

**CONSTITUTION**  
**GOVERNING**  
**THE GRAND CHAPTER**  
**OF COLORADO**  
**ORDER OF**  
**THE EASTERN STAR**



ADOPTED BY THE  
GRAND CHAPTER IN SESSION  
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Revision of the

CONSTITUTION AND BYLAWS

GOVERNING THE

GRAND CHAPTER OF COLORADO  
ORDER OF THE EASTERN STAR

As presented by the Jurisprudence Committee  
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Amended 2010, 2011, 2012, 2013, 2014,  
2015, 2016, 2017

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**CONSTITUTION  
OF THE  
GRAND CHAPTER OF COLORADO  
ORDER OF THE EASTERN STAR**

**Preamble**

**Whereas:** The Grand Chapter of Colorado, Order of the Eastern Star, having been legally organized on June 6, 1892, possesses the inherent power to form a Constitution as the fundamental law of its actions, and to enact from time to time such Bylaws, Rules and Regulations for the government of the Order within the State of Colorado as will insure its welfare and prosperity.

**Therefore:** This Grand Chapter does hereby adopt, establish and promulgate the following Constitution, Bylaws, Rules and Regulations hereinafter referred to as the Constitution, Bylaws, and Rules and Regulations respectively and Bylaws Governing Subordinate Chapters.

Upon ratification of this Constitution and these Bylaws in Annual Session all previous Constitutions and Bylaws of this Grand Chapter except Bylaws Governing Subordinate Chapters are superseded.

**ARTICLE 1 - NAME, SEALS**

**Sec. 1.01. Name.** This body shall be known and designated as the Grand Chapter of Colorado, Order of the Eastern Star.

**(a)** The purposes of the Grand Chapter of Colorado, Order of the Eastern Star are as follows: Charitable, Educational, Fraternal and Scientific. (1998)

**Sec. 1.02. Seals.** The Grand Chapter, for the purpose of identifying its transactions, adopts the following seals:

**a. Seal of the Grand Chapter** shall be used to authenticate all instruments and official documents which are issued by or under authority of the Grand Chapter. Its design is as follows: On the outer edge of a circle, "Grand Chapter of Colorado, Instituted June 6, 1892"; in the center Adah, followed by her friends, wending her way down the mountainside; and over the mountain tops the letters, "O.E.S."

**b. Seal of the Worthy Grand Matron** is to be used on documents issued by her in her official capacity. Its design shall be in every respect the same as the above, except instead of the words "Grand Chapter of Colorado, Instituted June 6, 1892", it shall bear on the outer edge of the circle the words "Grand Matron of Colorado".

## ARTICLE 2 - POWERS

**Sec. 2.01. Relating to the Order.** This Grand Chapter is sovereign and supreme in all matters relating to the Order within the territorial limits of its jurisdiction insofar as the same is not in conflict with Article VII, Section (a) of the Constitution of the General Grand Chapter which is supreme over the following: The written and unwritten work of the Order, its Landmarks, Ritual, Obligation, Degrees, Lectures, Installation, Memorial and Burial Services, and all matters pertaining to the Ritual, Ceremonies and Work of the Order.

The Grand Chapter of Colorado shall conform in all Ritualistic work to the Ritual and the General Grand Chapter Book of Instruction. When changes are made in Ritualistic Work or Decisions and Resolutions pertaining to such are adopted in General Grand Chapter, they shall immediately be in force in this Grand Jurisdiction.

**Sec. 2.02. Jurisdiction.** The Grand Chapter has jurisdiction over its own members, between its subordinate Chapters, between a subordinate Chapter and one of its members or a member of another Chapter, and over members of the Order living in this Jurisdiction in all matters pertaining to the Order.

**Sec. 2.03. The Receiving, Holding, and Transferring of Gifts, Property, and Real Estate.** The Grand Chapter is hereby empowered and authorized to hold title in the name of the Grand Chapter of Colorado, Order of the Eastern Star, to real estate and other property, whether acquired by purchase, gift, devise, or bequest. The Grand Chapter is hereby empowered to sell, convey, transfer, or otherwise dispose of any real estate or other property which has been purchased or received by this Grand Chapter as gifts, bequests, or devises, when such disposition shall be deemed for the best interests of this Grand Chapter. Any such sale, conveyance or transfer shall be made only after said sale, conveyance or transfer and the consideration to be received therefore, have been approved by a two-thirds ( $\frac{2}{3}$ ) majority of the combined vote of the Board of Directors and the Elective Grand Officers of this Grand Chapter. The proceeds from any such transaction shall be credited to the account or fund which has been the recipient of the said gift, bequest, or devise. All instruments of conveyance or transfer shall be executed by the Worthy Grand Matron, or the Acting Worthy Grand Matron, and attested by the Grand Secretary and shall bear the seal of this Grand Chapter.

### **ARTICLE 3 - MEMBERSHIP**

**Sec. 3.01. Who Constitutes.** The Grand Chapter shall be composed of all members in good standing of chartered subordinate Chapters in this Grand Jurisdiction.

## **ARTICLE 4**

### **SESSIONS OF THE GRAND CHAPTER**

**Sec. 4.01. Annual Session.** The Annual Session of the Grand Chapter shall convene in Denver on Thursday following the third Tuesday in September; provided that the Grand Chapter may select another time and place for the next succeeding Annual Session. It shall remain in session the following two (2) days. (2015)

All of the business of the Annual Session shall be completed or tabled and concluding remarks presented prior to calling the Saturday morning session from labor to rest. The Annual Installation shall be the only order of business of the Saturday evening session and shall be called to order by the Worthy Grand Matron no later than 7:30 P.M., immediately after the entrance of the outgoing Worthy Grand Matron, Worthy Grand Patron and Installing Grand Officer. The outgoing Worthy Grand Matron shall greet the assembled Grand Chapter and guests, and invite the Installing Grand Officer to preside. The Installing Grand Officer shall call for the introduction of the Grand Officers to be installed. The installation shall then proceed according to the Ritual of our Order. (2000)

In case an emergency exists, the Worthy Grand Matron and Worthy Grand Patron, with unanimous consent of the Jurisprudence Committee, may change the time or place previously selected for the Annual Session of the Grand Chapter.

It shall be the duty of the Grand Secretary to notify all Grand Officers, Past Grand Matrons, Past Grand Patrons, and the Secretary of each subordinate Chapter in this Jurisdiction of the time and place where the Annual Session is to be held at least thirty days prior to the opening of the session.

**Sec. 4.02. Special Sessions.** Special Sessions may be ordered by the Worthy Grand Matron, with the approval of the



Jurisprudence Committee, at such time and place as in her opinion the interests of the Order may require. It shall be the duty of the Grand Secretary to mail a copy of the call to each Grand Officer, Past Grand Matron, Past Grand Patron, and the Secretary of each subordinate Chapter in this Jurisdiction, stating the reason for the call.

Such notification shall be issued not less than thirty days before such special session. No business other than that specified in the call shall be transacted during the special session.

**Sec. 4.03. Ceremonial Sessions.** Ceremonial Sessions for the purpose of constituting Chapters shall be called by the Worthy Grand Matron. Such sessions may be called at a time and place and upon such notice as in her opinion the good of the Order may require. She may appoint a deputy to represent her at the session so called.

**Sec. 4.04. Quorum.** A quorum for annual and special sessions shall be one (1) or more registered members of a majority of chartered Chapters. Grand Chapter shall not be opened in annual or special session until such number is present. A lesser number may meet and adjourn from day to day. No business of the Grand Chapter shall be transacted if a quorum is not present. (2012, 2015)

The Worthy Grand Matron, or her deputy, with a sufficient number of members of the Order to fill the officers' stations, may open a ceremonial session of this Grand Chapter and conduct only the ceremonies for which it was opened.

**Sec. 4.05. Delinquent Chapters Not Entitled to Representation.** Any Chapter whose annual dues and returns, or General Grand Chapter assessment and/or fines owing, have not been received in the Grand Secretary's office by September 1st shall not be represented at annual or special sessions of this Grand Chapter. (2001)

**ARTICLE 5**  
**COMMITTEE MEETINGS PRIOR TO**  
**GRAND SESSIONS**

The Worthy Grand Matron may call a meeting of any committee of this Grand Chapter two (2) days prior to either a special or annual session, for the transaction of any business or for the consideration of any matters which may be presented affecting the interests of the Grand Chapter.

**ARTICLE 6**  
**VOTING PROCEDURE**

**Sec. 6.01. Who May Vote.** Each registered member of this Grand Chapter, who is present, shall be entitled to one (1) vote.

**Sec. 6.02. Manner of Voting.**

**a.** All questions in this Grand Chapter shall be decided by a majority of those voting except as otherwise specified. Votes shall be cast, except in trials, by the display of the member's voting pad.

**b.** A written ballot may be called for. Each ballot shall indicate and be counted as one (1) vote. Blank ballots shall not be counted as a part of the total. Voting pads are not transferable and may be used only by the member to whom it has been issued.

**c. Elections.** Elective officers and board members shall be elected by written ballot if there is more than one (1) nomination for the office, otherwise it shall be by the voting sign of the Order.

**d. Trials.** Voting for the outcome of Trials shall be specified in Chapter 11 of the Bylaws.

**ARTICLE 7**  
**OFFICERS - TITLES**

**Sec. 7.01. Titles, Rank and Method of Selection.** The officers of this Grand Chapter, their titles, rank and method of selection shall be:

Worthy Grand Matron	Elective
Worthy Grand Patron	Elective
Associate Grand Matron	Elective
Associate Grand Patron	Elective
Grand Secretary	Elective
Grand Treasurer	Elective
Grand Conductress	Elective
Associate Grand Conductress	Elective
Grand Chaplain	Appointive
Grand Lecturer	Appointive
Grand Marshal	Appointive
Grand Organist	Appointive
Grand Adah	Appointive
Grand Ruth	Appointive
Grand Esther	Appointive
Grand Martha	Appointive
Grand Electa	Appointive
Grand Warder	Appointive
Grand Sentinel	Elective

**Sec. 7.02. Honorary Titles.** The Grand Chapter does hereby create the honorary titles of Grand Secretary Emeritus and Grand Treasurer Emeritus. These titles may be conferred by the Grand Chapter at its discretion.

