

*CONSTITUTION  
AND  
LAWS  
OF THE*

*GRAND CHAPTER OF  
BRITISH COLUMBIA  
AND YUKON*

**Order of the Eastern Star**



Revised and Adopted  
June 3, 2008

SUBMITTED TO GRAND CHAPTER  
By Constitution and Law Committee 2008/09

Jean Pifer, PM (19)  
Jacquie Wowk PM (23,73)  
Stacey Jordan Knox AGC (50)  
Sharon Hamer PM (79)  
Kim Ball PGM (42)  
Nelda Witt PGM (94,49)

ADOPTED BY GRAND CHAPTER

Judy Stanley Long  
Worthy Grand Matron  
Jim Simth  
Worthy Grand Patron  
Sheila Carlson  
Grand Secretary  
June 3, 2008

**Constitution and Laws of  
Grand Chapter of British Columbia and Yukon  
Order of the Eastern Star**

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## TITLE

1. This body shall be known as the "Grand Chapter of British Columbia and Yukon, Order of the Eastern Star.

## AMENDMENT

- (a) All proposed amendments, alterations, or additions to the Constitution and Laws, **Rules and Regulations Revised 2009** as promulgated by the Grand Chapter, shall be submitted either as a written Notice of Motion at the preceding Annual Session, or in writing to the Grand Secretary no later than February 15<sup>th</sup>. **Any resolution presented must have the signatures of all members who present it. Revised 2009.** Immediately upon receipt the proposal shall be sent to the Jurisprudence Committee for corrections as to form.

The Jurisprudence Committee will make any suggested changes for proper form within thirty (30) days after receipt and the proponent shall have thirty (30) days to resubmit to the Grand Secretary's office the correct Resolution. If the proponent has not resubmitted within thirty (30) days, it shall be deemed submitted as originally proposed and could be declared out of order at the Annual Session.

The Grand Secretary shall cause all such proposed amendments, alterations, and additions to be printed and mailed to each Secretary of Subordinate Chapters by March 15<sup>th</sup>.

At the ensuing Grand Session all such amendments, alterations, and additions previously sent to the Jurisprudence Committee, in a timely manner, will be reported on with the recommendations made by the Committee. A vote shall then be taken and all such amendments, alterations, or additions which are approved by two thirds (2/3) majority shall become part of the Constitution and Laws immediately upon the close of the Grand Session. Any amendments to resolutions presented at the Annual Session must also be submitted to the Grand Secretary at such time as such alteration is proposed.

Resolutions that have not been properly presented as stated above, with a majority vote by Grand Chapter may be brought to the floor.

The Grand Secretary shall have printed on the bottom of each sheet, when amended, i.e. "Amended 2004"

- (b) 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 Resolutions pertaining to the ritualistic work are adopted in the General Grand Chapter, they shall immediately become enforced in this Grand Jurisdiction.

## MEMBERSHIP

2. This Grand Chapter shall be composed of all members of Chartered Chapters of the Order in this Grand Jurisdiction which shall have paid all monies due, owing or payable by it to this Grand Chapter.

## JURISDICTION

- 3(a) The Ritual and Secret Work of the Order authorized, issued and adopted by the General Grand Chapter is and shall be binding upon and shall be strictly observed by every member of the Order of the Eastern Star in this Grand Jurisdiction.
- (b) The Ritual and Secret Work are copyrighted and every member of the Order in British Columbia and Yukon is forbidden, under penalty of expulsion from the

Order, to copy any part of the Ritual or Secret Work published by authority of the General Grand Chapter.

- (c) Any member knowing of a violation of the preceding subsection shall forthwith notify the Worthy Grand Matron thereof in writing with full particulars.
- (d) Save as specified in the Ritual, and not inconsistent with the Constitution of the General Grand Chapter, this Grand Chapter has, possesses and exercises sole and exclusive jurisdiction over all members of the Order of the Eastern Star within the Province of British Columbia and the Yukon Territory and over each member of every Chapter located therein and sole and exclusive power and authority to enact, prescribe, adopt and enforce all such rules and regulations as it may deem suitable or desirable for the control, government and use of the members and for the transaction of the business and affairs of the Order within the said Province and Territory.
- (e) Each member of the Order within the said Grand Jurisdiction and each member of the Order belonging to a Chapter within the said Grand Jurisdiction shall strictly observe, obey, comply with, use, fulfill and perform all orders, directions, instructions, duties and obligations contained in or prescribed or imposed by the Ritual or the Secret Work of the Order, the Constitution, Rules and Regulations, and any and all Rules and Regulations heretofore or as from time to time hereafter shall be issued, adopted, enacted, prescribed or authorized by or under the authority of this Grand Chapter, and all ritualistic work exemplified and ceremonies conducted in this Grand Jurisdiction shall comply with and conform to the same, and every member of the Order participating therein shall be held strictly accountable for any breach thereof or any deviation there from.

#### **SESSIONS**

- 4(a) The Grand Chapter shall convene annually during the last week in May or the first week June at such place as the Grand Chapter shall determine or in case of an emergency at such other time or place as the Grand Chapter or the Worthy Grand Matron, Worthy Grand Patron and Grand Secretary shall deem more expedient.
  - (b) A Special Session may be convened by order of the Worthy Grand Matron or Worthy Grand Patron at such time and place as she or he may designate, in compliance with Section 4 (c), but no business may be transacted thereat except as is specified in the notice calling such session and no legislation shall be passed, repealed or amended except at an Annual Session.
  - 4(c) The Grand Chapter shall contract the Grand Chapter of British Columbia and Yukon O.E.S. Society (hereinafter called "the Society") to supply such services as are required to conduct the operation of the annually convened Session and any Special Session of the Grand Chapter of British Columbia and Yukon.
  - 4(d) The purchase of public liability insurance for the annual Session of Grand Chapter shall be a contractual requirement within the provision of services by the Society.
- 5(a) A quorum at an Annual Session shall consist of one of the first four Grand Officers together with at least one member of this Grand Chapter from each of a majority of the chartered chapters in this Grand Jurisdiction.
  - (b) A quorum at a Special Session except for the Institution or Constitution of a Chapter shall consist of one of the first four Grand Officers together with one member from each of any seven chartered chapters of this Grand Chapter.
  - (c) A quorum at a Special Session called to institute a Chapter shall consist of the Worthy Grand Patron, or his duly authorized deputy, together with nine members of the Order in good standing.

- (d) A quorum at a Special Session called to Constitute a Chapter shall consist of the Worthy Grand Matron, or her duly authorized deputy, together with ten members of the Order in good standing.

#### **BUSINESS AT SESSIONS**

- 6. The order of business at an Annual Session of this Grand Chapter shall, subject to variation or suspension by the presiding officer or upon order of the Grand Chapter, be as follows:
  - (a) Opening
  - (b) Announcement of the appointment of Sessional Committees and filling vacancies on Standing Committees
  - (c) Reading and adoption of minutes
  - (d) Correspondence
  - (e) Annual Reports of the Worthy Grand Matron and the Worthy Grand Patron
  - (f) Annual Reports of the Grand Secretary, the Grand Treasurer and the Grand Trustees
  - (g) Reports of Standing Committees
    - 1. Jurisprudence
    - 2. Finance
    - 3. Constitution and Laws
    - 4. Rules and Regulations
    - 5. By-Laws
    - 6. Grievance and Appeals
    - 7. Charters and New Chapters
    - 8. Obituaries
    - 9. Grand Historian
    - 10. Registration/Credential
    - 11. Proficiency
    - 12. Cancer Project
    - 13. Bursary
    - 14. Estarl
    - 15. Contact
    - 16. Membership Committee
    - 17. Guidelines Committee
    - 18. Publicity and Promotions
    - 19. Grand Session Revenue
    - 20. Arrangements Committee
  - (h) Reports of Permanent Committees
    - 1. Printing
    - 2. Fraternal Correspondence
    - 3. Jewel
    - 4. Synoptic
  - (i) Unfinished Business
  - (j) New Business
  - (k) Reports of Sessional Committees
  - (l) Report of Registration/Credential Committee
  - (m) Election of Grand Officers
  - (n) Reports of Special Committees
  - (o) Report of the Committee on Courtesies
  - (p) Installation of Grand Officers
  - (q) Appointment of Standing Committees
  - (r) Good of the Order
  - (s) Closing.

7. (a) All matters presented by a Chapter for the consideration of the Grand Chapter shall be forwarded to the Grand Secretary under the seal of the Chapter.
- (b) All resolutions to be submitted to the Grand Chapter for action at any Session, except such as will cause to amend the Constitution and Laws (see Section 1(a)), should be typewritten and sent in triplicate to the Grand Secretary at least twenty-one days in advance of the opening of such Session. The Grand Secretary shall immediately forward a copy to the Chairman of Jurisprudence and cause them to be prepared for distribution at the Grand Chapter session. Such resolutions may be submitted by members of Grand Chapter or under Seal of a Chapter.
- (c) Receptions and entertainment may be held at the discretion of the Worthy Grand Matron and Worthy Grand Patron.
- (d) Presentations shall be made any time during the first day of the Grand Chapter Session. Any Distinguished Guest who is entitled to be presented and who arrives after the first day will be presented at the first convenient opportunity.
- (e) Formal presentation of gifts during any session of Grand Chapter is limited to those jewels to the retiring Worthy Grand Matron and Worthy Grand Patron, or gifts made to a Distinguished Guest on behalf of the Grand Chapter. Flowers and gifts to individual officers or members may be delivered by Pages upon request.
- (f) In order to be admitted to a current Annual Session of Grand Chapter, a member must obtain and present an Official Registration Card.

#### **LEGISLATIVE ACTION**

8. No answer given or ruling made by the Worthy Grand Matron or the Worthy Grand Patron and reported to this Grand Chapter and no recommendation adopted or resolution passed at any Session of this Grand Chapter shall be effective after such Session unless and until a proper constitutional amendment giving effect thereto shall have been presented to and, after being considered and reported upon by the committee on Jurisprudence, adopted by this Grand Chapter.

#### **PROCEDURE**

9. In the absence of any established precedent in this jurisdiction the rules and usages of the General Grand Chapter or, in the absence thereof, Robert's Rules of Order (newly revised) shall be followed.

#### **VOTING**

10. All voting in this Grand Chapter, except as otherwise herein provided, shall be by a show of hands unless a standing vote is required, or a written ballot is requested.

#### **BALLOTING**

- 11 Each member of this Grand Chapter is entitled to one ballot.
- 12.(a) A member of this Grand Chapter holding dual membership in this Grand Jurisdiction may obtain her or his credential from the Chapter of her or his choice. Dual membership does not, of itself, entitle a member to a second ballot.
- 12(b) Ballots in different Colours, denoting the number of ballots carried by a delegate, shall be in the form heretofore used in this Grand Jurisdiction.

#### **PROXY**

13. Any Member of a constituent Chapter may appoint any member of her or his Chapter as her or his proxy to vote and ballot in this Grand Chapter. Both Member and appointed Member carrying Proxy must be in good standing on the books of their Chapter. The Proxy Form shall be

- (i) signed at the bottom by the Member giving the appointed Proxy Member, her or his voting privileges,
- (ii) accompanied by the registration fee,
- (iii) delivered to the Registration/ Credential Committee.

Each member may only carry one proxy.

#### **GRAND OFFICERS**

14. The Officers of this Grand Chapter shall be the Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Secretary, Grand Treasurer, Grand Conductress, Associate Grand Conductress, Grand Sentinel, and five Grand Trustees, (all of whom shall be elected), Grand Chaplain, Grand Lecturer, Grand Marshal, Grand Organist, Grand Adah, Grand Ruth, Grand Esther, Grand Martha, Grand Electa, and Grand Warder, (all of whom shall be appointed).
15. (a)(1) The elective Grand Officers/Directors shall be elected at each Annual Session by majority ballot, provided however, that if the Nomination Committee report but one nominee for any office, the presiding officer shall declare such nominee elected.
  - (a)(2) Candidates putting their name forward for an elective Grand Office in Grand Chapter shall be required on introduction to state their name, Chapter Number(s), years in the Order and Offices held and formal qualifications for the position. Talk not to exceed two (2) minutes.
  - (b) The Worthy Grand Matron and the Worthy Grand Patron shall not permit their names to be placed in nomination for the Office of Worthy Grand Matron or Worthy Grand Patron. The term of office of the Grand Secretary shall not exceed ten (10) years and the term of office of the Grand Treasurer shall not exceed eight (8) years.
  - (c) At each Annual Session one or more Grand Trustees shall be elected for a term of three years, or to fill vacancies, such vacancies to be filled after the election of the three year terms. Grand Trustees shall complete the term for which they were elected before letting their name stand for any other elected position. No member of the Grand Trustees shall be eligible for re-election as a Grand Trustee, or for appointment to the Committee on Jurisprudence, or the Committee on Finance, for one year after her or his term shall have expired.
  - (d) At the last meeting, in April or the first meeting in May, the Worthy Matron of a Chapter slated for the appointment of a Grand Officer, shall announce or caused to be announced that on the event of the Associate Grand Matron's election and installation into the office of Worthy Grand Matron the Chapter is to be honoured by the appointment of a Grand Officer (naming the Officer).
  - (e) A motion to elect a member to any office by unanimous ballot shall not be entertained by the presiding officer.
  - (f) No candidate for office shall be dropped from election except at her or his own request.
  - (g) Canvassing in the interests of a candidate for office in Grand Chapter, being against the principles and usages of the Order is not permitted. **Candidates for office in Grand Chapter may, not less than 60 days before the pending Grand Chapter Session, submit to the Grand Secretary a statement containing their name, Chapter number(s), years in the Order and offices held, their related experience and their qualifications for position. Such statement to be not more than 250 words. The Grand Secretary shall cause a copy of such statement to be sent to each Chapter and posted on the Grand Chapter web site so that this information may be considered by the membership in advance of the pending Session. Revised 2009**
  - (h) The election of officers shall be held at 2 P.M. on the day following the formal opening of the Annual Session and after the reception and adoption of the report of the Registration/Credential Committee.
  - (i) The official ballot paper shall be delivered to each delegate upon registration.
  - (j)(1) Written nomination for elective Grand Office shall be made upon the form obtainable, during the session from the Registration/Credential Committee or from the Grand Secretary.

- (j) (2) Nomination papers shall be signed by two members of the nominee's chapter together with the signature of the member placed in nomination, certifying that she or he is in possession of a proficiency certificate.
- (j)(3) If the nominee is a dual member, she/he must list the name and number of each Chapter of which she or he is a member. The sponsoring members' signatures on the nomination form must both be from the same Chapter.
- (j)(4) Nomination papers must be deposited in boxes provided at the Registration/Credential Committee and Grand Secretary's desk, before the nominations are declared closed which shall be at 9 P.M. on the day before election.
- (j)(5) At the close of nominations the Nomination Committee shall tabulate the result and shall post on the bulletin board, for each office, in alphabetical order, and with the sponsoring Chapter(s) the names of the various nominees.
- (k) The Worthy Grand Matron-elect shall, after her election, announce the names and offices of the appointed Grand Officers for the ensuing year.

### **INSTALLATION OF GRAND OFFICERS**

- 16. (a) The Grand Officers shall be installed prior to the close of each Annual Session and shall continue in office until their successors have been installed.
- (b) Any elective Grand Officer, unable to be present at the regular time for installation, may be installed in such Chapter and at such time as the Worthy Grand Matron may designate and the Secretary of the Chapter in which such installation shall take place shall forthwith certify the fact of such installation to the Worthy Grand Matron and Grand Secretary.
- (c) All appointed Grand Officers must be present at the Annual Session for installation unless an emergency situation arises preventing them from attending the Annual Session, e.g. hospitalization, emergency medical situation.

If the appointed Grand Officer cannot be installed at the Annual Session, her/his installation must take place within three (3) months from the date of the Annual Installation. The appointed Grand Officer shall then be installed in such Chapter as the Worthy Grand Matron may designate, and the Secretary of the Chapter in which such installation shall take place shall forthwith certify the fact of such installation to the Worthy Grand Matron and Grand Secretary.

### **ELIGIBILITY TO A GRAND OFFICE**

- 17. Only Past Matrons and Past Patrons are eligible for any Grand Office, with the exception of the Office of Grand Organist.

### **VACANCIES**

- 18.(a) In the case of the death, absence or disability of the Worthy Grand Matron, the Associate Grand Matron shall assume the powers and perform all the duties of the Worthy Grand Matron.
- (b) In the case of the death, absence or disability of both the Worthy Grand Matron and the Associate Grand Matron, the Worthy Grand Patron may convene the Grand Chapter and appoint a Past Grand Matron to act as Worthy Grand Matron pro tempore until the next Grand Chapter Session.
- (c) In the case of the death, absence from the jurisdiction or disability of the Worthy Grand Patron, the Associate Grand Patron shall assume the powers and perform all the duties of the Worthy Grand Patron.
- (d) In the absence of both the Worthy Grand Patron and Associate Grand Patron, the Worthy Grand Matron shall appoint a Past Grand Patron to act as Worthy Grand Patron pro tempore until the next Grand Session.

19. Any vacancy occurring in the office of Grand Trustee may be filled by the Worthy Grand Matron by the appointment of some qualified person but such person so appointed shall retain office only until the next Annual Session at which time some qualified person shall be elected to serve the unexpired residue of the term in respect of which such vacancy occurred.
20. Whenever a vacancy shall occur in any other Grand Office the Worthy Grand Matron may appoint any Past Matron or Past Patron of the Grand Chapter to perform the duties of such office for the unexpired residue of the term in respect of which such vacancy occurred.

#### DISTRICT DEPUTIES

21. The Grand Chapter may from time to time authorize the appointment of such number of District Deputy Worthy Grand Matrons and District Deputy Worthy Grand Patrons as it shall deem necessary or expedient.

