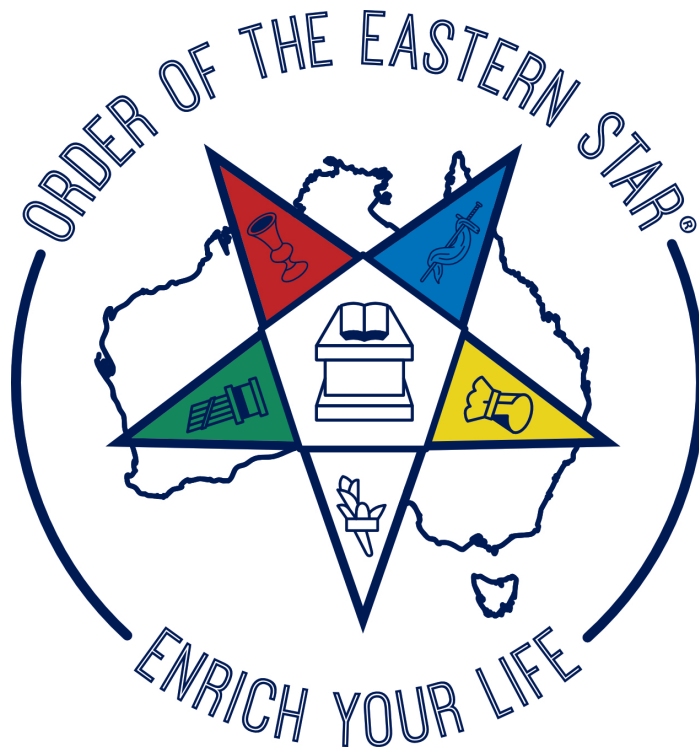


# The United Grand Chapter of Australia



## **Guide and Procedures**

**For**

**Grand Chapters, District Grand Committees**

**and**

**Chapters**

**Version 1.0**

## Disclaimer and Amendments

*The information contained in this document does not replace or substitute for any laws or regulations of The United Grand Chapter of Australia (UGCA). They have been provided to assist Grand Chapters, District Grand Committees, Chapters and their Members, and should be used in accordance with reference to Laws U.3, D.4 and S.32.*

*While every care has been taken to ensure a complete description of the processes and activities involved has been made, any queries or concerns should be raised in the first instance to your Chapter Secretary who, if necessary, can obtain further clarification from the Grand Secretary, District Grand Secretary (where appropriate) or the Worthy Grand Secretary.*

*Amendments will only be issued by the Worthy Grand Secretary and following consultation with the appropriate United Grand Committee.*

## Document Control

Any suggestions for improvements to the procedure, and changes on grounds of accuracy, should be forwarded to the Owner (via your Chapter Secretary).

DOCUMENT TITLE		Procedures and Guidelines for Grand Chapters, District Grand Committees and Chapters	
OWNER		Worthy Grand Secretary	
REVIEW CYCLE		Annually until final copy published, then every three (3) years	
DOCUMENT REFERENCE		UGCA-GDE-015	
CHANGE HISTORY			
VERSION	DATE	Description of Changes	AUTHOR
0.1	July 2017	Initial draft	S Down
0.2	August 2017	Reformat	A Sweeney
0.3	November 2017	Finalise for peer review	S Down/A Sweeney
0.4	March 2018	Added “Combined Official Meeting”	A Sweeney
0.5	February 2019	Revised to include Grand Chapters	S Down/A Sweeney
1.0	March 2019	Finalised following review	A Sweeney

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- Annex C – Standing Order of Business

# Guide and Procedures for Grand Chapters, District Grand Committees & Chapters

## **Accounts/Installation Meeting**

Accounts passed at the Installation Meeting of a Chapter should have payments signed by the retiring Office-bearers concerned.

## **Acting Office-bearers**

- ★ A Member who is asked by the Worthy Matron to be an acting Office-bearer for the meeting, should sign the Attendance Book as an ordinary or visiting Member, but enter the Chapter with the Office-bearers in their acting position.
- ★ The Worthy Matron should announce the appointment of acting Office-bearers immediately before the Opening Ceremony, e.g. *"I appoint Sister Minnie Mouse Acting Secretary and Brother Michael Mouse Acting Chaplain"*. These appointments are then recorded in the Minute.
- ★ If a Chapter is unable to fill a Star Point position, the Associate Conductress may read the appropriate Ritual and the Conductress give the sign applicable to the Star Point. They would do this from their respective Stations.
- ★ In accordance with Law U.50 if there is no Brother available to be installed or to act as Worthy Patron, then a Sister may be appointed with the permission of the Most Worthy Grand Matron/Worthy Grand Matron/ Worthy District Grand Matron.

## **ANZAC Service**

- ★ When the Worthy Patron is placing the wreath and reciting the Ode at the Altar, he takes the most direct route from the East to the Altar (as when giving an Obligation).
- ★ When a Sister or Brother is placing the wreath at the Altar, they enter between Adah and Ruth and retire between Martha and Electa.
- ★ When placing the wreath at the Altar, care should be taken not to lean on the Altar, or cross between the Altar and the Worthy Matron's dais.
- ★ It is permissible for a Chapter to hold an Anzac Service with the use of Flags.
- ★ The Ode may be recited by any Member present.

## **Apologies**

The Secretary should read the list of apologies from the Apologies Book. The Minute may just state "Apologies as per Apology Book". A Motion to receive the apologies is not required.

## **Applause**

- ★ No one should applaud during a ceremony while the Chapter is in session.
- ★ At other times Members should applaud only for soloists or when requested to accord a welcome by acclamation.

## **Assume Stations (after entering the Chapter Room)**

The Conductress, after escorting the Worthy Matron to the East will stand beside the Associate Conductress in the north-east until the order is given for all Office-bearers to take up their respective stations. The Conductress will turn to her left and walk along the outer edge of the carpet passing the Associate Conductress. The Secretary moves to his/her station once the Conductress has arrived at her station. The rest of the Office-bearers will

follow, either walking directly to their stations, or, walking to the Eastern point of the carpet surround, turning out and returning along the surround, to their stations.

### **Attendance Book**

- ★ All Members should record their preferred First Name and Family Name in the Attendance Book. Names should be legible in order to assist in the need for using the Attendance Book to account for all present in case of an Emergency.
- ★ When a Grand Office-bearer, District Grand Office-bearer, or Worthy Grand Office-bearer is visiting in an official capacity, and they are also a Member of the Chapter being visited, they should sign the Attendance Book as a Member of that Chapter (indicating their Grand/District Grand/Worthy Grand position after their name). These Members are entitled to vote or discuss Chapter business in their capacity as Members of that Chapter.
- ★ No Member should sign the Attendance Book more than once.

### **Attendance Listed in Minutes**

- ★ The Minuted Attendance List of a Regular (Statutory) or Special Meeting requires the preferred First Name, Family Name and Position of the first seven (7) Office-bearers by rank.
- ★ The Minuted Attendance List of the General Committee requires either (1) the preferred First Name and Family Name of all those present OR (2) the preferred First Name and Family Name of the first seven (7) Office-bearers by rank plus the statement “*others as per Committee Attendance Book*”.
- ★ The Minuted Attendance List of all other Chapter Committees requires the preferred First Name and Family Name of all those present.

### **Annual Report – Chapter Secretary**

The Secretary's Annual Report is engrossed (included in full) in the Minute of the Meeting. Retiring speeches of the Worthy Matron and Worthy Patron are read but neither received nor engrossed (included) in the Minute. Copies of the Worthy Matron's/Worthy Patron's retiring speeches may be included with the Minute for the information of those Members not able to attend meetings.

### **Annual Report - Worthy District Grand Matron**

The Worthy District Grand Matron should be informed by the Chapters in her District of the number of their financial Members, to be included in her Report to UGCA.

### **Annual Report – Worthy Grand Matron**

The Worthy Grand Matron should be informed by the Chapters under her direct supervision within her Jurisdiction of the number of their financial Members, to be included in her Report to UGCA.

### **Audits and Inspections**

In accordance with Laws G.31, D.16 and S.38, the books and records of a Grand Chapter, District Grand Committee and Chapters are to be audited annually. This audit can be done by a duly qualified Auditor (referred to as an 'External Auditor') who may also prepare the annual Financial Statement of Accounts.

- ★ An Annual Audit can also be performed by at least two (2) competent Members of the Order (referred to as an 'Internal Auditor'). These Members cannot be an Office-bearer or a Committee Member of the Chapter being audited. In some States or Territories,

Internal Auditors cannot be related to, or living at, the same address as those elected to be signatories for the Chapter:

- ★ Auditors are nominated and elected at the annual Election Meeting of a Chapter.
- ★ The following is a list of all books and records that are considered 'Auditable' records and would therefore be eligible to be presented for examination. The Secretary and Treasurer should, however, liaise with the elected Auditors as to the books and records required to be examined:
  - Minute Books;
  - Dues Book;
  - Income and Expenditure Books;
  - Receipt Book(s);
  - Cheque Book(s), Payment Vouchers;
  - Deposit Slips;
  - Benevolent/Distress Book;
  - Petty Cash Account Books;
  - Inventory Book;
  - Building Fund or Investment Fund and related Account Books, etc.;
  - Assured Members' Account Book (if any) or any other Account Book;
  - All Bank Statements for the year, as well as the last Bank Statement for the previous year;
  - A copy of the previous year's Balance Sheet.

In accordance with Law S.46, the Supervising Level of a Chapter will conduct its own Inspection of Books/Records. This is performed by the appropriate Committee of that Supervising Level, i.e. for UGCA, it is the 'Inspection of Records Committee'; for all other jurisdictions, it is the 'Inspection of Books Committee'.

- ★ The report of this Inspection is read at the Official Visit of the Supervising Level.
- ★ The following is a list of the records to be examined by the Committee. The Worthy Grand Secretary/ Grand Secretary or District Grand Secretary will confirm this list with the Chapter when advising of the date the inspection is to be carried out:
  - Minutes Book;
  - Inventory Book;
  - Income and Expenditure Books;
  - Annual Financial Statement;
  - Building Fund Account book (if any);
  - Social Secretary's Book (if any);
  - Benevolent/Distress Fund Book;
  - Other Accounts Books (if any);
  - Petition and Affiliation Forms and Roll Book;
  - Reports: UGCA, Grand Chapter or District Grand Committee (as appropriate);

At the Official Visit of the Supervising Level, the Most Worthy Grand Matron/Most Worthy Grand Patron, Worthy Grand Matron/Worthy Grand Patron or Worthy District Grand Matron/Worthy District Grand Patron will inspect the mandatory records and documents that are to be held by the District Grand Committee or Chapter. The items to be inspected, e.g. Constitution and Laws, Confidential Material and Reports, are listed within forms maintained by the Worthy Grand Secretary. Current copies of these forms can be obtained from the Members' area of the UGCA Website.



