our Worthy Grand Matron and Worthy Grand Patron. Sisters Conductress and Associate Conductress you will present our Worthy Grand Matron and Worthy Grand Patron at the Altar. (See diagram at end of book for line of march.)

Conductress: Worthy Matron, I have the honor to present Sister....., Worthy Grand Matron, and Brother....., Worthy Grand Patron of the Grand Chapter of British Columbia and Yukon, Order of the Eastern Star.

Worthy Matron: Sister, Worthy Grand Matron. and Brother, Worthy Grand Patron, on behalf of Chapter, I bid you welcome. Sisters Conductress and Associate Conductress, you will escort the Worthy Grand Matron and Worthy Grand Patron to the East. (The Chapter is called up at this time.)

Worthy Matron: Sisters and Brothers, it is with pleasure that I introduce to you Sister....., Worthy Grand Matron of the Grand Chapter of British Columbia and Yukon, Order of the Eastern Star.

You will join with me in saluting her with the Grand Honors. (Repeat for the Worthy Grand Patron.)

PRESENTATION OF VISITORS

1. Visitors entitled to seats in the East should be invited to take same before the opening ceremonies; after the Chapter is opened they will be introduced in order of rank and given due Honors. The Worthy Grand Matron and Worthy Grand Patron are always presented and escorted to the East. When presentations take place, they are escorted by the Conductress, assisted by the Associate Conductress when necessary.

If the services of both are needed the Conductress escorts the sisters on the North side, the Associate Conductress the brothers on the South side. All who are presented in the West shall follow in single file. If Sisters or Brothers only are to be presented, the Conductress does the presenting and escorts on the **NORTH** or **SOUTH** side.

Only those entitled to receive Grand Honors are conducted through the Labyrinth. All General Grand Chapter Officers, General Grand Chapter Committee Members, Worthy Grand Matrons, Worthy Grand Patrons, Past Grand Matrons and Past Grand Patrons are presented directly back of the - Altar; conducted through the Labyrinth to the East: Sisters on the North side of Altar by the Conductress and Brothers on South side of Altar by the Associate Conductress. All others are presented back of Esther's chair and escorted to the East outside of the Labyrinth.

- (a) When the Worthy Matron directs the Conductress (es) to present the Worthy Grand Matron and/ or the Worthy Grand Patron at the Altar, the Conductress(es) will offer their right arm to the Worthy Grand Matron or their left arm to the Worthy Grand Patron.
- (b) After the Conductress has formally presented the guests to the Worthy Matron, the Conductress(es) shall take one step back and remain in this position until AFTER the Worthy Matron has directed them to escort the guests to the East.
- (c) When formal presentations are used the Worthy Matron does not call up the Chapter until the Conductress and Associate Conductress have been directed to escort them to the East.
- (d) When the Conductress(es) escorts those entitled to Grand Honors to the East, they will take one step back and bow to them.
- (e) Past Grand Matrons are introduced and given Grand Honors first and then the same for the Past Grand Patrons.
- (f) Conductress(es) escorting those to the East who do not receive Grand Honors will advance to the East and make a "candy cane" formation as per diagram on page 103. They do not bow to these members.
- (g) Members of a dissolved Chapter being introduced before affiliating with another Chapter are not given any title except as per C&L section 101(d), except Past Grand's or Grand Representatives and Grand Officers whose titles remain in effect until the expiration of their term.

ORDER FOR INTRODUCTION OF GRAND OFFICERS AND OTHER DISTINGUISHED GUESTS

1. (a) Worthy Grand Matron and Worthy Grand Patron of British Columbia and Yukon.
- (b) General Grand Chapter Officers in order of rank.
- (c) General Grand Chapter Committee Members.
- (d) Worthy Grand Matrons and Worthy Grand Patrons of other Grand Jurisdictions.
- (e) Past Grand Matrons and Past Grand Patrons of this and other Grand

Jurisdictions. Past Grand Matrons enter the Labyrinth, all shall follow in single file, (between Esther and Martha, and Past Grand Patrons between Ruth and Esther and are entitled to Grand Honors.)

After Grand Honors are given, the Worthy Matron will give one rap of the gavel to seat the members.

- (f) Grand Officers in the order of their Installation.
- (g) Grand Secretary Emeritus.
- (h) Grand Representatives.
- (i) Worthy Matrons and Worthy Patrons. (All must be presented on the night of the Worthy Grand Matron's Official visit.)
- (j) Director of Cancer Activities.
- (k) Director Emeritus of Cancer Activities.
- (l) Groups are not presented but introduced from their places. (Seats should be designated so that they sit in a body.)

This includes Assistant Directors and Zone Supervisors of Cancer Activities.

2. When Grand Representatives are presented they are escorted back of Esther's chair, presented as the "Grand Representatives," escorted to the East. The Worthy Matron will introduce them as the Grand Representatives, ask each one to give their name, Chapter and number and Grand Chapter they represent, after which she asks that they be given a hearty welcome. Grand Representatives will give their name, Chapter and number, then say "Grand Representative of the Grand Chapter of -----." Grand Representatives of dissolved Chapters, after being Affiliated, will give their name, current Chapter, then formerly of (previous Chapter), then the Grand Chapter they represent.

The Grand Officers, Grand Representatives, Worthy Matrons and Worthy Patrons will stand in a semi-circle in the East until the gavel is sounded.

3. In presenting the Worthy Matrons and Worthy Patrons, this will be done back of Esther's chair, where they will be presented as the Worthy Matrons and Worthy Patrons. They are then escorted to the East, outside the Labyrinth. The Worthy Matron will introduce them as the Worthy Matrons and Worthy Patrons. They will be asked to give their name, Chapter and number, then given a hearty welcome by the members. When visiting Chapters, the Directors, Assistant Director and Zone Supervisors of Cancer Activities will be invited to sit in the North along with the Grand Representatives and Worthy Matrons. Following the presentation of the Worthy Matrons, the Director of Cancer Activities will be presented in the West, escorted to the East, introduced and welcomed. Director Emeritus of Cancer Activities will be presented in the West, escorted East, introduced and welcomed. The Assistant Director and Zone Supervisors will be acknowledged and introduced from the sidelines by the Worthy Matron, then given a hearty welcome.

In presenting those to be escorted **outside the labyrinth only**, the Conductresses shall proceed per the diagram at the back of the Rules and Regulations, to positions in the **North-East** and **South-East**, facing **North** and **South**. "See page 49"

The Worthy Matron and Worthy Patron shall at this time extend a handshake of welcome to the members or visitors, who shall then form a line in the North and South East convenient for introductions. (The Conductresses should be in a position facing North and South and back of those being introduced.)

(When visitors are introduced informally in the East, the Worthy Matron first introduces the distinguished visitors, then calls up the Chapter to accord the honor due.)

In introductions the Chapter is called up if Grand Honors are to be given. At all other introductions the Chapter remains seated and gives a welcome. At the Worthy Grand Matron's Official Visit, introductions shall be formal. At other times formal introductions are at the Worthy Matron's discretion. (Amended 2007)

"Honor afternoons, page 57, are an exception to this."

4. Except on special occasions (such as the official visit of the Worthy Grand Matron) visitors entitled to seats in the East and wishing to assume them should do so before opening of Chapter.

When Grand Officers such as Secretaries, Treasurers, Trustees or Lecturers who are Past Grand Matrons or Patrons are present they should be escorted only once and in whichever group they wish to be received.

When members entitled to Grand Honors, or Grand Officers or Grand Representatives, or Worthy Matrons or Worthy Patrons of another Chapter or Directors of Cancer Activities are serving as Chapter Officers, they shall proceed to a position that is convenient for the Conductress or Associate Conductress to present them for formal introductions.

(It is only necessary to fill the stations of the Warder and Sentinel if they are being presented.)

ORDER OF BUSINESS

The Order of Business at a stated meeting of the Chapter may be:

1. Opening of Chapter
2. Draping of Charter
3. Reception of Visitors
4. Reading of Minutes
5. Report of Investigating Committees and Balloting
6. Affiliation
7. Conferring of Degrees
8. Communications
9. Treasurer's Report
10. Reading and referring of bills and accounts
11. Reading and referring of Petitions
12. Reports of Standing Committees
13. Reports of Special Committees
14. Unfinished Business
15. New Business
16. Inquiry by Worthy Matron if any member is ill or in distressed circumstances.
17. Good of the Order
18. Closing of Chapter.

BUSINESS

1. The Worthy Matron should open the Chapter at the time stated in the Bylaws; conduct the business with promptness and accuracy; be interested in the welfare of the Chapter; the members and the work, and be courteous to all.
2. **The business of the Chapter must be a sealed book outside the Chapter.**
3. No business can be transacted at a special meeting except such as is named in the call.
4. A question is not before the Chapter nor subject to debate until it has been duly moved, seconded and stated from the chair.
5. A motion to adjourn a Chapter meeting is never in order.

FORM FOR DRAPING OF A CHARTER

Have the Charter placed in front of the Worthy Matron's pedestal before opening of the Chapter. The Charter of a Chapter shall be draped for Members, Past Grand Matrons and Past Grand Patrons at a stated meeting. The drape shall be removed at the close of the meeting.

Members will assume the Reverent Attitude when the Worthy Matron calls up the Chapter and it is held until the Conductress (and Associate Conductress if assisting) returns to her station after draping the Charter.

The Attitude of Prayer is assumed during prayer.

After the Chapter is declared open and before the business of the evening begins, the Worthy Matron will call up the Chapter and state:

W.M.: "Sisters and Brothers, it is our sad but loving duty this evening to drape the Charter of this Chapter in memory of our departed Sister (name.....) or Brother (as the case may be) whose presence among us we greatly miss, but whose memory we highly revere.

Upon all occasions we invoke the blessing of our Heavenly Father upon our undertakings. On this solemn occasion let us unite in prayer."

(Chaplain proceeds to the Altar in usual way.)

Star Points face Altar, Chaplain. "O Thou, Whose blessed Son is the resurrection and the Life, be present with us, Thy servants, and shed upon us Thy Blessings and Thy Love.

Strengthen and deepen our faith and hope in immortal life and help us with the trustfulness of Martha to behold the land that is afar off. Grant us so to labour here that hereafter we, with those gone before, may shine in Thy glorious Kingdom as the stars forever and ever. Amen."

Answer: "So may it ever be."

Star Points face East.

Chaplain returns to station.

Worthy Matron will say, "Sister Conductress, you will approach the East and drape our Charter in memory of our departed Sister (or Brother)."

If the Associate Conductress assists by placing flowers at the base of the Charter, the Worthy Matron will say, "Sisters Conductress and Associate Conductress."

The Associate Conductress advances to the East on the North side, turns to meet the Conductress in front of the Charter. She remains in this position (facing East) till the Conductress has placed the drape on the Charter, then she places the flowers in front. The two officers return to their stations simultaneously. Organist will play solemn music while Conductress performs this duty and returns to her station. After Conductress assumes her station,

Worthy Matron will ask the Chapter to sing an appropriate hymn. Worthy Matron seats the Chapter and proceeds with the business of the evening.

PETITIONS

The Secretary should see that all petitions are made out in regular form and accompanied by the proper fee before reading them. When the petition has been read and the investigating committee appointed, the petition cannot be returned under any circumstances.

Petitions for membership (Affiliation) are read first, then petitions for degrees (Initiation) and then petitions for restoration (reinstatement). If there is more than one petition for affiliation, the Secretary reads the first one in its entirety. For the others she or he will say: "A petition for affiliation made out in regular form." She or he must then read the signature and residence of the petitioner, state that it is accompanied by a demit or a receipt for dues (dual membership), given name, number and location of Chapter. She or he also reads the names of persons who recommended the petitioner. In cases of Dual Membership please refer to C. & L. section 61(c) 2, 61(e), and 80(d) 2. Unnecessary delays can be avoided by the Secretary answering these letters of inquiry upon receipt without the formality of reading them in Chapter.

The Secretary reads the first petition for the degrees and for the others she says: "A petition for the degrees made out in regular form, accompanied by the fee." She or he must then read the signature and residence of the petitioner, give the Masonic relationship and the names of those who recommended the petitioner. In petitions for restoration (reinstatement) the Secretary will say: "A petition for restoration made out in regular form and accompanied by the necessary dues." She or he must then read the signature, residence of the petitioner and the names of those who recommended the reinstatement.

After the Secretary has read all petitions the Worthy Matron will say: "Sisters and Brothers, you have heard the reading of the petitions; they will be referred to investigating committees."