#### POWERS AND DUTIES OF GRAND OFFICERS

22. The Worthy Grand Matron may
  - (a) Convene any Chapter within this Jurisdiction, preside therein, inspect its proceedings, require the production for her inspection of the minute and cash books and all other records and require conformity by it to Eastern Star Law and Procedure.
  - (b) Require the attendance of and any information from any Grand Officer respecting her or his office,
  - (c) Appoint such deputies, officers and committees as may be required by the Constitution and Laws of this Grand Chapter and act as ex-officio chairman of any committee so appointed,
  - (d)(1) Suspend for just cause any officer of a Chapter from the functions of her or his office for a period not to exceed the term of office of the suspended officer,
  - (d)(2) To suspend, for just cause, any member of a Grand Chapter Committee or a Chapter Committee from the function of her or his committee for a period not to exceed the term of office of the suspended member,
  - (d)(3) Arrest the charter of any Chapter for dereliction of duty or violation of law until the next Annual Session of the Grand Chapter, when she shall present in her annual report the reasons for such suspension or arrest,
  - (e) Grant dispensations upon direct request to Chapters as follows:
    - (1) for an election to fill any vacancy in the office of Worthy Matron, Worthy Patron, Associate Matron or Associate Patron,
    - (2) to install any of the first four officers at other than the prescribed time,
    - (3) to elect and install its corps of officers at other than the prescribed time
    - (4) Grant such other dispensations in accordance with the Constitution and Laws of the Grand Chapter as may be necessary when requested by any Chapter. **A dispensation to cancel any meeting or hold a stated meeting elsewhere than in the space specified in the Charter or in its by-laws may be granted only if, in the judgment of the Worthy Grand Matron an emergency situation has been demonstrated. Revised 2009**
  - (f) (i) **Appoint Representatives of this Grand Chapter in other recognized Grand Chapters for a term of two years, which appointments shall be the sole prerogative of the Worthy Grand Matron.**  
 (ii) **Appointments shall be restricted to those who are not or have not been elective or appointed Grand Officers and have not previously been appointed Grand Representative, unless, there is no member of that Chapter eligible for an appointed position. In such cases there should be a minimum of a 5 year lapse between appointments. A Grand Representative shall resign her/his appointment upon being elected a Grand Officer. Revised 2009**
  - (g) On receiving information satisfactory to her, that by reason of the alleged conduct of any member of the Order the good name of the Order is being or may be brought into disrepute, direct that charges of conduct unbecoming to a member of the order be preferred against such member in the Chapter to which such member belongs

or, if such member is not a member of a Chapter in this jurisdiction, in a Chapter within whose jurisdiction such member resides,

- (h) Receive and Commission Grand Representatives of other recognized Grand Chapters to this Grand Chapter.

**23. The Worthy Grand Matron shall**

- (a) Preside at all Sessions of this Grand Chapter or request the Worthy Grand Patron or a Past Grand Matron or a Past Grand Patron to preside in her place,
- (b) Present at each Annual Session a written report setting forth all her official acts during the year, stating sufficient reason for any departure from established law or custom, setting forth the general condition of the Order within this jurisdiction and recommending such legislation as she may deem necessary or expedient for the welfare of the Order,
- (c) Constitute, either in person or by duly authorized deputy, all Chartered Chapters in accordance with the usages and regulations of the Order and provide for a School of Instruction,
- (d) Exercise a general and careful supervision over the Order and see that the Constitution and Laws of this Grand Chapter are strictly maintained, supported and obeyed,
- (e) Perform all the necessary executive functions of the Grand Chapter when such body is not in session,
- (f) Direct that 'God Save the Queen' be sung at the close of all Sessions of this Grand Chapter,
- (g) Arrange for a School of Instruction in all Chapters except those under dispensation. With mutual consent and agreement of the Worthy Grand Matron and the Chapter, each School of Instruction may be held jointly with another Chapter.
- (h) Appoint, at the Grand Session, one alternate signing officer for herself and one for the Grand Treasurer.
- (i) Prepare an Annual Report for presentation to the Membership at Grand Chapter. This report to be filed, in triplicate, with the Grand Secretary no later than April 1, with a copy forwarded to the Chairman, Committee on Jurisprudence. A supplementary report shall also be completed to present to the membership covering the period between the Annual Report and Grand Session.

**24. The Worthy Grand Patron shall**

- (a) Assist and advise the Worthy Grand Matron in the performance of her duties,
- (b) Grant dispensations for the formation of new Chapters as hereinafter provided,
- (b)(1) Be satisfied that the petitioners are suitable persons to become affiliated with a Chapter in this jurisdiction, or are qualified to become members of the Order, before issuing a dispensation for a new Chapter.
- (b)(2) In person or by duly authorized deputy confer the degrees upon eligible petitioners for the formation of a new Chapter.
- (b)(3) Provide for a School of Instruction, by the Worthy Grand Matron or Grand Lecturer, if possible, at the time of the institution of each Chapter.
- (c) Report all his official acts to the Worthy Grand Matron immediately and to the Grand Chapter at the next Annual Session,
- (d) Preside at any Session of the Grand Chapter when called upon by the Worthy Grand Matron.
- (e) Prepare an Annual Report for presentation to the Membership at Grand Chapter. This report to be filed, in triplicate, with the Grand Secretary no later than April 1, with a copy forwarded to the Chairman, Committee on Jurisprudence. A supplementary report shall also be completed to present to the membership covering the period between the Annual Report and Grand Session.

**25. The Grand Secretary shall**

- (a) Record the transactions of the Grand Chapter.  
It shall be the responsibility of the Grand Secretary along with her assistant to transcribe the tapes of the proceedings for the Synoptic Committee no later than October 1<sup>st</sup>, and to be sent to the printer immediately following. Copies of the

Proceedings shall be mailed to the subordinate Chapters no later than November 15<sup>th</sup>, following the Annual Session. Any expenditure found necessary for the completion of the transcription of the tapes of Grand Chapter shall constitute a charge on the General Funds of Grand Chapter.

- (b) Receive, file and safely keep all papers and documents of the Grand Chapter,
- (c) Sign and certify all documents issued by or on behalf of the Grand Chapter,
- (d) Receive and keep a proper record of all monies of the Grand Chapter and pay over the same promptly to the Grand Treasurer, taking her or his receipt therefore.
- (e) Submit at the annual session of the Grand Chapter a properly audited and certified summary of all monies received by her or him on behalf of the Grand Chapter during the previous fiscal year together with the names of the Chapters which have neglected to render correct returns of their elections, members and dues, and such general information regarding the Chapters as she or he may deem necessary for the information or action of the Grand Chapter,
- (f) Attend with any books, papers or writings in her or his custody or control at all sessions of the Grand Chapter and upon the Worthy Grand Matron and/or Worthy Grand Patron when the business of the Order requires.,
- (g) Be ex-officio librarian of the Grand Chapter and custodian of the records of defunct Chapters,
- (h) Act as the financial agent of the Grand Chapter in the sale of its printed proceedings, Constitution and Laws, Rules and Regulations, supplies and Rituals,
- (i) Furnish the Committee on Jurisprudence within thirty (30) days after the close of each Annual Session of the Grand Chapter, with a copy of all resolutions and amendments to resolutions passed at Grand Chapter and a copy of all committee reports adopted at such session.
- (j) Furnish the Worthy Grand Matron within thirty (30) days after the close of each Annual Session of the Grand Chapter, with a copy of all resolutions and amendments to resolutions passed at Grand Chapter, and a copy of the reports of all committee reports adopted at such Session,
- (k) Keep an alphabetical register of all persons initiated into the Order or affiliated with a Chapter and of all rejected applications for, suspensions and expulsions from and restorations to membership as officially reported by each constituent Chapter, specifying the date of such action, the name and number of the Chapter reporting the same and such other information as may be embodied in such report, and at all times allow the inspection of or provide information from said register to all members of the Order in good standing or to any constituent Chapter,
- (l) Examine the annual returns of each constituent Chapter and require that errors and irregularities therein be corrected and, in default thereof, report the same to Grand Chapter,
- (m) Provide and distribute at the expense of the Grand Chapter all the blank forms necessary for the use of the Grand Officers and such as may be required for the use of the constituent Chapters in transmitting the annual returns and other reports to the Grand Chapter,
- (n) Request and retain duplicates of all Charters issued,
- (o) Prepare and distribute, at the expense of Grand Chapter printed, dated amendments, suitable for insertion in the proper place in the Constitution and Laws and the Rules and Regulations embodying any change or amendment made therein within six months after such changes are approved at Grand Chapter and forward to each Chapter five copies of the same and supply such additional copies as a Chapter shall require. Any resulting changes to the index shall be made by the Grand Secretary. Reproduction of the Constitution and Laws **and Rules and Regulations** are to be completed in a standard letter sized format or, when requested, in an unalterable electronic format. In addition, cause the Constitution and Laws **and Rules and Regulations** to be published in an unalterable format and posted on the Grand Chapter of British Columbia and Yukon website under the members section. **Revised 2009**

- (p) Examine all amendment forms pertaining to Chapter By-laws, and return any improperly presented to the Chapter Secretary for correction, before sending them to the Chairman of the By-law Committee.
- (q) Distribute copies the printed Proceedings of the Grand Chapter as follows:
  - Two copies to the Right Worthy Grand Secretary.
  - One copy to the Grand Secretary of each Grand Chapter,
  - One copy to each Constituent Chapter in this jurisdiction, such copy to be purchased by the Chapter.
- (r) Mail all Secret Work enclosing a receipt to be signed and returned,
- (s) Secure a receipt on the form supplied for each copy of the Secret Work issued,
- (t) See that Receipts for Dues are purchased from the Right Worthy Grand Secretary of the General Grand Chapter and are endorsed with a facsimile of their signature and official seal.
- (u) Have two sets of the Proceedings bound every three years.
- (v) Keep the minutes of the meetings of the Grand Trustees, conduct all correspondence and perform such other duties in connection with the administration by the Grand Trustees of the Trust Fund as they shall assign to her or him,
- (w) Within one month of receipt of same from the Right Worthy Grand Secretary, distribute to the Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Conductress, Associate Grand Conductress, Grand Sentinel, and all Past Grand Matrons and Past Grand Patrons, who are members of a chartered Chapter in this Grand Jurisdiction, copies of:
  1. Proposed amendments to the Constitution of General Grand Chapter as per Article XV of said Constitution.
  2. Proposed amendments to the ritual of General Grand Chapter as required in XI Chapter By-laws of General Grand Chapter.
  3. All other proposed changes to the Books of General Grand Chapter as may be received by the Grand Secretary.
- (x) At the close of each annual Grand Chapter Session the duly elected and installed Grand Secretary shall enter into an agreement with this Grand Chapter giving its duly authorized representative the irrevocable right to enter her or his office or home for the express and sole purpose of removing any or all Grand Chapter funds, record books and any such other assets belonging to this Grand Chapter in the event of her or his inability or failure to perform and execute her or his duties in a manner consistent with the requirements of the said office.
- (y) At the termination of her or his term of office all monies and property of the Grand Chapter under her or his control shall be audited, paid over and transferred to her or his successor in office or to such person as may be designated by the Grand Chapter.
- (z) Distribute copies of the guidelines for elected Grand Officers to all newly elected Grand Officers for whom guidelines exist. Distribute to the new Associate Grand Conductress guidelines for all committees covered by guidelines.
- (aa) Distribute the final report of the Jurisprudence Committee on the amendments to each Chapter, Grand Officer, Past Grand Matron , Past Grand Patron, .and C&L Committee Chairman..
- (ab) Have the authority to confidentially destroy all Grand Chapter Financial Records after a minimum period of (7) seven years from the date of receipt/issue. Revised 2009**
- 26. **The Grand Treasurer shall**
  - (a) Receive all monies of the Grand Chapter from the Grand Secretary and give a receipt therefore,
  - (b) Take charge of all funds of the Grand Chapter and deposit the same in the name of the Grand Chapter in a Chartered bank, Credit Union or Trust Company approved by the Finance Committee.
  - (c) Pay out all monies of the Grand Chapter, other than the Trust Fund, by cheque, signed by the Grand Treasurer, or, in the case of the absence of that officer from the Grand Jurisdiction, by the alternate signing officer, and countersigned by the

- Worthy Grand Matron, or her alternate signing officer, only upon warrants signed by the Grand Secretary and countersigned by the Chairman of the Finance Committee or a member of the Finance Committee designated by its Chairman,
- (d) Pay out all monies payable out of the Trust Fund of the Grand Chapter only upon orders signed by the Chairman of the Board of Grand Trustees and countersigned by the Grand Secretary as Secretary of such Board,
  - (e) Invest the funds of the Grand Chapter in such securities, deposit accounts or short term investment certificates which have been submitted to and approved by the Grand Chapter in annual session or submitted to and approved by the Grand Trustees and subsequently thereafter by the Finance Committee,
  - (f) Keep an accurate account of all receipts and expenditures with dates thereof, carefully number and file all vouchers covering the same, and attend the Worthy Grand Matron at any time upon request with such books and documents of office as may be required,
  - (g) Present at each Annual Session of the Grand Chapter a properly reviewed and certified summary of all receipts and disbursements during the previous fiscal year and showing the existing condition of the Grand Chapter finances, and submit her or his books and the vouchers for such year for examination by the Grand Chapter Auditors,
  - (h) At the close of each annual Grand Chapter Session the duly elected and installed Grand Treasurer shall enter into an agreement with this Grand Chapter giving its duly authorized representative the irrevocable right to enter her or his office or home for the express and sole purpose of removing any or all Grand Chapter funds, record books and such other assets belonging to this Grand Chapter in the event of her or his inability or failure to perform and execute her or his duties in a manner consistent with the requirements of the said office,
  - (i) At the termination of her or his term of office all monies and property of the Grand Chapter under her or his control shall be audited, paid over and transferred to her or his successor in office or to such person as may be designated by the Grand Chapter.
  - (j) **Have the authority to confidentially destroy all Grand Chapter Financial Records, after a minimum period of (7) seven years from date of receipt/issue Revised 2009**
27. **The Grand Trustees shall**
- (a) Be custodians of all securities and short term investment certificates belonging to the GrandChapter and deposit the same in a Safety Deposit Box in a Chartered Bank, Credit Union or Trust Company provided by the Grand Chapter which shall be opened only in the presence of at least one Grand Trustee and any one of the following: The Grand Treasurer, the Grand Secretary, the Worthy Grand Matron or the Worthy Grand Patron, and produce such securities and short term investment certificates when called for by the Aditors or the Worthy Grand Matron and the Worthy Grand Patron,
  - (b) Have full power to sell or otherwise dispose of all jewels and furniture and paraphernalia which on the surrender or revocation of the Charter of a Chapter became the property of the Grand Chapter, at such time or times and on such terms and conditions as to them seems best, paying immediately to the Grand Secretary all monies received therefrom.
  - (c) Invest such monies as may be entrusted to their care by the Grand Chapter and pay immediately over to the Grand Secretary all interest received therefrom (See Section 35),
  - (d) At the request of the Worthy Grand Matron examine and prepare and submit an inventory of all physical assets and properties of the Grand Chapter in the custody of and used by the Grand Secretary and Grand Treasurer,
  - (e) Have responsibility for the custody, storage, transportation and maintenance of all physical assets and properties of the Grand Chapter and take an annual inventory of the same. An annual inventory of the contents of the safety deposit box held in the name of the Grand Chapter of British Columbia and Yukon shall be taken by the Grand Trustees and Grand Treasurer within thirty (30) days after

installation. A complete listing will be given to each Grand Trustee and one to the Grand Secretary for her or his records,

(f) Present at each Annual Session of the Grand Chapter a written report of their activities and transactions showing details of all monies received and disbursed and of all jewels, furniture and paraphernalia received and disposed of during the fiscal year ending March 31st preceding such Annual Session.

#### **GRAND CHAPTER COMMITTEES PERMANENT COMMITTEES**

28. Permanent Committees of this Grand Chapter shall be as follows:
- (a) **The Printing Committee** shall consist of the Grand Secretary, as Chairman, the Chairman of the Finance Committee, the Worthy Grand Patron, and one other member. The duties of the Committee are:
    - 1. They shall secure three written quotations for all supplies required by the Grand Chapter or the duly authorized Officers thereof and for the printing of the Annual Proceedings of Grand Chapter when the copy has been delivered to it by the Synoptic Committee, and shall supervise the printing of the same.
    - 2. The quotation accepted must have the approval of the Finance Committee.
    - 3. Include in the Annual Proceedings a list of all warrants issued during the fiscal year showing the amount of the warrant and the recipient thereof. The recipients name shall not be given if the warrant issued was for relief.
  - (b) **The Committee on Fraternal Correspondence** shall consist of a Past Grand Matron or a Past Grand Patron, as Chairman, the Grand Conductress and the Associate Grand Conductress and shall review such Proceedings of other Grand Jurisdictions as may be received and present to The Grand Chapter a written report in resume form.
  - (c) **The Jewel Committee** shall consist of the Grand Treasurer, Worthy Grand Matron, Worthy Grand Patron and a Grand Trustee who shall purchase or provide the jewels for the retiring Worthy Grand Matron and the retiring Worthy Grand Patron. If an old jewel is selected by the retiring Worthy Grand Matron or retiring Worthy Grand Patron the cost of repairing the jewel must not exceed the maximum cost of a new jewel. Grand Chapter is not responsible for the addition of precious stones to a jewel.
  - (d) **The Synoptic Committee** shall consist of the Junior Past Grand Matron as Chairman, the Junior Past Grand Patron, the Grand Secretary, plus two appointees of the Worthy Grand Matron-elect. In the event of the Junior Past Grand Matron's inability to serve she shall appoint a Past Grand Matron to act in her stead.

It shall be the responsibility of the Synoptic Committee to proof read the completed copy of the Proceedings of Grand Chapter provided by the Grand Secretary and then submit them to the Printing Committee as quickly as possible after the close of the Grand Chapter Session.

#### **STANDING COMMITTEES**

- 29 The following Standing Committees shall be appointed by the Worthy Grand Matron immediately following her installation. Their duties shall continue during the recess and the next Annual Session and until such time as their successors have been appointed. Each Committee shall prepare and submit at the next Annual Session a written report of its activities during the preceding year. Any Committee report not received by the Grand Secretary by the close of the Grand Chapter Session will be listed in the Proceedings under the heading "Committee Reports Not Received" and not to be included in any future Proceedings.

The Associate Grand Matron, Grand Conductress and Associate Grand Conductress are permitted to attend meetings of the following committees if they so desire. They will be considered a visitor and may only speak with the permission of the committee chairperson, or the Worthy Grand Matron.

- (a) **The Committee on Jurisprudence** shall consist of five members, three of whom shall constitute a quorum. New appointments shall be for a term of three years, the Chairman to be named by the Worthy Grand Matron.
- (1) The duties of the Committee on Jurisprudence shall be:
- (i) to advise the Worthy Grand Matron, the Worthy Grand Patron and the Grand Chapter on legal questions,
  - (ii) to consider, advise and report to the Grand Chapter on all questions of fraternal law or usage,
  - (iii) to examine, advise and report on the decisions and answers to questions given by the Worthy Grand Matron and the Worthy Grand Patron,
  - (iv) to examine, advise, and report on the form and substance of all proposed constitutional amendments to the Grand Secretary,
  - (v) to examine, advise, and report on other matters requiring legislative action or of Eastern Star law which may be referred to it by the Grand Chapter,
  - (vi) to prepare and submit, within 60 days following the close of Grand Chapter Session, all necessary constitutional amendments, to the Grand Secretary.
- (2) See Section 29(b)(5).
- (b) **The Committee on Finance** shall consist of five members, three of whom shall constitute a quorum. New appointments shall be for a term of three years, the Chairman to be named by the Worthy Grand Matron. The duties of the Committee on Finance shall be,
- (1) To recommend to Grand Chapter the names of duly qualified Chartered Accountants, or Certified General Accountants, for appointment as Auditors of Grand Chapter funds and accounts,
  - (2) To advise and make such recommendations as it may consider proper regarding any matters arising from the report of the auditors so appointed,
  - (3) To consider and report upon all proposals and resolutions affecting the finances of Grand Chapter, examine into and report upon all matters referred to it during the Annual Sessions. Between Grand Sessions the Finance Committee shall have discretionary authority regarding expenditures required to be made against the budget as approved by the Grand Chapter and shall have absolute authority with respect to expenditures in excess of the said budgeted amount and shall account to Grand Chapter for its decisions in these regards,
  - (4) To present, at the annual session, an estimate of the probable revenues and expenses for the ensuing year, giving each class of expenditure under its proper heading,
  - (5) To provide the Chair of the Grand Chapter Arrangements Committee with a form for the preparation of their Sessional budget to include the total estimated revenue, expenses and net gain or (loss) for the session the Chair of the Finance Committee is to provide the Associate Grand Conductress with the form immediately following the session at which she is elected.
  - (6) A member of the Committee on Jurisprudence or the Committee on Finance who has completed the term for which she or he was appointed, or who has resigned or been removed from such appointment for any reason whatsoever shall not be eligible for appointment or reappointment to either of the said Committees, or for election to the office of Grand Trustee, until one year after the term of the current appointment shall have expired.
- (c) **The Committee on Constitution and Laws** shall consist of five (5) members, three (3) of whom shall constitute a quorum. New appointments shall be for a term of three (3) years. The Chairman of the Committee on Constitution and Laws shall be named by the Worthy Grand Matron.