**ARTICLE 8**  
**BOARD OF DIRECTORS - COMPOSITION**

The Grand Chapter has established a Board of Directors composed of its members and selected as follows to perform functions delegated in the Constitution and Bylaws.

**Sec. 8.01. Board of Directors.** The Board of Directors shall consist of five members. At each annual session of the Grand Chapter one (1) member shall be elected for a five-year term.

**ARTICLE 9**  
**DEPUTIES TO THE WORTHY GRAND MATRON**  
**AND WORTHY GRAND PATRON**

The Worthy Grand Matron and Worthy Grand Patron have the authority to designate deputies to perform the duties set forth in Chapter 8 of the Bylaws. Deputies of the Worthy Grand Matron shall be line officers of this Grand Chapter and deputies of the Worthy Grand Patron must be Past Patrons of a subordinate Chapter in this Jurisdiction.

**ARTICLE 10**  
**ELIGIBILITY FOR OFFICE**

**Sec. 10.01. Eligibility.** No member of the Order shall be eligible for any office in this Grand Chapter who has not been duly elected, installed in and presided over a subordinate Chapter as a Worthy Matron or Worthy Patron. No member of the Order shall hold an elective and appointive Grand Chapter position concurrently with the exception of appointments to those special committees listed under Article 15, Sec. 15.02. Annual Session Committees, Sec. 15.03. Special Session Committees, Sec. 15.04. Special Committees, subsections a., b., c. and d. (2012)

Appointed Grand Chapter Officers, District Lecturers and Special Appointments (including, but not limited to, Personal Secretary of the Worthy Grand Matron and/or Worthy Grand Patron, Official Host/Hostess, Official Soloist, Grand Escort At-Large) shall be Past Matrons or Past Patrons in good standing of a subordinate Chapter and shall not hold any other elected or appointed Grand Chapter position concurrently, except as stated in CGC, Article 15, Sec. 15.02. Annual Session Committees, Sec. 15.03. Special Session Committees and Sec. 15.04. Special Committees, subsections a, b and c. (2012)

Grand Chapter Committee Members, “4-U-2 Review” Editor-in-Chief and District Editors or Chapter Reporters shall be members in good standing of a subordinate Chapter and do not need to be Past Matron or Past Patron.

The Worthy Grand Matron, Worthy Grand Patron and elected Board Members are not eligible for any other Grand Chapter office or Committee appointment, except as stated in CGC, Art. 15, Sec. 15.02 Annual Session Committees, Sec. 15.03 Special Session Committees and Sec. 15.04 Special Committees, sub-sections a, b, and c. (2012)

No member of the Order shall hold an elective or appointive position that does not hold a current dues receipt for their term of office or appointment. Plural members must hold a current dues receipt in all Chapters. (2002)(2014)

Members submitting their name for the Board of Directors must prepare and present a resume outlining their qualifications to serve as a board member. This resume will be available to all registered Colorado Eastern Star Members at the Annual Grand Chapter Session. (2011)

**Sec. 10.02. Offices Required to be Filled by Brothers.**

- a. The Worthy Grand Patron, Associate Grand Patron and Grand Sentinel
- b. Deputies of the Worthy Grand Patron.
- c. Board of Directors, two (2) elected members.
- d. Session Committees, at least one (1) member of each committee.
- e. Standing Committees, at least one (1) member of each committee, unless otherwise provided. (2008)

**Sec. 10.03. Pronouns.** It is understood that certain offices may be held by either a Sister or Brother. Therefore, any personal pronoun used throughout the Constitution will apply to either.

**Sec. 10.04. Resignation.** Any member resigning from an elective Grand Chapter office or board shall not be eligible for re-election to the same office or board for one (1) year from the date of resignation.

## **ARTICLE 11 TENURE OF OFFICE**

Grand Officers and members to fill vacancies on the Board of Directors shall be elected at each annual session of Grand Chapter and shall serve in their respective offices until the expiration of the term for which they were elected.

**Sec. 11.01. Grand Secretary and Grand Treasurer.** The tenure of office of the Grand Secretary and Grand Treasurer shall not exceed ten (10) consecutive years.

**Sec. 11.02. Board of Directors.** No member shall be elected to a succeeding term.

## **ARTICLE 12**

### **ELECTIONS, WHEN AND HOW CONDUCTED**

Canvassing for votes for any office in this Grand Chapter is not in accord with the spirit of the Order and is hereby prohibited. Violation of this section shall subject the offender to charges and trial in accordance with the jurisprudence of the Order.

**Sec. 12.01. Time of Election.** The election of Grand Officers and Board members shall begin at 9:00 A.M. on Saturday of the Annual Session.

**Sec. 12.02. Admission of Members During Election.** Any member arriving at the Grand Chapter Session after the beginning of the election of Grand Officers and Board members shall be admitted upon presentation of credentials required by Par. 4.06 of the Bylaws.

Any member of the Order having to leave the Grand Chapter Session for any purpose during the election of Grand Officers and Board members shall be prohibited from re-entering the Grand Chapter room during the election, unless before leaving permission has been granted by the presiding officer to re-enter.

#### **Sec. 12.03. Elective Officers and Board Members.**

(a) Any eligible member desiring to be a candidate for an elective Grand Chapter Office or Board Member shall have her/his name filed with the Grand Secretary, who will post a copy of the names so far submitted in a prominent place prior to the opening session of the Grand Chapter. The names filed will then be read by the Grand Secretary in alphabetical order when the presiding officer opens the nominations for each office and Board vacancy. (2015)

(b) Nominations will not be accepted from the floor; however, any eligible Grand Chapter member may present her/his own nomination in writing, to the Grand Secretary prior to 9:00 A.M. of

the Saturday morning session for which the nomination is made. (2015)

(c) If two or more positions on the Board of Directors need to be filled, each position shall be voted on separately, starting with the shortest term to be filled. Members shall submit their names for one or more positions(s) on the Board. Once a member is elected to a position on the Board, she/he is no longer placed in nomination for any other position. (2015)

(d) The election will be conducted in order as follows: Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Secretary, Grand Treasurer, Members of the Board of Directors, Grand Conductress, Associate Grand Conductress, Grand Sentinel. (2015)

### **ARTICLE 13 APPOINTIVE OFFICES**

The Worthy Grand Matron-elect shall designate members to occupy the offices listed in Section 7.01 as appointive.

### **ARTICLE 14 INSTALLATION OF GRAND OFFICERS**

**Sec. 14.01. Installation.** The elective and appointive officers of this Grand Chapter shall be installed as the last order of business transacted at each annual session.

No Grand Officer shall be installed by proxy. Any Grand Officer who may be absent at the time of the installation of Grand Officers shall be installed as soon thereafter as practicable in some subordinate Chapter by the Worthy Grand Matron or her deputy appointed for that purpose. The Grand Secretary shall be notified thereof by the installing officer.



**Sec. 14.02. Objection to Installation.** An objection to installation of an officer of this Grand Chapter shall be invalid unless the objection be accompanied by a copy of charges the objector has filed with the subordinate Chapter having jurisdiction, or of which the officer objected to is a member. In such event, the installation of such officer shall be deferred until after proper disposition of said charges.

## **ARTICLE 15**

### **COMMITTEES OF THE GRAND CHAPTER**

The Worthy Grand Matron shall appoint members to serve on the committees named below. All committee members serve at the pleasure of the Worthy Grand Matron. As no Worthy Grand Matron may appoint a committee to serve beyond her term, each committee member must be re-appointed, regardless of time left on said committee. She may appoint additional committees she deems necessary to work in areas not covered by regularly established boards or committees. Committees shall be composed of at least three members and in conformity with Art. 10, Section 10.02 of the Constitution unless otherwise indicated below. The Worthy Grand Matron and the Worthy Grand Patron shall be ex-officio members of all committees and shall be informed of all meetings, so that they may attend if they so desire. (2013)

All committees shall conform to the requirements for committees set out in Chapter 7 of the Bylaws.

**Sec. 15.01. Standing Committees.** The Worthy Grand Matron shall appoint, no later than two (2) weeks after her installation, the following Standing Committees:

**a. Jurisprudence.** This committee shall consist of five (5) members. Each Worthy Grand Matron shall appoint one (1) member for a five-year term. The Chairman shall be the member

serving her/his final year. No member shall be appointed to a succeeding term. (2008)

**b. Tax.** This committee shall consist of three (3) members. Each Worthy Grand Matron shall appoint one (1) member for a three-year term. Members may be appointed to succeeding terms. The Chairman shall be the member serving her/his final year. The Grand Treasurer shall be the coordinator of this committee. (2008)

**c. Charters.** This committee shall consist of five (5) Past Grand Matrons/Past Grand Patrons. Each Worthy Grand Matron to appoint one (1) member for a five-year term. The Chairman will be the member serving her/his final year. No members shall be appointed to a succeeding term. (2008) (2013)

**d. Membership Central and District Committees.**

**(1) Central Committee.** This Committee will consist of three (3) members, at least one (1) of whom shall be a brother. Each Worthy Grand Matron shall appoint one (1) member for a three-year term. The Chairman shall be the member serving her/his final year. Members serving in years two (2) and three (3) are designated as liaisons to the District Chairmen. Members may be appointed to succeeding terms. (2008)(2017)

**(2) District Chairmen.** Each Worthy Grand Matron, in discussion with the Membership Central Committee, shall appoint District Chairmen as may seem advisable or necessary. Members may be appointed to succeeding terms. (2008)

**e.** Each of the following committees shall consist of three (3) members, at least one (1) of whom shall be a brother. Each Worthy Grand Matron shall appoint one (1) member for a three-year term. The chairman shall be the member serving her/his final year. No member shall be appointed to a succeeding term. District

Chairmen may be appointed as may seem advisable or necessary.  
(2009)

- (1) ESTARL (Eastern Star Training Awards for Religious Leadership)
  - (2) Appeals and Grievances
  - (3) Fifty-Year Membership
  - (4) Museum and Library
  - (5) Glenn Monroe Youth Scholarship Fund
  - (6) Iva Mae Ryan Memorial Fund
  - (7) Fraternal Relations
- (2010, 2012, 2015)

**Sec. 15.02. Annual Session Committees.** The Worthy Grand Matron, immediately after the opening of the annual session of this Grand Chapter, shall announce the appointment of the following committees from the members of the Grand Chapter present:

Credentials (after consultation with the Grand Secretary)  
 Examination of Visiting Members  
 Division and Reference  
 Necrology  
 Unfinished Business  
 Resolutions  
 Distinguished Guests  
 Parliamentarian

The Worthy Grand Matron may appoint such other session committees as may seem advisable or necessary.