Petitions can be received only at a **stated** meeting of the Chapter and must remain in the possession of the Secretary (Ritual page 165 and C. & L. section 65). It is the duty of the Secretary to notify by letter, immediately after the meeting, all rejected petitioners and return the fee. The petition, however, is filed by the Secretary.

Members recommending petitioners should observe the following rules:

First: the Petitioner must be known. A signature upon the petition is, in effect, a recommendation of the good character of the petitioner.

Second: the petitioner should be worthy to become a member of the Order of the Eastern Star.

Third: the petitioner should have the required Masonic eligibility.

Fourth: the petitioner should personally sign the petition.

NOTE: It is improper to put the names of those whose petitions are to be balloted upon on the notices when they are sent out to members, or in any

form of publication.

The name of a person who has presented a petition to the Chapter is a part of the Secret Work and should not be discussed or made public before such person is initiated.

No officer or member of the Chapter may inform a petitioner of her or his acceptance or rejection by the ballot. This is the **Duty of the Secretary** and only the Secretary. "It is not legal for a Chapter to accept a petition which is recommended by members of some other Chapter." Masonic evidence, if attached to the petition, should be returned **immediately**.

DUTY OF THE INVESTIGATING COMMITTEE

The investigating Committee for each petition shall consist of three members of the Chapter, one of whom must be a Brother. (C. & L.67a). It shall be the duty of each member of the investigating committee to make inquiry as to the character and standing of the petitioner and make report in writing in regular form and no action shall be taken on any petition until such report is made. The Brother on the committee shall investigate the Masonic standing of the applicant or the relative through whom eligibility is claimed. The three members of the investigating committee should report, but the Chapter could act if there are two signatures on the report, provided the Brother had reported.

REPORT OF THE INVESTIGATING COMMITTEE

The appointment of committees of investigation must be made at a stated meeting in open Chapter in order that all members may have due notice thereof. The investigating committee can report only at a stated meeting of the Chapter. A petitioner for Degrees or for Affiliation must not be informed of the personnel of the Investigation Committee. The report of the committee shall be read in full to the Chapter, including the names of the committee.

The Secretary reads the report of the committee. "A ballot will now be spread." The Worthy Matron instructs the Associate Conductress to prepare the ballot.

Applications for Affiliation are balloted on before and separately from a Petition for the Degrees. See Sec. 72 (c) C. & L. A Sister who is a member of the Investigating Committee cannot ascertain the Masonic standing or relationship of an applicant. This is made the special duty of the Brother on the committee. When a committee has been appointed by the Worthy Matron on investigation of a petitioner, **this** committee must make a report in writing in regular form. A verbal report is not permissible.(Amended 2007)

BALLOT

1. The Warder will not report an alarm while balloting is in progress.
2. The ballot-box shall be on the Treasurer's desk, and only one ballot-box shall be used.
3. It is the prerogative of the Sentinel to ballot but if he wishes to be excused from balloting the Worthy Matron shall announce this fact before proceeding with the ballot. If a collective ballot is to be spread the Worthy Matron, before proceeding with the ballot, shall say, "If there are no objections a collective

ballot will be in order."

4. The ballot-box is under the supervision of the Associate Conductress who prepares it by placing all balls and cubes in the outside compartment, and ascertaining that there are no balls or cubes in the secret compartment; that a sufficient number of white balls and black cubes are present. (See Section 72 (a) Grand Chapter Constitution and Laws.) She will place the ballot-box on pedestal in the East (see diagram) face West and take one step North while the Worthy Matron and Worthy Patron examine the ballot box. If the Worthy Matron and Worthy Patron find the ballot-box not in order, they do not touch it. The Worthy Matron shall say, "Sister Associate Conductress, you will prepare the ballot." The Associate Conductress takes the ballot box to the Treasurer's desk and prepares it again.
5. The Worthy Matron announces: "Sisters and Brothers, you are about to ballot on the petition of to receive the degrees in this Chapter." (or if by affiliation,) "to become a member of this Chapter" and proceed with wording on top of page **14** of the Ritual, starting with the words "white ball, etc." after which the Worthy Matron will say, "I now declare the ballot open." (One blow of gavel.) She will then deposit her ballot and step to the right, when the Worthy Patron steps forward and ballots.
After the Worthy Matron and Worthy Patron have balloted, the Associate Conductress will carry the ballot-box to the Associate Matron, Associate Patron, Warder and Organist, then place it on the Altar. If the Associate Conductress has to pass the stations of the Organist or Warder before reaching the West, she will present the ballot-box to them first. If there are members in the room who are crippled or infirm the Associate Conductress may pass the ballot box to them before placing it on the Altar.
6. After the Associate Conductress places the ballot-box on the Altar (not on the Bible); she gives the sign of salutation and deposits her ballot. She retires from the Labyrinth, between Esther and Martha, turns left, marches across the west to the South, then East in a direct line to her position behind Ruth's chair. She remains in this position (facing the Altar) until the Worthy Matron declares the ballot closed (giving one rap of the gavel) and directs her to bear the ballot West.
7. When all is ready, the Worthy Matron will announce: "The Star Points shall ballot," giving the signal with one rap of the gavel, when the Star Points will rise and stand in position. Then Adah and Electa turn outward, march West until Adah reaches point of turning to march to Altar, which should be far enough West to form an acute angle, then marching on a straight line to Altar (Ritual, page 13). Electa marches opposite Adah until turning Point is reached, when she turns South to same Point of turning in South-West that Adah made, marching in such time that she may be ready to enter the Labyrinth when Ruth is at the Altar. After Adah and Electa have passed the chairs of Ruth and Martha; these two officers will follow same instructions and line of march as the others, Ruth marching in such time that she may enter the Labyrinth when Adah is at the Altar. Esther takes one step back of her chair, turns left, and marches to the North- West corner, and then facing South, following Martha, ballots, retires, turns to the left and, once outside the Labyrinth, turns and marches straight to former position at right of chair. All officers should so time their steps as to reach their chairs at same time. The Star Points are seated by one blow of the gavel as the Worthy Matrons says, "The South side shall ballot."

The South side is led by the Secretary, then the Marshal, Conductress, followed by the members. Officers and members must remember not to leave their seats until the one in front of them going to the Altar is three paces (eight feet) in advance of them. The South side remains standing and is seated by a blow of the gavel, when the Worthy Matron says, "The North side shall ballot" The North side is led by the Treasurer, then the Chaplain, followed by the members. When all have balloted, the Worthy Matron seats them and proceeds as per Ritual, page 14.

The members after balloting shall retire as per Ritual, page 13. After stepping back, members shall turn left and march North-West to a position far enough West to form an acute angle and return to their positions.

NOTE: In stepping back, we take **one** step backward, then turn and retire.

All officers and members turn **left** after balloting. If the Altar is too small or has no slide; the Bible shall be moved to accommodate the ballot-box. When the Associate Conductress leaves the East, the Conductress proceeds to the Altar as in balloting, moves the Bible to the South side or towards the East. If the Bible has to be moved the Conductress gives the salutation sign **only** before moving the Bible and after replacing it.

The salutation sign is always made to the Bible before balloting.

If the Bible has been moved, the Conductress, using same line of march, moves the Bible back to its proper position after the Worthy Matron destroys the Ballot.

After the Worthy Matron declares the ballot closed (with blow of the gavel) the Associate Conductress marches West and makes the proper angle to enter the Labyrinth.

8. The Associate Conductress closes the Ballot Box, picks it up, takes 1 (one) step straight back, turns left, proceeds to the edge of the Labyrinth, then as per diagram (pages 100 and 101 Rules and Regulations) to the west and then to the East.

9. If three black cubes appear, the Worthy Matron destroying the ballot will say, "Sisters and Brothers, we are about to ballot," etc. as before. The Worthy Matron always destroys the ballot. Neither the Worthy Patron nor the Associate Patron handles the ballot-box.

If the ballot is passed to members, the Associate Conductress proceeds as per former instructions until the Associate Matron and Associate Patron have balloted, then presents the box to the Star Points, passing on outside of the chairs, Adah balloting first, then to South and North sides of room; finally, after all have voted, placing the box on the Altar, and casts her ballot.

The Worthy Matron asks: "Have all voted?" etc. Concluding the balloting from this point as per former instructions. Each member should stand when casting a ballot.

There should be no conversation during the ballot, and appropriate music should be played.

When collective balloting is used this does not affect the right of two ballots on any individual if only three black cubes appear on the first separate ballot. If Affiliated members are sitting in the Chapter room they have the right to ballot even though they have not signed the Bylaws.

When balloting for Affiliation and Degrees at the same meeting, if the members for Affiliation are waiting outside the Chapter room and are elected, they are **not** invited in to ballot on the Degrees. Balloting is one order of business and may not be interrupted.(amended 2009)

FORM OF EXEMPLIFICATION OF A DEMONSTRATION BALLOT

W.M.: "Sisters and Brothers, you are about to ballot on a blank petition for the exemplification of the ballot for the inspection of the Worthy Grand Matron."

"White balls elect; black cubes reject. Look well to your ballot." Then follow instructions for balloting as found on pages 26 to 31 inclusive, in Rules and Regulations.

Instead of making the announcement as provided in the Ritual. page 15, the Worthy Matron will announce as follows: "Sisters and Brothers, the ballot being clear (or not clear) you have accepted (or rejected) this petition."

FORM FOR THE INTRODUCTION OF AN AFFILIATED MEMBER

Affiliated members presenting themselves for introduction should be escorted into the Chapter room by the Conductress, after a formal announcement of their presence in the ante-room has been made by the Warder to the Worthy Matron.

Upon entering the Chapter room, the Conductress with new member, advances in the usual manner to a position behind Esther's chair and gives the salutation sign.

If there is only one new member, the Conductress will offer her **left** arm. If there is more than one, the Conductress, when she reaches Esther's chair, will turn right and make a straight line with the members.

The Conductress is then able to march along the South side to Secretary's desk after the welcome.

Conductress: "Worthy Matron, I have the pleasure of introducing to you Sister (or Brother), a former member of Chapter No....., Order of the Eastern Star who has been elected to membership in this Chapter."

W.M.: "It is with pleasure I welcome you as a member of this Chapter, and I sincerely hope that your association with us will be pleasant and of mutual benefit to us all. You will now be conducted to the Secretary's desk where you will sign the By-laws of this Chapter."

After signing the By-laws, the Conductress causes the affiliated member to stand in the South East facing West and members extend a hearty welcome. (If the affiliated member is present in the Chapter room, it is not necessary to retire before being introduced.)

REINSTATED MEMBERS

Reinstated members have all the privileges of membership after being reinstated. It is not necessary that they sign the Bylaws.

INITIATORY CEREMONY

If there is to be an initiation ceremony, the room should be properly prepared for the ceremony before the meeting is opened, with all paraphernalia in place according to instructions given previously under the heading of Chapter Room. The Signet should be placed in the North-East at the right of the Worthy Matron and in view of the candidates, Conductress and the Worthy Patron, but not in such manner as to obscure the Flag. There should be a sufficient number of small Bibles placed on the North-East and South-East corners of the Altar for the use of candidates. It is not permissible to use

copies of the New Testament only. The initiatory work is written in the singular person and should be changed to the plural as circumstances require. No Rituals should be used by any officer in this ceremony, but the official Prompter should carefully follow the degree work and be ready to assist any officer when necessary.

1. During Initiation sacred music should be played and care taken to impress the candidate with the beauty and solemnity of our ceremonies. The Worthy Matron and Worthy Patron do not exchange chairs during the Initiation ceremony.

When the Associate Conductress retires to prepare the candidates, she will instruct them in the proper procedure during Initiation. Gestures shall be used when the Star Points give their lectures.

When the Associate Conductress has ascertained the names of candidates waiting to be initiated, the Sentinel immediately gives the alarm (Ritual, pages 49, 50). The Warder does not answer these raps until she /he has reported the alarm to the Worthy Matron and has received permission to do so. When informed by the Sentinel that the Associate Conductress wishes to enter with her report, the Warder should say, "Worthy Matron, there is an alarm at the door" and after ascertaining the cause, reports:

"Worthy Matron, the Associate Conductress returning." When the Associate Conductress retires the second time to prepare the candidates she gives the lecture to the candidate (or candidates) only. There should be no others present in the preparation room. The Associate Conductress should memorize her work and not take a Ritual into the preparation room. She should also see that the candidates do not enter the Chapter room wearing hats, gloves, heavy coats, or carrying purses. Chapter members may be used to form even couples and this is desirable so that the Associate Conductress may assist. When there is only one candidate the Conductress works alone. After the Conductress finishes her lecture at the door she proceeds along the North marching line and the Associate Conductress, when she reaches her station, remains there and is seated if she is not assisting in the ceremony. The Associate Conductress arranges the candidates in the preparation room in the order in which they are to march, taking into consideration height and size so that their appearance in the Chapter room will be pleasing. After the Associate Matron has introduced the candidates to the Worthy Matron she is seated. After the Worthy Matron hands the gavel to the Worthy Patron and invites him to preside she does not use it again until it is returned to her after the ceremony of initiation is completed.