- (1) The duties of the Committee on Constitution and Laws shall be:
  - (i) to review the Constitution and Laws and Unfinished Business Reports on an annual basis, to see that all such changes made at the Annual Session have been printed and that the index and all sections affected by such changes have been updated.
  - (ii) to make recommendations for amendments to the Constitution and Laws and submit them to the Grand Secretary and the Chairman of Jurisprudence by February 15<sup>th</sup> of each year.
  - (iii) to advise the Grand Chapter on the interpretation, rationale and necessity of changes and insertions they submit for altering and re-organizing the Constitution and Laws,
  - (iv) to review the Resolutions passed at General Grand Chapter and to see that those affecting our Grand Chapter are properly printed in our Constitution and Laws,
  - (v) to receive the report the Jurisprudence Committee submits to the Grand Secretary after the close of the Grand Chapter Sessions regarding changes to the Constitution and Laws and to see these are properly printed in same.
- (d) **The Committee on Rules and Regulations** shall consist of five (5) members, three (3) of whom shall constitute a quorum. New appointments shall be for a term of three (3) years. The Chairman of the Rules and Regulations Committee shall be named by the Worthy Grand Matron.
- (1) The duties of the Committee on Rules and Regulations shall be:
  - (i) to review the Rules and Regulations and Unfinished Business Reports on an annual basis, to see that all such changes made at the Annual Session have been printed and that the index and all sections affected by such changes have been updated.
  - (ii) to make recommendations for amendments to the Rules and Regulations and submit them to the Grand Secretary and the Chairman of Jurisprudence by February 15<sup>th</sup> of each year.
  - (iii) to advise the Grand Chapter on the interpretation, rationale and necessity of changes and insertions they submit for altering and re-organizing the Rules and Regulations,
  - (iv) to review the Resolutions passed at General Grand Chapter and to see that those affection our Grand Chapter are properly printed in our Rules and Regulations,.
  - (v) to receive the report the Jurisprudence Committee submits to the Grand Secretary after the close of the Grand Chapter Sessions regarding changes to the Rules and Regulations and to see these are properly printed in same.
- (e) **The Committee on By-laws** shall consist of three members and shall examine all proposed by-laws of Constituent Chapters and all proposed amendments thereto and report thereon with its recommendations to the Worthy Grand Matron as to those submitted by Chartered Chapters, and to the Worthy Grand Patron as to those submitted by Chapters under dispensation.
- (f) **The Committee on Grievances and Appeals** shall consist of five members and shall
  - (1) Consider and deal with all appeals from trials,
  - (2) Consider and report on appeals under seal of the Chapter against a decision of the Worthy Grand Matron on Chapter affairs,
  - (3) Consider and report upon all grievances referred to it by the Grand Chapter, the Worthy Grand Matron or the Worthy Grand Patron a report to the Grand Chapter shall state the fact but not the nature of the grievance.
- (g) **The Committee on Charters and New Chapters** shall consist of five (5) members, three (3) of whom shall constitute a quorum. New appointments shall be for a term of three years with the chairman named each year by the Worthy Grand Matron. The Committee shall be responsible for the following:

- (1) To examine all applications for the chartering of constituent Chapters and upon recommendation of issuance of a charter shall specify the name and number to be given to the Chapter,
  - (2) To make proper inquiry and recommendation whenever consideration of the dissolution of an existing charter is brought to the attention of the Worthy Grand Matron. The committee will assist the Chapter until such dissolution is effected,
  - (3) To make proper inquiry and recommendation whenever a consolidation of two or more Chapters is proposed and assist the Chapters until the merger is final.
- (h) **The Committee on Obituaries** shall consist of three members and, using information received by the Grand Secretary, shall prepare and present an appropriate report as to members of this Grand Jurisdiction together with the names of officers of the General Grand Chapter who have died during the preceding year and, on the death of a present or Past Grand Matron or Past Grand Patron of this Jurisdiction, prepare and sign a suitable memorial card and deliver the same to the Grand Secretary to be sent by her or him to the Constituent Chapters in this Jurisdiction.
- (i) **A Grand Historian** who shall prepare a history of this Grand Chapter and insert therein such matters of record and excerpts from our Proceedings and generally any matter which may be deemed to be of interest in the coming years as showing the inception and growth of this Grand Chapter, and hereafter, from year to year, shall add to such history such information as may be deemed desirable and of interest to the Order and report at each Grand Chapter Session.
- (k) **The Registration / Credential Committee** shall consist of nine members, three of who shall be appointed at each Annual Session for a term of three years, and whose chairman shall be appointed from those members whose term next expires. Each year the Associate Grand Matron shall ask the Associate Grand Conductress for the names of three (3) people to serve for three years (3) on the Registration/Credential Committee.
- They shall at each Annual Session of Grand Chapter
- (1) Have complete charge of all matters and materials pertaining to the registration of all members and visitors, including the pre registration of same.
  - (2) Collect prescribed registration fees from voting members non-voting members and visitors and for each proxy carried, with the exception of 50 year members who will be granted a courtesy pass to visit Grand Chapter, valid only for the day they are to be presented.
  - (3) Require all voting members to show credentials and a receipt for dues for the current or last fiscal year before issuing proper ballot papers and voting cards.
  - (4) On the day of election of Grand Officers close registration of voting members at 1 P.M. and report to the Grand Chapter the total number of issued ballots thirty minutes prior to the election. The registration of voting members will reopen on the completion of the election.
  - (5) The registration of members will remain open during the business of the Session until close of the morning Session on the final day with the exception outlined in (4) above.
  - (6) Prepare and issue prior to the Installation of the Grand Officers an accounting of the number of members and visitors attending and the total registration fees collected.
  - (l) **The Committee on Proficiency** shall consist of five members, each of whom shall be the holder of a Proficiency certificate, three of whom shall constitute a quorum, and shall provide for the benefit of the members study papers, and when necessary, revisions therefore and shall forward the same to the Secretary of each Chapter. They shall prepare annual examination forms and forward same, upon request, to the Chairman of the Proficiency Committee in each Chapter. When completed, the examination forms shall be returned to the Grand

Chapter Proficiency Chairman who shall cause a Certificate of Proficiency to be issued to those receiving at least 75% Members taking the Proficiency Test may have free access at the time of their examination to the Ritual, Constitution and Laws, and Rules and Regulations of this Grand Chapter.

- (m)(1) **The Committee on Cancer Project.** Pursuant to a resolution passed at the 37th Annual Session of Grand Chapter in 1948 the specified objective of this Grand Jurisdiction shall be the support of activities for research, prevention and assistance in the alleviation of cancer.

This activity shall be known as the "Order of the Eastern Star of British Columbia and Yukon Cancer Project"

- (2) The operation of the Free Cancer Dressing Stations shall be under the supervision of an appointee of the Worthy Grand Matron to be known as the Director of Cancer Activities, hereafter known as the Director, whose Committee shall be the convenors of the Free Cancer Dressing Stations.
  - (3) The Worthy Grand Matron will appoint an Assistant Director of Cancer Activities, who will report to the Director and support her/his activities.
  - (4) Chapters in this Grand Jurisdiction may, upon approval of the Director, form Free Cancer Dressing Stations in the locality of their Chapter provided they conform to the established requirements. The Worthy Matron shall select a Convenor. The Convenor shall , make reports and receive directions from the Director. The function of each Cancer Dressing Station will be to make and provide dressings for use in their own or neighboring localities for which materials and supplies, together with contingent funds required for station equipment, shall be requisitioned from the Director.
  - (5) Appeals for funds for Cancer Research and Treatment shall be dealt with as provided hereafter in Section 36(c)
  - (6) Cancer Dressing Stations shall provide dressings, upon request and under medical authority, to clinics and associated nursing homes sponsored by the B.C. Cancer Agency, to home patients and to Social Service patients in institutions.
  - (7) Where two or more Chapters meet to form a Free Cancer Dressing Station, the Worthy Grand Matron shall, in consultation with the Director of Cancer Activities, appoint a Supervisor and/or an Assistant Supervisor to the Station.
- (n) **The Bursary Committee** shall consist of three (3) members who shall consider and decide upon all applications received for the Elizabeth Bentley Order of the Eastern Star Bursary.
- (1) Applicants for this Bursary must have completed at least two (2) years of regular university courses, or the equivalent, towards an undergraduate degree, and plan to attend a degree granting University, or an institution, recognized by the Canadian University Foundation, such as and including the B.C. Institute of Technology and the Vancouver School of Arts. (The two (2) years need not be consecutive.)
  - (2) The financial need of the student and difficulty of the course being pursued will be taken into consideration. The names of all such students, with the completed application form, Order of the Eastern Star application for Elizabeth Bentley Bursary, Revised September 2000 shall be forwarded under Chapter seal before July 31st, in each year, to the Grand Secretary. (Failure of the applicant to complete the application form in its entirety or to comply with the NOTE: "Official Transcript of marks" and the references requirements will render the applicant ineligible for adjudication.) The Grand Secretary shall, before September 30th, forward such name(s) to the University or Institution together with a cheque for the amount of the Bursary.
  - (3) The Selection procedure used by the Bursary Committee shall be governed by the following considerations:
    - (a) At least three (3) bursaries of a minimum of \$500.00 each shall be awarded annually, together with such further bursaries as the contributions shall permit.

- (b) Applicants are limited to two (2) awards only.
- (c) A member will sponsor only one (1) applicant per year.
- d) The number of bursaries to be awarded and the amount thereof shall be calculated by the Bursary Committee and be reported by them to the Finance Committee for approval, and such calculation shall be based upon the previous years contributions, provided that should further monies be required to complete the last bursary, the Finance Committee may recommend drawing upon the appropriate fund for this purpose.
- (e) The Applicant shall be a Member or a Wife, Husband, Father, Mother, Mother-in-law, Stepmother, Widow, Sister, Half-Sister, Sister-in-law, Stepsister, Brother, Child, Stepchild, Legally Adopted Child, Grandchild, Great Grandchild, Niece, Gr. Niece, Nephew, Gr. Nephew, Daughter in -Law, Son in-Law, daughter or son of Sister or Brother of affiliated Master Mason, of a member of a Chapter of the Order of the Eastern Star in British Columbia and Yukon, which member shall be in good standing, or if deceased shall have been in good standing at the time of demise; as well as members-either active for three (3) years or majority-of the International Order of Job's Daughters or International Order of the Rainbow for Girls, each of whom having attained to at least the age of eighteen (18) years, are eligible to membership in the Order of the Eastern Star.
- (f) All applications must carry the Chapter seal.
- (g) Every person applying for a bursary shall be advised of the Committee's decision, whether favourable or not.
- (o) **The ESTARL committee** shall consist of five (5) members whose appointment shall be for two (2) years.  
At the start three (3) shall be appointed for one (1) year and two (2) shall be appointed for two (2) years and thereafter all appointments shall be for two (2) years. The members shall consider and pass upon all applications for Eastern Star Training Awards for Religious Leadership (ESTARL) and decide which if any, applicants are entitled to receive the same.
- (1) All ESTARL applications approved by a majority vote of the sponsoring Chapter shall be forwarded to the Grand Secretary, under Chapter seal, complete with signature of Worthy Matron and Chapter Secretary by March 31<sup>st</sup>. The Grand Secretary shall forward same to the ESTARL Committee Chairman.
- (2) Applicant must be a permanent resident of British Columbia or Yukon and attending or plan to attend an Accredited School of Theology in Canada on a full time or part time basis. Awards will be paid directly to the accepted school.
- (3) After adjudication by the ESTARL Committee the Grand Secretary shall be notified of the names of the successful applicants. The Grand Secretary shall forward such names to General Grand Chapter together with a cheque for the amount of the award. The number of ESTARL Awards in each year shall be determined by the ESTARL Award Committee, subject to regulations established by the Grand Chapter. The HORTON MEMORIAL AWARD is to be invested in a five year term certificate, and the annual award to be limited to the amount of interest yielded from the invested capital.
- (4) All new applications must be accompanied by:
  - (a) Academic record from the latest school attended if available.
  - (b) Three (3) letters of reference - one (1) from each of the following.:
    - (1) The Minister of the church the applicant attends.
    - (2) Head of the department in which the applicant is majoring, or the Principal of the High School from which the applicant is graduating, or if changing careers, from latest employer.
    - (3) Personal friend - not a relative.
  - (c) A short personal resume of applicants interests, activities Educational and Occupational goals.
  - (d) A current picture of applicant or applicant and family may be included.
- (5) Renewal forms for previous Awardees must be accompanied by:

- (a) Academic record from school if available.
- (b) A letter of reference from the head of the department in which the applicant is majoring.
- (c) A short personal resume of applicants interest, activities, Educational and Occupational goals.
- (p) **The Committee on Contact** shall consist of a minimum of five members. **They shall be named prior to the closing of Grand Chapter.** Their duties will commence immediately and are:
  - (1) To visit members hospitalized or indisposed when outside the area of their own Chapter. Subordinate Chapters should phone the Contact Chairman immediately they learn of one of their members hospitalized away from home.
- (q) **The Membership Committee** shall consist of seven (7) members, to include the Worthy Grand Patron, the Associate Grand Patron, and five (5) appointed members. New appointments shall be for a term of three (3) years, the Chairman to be appointed by the Worthy Grand Matron. The duties of the Committee shall be as follows:
  - (1) To work in liaison with the Publicity and Promotion Committee in the production of brochures and material aimed at increasing and retaining membership.
  - (2) To offer suggestions and assistance to Chapters seeking good candidates for membership.
  - (3) To provide information to Chapters and Members relative to the participation of the Order in charitable projects.
  - (4) To assist Chapters in encouraging attendance and participation in Chapter meetings and functions by existing members.
  - (5) To encourage fellowship and goodwill among members.
  - (6) To assist in retaining members who are transferred or relocated. Their Chapter Secretary shall advise the Membership Committee who will endeavor to affiliate the member in a Chapter close to her or his new residence.
- (r) **The committee on Guidelines** shall consist of five (5) members all of whom shall be Past Grand Matrons and or Past Grand Patrons, three (3) of whom shall constitute a quorum. New appointments shall be for a term of three (3) years. The Chairman being named by the Worthy Grand Matron. The Committee shall be responsible for the following:
  - (1) To revise and update suggested guidelines for Grand Chapter Line Officers.
  - (2) To receive in writing and review suggested revision to the guidelines for Sessional Committees.
  - (3) To receive in writing, and review suggested revision to the guidelines from the Grand Chapter Line Officers and Committee Chairman of Sessional Committees.
- (s) Travel expenses, only as defined below for travel and accommodation, will be paid to Grand Officers and Grand Chapter Committee Members, requested by the Worthy Grand Matron to attend extraordinary meetings (including Institution, Constitution, settling of difficulties, and trials) for Chapters within this Jurisdiction. Proper vouchers and receipts to be submitted to the Grand Secretary within 60 days of the event.
  - (1) Mileage will be paid for one way only, to the driver of the car in use, at the rate of 15 cents per kilometer for travel in excess of 200 kilometers one way, as established by the MSN Maps and Direction website, between the home town of the member and the town of the Chapter in question, and that payment will only be made if that amount exceeds Twenty dollars. (\$20.00)
  - (2) Ferry expenses will be reimbursed upon submission of receipts, for one way only, for the members, and for the cars being used for travel
  - (3) Reasonable accommodation expenses will be reimbursed upon submission of receipts for the minimum number of nights deemed necessary for the completion of Grand Chapter business.

- (t) **The Publicity and Promotion Committee** shall consist of five (5) members, the chairman to be appointed by the Worthy Grand Matron. New appointments shall be for two (2) years. At the start three shall be appointed for one (1) year, two (2) shall be appointed for two (2) years, and thereafter all appointments shall be for two (2) years. The members shall:
- (1) In consultation with the Membership Committee, provide and continually update membership brochures and materials,
  - (2) Provide annually updated statistical data concerning the Activities of the Order of the Eastern Star in British Columbia and Yukon for the distribution to Chapters,
  - (3) Offer advice and assistance to Chapters when requested on techniques designed to increase publicity and promotion of the Order through magazines, newspapers, and other media,
  - (4) Assist in identifying sources of community sponsorship of activities for both Grand Chapter and Subordinate Chapters.
- (u) Immediately after election, the Associate Grand Matron shall appoint a **Grand Session Revenue Committee** for her upcoming Grand Session. The purpose of this committee is to develop methods to raise funds as a means of generating revenue to offset the increasing costs of Grand Chapter Sessions. The Grand Chapter Grand Chapter Revenue Committee shall consist of a minimum of five (5) members, three (3) of which shall constitute a quorum. The committee will verbally report annual to each Grand Chapter Session on their success in offsetting the increasing costs of the Grand Chapter Session.

#### **AUDITORS**

- (v) Grand Chapter shall, at each annual session, by resolution, after receiving the recommendation of its Standing Committee on Finance in that behalf, appoint a Chartered Accountant or Chartered Accountants, Certified General Accountant or Certified General Accountants, to be the Auditor or Auditors for Grand Chapter. It shall be the duty of such Auditor or Auditors annually, or at any other time when required, to examine and complete a Financial Revue of the accounts of the Grand Secretary, the Grand Treasurer, the Grand Trustees, and all others holding or handling Grand Chapter funds and to make reports thereon and to include therein such recommendations as they may see fit for the better management, care and custody of the funds and securities of Grand Chapter. Copies of such reports shall be sent to the Worthy Grand Matron, Worthy Grand Patron, the Grand Treasurer, the Grand Secretary, the Chairman of Trustees and the Chairman of the Finance Committee, and all such reports shall be presented to Grand Chapter at the Annual Session.