Refer to *Inspection of Books/Records Committee – Guide and Audits and Inspections*.

### **Audit - Certificate**

*We/I have examined the Books, including Minute Books, vouchers and documents of your Grand Chapter/District Grand Committee or Chapter..... No. 1001, Order of the Eastern Star AND HEREBY CERTIFY that the above Income & Expenditure Account and Balance Sheet are in accordance therewith. A separate report has/has not been furnished.*

Signed: .....  
AUDITORS.

Date: .....

### **Balance Sheet – Signing of**

This is required for the Chapter's records.

To prevent fraudulent use of signatures, when Members receive a copy of the Balance Sheet/Financial Statement it should not contain any signatures of Auditors or Office-bearers.

The copy provided to the Members should indicate (at the place where the signatures would be found), "(Sgd) Auditor's name typed, (Sgd) Treasurer's name typed, etc.

### **Banquet - Installation**

- ★ If there is a Toast List at a Banquet the Loyal Toast must be given first.
- ★ While the Toast List is at the discretion of the newly installed Worthy Grand Matron/ Worthy Grand Patron, Worthy District Grand Matron/Worthy District Grand Patron, Worthy Matron/Worthy Patron, it is preferable to keep the list as brief as possible.
- ★ The head table or near-head table seating arrangements at formal social functions should be carefully considered and appropriate courtesies shown to invited Presiding Officers of Supervising Levels of our Order, who take precedence over invited guests. The Most Worthy Grand Matron and her partner, may be seated together, as may the Most Worthy Grand Patron and his partner. Seating for their own and other Presiding Officers of invited Supervising Levels should be similarly considered by the host Grand Chapter /District Grand Committee and/ Chapter <sup>1</sup>.

### **Bible – Initiate's**

A Candidate who follows a Non-Christian faith may provide her/his own Bible or Holy Book of her/his faith to hold during the Obligation. The Candidate should be advised of the appropriate size.

### **Bible – Signing Of**

The signing of the Bible in order to inscribe a Member's name who has passed to a Higher Chapter, should be done at Silent Prayer. The perambulation is as follows:

- ★ The Conductress moves from her station after the Marshal has passed by. She enters the Star between Ruth and Esther, bows, raises the Bible to its spine to close it and re-opens the Bible where the Worthy Matron is to sign. She bows, leaves between Ruth and Esther and then waits at the South West Corner of the surround.
- ★ The Marshal comes around to the East along the carpet surround, walking outside of the Chaplain and collects the Worthy Matron. The Worthy Matron is conducted to the Altar.

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<sup>1</sup> Issued by Sister Elaine O'Brien OAM Past Most Worthy Grand Matron, Worthy Grand Secretary 11 June 2002



- ★ The Worthy Matron should come to Salutation and bow before she signs the Bible. When finished, the Worthy Matron comes to Salutation, bows and waits for her Marshal to collect her from the Altar.
- ★ After signing the Bible, the Worthy Matron is conducted back to the East.
- ★ As the Worthy Matron and Marshal leave the Star, the Conductress steps in between Ruth and Esther, comes to Salutation at the Bible, bows, returns it to its normal opening, bows, and leaves the Star to return to her station.
- ★ Once the Marshal has returned the Worthy Matron to the East, and is walking back to her station she should monitor the progress of the Conductress who will be attending to the Bible and returning to her station. The Marshal may need to slow down to ensure she does not go around the corner of the carpet (at the opening between Martha and Esther), until the Conductress has left the Star.

### **Chain Prayer**

The only Members to take part in the Chain Prayer are those named in the Ritual. The Worthy Matron uses her discretion with regard to filling the space if there is no Associate Patron.

### **Chapter Room Setup**

- ★ The centre of the Worthy Matron's dais, the Altar and the centre of the Associate Matron's dais should be on an East/West line. The centre of the Conductress' dais, the Altar and the Associate Conductress' dais should be on a North/South line.
- ★ The Chaplain's and Marshal's chairs should be positioned far enough away from the Worthy Matron's dais to allow sufficient room for two (2) people walking through the carpet to gain access to the East by passing behind the Chaplain or Marshal. Members never cross in front of the Chaplain or Marshal except as required during the Initiation Ceremony:
  - The Chaplain's and Marshal's chairs should be in alignment. They should be positioned so that when the respective Office-bearer stands at the side of their chair, they are facing directly down the side carpet (behind the Star Points).
- ★ Star Points' chairs should be so positioned that the right foot of Adah and Ruth is in line with the "Star Point" on the carpet. Esther's feet should be either side of the "Star Point". Martha's and Electa's left foot should be in line with the "Star Point" on the carpet. Adah's and Electa's chairs will need to be on an angle to achieve this.
- ★ It is permissible for the chairs to be positioned further out on the carpet surround when more room is needed around the Altar for ceremonies of Initiation or Installation.
- ★ The emblems on the Points' pedestals should be positioned in a similar manner to the pictures on the Signet. If the Points' wands have hooks, they should be facing out, Esther's pentagon leaning in and the ribbons on the "inside" (nearest the Altar).
- ★ A Grand Chapter room is set up in the same manner with the following exceptions:
  - Two seats are required for the Grand Senior Chaplain and the Grand Junior Chaplain. The first chair is positioned in the same manner as a regular Chapter, with the second chair placed on the North side of the first chair.
  - Additional seating for Grand Office-bearer Assistants is to be catered for at the Grand Secretary and Grand Treasurer's stations;
  - The use of emblems and wands are a domestic matter.

Refer to diagram at *Annex A*

### **Chapter Property – Held outside of the Chapter Room**

Members who hold Chapter Property at home should ensure that the contact details of either someone in the Chapter or District Grand Committee are kept with the Property.

### **Collections – in Financial Statements**

- ★ A Collection may be uplifted, with the approval of the Chapter and without previous Agenda notice, for relief when disasters occur.
- ★ All Collections including those for UGCA, Grand Chapter and District Grand Committee are to be listed separately in the Receipts and Expenditure Statement.

### **Combined Official Meeting**

- ★ The Worthy Grand Matron/ Worthy Grand Patron or, Worthy District Grand Matron/Worthy District Grand Patron shall inspect the mandatory records and documents that are to be held by the Chapter/s. The items to be inspected, e.g. Constitution and Laws, Confidential Material and Reports, are listed within forms maintained by the Worthy Grand Secretary.
- ★ The Offices of Worthy Matron, Worthy Patron, Secretary and Treasurer shall be filled by the host Chapter. A full board of Office-bearers shall be filled proportionately from the participating Chapter/s.
- ★ The office of Sentinel must be filled, either by a Brother or Sister.
- ★ The combined Office-bearers will enter in the normal manner.
- ★ After the Office-bearers take their stations and the Chapter is seated, the Worthy Matron of the host Chapter will invite the Worthy Matron and Worthy Patron of the other Chapter/s participating in the meeting to the East.
- ★ The host Worthy Matron will invite the Worthy Grand Matron and Worthy Grand Patron and members of the Grand Chapter, Worthy District Grand Matron, Worthy District Grand Patron and members of the District Grand Committee to enter the Chapter Room.
- ★ After welcoming them in the West, they are invited to the East.
- ★ The Chapter is opened according to Ritual, following which Grand Honours are accorded to the Worthy Grand Matron, Worthy District Grand Matron and the Gavel extended.
- ★ The Worthy Grand Matron and Worthy Grand Patron, Worthy District Grand Matron and Worthy District Grand Patron will preside during the Report of the Inspection of Books of EACH Chapter. The Grand/District Grand Secretary will read the Report of the Books Inspection Committee of EACH Chapter, the Worthy Grand Patron/Worthy District Grand Patron will report on the Financial position of EACH Chapter and the Worthy Grand Matron/Worthy District Grand Matron will comment on the individual reports of EACH Chapter.
- ★ At the conclusion of the meeting it would be courteous if the Worthy Matron of the host Chapter invited the Worthy Matron and Worthy Patron of the participating Chapter/s to accompany her as she retires from the Chapter Room.
- ★ The Secretary of the host Chapter will take the minutes of the combined meeting and distribute them to the participating Chapter/s.
- ★ It is not necessary for the participating Chapter/s to hold a Regular Meeting during the month of the combined Official Meeting.
- ★ For the participating Chapter/s: The minutes of the Regular Meeting prior to the combined meeting will be read and accepted at the meeting subsequent to the combined meeting.

### **Confidential Materiel**

- ★ A copy each of the Confidential Material is held by the Worthy Patron and Associate Patron and provided to the Conductress or Star Points as necessary. A book is to be held by the Worthy Patron and Associate Patron to record the signing in/out of their copies when provided to the Conductress or Star Points.
- ★ If a Chapter has no Worthy Patron or Associate Patron, the Secretary is responsible for the Confidential Material and should make same available to the appropriate Office-bearers as necessary, taking and giving signatures for same.
- ★ The presence and condition of Confidential Material is to be inspected on the Annual Official Visit.

### **Correspondence - In**

- ★ All correspondence received by the Secretary up to the date of the General Committee will be minuted at that Committee. When preparing the Minute, correspondence should be listed in highest rank first and the format should be:

*UGCA – Worthy Grand Secretary – Report of the 16<sup>th</sup> Biennial Sessions*  
*Grand Chapter of xxxxx - Grand Secretary – Report of the General Committee*  
*Tasmania District Grand Committee – District Grand Secretary – Invitation to Luncheon, 16th May*  
*Sunny South Chapter No. 91 – Secretary – Invitation to 30th September Meeting*  
*Sister Doris Day – Thank you to Members for cards and best wishes.*

- ★ Correspondence which is required to be heard by all Members, or requires action by all Members, should only be dealt with at a Regular (Statutory) Meeting and listed in the Minute of that meeting. Those letters are:
  - Correspondence (including Reports) from UGCA, Grand Chapter or District Grand Committee;
  - Correspondence from a Member resigning from Office, or requesting Inactive Membership.
- ★ Correspondence from the Worthy Grand Secretary/Worthy Grand Treasurer, Grand Secretary/Grand Treasurer or District Grand Secretary/District Grand Treasurer, and for which the subject only concerns the Chapter Secretary/Treasurer, can be listed in the Minute as received, but they are not read in Chapter. These matters are dealt with by the Chapter Secretary/Treasurer when they are received.
- ★ All other Correspondence is dealt with at Committee including invitations, apologies, payment of Dues, and recommendations made where appropriate and noted in the Minute. These letters are not read again at the Regular Meeting.
- ★ All correspondence should be condensed to subject matter of letter and only read in full if requested to do so by a Member present at the meeting.
- ★ Letters to the Secretary asking for a Certificate of Clearance or Certificate of Good Standing are the business of the Secretary and she/he will answer same immediately. These letters are not minuted or read in Chapter:
  - The responsibility of requesting a Certificate of Clearance is with the relevant Member and not the Chapter Secretary.

