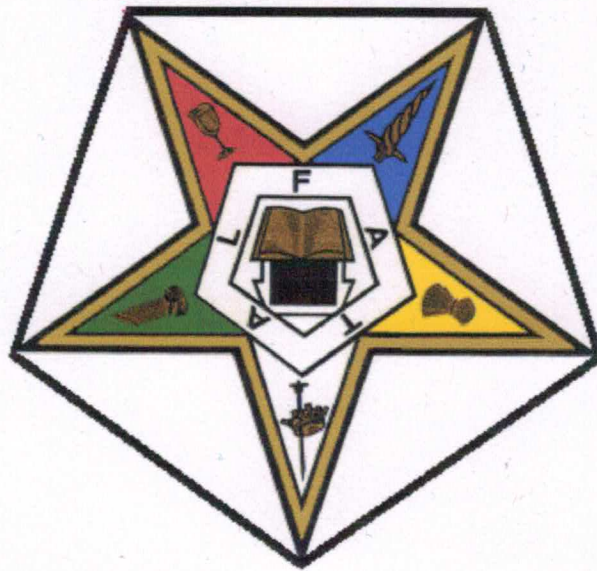


**CODE OF LAWS
OF THE
GRAND CHAPTER OF WISCONSIN
ORDER OF THE EASTERN STAR**



Revised:
May 2014
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LANDMARKS CONSTITUTION
RULES AND REGULATIONS

ABBREVIATIONS:

| | |
|-----|---------------------|
| Lm | Landmarks |
| R | Rules of Order |
| UD | Under Dispensation |
| WGM | Worthy Grand Matron |
| WGP | Worthy Grand Patron |

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THE LANDMARKS
PROMULGATED BY
THE GENERAL GRAND CHAPTER

PARAGRAPH 1

1. A belief in the existence of a Supreme Being.
2. In the Order of the Eastern Star there are only five degrees known: Adah, the daughter; Ruth, the widow; Esther, the wife; Martha, the sister; and Electa, the mother.
3. The name of the Order, the nature of the degrees and modes of recognition are unchangeable.
4. The lessons are scriptural, its teachings moral and its purpose beneficent.
5. Its obligations are based upon the honor of those who obtain its secrets and are framed upon the principle that whatever benefits are due from Masons to the wives, daughters, mothers, widows, and sisters of Masons, reciprocal duties are due from them to Masons.
6. That the obligations of our Order, voluntarily assumed, are perpetual, from the force of which there is no release.
7. The ballot, upon candidates for the degrees or for membership must contain a minimum of three (3) black cubes to prevent membership and must be without debate and kept inviolably secret.
8. The degrees cannot be conferred unless a Brother in good standing shall preside; provided that in cases of extreme emergency the Most Worthy Grand Matron may grant permission, in writing, for a Sister to act in place of a Brother.
9. Every member is amenable to the Laws of the Order and may be tried for offenses, either by the Chapter to which the member belongs, or by the Chapter within whose jurisdiction the member resides, or the offense was committed.
10. The right of every member to appeal from the decision of a Subordinate Chapter to the Grand Chapter, or its executive head.
11. The right of every Chapter to decide from among eligible candidates who shall be submitted to membership.
12. The right of each member to visit any regular Chapter unless lawful objection is made to such visitor.

CONSTITUTION

ARTICLE I NAME

PARAGRAPH 2

Section 1.

THE GRAND CHAPTER, Order of the Eastern Star of Wisconsin.

ARTICLE II JURISDICTION

PARAGRAPH 3

Section 1.

THE TERRITORIAL JURISDICTION of this Grand Chapter shall be the State of Wisconsin.

Section 2.

The Grand Jurisdiction of Wisconsin shall conform to the Ritual and to the Ritualistic Work in the General Grand Chapter Book of Instructions. When changes are made in Ritualistic Work, or Resolutions pertaining to Ritualistic work are adopted in General Grand Chapter, they shall IMMEDIATELY BE IN FORCE, in the Grand Jurisdiction without need of a resolution to have them accepted into our Code of Laws.

ARTICLE III MEMBERSHIP

PARAGRAPH 4

Section 1.

MEMBERS

This Grand Chapter shall consist of:

- (a) Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Secretary, Grand Treasurer, Grand Conductress, Associate Grand Conductress, Grand Chaplain, Grand Lecturer, Grand Marshal, Grand Organist, Grand Adah, Grand Ruth, Grand Esther, Grand Martha, Grand Electa, Grand Warder, Grand Sentinel, Three Grand Trustees, and former members of this Grand Chapter, namely, Past Grand Matrons, Past Grand Patrons, Former Associate Grand Matrons, Former Associate Grand Patrons, Former Grand Secretaries, Former Grand Treasurers, Former Grand Conductresses, Former Associate Grand Conductresses. NO GRAND OFFICER MAY HOLD MORE THAN ONE GRAND OFFICE AT ANY TIME.
- (b) All members of Subordinate Chapters in this Grand Jurisdiction, carrying a Receipt for Dues and properly registered with the Registration Committee at Grand Chapter Session.

Section 2.

MUST BE AFFILIATED

Every officer enumerated in ARTICLE III, Section 1, must be affiliated and in good standing with a Subordinate Chapter in this Grand Jurisdiction

- Section 3. **TITLES OF PRESIDING OFFICERS**
Titles shall be Worthy Grand Matron and Worthy Grand Patron of the Grand Chapter and Worthy Matron and Worthy Patron of a Subordinate Chapter.
- Section 4. **MAY BE SISTER OR BROTHER**
All the Grand Officers in Section 1 of ARTICLE III shall be Sisters, except the Worthy Grand Patron, Associate Grand Patron and Grand Sentinel. The Grand Secretary, Grand Treasurer, Grand Chaplain, Grand Marshal, Grand Organist, Grand Warder, may be either Sisters or Brothers. One or two of the three Grand Trustees must be either a Sister or a Brother.
- Section 5. **ELECTIVE AND APPOINTIVE**
The first eight officers and trustees shall be elected; all other officers shall be appointed.
- Section 6. **WHO MAY VOTE**
The Grand Officers, Past Grand Matrons, Past Grand Patrons, former Elective Grand Officers of Wisconsin, and any Sister or Brother holding a valid receipt for dues of any Subordinate Wisconsin Chapter and a paid Registration Card shall be entitled to vote and take part in the proceedings of the Grand Chapter. Life Members must pay the registration fee in order to vote at Grand Chapter Sessions.
- (a) Only ONE vote – A Grand officer, Past Grand Matron, Past Grand Patron or former Elective Grand Officer shall not have more than one vote. If any of the above are presently serving as a line officer in their Subordinate Chapter and so chooses to represent their Chapter as a voting member, they will relinquish their vote as a Grand Officer, Past Grand Matron, Past Grand Patron or former Elective Grand Officer.
 - (b) The presiding officer, if she or he has not voted as a member, in case of a tie vote, may cast the deciding vote.
 - (c) Any voting member may call for a secret ballot on any issue brought before the Grand Chapter.
 - (d) A person holding Plural Membership may only vote and be a representative of ONE of those Chapters.

ARTICLE IV
QUALIFICATIONS FOR OFFICE

PARAGRAPH 5

Section 1.

WHO IS ELIGIBLE

Any Worthy Matron, Past Matron, Worthy Patron or Past Patron in good standing in a Subordinate Chapter in this Grand Jurisdiction and a legal resident therein shall be eligible to any Grand Office in this Grand Chapter. The Grand Organist must be a member in good standing but need not be a Past Matron or a Past Patron of a Subordinate Chapter. All Grand Officers, with the exception of the Grand Secretary, Grand Treasurer, Grand Organist and Grand Trustees, must hold a current proficiency card in order to be installed. In order to be nominated to any Elected Grand Office, with the above exceptions, the candidate must hold a current proficiency card. A Grand Trustee must be a Past Grand Matron, Past Grand Patron or a member in good standing of any subordinate chapter of Wisconsin.

ARTICLE V
ELECTION AND INSTALLATION OF OFFICERS

PARAGRAPH 6
Section 1.

MUST BE ELECTED OR APPOINTED ANNUALLY

The Grand Officers of this Grand Chapter, except Grand Trustees who are starting their second or third year of their three-year term, shall be elected or appointed annually. No elected Grand Secretary or Grand Treasurer may serve for a period of longer than ten (10) consecutive years. No Grand Trustee may serve more than two (2) consecutive terms. No elected Grand Officer may nominate a successor to her/his office. In the event that a Worthy Grand Matron appoints and installs a Grand Secretary or Grand Treasurer to fill a vacancy in either of those offices, the person so appointed and installed may seek election to that office for nine (9) consecutive years.

(a)

Elected Officers:

1. The Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, and Grand Conductress shall be individually nominated by a voting member for the following year. The voting member proposing the nomination shall do so only after having previously ascertained that the nominee will serve if elected. Only the nominee's Name, Chapter, Chapter Number, City and Office for which she/he is being nominated shall be mentioned. No second is necessary. If there is only one nomination for each office, the presiding officer shall close the nominations and instruct the Grand Secretary to cast a ballot and record the office as being filled. If there is more than one nomination for an office, election shall be by secret ballot. If an elected Line Officer does not seek election to a higher office, others who may wish to be nominated for said office may be nominated by giving the nominee's name, chapter, chapter number, city and office for which she/he is being nominated as well as any qualifications which may be pertinent to election to said office.
2. The Grand Secretary, Grand Treasurer, Associate Grand Conductress and one (1) Grand Trustee for a three-year term, shall be individually nominated by a voting member in writing. The voting member proposing the written nomination shall do so only after having previously ascertained that the nominee will serve if elected. This written nomination must be submitted to the Grand Secretary no later than February 1st of the election year so the written nomination information may be sent to the Chapters in March. Only the nominee's Name, Chapter, Chapter Number, City, and her/his qualifications for office are to be mentioned. This does not prevent a nomination to be made on the day of election of officers at Grand Chapter. The voting member, nominating the candidate, shall read the individual's qualifications for office if the nomination is made on the day of election of officers at Grand Chapter. If there is more than one nominee, the nominees shall be invited to the Grand East during Grand Chapter and be introduced to the Grand Chapter by the presiding officer, but shall not speak. If there is only one nomination for each office, the presiding officer shall close the nominations and instruct the Grand Secretary to cast a ballot and record the office as being filled. No second is necessary. If there is more than one nomination for an office, election shall be by secret ballot. No elected Grand Officer may nominate a successor to her/his office. In case there are no nominations for the positions of Grand Secretary or Grand Treasurer, the Worthy Grand Matron-elect shall fill such vacancy by appointing a Past Grand Matron or Past Grand Patron until the next Grand Chapter Session. In the event that a Worthy Grand Matron appoints and installs a Grand Secretary or a Grand Treasurer to fill a vacancy in either of those offices, the person so appointed may seek election to that office for nine (9) consecutive years.
3. From the time a Sister's or Brother's nomination has been received and acknowledged by the Grand Secretary, an introduction as a candidate may be made. The candidate may then have the privilege of introducing herself/himself to the Worthy Matron and club presidents. Those officers will then be aware of a candidate's presence whenever a

candidate visits a Chapter or club. She/he may be introduced from the sideline, no remarks may be made by any candidate.

4. Speeches regarding her/his candidacy may not be made by the candidate, or anyone else on behalf of the candidate. There will be no distribution of printed material or postings on any type of social media concerning the candidate. This will be interpreted as electioneering. This includes flyers, business cards, personal websites or any other types of social media.
5. Failure to adhere to these guidelines will be reviewed by the Worthy Grand Matron and/or the Jurisprudence Committee. If a violation has been found, all chapters will be notified of the violation. This would be in accordance with Section 2:
ELECTIONEERING FOR OFFICE.

(b) **Grand Trustees:**

The Grand Trustees must be a Past Grand Matron, Past Grand Patron or **a member in good standing of any subordinate chapter of Wisconsin.** One or two of the three Grand Trustees must be either a Sister or a Brother and a Past Grand Matron or Past Grand Patron. They shall be elected for a term of three years, one of whom is elected at each annual session of the Grand Chapter. A Grand Trustee is not eligible to serve on the Finance, Ways and Means Committee.

1. A Grand Trustee holding a three-year elective term may be re-elected to only one additional consecutive term of three years.
2. In case of resignation or death of a Grand Trustee, the Worthy Grand Matron shall fill such vacancy by appointment of a Past Grand Matron or Past Grand Patron to serve until the next Grand Session when a Past Grand Matron or Past Grand Patron shall be elected to fill the unexpired term. A Grand Trustee so appointed shall be installed at a stated or special meeting in a Subordinate Chapter in Wisconsin.
 - a. If the vacancy occurs six months or less before the Grand Chapter Session, the Grand Trustee so appointed may be elected to serve two additional consecutive three-year terms.

(c) The Officers shall be installed before the Grand Chapter is closed, unless an Open Installation is voted by the Grand Chapter. In the event of the unavoidable absence of such Officer or Officers, the Worthy Grand Matron may, at her discretion, install such Officer or Officers at a stated or special meeting in a Subordinate Chapter at a time and place convenient to both. Each Subordinate Chapter to this Grand Jurisdiction need not be notified prior to such Installation.

1. The Installation Ceremony is closed, unless determined by a vote of the Grand Chapter. If the Installation Ceremony is open to invited guests, the Ritualistic Closing of the Grand Chapter shall take place before the Open Installation Ceremony begins.
2. The rules and ceremony for the Installation of Officers shall be those prescribed by the General Grand Chapter, and none other.
3. No Grand Officer shall perform the duties of the office to which she or he has been selected or appointed until she or he has been installed.

Section 2.

ELECTIONEERING FOR OFFICE:

Electioneering for office in the Grand Chapter shall be a penal offense, and the penalty for such offense, on conviction after trial, shall be expulsion from all rights and privileges of the Order.

- (a) The term electioneering as used in the previous paragraph shall be understood as absolutely prohibiting the solicitation, oral or written, directly or indirectly, of support for or opposition to, any member as a possible officer of the Grand Chapter. It shall not be meant as preventing an honest and bona fide seeking or imparting, when requested, of information relative to the merit or qualifications for holding office in the Grand Chapter of any member of the Order. It shall not prohibit asking a member if she or he will serve this Grand Chapter if elected.

ARTICLE VI
POWERS AND DUTIES OF GRAND OFFICERS AND DISTRICT DEPUTIES

PARAGRAPH 7

Section 1. **THE WORTHY GRAND MATRON** shall preside, open and close the Grand Chapter.

Appoint all officers of the Grand Chapter, with the advice of the Worthy Grand Patron, except those elected by the Grand Chapter;

Appoint all committees not otherwise provided for;

Appoint officers of the Grand Chapter to fill vacancies, such appointees to hold office until the next annual session of the Grand Chapter. In the event that the Associate Grand Conductress station is not filled, the incoming Worthy Grand Matron shall appoint a Past Grand Matron to serve that station until the next Grand Session. At the following Grand Session there would be an election for both the Associate Grand Conductress and the Grand Conductress. All Grand Officers with the exception of the Grand Secretary, Grand Treasurer and Grand Organist must hold a current proficiency card.

Appoint Grand Representatives of this Grand Chapter to other Grand Jurisdictions recognized by General Grand Chapter. If a Grand Representative is installed as a Grand Officer, she/he will resign their commission, and the newly installed Worthy Grand Matron will appoint a new Grand Representative to that Grand Jurisdiction.

She shall see that the officers of the Grand Chapter perform their respective duties; give such instructions and directions as the Good of the Order may require; and perform such other duties as may be required by the Rules and Regulations of the Grand Chapter. In case of prolonged absence of the Grand Secretary or the Grand Treasurer, due to sickness or vacation, the Worthy Grand Matron shall issue warrant orders or sign checks.

- (a) She has the power:
1. To convene a Chapter within this Grand Jurisdiction or to deputize some other member to do so and preside therein.
 2. To inspect its proceedings and require conformity to the Laws of the Order.
 3. To appoint special committees and authorize them to meet during the vacation of the Grand Chapter.
 4. To suspend an Officer or member of a Subordinate Chapter for just cause for a limited period or until the next annual Session of the Grand Chapter after due notice and hearing per Ritual under "Forfeiture of Membership".
 5. To place a Subordinate Chapter or member on probation for just cause until the next annual Session of the Grand Chapter.
 6. To arrest the Charter of a Subordinate Chapter for just cause.

7. To require the attendance of and information from any Grand Officer respecting her or his office.
 8. To consolidate two or more Chapters who have fulfilled the necessary preliminary requirements and install the Officers at the earliest possible date. The Worthy Grand Matron may ask the Worthy Grand Patron to assist in the Consolidation or, in her absence, conduct the ceremony.
- (b) The Worthy Grand Matron or one of her Grand Officers, except the Grand Secretary and Grand Treasurer, or one of her District Deputies shall inspect every Chapter's books, ritualistic work and floor work (the opening of chapter, proving the chapter, introductions, petitions, balloting, conferring of degrees and closing of chapter) each year and require conformity to the Grand Chapter Red Book, Code of Laws and Ritual.
 - (c) She shall decide all questions of law and usage submitted to her in writing and under the seal of the Subordinate Chapter and shall report her responses in writing to the next annual Session of the Grand Chapter. Until such decisions and opinions are reversed by the Grand Chapter, they shall have the force of law.
 1. She shall make copies of her questions and answers relating to Code and submit them to the Chairman of the Jurisprudence Committee. A copy of all questions and answers will be submitted to the Grand Secretary to be published in the Proceedings. All copies are to be submitted by the 1st day of May, preceding the Grand Session and any further questions that need action by the Worthy Grand Matron until the time of the Grand Session shall be given to the Chairman of the Jurisprudence Committee and the Grand Secretary the Sunday before the Grand Session.
 - (d) She shall exercise all powers of the Grand Chapter during the recess thereof, except those duties lawfully delegated to the Worthy Grand Patron.
 - (e) She shall have authority to grant special permission in writing to Subordinate Chapters to elect officers and Special Dispensations for other purposes in such cases as provided in Rules and Regulations.
 - (f) She shall have the authority to arrange for Courtesy Initiations.
 1. At the request of another Grand Jurisdiction, the Worthy Grand Matron may arrange in Wisconsin for courtesy initiations of Petitioners acted upon in Sister Grand Jurisdictions but now residing in Wisconsin.
 2. At the request of a Subordinate Chapter in Wisconsin, the Worthy Grand Matron may arrange for courtesy initiations in other Grand Jurisdictions for petitions acted upon in said Subordinate Chapter, but now residing in a Sister Grand Jurisdiction.
 - (g) It is within the power of the Worthy Grand Matron to grant authority to waive Jurisdiction over any residents of this state at the request of a Worthy Grand Matron or Grand Chapter of a Sister Grand Jurisdiction.
 - (h) She shall report all her official acts to the Grand Chapter at its next annual Session and present such recommendations as she deems the interest of the Order may require.

- (i) Emergency Relief – Emergency Relief necessary shall be supplied to a Sister or a Brother under the direction of the Worthy Grand Matron; such relief is not to be dispensed for a period longer than one year unless approved by the Grand Chapter. Any extension shall not be for a period longer than one year. Relief, thus dispensed, shall not exceed the current fee schedule per month. If dispensed in lump sum, the amount shall not exceed the current fee schedule for each emergency. (If necessary, referral should be made to the Wisconsin Eastern Star Foundation.)
- (j) District Deputies may be appointed for a one (1) year term by the Worthy Grand Matron.

Section 2.

THE WORTHY GRAND PATRON

The Worthy Grand Patron shall assist and advise the Worthy Grand Matron in the discharge of her duties.

