



The Grand Chapter of Queensland Order of the Eastern Star

Procedures Manual

Operations Supplement for:
Constitution and Laws
and Ritual

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Grand Secretary



The Grand Chapter of Queensland appreciates the dedication and commitment of the members of the Procedures and Instructions Working Party who spent many hours discussing all topics included in this document. Every effort was made to include information which the Members of the Order of the Eastern Star in Queensland will find helpful in the performance of their duties within their Chapters, District Grand Committees and Grand Chapter.

Moya Nantes Emeritus Grand Secretary,
Grand Secretary December 2014

Many Members have contributed to the revised content. Appreciation is extended to the Members with secretarial, formatting and proof-reading skills who were appointed by the Grand Committee to organise and compile the information ensuring that the document meets the current needs of Office-bearers at all levels.

Barbara Hartman PWGM,
Grand Secretary 2021

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Temporary Government Restrictions

During times of Government mandated restrictions to social gatherings the Worthy Matron and Worthy Patron of each Chapter are authorised to make whatever alterations to accepted ceremonial or administrative practices that are needed to enable the Members of their Chapter to hold Meetings. As meeting venues and Member health varies between Chapters, necessary alterations will also differ.

Chapters can consult their District Grand Committee or Grand Chapter for support, if needed.

Affiliation and Initiation

Affiliation

Form (Constitution and Laws S.51 to S.53, and Forms page 149-150)

The Secretary will have filled in the amounts for Affiliation Fee and Annual Dues at the bottom of the form before giving the form to the petitioner or proposer.

A Petition for Affiliation is to be accompanied by a Certificate, or Letter of Clearance, printed on Chapter Letterhead stating the Member's Roll Number. A Certificate, or Letter of Clearance, is required from each Chapter that the Member belongs to and obtaining the Clearance(s) is the Petitioner's responsibility.

A Petition for Affiliation is to be reviewed by the General Committee to determine that it includes the following:

1. the Affiliate's Roll Number, full name and contact details.
2. All Certificate(s) or Letter(s) of Clearance are attached to the Petition form.
3. The receipt number for the Affiliation Fee, and possibly, the receipt number from the dues receipt book for the Annual Dues.

The Petition for Affiliation then progresses with the notation that "the Petition was examined" and is to be read at the next Regular Meeting of the Chapter.

Investigation Committee Procedure for Affiliation

Seven (7) Members form a quorum for the Investigation Committee. If the proposer and/or seconder for the Petition are Members of the Investigation Committee, they attend the meeting only to report on the petition and then they retire. If this is the case the quorum is reduced by one (1) only. (Constitution and Laws S.39).

Affiliates may be invited to attend the Investigation Committee Meeting at the discretion of the Chapter. Subject to their attendance, either at the meeting or prior to it, the Worthy Matron asks the Affiliate:

1. Why do you want to affiliate with this Chapter?
2. Will it interfere with the duties and responsibilities you owe to your other Chapter?

The Minutes of the Investigation Committee meeting include the date, time, venue, the names of all present, indicating who presided over the meeting. If the Worthy Matron is either the Proposer or Second, either the Immediate Past Worthy Matron or the Associate Matron preside over the meeting. The Minutes note the date the Petition for Affiliation was read in the Chapter and advise that the Clearance showed that the applicant was clear on the books and free from censure of any kind. The Minutes should conclude with **Report** which simplistically advises the outcome of the meeting as follows:

(For example: The Investigation Committee has considered the Petition for Affiliation by Sis/Bro, proposed by Sis/Bro ... and seconded by Sis/Bro and recommends the Petition go to Ballot or Vote.)

Note: Correspondence is confidential to the Investigation Committee and is not read at the Regular (Statutory) meeting.

In the event of a delay in considering the petition, the details should be included and read at the next Regular Meeting.

Regular Meeting

At the next Regular Meeting the Investigation Committee's Report with recommendation is read and received on the motion of two Members who were present, then signed by the Worthy Matron. After its reception, the ballot/vote is taken.

If the ballot/vote is clear and the petitioner has paid the Annual Dues, the receipt number is recorded on the Petition form and the Chapter can proceed with the Affiliation Ceremony. The Minutes of the Regular Meeting include a report that following the Affiliation Ceremony the name of the Affiliate has become a Member of the Chapter.

Petition Forms to the Acting Worthy Grand Registrar

The Petition form with attached Clearance Certificate(s) or Letter(s), the Petition return and a cheque for a diploma must be forwarded to the Acting Worthy Grand Registrar within seven (7) days of the Regular Meeting.

The Diploma received from the Acting Worthy Grand Registrar is presented at the next Regular Meeting and recorded in the Minute Book as "The Affiliation Diploma was presented to Sis/Bro ... by the WM." All documents above are filed for the next Books Inspection.

Affiliation, from Dormant Chapters – if the petitioner cannot find her/his clearance documents, the Secretary should seek assistance from the Acting Worthy Grand Registrar.

Affiliation, from other jurisdictions if the petitioner cannot find her/his clearance documents, the Secretary should seek assistance from the Acting Worthy Grand Registrar.

Affiliation, Gratuitous – (Constitution and Laws S.55(a))

Affiliation, Certificate of Clearance (Constitution and Laws S51 & S39)

A Member applies for a Certificate of Clearance in writing from all Chapters in which current Membership is held when she/he wishes to affiliate with another Chapter or become a Foundation Member of a new Chapter.

Initiation

Form (Constitution and Laws S.39 and S.49 to S.56 and Forms pages 144-148)

The Secretary will have filled in the amounts for Initiation Fee and Annual Dues at the bottom of the **Petition Form** before giving the form to the Proposer who in turn passes it to the Petitioner.

The Petition Form must be legibly completed in full including:

- an answer to each question:
- full name and contact details of the Petitioner
- The Proposer and Secunder should assist the Candidate in completing the Petition Form and be able to vouch for the proper qualification of the applicant.
- If there is a Masonic connection, then details of the Masonic relationship including their Name, Number and Constitution (Jurisdiction) of the Relative's Lodge/Chapter accompanied by respective signatures.
- Where there is no Masonic connection, then the Panel Page must be completed by the appointed Panel Members. (Refer Constitution and Laws S50((iii))
- The Petition must include the receipt number for the Initiation Fee.

General Committee Examination of Petition

A Petition for Initiation is to be examined by the General Committee to:

1. determine whether it is a Competent or Invalid Petition
2. that the Petition has been correctly completed, as indicated above and that all information can be clearly understood.
3. that the amount for Initiation Fee and Annual Dues are recorded with at least the relevant receipt number for the Initiation Fee.
4. The Petition for Initiation is then put to the vote with the notation in the Minutes that “the Petition was examined and found to be correct and is to be read at the next Regular Meeting of the Chapter”.

Where a Committee Meeting is not held or if the Petition was received by the Secretary after the Committee Meeting, then the Worthy Matron should call a General Committee Meeting immediately before the Regular Meeting for the purpose of examining the Petition rather than delay further.

Regular (Statutory) Chapter Meeting (no 1)

At the next Regular Meeting (No.1), the Petition is read including the name and address of Petitioner, the answers to all questions listed on the form and the names of the Proposer and Second (Note: The qualifications of the Relative are not read out)

The Petition is received. The Secretary records in the minutes:

“A Petition was read and received from

Mrs/Mr.....(address)

Proposer Sister/Brother

Second Sister/Brother.....”

Preliminary Meeting with Candidate

It is desirable that the Worthy Matron and Worthy Patron, accompanied by other Members of the Investigation Committee, meet the Candidate. Introductions would be made, and the Candidate advised that all discussion at this meeting remains confidential.

The Petition Form, and particularly points on page 4, form the basis for discussion.

Investigation Committee Meeting

- The Investigation Committee Meeting should be called before Regular (Statutory) Chapter Meeting (no 2) but it cannot be held on the same evening as the Petition is read in Chapter.
- The date and time of the Investigation Committee Meeting is included in the Regular Meeting Notice, including notice of a Ballot, set out as shown hereunder, in anticipation of a favourable report.

To Ballot for Initiation of Mrs/Mr.....(address)

Proposer Sister/Brother

Seconder Sister/Brother.....”

- The Proposer and Seconder are requested to attend this Meeting but if either are unable to attend, they must submit a written report as to their knowledge of the Candidate. These reports are received by the Investigation Meeting and are read only in the investigation Committee Meeting.
- All information must be treated as strictly private and confidential to the Investigation Committee only.
- If the Worthy Matron is either the Proposer or Seconder, then the Immediate Past Worthy Matron or the Associate Matron must chair the Investigation Committee.
- If the Secretary is either the Proposer or Seconder, then she/he may take the minutes of the meeting but not participate as a Member of the Committee.
- In examining the application for admission to the Chapter (Refer to Constitution and Laws S39) the Committee shall exercise great care in recommending a Candidate.

Questions to be asked of the Proposer and Seconder

1. How long have you known this Candidate?
2. Is that knowledge personal? Can you vouch that you have been in personal contact with the Candidate?
3. Can you vouch that you have known her/him in her/his own home and have been associated with her/him in other spheres such as Church, or some Charitable organisation?

4. Can you, of your own personal knowledge, vouch for the proper qualifications of this Candidate?
5. Did you ask the Candidate to carefully read the Petition Form on both sides and is she/he willing to subscribe to these requirements?
6. If you have not already done so, are you willing that this Candidate should visit your home and that you can make a close friend of her/him?

The Investigation Committee should hear the report from the meeting between the Worthy Matron, Worthy Patron and Members of the Investigation Committee and the Candidate.

The Investigation Committee then makes a recommendation to go before the Chapter.

Investigation Committee Meeting Minutes (Refer page 89)

The Minutes of the Investigation Committee meeting include the date, time, venue, the names of all present, indicating who presided over the meeting and that the Committee met to consider the Petition of Mrs/Mr (Preferred Name and Family Name and Address) for Degrees which was read in Chapter on (give date). If the Worthy Matron is either the Proposer or Seconder, either the Immediate Past Worthy Matron or the Associate Matron preside over the meeting. The Minutes advise that either the Proposer and Seconder reported on the petitioner or that the written report(s) from the Proposer and Seconder were read. The Minutes should conclude with Report which simplistically advises the outcome of the meeting as follows:

The Report of the Committee is favourable and recommends the Chapter ballot for this Petitioner to become a Member. (Or unfavourable and does not recommendetc)

Regular (Statutory) Chapter Meeting (no 2)

At the next Regular Meeting (No.2) the **Report** of the Investigation Committee Meeting is read and received just prior to the ballot being taken.

The Ballot is taken, and the result recorded in the Minutes as follows:

“The Ballot for Initiation of Mrs/Mr address.....

Proposer Sis/Bro.....Seconder Sis/Bro was taken and was declared Clear (or not clear)”.

The Secretary should advise the Candidate of the result of the Ballot.

Note: See Appendix G (page 96) for Draft Letters to Accepted or Rejected Petitioner

Regular (Statutory) Chapter Meeting (no 3)

The Annual Dues must be received from the petitioner at this point (if the Dues have not been paid earlier) and a dues receipt given with the number of the receipt recorded on the Initiation Form.

The Candidate is initiated at Regular Meeting (No.3). Advice of the Initiation is included in the Regular Meeting Notice

“Initiation of: Mrs/Mr.....address

Proposer Sis/Bro Secondar Sis/Bro”

Prior to Regular Meeting (No.3) the Secretary ensures that a Ritual, a current copy of the Constitution and Laws, Bye-Laws and Domestic Rules (if any) and a copy of the “New Member” booklet are available for presentation to the Candidate following the Initiation Ceremony.

The Roll Book is ready to be signed during the Initiation Ceremony.

Following the Initiation:

- Minutes of this Meeting (No.3) include the name of the Member who was Initiated as having received instruction in the Degrees of the Order and as being welcomed as a Member.
- The Petition for Membership form with attached Qualification Page, Panel Report (if relevant) and the Petition return and a cheque for a diploma must be forwarded to the Acting Worthy Grand Registrar within seven (7) days.
- When the Secretary receives the Petition Forms, receipt and Initiation diploma from the Acting Worthy Grand Registrar,
 - the receipt is given to the Treasurer.
 - the United Grand Chapter Roll Number is entered in the Roll Book.
 - the forms, which must be retained by the Chapter, are filed for the next Books Inspection.

- and the Diploma is presented at the next Regular Meeting
The Minutes of this meeting should record: **“the Initiation Diploma was presented to Sis/Bro ____ by the Worthy Matron”**.

Initiation Ceremony

Perambulation

Entrance of Conductress with Candidate:

- Irrespective of the configuration of the Preparation Room Door to the Chapter Room (Ritual page 41 – Initiation Ceremony), the Conductress will take the shortest route to position the candidate adjacent to the Associate Patron.
- The Candidate is positioned to face North with the Associate Conductress standing alongside and West of the Candidate. Facing South, the Conductress recites her address.

Ass. Cond →

AM AP Candidate → ← Conductress

1. Perambulation Music and Odes are at the discretion of the Chapter.
2. Upon reaching a Star Point's station, the Sister at the Star Point rises and stands to the side of her chair. Positioned in front of the Star Point, the Conductress, standing to the left of the Candidate with the Assoc. Conductress to the right, and standing in a straight line (The place is shown on the Labyrinth by two dots) forming the base of a triangle.
3. Should there be three (3) Candidates initiated at the same time, the Conductress leads with one Candidate, the remaining two will follow side by side and the Assoc. Conductress will follow alone. Candidates walk in pairs between the Conductress and Assoc. Conductress.
4. At the completion of the Ceremony, when the final instructions are given the Assoc. Conductress returns to her Station., Where 2 or more Candidates have been initiated then the Assoc. Conductress also retires for the demonstration of retiral and entry.

Note: Whenever the Conductress and/or the Associate Conductress assist the Candidate to turn, they should reach across **behind** the Candidate.

Candidate, Bible and Obligation

- A Candidate who follows a non-Christian faith may provide her/his own Bible of her/his faith to hold during her/his obligation. The Candidate should be advised of the appropriate size.
- Candidates who would have difficulty kneeling then standing again should not be asked to kneel for the Obligation. Kneeler(s) would be placed at the Altar only if being used for the Obligation.
- The Candidate's hands should be placed into the Sign of Salutation 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.

Chain Prayer

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

The Warder should not leave her/his Station to join the Chain Prayer.

Retiring / Entering Instructions (Ritual page 69 & 70 – Initiation Ceremony),

Additionally, as a guideline, the Conductress may use the following actions and commentary after the Worthy Patron instructs her to demonstrate the correct method of retiring from and entering the Chapter whilst it is in Session.

- a) Turning to the new Member and saying, "Please follow me." The Associate Conductress returns to her seat. The Conductress and new Member proceed to seats in the southwest in line with Esther. (*seats may be reserved*)
- b) If the flowers presented to the New Member during the Ceremony do not have a ribbon loop and rather are hand-held, the Associate Conductress takes the flowers and places them on the Associate Matron's dais as she returns to her Station.
- c) The Conductress then asks the New Member to sit down but the Conductress remains standing facing the New Member.

- d) The following is an example of words used by the Conductress to the new Member:

If you wish to retire from the Chapter whilst it is in session, you must first stand in your position.

When acknowledged by the Presiding Officer, you will address the Presiding Officer and request permission to retire. For example, now you would say: "Worthy Patron, may I retire?"

Once permission is granted, you proceed to a position in front of the Associate Matron, behind Esther and give the Sign of Salutation.

This is done by placing your hands together, as you did while holding the Bible at the Altar - thumbs together and hands level with the elbows and give a slight bow.

When you have received acknowledgement from the Presiding Officer you then may retire. We will now do this together.

- e) The Conductress should sit beside the new Member, then both stand, and the Conductress asks, "Worthy Patron, may we retire?" On receiving permission both proceed to the correct position, give sign, receive acknowledgement, and retire once the Warder has given the appropriate knocks and the Sentinel has replied.
- f) Arriving outside the Chapter room, the Conductress gives direction on the re-entry procedure using the following suggestion of wording:
- When wishing to re-enter the Chapter whilst it is in session you would advise the Sentinel who will obtain approval for re-entry. On entering the Chapter, you proceed to the position in front of the Associate Matron and behind Esther, giving the Sign of Salutation and giving a slight bow as previously demonstrated.*
- g) The Conductress informs the Sentinel they wish to re-enter. The Sentinel will give the knocks, informing the Warder that the Conductress and new Member wish to re-enter. Upon permission being received they proceed to a position in front of the Associate Matron and behind Esther – give the Sign of Salutation and a slight bow.
- h) The Presiding Officer will acknowledge them and direct the Conductress to conduct Member to a seat in the Chapter.

- i) If appropriate, the Conductress gathers the flowers then escorts the new Member to a seat in the Chapter Room, handing the flowers to the Member. The Conductress then returns to her Station.

Address on the Signet (Ritual page 66 & 67 – Initiation Ceremony)

The address on the Signet is given by the Associate Patron or the Worthy Patron or a Past Worthy Patron.

- The Associate Patron (Worthy Patron) advances to the Signet and uses pointer during the Lecture 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, enabling a full view of the Candidate(s). As he moves, the Conductress(s) turn the Candidate(s) to face the West.
- During the Charge commencing “And finally my Sister”, the Associate Patron (Worthy Patron) acknowledges with his hand the Star Point he is naming who in turn rises to stand **in front of her chair**.
- When the Associate Patron (Worthy Patron) repeats the Cabalistic Motto, the Star Point named sits down at the appropriate word of the Motto:
 - 1st Word Adah sits
 - 2nd Word Ruth sits
 - 3rd Word Esther sits
 - 4th Word Martha sits
 - 5th Word Electa sits
- The Motto should be repeated slowly, giving each Star Point sufficient time to be seated.
- The Associate Patron (Worthy Patron) then completes the lecture and returns to his station and the Conductress(s) turn the Candidate(s) to face the East.
- If any one of the Star Point Sisters has difficulty standing, then they should all remain seated during this final part of the Address.

Initiation Ceremony Practice

A Committee Meeting practice for an Initiation Ceremony is strongly recommended.

Where a practice at a Committee Meeting is impractical, or when several positions are filled with Acting Office-bearers, the Chapter may pause for a short practice before commencing the Initiation Ceremony. Such pause enables Points a chance to practice the use of the wands together with standing and sitting during the Signet Tableau. This also gives any other Office-bearer an opportunity to revise any part of the ceremony.

Installation

Preparation

Installation Card

- The Worthy Matron Elect shall liaise with the Secretary to ensure all details, including Preferred and Family Name, for each Office-bearer Elect is correct on the Installation Card. (Refer to sample list at Appendix K, page 102)
- The Installation Card makes no reference to any previous rank of an Office-bearer Elect.
- Arrangements for the printing of the Installation Card is the responsibility of the Secretary, although the Worthy Matron Elect may assist with this task.