#### **THE GRAND CHAPTER ARRANGEMENTS COMMITTEE**

- 30 Its duties are as follows:
- (a) The newly elected Associate Grand Conductress shall appoint the Chairman of her Arrangement Committee immediately following the Session at which she is elected.
  - (b) The Chairman's duties are:
    - (1) To arrange in conjunction with the Associate Grand Conductress and with the approval of the Finance Committee and Worthy Grand Matron a suitable location for her Grand Chapter Session. The name and cost of the facility and its seating capacity, **which should be the present session attendance plus twenty percent (20%)**, shall be presented for the Grand Chapters approval at the next session. **Revised 2009**
    - (2) To prepare a budget for the Grand Chapter Session that they are chairing on the form provided by the Finance Committee and submit it to the Finance Committee for approval at least 18 months prior to the session. This budget to include the following costs as well as written quotes for all rental facilities and equipment.
      - (a) The cost of the session site has been approved for the Grand Chapter.
      - (b) The cost of the rental tables and chairs.

- (c) The cost of the rental of the stage.
  - (d) The cost of transporting the Grand Chapter paraphernalia and Grand Secretary's supplies.
  - (e) The cost of the P.A. system.
  - (f) The cost of the Distinguished Guests Tote Bags gifts and meals.
  - (g) The rental of the piano and the organ.
  - (h) Phone Services.
  - (i) The Cancer Conference room.
  - (j) The Memorial Service.
  - (k) First Aid supplies.
  - (l) The cleaning of the rug
  - (m) The Grand Chapter Choir.
  - (n) Church service hall or church rental and Minister's stipend.
  - (o) Courtesy cars.
  - (p) Decorations.
  - (q) The cost of insurance for the Session and the Courtesy Cars quote is to be obtained from the Society.
  - (r) The cost of printing the documents required for the Grand Chapter Session and the postage to mail them out. This figure to be obtained from the Printing Committee.
  - (s) The Honorarium for the Grand Secretary's Assistant.
- (3) It is the Chairman's responsibility to familiarize themselves with the Guidelines Manual and to stay within the budget approved by the Finance Committee and to see that her / his Committee Chairmen do likewise.
- (4) After installation of the **Associate Grand Matron** the Chairman of Arrangements, will receive from the Finance Committee an advance to be used for decorations and petty cash. All other bills within her / his approved budget to be forwarded to the Grand Secretary for payment. **Revised 2009**
- (5) In the event that a firm from which a written quote has been included in the approved budget goes out of business and subsequent quote from an alternative source for the same service is higher, Grand Chapter shall be responsible for the additional cost. Any cost that exceeds the approved budget is the responsibility of the individual or the hostess Chapters that incurred them.
- (c) The hostess Chapters shall be responsible for the expenses incurred in the following:
- a. Members tote bags, pin-ons and ribbons, if requested by the Worthy Grand Matron.
  - b. The printing of the Church Programs and the refreshments after the Church Service.
  - c. Any additional expenses, as may be agreed upon between themselves, the Chairman of Arrangements and the Worthy Grand Matron or those expenses not previously approved by the Finance Committee.
- 31 **Sessional Committees** shall be appointed by the Worthy Grand Matron prior to the opening of each Annual Session as follows:
- (a) **The Committee on Unfinished Business** shall consist of three members and shall report at each Annual session all matters of business presented at a former Annual Session and not finally disposed of,
  - (b) **The Nomination Committee** shall consist of three members and shall at the close of nominations report to the Grand Chapter the names of the nominees for each elective Grand Office and post the same on the bulletin board, for each office and in alphabetical order, together with the name and number of the Chapter of which each nominee is a member.
  - (c) **The Tellers Committee** shall collect all ballots cast, count the same, and make report to the presiding officer. Members seeking election to any office shall not be eligible to act on this committee,
  - (d) **The Committee on Courtesies** shall present a report expressing appreciation for the courtesies which have been extended to the officers and members of the

Grand Chapter during or in connection with such Annual Session. This report shall **immediately** precede the installation.

- (e) **The Examining Committee** shall consist of three members; one member of each Committee should be a Brother; who shall examine all unvouched for visitors and shall issue a signed, written report to the Registration/Credential Committee regarding the visitor's eligibility to be admitted to the Grand Session.
- (f) **Special Committees** may also be appointed by the Grand Chapter or the Worthy Grand Matron to facilitate the business of the Grand Chapter or to transact such special business as may be assigned to them.

## REVENUES

- 32 The revenue of this Grand Chapter shall be derived from:
  - (a) Fees charged for dispensations and Charters,
  - (b) Assessments levied upon Constituent Chapters,
  - (c) The sale of Rituals, Constitution and Laws, Rules, and Regulations, Proceedings, supplies and other documents authorized by this Grand Chapter, and as listed in Annual Proceedings,
  - (d) The funds, dues and proceeds of the property of all dissolved Chapters within its jurisdiction,
  - (e) A registration fee allocated for use toward the expense of Grand Chapter Sessions,
  - (f) The revenue and income from the Trust Fund.
- 33(a) Each chartered Chapter shall pay:
  - (1) The sum of one dollar for each dispensation issued by the Worthy Grand Matron,
  - (2) On or before the 7th day of April, twenty-five percent of the fee received for each initiation during the preceding year or from May 1st from Chapters at that time under dispensation but since constituted,
  - (3) On or before the 7th day of April the sum of **Twelve** Dollars for each member borne upon its role on the last day of March with the exception of Honorary Members, or any member who becomes mentally or physically unsound or is confined to a nursing home, provided the member is kept in good standing by her or his Chapter. (The fiscal year for the payment of such tax shall be April 1st to March 31st of each year and payment of such tax shall be made at half yearly intervals, i.e. the 15th day of September and the 7th day of April to the Grand Secretary). Of the revenue received, fifty cents shall be credited to the mileage account. **Revised 2009**
  - (b) Each Chapter under dispensation shall pay, on or before April 7<sup>th</sup>, a fee for each Initiation (whether at the institution of the Chapter or otherwise) similar in amount to that payable by each Chartered Chapter.

## EXPENDITURES

- 34 (a) No appropriation or expenditure of the funds of the Grand Chapter shall be authorized during the Annual Session until it shall have been considered and reported upon by the Committee on Finance.
- (b) Save as otherwise herein provided, no purchase or disbursement shall be authorized between Annual Sessions of the Grand Chapter other than that for which an appropriation shall have been made except upon the written order of the Worthy Grand Matron and Grand Secretary with the approval of the Chairman of the Committee on Finance.
- (c) The Worthy Grand Patron shall, with the written approval of the Chairman of the Finance Committee, be reimbursed all monies necessarily expended by him in connection with the Institution, Constitution and inspection of a new Chapter.

- (d) The Grand Secretary is hereby authorized to pay out of her or his Petty Cash Account the cost of necessary supplies and of the purchase and posting of Christmas greetings.
- (e) The Grand Secretary shall be reimbursed for sundry expenses as the Grand Chapter shall decide.
- (f) The Grand Treasurer shall be reimbursed for sundry expenses as the Grand Chapter shall decide,
- (g) When the Grand Lecturer is required by the Worthy Grand Matron to leave the city or her residence in the performance of the duties of her office she shall be paid such amount for her expenses as shall be approved by the Worthy Grand Matron and the Chairman of the Finance Committee.
- (h) Contracts entered into by the Grand Chapter shall be authorized only by the Worthy Grand Matron together with the Chairman of Finance or their designees.

### **INVESTMENTS**

- 35.(a)(1)The Grand Trustees with the Grand Treasurer shall be the custodians of all investments of the Grand Chapter; the General Fund, the Trust Fund, the Cancer Fund, the Bursary Fund, the ESTARL Fund, the Erma Boyce Memorial Library Fund, the Worthy Grand Matron's special project and such other funds as may be hereafter approved by Grand Chapter.
- (2) The Grand Trustees with the Grand Treasurer, in accordance with Section 26(c), are authorized and empowered to invest, convert and reinvest in their sole discretion and as and when they deem fit the principal monies entrusted to their care. They shall be limited to the trust investments authorized by law and shall not be liable or responsible for any loss resulting from any investment so made or for any loss save such as results from their own dishonesty. All investments shall conform to the requirements of Section 35(a) (5).
- (3) Sufficient funds shall be invested in short term securities to ensure that principal monies are available for projected or anticipated needs.
- (4) The revenue and income from investments shall be transmitted immediately to the Grand Secretary and credited to the appropriate fund.
- (5) The Funds of Grand Chapter may be invested in Government of Canada Bonds, Federal Treasury Bills, and Provincial Government Bonds or with those Financial Institutions who are members of either the Canadian Deposit Insurance Corporation or the Credit Union Deposit Insurance Corporation. The minimum insurance coverage should not be less than \$60,000.00.

### **SPECIAL FUNDS**

- 36.(a)(1)The Grand Chapter of British Columbia and Yukon, Order of the Eastern Star Trust Fund, hereinafter called the Trust Fund; the Grand Chapter Cancer Fund, hereinafter called the Cancer Fund; the Elizabeth Bentley Bursary Fund, hereinafter called the Bursary Fund; the Eastern Star Training Awards for Religious Leadership Fund, hereinafter called the ESTARL Fund; the Worthy Grand Matron's Special Fund and the Erma Boyce Memorial Library Fund shall constitute the special funds of the Grand Chapter.
- (2) Each fund together with any and all additions thereto designated as such including any and all donations and accumulations thereto from any and every source shall be used, administered, and expended and applied as herein provided.
- (3) The special funds shall be kept separate and apart from each other and from the ordinary or general funds of this Grand Chapter and shall be disbursed by the Grand Treasurer as instructed by the Grand Chapter or as herein provided.

## **TRUST FUND**

- 36.(b) (1) The income from the Trust Fund shall be used, administered, expended and applied by the Grand Trustees to provide for the relief of members in good standing, to assist Chapters in this Grand Jurisdiction and to contribute to Grand Chapter projects.
- (2) The principal money of the Trust Fund shall be diminished only by authority of a resolution passed by a two-thirds majority of the members present and voting at an Annual Session of this Grand Chapter and after written Notice of Motion has been given to each Chapter in this Grand Jurisdiction.
- (3) The revenue and income from the Trust Fund shall be disposed of as follows:
- (a) Eighty per cent (80%) of the annual income of the Trust Fund shall be credited to the General Fund.
  - (b) The remaining twenty per cent (20%) of the annual income shall be placed at the disposal of the Grand Trustees as herein provided.
- (4) In the event of a decrease in the value in real dollars of any of the securities, the Grand Trustees may apply income from the Trust Fund to partly or fully restore the principal of the Trust Fund to its former value.
- (5) A member needing assistance or knowing of a member needing assistance may make known the need to the Worthy Matron, who shall investigate the circumstances, and having satisfied herself that the application is justified, may make application to the Grand Trustees, in writing, with a statement of her investigations and recommendations. Assistance to members, Chapters, Grand Chapter projects or for other purposes shall be at the sole discretion of the Grand Trustees.

## **CANCER FUND**

- 36.(c)(1) The Cancer Fund shall be used, administered, expended and applied by a Committee, named the Cancer Fund Administration Committee, composed of the Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Secretary, Grand Treasurer, Director of Cancer Activities, Assistant Director and the Chairman of the Finance Committee.
- (2) The revenue of this fund shall be by voluntary contributions received from Chapters, members or other sources and shall be received by the Chapters and forwarded to the Grand Secretary within 60 days.
- (3) The principal monies and the investments for the time being representing the same, together with any revenue or income from these investments or from the chapters or any other source, may be disbursed as follows:  
The Director of Cancer Activities, with the sanction of the Chairman of the Finance Committee, may approve the payment of funds to Chapter Free Cancer Dressing Station Committees upon receipt of requests on the proper form, and may draw on the Grand Secretary for all supplies and postage required in the performance of her or his duties.
- (4) The approval of the Cancer Fund Administration Committee together with that of the Finance Committee shall be obtained for all allotments and disbursements of funds for Cancer and for all special appeals for assistance by the Cancer Research and Treatment Foundation within the extent of Funds authorized for these purposes by Grand Chapter.
- (5) A Bursary for Cancer Education to be known as the "Grace Shane Bursary for Cancer Education" shall, subject to the availability of funds, be given annually, upon request, to suitably recommended persons. Said Bursary shall be administered according to the following policy.
- (a) The amount of the Bursary shall be negotiated each time it is granted, the Cancer Fund Administration Committee acting in conjunction with the Director of the B.C. Cancer Agency.

- (b) Funds for the Bursary shall be appropriated from the Cancer Fund and awarded as per Section 36(c) (5) (a) of the Constitution and Laws.
  - (c) The tenure of the Bursary shall be usually, but not necessarily, for one year.
  - (d) The selection of a recipient for the Bursary shall be the responsibility of the Director of the BC Cancer Agency, together with appropriate members of the Staff of the Agency and University Department.
- 36(d) The **Erma Boyce Memorial Library Fund** shall be used, administered, expended and applied by the Cancer Fund Administration Committee.

#### **BURSARY FUND**

- 36(e)(1) The Bursary Fund shall be used, administered, expended and applied for the purpose of granting bursaries as recommended by the Bursary Committee (see Section 29(n)).
- (2) Save as otherwise provided the revenue and income from the said Bursary Fund or a portion thereof shall be available for expenditure to the person or persons designated by the Bursary Committee as the recipients of the Elizabeth Bentley Order of the Eastern Star Bursary Award.

#### **ESTARL FUND**

36. (f) The ESTARL Fund shall be used, administered, expended and applied for the purposes of granting Eastern Star Training Awards for Religious Leadership as recommended by the ESTARL Committee (see Section 29(o)).

#### **WORTHY GRAND MATRONS SPECIAL PROJECT**

- 36 (g) Contributions to the Worthy Grand Matron's special fund shall terminate at the end of her term of office.

#### **CHARITABLE FOUNDATION**

- 36 (h) The name of this FOUNDATION shall be known as THE ORDER OF THE EASTERN STAR CHARITABLE FOUNDATION. Membership shall be limited to members of the Order of the Eastern Star in good standing in British Columbia and Yukon. The trustees shall be the Grand Secretary, Grand Treasurer, Chairman of the Finance Committee, Chairmen of Cancer Fund Administration Committee, Bursary Committee, and ESTARL Committee and such other charitable organizations as shall make application to be covered under this Foundation and approved by the Grand Chapter. Such officers to serve this Foundation without remuneration. The purpose of this Foundation is to distribute through the Trustees such monies from the Cancer Fund, the Bursary Fund and the ESTARL Fund as decided upon by the budgets of the various committees and approved by this Grand Chapter at its Annual Session.

#### **CONSTITUENT CHAPTERS**

- 37(a) Every Constituent Chapter must have a Charter from this Grand Chapter, unless holding a Charter issued by the General Grand Chapter prior to the formation of this Grand Chapter, or a Dispensation issued by the Worthy Grand Patron and attested by the Grand Secretary under the Seal of the Grand Chapter, and no Chapter shall be deemed legal or regular without such Charter or Dispensation, as the case may be.
- (b) No Chapter as such, without the authority of the Worthy Grand Matron, may participate in community or public movements or ally itself with any out side organization.

38. All meetings, either public or private, between any Chapter in this jurisdiction, or any member thereof, and any Chapter illegally formed, opened or held and any person initiated therein are hereby prohibited.
39. A Constituent Chapter shall be composed of the persons named in its Charter, those admitted by Affiliation and those on whom the Degrees of the Order have been conferred in such Chapter and who retain membership therein.
- 40 (a) The jurisdiction of Chapters for all purposes shall be concurrent within the limits of the Province of British Columbia and Yukon Territory.
  - (b) Each Chapter has the power to summon any member of the Order over whom it has jurisdiction to appear at a specified time and place and any member so summoned is required to obey such summons under penalty of suspension or expulsion.
41. A Chapter may hold its meetings at any desired and suitable place approved by the Worthy Grand Matron.
42. (a) Each Chapter shall have the inherent right to make and amend By-laws for its own government but such By-laws and regulations shall conform to the Constitution and Laws of this Grand Chapter and shall not quote or include any section or part of section thereof and no such By-laws or amendments thereto shall be effective until approved by the Worthy Grand Matron.
  - (b) Any portion of or amendment to the Constitution and Laws or of the Rules and Regulations of this Grand Chapter which conflicts with any portion of the By-Laws of any Constituent Chapter shall have the effect of repealing or amending the same to the extent of such conflict without any action of the Chapter.
  - (b)(1) Any amendment of the Chapter By-Laws, unless made to conform to the Constitution and Laws of this Grand Chapter shall be made by written Notice of Motion at a Stated Meeting. All members of the Chapter shall be notified at least twenty-eight (28) days prior to the date on which the vote is to be taken. This shall be at a Stated Meeting. The vote shall be by a show of hands, unless otherwise requested by the members present, and shall require a two-thirds (2/3's) majority of those members present to carry the motion.
  - (c) A request for a Special Dispensation shall be made directly to the Worthy Grand Matron but no Chapter shall request a Dispensation to do any act contrary to any provision of its By-Laws except to meet an unforeseen emergency.
  - (d) In case of an unforeseen emergency application for a Dispensation may emanate from the Worthy Matron through the Secretary and under the seal of the Chapter.
  - (e) When a Dispensation is required to meet an emergency, and is granted by the Worthy Grand Matron, it is only a temporary authority and the Chapter to which it is issued must immediately amend its By-Laws or take the necessary action to terminate the condition causing such emergency.
  - (f) Every dispensation shall be noted in the records of the Chapter and prompt report made to the Worthy Grand Matron of the action taken by authority thereof.

#### **CHAPTERS UNDER DISPENSATION**

- 43.(a)The Worthy Grand Patron may grant a Dispensation to form a new Chapter upon petition of not less than thirty-five nor more than fifty persons resident in this jurisdiction, two at least being affiliated Master Masons and nine at least being women eligible to become members of the Order, none of whom are rejected petitioners for affiliation or for the degrees. Objection to anyone applying for membership as a Charter Member must be made to the Worthy Grand Patron.
  - (b)Twenty-five (25) or more applicants must be members of the Order.
  - (c)No Chapter shall be Instituted between March 31st and the close of the next Annual Session nor in a community where there is no regular Masonic Lodge.
- 44(a) Such petition must be accompanied by the sum of Fifty Dollars and such sum, less any necessary expenses, shall be returned if the Dispensation is not granted but shall become the property of the Grand Chapter if the dispensation is granted.

