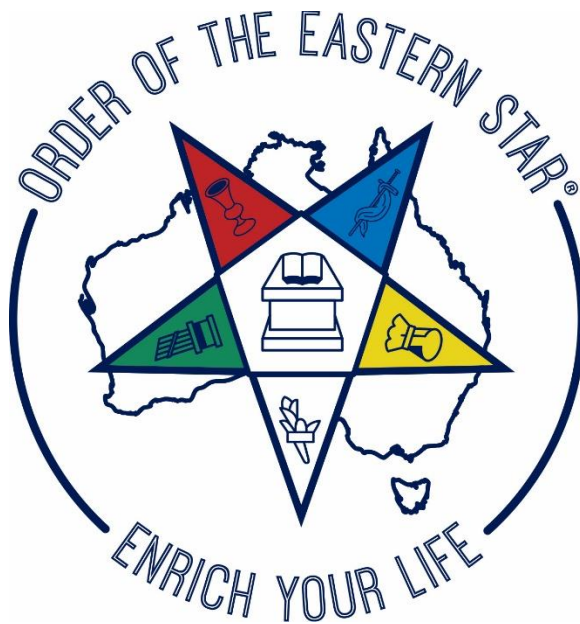


The United Grand Chapter of Australia



Guide and Procedures

Membership

Version 0.4

Issued: March 2022

Disclaimer and Amendments

The information contained in this document does not replace or substitute for any Laws or Regulations of The United Grand Chapter of Australia (UGCA). It is issued solely to provide guidance to Members who have the responsibilities of fulfilling the duties of the Office(s) related to this subject.

While every care has been taken to ensure a complete description of the processes and activities involved has been made, any queries or concerns should be raised in the first instance to your Chapter Secretary who, if necessary, can obtain further clarification from the Secretary of your direct Supervising Level.

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

Document Control

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

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Membership & Petitions

Purpose of this Guide

The purpose of this document is to define the various types of Memberships, the financial responsibilities of those Members and how the Chapter records and manages the payments made by Members.

It also covers the processing of Petitions for new Members and Affiliates.

This guide can be used by all Members to better understand their responsibilities, but it is written for Worthy Matrons, Secretaries and Treasurers who have the responsibility of ensuring Membership records are managed, auditable, appropriately recorded, and dealt with in accordance with the Constitution and UGCA.

Affiliations - Process

- ★ On receipt of a Petition for Affiliation, the Secretary will:
 - Ensure the form contains all the required information, signatures and Clearance Certificate(s);
 - Ensure all Members sight the Petition at the next General Committee Meeting. Members examining the Petition Form must check that the form has been completed clearly and that all the appropriate sections have been addressed. The Member's full name and their UGCA Roll Number should be available on the Certificate of Clearance. Members are at liberty to reject any Petition that is illegible or incomplete;
 - At the Minute of that Committee Meeting, the Secretary will indicate "*A Petition for Affiliation from Sister/Brother _____ was examined and found to be in order. Proposer Sister/Brother _____ and Seconder Sister/Brother _____*". An indication of timing for progressing the Petition through the Chapter can be discussed at that Committee but no details are to be placed in the Minute;
 - The need for Affiliates to attend an Investigation Committee is at the discretion of the Chapter and can be discussed at General Committee when examining the Petition. In this case the Worthy Matron or Deputy (IPWM/AM) will contact the Petitioner to ask the appropriate questions. The Worthy Matron will advise the Members of the Investigation Committee that this has been done and indicate how the conversation went;
 - The Worthy Matron may approve attendance of Chapter members who may request to address the Investigation Committee on the Petition. These members will be invited into the Committee room, Committee members may ask questions and when Chapter members have finished their address they will be directed not to discuss their input outside the Investigation Committee.
- ★ At the next Regular Meeting, the Secretary will read the Petition, including the full name and address of the Member and the answers to the questions asked on the form. The names of the Proposer and Seconder are also read.
 - The Worthy Matron will ask the Members to 'receive' the Petition with a Motion requiring a mover and a seconder;
 - The Worthy Matron will announce the date of the Investigation Committee during the meeting. Neither the Investigation Committee nor the Ballot/Vote on the Petition can be held on the same day that the Petition is read and received in Chapter;