The Installing Board

- The Installing Officer must be a Worthy Matron, Worthy Patron, Past Worthy Matron or Past Worthy Patron.
Refer to (a) Chapter Ritual (page 81) for Installing Officer pre-ceremony tasks and (b) Appendix K, page 102 for Sample list of Installing Officer Bearers.
- All Office-bearers taking part in the Installation take their rank from the Installing Officer.
Refer Addenda 1.A10 (page 114 of the Constitution and Laws)
- It is recommended a rehearsal be held for the Installation Ceremony, particularly if it is to be an Open Installation.
- For the Installation Ceremony, the Installing Officer may appoint a Member sitting in the East to hold a Ritual for Prompting.

Room Preparation

- Placing the Star Point Chairs to the edge of the carpet will facilitate ease of movement for the Marshal and Office-bearers Elect.
- A smaller arrangement of flowers may be preferable.

Prior to the Ceremony

- Ensure that the Constitution and Laws and all relevant copies of Bye-Laws are on the Dais.
- Ensure the Charter is easily accessible for the Installing Officer to reach when presenting to the Worthy Matron.

Assistant to the Marshal Duties

- Upon receipt of the Regalia, place all in correct sequence for handing to the Marshal, making sure that all has been collected as well as ensuring the correct regalia for the Office-bearer to be installed e.g., Brother's regalia for Chaplain if required.
- It may be helpful to have pages 162-163, "Badges of Office-bearers", of the Ritual open on the Regalia desk.

Installation Ceremony

The direction from the Worthy Installing Officer for all Office-bearers to vacate their positions includes all Acting Office-bearers.

Only Installing Office-bearers positions are occupied for the Installation Ceremony.

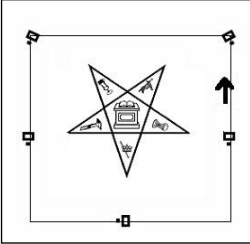
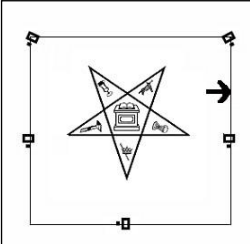
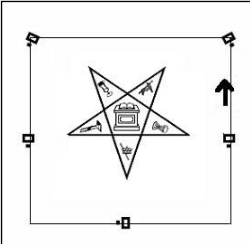
1. The Installing Marshal proceeds to collect all Office-bearers' Regalia, even though some positions may be known to be vacant, and places them over her arm.
2. The Regalia is collected in the following order: Worthy Matron, Worthy Patron, Treasurer, Chaplain, Electa, Martha, Associate Conductress, Esther, Associate. Matron, Associate Patron, Warder, Sentinel, Conductress, Ruth, Adah, Marshal (including Baton), Secretary – Organist as appropriate. If desired, the Points' Regalia may be collected separately commencing at Electa.
3. The Regalia is placed upon a table, ideally near the Secretary's station for the attention of the Assistant to the Marshal. The

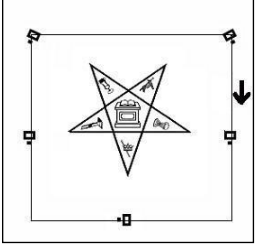
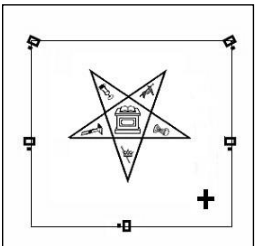
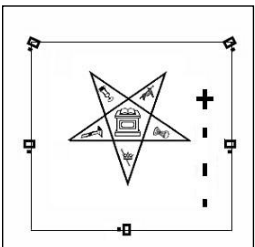
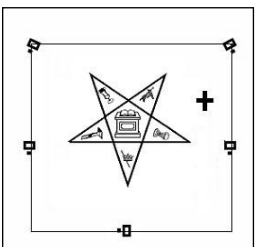
Assistant to the Marshal will assemble them in order of Installation (Refer to Assistant to the Marshal duties above).

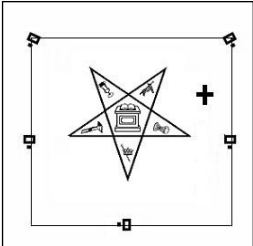
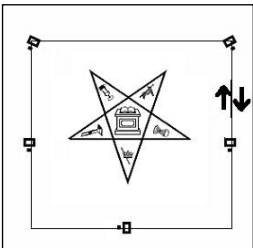
4. The Installing Marshal then returns to the Marshal's station.
5. Office-bearers Elect take up the Sign of Salutation once placed in the semi-circle for Obligation, retaining the Sign of Salutation until they step off the carpet, between Martha and Electa when leaving the Altar.
6. At the conclusion of the Obligation, the Marshal should traverse the carpet to escort the Sentinel Elect from the Star. The Worthy Installing Officer will sound the gavel **after** the Office-bearers Elect have returned to their seats and the Marshal has regained her position.
7. When presented at the Altar for Installation, the Office-bearers stand at Sign of Salutation until the Marshal takes their hand to escort them to their seats.
8. Star Points should hold Flowers (or other Carry Pieces) until the Close of the Chapter.
9. Each Office-bearer, after being conducted to her/his station remains standing until the Marshal has returned to her position.
10. After proclaiming the Office-bearers regularly installed, the Installing Marshal shall collect and place the Regalia for vacant positions on its respective chair as she returns to her seat.
11. Whilst the Installing Officers are returning to their places, the newly installed Worthy Matron, will request the Sisters/Brothers (who have previously been advised) to take up their Acting Positions for any vacancies. The Worthy Matron will **name each appointment**.
12. When a Grand Office-bearer or Worthy District Grand Matron/Patron or District Grand Committee Member, who was not present at the Grand or District Grand Installation Ceremony, is being installed into their Grand or District Grand Office or invested as a District Grand Committee Member at a Chapter Meeting, **there is no need for this event to be included on the Chapter's Agenda.**

It is left to the discretion of the WGM/WDGM to decide when the Ceremony should be carried out during a Meeting, after consulting with the Worthy Matron of the Chapter concerned.

Installing Marshal Procedure

<p>1.</p> 	<p><i>Ritual page 84</i> - The Marshal's starting position is half-way between Adah and Ruth with both feet on the Carpet, not on the Surround.</p>
<p>2.</p> 	<p><i>Ritual page 85</i> - Before beginning the roll, Marshal should make a $\frac{1}{4}$ turn to her right to face directly South, i.e. with her back to the Altar. As each Office-bearer approaches, Marshal takes her/his hand, then Marshal takes one or two steps backward, as necessary, turns to her left to place WM and WP (or first two or three) in front of Adah, or to her right to place others in front of Ruth etc. Note: The Marshal looks at the Office-bearers whilst calling the roll, not towards the East.</p>
<p>3.</p> 	<p><i>Ritual page 85</i> - After placing Sentinel (or last Office-bearer Elect) in position within the Star (in line with Worthy Matron), and retiring from Star (between Martha and Electa), Marshal returns to "her" position, the same position as her starting position in step 1. <i>Ritual page 86</i> – Immediately after the Obligation, the Marshal escorts Sentinel and other Office-bearers from the Star, then returns to this same position, between Adah and Ruth and facing the East. The W.I.O. does not give 1 rap of gavel until the Marshal has returned to her position.</p>

<p>4.</p> 	<p><i>Ritual page 87</i> - If Marshal keeps WM Elect on the “outside” (i.e. Marshal is closer to Altar) when conducting WM Elect to Altar, there is no need to “cross” at Altar, avoiding a chance of tripping and injury.</p>
<p>5.</p> 	<p><i>Ritual page 87</i> - After collecting, then placing WM Elect West of Altar, Marshal stands to the right of the WM to introduce her. This is the same place Marshal will stand for introduction of all Office-bearers. Marshal may have to stand a little further to her right for starting the introduction of the Points.</p>
<p>6.</p> 	<p><i>Ritual page 87</i> - After the introduction, Marshal takes 3 small steps straight forward to a point on the Carpet about half-way between Adah and Ruth. From this position, Marshal should be able to make a $\frac{1}{4}$ turn to her right and take one step to edge of Carpet.</p> <p>Following references to “Her Position” are referring to this place.</p>
<p>7.</p> 	<p><i>Ritual page 90</i> - After receiving the Regalia and investing the WM, the Marshal returns to “Her Position”. Only the WM (or Office-bearer being addressed) should be standing West of the Altar while Installing Officer is explaining Duties, or Badge of Office. If the WM is to be presented with flowers, the Marshal makes the $\frac{1}{4}$ turn to her right, collects the flowers, then steps to the WM, presents the flowers and escorts her to the East.</p>

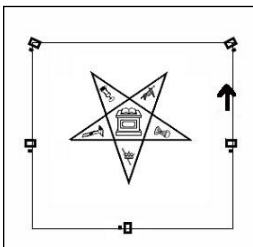
<p>8.</p> 	<p><i>Ritual page 93</i> - Marshal acknowledges each Office-bearer after conducting to her/his station before returning to "Her Position".</p> <p><i>Ritual page 105</i> – After introducing all of the Points, Marshal returns to "Her Position".</p> <p><i>Ritual page 108</i> - After escorting Star Points, Marshal returns to "Her Position".</p>
<p>9.</p> 	<p><i>Ritual page 109</i> - After escorting Warder and Sentinel, Marshal returns to the same position she took at the beginning. She should be on the Carpet half-way between Adah and Ruth. The Marshal can then make a ½ turn to her right, which will place her on the Carpet Surround, facing West, to make the proclamation.</p>

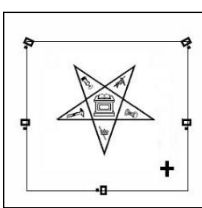
Note:

Each Office-bearer should assume the **Sign of Salutation** as soon as she/he is placed within the Star by the 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.

Office-bearers Installed at a later meeting.

<p>1.</p> 	<p><i>Ritual page 120</i> - After placing the Office-bearer in position for the Obligation, Marshal returns to “Her Position” to report.</p>
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<p>2.</p> 	<p><i>Ritual page 120</i> - After obligation, Marshal returns to the right of the Office-bearer for introduction. Then, after introduction, Marshal returns to “Her Position” as in diagram above.</p>
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Installation – Open

An Open Installation follows the “Open Installation Instructions” as defined in Ritual pages 115 to 119 inclusive.

Worthy Matrons and Chapter Secretaries will find more information in the ‘Promotional Demonstration’ Section on page 25.

Installation Banquet

- A Toast List is at the discretion of the newly installed Worthy Matron and Worthy Patron.
- Where there is a, preferably short, Toast List at a Banquet the Loyal Toast is always given first.
- When there is an Installation Cake, it may be cut immediately after the toast to the newly Installed Worthy Matron, Worthy Patron and Office-bearers.

Head Table Seating

- Appropriate courtesies are extended to invited Presiding Officers of Governing Levels of our Order who are to be seated at the Head (or near Head) Table for formal social functions. This takes precedence over other invited guests
- The Most Worthy Grand Matron and her husband/partner, should be seated together, as should the Most Worthy Grand Patron and his wife/partner.
- The host Chapter, including Grand Chapter, should give due consideration to the seating arrangements for all Presiding Officers.

Meeting Procedures

Quorum (Constitution and Laws: S11 and S38)

Quorum for a Chapter Regular meeting is seven (7) Members, including one (1) of Worthy Matron, Worthy Patron, Associate Matron, Associate Patron Immediate Past Worthy Matron or Immediate Past Worthy Patron.

Quorum for a Chapter Investigation Committee is seven (7).

Quorum for a Chapter General Committee or Benevolent/Distress Committee is five (5).

Annual Official Visit

The Inspection of Books Committee will examine and prepare a report on Agendas, Balance Sheets and all constitutional and procedural matters relating to the Order. (Constitution and Laws: G17 and D16).

It is not permissible for a Member of Inspection of Books Committee to be a Member, or Auditor, of the respective Chapter.

Documents for Inspection of Books Committee

The Secretary should have the following documents available:

1. Minutes Book
2. Inventory Book
3. Copy of Chapter Bye-Laws
4. Initiation and Affiliation Forms for Members admitted to the Chapter since the last Official Visit

5. Roll Book.
6. Reports: UGCA
7. Reports: Grand Chapter
8. Reports: DG Committee
9. Copy of the last Audited Balance Sheet
10. Income and Expenditure Books
11. Treasurer's Payment Vouchers

Tasks for the Inspection of Books Committee:

1. Review Report of previous Books Committee.
2. Review Election meeting Minutes confirming election of all Office-bearers, with vacancies noted and that election of Committee Members (with names listed) were as per Constitution and Laws.
3. Review all Minutes to ensure that:
 - a. Attendance List records seven (7) Members, including at least one of the first four elective Office-bearers and/or Immediate Past Matron / Patron.
 - b. Members of Committees are the only ones attending same.
 - c. Routine matters are appropriately minuted.
 - d. Verify payment vouchers are being used **OR** verify accounts stated in the minutes as passed for payment correlate with the Expenditure Book.
 - e. Ensure that a copy of the Financial Statement is in Income and Expenditure Books and the Minute Book.
 - f. Verify that all pages within the Minutes and the Income and Expenditure Book are correctly headed, numbered, and dated.
 - g. Verify that the signature of the Worthy Matron and Secretary. with the date of the signature, are entered, either at the end of the last line on each page if presented in a loose-leaf fashion or at the end of each set of minutes if secured in a minutes' book.

NOTE: At the end of each year the minutes contained in a

loose-leaf binder should be bound to ensure future security of documents.

- h. If any irregularity is noted in the Minutes, it should be referred immediately to the District Grand / Grand Secretary.
 - i. Check that Worthy District Grand Matron's / Worthy Grand Matron's Report on Inspection of Confidential Material is recorded.
4. **Confirm that details from Affiliation and Initiation forms have been entered in the Roll Book and that the correct procedure has been followed as detailed in "Initiation and Affiliation" (refer page 7)**

Documents for Inspection by WDGMP (or WGM/P)

The **Worthy Matron, Worthy Patron, Secretary, Treasurer** and **Associate Patron** should have their respective copies of the following documents available:

1. Constitution and Laws
2. Ritual
3. Current Copy of Bye-Laws:
 - Chapter
 - District Grand Committee (if applicable)
 - Grand Chapter
4. Current Copy of Procedures Manual

The **Worthy Patron** and **Associate Patron** should also have their copy of the Confidential Material (Yellow Book issued September 2019) and "Signing In and Out" Book available.

The **Associate Patron** should also have his copy of the Constitution and Laws available if the Chapter has provided one for him.

The **Treasurer** should also have the Chapter Dues Book available:

The **Secretary** should also have the following documents available:

1. Prompt Rituals and "Signing In and Out" Book
2. Confidential material (Yellow Book issued for use of Conductress September 2019) and "Signing In and Out" Book

Inspection of Ritual Work – Ballot Ceremony

Provided prior notification from the District Grand Committee is given to Chapters, the Ballot Ceremony may also be inspected.

Inspection of Ritual Work – Closing Ceremony

The Worthy District Grand Matron and Worthy District Grand Patron should remain in the Chapter Room to view the Closing Ceremony, then retire before the Worthy Matron retires.

Ballot (Ritual page 26-37)

Balloting is conducted as defined within the Ritual. The following are additional points of clarification:

- The Associate Conductress, having proceeded to stand beside the Associated Matron, places the ballot box on the dais, retaining hold of the ballot box and faces East as the Associate Matron examines the Ballot Box.
- After the Worthy Matron has declared the Ballot she destroys the Ballot by placing several black and several white balls from the balloting material in the Box.
- If a Member drops her/his remaining Ballot ball after balloting, the Presiding Officer must declare the Ballot null and void and a new Ballot must be taken. If the Ballot ball is dropped prior to Balloting, and there is no indication of a person's intention then the Ballot should continue.
- If the Acting Associate Matron or Acting Worthy Patron is a Member of the Chapter, she/he may see the Ballot. If she/he is not a Member, or is an Honorary Member, she/he does not see the Ballot. The Worthy Matron must nominate the next progressive Office-bearer to witness the ballot.

Elections

1. The Presiding Officer has both a deliberate and casting vote throughout an election. (Constitution and Laws S68)
2. The Presiding Officer should first read Constitution and Laws S.22 (or G.12) aloud.
3. The Presiding Officer **does not** declare:
 - a. all Offices vacant, nor

- b. nominate or second a Member for office.
- 4. The election shall conform with the Constitution (Constitution and Laws S14)
- 5. An Office-bearer elected shall hold office for one year but shall be eligible for re-election.
- 6. The Secretary to advise the Presiding Office-bearer of any voting Members who are **not clear on the books**.
- 7. A Member who has accepted nomination for a position may not nominate another Member for the same position except in respect of Committees.
- 8. The Sentinel may be asked to secure the outer doors and sit inside the Chapter room.
- 9. Otherwise, if the Sentinel wishes to nominate, second or Ballot, he/she must be relieved to be able to enter Chapter Room for the Election of Office-bearers.
- 10. If it is known a Ballot may be required, the appointment, in advance, of three (3) competent Tellers is recommended.

Election Procedures for Tellers

- 1. Tellers should be replaced if they are related to one of the nominees.
- 2. Tellers collect voting material from the Secretary who should ensure that a supply of suitable paper is available. Ballot papers may be obtained from United Grand Supplies. However, if none are to hand, suitable writing material may be used. Paper bags for the results to be sealed into, for destruction by the Presiding Officer immediately after the Meeting are suggested.
- 3. Ballot material is distributed to Members as follows:
 - a. one teller will issue material to the Worthy Matron, then those female Members in the East, then Members on the northern and north-western sides of the Chapter Room.
 - b. a second teller issues material to the Worthy Patron, then male Members in the East, then Members on the southern and south-western sides of the Chapter Room.

4. Tellers should count how many voting slips are distributed and ensure that the same number is collected.
5. When all Members have voted the Presiding Officer will request the tellers collect the voting slips.
6. Tellers should, if possible, select a private position within the Chapter Room to count the ballot.
7. Tellers should ensure that the composite candidate's votes equate to the number of voting slips issued and returned.
8. The result of the ballot should be written on a slip of paper, folded, and handed to the Presiding Officer who announces the result of the ballot.
9. It is the responsibility of the Presiding Officer to destroy the voting papers at the conclusion of the meeting.

If a Member requests her/his voting results these are to be announced by the Presiding Officer in the Open Chapter at the conclusion of Elections.

Majority Voting (Constitution and Laws G12)

When more than two nominees have been proposed for any office, all those whose votes are lowest on the list and do not total collectively one-half of the number polled shall be eliminated from the count, and the vote repeated until the nominee elected has an absolute majority of votes.

The following are examples:

- **Example 1.**

(50 Voters) – Three (3) Nominees, A, B and C.

A – 28, B – 16, C – 6, Total – 50

A – 26, B – 14, C – 10, Total – 50

In these instances, A would be declared elected.

- **Example 2.**

(50 Voters) – Three (3) Nominees, A, B and C.

A – 24, B – 14, C – 12, Total – 50

A – 20, B – 20, C – 10, Total – 50

In these instances, B and C together total more than half, but B has a majority over C. So, as C has the least, C drops out and A and B go to the vote again.

- **Example 3.**

(50 Voters) – Three (3) Nominees, A, B and C.

A – 24, B – 13, C – 13, Total – 50

In this instance A stands aside. B and C are voted upon again and the winner of the second vote contests a third vote with A.