"The proper preparation of a candidate by the Associate Conductress is to remove hat, gloves and wraps of the candidate to be initiated; to answer necessary questions and to instruct the candidate to follow and do as directed."

2. When the Associate Conductress retires the second time as per Ritual (page 50), Adah shall place the veil on her head and Esther shall wear the crown.

If flowers or ribbons are to be given to the new members, the Marshal will give them to the Star Points at this time.

3. When the Conductress attends the alarm at the door of the preparation room, she does not give the sign of salutation as she is not retiring from the room.

The Conductress and Associate Conductress should keep to a straight line with the new members when the Star Point officers deliver their lectures so that there is a perfect triangle at the station of each officer. (See Diagram of

Labyrinth.) Also at A.M., A.P., W.P. stations.

As she approaches the door of the preparation room, the lights may be lowered. She gives no raps the second time but opens wide the door for admission of the candidates, leading them a few steps into the Chapter room, facing the North. (See Ritual page 53, fine print.)

4. The Conductress and Associate Conductress always form a straight line with the candidates while they are being presented or receiving instruction. When the Conductress instructs the candidates in the proper way in which to hold the Bibles she uses the words found in the first paragraph of the Secret Work. As the Conductress gives this instruction, she and the Associate Conductress demonstrate the manner of holding the Bible in the hands, and then they place the Bibles in proper position, being careful not to put both arms around the shoulders of the candidate. (The Bible should be placed with the top edges up.) If the Altar is too small, the small Bibles may be placed upon the stools.

When the W.P. leaves his station to give the Obligation, the Star Point officers turn in. As the W.P. enters the Labyrinth, officers and members face the Altar and assume the Reverent Attitude and it is held until the W.P. turns, leaving the Labyrinth to return to the East. At this time the Star Point officers face the East. The Worthy Patron says: "Arise my Sister." or "Arise my Brother," to **each** new member as this is the **first** time the title of Sister or Brother has been conferred upon them. Before the Obligation has been given the term "candidate" is used. After the Obligation has been given the term "Member, Sister or Brother" is used. The Worthy Patron should be careful not to reach across the open Bible but he may reach across the corner of the Altar and assist the members to arise using the right hand only raising the members on the **right side first**, then the members on the left.

When the Worthy Patron takes his position on the EAST side of the Altar he should proceed alone direct from his station to the Altar. He instructs the candidate by saying: "You will repeat after me the following." (Ritual, page 58.) (Secret Work.)

After he has raised the new members, the Worthy Patron remains at the East side of the Altar until he has finished "We accept the pledge - Obligation." (Ritual, page 59.) after which he steps back three steps from the Altar and says: "You are now received." (Ritual, page 59). He may gesture towards the positions of the Star Point officers as he names them. The Conductresses with the new members remain standing at the Altar at the close of the Obligation until the Worthy Patron seats the Chapter.

After lectures the Star Points remain standing until the Conductresses have passed them and then they place the emblems on the pedestals and be seated.

Esther, however, remains standing until they have passed around the back and also in front of her, then she is seated.

Supplement to Ritual on Instructions for forming the "**Golden Chain**". (Ritual, pages 78 and 79.)

When the Worthy Patron sounds the gavel the Worthy Matron, Associate Matron, Associate Patron and Chaplain leave their stations (the Chaplain walking a little faster as she has further to go to the Altar). **As the Worthy Matron leaves her station**, the Conductresses with the new members, turn and face North, in single file. **As the Worthy Matron passes the Conductresses**, they countermarch forming a straight line facing the Altar. The Marshal walks opposite the Worthy Matron and the Secretary and Treasurer walk opposite each other to their places in the Circle. **As the**

Worthy Matron passes the Conductresses, the Star Points turn out (in circular motion), Adah, Ruth and Esther turning right, Martha and Electa turning left, and all Star Points go around behind their chairs into the Circle. When the officers are in place they join hands.

When the officers have formed the circle and joined hands, the Conductresses move forward with the new members to complete the circle, the Chaplain then kneels. When the Chaplain says the words "golden chain" the joined hands are raised **shoulder high** as if links of a chain. (Ritual, page 79.) The dropping of the hands should be timed so that the Worthy Matron drops her left hand just as the Chaplain says "Amen." This whole ceremony at the Altar should be deliberate and dignified. Each step of the instructions should be performed carefully. The Chaplain should give the prayer slowly enough to enable the officers to drop their hands one by one and finish at the conclusion of the prayer. It is impressive when the Conductresses advance in a straight line to close the circle. Care should be taken to have as much of the full distance between the East and the Altar as possible when marching to and from the Altar.

Officers in the circle assume the Attitude of Prayer as hands are lowered and remain in this position until the Chaplain rises, then assume the Reverent Attitude and hold it until the first verse of "Blest Be the Tie" has been sung and officers start to return to their stations. During the singing of the hymn the Chaplain remains standing at the Altar facing East.

After one verse of "Blest Be the Tie That Binds" has been sung, the Chaplain goes out of the Labyrinth (takes two steps backward on the angle then turns left, then her usual line of march). The Conductresses and new members countermarch to form a straight line facing EAST. When they are all in line they march forward to a convenient position for the Conductress' work with the Worthy Patron. **When the Conductresses have turned South, the Worthy Matron and other Officers start to move to their stations.** The Worthy Matron, Adah, Secretary, Marshal, Ruth, Associate Matron and Esther turn left, Associate Patron, Martha, Treasurer and Electa turn right and in the same manner as entering the circle, return. The Marshal and Chaplain walk opposite each other and the Secretary and the Treasurer walk opposite. The Worthy Matron returns alone.

The Worthy Patron does not seat the Chapter until all are in their proper places for the conclusion of the initiatory ceremony. If chairs are used, they are placed by the Marshal and Chaplain before the W.P. seats the Chapter. The Conductress holds the Sign (through the sentence which begins "It alludes") until the Pass is given in explaining each Star Point sign. The Secret Work (17) is given between the Worthy Patron and Conductress but when the Cabalistic Word and the Cabalistic Motto are given, the Conductress should address the new members as this is instruction for them.

Only the Conductress gives the Cabalistic Motto (Secret Work 17).

A second reference to (17) is for the use of the Examining Committee in the examination of a visitor. The Worthy Patron uses the Cabalistic Motto on (Ritual, page 91), second line. (Secret Work 18). The Conductress communicates the grip after which she passes back of the candidate to a position near the Signet. When it is time to sign the By-laws the Conductress turns to the left with the new members. The Associate Conductress and others follow in the same marching order to the Secretary's desk.

The Worthy Patron seats the Chapter before returning the gavel to the Worthy Matron.

The emblems are always taken up with the **right** hand and rest on the palm

of the **left** hand while the officer explains their significance. Adah and Esther take the sword and sceptre with the **right** hand and the veil and crown with the **left** hand to illustrate how these are placed together.

The Signs should be given in a natural, easy and graceful way always striving for accuracy. The lectures should be delivered in an impressive manner, but without affectation, and with sincere interpretation. The important thing to remember is that the officer is teaching the lessons of the Order of the Eastern Star to others and that the initiatory work should always remain a pleasant and permanent memory.

If flowers, or ribbons, are used for the ceremony of initiation, the Conductresses take the flowers, or ribbons, from the members when they come to the Worthy Patron after the Star Point lectures. The Associate Conductress shall place them on the Secretary's desk and they will be given back to the new members after they have signed the By-laws. Brothers should receive only ribbons or a boutonniere at Electa's station.

Since Chapters are given the right to place pedestals in front, at the side or back of the Star Point chairs (Ritual, page 166, par. 4), the handling of the emblems will be guided by the position used, or the size of the chair. If the pedestal is at the side of the chair, the officers should go back of the chairs to pick up the emblems rather than reach across the vacant chair. If this is done, the officer should return to her former position **before** she starts to explain the emblem. Each officer waits until the Conductress has passed to the next station before she places the emblem back on her pedestal and is seated. If the pedestal is at the back of the chair, she may turn and pick up the emblem without leaving her place beside the chair. If in front, the emblem can be easily reached.

Chairs are permissible for the new members only during the Worthy Patron's lecture, if they are necessary. These are placed by the **Marshal** and **Chaplain** when they return from the Golden Chain, **before the Worthy Patron seats the Chapter.**

If it is impossible for a candidate to walk through the initiatory ceremony, she or he may be obligated at the Altar and then seated in the Chapter room (where the Signet will be seen) for the remainder of the ritualistic work.

A Candidate who cannot kneel may be seated at the Altar and hold the Bible in the regular manner and take the Obligation. Courtesy candidates are permitted.

Candidates shall be welcomed by the membership at the close of the Initiation led by the Worthy Matron, Worthy Patron, followed by the Secretary, Marshal, Star Points, Associate Matron, Associate Patron, Treasurer and Chaplain, followed by the South side then the North side.

The organist will play during the ceremony.

(When the Associate Conductress does not assist in the initiatory service, her position in the officer's march is between the Associate Patron and Treasurer.)

DEIMITS

Demits are read under Correspondence and shall be granted forthwith (amended 2009)

ELECTIONS

If a Chapter chooses to have Nomination of Officers Grand Chapter the following rules of order will apply: (amended 2009)

1. The Worthy Matron shall appoint a Nomination Committee immediately following Installation.
2. A suitable box, closely sealed, is provided and in the custody of the Secretary.
3. Nomination papers are made available by the Secretary and Nominations are declared open by the Worthy Matron as the last order of business under Good of the Order, at the stated meeting prior to the meeting at which Nominations are closed (see No.6 below).
4. Any member may approach another member eligible for any office, requesting his or her approval of such nomination
5. The Nomination Paper, correctly filled out and signed by the nominee and two proposers is placed in the nomination box. This allows for more than one nomination for any office.
6. At the last stated meeting prior to the Annual election of officers. Nominations shall be declared closed by the Worthy Matron as the last item of business under good of the Order.
7. Nomination box shall be closely guarded with no one, including the Nomination Committee, having access to its contents. The locked box shall be under the custody of the Secretary and the key shall be in the custody of the Trustees.
8. On the night of the Annual Election of officers, one half hour prior to the meeting, the Nominations Committee shall open the box and post the names of those so nominated at this time.
9. Where there is only one nomination for any office, such officer shall be declared elected as per Section 85(f). Constitution and Laws.
10. If there are no nominations for any office the presiding officer shall call for nominations from the floor. This may result in election by acclamation, but should more than one member be so nominated, a written ballot requiring a vote shall be held.
11. SUGGESTED FORM FOR NOMINATION PAPER
Sister/Brother is hereby nominated
for the office of.....
Moved by
Seconded by
.....
(Signature of Nominee)

In case of Election by written ballot, when letters of consent to stand are submitted, they shall be read as an item of Correspondence.

12. Annual Election of Officers with written Nominations.

Presiding Officer.

"As there is only one name posted in nomination for the following office, I declare each of the following elected by acclamation."

Worthy Matron - Sister..... (One blow of gavel)

Worthy Patron - Brother..... (" " ")

Associate Matron - Sister..... (" " ")

Repeat for each of the names posted in nominations. It is not necessary to ask if they accept the nomination as consent was given with placing their name in nomination.

If no name has been posted for any of the elective offices, the presiding officer proceeds as follows.

Scrutineers selected and the Chapter polled.

See C&Ls Section 85 (d) (e).

Presiding Officer.-

"I will receive nominations from the floor for the office of:....."

1. Nominee named - moved and seconded. "Are there any further nominations? any further nominations, any further nominations? "
2. If there is only one name so nominated and accepted, the presiding officer declares the "Sister/ Brotherelected to the office of"
"See Rules & Regulations Elections. No 10."
3. If there is more than one name nominated and accepted for the same office, repeat number one (1) and proceeds with written ballot with which a majority vote is required to elect.
"Declare Sister/ Brotherelected to the office of"
4. Should no nominations be put forth for a particular office, continue on to the next office where there is no name in nomination. Having called three times to receive a nominee and none forthcoming for any of the vacancies, nominations would be declared closed and vacancies dealt with at a subsequent meeting.
5. Any ballots cast will require a motion to destroy same.

INSTALLATION

The Installing Officer shall be in charge of the ceremony of Installation.