- (b) In the event of a Dispensation being granted the Grand Secretary shall furnish free of charge to such new Chapter when Instituted the following items: Four copies of the Ritual, five copies each of the Constitution and Laws and Rules and Regulations, four copies of the Secret Work, one Signet and twenty-five forms each of Petition for the Degrees and for Affiliation.
- 45 Each person signing the petition and upon whom the Degrees are to be conferred at the time of Institution shall pay to the Worthy Matron named therein before the date of Institution not less than the minimum fee herein provided to be paid for the Degrees and those signing such Petition as affiliating members shall pay at least the minimum affiliation fee.
- 46 (a) A Chapter under Dispensation cannot elect or install its officers but the Worthy Matron, Worthy Patron, Associate Matron and Associate Patron, as recommended in the petition, shall, if satisfactory to the Worthy Grand Patron, be appointed by him and shall hold their respective offices until the Constitution of the Chapter and all other officers shall be appointed by the Worthy Matron.
- (b) An officer of a Chapter under Dispensation who is absent at the time of the Constitution of the Chapter because of serious illness or unavoidable accident may be installed as soon thereafter as is possible by the Worthy Grand Matron or her duly authorized deputy. If the officer is absent for any other cause the office may, at the discretion of the Worthy Grand Patron, be declared vacant by him and another member shall be elected or appointed to fill such vacancy.
- 47 (a) A Chapter under Dispensation may adopt By-laws for its government, subject to the approval of the Worthy Grand Patron, and may grant demits to its members.
- (b) Such Chapter possesses all the powers and may perform all the duties of a chartered Chapter except that it need not have a seal and that it cannot suspend or expel a member.
- (c) Offences and charges arising under the jurisdiction of such Chapter must be submitted to and dealt with by the nearest chartered Chapter, subject to appeal to the Grand Chapter.
48. Chapter under Dispensation must return on or before April 7th its Dispensation, By-Laws, books and records for inspection of the Grand Chapter, together with a fee for each initiation as herein before provided and such returns as required by the Grand Secretary. After such date no meeting of the Chapter shall be held until after the next Annual Session of Grand Chapter.
49. A Chapter under Dispensation shall, when making its returns to the Grand Chapter, recommend the names of the persons desired by its members to be named in the Charter as its four highest officers and the persons so named shall be installed at the Constitution of the Chapter and serve as such Officers during the remainder of the Chapter year.
- 50 The Grand Chapter may order a Charter to be issued to such Chapter or continue the Dispensation until the next Annual Session.
51. The Dispensation to form a Chapter shall be copied in full upon the records of the Chapter and the Charter when issued shall be recorded thereon in like manner.
52. (a) Before a Charter is granted, a Chapter under Dispensation shall have:
- (1) been working under Dispensation for at least six months,
  - (2) a suitable hall with all necessary furniture, including large and small Bibles, and if possible a floor cloth,
  - (3) a favourable financial balance,
  - (4) a competent staff of officers who shall have fully memorized the ritualistic work and
  - (5) have initiated at least five candidates.
- (b) In case a Charter is granted the Chapter may, unless otherwise ordered by the Grand Chapter, continue to meet and work until it shall have been Constituted.
- (c) The Charter when issued shall show as Charter Members only those persons whose names appear on the Petition for Dispensation and who regularly

become members of the Chapter by initiation or affiliation at the time of its Institution. An exception to this rule is that affiliated members may upon furnishing the Worthy Grand Patron valid reasons for absence, be received and obligated within thirty (30) days and, in the event that any name entitled to appear on the Charter is omitted through error or neglect, it may be inserted thereon later by permission of the Worthy Grand Matron or by the Grand Chapter.

- (d) A Chapter receiving a Charter may only be Constituted by the Worthy Grand Matron or her duly authorized proxy who must be a member of the Grand Chapter.
- (e) As soon as possible after the close of the Annual Session at which the Charter is granted due notice shall be given of the time appointed for the Constitution of the Chapter and installation of its officers.

### **CHARTERED CHAPTERS**

- 53. Each Chartered Chapter shall within two months after the date of receiving its Charter procure a seal with the name, number and location of the Chapter and such design as it may by vote decide to adopt engraved thereon. No document emanating from any Chapter or its Worthy Matron or Secretary, in the official capacity of either, shall thereafter be received or deemed authentic without such seal being affixed thereto.
  - (a) A Chapter must hold at least one stated meeting each month for at least ten months of the year including the months of March and April. Two months of recess, consecutive or otherwise, may be provided for in the By-Laws of the Chapter. The time and place of the meetings shall be specified in the By-Laws of the Chapter. A Chapter may in its By-Laws provide that no meetings shall be held during the Grand Chapter Session or on Statutory Holidays provided it complies with the minimum of ten (10) stated meetings or by Special Meetings scheduled to replace No Quorum Meetings or Stated Meetings cancelled by Special Dispensation due to an emergency. A Chapter failing to comply with the above renders itself liable to the provisions of Section 22(d) (2). A Chapter failing to hold a meeting once in four months shall have its charter arrested by the Worthy Grand Matron.
  - (b) A Special Meeting may be called by direction of the Worthy Matron, and must be called on the written request of seven or more members of the Chapter to the Worthy Matron. Written notice thereof specifying the general nature of the business to be transacted thereat shall be sent to each member of the Chapter, which notice shall be read immediately after the opening of the Chapter. Only such business shall be transacted at such meeting as is mentioned in such notice.
  - (c) 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 meeting 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 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.
- 54. Every member in good standing in the Order is entitled to admission to a Chapter room at any time during a meeting, except during the opening, closing and initiation ceremonies or while a ballot is being spread, subject to the rules regarding visitors and trials.

- 55(a) Before admission to a Chapter a visitor shall be required to produce a receipt for dues for the current or last fiscal year or satisfactory evidence of having been initiated within the preceding three months into a Chapter of the Order. If on demit, the visitor shall produce a demit issued within the preceding twelve months and shall be properly vouched for or pass a satisfactory examination.
- (b) A vouchment in a subordinate Chapter can be made only by a member who has sat in open Chapter with the visitor or by the Examining Committee appointed by the Worthy Matron.
- 56(a) A member of a Chapter shall have the right to object to the presence in the Chapter of any other than a member of such Chapter provided that no objection shall be valid against Grand Officers, nor against anyone specially deputized by the Worthy Grand Matron or Worthy Grand Patron to visit said Chapter, nor against a member in good standing who is acting as counsel for a member on trial. An objection to a visitor must be made by the objector at that meeting to the Worthy Matron. The objection, so made, shall not extend beyond that meeting but may be repeated at any subsequent meeting.
- (b) No child over two years of age shall be allowed in the Chapter room either during meetings or rehearsals.
- 57(a) All meetings of a Chapter shall remain in session absolutely within the discretion of the Worthy Matron as to length of time and cannot by motion be adjourned, called off or postponed
- (b) No Chapter shall hold, authorize, permit, sponsor or participate in any raffle not authorized by law and no member of the Order, when attending a meeting of the Chapter, shall solicit any person to purchase a ticket for any raffle entertainment.
- (c) A Chapter may not create a Board of General Purposes.
- (d) No part of the funds of a Chapter shall be expended until approved by the Finance Committee and authorized by vote of the Chapter and signed by two of the following - Treasurer, Worthy Matron or Associate Matron.
- (e) All funds raised by any committee of a Chapter or any group of members in the name of the Chapter belong to such Chapter and must be paid immediately after the receipt thereof to the Chapter.
58. Each Chartered Chapter shall transmit to the Grand Secretary, on or before the 7th day of April in each year, a full and correct report for the previous fiscal year, accompanied by the amount of its fees and the balance of its dues. Unless and until this requirement has been fulfilled none of its members shall be entitled to any of the privileges of the Grand Chapter (see Section 33(3) (a)).
59. Constituent Chapters shall use only such Rituals for the work of the Order and issue such forms as shall be authorized by this Grand Chapter. These and all printed forms shall be procured from the Grand Secretary.

### **MEMBERSHIP**

- 60.(a) Any Chapter may grant life membership in consideration of long and meritorious service to the Order, to any Sister or Brother who has been a member of the Order for an unbroken period of not less than twenty-five years and who shall, at the time, be in good standing and not indebted to the Chapter.
- (b) Notice of motion to confer life membership must be given at a Stated meeting and all members of the Chapter informed in a subsequent Stated Chapter meeting notice of the date on which vote on said motion will be taken, but in no case can balloting take place before 28 days from the date notice of motion is given. Such life membership shall be granted when passed by the written vote of two-thirds of the members present.
- (c) When any person becomes a Life Member of a Chapter as hereinbefore provided, the Secretary thereof shall forthwith notify the Grand Secretary thereof in writing. Such Life Member shall forthwith receive a Certificate, furnished by the Grand Secretary at the expense of such Chapter, evidencing such Life Membership

under the Seal of the Chapter and signed by the Worthy Matron and the Secretary thereof and her or his rights, privileges, duties and obligations as a member shall not be altered or affected thereby except that she or he shall be exempt from the payment of all future dues and, so long as she or he remains a member of the Order in good standing, she or he shall on the 1st day of April in each year receive from the Secretary of such Chapter a receipt for dues showing such Life Member to be a member of such Chapter in good standing.

- (d) The Grand Chapter shall recognize 50-years of membership by the presentation of a 50 year pin to a Sister or Brother who has accumulated 50 years of membership in the Order of the Eastern Star and who is in good standing in the Order. Secretaries of the subordinate Chapter shall notify the Grand Secretary when a member or members become entitled to this honour with the date of initiation and their pertinent information. The Grand Secretary shall forward to the Chapter the 50 year membership pin for suitable presentation on behalf of Grand Chapter.
  - (e) Any member with an accumulated membership in the Order of the Eastern Star of 25 years shall receive a 25 year pin which shall be paid for by the member's present Chapter, or if the member belongs to more than one Chapter, then the pin shall be paid for by the Chapter to which the member has belonged for the longest period of time.
- 61 A member of the Order in good standing in a Chapter may be made a Honorary Member of any other Chapter by unanimous vote of the members present at a stated meeting of such Chapter but may neither vote nor hold office in such Chapter.
- 62(a) A non-affiliated member of the Order residing within British Columbia or Yukon may apply for membership in any Chapter in this Grand Jurisdiction.
- (b) A person may be a member of more than one Chapter, but not more than two (2) chapters, at the same time and in such case the affiliation fee shall be at least Five Dollars (\$5:00).
  - (c) (1) A petition for affiliation shall be accompanied by a demit, a life membership certificate or by a receipt for dues from a Chapter in this or any other Grand Jurisdiction allowing dual membership, and the prescribed fee which, except as hereinbefore provided, shall be such sum as is prescribed in the By-Laws of the Chapter and by dues prorated for the remainder of the year.  
(2) When a petition for affiliation is accompanied by a receipt for dues no further action shall be taken on the petition until the Secretary of the Chapter has obtained from the other Chapter a statement certifying the member to be in good standing. On election to membership the other Chapter shall be notified. Upon affiliation, the mandatory payment for the International Headquarters Fund to General Grand Chapter shall be collected by the Chapter in the amount of \$5.00 (five dollars) in U.S. currency and sent to the Grand Secretary.
  - (d) All petitioners for affiliation from New York or New Jersey seeking to become a member of a Chapter in this Grand Jurisdiction shall be required to state to the investigating committee before said petition comes to ballot, the Masonic relationship upon which their Eastern Star membership is based, and if such does not conform to the requirements of this Grand Chapter the petition shall not be considered.
  - (e) Suspension or expulsion by one Chapter shall cause automatic suspension or expulsion in all Chapters with which said member may be affiliated. On suspension or expulsion the Secretary of the Chapter shall immediately notify the other Chapter. (see Section 83(b))
- 63(a) A petition for the degrees shall state whether or not the petitioner has previously petitioned or has been rejected and, if so, when and where.
- (b) The standing of a sister in the Order shall not be affected by any action of a Masonic Lodge.

64. A petition for the Degrees shall be accompanied by evidence of the membership on which such petition is based and by the fee for the Degrees as prescribed by the By-Laws of the Chapter, which shall be not less than Ten Dollars (\$10.00). The dues to be paid at time of Initiation shall be prorated for the remainder of the year. Upon initiation, the mandatory payment for the International Headquarters Fund to General Grand Chapter shall be collected by the Chapter in the amount of \$5.00 (Five Dollars) in U.S. currency and sent to the Grand Secretary.
65. All petitions, either for affiliation or for the Degrees, shall be presented at a stated meeting of a Chapter. No petition for the degrees shall be received by any Chapter unless the petitioner shall have had her or his place of permanent residence immediately preceding the date of such petition at least six months within this Grand Jurisdiction provided however that exception may be made in the case of persons, or members of their families, whose occupation, studies or profession does not permit permanent residence for six months within the Grand Jurisdiction.
66. A Chapter may receive a petition for the Degrees from a qualified applicant.
- 67 (a) It shall be the duty of an **Investigating Committee** to make inquiry as to the character and standing of the petitioner and make to the Chapter a written report thereon. A Brother on the committee shall investigate the Masonic standing of the petitioner or the relative through whom eligibility is claimed. The report shall be signed by the brother and at least one other of the committee members.
  - (b) No further action upon a petition shall be taken by the Chapter for at least two weeks after its receipt.
  - (c) Should the Investigating Committee fail to make a report after two months it may be discharged and a new committee shall be appointed and the ballot shall not be taken before the next stated meeting.
68. (a) After having been referred to an Investigating Committee a petition for the degrees becomes the property of the Chapter and cannot be withdrawn.
  - (b) A petition for affiliation may be withdrawn at any time previous to ballot by the petitioner making written application therefore

#### **DEGREES BY COURTESY**

- 69.(a) A Chapter may on a majority vote at a stated meeting request another Chapter of this Jurisdiction to confer the Degrees, as a courtesy, on its elected petitioner. The request must state the name, date of election and the present address of the petitioner and must be accompanied by two copies of the By-Laws. The Chapter requested, may, on majority vote at a stated meeting, accept the request as a courtesy, and after receipt of the copies of the By-Laws, confer the degrees. At the conclusion of the ceremony the petitioner shall receive one copy of the By-Laws and upon signing the remaining copy shall become a member of the Chapter to which elected.  
The Secretary of the Chapter conferring the Degrees shall notify the petitioner's Chapter of such initiation forwarding therewith the signed copy of the By-Laws.
- (b) A Chapter may request the conferring of the Degrees on its elected petitioner by a Chapter of another Grand Jurisdiction using the Ritual of General Grand Chapter or one approved by it. Such request shall be made by communicating it, with the necessary data and two copies of the Chapter By-Laws, to the Grand Secretary of the Grand Chapter of British Columbia and Yukon who shall thereupon make request of the proper Grand Chapter that they confer the degrees, as a courtesy, and return one signed copy of the Chapter By-Laws as hereinbefore provided (see Section 69(a)).
- (c) On request of the Grand Secretary and on receipt of the necessary data, a Chapter in this Jurisdiction may likewise confer the Degrees on an elected petitioner, as a courtesy to a Chapter of another Grand Jurisdiction using the

Ritual of the General Grand Chapter or one approved by it. Any copy of By-Laws received shall be signed by the petitioner, on initiation, and, if neither By-Laws nor any form of assent thereto be sent, the petitioner shall be required to sign a form of assent to the By-Laws of the Chapter electing the petitioner and to the Laws of such Grand Jurisdiction. Notice of such initiation and of the signing of the By-Laws or assent thereto together with the signed By-Laws or document shall thereafter be forwarded to the Grand Secretary of the Grand Chapter of British Columbia and Yukon.

### **BALLOTING - AFFILIATION & INITIATION**

70. (a) A ballot is necessary in all cases upon petition for affiliation or for the degrees, except when the Chapter has no jurisdiction over the petitioner, the petitioner is ineligible or has been proposed without authority in which events the Worthy Matron shall declare the petition void.
- (b) When a ballot is taken it must be taken at the meeting at which the report of the Investigating Committee is presented.
- (c) Written notice must be given to all members of a Chapter of the intention to ballot on a petition for affiliation or for the Degrees.
71. No ballot shall be taken on any petition in less than two weeks from the time it is received and referred to an Investigating Committee.
- 72.(a) The Ballot box shall be provided with **at least six black cubes and a sufficient number of white balls to supply the members voting**, and not more than one ballot box shall be used. **Revised 2009**
- (b) All members of the Chapter must rise to their feet (unless disabled or infirm) and ballot on each petition and no one shall be allowed to enter or retire from the Chapter room while any ballot is being taken.
- (c) An application for affiliation shall be balloted on before and separately from a petition for the degrees.
- (d) Where at any meeting a ballot is to be taken on more than one application for affiliation or on more than one petition for the Degrees the Worthy Matron shall announce that if no objection is raised a collective ballot will be taken on all applications or petitions and shall announce clearly the name of each applicant or petitioner.
- (e) If any member objects a separate ballot shall be taken on each applicant or petitioner.
- (f) If no objection is raised a collective ballot will be taken on all applicants or petitioners and if the ballot is clear they shall be declared elected.  
If on the collective ballot three or more black cubes appear, then that ballot shall not be counted, and the applicants or petitioners shall be balloted upon separately.
- 73.(a) No member shall be permitted to move for the reconsideration of an unfavourable ballot. If three or more black cubes shall appear upon the first ballot the Worthy Matron shall, before announcing the result thereof, order a second ballot which shall be final.
- (b) If the ballot is declared clear in error it is the duty of any member knowing that the ballot was not clear to object immediately.
- 74.(a) After the ballot is declared closed no one but the Worthy Matron, Worthy Patron, Associate Matron and Associate Patron shall see the contents of the ballot box and the Worthy Matron, after declaring the result of the ballot, shall forthwith destroy the same.
- (b) Immediately after the announcement of an unfavourable ballot and before any one shall have retired from the Chapter room the following shall be read aloud in open Chapter:
- (1) No statement as to the character of any vote cast and no remark or discussion concerning the action of the Chapter is permissible,

- (2) Any member or visitor divulging the secrecy of the ballot or making known the character of the ballot cast by anyone or informing anyone not a member of the Order of the action taken in respect of any petition shall be liable for suspension for not less than three months nor more than three years or expulsion as the Chapter may decide.
- 75. A rejected petitioner for the degrees may after the expiration of two months again petition in the same or in any other Chapter.
- 76. A rejected petitioner for affiliation may again petition at any time in any Chapter. A rejected petitioner for restoration may again petition at any time in her or his former Chapter.