- **Example 4.**

Two (2) Contestants each receiving equal votes, e.g.

A – 25, B – 25, Total – 50

The Teller confidentially advises the result to the Presiding Office-bearer who makes her/his casting vote. She/he then declares which Office-bearer is elected

- **Example 5.**

(51 Voters) Three Nominees A, B and C.`

A – 17, B – 17, C – 17, Total – 51

The Teller confidentially advises the result to the Presiding Office-bearer who then selects two nominees to be voted upon again. She/he may select nominee “B” to stand aside, and A and C are voted upon again. The winner of the second vote contests a third vote with B.

It is important that the Casting Vote is kept confidential between the Tellers and the Presiding Office-bearer.

The Presiding Officer should always be prepared for a possibility of a Casting Vote. When contemplating the outcome, the Presiding Officer may determine that having used her/his deliberative vote for Nominee A, then she/he could use the Casting Vote for Nominee B thus cancelling her/his vote and ensuring the nominee is selected by the majority of the Members voting.

Benevolent/Distress Fund Minutes

After the Minuted Attendance List, only the Diploma Number of the Member, for whom Benevolence is requested, is recorded.

Constitution and Laws S38(b) and S40.

Promotional Demonstration “Meeting”

A Promotional Demonstration **does not replace** a Regular Meeting.

A Regular Meeting is never “open” to Non-Members for any reason.

If both are to be held on the same day, **the Regular Meeting is held first**, the Chapter closed then the invited guests met and guided into the room.

1. Copies of the Promotional meeting Notice, Agenda, any special Ceremony arrangements and the explanation of the Order that will be delivered to be provided to the District Grand Secretary and Grand Secretary.
2. Copies of the Notice of the Promotional Demonstration provided to Members.
3. Members to submit names and addresses of those they wish to invite to the Secretary to enable her/him to extend appropriate written invitations.
4. When issuing Invitations to a Fraternal Order, if individual names are not known, request that the acceptance include full names and Titles (if appropriate).
5. Registration/Attendance Lists for the Invited Guests prepared by the Secretary will assist Members supervising the Attendance Book.
6. Members wear the Dress of the Order.
7. The terms "Sisters and Brothers" are to be used as well as correct titles.
8. The Chapter room is to be set up with the Emblems, the closed Bible on the Altar, and the Star Light should be lit.
The Signet is not placed in the Chapter Room.
9. Appropriate seating to be provided for Invited Guests.
10. **“Hostesses”** are appointed to greet the Invited Guests.
The Hostesses will ensure that the Guests have signed the Registration/Attendance List in the appropriate place, **hand them a programme** that includes the words for both Anthems and the Opening and Closing Odes 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 whilst ensuring the Guest is not made to feel uncomfortable or embarrassed at any time.

11. The Charter is to be displayed and should be mentioned.
12. Visiting Governing Levels are seated in the Chapter Room rather than wait to be escorted in.
13. The Worthy Patron must explain the use of the Gavel before inviting the Office-bearers to enter.
14. The Worthy Patron to advise all present that only the designated photographer may use a camera and request mobile phones be either turned off or on silent.
15. Modified Opening Ceremony (details below).
16. Welcome to Visitors.
17. An Address on the Order, preferably not read for better impact, by a Member selected by the Chapter. This may include a Short History and Aims of the Chapter, including details of Charities assisted etc.
18. An opportunity for Questions to be raised and Answers given.
19. Worthy Matron extends her thanks and invites all to stay for refreshments.
20. Closing Ceremony for an Open Installation (Ritual page 79).
21. Office-bearers retire as per the Ritual.
22. Visiting Governing Levels remain in the Chapter Room, removing Regalia either after the Office-bearers have retired or after photographs.

Promotional Ceremony

The following adaptation of our Opening Ceremony and Closing Ceremony are probably the easiest way to briefly demonstrate the offices and duties. It is advised that the Members have a few rehearsals so that the demonstration can be as effective as possible.

After everyone except the Office-bearers waiting at the door to enter the Chapter Room are seated, the Worthy Patron, or a nominated "Promotional Speaker" should explain that the Office-bearers of the Chapter are going to demonstrate a modified Opening Ceremony which will be followed by an explanation of the Order and a question-and-answer period.

The Worthy Patron would then explain the use of the gavel.

He would then start the ceremony from where he asks the Associate Conductress to invite the Worthy Matron and other Office-bearers to enter the Chapter Room.

WP: Have all present signed the Attendance Sheet? If not, they will retire for that purpose.

I would like to welcome our Visitors who have joined us today. For your information, I will explain the use of the gavel.

★ ★ ★ (3) Raps – raises everyone in the Chapter Room;

★ ★ (2) Raps – raises the Office-bearers only; and

★ (1) Rap – calls the Chapter to order or seats the Chapter.

Sister Associate Conductress.

AC: Worthy Patron.

WP: You will invite the Worthy Matron and other Office-bearers to enter the Chapter Room.

AC: The Worthy Patron invites the Worthy Matron and Office-bearers to enter the Chapter Room.

★ ★ ★

WP: Sister Conductress, you will escort the Worthy Matron to the East.

WP: Worthy Matron, I welcome you to your station in the East and hand to you the gavel, that you may conduct the Business of the Meeting.

WM: The Office-bearers will take their respective stations and prepare for the active duties of the Chapter.

★ Seat the Chapter.

The Worthy Matron should welcome everyone, as personally as possible and explain that during the modified Opening Ceremony each Office-bearer will describe their role and the emblem on their regalia.

The Worthy Matron would omit asking the Associate Matron to ascertain if all present are Members and omit asking if the doors are secure.

WM: Sisters, Brothers and Visitors of Chapter No ..., the hour has arrived for us to resume our labours. To open this Chapter in a manner becoming the solemnity of the work and secure the best results I require your attention and assistance. Sis/Bro Warder and Bro/Sis Sentinel, you will allow no interruption while we are thus engaged.

WM: Sister Conductress, you will attend at the Altar.



Continue as per Ritual but omit the Star Points' signs and passes – for example:

WM: Sister Adah.

ADAH: Worthy Matron

WM: What is your duty and explain your badge of office?

ADAH: To make known ... heroic conduct of Jephthah's Daughter.

WM: Where is Ruth's station?

ADAH: At the second point of the Star, Worthy Matron.

WM: Sister Ruth.

Continue as per Ritual.

WM: I now declare Chapter No ..., Order of the Eastern Star, duly opened for this Promotional Meeting.



WM: Let us unite in singing Advance Australia Fair.



The Anthem is sung.



seat the Chapter.

The Worthy Matron should ask the "Promotional Speaker" to address the Chapter.

Following the promotional address, the Worthy Matron should lead a question-and-answer period. If there do not appear to be any questions from the guests, Members should be prepared with a few questions that will start a discussion. This will help to make the event more interactive.

Following the Open Installation Closing Ceremony and the retiral of the Office-bearers, Hostesses and Members should mingle and chat with the invited guests.

Combined Meeting / Installation

Preliminary Activity – Mandatory

After any informal discussions, one of the two Chapters should, in a Meeting, move to approach the other Chapter to hold a combined meeting or Installation Ceremony or Annual Meeting and Installation Ceremony with a suggested venue and date.

The second Chapter, in their Meeting, should then move to accept the proposal.

One, or both, Chapters may need to request approval from the District Grand Committee / Grand Chapter for a change of Meeting date or venue or a dispensation for a change of Annual Meeting or Installation date or venue.

Attendance Book – Mandatory

The Attendance Book for each Chapter should be available and all those present should sign in the appropriate place in each Book. While both books will have the names of those attending, only the Chapter Host Book would be required in an Emergency Evacuation situation.

Charters and Signet – Mandatory

The **Charter for each Chapter** must be present in the East. Only the **Signet** for Chapter Host is needed.

Gavels, Constitution & Laws and Bye-Laws – Mandatory

The **Worthy Matrons' copies of the Constitution and Laws and Bye-Laws for each Chapter and each Chapter's Gavel** must be present in the East. During a Combined Installation each Worthy Matron must be presented with her Chapter's relevant items.

The following are guidelines and should take into consideration the needs of the Chapters involved, with an understanding that no two combined meetings/ceremonies will be the same and therefore definitive instructions are not appropriate.

Planning

The Worthy Matrons, Worthy Patrons, Secretaries and Treasurers of the two Chapters, or their appointed representatives, should meet

informally at least twice to plan the day, reporting back to their Chapters on their progress.

The first step is to designate one Chapter as “Host” and the other as “Guest” and this could be determined by the venue or by allocating the Chapter with the lower number as “Host” or by which Worthy Matron wishes to preside over the Opening Ceremony and which Worthy Matron wishes to preside over the Closing Ceremony.

Opening and Closing

Chapter Host would enter the Chapter Room and open the Meeting. They would conduct the business of their Meeting then declare Recess. Chapter Guest would then resume from Recess and conduct the business of their Meeting. They would only need to read Correspondence that differed from that read in the Chapter Host part of the Meeting, then receive the Correspondence. And they would only have to receive Grand or District Grand Reports as they would have been presented during the Chapter Host part of the Meeting. Chapter Guest would then close the Meeting and retire.

Annual Meeting

If this is the Annual Meeting for each Chapter, Chapter Host would have their Auditor’s Report received, their Financial Statement discussed and adopted, the Secretary’s Report received and the retiring Address of the Worthy Matron and Worthy Patron before declaring Recess. Then Chapter Guest, after concluding their business part of the Meeting would have their Auditor’s Report received, their Financial Statement discussed and adopted, the Secretary’s Report received and the retiring Address of the Worthy Matron and Worthy Patron. Chapter Guest would then declare a short Recess, if necessary, or have the Installing Officer escorted to the East.

Chapters may choose to hold their Annual Meeting independently, then resume after “recess” for the combined Installation Ceremony.

Office-bearers

Chapter Host would fill any vacant Offices first with any of their own Members, then with that Office-bearer from Chapter Guest and then with any other Visitor willing to fill in. Chapter Guest would do the same.

Seating for Office-bearers

There would be four (4) chairs at the Dais in the East. The Worthy Matron and Worthy Patron of Chapter Guest would be seated in the East on the extra two (2) chairs next to the Worthy Matron's and Worthy Patron's chairs.

If necessary, either for the Combined Meeting, or for after an Installation Ceremony, there would be four (4) chairs at the Dais in the West for the two Associate Matrons and Associate Patrons. The Associate Matron and Associate Patron of Chapter Guest, if they are not filling any other vacant office, would be seated in the extra two (2) seats in the West.

There should be seating on the sidelines, near the relevant Office position, for any other duplicate Offices.

Regalia

Officers could wear Chapter Host Regalia for the entry and opening, then change to Chapter Guest Regalia when the Worthy Matron of Chapter Guest assumes the East after the Recess. If this is the Installation Ceremony, Officers could, if possible, be wearing Chapter Guest Regalia as the Worthy Matron of Chapter Guest will preside over the Closing Ceremony.

OR – The two Chapters could determine which regalia is needed and select from one Chapter thus minimising the need for changing regalia during the Meeting.

Bible

If there will not be any Member's Name entered in the Bible for either Chapter, then only the Bible of Chapter Host is needed on the Altar. The Bible for Chapter Guest could be on a stand somewhere in the East or perhaps on the Associate Conductress' Dais. If either, or both, Chapters need to enter a name into their Bible, then the planning meetings need to consider how this is to be managed.

The following guide is a suggestion.

Perhaps the Conductress, Associate Conductress and Chaplain could practice the closing of the Bible, lifting it off the Altar and placing the second Bible on the Altar. All three approach the Altar, Associate Conductress carrying the second Bible. Conductress closes the Bible

and steps back. Chaplain steps forward and lifts the Bible off the Altar and steps back. Associate Conductress steps forward and places the second Bible on the Altar and steps back. Chaplain hands her the first Bible. Conductress steps forward and opens the Bible. All three bow. Associate Conductress turns and leaves the Altar and returns to her position. Chaplain turns and leaves the Altar and returns to her/his position. Conductress steps back and to the side, turns and leaves the Altar and returns to her position.

Collections

The planning for the Combined Regular Meeting would have determined whether there will be a collection and whether it will be split with half to each Chapter or donated to a Charity. Even if it is donated to a shared Charity Recipient, it should be receipted half to each Chapter and each Chapter write their own cheque for the donation.

If this is the collection for the United Grand Chapter of Australia, at the Annual/Installation Meeting, then the one collection should be receipted half to each Chapter. Each Chapter can include the cheque for their share with their Installation return.

Installation Ceremony

Rehearsals: As a combined Installation Ceremony could possibly be confusing, it is highly recommended that as many Members as possible attend at least one, if not two, rehearsals so that the Members will be able to demonstrate that this can be accomplished with dignity and solemnity. Attention will have to be given to the planning of these rehearsals to ensure the Installing Officer and Installing Marshal, whether Members of either Chapter or not, are able to attend.

The Charters of both Chapters must be displayed in a prominent and easily accessible position for the Installing Officer. Both Gavels, and both Worthy Matron's copies of the Constitution and Laws and relevant Bye-Laws must also be available.

Obligation: The Installing Marshal will place all Members being installed around the Altar to receive the Obligation. If this happens to be more than the usual eighteen (18) Members, then the "horseshoe" may need to start and end a little to the East of Adah and Electa. Rehearsal will determine how it will all fit.

Investiture: The Installing Marshal will place Members of both Chapters being installed into the same Office at the Altar. (For example, both Secretaries or the four Sisters who are being installed as Conductress and Associate Conductress.)

Any Member being installed into the same position in both Chapters (for example Adah in Chapter Host and Adah in Chapter Guest) should be invested with the Regalia of Chapter Guest in order to be in position for the Closing Ceremony.

Any Member being installed in different positions in the two Chapters would be installed in the higher office first. After being escorted to her/his position, she/he would remove her/his Regalia and drape it over the chair, wait until the Installing Marshal finishes escorting that Office and follow the Installing Marshal to the Installing Chair for the second Office.

If there are two Sisters being installed onto the same Point, the Chapters need to decide which Point will remain at the station. If possible, the Sister for Chapter Guest would stay at the Point. If a Sister is being installed into different Points at each Chapter, she should take her place at Chapter Guest Point.

If either of the Worthy Matrons or Worthy Patrons are also taking office in the other Chapter, it is preferable that they remain in the East and be installed into their other Office at the next Chapter Meeting.

The Worthy Matron of Chapter Host should be escorted to the East first and she should be accorded Grand Honours as soon as the Installing Marshal returns to her position with the Star. The Worthy Matron of Chapter Host then would move to the second chair. The Worthy Matron of Chapter Guest should then be escorted to the East and she should be accorded Grand Honours as soon as the Installing Marshal returns to her position with the Star. Then the Worthy Matron of Chapter Guest would take her position as Worthy Matron, in order to close the meeting.

The Installing Officer should present the Chapter Host Worthy Matron with her copy of the Constitution and Laws, Bye-Laws of the Grand Chapter of Queensland, Bye-Laws of the District Grand Committee, her Chapter Bye-Laws and her Gavel. The Installing Officer would then present the Chapter Guest Worthy Matron with all of the above then ask the Worthy Matron of Chapter Guest to assume her station.

The Installing Marshal should make two separate declarations: declaring the Office-bearers of Chapter Host, with relevant vacancies regularly installed and then declaring the Office-bearers of Chapter Guest, with relevant vacancies regularly installed.

As the Installing Team is returning to their places, any Office-bearers that need to change places to be in position for Chapter Guest to close the Chapter would also take their places.

Dormancy Process

Guide for Chapters Considering Proceeding to Dormancy

Constitution & Laws Addenda No.3, page 127 to 129, and Laws S65, S81 and S57.

Dormancy is permanent and therefore it is a serious step and a decision that is not taken lightly.

1. Chapter Members should discuss problems and consider all circumstances and options before considering dormancy.
2. The Chapter should seek a meeting with the District Grand Committee / Grand Chapter to further discuss problems and possible solutions.
3. If discussions do not present any options for continuing as a viable Chapter, a Notice of Motion "that the Chapter proceed to dormancy" must be submitted at a Chapter Meeting, then be included on the Meeting Notice of the next Chapter Meeting when it will be moved, seconded, discussed and the vote taken.
4. Only Financial/Life/Assured Members of the Chapter present at the Meeting are entitled to vote.
5. The Secretary should record in the Minutes the number of votes **for** the Motion, the number of votes **against** the Motion, the total number of votes, the number that equals two-thirds of the total and whether the Motion was Carried or Lost.
6. If the vote to proceed to dormancy is carried, the Chapter Secretary must advise in writing, the District Grand Secretary who will then advise the Grand Secretary who in turn will advise the Worthy Grand Secretary and the Acting Worthy Grand Registrar.
7. **Benevolent Fund** – the Benevolent Committee must meet and decide on the dispersal of the Benevolent Fund. This

recommendation should be included on the next Chapter Meeting Notice and the vote, as it is a Notice of Motion, requires a two-thirds in favour to be carried. Constitution & Laws A.3 – page 128.

8. **General Assets and Funds** – the Chapter Members should thoroughly discuss the disposal of all assets and funds, then submit a Notice of Motion to be included on the next Chapter Meeting Notice. The vote on this motion(s) also require(s) a two-thirds in favour to be carried. Constitution and Laws S. 81.

Five Months Prior to Anticipated Dormancy Date

Meeting Month One

Read out the Notice of Motion to go into dormancy. If the Election of Office-bearers Meeting and the Installation Meeting occur during this period of five months, the Chapter should apply to the District Grand Committee / Grand Chapter for a dispensation to extend the current term until the closure date (i.e. not hold the Election of Office-bearers or the Installation). Constitution and Laws A. 3 Point 4, page 128.

Meeting Month Two

Discuss and vote on Notice of Motion to proceed to dormancy as included on the Meeting Notice.

Prior to Meeting Month Three – Benevolent Committee meet and decide on dispersal of funds of the Benevolent Fund (Point 7 above) and Members consider dispersal of Chapter Funds.

Meeting Month Three

(1) Notice of Motion is submitted for dispersal of Benevolent Funds.

(2) Chapter Members discuss and determine the disposal of Chapter Assets and submit a Notice of Motion detailing the disposal proposal.

Meeting Month Four

Vote on the Motions on Notice for dispersal of the Benevolent Fund as recommended by the Benevolent Committee and for dispersal of the Chapter Funds and Assets. Advise recipients of cheques to present them as soon as possible because the Chapter Accounts will soon be closed. The final Financial

Statement with a zero balance should be prepared and presented at the Final Meeting.

Meeting Month Five

If this is to be the Final Meeting, plan a memorable final meeting. Invite the District Grand Committee / Grand Chapter to this Meeting. Present the Financial Statement showing a zero balance and close with the planned Ceremony.

Please note Addenda No 3, point No.7 on page 128 of the Constitution and Laws regarding all outstanding accounts e.g., this would include insurance if due. As the relevant Governing Levels would have been informed after the Meeting Month Two of the intended date of dormancy for the Chapter, the relevant Levels would have informed the Chapter of any accounts owing to those Levels so that all could be paid and receipted well in advance of the Chapter's preparation of the final Financial Statement.