- (a) He has power to grant dispensations for new Chapters upon proper application, provided that no new Chapter shall be formed in any village or city, or Milwaukee County where one or more Chapters exists, except upon the recommendation and with the consent of two thirds of the Chapters already organized in said village or city or Milwaukee County.
- (b) He shall preside in Grand Chapter when called upon by the Worthy Grand Matron, and in the absence of the Worthy Grand Matron and Associate Grand Matron, he shall call the Grand Chapter to order and appoint a Past Grand Matron to act as Worthy Grand Matron pro tem.
- (c) He shall have power, during recess of the Grand Chapter, to appoint members to fill the offices of Chapters Under Dispensation, when vacancies occur.
- (d) He shall report to the Grand Chapter at the next annual Session all his official acts and present such recommendations as in his judgment to be in the best interest of the Order.
- (e) He shall annually, prior to the commencement of Grand Session, appoint a Tellers' Committee, consisting of one or more chairmen, or co-chairmen, and a suitable number of Sisters or Brothers in good standing of Subordinate Chapters, whose duty it shall be to tabulate the balloting or ballots on motions or resolutions at the Grand Session, and the ballots in contested elections for Grand Officers, reporting the same to the presiding officer.

Section 3.

PRESIDE ACCORDING TO RANK

In the absence of the Worthy Grand Matron and/or Worthy Grand Patron, the Associate Grand Matron and/or Associate Grand Patron shall act as their pro tem if they so desire. If they decline, the highest-ranking officer shall appoint a Past Grand Matron and/or Past Grand Patron to fill the vacancies.

Section 4.

The Associate Grand Matron and Associate Grand Patron shall perform such duties as may be assigned to them by the Worthy Grand Matron.

Section 5.

THE GRAND SECRETARY

The Grand Secretary shall keep a record of all transactions of the Grand Chapter; receive all money due the Grand Chapter and pay the same promptly to the Grand Treasurer, taking her/his receipt therefore; make a report in writing annually or more often, if required by the Worthy Grand Matron or Grand Chapter, of the amount of money received; obey the edicts and orders of the Worthy Grand Matron or Grand Chapter, and deliver all books, papers and other property belonging to the Grand Chapter in her or his possession to her or his successor in office.

- (a) The payroll, as prepared by the Grand Secretary, shall be referred to the Finance, Ways and Means Committee and be reported by them to the Grand Chapter.
- (b) All questions on Code shall be referred to the Worthy Grand Matron immediately.
- (c) The Grand Secretary cannot send out any material other than the regular business supplies without approval of the Worthy Grand Matron.
- (d) The Grand Secretary shall serve as an ex-officio member of the Finance, Ways and Means Committee and shall provide such information as needed by any committee of this Grand Chapter.
- (e) The Grand Secretary shall, unless otherwise ordered, publish the Proceedings of the Grand Chapter Session under the direction of the Junior Past Grand Matron. The Grand Secretary shall ensure that an electronic recording of the Grand Chapter Session be made of the entire Session and provide said electronic recording to the person(s) transcribing the Proceedings. Renumeration for transcribing and preparing the Proceedings for printing shall be in an amount established annually and brought forth as part of the proposed budget presented at the Grand Chapter Session and accepted by a majority vote of the voting members at the annual Grand Chapter Session.
 - 1. Copies shall be sent to the following:
 - a. Provide copies of Wisconsin's Proceedings to other Grand Jurisdictions by electronic media (CD or PDF file). A printed copy of the Proceedings may be sent to other Grand Jurisdictions if they so request.
 - b. One copy of the Annual Proceedings be provided by the Grand Chapter to each subordinate Chapter
 - c. Past Grand Matrons, Past Grand Patrons and Junior Past Matrons of subordinate Chapters may receive a printed copy or compact disc recording of the Proceedings if they so request it by July 1st of the current year.
 - 2. Additional copies may be purchased from the Grand Secretary.

Section 6.

THE GRAND TREASURER

The Grand Treasurer shall receive all money belonging to the Grand Chapter from the Grand Secretary and give her/his receipt therefore; shall keep an accurate record thereof; pay all warrant orders from the funds of the Grand Chapter, when signed by the Grand Secretary or the Worthy Grand Matron; submit at each annual Session or more often, if required, a detailed account of receipts and disbursements and present a statement of the current balances of all accounts of the Grand Chapter.

- (a) The Grand Treasurer shall, at the expiration of her/his term of office, account for and pay over to the Grand Trustees all money and property that has come into her/his hands, deliver to her/his successor all books, vouchers and papers and shall obey the edicts and orders of the Worthy Grand Matron and the Grand Chapter.
- (b) The Grand Treasurer shall deliver her/his books to the Grand Trustees or Finance Committee for examination and to the Auditor for audit.
- (c) Before any warrant order for payment of expenditures is presented to the Grand Treasurer for payment, the Grand Secretary shall attach an itemized statement. The warrant order when properly verified and signed shall be paid by the Grand Treasurer.

- (d) The Grand Treasurer shall not disburse any money except the payroll without a warrant order signed by the Grand Secretary or the Worthy Grand Matron.
- (e) The Grand Treasurer shall serve as an ex-officio member of the Finance, Ways and Means Committee and shall provide information needed by any Committee of this Grand Chapter.

Section 7. **THE GRAND LECTURER**

The Grand Lecturer must be a Past Grand Matron and shall serve as Chairman of the Uniform Proficiency Committee. She will prepare the schedule of the Official Visits.

Section 8. **GRAND OFFICERS**

Every Grand Officer of the Grand Chapter shall be in her or his proper station during the opening and closing ceremonies of the Grand Chapter. If a Grand Officer is so afflicted that she or he cannot walk or stand to perform the duties of the office, there may be a pro tem at the station and the Grand Officer may remain in the Grand Chapter room.

Section 9. **DISTRICT DEPUTIES**

District Deputies may be appointed by the Worthy Grand Matron for a one (1) year term.

1. Appointed District Deputies must hold a current Proficiency Card.
2. Proficiency tests must be taken every three years in order to keep the Proficiency Card current.
3. District Deputies must hold at least one School of Instruction in each Chapter assigned to them, or at the discretion of the Worthy Grand Matron a combined school may be scheduled to take the place of the individual Chapter schools.
4. District Deputies shall be paid the current rate of mileage and per diem to the District Deputy School to which they are assigned. **They shall also receive the current rate of mileage to and from one assigned School of Instruction for each chapter and the Official Visit or another assigned School of Instruction for each chapter.**
5. The District Deputy School of Instruction, if required by the Worthy Grand Matron, shall be held at a regular meeting of the Chapter or at a special time; this to be determined by the Chapter.

ARTICLE VII

POWERS AND DUTIES OF GRAND TRUSTEES

PARAGRAPH 8

Section 1.

THE GRAND TRUSTEES:

The Grand Trustees shall perform the following duties:

- (a) Examine Reports – In April or May before each annual Session, examine the reports, accounts and vouchers of Grand Chapter. One Grand Trustee appointed each year by the other Grand Trustees, shall, with the Chairman of Finance, Ways and Means Committee, audit all bills which seem excessive and act accordingly for payment of same.

- (b) Report Neglect – Ascertain if Grand Officers have paid over all money and delivered all property belonging to the Grand Chapter. Upon finding any neglect or failure to do so, they shall report the same to the Grand Chapter.
- (c) Make such other examinations as to the finances and property of the Grand Chapter as the Grand Chapter or Worthy Grand Matron may direct or the Grand Trustees deem necessary.
- (d) Make a final written report after examination of the financial reports, accounts and vouchers of the Grand Chapter on the second day of each annual Session. This report will be given as the first order of business. The same shall be published in the Proceedings.
- (e) Lawful Evidence – Such examinations and reports shall be upon actual knowledge or other lawful evidence and not upon the statement of an officer.
- (f) Loan funds – They may loan any surplus funds of the Grand Chapter upon good and ample security.
- (g) Custody of Securities – They shall have the custody of all bonds, obligations and securities belonging to the Grand Chapter; shall receive all money, securities or property from the outgoing Grand Treasurer and turn all money over to the incoming Grand Treasurer after her or his installation, taking her or his receipt therefore; which together with a list of bonds, obligations and securities held by them shall be reported to the Grand Chapter before the close of each annual Session.
- (h) General Supervision – It is hereby made the duty of the Trustees of this Grand Chapter to exercise a general supervision over the property, both real and personal, of the Grand Chapter; to receive and hold the title thereto as Grand Trustees, and to execute all conveyances for and on behalf of the Grand Chapter and to make contracts, leases and agreements in their name, as they may be authorized by the acts of the Grand Chapter, or by law. They are expressly authorized, whenever, in their judgment or that of a majority of them, they deem it necessary to institute and prosecute legal proceedings in Grand Chapter's name for the preservation and protection of the property or rights of the Grand Chapter.
- (i) Protection of Property – In case of emergency, the Grand Trustees shall have power, during the recess of the Grand Chapter, to make such orders and contracts as may from time to time be deemed necessary for the protection and preservation of the property of the Grand Chapter. The Grand Trustees will investigate sites and negotiate multiple year contracts for the Annual Sessions beginning with the 2013 Session.
 - 1. The Grand Trustees shall secure such insurance coverage relative to employee and Grand Trustee dishonesty, commercial blanket coverage, theft and whatever deemed necessary by them for the protection of the Grand Chapter.
 - 2. The Grand Trustees shall select and approve the premises of the Grand Chapter Office.

- (j) The Grand Trustees shall administer the Perpetual Membership Program of this Grand Chapter as outlined in Rules and Regulations for Subordinate Chapters; Title XIV HONORARY, LIFE, PLURAL, AND PERPETUAL MEMBERSHIPS; Paragraph 39; Section 4. The Grand Trustees shall meet during the month of July to issue checks to the Subordinate Chapters for dues for Perpetual Members and to issue a check to the Grand Chapter General fund for per capita tax on living Perpetual Members.

Section 2. **REIMBURSEMENT**

The expenses of the Grand Trustees, while performing the duties of their office, shall be the same as other Grand Officers or Committees for mileage.

ARTICLE VIII
PLACE AND TIME OF ANNUAL SESSION

PARAGRAPH 9

Section 1.

ANNUAL SESSION, WHERE AND WHEN HELD

The Annual Session of the Grand Chapter shall be held in a City in Wisconsin. The Session shall commence on the third Tuesday in May at an hour designated by the Worthy Grand Matron.

- (a) The Associate Grand Conductress elected in 2009, and thereafter, shall work with the Grand Trustees on the accommodations for her Grand Session. She will be responsible for forming her committees for the Grand Session plus be in charge of all dinners and entertainment. This will ensure that her Grand Session will proceed as she wishes.
- (b) Should an emergency arise as to date and place, the Worthy Grand Matron shall select same with the approval of the Grand Trustees.

Section 2. **SPECIAL SESSIONS**

Special Sessions may be ordered by the Worthy Grand Matron at such time and place, as in her opinion, the interests of the Order may require.

- (a) No business, except that specified in the call, shall be transacted at such special sessions.
- (b) Each Chapter in this Grand Jurisdiction shall be notified at least thirty days previous to the date of such session.

Section 3. **SPECIAL ANNUAL SESSION**

In the event of a National or State Emergency, Act of Congress, State of War, or epidemic of disease, the Worthy Grand Matron, with the advice of the Worthy Grand Patron and the Grand Trustees shall have the authority to call a Special Annual Session or cancel or postpone the Annual Session of Grand Chapter.

- (a) In the event a Special Annual Session is called and opened, it will be necessary to have at least: the WGM, WGP, AGM, AGP, Gr. Treasurer, Gr. Secretary, Gr. Cond, Assoc. Gr. Cond, Gr. Warder and Gr. Sentinel. In addition, one member from each of the following committees be in attendance: Grand Trustees, Jurisprudence, and Finance, Ways and Means. Properly registered members, which satisfies the requirement of representation from 51% of Subordinate Chapters under the jurisdiction of this Grand Chapter as of May 1st prior to the Special Annual Session, must also be present. A representative from other committees may attend if requested by the WGM. Members being nominated for an elected office must be present at the Special Annual Session. The number of individuals that attend, once the required quorum is met, may be limited depending on specific guidelines established at the State, City, or County level taking precedence over such emergencies aforementioned.

- (b) No new legislation may be presented, or current laws amended.
- (c) Business shall be limited to budget and election of Grand Officers. The Grand Chapter budget shall be approved by a majority vote. Election by acclamation shall be allowed for elected Officers. A majority vote will be required if there is more than one candidate for an elected Office. Installation of Elected Officers shall take place following the close of the Special Session. Appointed Officers shall be installed at the same time if present.

ARTICLE IX
FISCAL YEAR

PARAGRAPH 10
Section 1.

THE FISCAL YEAR

The fiscal year of this Grand Chapter shall commence on the 1st day of July and end on the 30th day of June, and of the Subordinate Chapters, shall commence on the 1st day of July and end on the 30th day of June in each year.

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ARTICLE X
QUORUM

PARAGRAPH 11
Section 1.

SIMPLE MAJORITY OF CHAPTERS

Voting members representing a simple majority (51%) of Subordinate Chapters under the jurisdiction of this Grand Chapter as of May 1st each year shall constitute a quorum for the transaction of business.

ARTICLE XI
POWERS OF THE GRAND CHAPTER

PARAGRAPH 12
Section 1.

SUPREME

This Grand Chapter is supreme authority in all matters pertaining to the Order of the Eastern Star in the State of Wisconsin, and it is subject only to the Landmarks of the Order and to the General Grand Chapter as to the ritualistic work of the Order. Every member within this Grand Jurisdiction is obligated to obey and to conform to the provisions and the laws enacted. The Grand Chapter has power:

- (a) To grant dispensations and charters for forming and holding new Chapters and to extend or revoke the same.
- (b) To enact Laws, Rules and Regulations, and to amend or repeal the same.
- (c) To discipline and censure Subordinate Chapters and suspend or revoke their Charters for willful violation of the Constitution, Rules, Regulations and Laws of this Grand Chapter.
- (d) To decide all appeals from Subordinate Chapters, their Officers or the Officers and Committees of this Grand Chapter.
- (e) To exercise all rights of supremacy within the limits of this Grand Jurisdiction, subject to laws of the General Grand Chapter.
- (f) The Grand Chapter, under its Constitution, Rules, Regulations and decisions shall not confer the degrees during the Grand Chapter Session. The Grand Chapter Officers may be invited by a Subordinate Chapter to do the initiatory work.

ARTICLE XII
PAY OF GRAND OFFICERS AND VOTING MEMBERS

PARAGRAPH 13

Section 1.

COMPENSATION OR EXPENSES

- (a) Compensation or Expenses shall be paid to the Grand Secretary and Grand Treasurer as determined by the Finance, Ways and Means Committee at each annual Budget Committee meeting and approved by the Grand Chapter in the adoption of the Budget.

- (b) Reimbursement and Expenses shall be paid to the Worthy Grand Matron, Worthy Grand Patron and Grand Lecturer as determined by the Finance, Ways and Means Committee at each annual Budget Committee meeting and approved by the Grand Chapter in the adoption of the Budget.
- (c) Remuneration or Expenses for Standing and Special Committees:
All Standing and Special Committees such as may be ordered by the Grand Chapter or appointed by the Worthy Grand Matron to meet in vacation, excluding ex officio members of the Finance, Ways and Means Committee, shall receive round trip mileage per the current fee schedule and per diem per the current fee schedule when not receiving mileage in conjunction with any other Grand Chapter duties.

Grand Officers for Official Visits to their assigned Chapters and District Deputies **for their assigned Schools of Instruction and/or Official Visits (not to exceed two visits) shall receive round trip mileage at the rate on the current fee schedule.** Grand Officers entitled to other mileage reimbursement will be paid at the rate of 20 cents per mile.

ARTICLE XIII REVENUE

PARAGRAPH 14

Section 1.

REVENUE

The Revenue of this Grand Chapter shall be derived from the following sources:

- (a) Annual Grand Chapter Registration Fee per the current fee schedule.
- (b) For every Dispensation to form a new Chapter, plus two (2) copies of the Code of Laws of the Grand Chapter, one (1) Ritual, one (1) copy of the Red Book, four (4) copies of the Secret Work, blank petitions for Degrees and Affiliations as needed, and a scroll Signet No Charge
- (c) For each Charter granted per the current fee schedule.
- (d) For each special dispensation, to be exacted at the discretion of the Worthy Grand Matron per current fee schedule.
- (e) Consolidation or Surrender Fee paid by Consolidating or Surrendering Chapter per current fee schedule.
- (f) Payments on Affiliated or Reinstated Members – Each Chapter shall include in its annual report to the Grand Secretary a fee, per the current fee schedule, for each member who affiliated by Plural-Petition, Certificate of Transfer or Demit, or was reinstated to membership after suspension. Said fee to be collected from those members when affiliated or reinstated to membership.

Section 2.

DUES FROM CHAPTERS

Every Chartered Chapter shall pay annually to the Grand Chapter on or before the 1st day of August of each year the per capita tax which was in effect on the preceding June 30th, and also the Masonic Home Assessment which was in effect on that day, for each Primary Member including Primary Life Members as listed as on the 30th day of June, preceding the making of the Annual Report and every Chapter shall pay for each initiation the fee per the current fee schedule and a fee for any member who affiliated or was reinstated during the year, per the current fee schedule.

- a. **Cannot be Represented** – The members of any Subordinate Chapter whose Grand Chapter per capita tax and assessments are not paid shall not be entitled to vote nor to participate in the business of the Grand Chapter Session.

- b. **Turn Over Fees** – Prior to the annual session of the Grand Chapter, the Worthy Grand Matron and Worthy Grand Patron shall turn over to the Grand Secretary all fees received by them for dispensations or otherwise and report in detail to the Grand Chapter.
- c. **Chapter Assessments** – A Chapter must levy assessments when necessary to meet any special assessment levied by Grand Chapter.

ARTICLE XIV
STANDING COMMITTEES AND DUTIES

PARAGRAPH 15

Section 1. The Standing Committees of this Grand Chapter shall be appointed by the incoming Worthy Grand Matron for the ensuing year, immediately after she is installed. The first named member shall be Chairman of the Committee. The number of members that shall constitute each of the several committees shall be as follows:

- (a) Appeals and Grievances, three members
- (b) Consolidation or Surrender of Charter, six members
- (c) Constitutional Amendments, three members
- (d) Finance, Ways and Means, composed of five (5) members: three (3) Past Grand Matrons, or Past Grand Patrons and two (2) Voting Members. Each year two (2) new members will be appointed one (1) Past Grand Matron or Past Grand Patron, and one (1) Voting Member at-large. The Grand Secretary and Grand Treasurer shall serve as ex-officio members of this committee. The Past Grand Matron or Past Grand Patron serving in the third year of their three-year term on the Finance, Ways and Means committee will be designated the chairperson of the committee.
- (e) Fraternal Relations, one or two members
- (f) Jurisprudence, five members
- (g) Necrology, one member
- (h) Uniform Proficiency Committee, four or five Past Grand Matrons, providing the fifth member is the Worthy Grand Matron going out of office, Worthy Grand Matron, Associate Grand Matron, Grand Conductress and Associate Grand Conductress.
- (i) Registration, eight members
- (j) Revision of Subordinate Chapter By-Laws, three members (one appointed each year)
- (k) Unfinished Business, three members
- (l) Service Dog Committee, two or three members. If there is a General Grand Chapter Service Dog Committee Member from the Jurisdiction of Wisconsin, she/he shall be designated as the Chairman of the Committee; otherwise, a member in good standing appointed by the Worthy Grand Matron shall be designated as Chairman.

Section 2.