### **OBJECTION TO INITIATION**

- 77(a) An objection to the conferring of Degrees upon a candidate who has been elected may be made by any member in good standing of the Chapter who was not present at the meeting when the candidate was elected. Such objection shall be made to the Worthy Matron and Worthy Patron and cannot be entertained unless the grounds for the objection be of a serious nature affecting the moral character of the candidate which can be proven.
- (b) When three objections to the initiation of an elected candidate are made the Worthy Matron shall announce the same to the Chapter withholding the names of the objectors and the reason. Such objections shall debar the conferring of the Degrees unless the objections be withdrawn within three months. Three objections that have not been withdrawn have the same effect as a three black cubes. The fact of objections alone, and not the name of the objectors, shall be entered upon the records of the Chapter.
- 78. The Secretary shall promptly notify on the proper form each petitioner of the result of the ballot and when a petition is rejected or declared void forthwith return the accompanying fee.
- 79 (a) At least seven days shall elapse after election before the Degrees shall be conferred upon an elected petitioner but the degrees shall not be conferred at the meeting at which the annual election or installation of officers takes place.
- (b) Not more than six candidates shall be initiated at one time.
- (c) An affiliate becomes a member of the Chapter immediately on election.
- (d) A copy of the Grand Chapter Constitution and of the By-Laws of the Chapter shall be given to each new member upon initiation.
- (e) Members affiliating within this Grand Jurisdiction shall be given a copy of the Chapter By-Laws only. 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.
- (f) Past Matrons and Past Patrons of this and other Grand Jurisdictions will be shown in chronological order as Past Matrons and Past Patrons of their respective Chapters.
- 80. Failure of an elected petitioner after due notification to appear for initiation within one year after election shall render void the acceptance of the petition and the fee shall be forfeited to the Chapter and a favourable ballot upon another petition accompanied by the requisite fee shall be necessary before the Degrees may be conferred.
- 81(a) Any member of a Chapter with the exception of Worthy Matron, Worthy Patron, Associate Matron and Associate Patron, who is not indebted to the chapter and against whom no written charges are then pending shall, upon written request and presented at a Stated meeting of the Chapter, be granted a demit.
- (b) The Chapter Secretary shall, upon receipt of written request for demit, notify the Worthy Matron,
- (c) The Worthy Matron shall, upon being notified of a request for demit, have a 28 day period of grace to investigate the cause for the request, before the written

request for a demit is presented at a Stated Meeting. Within this 28 day period of grace, the applicant, upon written request, may withdraw the original request for demit. The request for demit shall be granted forthwith, at the time it is presented at a Stated meeting of the Chapter.

- (d) If a demit is received in March from a member in good standing and the 28 day period of grace take the granting of said demit into April and the Chapters next fiscal year, the member is deemed to be still in good standing for the granting of this demit.
- (e) No objection to the granting of a demit shall be entertained unless the objecting member shall prefer charges against the applicant, or give notice that they will do so at the next Stated meeting, at which time, if no charges are preferred, the demit shall be granted. If the charges are preferred they shall take the course prescribed by law. If, on trial, the accused is acquitted, a demit cannot be issued during the thirty (30) days allowed for appeal to Grand Chapter. After thirty (30) days, and no appeal having been taken, the demit shall be granted. Should the accused be suspended and at the expiration of suspension still desire a demit, an application must be presented.
- (f) When a demit is granted the official receipt for dues shall be surrendered to the Chapter.
- (g)(1) When a Chapter issues a demit to a member who is a Past Matron, Past Patron, Past Grand Matron or Past Grand Patron, this information shall be shown on the demit.  
(2) When a demit is applied for by a person holding dual membership it shall, subject to the foregoing, be granted and forwarded directly to the other Chapter with which the member is affiliated. In this Grand Jurisdiction such a demit shall, on receipt, be canceled and filed.
- (h) A demit presented to a Chapter with a petition for affiliation shall, upon acceptance thereof, be canceled and retained by such Chapter.
- (i) A member holding a demit may visit another Chapter only during the twelve months following its issuance but may present the same at any time with a petition for affiliation.
- (j) When a member shall lose a demit the Chapter which issued the same shall upon written request furnish the member with another demit bearing the original date, the word "copy" and date of reissuance. Such information shall be entered upon the records of the Chapter.

## **DUES**

- 82.(a) A Chapter may by two thirds majority vote set its annual dues at not less than five dollars.
- (b) The annual dues are payable in advance on the first day of April of each year.

## **FAILURE TO PAY DUES**

- 83(a) The Secretary of each Chapter shall, between the first day of February and the first day of March in each year, send to each member who has not paid her or his dues for the current year a notice specifying the amount of dues owing and quoting the next sub-section.
- (b) Every member of a Chapter who has not paid all dues owing on or before the 31st day of March of any year shall on such 31<sup>st</sup> day of March be automatically suspended from membership therein and her or his status shall thereafter be that of an unaffiliated member without a demit (see section 62(e)).
- (c) The Secretary shall, on or before the 5th day of April in each year, send a notice of suspension to each member so suspended.

- (d) The Secretary shall at the first meeting of the Chapter in April read the names of all members who have been suspended since last report and who previous to such meeting shall not have been restored to membership.

### **RESTORATION TO MEMBERSHIP**

- 84(a) Any member who has been suspended for nonpayment of dues may be restored to membership within twelve months thereafter by paying or procuring remission of the indebtedness at the time of such suspension and, unless a demit be then requested, by paying the dues for the then current year.
- (b) After twelve months from the date of such suspension the suspended member may be restored to membership only by a favorable two-thirds written ballot of the Chapter upon receipt of a written request for restoration on the regular form accompanied by the amount owing at the time of suspension and the dues for the current year. These forms (Petition for re-admission or restoration) shall be obtained from the Grand Secretary.
- (c) A member who has been suspended after trial shall be automatically restored to membership at the expiration of the period of suspension without vote or other action on the part of the Chapter.
- (d) A member who has been expelled from the Order may, after the expiration of one year thereafter, present a petition for re-admission to the Order.
- (e) A petition for re-admission shall be in writing and be presented to the Chapter by which the member was expelled. If such Chapter no longer exists the petition shall be presented to Grand Chapter.
- (f) The Chapter may grant the petition by a favorable two-thirds written ballot of the members present at a meeting after notice of the intention to consider the petition at such meeting shall have been given to all the members of the Chapter.
- (g) If such Chapter refuses the petition, the petitioner may appeal therefrom to the Grand Chapter in the same manner as is provided for an appeal after a trial.
- (h) If the Grand Chapter, after consideration of any such petition or of any such appeal from the refusal of the Chapter to grant the same, decides to re-admit the petitioner to the Order, the Grand Secretary shall forthwith issue a demit to such re-admitted member.
  - (i) A member who has requested and been granted a demit from a Chapter, and who, within three months of the date of the demit, requests in writing re-admission to the same Chapter, may be readmitted upon a favorable two-thirds (2/3's) majority vote of the Chapter. Notice of intention to consider the re-admission shall be given in writing to the membership of said Chapter at least twenty-eight (28) days before the ballot shall be cast.

### **ELIGIBILITY TO OFFICE**

- 85. Any Sister or Brother in good standing in the Chapter is eligible for election, or appointment, to any office in the Chapter which may be filled by a Sister or Brother, as provided by the Ritual of the Order. Subject to the foregoing qualifications, Officers may VOLUNTARILY obtain a Certificate of Proficiency on completion of examination papers prepared for this purpose and receiving 75% credit. Dual members may hold elective office in both Chapters, but shall not hold a line office (Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Conductress or Associate Conductress) or same elective office in both chapters simultaneously. This does not include Trustees.

## **ELECTION TO OFFICE**

- (a) Every Constituent Chapter shall elect by written ballot at the first stated meeting in March of each year (no notice of such election being necessary) each of the following:

Worthy Matron	Conductress
Worthy Patron	Assoc. Conductress
Associate Matron	Secretary
Associate Patron	Treasurer
	Trustees

The term of all officers shall be for one year, except when chosen to fill vacancies, and until their successors shall have been duly elected or appointed and installed.

Immediately after the election of officers one person shall be elected for a three year term as a member of the Board of Trustees or more if necessary to fill vacancies. The three year term is filled first, then any vacancies. The secretary shall not serve as a Trustee.

- (b) Any member of a Chapter in good standing is eligible for office even though not present at the election, provided that she or he has signified in writing consent to accept the office if elected. This letter to be read under correspondence. If elections are as per Section 85(c) and nomination forms are filed no letter is required.
- (c) A constituent Chapter may by providing in its By-Laws have written nominations for elective office which nominations shall be made at the last Stated meeting preceding the election and posted one half-hour prior to the meeting at which such election is held. Where the nomination committee reports no nominations for office the presiding officer shall receive nominations from the floor
- (d) A majority of all ballots cast shall be necessary to elect. Neither a blank ballot nor one from which it is impossible for the tellers to determine satisfactorily for whom it was cast, shall be counted for any purpose.
- (e) When reporting the result of a ballot the Scrutineers shall announce the total number of votes cast and the number cast for each candidate. When an election is gained the presiding officer shall declare the member elected.
- (f) Where there is only one nomination for an elective office, the nominee will be declared elected by the presiding officer, without the necessity of a written ballot.
86. Canvassing in the interests of a candidate for office in a Chapter, being against the principles and usages of the Order, is not permitted.
87. The Worthy Matron-elect shall announce the appointment of all other officers prior to her installation.
- 88(a) The annual installation of officers shall be held on or before the first stated meeting in April.
- (b) If the annual installation cannot be held at the prescribed time a dispensation to install at a later date shall be obtained from the Worthy Grand Matron.
- (c) If any officer cannot be installed at the prescribed time she or he shall be installed as soon thereafter as possible. If she or he is to be installed into one of the first four offices, a dispensation therefore shall be obtained from the Worthy Grand Matron.
89. Objection to the installation of any officer cannot be entertained by the installing officer unless charges have been preferred and are pending against the officer to be installed.

## **VACANCIES IN OFFICE**

- 90(a) Any member elected or appointed to an office who fails to be present for installation on or before the first stated meeting in May, except on account of

- illness, shall be deemed to have refused such office and shall forfeit all right thereto and the Worthy Matron shall forthwith declare such office vacant.
- (b) Any vacant office, if elective, shall be filled by ballot after due notice thereof to all members, and, if appointive, by appointment made at any meeting by the Worthy Matron. The election and installation of the first four officers shall require a special dispensation.
- 91(a) The Worthy Matron, Worthy Patron, Associate Matron and Associate Patron of a Chartered Chapter may not resign from office or demit from the Chapter during her or his term of office.
- (b) Should any of such officers die, be suspended or expelled, become physically or mentally disqualified or fail to fill or perform the duties of her or his office for three consecutive months, or remove permanently from the jurisdiction of the Chapter, the Worthy Matron, Worthy Patron and/or Secretary shall immediately notify the Worthy Grand Matron thereof and the Worthy Grand Matron may, in her discretion, or upon written request under seal of the Chapter declare such office vacant and issue a dispensation for an election to fill such vacancy and any other vacancies caused by the election on due notice thereof being given to each member and in such event shall notify the Grand Secretary of the action taken.
- 92.(a) Any other elective officer may resign from office or such office may be declared vacant by vote of the Chapter because of the neglect of duty of such officer.
- (b) Any vacancy thus caused or arising from the death or removal from the jurisdiction of the Chapter of such officer shall be filled at a Stated meeting by election of which all members shall have been duly notified. No dispensation is required.
93. Any appointive officer may resign or be removed from office for just cause by the Worthy Matron The Worthy Matron shall, at a Stated meeting, fill the vacancy so created.

#### **DUTIES OF OFFICERS**

94. The Worthy Matron shall
- (a) Preside at all meetings of the Chapter except during the conferring of the Degrees,
  - (b) See that the Constitution and Laws of the Grand Chapter are strictly observed,
  - (c) Present or cause to be presented to the Chapter on or before the first stated meeting in September, a report of the proceedings of the last annual session of this Grand Chapter, together with detailed particulars of any amendment to this Constitution and Laws and Rules and Regulations of Grand Chapter or any resultant amendment to the By-Laws of such Chapter, and cause the Secretary to notify all members of such resultant amendments and correct all un-issued printed copies of the Constitution and Laws, Rules and Regulations and Chapter By-Laws,
  - (d) See that the Proceedings of the Grand Chapter are accessible to every member of the Chapter,
  - (e) Discharge all the executive functions of the Chapter and, in the absence of the Worthy Patron and Associate Patron, call upon any Brother in good standing in the Order to preside during the conferring of the Degrees or to act as Worthy Patron during balloting on petitions,
  - (f) Appoint an **Instruction Committee**, composed of three members, which, within sixty days after the initiation of any member shall teach such new member the secret work of the Order and report to the Examining Committee when the new member is prepared for examination,
  - (g) Appoint an **Examining Committee**, composed of three members, one of whom shall be a Brother, which shall examine all unvouched visitors to the Chapter. The committee shall also examine all new members prepared by the

- Instruction Committee and report the result of such examination at the next meeting of the Chapter,
- (h) Appoint a **Committee on Proficiency**, to consist of three members, each of whom shall hold a Proficiency Certificate. It shall receive from the Secretary of its Chapter the study papers and distribute them to the members upon request. It shall obtain from the Grand Chapter Proficiency Committee examination forms when required and shall, upon request, conduct the oral and written examination. The oral examination which shall consist of the Secret Work, Test Oath, Signs and Passes and Obligation, shall be conducted immediately and prior to, or following any Chapter meeting. It shall forward to the Chairman of the Proficiency Committee the completed examination form, duly certified,
  - (i) Appoint a **Membership Committee** composed of the Worthy Matron, Associate Matron, Junior Past Matron and at least one other Chapter member, which shall:
    - promote the Chapter and the Order of the Eastern Star to the community,
    - provide the Chapter members information about our charitable projects,
    - promote attendance and participation in Chapter meetings,
    - encourage fellowship and goodwill amongst Chapter members, and
    - promote membership in the Chapter.
  - (j) Appoint such other committees as the By-laws of the Chapter require,
  - (k) Appoint such other committees as are deemed necessary,
  - (l) Require the officers to faithfully perform their respective duties,
  - (m) Remove any appointed officer from office for just cause (Section 93),
  - (n) Cause the National Anthem to be sung at the opening and 'God Save the Queen' at the close of each meeting of the Chapter,
  - (o) Permit social affairs only on evenings during which no initiatory work is to be exemplified,
  - (p) With prior approval of the Worthy Grand Matron addenda or other forms of entertainment may be allowed at the Official Visit,
  - (q) See that practices of Ritualistic work are held only in the Chapter room and in the presence of none save members of the Order,
  - (r) Loan Emblematic Furniture and Paraphernalia only to Eastern Star Chapters,
  - (s) Cause all correspondence directed to the Worthy Grand Matron and relating to the business of the Chapter to be through the Worthy Matron or through the Secretary of the Chapter. Such shall be under seal and shall be considered official correspondence.
95. Where there is an appeal from the decision of the Worthy Matron it shall be to the Worthy Grand Matron or to the Grand Chapter and in such event the Worthy Matron shall under the seal of the Chapter and attest of the Secretary submit the question at issue with a full statement of all the facts relative thereto.
- 96.(a) The **Worthy Patron** shall be an affiliated Master Mason, and before his installation shall prove his standing as such to the retiring Worthy Patron, who shall certify the same to the Installing Officer.
- (b) His duties are:
- (1) To have general supervision over the affairs of the Chapter,
  - (2) To advise and assist the Worthy Matron,
  - (3) To repeat the Secret Work and the Obligation with the members at least once during the year
  - (4) To preside during the conferring of Degrees.
  - (5) To be present during the balloting,
  - (6) In the absence of the Worthy Matron and Associate Matron to call upon any sister to preside, and
  - (7) To be responsible for all Star point signs being demonstrated during the opening ceremonies.

- (c) The Worthy Patron, Associate Patron, Conductress and the Associate Conductress shall be the custodians of one copy each of the Secret Work. An officer losing or failing to return at the conclusion of their term of office such documents to the Secretary of the Chapter shall forthwith pay to Grand Chapter the sum of \$5.00 as a penalty. The Secretary shall immediately notify the Worthy Grand Matron of such loss or failure.
  - (d) The Associate Patron shall be an affiliated Master Mason and before his installation shall prove his standing as such to the retiring Worthy Patron who shall certify the same to the Installing Officer.
  - (e) When it shall come to the knowledge of a Worthy Patron that a Brother in his Chapter has ceased to be an affiliated Master Mason, the Worthy Patron shall inform the Secretary of his Chapter in writing that such Brother is suspended from the Chapter under this section. The Secretary shall at once notify the Grand Secretary, and shall record such suspension in the minutes of the next meeting of the Chapter, provided, however, that such suspension shall automatically terminate on the production of evidence of reinstatement as a Master Mason and on payment of any dues owing the Chapter at the time of suspension and dues for the current year.
97. The **Secretary** shall:
- (a) Record the minutes of all meetings of the Chapter in a proper minute book having permanent leaves or type the minutes of the Chapter, insuring they are bound on a five to ten year cycle, so that a permanent record may be preserved.
  - (b) Read prior to other communications, all those communications received from the Worthy Grand Matron, Worthy Grand Patron, and Grand Secretary. Those letters will then be dated, and placed chronologically in a specially designated **GRAND CHAPTER CORRESPONDENCE FILE**. Only official correspondence under seal will be placed in such file.  
All financial records and correspondence under the seal of Grand Chapter shall be kept for a minimum of (7) seven years. Records may only be destroyed after a Notice of Motion has been presented and passed by a two thirds majority of the Chapter Members present when the motion is voted on. Minute Books and Porch Books shall not be destroyed.
  - (c) Keep such books as may be necessary to show the account of each member with the Chapter and full payment of the same to the Treasurer,
  - (d) Preserve all the documents of the Chapter and the copies belonging to the Chapter of the Constitution and Laws of the Grand Chapter and of the printed Proceedings thereof and see that such Proceedings are available for the inspection of the members and acknowledge promptly to the Grand Secretary the receipt of the Proceedings,
  - (e) Certify and affix the seal of the Chapter to all official documents and attest the official signature of the Worthy Matron when necessary,
  - (f) Send to the Worthy Grand Matron and to the Grand Secretary, on the forms provided, four accurate lists of the officers installed. Notify the Grand Secretary immediately of all changes of officers or changes in name which occur during the year.
  - (g) Secure receipts for the Secret Work from the Worthy Patron, Associate Patron, Conductress, and Associate Conductress and produce such documents whenever required for the Worthy Matron,
  - (h) Produce for the Worthy Grand Matron at the time of her official visit, and at any other time when requested, one copy of the Chapter By-Laws, **the Porch Book, the Minute Book(s), Membership Ledger, Secretary and Treasurer Cash Books, Warrants, Treasurer Receipts**, the four copies of the Ritual, the five copies of the Constitution and Laws, the five copies of the Rules and Regulations and the four copies of the Secret Work belonging to the Chapter, or receipts therefore signed by the proper officers of the Chapter to whom the same have been entrusted, **Revised 2009**