- On the Minute of the Regular Meeting at which the Petition was read and received, the Secretary will indicate *"A Petition for Affiliation from Mr/Mrs _____ <ADDRESS> was read. Proposer Sister/Brother _____ and Secondar Sister/Brother _____. It was received by the Chapter on a Motion moved by Sister/Brother _____ and seconded by Sister/Brother _____ CARRIED. An Investigation Committee Meeting will be held on <DATE> and, pending the report from the Investigation Committee a Ballot/Vote will be held on <DATE>".*
- ★ The Proposer and Secondar are asked to attend any Investigation Committee. If either of them cannot, they must submit a letter to the Secretary indicating their knowledge of the Affiliate and their support of the Petition. Members of the Committee may ask questions of the Proposer or Secondar. If they are not in attendance then the Committee may go into recess and reconvene when the Worthy Matron has received the answer(s).
 - If the Worthy Matron is either the Proposer or Secondar, then the Immediate Past Worthy Matron or Associate Matron must chair the Investigation Committee Meeting;
 - If the Secretary is either the Proposer or Secondar, then she/he+ can still take the Minute of the Investigation Committee Meeting, but cannot participate as a Member of the Investigation Committee.
- ★ The Secretary is to handle all correspondence between the Petitioner and the Chapter as the Petition progresses:
 - Any correspondence in relation to a Petition is kept confidential and is not read at a Regular or General Committee Meeting. Its content should only be disclosed to the Members of the Investigation Committee and is not detailed in the Minute of that Investigation Committee;
 - The Secretary should send a letter to advise the date the Petitioner is to attend for an Investigation Committee, and if a successful Ballot/Vote, the date and requirements to attend their Affiliation Meeting. A letter will also be necessary if the Ballot/Vote was unsuccessful.
- ★ The Secretary will prepare the Member's record in the Chapter Roll Book. This will be signed by the new Member after their Affiliation Ceremony.
- ★ In accordance with Law S.23 Affiliated Members must have been admitted at a Regular Meeting at least one (1) month prior to being elected or appointed to Office, except at the institution of new Chapters.
- ★ Once the Member has affiliated, the Petition Form, all Clearance Certificates/letters and the completed appropriate return (copy available with the Petition for Affiliation Form) is to be completed and sent through to UGCA with payment of any fees noted on the return form. Refer to the bottom of the Petition Form and page 149 of the Constitution and Laws. On the return of the receipt from the Worthy Grand Registrar:
 - The Diploma can be presented to the Affiliate at the first available Regular Meeting;
 - The Petition form with all Clearance Certificates/letters, returned from the Worthy Grand Registrar is filed by the Secretary and made available to the Books Inspection Committee.
- ★ Copies of the Chapter's Bye-Laws and any Bye-Laws of the appropriate Supervising Levels should be provided to the Affiliated Member. This can be done at their Affiliation Meeting or when they receive their Affiliate Diploma.

Agenda – Notification of Dues

Three (3) months out from the Election Meeting, the Secretary will start to note the amount of next Dues to be paid on the Notice of Meeting (Agenda).

Annual Returns

- ★ The Secretary will prepare the Annual Returns for the Chapter required by UGCA. These returns will require a count of Membership type, details of Members that have joined or become inactive/deceased, and is accompanied by the annual payment of Membership Fees to UGCA. The total amount payable to UGCA will need to be calculated and brought to the Chapter for payment ratification as an item in the 'Accounts' section of business.

Dues Payments

- ★ The payment of dues indicates that a Member is 'financial' in a Chapter. They are payable annually and prior to the Election Meeting each year. Members who pay full dues (not Country Members) can be nominated or elected to office for the next term.
- ★ In the case where a new Affiliate or Initiate has joined the Chapter within 3 months of the Election Meeting, no additional payment of Dues is required for the next term. (Law S.55).
- ★ On receipt of Annual Dues, the Secretary or Treasurer will ensure that:
 - A receipt is written in the Dues Receipt Book;
 - The payment, referencing the appropriate receipt number, is recorded in the Chapter Dues Book; and
 - The Member receives the WHITE (original) copy of the receipt either via personal delivery or with their next mailed Agenda.
- ★ The Member will retain the receipt as evidence of current (financial) Membership. It may be asked to be presented by the Member when attending meetings at a Supervising Level (i.e. Grand Chapter).

Investigation Committee (Affiliate)

The purpose of an Investigation Committee to process a Petition for Affiliation is to ensure that acceptance of the Affiliate will not have any negative effect on the overall harmony of the Chapter. It is also important to ensure that the Affiliate's commitment to this Chapter will not have a detrimental impact on their obligations to any other Chapter to which they belong.