The foregoing committees shall be discharged by the closing of the session.

**Sec. 15.03. Special Session Committees.** The Worthy Grand Matron, immediately after the opening of any special session of this Grand Chapter, shall announce the appointment of the

following committees from the members of this Grand Chapter present:

Credentials

Examination of Visiting Members

The Worthy Grand Matron may appoint such other session committees as may seem advisable or necessary.

The foregoing committees shall be discharged by the closing of the session.

#### **Sec. 15.04. Special Committees.**

##### **a. Annual Session General Arrangements Committee.**

No later than eight (8) months prior to the convening of the annual session of Grand Chapter, the Annual Session General Arrangements Committee shall be appointed.

Committee membership may consist of, but not be limited to any elected or appointed Grand Chapter officer or other committee appointees. (2012)

**b. General Grand Chapter Relations Committee.** Three (3) years prior to each Triennial Assembly the Associate Grand Matron, Grand Conductress, and Associate Grand Conductress of that triennial period shall collectively appoint a General Grand Chapter Relations Committee. This committee shall consist of a General Chairman, Chairman of Housing, Chairman of Transportation and Chairman of the Special Function Honoring Colorado General Grand Chapter Appointments. (2009)

Committee membership may consist of, but not be limited to, any elected or appointed Grand Chapter officer or appointees serving on other Grand Chapter Committees. (2012).

**c. Grand Chapter Book of Instructions Revision Committee.** No later than ninety (90) days following each Triennial Session of the General Grand Chapter, the Worthy Grand Matron shall appoint a committee to make such changes in the Grand Chapter Book of Instructions as are necessary to conform with the General Grand Chapter Book of Instructions and with the Ritual changes adopted at that Triennial Assembly. (2012)

The committee shall consist of the three (3) Worthy Grand Matrons of that triennium, the Associate Grand Conductress, two (2) Past Grand Matrons and one (1) Past Grand Lecturer, any of whom may be appointees serving on other Grand Chapter committees. (2012)

All changes to the Book of Instructions must be presented through this committee.

**d. Trial Code Revision Committee.** Beginning in October 2015 and every ten (10) years thereafter, the Worthy Grand Matron shall appoint a committee to perform a thorough review the Trial Code and make such changes deemed necessary for the Good of the Order. (2015)

The committee shall consist of five (5) members, three (3) being Past Grand Matrons and/or Past Grand Patrons and two (2) being Past Matrons and/or Past Patrons, any of whom may be elected or appointed Grand Chapter officers or appointees serving on other Grand Chapter committees. (2012)

In the event that legislation is submitted by any member to amend the Trial Code in any of the intervening nine (9) years between the formal decade reviews, such legislation shall be processed in the same manner as proposed amendments to any other portion of the Red Book per Constitution Article 22. (2015)

**ARTICLE 16****POWERS AND DUTIES OF GRAND CHAPTER OFFICERS****Sec. 16.01. Worthy Grand Matron.**

**a. Declaration of Power.** The Worthy Grand Matron shall possess all the rights, powers and prerogatives conferred by this Constitution and Bylaws, the Landmarks and Ritual of the Order.

**b. Open, Preside and Close.** The Worthy Grand Matron, when present, shall open and close all sessions of this Grand Chapter and shall preside at such sessions, unless by her request, the Worthy Grand Patron shall be called upon to preside.

**c. Convene Other Sessions of the Grand Chapter.** She may convene this Grand Chapter in special or ceremonial session as provided in Article 4 of this Constitution.

**d. Enforce Laws.** She shall see that the Constitution, Bylaws, Rules and Regulations of this Grand Chapter, the Bylaws of the subordinate Chapters, as well as a strict compliance with the Ritual be obeyed by all members of the Order within this jurisdiction.

**e. Grand Chapter Committees.** She shall appoint committees of this Grand Chapter as provided for in Article XV of the Constitution.

**f. Supervise Officers and Committees.** She shall have the direction and supervision of all officers and all members of committees of this Grand Chapter in the performance of their respective duties and may request their advice and assistance at any time.

**g. Member of Committees and Board.** She is an ex-officio member of the Board of Directors in a non-voting capacity and all committees of the Grand Chapter. She may call meetings as provided in Article V of the Constitution. She is also an ex-officio

member of the Board of Trustees of the Robert Russell Eastern Star-Masonic Center of Colorado, Inc., in a non-voting capacity. (1998)

**h. Fill Vacancies.** She shall fill vacancies occurring in the offices of this Grand Chapter or in the membership of the Board of Directors or committees, as provided in Article 19. She shall immediately notify the Grand Secretary of all vacancies and of any appointments made by her.

**i. Appointment of Grand Lecturer and District Lecturers.** She shall appoint a Grand Lecturer and District Lecturers as provided in Chapter 10 of the Bylaws. (1998)

**j. Appointment of Grand Representatives.**

**1. Grand Representatives of Colorado in other Jurisdiction.** She may recommend the appointment of Grand Representatives of this Grand Chapter to any recognized Grand Chapter. No member of this Grand Chapter shall act as Grand Representative for more than one (1) jurisdiction simultaneously. (2006)

**2. Grand Representatives of other Jurisdictions in Colorado.** She may appoint Grand Representatives recommended by recognized Grand Chapters. Commissions shall expire two (2) years from the date of issue. (2006)

**3. Worthy Grand Matron Ineligible.** The Worthy Grand Matron shall not hold the position of Grand Representative. (2010)

**k. Appointments.** She shall see that no member of a subordinate Chapter holds more than one (1) Colorado Grand Chapter appointment at the same time, in accordance with Article 10, Eligibility for Office.

**1. Exceptions.** Appointed Grand Officers and Special Appointments shall not be eligible for appointment to any other

position or committee with the exception of those committees as outlined under Article 15, Sec. 15.02. Annual Session Committees, Sec. 15.03. Special Session Committees, and Sec. 15.04. Special Committees. (2012)

**l. Decisions.** She shall decide, by consultation with the Jurisprudence Committee as necessary, questions of O.E.S. law or usage submitted to her by any subordinate Chapter in this jurisdiction under seal thereof. Her decisions shall remain in force until the next annual session of the Grand Chapter, but not thereafter unless accepted and approved by the Grand Chapter.

**m. Dispensations.** She may, except for the purpose of organizing new Chapters, grant dispensations when requested by a subordinate Chapter under its seal, as required in Chapter 3 of the Bylaws. For the purpose of making her official visit, she may grant such special dispensations without cost to the Chapter, as in her judgment the occasion demands.

**n. Approve Bylaws of Subordinate Chapters.** She shall approve or disapprove, after adoption, the Bylaws or Amendments of any subordinate Chapter in this jurisdiction.

**o. Sign Charters.** She shall sign all charters for new subordinate Chapters, and see that a photo-static copy of the charter is made and sent to the Grand Secretary.

**p. Constitute Chapters.** She shall, in person or by deputy, constitute all subordinate Chapters which receive charters from this Grand Chapter and install the officers thereof.

**q. Annual Visits to Subordinate Chapters.** She shall, in person or by deputy, officially visit each chartered subordinate Chapter in this jurisdiction at least once during her term of office. She, or her designee, shall examine the books of the subordinate Chapter, making sure that they have been audited by the Finance



Committee, and that balances of the Secretary and Treasurer agree. She, or her designee, shall sign and date the books of the Secretary and Treasurer to indicate that they have been examined.

She may request the officers and members of more than one (1) Chapter to assemble at a single place and date for the purpose of her Official Visit. She shall direct the activities and shall determine which Chapter and/or officers exemplify what portions of the ritualistic work. The minimum requirements shall include the ritualistic opening and closing.

Only one (1) set of paraphernalia need be present; however the charter, as well as the current books of the Secretary and Treasurer of each Chapter taking part in the meeting must be present. A dispensation at no cost shall be requested by any Chapter moving its Charter for this purpose.

**r. Report of Official Visit and Inspection.** During the Official Visit of a Chapter, the Worthy Grand Matron, or her deputy, should fill the spaces following the several questions which appear in the "Report of Official Visit and Inspection." It is her duty to note and fully describe in the appropriate place of the report any irregularities which come to her attention. She is required to transfer the reports to her successor before the annual session of the Grand Chapter closes. It is the duty of the succeeding Worthy Grand Matron to consider any continuing irregularities, or unlawful conditions, which her predecessor noted when she made her official visit, and discuss them with the Worthy Matron and Secretary.

**s. Request for Visit by Subordinate Chapter.** She shall appear in person at either a stated or special meeting of any chartered subordinate Chapter in this jurisdiction upon receipt of a written statement that circumstances prevail which tend to destroy the peace and harmony of the Chapter. Such statement shall be signed by seven (7) members of the Chapter. All expenses

incurred by her in making the visit shall be paid to her by the Chapter visited.

**t. Convene Subordinate Chapter.** She may in person, or by deputy, upon ten (10) days' notice to the Secretary thereof, convene any Subordinate Chapter in this jurisdiction in special meeting at any reasonable time; preside therein, inspect its proceedings and work, and require conformity to the Laws, Rules and Regulations of the Order.