- (i) Send to the Worthy Grand Matron, Worthy Grand Patron and Grand Secretary copies of each notice sent to the members of the Chapter except notice of indebtedness for dues,
  - (j) Send to the Grand Secretary all official correspondence directed to the Worthy Grand Matron. Requests for special dispensation are sent to the Worthy Grand Matron,
  - (k) Forward to the Grand Secretary on or before the 15th day of September one half of the estimated per capita tax for the year and, on or before the 7th day of April, the balance of the per capita tax and the fees and dues payable to the Grand Chapter,
  - (l) Prepare on blanks furnished by the Grand Secretary a statistical report of the Chapter for the preceding fiscal year and forward the same to the Grand Secretary on or before the 7th day of April of each year, which report shall be prepared by the Secretary and signed by the Worthy Matron who were in office during such year,
  - (m) Notify the Grand Secretary immediately of the death of any member, of the rejection of any petition, of every suspension or expulsion, and of restoration to membership,
  - (n) Forward to the Grand Secretary, under the seal of the Chapter, four copies of each request for the approval by the Worthy Grand Matron of an amendment to the By-Laws of the Chapter. Specify therein the number of the section affected, and show the existing wording of such section and the wording after giving effect to the proposed amendment,
  - (o) Purchase from the Grand Secretary all supplies and paraphernalia which she or he is able to furnish,
  - (p) Forward to the Grand Secretary with each order for supplies a cheque or money order to cover the cost thereof,
  - (q) Issue on the first day of April of each year a receipt to all life members which shall show them to be in good standing in the Chapter,
  - (r) On the first day of April of each year delete from the list of members, the name of every member who has been automatically suspended for nonpayment of dues (Section 83(b)),
  - (s) Send during the months of September and February of each year a written notice to each member who is indebted to the Chapter for the whole or any part of the current year's dues and of the provision hereinbefore contained respecting unpaid dues,
  - (t) Make record of every dispensation and report promptly to the Worthy Grand Matron the action taken thereon,
  - (u) Make requests for special dispensations on the proper form, through the office of the Worthy Grand Matron.
  - (v) Notify the Grand Chaplain of the death of any member,
  - (w) Issue credentials to voting members who are attending Grand Chapter,
  - (x) Secretary and Treasurer to make an annual year end financial written report of receipts and disbursements for the Chapter members
  - (y) Forward to the Grand Conductress no later than November 30<sup>th</sup> of the year in which she is elected to the position of Grand Conductress the days or dates and times, which an Official Visit or School of Instruction cannot be held. i.e.: permanent meeting dates of another organization, pre-booked social event, excessive cost of booking a date other than date of regular stated meeting.
98. The Treasurer shall:
- (a) Receive all monies of the Chapter from the Secretary and give a receipt therefore.**
  - (b) Take charge of all funds of the Chapter and deposit the same in the name of the Chapter in a chartered bank, Credit Union or Trust Company approved by the Chapter.**
  - (c) Pay out any monies of the Chapter which have been authorized by a vote of the Chapter members, only upon warrants signed by the Secretary and the Worthy Matron, via a cheque signed by two of following three officers; the Treasurer, Associate Matron and Worthy Matron.**
  - (d) Give a report of the book balance of the Chapter's funds, with the exception of funds invested by the Trustees, at the first stated meeting each month.**
  - (e) Give a monthly report of receipts and disbursements of the Chapter reconciled to the monthly bank statement at the first stated meeting following the receipt of the bank statement.**
  - (f) Keep an accurate cash book record of account of all receipts and expenditures with dates thereof, carefully number and file all vouchers covering the same, and upon request, provide the Worthy Matron with such books and documents as may be required.**
  - (g) Produce for the Worthy Grand Matron at the time of her Official Visit, and at any other time when requested, the cash book and properly signed warrants from the date of the last Official Visit.**

- (h) Produce for the Chapter Auditors, at year end and at any other time when requested, the cash book, properly signed warrants, reconciled bank statements and, if available, associated cancelled cheques.
- (i) Give an annual year end financial written report of receipts and disbursements which reconciles with the Secretary's annual year end report for the Chapter members to be presented at the next stated meeting following the installation of new officers. Revised 2009

#### **ARREST OF CHARTER**

- 99.(a) The Worthy Grand Matron may at any time, on 35 days notice in writing, stating the reasons therefor, arrest the Charter of a Chapter for disobedience, or violation of the Constitution and Laws or Rules and Regulations of the Order, or whenever in her judgment the condition of the Chapter as to discipline is such that its continued existence is detrimental to the honor, usefulness, or good name of the order, or whatever in her judgement the condition of the Chapter as to discipline is such that its continued existence is detrimental to the honor, usefulness, or good name of the Order, or whenever its depreciated condition as to membership, finance or interest in the work shall deem such action proper. Such arrest shall have the affect of suspending all functions of the Chapter until final action can be had thereon by Grand Chapter. The Grand Chapter may thereupon approve the action of the Worthy Grand Matron, revoke the Charter of such Chapter, or if satisfied that the Chapter has been satisfactorily disciplined, allow it to retain its Charter.
- (b) Whenever a Charter has been arrested, the Grand Secretary shall immediately notify each Chapter in this Grand Jurisdiction and each member of the suspended Chapter at her or his last known address.
- (c) Each officer and member of a Chapter whose Charter is arrested becomes automatically suspended from all rights and privileges of membership in the Order and such suspension continues until such Charter is returned to the Chapter or revoked.
- 100. No Charter shall be declared revoked except by the decision of the Grand Chapter at its Annual Session and then only after charges have been regularly presented by the Committee on Charters and New Chapters and due notice thereof given to the Worthy Matron and Secretary of the suspended Chapter and an opportunity afforded it of being heard in its defense.

#### **DISSOLUTION OF CHARTER**

- 101(a) When a chapter is experiencing difficulties in operating, it will notify the Worthy Grand Matron under seal. The Worthy Grand Matron, and/or the Committee on Charters and New Chapters, will meet with the members of the Chapter at a Special Meeting called for the purpose of discussing possible solutions and options. Members must be given 28 days written notice of such Special Meeting and its specified purpose.
- (b) The options available to such a Chapter include:
  1. Continue to operate, implementing recommended changes and solutions for an agreed upon trial period.
  2. Consolidate with another Chapter or Chapters.
- (c) At the conclusion of the Special Meeting, Chapter members will take a written vote on which of the options in 100(b) to accept. The decision must be carried by a three-quarters majority of those members in attendance. Failure to achieve the 75% majority required by this subsection will result in selecting option 100(b) (1).
- (d) (i) If the decision is to continue as a Chapter, the Committee on Charters and New Chapters will provide assistance and support where requested to effect the recommended changes and/or actions required.  
 (ii) If the decision is to consolidate, the procedure in section 101 must be followed.  
 (iii) The decision taken must be reported in writing to the Worthy Grand Matron and all members of the Chapter.

#### **CONSOLIDATION**

- 102 (a) A meeting shall be arranged between the Line Officers of the Chapter(s) wishing to consolidate and those with whom the consolidation is desired. The discussion and proposal to consolidate shall include the following information:
  - (1) The name of the newly-consolidated Chapter
  - (2) The newly-consolidated Chapter number
  - (3) The meeting place, time and date
  - (4) By-laws changes

- (5) If the newly-consolidated Chapter name and/or number is changed, then suggested elective officers (see 101(e))
- (6) Any other pertinent matters such as property, honorary, life and charter memberships, etc
- (b) A Notice of Motion to Consolidate will be presented at a stated meeting to be voted on at a stated meeting of each Chapter at least 28 days following such notice.
- (c) A special notice will be sent to all members of the Chapters at least 28 days prior to the meeting, stating that a vote will be taken on consolidating with another Chapter. The vote on the proposal shall be by written ballot requiring a three quarters majority of the members present to carry the motion.
- (d) The Secretary of each Chapter shall, under the seal of the Chapter, advise the Worthy Grand Matron of the result of the vote. The Grand Secretary will, if a new Chapter is being formed, issue a Charter showing the names of the first four officers.
- (e) If no change of name or number is to be made, the officers of the Chapter into which the other Chapter(s) is consolidating will remain in office until the next regular election.
- (f) The Charter of the consolidating Chapter must be returned forthwith to the Grand Secretary.
- (g) As of the date of the completion of the consolidation, the title of all property and effects, including cash and investments of each of the consolidating Chapters shall be vested in the consolidated Chapter. Obligations or debts of the Chapter(s) which is/are surrendering identity become the obligations or debts of the consolidated Chapter.
- (h) Following the affirmative vote to consolidate, an audited statement of the consolidating Chapter(s) financial affairs must be submitted to the consolidated Chapter.
- (i) Prior to the actual date of the consolidation, no funds or Chapter property may be designated for the personal benefit of members e.g. dinners etc.
- (j) As of the date of the completion of the consolidation, all members of the consolidating chapters become members of the consolidated Chapter without further action on their part. All members in good standing retain their status. Charter Members, Honorary Members, Life Members and Past Matrons and Past Patrons of both chapters retain their titles, rights and prerogatives within the consolidated Chapter.
- (k) The Worthy Grand Patron, or his appointee, will arrange, in consultation with the Secretaries of the consolidating Chapters, a special joint meeting to formalize the Consolidation. Notice shall be given in writing at least 28 days in advance to the membership of said Chapters. He shall appoint an independent secretary to record the minutes of the meeting. Ceremonies for the purpose of consolidation may be used at his discretion.
- (l) The Secretary of the Consolidated Chapters shall send a complete report of the Consolidation to the Worthy Grand Matron and to the Grand Secretary under the seal of the Chapter.

#### **GRAND CHAPTER DEMITS**

- 103.(a) When the Charter of a Chapter is revoked the Grand Secretary shall issue a Special Demit to each member of such Chapter who is then In good standing and clear on its books and against whom no charges are pending. A list of such members shall be given to the Committee on Charters and New Chapters. All members on the list are to be contacted by the Committee and encouraged to affiliate as soon as possible. A report shall be made to the Worthy Grand Matron within one year.

- (b) Should a member to whom a demit has been issued under this section indicate a desire to affiliate with another Chapter, but through infirmity is unable to attend, arrangements are to be made by the Committee on Charters and New Chapters for a Petition for Affiliation to be completed and presented to the Chapter of the member's choice.
- (c) In the event of economic hardship, if a member on demit under this section desires to affiliate with another Chapter, the affiliation fee may be waived by the Chapter.
- (d) Life members on demit under this section wishing to affiliate with another Chapter will be required to petition in the usual manner, pay the affiliation fee (except as provided in Sections 102(b) and 102(c)) and the annual dues of the Chapter.
- (e) A member holding a Grand Chapter Demit must become a member of a chartered Chapter within sixty (60) days of the receipt of demit (summer recess excluded) to be eligible to hold a Grand Chapter office, also to hold an appointment to a Grand Representative Commission.
- (f) When a member shall lose a demit issued by Grand Chapter the Grand Secretary shall upon written request furnish the member with another demit bearing the original date, the word "copy" and the date of re-issuance.

### **OFFENCES**

- 104. Each member of the Order and each member of a Chapter of the Order within this Grand Jurisdiction shall be held strictly to account for her or his conduct as such member and shall be subject to trial and punishment for any offence which such member may commit. No charge may be entertained after the expiration of 12 months from the date of the alleged offence.
  - (a) Any member knowing that an offence has been committed, shall forthwith notify the Worthy Grand Matron and the Worthy Matron of the Chapter concerned thereof in writing, with full particulars.
- 105. The Rules and Regulations from time to time adopted and Forms prescribed by this Grand Chapter shall regulate and govern the procedure to be followed in this Grand Jurisdiction in connection with charges made, trials for alleged offences and appeals arising out of the same and must be strictly adhered to and followed.
- 106. A member shall be guilty of an offence and shall be subject to reprimand, suspension for a period not less than 3 months or more than 3 years or expulsion who
  - (a) Is convicted of any criminal offence by a Court of competent jurisdiction,
  - (b) Violates any portion of the obligation of the Order, the Constitution of this Grand Chapter or the Rules and Regulations thereof or the By-Laws of the Chapter to which such member belongs,
  - (c) Fails to transmit, pay over or account for any monies belonging to the Order or to any Chapter thereof or who destroys, takes away or retains any property of or belonging to either of the same,
  - (d) Copies or possesses without lawful authority any part of the Ritual or Secret Work of the Order,
  - (e) Is found to be in possession of any copy or any part of the secret work other than that issued by this Grand Chapter or possesses the Secret Work without proper authority or who delivers the same or any part thereof to any unauthorized person,
  - (f) Not being a Master Mason, endeavors in any manner to investigate the Masonic standing of a Master Mason,
  - (g) Permits, participates in or uses any unauthorized ritual or ceremonies or fails to use the prescribed ceremonies in connection with the work of the Order,

- (h) Divulges or communicates any matter or proceeding had or transpired in Chapter, or any of the private business or affairs thereof, to any person who is not a member of the Order, without the sanction of the Grand Chapter or the Chapter or the presiding officer thereof,
  - (i) Fails to attend, when summoned, to meet any charge filed against such member or to give evidence at the trial of any member,
  - (j) Willfully disobeys any lawful instruction given by any duly authorized member of the Order,
  - (k) Is guilty of dereliction of duty as an officer or member of the Order, or
  - (l) Is guilty of conduct unbecoming to a member of the Order.
107. The status of a member against whom a charge has been laid shall not be affected until after such member shall have been convicted thereof.
108. A member, while under sentence of suspension or expulsion, possesses none of the rights or privileges of membership save as otherwise herein or in the Rules and Regulations provided.
109. A trial resulting in conviction or acquittal shall be a bar to any other charge based on the same acts.
110. Any member of a Chapter of the Order may at any time appeal to the Grand Chapter from any action or decision of such Chapter or the presiding officer thereof.
111. The decisions of the Grand Chapter on any matter brought before and determined by it shall be final and conclusive on all members of the Order in this Grand Jurisdiction unless and until it shall itself reverse or repeal any such decision.

#### **RULES AND REGULATIONS GOVERNING TRIALS AND APPEALS**

112. The Rules and Regulations governing Trials and Appeals which form a part of the Constitution and Laws of the Grand Chapter of British Columbia and Yukon, Order of the Eastern Star, revised and adopted June 1953 and more specifically Sections 113 to 168 inclusive together with Forms number 1 to 14 are hereby incorporated in and form part of the within Constitution and Laws and shall have the same force and effect as though printed herein. All trials and appeals shall be conducted in accordance with these regulations.

#### **REPEAL**

113. All former Constitutions, laws, rules and regulations for the Government of the order in this Grand Jurisdiction are hereby repealed (which repeal shall not affect any right heretofore acquired or proceeding heretofore taken) and all previously approved rulings, answers, recommendations and decisions are hereby declared to be of no further force or effect save and except as herein contained.

#### **RULES AND REGULATIONS GOVERNING TRIALS AND APPEAL**

- 114 The Proceedings had and taken at a trial of a Member within the jurisdiction of Grand Chapter shall be, as far as applicable, similar to that in a Court of Justice and the Court rules of procedure and evidence shall be followed wherever applicable.
115. The trial of a Member for an alleged offence may be instituted by
- (a) Direction of the Worthy Grand Matron,
  - (b) Resolution passed by a majority vote of the Members present at a stated meeting of a Chapter,
  - (c) Any member belonging to the same Chapter as the accused,
  - (d) A member of a Chapter in whose jurisdiction the alleged offence occurs.

116. The proceedings shall be commenced by a written complaint (Form No.1), signed by the Member preferring the charge.
117. The complaint shall contain separate statements of the facts alleged to constitute an offence, and each such statement shall be stated as it is expected to be proved with reasonable certainty as to time, place and circumstances briefly but distinctly.
118. The complaint shall be filed in duplicate with the Secretary of the Chapter, who shall immediately forward a copy thereof to the Worthy Grand Matron and shall read the same to the Chapter at its next stated meeting.
119. Complaints or charges against a Worthy Matron or Worthy Patron shall be referred to the Worthy Grand Matron, who shall investigate the same, and if, in her judgment, there is evidence to substantiate the same and warrant a conviction, she shall suspend such Officer in accordance with the provisions of Section 22(d)(1) and report such action at the next Session of Grand Chapter, otherwise, she shall fix a time for trial and notify the Chapter with a copy of the charges and instruct the Secretary of the Chapter to serve a copy thereof upon the accused, and in such event the Worthy Grand Matron or a deputy appointed by her for the purpose shall preside at the trial.
120. When the trial is instituted by direction of the Worthy Grand Matron or by resolution of a Chapter, the Worthy Matron shall appoint some competent member of the Chapter to sign the charge.
121. The Chapter, by resolution passed by a majority vote of the members present, shall decide as to whether or not a charge is of such a nature as to require a trial; provided always that when a charge is laid by direction of the Worthy Grand Matron a trial must be held.
  - (a) Any charge may be amended with the consent of a majority of the members present.
  - (b) No charges shall be withdrawn except for good cause and with the consent of two-thirds of the members present at a stated meeting of the Chapter or by direction of the Worthy Grand Matron.
122. In the event of a trial being required, the Chapter shall appoint a member to prosecute the charge and shall appoint a time for the trial which shall be at a special meeting of the Chapter to be held not less than thirty nor more than sixty days thereafter, and all members of the Chapter shall be notified thereof.
123.
  - (a) The Secretary shall immediately send a summons to the accused and to the complainant (Form No. 2) and such summonses shall be accompanied by true copies of the complaint and shall be served on both such persons at least one month before the time fixed for the trial.
  - (b) Service of the summonses may be affected by personal delivery thereof or by sending them by prepaid registered mail to the said persons at the address shown on the Chapter's register.
  - (c) The Secretary shall keep a duplicate copy of each such summons and shall endorse thereon the time and manner of service (Form No. 3).
124. The Accused, at any time up to and including the date of the trial, may make written answer to the complaint, either admitting or denying the truth of the facts alleged therein, or may attend personally at the trial and there make such answer or plea as such accused may think fit, and any such written answer shall be delivered personally or be sent by prepaid registered mail to the Secretary of the Chapter.
125. The accused may waive any informality or irregularity in procedure in respect to the charge or notice and attendance at the trial without objection and shall be deemed to be a waiver of any such informality or irregularity.
126. If the accused shall admit the truth of such facts or any of them as alleged, it shall be taken as a plea of guilty to such facts as are admitted and the Chapter may invoke such penalty thereon as it may deem fit and may abandon the trial as to any facts not admitted or in its discretion may direct that the trial thereon shall proceed.