As stated earlier in this document, it is not necessary for the Petitioner to be present for an Investigation Committee. It is important, however, for the Worthy Matron to have an opportunity to discuss their Affiliation at some time before the Investigation Committee. The Worthy Matron can then report the results of such discussions to the Committee. The questions to be asked of an Affiliate are as follows:

- ★ *Why do you want to join this Chapter?*
- ★ *If you join this Chapter will it impact any duties or responsibilities you have to any other Chapter?*
- ★ *Are you aware of the amount to be paid in Annual Dues?*

There are no specific questions that need to be asked of the Proposer and Second, but they should be asked at least, why they support this Member joining the Chapter.

Investigation Committee (Initiate)

On arrival, a Member should be assigned to greet the Candidate and explain what the process will be. That Member should assure them that anything discussed will remain confidential and will not be revealed outside of this meeting.

It is not possible to learn all about a Candidate in the short time leading to the Investigation Committee, regardless of how many times Members have met them. The intention of the Investigation Committee is to try to ascertain the character of the Candidate and that their

personality and attitude will have a positive effect on the Chapter and reflect the values we all hold as important.

Before the Candidate is brought in, the Worthy Matron will welcome everyone to the meeting. She will ask the Proposer to attend the meeting for questions, and then separately, the Secunder. The questions to be asked should centre around the personal relationship that the Proposer and Secunder have with the Candidate, such as:

- ★ *How long have they known the Candidate and do they feel they know the Candidate on a personal level?*
- ★ *Have they attended the Candidate's home, met any of their family or friends, or been with them while attending other functions or meetings?*
- ★ *Can the Proposer/Secunder vouch that any qualifications stated in the Petition are correct?*
- ★ *Have they spent time with the Candidate to complete the Petition and have they explained in full, all the requirements that the Candidate needed to understand? Are they confident the Candidate is willing to subscribe to the requirements of Membership?*
- ★ *Would they be willing to have the Candidate in their own home and if not already, do they feel that they would be able to make a close friendship with the Candidate?*

Once the questions have been asked of the Proposer and Secunder, they will be asked to retire, and the Candidate can be invited to come into the meeting. The Worthy Matron should introduce the Candidate to the Committee Members and ensure the Candidate is as relaxed and as comfortable as possible. The Worthy Matron should hand the Petition to the Candidate and proceed with the following questions:

- ★ *Do you recognise this Petition Form and are you comfortable that you have provided all the information required including any qualifications?*
- ★ *Do you believe in the existence of a Supreme Being?*
- ★ *Why have you decided to seek Membership in the Order of the Eastern Star?*
- ★ *Are you aware of your financial obligations to this Chapter not only in the joining fees, but on an annual basis?*
- ★ *Do you understand that the Order is not an organisation from which Members can benefit financially?*
- ★ *Do you feel that your family or friends would have no objection in you joining our Order?*

The Worthy Matron should inform the Candidate that *the Order exists to join together in fellowship, those that have a good moral character, that Members are loyal to the traditional Australian values and have no criminal convictions.*

Can they fulfil those requirements?

The Worthy Matron will then ask the Candidate to leave informing them that they will receive a letter, in due course, detailing the next steps to be taken.

Once the Candidate has left (the Proposer and Secunder still remaining outside of the meeting), the Worthy Matron will ask the Committee Members what their recommendation to the Chapter will be in relation to the Petition, i.e. favourable or not.

Letter/Certificate of Clearance

- ★ Members can request a Certificate of Clearance. (Law S.63(c)). This certificate legally identifies them as a financial Member of a Chapter and entitles them to join another, if required. Such evidence will be required if the Member Affiliates to another Chapter.

- ★ If a Member is wishing to join a new Chapter, and they are a current Member of one or more Chapters, they must request and receive a Clearance Certificate from each Chapter in which they are currently financial. It is the Member's responsibility to arrange for Clearance Certificate(s).
- ★ Clearance Certificates are available from the Worthy Grand Supplies Officer. Alternatively, a letter with the official letterhead of the Chapter can be used. The letter must include the Member's full name and their UGCA Roll Number.
- ★ It is not mandatory for the Secretary to advise the Chapter that a Member has requested a Clearance Certificate.
- ★ If a Member has requested inactivity, and the Chapter accepts, a Certificate of Inactive Membership must be given to the Member when they are informed of the Chapter's acceptance to their request and the Worthy Grand Registrar must be informed of the change in Membership status.