The titles for installing officers shall be found on page 94 of the Ritual. Regulations for Installation will be found in the fine print on pages 93 to 98 of the Ritual.

Chairs are placed according to paragraph 2, page 94 of the Ritual.

On resuming order before installation the Installing Officer shall say:

"Sister Associate Matron, can you vouch for all present?"

The Associate Matron enquires of the Door Committee and reports as follows:

"The Door Committee reports that all present are members of the Order."

The Installing Officer instructs the Conductress to attend at the Altar. It is the privilege of the incoming Worthy Matron to invite those whom she may select as the corps of Installing Officers to perform this ceremony. The Installing Marshal leads the Worthy Matron, Worthy Patron, and all other officers to the altar in the same manner, entering the labyrinth between Adah and Ruth.

After the Worthy Matron is installed, the Installing Marshal conducts her on the north side of the altar, directly to the East to receive the Grand Honors. After the Installing Marshal has invested the Worthy Patron with the badge of office, she (he) passes back of him to his right side, to be in proper position to conduct him on the south side of the altar, directly to the East to receive the Grand Honors. All other officers leave the labyrinth between Martha and Electa, following the Installing Marshal in single file.

The Associate Conductress follows the Marshal and Conductress to the South. Installing Marshal invests each Star Point officer with the badge of office, each Sister will face North to the left so the Marshal may pass in the back of the line officers. As soon as each officer has been invested with the badge of office she will face East and the Marshal returns to her position at the left of Adah. Each Star point Officer, when addressed by the Installing Officer in explaining the badge should take one step forward, as the Installing Officer is speaking directly to her. She will then step back to her former position. The same procedure is followed by the Conductress, Associate Conductress and the Warder and Sentinel.

When the Installing Marshal has presented each officer to the Installing Officer she steps back slightly so that the officer stands alone at the Altar. There may be one assistant to the Installing Officer in the East. In a subordinate Chapter installation there should be an Installing Associate Matron, Installing Conductress, Installing Chaplain, Installing Marshal, Installing Organist, Installing Warder, and Installing Sentinel. When the Installing Marshal is to be installed as an officer for the ensuing year, an Assistant Installing Marshal may be appointed for the installation of Marshal only.

If the Installing Officer is to be installed as a Chapter Officer, an Assistant Installing Officer shall give the Obligation; the Installing Officer shall take the proper position in the semi-circle of Officers to receive the Obligation. In the case where both the Installing Officer and the Assistant Installing Officer are to be installed, then it be understood that the Installing Officer is reaffirming the Obligation.

When installing a Chapter Officer or Officers out of time the Installing Officer may start by instructing the Installing Marshal to call the roll of Officers to be installed. When one or more Officers are to be installed out of time, the Obligation must be given.

The Proclamation may be given from the Marshal's station or from the west side of the Altar.

OPEN INSTALLATION

Open installation may be held only by vote of the Chapter at a previous meeting, such installation to conform to instructions set out on pages 96 and 97 of the Ritual.

Non-members may attend open installations by invitation only. A guest list should be given to the Secretary by those concerned, after election, and an invitation to attend extended under seal on behalf of the Chapter. The Door

Committee should have a list of invited guests.

1. When a SPECIAL meeting is called for the purpose of OPEN Installation ONLY, follow page 97, Ritual.

2. EXCEPTIONS:

(a) Paragraph 3-substitute with "Presentation of the Flag and the National Anthem is sung." Page 97. Ritual.

(b) Paragraph 7- after the word "gavel" add "and the Flag is retired."

(c) The farewell shall not be given at an Open Installation as it is part of the Stated meeting. Closing the Open Installation is per Ritual, page 97, paragraphs 6 and 7, and Rules and Regulations, page 50, #7.

OPEN INSTALLATION FOLLOWING A STATED MEETING

1. Chapter is closed in ritualistic form "omitting retiring of the Flag." The closing ode and retiring march may be omitted.
2. A recess is called. Guests are invited in during the recess. Door Committee should immediately go to the doors. The Door Committee should have a list of the names of those invited.
3. During the recess the Chapter room is prepared for the ceremony of Installation. The badges are placed on the Altar and the chairs are placed in readiness.
4. When all is in readiness, the Worthy Patron calls the Chapter to order and hands the gavel to the Worthy Matron, who then introduces the Installing Officer.
5. If the Worthy Matron or Worthy Patron is to be installed into office, they will retire at this time to the ante room to take their places with the officers to be installed.
6. Proceed with the Installation ceremony per the Ritual, pages 98-126.
7. Close per the Ritual, page 97, paragraph 6 and the Flag is retired.

GENERAL INSTRUCTIONS:

- (a) It is a courtesy to ascertain the wishes of the Worthy Grand Matron-elect or the Worthy Matron-elect in their preference for an **OPEN** Installation.
- (b) Invitations to attend the **OPEN** Installation should be decided by the Chapter, consideration being given to the seating capacity of the Hall.
- (c) As the Reverent Attitude is not a secret sign, it should be assumed at all Altar ceremonies. The salutation sign must not be given.

CLOSING OF CHAPTER

Will be conducted as per pages 45, 46 and 47 of the Ritual.

As the Chaplain leaves her station the Star Points face the Altar. The Reverent Attitude is assumed when the Chaplain steps into the Labyrinth and the Attitude of Prayer assumed during prayer only. The Reverent Attitude is broken when the Conductress steps back into the circle of officers and the Star Points face East.

The Worthy Matron will give one rap of the gavel on the word "closed" (Ritual, page 47). The Chaplain and the Conductress will return to their stations on the word "Sentinel" (Ritual, page 47, line 22).

THE FLAG IN CLOSING CEREMONIES

Immediately after the closing ceremony, the Worthy Matron shall say, "Sister /Brother Marshal, the Flag." As the Marshal leaves her/his station, the Star Points face the Altar.

The Marshal approaches the Flag, removes it from the standard, takes the Flag through the Labyrinth to the West side of the Altar and grounds it. When "God Save the Queen" is sung, she/he turns South, takes two steps, turns West, and marches West to place it in the standard. At this time the Star Points face East and the Marshal returns to her/his station.

When the Marshal returns to her/his station the Worthy Matron shall say: "The visitors and members will remain standing while the officers retire."

DEPUTIES

When a Deputy is appointed by the Worthy Grand Matron, she is presented before the Grand Officers and introduced as "Sister-name..... title and Deputy of the Worthy Grand Matron."

When a Deputy is appointed by the Worthy Grand Matron to hold a School of Instruction - according to Constitution and Laws, Section 21 - Section 22 (c) - Section 23(c) and (g) --- the expenses of the Deputy shall be for transportation, room and board.

GENERAL INFORMATION

1. After the Bible is opened and the Chapter is in session, members crossing the room should pass between Esther and the West, never passing between the Altar and the East, except as provided in the Ritual.

When the open Bible is on the Altar, raps must be given.

The Reverent Attitude shall be assumed at all Altar ceremonies, obligations and draping of the Charter.

2. The Warder never leaves the door unguarded and never opens it without permission of the presiding officer. The Warder will receive all messages from without the Chapter room and make the necessary announcement thereof.

3. No officer leaves station except according to Ritual or with the permission of the presiding officer.

4. The Bible shall be closed during a short recess of the Chapter. The Conductress returns immediately to her station after closing the Bible for a recess.

5. Sisters holding office should dress in long white dresses at all meetings of Chapter. This also includes Institution Ceremonies and Constitution Ceremonies as these are special sessions of Grand Chapter. Grand Officers may wear colored dresses at Grand Chapter and white dresses for the Memorial Service. (Amended 2007)

6. The Secretary should sign minutes below and at the right. The Worthy Matron approves and signs below and at the left.
7. The minute book of the Chapter should bear on the title page, the name, number of the Chapter and the town. The record of petitions received should show the name of the petitioners in full, the name of the Masonic relative, with name and number of Lodge, etc., and the names of committee to whom petition was referred. The minutes must not be written in pencil. Loose-leaf minute books are not allowed as a permanent minute book.
8. It should be the duty of each officer to render his or her work without the use of the Ritual.
9. Anyone making application for membership in a Chapter should not be present when the ballot is being taken on this petition.
10. The Secretary shall at the first meeting after installation of a Chapter insert in the minutes the names of the regular officers occupying the various chairs. Thereafter all that is necessary for the Secretary to write is "All regular officers present, with the exception of" and then name the office and the name of the person substituting.
11. The Secretary shall read previous to any other communication those received from the Worthy Grand Matron and Worthy Grand Patron. All correspondence coming to the Secretary, under seal, **must** be read by her or him in open Chapter. **No one** can tell the Secretary not to read any correspondence sent to the Chapter.
12. Let all meetings of the Chapter be conducted with dignity becoming the work of the Order.
13. Members should rise before addressing the presiding officer and receive recognition before beginning to speak or make a motion.
14. It shall be the duty of the Sentinel to see that all visitors seeking admission to the Chapter after it is opened are members in good standing in a legally instituted or constituted Chapter and have proper credentials.
15. All visitors shall be requested to show a receipt for dues for the current or last fiscal year or a demit not more than a year old, before entering a Chapter.
16. Members are not permitted to wear hats or gloves during meetings of a Chapter.
17. In "Order of Business" of a Chapter, under "Reading of Minutes", minutes of each meeting to be approved separately.
18. In the opening ceremony, when the officers say, "My badge is," etc., they shall touch their badge with the **left** hand. The Worthy Matron and Worthy Patron shall touch theirs as the Associate Matron is giving the charge. The hand is dropped on the word emblem.

19. There shall be one open Ritual in the Chapter room during the meeting, which is to be used by some member delegated by the Worthy Patron.
20. If the Worthy Patron does not wish to instruct the officers himself, he shall appoint a mentor (officer instructor) with the approval of the Worthy Matron.
21. The Conductress and Associate Conductress should leave their stations from the East side when going towards the East, and from the West side when going towards the West. When returning from the East, enter on the East side of the pedestal, and from the West, enter on the West side of the pedestal.
22. In welcoming visitors from other jurisdictions, applause to be given only after all have been introduced, and welcomed by the Worthy Matron.
23. The Conductresses should keep in line with one another when performing their floor work.
24. When a Chapter is in session and while the business of the Order is being transacted, Officers and Members may be called, mentioned, or referred to by her or his official title, surname, or first name preceded by the designated "Sister" or "Brother". Members will address each other at all times in a manner conferring dignity and respect for all persons.
25. Chapters shall not use signs or passes in any addenda.
26. The Marshal shall not join in singing the National Anthem when presenting the Flag.
27. The official 1980 version of "O Canada" shall be used.
28. A Worthy Matron may appoint two courtesy girls who shall sit behind the Marshal and Chaplain or in the west.
29. A Chapter may, through its Secretary and under seal, make request of the Worthy Grand Matron for permission to hold functions of a public nature which are intended to further the work of the Cancer Project. A general description of the affair under consideration shall accompany the request and any publicity to be made available to the public in any manner must first be approved by the Worthy Grand Matron in writing.
30. When the Bible is open no pictures or videos shall be taken during Installations or Chapter meetings including Grand Chapter.
31. Motions made and passed on the floor at Grand Chapter that affect the Rules and Regulations and that do not specify section numbers shall be recorded under General Information.
32. Candidates putting their names forward for elected position in **Grand Chapter** shall be required on introduction to state their name, Chapter Number, location, years in the Order, and offices held within their Chapter.

33. Voting. A majority of the members present decides any question before the Chapter unless otherwise provided. In the election of an officer of a Chapter, if there is greater number of ballots cast than members present, the ballot is illegal and shall be declared void. Blank ballots are not votes and should not be considered in determining the results of an election. In the case of a tie vote on any question, the Worthy Matron or the presiding officer shall cast the deciding vote. It is not expected, but not expressly prohibited, that the Worthy Matron or the presiding officer shall otherwise vote except upon the election of candidates for the degrees or members for affiliation, and the election of officers.

34. Chapters Secretaries should advise the Worthy Grand Matron of dates and times of Grand Officers' Honour Receptions as soon as possible following the Installation of Grand Officers. (amended 2003)

SUGGESTIONS FOR HONOUR AFTERNOONS

Formal:

(a) If held in a hall other than the Chapter Room it is not necessary to move paraphernalia. Requirements are; Bible, chairs for officers and the flag(s)

DO NOT MOVE CHARTER.

(b) The Worthy Patron calls order. The officers march in and assume their stations without invitation or escort.

NO HOLLOW SQUARE

The Worthy Matron instructs the Conductress to "open the Bible" and the Lord's Prayer repeated in unison.