Duties of Committees

The Standing Committees of the Grand Chapter shall perform the following specific duties:

(a) **Appeals and Grievances:**

1. To examine all transcripts of trials held by any Subordinate Chapter and report its findings to the Grand Chapter, with recommendations.
2. To examine and report on all appeals from the Proceedings or decisions of any Chapter or their Worthy Matron and recommend proper action to the Grand Chapter.
3. To examine and report on all papers and documents relating to any matter of complaint or grievance pertaining to discipline referred to it; and recommend proper action to the Grand Chapter.

(b) **Consolidation or Surrender of Charter**

1. To assist any Subordinate Chapter anticipating consolidating or surrendering of their Charter.
2. To submit a prepared report to the Worthy Grand Matron as soon as their investigation is completed.
3. To take an inventory of all holdings of a Chapter voluntarily surrendering its Charter or a Chapter whose Charter has been arrested or revoked. To receive and deliver to Grand Chapter Office all books, papers or other Chapter paraphernalia, together with all funds of the Chapter, due or to become due during the year.
4. To investigate and take inventory of all holdings of the Chapter requesting consolidation and submit a report to the Worthy Grand Matron before her approval is given for Consolidation.

(c) **Constitutional Amendments:**

1. To receive and examine all proposed amendments to our Constitution in the Code of Laws that have been presented to Grand Chapter, and to determine whether each is in proper form before being presented as a Resolution
 - a. If found to be in proper form, it is referred to the Committee on Jurisprudence. (Refer to Article XXII, Section 1, for procedure.) (MUST ALSO OBSERVE Article XXIV, Paragraph 25, Rule 10.)
 - b. If the Committee determines that a proposed amendment is not in proper form, or is not clear in its intent or interpretation, the Committee will consult with the author of the proposed amendment to make such changes as will make it acceptable in form and intent.

(d) **Finance, Ways and Means:**

1. To examine the payroll as prepared by the Grand Secretary.
2. To examine all books of account of Grand Officers and report to the Grand Chapter.
3. The Chairman shall act with one Grand Trustee in auditing all bills which seem excessive and act accordingly for payment of same.
4. To approve all bills submitted to Grand Chapter after taking into account the budget for such items and to see that money is available for payment.
5. Prepare and submit to the annual meeting of the Grand Chapter an estimated budget for the ensuing fiscal year.
6. When submitting the annual budget for the ensuing year, if a deficit appears, the recommendation must be made to Grand Chapter to rectify the deficit.
7. To consider all resolutions affecting the revenues and expenditures of the Grand Chapter and make a report thereon.
8. Is authorized to direct that all money belonging to this Grand Chapter, when not needed for current operation of this Grand Chapter, be turned over to the Trustees for investment.
9. To direct the Junior Past Grand Matron and Junior Past Grand Patron to expend all monies in their Grand Chapter Special Project account(s) by December 31st of the year of their Grand Chapter Session. Money not paid out for the specified project will be transferred to the Grand Chapter Checking Account as miscellaneous income on said date.

(e) **Fraternal Relations:**

1. To have charge of all matters of fraternal correspondence referred to it.
2. Review all the proceedings emanating from other Grand Chapters.
3. To make a report to the Grand Chapter.

(f) **Jurisprudence:**

1. To carefully examine all proposals to revise, alter or amend the Constitution, Rules and Regulations of the Grand Chapter, and to determine their legality and thoroughness.
2. To examine all questions, documents, papers and decisions on law and usage to determine legality and proper handling.
3. To make a report to the Grand Chapter.
4. To assist in making decisions pertaining to the Code of Laws when requested to so by the Worthy Grand Matron.

- (g) **Necrology:**
To make a report relative to the deceased members of our Order.
- (h) **Uniform Proficiency:**
1. To conduct yearly proficiency tests under the supervision of the Associate Grand Matron.
 2. Submit a detailed report to the Worthy Grand Matron and the Associate Grand Matron immediately following the completion of the tests given.
 3. Make a report to the Grand Chapter.
- (i) **Registration:**
1. To examine the current receipt for dues.
 2. To collect the annual registration fee from all members and guests, excluding payment from Life Members. However, if a Life Member would like to vote, they must pay the registration fee.
 3. To issue Registration Cards to all registering.
 4. Members of the Committee shall be Past Matrons, Past Patrons, Worthy Matrons or Worthy Patrons.
 5. To issue voting cards and ballots to all Wisconsin members registering.
 6. To retain the signatures of all members registering in a log book with separate pages for Grand Officers, Past Grand Matrons, Past Grand Patrons and a page for each Subordinate Chapter.
 7. To give a report to the Grand Chapter after the formal opening and immediately prior to the election of Grand Officers to ascertain that a quorum has been met and to report on the total number of ballots which may be cast if all registered members are present.
- (j) **Revision of Subordinate Chapter By-Laws:**
1. To review the Subordinate Chapter By-Laws so that they conform to and are in accordance with the Constitution, Rules and Regulations of the Grand Chapter.
 2. To make necessary recommendations to the Chapters.
 3. All changes of Chapter By-Laws must be submitted to this Committee for their consideration.
 4. A copy of their recommendations is to be sent to the individual Chapter concerned and a copy sent to the Worthy Grand Matron.

- (k) **Unfinished Business:**
1. To examine the Proceedings of the previous annual Session or Sessions.
 2. To report all matters pending and other unfinished business of which they may have knowledge.
- (l) **Service Dog Committee:**
1. Shall be responsible for fund-raising efforts in the name of the Grand Chapter to support the financial goals of the Committee. All monies collected shall be paid to the Grand Secretary for deposit in the designated Grand Chapter Charity account for Service Dogs.
 2. The Committee Chairman will discuss with the current Worthy Grand Matron the selection of a reputable organization or organizations that possesses either a current ADI (Assistance Dogs International) or IGDF (International Guide Dog Federation) accreditation or both. No organization will be awarded monetary funds if they do not possess these requirements.

ARTICLE XV
DISPENSATIONS FOR NEW CHAPTERS

PARAGRAPH 16
Section 1.

WORTHY GRAND PATRON MAY GRANT DISPENSATIONS:

During the recess of the Grand Chapter, the Worthy Grand Patron may grant dispensations to form and open new Chapters to twenty-five or more demitted members of the Order or those with Certificate of Membership (not Plural Members), three of whom shall be Master Masons in good standing. Such dispensations shall be attested by the Worthy Grand Matron and authenticated by her Seal.

- (a) **Procedure:**
1. A Petition for Dispensation and duplicate copy for a petition for dispensation for a new Chapter shall be secured from the Worthy Grand Patron.
 2. The Petition for Dispensation with twenty-five or more signatures shall be presented to the Worthy Grand Patron for verification and his official action and signature.
 3. The original Petition for Dispensation and the copy shall then be signed by the Worthy Grand Matron and authenticated by her Seal.
 4. The Worthy Grand Patron, having approved all the necessary requirements, will then issue a Letter of Dispensation to the new Chapter and file the copy in the Grand Chapter office.
 5. After the Letter of Dispensation has been presented to the new Chapter, two (2) copies of the Code of Laws of the Grand Chapter, one (1) Ritual, one (1) copy of the Red Book, four (4) copies of the Secret Work, blank Petitions for Degrees and Affiliation are sent without extra charge.

- (b) Every Letter of Dispensation for a new Chapter granted before April 25th shall be presented at the annual Grand Chapter session. A Letter of Dispensation granted after April 25th shall be held over for one year, and then presented at the Grand Chapter session.
- (c) If the work of a new Chapter is approved, a Charter shall be issued on payment of an additional fee per the current fee schedule. This Charter must be in the Chapter room at all meetings.
- (d) The Worthy Grand Patron may, at the time of instituting new Chapters, grant a Special Dispensation to receive petitions, ballot and confer degrees upon not more than six candidates for the purpose of exemplifying the work.

Section 2. **Petitions for a New Chapter:**

The petitioners for a new Chapter shall hold a preliminary meeting and decide by vote or otherwise whom they will have for their four (4) top officers; if the selection is approved by the Worthy Grand Patron, he appoints them accordingly. At the time of instituting, the Chapter decides who shall fill the other elective offices. The Worthy Grand Patron appoints all other officers selected by the Worthy Matron and Worthy Patron.

- (a) **Who are Charter Members** – The signers of an application for a dispensation, together with the six (6) who receive the degrees at the time the Chapter is instituted, are the charter members and no others.
- (b) **Cannot Sign Petition** – Rejected applicants for affiliation cannot sign a Petition for Dispensation for a new Chapter until two (2) years after rejection.

Section 3. **Signers of Petition:**

The signers of a petition for a dispensation to form and open a new Chapter must be clear on the books. They shall apply to the Chapter of which they are members for a certificate certifying that they are members in good standing of the Order. This certificate must be granted, signed by the Secretary and shall bear the Seal of the Chapter. These certificates, together with the demits of the nonaffiliated signers, shall be sent to the Worthy Grand Patron with the petition for dispensation.

- (a) Demitted members, who are residents of this Grand Jurisdiction, must furnish a demit before signing petition.
- (b) Members of other Grand Jurisdictions must have resided in this State one year before signing and furnish a demit or certificate.
- (c) Demits or certificates in each case must accompany the petition.

- Section 4. **Petition for Dispensation:**
A Petition for Dispensation to form a new Chapter in any city or village, where one or more Chapters already exist, shall be signed by the petitioners and forwarded to the Worthy Grand Patron. He shall forward a copy to each Chapter located in the same city or village, requesting that this petition be read at a Stated meeting and a vote be taken on the question of forming a new Chapter. The Chapter, if they desire, may postpone action until the next Stated meeting when action must be taken. The Secretary of each said Subordinate Chapter shall notify the Worthy Grand Patron, under Seal, the result of the vote.
- Section 5. **Notification to Subordinate Chapters:**
After the Worthy Grand Patron has granted the Dispensation, the Grand Secretary, under Seal of the Grand Chapter, shall notify those Chapters whose members signed the petition of the action of the Worthy Grand Patron and the formation of the new Chapter.
- Section 6. **Dispensation to Grand Secretary:**
Every Dispensation and summary of the proceedings of each new Chapter shall be returned to the Grand Secretary by the Worthy Grand Patron before the opening of the annual session of the Grand Chapter.
- Section 7. **Anniversary Celebration of Chapters:**
Anniversary celebrations of a Chapter are observed ON OR AFTER THE DATE THE CHARTER OF THE CHAPTER WAS GRANTED.

ARTICLE XVI
CHAPTERS UNDER DISPENSATION

PARAGRAPH 17

- Section 1. **Grand Chapter:**
Members from a Chapter Under Dispensation shall be entitled to attend the Grand Chapter Session.
- (a) A member(s) attending Grand Chapter Session from a Chapter Under Dispensation shall be allowed to participate in deliberations but are not entitled to vote.
- (b) Chapters Under Dispensation do not pay Grand Chapter dues.
- Section 2. **Powers**
Chapters Under Dispensation have no power except to receive and act upon Petitions for the Degrees and for Affiliation, initiate candidates and provide for current expenses.
- (a) An instituted Chapter cannot hold meetings after the surrender of the Letter of Dispensation until it has been constituted at which time its Charter is delivered by the Constituting Officer.
- Section 3. **Cannot Have Trustees:**
A Chapter Under Dispensation cannot have Trustees.
- Section 4. **Must Have By-Laws**
A Chapter Under Dispensation must have By-Laws, which together with its records, must be approved by the Worthy Grand Matron and Worthy Grand Patron before a Charter is granted.

Section 5. **Officers Must Be Qualified:**
No Charter shall be granted to a new Chapter until the Worthy Grand Matron and Worthy Grand Patron are satisfied that the proposed officers are thoroughly qualified to properly discharge their duties.

Section 6. **Charter Signatures:**
The Charter of the new Chapter shall be signed by the presiding officers of the Grand Chapter Session which granted the Charter.

ARTICLE XVII
JURISDICTION OF CHAPTERS

PARAGRAPH 18

Section 1.

All Chapters in the State of Wisconsin shall have concurrent Jurisdiction.

ARTICLE XVIII
CONSOLIDATION OF CHAPTERS

PARAGRAPH 19

Section 1.

PROCEDURE

Any two or more Chapters in this State occupying adjacent territory may consolidate their membership into one Chapter. However, before any action is taken, the Worthy Grand Matron is to be notified in writing, under the Seal of the Chapter. She may refer the matter to the Consolidation or Surrender of Charter Committee.

(a) **Procedure for one Chapter consolidating with another Chapter:**

When two Chapters consolidate, the name and number of the Chapter with whom the second Chapter is consolidating must be retained.

1. Resolution to consolidate with another Chapter shall be presented at a Stated Meeting of Chapter 1.
2. All members of the consolidating Chapter 1 residing in this State shall be notified in writing.
3. Resolution to Consolidate shall be read at the next Stated Meeting in Chapter 1. The vote shall be by written ballot. If two-thirds of the members present vote "Yes", it shall be recorded in favor of consolidation.
4. Letter with Resolution must then be sent to Chapter 2 with whom Chapter 1 desires to consolidate.
5. Letter with Resolution is presented and read at a Stated Meeting of Chapter 2.
6. Chapter 2 must notify all of its members residing in this State in writing.
7. Letter with Resolution shall be read again at the next Stated Meeting of Chapter 2. The vote shall be by written ballot. If two-thirds of the members present vote "Yes", it shall be recorded in favor of consolidation.
8. The joint Resolution signed by both Chapters and Seals affixed thereon, shall be sent to the Worthy Grand Matron. This Resolution must be signed by the present Worthy Matron, Worthy Patron and Secretary of both Chapters. This Final Resolution Form may be secured from the Grand Secretary.

(b) **Procedure for three or more Chapters to Consolidate**

When three or more Chapters consolidate, a new name and number must be taken.

1. Resolution to Consolidate shall be presented at a Stated Meeting of each Chapter.
2. All members of each consolidating Chapter residing in this State shall be notified in writing.
3. Resolution to Consolidate shall be read at the next Stated Meeting of each consolidating Chapter. The vote shall be by written ballot. If two-thirds of the members present vote "Yes", it shall be recorded in favor of consolidation.
4. Letters with the outcome of the voting on the Resolution shall then be sent to the other consolidating Chapters. The vote from each Chapter desiring to consolidate must have been recorded in favor of consolidation.
5. The Final Resolution signed by all consolidating Chapters and Seals affixed thereon shall be sent to the Worthy Grand Matron. This Resolution must be signed by the present Worthy Matron, Worthy Patron and Secretary of each Chapter consolidating. Final Resolution Form may be secured from the Grand Secretary.

Section 2.

When to Take Effect:

If the Chapters concerned have voted in favor of Consolidation, and if the Worthy Grand Matron finds that the necessary preliminary requirements have been fulfilled by the Chapters and the necessary action taken to transfer any properties to the consolidated Chapter, such Consolidation shall take effect upon approval of the Worthy Grand Matron. The Worthy Grand Matron may ask the Worthy Grand Patron to assist in the Consolidation Ceremony or, in her absence, conduct the Consolidation Ceremony. The Consolidation Ceremony shall take place at the earliest possible date.

- (a) At the time three or more Chapters are consolidated into one, said Chapter will receive a new Charter, Name and Number. This Consolidation Ceremony shall be at a Special Meeting called by the Worthy Grand Matron and conducted by her or, in her absence, the Worthy Grand Patron.

Section 3.

Consolidation Fee

A fee per the current fee schedule shall be paid to the Grand Chapter by the Consolidating Chapter or Chapters.

Section 4.

Title to Property:

All Property, money and paraphernalia of the Chapters consolidated shall be vested as follows:

- (a) When two Chapters consolidate, it shall be vested in the Chapter with whom the second Chapter is consolidating.
- (b) When three or more Chapters consolidate, it shall be vested in the Chapter named in the new special Charter.

Section 5.

Consolidation and Installation:

The joining Chapters must be consolidated and the officers installed by the Worthy Grand Matron or the Worthy Grand Patron before the new Chapter may lawfully act.

ARTICLE XIX
SURRENDER OR REVOCATION OF CHARTER

PARAGRAPH 20

Section 1.

How Law Applies

A Subordinate Chapter in this Grand Jurisdiction may be dissolved:

- (a) By voluntarily surrendering its Charter.
- (b) By revocation of its Charter by the Grand Chapter.

Section 2.

Surrender of Charter

Any Chapter considering surrender shall immediately notify the Worthy Grand Matron and the Chairman of the Consolidation or Surrender of Charter Committee, under seal of the Chapter, before any action is taken by the Chapter.

- (a) The proposition to surrender charter shall be presented by resolution at a Stated Meeting of the Chapter. This resolution shall lie over and be acted upon at the next Stated Meeting. All the Chapter members shall have written notice. A two-thirds "yes" vote of members present shall be required to surrender a Charter.
- (b) A fee per the current fee schedule shall be paid to the Grand Chapter by the surrendering Chapter.

Section 3.

Revocation or Suspension of Charter

The Charter of a Chapter may be revoked or suspended by the Worthy Grand Matron for the following reasons:

- (a) Disobedience of any provision of the Constitution, Rules and Regulations of the Grand Chapter.
- (b) Violation or neglect of the generally recognized usages of the Order or the Landmarks of the General Grand Chapter.
- (c) Disregard of the lawful authority of the Worthy Grand Matron.
- (d) Failure to meet during the period prescribed by the laws of the Grand Chapter.
- (e) Failure to make returns or pay its dues or assessments to the Grand Chapter for two consecutive years.
- (f) Dissension, disrespectful or unfraternal conduct between members that would affect the welfare of the Chapter and the Order of the Eastern Star.

Section 4.

Chapters Shall be Notified

No Charter shall be suspended or revoked until the Chapter shall have had written notice and an opportunity to be heard at a time and place specified in such notice.

Section 5.

Status of Members When Charter is Surrendered or Revoked

Whenever a Charter of a Chapter shall be surrendered or revoked, the members of such Chapter not suspended or in arrears for dues at the date of the surrender or revocation shall be nonaffiliated members in good standing and shall receive a demit from the Grand Secretary. Those members who receive demits should affiliate with another Chapter as soon as possible. Those members in arrears for two (2) years shall be suspended members.

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- (a) Status of Dual/Plural Member – The Dual Chapter of the member automatically becomes the Home Chapter. A Plural Member may choose which Chapter becomes her/his Home Chapter.
- (b) Upon the delivery of the books and records of the Chapter to the Grand Secretary, each member of the Chapter, upon verification of good standing, shall be entitled to receive a demit from the Grand Secretary under the Seal of the Grand Chapter.

Section 6.

When Charter is Voluntarily Surrendered, Arrested or Revoked

Whenever any Chapter shall voluntarily surrender its Charter, or the same shall be arrested or revoked, it shall be the duty of the Consolidation or Surrender of Charter Committee, assisted by the Worthy Matron, Worthy Patron, Associate Matron or Associate Patron of the Chapter, in that order, to take an inventory of all holdings of the Chapter. The Secretary's minutes, cash books, membership ledger, Treasurer's books, all proceedings, all funds of the Chapter due or to become due during the year, shall be received by the Committee and delivered to the Grand Chapter Office. Other Chapter paraphernalia may be turned over to the Grand Chapter or disposed of at the discretion of the Chapter.

- (a) In case a Charter is restored, all properties and money which came into the possession and custody of the Grand Chapter as set forth in Section 6, together with all securities turned over to the Grand Chapter (except the Grand Chapter dues) may be returned in whole or in part to the Chapter so restored, at the discretion of the Grand Chapter. A receipt shall be issued to the Grand Chapter for all money and properties returned.

Section 7.

Arrest of Charter

If, for any reason, during the recess of the Grand Chapter, the Worthy Grand Matron arrests the Charter of a Subordinate Chapter, such action shall be reported by the Worthy Grand Matron, with her reasons therefore, at its next annual session.