Meeting and processing a Candidate or Affiliate

- ★ When meeting a potential Candidate, it is very important that the first impressions they receive are positive. It is also important to help them fully understand what the Order of the Eastern Star is all about (especially if they do not have any Masonic background) and what their commitment to Membership will mean.
- ★ It is recommended that potential Candidates attend a few of the Chapter social events, an Open Meeting or meet the Members at the end of a Regular Meeting when they can sit down informally over a cup of tea/coffee. Ensure on these occasions that the Candidate meets the Worthy Matron and Members of the Investigation Committee so that when the time comes for the formalities of processing their Petition, they are more at ease, and the Members of the Committee are in a better position to make their decision.
- ★ You should be mindful not to apply pressure on them to fill in the Petition Form until you feel they are ready. Remember to explain things in ways that help them understand. Answer any questions they have truthfully and without bias. Taking extra time at this stage will be vital to ensuring the Candidate will not only join, but remain an active and contributing Member for a long time.

Membership Types

There are various types of Memberships that can exist in the Order and these are defined in the following table:

Membership Type	Definition and Payment	Entitlement
General Membership Law S.57(a)	Payable to the Chapter annually and prior to the Election Meeting each year. The amount to be paid is stated in the Chapter Bye-Laws and should be the minimum as indicated by UGCA ¹ .	The receiving of monthly Agendas, voting in the Chapter, the ability to hold Office, and attend other Chapter Meetings and Supervisory Level Statutory Meetings.

¹ Refer to the current List of Fees issued by UGCA on an annual basis

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Membership Type	Definition and Payment	Entitlement
Assured Membership Law S.57(b)	<p>This is a lump sum paid to a Chapter. It represents Annual Dues over a period of years. These funds are managed separately to general Membership Dues.</p> <p>The Chapter Bye-Laws will indicate the period of Assured Membership that can be paid.</p>	The receiving of monthly Agendas, voting in the Chapter, the ability to hold Office, and attend other Chapter Meetings and Supervisory Level Statutory Meetings.
Life Membership Law S.57(c)	<p>Life Membership is free.</p> <p>It can be granted by a Chapter when someone has been paying Annual Dues longer than twenty (20) consecutive years.</p> <p>The Chapter Bye-Laws will indicate whether Life Membership can be granted.</p>	The receiving of monthly Agendas, voting in the Chapter, the ability to hold Office, and attend other Chapter Meetings and Supervisory Level Statutory Meetings.
Country Membership Law S.21	<p>Payable to the Chapter annually and prior to the election meeting each year.</p> <p>Must be applied for annually by the Member, and approved of, by the Chapter.</p> <p>The amount paid is half normal annual Dues. The Chapter Bye-Laws will indicate if Country Membership is accepted.</p>	<p>Country Members:</p> <ul style="list-style-type: none"> ★ Can propose or second Candidates & Affiliates and vote accordingly; ★ Cannot hold Office or nominate/vote at Election Meetings; and ★ Are not entitled to attend Statutory Meetings of Supervising Levels.
Honorary Membership Law S.60	<p>Honorary Membership is free.</p> <p>It can be granted by a Chapter to someone who has rendered outstanding service to the Order or the Chapter.</p>	<p>It entitles Members to receive Agendas, but they cannot vote or hold Office in the Chapter.</p> <p>An Honorary Member must remain financial in at least one (1) other Chapter in order to continue to be considered an Honorary Member.</p>