### **Correspondence - Out**

- ★ Printed and posted correspondence should have the UGCA Approved Logo only and should conclude with the name and position of the Chapter Secretary.
- ★ Emailed correspondence should conclude with the name and position of the Chapter Secretary, the Chapter Name and Number.

- ★ Outward correspondence, if read in Grand Chapter, District Grand Committee or Chapter, can be listed in the Minute. Refer “*Correspondence – In*” for an example format to be used in the Minute.

#### **Correspondence – Requiring Action by the District Grand Committee, Grand Chapter or UGCA**

- ★ All questions are to be submitted in writing and dealt with in Chapter before they are sent through the Chapter Secretary to the District Grand Secretary, Grand Secretary or Worthy Grand Secretary.
- ★ Chapters within the jurisdiction of a District Grand Committee must send their questions through to the District Grand Committee first so they can be dealt with (and possibly resolved) before they are forwarded on to the Worthy Grand Secretary/Grand Secretary for further action as appropriate:
  - If the questions are resolved, the outcome of that review should be communicated to the Grand Secretary for her noting, explaining the outcome achieved;

#### **Demonstration/Promotional Meeting**

A Demonstration or Promotional Meeting can be held with Non-Members in attendance. Such a meeting does not replace a Regular Meeting. If they are to be held on the same day, the Regular Meeting is to be held first, closed in the ordinary manner, and then Non-Member guests invited into the Chapter Room.

- ★ A copy of the arrangements for a Promotional Meeting must be sent to the Worthy Grand Secretary/Grand Secretary/District Grand Secretary and must include a copy of: The Agenda for the day, any special Ceremony and the explanation of the Order that will be delivered.
- ★ Copies of the Notice of the Promotional Demonstration are to be given to Members, and the Worthy Grand Secretary/Grand Secretary/District Grand Secretary.
- ★ Appropriate invitations must be issued. Members must submit names and addresses to the Secretary to enable her/him to extend written invitations.
- ★ When issuing invitations to a Fraternal Order, if individual names are not known, request that the acceptance include full names and Titles (if appropriate).
- ★ Registration/Attendance Lists for the Invited Guests should be prepared by the Secretary to assist Members supervising the Attendance Book.
- ★ Members are to wear the Dress of the Order.
- ★ The terms "Sisters and Brothers" are still to be used as well as correct Titles.
- ★ The Chapter Room is to be set up with the Emblems but a closed Bible on the Altar. The Signet should not be in the Chapter Room.
- ★ Appropriate seating should be provided for Invited Guests.
- ★ Hostesses should be appointed to greet the Guests, ensure that they have signed the Registration/Attendance List in the appropriate place, and escort them to their reserved seating. If someone arrives whose name is not on the Registration/Attendance List, the Hostess can ascertain which Member invited the Guest and seek assistance from the Secretary or Worthy Matron. The Hostess should ensure the Guest is not made to feel uncomfortable or embarrassed at any time.
- ★ The Charter is to be displayed, and should be mentioned.
- ★ Visiting Supervising Levels, not including UGCA, should be seated in the Chapter Room rather than wait to be escorted in and introduced when all Invited Guests are seated.

The Order of Service should be as follows:

- ★ The Worthy Patron must explain the use of the Gavel before inviting the Office-bearers to enter.
- ★ Office-bearers enter in Regalia as per the Ritual.
- ★ Worthy Matron invites Most Worthy Grand Matron/Most Worthy Grand Patron and Members of UGCA/Grand Chapter of the Jurisdiction (if UGCA is not present) and/or Worthy District Grand Matron/Worthy District Grand Patron, and those who have accompanied them to enter the Chapter Room.
- ★ The Bible should be opened as per Ritual.
- ★ *Advance Australia Fair* should be sung.
- ★ Special Prayer (Chaplain goes to the Altar) followed by "*The Lord's Prayer*". All to be requested to join in "*The Lord's Prayer*".
- ★ Welcome to Visitors and Introduction of Supervising Levels.
- ★ An Address on the Order, given by a Member selected by the Chapter. (This Address is more effective if it can be delivered without being read.)
- ★ An appropriate Service should include Music and Song.
- ★ Short History and Aims of the Chapter, which should include details of Charities assisted etc.
- ★ Solo, if desired.
- ★ Questions and Answers.
- ★ Worthy Matron extends her thanks and invites all to stay for refreshments.
- ★ The Bible should be closed as per Ritual.
- ★ *God Save the Queen*.
- ★ Office-bearers retire as per the Ritual.

### **Dispensations**

*refer Laws U.16, G.17, D.6 and S.10/S.11*

- ★ Dispensations are required for a temporary change of date/time/venue of an Election or Installation Meeting. The Chapter Secretary should apply for Dispensations through the District Grand Secretary/Grand Secretary/Worthy Grand Secretary, accompanied with payment of the required fee:
  - The Dispensation is to be read at the first General Meeting after it is received and recorded in the Minute thereof. It is read again before opening the Meeting with which it is concerned. The Secretary of the Chapter must report both the reading and recording of the Dispensation to the District Grand Secretary/Grand Secretary/Worthy Grand Secretary.
- ★ Permission (not a Dispensation) can be granted for a temporary change of date/time/venue of a Regular Meeting. The Chapter Secretary should apply through the Worthy Grand Secretary/Grand Secretary/District Grand Secretary. A payment of a fee is not required:
  - The advice of the permission granted is to be read before opening the Meeting with which it is concerned and it must be recorded in the Minute of that meeting.

Note: In accordance with Law S.11, new meeting venues must be inspected and approved of by the Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron.

### **Emblems**

- ★ Emblems cannot be removed from Chapter Room while it is in Session even if there is a need to do so in order to carry out a service or other such program during a meeting.



- ★ In the Initiation Ceremony, it is necessary that a second veil be made available at Adah's station for use in her demonstration of the sign. Adah would then remove this second veil as the Conductress, Candidate and Associate Conductress leave her station and before she sits down.
- ★ At Adah's station, the Veil should be draped over the Sword, as shown on the Signet.

### **Entry of Grand Office-bearers when visiting**

When a Grand Chapter is visiting a Chapter, they will enter and stand around the carpet and wait for the Worthy Grand Matron and those that have accompanied her, to be introduced and welcomed. The perambulations are as follows:

- ★ On entering the Chapter room to announce the Worthy Grand Matron is in attendance, the Grand Marshal will stand in the West (behind Esther's station) and announce the Worthy Grand Matron;
  - If an Official Visit the Grand Marshal will say *"Worthy Matron, the Worthy Grand Matron and Worthy Grand Patron of the Grand Chapter of xxxx are outside your door and seek admission".*
  - If not an Official Visit, the Grand Marshal will say *"Worthy Matron, the Worthy Grand Matron and Worthy Grand Patron of the Grand Chapter of xxxx are outside your door and await your pleasure".*
- ★ The Grand Marshal will request entry (as requested by the presiding officer) at the door of the Chapter room. The Grand Marshal should recognize the Chapter which is being visited ie. *"The Worthy Matron of xxxxx Chapter has invited the Worthy Grand Matron, the Worthy Grand Patron and those that have accompanied her, into the Chapter room".*
- ★ The Grand Office-bearers should be lined up outside the door in the same manner as for a regular Chapter, and walk in, to stand around the carpet as does a regular Chapter.
  - Grand Office-bearers will come to salutation on arriving at their position and face forward to the East.
  - If the Chapter has been opened, once all Grand Office-bearers have entered the Chapter room, all will bow at the same time, and before the Grand Marshal announces the Worthy Grand Matron and Worthy Grand Patron.
  - Past Worthy Grand Matrons will position themselves a few steps behind the Worthy Grand Matron, and in a row. Similarly, Past Worthy Grand Patrons will stand behind the Worthy Grand Patron.
  - The IP Worthy Grand Matron will stand between Past Worthy Grand Matrons and the Worthy Grand Matron, at her left shoulder. IP Worthy Grand Patron will do the same, but at the right shoulder of the Worthy Grand Patron.
  - The Grand Marshal will stand back and wait for all to walk in and be in position (and bow if appropriate), then she steps forward onto the corner of the carpet to make her introductions. Once she has made her introductions she takes a step back.
  - The Grand Marshall will introduce Distinguished Members of the Grand Chapter as per the following example:  
*"Worthy Matron, I have the pleasure of introducing Sister xxxx, Worthy Grand Matron, Brother xxxx Worthy Grand Patron, Sister xxxx IP Worthy Grand Matron, Brother xxxx IP Worthy Grand Patron, Past Worthy Grand Matron(s), Past Worthy Grand Patron(s) and Grand Office-bearers of the Grand Chapter of xxxxx."*
- ★ The Worthy Matron will repeat the Grand Marshal's introduction in the exact manner. It should be noted that from this point on, it is acceptable to refer to the Grand Chapter of xxxx, simply as the Grand Chapter.

- ★ On request, the Grand Marshal will escort the Worthy Grand Matron to the East. As the Grand Marshal takes the hand of the Worthy Grand Matron, all Grand Office-bearers standing around the carpet will take a step outward, so that Grand Office-bearers walking around to their positions can walk between them, and the star points.
  - The IP Worthy Grand Matron will follow the Worthy Grand Matron, but will not step onto the carpet, until the Worthy Grand Matron passes the Altar. Past Worthy Grand Matrons will follow directly behind the IP Worthy Grand Matron.
  - The IP Worthy Grand Patron, and Past Worthy Grand Patrons will synchronise their approach to the East with the IP Worthy Grand Matron/Past Worthy Grand Matrons, but they walk on the outside of the star, on the carpet surround, and in front of the Grand Office-bearers standing on the carpet.
  - All remaining Grand Office-bearers will move to their seats in the East in rank order, walking around in front of other Grand Office-bearers as required and only stepping out of their 'line' on the carpet surrounds, as the higher rank Grand Office-bearer passes (or moves to the East if on the other side of the Chapter Room). eg. Grand Associate Matron, then Grand Associate Patron, Grand Secretary, Grand Treasurer etc.
- ★ The Worthy Grand Matron is only escorted through the star when the Chapter being visited is within her jurisdiction.

### **Errors in Ritual Work**

- ★ Any Member with concerns regarding errors in Ritual Work shall convey these errors privately to the Worthy Patron.
- ★ No Member visiting a Chapter (regardless of their Rank) should comment (or directly approach another Member) about any errors in Ritual they may have seen.