Section 8.

Arrest and Revocation

The arrest of a Charter is a temporary suspension of the functions of the Chapter until final action shall be taken by Grand Chapter.

- (a) The revocation of a Charter is the final action of Grand Chapter declaring such Charter forfeited. When this action is taken, the Chapter becomes extinct.

Section 9.

Appeals

- (a) When a Charter of a Subordinate Chapter has been arrested or suspended by the Worthy Grand Matron, an appeal may be made to the Appeals and Grievances Committee by any member of said Chapter within fifteen (15) days after the arrest or suspension of such Charter. This appeal shall be heard at the next session of the Grand Chapter. Its decision shall be final.
- (b) No appeal or resort to the courts of law or equity of this State or elsewhere shall be made or taken by any member aggrieved by the decision of the Worthy Grand Matron or Grand Chapter arresting, suspending or revoking a Charter.

ARTICLE XX
RESTORATION OF CHARTER

PARAGRAPH 21

Section 1.

Status of Members When Charter is Restored

When a Charter of a Chapter which has been surrendered or forfeited is restored, the members of such Chapter at the time of surrender or forfeiture shall again become members thereof, except those who have Grand Chapter demits and neglect to surrender them to such Chapter within six months of restoration.

Section 2.

Procedure for Restoration of Charter

The method of procedure for the restoration of a Charter shall be as follows:

- (a) Twenty-five or more members who composed such Chapter at time of arrest, surrender or revocation of Charter shall meet and adopt resolutions requesting that such Charter be restored.
- (b) Such action shall be followed by a petition to the Grand Chapter and sent to the Grand Chapter Office at least thirty (30) days prior to the next Grand Chapter Session, setting forth the reasons for such request. The petition shall be signed by members interested, giving names and addresses.
- (c) Such petition shall be forwarded by the Grand Chapter Office to the Worthy Grand Matron and presented by her to the Grand Chapter at the annual session following the receipt of such petition. She shall make such recommendations as in her judgment are for the best interests of the Order.
- (d) All the papers relative to such request for restoration of Charter shall be retained by the Grand Chapter Office.

Section 3.

Expense, How Paid

The expense incident to restoring an arrested or forfeited Charter of a Chapter shall be borne by the restored Subordinate Chapter.

ARTICLE XXI
METHOD OF APPEAL

PARAGRAPH 22

Section 1.

Appeal to Grand Chapter

An appeal to the Grand Chapter may be taken as follows:

- (a) By any member of a Chapter who with sufficient knowledge does not agree with a ruling of the Worthy Matron or action of the Chapter. Such an appeal must be in writing and made within three (3) months after the action taken.
- (b) By an accused member provided such appeal is in writing and made within three (3) months of conviction or sentence.

Section 2.

Secretary to Make True Copy

When an appeal is taken, it shall be the duty of the Worthy Matron or Secretary to make a true and complete transcript of all the proceedings held and evidence taken in the case. It shall be certified and together with a copy of the appeal be sent immediately to the Worthy Grand Matron.

Section 3. **Procedure When Transcript is Received**

The Worthy Grand Matron on receipt of such transcript and appeal shall proceed to examine the papers and the evidence so transmitted and without additional testimony confirm the judgment already rendered or remand the cause for a new trial, with instructions on how to proceed.

ARTICLE XXII
AMENDMENTS TO THE CONSTITUTION

PARAGRAPH 23

Section 1.

All Amendments to change the Constitution must be received by the Grand Secretary by the first business day following January 10th who will then refer them by January 20th to the Committee on Constitutional Amendments for proper form. (See Article XIV). By February 15th, this Committee will refer them to the Committee on Jurisprudence for a determination of their legality and thoroughness, and by March 15th, the Committee on Jurisprudence will return them to the Committee on Constitutional Amendments with their approval or disapproval in writing. Those proposed amendments that have been accepted favorably as to form, intent and legality by both Committees will be given to the Grand Secretary who will make immediate distribution to all Chapters. Those not thus accepted will be returned to their authors or sponsors with an explanation.

Section 2.

The accepted proposed amendments will be presented to the next Session of Grand Chapter by the Committee on Constitutional Amendments.

- (a) If the proposed amendment is approved by 95% affirmative vote of the voting members present, it shall become adopted and effective immediately or on a date specified in the amendment.
- (b) If the proposed amendment is approved by a majority of voting members present, but less than 95%, such proposed amendment shall then lie over until the next Annual Session, when, if adopted by a two-thirds vote of voting members present, it shall become adopted and effective immediately.

ARTICLE XXIII
REPEAL OF FORMER LAWS

PARAGRAPH 24

Section 1.

All laws, rules, regulations and decisions of any nature whatsoever heretofore in force but not contained in the Constitution, Rules and Regulations adopted by the Grand Chapter in September 1972 and updated in 1987 and the Penal Code adopted by the Grand Chapter at the May 1976 Session, are hereby repealed.

ARTICLE XXIV
RULES OF ORDER FOR THE GRAND CHAPTER

PARAGRAPH 25

- Rule 1 The Annual Session of the Grand Chapter, provided a constitutional number of Chapters be represented, shall be opened in the usual form by the Worthy Grand Matron, at a time so designated on the 3rd Tuesday in May; provided, however, that in the event of an emergency, the Worthy Grand Matron may, with the approval of the Grand Trustees, change the date of such Annual Session for that year to another date.
- Rule 2 The Worthy Grand Matron shall fill the office of any Grand Officer not present.
- Rule 3 The Worthy Grand Matron, immediately after the opening of the Grand Chapter, shall fill all vacancies in the Standing Committees.
- Rule 4 The Grand Chapter, unless otherwise directed by the presiding officer, shall proceed with its business in the following order:
1. Receive Partial Report of Committee on Registration.
 2. Grand Trustees Report, first order of business on the second day of Annual Session.
 3. Annual Address of Worthy Grand Matron.
 4. Annual Address of Worthy Grand Patron.
 5. Report of Committee on Registration.
 - a. Books of voting members of the Registration Committee close promptly at 9:00 A.M. Wednesday.
 6. Election of Grand Officers
 - a. Time – 10:00 A.M. Wednesday, promptly.
 7. Unfinished Business.
 8. New Business.
 - a. Adoption of Annual Budget and Per Capita must be the first order of new business.
 - b. Resolutions, Motions and other new business.
 9. Report of Grand Secretary.
 10. Report of Grand Treasurer.
 11. Reports of Standing Committees.
 12. Reports of Special Committees.
 13. Miscellaneous Business.
 14. Installation of Grand Officers.

Rule 5

1. "All Resolutions shall be in writing with the Name(s) of the sponsoring member(s), and the Chapter name, number and City of each, endorsed thereon, and received by the Grand Secretary by the first business day following January 10th in order to be considered at the next Annual Session. (See Article XXII, page 27 for further procedure.) The Titles of those Resolutions approved shall be Read on the opening day of Grand Chapter, when, upon duly seconded, they shall be submitted for consideration and decision at the Grand Chapter Session."
2. The Resolutions shall use the following format:
 - (a) Begin with a statement of the purpose of the Resolution: (The purpose of this Resolution is to change [add to] the Constitution, or Red Book of the Grand Chapter, Order of the Eastern Star of Wisconsin:)
 - (b) Resolution Statement: (Be it Resolved that the following revisions be made to the Constitution, or Red Book of the Grand Chapter of Wisconsin:)
 - (c) Location(s) affected by the Resolution: (Article #, Title of the Article; Paragraph #, Section #, or Rule#, and Page #)
 - (d) Which now Reads: (the current wording from the Constitution, or Red Book)
 - (e) Be changed to read: (indicate what is being changed, or added [the preferable presentation is to line-out what is being deleted and underline what is being added])
 - (f) If other portions of the Constitution or Red Book are being changed, they would be presented in the same format.
 - (g) Rationale; (Reason for making the change in layman terms.)

- Rule 6 All business and reports must be disposed of before the Session of the Grand Chapter is closed, except business and reports held over by virtue of the Constitution or by consent of the Grand Chapter.
- Rule 7 All reports of officers and committees shall be written or printed and signed. If a report is presented at the Grand Chapter Session which includes a recommendation, the report and the recommendation must be voted upon separately.
- Rule 8 No voting member shall speak more than twice upon the same question without the permission of the presiding officer or the consent of the Grand Chapter.
- Rule 9 Any voting member may call for a division of a question if divisible and may request a vote by roll call.
- Rule 10 No motion or resolution involving the expenditure of money shall be adopted until the same shall have been reported upon by the Committee on Finance, Ways and Means.
- Rule 11 Motions to lay on the table, for the Orders of the Day, for the previous question, to call off and to close, shall be decided without debate.
- Rule 12 After a question has been decided, it shall be legally permissible for any member who voted with the majority to move for reconsideration; provided that such motion is made on the same day that the original proposition was presented and determined. No discussion of the main question shall be allowed unless reconsidered, and no reconsideration of any vote, except one deciding an original motion, shall be in order.
- (a) If such motion for reconsideration is carried and the original proposition is not then disposed of such original proposition may be laid over from day to day. Such motion, question, resolution or other proposition, if not finally disposed of before the close of the annual session, shall be considered lost.

- Rule 13 (a) All motions shall be seconded and stated by the presiding officer before they shall be open for debate or action by the members present.
- (b) Any motion passed by the required majority at one Grand Chapter Session will be in effect until the next Grand Chapter Session, at which time, if not presented in the form of a Resolution and passed by the required majority at that time, will cease to be in effect.
- Rule 14 A majority vote of the members present shall determine all questions except as otherwise specifically provided.
- Rule 15 Any member persisting in the violation of these Rules of Order, after being called to order by the presiding officer, may be reprimanded or excluded from the meeting of Grand Chapter.
- Rule 16 Parliamentary law, according to Roberts Rules of Order current edition not in conflict with these Rules, shall govern the deliberations of the Grand Chapter.
- Rule 17 These rules may be amended at any annual session by a two-thirds vote.

ARTICLE XXV
MISCELLANEOUS PROVISIONS

No member or group of members of the Grand Chapter or a Subordinate Chapter shall use the Eastern Star emblem or any part or parts of the title "The Order of the Eastern Star" in designation of any organization, group or society for commercial purposes. Names of Eastern Star members may not be given out for the purpose of solicitation.

**THIS SPACE LEFT BLANK
TO PROVIDE A DIVISION
BETWEEN THE CONSTITUTION OF GRAND CHAPTER
AND THE RULES AND REGULATIONS
OF THE SUBORDINATE CHAPTERS**

RULES AND REGULATIONS FOR SUBORDINATE CHAPTERS

TITLE I

LEGAL CHAPTERS

PARAGRAPH 26

Section 1.

Chapter and Charter

Every Subordinate Chapter in this Grand Jurisdiction must have a Charter from this Grand Chapter, or a dispensation, and no Chartered Chapter shall proceed to work until it shall have been regularly constituted.

- (a) When the Charter of a Chapter has been destroyed by fire or otherwise, the Worthy Grand Matron shall direct the Grand Secretary to issue a duplicate Charter without charge.
- (b) Every Chapter must have printed By-Laws for their members. These By-Laws shall be kept current with the Grand Chapter Code of Laws.

Section 2.

Seal

Within thirty (30) days from the date of receiving its Charter, every Chapter shall procure a Seal with the name, number and location of the Chapter and such other device as may be deemed properly engraved thereon.

- (a) All official correspondence and documents emanating from any Chapter shall have the Seal affixed thereon and signed by the Worthy Matron and Secretary. (Invitations to social meetings excluded.)

Section 3.

Communication with Illegal Chapters

Chapters outside this Grand Jurisdiction shall not be considered legal or regular by this Grand Chapter unless they hold a Charter or dispensation from a Grand Chapter or unless it is a Chapter recognized by the General Grand Chapter. Fraternal relations with illegal Chapters or their members are prohibited.

TITLE II

CONSTITUTION AND LAWS

PARAGRAPH 27

Section 1.

Must Have Constitution

Every Subordinate Chapter in this Grand Jurisdiction shall be required to keep a copy of the Constitution, Rules and Regulations in the Chapter room. It shall be in the custody of the Secretary and on the desk during each meeting.

Section 2.

General Grand Chapter to Govern

When questions of law arise which have not been ruled upon by the Grand Chapter, Chapters should be guided by the rules that govern the General Grand Chapter under similar circumstances. If the answer is not available in the Grand Chapter Code of Laws or the General Grand Chapter Rules and Regulations, it should then be referred to the Grand Lodge Code only under the same circumstances.

Section 3.

By-Laws

Each Subordinate Chapter shall frame its own By-Laws which must conform to the Constitution, Rules and Regulations of this Grand Chapter, the Landmarks and Ritual of the Order. Those By-Laws shall be approved by a Committee appointed by the Worthy Grand Matron.

- (a) A revision, amendment or repeal of the By-Laws of any Subordinate Chapter shall not become operative until approved by the Grand Chapter Committee.
- (b) Amendments:
 1. The By-Laws of a Chapter are amended by submitting the proposed amendment in writing. No vote of final adoption may be taken on a Resolution until approval has been given by the Committee on Revision of By-Laws to the Chapter.
 2. The Resolution to amend your Chapter By-Laws must give the wording as found in your By-Laws, then when amended shall read as proposed. The Resolution must be signed by a member or members who presented it at a Stated Meeting of the Chapter. A copy of such Resolution shall be sent to the Revision of Subordinate Chapter By-Laws Committee of the Grand Chapter immediately after presentation to the Chapter and before voting at a subsequent meeting.
 3. Such proposed amendment must lay over until approved by the Grand Chapter Committee.
 4. The Secretary must notify all resident members in writing of the proposed amendment.
 5. The proposed amendment must receive a two-thirds vote of all members present and voting at the Stated Meeting.

TITLE III
MEETINGS OF CHAPTERS

PARAGRAPH 28

Section 1.

Stated or Special

The meetings are either Stated or Special.

- (a) Stated Meetings are those provided by the By-Laws of the Chapter. All powers of the Chapter may be exercised at such meetings.
- (b) Special meetings are such as may be called by the Worthy Matron, or other lawful authority, for special purposes. No business shall be transacted except that specified in the call or notice. The Chapter may open in short form and must close in regular form at this meeting. The minutes of the previous meeting are only read at a Stated Meeting unless included in the call or notice.
- (c) All Stated and Special meetings start at the time specified in the Chapter By-Laws. Special meetings may be called at another time only if so, stated in the Chapter By-Laws or by Special Dispensation granted by the Worthy Grand Matron.
- (d) Months of Recess
During the months of recess, the financial obligations of a Chapter shall be transacted by the Worthy Matron, Secretary, and Treasurer. Funeral services may be performed, and social events held during the months of recess.

Section 2.

Meetings Per Month

Chapters must hold at least one (1) Stated Meeting a month, except the two months, if any, when the Chapter may decide to hold no meetings. In order to transact business, a quorum must be present.

- (a) Seven (7) members of the Chapter, including one of the first four officers shall constitute a quorum for the transaction of business. If only seven (7) members and no visitors are present then the seven (7) members must fill the following stations: Worthy Matron (or Worthy Patron), Associate Matron, Secretary, Conductress, Chaplain, Warder, and Sentinel. These seven stations must be filled at every meeting. If seven (7) members or more, including one of the top four officers, and also visiting members are present, then visiting members may assist in assuming any station, including any of the above seven, so that business may be transacted.
- (b) The Charter of the Chapter or Dispensation must be present at every meeting.
- (c) **Bible Upon the Altar**
Business cannot be legally transacted unless the open Bible is upon the Altar.

Section 3.

May Call Off

Subordinate Chapters that cease to hold meetings for a definite period not exceeding two months during the year shall incorporate this in their Chapter By-Laws. Chapters are not required to inform the Grand Secretary of the recess.

- (a) If a Stated Meeting falls on Christmas Eve, Christmas, New Year's Eve, New Year's, Thanksgiving Eve, Thanksgiving, Ash Wednesday, Maundy Thursday, Good Friday, Passover Eve, Passover, Rosh Hashanah Eve, Rosh Hashanah, Yom Kippur Eve, Yom Kippur, Memorial Day, July Fourth, Labor Day, or the Monday, Tuesday, Wednesday or Thursday that conflict with Grand Chapter attendance, such meeting may be suspended by a majority vote of the members present at a previous Stated Meeting.
- (b) A Chapter which holds only one Stated Meeting each month for the required ten (10) months of the year CANNOT let that Stated Meeting go by default or vote to suspend it at a previous Stated Meeting for any of the above special mentioned calendar days in part (a).
- (c) Chapters meeting only once a month for 10 months must make provision in their By-Laws to provide an alternate date if the Stated Meeting falls on one of the days listed in (a) above or goes by default.

Section 4.

No Sunday Meetings

No meeting shall be held on Sunday except for the purpose of Installation of Officers or for conducting a funeral service.

Section 5.

The hour of meeting as stated in the By-Laws of a Chapter cannot be changed without amending the By-Laws or by a Special Dispensation granted by the Worthy Grand Matron.

Section 6.

All members attending a meeting shall be required to show a receipt for dues or a demit issued within one year.

TITLE IV
OFFICERS OF A CHAPTER

PARAGRAPH 29

Section 1.

Eligibility to Office

All officers of a Chapter, elected and appointed, shall be a member of said Chapter. A plural member holding membership in two Grand Jurisdictions may hold office in both jurisdictions at the same time; however, said member may not hold an elected office in both jurisdictions at the same time.

- (a) It is not necessary to serve as Associate Matron to be eligible to the office of Worthy Matron.
- (b) Any member holding office must have a current receipt for dues.
- (c) Plural Members – A plural member may serve as an elective officer in all Chapters, except Worthy Matron, Secretary and Treasurer may not hold the same office in any of the Chapters. If the same person is to hold the same office in two Chapters, she/he should be allowed to serve in both Chapters at the same time during the period between the time of her/his Installation in the second Chapter and her/his term in the first Chapter ends. A Plural member may also hold an elective office in one Chapter and an appointive office in the other or hold an appointive office in both Chapters. Grand Chapter voting members may represent only one of the Chapters.

Section 2.

The Elective Officers

The Elective Officers of a Chapter shall consist of Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress, Associate Conductress, and three Trustees.

Section 3.

When Elected

The officers shall be elected annually. Each officer shall be elected separately by a majority vote of the members present at a Stated Meeting in April.

- (a) The Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress, Associate Conductress and Trustee shall be nominated without tribute or praise and elected in the above-named order. If there is more than one nomination for any office, election shall be made by written ballot; otherwise, it shall be by the usual voting sign of the Order. A majority of votes cast shall be necessary to elect. Blank ballots shall not be counted as votes cast. However, if the Chapter so desires by a majority vote of the members present, the Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress, Associate Conductress and Trustee may be elected by written ballot throughout, in the above-named order. A majority of votes cast shall be necessary to elect. Blank ballots shall not be counted as votes cast.
 - 1. Before nomination, consent of the nominee to hold office must be secured by the one nominating.
 - 2. Nothing herein shall prohibit the election of any eligible member who has not been verbally nominated.
 - 3. Electioneering is prohibited and the same procedure for penalty shall hold true as provided in the election of Grand Officers.
 - 4. The only members of a Chapter who are eligible to hold two offices at the same time are the Trustees, who may be any appointed officer or the elected offices of Associate Patron, Conductress and Associate Conductress.