Membership Type	Definition and Payment	Entitlement
Membership in UGCA Law U.2(a)	<p>An annual fee is payable by the Chapter for each Member in that Chapter. The fee is set by UGCA on an annual basis.</p> <p>Payment is required in every Chapter a Member is financial in, i.e. if a Member is a financial Member in two (2) Chapters, then two (2) Chapters pay the annual fee.</p>	All General, Assured, Life and Honorary Members are entitled to attend UGCA Sessions.
Inactive Membership Law S.63(c)	<p>A Member who has not paid Annual Dues to a Chapter after three (3) years, and for which the Chapter Members have agreed to declare the Member Inactive (due to an unfinancial status); or</p> <p>A Member who has requested inactivity via the Secretary of a Chapter, and for which the Chapter Members have agreed.</p>	<p>★ May attend two (2) Regular Meetings in a calendar year;</p> <p>★ May be invited to an Open Meeting at any Supervising Level or Chapter;</p> <p>★ May resume Membership by application and payment of outstanding dues or fees. (Laws S.63(b), S.63(d) or S.63(e)).</p>
Unfinancial Membership Law S.63(d)	<p>A Member who has not maintained their Annual Dues payment to a Chapter, and for which the Secretary has been in contact to arrange payment with no success.</p> <p>Members of the Chapter are to agree to declare the Member inactive (due to an unfinancial status), on recommendation from the Secretary, and after a prescribed period.</p>	<p>★ May attend 2 Regular Meetings in a calendar year;</p> <p>★ May be invited to an open meeting at any Supervising Level or Chapter;</p> <p>★ May resume Membership by application and payment of outstanding dues or fees.</p>

New Members (Initiates) – Process

- ★ Qualifications for Membership and general instructions for completing a Petition Form, including a Panel Report, are referenced on the *Petition for Degrees* Form.
- ★ All Petitions for new Membership must be examined by the Members at a General Committee Meeting before any processing of the Petition is undertaken. (Law S.52):
 - A Panel Report will be required if the Petitioner does not have any Masonic qualifications. This report must be completed before the Petition can be presented to the Members at a General Committee Meeting;

- Members examining the Petition Form at Committee must check that the form has been completed clearly and that all the appropriate sections have been addressed. Committee Members are at liberty to reject any Petition that is illegible, incomplete or which state qualifications that are incorrect;
- Any Petition can be withdrawn but only in accordance with Law S.52. The reasons a Chapter discards a Petition do not need to be communicated to the Petitioner.
- ★ On receipt of a Petition for Degrees, the Secretary will:
 - Ensure the form contains all the required information and signatures;
 - Advise the Worthy Matron if a Panel Report is required. This must be completed before the Petition can be presented to the General Committee. It is the responsibility of the Worthy Matron to arrange for the Panel Report to be completed;
 - Ensure all Members sight the Petition at the next General Committee Meeting. At the Minute of that Committee Meeting, the Secretary will indicate *"A Petition for Degrees from Mr/Mrs _____ was examined and found to be in order. Proposer Sister/Brother _____ and Seconder Sister/Brother _____"*;
 - An indication of timing for progressing the Petition through the Chapter can be discussed at that Committee but no details are to be placed in the Minute.
- ★ At the next Regular Meeting, the Secretary will read the Petition, including the full name and address of the Petitioner and the answers to the questions asked on the form. The names of the Proposer and Seconder are also read:
 - The Worthy Matron will ask the Members to 'receive' the Petition with a Motion requiring a mover and a seconder;
 - The Worthy Matron can announce the date of the Investigation Committee. It should be held prior to the next Regular Meeting but cannot be held on the same day that the Petition is read and received in Chapter. The date of the Investigation Committee Meeting should appear on the Notice of the next Regular Meeting (Agenda);

On that Agenda it is also possible to include that the Ballot will be held at that meeting pending a favourable report from the Investigation Committee;
 - On the Minute of the Regular Meeting at which the Petition was read and received, the Secretary will indicate *"A Petition for Degrees from Mr/Mrs _____ <ADDRESS> was read. Proposer Sister/Brother _____ and Seconder Sister/Brother _____. It was received by the Chapter on a Motion moved by Sister/Brother _____ and seconded by Sister/Brother _____. CARRIED. An Investigation Committee Meeting will be held on <DATE>"*.
- ★ The Proposer and Seconder are asked to attend the Investigation Committee. If either of them cannot, they must submit a letter to the Secretary indicating their knowledge of the Candidate and their support of them attaining Membership:
 - If the Worthy Matron is either the Proposer or Seconder, then the Immediate Past Worthy Matron or Associate Matron must chair the Investigation Committee Meeting;
 - If the Secretary is either the Proposer or Seconder, then she/he can still take the Minute of the Investigation Committee Meeting, but cannot participate as a Member of the Investigation Committee.
- ★ The Secretary is to handle all correspondence between the Candidate and the Chapter as the Petition progresses:
 - Any correspondence in relation to a Petition is kept confidential and is not read at a Regular or General Committee Meeting. Its content should only be disclosed to the