Items and documents to be forwarded to Governing Levels

If the Worthy Grand Secretary (or Acting Worthy Grand Registrar) or Grand Secretary or District Grand Secretary attend the final meeting, the following items and documents can be presented to them. If they are not in attendance, then arrangements will have to be made to forward the items and documents to them.

Worthy Grand Secretary

- the Signet
- the Charter
- Roll Book
- Members' completed Petition Forms
- Confidential Material
- Prompt Ritual(s),
- the first Minute (if available)
- last Minute, including Books Inspection Report
- copy of final Statement of Income and Expenditure
- United Grand Chapter Reports

Grand Secretary

- copy of the first Minute (if available)

- copy of last Minute, including Books Inspection Report
- copy of Statement of Income and Expenditure
- Grand Chapter Reports

District Grand Secretary

- copy of the first Minute (if available)
- copy of last Minute, including Books Inspection Report
- copy of Statement of Income and Expenditure
- District Grand Committee (Chapter) Reports

Membership (all categories) and Annual Dues**Country Membership** (Constitution and Laws S21 (a – e))**Honorary Membership** (Constitution and Laws S60)

- The Marshal shall conduct Members thus honoured to the Altar to receive the Honorary Member's Obligation.
- A Brother receiving the honour at the same time walks to the Carpet between Adah and Ruth and waits 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.
- Following the conferment of the Obligation, the Marshal escorts the Sister from the Altar, out between Martha and Electa and around the Carpet to the Secretary's Desk. If a Brother has received the honour at the same time, the Marshal returns to the Altar, between Adah and Ruth to escort the Brother out between Martha and Electa and around the Carpet to the Secretary's Desk.

Certificate of Clearance (Constitution and Laws S63)

A Member applies for a certificate or letter of Clearance from each of her/his Chapters when she/he intends to apply to affiliate with another Chapter.

Inactive Membership (Constitution and Laws S63)

A Member applies for Inactive Membership from her/his Chapter when she/he will no longer be attending the Chapter and does not wish to continue paying dues or receive meeting notices or any other correspondence.

1. Active Membership may be discontinued, by intimating such desire, in writing, and paying all dues to date, provided no charge is laid or pending against the Member.
2. When a Member is granted Inactive Membership from the Chapter a Certificate of Clearance will be issued by the Secretary with a covering letter (Refer to Appendix G page 96 for a Draft letter to Inactive Member).
3. A Member who is no longer “Active” in any Chapter is permitted to attend no more than two (2) Chapter meetings of the Order in any single (1) year and signs the Attendance Book noting her/his former Chapter number and adds the word ‘inactive’.

Re-Admission – Balloting (Constitution and Laws S63 (e))

- The request from a Member to resume Active Membership is listed on the following Meeting Notice with the advice that a Ballot or Vote will be taken.
- Affirmation of re-activation of Membership is on a majority vote which may be by show of hands or Ballot. Where a Ballot is held utilising Ballot Balls it is simply taken to the East, viewed, and declared from the East.
- If the re-activation is successful, the Member will be welcomed back when they next attend a Regular (Statutory) Meeting.

Outreach Membership (Constitution and Laws S4(d))***Details***

“Outreach” membership is an option for those Members who are no longer able to attend a Chapter – either because there is no active Chapter within a reasonable distance or because the Member is no longer well enough or physically able to attend meetings.

Annual dues of \$10 paid directly to the United Grand Chapter through the Acting Worthy Grand Registrar provide Outreach Members access to current communication with our Order in Australia through copies of printed newsletters or governing level reports or the email newsletter from the Web Master.

Where possible, current Chapter Members may be able to arrange opportunities to travel and meet Outreach Members and perhaps hold functions or “Outreach Meetings” that can include them.

Application

Application forms can be obtained from the website or directly from the Acting Worthy Grand Registrar.

Un-financial Membership (Page 68 and Constitution and Laws S63 (c) and (d))

Motions

Changing the Constitution and Laws

Chapter Law or United Grand Chapter Law

Members submit a motion to change a **Chapter Law** or a **United Grand Chapter Law** directly to the Worthy Grand Secretary. (Constitution and Laws S82, U48, U53). The Worthy Grand Secretary includes the motion on the circular calling the next Biennial or Special Session. The Member must then attend the Session and, at the appropriate time, move and be prepared to speak on the Motion.

District Grand Committee Law

Members submit a motion to change a **District Grand Committee Law** to the District Grand Secretary (Constitution and Laws D23) who includes it on the Circular calling the next District Grand Committee Meeting. The Member must then attend the Meeting and, at the appropriate time, move and be prepared to speak on the Motion. If the motion gains support of two-thirds of the Members voting, the District Grand Secretary submits it to the Grand Secretary for the next Grand Chapter Meeting. Either the Member who moved the motion, or a Member appointed by the Worthy District Grand Matron, must then attend the Grand Chapter Meeting and, at the appropriate time, move and be prepared to speak on the Motion. If it gains the support of two-thirds of the Members voting, the Grand Secretary submits it to the Worthy Grand Secretary for the next Biennial or Special Session. Either the Member who moved the motion, or a Member appointed by the Worthy Grand Matron, must then attend the Biennial or Special Session and, at the appropriate time, move and be prepared to speak on the Motion.

Grand Chapter Law

Members submit a motion to change a **Grand Chapter Law** to the Grand Secretary (Constitution and Laws G45) who includes it on the Circular calling the next Grand Chapter Meeting. If the motion gains support of

two-thirds of the Members voting, the Grand Secretary submits it to the Worthy Grand Secretary for the next Biennial or Special Session. Either the Member who moved the motion, or a Member appointed by the Worthy Grand Matron, must then attend the Biennial or Special Session and, at the appropriate time, move and be prepared to speak on the Motion.

Members submitting a motion to change any of the Laws should include the following with their letter:

- The text of the Law as it is currently written in the Constitution and Laws with a line through the words to be deleted and the words to be added in bold text.

OR

The text of the Law as it is currently written in the Constitution and Laws followed by the text of the Law with the proposed changes.

- A short paragraph explaining the rationale or reasons for the requested change.

Notice Of Motion to Change Bye-Laws

Grand Chapter or District Grand Committee

Information on changing Bye-Laws is contained in the relevant Grand Chapter or District Grand Committee Bye-Laws.

Chapter (Constitution and Laws S68)

Option A:

- The written Notice of Motion, dated and signed by the Proposer, is submitted to the Secretary prior to a Regular (Statutory) Chapter Meeting.
- The Secretary reports that she/he has received a Notice of Motion, which she will read in full, including the name of the Proposer. (No Seconder is required at this stage and there is no discussion.)
- The Worthy Matron will instruct the Secretary to place the Notice of Motion in full including the name of the Proposer, on the Agenda (Circular) for the next Regular (Statutory) Meeting. (Convenient placement on Circular would be prior to "Collections".)

Option B:

- A Chapter Member may give notice at a regular meeting that she/he intends to move a motion (she/he reads the motion) at the regular meeting on (she/he states the date).
- The written Motion, dated and signed by the Proposer is then immediately handed to the Secretary and the Worthy Matron instructs the Secretary to place the Notice of Motion on the appropriate meeting notice.

Managing A Notice of Motion

1. At the appropriate time, the Presiding Officer will request the Secretary to read the Motion on Notice from the Agenda/Meeting Notice.
2. The Presiding Officer will ask the Member who submitted the Notice of Motion to formally move the Motion. If that Member is not present and has not requested that this Motion on Notice be held over, any Member may move the Motion.
3. The Presiding Officer will call for a Secunder. If there is no Secunder, the Motion lapses.
4. After the Motion has been appropriately moved and seconded, the Mover of the Motion then speaks, giving a full explanation.
5. The Secunder then speaks in support.
6. The Presiding Officer then announces that the Motion is open for discussion. A Member may speak only once on the subject, except for the Mover of the Motion or Amendment, who has the right of reply, which will close the Debate.
7. A Motion cannot be withdrawn after it has been seconded except by unanimous consent of those present.
8. An Amendment, which must be an alternative to the Motion, must not change the original intent of the Motion and must not be a direct negative, may be proposed, seconded and discussed. The exact wording of the amendment must be recorded by the Secretary.
9. Further amendments are permissible and would be dealt with in the same manner.

10. The Presiding Officer will then place the Last Amendment before the Meeting.
11. Voting is usually by show of hands, but if a majority of the Members present desire, it may be by Secret Ballot. The Presiding Officer shall have a casting vote as well as a deliberative vote on Amendments as voting on an Amendment is a majority vote.
12. If this Amendment is lost, then the Second Last Amendment is placed before the Meeting. When an Amendment is carried, the Presiding Officer will announce: "The Original Motion as Amended is now the motion, which is ". In this eventuality it is not necessary to place any previous amendments or the original motion before the Meeting.
13. The Presiding Officer will call for the vote on either the Motion or Amended Motion and count the number in favour and the number against. Then declare the motion Carried or Lost.
14. The Presiding Officer has a deliberative and a casting vote on an Amendment to a Notice of Motion. A Notice of Motion requires a two-thirds majority to carry therefore there is no casting vote on the motion.

Obligations – Members

Acting Office-bearers

1. Acting Office-bearers sign the Attendance Book as ordinary or visiting Members, but enter the Chapter, in their Acting Positions, with the Office-bearers.
2. The Worthy Matron announces the appointment of the Acting Office-bearers after the entrance of Visiting Delegations and immediately before the Opening Ceremony). (i.e. "I appoint Sister Minnie Mouse Acting Secretary and Brother Michael Mouse Acting Chaplain") These appointments are then recorded in the minutes.
3. The "Present", or "Sederunt", list in the Minutes would only include the names of Chapter Members acting in Positions when necessary to complete the required seven (7) Members to indicate a quorum.

4. If a Chapter is unable to fill a Star Point position, the Assoc. Conductress could read the appropriate Ritual and the Conductress give the sign applicable to the point, from their respective Stations.

Addressing Members

In Chapter, whilst avoiding the use of Preferred Names, Members may be addressed by correct title and Family Name. For example, “Sister Mouse” or “Brother Treasurer”. (Refer Glossary page 103 for Presiding Office bearer titles)

Confidential Material and Prompt Ritual

- The Worthy Patron and Associate Patron are each responsible for their respective copy of the Confidential Material (yellow cover) and should have a small notebook for signing out and in when any Member requests the use of a copy.
- The Secretary is responsible for the Prompt Ritual(s) (and a third copy of the Confidential Material, if relevant) and should have a small notebook for signing out and in when any Member requests the use of her/his copy. Where the offices of Worthy Patron and Associate Patron are vacant the Secretary will retain their respective copies and sign in/out books.
- As soon as possible after the Installation, the newly installed Worthy Patron, Immediate Past Worthy Patron, and Associate Patron should arrange the signing of the relevant notebooks.

All copies of the Confidential Material, Prompt Rituals and respective "Signing In and Out" Books will be inspected on the Annual Official Visit of the Worthy District Grand Matron and Worthy District Grand Patron (or Worthy Grand Matron and Worthy Grand Patron) and should be easily accessible. A report of such inspection will be forwarded to The United Grand Chapter of Australia through the Grand Secretary.

The Conductress, Associate Conductress and Star Points should seek access to Confidential Material at least once each year to refresh their memories and assist them with Ritual relevant to their duties. The Worthy Patron and Associate Patron (or in their absence, the Secretary) should make sure the copies are readily accessible. Respective Office-bearers should complete the 'Sign in and Out Books' at time of receiving and returning the documents.

Prompting Of Office-bearers

The Associate Conductress shall sign out the Prompt Ritual from the Secretary prior to the Meeting and return it to the Secretary, who will sign it back in, at the conclusion of the Meeting.

Only the Associate Conductress will prompt all Office-bearers, including the Worthy Matron and Worthy Patron, except

- during the Chain Prayer at the Initiation Ceremony when the Worthy Patron will prompt the Chaplain
- during an Installation when the Installing Officer may appoint a Member in attendance to prompt.

Representatives (Constitution and Laws S43)

Duly Qualified

- The term “duly qualified” referred to in the Constitution and Laws, means holding suitable Membership of a Chapter under the jurisdiction of said Grand Chapter or District Grand Committee.

Chapter Representative to Grand Chapter

- Grand Office-bearers, PWGMs, PWGPs, Worthy District Grand Matrons, Worthy District Grand Patrons, District Grand Secretaries, District Grand Treasurers and any Emeritus Offices of the above are ex-officio Members of the Grand Committee. Any other Member of a Chapter in Queensland may be elected as Chapter Representative to Grand Committee.
- A Chapter Representative to Grand Chapter year commences at the **Formation of Grand Committees Meeting** after the Annual Meeting of the Grand Chapter.

Chapter Representative to District Grand Committee

- Worthy District Grand Matron, Worthy District Grand Patron, Past Worthy District Grand Matrons, Past Worthy District Grand Patrons, Emeritus District Grand Secretaries and Emeritus District Grand Treasurers are ex-officio Members of the District Grand Committee. Any other Member of a Chapter in the District may be elected as Chapter Representative to the District Grand Committee.

- The Chapter Representatives to District Grand Committee year commences at the **First** District Grand Committee Meeting after the Installation of the Worthy District Grand Matron and Worthy District Grand Patron.

Representative for Worthy District Grand Matron

A Worthy District Grand Matron who is unable to fulfil a Social Engagement may appoint a Past Worthy District Grand Matron, addressed as Past Worthy District Grand Matron, as her Representative.

Sentinel

The Sentinel may be invited into the Meeting after the singing of the National Anthem. (Ritual Page 21). This should be recorded in the Minutes.

- The Sentinel should secure the outer door, enter the Chapter Room in the normal manner (leaving the door to the Chapter Room slightly ajar to be able to monitor the outer door) and take her/his seat next to the Warder.

The Sentinel is asked to retire: (Ritual Page 75)

- Before Recess – before asking the Conductress to attend at the Altar,
- Before Closing Ceremony – after asking the Associate Matron if there is any further business,
- Before Any Other Ceremony begins.
- The Sentinel should retire in the normal manner, closing the door to the Chapter Room and the retiral of the Sentinel should be recorded in the Minutes.

Signs

Sign of Salutation (Constitution and Laws– Addenda 1. A4)

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

- It is acceptable for Members of Chapters in Queensland to assume the Sign of Salutation when in other jurisdictions where it is not held.

Grand Honours and Other Signs (Reference: Confidential Material page 44)

Members firstly relinquish the Sign of Salutation, dropping their hands to their side as all **Signs commence with hands at the side**. After each Sign is completed, hands are returned to the side before resuming the Sign of Salutation.

- **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 side of the head above the ear should be “touched” which is where the Crown would sit on the head.
- **Green:** The hands are brought from the sides to palms together at waist level, then continued up and out to finish the sign when the Member looks through the triangle. The hands are then brought directly to the sides.
- **Red:** The fingers touch the shoulders.

All signs are given slowly and with allowance made for individual differences of Members.

Standing In Front or Beside Chair (Ritual Page 10)

- Office-bearers with a desk stand in front of their chair.
- Office-bearers without a desk stand, take one step to the appropriate side and one small step back to be standing at the appropriate side of their chair.

Exceptions:

- The Grand Junior Chaplain and Grand Senior Chaplain stand in front of their chairs.
- The Five Points stand in front of their chairs during the optional procedure in the Associate Patrons Signet Address (Ritual Page 67)

- If any one of the Five Points has a mobility issue which makes standing and sitting again during the Signet Address difficult, all Five Points should remain seated.
- If any one of the Five Points has a mobility issue which makes moving to the side of her chair during the Opening Ceremony difficult, all Five Points should stand in front of their chairs.

Vacancy In Office-bearer Positions

- Office-bearers Elect who were absent at the Installation Meeting may be Installed by either the Worthy Matron and Chapter Office-bearers or the original Installing Officers at a future Regular Meeting.
- It is the Worthy Matron's duty to appoint an Office-bearer to fill an absent Office-bearer's position, initially selecting a 'fill-in' from Members of the Chapter and then from Members of any Visiting Chapter.
The absent Office-bearer does not appoint anyone to fill her/his Office.

Worthy Patron, Instructions From

All directions or instructions from the Worthy Patron are given from the **East**.

During the Ceremony of Affiliation, after the Worthy Patron introduces the newly Affiliated Member to the Worthy Matron, he will retire from the Altar and give instructions from the East.

Paraphernalia

Chapter Room Set Up

Position of Chairs

- Chaplain's and Marshal's chairs should be positioned far enough away from Adah and Electa to allow sufficient room for the Conductress and Candidate.
- Chaplain's and Marshal's chairs should be positioned far enough away from the Worthy Matron's dais to allow sufficient room for two people walking through the carpet to gain access to the East by passing behind the Chaplain or Marshal.
Members should **never** cross in front of the Chaplain or Marshal

as this is crossing between the Altar and the Dais. The only exception is the Conductress, Associate Conductress and Candidate(s) during the Initiation Ceremony.

- It is more important to ensure sufficient space between the Chaplain's and Marshal's chairs and the East than between the Associate Matron's chair and the Western wall.
- 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 point. Martha's and Electa's left foot should be in line with the "Star Point". 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.
- A chair, reserved for the Sentinel, should be in position next to the Warder, if the Sentinel is to be invited into the Meeting.

Dais placement, Emblems and Wands

- 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 emblems on the Points' pedestals should be positioned in a similar manner to the pictures on the Signet.
- The Points' wands should have the "hook" facing out, Esther's pentagon leaning in and the ribbons on the "inside" (nearest the Altar).

Signet

The Conductress, during the setup of the Chapter Room, should check the position of the Signet with the Worthy Patron and Associate Patron to ensure, if possible, that it need not be moved again when an Initiation Ceremony is carried out.

Emblems

- Emblems cannot be removed from the Chapter while in Session, to carry out a Service.

- In the Initiation Ceremony, the Emblems should remain on their pedestals and be pointed to at the appropriate part of the Ceremony.

Adah's Veil

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

Regalia (Constitution and Laws S29)

Additional points of clarification:

- Order of Investing: Sash first, Jewel or Collar (if used) last.
- When either the Immediate Past Worthy Matron or Associate Matron is acting as Worthy Matron she wears the Regalia of her own Office but she is addressed as "Worthy Matron".
- When either the Associate Matron / Patron, wearing their own respective Regalia, are acting as Worthy Matron / Patron, the Member / Visitor filling the position of Associate Matron / Patron wears no Regalia but is addressed as "Associate Matron / 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.

Mourning Bows or Bags

If black Mourning Bows or black Mourning Bags are to be used, they should be removed when the Worthy Matron returns to the East after entering the name of the Member in the Bible.

Use of Wands

Option One

If possible, the current practice of using the Wands during the Obligation part of the Initiation Ceremony should be retained.

If there was no opportunity to rehearse prior to the Meeting, then this should be rehearsed during the Meeting prior to the Initiation Ceremony.