- Section 4. **Trustees**
At the first election of Trustees, one (1) shall be elected for one (1) year, one (1) for two (2) years and one (1) for three (3) years, and thereafter at time of the election one (1) Trustee shall be elected for a term of three (3) years. A dispensation is not necessary to hold an election to fill a vacancy in the office of Trustee.
- Section 5. **Appointive Officers**
The Appointive Officers shall consist of Chaplain, Marshal, Organist, Adah, Ruth, Esther, Martha, Electa, Warder and Sentinel, who shall be appointed by the Worthy Matron Elect.
- Section 6. **Cannot Resign or Demit**
The first four officers cannot resign or demit during their term of office, except that the Associate Matron and Associate Patron may resign to accept a higher office providing the vacancy in said office occurs before February 1st.
- Section 7. **Newly Installed Officers Must Sign**
All reports and correspondence emanating from a Chapter after Installation of Officers must be signed by the newly installed officers.

TITLE V
DUTIES OF OFFICERS

PARAGRAPH 30

Section 1.

Worthy Matron

The Worthy Matron:

- (a) Presides at all meetings of the Chapter, except during the conferring of the Degrees.
- (b) May call upon the Worthy Patron to preside at any time.
- (c) See that the Constitution, Rules and Regulations are strictly enforced.
- (d) Appoints all committees.
- (e) Sees that the officers perform their respective duties.
- (f) Fills the stations of absent officers. In the absence of the Worthy Patron and Associate Patron, any Brother may fill the office of Worthy Patron.
- (g) May ask visitors to pro tem offices.
- (h) Is in charge of the Charter or Dispensation.
- (i) Decides all questions of law and order and conducts its business.
- (j) Is accountable to the Grand Chapter for any abuse of these powers.
- (k) Casts the deciding vote in case of a tie if she has not voted as a member.
- (l) Cannot be tried by her Chapter. She can only be tried by Grand Chapter.
- (m) Is a member of the Finance Committee with the Worthy Patron and the Associate Matron.

- Section 2. **Worthy Patron**
Worthy Patron shall:
- (a) Preside during the conferring of degrees and at other times at the request of the Worthy Matron.
 - (b) See that the officers proficiently perform their duties.
 - (c) Serve as a member of the Finance Committee.
 - (d) Report to the Chapter any Brother who has lost his Masonic Affiliation.
- Section 3. **Associate Matron**
The Associate Matron shall perform the duties pertaining to her office, and in the absence of the Worthy Matron, assume her powers, duties and prerogatives.
- (a) In the absence of the Worthy Matron, a Past Matron cannot take the Worthy Matron's station and preside at the Stated Meeting when the Associate Matron is there and wishes to serve.
 - (b) She shall serve as a member of the Finance Committee.
- Section 4. **Associate Patron**
The Associate Patron shall perform the duties pertaining to his office and in the absence of the Worthy Patron assume his powers, duties and prerogatives.
- (a) In the absence of the Worthy Patron, a Past Patron cannot take the Worthy Patron's station and preside at the Stated Meeting when the Associate Patron is there and wishes to serve.
- Section 5. **Secretary**
The Secretary may receive money from members in payment of dues at any time.
- (a) The Secretary shall give a blank petition to any member requesting the same.
 - (b) When officers are absent, the Secretary shall record the names of the pro tem officers.
 - (c) Secretaries of Subordinate Chapters shall purchase Eastern Star Rituals, Red Books, Code of Laws, and additional Proceedings of the Grand Chapter from the Grand Secretary of the Grand Chapter and upon request may sell them to any member in good standing.
 - (d) Secretaries of Subordinate Chapters must secure minute books and other materials from the Grand Secretary in order to maintain use of uniform supplies.
 - (e) Secretaries should keep a record of members nearing the time to receive Life Membership and contact the Grand Secretary who will establish proof as found in records in that office.
 - (f) Within ninety (90) days from the end of the Subordinate Chapter fiscal year (June 30) the Secretary at a Stated Meeting, will make a report of the membership information as submitted to Grand Chapter. This written report, when accepted by motion, is filed with the Secretary.

Section 6. **Treasurer**

The duties of the Treasurer are:

- (a) The Treasurer will give a financial report at one Stated Meeting a month.
- (b) Within ninety (90) days from the end of the Subordinate Chapter fiscal year (June 30), the Treasurer, at a Stated Meeting, will make a report of all funds received and disbursed by her/him. This written report, when accepted by motion, is filed with the Secretary.

Section 7. **Duties of Trustees**

It shall be the duty of the Trustees to have a general supervision of the investments and property of the Chapter.

- (a) They shall have the custody of all bonds, savings and securities belonging to the Chapter.
- (b) They may loan any surplus funds of the Chapter for a member's emergency with the consent of a majority vote of the members present at any Stated Meeting. All property and assets, together with all money belonging to the Chapter shall, at all times, be subject to the direction and vote of the Chapter.
- (c) The Trustees shall keep an up-to-date inventory of all property and assets belonging to the Chapter.
- (d) Within ninety (90) days from the end of the Subordinate Chapter fiscal year (June 30), the Trustees, at a Stated Meeting, will make a detailed report of all money which has been turned over to them by the Chapter for investment, together with a statement showing any and all cash in their possession or in the bank. This written report, when accepted by motion, is filed with the Secretary.
- (e) Within ninety (90) days from the end of the Subordinate Chapter fiscal year (June 30), the Trustees, will make a complete audit of all books and vouchers of the Secretary and Treasurer and make an annual detailed report to the Chapter at a Stated Meeting. This written report, when accepted by motion, is filed with the Secretary.
- (f) The Trustees shall secure the funds of the Chapter in the event of the death, incapacitating illness or absence of the Treasurer so that such funds are not frozen by the financial institution holding same.

Section 8. **Duties of Finance Committee**

The Finance Committee, consisting of the Worthy Matron, Worthy Patron and Associate Matron, shall examine all bills and accounts of indebtedness against the Chapter.

- (a) The bills, when authorized by their signatures, shall be reported by the Secretary to the Chapter.
- (b) If approved by the Chapter, the Worthy Matron shall order the bills paid.

Section 9. **Annual Reports**

Within ninety (90) days from the end of the Subordinate Chapter fiscal year (June 30), the Secretary, Treasurer, and Trustees must give their annual report. Each written report, when accepted by motion, is filed with the Secretary.

Section 10. **All Other Officers**

All other officers shall perform the duties appropriate to their several stations and be subject to the Order of the Chapter and their superior officers.

- Section 11. **Officers' Station**
Every Officer of the Chapter should be in her or his proper station during the opening and closing ceremonies unless serving as a pro tem for one of the seven officers for a quorum. If an officer is so afflicted that she or he cannot walk or stand to perform the duties of that office, there may be a pro tem at the station and the officer may remain in the Chapter room.
- Section 12. No officer shall perform the duties of the office to which she or he has been elected until she or he has been installed.

TITLE VI
INSTALLATION OF OFFICERS

PARAGRAPH 31

- Section 1. **When Officers to be Installed**
All the officers of a Subordinate Chapter, except Trustee, shall be installed after the close of the immediate Grand Chapter Session in May and no later than the 30th day of June.
- (a) The Trustee or Trustees elected to office shall assume office at the time of Installation.
- Section 2. **When Officer Declines to be Installed**
In case an officer or officers of a Chapter, who have been regularly elected, decline to be installed by a written notice to the Secretary, the Worthy Matron shall order the Secretary to notify the resident members in writing that at a subsequent Stated or Special Meeting, an election will be held to fill the office or offices of the officer or officers who decline to be installed. No dispensation is necessary.
- Section 3. **Must Be Installed**
Re-elected, as well as newly elected officers, must be installed and no officer shall perform the duties of the office to which she or he has been elected or appointed until she or he has been installed.
- (a) An officer cannot be installed by proxy.
- (b) Officers may be installed at a Special Meeting.
- (c) The Installing Officer must be a Worthy Matron or Past Matron or a Worthy Patron or Past Patron of a legally Chartered Chapter.
- (d) The newly elected Worthy Matron shall select the necessary installing officers.
- (e) A Sister or Brother against whom charges have been preferred cannot be installed as an officer of a Chapter while the same are pending.
- (f) Other officers may be installed even though the Worthy Matron-Elect is sick or unable to be present.

TITLE VII
VACANCIES IN OFFICE

PARAGRAPH 32

Section 1.

How Occur

Vacancies in the office of Worthy Matron, Worthy Patron, Associate Matron and Associate Patron occur: First, in death; second, by resignation from office, if they so wish, after having permanently moved from this Grand Jurisdiction; third, by final judgment of suspension or expulsion from the Order; and fourth, by resignation of the Associate Matron or Associate Patron to accept a higher office.

- (a) Who Succeeds to the Office of Worthy Matron and Worthy Patron?
Upon the death, inability to serve physically or mentally, or resignation of the Worthy Matron or Worthy Patron, if they so wish, after having moved from this Grand Jurisdiction; the Associate Matron or Associate Patron, respectively, may resign to accept the higher office providing that the vacancy occurs before February 1st. If such vacancy occurs after February 1st, the Associate Matron or Associate Patron succeeds to the powers, privileges, prerogative and responsibilities of the office of Worthy Matron or Worthy Patron, but she or he is still Associate Matron or Associate Patron.

Section 2.

Vacancies in Other offices

Vacancies in other offices may occur by death, demission, and resignation from office, if the officer has permanently moved from this Grand Jurisdiction, or by election or appointment to and acceptance of another office in said Chapter. In certain extreme cases of incapacitation, it could be a matter of grave importance that the Secretary be relieved of her/his station and a new Secretary should then be allowed to be elected; first with the request of the resigning officer, with her/his reasons presented to the Chapter. After approval of the Chapter, then with referral to and approval by the Worthy Grand Matron, or a committee appointed within the Grand Chapter for such purpose, a Chapter could be allowed to hold an election to replace the Secretary.

Section 3.

Vacancies in office should be filled as soon as possible after they occur.

- (a) If it be an appointive office, the Worthy Matron shall appoint another in her or his place as pro tem.
- (b) If a vacancy occurs in an elective office, other than the first four, it shall be filled by election by a majority ballot of the members present at a Stated Meeting. Due notice of the meeting at which such election shall take place shall be given by the Secretary to resident members.

Section 4.

Vacancy in Office of Secretary or Treasurer

In case of a vacancy in the office of Secretary or Treasurer, the Worthy Matron shall be the Custodian of the books of that office until the vacancy is filled by the election and installation of such officer, when the books shall be turned over to that officer. During the vacancy, the Worthy Matron, as Custodian of the books, has the authority to sign all checks and vouchers.

TITLE VIII
PETITIONS FOR DEGREES

PARAGRAPH 33

Section 1.

Who Eligible

Membership is limited to those persons as defined by the adopted Ritual of the General Grand Chapter.

- (a) The affiliated Master Mason must be a member of a Masonic Lodge in Wisconsin, or a Masonic Lodge in a Grand Jurisdiction recognized by the Grand Lodge F. & A. M. of the State of Wisconsin.
- (b) An affiliated Master Mason shall be understood to be a Master Mason who has paid all dues and assessments properly chargeable against him and who enjoys all the privileges and benefits that flow from membership in his lodge.
- (c) For the purpose of establishing Masonic relationship, the fact of the death of a Master Mason, who while living was an affiliated Master Masons, shall not deprive his female relatives who meet the requirements for membership eligibility as outlined in the Ritual of the General Grand Chapter, to membership in the Order of the Eastern Star.
- (d) A divorced woman cannot petition a Chapter by virtue of her divorced husband's Masonic standing.
- (e) A widow of a Master Mason, a member in good standing at the time of his death, loses her right to petition to become a member in the Order of the Eastern Star if she marries a non-Mason.

Section 2.

Petition for Degrees in Writing

All Petitions for Degrees must be in writing and in the form prescribed by the Grand Chapter, signed by the applicant, accompanied by the initiation fee, and recommended by two members of the Chapter.

- (a) There shall be but one fee for initiation which shall be fixed. No Chapter shall confer the degrees for less than the fee on the current fee schedule. The amount shall accompany the Petition.

Section 3.

When Petition Received

A petition must be presented at a Stated Meeting of a Chapter and shall not be considered by a Subordinate Chapter until it is read in open Chapter at a Stated Meeting.

- (a) If a Petition is received, it cannot be withdrawn.
- (b) After being read, the Petition is referred to a Committee for Investigation and must lie over until the next Stated Meeting of the Chapter.
- (c) Six days must elapse after a petitioner has been elected before the degrees can be conferred, unless a special dispensation is granted by the Worthy Grand Matron to waive that time limit.
- (d) A petitioner initiated after October 1st in any year shall be charged only a prorated part of the annual dues for that year, but not less than the Per Capita Grand Chapter tax which must be paid in full for the year in which the petitioner is initiated.

Section 4. A Chapter may not receive a Petition if any member of the Chapter objects to its reception. The Secretary must record the name of the objector in the minutes.

Section 5. If a Petition is rejected, the fees advanced by the petitioner must be returned to her or him.

Section 6. A rejected petitioner for the degrees shall not again petition a Chapter until two months after such rejection.

Section 7. **Forfeits Fees**

A candidate failing to appear to receive the degrees for one year after election forfeits the fees to the Chapter; in case the candidate wishes to receive the degrees, a new ballot must be taken, which must be clear, but not a new petition.

- (a) By vote of the Chapter, the fees may be returned to a petitioner who has been elected but does not wish to be initiated.

TITLE IX **PETITIONS FOR AFFILIATION**

PARAGRAPH 34

Section 1.

Petitions for Affiliation

All Petitions for Affiliation must be in writing, signed by the applicant and recommended by two members of the Chapter, and must be accompanied by a Demit, Certificate of Transfer, Certificate of Membership (the latter for Plural membership), or a Certificate of Good Standing (the current year's dues receipt from another Grand Jurisdiction). (If a Demit or Certificate is lost and a duplicate is unobtainable, a Chapter may accept an application for affiliation accompanied by a Certificate of Membership from the Grand Secretary.)

- (a) Such Petition must be presented at a Stated Meeting, be referred to a Committee for Investigation and lie over until the next Stated Meeting.
- (b) A favorable ballot shall be required to elect to membership. (See TITLE XII, Section 13)
- (b) A Petition for Affiliation may be presented to any Chapter at a Stated Meeting.
- (c) If Rejected – A petitioner for affiliation, if rejected, may apply again to the same or any other Chapter at any subsequent Stated Meeting.

- (d) A member affiliating with a Chapter by Demit, Certificate of Transfer, Certificate of Membership (the latter for Plural membership), or a Certificate of Good Standing (the current year's dues receipt from another Grand Jurisdiction) after October 1st in any year shall be charged only a prorated part of the annual dues for that year but not less than the Per Capita Grand Chapter tax which must be paid for the year in which the petitioner affiliated.
- (e) No residence qualification is required for a Petition for Affiliation.
- Section 2. **Lost Demit**
A Petition for Affiliation which has been referred to a committee and reported upon, must be balloted on, although the Demit which accompanied the Petition is lost or mislaid
- Section 3. The divorced wife of a Master Mason who demits from her home Chapter is eligible to affiliate with another Chapter.
- Section 4. A member may affiliate with a Chapter even though the Master Mason through whom the member originally joined is under suspension at the time of affiliation.
- Section 5. A demitted member who wishes to again affiliate with the Chapter from which she/he demitted, must sign a Petition for Affiliation accompanied by Demit, the same as any other demitted member. This member, upon being restored to membership, shall pay the amount on the current fee schedule for the Restoration fee.
- Section 6. A person who received the degrees in a Chapter operating under a Macoy Charter is eligible for affiliating and plural membership in this Grand Jurisdiction provided such member has the proper Masonic qualification for membership as required by the Code of Laws of this Grand Jurisdiction.
- Section 7. **Masonic Home Resident**
A member of the Order of the Eastern Star of this Grand Jurisdiction while residing at the Wisconsin Masonic Home as a resident thereof be permitted to affiliate with any Chapter of her/his choice.

TITLE X **INVESTIGATION**

PARAGRAPH 35

- Section 1. **Appointment of Committees**
Committees on Investigation must be appointed at a Stated Meeting in open Chapter.
- Section 2. **Of Whom to Consist**
A Committee of Investigation on Petitions must consist of three members, one of whom must be a Brother.
- (a) A person recommending a petitioner should not be appointed on the Investigating Committee.
- Section 3. **Duties of Committee**
It shall be the duty of the Investigating Committee to make inquiry as to the character and standing of the petitioner and report in writing.
- (a) The Brother on the Committee must ascertain the Masonic standing of a petitioning Master Mason.

- (b) The Brother on the Committee must ascertain the Masonic standing of the Master Mason through the relationship of whom the wife, daughters, legally adopted daughters, mother, widow, sister, half-sister, granddaughters, stepmother, stepdaughters, stepsisters, daughters-in-law, grandmothers, great granddaughters, nieces, great nieces, mothers-in-law, sisters-in-law, daughters of Sisters or Brothers of affiliated Master Masons is petitioning for the degrees.

Section 4. **Investigating Committee's Report**

No action shall be taken on any Petition until the report of the Investigating Committee has been made in writing.

- (a) The Petition with report of committee endorsed thereon shall be in the Chapter room at time of balloting.
- (b) If two of the Investigating Committee, one a Brother, report on a Petition it is legal to spread the ballot.
- (c) A Petition cannot be sent to the different members of the Investigating Committee for their signature. It shall remain in the custody of the Secretary.

Section 5. **Failure to Report**

If an Investigating Committee fails to report within one month's time, the Worthy Matron may appoint another Committee.

Section 6. **Petitioner Not to be Informed**

A petitioner for the Degrees or for Affiliation must not be informed as to who constituted the Investigating Committee. The business of a Chapter must not be disclosed outside of the Chapter room.

TITLE XI
OBJECTIONS

PARAGRAPH 36

Section 1.

Any member of the Chapter may object to said Chapter conferring Degrees upon a candidate who has been elected.

- (a) The objection shall be in writing and signed by the objector.
- (b) The objection shall be filed with the Worthy Matron seventy-two (72) hours before the time set to confer the Degrees upon the candidate who has been elected, unless a criminal offense has been committed, then no set time is required.
- (c) At the expiration of the Worthy Matron's term of office the objection shall go to her successor and at the end of twelve (12) months must be destroyed.

Section 2.

When objection to initiation is made, the Worthy Matron shall announce the same to the Chapter but shall withhold the name of the objector and the reason, if known; nor shall she state whether one or more objections were made.

Section 3.

An objection shall debar the conferring of the Degrees for one year unless objection is withdrawn sooner.

- (a) At expiration of said year the fee shall be returned.

Section 4.

Upon objection to a candidate receiving the Degrees the Petition shall remain on file with the Secretary.

TITLE XII
BALLOTING AND VOTING IN CHAPTERS

PARAGRAPH 37

Section 1.

Majority Vote

A majority vote of the members present decides any question before the Chapter unless otherwise provided.

- (a) In all parliamentary procedure, refer to Robert's Rules of Order unless specifically stated otherwise.

Section 2.

Voting

When voting upon Petitions for Membership, it shall be by use of the Ballot Box. The manner of voting for all other business shall be by the usual voting sign of the Order, the uplifted right hand, or by written ballot.

Section 3.

Ballot

The elective officers of a Chapter must be elected annually and separately by written ballot if there is more than one nomination for an office, otherwise it shall be by the usual voting sign of the Order. However, if the Chapter so desires by a majority vote of the members present, the Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress, Associate Conductress and Trustee may be elected by secret ballot throughout, in the above-named order. A majority of the votes cast shall be necessary to elect. Blank ballots shall not be counted as votes cast.

- (a) If a written ballot is necessary in the election of an officer of a Chapter, and if there are more ballots cast, including blanks, than members present, the ballot is illegal and must be declared void. Blank ballots are not votes and should not be counted or considered in determining the result of an election.
- (b) In the election of officers, it is not compulsory for every member to vote.