- Members of the Investigation Committee and is not detailed in the Minute of that Investigation Committee;
- The Secretary should send a letter to advise the date the Candidate is to attend for an Investigation Committee, and if a successful Ballot, the date and requirements to attend their Initiation Meeting. A letter will also be necessary if the Ballot was unsuccessful.
 - ★ Once the Ballot is successful, the Secretary will arrange for a copy of the Constitution and Laws and a Ritual Book for the new Member. Copies of the Chapter's Bye-Laws and any Bye-Laws of the appropriate Supervising Levels should also be provided. These can be presented to them at their Initiation Meeting or at the meeting they receive their Membership Diploma. The Secretary will also complete the specific details of the "New Member Booklet" to have ready to be presented at the completion of the Initiation Ceremony.
 - ★ The Secretary will prepare the Members record in the Chapter Roll Book prior to the Initiation. This will be signed by the new Member towards the end of the Initiation Ceremony.
 - ★ Once the Member has been Initiated, the appropriate return (copy available with the Petition of Degrees Form) is to be completed by the Secretary and sent through to UGCA with payment of any fees noted on the return form. The Petition and Qualifications and Panel Report (if relevant) is also to be sent with the return. On return receipt from the Worthy Grand Registrar:
 - The Diploma can be presented to the new Member at the first available Regular Meeting;
 - The Petition and Qualifications and Panel Report (if relevant) is filed by the Secretary and made available to the Books Inspection Committee;
 - The Member's UGCA Roll Number should be recorded in the Chapter's Roll Book.

Overseas Travel for Members

- ★ Members who wish to travel to overseas jurisdictions must obtain a 'Travelling Card' which provides confirmation of Australian Membership. The Secretary can make such requests to the Worthy Grand Secretary, noting Name, Highest Rank obtained by the Member, their UGCA Roll Number, Travel Date(s) and confirmation that the Member is financial (Law S.61).

Roll Book

- ★ The Chapter should maintain a Roll Book of all Members who have joined the Chapter. The following details should be recorded in the Roll Book:
 - UGCA Roll Number of the Member;
 - The Title, Full Name, Preferred Name of the Member;
 - The date the Member joined the Chapter and whether they joined as an Initiate or an Affiliate;
 - The signature of that Member should be recorded against their line in the Roll Book.
- ★ The Secretary will note the date of death for Deceased Members in the Chapter's Roll Book. This would be recorded in a Minute of the meeting at which the Members name was written into the Chapter Bible (Silent Prayer). The Minute should read "*The name of Sister/Brother _____ who passed to a Higher Chapter on <DATE> was inscribed in the Chapter's Bible*".
 - The Secretary should also advise the District Secretary/Grand Secretary and the Worthy Grand Registrar of the passing of a Member. This communication should include the Member's full name, their UGCA Roll Number and the date deceased.

Unfinancial/Inactive Members - Process

- ★ Membership in the Order is permanent. A Member cannot resign from the Order. (Law S.63(a)).
- ★ Members have a responsibility to maintain their annual payment of Dues and remain Financial. If they are in arrears, the Secretary will:
 - advise the Member on their monthly Agenda of the amount in arrears;
 - when the next term of the Chapter commences (beginning of year two (2) of non-payment), and if no payment has been made, the Secretary will send a letter requesting payment. The letter will advise that Agendas will no longer be sent if the Member does not comply. The Secretary will cease sending Agendas if payment of arrears and current Dues are not paid within six (6) months of the date of that letter. (Law S.63(d));
 - At the beginning of year three (3) of non-payment, the Secretary will send another letter advising that if outstanding dues are not paid, the Member will be declared inactive due to an unfinancial status;
 - At the end of year three (3), (prior to the Election Meeting), if payment still has not been made, the Secretary will recommend to the Chapter in General Business that the Chapter agrees to declare the Member to be inactive due to an unfinancial status;
 - The action taken by the Chapter and the date of that action, should be advised to UGCA via the Worthy Grand Registrar. The status of the Member will be updated on the database from 'Financial' to 'Unfinancial';
 - The date of this action should be written into the Chapter Roll Book;
 - It may be appropriate to also advise the Secretary of your Supervising Level.
- ★ Assured or Life Members can be deemed inactive in accordance with Law S.63(b).
- ★ A Member who is in arrears of paying Dues for less than three (3) years, can resume Financial Membership in accordance with Law S.63(d).
- ★ A Member who is in arrears of paying Dues more than three (3) years, can resume Financial Membership in accordance with Law S.63(e).
- ★ A Member who is in arrears of paying Dues less than two (2) years, and who has been confined to a health care facility, can be declared 'inactive by absentia' in accordance with Law S.63(b).
- ★ A Financial Member can request Inactive Membership via a letter to the Chapter Secretary. A Motion to accept the Member's request must be moved, seconded and carried by the Chapter and recorded in a Minute of a Regular Meeting:
 - The Member should receive a letter from the Secretary advising the outcome of the request accompanied with a Certificate of Inactive Membership;
 - The action taken by the Chapter and the date of that action, should be advised to UGCA via the Worthy Grand Registrar. The status of the Member will be updated on the database from 'Financial' to 'Inactive'.
- ★ An Inactive Member can attend no more than two (2) meetings of a Regular Chapter in a twelve (12) calendar month period. (Law S.63(c)) and can be invited to attend an Open Meeting of any Chapter or Supervising Level.