### **Escort of Members**

- ★ When Members are being escorted within the Chapter Room, they are to be escorted in a manner that ensures they are closest to the Altar.
- ★ When a Member is to be escorted, the Presiding Officer will ask the Member to be escorted to stand, then ask the Marshal to escort them to the required destination.
- ★ When more than one Member is to be escorted at the same time:
  - The Marshal will start with the Member furthest from the destination. As the Marshal (now escorting the Member) passes the other Sisters/Brothers to be escorted she will pause and ask each of them to '*please follow*';
- ★ A Brother being escorted on his own walks at the left side of the Marshal.
- ★ A Brother is only escorted by hand when being escorted from the Altar to his station after being Installed.

### **Examining Committee (Unknown Visitor)**

- ★ In accordance with Law S.41, the Worthy Matron will appoint three (3) Members to an Examining Committee at the request of the Visitors' Panel and/or Sentinel when a visitor is unknown to any Member.
- ★ The Examination of the visitor should take place outside the Chapter Room and the result reported to the Visitors' Panel. A Member of the Visitors' Panel can then vouch for the visitor at the request of the Associate Matron during the Opening Ceremony.

### **Financial Statement (Annual)**

- ★ After the Auditor's Report has been received, the Annual Financial Statement is received on a Motion of two (2) Members of the Chapter, then declared open for discussion. After discussion, it is then adopted on a Motion of two (2) Members.



- ★ It is not advisable for any of the Members who have signed the Annual Financial Statement to move or second the receipt or adoption of the Statement.
- ★ As this Statement details the financial standing of the Chapter, it is the responsibility of all Members of the Chapter to ensure that it is a true record.

#### **Financial Report (Monthly)**

- ★ A monthly statement is read by the Treasurer according to the Standing Order of business to be transacted at the meeting. The Treasurer moves the report and it is seconded by a Member of the Chapter.
- ★ The monthly statement can include Balance at Bank as at the end of the last month reported (last calendar month); plus total income; less total expenditure, and ending with the Balance at Bank as at the end of the current month (current calendar month).

#### **Forms – Chapter Annual Return**

- ★ The Chapter Annual Returns should be forwarded within seven (7) days in accordance with the instructions on the forms or as requested by the District Grand Secretary/Grand Secretary or Worthy Grand Secretary. Returns should be submitted with the appropriate payment requested.
- ★ Any change of Secretary, Treasurer or Representative, or alteration of address, must be notified to the Worthy Grand Secretary/Grand Secretary/District Grand Secretary as soon as the change takes place.

#### **Funeral Service**

- ★ A Funeral Service can be carried out only at the request of the family of the deceased Member.
- ★ It is permissible for the Worthy Matron and/or the Chapter Secretary to discreetly advise relatives of a deceased Member that a Funeral Service can be rendered by Members of the Order, if same is desired and the presiding Minister/Celebrant at the Funeral has no objections.
- ★ The Salutation Sign is not to be used at a Funeral Service.
- ★ Members of the Order are requested to stand for the Funeral Service, by the Presiding Officer. If Members obstruct the view of others present then after the prayer they may be asked to be seated.

#### **Honorary Membership (Escort)**

- ★ The Member is escorted to the Altar by the Marshal. If a Brother is receiving the honour at the same time, he would walk towards the Altar via the carpet behind Adah and Ruth and wait between Adah and Ruth to be escorted to the Altar.
- ★ The Marshal would place the Sister West of the Altar, then place the Brother West of the Altar, at the left of the Sister.
- ★ After the Obligation, the Sister is escorted first to the Secretary's Desk and the Marshal returns to the Altar, between Adah and Ruth and escorts the Brother out between Martha and Electa and around to the Secretary's Desk.
- ★ When the Member receiving the Honorary Membership is the Presiding Officer of the jurisdiction of that Chapter, e.g. the Most Worthy Grand Matron, Worthy Grand Matron or a Worthy District Grand Matron of a Chapter in her jurisdiction, they will be taken to the East via the direct route, i.e. through the carpet between Electa and the Altar.

### **Initiation Ceremony – Holding the Bible**

The Candidate's hands should be placed into the Salutation sign position, then the Bible placed with the spine down, the Candidate's fingers interlaced across the top edge and the Candidate's thumbs aligned with the page edges.

### **Initiation Ceremony - Perambulations**

- ★ The position of the 'Preparation Room' is provided for in the Ritual but it is understood that each Chapter Room is physically set out differently. Regardless of the Chapter Room layout, the preparation of the Candidate must be done outside the Chapter Room.
- ★ Once the Candidate is brought into the Chapter Room at the beginning of the ceremony, the Conductress positions herself facing the Candidate, i.e. the Conductress will be facing South, the Candidate in front of the Conductress facing North, and the Associate Conductress to the West of the Candidate. All should be positioned just North of the Associate Patron's Station.
- ★ Music played or Odes sung are at the discretion of the Chapter.
- ★ When the Star Point Office-bearer stands at the side of her chair, the Candidate(s) should be standing in front of her, with the Conductress at the left of the Candidate(s) and the Associate Conductress at the right of the Candidate(s). The Conductress, Associate Conductress and Candidate should be in a straight line, thus forming the base of a triangle.
- ★ When there are three (3) or more Candidates initiated at one time, the Conductress will lead with one Candidate, the remaining will follow the Conductress and the Associate Conductress will follow at the end, alone. Candidates following the Conductress will walk in pairs:
  - At the completion of the Ceremony, when the final instructions are given, the Associate Conductress will also retire with the Candidates. With 1 or 2 Candidates, the Associate Conductress returns to her station.
- ★ Whenever the Conductress and/or the Associate Conductress assist the Candidate to turn, they should reach across behind the Candidate.
- ★ If the flowers presented to the New Member during the Ceremony are not on a ribbon and are therefore held in her hand, the Associate Conductress should take the flowers and place them on the Associate Matron's dais as she returns to her station. Once the Conductress and Candidate(s) have re-entered the Chapter Room and given the Sign of Salutation in the West, the Conductress will gather the flowers and escort the New Member(s) to seats in the Chapter Room. The Conductress then returns to her station.

Refer to the diagram at *Annex B*

### **Inspection of Books/Records Committee – Guide**

Members of this Committee should check the following:

- ★ The Report of previous Committee should be reviewed to ensure that any actions required have been completed.
- ★ That the Expenditure Book reconciles to the Accounts listed in the minutes.
- ★ That the Financial Statement has been recorded (stuck in) the Income and Expenditure Book.
- ★ That pages of the Income and Expenditure Books are correctly headed, numbered and dated.
- ★ The Minutes of meetings (including Committees) show:
  - That the Minute of Election Meeting notes any vacancies and that the process of nomination and election has been done in accordance with Law S.14;

- That nominations for Vacant Office-bearers have been dealt with for at least two (2) Regular Meetings following the Election Meeting and that this has been minuted accordingly including any subsequent installation of those Office-bearers;
- That additional nominations and elections on Committees have been made for any Vacant Office-bearer who is an Ex-Officio Member (e.g. Immediate Past Worthy Matron/Immediate Past Worthy Patron);
- the Attendance List records seven (7) Members, including at least one of the first four (4) elected Office-bearers (in Rank) or the Immediate Past Worthy Matron or Immediate Past Worthy Patron;
- Those attending Committees are elected to that Committee;
- Each page is correctly headed, numbered and dated;
- The signature of the Worthy Matron and the Secretary, and the dates of the signatures appear at the end of the Minute.

All other pages of the Minute should be initialled at the bottom of each page by the Worthy Matron and Secretary.

If the Minutes have been stuck into the Minute Book, each page (not the last page), should have the initial of the Worthy Matron and Secretary at a point where the Minute page and the Book page meet. This is to ensure the page has not been stuck in after it has been dealt with and signed.

If the Minutes are in loose leaf they must be bound on a regular basis (e.g. at the end of a term of office and no longer than a period of two (2) years). The method of binding must ensure that pages cannot be easily added or removed;

- That the Report on the Inspection of Mandatory Documents has been recorded on the Minute of the Official Visit.
- ★ Any irregularities found are to be notified to the District Grand Secretary/Worthy Grand Secretary. No comments/notations should be made in any record being inspected.
- ★ Petitions for a new Member or Affiliate, should be processed in the correct manner and noted in the Minutes accordingly, i.e.
  - Examined at General Committee;
  - Full name and address of Petitioner should appear, also signature of Petitioner, Proposer and Seconder and three (3) Members of Investigation Committee;
  - That it was read at a Regular Meeting;
  - That there is an Investigation Committee;
  - That there was a Ballot;
  - That it was recorded the Candidate was initiated or affiliated, whichever was applicable.
- ★ The Inspection of Books Committee must also sight the Inventory Book and check that any purchase or disposal of paraphernalia or property, has been recorded both in the respective Meeting Minute, and updated in the Inventory Book.
- ★ It is not permissible for a Member of Inspection of Books Committee to inspect the records of a Chapter of which she/he is a Member or Auditor.

Refer also to *Audits and Inspections*

### **Internal Audit - Guide**

Internal Auditors should check the following:

- ★ All expenditure approved at a Regular Meeting is be listed at the end of the Minute of that meeting and reconciled to:
  - the Expenditure Book;

- a Payment Voucher;
  - a cheque butt or electronic payment receipt;
  - the Bank Statement.
- ★ Ensure that each UGCA Payment Voucher (approved template) is signed by three of the approved Signatories for the Chapter that were present at the meeting when payments were passed for payment.
- ★ All income listed at the end of the Minute for that meeting is reconciled to:
  - the Income Book;
  - the Receipt Book (including Dues Receipts); and
  - the Bank Statement.
- ★ Entries in the Income or Expenditure Books are recorded in the correct columns, receipt/payment references have been recorded, and all calculations are correct.
- ★ Each page of the Expenditure Book and the Income Book is numbered and dated.
- ★ Bank Statements show cheques presented and that unpresented cheques have been recorded.
- ★ Dues Book reconciles to Dues Receipts and calculations in the Dues Book are correct. All Dues Receipts should reconcile to Income Records (Income Book and Minute Book).
- ★ The Income and Expenditure Books (taking into account all unpresented cheques) must reconcile with balances shown in the Bank Statements.
- ★ The Secretary's Petty Cash Account Book (and Social Secretary's Account Book) must reconcile to the Expenditure Book and Minute of the meeting at which payment was approved.
- ★ For any Investments, check Interest Bearing Deposits ensuring they are invested in a Government secured Bank, Building Society or Credit Union. Investments in Shares are not permissible.
- ★ That a printed copy of the Financial Statement is included in both Income and Expenditure Books.
- ★ Financial Statement - Unpresented cheques should not be shown on the Financial Statement. These are listed in Reconciliation of the Income and Expenditure Books. The Total Assets from the previous Year becomes the Accumulated Funds under Liabilities for current year in Balance Sheet.
- ★ That any purchase or disposal of paraphernalia or property, has been recorded both in the respective meeting Minute, and updated in the Inventory Book.

When the Auditors are confident in the detail and accuracy of the Balance Sheet, each Auditor MUST sign Balance Sheet, which must then be signed by the Worthy Matron, Worthy Patron, Secretary and Treasurer.