Section 4.

Ballot Box

Petition for Membership, either by Petition, or Demit or Certificate of Transfer, Certificate of Membership (the latter for Plural membership), or Certificate of Good Standing (as issued by another Grand Jurisdiction) shall be voted upon by use of the ballot box.

Section 5.

The ballot upon candidates for the Degrees or for Membership must contain a minimum of three (3) black cubes to prevent membership and must be without debate and kept inviolably secret.

- (a) Members are forbidden to disclose how they voted, to discuss the rejection of a petitioner or to inform a rejected petitioner who they think cast the black cube.

Section 6.

A ballot upon a Petition can only be taken at a Stated Meeting.

Section 7.

After a Petition has been received and an investigating committee appointed and report submitted, same must be balloted upon whether objection is made or not and whether the report of the Committee on Investigation is favorable or unfavorable, provided, however, no ballot shall be taken if the committee reports that petitioner has no Masonic status.

Section 8.

Balloting upon a Petition when all of the first four officers are absent is illegal.

- Section 9. Every member present must vote when a ballot is taken on a Petition or be subject to discipline by having charges preferred for violation of the law.
- (a) If a member refuses to ballot on a Petition when voting is in progress, the Worthy Matron shall call the member's attention to the law of the Order. If she or he then refuses, she or he may become subject to discipline as provided by law; but her or his refusal does not affect the legality of the ballot.
- Section 10. Only one ballot box can be used in taking a ballot.
- Section 11. When a ballot on Petitions, either for the Degrees or Affiliation, has been ordered by the Worthy Matron, it shall be the duty of the Worthy Matron and Worthy Patron to examine the ballot box, to see that the white balls and black cubes are in one compartment of the box and that a sufficient number are there to permit all members present to vote.
- (a) If it is ascertained, after a ballot on Petitions has been ordered by the Worthy Matron and balloting has commenced, that there are not sufficient white balls and black cubes in the ballot box to afford opportunity for each member to vote, it shall be unlawful while the ballot box is being passed to provide additional ballots. In such case the Worthy Matron shall declare the ballot illegal and order a new ballot.
- (b) A ballot box under no circumstances must leave the Chapter room during the progress of a ballot.
- Section 12. A ballot once commenced must be continuous, without postponement or debate. The decision must be made at once, and that decision is final, if the ballot is legal.
- Section 13. Three or more black cubes shall reject the applicant for the Degrees or for Affiliation.
- (a) If only three (3) black cubes appear, the Worthy Matron shall order another immediate ballot. Such ballot shall be final.
- Section 14. When more than one Petition is to be considered at a given meeting, the Worthy Matron may, at her discretion, divide the Petitions to be considered into two classes: The first consisting of the Petitions for receiving the Degrees; the second class containing the Petitions for Affiliation.
- (a) One ballot may be taken collectively for these Petitions in a given Class, and if one or two black cubes are found, all shall be considered elected. If there are three or more black cubes in either class, then all Petitions in that class shall be balloted on separately. In such case this would be considered a new ballot and if three or more black cubes are found on the first individual ballot, petitioner is entitled to a second individual ballot.
- Section 15. The Sentinel must be invited into the Chapter room to ballot, the Worthy Matron appointing a member other than the Warder to take her or his place until she or he returns.
- Section 16. A ballot is illegal if a member, other than the Sentinel, or her or his pro tem, enters or leaves the Chapter room during the balloting. The pro tem *must* return to the Chapter room.
- Section 17. The Worthy Matron, Worthy Patron, Associate Matron and Associate Patron only shall examine the ballot box after the ballot is closed.
- (a) After the ballot has been declared, the Worthy Matron shall immediately destroy such ballot.
- (b) Only the Secretary of the Chapter shall notify the Petitioner of the result of the ballot.

- Section 18. It is the inherent right of each member of a Chapter to cast a black cube according to her or his best judgment, but definitely not for spite, and no one can question that right. No discussion or inquiry shall be allowed by the Worthy Matron.
- Section 19. No inquiries or statements as to the reason of a member's ballot shall be permitted.
- Section 20. The Worthy Matron does not respond to the salutation sign by members when casting their ballots at the Altar. The salutation sign is given to the Holy Bible and not to the Worthy Matron.
- Section 21. It is not proper to give notice through the mail that a ballot will be taken on the application of a person named to such notice.
- Section 22. Balloting must be exemplified twice during the year. One time shall be at the School of Instruction: the second time at the discretion of the Chapter.

TITLE XIII INITIATION

PARAGRAPH 38

- Section 1. Degree Work
The work and lectures of the degrees, as authorized by the General Grand Chapter, shall be strictly followed in this Grand Jurisdiction.
- Section 2. The degrees cannot be conferred unless a Brother in good standing shall preside.
- Section 3. Any number of candidates may be initiated at one time. The Worthy Matron decides how many, but not more than six (6) candidates may be obligated at one time.
- (a) It is not necessary to kneel at the Altar if physical infirmity makes it impossible.
- (b) After taking the obligation, if there is good reason for so doing, a candidate may be seated and watch others receive instructions through the Labyrinth. But the final instructions and secret work must be received from the Worthy Patron.
- Section 4. Any member, who has received the degrees in the prescribed form or affiliated in the proper manner, though such member does not sign the By-Laws, is a member of the Chapter.
- Section 5. A member may belong to as many Chapters as she/he desires but must remit Chapter dues and Grand Chapter per capita to each Chapter in which she/he holds membership.
- Section 6. The Initiatory Degrees must be exemplified at least once a year in addition to the exemplification of the work on the night of the Official Visit for all Chapters.

TITLE XIV HONORARY, LIFE, PLURAL AND PERPETUAL MEMBERSHIPS

PARAGRAPH 39

- Section 1. Honorary Membership
A Chapter may bestow "Honorary Membership" only on a member belonging to another Chapter. No Per Capita Tax need be paid to Grand Chapter on "Honorary Memberships"
- (a) Honorary Membership must be by majority vote of the members present at a Stated Meeting prior to the date on which said Honorary Membership is to be conferred.

Section 2.

Life Membership

Only those members who have been affiliated and who have been in good standing in the Order for a total period of fifty (50) years shall be Life Members. Verification of fifty (50) years of membership shall be established by the records in the office of the Grand Secretary. Upon verification, GRAND CHAPTER shall issue a Certificate showing Life Membership in the Order; said Certificate must not be presented before the date of eligibility. This Certificate shall be signed by the Worthy Grand Matron and Worthy Grand Patron and attested by the Grand Secretary.

Life Members shall be excused from the payment of dues but shall not be deprived of any of the rights or privileges of membership. Life Members shall be required to pay to their Chapter the current Per Capita Tax and any Grand Chapter Assessment. Life Members must pay the registration fee in order to vote at Grand Chapter Sessions.

Chapters where such Life Memberships are held shall be required to pay Grand Chapter Per Capita Tax for such members and shall enter the names of those holding Life Certificates in the Annual returns of the Chapter. Suspension, expulsion, or a Demit causes loss of time toward Life Membership status.

Life Members of Chapters who surrender their Charters should affiliate with another Subordinate Chapter as soon as possible.

Section 3.

Plural Membership

(a)

Eligibility

A member in good standing of a Chapter in this Grand Jurisdiction may petition for membership in one other Chapter in this or a Sister Grand Jurisdiction which recognizes Plural Membership.

(b)

How Secured

Plural Membership may be secured by Petition for Affiliation under Plural Membership accompanied by a Certificate of Membership issued by the Chapter in which applicant already holds membership. Certificates of Membership shall be secured from the Secretary of the Subordinate Chapter. The Secretary of the electing Chapter shall immediately give written notice of such election to the Home Chapter in which petitioner holds membership.

(c)

Dues

A Plural Member must pay dues in each of the Chapters in which membership is held.

(d)

Privileges

A Plural member shall be entitled:

1. To vote in each of the Chapters in which she or he holds membership.
2. To hold an office in two Grand Jurisdictions at a given time.
3. To hold an elective office in all Chapters except Worthy Matron, Secretary and Treasurer may not hold the same office in the Chapters but may hold an elective office in one Chapter and an appointive office in the other or hold an appointive office in both Chapters.
4. To represent only one Chapter as a voting member at Grand Chapter.

(e) Cessation of Membership

1. When a member desires to terminate Plural Membership, she or he shall request a Demit. The Secretary of the Chapter which grants the Demit pertaining to Plural Membership shall file same with the Chapter in which the member retains membership. That Chapter is then the Home Chapter.
2. Loss of membership in either Chapter by suspension or expulsion shall automatically cause loss of membership in both Chapters. The Secretary of a Chapter in which a Plural Member is suspended or expelled shall immediately notify in writing the other Chapters in which said person holds membership. The Secretary of the Chapter receiving such notice shall immediately record her or him so suspended or expelled and shall further note such action in the minutes of the next Stated Meeting.

(f) Restoration After Suspension

1. At any time within ninety (90) days after date of suspension for nonpayment of dues and upon payment of delinquent dues to date of suspension PLUS current dues and the Restoration fee per the current fee schedule. A member is automatically reinstated in all Chapters. The Secretary shall notify the Plural Chapters of the reinstatement.

2. Reinstatement After the Ninety (90) Day Time Limit

To restore a Plural member who has been suspended for nonpayment of dues from one Chapter shall require a letter requesting reinstatement, accompanied by the delinquent's dues to date of suspension PLUS the current year's dues and the Restoration fee per the current fee schedule. This letter must be received and read at a Stated Meeting and referred to a Committee of Investigation. Such Committee shall report at a subsequent Stated Meeting. The restoration shall require a two-thirds vote of the members present.

As soon as the member has been reinstated, the Secretary immediately notifies, in writing, the Plural Chapters. The member must pay the current dues of the Plural Chapters and the Restoration fee on the current fee schedule in that Chapter and is then automatically reinstated as a Plural member.

3. Reinstatement after suspension for other causes than nonpayment of dues

To restore a Plural member who has been suspended from one Chapter for causes other than nonpayment of dues shall require a letter requesting reinstatement. Such a letter must be received and read at a Stated Meeting and referred to a Committee of Investigation. This Committee shall report at a subsequent Stated Meeting. Restoration of membership shall require a two-thirds vote of the members present. As soon as the member has been reinstated, and upon payment by the member of the Restoration fee per the current fee schedule, the Secretary immediately notifies, in writing, the Plural Chapters. The member is then automatically reinstated in the Plural Chapters upon payment of the Restoration fee per the current fee schedule of the Plural Chapters also and the Secretary of the Chapter should so record.

4. The Grand Secretary shall keep a record of all members holding Plural Membership and shall provide Secretaries of the Chapters with proper blanks to cover this section.

Section 4. **Perpetual Membership**

(a) **Definition:**

A Perpetual Member is a member in good standing of a Wisconsin subordinate Chapter who makes a one-time payment and no further dues or per capita need be paid. Their membership may be terminated only for offenses described in the Code of Laws. Payment for Perpetual Membership must be received by the Grand Secretary by June 30th to be eligible for Perpetual Membership for the ensuing subordinate Chapter year (July 1 – June 30).

(b) **Eligibility:**

1. Any member in good standing of a Wisconsin subordinate Chapter whose dues are paid for the current year may become a Perpetual Member by paying a one-time payment. Such payment may not be provided by a subordinate Chapter or in any way use Chapter funds.
2. Payment is determined by the current year’s dues (including the Chapter dues and the Grand Chapter per capita tax) with two limited exceptions. If at the time of the application, the Chapter has already adopted a resolution or amended its By-Laws to provide for an increase in dues for the next year, “Chapter dues” means the amount of such increase. Likewise, if the Grand Chapter has adopted a resolution to provide for an increase in per capita tax for the next year, “Grand Chapter per capita tax” means the amount of such increased per capita tax.
3. The age used is the actual age at the time of the application – not a future age even though the member may be closer to the next anniversary of her/his birth.
4. One-time payment is determined by the member’s age and Chapter dues (including Grand Chapter per capita tax) multiplied by the factor below:

| Member’s Age | Factor |
|--------------|--------|
| 18 - 33 | 20 |
| 34 - 41 | 19 |
| 42 - 48 | 18 |
| 49 - 54 | 17 |
| 55 - 60 | 16 |
| 61 - 74 | 15 |
| 75+ | 10 |

The result of that computation is then multiplied by 1.25 to arrive at the payment required.

(c) **Application for Perpetual Membership:**

A Chapter member who desires to purchase a Perpetual Membership shall obtain an application from the subordinate Chapter secretary.

Payment must accompany the application and be submitted to the subordinate chapter secretary. All checks shall be made payable to “Perpetual Membership Fund, O.E.S. of Wisconsin”. The subordinate chapter secretary shall forward the completed application and check to the Grand Secretary.

(d) **Perpetual Memorial Membership:**

A Perpetual Memorial Membership may be purchased for a deceased member by any person(s), but NOT by a Chapter. The purchase price shall be determined by multiplying the Chapter dues (excluding Grand Chapter per capita tax) by the lowest factor. The application and check shall be forwarded to the Grand Secretary. Payments shall be made by the Grand Trustees to

the deceased participant's Chapter as provided, but NO payments shall be made to the Grand Chapter general fund for per capita tax.

- (e) Certificate of Perpetual Membership:
A member who purchases a Perpetual Membership shall receive a Certificate of Perpetual Membership. Such a certificate bearing the member's name will be signed by the Worthy Grand Matron and Worthy Grand Patron and attested by the Grand Secretary under the seal of the Grand Chapter.
- (f) Receipt for Dues:
A member who purchases a Perpetual Membership shall receive a Receipt for Dues each year. The dues card will be issued by the subordinate Chapter secretary and will not contain any special designation.
- (g) Plural Members:
To secure Perpetual Membership in more than one chapter, a plural member must purchase a Perpetual Membership in the home Chapter AND the Plural Chapters. A plural member retains the option to purchase a Perpetual Membership in either the home Chapter or a plural Chapter but would pay annual dues to the Chapter in which the member does not purchase Perpetual Membership.
- (h) Chapter Consolidation or Surrender:
If one subordinate Chapter consolidates with another, all Perpetual Members of the consolidating Chapter shall become Perpetual Members of the consolidated Chapter. The amount of dues of the consolidating Chapter shall be remitted to the consolidated Chapter by the Perpetual Membership Fund administered by the Grand Trustees.

If a Chapter surrenders its charter, every Perpetual Member shall receive a demit issued by the Grand Secretary. No dues for Perpetual Members will be remitted until such time as the Perpetual Member affiliates with a Wisconsin subordinate chapter. At the time of affiliation with a Wisconsin subordinate Chapter, the Perpetual Member shall receive a Receipt for Dues good until the ensuing June 30th from the new Chapter at no charge to the member. The Grand Trustees shall remit dues for the ensuing year during the month of July.
- (i) Transfer of Membership:
Any chapter receiving a Petition for Affiliation accompanied by a demit or a transfer certificate (NOT a Petition for Affiliation for Plural Membership) from a Perpetual Member shall act upon the petition as prescribed by the Code of Laws. If elected, the petitioner will give the Receipt for Dues of the original chapter to the Secretary of the new Chapter and pay to the new Chapter the prorated dues for the remainder of the year. The Secretary will notify the original Chapter of the election and return the dues card. The Grand Trustees shall remit dues for the ensuing year during the month of July.
- (j) The plan shall be administered by the Grand Trustees as a separate fund as outlined in the Code of Laws.

TITLE XV TERMINATION OF MEMBERSHIP

PARAGRAPH 40
Section 1.

Membership in a Chapter may be terminated by death, Demit, Certificate of Transfer, suspension, expulsion and also in case of a Brother, by loss of membership in his Mas

Section 2. By Loss of Membership from Masonic Lodge

(a) Effect of Suspension or Expulsion by Lodge

Upon receipt of information of the suspension or expulsion of a Brother by his Lodge, the Secretary of the Chapter should write under Seal to the Secretary of said Lodge asking for information in the case. If there is no information forthcoming, the Worthy Patron must investigate.

(b) Effect of Discipline by Lodge

Information of the suspension or expulsion of a Brother by, or his dismissal from his Masonic Lodge suspends such member from the Order, without action by the Chapter, and the Secretary shall so notify such suspended member.

Section 3. By Demit

Application for a Demit shall be made at a Stated Meeting of the Chapter, either personally in open Chapter or by written request signed by the applicant and accompanied by the member's current receipt for dues.

(a) After determining that the member is clear on the books and no charges pending, the Worthy Matron will grant the demit. No vote of the Chapter is required.

(b) A Demit from an extinct Chapter is as good as from any other.

(c) A member whose dues are paid to June 30th, and who applies for a Demit after June 30th and prior to September 30th, following shall be entitled to a Demit by payment of the current per capita tax; however, if a member who is clear on the books and sends a written request for a Demit accompanied by the current dues receipt after the last Stated Meeting and prior to June 30th, the Demit will be granted with no fee and will be recorded in the minutes of the next Stated Meeting.

(d) A member whose dues are paid to June 30th, and who received a Demit previous to that day is not entitled to have any part of her or his dues returned to her or him.

(e) A duplicate Demit may be issued when the original is lost or destroyed.

(f) The signatures of the Worthy Matron and Secretary, together with an imprint of the Seal of the Chapter, must be affixed to every Demit granted by the Chapter.

(g) There is no time limit for Demits, except for visitation. The right of visitation shall lapse at the expiration of one (1) year from the date of Demit.

(h) A Demitted member is in good standing with the status of a non-affiliate.

(i) A member to whom a Demit has been issued may gain membership in another Chapter by presenting a Petition for Affiliation accompanied by a Demit.

Section 4. By Certificate of Transfer

Each of the Subordinate Chapters of this Grand Jurisdiction is authorized to issue a Certificate of Transfer to any of its members upon written application by the member desiring the same. The request may be acted upon immediately. When the member has been elected into another Chapter, the Secretary of the electing Chapter must request the new member's Receipt for Dues and forward it to the originating Chapter with notification of election. Upon receiving this notice, the Secretary of the Chapter receiving it shall immediately strike the name of the member from the roll of the Chapter.

- (a) A member to whom a Certificate of Transfer has been issued may gain membership in another Chapter by presenting a Petition for Affiliation accompanied by a Certificate of Transfer.
- (b) A Certificate of Transfer becomes void if not presented for membership in another Chapter within four months from date of its issue.
- (c) A member to whom a Certificate of Transfer has been issued shall retain membership in the Chapter issuing such Certificate of Transfer until she or he has been elected to membership in another Chapter.
- (d) A member to whom a Certificate of Transfer has been issued shall be liable for dues in the Chapter issuing such Certificate of Transfer until such member has been elected to membership in another Chapter and will not be entitled to have any or part of her or his dues returned after election in another Chapter.
- (e) A member of a Wisconsin Chapter wishing to affiliate with a Chapter outside of Wisconsin must ascertain if the Grand Jurisdiction in which such Chapter is located recognizes Transfer Certificates, Demits or Plural Membership and make the request accordingly.

Section 5.

By Reprimand

Reprimand is the mildest form of penalty known to the Order, and shall be administered by, or under direction of, the presiding officer in open Chapter. It in itself does not impair the standing or Chapter membership of the offender.

Section 6.