1. After the Candidate(s) is/are in position at the Altar, the Sisters representing the Five Points should stand and extract the Wands from their stands.
2. Adah, Ruth and Esther should move into position on the place on the carpet where their Star Point would be, facing the East, holding the Wand in a vertical position with their **right** hand.
3. Martha and Electa should move into position on the place on the carpet where their Star Point would be, facing the East, holding the Wand in a vertical position with their **left** hand.
4. Esther should move her left hand, palm upwards, to a higher position on the Wand, move her right hand, palm downwards, down the Wand to a lower position and lean the Wand over the Altar. The weight of the leaning Wand should be balanced by the right hand – either by pressing the Wand into the hip or by “locking” the elbow.
5. Adah and Ruth should move their left hands, palm upwards, to a higher position on their Wands, raise their Wands and hook them under and into the pentagon/circle of Esther’s Wand, then move their right hands, palm downwards, down their Wands to a lower position. The weight of their leaning Wands should be balanced by their right hands – either by pressing their Wands into their hips or by “locking” their elbows.
6. Martha and Electa should move their right hands, palm upwards, to a higher position on their Wands, raise their Wands and hook them under and into the pentagon/circle of Esther’s Wand, then move their left hands, palm downwards, down their Wands to a lower position. The weight of their leaning Wands should be balanced by their left hands – either by pressing their Wands into their hips or by “locking” their elbows.
7. At this point, the Conductress should inform the Worthy Patron that the Candidate is in position.

Option Two

If any of the Sisters representing the Five Points are unable to support their Wand, then all five should remain seated, and just lean their Wand in towards the Altar.

1. After the Candidate(s) is/are in position at the Altar, the Sisters representing the Five Points should extract the Wands from their stands.
2. Each Sister should place her wand between the leg of her chair and the leg of the emblem stand: Adah, Ruth and Esther to their left and Martha and Electa to their right.
3. Adah, Ruth and Esther should hold their Wand with their left hand, raise their right hand, palm upwards to a higher point on the Wand and lean the Wand in towards the Altar. The weight of the Wand should be balanced by pressing the Wand into the floor with their left hand.
4. Martha and Electa should hold their Wand with their right hand, raise their left hand, palm upwards to a higher point on the Wand and lean the Wand in towards the Altar. The weight of the Wand should be balanced by pressing the Wand into the floor with their right hand.

At this point, the Conductress should inform the Worthy Patron that the Candidate is in position

Perambulation**Assume Stations**

- The Conductress, after escorting the Worthy Matron to the East at the opening of a Chapter meeting, should 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 about turn to her left and walk along the outer edge of the carpet behind the Associate Conductress.
- At the same time the Secretary will turn to her/his right and walk to her/his station.
- The rest of the Office-bearers will follow either walking directly to their stations, or, if the Chapter desires, walking to the Eastern

point of the carpet surround, turning out and returning along the surround to their stations.

The Bible / Altar

Bible and Candidate (Refer to Initiation page 9)

Entering Names in the Bible (Chapter or Grand Chapter)

The following perambulation applies to the Grand Chapter and may also be used in a Chapter.

- The Marshal approaches the East along the carpet surround and North of the Chaplain's Station.
- The Marshal conducts the Worthy Matron from the East, South of the Chaplain's Station, entering the Star between the Altar and Electa's Station.
- After entering the names in the Bible, the Worthy Matron is conducted back to the East, between the Altar and Electa's Station and South of the Chaplain's Station.
- The Marshal then returns to her position leaving the East North of the Chaplain's Station and proceeding along the carpet surround.

For further reference see Mourning Bows or Bags page 50.

Option for Opening Bible for Entering Names

The following perambulation applies to both a Chapter and the Grand Chapter.

- The Conductress leaves her station after the Marshal has passed, approaches the Altar in her usual manner, bows at Sign of Salutation, opens the Bible to the correct page for entering names (a marker may be used to identify the place), bows at Sign of Salutation, and retires from the Altar to the South-West corner of the Carpet Surround where she waits at Sign of Salutation.
- The Marshal synchronises her movement to ensure that she and the Worthy Matron are entering the Carpet between the Altar and Electa's Station as the Conductress reaches the South-West corner of the Carpet Surround.

- After the Marshal and the Worthy Matron have left the Carpet between the Altar and Electa's Station, the Conductress approaches the Altar, bows at Sign of Salutation, opens the Bible to the correct page for resumption of the meeting, bows at Sign of Salutation, then retires in the usual manner and returns to her station just ahead of the Marshal who is returning.
- The Marshal synchronises her movement to ensure that she is turning the North-West corner of the Carpet Surround as the Conductress is leaving the South-West corner of the Carpet Surround.

Escorting Member(s)

- The Presiding Officer should first request the Member(s) to be escorted to stand and then ask the Marshal to escort the Member(s) to the required destination.
- The Marshal should advance to the Member furthest from the destination and escort that Member by the hand, keeping that Member nearer the Altar. If other Members are to be escorted, as the Marshal passes each one, she should pause and ask each of them to follow.
- Members and Visitors are encouraged to use their personal walking aids within and without the Chapter Rooms in their normal manner e.g., one handed aid remains in the usual hand.
- A Marshall shall use discretion when called upon to escort a Member or Visitor who uses a walking aid. It is permissible for the Marshal to walk on the alternate side or lead the Member to ensure the walking aid is used in the normal manner.

Marshal's Baton

The Baton is carried with the emblem vertical to the floor, not parallel and is only carried when someone is being 'Marshalled'.

Chapter Marshal's Baton

Office-bearers 'enter' into the Chapter Room so the Marshal does not carry her Baton.

Should the Worthy Matron direct the Marshal to escort someone, after acknowledging the Worthy Matron, the Marshal leans over, picks up her Baton, and proceeds to follow the direction from the Worthy Matron.

Grand Marshal's Baton

Grand Office-bearers are 'marshalled' into the Grand Chapter Room, so the Grand Marshal carries her Baton and leads the procession into the Grand Chapter Room.

Protocol

Applause

While Chapter is in Session, applause for soloists or when requested by the Presiding Officer to accord acclamation, is acceptable.

Errors In Ritual Work

All Members with concerns regarding errors in Ritual Work shall convey these errors privately to the Worthy Patron.

Jewels (Constitution and Laws S25(d): Addenda 1.A12)

- Installing Officers may wear Jewels but Office-bearers being installed may not wear theirs.
- Jewels of Past Rank may be worn (if desired) alongside Regalia by Office-bearers of Chapters (except when being Installed).
- Grand Office-bearers may not wear PWM / PWP or PWDGM / PWDGP Jewel alongside Regalia of Grand Office.

Responses

Protocol to be adopted by Members asked by the Worthy Matron to address the Chapter is as follows: —

The first Speaker would acknowledge **each** distinguished guest present by name and title, but the following speakers need only preface their remarks with: — “Worthy Matron, Worthy Patron, Distinguished Members, Sisters and Brothers and Visitors (if present)”

Secretarial Tasks

Attendance Book

- All Members legibly write their names in the Attendance Book **once only** using their Preferred First Name and Family Name. Installed Chapter Office-bearers enter their name in the place for their Office; other Members in the Members' or Visitors' section.
- All Grand Office-bearers (including the Worthy Grand Matron) sign the Attendance Book **upon arrival at the Chapter**, either on the Grand Chapter attendance sheet provided by the Chapter or in the Visitors' section.
- The Worthy District Grand Matron / Patron and District Grand Committee Members sign the Attendance Book **upon arrival at the Chapter**, either on the District Grand attendance sheet provided by the Chapter or in the Visitors' section.
- Any Member of the Grand Chapter or District Grand Committee Visiting Delegation who is also a Member of the Chapter being visited should sign the attendance sheet as a Member of the Chapter to be eligible to participate in discussions and to move, second or vote on motions, adding her/his Grand Office or District Grand Office after her/his name.

Attendance Lists and Committee Attendance Books

- Members Preferred First Name and Family Name to be used for all Members on all Minuted Attendance Lists of all Chapter Committee meetings.
- Attendance Lists and Committee Attendance Books need to define that a quorum is present:
- **Regular (Statutory) or Special Meeting** to detail seven (7) Chapter Members and include Position, or Acting Position.
- **General Committee** to note five (5) Members OR list the names of all Members present. **Note:** Only the Ex-Officio and Elected Committee Members are entitled to vote at General Committee Meetings. (Constitution and Laws S.38 c).

Dispensation (Constitution and Laws S10 / D6)

- The Chapter Secretary should apply for a Dispensation for a temporary change of date/time/venue of an **Election or Installation** meeting through the District Grand Secretary (or Grand Secretary for Chapters Out-with), who, after issue by the Worthy District Grand Matron / Worthy Grand Matron will forward it to the Chapter.
- The Dispensation is to be read at the first Regular Meeting after receipt and recorded in the Minutes and again read before Opening of the Meeting with which it is concerned. The Chapter Secretary to report the reading and recording of the Dispensation to the District Grand Committee Secretary (or Grand Secretary).
- Permission for a temporary change of date/time/venue of a regular meeting only requires authority from the District Grand Secretary (or Grand Secretary) and is **not** a Dispensation.

A changed place of meeting, before being used, shall be inspected, and approved, by the Worthy District Grand Matron / Worthy Grand Matron within the relevant jurisdiction. (Constitution and Laws S11)

Correspondence***Correspondence – In***

1. Invitations to visit to be listed by Chapter name and date and not read in detail.
2. Invitations to be read and dealt with in Committee, wherever possible.
3. Letters written to the Secretary from the DG Secretary, Grand Secretary, Worthy Grand Secretary or Acting Worthy Grand Registrar giving instructions which concern **only** the Secretary should **not** be read in Chapter. The Secretary will immediately act on the instruction.
4. All correspondence to be condensed to subject matter of letter and only read in full if requested to do so by a member present at the meeting.
5. Worthy Matron will deal only with matters concerning the meeting and deal in detail with any reports received from the United Grand, Grand, District Grand Committee.

6. Letters or Reports received from the United Grand Chapter, Grand Chapter, District Grand Committee must be read in Chapter, even though the letters and reports may have been read in Committee. If they were sent out to each Member, the headings / content should be mentioned and discussed, if relevant.
7. Letters of Apology need not be read in full.
8. Letters enclosing dues are not read in Chapter.
9. Letters to the Secretary asking for a Certificate of Clearance are the business of the Secretary and she/he will answer same immediately and **not** read the letters in Chapter.
10. Letters from Members requesting Inactive Membership are **not read in committee** but **read and dealt with** at the Regular (Statutory) Meeting of the Chapter.
11. A letter requesting a Certificate of Clearance is written by the Member and **not** from Secretary to Secretary.
12. All questions to be submitted, in writing, through the Chapter Secretary and dealt with in correspondence before forwarding to the District Grand Secretary.
13. Correspondence received from a Chapter by a District Grand Committee, with a request to be forwarded on to Grand Chapter, must be dealt with by the District Grand Committee which may satisfactorily resolve the matter.
14. Correspondence received from a Chapter by a District Grand Committee, containing matters which are resolved by the District Grand Committee, need only be forwarded on to Grand Chapter with a covering letter outlining the District Grand resolution if relevant.
15. Correspondence received from a Chapter by a District Grand Committee containing matters which are not resolved by the District Grand Committee needs to be forwarded on to the Grand Chapter with a covering letter outlining the District Grand discussion and including a request for consideration by the Grand Chapter.

Any correspondence received by the Secretary up to the date of the General Committee will be read at the Committee. The letters which do

not require presenting to a Regular (Statutory) Meeting should be discussed with recommendations noted for the Regular (Statutory) Meeting. These letters are **not** read again at the Regular (Statutory) Meeting. Letters which require to be read at a Regular (Statutory) Meeting are those received from The United Grand Chapter, Grand Chapter or District Grand Committee.

Correspondence – Out

1. Printed and posted correspondence should have a Chapter Letterhead and date and conclude with the name and position of the Chapter Secretary.
2. Emailed correspondence - would conclude with the name and position of the Chapter Secretary, the Chapter Name and Number.

Meeting Agenda with Detailed Explanation

A fully sequenced list of items that will occur at Regular Meetings of a Chapter from time to time is set out at **Appendix C (page 82)**, noting that its content sets out the order that each item should appear on an Agenda.

The subsequent **Appendix D (page 84)** provides extensive explanations and guidelines for many Agenda items. Both Appendices provide support to Chapter Secretaries when preparing a Chapter Agenda.

The Secretary will compile two working Agendas to be used during the Regular Meeting (1) by the Worthy Matron (**Appendix E (page 92)**) and (2) for the Chapter Secretary (**Appendix F page 94**). The two documents will assist the respective Office-bearers as the meeting progresses.

Minutes

1. The **Regular (Statutory) Meeting Minutes** has its usual routine, which is governed by the Agenda of the Chapter. The Chapter Agenda fully sets out the routine of business covering the whole of the business which will come before a Chapter.
2. The Secretary, Worthy Matron, Worthy Patron, Associate Matron and Associate Patron should always have a copy of the **Agenda** before them during the meeting.

3. The Notice Paper / Agenda will only have the points applicable to each particular meeting.
4. **Apologies** are noted as read and recorded in the Minutes. This will include those listed in the Apologies Book and any mentioned by Members present at the meeting.
5. The **Regular (Statutory) Meeting Minutes** are presented, then if there are no corrections, confirmed as a Correct Record.
6. The **General Committee Meeting Minutes** are received, discussed and the recommendations accepted / approved.
7. The **Investigation Committee Report** is received, and this opens the Ballot.
8. When an Ordinary Motion is proposed and seconded, put to the Chapter and passed, the names of the Proposer and Seconder of the Motion are recorded in the Minutes.
9. The Worthy Matron's declaration that the Chapter is closed is the **last item** in the Minutes.
10. The signatures of the Worthy Matron and Secretary are entered immediately below the statement that the meeting is closed.
11. In the absence of the Worthy Matron, the Presiding Officer would sign the Minutes as Associate Matron or Past Worthy Matron. In the absence of the Secretary the Acting Secretary would sign as Acting Secretary.

Secretaries Please Note –

The term “**Administration Expenses**” must be used as the term “Honorarium” is not accepted by the Australian Taxation Office.

Notice of Meeting (Circular Calling Meeting)

The accuracy of the Notice of Meeting, and the Agenda, is the responsibility of the Worthy Matron. Therefore, in preparing these documents, the Secretary closely liaises with the Worthy Matron.

A Notice of Meeting is sent to Chapter Members in advance of the designated Meeting. Refer to Appendices A and B for samples of Meeting Notices.

In Addition, the following points are to be noted when preparing the Notice:

- Names of any Chapters that have accepted an invitation to visit the meeting are included. Where multiple Chapters visit, higher

levels appear in order i.e., United Grand Chapter, then the Grand Chapter, then District Grand Committee, then Chapters in ascending order by number.

- Due care is observed in the use of correct titles for Honoured Guests attending, e.g.,
 - *The Worthy Grand Matron and Worthy Grand Patron, accompanied by Grand Office-bearers have accepted an invitation to attend this meeting.*
 - *This is the Annual Official Visit of the Worthy District Grand Matron and Worthy District Grand Patron.*
- Agenda items may be listed across the page, rather than vertically) as shown in the Appendices A and B.
- An installation/investment of a Worthy Grand Office-bearer, Grand Office-bearer and/or District Grand Committee Member may occur at a Chapter Meeting. This will not be on the Notice Paper/Agenda. It will have been arranged between the Worthy Matron of the Chapter and the Most Worthy Grand / Worthy Grand / Worthy District Grand Matron.
- A Benevolent/Distress Committee Meeting is not noted on the Notice Paper/Agenda. The recommendation from the Committee would be included after the recommendations from the General Committee.
- Social Activities may be included.
- An **Acting Worthy Patron** does not have his name on the Notice Paper/Agenda.
- the Australian website (www.oesaustralia.org.au) should be included (refer Appendices A & B)

Reports

The Secretary's **Annual Report** is read and engrossed (included in full) in the Minutes of the Meeting.

Reports from Governing Levels and Other Reports are read and received but **not** engrossed in the Meeting Minutes. These reports may be discussed after being received.

Retiring Speeches by the Worthy Matron and Worthy Patron are neither received nor engrossed (included) in the Minutes. Copies of the

Worthy Matron's/Patron's retiring speeches (if submitted to the Secretary) may be included with the minutes for the information of those Members not able to attend meetings.

Returns

All correspondence and/or forms should include the following, clearly printed, relevant details Title (Mrs / Miss / Ms / Mr), Preferred Names, Family Name and full address including phone number and email of respective Office-bearers.

Affiliate Return or Initiate Return

(Refer 'Affiliation Return' page 2 or 'Initiation Return' page 7.)

Resumption of Active Membership

Note: Whilst **No return is necessary for resumption of active Membership** a letter of notification including the full name, United Grand Roll Number and current contact details of the Member should be sent to the Acting Worthy Grand Registrar.

Chapter Annual Installation Return (Constitution and Laws S 64)

- The Chapter's Annual Return Form should be submitted to the Acting Worthy Grand Registrar within seven (7) days of the Installation. The cheque for the Statutory Fee and United Grand Collection should be included.
- The Past Worthy Matron and Past Worthy Patron Diplomas will be received from the Acting Worthy Grand Registrar in time to be presented at the first Chapter Meeting of the new Term.
- Any change of Secretary, Treasurer or Representative, or alteration of relevant contact details, must be immediately notified to the Acting Worthy Grand Registrar, Grand Secretary and District Grand Secretary.

Chapter Representative

Following the election of a Chapter Representative, the Member's details are to be forwarded to the Grand Secretary / District Grand Secretary. This may be via a Chapter letter or by the completion of a designated form received from Grand Secretary / District Grand Secretary.

Selection of Worthy District Grand Matron / Patron**Letter from the District Grand Secretary requesting Expressions of Interest for the office of Worthy District Grand Matron / Patron.**

After the Meeting where the letter is read, the Secretary should reply to the District Grand Secretary, within seven (7) days of the Meeting, with a letter advising the names of the Sisters or Brothers submitting a nomination for the office of Worthy District Grand Matron / Patron OR a letter advising that no Sister or Brother would be submitting a nomination.

Letter from the District Grand Secretary with the names of the Nominees for the office of Worthy District Grand Matron / Patron.

After the Meeting where the letter is read, the Secretary should reply to the District Grand Secretary, within seven (7) days of the Meeting, with a letter reporting on the result of the Chapter's selection.

Statistics

The Worthy District Grand Matron should be informed by the Chapter Secretaries in her District of the number of their financial Members, so she may include the details in her Report to Grand Chapter.

Services**Anzac Service:**

1. Placing the wreath – If Worthy Patron, or Acting Worthy Patron, is placing the wreath and reciting the Ode at the Altar, he takes the most direct route to and from the Altar. (as for Obligation).
2. A Sister or Brother placing the wreath at the Altar, enters between Adah and Ruth and retires between Martha and Electa.
3. It is permissible for a Chapter to hold an Anzac Day Service with the use of flags.
4. The Ode may be recited by any Members present.

Funeral Service (Ritual p 148)

1. A Funeral Service can be carried out only at the request of the family of the deceased Member.
2. 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 at the funeral has no objections.

3. Members of the Order should be requested to stand at the commencement of the Service by the Presiding Officer.
4. The Presiding Officer should then ask Members to be seated so everyone can witness the Service.

The Sign of Salutation is not to be used at a Funeral Service.