If the Auditors have concerns which preclude them from signing the Balance Sheet, they should outline their concerns on a separate page and the Chapter should request assistance from the District Grand Committee or UGCA to resolve the issues.

### **Inventory**

- ★ In accordance with Law S.81, the property of the Chapter is vested in the names of the Worthy Matron, Worthy Patron, Secretary and Treasurer. It is appropriate therefore for the Worthy Matron to direct a reconciliation of Chapter Inventory, paraphernalia and property once per Chapter term.
- ★ The Chapter effects should be valued: Property (Land & Building) must be valued by an accredited professional. Regalia must also be valued separately and all remaining paraphernalia may be valued as a group.

- ★ If any Inventory needs to be removed from the Chapter Room, it should be approved by Motion at a Regular Meeting and noted in the Minute of the meeting.
- ★ Purchases or disposals of Inventory should be approved by Motion at a Regular Meeting and noted in the Minute of the meeting.
- ★ The Inventory Book is an auditable record and must therefore be presented to Auditors or the Inspection of Books Committee on request. Refer also ***Audit and Inspections***.

### **Jewels – Wearing of**

Jewels of past Rank/Service must not be worn by any Office-bearer during their Installation Ceremony.

### **Logo (Star)**

The use of OES logos must be in accordance with the directions of UGCA and in accordance with the approved Style Guide.

### **Marshal - Baton**

The Baton is carried with the emblem vertical to the floor, not parallel.

### **Marshal - Chapter**

- ★ The Chapter Marshal does not carry her Baton when entering the Chapter Room with all other Office-bearers at the beginning of the meeting.
- ★ The Chapter Marshal carries the Baton only when she is “Marshalling” someone.

### **Minutes – General Instructions**

*Refer Annex C*

- ★ The Regular (Statutory) Meeting Minute should be structured according to the Notice Paper/Agenda of that meeting which lists the items of business to be brought to the Chapter at that meeting. The Secretary, Worthy Matron, Worthy Patron, Associate Matron and Associate Patron should have a copy of the Agenda before them during every meeting:
  - Every item of business listed in the Notice Paper/Agenda must be dealt with and minuted accordingly;
  - When the Regular (Statutory) Meeting Minute is presented the Presiding Officer will ask first if there are any corrections. These are dealt with before the Minute is “confirmed as a correct record” (moved, seconded and carried);
  - The Presiding Officer should not sign the Minute until the Motion to adopt the Minute has been carried.
- ★ The General Committee Meeting Minute is read, then received first by two (2) Members present at that Committee meeting (moved, seconded and carried). It is discussed and any recommendations dealt with. Once all recommendations are dealt with, or if there is no further discussion, the minute is ‘adopted’ by two (2) Members not present at that Committee meeting. (moved, seconded and carried):
  - Recommendations from Committees are not moved and seconded in that Committee. They are only moved and seconded at the Regular Meeting and after the Presiding Officer has read the recommendation.
- ★ The Investigation Committee Minute is read, received and adopted in the same manner as the General Committee Minute. Once this is done, the Ballot follows.
- ★ The Benevolent/Distress Committee Minute is read, received and adopted in the same manner as the General Committee Minute. Only the UGCA Diploma Number of the

Member for whom Benevolence has been requested, is read in Chapter and recorded in the Minute.

- ★ When any Ordinary Motion is proposed, seconded, put to the Chapter and passed, the names of the Proposer and Secunder of the Motion are recorded in the Minute.
- ★ In the absence of the Worthy Matron, the Presiding Officer would sign the Minute as Associate Matron, Immediate Past Worthy Matron or Past Worthy Matron. In the absence of the Secretary the Acting Secretary would sign as Acting Secretary.
- ★ the Attendance List recorded in the minute should have seven (7) Members, including at least one of the first four (4) elected Office-bearers (in Rank) or the Immediate Past Worthy Matron or Immediate Past Worthy Patron.

### **Mourning Bows or Bags**

The removal of black Mourning Bows or black Mourning Bags during the meeting is a domestic matter, e.g. they can be worn until the Chapter goes into recess; after silent prayer or remain until the end of the meeting.

### **Music – During Altar Perambulations**

- ★ Appropriate music can be played when the Conductress is attending the Bible or when the Chaplain is attending the Altar during the Opening or Closing Ceremonies.
- ★ It is not appropriate for music to be played during Silent Prayer.

### **Notice Paper / Agenda / Circular**

With the exception of Members relevant to Law S.63 (unfinancial), an Agenda is sent to every Member of the Chapter for each Regular Meeting and at least seven (7) days prior to the Regular Meeting. The Agenda must include the following:

- ★ The Date, Time and Venue of the Regular Meeting and any Committees.
- ★ The names of any Chapters who have accepted an invitation to visit this meeting. If more than one Chapter has accepted, they should be listed in Rank first, then number, i.e. UGCA first, then a Grand Chapter, then a District Grand Committee, then Chapters in ascending order by Chapter Number.
- ★ Care should be observed in the use of correct titles for Honoured Guests who have accepted the invitation, for example:
  - *“The Most Worthy Grand Matron and Most Worthy Grand Patron, accompanied by Worthy Grand Office-bearers have accepted an invitation to attend this meeting”;*
  - *“The Worthy Grand Matron and Worthy Grand Patron, accompanied by Grand Office-bearers have accepted an invitation to attend this meeting”;*
  - *“This is the Official Visit of the Worthy District Grand Matron, Worthy District Grand Patron and Members of the District Grand Committee”.*
- ★ In addition to the routine items addressed at each Regular Meeting, the Agenda should include:
  - Ballot (indicating the name(s) of the Candidate(s) / Affiliate(s) and each Proposer/Secunder);
  - If there is to be an Initiation/Affiliation, then the name(s) of the Candidate(s)/Affiliate(s) and each Proposer/Secunder must be included;
  - Any nominations/elections to occur (listing the offices being dealt with);
  - Any collections;
  - Any particular item of business that the Chapter has determined will be discussed at the meeting.



- ★ The UGCA Website ([www.oesaustralia.org.au](http://www.oesaustralia.org.au)) should be included on the Agenda (perhaps at the bottom of the page).
- ★ Notices of Visits and Social Activities etc. may also be included.
- ★ An Acting Worthy Patron does not have his name on the Notice Paper/Agenda.
- ★ When the Notice Paper/Agenda is prepared by the Secretary, it should be sighted by the Worthy Matron, as the accuracy of the Notice Paper/Agenda is her responsibility.

Refer Also Annex C for the *Order of Business*

### **Obligation Service**

At no time should the space between the Altar and the Dais be occupied. In the Obligation Service it is permissible, during prayer, for a "Chain" to be formed, long enough to reach the Worthy Matron and the Worthy Patron at their stations in the East.

### **Open Installations – General Instructions**

- ★ Instructions for an Open Installation are found in the Ritual Book. It is recommended that one or two practices/instructions occur prior to the meeting so that all Members are fully aware of Open Installation requirements.
- ★ Letters of Invitation should include a Promotional Card or Brochure.
- ★ The Worthy Patron should include an instruction advising all present that the taking of photographs should be discreet, not block the view of others or interrupt the proceeding of the meeting and that mobile phones should be turned off or on silent.
- ★ An additional Attendance Sheet should be made available at the entry of the Chapter to record Non-Members in attendance. This can be filled in prior by the Secretary based on the invitations sent and accepted. Name Tags (if they are to be used) should be prepared by the Secretary.
- ★ Hostesses appointed to greet the Guests should ensure that Guests have signed the Registration/Attendance List in the appropriate place, and escort them to their reserved seating. The Hostess should ensure the Guest is not made to feel uncomfortable or embarrassed at any time.

### **Office-bearers - Vacancy**

- ★ To fill any vacancies during the year, the Worthy Matron may conduct the Installation. She does not necessarily pass the Ceremony over to the original Installing Officers.
- ★ In the case of an absent Office-bearer, or when the Worthy Matron has knowledge that an Office-bearer will be absent, it is the duty of the Worthy Matron to appoint an Office-bearer to fill the vacancy. The absent Office-bearer will not appoint anyone to fill her/his Office.
- ★ The Worthy Matron will try to fill vacant positions from among the Members of the Chapter first, then from Members of any Visiting Chapter and if there are still vacancies and the District Grand Committee is in attendance, the Worthy Matron will then ask the Worthy District Grand Matron for the assistance of a District Grand Committee Member to fill the vacant position.

### **Official Visit – by the UGCA, Grand Chapter or District Grand Committee**

- ★ On an Official Visit, the Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron will enter the Chapter before the Opening Ceremony commences and retire after the Closing Ceremony completes. See the appropriate sections "Receiving the Distinguished Visitors BEFORE the Opening Ceremony" for the process of introductions and the perambulations.
- ★ After the Chapter is seated once Advance Australia Fair is sung, The Worthy Matron will offer the Gavel to the Most Worthy Grand Matron/Worthy Grand Matron/Worthy District



Grand Matron who will accept the Gavel to continue with the Inspection of Records Report.

- ★ The Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron will move into the Worthy Matron's position and the Most Worthy Grand Patron/Worthy Grand Patron/Worthy District Grand Patron will move into the Worthy Patron's position;
- ★ The Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron starts by asking the Worthy Grand Secretary/Grand Secretary/District Grand Secretary to read the report of the Inspection of Records Committee. She thanks the Worthy Grand Secretary/Grand Secretary/District Grand Secretary, then asks the Most Worthy Grand Patron/Worthy Grand Patron/Worthy District Grand Patron if he would like to comment on the Financial Statement. It is appropriate for the Most Worthy Grand Patron/Worthy Grand Patron/Worthy District Grand Patron to thank the Treasurer for the good work in preparing the Financial Statement; the Social Secretary for the organisation of fund raising and the Chapter Members for supporting their Chapter (or words to that effect);
- ★ The Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron will offer her own vote of thanks to the appropriate Members and the Chapter. She will then ask the Chapter Secretary (who stands) *"Sister Secretary, will you please engross in the minute of this meeting that the Most Worthy Grand Patron/Worthy Grand Patron/Worthy District Grand Patron and I have inspected the copies of the Constitution and Laws; the Bye-Laws of the Grand Chapter/District Grand Committee; the Bye-Laws of this Chapter; the Reports of UGCA, Grand Chapter and District Grand Committee; the Confidential Material, and the Inventory Book and found them all to be in order"*;
- ★ The Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron will then ask the Worthy Grand Secretary/Grand Secretary/District Grand Secretary to come to the East. After her arrival, the Most Worthy Grand Matron/Worthy District Grand Matron/Worthy Grand Matron will offer the Gavel back to the Worthy Matron.
- ★ Grand Honours are then extended to the Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron.