FLAG PRESENTED

(c) Closing: The Worthy Matron instructs the Conductress to "close the Bible" informally, an ode may be sung and the Mizpah Benediction repeated in unison.

FLAG RETIRED

Informal presentations may be shortened by presenting the Worthy Grand Matron and Worthy Grand Patron (if present) and the honoured guests. Other guests may be introduced in the East or from the sidelines.

TOASTS

When a toast is given to the Grand Chapter, all members will arise to drink same, with the exception of the Worthy Grand Matron and/or Worthy Grand Patron if present.

SUGGESTED FORM OF BY-LAWS

BYLAWS OF Chapter NO..... ORDER OF THE EASTERN STAR

Sec. 1. The name of this Chapter shall be, No....., Order of the Eastern Star.

MEETINGS

Sec. 2. The stated meetings of this Chapter shall be held on the..... of each month (except July and August) in the..... Hall in the City of..... in the Province of British Columbia or Yukon.

(Please read Sec. 53 (a) Constitution and Laws.)

Sec. 3. A special meeting may be called as provided in Section 53(b) of the Constitution and Laws of the Grand Chapter of British Columbia and Yukon. (Amended 2007)

Sec. 4. Seven members, including one of the first four officers of the Chapter, shall constitute a quorum for the transaction of business. (Unless your Chapter wishes to prescribe a larger number.)

FEES AND DUES

Sec. 5(a). The fee for the Degrees shall be..... dollars, which shall accompany the Petition, and dues for remainder of the year at time of initiation.

(b) The fee for Affiliation shall be..... dollars, but where this creates Dual-membership, the fee shall be at least FIVE dollars and in each case, dues in advance for the remainder of the year shall also accompany the Petition.

Sec. 6. The dues shall be..... dollars per year, payable in accordance with section 82 (b), Grand Chapter Constitution and Laws. Failure to pay same shall be dealt with as provided in Section 83, Grand Chapter Constitution and Laws.

MEMBERSHIP AND PETITIONS

Sec. 7. Membership and Petition for same in this Chapter shall conform to Sections 60 to 68 inclusive, Grand Chapter Constitution and Laws.

Sec. 8. Each person becoming a member of this Chapter shall, at the time of Initiation, be presented with a copy of the Constitution and Laws of Grand Chapter and also a copy of the By-laws of this Chapter.

(a) Members affiliating within this Grand Jurisdiction shall be given a copy of the By-laws only.

(b) Affiliating members from a Chapter in another Grand Jurisdiction shall be given a copy of the Grand Chapter Constitution and Laws, and a copy of the Chapter By-laws.

RESTORATION TO MEMBERSHIP

Sec. 9. Restoration to Membership shall be in accordance with Section 84 Grand Chapter Constitution and Laws.

THE BALLOT

Sec. 10. Balloting for Degrees and for Affiliation shall be in accordance With Section 70 to 76 inclusive, Grand Chapter Constitutions and Laws.)

DEIMITS

Sec. 11. All applications for and granting of Demits shall be in accordance With Section 81, Grand Chapter Constitution and Laws.(Amended 2007)

OFFICERS

Sec. 12. ELIGIBILITY. As to the eligibility of members to hold office see Section 85, Grand Chapter Constitution and Laws.

Sec. 13. ELECTION. The Elective Officers shall be elected annually in accordance with Section 85(a) Grand Chapter Constitution and Laws.

There shall also be elected **Three Trustees** by ballot. At the first election of Trustees, one shall be elected for one year, one for two years and one for

three years, and thereafter at each annual meeting, one Trustee shall be elected for three years.

Sec. 14. **INSTALLATION.** The Installation of Officers shall be at or before the first Stated Meeting in April and shall comply with Section 88, Grand Chapter Constitution and Laws.

Sec. 15. **VACANCIES.** Vacancies occurring in Office shall be dealt with as per Section 90 to 93 inclusive, Grand Chapter Constitution and Laws.

Sec. 16. **REMUNERATION.** The Secretary (or any other officer) may receive such remuneration for service as the Chapter may decide.

DUTIES OF OFFICERS

Sec. 17. Duties shall be in accordance with Sections 94 to 98 inclusive, Grand Chapter Constitution and Laws.

(a) It shall be the duty of the Trustees to have general supervision of the property of the Chapter. They shall have the custody of, be responsible for the furniture and paraphernalia of the Chapter and shall invest such monies as may be entrusted to their care; but all the property and assets, together with all monies belonging to the Chapter entrusted to the Board of Trustees for investment, shall at all times be subject to the direction and control of the Chapter.

The Board of Trustees shall, at the first stated meeting in April of each year and at such other times as may be required, make a detailed report of all monies which have been turned over to them for investment, together with an inventory of all property and assets of the Chapter.

The Treasurer shall deposit all monies of the Chapter in a Chartered Bank, Credit Union or Trust Company named by the Chapter in the name of..... Chapter, No., O.E.S., and shall disburse same only on warrants signed by the Worthy Matron and Secretary, authorized by a vote of the Chapter.

APPOINTMENT OF COMMITTEES

Sec. 18. After installation the Worthy Matron shall appoint the following committees:

(a) **RELIEF COMMITTEE** composed of the Worthy Matron, Worthy Patron and Associate Matron.

The Relief Committee shall have power to draw on the Treasury for any sum not to exceed..... dollars in anyone month and shall report their action at the next stated meeting of the Chapter.

(b) **FINANCE COMMITTEE** composed of three members whose duties shall be to examine all bills and accounts presented to the Chapter for payment.

(c) **TWO AUDITORS** whose duties it shall be to audit the books of the Secretary and Treasurer after the 31st of March of each year, and report to the Chapter at the first stated meeting after Installation.

(d) **INSTRUCTION COMMITTEE** whose duties shall be to instruct new members in the secret work to enable them to pass an examination sixty (60) days after Initiation.

(e) **EXAMINING COMMITTEE.** See Sec. 94 (g), Grand Chapter Constitution and Laws.)

(f) **PROFICIENCY COMMITTEE** Grand Chapter Constitution and Laws See Sec 94(h).

- (g) **MEMBERSHIP COMMITTEE** Composed of the Worthy Matron, Associate Matron, Immediate Past Matron and at least one other Chapter Member.
(amended 2009)
(h) **OTHER COMMITTEES** as are deemed necessary.

PENAL CODE

Sec.19. The Penal Code shall be in accordance with Sections 103 to 111 inclusive and Sections 115 to 170 inclusive, Grand Chapter Constitution and Laws.

FUNDS AND PROPERTY

Sec.20 (a) No part of the funds of the Chapter shall be expended, except for monthly or other necessary expenses, without first having been referred to the Finance Committee, who shall report at the next stated meeting for the approval of the Chapter.

(b) No portion of the Furniture, Jewels or other property of the Chapter shall be sold or otherwise disposed of, except by two-thirds vote of the members present at a stated meeting of which due notice, specifying the intention to consider and vote on such sale or disposal, shall be given to all members.

AMENDMENTS

Sec.21. Amendments to these By-Laws shall be proposed in writing at a stated meeting of the Chapter. The Secretary shall notify all members of the proposed amendments, and if approved by a two-thirds vote of all members present at the next stated meeting shall become effective after having been approved by the Worthy Grand Matron. (amended 2009)

ORDER OF BUSINESS

Sec.22. The Order of Business at a stated meeting of the Chapter may be:-

1. Opening of the Chapter.
2. Draping of the Charter.
3. Reception of Visitors.
4. Reading of Minutes.
5. Report of Investigating Committees and Balloting.
6. Affiliation.
7. Conferring of Degrees.
8. Communications.
9. Treasurer's Report.
10. Reading and Referring of Bills and Accounts.
11. Reading and Referring of Petitions.
12. Reports of Standing Committees.
13. Reports of Special Committees.
14. Unfinished Business.
15. New Business.
16. Inquiry by Worthy Matron if any member is ill or in distressed circumstances.
17. Good of the Order.
18. Closing of Chapter.

Note: - (Affix seal of Chapter and Secretary's Signature.) Please refer to Sec.97 (n) Constitution and Laws and inside cover of front page of Proceedings

MANDATORY FORM OF BY-LAW AMENDMENT

Secretary's Address

Grand Secretary's Address

The following amendment to the By-Laws of..... Chapter, No....., having been proposed in writing at a stated meeting held on..... and all members' having been notified in writing and having been approved at the stated meeting held on..... is hereby submitted for the approval of the Worthy Grand Matron.

Section now reads.....

Section to read.....

Addition to By-laws (give section and number where to be placed).....

Secretary's Signature

Seal of Chapter

SUGGESTED FORM OF MINUTES FOR SUBORDINATE CHAPTERS

MARGIN

DATE OF MEETING

(Type of **meeting** A stated meeting of Chapter No..... O.E.S. was held in.....
whether Hall B.C. on the evening of.....
stated or Date..... Opening Regular or Short Form
Special) At p.m.

OFFICERS PRESENT

Officers

Worthy Matron-Sister.....

Worthy Patron-Brother.....

Etc. (Always record the officers who were present at your first meeting after installation and then any pro-tem officers that were appointed to fill vacancies only in succeeding meetings.)

HONORS

Honor

Sister..... Worthy Grand Matron

and Brother..... Worthy Grand Patron,

were presented and escorted to the East, introduced by the Worthy Matron and given the Grand Honors (refer to page 17 of the Ritual for those who receive Grand Honors)(Then record other distinguished visitors or members who may be present.) (Insert names and titles.)

Minutes The minutes of the meeting heldwere read and approved; (or approved with the following corrections).

COMMITTEE AND BALLOTING

Reports Investigation Committee and Balloting

The Committee on the Petition of..... and.....having reported a ballot was taken on these Petitions and found clear, the Petitioners were declared elected to receive the Degrees in this Chapter (or if Petitions for Affiliations, to become members of the Chapter) (According to Sec.71 (c), (d), (e), (f), it gives the direction of handling a collective ballot (or the ballot on the petition of not being clear, the the Petitioner was declared rejected). Petitions for Affiliation are read and balloted upon before Petitions for Degrees.

AFFILIATION

Affiliation

CONFERRING OF THE DEGREES

Conferring of the Degrees

The Degrees were conferred upon and..... after which an intermission was called to welcome new members.

COMMUNICATIONS

Communications

Letters under seal were read, dated and chronologically filed in a special Grand Chapter file and all other correspondence filed.

TREASURER’S REPORT

Treasurer

ACCOUNTS

Accounts

The following accounts were presented (after being signed by the Finance Committee) and upon a motion of Sister (or Brother)..... Seconded by Sister (or Brother).....were received and warrants ordered to cover the several amounts. Carried.

PETITIONS

Petitions

A Petition for Affiliation signed by Sister (or Brother)..... accompanied by Demit (or receipt for dues if joining on dual membership) from..... Chapter No. located at..... and recommended by.....and..... was received and referred to the following Investigation Committee:

A Petition for Degrees in regular form, signed by Wife (etc) of a member of..... Lodge No. A.F. &A.M., located at and recommended by..... and..... was received and referred to the following Investigation Committee. (refer to Sections regarding Petitions in Grand Chapter Constitution and Laws and also page 165 of the Ritual)

REPORTS OF STANDING COMMITTEE OR SPECIAL COMMITTEE

Reports

UNFINISHED BUSINESS

Unfinished Business

NEW BUSINESS

New Business

ILLNESS

Illness or Distress

GOOD OF THE ORDER

Good of the Order

CLOSING

Closing

No further business appearing, Chapter No..... was closed in regular form.

(You can put in here who gave the Farewell if you wish.)

(Signed)

(Signed)

.....
Worthy Matron

.....
Secretary

RECEIPTS

Receipts

Sister..... dues \$.....
Mrs. (Petition) fees \$.....
(etc.) TOTAL \$.....

WARRANTS

Warrants

No's. to inclusive \$.....
(Secretaries should read the duties No. 97 thoroughly in the Grand Chapter Constitution and Laws.)

**OPENING AND CLOSING CEREMONIES
OF GRAND CHAPTER**

Opening

When the hour for opening has arrived, the Officer designated by the Worthy Grand Matron, who shall be a Past Grand Matron or a Past Grand Patron, will stand in

the East and call the Grand Chapter to order by one rap of the gavel and make the following announcement:

P.G.P.: Sisters and Brothers, it is the will of our Worthy Grand Matron that this Session be in order for the reception of the officers of this Grand Chapter. If there be any present who are not members of the Order, they will please retire.

P.G.M.: Grand Marshal, you will invite the Worthy Grand Matron, Worthy Grand Patron and other Grand Officers to enter the Grand Chapter room.