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 Worthy Patron at their stations in the East.

Treasury Tasks and Responsibilities

Accounts / Installation Meeting

Accounts passed at the Installation Meeting of a Chapter, should have payment vouchers and cheques signed by the Retiring Office-bearers concerned (the Office-bearers still in office when the motion to pay the accounts is passed).

Audit

At the end of an Election Meeting each year the Chapter shall elect a qualified auditor, or two competent persons, to audit the books of the Chapter and report on same before submission of the Treasurer's Statement of Accounts. (Constitution and Laws S38.(e))

Note: A Chapter auditor must not be a current Office-bearer or a Member of any Committee of the Chapter (this includes Past Worthy Matrons / Patrons who are automatic Members on the general committee). A Chapter Auditor must not be related to any of the Chapter Signatories by blood, marriage or co-habitation.

Books to be presented to the Auditors: -

1. Minutes Book (for “internal” Auditors, or if the “external” Auditors request it)

2. Dues Book
3. Income and Expenditure Books
4. Receipt Book(s)
5. Cheque Book(s) and payment vouchers
6. Deposit Slips
7. Benevolent/Distress Book
8. Secretary's Petty Cash Account Book
9. Social Secretary's Book (where there is a Social Secretary)
10. Building Fund, or Investment Fund, Account Books, etc. (if any)
11. Assured Members Account Book (if any) or any other Account Book.
12. All Bank Statements for the year, as well as the last Bank Statement for the Previous Year
13. A copy of the Previous Year's Balance Sheet.
14. The Inventory Book

Auditors Check the Following:

Payments:

1. Check that each cheque/payment is entered into the cash book.
2. Check that payments made are listed in the minutes as having been approved for payment.
3. Check the payment vouchers to ensure each has three signatures.
4. Check that each payment has a corresponding invoice or receipt.
5. Check the adding of the total column and all other columns in the cash book.

Receipts:

1. Check that all receipts in the Dues Receipt Book have been entered into the receipt books and cash book.
2. Check that all receipts in the receipt books have been entered into the cash book.
3. Check that all receipted income has been banked – the sub-totals of receipts should match credit entries on the bank statement.

Note: **all income** should be receipted.

Reconciling:

1. Ensure that there is a bank reconciliation (preferably written in the cash book) for each bank account and a bank statement shows the final reconciled bank balance.
2. Check off the bank statement that each cheque has been presented and all income shows as banked on the bank statement.

The statement of income and expenditure that is to be presented to Chapter Members:

- Must include two years: current year and previous year.
- Should be presented with two comparison columns: Receipts and Payments.
- Should be presented to the auditors with the other audit material.
- Auditors should check that what is presented on the annual statement of income and expenditure is an exact copy of what is recorded in the cash book.

When the Auditors are confident in the detail and accuracy of the Balance Sheet, each Auditor **must** sign the 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 / Grand Chapter through the District Grand Secretary / Grand Secretary to resolve the issues.

Auditors' Report

The auditors' report should be in writing and kept by the Secretary in Chapter records.

Example of Auditors' Report:

We have checked the Books and Financial Statements of
..... Chapter No.

Our mechanism for checking was:

- Cheques/Payments and receipts against Cash Book and Bank Statement
- Bank Reconciliations against Bank Statements
- Invoices/Receipts against cheques/payments.

The reports all indicate a well-kept reconciled set of books.

We thank the treasurer for her/his diligence and assistance.

Signature..... Date:

Signature..... Date:

Bank Signatories (Constitution and Laws S36)

- At the end of an Election Meeting each year, or at the Installation Meeting, the Chapter shall elect the following Signatories for all of the Chapter's Accounts: Worthy Matron, Worthy Patron, Secretary and Treasurer. **They must be elected individually by name and Office.** In Chapters without a Worthy Patron, the Immediate Past Worthy Matron or the Associate Matron shall be the fourth signatory. It is not permissible for Office-bearers who are related by blood, marriage, or co-habitation to jointly sign cheques.
- The Chapter should elect by name and Office the Member who is to be authorised to operate the Chapter's Accounts.
- The Minutes of this Meeting should also include the motion to use internet banking if the Chapter intends to make use of this facility.
- The Chapter should also nominate by name the Members who are to be removed as signatories.
- The Minutes of this Meeting, once confirmed by the Members at the following Meeting and signed by the Worthy Matron and Secretary can be taken to the bank to have the new signatories registered.

Collection

- A Collection may be uplifted, with the approval of the Chapter, without previous Agenda notice, for relief when disasters occur.

- The Worthy Matron may request Office-bearers or Members to assist with the Collection, if necessary.
- The Mandatory Collections for the United Grand Chapter, Grand Chapter and Voluntary Collection for the District Grand Committee (if lifted) are listed separately in the Receipts and Expenditure Statement. (A sample Balance Sheet is included in Appendix J.)

Dues – Annual (Constitution and Laws S57)

- Annual Dues are payable on or before Election Meeting.
- Candidates pay full Annual Dues prior to the Initiation or Affiliation Ceremony.

If a person is initiated or affiliated within three months prior to the Election Meeting, their dues at that Election Meeting are waived and no further Dues shall be chargeable until the Election Meeting of the following year.

Dues – Arrears (Constitution and Laws S58 & S63)

- A Member in arrears of Annual Dues is not eligible to be an Office-bearer nor to speak or vote on any matter brought before the Chapter.
- A Member who is in arrears of Annual Dues for less than three (3) years may resume financial Membership by making payment of the outstanding Annual Dues at current rates.

Un-financial Members:

(Constitution and Laws S63 (c), (d), (e) & Chapter Bye-Laws)

- The name of any Member who is three (3) years in arrears of Annual Dues is omitted from the Dues Book, listed with Un-financial Members and reported to the Acting Worthy Grand Registrar as Un-financial.
- Active Members are encouraged to make every effort to maintain contact with any lapsed Member.
- Un-financial Members may apply to the Chapter to resume financial Membership and, if approved, pay outstanding Annual Dues as determined by the Chapter.

Inventory Book

- The Worthy Matron, plus two (2) other Office-bearers will take the Inventory of the Chapter paraphernalia and property once each year.
- Members holding Chapter Property at their home must ensure the contact details of the Chapter, District Grand Committee or Grand Chapter are kept with the Property.
- The Auditors sight the Inventory at the Annual Audit ensuring Chapter effects are valued.
- To ensure against loss, and for correct recording in the Inventory Book, all papers and books which are included in the property of the Chapter are handed to the Secretary / District Grand Secretary / Grand Secretary. She/he will sign for its return and when re-issued, the new recipient will sign.

Treasurer's Duties (Constitution and Laws U21/32: G23/30: S36)

Cash reimbursement to Members

- If a Member requests to be reimbursed for claimed expenses in cash, the Treasurer will write a cheque, made out to the Chapter, for the total amount to be reimbursed. The cheque is then exchanged for cash from either the raffle proceeds or collection proceeds. The cheque butt and payment voucher will show the amount for each item and ensure that the total of these items equals the amount of the cheque.
- This cheque is included on the payment voucher ensuring that the expenses reimbursement is passed for payment by the Members.
- This cheque is then banked with the cash thus ensuring the deposit equals the receipts and makes up the total Income for the Month.
- This method also ensures that all receipt items and payment items are recorded correctly in the Cash Book and will therefore be included in the Annual Balance Sheet for Audit and the Budget if the Chapter uses one.

Cash Income and Expenditure Book

Two examples for Cash Book Headings appear in Appendix I at the back of this manual.

It is recommended:

- that a small line be drawn under the last receipt included in a deposit for ease of reconciling.
- “miscellaneous” column be used only for receipts or expenses that occur rarely with these items listed individually in the Annual Income and Expenditure Statement.
- the Treasurer provide a copy of the list of income and expenditure to the Secretary monthly thereby ensuring the Minutes and monthly reconciliation agree.
- the Treasurer and Secretary liaise pre meeting to ensure all accounts are listed on the Payment voucher when seeking endorsement for payment.

Monthly Report

Submit to each Regular Meeting of the Chapter a Financial Report reconciled between the Cash Book and bank statements, read, and adopted on a motion by the Treasurer and seconded by a Member of the Chapter.

Annual Financial Statement

Appendix J at the back of this manual shows an example.

- Following the presentation and receipt of the Auditor’s Report, the Annual Financial Statement is received on a motion of two Members of the Chapter and then declared open for discussion.
- After discussion, it is then adopted on a motion of two 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.
- This Statement details the financial standing of the Chapter and is the responsibility of all Members of the Chapter to ensure that it is a true record.

The Annual Financial Statement also provides the information that can be used to prepare a “Financial Plan” for the Chapter to be able to

monitor the Chapter's financial security. A sample is included in Appendix K at the back of this manual.

Visitations

Courtesy to Presiding Officer of Governing Level

(Ritual page 22 and 42)

At each visit of a MWGM / WGM / WDGM, the "Courtesy of the Gavel" as well as "Grand Honours" must be extended as per Ritual.

The Gavel is extended by the Worthy Patron to the highest ranking MWGP / WGP / WDGP ONCE only before an Obligation.

Chapter Fraternal Visitors

1. 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 only if the Worthy Matron is in attendance and wearing her Regalia or if the Worthy Matron is unexpectedly unable to attend.
2. Once the Worthy Matron of the Host Chapter has received the gavel from the Worthy Patron, she will ask the Marshal to invite a visiting Chapter into the Chapter Room.
3. Visiting Chapters are only escorted into the Chapter Room if the Worthy Matron is in attendance and wearing her Regalia.
4. 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.
5. The Conductress will follow her, 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.
6. As the Marshal arrives at the door, the Warder will give one knock, which will be responded by the Sentinel giving one knock. The Warder will open the door and the Marshal will say "the Worthy Matron of Chapter invites the Worthy Matron and Office-bearers of Chapter to enter the Chapter Room".
7. The Marshal will turn and take the shortest route to a position just in front of the Associate Matron's dais.

8. 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.
9. 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.
10. The Marshal will then introduce the Worthy Matron and Worthy Patron of the visiting Chapter to her Worthy Matron.
11. 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.
12. 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.
13. 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.
14. Visiting Chapters may retire. If the Marshal of the visiting Chapter is available, she may escort her Worthy Matron from the East, but she does not carry a Baton. If the visiting Marshal is not available, another Office-bearer of the visiting Chapter may escort her Worthy Matron from the East.

Governing Level Visits

United Grand Chapter, Grand Chapter and District Grand Committees

1. While it is inappropriate for a Most Worthy Grand Matron / Patron, Worthy Grand Matron / Patron, or Worthy District Grand

Matron / Patron, to solicit invitations to attend Chapter Meetings, a personal contact with the Most Worthy Grand Matron / Patron, Worthy Grand Matron / Patron, or Worthy District Grand Matron / Patron by the Chapter Secretary to ensure availability may avoid disappointment and other calendar conflicts.

2. If the Worthy District Grand Matron / Patron remain for General Business, they may retire before the Closing Ceremony.
3. **Annual Official Visits:** The Worthy Grand Matron / Patron, or Worthy District Grand Matron / Patron must enter the Chapter before the Opening Ceremony and should **remain until after the Closing Ceremony** and retire before the Worthy Matron and Chapter Office-bearers.
4. **Annual Official Visits:** In the event of the Worthy District Grand Matron not being able to attend an Annual Official Visit, she will ask the most senior Past Worthy District Grand Matron to officiate and carry out the duties of the Office. The Past Worthy District Grand Matron would wear her Past Worthy District Grand Matron's Jewel. The same instruction applies for the Worthy District Grand Patron.
5. The Grand Marshal, on entering the Chapter, (will give Sign of Salutation if the Chapter is Open), then remain at Salutation while addressing the Presiding Officer to announce the presence of the Worthy Grand Matron and Worthy Grand Patron.
6. At all times the Worthy Matron will instruct the Grand Marshal to escort the Worthy Grand Matron to the East.
7. If either of the Worthy Grand Matron or Worthy Grand Patron is unable to accept an invitation to a Fraternal Order, she/he may appoint the Immediate Past Worthy Grand Matron / Patron or Grand Associate Matron / Patron to represent her/him.
8. A Worthy District Grand Matron and Worthy District Grand Patron appoint their own Representatives for Social occasions.

Accompanying Governing Level Office-bearers

Worthy Grand Office-bearers, Grand Office-bearers and/or District Grand Committee Members

- Any Member holding installed Office in the Chapter being visited enters the Chapter in that Office and does not enter as a visiting

District Grand Committee Member / Grand Office-bearer / Worthy Grand Office-bearer.

- An installed Grand Office-bearer enters the Grand Chapter in that Office and does not enter as a visiting Worthy Grand Office-bearer.

The “highest office held” is interpreted as the installed office in the host Chapter or Grand Chapter.

Representative of Worthy Grand Matron

1. Where a Worthy Grand Matron appoints a Representative to attend an Installation or Special Meeting of a Chapter, a Grand Office-bearer will Marshal the Representative (if the Grand Marshal is not present) and will be addressed as Grand Marshal.
2. Grand Honours **are not** given to the Representative.
3. The Immediate Past Worthy Grand Matron or the Grand Associate Matron wears her own Regalia when representing.
4. The Representative of the Worthy Grand Matron may retire before the Chapter closes.

Worthy District Grand Matron / Patron Visitations

- An Installed Worthy District Grand Matron / Patron may attend any Chapter in which she/he is a financial Member as a “Private” Member only for Chapters in the jurisdiction in which she/he is Worthy District Grand Matron / Patron.
- She/He must wear the Regalia of her/his Office when attending any meeting to which the District Grand Committee has been invited.
- The letter of invitation from any Chapter in other Jurisdictions must include the information that permission to issue the invitation has been obtained from that Worthy District Grand Matron / Worthy Grand Matron. (See following.)

Invitations to Other Jurisdictions:

Other District Grand Committees

Before sending an Invitation to a Worthy District Grand Matron or Worthy District Grand Patron of another Jurisdiction, the Secretary of

the Chapter issuing the invitation must first attend to the following procedure:

1. Write to the District Grand Secretary asking permission from the Worthy District Grand Matron of your District, to invite Sister.... Worthy District Grand Matron and Brother.... Worthy District Grand Patron of.... District on (date).
2. Other Jurisdictions should not be invited to the Chapter Meeting if it is the Annual Official Visit of the Worthy District Grand Matron.
3. When sending the Invitation to the District Grand Secretary of another Jurisdiction advise that permission has been granted by your Worthy District Grand Matron to issue the invitations.

Other Grand Chapters

Before sending an Invitation to a Worthy Grand Matron or Worthy Grand Patron of another Jurisdiction, the Secretary of the Chapter issuing the invitation must first request the permission of the Worthy District Grand Matron then follow the same procedure to request permission from the Worthy Grand Matron.

Entrance of Visiting Dignitaries

The Worthy District Grand Matrons / Patrons from other Districts will be invited to enter prior to the local District Grand Committee if that District is visiting.

Then the Worthy District Grand Matron / Patron of your own District Grand Committee will be invited to enter.

Then the Grand Chapter and then the United Grand Chapter will be invited to enter.

The Worthy Matron does not ask the Warder to check if the invited guests are ready to enter as they have been advised of the start time.

1. The Worthy Matron instructs her Marshal to invite the visiting District Grand Committee into the Chapter Room.
2. The Marshal takes her Baton and proceeds to the Chapter Room door which is opened by the Warder / Sentinel in the usual manner. **The Marshal announces, “The Worthy Matron of _____ Chapter invites the Worthy District Grand Matron and**

Worthy District Grand Patron of the ____ District Grand Committee, and those who have accompanied them, into the Chapter Room”.

3. The Chapter is raised and the Marshal proceeds to the West in front of the Associate Matron's dais. The visitors follow.
4. The Chapter is seated. The Marshal introduces the District to her Worthy Matron: “Worthy Matron, it is with pleasure that I present the Worthy District Grand Matron, Sis ____, the Worthy District Grand Patron, Bro ____ of the ____ District Grand Committee, and those who have accompanied them.”
5. The Worthy Matron will give words of welcome then ask the Marshal to conduct the Worthy District Grand Matron to the East.
6. Worthy District Grand Matrons from other Jurisdictions **are not** escorted through the Carpet but traverse the outer edge of the Carpet to the East. Worthy District Grand Patrons move to the East in the usual manner. Grand Honours **are not given and the Gavel is not extended** to Worthy District Grand Matrons from other Jurisdictions.
7. If there are other visiting Districts, the Marshal will only return to the Southwest corner of the carpet. After welcoming the Worthy District Grand Matron and all are seated, the Worthy Matron will ask the Marshal to invite the next District Grand Committee into the Chapter Room.
8. When all Districts have entered, the Marshal returns to her Station.
9. The Worthy Matron instructs the Warder to invite the Grand Marshal to enter the Chapter Room.
10. After the Grand Marshal has advanced to the West and announced that the Worthy Grand Matron and Worthy Grand Patron of the Grand Chapter of ... and those who have accompanied them are in attendance ---, the Worthy Matron will say **“Sister Grand Marshal you will invite the distinguished guests to enter our Chapter room.”**
11. The Chapter is raised for their entry. (The following instruction should be changed in the appropriate places for inviting the United Grand Chapter into the Chapter Room).

12. The Grand Marshal proceeds to the door; the Warder gives raps and opens door. The Grand Marshal invites the visiting Worthy Grand Matron and Worthy Grand Patron to enter. They follow the Grand Marshal to the West and, if the Chapter is Open, give the Sign of Salutation. A welcome is extended, and Worthy Matron instructs the Grand Marshal to escort the Worthy Grand Matron to the East.

Retiring of Visiting Dignitaries

- The visiting Worthy District Grand Matron and/or Worthy District Grand Patron of another Jurisdiction, may remain for the closing ceremony. They retire immediately after the District Grand Committee of the Jurisdiction.
- If the Chapter has its own Worthy District Grand Matron and Worthy District Grand Patron visiting at the same time as a Worthy District Grand Matron / Patron of another Jurisdiction, it is the privilege of the Worthy District Grand Matron of the District to extend the courtesy to the Worthy District Grand Matron / Patron of another Jurisdiction to retire from the Chapter Room with her.
- The Worthy District Grand Matron of the other Jurisdiction District Grand Committee would then follow the District Grand Committee Members. If they retire before the Closing Ceremony, the Worthy District Grand Matron of the other Jurisdiction District Grand Committee would proceed to the West and stand behind the Worthy District Grand Matron to give the Sign of Salutation.

Seating in the East (Constitution and Laws Addenda 1. A9)

If there is no Immediate Past Worthy Matron, the highest-ranking visiting dignitary should be seated 'at the right elbow' of the Worthy Matron.

The order of seating for the other dignitaries starts at the front row.

The required number of seats for visiting Worthy Grand / Grand Marshals should be left vacant at the most easily accessible end of the **second row** in the East, or in the Extended East depending on the geography of the Chapter. The highest ranked Marshal should take the outside seat.

Visitors' Panel (Constitution and Laws S41)

- Any individual visitor who presents at a Chapter and once greeted, is unknown to those present, Members of the Visitors Panel arrange for the Examination Committee to 'test' the visitor prior to commencement of the Meeting. Committee Members should then be able to vouch for such visitors at the request of the Associate Matron in the meeting.
- No visitor should enter the Chapter Room until the Sentinel is assured by a Member that they are known.