**u. Arrest of Charter.** She shall, for good cause, suspend the functions of any Subordinate Chapter in this jurisdiction until the next annual session of this Grand Chapter by arresting the charter.

**v. Suspension of Officers.** She shall suspend officers from office in this jurisdiction as required in Chapter 11 of the Bylaws.

**w. Appeals from Trial Findings.** She shall take final action as provided in the Trial Code, upon appeals from the trial findings of a Subordinate Chapter.

**x. Powers During Vacation of Grand Chapter.** During the vacation of this Grand Chapter, she shall exercise its executive powers, except so far as they shall be part of the duties of the Worthy Grand Matron.

**y. Annual Report.** She shall report at the annual session of the Grand Chapter, all of her official acts during her term of office, as well as those of her deputies.

**z. Retiring Worthy Grand Matron Approve and Sign Proceedings.** It shall be the duty of the retiring Worthy Grand Matron to sign the Proceedings of the sessions (special or annual) over which she has presided. She may confer with the Grand Secretary concerning the format.

**Sec. 16.02. Worthy Grand Patron.**

**a. Declaration of Power.** The Worthy Grand Patron shall assist and advise the Worthy Grand Matron in the performance of her duties and preside over this Grand Chapter whenever requested by her.

**b. Enforce Laws.** He shall assist the Worthy Grand Matron in the enforcement of the laws of the Order.

**c. Absence of Worthy Grand Matron and Associate Grand Matron.** He shall, in the absence of both the Worthy Grand Matron and Associate Grand Matron, call the Grand Chapter to order and appoint a Past Grand Matron to act as Worthy Grand Matron pro tem.

**d. Powers When Presiding.** The Worthy Grand Patron, when presiding at the request of the Worthy Grand Matron, possesses all the rights and privileges pertaining to the office of the Worthy Grand Matron.

**e. Member of Committees and Board.** He is an ex-officio member of the Board of Directors in a non-voting capacity and all committees of the Grand Chapter. He is also an ex-officio member of the Board of Trustees of the Robert Russell Eastern Star-Masonic Center, Inc., in a non-voting capacity. (1998)

**f. Dispensations for Chapters U.D.** He shall have the power during the vacation of this Grand Chapter to grant dispensations for new Chapters as provided in Article I, Section 2, of the Bylaws Governing Subordinate Chapters and as required in Chapter 3 of the Bylaws of the Grand Chapter.

**g. Institution of Chapters U.D.** The Worthy Grand Patron, either personally or by deputy, shall organize or institute a Chapter U.D. before it shall start work.

**h. Revocation of Dispensations.** He may, for good cause, revoke the dispensation of a Chapter U.D.

**i. Degrees at Sight.** He shall have the power to confer the degrees at sight upon a sufficient number of qualified persons for the purpose of organizing a new Chapter in cities or towns where no Chapter exists. He may delegate such authority to a deputy.

**j. Fill Vacancies in U.D. Chapters.** He shall fill by appointment all vacancies in the offices of Worthy Matron, Worthy Patron, Associate Matron and Associate Patron occurring in any Chapter U.D. in this jurisdiction during the vacation of this Grand Chapter.

**k. Convene Chapters U.D.** He may, in person or by deputy, upon ten (10) days' notice to the Secretary thereof, convene any Chapter U.D. in this jurisdiction in a special meeting at any reasonable time. He may preside therein, inspect its proceedings and work, and shall require conformity to the Laws, Rules and Regulations of the Order.

**l. Suspend U.D. Officers.** He shall suspend any officer from office in a Chapter U.D. in this jurisdiction, as required in Chapter 11 of the Bylaws.

**m. Annual Report.** He shall report, at the annual session of this Grand Chapter, all of his official acts during this term of office, as well as those of his deputies.

### **Sec. 16.03. Grand Secretary**

#### **a. Record Minutes of the Grand Chapter Session.**

- 1.** The Grand Secretary shall record the transactions of this Grand Chapter.
- 2.** All business not completed shall be carried over to the next annual Grand Chapters session and shall be noted as

Unfinished Business and be itemized in a separate indexed section of the proceedings. (2009)

**b. Publish Annual Proceedings.** She shall cause the publication, either in printed or electronic format, of all proceedings of this Grand Chapter occurring at its annual session, except such portion or portions of any proceedings as this Grand Chapter may order suppressed. All special or ceremonial sessions held during the year shall be included. The Junior Past Grand Matron may confer with her in the publication of the proceedings. All the amendments to the Constitution, Bylaws, and Rules and Regulations that have been ratified in the annual session shall be printed as part of each annual proceedings. (2010)

**c. Forwarding Proceedings.** She shall obtain a number of copies of the proceedings to supply the distribution established by Par. 4.09 of the Bylaws, together with the number of copies ordered by members and the number of copies needed for administrative purposes. She shall distribute the copies upon receipt from the printer.

**d. Printing and Forwarding Proposed Amendments.** She shall have printed and forward copies of proposed amendments to the Constitution, Bylaws and Rules and Regulations as follows: one (1) copy to each Grand Officer, Past Grand Matron, Past Grand Patron, members of the Board of Directors and standing committees, and one (1) to each subordinate Chapter. Such copies shall be mailed and posted on the Grand Chapter web site no later than September 1<sup>st</sup>. (2006) (2013)

In addition she shall provide a sufficient number of copies of proposed amendments to be placed with the Credentials Committee at the annual session so that delegates may be given copies when they present their credentials as required by Par. 4.05 of the Bylaws.

**e. Publish the Annual Roster.** She shall publish annually a Roster, including the names and addresses of the officers of the General Grand Chapter, if available at time of printing, General Grand Chapter Committee Members of Colorado, officers and standing committees of this Grand Chapter, Past Grand Matrons and Past Grand Patrons, including those deceased or not a member. It shall, if available at time of printing, contain a list of the names and numbers of the subordinate Chapters, their location, number of members, time of stated meetings and the names and addresses of all elective officers, the current listing of Chapters by districts and an alphabetical index of the locations, names and numbers of the Chapters. The Roster shall be published as soon as possible after the annual installation in subordinate Chapters. She shall forward one (1) copy to each of the following: Grand Officers, members of the Board of Directors and standing committees, District Lecturers, Past Grand Matrons and Past Grand Patrons. She shall send three (3) copies to each Chapter for the Worthy Matron, Associate Matron and Secretary. Only one (1) copy will be sent to any individual or couple. Additional copies may be obtained on an actual cost basis. (1998)

**f. Provide Forms, Supplies, etc.** She shall provide all necessary books, forms, and supplies for the use of this Grand Chapter and its officers and for the use of the subordinate Chapters, except as otherwise provided in the Constitution and Bylaws and the Bylaws Governing Subordinate Chapters. She shall publish in the annual proceedings a list of said supplies.

**g. Solicit Bids and Award Contracts.** She shall, with the assistance of the Board of Directors and the Grand Treasurer, solicit at least three (3) bids for all supplies, equipment, printing of proceedings, and other printing, when such supplies, equipment or printing shall exceed Three hundred (\$300.00) dollars in cost. They shall open and compare such bids and award the contract to the lowest and most responsible bidder.

**h. Conduct Correspondence.** She shall, under the direction of the Worthy Grand Matron, conduct the correspondence of this Grand Chapter not specifically falling under the duties of the Worthy Grand Matron or Worthy Grand Patron.

**i. Performance Bond.** She shall furnish to the Board of Directors any information necessary to establish her eligibility for coverage under the performance bond required for officials of this Grand Jurisdiction.

**j. Receive and Pay Money.** She shall receive all money due this Grand Chapter, including all funds derived from any enterprise given under the auspices of the Grand Chapter; keep an accurate account thereof, and pay the same to the Grand Treasurer, at least once every thirty (30) days, taking her receipt therefore.

**k. Report of Money Received and Paid.** She shall make an itemized statement to this Grand Chapter at its annual session, and to the Worthy Grand Matron or the Board of Directors when required, of all money received by her and paid to the Grand Treasurer. She shall close her books on July 31<sup>st</sup>, prior to the annual session of the Grand Chapter, and promptly submit them to the Board of Directors for examination and audit.

**l. Forwarding Forms.** She shall forward to each Chapter U.D. a petition for the charter and such instruction as may be necessary for its guidance. (2006)

**m. Forwarding Forms for Names of Subordinate Officers.** She shall, within thirty (30) days prior to the annual meeting of subordinate Chapters forward to them the proper forms for the return of the names of all officers elected and installed therein, as well as the name of the installing officer.

**n. Examine Returns.** She shall examine all returns and, when necessary, return them to the Chapters for correction.

**o. Mail Certificates of Good Standing to Members when Charter is Arrested or Revoked.** She shall within thirty (30) days after the arrest or revocation of the charter of a subordinate Chapter in this jurisdiction, mail to each member a Certificate of Good Standing.

**p. Report Delinquencies.** She shall report to this Grand Chapter all delinquencies on the part of subordinate Chapters in paying dues or making returns as requested in Article X of the Bylaws Governing Subordinate Chapters. She shall notify the Worthy Grand Matron and the Associate Grand Matron of all Chapter Delinquencies by July 30<sup>th</sup>. (2009)

**q. Custodian of Jewels, Regalia, Records, etc.** She shall have charge of and preserve the jewels, regalia, furniture, records, and other property of this Grand Chapter during the vacation thereof. In case of vacancy in any Grand Office, other than the Grand Secretary or Grand Treasurer, she shall recover any seals, regalia, records, etc. that belong to the Grand Chapter and deliver said property to the newly installed officer.

**r. Jewels for Worthy Grand Matron and Worthy Grand Patron.** She shall procure jewels for the retiring Worthy Grand Matron and Worthy Grand Patron prior to the opening of the annual session of the Grand Chapter. Jewels shall conform as closely as possible to those previously presented to Past Grand Officers.

**s. Custody of Seal.** She shall have the custody of the seal of this Grand Chapter and affix the same to all official documents emanating from her office and as required in Section 2.03 of the Constitution.