Example – 1st Letter to a Member in arrears of Dues (at beginning of year two)

In accordance with Law S.63(d) of the Constitution and Laws of The United Grand Chapter of Australia, I hereby advise that payment of your Chapter Dues for the term _____ has not yet been received.

In order for you to continue to receive monthly Agendas and retain Active Membership in the Order, you are requested to forward the amount of \$_____ to the Chapter at your earliest convenience.

Example – 2nd Letter to a Member in arrears of Dues (at beginning of year three)

In accordance with Law S.63(d) of the Constitution and Laws of The United Grand Chapter of Australia, I hereby advise that payment of your Chapter Dues for the terms _____ and _____ have not yet been received.

In order for you to continue to retain Active Membership in the Order, you are requested to forward the amount of \$_____ to the Chapter as soon as possible. Failure to do so will result in your Membership in our Chapter being declared Inactive due to an unfinancial status.

Example – Final Letter to a Member in arrears of Dues and advising inactivity

In accordance with Law S.63(d) of the Constitution and Laws of The United Grand Chapter of Australia, and, not having received payment from you of your Annual Chapter Dues for the last three (3) terms, I hereby advise that your Membership status in our Chapter has been declared Inactive due to an unfinancial status.

You are further advised that to return to Active Membership in our Chapter you will need to not only pay your outstanding Dues but an additional re-admittance fee. You may request re-admittance by forwarding a letter to our Chapter after which you will be advised of the total amount payable by you, calculated at the current rate of Annual Dues at that time.

You are also reminded that your Membership in the Order of the Eastern Star does not end and is permanent. As an Inactive Member, you are still entitled to attend no more than two (2) Regular Meetings of a Chapter in any twelve (12) month period.

The Worthy Matron, Worthy Patron and Members of _____ Chapter regret this action being taken, but wish you well and look forward to seeing you one day in our Chapter Room.

Example – Letter: Clearance Certificate

To whom it may concern,

<FULL NAME>, <UGCA Roll Number> is a clear and financial Member within _____ Chapter No ____.

Example – Letter: Advising Candidate to be present for Investigation Committee

Your Petition for Membership in the Order of the Eastern Star has been formally received and is warmly welcomed.

You are requested to attend a meeting with the Members of <NAME> Chapter <No> so that we may discuss your Petition with you in more detail. This is also an opportunity for you to ask any questions you may have on your commitment to Membership.

The meeting will be held at <TIME> on <DATE> at <ADDRESS>. The meeting is expected to take no more than 30 minutes.

If you cannot attend, please let me know so that alternative arrangements can be made.

We look forward to meeting with you.

Example – Letter: Advising a Candidate to be present for their Initiation

Your Petition for Membership in the Order of the Eastern Star has progressed and been fully accepted by the Members of <CHAPTER & No>.

You are requested to attend your Initiation Meeting at <TIME> on <DATE> at <ADDRESS>.

You are expected to attend this meeting in the correct dress of the Order as explained to you at our last meeting and in accordance with the copy of our dress code given to you at that time. Your Proposer and Second, Sister/Brother _____ and Sister/Brother _____ can help you prepare.

If you have any questions or concerns, or cannot attend on this date, please do not hesitate to contact me.

We look forward to sharing with you the start of your Eastern Star journey.

Example – Letter: Advising a Petitioner that their request for Membership has been denied

It is with regret that I advise your Petition for Membership in the Order of the Eastern Star has been declined.

We thank you for your interest in joining our Order and we wish you well for the future.