127. In the event of the accused failing to make any written answer or failing to be present in the Chapter Room at the time appointed for the trial, it shall be taken that such accused pleads Not Guilty to all the facts alleged and the trial thereon shall proceed in the usual manner or may be adjourned for a period not exceeding one month, but upon proof of the due service of the said summons, if such member does not attend as therein required or present a valid reason for failure to do so, such member may be suspended or expelled for failure to obey the summons.
- 128.(a) Either the Complainant or the Accused may request the Worthy Matron (Form No. 4) to summons any necessary and material witness who is a member of the Chapter to attend the trial for the purpose of giving evidence and to produce thereon any papers and documents in the possession of such witness material to the trial.
- (b) The summons (Form No. 5) shall be issued under the seal of the Chapter and shall be served on the witness at least one day before the trial.
- (c) Failure of a member to attend pursuant to such summons or to present a satisfactory excuse for such failure is an offence for which a charge shall be forthwith laid.
- (d) The Secretary shall keep a copy of the summons and endorse on such copy the time and mode of service.
129. If either the Complainant or the Accused shall notify the Worthy Matron that a necessary or material witness who is not a member of the Chapter is required to give evidence, or who being a member, is unwilling or unable to attend the trial, the Worthy Matron shall issue a commission (Form No. 6) to some suitable person, preferably a member of the order, to take such evidence on disposition, and such commission shall be issued in ample time to permit its return before the time appointed for the trial.
130. The Commissioner shall give notice of every hearing on the Commission to both Complainant and Accused (Form No. 7) and shall keep a copy of such notice and shall endorse thereon the time and mode of service and shall include each such copy in the return to the Worthy Matron.
131. The Commissioner shall make a return to the Worthy Matron (Form No. 9) and shall enclose the same and all papers and documents in connection therewith in a securely sealed envelope duly endorsed (Form No. 10) which return and endorsement shall be forwarded to the Secretary before the date of trial.
132. If the Complainant or the Accused does not attend the hearing on Commission the return should show such fact.
133. If any objection is raised to any deposition taken on commission or any part thereof, the Commissioner shall not judge as to the validity of such objection but shall refer the same to the Chapter for decision with a statement of the facts necessary to the proper understanding thereof.
134. Witnesses at the trial or at the hearing on the Commission may be examined, cross-examined and re-examined.
135. Witnesses who are members of the Order shall give their evidence on oath or affirmation in accordance with the Canada Evidence Act, and witnesses who are not members shall make statutory declaration (Form No. 8) as to the truth of their statements and except as hereinafter provided each witness shall be required to sign a statement of the facts deposed.
136. A member of the Order, who is a competent stenographer, may be appointed to take down in shorthand and transcribe any or all of the evidence and other proceedings of and connected with the trial and such transcript, duly certified as full and correct and verified as such by the statutory declaration of such stenographer, shall be accepted in lieu of such signed statement as a true and correct record of the giving of such evidence and of the conduct of such proceedings.

137. Any papers or documents produced at the trial or on commission should be marked with letters numbers and the date and be deposited with the Worthy Matron or the Commissioner, and, together with the manuscript of the evidence and proceedings, shall be filed with the Secretary at the conclusion of the trial.
138. A trial or hearing on Commission may be adjourned from time to time as may be necessary.
139. None but members of the Chapter, Counsel or Witnesses shall be permitted to be present at a trial or hearing on Commission, but Witnesses shall remain without the room until each is admitted for the purpose of giving evidence.
140. The Worthy Matron shall cause the warning as to the secrecy of proceedings to be read in open Chapter at the commencement and at the conclusion of the trial (see Section 74(b) (1) (2)).
141. The Worthy Matron or other presiding officer and the Complainant and the Accused may have the assistance of counsel who must be a member of the Order in good standing at the hearing on Commission and at the trial and if either the Complainant or the Accused is absent, the Worthy Matron may, if she considers it necessary or advisable, appoint counsel to represent such absentee.
142. At the time appointed for the trial, all persons not entitled to remain in the Chapter Room during the trial shall retire.
143. The Worthy Matron, or some other member of the Order requested by her, shall act as presiding officer during the trial and shall decide all questions of procedure and points of order.
144. Any Accused objecting to the presiding officer at the trial shall notify the Worthy Grand Matron, the Worthy Matron and the Secretary of the Chapter of such objection, setting forth the reason therefore, and in such event the Worthy Grand Matron shall conduct the trial either in person or by a duly authorized deputy.
145. The Secretary shall read the complaint, notices to the Accused and to the Complainant and the written answer of the Accused, if any, and proof of due service of such documents.
146. Any objection raised as to the regularity of the proceedings theretofore had and taken shall then be heard and decided.
147. The evidence in support of the complaint, including any taken on Commission, shall then be presented and shall be followed, if necessary, by the evidence on behalf of the Accused.
148. Any objection to the reception of any part of the Evidence shall be decided by a vote of the Chapter.
149. After all the evidence shall have been presented, the Complainant and then the Accused, either personally or by counsel, shall be permitted to make such remarks pertinent to the case as they may desire.
150. The Accused shall then retire and the Chapter shall proceed to determine the question as to whether the Accused is guilty or not guilty and, in the event of the Accused being found guilty, the nature of the punishment.
151. As soon as the Accused has retired and without any further discussion, the presiding officer shall cause a written ballot to be taken on the question: Is the Accused guilty or not guilty of the offence charged in the complaint?
152. If the presiding officer considers it necessary or advisable she may cause separate written ballots to be taken in respect of each offence alleged in the complaint.
153. Each member present must vote, and if less than two-thirds of the members present shall vote  
"Guilty "and the Accused shall be adjudged  
"Not Guilty "and if in waiting, shall be admitted and informed of the action taken by the Chapter and shall be entitled to receive a certificate of acquittal (Form 11).
154. If the complaint or charge is dismissed as vexatious or frivolous, the Complainant may be reprimanded, suspended or expelled by the Chapter without further trial

- as though a charge had been duly laid and such Complainant found Guilty thereof.
155. If two-thirds or more of the members present shall vote guilty, the presiding officer shall immediately cause a further written ballot to be taken on the following question:  
Shall the accused be –  
    (a) Expelled?  
    (b) Suspended?  
    (c) Reprimanded?
156. If two thirds or more of the members present shall vote for any of the above sentences, the sentence indicated by the vote shall be recorded but, if not, another written ballot shall be taken on the following question:  
Shall the Accused be-  
    (a) Suspended?  
    (b) Reprimanded?
157. If two-thirds or more of the members present shall vote in favour of suspension , it shall be so recorded, and the period of suspension shall then be determined by the majority vote of the members, but if less than two-thirds of the members present vote for suspension, it shall be adjudged that the Accused be reprimanded.
158. A certificate of conviction (Form No. 12) shall be handed or sent by registered mail to the Accused.
159. The Accused, if in waiting shall then be admitted and the Worthy Matron shall call up the Chapter and formally inform the Accused and the members of the action taken by the Chapter.
160. If the sentence be that the Accused be reprimanded, the Worthy Matron shall, if the accused be present, administer the reprimand in open Chapter, but if the accused be not present, the reprimand shall be sent to such member by registered mail and a copy of the same shall be read at the next stated meeting of the Chapter.
161. The Secretary shall keep a record of the proceedings at a trial (Form No. 13) and at the conclusion thereof shall immediately forward to the Grand Secretary a true copy of the same and of all proceedings taken, evidence received and documents in connection with said trial.
162. The Complainant and the Accused shall each have the right to appeal to the Grand Chapter for a period of thirty days after the decision of the Chapter, and any such appeal shall be heard and be dealt with by the Grand Chapter at the next ensuing annual session; provided that if no notice of appeal is served as herein provided within the said period of thirty days the decision of the Chapter shall be final and conclusive.
163. The appellant shall file notice of appeal with the Grand Secretary (Form No. 14) and shall serve duplicates thereof on the Secretary of the Chapter appealed from and on the complainant or respondent as the case may be, and such notices shall be served in a manner similar to other notices required under these rules, and the appellant shall endorse on a copy of the notice (Form No.14), the time and manner of service and file the same with the Grand Secretary.
164. The Grand Secretary, upon receiving the said notice of appeal, shall forthwith transmit to the Chairman of the Committee on Grievance and Appeals, for the consideration of that committee, such notice of appeal together with the record of the trial and all the papers, proceedings and evidence connected with the same.
165. The Committee on Grievance and Appeals shall not receive any other or further evidence than such as comes with appeal nor shall any additional evidence be presented by the Grand Chapter unless by consent of both Complainant and Accused, and such Committee shall merely investigate the procedure and review the evidence and report their findings with their recommendations thereon, which report shall be before Grand Chapter at the next Annual Session.

166. When the report on Grievance and Appeals is presented to the Grand Chapter, the Grand Chapter shall either,
  1. Approve the proceedings and affirm the judgment appealed from and dismiss the appeal.
  2. Order a new trial.
  3. Modify or change the decision or sentence, or
  4. set aside the judgment of the Chapter.
167. Whenever the Grand Chapter shall modify or reverse a judgment of a constituent Chapter, or order a new trial, the Accused shall immediately be thereby restored to all rights and privileges of membership, and the Grand Secretary shall immediately notify such member and the Chapter, and the Secretary thereof shall duly enter such fact upon the records of the Chapter.
168. When a case is remanded for a new trial, no amendment shall be made to the original charges unless the accused have due and timely notice thereof.
169. The forms provided are given as a guide and should be followed as closely as reasonably possible but may be altered to meet the circumstances of each case.

**APPENDIX**

**FORM NO. 1 - Complaint  
The Grand Chapter Of British Columbia and Yukon  
Order of The Eastern Star**

....., B.C. (Yukon)  
....., 20 .....

To the Worthy Matron, Officers and Members of ..... Chapter No. ....,  
Order of the Eastern Star:

I (WE) hereby charge Sister (Brother) .....

With violation of the Constitution and Laws of the Grand Chapter of British  
Columbia and Yukon, Order of or the Eastern Star, as follows, that is to  
say:.....

(Here give date of each offence as nearly as possible and state particulars of  
each such offence.)

Complainant .....

**FORM No. 2 - SUMMONS  
The Grand Chapter Of British Columbia and Yukon  
Order of The Eastern Star**

....., B.C. (Yukon )  
....., 20 .....

TO: .....(Name)  
..... (Address)

YOU ARE HEREBY summoned and required to attend a special meeting of  
..... Chapter No. .... Order of the Eastern Star, to be held at  
..... On the..... day of ...., 20 ..... at ..... o'clock, at which  
annexed charge will be dealt with.

.....  
Worthy Matron

(Seal of Chapter)

.....  
Secretary

**FORM No. 3 – ENDORSEMENT OF SERVICE**  
**The Grand Chapter Of British Columbia and Yukon**  
**Order of The Eastern Star**

....., B.C. (Yukon)  
....., 20 .....

I HEREBY CERTIFY THAT on the ..... day of .....  
20 ....., I served a document (of which a true copy is hereby  
annexed ) upon ....., by mode of  
service.

.....  
Secretary or other person affecting Service.

**FORM No. 4 – REQUEST FOR SUMMONS TO**  
**WITNESS**  
**The Grand Chapter Of British Columbia and Yukon**  
**Order of The Eastern Star**

....., B.C. ( Yukon )  
....., 20 .....

To the Worthy Matron of ..... Chapter No. ....

I HEREBY REQUEST that a summons be issued to

.....  
requiring him (her) to attend as a witness at a special  
meeting of the above Chapter to be held on the .....day  
of ..... 20 ....., at the hour of ..... O'clock,  
for the purpose of giving evidence in connection with a  
complaint filed by Sister / Brother .....

against Sister / Brother.....  
AND I further request that such witness be requested to  
Produce at said time and place the following papers and  
Documents.

.....  
Complainant or Accused

**FORM No. 5 – SUMMONS TO A WITNESS**  
**The Grand Chapter Of British Columbia and Yukon**  
**Order of The Eastern Star**

....., B.C. ( Yukon )  
....., 20 .....

TO: ..... ( Name )  
..... ( Address )

YOU are hereby summoned to and required to attend a special meeting of ..... Chapter No. .... Order of the Eastern Star, to be held at ..... on the ..... day of ..... , 20 ..... at the hour of ..... O'clock and there testify as to your knowledge relative to a complaint filed by Sister/ (Brother) ..... against Sister/(Brother) ..... **AND** you are further required to produce at the said time and place the following papers and documents:

.....  
Worthy Matron  
(Seal of Chapter)  
.....  
Secretary

**FORM No. 6 – COMMISSON**  
**The Grand Chapter Of British Columbia and Yukon**  
**Order of The Eastern Star**

....., B.C. ( Yukon )  
....., 20 .....

To: .....( Name )  
.....( Address )

YOU are hereby authorized to take the deposition in writing on ..... of what she (he) knows relative to a complaint made to Chapter No. .... Order of the Eastern Star, against ..... by ....., Complainant.

You will give reasonable notice in writing to both parties at the time and place appointed by you for taking such deposition.

The deponent shall make a statutory declaration as to the truth of the evidence given.

The Complainant and the accused may be present with their respective counsel, and ask such questions as they please which are relevant.

If any question be proposed to the propriety or relevancy of which objection is made, you will write the question at length as asked, then the objection, after which you will submit the question to the deponent and write her/his answer in the exact words to the reply given. You will read the completed deposition to the deponent, have the same completed as a statutory declaration, and thereafter seal the same, together with any papers or documents produced at the hearing with this Commission and your return action in connection therewith, in an envelope in the presence of the deponent, and return such envelope and contents to the Secretary of ..... Chapter No. ....

Order of the Eastern Star,  
addressed as follows .....

.....  
Worthy Matron  
(Seal of Chapter)  
.....  
Secretary

**FORM No. 7 – NOTICE OF HEARING OF  
COMMISSION  
The Grand Chapter Of British Columbia and Yukon  
Order of The Eastern Star**

....., B.C. ( Yukon )  
....., 20 .....

TO: .....( Name )  
.....( Address )

TAKE NOTICE that on the ..... day of .....  
20..... at the hour of ..... O'clock ar .....,  
by virtue of a Commission sent to me from the  
Worthy Matron of ..... Chapter No.....,  
Order of the Eastern Star, I shall take the  
deposition of, as to what she/he knows relative  
to a complaint and specification made to the  
above Chapter by ..... against.....  
YOU are entitled to be present with your counsel,  
if any.

.....  
Commissioner

**FORM No. 8 - STATUTORY DECLARATION**

GOVERNMENT OF CANADA, PROVINCE OF BRITISH COLUMBIA (Yukon Territory ), IN THE MATTER OF CHAPTER No. .... Order of the Eastern Star, and a charge

TO WIT; filed against .....

I, ..... of .....

occupation ....., DO SOLEMNLY DECLARE: AND I make this solemn declaration conscientiously believing it to be true, and knowing it is of the same force and effect as made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at ..... in the Province of British Columbia ( Yukon Territory), this ..... day of ..... 20 .....

A Commissioner for taking Affidavits within British Columbia (Yukon ). A Notary Public in and for the Province of British Columbia (Yukon Territory).

**FORM No. 9 – RETURN OF COMMISSION  
The Grand Chapter of British Columbia and Yukon  
Order of the Eastern Star**

....., B.C.(Yukon)  
....., 20 .....

To the Worthy Matron of ..... Chapter  
No. .... Order of the Eastern Star, .....  
B.C. (Yukon ) :

Pursuant to the annexed Commission on the ..... day of ..... , 20 ....., I served the Respondent and Accused a notice (a true copy of which is hereunto annexed) and endorsed such service on such true copy. At the time and place therein mentioned, the attached deposition was given, both parties being present and asking such questions as they desired. The said deposition was duly signed and completed by said deponent.

.....  
Commissioner.

**FORM No. 10 – ENDORSEMENT ON ENVELOPE  
CONTAINING COMMISSIONER'S  
RETURN**

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

....., B.C.(Yukon)

....., 20 .....

TO: ....., Secretary of  
..... Chapter No. ...., Order of the Eastern  
Star.

Annexed are the deposition and accompanying documents taken in  
connection with the complaint of ..... against .....,  
taken and sealed by me in the presence of the deponent this ..... day  
of ....., 20 .....

.....  
Commissioner

**FORM No. 11 – CERTIFICATE OF AQUITTAL  
The Grand Chapter of British Columbia and Yukon  
Order of the Eastern Star**

....., B.C.(Yukon)

....., 20 .....

TO: ..... ( Name )  
..... ( Address )

TAKE NOTICE that a special meeting of .....  
Chapter No. ...., Order of the Eastern Star, held at .....,  
on the ..... day of ....., 20 ....., upon  
consideration of the complaint and charge made by ..... against  
you it was adjudged and determined by the said Chapter that you are not  
guilty of the offence charged, and the said complaint was accordingly  
dismissed.

(Seal of Chapter)

.....  
Worthy Matron

.....  
Secretary

**FORM No. 12 – CERTIFICATE OF  
CONVICTION**  
**The Grand Chapter of British Columbia and Yukon  
Order of the Eastern Star**

....., B.C.(Yukon)

....., 20 .....

TAKE NOTICE that a special meeting of .....  
Chapter No. ...., Order of the Eastern Star, held at ....., on  
the ..... day of ....., 20 ....., upon consideration of  
the complaint and charge made by .....  
against you it was adjudged and determined by the Chapter that you  
are guilty of the offence charged in such complaint, and that you be:

Reprimanded

Suspended for a period of .....

Expelled from the Order of the Eastern Star.

.....  
Worthy Matron

(Seal of Chapter)

.....  
Secretary

**FORM No. 13 – RECORD OF TRIAL**  
**The Grand Chapter of British Columbia and Yukon  
Order of the Eastern Star**

....., B.C.(Yukon)

....., 20 .....

A special meeting of .....Chapter No. ...., Order of the Eastern  
Star., was held on the ..... day of ..... 20 ....., at  
..... o'clock.

PRESENT: ..... , Worthy Matron.

The Chapter being duly opened and all the visitors having retired, except  
such as by Grand Chapter rules and regulations were entitled to remain,  
the Chapter proceeded to the consideration of the charge made by  
..... , against .....,  
presided, being Worthy Matron (or having been requested to do so by  
the Worthy Matron or by resolution of the Chapter ), and caused the  
warning as to the secrecy of the proceedings to be read.

The Complaint, Summons, Returns and Answer were real, and the accused pleaded "guilty" (or "not guilty"). The complainant then gave evidence and called as witnesses .....

and ..... The evidence of ..... taken on commission was then read.

The accused being called on for an answer, gave evidence and called as witnesses ..... and ..... The complainant and Accused (by their Counsel) having been heard, the Accused then retired. The question of the guilt of the Accused was then determined by written ballot, each member of the Chapter present voting. The result of the vote was declared by the presiding officer as follows:

Guilty .....

Not Guilty.....

The necessary majority of the members present having voted "Not Guilty," the Presiding Officer announced that the charge was dismissed. (or the necessary majority of the members present having voted " Guilty ", a second written ballot was then taken to determine the sentence, which resulted in a verdict of expulsion, or suspension for a period of ....., or reprimand.)

The Accused was then admitted and informed by the Presiding Officer of the verdict, and was reprimanded (if the verdict was reprimand) and the Secretary was instructed by the Presiding Officer to forward a Certificate evidencing such verdict to such Accused by registered mail immediately. The Presiding Officer then caused the warning as to the secrecy of proceedings to be read, after which the Chapter was closed in due form.

.....  
Worthy Matron

(Seal of Chapter)

.....  
Secretary

**FORM No. 14 – NOTICE OF APPEAL**  
**The Grand Chapter of British Columbia and Yukon**  
**Order of the Eastern Star**

....., B.C.(Yukon)

....., 20 .....

TO THE GRAND CHAPTER  
OF BRITISH COLUMBIA AND YUKON,  
ORDER OF THE EASTERN STAR:

The undersigned appeals from the decision of ....., Chapter No. ...., Order of the Eastern Star, in the matter of certain charge preferred in the said Chapter by ....., against ....., on the following grounds:

.....  
Appellant.

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