Vouching (Ritual page 7)**Entry of Past Worthy Grand Matrons / Patrons**

- The Ritual indicates only the Worthy Grand Matron and Grand Office-bearers enter and retire in Grand Chapter. Therefore, for the Annual and Half-Yearly Meetings of the Grand Chapter, all Past Worthy Grand Matrons and Past Worthy Grand Patrons would be seated in the East or Extended East before the Opening of the Grand Chapter and remain in the East while the Grand Office-bearers retire.
- When accompanying the Worthy Grand Matron / Patron on a visit to a Chapter or another Grand Chapter, all Past Worthy Grand Matrons and Past Worthy Grand Patrons would enter and retire with the Worthy Grand Matron and Grand Office-bearers

Entry / Retiral of District Grand Committee Members

The Past Worthy District Grand Matrons and Past Worthy District Grand Patrons, who are not installed Office-bearers of the Chapter, will enter and retire with the Worthy District Grand Matron on all visits.

Each Worthy District Grand Matron will decide whether the Chapter Representative District Grand Committee Members of her District Grand Committee, who are not installed Office-bearers of the Chapter, will enter with her on visits to Chapters.

If the Worthy District Grand Matron wishes to have the Chapter Representative District Grand Committee Members, who are not installed Office-bearers of the Chapter, enter with her, they will enter according to the following procedure:

- The Sisters will follow the District Grand Secretary and/or District Grand Treasurer, if a Sister and not a Past Worthy District Grand Matron, along on the North line and stand, facing the East.
- The Brothers will follow the District Grand Secretary and/or District Grand Treasurer, if a Brother and not a Past Worthy District Grand Patron, along on the South line and stand, facing the East.

Exception:

If the Worthy District Grand Matron or Worthy District Grand Patron are installed Office-bearers in the Chapter being visited, **either for the Official Visit or in response to an invitation**, then they enter in their capacity as Worthy District Grand Matron or Worthy District Grand Patron. This means their Chapter office is vacant for the Meeting and the Worthy Matron of the Chapter being visited must ask another Member to fill in for the Meeting.

Appendices

The following pages are examples of options Chapters/Members may use in formatting documents. They do not include options for every situation, but Members should be able to adapt for individual differences and particular situations.

Appendix A: Sample One of Chapter Notice (Circular)



Orchid Chapter No 1000

Order of the Eastern Star

Holden Under the United Grand Chapter of Australia

WORTHY MATRON

Mrs Ethel Mick

10 Downing Street

NICETOWN, Q. 4000

Ph. 07 5555 1234

SECRETARY

Mrs I Writealot

PO Box 123

NICETOWN, Q. 4000

Ph. 07 5555 5678

WORTHY PATRON

Mr Rob Morris

3 First Avenue

NICETOWN, Q. 4000

Ph. 07 5555 9876

Dear Sister/Brother

The Worthy Matron requests you to attend the Regular Meeting of Orchid Chapter No 1000 to be held on Saturday, xx July YYYY at 6:30 pm in the Masonic Centre, 220 Main Street, Nicetown.

BUSINESS

1. Open the Chapter.
2. Minutes.
3. Correspondence.
4. Treasurer's Report and Accounts.
5. Election of Office bearers for 200X -200Y [Law S22 Page 98.] Only members clear on the books of the Chapter for the ensuing year are entitled to nominate, second or be voted upon.
6. General Business
7. Birthdays
8. Close the Chapter

Please Note: 1.30.pm set-up Chapter

General Committee Meeting **Thursday, xx July 7:00 pm**

Contributions for the Installation Raffle would be appreciated.

Dates to Remember

DUES. \$.....Arrears \$.....TOTAL \$.....

Sister

Website: **www.oesaaustralia.org.au**

Secretary.

Appendix B: Sample Two of Chapter Notice (Circular)

Orchid Chapter No 1000

Order of the Eastern Star

Holden Under the United Grand Chapter of Australia

WORTHY MATRON
 Mrs Ethel Mick
 10 Downing Street
 NICETOWN, Q. 4000
 Ph. 07 5555 1234

WORTHY PATRON
 Mr Rob Morris
 3 First Avenue
 NICETOWN, Q. 4000
 Ph. 07 5555 9876

Dear Sister / Brother

You are invited / requested to attend the **Regular Meeting** of Orchid Chapter No 1000, Order of the Eastern Star, to be held within the Annex, Masonic Centre, Nicetown, at 6:30 pm on Saturday, xx July YYYY.

BUSINESS: Opening of Chapter, Minutes, Correspondence, Apologies, Financial Statement, Accounts, Reports, Installation, Affiliation, Collection, and General Business

BALLOT FOR AFFILIATION:

Sister New Lady	Proposer	Sister Nancy Drew PWM
67 Camellia Street	Second	Sister Ethel Mick W.M.
NICETOWN, Q. 4000		

Clear Member of Acacia Chapter No 999

BIBLE INSCRIPTION: Sis. Ima Gonner, Life Member.

INSTALLATION: Sis. Agatha Christie as Ruth.

COLLECTION: Chapter; (Donation to Star Gardens).

GENERAL BUSINESS:

COMPETITION: Suitable gifts for progressive raffle appreciated.

HOSTESSES: ALL SISTERS AND BROTHERS

DUES. \$.....Arrears \$.....TOTAL \$.....

Please notify Secretary of any sickness, Bereavement and change of address,

Yours fraternally

Secretary Mrs I Writealot _____

PO Box 123

Phone 07 5555 5678

Nicetown 4000

Email: writealot@stuff.com.au

Website: **www.oesaustrealia.org.au**

Appendix C: Meeting Agenda

1. Entrance of Office-bearers
2. Admission of Visitors
 - a) Visiting Chapters
 - b) Distinguished Visitors
3. Appoint Office-bearers and advise all of Emergency Evacuation or Emergency Lock Down procedures.
4. Opening of Chapter
5. Singing of Advance Australia Fair
6. Courtesies to Presiding Officer of Governing Body
7. Silent Prayer
8. Welcome to Visitors
 - a) Recognition of Distinguished Members and Visitors (particularly those who were sitting in the Chapter Room and not escorted in)
9. Installation of Office-bearers absent at Installation Meeting
10. Apologies – should be read and recorded in the minutes
11. Minutes of Regular (Statutory) Meeting
 - a) Business arising from Minutes (Unfinished business. On-going tasks)
 - b) Notice(s) of Motion
12. Minutes of General Committee Meeting
 - a) Recommendations from General Committee Meeting
13. Minutes of Benevolent/Distress Committee
14. Affiliation Ceremony
15. Initiation Ceremony (whether a Candidate or Substitute Candidate)
16. Correspondence (Refer to page 57 – Including
 - a) Letters of Apology
 - b) Letters of Application for Renewal of Active Membership
17. Business arising from Correspondence
18. Treasurer's Report
 - a) Accounts
19. Installation Meeting: Auditor's report – Received

20. Installation Meeting: Balance Sheet – Received, Discussed and Adopted
21. Reports (Grand / DG – Read, Receive, Discuss)
22. Reading of Petitions
23. Presentation of Diplomas
24. Investigation Committee Meeting Minutes
25. Ballot: Affiliate(s) first, Candidate(s) second.
26. Nomination of WDGM and WDP
27. Nomination and Election of Office-Bearers
28. Nomination of Representative to Grand Committee and DG Committee
29. Installation Meeting
 - a) Secretary's Report – Read, Received and Engrossed
 - b) WM's / WP's Retiring Speeches – Read but not Received nor Engrossed
30. Service(s)
31. Installation of Office-Bearers
32. Collections:
 - a) The United Grand Chapter of Australia (Installation Meeting)
 - b) Grand Chapter (at month stated in Chapter Bye-Laws)
 - c) Benevolent/Distress Fund (at least once a year)
 - d) Any other Collection, including a voluntary Collection for the District Grand Committee, agreed on by the Chapter.
33. Response by Visiting Governing Levels
34. General Business (including Social Secretary's Report – if any)
35. Response by Visiting Worthy Matrons
36. Thank Acting Office-bearers
37. Closing of Chapter

From this **Agenda** the Minutes of the Regular (Statutory) Meeting can be written up in correct order.

Appendix D: Meeting Agenda Detailed Explanations

Detailed explanations and procedures follow for items on the Regular Meeting Agenda shown in Appendix C for clarification. The Agenda item numbers used in this Appendix correlate with those used in Appendix C.

3. Appoint Office-bearers – either for absent Office-bearers or Vacant positions.

4. Opening

The Minutes contain the place, date and time that the meeting is held. These are governed by the Bye-Laws of the Chapter and cannot be altered without the permission of the Chapter.

For temporary change of time or date refer Constitution and Laws S11

Note: **Seven members** including one of the First Four Elective Office-Bearers or the IPW Matron or IPW Patron constitutes a Quorum.

(Constitution and Laws S11)

7. Silent Prayer

The Worthy Matron will request the Chapter to stand in Silent prayer for the sick and bereaved. Should the Chapter have a deceased Member, this would be mentioned, and the Member's name entered into the Bible.

8. Welcome to Visitors

The Visitors are welcomed by the Worthy Matron. Any Distinguished Visitors present who have been invited to the East prior to the Opening, would be individually welcomed at this point.

11. a) Minutes of Regular (Statutory) Meeting

The Minutes of the Regular (Statutory) Meeting are read (OR, if the Minutes have been circulated, they are "taken as read"). Any unfinished business from the Minutes is discussed. Minutes are **Confirmed (Adopted) as a Correct Record** by two members who were present at that Meeting. Should a member speak on the Minutes, and say they are not correct, the fact would be minuted similar to the following:

"The Minutes of the Regular (Statutory) Meeting of 20th June 2004 were read, and upon the Worthy Matron asking for confirmation of the Minutes, Bro. John Harris questioned the record regarding decision reached in the matter of changing the date of August Meeting. With the

addition 'The date of August Meeting to be changed to the Fourth Saturday at 6.00pm' the Minutes were confirmed as a correct record."

If the error is noted after the Minutes have been confirmed, then the record of the alteration to these Minutes is done in the Minutes of the meeting at which it is discussed. Minutes that have been confirmed, and signed, are never altered. For reference in the future, a note is made in the margin of the Minutes that were in error i.e. "See Page..... regarding the Minutes."

All Pages in the Minutes Book/Folder must be numbered.

Minutes must be signed and dated.

Minutes kept in a loose leaf folder are signed on each page and bound annually – (Constitution and Laws S36)

11. b) Notice(s) of Motion

Detailed directions for the processing of Motions (Refer to page 40) are set out in the main content of this Manual.

12. Minutes of General Committee Meeting

Minutes of the General Committee Meeting are read and received as a correct record on the motion of two (2) members who were present at the meeting specified. If recommendations contained therein are routine, the recommendations may be put to the meeting for approval as if one recommendation. Where recommendations require expenditure or detailed planning, such recommendations are put to the meeting separately for approval or otherwise.

The Worthy Matron should have a list of all recommendations.

It is not correct to hold a recommendation over to be dealt with in General Business.

The Minutes must not be signed before adoption. Either adoption of the Minutes, or approval of the recommendations, on the motion of two (2) members who were **not** present, finalises the recommendations.

13. Minutes of Benevolent/Distress Committee

The Secretary would record that the Minutes were read and received on the motion of two (2) members who were present and include any decision made by the Chapter regarding the Minutes. The adoption of the Minutes, on the motion of two (2) members who were **not** present finalises the recommendations.

14. Initiation

The name of the Member initiated is recorded as having received instruction in the Degrees of the Order and being welcomed as a Member.

15. Affiliation

When an Affiliation takes place, the name of the Affiliate is recorded as having become a Member of the Chapter.

16. Correspondence (Refer to page 57)

Only correspondence received after the General Committee Meeting is read and dealt with at the Regular (Statutory) Meeting, together with any correspondence from The United Grand Chapter of Australia, Grand Chapter, or District Grand Committee; any request for Inactive Membership or Renewal to Active membership

(Refer to RE-ADMISSION – BALLOTING (S63[e]) page 39)

Each letter is listed, and any decision of the Meeting recorded.

(It is preferable for the WM to be provided with a list of the correspondence “marking” the letters that need to be considered by the Chapter.)

18. Treasurer’s Report

A Treasurer’s Bank Reconciliation is to be duly completed as close to the meeting as possible.

The Treasurer’s report will advise the Chapter:

1. The opening balance of the General Account reported at last meeting:
2. list the month’s receipts:
3. list payments made which were approved at the last meeting:
4. the current balance and the result of the General Account reconciliation:
5. the list of balances of all other Accounts as per Bank Statement(s):
6. the combined total of all Accounts.

See following example:

- Our General Account balance last meeting was \$2,581.09
- Our Income since my report last meeting:

Tea Collection	\$23.90
General Collection	\$39.30
Christmas Collection	\$18.10
Meeting Raffle	\$136.00
Fashion Parade Door	\$405.00
Fashion Parade Raffle	\$267.50
Total Income	\$889.80

- Our Expenses approved for payment at our last meeting:

UGCA Charities	\$50.00
UGCA Insurance	\$205.00
Hall Rent	\$100.00
Convenor	\$12.38
Secretary Ink Cartridges	\$60.00
Total Expenses	\$427.38

- This gives us a current General Account balance of \$3,043.51
- Bank Statement Balance: \$3,118.51
Less outstanding cheque No 4452 \$75.00
Equals Current Balance: \$3,043.51

\$89.27 interest was paid into Term Deposit (3041599) of \$5,100.99.

- Our Account Balances are now:

General Account (903043)	\$3,043.51
Benevolent Distress (51140)	\$ 365.14
Term Deposit (3041599)	\$5,190.26
Making a total of all accounts	\$8,598.91

Note: Expenses listed in Treasurer's Report should be same as accounts passed for payment at the previous month's meeting. This report, as read by the Treasurer, should be embedded at the "Treasurers Report" section of the minutes.

The Treasurer, or any Member of the Chapter may move the adoption of the Report.

18. a) Accounts

The Secretary receives all accounts to be passed by the Chapter and reads them out. The WM seeks Meeting approval for payment of these accounts. The accounts are written in the Minutes at this point. If the accounts were ready before the Meeting, the Payment Voucher could be signed at this point.

Income and Expenditure In Secretary and Treasurer's Books Must Correspond.

19. Balance Sheet (Annual)

The Audited Statement of Income and Expenditure, and Balance Sheet should be printed and circulated to members **seven days** prior to the Meeting at which it is to be discussed. (Constitution and Laws S.36)

The Statement of Income and Expenditure and Balance Sheet circulated to members need not be signed by the Worthy Matron, Worthy Patron, Secretary and Treasurer until it is received, discussed and adopted.

21. Reports

Correspondence from The United Grand Chapter, Reports from Grand Chapter or District Grand Committee are read and discussed but are not engrossed in the Minutes. If the Reports from the Grand Chapter or District Grand Committee have been distributed to Members, there is no need to read them in the Meeting. The decision of the Meeting would be recorded if any motion was moved regarding the Reports which should be filed in correct order.

22. Reading of Petitions

When reading a Petition, which has already been examined by the General Committee, the qualifications of the relation are not read out; only the Name and Address of the Petitioner; the answer to all questions and the Proposer and Secunder are read. The Meeting receives the Petition and the Secretary records the name and address of the Petitioner, together with the Proposer and Secunder.

23. Presentation of Diplomas

If any Diplomas are received, the Secretary records the names of the recipients.

24. Investigation Committee Minutes

The Secretary advises the **Investigation Committee Minutes and Report**, are to hand. The Minutes are **not** read (Constitution and Laws S52). The Report is read and received on the motion of two (2) members who were present, then signed by the WM. After its reception the Ballot is taken.

For example, the Regular Meeting Minutes may read: *The Investigation Committee has considered the Petition by Mrs Blondie Bumstead to receive the Degrees of the Order, proposed by Sis/Bro and seconded by Sis/Bro ... and recommends the Petition go to Ballot.*

25. Ballot (Ritual page 26 The Ballot - General Instructions).

The Ballot or Vote is taken for an Affiliate, and the result recorded.

The Ballot for a Candidate(s) is taken, and the result recorded.

Candidates and Affiliates are notified by the Secretary of the result of the Ballot.

27. Nomination and Election of Office-Bearers. (Constitution and Laws S.14 & Manual 'Ballot' and "Election")

The Minutes will record the names of Members nominated for Office together with the names of both Proposer and Secunder. Where a second or third ballot is called, the following example will assist with Minuted presentation:

Position: Marshal

<i>Nominee</i>	<i>Proposer</i>	<i>Secunder</i>
<i>Ruth Green</i>	<i>Ada Jansen</i>	<i>Vera White</i>
<i>Gladys Davies</i>	<i>Jean Butler</i>	<i>Diana West</i>
<i>Sarah Smith</i>	<i>Elsie Jones</i>	<i>Laura West</i>
<i>Edith Jack</i>	<i>Ruth Young</i>	<i>Dorothy Fox</i>

A ballot was held for Sisters Ruth Green, Gladys Davies, Sarah Smith and Edith Jack. A second ballot was held for Sisters Ruth Green and Gladys Davies and Sister Gladys Davies was elected.

Each Office requiring a ballot is recorded as above.

29. a) Secretary's Report

The Secretary's Report is read, received, and engrossed in the Minutes. The Secretary gives a report of the **business** side of the Chapter for the past twelve months, at each Installation Meeting.

The Report may include:

- items of business of interest to the members
- the number of Candidates who were received
- the number of Affiliates,
- any deaths, resignations from office, applications for inactive membership
- the total strength of membership at the opening and at the close of the year
- the percentage of Member attendance at the meetings.

31. Installation of Office-Bearers

As the names of Office-bearers elected are recorded in strict order in the Minutes of Election meeting – it is sufficient to record as follows:

"The Office-Bearers as per result of election (see page...) were installed into office, with the exception of the Position(s) of, who were not present."

The installation of the "absent" Office-bearers must be recorded in the Minutes of Meeting when they are installed, and the District Grand Secretary and Grand Secretary notified.

32. Collections

Collections are taken as per Agenda and amounts recorded.

33. Responses by Visiting Governing Levels

Visiting Dignitaries will be asked to address the Chapter at this time and a brief mention of their replies is usually sufficient unless something of particular interest is mentioned.

34. General Business

1. When the MWGM / MWGP, WGM / WGP, or the WDGM / WDGP visit, the WM asks them to address the Meeting before General Business.

It is impossible to record the addresses given in full, but a brief statement of their comments and advice given is recommended.

2. A variety of matters may be raised during General Business. The Minutes need to record all the matters discussed and finalised. The Minutes are the only document Members of the Chapter have as a reference to decisions reached and the reasons the decisions were made hence a correct record is necessary.