**t. Signing of Checks.** She shall countersign all checks for bills after the bills have been approved by the Board of Directors and



checks for their payment have been written by the Grand Treasurer.

**u. Notification of Sessions of Grand Chapter.** She shall send notices of sessions of the Grand Chapter as required by Sections 4.01 and 4.02 of the Constitution.

**v. Employment of Assistance.** The Grand Secretary shall have the authority to employ sufficient competent assistants to operate the office of the Grand Secretary, after consultation with, and approval of, the Board of Directors.

**w. Instruct Credentials/Registration Committee.** The Grand Secretary shall meet with, and instruct, the Credentials/Registration Committee in its duties.

**x. Confidential Information.** All information on file in the Grand Secretary's Office concerning membership rosters of subordinate Chapters, report data and statistics, and Grand Chapter records, are considered confidential. The Grand Secretary shall not release any confidential information to anyone for use by outside interests, unless approved for a specific purpose by a majority vote of the delegates at Grand Chapter. (1996)

**y. Board of Trustees (BOT).** The Board of Trustees (BOT) of the Robert Russell Eastern Star-Masonic Center of Colorado, Inc., may utilize the membership data held by the Grand Secretary for the sole purpose of informing the membership of the activities and operations of our Center, which may include the financial status and benevolent opportunities. Members may request that their name and address not be included by written correspondence to the Grand Secretary. (2007)

#### **Sec. 16.04. Grand Treasurer.**

**a. Attend Session and Committees.** It shall be the duty of the Grand Treasurer to be present at all annual or special sessions of

this Grand Chapter, with all books and necessary papers pertaining to the office of the Grand Treasurer, when required. She shall also, if requested by the Grand Chapter, Worthy Grand Matron, Board of Directors or any committee which may be appointed to act in relation to the financial concerns of this Grand Chapter, furnish such books and papers as they may need.

**b. Performance Bond.** She shall furnish to the Board of Directors any information necessary to establish her eligibility for coverage under the performance bond required for officials of this Grand Jurisdiction.

**c. Receive and Pay Money.** It shall be her duty to receive from the Grand Secretary all money belonging to the Grand Chapter, give receipt therefore, and pay it out only on voucher checks countersigned by the Grand Secretary as approved by the Board of Directors of Grand Chapter. (2009)

**d. Account for Receipts and Expenditures.** She shall keep accurate account of all receipts and expenditures, number and file all copies of voucher checks. She shall also make a list of all expenditures approved by the Board of Directors.

**e. Custodian of Fiscal Securities.** She shall be responsible for the custody of all fiscal securities that are the property of the Grand Chapter.

**f. Annual Report.** She shall annually make a full statement in writing and submit it to the Grand Chapter at its annual session. The statement shall be authenticated by a certificate covering the money remaining in her hands. She shall close her books as of July 31<sup>st</sup> prior to the annual session and submit them with all books, papers and warrants necessary for an audit by the Board of Directors.

**g. Tax Report.** It shall be the duty of the Grand Treasurer to be responsible for preparing the tax report for the subordinate Chapters. He/She will also, with the assistance of the Tax Committee, interpret the laws governing Colorado Unemployment Contributions (CUC) and Federal Income Contribution Act (FICA) and inform the subordinate Chapters of any changes in the law which affect their tax status. (2015)

**h. Report Delinquencies.** She shall include in her annual report all delinquencies on the part of subordinate Chapters in submitting the Year End Financial Report as requested in the Bylaws Governing Subordinate Chapters, Article 6, Section 7. She shall notify the Worthy Grand Matron and the Associate Grand Matron of all Chapter delinquencies within thirty (30) days after the Annual Grand Chapter session. (2009)

**Sec. 16.05. Grand Sentinel.** It shall be the duty of the Grand Sentinel to require each member or visitor to exhibit the evidence required by Par. 4.06 of the Bylaws for admission to an annual or special session of the Grand Chapter. He shall admit members during an election of Grand Officers and Board Members only as provided by Section 12.02 of the Constitution.

**Sec. 16.06. Other Grand Officers.** The other Grand Officers shall perform such duties as are appropriate to their several stations, or as may be assigned to them by their superior officers, or by this Grand Chapter. (2012)

**a. The Associate Grand Matron and Associate Grand Patron** are also ex-official members of the Board of Trustees of the Robert Russell Eastern Star-Masonic Center of Colorado Inc. in a non-voting capacity. (2012)

**b. The Grand Conductress and Associate Grand Conductress** shall also review the Proceedings received from other Grand Jurisdictions and briefly summarize the highlights of

fraternal activity in said jurisdictions for presentation at the Annual Session of the Grand Chapter of Colorado. 2012)

## **ARTICLE 17**

### **BOARD OF DIRECTORS - RESPONSIBILITIES**

The Worthy Grand Matron and Worthy Grand Patron are ex-officio members of the Board of Directors and shall be informed of all meetings so they may attend, if they so desire.

**Sec. 17.01. Board of Directors.** It shall be the responsibility of the Board of Directors to examine and review the entire fiscal structure of the Grand Chapter of Colorado. The Board is hereby empowered to inaugurate and implement such procedures for the most efficient operation of the business and activities of the Grand Chapter as properly come within fiscal jurisdiction.

## **ARTICLE 18**

### **ABSENCE OR DISABILITY OF GRAND OFFICERS**

**Sec. 18.01. Absence of Worthy Grand Matron.** In the event the Worthy Grand Matron plans to be unavailable by voice or other means of electronic communication from this Jurisdiction, she shall in writing, notify the Associate Grand Matron, with a copy to the Worthy Grand Patron and the Grand Secretary. During the duration of this absence or in the event that the Worthy Grand Matron becomes incapacitated or disabled, the duties and prerogatives of the Worthy Grand Matron shall devolve upon the Associate Grand Matron, as outlined in her installation charge; then the Grand Conductress, and then the Associate Grand Conductress, and then, if needed, a Past Grand Matron in the order named until the absence of the Worthy Grand Matron has been voided. (2015)

**Sec. 18.02. Absence of Grand Officers.** Any officer of this Grand Chapter, excepting the Worthy Grand Matron, who plans to

be unavailable by voice or other means of electronic communications from this Jurisdiction, shall notify the Worthy Grand Matron of such intention. (2015)

**ARTICLE 19**  
**VACANCY AND SUCCESSION IN OFFICE OF**  
**GRAND OFFICERS, BOARD AND**  
**COMMITTEE MEMBERSHIPS**

A vacancy in any office of this Grand Chapter may occur by death, permanent removal from this jurisdiction, resignation, or removal under the provisions of Sec. 21.03 or Chapters 6 or 11 of the Bylaws.

**Sec. 19.01. Vacancy in Office of Worthy Grand Matron.** In case the office of Worthy Grand Matron be vacant from any cause, the powers and duties of her station shall devolve upon the Associate Grand Matron, then the Grand Conductress, and then the Associate Grand Conductress in the order named until the disability is removed.

**Sec. 19.02. Vacancy in Office of Worthy Grand Patron.** In case the office of Worthy Grand Patron be vacant from any cause, the powers and duties of his station shall devolve upon the Associate Grand Patron. In the event of a vacancy in both the offices of Worthy Grand Patron and Associate Grand Patron, the Worthy Grand Matron shall appoint a Past Grand Patron, who shall succeed to the powers and duties pertaining to the office of Worthy Grand Patron until the disability be removed. (2010)

**Sec. 19.03. Vacancy in an Elected Grand Line Office.** In case of a vacancy occurring in the of Associate Grand Matron, Associate Grand Patron, Grand Conductress, Associate Grand Conductress or Grand Sentinel, the Worthy Grand Matron shall appoint either a Past Grand Matron or a Past Grand Patron, as the

vacated office requires, to fill such vacancy until the close of the next annual session of this Grand Chapter. (2010)

**Sec. 19.04. Vacancy in Office of Grand Secretary or Grand Treasurer.** In case of a vacancy occurring in the named offices, the Worthy Grand Matron shall, after consultation with and approval of the Board of Directors, appoint a qualified member to fill such vacancy until the close of the next annual session of this Grand Chapter. The appointee may submit her/his name for any succeeding election if desired. (2010)

**Sec. 19.05. Vacancy in Appointed Grand Office.** In case of a vacancy occurring in an Appointed Grand office, the Worthy Grand Matron shall appoint an eligible member to fill such vacancy until the close of the next annual session of this Grand Chapter. (2010)

**Sec. 19.06. Vacancy in Board of Directors.** In case of a vacancy occurring in the Board of Directors, current Board members shall immediately advance to fill the vacant term and the Worthy Grand Matron shall appoint an eligible member to fill the longest term until the close of the next annual session of this Grand Chapter. The appointee may submit her/his name for any succeeding election if desired. Should said vacancy occur within one hundred twenty (120) days of the beginning of the Annual Grand Chapter Session, the position shall remain vacant until the election at the annual session of Grand Chapter. (2010) (2013)

**Sec. 19.07. Vacancy in Standing or Special Committees.** In case of a vacancy occurring in any standing or special committee, current members shall immediately advance to fill the vacant term and the Worthy Grand Matron shall appoint an eligible member to fill the longest term. Should said vacancy occur within one hundred twenty (120) days of the beginning of the Annual Grand Chapter Session, the position shall remain vacant until the

installation of the new Worthy Grand Matron, at which time she shall fill all vacancies as per Art. 16, Section 16.01, Par. h. (2010) (2013)

**Sec. 19.08. Forfeit of Grand Representative Appointment.**

Any Grand Representative moving permanently from this Grand Jurisdiction shall forfeit her/his appointment. The Worthy Grand Matron shall recommend to the appropriate Grand Chapter an eligible member to complete the unexpired appointment. See CGC, Article 16, Sec. 16.06.j.1. (2010)