By Suspension

Reasons for Suspension are:

- (a) Failure to pay dues:
A member who fails for two (2) consecutive years to pay dues will be suspended from membership. Failure of a Plural Member to pay dues in one Chapter shall bring automatic suspension in all Chapters.
 1. Procedure for nonpayment of dues – Notice shall be served upon the delinquent to appear at a Stated Meeting of the Chapter and show cause why she or he should not be suspended. If the delinquent fails to appear, or appearing, fails to show good cause for such delinquency, she or he may be suspended by a majority vote of the members present, until such delinquency is made up. At any time within ninety (90) days after the date of suspension and upon payment of delinquent dues to date of suspension, PLUS the current dues and the Restoration fee per the current fee schedule, the member is automatically reinstated. (After a ninety (90) day grace period, see Restoration for Nonpayment of Dues, TITLE XVI, PARAGRAPH 41, Section 2.)
 2. Residence unknown – If a Chapter member is more than two (2) years in arrears for dues, this member will be suspended. Written notice is sent to the last known address by CERTIFIED MAIL, RECEIPT REQUESTED. If the delinquent dues are not paid or remitted, the member will be suspended after thirty (30) days.
- (b) Any member of the Order who disobeys the order of the Presiding Officer, or in any manner disturbs the peace and harmony of the Chapter shall be considered as having committed an offense against the Chapter and can be held accountable for such action after due notice and hearing per Ritual under “Forfeiture of Membership”.

- (c) Privileges Deprived:
Suspension shall deprive a member of all privileges and benefits of the Order after due notice and hearing per Ritual under "Forfeiture of Membership".
1. Definite Suspension – The execution of this penalty holds the membership of the offender in abeyance for a given time only. During this time the offender has no rights and privileges as a member of a Chapter.
 2. Indefinite Suspension – Under this penalty the membership of the offender, with all of its rights and privileges, shall cease until such time as an act of restoration may be affected.

Section 7. By Expulsion:

This is the extreme penalty known to Eastern Star procedure and entirely destroys the Chapter membership of the offender together with all rights and privileges of the Order after due notice and hearing per Ritual under "Forfeiture of Membership".

TITLE XVI
RESTORATION OF MEMBERSHIP

PARAGRAPH 41

Section 1. **AUTOMATIC RESTORATION BY EXPIRATION OF SENTENCE:**

A member who has been suspended for a **DEFINITE** time is automatically restored to all the rights and privileges of the Order at the expiration of the term of suspension, and no letter requesting restoration of membership or action by the Chapter is required. (Same for Plural Membership.)

(a) A member under suspension, for either a definite or indefinite time, is not liable for payment of dues while under such suspension.

Section 2. **RESTORATION AFTER SUSPENSION FOR NONPAYMENT OF DUES:**

To restore a member who has been suspended for nonpayment of dues shall require a letter requesting reinstatement accompanied by the delinquent's dues to date of suspension PLUS the current year's dues and the Restoration fee per the current fee schedule. This letter must be received and read at a Stated Meeting and referred to a Committee of Investigation. Such Committee shall report at a subsequent Stated Meeting. The Restoration shall require a two-thirds vote of the members present. A written ballot may be requested.

(a) A Chapter may remit the dues of a member subject to suspension for nonpayment previous to her or his suspension.

(b) See PLURAL MEMBERSHIP, TITLE XIV, PARAGRAPH 39, Section 3.

Section 3. **RESTORATION AFTER SUSPENSION FOR OTHER CAUSES:**

To restore a member who has been suspended for causes other than for nonpayment of dues shall require a letter requesting reinstatement. Such letter must be received and read at a Stated Meeting and referred to a Committee of Investigation. Such Committee shall report at a subsequent Stated Meeting. The restoration shall require a two-thirds vote of the members present. A written ballot may be requested.

Section 4. **RESTORATION AFTER EXPULSION:**

To restore a member who has been expelled shall require an unanimous vote of the members present. The procedure is the same as in Sections 2 and 3, except the vote must be unanimous. Reinstatement must be made in the same Chapter that expelled the member.

Section 5. **HOW MEMBER RESTORED WHEN CHAPTER IS EXTINGUISHED:**

Any member who has been suspended for nonpayment of dues or for any other cause or expelled by a Chapter that has ceased to exist may be restored to good standing as a non-affiliate by submitting a letter to the Worthy Grand Matron requesting reinstatement. The Worthy Grand Matron shall have final decision as to restoration of membership.

TITLE XVII
CHANGING PLACE OF MEETING AND NAME OF CHAPTER

PARAGRAPH 42

Section 1. **CHANGING PLACE OF MEETING:**

In case a Subordinate Chapter desires or is compelled to change its place of meeting it shall first obtain the approval of the Worthy Grand Matron by requesting a Special Dispensation.

NOTE: If the place of meeting is stated in the Chapter By-Laws, follow the procedure under TITLE II, CONSTITUTION AND LAWS, Amendment to your By-Laws.

(a) **Procedure on Resolution:**

1. A resolution to change place of meeting shall be offered by a member, or members, of the Chapter at a Stated Meeting. It shall lie over until a subsequent Stated Meeting, when it shall require a two-thirds vote of all members present to adopt the resolution.
2. The Secretary shall notify the resident members in writing of the date of such Stated Meeting, at which time action on this resolution will be taken.
3. The Secretary shall notify the Grand Secretary of the adoption of such resolution.

(b) **In Case of Emergency:**

In case of emergency contact the Worthy Grand Matron immediately by telephone for authorization to change place of meeting.

Section 2. **CHANGING NAMES:**

In case a Subordinate chapter desires to change its name, follow the procedure under TITLE II, CONSTITUTION AND LAWS, Amendment to your By-Laws.

- (a) The Grand Secretary, on receiving proper notice of the changing of the name of a Chapter, shall issue a suitable card, properly engraved with the new name of the Chapter and the date of the change. This card shall be signed by the Worthy Grand Matron, Worthy Grand Patron and Grand Secretary, and is to be placed in the frame with the original Charter.
- (b) The fee to the Grand Chapter for the issuance of such card shall be per the current fee schedule.

TITLE XVIII
SPECIAL DISPENSATIONS

PARAGRAPH 43

Section 1. **SPECIAL DISPENSATIONS:**

Special Dispensations are required for the following:

- (a) To Ballot and Initiate on identical Petition or Petitions at the same Stated Meeting (Fee per the current fee schedule per Petition for each dispensation).
- (b) To waive the six-day time limit between Balloting and Initiation (per current fee schedule).
- (c) To Change Place of Meeting (No Fee).
- (d) To Change the time of a Stated or Special Meeting (per current fee schedule). A Stated or Special Meeting which includes the Installation of Officers may be held at a time set by a vote of the members present at a Stated Meeting prior to the date of said meeting without requesting a special Dispensation from the Worthy Grand Matron.

Section 2. **REQUIREMENTS FOR REQUESTING SPECIAL DISPENSATIONS:**

Requests for Special Dispensations MUST be on the proper "REQUEST FOR SPECIAL DISPENSATION FORM" and submitted ONLY to the Worthy Grand Matron.

Requests for all Special Dispensations:

- (a) Must state that the Chapter voted at a Stated Meeting to request the Special Dispensation.
- (b) Must state whether the Special Dispensation will be used at a Stated or Special Meeting.
- (c) Must be under the Seal of the Chapter.
- (d) Must be accompanied by the required fee, if any.

Section 3. **MOVING INTO NEW HALL:**

A Special Dispensation is not necessary to enable a Chapter to move into a new hall dedicated to the use of the Masonic Fraternity. The Grand Secretary must receive notice from a Chapter of any permanent change of Chapter meeting dates or places of meeting.

Section 4. **DISPENSATION FOR NEW CHARTERS:**

See PARAGRAPH 16, Page 19-21.

TITLE XIX
ANNUAL REPORTS

PARAGRAPH 44

Section 1. **WHEN MADE:**

The Secretary of each Subordinate Chapter shall send to the Grand Secretary on or before the 1st day of August, an abstract of its proceedings for the year ending June 30th. A fee per the current fee schedule shall be charged to the Chapters whose Annual Reports are filed after August 1st.

- (a) This report shall include the names of the Officers newly elected and installed, the number initiated, affiliated, demitted, suspended, expelled, rejected, deceased and a list of Life Members and Plural Members; a complete list of members including Life Members, Plural Members, giving the names in alphabetical order, listing husband's initials when known. Report shall also state who has custody of the Secret Work.

- (b) Included with the Annual Report shall be the Per Capita Tax, Insurance Fee, the Masonic Home Assessment, International Temple Assessment, Initiation Fee, PLUS Restoration Fee for any demitted or suspended member who was restored to membership.

Section 2. **FORFEIT CHARTER:**

Any Chapter failing to make such report, or which has not paid its Grand Chapter dues for two (2) consecutive years, without furnishing satisfactory reasons to the Grand Chapter, shall, at the discretion of the Grand Chapter, forfeit its Charter.

- (a) It is the duty of the Grand Secretary to report such delinquent Chapters to the Grand Chapter at the first annual session after such delinquency.

TITLE XX
VISITORS

PARAGRAPH 45

Section 1. **RIGHT OF VISITATION:**

The general right of visitation is recognized. It is for the Chapter, in its discretion, either to admit or refuse admittance. All visitors and members shall be required to show a receipt for dues or a Demit issued within one (1) year. A non-affiliated member, while she or he may be permitted to *visit for one year after issuance of Demit*, cannot demand such right.

- (a) In all cases the *right of visitation shall lapse after one (1) year* from date of non-affiliation.
- (b) A member of a Chapter, whose Charter is under arrest, may visit *for one (1) year only*.
- (c) A person who received the Degrees in a Chapter operating under a Macoy Charter (from New York and New Jersey) may visit a Chapter in this Grand Jurisdiction provided such member has the proper Masonic qualifications for membership as required by the Code of Laws in this Grand Jurisdiction and according to the adopted Ritual of the General Grand Chapter.

Section 2. **REQUIREMENTS FOR VISITATION:**

If a visitor cannot be vouched for, the visitor shall be required to take the following examination:

1. Show a receipt for dues or a Demit issued within the past year.
 2. Take the Test Oath prescribed by the Ritual.
 3. Pass an examination given by a Committee appointed by the presiding officer.
- (a) A visiting card from another Grand Jurisdiction does not do away with the necessity of such an examination.

Section 3. **AVOUCHMENT:**

There are only two methods of avouchment allowed in Subordinate Chapters.

1. A member must have sat in a Chapter meeting with the visitor.
2. An examination must be taken as given by a Committee appointed by the presiding officer. Private examinations or hearsay evidence shall not take the place of this examination.

Section 4. **OBJECTION TO VISITORS:**

An objection by a member to the admission of a visitor to the Chapter is sufficient reason to exclude such visitor. Such objection must be made to the Worthy Matron in open Chapter. An objection so made shall not exceed beyond that meeting but may be repeated at any subsequent meeting. The objection and the name of the objector shall be recorded in the minutes.

TITLE XXI
FUNERALS

PARAGRAPH 46

Section 1. **FUNERAL CEREMONY:**

It is not necessary to open and close the Chapter for a Funeral Ceremony. When a Funeral Ceremony is held by a Chapter, it shall be recorded in the Minute Book immediately following the minutes of the previous meeting under the heading of "Funeral Ceremony". The record of this service, which should include the name of the departed, place where service was held, the date and time of service, and list of officers participating, shall be read at the next Stated Meeting of the Chapter.

- (a) A Chapter may request a Sister Chapter to accord burial service for one of its members. In such an event the Chapter requesting the service shall reimburse the Sister Chapter for any expense incurred for the service.

Section 2. **ARRANGEMENTS:**

The Worthy Matron shall make necessary arrangements for an Eastern Star Funeral Service.

Section 3. **BURIAL OF DEMITTED MEMBER:**

A Chapter may grant an Eastern Star Funeral Service to any former member.

TITLE XXII
MISCELLANEOUS PROVISIONS

PARAGRAPH 47

- Section 1. It shall be the duty of each Chapter to take notice of the conduct of every member of the Order so that the Laws of the Order may be enforced and its good name maintained.
- Section 2. A Chapter cannot join with any other organization in a public demonstration.
- Section 3. Chapters may vote money for civic and philanthropic purposes, provided they also meet all Grand Chapter obligations, such as Per Capita Tax, assessments and Grand Chapter projects.
- Section 4. Any item of business may be dispensed with at the discretion of the Worthy Matron during any meeting unless the Chapter votes otherwise.

TITLE XXIII
AMENDMENTS

revised 2019

PARAGRAPH 48

Section 1. These Rules and Regulations may be amended or repealed at any Annual Grand Session. Such proposed amendments shall be in writing, referred to Committee on Constitutional Amendments; then reported upon by the Committee on Jurisprudence and finally accepted by a majority vote of the members present.

TITLE XXIV
RULES OF ORDER FOR SUBORDINATE CHAPTERS

PARAGRAPH 49

- Rule 1 The business of the Chapter must not be divulged outside the Chapter room.
- Rule 2 The manner of voting upon all questions coming before the Chapter shall be as provided in the Constitution, Rules and Regulations.
- Rule 3 Reports of all Committees dealing with the rights or status of petitioners or members shall be made in writing.
- Rule 4 All resolutions shall be submitted in writing and read by the Secretary before they are considered by the Chapter.
- Rule 5 When a question is under debate no other motion shall be entertained except to commit, amend or adjourn.
- Rule 6 No member may leave the Chapter Room when the Chapter is in session without permission from the presiding officer, except in case of an emergency.
- Rule 7 Members speaking shall arise and address the presiding officer. (It is not necessary to rise when seconding a motion.)
- Rule 8 Members shall not pass between the Altar and the East after the Chapter has been declared open for the transaction of business, except as part of a Ritualistic, Obligation or Memorial Ceremony.
- Rule 9 Children shall not be allowed in the Chapter Room during opening and closing ceremonies or when the Chapter is open for business.
- Rule 10 Members shall remove gloves and hats before entering the Chapter Room except for medical or religious reasons.
- Rule 11 Distinguished guests shall be introduced and accorded honors as prescribed in the Ritual. Grand Honors are only accorded when the guest is introduced West of the Altar and escorted to the East through the labyrinth.
- Rule 12 Adjournment of an Eastern Star Chapter is not permitted.

PENAL CODE
OFFENSES

PARAGRAPH 50

Section 1. The precepts of the Holy Scriptures should guide and govern the conduct of the members of this Order. Whatever is a breach of good morals, or a violation of the laws of the State or of the United States, is an offense against the principles of this Order and should be dealt with promptly.

(a) Appearance in Court of Law:

A person convicted of a felony in a Court of Law is subject to the provisions of the Penal Code and its punishment.

(b) Loss of Membership from Masonic Lodge:

1. Effect of suspension or expulsion by Lodge – Upon receipt of information of the suspension or expulsion of a Brother by his Lodge, the Secretary of the Chapter should write, under Seal, to the Secretary of said Lodge asking for information in the case. If there is no information forthcoming, the Worthy Patron must investigate.
2. Effect of Discipline by Lodge – When information is received confirming the suspension, expulsion or dismissal of a Brother from his Masonic Lodge, he is automatically suspended from the Order. The Secretary, at the direction of the Worthy Matron, and under the Seal of the Chapter, shall notify the member in writing of his suspension or expulsion.

(c) Disobedience by Officers and Members:

Any member of the Order who:

1. Disobeys the order of the presiding officer,
2. Disturbs the harmony of the Chapter,
3. Is disobedient to the Worthy Grand Matron or her lawful edicts,
4. Violates her or his obligation,
5. Discloses the Secret Work of the Order,
6. Willfully maligns or slanders another member, must be reprimanded in open Chapter. It is the duty of the Worthy Matron to see that this is done. Upon repetition of offense, the member shall not be reprimanded but suspended for a definite time from the privileges of the Order only after due notice and hearing as per Ritual under "Forfeiture of Membership".

(d) Charges preferred:

A member of the Eastern Star, against whom charges have been made, shall remain a member in good standing until found guilty. Such member may not take a Demit after charges are preferred and before trial is had. Removal from this Jurisdiction does not nullify the charges or trial.

PENALTIES

Section 2. The four penalties recognized are:

(a) Reprimand:

Reprimand is the mildest form of penalty known to the Order, and shall be administered by, or under direction of the presiding officer in open Chapter. It in itself does not impair the standing or Chapter membership of the offender.

- (b) Definite Suspension:
The execution of this penalty holds the membership of the offender in abeyance for a given time only. During this time the offender has no rights and privileges of a Chapter.
- (c) Indefinite Suspension:
Under this penalty the membership of the offender, with all of its rights and privileges, shall cease until such time as an act of restoration may be affected.
1. Failure to pay dues – A member who fails for two consecutive years to pay dues should be suspended from membership. Failure of a Plural Member to pay dues in one Chapter shall bring automatic suspension in all Chapters.
 2. For RESTORATION OF MEMBERSHIP see CODE OF LAWS, TITLE XVI.
- (d) Expulsion:
This is the extreme penalty known to Eastern Star procedure and entirely destroys the Chapter membership of the offender together with all rights and privileges of the Order.
1. Restoration after expulsion – to restore a member who has been expelled shall require a unanimous vote of the members present at a Stated Meeting. The procedure is in the CODE OF LAWS, TITLE XVI, Sections 2 and 3. Reinstatement must be made in the same Chapter that expelled the member.

CHARGES

- Section 3. No member can be tried for any crime without written charges and supporting evidence signed by the person or persons making them. Thirty (30) days' notice by registered mail, receipt requested, shall be given to the offender of the time and place of the trial.
- (a) Only a member in good standing has the right to prefer charges.
1. Should charges be preferred by a member of the Order who is not a member of the Chapter, a Committee shall be appointed by the Worthy Matron to investigate the charges and report their findings to the Chapter at the next Stated Meeting. The Chapter shall then decide by a majority vote of the members present whether the charges shall be received.
 2. Should the Chapter decide not to accept the charges by a member of another Chapter, the accuser shall have the right to appeal to the Worthy Grand Matron within sixty (60) days after such decision
- (b) Complaints against a Worthy Matron or Worthy Patron for official misconduct or any other offense not growing out of the discharge of her or his official duties, must be made in writing to the Worthy Grand Matron by any member in good standing.
- (c) Proof of charges from a Masonic Lodge in which a member holds membership shall be deemed sufficient evidence upon which to base a charge.

PROCEDURE FOR TRIAL OF A MEMBER

Section 4. The following procedure must be followed:

- (a) All charges must be made in writing, signed by the party or parties making them. The offense must be clearly stated with time, place and particulars. A general charge without supporting evidence shall not be received.
- (b) The charge shall be presented at a Stated Meeting, read in open Chapter and recorded in the minutes. The presiding officer shall then set a time for trial.
- (c) The Worthy Matron shall order the Secretary to serve notice by registered mail, receipt requested, upon the offender, sending a true copy of the charges and notify her or him of the time and place of trial. The trial shall not be sooner than thirty (30) days from date of notification by mail.
- (d) Witnesses who are members of the Order may be ordered to appear by the Worthy Matron or Chapter. A summons is to be issued by the Secretary under Seal of the Chapter.
- (e) At the time set for trial, if the accused fails to appear in person or is represented by counsel, the presiding officer may postpone the case to some future time or continue with the trial and proceed as though the accused were present. Only a member may act as counsel for the accused of the Chapter.
- (f) The accused may plead guilty to the charges and supporting evidence, either by writing or appearing in person. No further evidence is necessary. The Chapter shall at once proceed to fix the penalty. The accused, when on trial, cannot be allowed to vote on any question growing out of her or his case.
- (g) The accused shall not be required by the Chapter to give evidence unless she or he shall offer to testify.
- (h) When a witness is a non-resident and cannot attend the trial in person, her or his evidence may be taken before a Worthy Matron or Worthy Patron in whose Jurisdiction the witness may reside and certified by the Secretary under the Seal of the Chapter. Both the accuser and the accused must have notice of the time and place of taking the testimony.
- (i) The evidence of members and non-members who may not be able to attend the trial shall be taken in writing by a Committee appointed by the presiding officer. The witnesses must sign their own statement. These statements would be made available to the accused two (2) weeks prior to the time of trial. The evidence thus taken shall be read before the Chapter at the time of trial.
- (j) The presiding officer shall decide as to the admissibility of testimony offered and all points of law and order which may be raised.
- (k) All charges must be heard and decided by the Chapter members present; in no case shall this be left to a Committee.
- (l) All witnesses are required to be sworn in as in Courts of Law.
- (m) In all trials the evidence given must be recorded in writing and preserved by the Secretary. Two (2) copies of the complete account of trial must be forwarded to the Worthy Grand Matron. The Worthy Grand Matron shall forward one (1) copy for filing in the Grand Secretary's file of said Chapter. All names, Chapters and numbers shall be blanked out.
- (n) Voting as to degree of guilt.