Grand Marshal will retire and say, "By order of the Past Grand Matron, I invite you to enter the Grand Chapter room." She will then take her place in the line of Grand Officers.

Following the Processional as the Grand Officers have assumed their positions in the hollow square the Grand Chapter is called up.

P.G.M.: Sisters Grand Conductress and Associate Grand Conductress, you will escort the Worthy Grand Matron and Worthy Grand Patron to the East.

The Conductresses turn, approach the West, bow to the distinguished officers, and then escort the W.G.M. and W.G.P. to the East. They bow to the W.G.M. and W.G.P. and return directly to their places after Grand Honours are given.

P.G.M.: Sisters and Brothers, you will face East and salute our Worthy Grand Matron and Worthy Grand Patron with the Grand Honors. (Hands gavel to W.G.M.)

W.G.M.: The Grand Officers will take their respective stations and prepare for the active duties of the Grand Chapter. (Seats the Grand Chapter.)

Remarks of appreciation may be given by presiding officers.

W.G.M.: Grand Warder.

G.W.: Worthy Grand Matron.

W.G.M.: You will see that the doors are secure and instruct the Grand Sentinel to allow no interruption while we are engaged in the ceremony of opening the Grand Chapter.

G.W.: Grand Sentinel, you are instructed to allow no interruptions while we are engaged in the ceremony of opening the Grand Chapter.

G.S.: There will be no interruptions, Grand Warder.

G.W.: The doors are secure and there will be no interruption, Worthy Grand Matron.

W.G.M.: Associate Grand Matron.

A.G.M.: Worthy Grand Matron.

W.G.M.: You will ascertain if all present are members of the Order and entitled to seats in the Grand Chapter.

A.G.M.: All present have produced their credentials to the Committee at the door, and are members of the Order and entitled to seats in this Grand Chapter. (If the Committee has failed to get the necessary information for the A.G.M., the Associate Grand Matron will proceed as per Ritual, page 26.)

W.G.M.: It is well. Grand Secretary.

G.S.: Worthy Grand Matron.

W.G.M.: Is there a constitutional number of Subordinate Chapters represented to form a quorum?

G.S.: I will ascertain. (Calls roll of Chapters.) There is, Worthy Grand Matron.

(W.G.M. calls up the Officers.)

W.G.M.: Associate Grand Matron.

A.G.M.: Worthy Grand Matron.

W.G.M.: What number of Officers constitute the Grand Chapter and what titles do they bear?

A.G.M.: A complete Grand Chapter requires eighteen, and their titles are: Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Secretary, Grand Treasurer, Grand Conductress, Associate Grand Conductress, Grand Chaplain, Grand Marshal, Grand Organist, Grand Adah, Grand Ruth, Grand Esther, Grand Martha, Grand Electa, Grand Warder, and Grand Sentinel.

W.G.M.: Where is the station of the Grand Sentinel and what is his duty?

A.G.M.: Outside the closed door and his duty is to protect the Grand Chapter against the intrusion of improper persons.

W.G.M.: Where is the station of the Grand Warder?

A.G.M.: At the entrance to the Grand Chapter, Worthy Grand Matron.

W.G.M.: Grand Warder.

G.W.: Worthy Grand Matron.

W.G.M.: What is your duty?

G.W.: To act in conjunction with the Grand Sentinel and permit no one to enter or retire from the Grand Chapter without permission of the presiding officer.

W.G.M.: Where is the station of the Grand Chaplain?

G.W.: In front of and at the right of the Worthy Grand Matron.

W.G.M.: Grand Chaplain.

G.C.: Worthy Grand Matron.

W.G.M.: What is your duty?

G.C.: To conduct the devotional exercises of the Grand Chapter.

W.G.M.: Where is the station of the Grand Marshal?

G.C.: In front of and at the left of the Worthy Grand Patron.

W.G.M.: Grand Marshal.

G.M.: Worthy Grand Matron.

W.G.M.: What is your duty?

G.M.: To superintend and marshal all processions of the Grand Chapter and to perform such other duties as pertain to my office.

W.G.M.: Where is the station of the Grand Organist?

G.M.: At the instrument, Worthy Grand Matron.

W.G.M.: Grand Organist.

G.O.: Worthy Grand Matron.

W.G.M.: What is your duty?

G.O.: To provide appropriate music during the Session of the Grand Chapter.

W.G.M.: Where is the station of the Associate Grand Conductress?

G.O.: In the North, Worthy Grand Matron.

W.G.M.: Associate Grand Conductress.

A.G.C.: Worthy Grand Matron.

W.G.M.: What is your duty?

A.G.C.: To assist the Grand Conductress in the performance of her official duties.

W.G.M.: Where is the station of the Grand Conductress?

A.G.C.: In the South, Worthy Grand Matron.

W.G.M.: Grand Conductress.

G.C.: Worthy Grand Matron.

W.G.M.: What is your duty?

G.C.: To ascertain that all present are members of the Order and entitled to

seats in the Grand Chapter, and perform such other duties as may properly belong to my office.

W.G.M.: Where is the station of the Grand Treasurer?

G.C.: In the North-East, Worthy Grand Matron.

W.G.M.: Grand Treasurer.

G.T.: Worthy Grand Matron.

W.G.M.: What is your duty?

G.T.: To receive all money from the Grand Secretary, giving my receipt therefore and pay it upon proper authority, and to render an account of my official transactions to the Grand Chapter.

W.G.M.: Where is the station of the Grand Secretary?

G.T.: In the South-East, Worthy Grand Matron.

W.G.M.: Grand Secretary.

G.S.: Worthy Grand Matron.

W.G.M.: What is your duty?

G.S.: To make proper record of the proceedings of the Grand Chapter, conduct its correspondence, receive all money belonging to the Grand Chapter and pay it to the Grand Treasurer, taking her/his receipt therefore, and render an account of my official transactions to the Grand Chapter.

W.G.M.: Where is the station of Grand Adah?

G.S.: At the first point of the star, Worthy Grand Matron.

W.G.M.: Grand Adah, What is your duty?

G.A.: To exemplify the virtues of Jephthah's daughter, whose ray of blue is emblematic of fidelity.

W.G.M.: Where is the station of Grand Ruth?

G.A.: At the second point of the star, Worthy Grand Matron.

W.G.M.: Grand Ruth. What is your duty?

G.R.: To teach the lesson of Constancy, symbolized by the yellow ray and portrayed by Ruth's devotion.

W.G.M.: Where is the station of Grand Esther?

G.R.: At the third point of the star, Worthy Grand Matron.

W.G.M.: Grand Esther, What is your duty?

G.E.: To emulate the virtues of the heroic Queen Esther, whose ray of white is emblematic of Light, Purity and Joy.

W.G.M.: Where is the station of Grand Martha?

G.E.: At the fourth point of the star, Worthy Grand Matron.

W.G.M.: Grand Martha, What is your duty?

G.M.: To let the green ray shine with undiminished luster; teaching always the important lesson of Hope and Immortality.

W.G.M.: Where is the station of Grand Electa?

G.M.: At the fifth point of the star, Worthy Grand Matron.

W.G.M.: Grand Electa, What is your duty?

G.E.: To emulate the virtues of the Elect Lady whose fervency and zeal are symbolized by the red ray.

W.G.M.: Where is the station of the Associate Grand Patron?

G.E.: At the left of the Associate Grand Matron, Worthy Grand Matron.

W.G.M.: Associate Grand Patron.

A.G.P.: Worthy Grand Matron.

W.G.M.: What is your duty?

A.G.P.: To assist the Worthy Grand Patron, and in his absence, assume the duties of his office.

W.G.M.: Where is the station of the Associate Grand Matron?

A.G.P.: In the West, Worthy Grand Matron.

W.G.M.: Associate Grand Matron.
A.G.M.: Worthy Grand Matron.
W.G.M.: What is your duty?
A.G.M.: To assist the Worthy Grand Matron and preside over the Grand Chapter in her absence.
W.G.M.: Where is the station of the Worthy Grand Patron?
A.G.M.: At your left, Worthy Grand Matron.
W.G.M.: What is his duty?
A.G.M.: To preside over the Grand Chapter when requested to do so by the Worthy Grand Matron, and to perform such official acts as are prescribed in the Constitution of the Grand Chapter.
W.G.M.: Where is the station of the Worthy Grand Matron?
A.G.M.: Her station is in the East, Worthy Grand Matron.
W.G.M.: What is her duty?
A.G.M.: To preside at the meetings of the Grand Chapter, see that its business is properly conducted and secure obedience to the rules and regulations of the Order.
W.G.M.: All of which duties I am under obligation to perform with justice and impartiality, in view of which I ask the kind cooperation of the officers and members here assembled.
Grand Conductress, you will attend at the Altar.
(Calls up Grand Chapter.)
W.G.M.: That we may have the needed grace to do our work well, let us unite in prayer.
(Prayer by Chaplain as provided in Ritual, page 42.)
W.G.M.: Let us unite in singing an Opening Ode.
W.G.M.: Grand Marshal, you will proclaim the Grand Chapter of British Columbia and Yukon, Order of the Eastern Star, duly opened.
G.M.: By order of the Worthy Grand Matron, I proclaim the Grand Chapter of British Columbia and Yukon, Order of the Eastern Star, duly opened for the transaction of such business as may properly come before it.
W.G.M.: Grand Warder, you will so instruct the Grand Sentinel.
G.W.: Worthy Grand Matron, your order has been obeyed.
Presentation of Flags. (Grand Chapter may be seated for the tributes.)

CLOSING

W.G.M.: Associate Grand Matron.
A.G.M.: Worthy Grand Matron.
W.G.M.: Do you know of any further business to come before the Grand Chapter?
A.G.M.: There is none within my knowledge, Worthy Grand Matron.
W.G.M.: Grand Warder.
G.W.: Worthy Grand Matron.
W.G.M.: You will inform the Grand Sentinel that we are about to close the Grand Chapter and direct him to permit no interruption while we are thus engaged.
G.W.: Worthy Grand Matron, your order has been obeyed.
W.G.M.: Let us unite in singing a Closing Ode.
(Calls up Grand Chapter.)
W.G.M.: Let us unite in prayer.
(Prayer by Grand Chaplain, Ritual, page 46.)

W.G.M.: Grand Conductress, you will attend at the Altar.
W.G.M.: Sisters and Brothers, we go forth into the world not knowing what trials may await us in the journey of life. Let us not be dismayed, for our Heavenly Father has promised to strengthen and uphold us by the right hand of His power. Farewell. (Members respond "Farewell.")
W.G.M.: Grand Marshal, you will proclaim the Grand Chapter duly closed.
G.M.: By order of the Worthy Grand Matron, I proclaim the..... Annual Session of the Grand Chapter of British Columbia and Yukon, Order of the Eastern Star, duly closed.
W.G.M.: Grand Warder, you will so instruct the Grand Sentinel.
W.G.M.: Grand Marshal, the Flag. (As the Grand Marshal leaves her station. the Star Points face the Altar. The Grand Marshal approaches the Flag, removes it from the Standard, takes the Flag through the Labyrinth to the West side of the Altar and grounds it. When "God Save the Queen" is sung; she turns South, takes two steps, turns West and marches West to place the Flag in the Standard. At this time the Star Points face East and the Grand Marshal returns to her station.)
(One rap of the gavel.)

Proclaiming Recess

W.G.M.: Grand Conductress, you will attend at the Altar.
W.G.M.: Grand Marshal, you will proclaim the Grand Chapter called to recess, to reconvene at..... o'clock.
G.M.: By order of the Worthy Grand Matron, I proclaim the Grand Chapter called to recess, to reconvene at o'clock.

To Reconvene

W.G.M.: Associate Grand Matron, you will ascertain if all present are members of the Order.
A.G.M.: All present are members of the Order, Worthy Grand Matron.
W.G.M.: Grand Conductress, you will attend at the Altar.
W.G.M.: Grand Marshal, you will proclaim the Grand Chapter called from recess to resume work.
G.M.: By order of the Worthy Grand Matron, I proclaim the Grand Chapter called from recess to resume work.

FORM FOR INTRODUCTION

of Distinguished members at the Annual Grand Chapter Sessions

At the Annual Sessions of this Grand Chapter, the Grand Conductress, assisted by the Associate Grand Conductress when necessary will conduct those entitled to receive Grand Honors through the Labyrinth. All General Grand Chapter Officers, General Grand Chapter Committee members, Worthy Grand Matrons, Worthy Grand Patrons, Past Grand Matrons and Past Grand Patrons are presented directly back of the Alter. The Grand Conductress will introduce each of the above by name and title and when directed by the Worthy Grand Matron will conduct the distinguished guests through the Labyrinth to the East for Grand Honors.