#### **Prompting of Office-bearers**

- ★ The Associate Conductress shall obtain the Prompt Ritual from the Secretary prior to the commencement of the meeting. The Associate Conductress should sign the appropriate 'sign in/out book', and return the Ritual at the conclusion of the meeting.
- ★ The Associate Conductress is the only Member who will prompt any Office-bearer. It is appropriate for the Associate Conductress to quietly move around the Chapter Room to any Office-bearer and offer the Ritual Book for their use.
- ★ The only Ritual Book allowed to be used in a Chapter Room when a Chapter is in session is that held by the Associate Conductress, Worthy Matron or Worthy Patron.
- ★ For the Installation Ceremony, the Installing Officer may appoint a Member sitting in the East to hold a Ritual for the purpose of Prompting.

#### **Receiving Distinguished Visitors BEFORE the Opening Ceremony**

- ★ If the Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron is to enter before the Opening Ceremony, this is done after the Worthy Matron and her Office-bearers have entered the Chapter Room and have resumed their stations.
- ★ If the Most Worthy Grand Matron/Worthy Grand Matron is visiting,
  - The Worthy Matron will ask the Warder to 'see if the Worthy Grand Marshal/Grand Marshal is ready to enter and if so, admit her
  - The Worthy Grand Marshal/Grand Marshal will come into the Chapter Room, stand in the West and announce the attendance of Distinguished Visitors.

- The Worthy Matron will ask the Worthy Grand Marshal/Grand Marshal *“to invite our Distinguished Guests to enter the Chapter Room”*;
- ★ If the Worthy District Grand Matron is visiting,
  - The Worthy Matron will ask the Warder to *‘see if the Worthy District Grand Matron is ready to enter’* and if so, the Worthy Matron instructs the Marshal to *‘invite the Worthy District Grand Matron and those who have accompanied her into the Chapter Room’*
  - On addressing the Worthy District Grand Matron, the Marshal will say *“the Worthy Matron of xxxxx Chapter No 99 invites the Worthy District Grand Matron and those who have accompanied you to enter the Chapter Room”*;
- ★ Once the Worthy Grand Marshal/Grand Marshal/Marshal have escorted the Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron to the West, the Worthy Grand Marshal/Grand Marshal/Marshal will announce to the Worthy Matron, *“Worthy Matron, it is with pleasure that I introduce Sister Katherine Hepburn, Most Worthy Grand Matron, Brother Spencer Tracey, Most Worthy Grand Patron, <Past Most Worthy Grand Matrons, Past Most Worthy Grand Patrons>, and Worthy Grand Office-bearers of The United Grand Chapter of Australia (amend as appropriate to the Distinguished Visitors in attendance):*
  - The Worthy Matron repeats the introduction and welcomes the Distinguished Visitors. The Worthy Matron then instructs the Worthy Grand Marshal/Grand Marshal/Marshal to *“escort the Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron to the East, Most Worthy Grand Patron/Worthy Grand Patron/Worthy District Grand Patron, will you also come to the East, and those who have accompanied you, please follow.”*
- ★ The Worthy Grand Marshal/Grand Marshal/Marshal escorts the Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron through the Star, to the East. The Most Worthy Grand Patron/Worthy Grand Patron/Worthy District Grand Patron will follow on the outer edge of the carpet at the same pace as the Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron. Past Most Worthy Grand Matrons/Past Most Worthy Grand Patrons (as appropriate) will follow in the same manner once the Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron passes the Altar on her way to the East. Worthy Grand Office-bearers/Grand Office-bearers will follow in rank order and District Grand Committee members will also follow.
  - If the Chapter being visited is not within the jurisdiction of the Distinguished Member visiting, they are not escorted through the star, but escorted around the carpet to the East.
- ★ Once all Distinguished Guests have taken their seats, the Worthy Matron can continue with the Opening Ceremony.
  - If an Official Visit, the gavel is extended to the Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron after the Chapter has sung Advance Australia Fair and all have been seated. Grand Honours are not extended until after the Inspection of Records/Books Inspection report is read;
  - If not an Official Visit, Grand Honours are extended as everyone is still standing after singing Advance Australia Fair. The Worthy Matron then seats the Chapter and extends the Gavel to the Most Worthy Grand Matron/ Worthy Grand Matron/Worthy District Grand Matron.
- ★ After the Closing Ceremony is complete and prior to the Worthy Matron and Office-bearers retiring from the Chapter room, the Distinguished Guests will retire.
  - The Worthy Patron will ask the Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron if they would join the Chapter in light

- refreshments (or photos as appropriate) following the meeting. The Most Worthy Grand Patron/Worthy Grand Patron/Worthy District Grand Patron, will respond on her behalf.
- The Worthy Patron will ask the Worthy Grand Marshal/Grand Marshal/Marshal to escort our Distinguished Guests from the Chapter room.
  - ★ Once the Distinguished Visitors have left the Chapter Room, the Worthy Patron asks the Marshal to escort the Worthy Matron from the East.

#### **Receiving Distinguished Visitors AFTER the Opening Ceremony**

- ★ If the Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron is to enter after the Opening Ceremony, this is done after *Advance Australia Fair* has been sung and all Members have been seated.
- ★ The perambulations, introductions described in the section 'Receiving ..... BEFORE the Opening Ceremony' are the same.
- ★ The Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron will not enter the Chapter AFTER the opening ceremony if it is an Official Visit.
- ★ Prior to the Worthy Matron commencing the Closing Ceremony,
  - If the Most Worthy Grand Matron/Worthy Grand Matron is visiting, the Worthy Grand Marshal/Grand Marshal will stand and ask "*Worthy Matron, will you please raise your Chapter while the Most Worthy Grand Matron/Worthy Grand Matron and those that have accompanied her retire*".
    - The Distinguished Visitors will retire and stand at the West while their office-bearers stand around the carpet.
    - The Worthy Patron will ask the Most Worthy Grand Matron/Worthy Grand Matron if they would join the Chapter in light refreshments (or photos as appropriate) following the meeting. The Most Worthy Grand Patron/Worthy Grand Patron, will respond on her behalf.
  - If the Worthy District Grand Matron is visiting, the Worthy Patron will ask the Marshal to escort the Distinguished Visitors from the Chapter room.
    - The Distinguished Visitors will retire and stand at the West while the Members of the District Grand Committee stand around the carpet.
    - The Worthy Patron will ask the Worthy District Grand Matron if she would join the Chapter in light refreshments (or photos as appropriate) following the meeting. The Worthy District Grand Patron will respond on her behalf.
- ★ The Distinguished Visitors will retire, and the Worthy Matron continues with the Closing ceremony.

#### **Regalia**

- ★ At an Installation, invest with Sash first, Jewel or Collar (if used) last.
- ★ In the absence of the Worthy Matron, when the Immediate Past Worthy Matron or Associate Matron is acting as Worthy Matron she wears the Regalia of her own Office but is addressed as "Worthy Matron". Worthy Matron's Regalia is not worn by any other Member except when the Immediate Past Worthy Matron is required, and prepared to serve, as Worthy Matron for the unexpired portion of the term and in the event of the death or resignation of the Worthy Matron.
- ★ Worthy Patron's Regalia is worn by a Brother, who is not the Immediate Past Worthy Patron or an Office-Bearer, who is acting as Worthy Patron, in the same manner as when any other Member is requested by the Worthy Matron to take a position for that Chapter Meeting.

- ★ As Immediate Past Worthy Matron/Immediate Past Worthy Patron, Associate Matron/Associate Patron, their duty is to wear their own Regalia when filling the position of Worthy Matron/Worthy Patron in their own Chapter. When Associate Matron/Associate Patron is wearing her/his own Regalia, acting as Worthy Matron/Worthy Patron, the Member/Visitor filling the position of Associate Matron/Associate Patron wears no Regalia but is addressed as “Associate Matron/Associate Patron”.
- ★ If any Regalia for any Office, including a Presiding Office-bearer, is unavailable, that Office-bearer or Acting Office-bearer takes the position wearing no Regalia.

#### **Representatives for Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron**

- ★ If a Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron cannot fulfil a social engagement, Official Visit or Installation, she may appoint a Representative to attend in her place:
  - The Representative should be addressed using her own title; for example Past Worthy District Grand Matron;
  - No Grand Honours are given to the Representative.

#### **Responses - Protocol**

The correct protocol to be adopted by Members who have been asked to respond by a Worthy Matron is as follows:

- ★ The first Speaker should acknowledge each Distinguished Guest present; but the following speakers need only preface their remarks with the shorter form i.e. Worthy Matron, Worthy Patron, Distinguished Members, Sisters and Brothers and Visitors (if present).
- ★ Where possible, responses should be kept brief.

#### **Salutation - during Installation Obligation**

Each Office-bearer should assume the Sign of Salutation as soon as she/he is placed within the Star by the Installing Marshal and only drop the Sign of Salutation at the following:

- ★ after the Obligation, as she/he steps from the carpet onto the carpet surround between Martha and Electa.
- ★ while being invested with Regalia, then resume Sign of Salutation as Marshal steps away.
- ★ when the Marshal takes her/his hand to escort.

#### **Salutation – General Use of**

- ★ The Member places her/his hands together, as she/he did while holding the Bible at the Altar at Initiation.
- ★ The Salutation Sign is held by all Members at all times when standing and at all times when within the Labyrinth unless being escorted.

#### **Seating In The East**

- ★ The Immediate Past Worthy Matron will always sit at the shoulder of the Worthy Matron. Past Worthy Matrons of the Chapter can fill the seats to the right of the Immediate Past Worthy Matron in the front row. If the Worthy Matron desires, visiting Worthy Matrons can be seated in the front row, with Past Worthy Matrons taking the remaining seats.
- ★ When the Worthy Grand Matron/Worthy District Grand Matron is in attendance, the Immediate Past Worthy Matron can be seated at the right shoulder of the Worthy Matron

in the second row, with the Worthy Grand Matron/Worthy District Grand Matron sitting next to the Worthy Matron in the front row. The seating of visiting Worthy Matrons or Past Worthy Matrons in the East is then at the discretion of the Worthy Matron.

- ★ When the Most Worthy Grand Matron/Worthy Grand Matron and a Worthy District Grand Matron is in attendance, the Immediate Past Worthy Matron can be seated at the right shoulder of the Worthy Matron in the second row, with the Most Worthy Grand Matron sitting next to the Worthy Matron in the front row, Worthy Grand Matron and the Worthy District Grand Matron in the next seat to the right of the Most Worthy Grand Matron. Worthy Grand/Grand Office-bearers will take the remaining seats, in rank order. A seat for the Worthy Grand Marshal/Grand Marshal will be required at the end of one of the rows of chairs:
  - An 'extended East' should be considered on this occasion, i.e. rows of seats for visiting Worthy Matrons and Past Worthy Matrons situated facing the South and extending from the Treasurer's station, to the Associate Conductress. Visiting Worthy Matrons should be seated in the front row.