**ARTICLE 20**  
**COMPENSATION AND/OR**  
**REIMBURSEMENT OF OFFICIALS**

**Sec. 20.01. Reimbursement of the Worthy Grand Matron.** The Worthy Grand Matron shall be allowed the sum of Two Thousand dollars (\$2,000.00) for expenses incurred in the performance of her official duties during her term of office. The sum shall be advanced to the Worthy Grand Matron at the time of her installation. The Worthy Grand Matron shall be reimbursed for any expenses incurred by her on any of her official duties of Constitution of a Chapter U.D., upon presentation of an itemized expense report to the Grand Secretary. Each person serving as Worthy Grand Matron shall be entitled to cash for one (1) airline fare to the place of Assembly and return for the Triennial Session preceding, during, or immediately following her term as Worthy Grand Matron and shall be allowed Ten dollars (\$10.00) per diem for the duration of the assembly, not exceeding three (3) days, and for the time actually required to go and return by the most direct air route. (2005)(2017)

**Sec. 20.02. Reimbursement of the Worthy Grand Patron.** The Worthy Grand Patron shall be allowed the sum of Two Thousand dollars (\$2,000.00) for expenses incurred in the performance of his official duties during his term of office. The sum shall be advanced

to the Worthy Grand Patron at the time of his installation. The Worthy Grand Patron shall be reimbursed for any expenses incurred by him on any of his official duties in connection with a Chapter U.D., upon presentation of an itemized expense report to the Grand Secretary. Each person serving as Worthy Grand Patron shall be entitled to cash for one airline fare to the place of Assembly and return for the Triennial Session preceding, during, or immediately following his term as Worthy Grand Patron and shall be allowed Ten dollars (\$10.00) per diem for the duration of the assembly, not exceeding three (3) days, and for the time actually required to go and return by the most direct air route. (2005, 2016)

**Sec.20.03. Compensation of the Grand Secretary .**

Compensation for the position of Grand Secretary shall be an entry level salary of current minimum wage under the Department of Labor, State of Colorado for forty (40) hours per week with possible annual salary adjustments as set forth in Par. 6.01.c. 8. of the Bylaws, payable monthly. (2014)

The Grand Secretary shall be allowed three (3) weeks' vacation with salary, from the year of election to office through five years of continuous service, and four (4) weeks' vacation years six through ten of continuous service.

**Sec. 20.04. Compensation of the Grand Treasurer.** The office Grand Treasurer is a part-time position, with work hours determined by that officer. Compensation for the position of Grand Treasurer shall be current minimum wage under the Department of Labor, State of Colorado for fifteen (15) hours per week, payable monthly, with possible annual salary adjustments as set forth in Par. 6.01.c.8., of the Bylaws. The Board of Directors may vote to withhold the Grand Treasurer's compensation for failure to fulfill the duties as set forth in Sec. 16.04 of the Constitution. (2001, 2014)



**Sec. 20.05. Deputies of the Worthy Grand Matron.** The Grand Chapter shall pay to the deputies designated by the Worthy Grand Matron who represent her, a sum of Ten dollars (\$10.00) per Chapter for a maximum of 10 Chapters. Deputies required to visit additional Chapters shall be paid by the Worthy Grand Matron.

## ARTICLE 21

### INSURANCE, CRIME POLICY BONDS OF OFFICIALS

**Sec. 21.01. Insurance Required.** The Board of Directors will obtain an insurance policy to cover the Grand Chapter Office, Property and Workers. (2015)

- a. If the policy covers Employee Dishonesty up to \$50,000.00 or more, there is no need to carry a bond on the Grand Secretary or the Grand Treasurer. (2015)
- b. If there is no criminal or employee dishonesty coverage in the policy then the Grand Secretary and Grand Treasurer shall be bonded. (2015)
- c. The annual premium for the insurance will be paid from the Grand Chapter General Fund. (2015)

**Sec. 21.02. When Bond is Required.** The Board of Directors shall obtain a blanket performance bond in some reliable surety company in an amount adequate for the coverage's specified in sub-sections "a" and "b" of this section, for the faithful performance of duties by the officials named in these sub-sections. (2015)

- a. Grand Secretary – Five Thousand dollars (\$5,000.00).
- b. Grand Treasurer–Forty-Five Thousand dollars (\$45,000.00).

**Sec. 21.03. Premium on Bond.** The annual premium for the surety bond shall be paid from the Grand Chapter General Fund for the Grand Secretary and Grand Treasurer. (2015)

**Sec. 21.04. Failure to Qualify for Bond.** Should any of the officials required to be bonded fail to qualify for coverage under the blanket bond, then such office shall forthwith become vacant and it shall be filled as provided in Sections 19.03, 19.04, or Par. 6.03.b, as appropriate. (2015)

**Sec. 21.05. Termination of Coverage.** Coverage of any official under the bond shall not be terminated until the expiration of two (2) years from the time when such official ceases to exercise the duties of her or his office or position and in no event until all accounts have been audited or reviewed and cleared to the satisfaction of the Board of Directors. (2015)

## **ARTICLE 22 AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

**Sec. 22.01. Amendments.** The Constitution and Bylaws of this Grand Chapter, together with the Grand Chapter Bylaws Governing Subordinate Chapters, can be amended in two ways.

**a.** By the unanimous consent of the Grand Chapter members in attendance and voting at any annual Grand Chapter session. (2007)

**b.** By the filing of amendments, printing, forwarding, and ratification of same as follows:

(1) The proposed amendments shall be filed with the Grand Secretary not later than May 1<sup>st</sup> prior to any annual session of this Grand Chapter. (2005) (2013)

(2) Any amendment passed by a two-thirds ( $\frac{2}{3}$ ) vote of the Grand Chapter at the annual session shall immediately become a part of the Constitution and Bylaws of the Grand Chapter or of the Bylaws Governing Subordinate Chapters.

**Sec. 22.02. Most Recent Date.** In printing revisions to the Red Book, if a reference to the subject is overlooked, it will be governed by the most recent date of a revision pertaining to that subject.

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**BYLAWS  
GOVERNING THE  
GRAND CHAPTER OF COLORADO**

**CHAPTER 1  
FISCAL YEAR**

**Par. 1.01. Fiscal Year.** The fiscal year of the Grand Chapter shall begin August 1<sup>st</sup>, and end on July 31<sup>st</sup>.

**CHAPTER 2  
REVENUES, DUES, FEES**

**Par. 2.01. Revenue of the Grand Chapter.** The revenue of the Grand Chapter shall be derived from the profit resulting from the sale of supplies by the Grand Secretary, annual dues from subordinate Chapters, fees for initiates, fees for special dispensations issued by the Worthy Grand Matron or the Worthy Grand Patron, fees for dispensations for U.D. Chapters, and fees for charters, plus any funds derived from special projects supervised by the Board of Directors. Additional revenue shall be derived from the profit resulting from the interest from the Iva Mae Ryan Fund as stated in Chapter 7, Par. 7.01.m. (2007)

Supplies, other than those on the list mailed annually to subordinate Chapter secretaries by the Grand Secretary, are declared to be unofficial and their use is hereby prohibited.

**Par. 2.02. Annual Dues.**

**a.** Each chartered Chapter shall pay annually to the Grand Chapter the sum of Twenty dollars (\$20.00) for each member carried on the roll of membership on June 30<sup>th</sup>, plus any amount assessed by General Grand Chapter. (2009) (2013) (2014)

**b.** In the event a Chapter, which is paying the Grand Chapter per capita tax for its life members, fifty (50) (or more) year

members or members eighty (80) (or more) years of age is unable to locate such member(s) for a period of two (2) years at the last known address of record, and a certified letter to such address is returned undeliverable, the Chapter will not be required to pay the per capita tax for such member(s). However, they shall be included in the Chapter's annual report to the Grand Chapter, but not to exceed a period of five (5) years. Should such member(s) be located at a future date, the Chapter shall pay all per capita taxes to date. (2008)

**Par. 2.03. Fee for Initiates.**

a. Each chartered Chapter shall pay to the Grand Chapter the sum of One dollar (\$1.00) for each person initiated during the year ending June 30<sup>th</sup>, which sum shall accompany the annual return. (2009)

b. Each Chapter working under dispensation shall pay to the Grand Chapter the sum of One dollar (\$1.00) for each person initiated during the time that the Chapter is under dispensation. The sum shall accompany the petition for a charter. (2009)

**Par. 2.04. Fee for Grand Chapter Session Registration.** To help defray the expense of Grand Chapter sessions, each member who attends such session shall be required to pay a registration fee of Twenty dollars (\$20.00). (2009)

**Par. 2.05. Fees for Dispensations.**

a. For a dispensation to elect and/or install officers after the regular time, the fee shall be Three dollars (\$3.00). (1998)

b. For a dispensation to initiate before the regular time, the fee shall be Five dollars (\$5.00). (2008)

c. For a dispensation to move a charter, either for one (1) meeting or permanently, to a new meeting place outside of the building where the stated meetings are held, the fee shall be Three dollars (\$3.00). There shall be no charge for a special dispensation to move a charter for a meeting, when requested to do so by the Worthy Grand Matron.

d. For a dispensation for a U.D. Chapter the fee shall be Thirty dollars (\$30.00) and shall accompany the petition for a dispensation to form a new Chapter. There shall be no additional charge for one (1) Ritual and one (1) Signet.

**Par. 2.06. Fee for Charter.** The fee for a charter shall be Fifty dollars (\$50.00), which shall accompany the petition for a charter for a new Chapter.

**Par. 2.07. Assessments and Fines.** Any monetary assessment for membership levied by General Grand Chapter will be assessed to the Subordinate Chapters and are due in the Grand Chapter offices by July 15<sup>th</sup>. Any fines assessed by the General Grand Chapter for late payment of this assessment will be charged to each Chapter not meeting the filing date.

### CHAPTER 3 DISPENSATIONS

**Par. 3.01. Requests for Dispensations** shall be submitted as early as possible. This allows the official to issue the dispensation well in advance of the occasion. Fees required in Par. 2.05 shall accompany the request. All dispensations shall be returned to the issuing officer via the office of the Grand Secretary with endorsement thereon of the action taken.