OPEN INSTALLATION OF OFFICERS OF GRAND CHAPTER

Open installation may be held at the request of the Worthy Grand Matron -

Elect and Worthy Grand Patron - Elect, such installation to conform with instructions set out on pages 127 and 128 of the Ritual. Non members may attend installations by invitation only.

When all is in readiness for the ceremony of Installation, the Installing Grand Officer directs that the Bible be opened informally.

In closing, the Worthy Grand Matron instructs the Grand Conductress to close the Bible Informally. An ode is sung and the Mizpah Benediction repeated.

The Grand Marshal is instructed to proclaim the Grand Chapter duly closed (bottom of page 80). The Flag is retired. The newly installed Grand Officers may use a retiring march.

INSTITUTING CEREMONY

(see no. 5 general information)

(It being the duty of the **Worthy Grand Patron** to issue Dispensations to organize new Chapters, the following ceremony is performed by him or his properly authorized proxy. The W.G.P. or his proxy will appoint eligible persons to act as Associate Grand Matron, Grand Secretary, Grand Conductress, Associate Grand Conductress, Grand Chaplain, Grand Marshal, Grand Organist, Grand Warder and Grand Sentinel.)

W.G.P. (or proxy): The petitioners and all who are not members of the Order will please retire.

(In every case where W.G.P. is mentioned "or proxy" is understood.)

W.G.P.: Sister Grand Warder.

G. W.: Worthy Grand Patron

W.G.P.: You will see that the doors to our Chapter are secure and instruct the Grand Sentinel that we are about to engage in the ceremony of opening a Special Session of the Grand Chapter of British Columbia and Yukon, Order of the Eastern Star, and direct him to allow no interruption while we are thus engaged.

Grand Warder (instructs Grand Sentinel and reports): Worthy Grand Patron, there will be no interruption.

W.G.P.: Associate Grand Matron.

A.G.M.: Worthy Grand Patron.

W.G.P.: You will ascertain if all present are members of the Order and entitled to seats at this Special Session of Grand Chapter.

A.G.M.: Grand Warder.

G.W.: Associate Grand Matron.

A.G.M.: Ascertain and report if all present are members of the Order and entitled to seats at this Special Session.

G.W.: All present have produced their credentials at the door and are members of the Order and entitled to seats at this Special Session.

A.G.M.: It is well. Worthy Grand Patron, all present are members of the Order and entitled to seats at this Special Session.

W.G.P.: It is well.

W.G.P.: (Calls up Chapter) Sister Grand Conductress, you will attend at the Altar.

W.G.P.: I now declare a Special Session of the Grand Chapter of British Columbia and Yukon, Order of the Eastern Star, duly opened. Grand Warder, you will so instruct the Grand Sentinel.

Seats Chapter

(If the Instituting Officer is the proxy of the W.G.P., the Grand Secretary will at this time read the commission and record it in the minutes.)

W.G.P.: Sisters and Brothers: This Special Session of the Grand Chapter of British Columbia and Yukon has been called for the purpose of instituting a new Chapter of the Order of the Eastern Star in this place, to lay the cornerstone of a building whose permanency and usefulness will depend upon those to whom we tonight deliver the working tools for its construction.

W.G.P.: Sister Grand Marshal, you will retire and introduce the petitioners.

(The Grand Marshal retires through the preparation room door and conducts the petitioners into the Chapter room, forming a semi-circle on the West side of the Labyrinth, facing East. The lady designated as Worthy Matron on the extreme North, the man who is to be Worthy Patron on the extreme South, the lady to be Associate Matron and the man to be Associate Patron at her right both in the centre of the line in the West.)

The March in is as follows: Enter through preparation room door, cross to South in front of Associate Matron's station, march East to halfway between Adah and Marshal, enter Labyrinth between Adah and Electa, with Altar to the right, leaving between Electa and Adah, then West on the North side, forming a semi-circle on the outside of the Star Points.

Grand Marshal: Worthy Grand Patron, the petitioners are in order and await your pleasure.

W.G.P.: Before proceeding with the ceremonies, for which we are assembled, let us invoke the blessings of our Heavenly Father upon our labours.

W.G.P.: (Calls up Chapter) Let us unite in prayer.

Grand Chaplain: Almighty God, our Father in Heaven, Thou has been our dwelling place in all generations, and it is our gracious privilege to come to Thee in prayer. We are not wise in our own wisdom, strong in our own strength, nor sufficient in our own resources. Therefore do we stretch forth hands of prayer to Thee.

We rejoice in Thee, as the author of human fraternity.

We bless Thee for the revelation of Divine Fatherhood, upon which enduring foundation all Brotherhood is builded.

We praise Thee for Thy gracious purpose to bind together the hearts of all Thy children until there shall be one family in Heaven and on earth.

As those banded together by fraternal ties, and as members of an Order prophetic of the great day of universal Brotherhood, we seek Thy Blessing.

In all our ways we acknowledge Thee, that Thou mayest direct our paths. We pray Thee to bless those upon whom the responsibilities of office are about to be placed. May they exemplify in words and deeds the principles of our Order.

May they be wise and strong in the performance of their duties. May they be ever mindful that a Father's watchful care is ever over them. Command Thy blessing upon all our members everywhere. Lift upon us the light of Thy countenance and give us peace, and to Thy name shall be praise for evermore.

Amen.

Response: So may it ever be.

W.G.P. :(Seats Chapter, petitioners remain standing) Sister Grand Marshal, you will conduct the Worthy Patron appointed to the East to vouch for all petitioners.

W.G.P.: Sister Grand Secretary, you will call the names of the petitioners for the Dispensation, who, as their names are called, will respond by saying

"present".

(Names are read and checked off where necessary.)

W.G.P.: Worthy Patron, do you vouch for each of these persons that they are those whose names appear on the petition?

Worthy Patron answers.

W.G.P.: Sister Grand Marshal, you will conduct the Worthy Patron to his position in the semi-circle. The petitioners will answer the following questions:

W.G.P.: (1) Are all over eighteen years of age?

(2) Have you permanently resided for the last six months in this Grand Jurisdiction?

(3) Have you ever petitioned a Chapter of the Order of the Eastern Star and been rejected?

(4) Do you acknowledge that our obligation, voluntarily assumed, is perpetual?

(5) Do you acknowledge the name of our Order, the names of its degrees and its **modes of recognition to be unchangeable?**

(6) Do you 'promise to do all in your power for the general good of the Order; that you will avoid all disputes, quarrels and evil speaking and be kind and courteous to all the members of the Order wherever you may meet them?

(7) Do you promise that you will obey the Constitution and Laws of the Grand Chapter and the By-laws of your own Chapter?

W.G.P.: Sister Grand Marshal, you will cause the petitioners to be in proper position to receive the obligation.

(The petitioners will be asked to kneel, a copy of the Bible placed in the hands of the Worthy Matron, Worthy Patron, and Associate Matron in the same manner as at initiation. The Associate Patron at the right of the Associate Matron will place his left hand on the shoulder of the Associate Matron and his right hand on the left shoulder of the next one, each person placing the right hand on the shoulder of the next person, thus forming a chain from the Associate Matron to the Worthy Patron. The person on the left of the Associate Matron will place her (or his) right hand on the shoulder of the Associate Matron and her (or his) left hand on the shoulder of the person next and so on around, making a complete chain from the Associate Matron to the Worthy Matron. When this is done there will be a complete chain from the Worthy Matron to the Worthy Patron.)

W.G.P.: Each petitioner will answer the following question individually, starting with the Worthy Matron:

W.G.P.: Do you believe in the existence of a Supreme Being?

Answer: I do. (By each person.)

W.G.P. The obligation you are about to take is a solemn pledge which you must give before you can participate in the privileges of the Order. By it you bind yourself to the most solemn secrecy respecting the work of the Order and to the performance of those acts of kindness and forbearance which are essential to our welfare and prosperity. With this knowledge of its requirements, are you willing to proceed?

W.G.P.: (Calls up Chapter and goes to position at Altar.)

OBLIGATION

(The Grand Marshal removes the Bibles.)

W.G.P.: Arise, my Sisters and Brothers, we accept the pledge you have given and share with you in this solemn obligation.

W.G.P.: (Returns to East, seats Chapter, the petitioners still remain standing.)

W.G.P.: Sister Grand Secretary, you will read the Dispensation granting the instituting of this Chapter.

(Dispensation is read and is to be recorded in the minutes.)

W.G.P.: You have heard the reading of the Dispensation. Do you accept the conditions named therein?

Answer: We do.

W.G.P.: Sisters and Brothers, in your Dispensation you have selected and named Sister to act as your Worthy Matron, Brother to act as your Worthy Patron, Sister to act as your Associate Matron and Brother to act as your Associate Patron; do you still desire that they shall fill the positions for which they have been selected?

Answer: We do.

W.G.P.: There being no objections, Sister Grand Marshal, you will conduct the Worthy Matron to the East.

W.G.P.: Sister Grand Marshal, you will conduct the Worthy Patron to the East.

W.G.P.: Sister Grand Marshal, you will conduct the Associate Matron to her station in the West.

W.G.P.: Sister Grand Marshal, you will conduct the Associate Patron to his station in the West.

Sister Grand Marshal, you will conduct the other members to their seats. (A sufficient number of chairs should have been provided for the petitioners along the South side of the room, between the Conductress' station and the East.)

(Grand Marshal enters Labyrinth between Adah and Ruth, leaving Labyrinth between Martha and Electa, heads line of members and marches around room to seats in the South.)

W.G.P.: Worthy Matron. (She rises and remains standing.)

Into your care I now commit the Dispensation, by the authority of which this Chapter is held and which must be present at all its meetings.

I also present you with the Constitution and Laws governing the Order in this Province, with which you are expected to make yourself thoroughly familiar and see promptly obeyed.

You will now receive the gavel, emblem of your authority, and as none should disobey it, I hope that in its use you will act with judgment and discretion, as your Chapter will then be governed with wisdom and impartiality. Let your acts be governed by the sublime principles of our Order.

Worthy Patron: (He rises.) From the nature of the Order you are not its chief officer, yet you are expected to have a watchful care over the interests of the Chapter and see the laws of our Order promptly obeyed. You are also expected to act as the constitutional adviser of the Worthy Matron, to do this acceptably you should make yourself thoroughly familiar with the jurisprudence of the Order.

You will now receive in charge this copy of the secret work and the labyrinth. It is your duty to see that proper use is made of these and at the expiration of your term of office you will deliver them to the Secretary of your Chapter (See Sec. 96 (c) C. & L) taking the Secretary's receipt therefore.

(Both Worthy Matron and Worthy Patron remain standing.)

W.G.P.: Sister Associate Matron (rises) your duties are embodied in the name of your office. You are expected, therefore, to make yourself thoroughly familiar with the duties of the Worthy Matron, so that in her absence you may fill her position with credit to yourself and honor to your Chapter.

W.G.P.: Brother Associate Patron (rises); your duties are to perform the

duties of the Worthy Patron in his absence, and to assist him whenever required in the performance of his duties.

(Worthy Matron, Worthy Patron, Associate Matron and Associate Patron are now seated.)

W.G.P.: Sister Grand Marshal, you will now conduct the remaining officers to their stations as they are named.

(Grand Marshal conducts each officer to her or his station as they are named by the instituting officer. The five star points go together.)

W.G.P.: Worthy Matron, the Officers of your Chapter have been conducted to their respective stations and are now ready to assume their duties.

W.G.P.: (Calls up Chapter) Sister Grand Marshal, you will now proclaim..... Chapter, U.D., duly and regularly instituted. (Grand Marshal proceeds to West of Altar, as if to ballot, places her left hand on the Bible and with right hand uplifted makes the proclamation and returns to station.)

Grand Marshal: In the name of the Grand Chapter of British Columbia and Yukon, Order of the Eastern Star, and by order of the Worthy Grand Patron, I do now proclaim..... Chapter, U.D., duly and regularly instituted.

W.G.P.: Sisters and Brothers of..... Chapter, U.D., you are consecrated to works of charity and benevolence and to the service of love, honor and justice. Let peace and harmony prevail and your efforts will be crowned with success. May the examples set forth in the history of our heroines stimulate you to imitate their exalted virtues and may our Heavenly Father guide and direct you in all your undertakings.

W.G.P.: Sister Grand Conductress, you will attend at the Altar.