PROCEDURE FOR TRIAL OF A WORTHY MATRON OR WORTHY PATRON

Section 5. The following procedure must be followed:

- (a) Charges against a Worthy Matron or Worthy Patron must be made in writing to the Worthy Grand Matron. Charges must be made in accordance with Section 4 (a), Page 67
- (b) If approved by the Worthy Grand Matron, she shall send a copy of the charges and supporting evidence to the Secretary of the Chapter. The charges shall be presented at a Stated Meeting, read in open Chapter and recorded in the minutes.
- (c) At the same time, the Worthy Grand Matron shall fix a time for trial and order the Secretary of the Chapter to serve upon the accused a true copy of the charges in accordance with Section 4, (c).
- (d) The Worthy Grand Matron and/or a deputy of her choosing shall preside at the trial.
- (e) Follow procedure in section 4, (d) through (n).

WITHDRAWAL OF CHARGES

Section 6. Charges may be withdrawn by the accuser or accusers at any time before the final vote. Withdrawal requires a unanimous vote of the members of the Chapter present at trial.

CONSIDERATION OF DEGREE OF GUILT

Section 7. The same trial procedure is to be followed by the Chapter and by the Worthy Grand Matron.

- (a) After the evidence has been presented and the plaintiff and defendant, or their counsel, have had the opportunity to be heard, the defendant shall retire, and the Chapter shall proceed to take a separate ballot upon each charge. Ballots shall be prepared all of the same size and same color of paper.
 - 1. The first consideration is whether the accused is "guilty" or "not guilty". A two-thirds vote of the members' present shall be required for conviction; otherwise, the conviction is lost.
 - 2. The second consideration shall be as follows:

If the defendant is found guilty, the penalty shall be determined. Starting with the highest degree of penalty as described in Section 2. The degree of penalty is determined by a majority vote of the members of the Chapter present.
 - 3. The vote to convict or to fix the degree of punishment shall not be retaken.
- (b) Should definite suspension be decided upon, the time must be fixed by motion. The longest time must be voted upon first.
- (c) After having voted on each degree, if the Chapter by a majority vote refuses to inflict any penalty, the Worthy Matron shall order the Secretary to immediately notify the Worthy Grand Matron of the action taken by the Chapter. Because of no action being taken by the Chapter, the Worthy Grand Matron may arrest its Charter.

EXPENSES OF TRIAL

Section 8. The actual mileage of the Worthy Grand Matron and/or her deputy shall be borne by Grand Chapter. All other expenses incurred are to be borne by the Chapter for whom the trial is held.

APPEAL

Section 9. Reasons for new trial:

(a) A new trial may be granted in the following cases:

1. Presentation of new evidence which would be a reasonable certainty to cause a change in the sentence imposed.
2. When the findings are contrary to the evidence, law and usage and the penalty imposed is excessive.

(b) Application for new trial:

1. If tried by a Chapter, the application must be made in writing and contain the reasons for a new trial. Such application shall be addressed to the Chapter and must be presented within ninety (90) days after the trial or within ninety (90) days after the accused is informed of the action.
2. If tried by the Worthy Grand Matron, the same procedure is to be followed; however, application shall be addressed to the Worthy Grand Matron.
3. In all cases where a new trial is granted, the same rules shall govern as in the first trial.

FORM OF BY-LAWS FOR SUBORDINATE CHAPTERS**ARTICLE I****NAME**

PARAGRAPH 51

Section 1. The name of this Chapter shall be _____ Chapter, Number _____.

WARRANT

Section 2. The warrant under which this Chapter is held is a Charter granted on _____ day of _____, 20____, by the Grand Chapter, Order of the Eastern Star, of the State of Wisconsin.

STATED MEETINGS

Section 3. The Stated Meeting(s) of this Chapter shall be held on the _____ and _____ afternoon or evening of each month, except during _____ and _____ (time of recess).

Months of Recess: During the months of recess, the financial obligations of the Chapter shall be transacted by the Worthy Matron, Secretary and Treasurer. Funeral services may be performed, and social events held during the months of recess.

SPECIAL MEETINGS

Section 4. Special Meetings may be called by the Worthy Matron to be held on any date at the hour specified in the By-Laws. The purpose of such Special Meeting shall be stated in the call, and no other business shall be transacted at such meeting.

HOUR OF MEETING

Section 5. The hour of Stated Meeting shall be _____ o'clock. A Special Meeting must be held at the same hour as a Stated Meeting, (otherwise specify in your By-Laws, giving hour of Special Meeting).

NEW FISCAL YEAR

Section 6. The fiscal year of this Chapter shall commence on July 1st and end on June 30th.

ARTICLE II
ORDER OF BUSINESS

Section 1. This Chapter, unless otherwise directed, shall proceed with its business in the following order:

1. Opening Ceremonies
2. Presentation of Flag
3. Introduction of Distinguished Visitors
4. Reading of Minutes of Previous Meeting
5. Approval of Minutes
6. Reading of the Bills and Authorization of Payment
7. Treasurer's Report
8. Correspondence
9. Reading and Referring of Petitions
10. Reports of Committees on Petitions
11. Balloting
12. Unfinished Business
13. New Business
14. Reports of Special Committees
15. Conferring of Degrees
16. Sickness and Distress
(Sunshine Collection may be taken at any time.)
17. Good of the Order
18. Business in the Hands of the Members
19. Closing of the Chapter
20. Retiring of the Flag
21. Officers Retiring March

ARTICLE III
ELECTION OF OFFICERS

Section 1. The elective officers shall consist of Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress and Associate Conductress, who shall be elected annually by a majority vote of the members present at a Stated meeting in April.

- (a) There shall also be elected three (3) Trustees.
- (b) At the first election of Trustees one (1) shall be elected for one (1) year, one (1) for two (2) years and one (1) for three (3) years, and thereafter at time of election one (1) Trustee shall be elected for a term of three (3) years.

APPOINTIVE OFFICERS

- Section 2. The appointive officers shall consist of Chaplain, Marshal, Organist, Adah, Ruth, Esther, Martha, Electa, Warder and Sentinel, who shall be appointed by the Worthy Matron-elect.

INSTALLATION

- Section 3. All officers, except Trustees, shall be installed after the close of the immediate Grand Session in May and no later than the thirtieth (30th) day of June.
- (a) The Trustee or Trustees elected to office shall assume office at the time of Installation.

ARTICLE IV DUTIES OF OFFICERS

- Section 1. **DUTIES OF OFFICERS:**
The duties of all officers shall be such as are prescribed by the Constitution, Rules and Regulations of the Grand Chapter of Wisconsin for the government of Subordinate Chapters.
- Section 2. **SECRETARY:**
It shall be the duty of the Secretary to keep a correct record of all the proceedings of the Chapter under the direction of the Worthy Matron and transmit a copy thereof to the Grand Chapter when required; issue all summons ordered by the Worthy Matron; receive all fees for the Degrees and Chapter dues and pay the same over to the Treasurer, taking her or his receipt therefore; and deliver to her or his successor in office all books and other papers in her or his possession belonging to the Chapter; and perform such duties as provided in the Rules and Regulations of Grand Chapter.
- (a) Changing Records – The records of this Chapter shall not be changed by obliteration or defacement. If the minutes are to be changed, the correction is to be made in the left margin where corrected. Then there shall be an additional statement of the change or correction in the minutes of the next Stated Meeting.
- (b) Within ninety (90) days from the end of the fiscal year (June 30th), the Secretary, at a Stated Meeting, will make a report of the membership information as submitted to Grand Chapter. This written report, when accepted by motion is filed with the Secretary.
- Section 3. **TREASURER:**
The Treasurer shall receive all money from the Secretary, give a receipt and keep an accurate account. The Treasurer will also perform such duties as provided for in the Rules and Regulations of the Grand Chapter.
- (a) Shall pay all orders drawn on the Treasurer, signed by the Worthy Matron and countersigned by the Secretary.
- (b) The books and papers shall at all times be open to the inspection of any member of the Chapter.

- (c) The Treasurer shall deliver all books and records belonging to the office to her or his successor. All bank accounts and records shall be up-to-date and in proper order.
- (d) Within ninety (90) days from the end of the fiscal year (June 30th), the Treasurer, at a Stated Meeting, will make a report of all funds received disbursed by her/him. This written report, when accepted by motion, is filed with the Secretary.

ARTICLE V INSURANCE COVERAGE

Section 1. Each Chapter is covered by a blanket insurance policy approved by the Grand Chapter and will be assessed by the Grand Chapter accordingly.

ARTICLE VI DUTIES OF TRUSTEES

Section 1. DUTIES OF TRUSTEES:

It shall be the duty of the Trustees to have general supervision of the investments and property of the Chapter.

- (a) They shall have the custody of all bonds, savings and securities belonging to the Chapter.
- (b) They may loan any surplus funds of the Chapter for a member's emergency with the consent of a majority vote of the members present at any Stated Meeting. All property and assets, together with all money belonging to the Chapter shall, at all times, be subject to the direction and vote of the Chapter.
- (c) The Trustees shall keep an up-to-date inventory of all property and assets belonging to the Chapter.
- (d) Within ninety (90) days from the end of the Subordinate Chapter's fiscal year, and at a Stated Meeting, the Trustees shall make a detailed written report of all money which has been turned over to them by the Chapter for investment, together with a statement showing any and all cash in their possession or in the bank.
- (e) Within ninety (90) days from the end of the Subordinate Chapter's fiscal year, and at a Stated Meeting, the Trustees shall make a complete audit of all books and vouchers of the Secretary and Treasurer and make an annual detailed written report to the Chapter. This written report, when accepted by motion, is filed with the Secretary.
- (f) Two (2) or more of the Trustees shall secure the funds of the Chapter in the event of the death or incapacitating illness or absence of the Treasurer so that such funds are not frozen by the financial institution holding same.

ARTICLE VIISection 1. **FINANCE COMMITTEE:**

The Worthy Matron, Worthy Patron and Associate Matron shall constitute the Finance Committee, who shall examine all bills and accounts of indebtedness against the Chapter. If the bills are found correct, the Secretary reports them to the Chapter and if approved the Worthy Matron shall order them paid.

Section 2. **COMMITTEE ON RELIEF:**

The Worthy Matron shall appoint three (3) members of the Chapter as a Committee on Relief, whose duties shall be to investigate all applications for relief made to the Chapter and report the circumstances of the case at the first Stated Meeting after receiving notice of the application. If the case be one of pressing necessity the Worthy Matron may, on the report of the Committee, draw an order upon the Treasurer for an amount not to exceed _____ dollars, and the order so drawn shall be a sufficient voucher to the Treasurer to pay the same.

Section 3. **VISITING COMMITTEE:**

The Worthy Matron shall appoint a Committee to give attention to all members reported sick.

ARTICLE VIII
FEES, DUES AND ASSESSMENTSSection 1. **FEES:**

The initiation fee shall be \$ _____.

(a) **Forfeiture of Fees:**

A candidate failing to appear to receive the Degrees for one (1) year after election forfeits the fees to the Chapter.

(b) A petitioner for the Degrees of this Chapter who has been rejected shall have the fee accompanying the Petition returned by the Chapter.

Section 2. No fee shall be required for affiliation.

(a) Suspended or demitted members from the Chapter shall pay to the Chapter \$6.00 fee upon restoration. Said fee to be paid to the Grand Chapter with the Annual Report.

Section 3. **DUES:**

Each member of this Chapter shall pay annually \$ _____ plus Grand Chapter Per Capita Tax and any Grand Chapter assessments. A member whose dues are paid to the end of the fiscal year, and who received a Demit previous to that day, is not entitled to have any part of her or his dues returned to her or him.

(a) Life Members shall be excused from the payment of dues but shall not be deprived of any rights or privileges of membership. Life Members shall be required to pay to their Chapter the current Per Capita Tax and any Grand Chapter Assessments.

(b) New members pay per the current fee schedule a lifetime fee to the International Headquarters Fund along with their first year's dues payment. Once in a lifetime means to each Chapter to which a member belongs.

Section 4. **ASSESSMENTS:**

Should the Treasury of this Chapter at any time become exhausted, the Chapter shall have the right to levy upon its members an equal assessment to provide for the necessary current expenses of the Chapter and the demands of charity.

(a) Written notice shall be given to each member of the Chapter of such contemplated assessment at a Stated Meeting, and the amount of such assessment shall be determined by a majority vote of the members present at a subsequent Stated Meeting.

ARTICLE IX
PENALTY FOR NONPAYMENT OF DUES

- Section 1. Any member of this Chapter who fails for two (2) consecutive years to pay dues will be suspended from membership.
- (a) Such members subject to suspension shall be notified in writing of the amount she or he is in arrears and should show good cause for such delinquency on or before _____ of the current year.
 - (b) Upon failure to show good cause she or he will be suspended by majority vote of members present at a Stated Meeting.
 - (c) The Chapter may remit part or all the dues of any member if by reason of hardship or other sufficient cause.

ARTICLE X
PETITIONS FOR DEGREES

- Section 1. Petitions for Degrees must be presented at a Stated Meeting, accompanied by the fee, signed by the petitioner and recommended by two (2) members of the Chapter.

PETITION FOR AFFILIATION

- Section 2. Petitions for Affiliation must be presented at a Stated meeting, accompanied by a Demit, a Certificate of Transfer, a Certificate of Membership (the latter for Plural membership) or the current year's receipt for dues from another Grand Jurisdiction signed by the petitioner and recommended by two (2) members of the Chapter, and must take the same course as a Petition for the Degrees.
- (a) If a Petitioner for Affiliation is elected, the Demit, the Certificate of Transfer, the Certificate of Membership (the latter for Plural Membership) or the current year's receipt for dues from another Grand Jurisdiction should be filed with the Petition. If rejected, the Demit, the Certificate of Transfer, the Certificate of Membership (the latter for Plural Membership) or the current year's receipt for dues from another Grand Jurisdiction should be returned.
 - (b) A Petitioner, if rejected, may apply again to the same or any other Chapter at any subsequent Stated Meeting. No residence qualification is required.

INVESTIGATING COMMITTEE

- Section 3. Petitions for the Degrees or for Affiliation must be referred to an Investigating Committee consisting of three (3) members, one of whom must be a Brother.

SIX (6) DAYS BETWEEN ELECTION AND INITIATION

- Section 4. Six (6) days must elapse after a Petitioner has been elected before the Degrees can be conferred unless special dispensation is granted by the Worthy Grand Matron to waive this time limit.

ARTICLE XI
WHO MAY DEMIT

- Section 1. Any member, except the first four (4) officers may request a Demit.
- (a) Application for a Demit shall be made at a Stated Meeting of the Chapter, either personally in open Chapter or by written request signed by the applicant and accompanied by the member's current receipt for dues.
 - (b) After determining that the member is clear on the books and no charges pending, the Worthy Matron will grant the Demit. No vote of the Chapter is required.
 - (c) Demits must be granted at a Stated Meeting.

ARTICLE XII
COMPENSATION OF OFFICERS

- Section 1. No Officer of this Chapter shall receive compensation for services except _____.

ARTICLE XIII
FUNERALS

- Section 1. On the death of a member, if so requested, the members of the Chapter may attend the funeral in a body.

ARTICLE XIV
AMENDING BY-LAWS

- Section 1. A proposal to amend the By-Laws of a Subordinate Chapter may be presented at any Stated Meeting of the Chapter and must be signed by one or more members of that Chapter. The Secretary must inform all resident members of the proposed change(s) and the date of the Stated Meeting at which a vote will be taken. The proposed amendment(s) must lay over until the date of the Stated Meeting, given in the notice previously sent to all resident members, when two-thirds (2/3) of the members present must vote in the affirmative to pass the proposed amendment(s). The proposed change(s) shall be immediately forwarded to the Grand Chapter Committee on Revision of Subordinate Chapter By-Laws. The proposed amendment(s) becomes operative when the Grand Chapter Committee notifies the Subordinate Chapter that the proposed amendment(s) are approved. If the Grand Chapter Committee does not approve the proposed change(s), the Subordinate Chapter proposed By-Law amendments become null and void. The Grand Chapter Committee shall state the reason for non-approval and may suggest an alternative wording or action.

FORM OF CHAPTER MINUTES

PARAGRAPH 52

The following form of keeping the minutes is suggested. It is not mandatory but is prepared for the guidance of new Secretaries.

_____ Meeting
(Stated or Special) _____ (Date)
(List Officers and Pro Tems)
(Give total number present)

_____ Chapter opened in (long, short) form
(Name of Chapter, Number)
at _____ The pass of _____ was taken _____
(Time) (Star Point) (At the door, to prove the Chapter, to exemplify the proving of the Chapter)

The Flag of our Country was presented, the Pledge of Allegiance given, and one stanza of the National Anthem sung.

The following guests were presented: (List the guests)

The minutes of the previous meeting were approved as read (or approved as corrected, the correction being _____)

List all bills as read.

Treasurer's Report

List all correspondence

The following Petition for the Degrees accompanied by the required fee was received: The Petition of Mrs. Miss Ms. Mr. Name _____, wife of Name _____, a Master Mason in good standing of _____ Lodge, No. _____ F. & A.M. of _____ (City), _____ (State), recommended by (two members, either Sisters or Brothers) and referred to the following Investigating Committee (three members, one Brother and two Sisters.)

A Petition for Affiliation, accompanied by a Demit (or a Certificate of Transfer) was received from Sister (or Brother) Name _____, late a member of (or a member of) _____ Chapter No. _____ of _____ (City), _____ (State), recommended by (two members, either Sisters or Brothers) and referred to the following Investigating Committee (three members; one Brother and two Sisters.)

A Petition for Affiliation for Plural Membership accompanied by a Certificate of Membership was received from _____ (continue as above on a Petition for Affiliation.)

The report of the Investigating Committee on the Petition of Mrs. Miss Ms. Mr.) _____ being favorable, the Investigating Committee was discharged, and ballot ordered. The ballot being clear, the Petitioner was elected to receive the Degrees (or to become a member) of this Chapter.

2-Minutes

A request for a Demit was made personally in open Chapter by Sister (or Brother) _____, The Secretary having received the current receipt for dues, the Demit was granted.

A written request for a Demit by Sister (or Brother) _____, signed by the applicant, accompanied by her or his current receipt for dues, was received and the Demit was granted.

(Record reports of Special Committees, unfinished business and new business.)

During the Conferring of Degrees, Name: Mrs. Miss Ms. or Mr. _____ was admitted in regular form and initiated.

(Record Good of the Order.)

There being no further business the Chapter was closed in regular form, followed by the retiring of the Flag. The officers retired in form.

(List all receipts and disbursements.)

(Signature of Secretary)

SPECIAL WORDING FOR NIGHT OF OFFICIAL VISIT:

On the night of the Official Visit a Petition with fictitious names was received and referred to an Investigating Committee.