**Par. 3.02. Dispensations are Required.** Dispensations from the Grand Chapter are required when:

a. Election and/or installation of elective officers is to be held after the regular time.

b. Candidates are to be initiated before the regular time.

c. A charter is to be moved, either for one (1) meeting or permanently, outside the building where the stated meetings are held.

d. Petition to form a new Chapter is granted.

**Par. 3.03. Dispensations are Not Required.** Dispensations from the Grand Chapter are not required when:

a. An open installation is the same night of the first meeting in September.

b. The charter is moved from one (1) room to another in the building where the stated meetings of a Chapter are held.

c. Appointive officers selected to fill vacancies are installed.

d. Official visit is not on regular meeting night by request of the Worthy Grand Matron.

## CHAPTER 4

### SESSIONS OF THE GRAND CHAPTER

**Par. 4.01. Hour of Opening of Annual Session.** The annual session shall be opened at 8:00 A.M. on Thursday. If a constitutional number of Chapters are represented, the Worthy Grand Matron may open the Grand Chapter in regular ritualistic form. (2015)



**Par. 4.02. Order of Business of Annual Session.**

- a. Partial report of Credentials committee.
- b. Opening of Grand Chapter.
- c. Appointment of Session committees.
- d. Filling of vacancies.
- e. Introduction of Distinguished guests.
- f. Reading minutes of last annual session and any intervening session (unless dispensed with by the vote of Grand Chapter).
- g. Annual Report of the Worthy Grand Matron.
- h. Annual Report of the Worthy Grand Patron.
- i. Annual Report of the Grand Secretary.
- j. Annual Report of the Grand Treasurer.
- k. Annual Report of the Board of Directors.
- l. Election of Officers and Board Members at 9:00 AM Saturday.
- m. Reports of Committees may be given at any appropriate time during Grand Chapter.
- n. Unfinished business.
- o. Announcement of site and date of next annual session.
- p. New Business.
- q. Good of the Order.
- r. Installation of Officers.
- s. Closing of Grand Chapter. (2017)

**Par. 4.03. Special Sessions.** The hour of opening shall be as announced in the call. The order of business shall be only that necessary to accomplish the purpose of the Special Session.

**Par. 4.04. Credentials Committee.** The Credentials Committee shall include the Grand Secretary and Grand Treasurer. This committee shall issue a voting card to each member of this Grand

Chapter upon presentation of a current receipt for dues under seal of a subordinate Chapter and payment of the Grand Chapter registration fee.

**Par. 4.05. Supply of Proposed Amendments.** A copy of all proposed amendments to the Grand Chapter Constitution and/or the Bylaws governing Grand Chapter and Subordinate Chapters will be given to each registered Colorado member by the Credentials Committee. (2009)

**Par. 4.06. Requirements for Admittance to Grand Chapter Session.** Each member or visitor who attends any annual or special session of this Grand Chapter shall exhibit a registration receipt. The registration process includes showing of a receipt for dues for the current year, therefore the registration receipt is sufficient alone for admission. All persons wishing to be admitted shall be required to undergo the regular examination if necessary. Nothing herein shall prevent the vouching for a member by another who exhibits proper authority for admission. (2016)

**Par. 4.07. Rules of Order and Decorum of Grand Chapter.** Parliamentary Law, as contained in Roberts' Rules of Order, so far as the same is applicable to the nature of this Order, and so far as the same is not in conflict with the Constitution, Bylaws and Rules of Order of the Grand Chapter, or the Landmarks of the Order, shall govern its deliberations.

**a.** No member, except officers in the performance of their duties, shall pass between the Altar and the presiding officer while the Grand Chapter is in session.

**b.** After the Grand Chapter is opened, the officers, members and visitors shall conduct themselves with that decorum which the dignity of the Order requires. They shall pay due respect to the presiding officer. Members shall not be permitted to

enter or leave this Grand Chapter while it is at work without the permission of the presiding officer.

c. The Rules of Order shall not be suspended, except by unanimous consent.

d. Any member persisting in the violation of these Rules of Order, after having been called to order by the presiding officer, may be reprimanded, suspended or expelled from the Grand Chapter, as it may decide.

**Par. 4.08. Expenditures Control.** No motion or resolution involving the expenditure of money in excess of Twenty-five dollars (\$25.00) shall be authorized until it has been referred to the Board of Directors and the Board's recommendation considered.

**Par. 4.09. Publication and Distribution of Proceedings.** The proceedings of the annual session of this Grand Chapter, including all special or ceremonial sessions held during the year, shall be published in printed or electronic format as soon as practicable following the annual session. (2010)

a. Copies will be distributed without charge as follows:  
[Where designated recipients are in the same household only one (1) copy will be distributed instead of two (2)].

(1) Copies will be sent to the secretary of each subordinate Chapter as follows: One (1) copy for the secretary's desk and one (1) copy each to the Junior Past Matron and Junior Past Patron, who attended the Grand Chapter Session.

(2) One (1) copy to each Grand Officer of this Grand Chapter.

(3) One (1) copy to each Grand Chapter and two (2) copies to the General Grand Chapter. (1996)

(4) One (1) copy to each duly accredited Grand Representative of the Grand Jurisdiction of Colorado, who attended the Grand Chapter Session.

(5) One copy to each Past Grand Matron and Past Grand Patron, if requested.

**b.** Members may purchase copies of the proceedings by placing an order with the Grand Secretary prior to January 1<sup>st</sup> following the annual session. Actual cost for each copy, including shipping costs, must accompany the order.

**c.** All requests/orders must be received in the Grand Chapter office by January 1<sup>st</sup> following the annual session, and the cost of the book/CD, plus shipping costs, must accompany the order.

## **CHAPTER 5 EXPENSES OF GRAND CHAPTER SESSIONS**

**Par. 5.01. Cost of Meeting Place.** The Grand Chapter shall pay for the use of meeting places during sessions of this Grand Chapter and for damage done to said meeting places.

**Par. 5.02. Costs of Grand Chapter at Annual Session.** Prior to the annual session, sums as follows shall be advanced for this purpose, and complete statements supported by itemized paid bills covering these amounts shall be returned to the Grand Secretary immediately following Grand Chapter Session, along with any unused portions of these sums.

**a.** Four Hundred dollars (\$400.00) to the Chairman of the General Arrangements Committee, to be used for the payment of incidental expenses of the session, other than those authorized in Par. 5.01 above.

**b.** Four Hundred dollars (\$400.00) to the Chairman of Distinguished Guests Committee. If the Most Worthy Grand Matron or Most Worthy Grand Patron is in attendance, the Board of Directors may vote to expend up to an additional Two hundred dollars (\$200.00).

**c.** Three Hundred Fifty dollars (\$350.00) to the Chairman of Decorations.

**Par. 5.03 Grand Chapter Session Social Functions.** All social functions at the Grand Chapter Session, other than club functions, are part of the Grand Chapter Session. Grand Chapter social functions are to be self-funded and self-sufficient, with the exception of the reception for the General Grand Chapter Officers and Appointees. Overage money derived from any Grand Chapter function is Grand Chapter money. Should a loss occur, that expense shall be borne by the Grand Chapter and included in the expenses of that Grand Chapter Session. A complete statement of income and expenses supported by itemized paid bills, from Grand Chapter Session social functions must be submitted to the Grand Secretary, accompanied by any overage amount, no later than October 1<sup>st</sup> following the Grand Chapter Session. Social functions sponsored by clubs are exempt.

- a.** Money submitted to the Grand Secretary from any Grand Chapter event will be used to help offset the cost of that Grand Chapter Session, or may be used at the discretion of the Board of Directors for Grand Chapter projects.
- b.** Grand Chapter money may not be used to purchase tote bags or pay any part of the expense of tote bags or filler items for tote bags for a Grand Chapter session, unless purchased by the Board of Directors.

- c. Complimentary tickets may only be given in accordance with the guidelines printed in the Tentative Program, or by special permission of the Board of Directors.

## **CHAPTER 6**

### **BOARD DUTIES AND PROCEDURES**

#### **Par. 6.01. Board of Directors.**

a. The Board of Directors shall meet annually, not later than the 10<sup>th</sup> day after adjournment of the annual session of Grand Chapter and meet regularly not less than once every two (2) months. Special meetings are hereby authorized whenever necessary by call of the Board Chairman or a majority of the board members.

At the annual meeting of the Board of Directors a Chairman, Vice-Chairman and Secretary shall be elected from among its members. A majority of the Board of Directors shall constitute a quorum.

b. A report of the financial conditions of the Grand Chapter shall be presented by the Board of Directors at each annual session. Their report shall include:

- (1) Expenditures of the previous annual session and any intervening sessions;
- (2) Other financial matters concerning Grand Chapter, with their recommendations;
- (3) The results of a review by a Review Committee or Certified Public Accountant, of the books, records and

accounts of the Grand Secretary and Grand Treasurer covering the preceding fiscal year.

**c. Miscellaneous Duties of the Board of Directors.**

(1) Appoint a committee of at least three (3) members to review the books, records and accounts of the Grand Secretary and Grand Treasurer covering the preceding fiscal year. At least one (1) member of this committee shall be an accountant. When deemed appropriate and/or necessary, the Board may elect to engage a CPA to do a formal audit in lieu of a Committee Review.

(2) Approve and authorize sale and disposal of real or other property of this Grand Chapter in accord with Section 2.03 of the Constitution.

(3) In the event of a vacancy in the office of either the Grand Secretary or the Grand Treasurer, immediately take possession of all books, records, securities and other property belonging to this Grand Chapter, which were in the hands of the said former Grand Officer. After examination and review or audit of the documents, the Board of Directors shall present an itemized report to the Worthy Grand Matron. They shall retain possession of said documents until directed by the Worthy Grand Matron to deliver them to a qualified person appointed by her.

(4) Audit and approve all bills including rent, telephone and other incidental offices expenses against the Grand Chapter during the vacation thereof, except regular obligations authorized by the Constitution and Bylaws.