### Sentinel

- ★ A chair must be reserved next to the Warder for the Sentinel if she/he is to be invited into the Meeting.
- ★ The Sentinel can be invited into the Meeting after the singing of the National Anthem and before an Initiation or Affiliation ceremony:
  - The Sentinel should secure the outer door, enter the Chapter Room in the normal manner, leaving the door to the Chapter Room slightly ajar in order to be able to monitor the outer door, and take her/his seat next to the Warder.
- ★ The Sentinel should be asked to retire:
  - Before Recess – before asking the Conductress to attend at the Altar;
  - Before Closing Ceremony – before asking the Associate Matron if there is any further business;
  - Before Any Other Ceremony such as the Initiation or Affiliation Ceremony.
- ★ The Sentinel should retire in the normal manner, closing the door to the Chapter Room.

### Signet

- ★ Is to be positioned in the East.
- ★ Must be demonstrated at Initiation Ceremony by the Associate Patron (if any) or Worthy Patron and may not be deferred.
- ★ The Conductress, during the setup of the Chapter Room, should check the position of the Signet with the Worthy Patron/Associate Patron if it is to be used, to ensure it is in the correct position and to avoid it needing to be moved during the meeting.
- ★ It is not necessary to have the Signet in the Chapter Room at an Installation Meeting.
- ★ The Signet should not be in the Chapter Room at an Open Installation or a Promotional/Demonstration meeting.
- ★ When the Worthy Patron/Associate Patron advances to the Signet and uses pointer during the Lecture and remains there until the completion of the words "sustained the martyr defenders of Truth":
  - He then replaces the pointer and proceeds to a position on the carpet/surround between Adah and Ruth, in such a position to enable him to have a full view of the Candidate(s). As he moves, the Conductress/Associate Conductress turn the Candidate(s) to face the West;
  - During the Charge commencing "And finally my Sister" each Star Point will rise and stand **in front** of her chair when the heroine of her Star Point is mentioned.



- The Worthy Patron/Associate Patron will acknowledge with his hand, each Star Point as her position is named and on the appropriate word of the Cabalistic Motto;
- When the Worthy Patron/Associate Patron repeats the Cabalistic Motto, the Star Points are seated, in order, each one on the appropriate word of the Cabalistic Motto:
    - 1st Word, Adah sits;
    - 2nd Word, Ruth sits;
    - 3rd Word, Esther sits;
    - 4th Word, Martha sits;
    - 5th Word, Electa sits;
  - The Cabalistic Motto should be repeated slowly, giving each Star Point sufficient time to be seated;
  - The Worthy Patron/Associate Patron then completes the Lecture and returns to his station and the Conductress/Associate Conductress turn the Candidate(s) to face the East.

### **Signs – General Instructions**

- ★ Members must first relinquish the Sign of Salutation by dropping their hands to their side before starting any other Signs. Each Sign is completed when the hands are returned to the side, and from this position Members can resume the Sign of Salutation.
- ★ It is important to do all signs slowly so their significance can be demonstrated.
- ★ In all signs, allowance must be made for individual Member's physical differences and abilities.
- ★ Salutation: The hands are at elbow level. Members assume the Sign of Salutation whenever standing – including whenever standing or walking within the Star unless being escorted. *Refer also Constitution & Laws, Addenda No. 1, Clause A.4*
- ★ Grand Honours: The hands are lower than in the Red sign.
- ★ Blue: The movements should be synchronised with the words; up with “raising”, down with “high”, up with “eyes”, down with “twice”, up with “raising” and over the head with “over the head”.
- ★ Yellow: The word “together” means simultaneously rather than to touch.
- ★ White: The Crown should be “touched” where it would sit on the head.
- ★ Green: The hands are brought from the sides to the sign of supplication at waist level, then continued on up and out to finish the sign. The hands are then brought directly to the sides.
- ★ Red: The fingers touch the shoulders.

### **Standing in Chapter – Office-bearers**

- ★ Each Office-bearer with a desk will stand in front of her/his chair.
- ★ Each Office-bearer without a desk should stand, take one step to the appropriate side and one small step back to be standing at the appropriate side of her/his chair. This procedure will make it easier for Members to retain their balance.
- ★ The Five (5) Star Points stand in front of their chairs during the Initiation if the Chapter uses the optional procedure in the Worthy Patron's/Associate Patron's Signet Address

### **Titles – Correct use of**

The following list outlines the Titles accorded to the Supervisory levels within UGCA.

#### **Most Worthy Grand Matron and Most Worthy Grand Patron**

Worthy Grand Office-bearers (Worthy Grand Associate Matron, Worthy Grand Marshal)

**Worthy Grand Matron and Worthy Grand Patron**

Grand Office-bearers (Grand Associate Matron, Grand Marshal)

**Worthy District Grand Matron and Worthy District Grand Patron**

District Grand Office-bearers (District Grand Secretary, District Grand Treasurer)

**Worthy Matron and Worthy Patron**

Office-bearers (Associate Matron, Marshal)

**Visits – by UGCA, Grand Chapter or a District Grand Committee**

- ★ On Official Visits, the Most Worthy Grand Matron/ Worthy Grand Matron/Worthy District Grand Matron will enter the Chapter Room before the Opening Ceremony and retire after the Closing Ceremony.
  - Grand Honours are afforded to the Most Worthy Grand Matron/ Worthy Grand Matron/Worthy District Grand Matron on the completion of the Inspection of Records/Books Inspection report.
  - The Worthy Matron will offer the Gavel to the Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron after the Opening Ceremony is complete and all members have been seated. The Gavel will be offered *“to continue with the Inspection of Records/Books Inspection Report. See the section “Official Visit”*.
- ★ On other visits, the Worthy Matron should discuss with the Most Worthy Grand Matron/ Worthy Grand Matron/Worthy District Grand Matron before the start of the meeting, if she wishes to enter the Chapter Room before or after the Opening Ceremony:
  - When entering before the Opening Ceremony, the Most Worthy Grand Matron/ Worthy Grand Matron/Worthy District Grand Matron will remain in the Chapter Room and retire after the Closing Ceremony. If entering after the Opening Ceremony, they will retire before the Closing Ceremony;

**Visits - Chapter Fraternal**

- ★ When a Chapter has accepted an invitation to visit another Chapter, the Office-bearers of the Visiting Chapter may wear the Regalia of their Office if the Worthy Matron is in attendance and wearing her Regalia.
- ★ If the Worthy Matron is unexpectedly unable to attend, the Office-bearers should still wear their Regalia.
- ★ If the Worthy Matron so wishes, Visiting Chapters can be escorted into the Chapter Room on her invitation and using the following suggested perambulations:
  - Once the Worthy Matron of the Host Chapter has received the Gavel from the Worthy Patron, she will ask the Marshal to invite the Visiting Chapter into the Chapter Room;
  - The Marshal will take her Baton and proceed along the carpet surround to the South-west corner and from there take the shortest route to the door of the Chapter Room;
  - The Conductress will follow the Marshal, and the Associate Conductress will accompany the Conductress by proceeding along the carpet surround to the North-west corner and from there joining the Conductress by taking the shortest route;
  - As the Marshal arrives at the door, and the knocks are completed, the Marshal will say *“the Worthy Matron of .... Chapter invites the Worthy Matron and Office-bearers of .... Chapter to enter the Chapter Room”*;
  - The Marshal will turn and take the shortest route to a position just in front of the Associate Matron’s dais;



- The Conductress and Associate Conductress will turn and lead the visiting Office-bearers along the South and North carpet surround in the same manner that they lead their own Office-bearers into the Chapter Room;
- The visiting Office-bearers will follow in the same manner that they would normally follow their own Conductress and Associate Conductress into their Chapter Room. The visiting Worthy Matron and Worthy Patron stand in the West between Esther and the Associate Matron. The visiting Worthy Patron will stand beside the visiting Worthy Matron facing the East;
- The Marshal will then introduce the Worthy Matron and Worthy Patron of the visiting Chapter to her Worthy Matron;
- The Worthy Matron will then ask the Conductress and Associate Conductress to escort the Worthy Matron and Worthy Patron to the East, and the Associate Matron and Associate Patron to the West;
- The Conductress and Associate Conductress cross in the West, behind the visiting Worthy Matron and Worthy Patron with the Conductress East of the Associate Conductress;
- After escorting the Associate Matron and Associate Patron to the West, if there are more visiting Chapters, the Marshal, Conductress and Associate Conductress will wait in the West for further instructions. If there are no other visiting Chapters, the Marshal will return to her station followed by the Conductress, with the Associate Conductress timing her movements to parallel the Conductress.

#### **Visiting OES Dignatories - Courtesies**

- ★ At each visit of the Most Worthy Grand Matron, Worthy Grand Matron and the Worthy District Grand Matron, the “Courtesy of the Gavel” as well as “Grand Honours” must be extended.
- ★ The Gavel is extended to the Most Worthy Grand Patron/ Worthy Grand Patron or the Worthy District Grand Patron before an Obligation. If both the Most Worthy Grand Patron/Worthy Grand Patron and/or and Worthy District Grand Patron is in attendance, the Gavel is only extended to the highest ranked Brother.

#### **Visitors’ Panel**

- ★ In accordance with Law S.41, the Worthy Matron will appoint three (3) Members to an Examining Committee at the request of the Visitors’ Panel and/or Sentinel when a visitor is unknown to any Member.
- ★ The Examination of the visitor should take place outside the Chapter Room and the result reported to the Visitors’ Panel. A Member of the Visitors’ Panel can then vouch for the visitor at the request of the Associate Matron during the Opening Ceremony.

#### **Visits – by District Grand Committee (or Grand Chapter) from another jurisdiction**

- ★ Permission must be sought from the Supervising Level of the Chapter’s jurisdiction to invite another District Grand Committee or Grand Chapter to visit.
- ★ The Chapter Secretary will write to their Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron (through the Worthy Grand Secretary/Grand Secretary/District Grand Secretary) as per the following example:

*“The Worthy Matron of Sunshine Chapter No 99, requests permission from the Worthy District Grand Matron to invite Sister Dorothy Dix, Worthy District Grand Matron and Brother Tom Jones, Worthy District Grand Patron of Moonlight District Grand Committee, to attend their September meeting on 17<sup>th</sup> September 2017”.*

- ★ On confirmation that permission has been granted, the Chapter Secretary, when sending the invitation to the visiting District Grand Committee (or Grand Chapter),

should conclude the letter/email by stating that “*Permission has been granted by our Worthy District Grand Matron (Worthy Grand Matron as appropriate), Sister Shirley Bassey, to visit within her jurisdiction on this occasion*”.