Note:

- A motion will be either carried or lost but regardless comments for and against should be noted in addition to the outcome.
 - Some topics raised will not result in a motion nor will a resolution be reached but relevant details need to be recorded.
 - It is acceptable for the Secretary to request the WM to ask that a motion or comment be repeated to ensure clarity in the Minutes.
3. A Chapter Social Secretary must maintain a Minute book to record all information of the social work of the Chapter. This is a perpetual book, handed over to each incoming Social Secretary. All moneys collected for any function **MUST** be paid to the Treasurer immediately on completion of the function for which the Social Secretary receives a receipt.
 4. Any decision made by the Chapter based on the report of the Social Secretary is recorded in the Minutes. – eg. Final arrangements for a Ball, Concert, Banquet etc.
 5. To notify the Members of a Social Event, Inspection etc. it is sufficient to advise per medium of the Chapter Notice.
 6. Upon receiving the financial result of any event, a decision as to the allocation of funding is made, if not determined before the event. It is acceptable for social monies to be grouped into a “Social Fund” and allocate to various funds or Charities at the end of the term. Whilst these matters are domestic, it is recommended that the Chapter give due consideration to the allocation of all moneys.
 7. New business may be brought up at this time.
Any recommendation dealt with in the Minutes of the General Committee are **not** for discussion in General Business given the adoption of the General Committee Minutes finalised that discussion.

8. It is usual for the WM to thank members for various kindnesses and tasks undertaken.

35. Responses by Visiting Worthy Matrons

Other Visitors will be asked to address the Chapter at this time and a brief mention of their replies is sufficient unless something of particular interest is mentioned.

Appendix E: Sample Meeting Agenda for Worthy Matron

1. Entrance of The Worthy Matron and Office-bearers
2. Admission of Visiting Chapters and Distinguished Visitors (if relevant)
3. Appointment of Acting Office-bearers
4. Opening of The Chapter According to Ritual
5. National Anthem – “Advance Australia Fair”
6. Accord Grand Honours and extend courtesy of Gavel (if relevant)
7. Memoriam (Stand in Silent Sympathy)
8. Welcome
9. Recognition of any Distinguished Members and Visitors
10. Acknowledge Any Overseas Representatives
11. Apologies
12. Minutes (Regular Meeting)
13. Announce “The Minutes were distributed. Is there any Member who did not receive a copy of the Minutes? **or**
14. Announce “Name of Member who moved and Name of Member who seconded that the Minutes be received. Those in favour? Those against?”
15. Business from Minutes
16. Minutes Confirmed: “... moved and ... seconded that the Minutes (or Minutes as corrected) be confirmed. Those in favour? Those against?” **Ensure the Minutes are Signed.**
17. Minutes (General Committee Meeting)
18. “... moved and ... seconded that the Minutes be received. Those in favour? Those against?”

19. Recommendations from Committee Meeting Approved "... moved and ... seconded that the recommendations be approved. Those in favour? Those against?" **Sign the Minutes.**
20. Correspondence (A list of Inwards and Outwards Correspondence should be included either at this point in the Agenda, or as a separate page)
21. "... moved and ... seconded that the Inwards Correspondence be Received and the Outwards Endorsed. Those in favour? Those against?"
22. Business from Correspondence
23. Treasurer's Report (Moved and seconded to be adopted)
24. Accounts For Payment (Moved and seconded to be Approved.)
Sign the Payment Voucher.
25. Collections
26. Repeat the list of collections with the relevant amounts so that Secretary and Members hear them clearly.
27. Reports (Either note that they have been distributed or have them read – then remind Members of highlighted headings)
28. Grand Chapter (then moved and seconded to be received.)
29. District Grand Committee (then moved and seconded to be received.)
30. General Business
31. Reminders
32. Thanks / Appreciation
33. Invite Visitors to speak
34. Close Chapter According to Ritual
35. Royal Anthem
36. Retire

Appendix F: Sample Meeting Agenda for Secretary

Note: The Secretary will use the agenda as a guide for compiling the Minutes of the meeting, but the Worthy Matron will use her agenda as a prompt. Therefore, the two agendas will contain the same sequence of tasks, but the format of each should be different. These agendas are **samples only** of an individual meeting. Real agendas would have more spacing. Refer to **Appendix C** for a full sequence of agenda items.

1. Office-Bearers Enter Chapter:
2. Visitors Admitted:
3. Appointment of Acting Office-Bearers:
4. Chapter is opened:
5. National Anthem:
6. Grand Honours:
7. Memoriam (Silent Sympathy):
8. Welcome:
9. Apologies:
10. Minutes Regular Meeting
11. Worthy Matron asks if any Member did not receive a copy of the distributed Minutes **or**:
12. Read / Received:
Moved _____ Seconded _____
13. Business Arising:
14. Minutes Confirmed:
15. Moved _____ Seconded _____
Worthy Matron Sign the Minutes
16. Minutes General Committee Read / Received:
17. Moved _____ Seconded _____
18. Recommendations from Committee Meeting Approved
19. Moved _____ Seconded _____
Worthy Matron Sign the Minutes
20. Correspondence:
21. Moved _____ Seconded _____
22. Business Arising:

23. Treasurer's Report:

Enter copy of report submitted by treasurer into the Minutes

24. Moved _____ Seconded _____

25. Accounts For Payment:

26. Moved _____ Seconded _____

Worthy Matron and Worthy Patron / Secretary Sign the Payment Voucher

27. Collections

List the collections and relevant amounts

28. Reports (United Grand Chapter, Grand Chapter, District Grand Committee:

29. Moved _____ Seconded _____

30. General Business:

31. Reminders:

32. Thanks / Appreciation:

33. Visitors Speak:

34. Close Chapter:

35. Royal Anthem:

Appendix G: Samples of Draft Letters

Draft Letter to Inactive Member

Your application to discontinue Active Membership in ... Chapter was accepted with regret on Day/Month/Year.

This letter will certify that your dues were paid to the above date and you are free from censure of any kind. Your Roll Number is 12345.

Should you desire to be re-admitted into this Chapter, it will be necessary for you to apply in writing, and if your application is successful, a fee is chargeable (*if applicable*).

Yours sincerely

Secretary etc....

Draft Letter to Accepted Petitioner

I have the pleasure to inform you that your Petition for Membership into Chapter has been accepted, and you are requested to attend the next Regular meeting on Day/Month/Year at time in the Hall/Centre (Address)

The correct dress of the Order is ... (*include a copy of the relevant section of page 86 of the Constitution and Laws*). Your Proposers will give you any further information you may require.

Yours sincerely

Secretary

Draft Letter to Rejected Petitioner

Note: no reason is given

I regret to inform you that your petition for membership into ... Chapter was not accepted at this time and the refund of money paid is enclosed.

Yours sincerely

Secretary

Appendix H: Sample Cash Book Headings

Chapters are required to include the previous year's figures along with this year's figures in their Annual Financial Statement (Balance Sheet).

The list of receipts and payments should be divided between funds allocated towards the administration costs of the Chapter and funds that are specifically targeted such as Governing Level collections, banquet receipts, payments for other Chapter banquets and charity funds.

Presenting the Annual Financial Statement in this format provides Members a more accurate understanding of the financial position of the Chapter and they will be able to make informed financial planning decisions to ensure the continued stability of the Chapter.

Planning the format of the Financial Statement first will make it easier to allocate headings in the Cash Book.

The following sample Cash Book headings were determined from the example of an Annual Financial Statement on the following pages in appendices I, J and K.

Receipts						
	Operations				Cost Neutral	
Date						
Receipt No						
Name						
Details						
Amount						
Deposit						
Bank Interest						
Membership Dues						
Donations Life Members						
Affiliation/Initiation Fees						
Col . General						
Col . Tea						
Raffles						
Stall						
Banquet Tickets Chapter						
Collection UGCA						
Collection GCQ						
Collection DG						
Gov Level Docs						
Banquet Tickets Other						
Christmas Fund						
Functions						
Other						

Date	Cheque No	Name	Details	Amount	Payments	
					Operations	Cost Neutral
					Admin Fees	
					Convenor	
					Donation MWGM	
					Donation WGM	
					Donation WdGM	
					Hall Rent	
					Jewels (PM & PP)	
					Secretary's Exp	
					OG Admin Fee	
					GCQ Admin Fee	
					UGCA Stat Com'tee Fee	
					UGCA Admin Fee	
					UGCA Diplomas	
					UGCA Insurance	
					Banquet Chapter	
					Collection UGCA	
					Collection GCQ	
					Collection DG	
					UGCA Raffle Tickets	
					UGCA Amendments	
					Banquet Tickets Other	
					Christmas Expen.	
					Donations	

Appendix I: Sample Financial Statement Pages

Financial Statement Receipts Page

Orchid Chapter No 1000 Order of the Eastern Star

Holden Under the United Grand Chapter of Australia

Financial Report for 1 June 2020 to 31 May 2021

Receipts

<u>Operations</u>	<u>2021</u>	<u>2020</u>
Bank Interest	\$1.05	\$1.24
Membership Fees	\$1,800.00	\$1,800.00
Donations Life Members	\$100.00	\$60.00
Affiliation/Initiation Fees	\$0.00	\$110.00
Collections -		
General	\$45.00	\$183.70
Tea	\$0.00	\$575.00
Raffles – General	\$135.00	\$496.50
Stall	\$0.00	\$10.00
3 Cancelled cheques	\$2,081.05	\$131.50
		\$3,367.94

Cost Neutral

Banquet Tickets	\$0.00	\$590.00
Collection UGCA	\$11.40	\$28.75
Collection GCQ	\$10.00	\$15.65
Collection DG	\$0.00	\$12.05
UGCA Raffle Tickets		\$75.00
UGCA Constitutions		\$18.00
Banquet Tickets Other	\$0.00	\$175.00
Christmas Fund	\$15.00	\$143.65
Function Fashion P'de		\$162.75
Function Theatre Night	\$385.40	
Function Sausage Sizzles	\$435.00	
Function Xmas in July	\$0.00	\$367.20
Transfer Benevolent Fund	\$856.80	\$50.00
		\$1,638.05
Total Receipts	\$2,937.85	\$5,005.99
Opening Balance 1/06/2020	\$2,179.40	1/06/2019 \$2,115.79
	\$5,117.25	\$7,121.78

Audited and found correct as per records presented on _____

Auditor _____ Auditor _____

WM _____ WP _____

SEC _____ TRE _____

Financial Statement Payments Page**Orchid Chapter No 1000 Order of the Eastern Star**

Holden Under the United Grand Chapter of Australia

Financial Report for 1 June 2020 to 31 May 2021**Payments**

<u>Operations</u>	<u>2021</u>	<u>2020</u>
Chapter		
Admin Fees	\$165.00	\$235.00
Convenor	\$0.00	\$89.67
Donation MWGM Charity		\$50.00
Donation WGM Charity	\$25.00	\$25.00
Donation WDGM Charity	\$25.00	\$25.00
Hall Rent	\$420.00	\$1,320.00
Jewels (PM & PP)	\$0.00	\$106.00
Secretary's Expenses	\$135.78	\$297.86
DG Admin Fee	\$150.00	\$150.00
GCQ Admin Fee	\$150.00	\$150.00
UG Statutory C'tee Fee	\$15.00	\$15.00
UG Admin Fee	\$450.00	\$450.00
UG Diplomas	\$0.00	\$28.00
UG Insurance	\$400.00	\$400.00
	\$1,935.78	\$3,341.53

Cost Neutral

Installation Expenses	\$0.00	\$575.00
Collection UGCA	\$0.00	\$28.75
Collection GCQ	\$12.80	\$15.65
Collection DG	\$14.75	\$12.05
UGCA Raffle Tickets	\$0.00	\$75.00
UGCA Amendments	\$0.00	\$18.00
Banquet Tickets Other	\$0.00	\$175.00
Christmas Expenses	\$0.00	\$126.40
Donations		
Local Hospice	\$641.20	\$300.00
Diabetes Australia		\$225.00
National Disaster Appeal		\$50.00
Cancer Research	\$600.00	
	\$1,268.75	\$1,600.85
Total Payments	\$3,204.53	\$4,942.38
Closing Balance 31/05/2021	\$1,912.72	31/05/2020 \$2,179.40
	\$5,117.25	\$7,121.78

Audited and found correct as per records presented on _____

Auditor _____ Auditor _____

WM _____ WP _____

SEC _____ TRE _____

Financial Statement Reconciliation Page**Orchid Chapter No 1000 Order of the Eastern Star**

Holden Under the United Grand Chapter of Australia

Financial Report for 1 June 2020 to 31 May 2021**Reconciliation of Cheque Account**

Bank Reconciliation as at:	31/05/2021	31/05/2020
Bank Statement Balance	\$1,912.72	\$2,291.45
Less outstanding cheques		\$112.05
Cash Book Balance	<u>\$1,912.72</u>	<u>\$2,179.40</u>

Benevolent Fund Account

	<u>Credit</u>	<u>Debit</u>	<u>2021</u>
Opening Balance	\$546.77		
Collections	\$19.70		
Interest	\$0.06		
Donation to Member		\$200.00	
Closing Balance	<u>\$566.53</u>	<u>\$200.00</u>	<u>\$366.53</u>

	<u>Credit</u>	<u>Debit</u>	<u>2020</u>
Opening Balance	\$529.15		
Collections	\$17.50		
Interest	\$0.12		
Closing Balance	<u>\$546.77</u>	<u>\$0.00</u>	<u>\$546.77</u>

Heritage Savings Account

	<u>2021</u>
Opening Investment	\$5,076.85
Interest	\$84.78
Closing Investment	<u>\$5,161.63</u>

	<u>2020</u>
Opening Investment	\$4,985.23
Interest	\$91.62
Closing Investment	<u>\$5,076.85</u>

Accumulated Funds

	<u>2021</u>
Cheque Account	\$1,912.72
Benevolent	\$366.53
Heritage Savings	\$5,161.63
Total	<u>\$7,440.88</u>

	<u>2020</u>
Cheque Account	\$2,179.40
Benevolent	\$546.77
Heritage Savings	\$5,076.85
Total	<u>\$7,803.02</u>

Audited and found correct as per records presented on _____

Auditor _____ Auditor _____

WM _____ WP _____

SEC _____ TRE _____

Appendix J: Sample Financial Plan

The Financial Planning Document would not include any anticipated receipts or payments for Charities. It would only include receipts that could be used for the running expenses of the Chapter.

Preparing a Financial Plan for the Chapter makes it easier to see whether the current dues are sufficient to cover the Chapter expenses.

Receipts	Previous Year	Last Year	This Year	Plan
Dues	\$120.00	\$1,200.00	\$1,200.00	\$2,400.00
Interest	\$1.36	\$1.24	\$1.05	\$1.00
Collection, General	\$210.00	\$45.00	\$185.00	\$150.00
Collection, Tea	\$245.00	\$575.00	\$0.00	\$420.00
Functions	\$238.45	\$0.00	\$0.00	\$0.00
Raffle	\$560.00	\$500.00	\$135.00	\$500.00
Stall	\$18.90	\$17.50	\$21.10	\$15.00
Total Receipts	\$1,393.71	\$2,338.74	\$1,542.15	\$3,486.00

Payments				
Admin Fees UG	\$450.00	\$450.00	\$450.00	\$450.00
Admin Fees GR	\$150.00	\$150.00	\$150.00	\$150.00
Admin Fees DG	\$150.00	\$150.00	\$150.00	\$150.00
Admin Fees Chapter	\$235.00	\$235.00	\$0.00	\$235.00
Hall Rent	\$1,320.00	\$1,320.00	\$420.00	\$1,320.00
Insurance	\$350.00	\$400.00	\$400.00	\$420.00
Jewels (PM & PP)	\$320.00	\$240.00	\$0.00	\$320.00
Secretary Expenses	\$300.00	\$300.00	\$135.00	\$330.00
Tea Expenses	\$90.00	\$90.00	\$0.00	\$100.00
Total Payments	\$3,365.00	\$3,335.00	\$1,705.00	\$3,475.00

Net Income/Loss	-\$1,971.29	-\$996.26	-\$162.85	\$11.00
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Appendix K: Sample Installation Card Lists

Sample List of Installing Office-Bearers

Worthy Installing Officer	Sister Sally Aiono PWM
Chaplain	Brother Rus Telford PWP
Marshal	Sister Janet Arnold PWM
Assistant to the Marshal	Sister Susan Smith PWM
Organist	Brother Victor Zischke
Warder	Sister Serena Thomas
Sentinel	Brother Allan Klein PWP

Sample List of Office-Bearers for Installation Card

Worthy Matron	Sister Olive Green
Worthy Patron	Brother Charles Snow
Associate Matron	Sister May Strahan
Associate Patron	
Secretary	Sister Enid Howe
Treasurer	Brother Arthur Bird
Conductress	Sister Ethel Jones
Associate Conductress	Sister Dora Green
Chaplain	Brother John Short
Marshal	Sister Grace Field
Organist	Brother Graham Green
Adah	Sister Hilda Nichols
Ruth	Sister Heather Rowe
Esther	Sister Ruby Knight
Martha	Sister Alice Mackay
Electa	Sister Annie Hatton.
Warder	Sister Elsie Davis
Sentinel	Sister May Smith

* * * *

IP Worthy Matron	Sister Hilda Smith
IP Worthy Patron	Brother Frederick Innes

Note: Just as Office-bearers elect do not wear jewels of rank during the Installation Ceremony, rank status is not included with Office-bearers Elect/Appointed on the Installation Card.

Glossary

Titles and Abbreviations

Chapter

- **WM – Worthy Matron**
- **WP – Worthy Patron**
- Office-bearers (Associate Matron, Marshal etc)

District Grand Committee

- **WDGM – Worthy District Grand Matron**
- **WDGP – Worthy District Grand Patron**
- District Grand Secretary and District Grand Treasurer

Grand Chapter

- **WGM – Worthy Grand Matron**
- **WGP – Worthy Grand Patron**
- Grand Office-bearers (Grand Associate Matron, Grand Marshal)

United Grand Chapter of Australia

- **MWGM – Most Worthy Grand Matron**
- **MWGP – Most Worthy Grand Patron**
- Worthy Grand Office-bearers (WG Associate Matron, WG Marshal)

“Past” denotes the Member has previously held the title.

Logos

Chapter:	Five-pointed Star.
District Grand Committee	Five-pointed Star enclosed in a Pentagon.
Grand Chapter:	Five-pointed Star enclosed in a Pentagon, enclosed in a circle.
United Grand Chapter:	Five-pointed Star enclosed in a Pentagon, enclosed in a double circle.

Pronunciation of Difficult Words

Beneficient	Ben – EF – i – sent
Cabalistic	CAB – a – lis – tik
Culms	CULMS (not cullums)
Delineates	De – LIN – e – ates
Edict	EE – dikt
Effulgent	If – FUL – jent (dull not pull)
Elimeleck	E - LIM - a - lek
Exemplified	X - EMP - li - fied
Fidelity	Fi - DELL - a - tee
Jepthah	JEFF - tha
Lasarus	LAZ - a - rus
Mizpeh	MIZ - par
Minute	MY - newt
Naomi	Nay - O - mee
Orphah	OR - par
Saith	SETH
Sceptre	SEP - ter
Signification	SIG - nif - i - CAY - shun
Timbrels	TIM - brels
Vashti	VASH – tie

Blank Pages