W.G.P.: I now declare this Special Session of the Grand Chapter of British Columbia and Yukon. Order of the Eastern Star, duly closed. Sister Grand Warder, you will so instruct the Grand Sentinel.

Seats the Chapter

Subordinate Chapter officers shall demonstrate the following:

Opening

Presentations

Initiations

Closing

The Associate Conductress in giving the charge to the Candidates, shall enter the Chapter with Candidates through the preparation room door and give the charge inside. She will then take the Candidates into the preparation room and the usual procedure will be followed. No Salutation Sign is necessary.

CONSTITUTING CEREMONY

(see no. 5 general information)

(It being the duty of the **Worthy Grand Matron** to constitute Chapters, the following ceremony is performed by her or her properly authorized deputy. Worthy Grand Matron or proxy will call the Chapter to order and appoint a Worthy Grand Patron, Associate Grand Matron, Grand Secretary, Grand Conductress, Associate Grand Conductress, Grand Chaplain, Grand Marshal, Grand Organist, Grand Warder and Grand Sentinel.)

Worthy Grand Matron (or proxy) : Grand Warder, you will instruct the Grand Sentinel that we are about to engage in the ceremony of opening a Special Session of the Grand Chapter of British Columbia and Yukon, Order of the Eastern Star, for the purpose of constituting..... Chapter,

No..... Order of the Eastern Star, and direct him to permit no interruption while we are thus engaged.

(The Grand Warder repeats these instructions to the Grand Sentinel and then makes the report.)

Grand Warder: Worthy Grand Matron, there will be no interruption.

W.G.M.: Associate Grand Matron.

A.G.M.: Worthy Grand Matron.

W.G.M.: You will ascertain if all present are members of the Order and entitled to seats at this Special Session of Grand Chapter.

A.G.M.: Grand Warder.

G.W.: Associate Grand Matron.

A.G.M.: Ascertain and report if all present are members of the Order and entitled to seats at this Special Session.

G.W.: All present have produced their credentials at the door and are members of the Order and entitled to seats at this Special Session.

A.G.M.: It is well. Worthy Grand Matron, all present are members of the Order and entitled to seats at this Special Session.

W.G.M.: It is well. Grand Conductress, you will attend at the Altar.

The Chapter is called up

Worthy Grand Matron: I now declare a Special Session of the Grand Chapter of British Columbia and Yukon, Order of the Eastern Star, duly open for the purpose of constituting..... Chapter, No....., located at.....

The Chapter is seated

(Grand Marshal shall see that all members of the Chapter to be constituted are seated on the South side of the room. Worthy Matron at East end of line.)

(If the Constituting Officer is the proxy of the W.G.M., the Grand Secretary should read the commission of the proxy and make it a matter of record.)

Worthy Grand Matron: We are convened at this time for the purpose of constituting and consecrating a Chapter of the Order of the Eastern Star. Today we enlarge our opportunities for the upbuilding and uplifting of mankind by the addition of another "star" to the constellation of British Columbia and Yukon. May the ceremonies of this occasion greatly impress upon your minds the larger privileges and responsibilities that come to each of you, by assuming the important trust of a legally constituted Chapter and may it bring to you a deeper understanding of the bonds that unite us in our endeavors to fulfill the exalted purposes of the Order. That we may have the needed grace to do our work well, let us unite in prayer. (Calls up Chapter.)

Grand Chaplain: O, Thou Infinite One, who doth permit us to call Thee Father, we bow before Thee in grateful worship. We pray for Thy blessings upon the members of this organization, who have associated themselves together that they may thereby accomplish that good through united labour which individual effort would fail to secure. May charity, truth and loving kindness govern all their deliberations, and may this new addition to our Order serve to strengthen the Chapters in this Province. We especially commend to Thy protecting care, all members of our Beloved Order. Be gracious unto them; let the light of Thy countenance shine upon them, that its brightness may be a guide unto them, as the Star in the East was a guide to those who sought a Prince and a Redeemer. These blessings, and whatsoever else Thou shalt see to be for the good of Thy children here below, we ask in Thy name.

Amen.

Answer: So may it ever be.

(Seats Chapter.)

Worthy Grand Matron: Grand Marshal, you will assemble the members of the Chapter at the West of the Altar in the form of a semi-circle, facing the East.

(Grand Marshal heads line, going behind Altar between Adah and Electa, with the Altar on her right, leaving between Adah and Electa to North side of room, march West around outside of Star Point chairs to form a semi-circle.)

Grand Marshal: Worthy Grand Matron, a constitutional number of Sisters and Brothers, duly obligated and instructed in the secret work of the Order of the Eastern Star, having assembled together at stated periods by virtue of a Dispensation granted to them for that purpose, and having applied to the proper authorities for a Charter, and their petition having been granted, do now desire to be constituted into a regular Chapter, Order of the Eastern Star, according to the usages and customs of the Order.

Worthy Grand Matron: Sisters and Brothers, the Grand Chapter of British Columbia and Yukon, Order of the Eastern Star, at its last Session granted the members of your Chapter a Charter, establishing and confirming them with the authority and privileges of a regularly constituted Chapter, Order of the Eastern Star, which the Grand Secretary will now read.

Grand Secretary reads Charter, and hands to the W.G.M.

W.G.M.: Sisters and Brothers, you have heard the reading of the Charter. Do you accept and signify your willingness to abide therein?

Answer: We do.

Worthy Grand Matron (taking Charter in her hand, says): Sisters and Brothers, this Charter which the Grand Chapter has been pleased to grant to you, authorizes you to receive petitions for membership, elect and reject candidates, confer the five degrees of the Order, elect your own officers, raise and expend money for benevolent purposes and the necessary expenses of your Chapter, and do such other things as are designated and designed to promote the welfare of the Order, in harmony with the Constitution and Laws of the Grand Chapter.

In confiding this Charter to your care and clothing you with these powers, the Grand Chapter is confident that you will endeavour to understand the spirit and purposes of our Order.

The Holy Bible rests upon your Altar. Upon its teachings build a lasting structure. Be guided by its divine precepts.

Beware of strife and discord.

Let jealousies and dissensions find no place within your borders, but may peace, love and unity dwell among you.

(The Worthy Grand Matron, or proxy, who, up to this time, has not left her station in the East, will advance to the Altar, and placing the Charter upon the Holy Bible will say :) I now place upon this Book which represents the law and will of Deity, this Charter, which represents your powers and privileges. While you work under this Charter in the light of this Book, you will live and prosper.

(She then places flowers, with which she has been provided, upon the Charter and Bible, and continues :)

Sisters and Brothers, this floral emblem, wrought in Nature's own hues, and from her own materials, suggests to us the eloquence and deep significance of the beautiful lessons inculcated in the teachings of our Order. Let the

symbol attract and the lessons crystallize your attention, for, while the Bible represents the foundation of principles, and the Charter the ways and activities of its expression here, so these flowers symbolize the beautiful results which thereby blossom into life and crown it with a grateful fragrance and continued splendor.

Worthy Grand Matron: Sisters and Brothers, you will now form a fraternal chain. (Join hands with the members and form a circle.)

In the name of the Grand Chapter of British Columbia and Yukon, Order of the Eastern Star, I now receive you into this perfect circle of friendship and join hands with yours as the outward token of that inner unity, which is the golden chain that binds our fraternity together.

(Worthy Grand Matron returns to her position. Then calls up Chapter.)

W.G.M.: Grand Marshal, you will make the proclamation.

(The Grand Marshal advances to the West of the Altar, places left hand on the Bible, raises right hand.)

Grand Marshal: In the name of the Grand Chapter of British Columbia and Yukon, Order of the Eastern Star, I now proclaimChapter, No....., Order of the Eastern Star, duly constituted.

(The Worthy Grand Matron raises both hands and says :)

I consecrate you as a living temple, to the work of Charity and Beneficence, the service of Truth, Virtue and Harmony. May Peace, Unity and Loving Kindness always reign, may you abundantly prosper and may all your undertakings be wise and good and may all be crowned with success. Amen.

Response: So may it ever be.

W.G.M. seats Chapter.

W.G.M.: Grand Marshal, you will conduct the Sisters and Brothers to their seats. (Grand Marshal enters labyrinth between Adah and Ruth, leaving labyrinth between Martha and Electa, heads line of members and marches around room to seats in the South.)

W.G.M.: Grand Conductress, you will attend at the Altar.

Worthy Grand Matron: I now declare this Special Session of the Grand Chapter of British Columbia and Yukon, Order of the Eastern Star, closed.

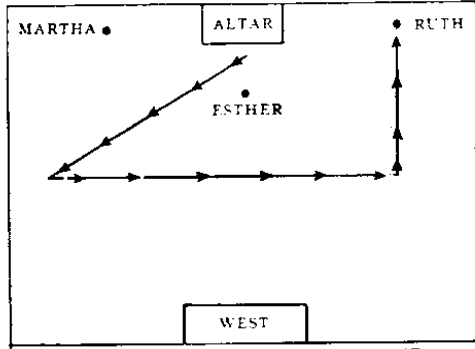
Grand Warder, you will so instruct the Grand Sentinel. (Seats Chapter.)

(The newly constituted Chapter is then opened in regular form for the purpose of installing the officers, after which the Chapter is closed in due form.)

Order of Procedure

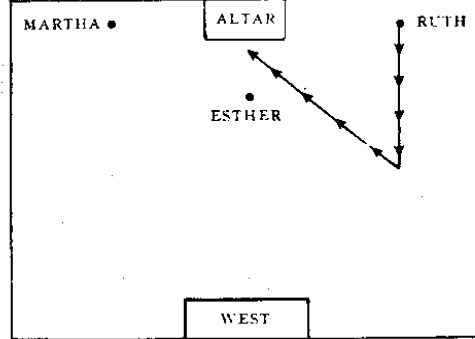
Opening
Reception of Visitors
Recess
Installation
Good of the Order
Closing

**MARCH OF ASSOCIATE CONDUCTRESS
FROM ALTAR TO BACK OF RUTH'S CHAIR**



WEST

**RETURN FROM RUTH'S CHAIR
FOR BALLOT BOX**



WEST

**MARCH CONTINUES AS PER
FIRST DIAGRAM**

DIAGRAM FOR PRESENTING AND
ESCORTING THOSE WHO RECEIVE
GRAND HONOURS

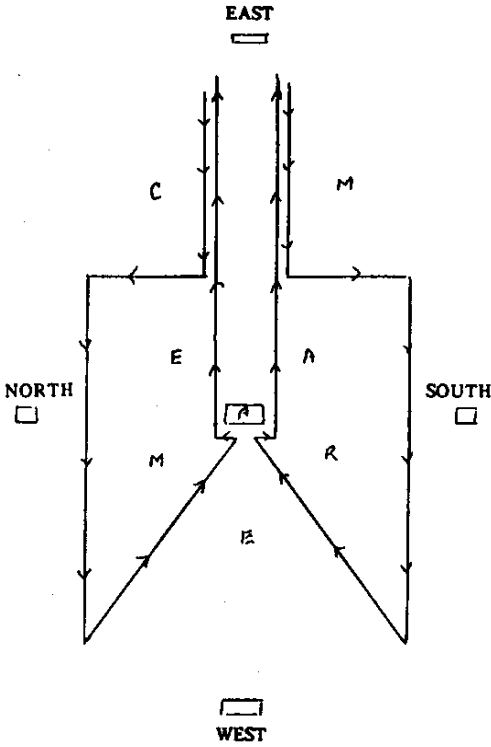
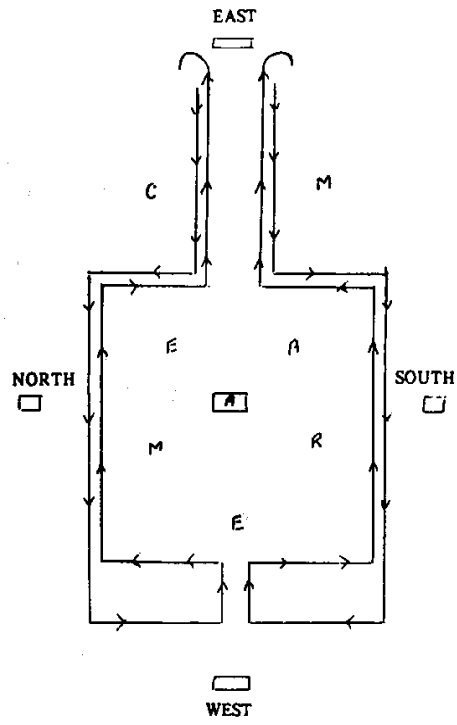


DIAGRAM FOR PRESENTING AND
ESCORTING OFFICERS AND
VISITORS



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