- ★ It is preferable not to request or grant permission for such a visit on an Official Visit.
- ★ The Visiting Dignitaries will be invited to enter the Chapter Room prior to the entry of representatives from the Supervising Level of that jurisdiction.
- ★ As they do not represent the jurisdiction being visited, the visiting Worthy District Grand Matron or Worthy Grand Matron does not walk through the Star. They are escorted around the outer edge of the carpet to the East (in front of the Associate Conductress). Grand Honours are not given to these Visiting Dignitaries and the Gavel is not extended.
- ★ If the Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron of the jurisdiction being visited is also in attendance, it is the privilege of the Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron to extend the courtesy to the Visiting Dignitaries, to retire from the Chapter Room with her. The visiting Worthy Grand Matron/Worthy District Grand Matron would then follow after the Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron for that jurisdiction.
- ★ Worthy Grand/Grand or District Grand Office-bearers holding office in a Chapter being visited, should advise their Most Worthy Grand Matron/Worthy Grand Matron/Worthy District Grand Matron as a courtesy. If still appropriate and agreed, they would enter the Chapter being visited, in her/his installed position in that Chapter and not enter with their visiting Supervising Level. The “highest office held” is interpreted as the installed office of the host Chapter.

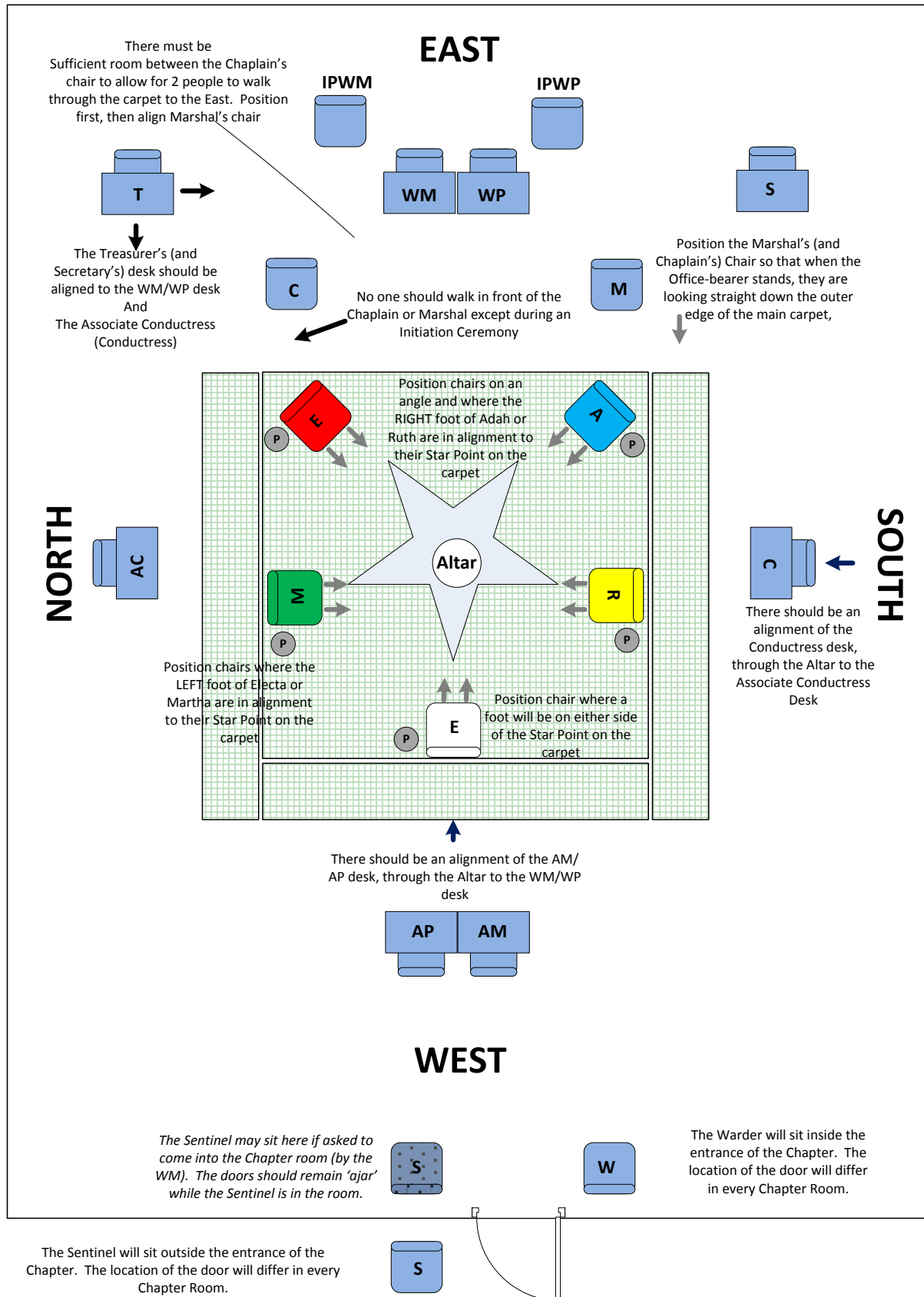
### **Vouching**

- ★ ‘Vouching’, i.e. verifying the identity of someone, may be asked for at the beginning of a meeting.
- ★ The presiding Worthy Matron should vouch for the visiting Worthy Matrons who in turn, will vouch for her Members. The Members accompanying her should stand at that time and the Worthy Matron will name each of her Members, who in turn, will sit as their name is called.
- ★ If that Worthy Matron can vouch for other Members she may know, who may be attending without a Worthy Matron, she should do so.
- ★ If a Member has been vouched for, she/he in turn, can vouch for other Members.

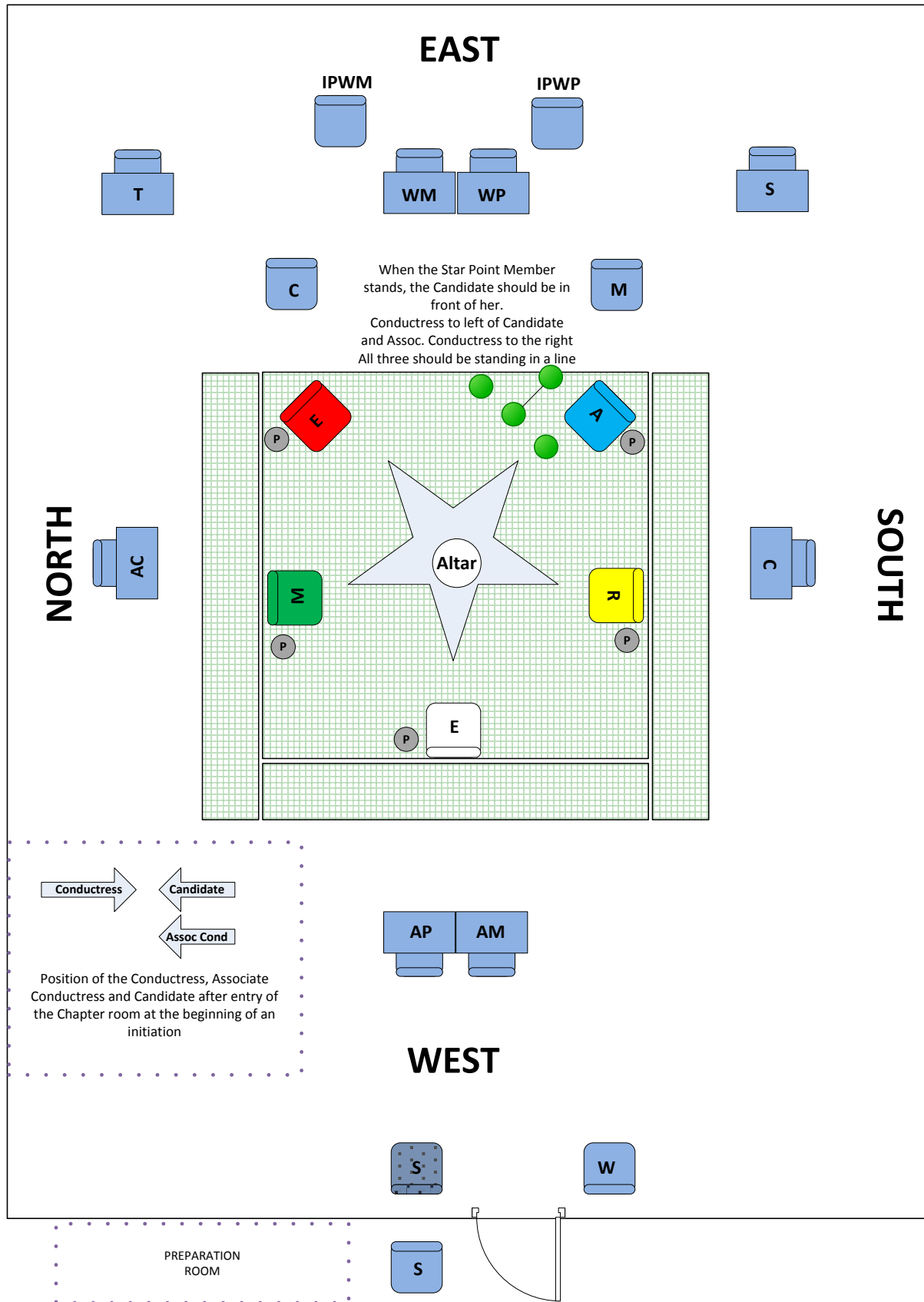
### **Wands – Use during the Initiation Ceremony**

If there are Wands at each of the Star Point stations, these can be used during the Obligation part of the Initiation Ceremony.

## ANNEX A – CHAPTER ROOM SETUP



## ANNEX B – INITIATION CEREMONY - PERAMBULATIONS



## **ANNEX C – STANDING ORDER OF BUSINESS**

The following is a list of items of business that can be dealt with at a Regular (Statutory) Meeting of a Chapter and the order in which they should be dealt with and appear on any Notice/Agenda.

- Opening of Chapter
- Welcome to Visitors
- Apologies
- Silent Prayer
- Initiation
- Minute of Regular Meeting.
- Minute of General Committee Meeting
- Minute of Benevolent/Distress Committee Meeting
- Minute of any other Committees (except Investigation Committee)
- Correspondence
- Treasurer's Report
- Accounts
- Notice of Motion (dealing with)
- Reading of Petitions
- Presentation of Diplomas
- Application for renewal of Active Membership
- Minute of Investigation Committee
- Ballot (Affiliate first, Initiate second)
- Affiliation
- Nomination of Worthy District Grand Matron/Worthy District Grand Patron
- Nomination and Election of Office-bearers
- Nomination and Election of Committees
- Nomination of Representatives to Supervising Level Committees
- Secretary's Report (Installation Meeting)
- Balance Sheet
- Service(s)
- Installation of Office-bearers
- Collections
- Notice of Motion (reading of)
- General Business
- Response of Visitors
- Closing of the Chapter