(5) Assist the Grand Secretary in the solicitation and awarding of bids required in Section 16.03(g) of the Constitution.

(6) Require from the Grand Secretary an itemized report of all money received by her and paid to the Grand Treasurer when necessary for fiscal planning for the Grand Chapter.

(7) Authorize procurement of office space and employment of competent assistants necessary to operate the office of the Grand Secretary, within the funds available for this purpose.

(8) Recommend to the annual session of the Grand Chapter adjustment in the compensation of the Grand Secretary and the Grand Treasurer, when an adjustment is deemed appropriate.

(9) It shall be the responsibility of the Board of Directors to approve the initiation of any proposed project of the Grand Chapter or any Committee thereof, the impact of which might involve the collection of a fund in a total amount of Ten Thousand dollars (\$10,000.00) or more. An existing project or fund should be selected by the initiator to direct any funds collected, should the project be terminated.

After one (1) year of promotion of the project, it shall be presented through the Board of Directors to the Grand Chapter, as to the progress of the project for the approval of the members. After a project has been approved by Grand Chapter, each succeeding Worthy Grand Matron shall appoint a committee to continue the project until its completion. The Board of Directors will authorize contracts for a project only when sufficient funds are available to complete the project.

**d.** Failure of any member to act or serve without reasonable cause shall automatically create a vacancy.

## **CHAPTER 7 COMMITTEES - DUTIES**

Each committee of this Grand Chapter shall prepare a report signed by a majority of its members. A copy shall be given to the Grand Secretary and one (1) retained by the chairman. Interim reports may be requested by the Worthy Grand Matron.



**Par. 7.01. Standing Committees.**

**a. Committee on Jurisprudence.** It shall be the duty of the Committee to audit the proceedings of the Triennial Assembly of the General Grand Chapter; to draft proposed amendments needed in the Grand Chapter Constitution and Bylaws to conform to General Grand Chapter action; to draft proposed amendments, as needed, to clarify parts of the Constitution and Bylaws which are ambiguous; to examine other proposed amendments to the Constitution and Bylaws, and to see that proposed amendments are in format compatible with the organization and structure of the Constitution and Bylaws. (2016)

The Committee shall examine all Trial Code revisions proposed by the Trial Code Revision Committee and when found in conformation with Colorado Eastern Star law, shall endorse such revisions. (2007)

The Committee shall examine and make recommendations to the annual session upon the decisions rendered by the Worthy Grand Matron.

The Committee shall assist Chapters in the Consolidation and Affiliation processes. When the Committee is contacted by the Chapter, members of the Committee shall attend a meeting of that Chapter to explain all options available as per Article XII, Sec. 3 and 4, Bylaws Subordinate Chapter. (2006)

The Committee shall render a decision upon all questions of O.E.S. law and usage submitted to it and shall report these questions and decisions to the annual session. These decisions shall be printed as a separate section at the end of the Book of Instructions and be updated after each General Grand Chapter Assembly.

The Committee shall, in case of an emergency which precludes the convening of the annual session of this Grand Chapter at either the time or the place selected by the previous annual session, confer with the Worthy Grand Matron and Worthy Grand Patron to select a substitute time or place as set forth in Section 4.01 of the Constitution.

The Committee shall approve the ordering of special sessions of this Grand Chapter. The Committee shall have the responsibility to fill by appointment the vacancies on Standing Committees within thirty (30) days after Grand Chapter installation, in the event the Worthy Grand Matron shall have failed to make such appointments within the specified time.

**b. Committee on Appeals and Grievances.** It shall be the duty of the Committee to examine all appeals from the actions or decisions, except trials, of any subordinate Chapter or its presiding officer as directed by the Worthy Grand Matron. They shall examine all documents relating to any matter of complaint or grievance pertaining to discipline presented to the Worthy Grand Matron. The Committee shall report to the annual session of Grand Chapter, as well as to the Worthy Grand Matron between sessions, upon all matters within the scope of its duties, making such recommendations as it may deem proper.

**c. Committee on Charters**

(1) It shall be their duty to examine the records, proposed Bylaws and petitions for charter of all Chapters U.D. and the actions of the Grand Officers working with these Chapters. (2012)

(2) It shall be their duty, after the visit of the Jurisprudence Committee and the affirmative vote of a Chapter to affiliate with another Chapter or consolidate with other Chapters, to assist the affiliating or consolidating Chapters with the transfer of their funds and property, per BLSC, Article XII, Section 4. (2012)

(3) It shall be their duty to oversee the proper disposition of all funds, furniture, paraphernalia, books, papers, records, charter, seal, jewels and copies of the secret work of any Chapter whose charter has been revoked by action of the Grand Chapter at its annual session, per BLSC, Article XII, Section 5.e. (2012)

(4) It shall be the duty of the committee chairperson, or designee, to make a report at the next annual session, detailing major activities of the committee. (2012)

**d. Committee on Fifty-Year Membership.** It shall be the duty of the Committee to honor at Grand Chapter those sisters and brothers who are members in a regular Chapter of this jurisdiction and whose membership in the Order has covered a period of fifty (50) years or more.

**e. Tax Committee.** It shall be the duty of this committee, in coordination with the Grand Treasurer, to interpret the laws governing Colorado Unemployment Contributions (CUC) and Federal Income Contribution Act (FICA). It is also the duty of this committee to review for accuracy all wage tax reporting documents including, but not limited to, (CUC), (FICA), and (W-2's) in January of each year prior to or immediately following the Grand Treasurer's filing of annual wage tax documents. (2015)

**f. ESTARL (Eastern Star Training Awards for Religious Leadership) Committee.**

(1) It shall be the duty of the Board of Directors to establish an ESTARL Fund for the purpose of providing college scholarships for those deserving students pursuing Religious Leadership Training degrees.

In May of each year the Board of Directors shall review the donations received and dividends earned the previous 12 months and determine the amount available to be awarded.

No less than twenty-five percent (25%) of donations received and dividends earned each 12 month period shall be invested in the Fund. The interest may be included in the amount used for scholarships.

The Grand Treasurer is custodian of the Fund and shall make investment decisions with the assistance of the Board of Directors and a financial advisor. (2008)(2016)(2017)

(2) It shall be the duty of this committee to raise funds for ESTARL scholarships, examine all necessary correspondence, and determine recipients from the returned applications and the amounts of awards to be granted, no later than May 15. The committee is responsible for the application form and its contents. (2008)

**g. Museum and Library Committee.** It shall be the duty of this committee to promote both collections in order to preserve our heritage by keeping an updated collection of library materials and to receive, catalog, preserve and display items donated to the museum. (2015)

**h. Membership Central Committee.** It shall be the duty of this committee to create and review annually a Grand Chapter Vision Statement to promote membership in the Order and develop programs and goals for promoting membership. (2003)

**i. Glenn Monroe Youth Scholarship Fund Committee.**

(1) It shall be the duty of the Board of Directors to establish a Fund for the purpose of providing college scholarships for those deserving youth recommended by the Colorado governing Body of The International Order of the Rainbow for Girls, Job's Daughters International and DeMolay International. In May of each year the Board of Directors shall review the donations received and dividends earned the previous 12 months and determine the

amount available to be awarded. The interest may be included in the amount used for scholarships. No less than twenty-five percent (25%) of donations received and dividends earned each 12 month period shall be invested in the Fund. (2016)

. The Grand Treasurer is custodian of the Fund and shall make investment decisions with the assistance of the Board of Directors and a financial advisor. (2005)

(2) It shall be the duty of the Glenn Monroe Youth Scholarship Committee to raise funds for the youth scholarships. This committee is empowered to send applications to the Colorado subordinate Assemblies, Bethels, or Chapters. The Committee is responsible for the application form and its contents, as well as the selection of one (1) recipient from each Youth Group from returned applications. (2005) The awards given should be equal in dollar amount. In the event that no application is received from a member of one of the Youth Groups, a third award may be given to a second qualified applicant from one of the other two Youth Groups. (2016)

**j. Iva Mae Ryan Memorial Fund Committee.**

(1) It shall be the duty of the Board of Directors to establish a Memorial Fund. The principal fund will remain invested and only ninety percent (90%) of the interest will be used for the expenses of Grand Chapter. The remaining ten percent (10%) will be returned to the principal fund. The Grand Treasurer will be the custodian of this fund and shall make investments with the assistance of the Board of Directors and a financial advisor.

(2) It shall be the duty of the Iva Mae Ryan Memorial Committee to raise funds to be applied to the principal of this memorial fund.

**k. Fraternal Relations Committee.** It shall be the duty of this committee to assist members who are moving within the state, or into or outside of Colorado to find Chapters located in the area of their new home.

**Par. 7.02. Session Committees.**

**a. Committee on Credentials.** The Credentials Committee shall function as the Registration Committee for Grand Chapter sessions. It shall be the duty of the committee at each session to carefully examine the dues cards of all persons who are delegates to this Grand Chapter. The Committee shall prepare a list of the names of all Grand Officers with titles, members and representatives of Subordinate Chapters who are present. The list shall include the name and number of the Chapter they represent and their official position therein, if any.

The chairman of the committee shall prepare a report to this Grand Chapter as soon as possible after the opening of the session and as often as the Worthy Grand Matron requires.

**b. Committee to Examine Visiting Members.** It shall be the duty of the committee to examine all visitors not properly vouched for and report to Credentials and Registration Committee.

**c. Committee on Division and Reference.** It shall be the duty of the committee to examine and sub-divide the reports of the Worthy Grand Matron and Worthy Grand Patron and refer matters contained therein to the proper committees. They shall consider and report on all special matters contained in such reports which are not otherwise referable.

**d. Committee on Necrology.** It shall be the duty of the committee to offer such resolutions as may be fitting to the memory of those who have passed away.

**e. Committee on Unfinished Business.** It shall be the duty of the committee to review the proceedings of the previous annual session and all special or ceremonial sessions held during the year ending and to refer to proper committees or to this Grand Chapter itself such matters contained therein as require action. (2009)

**f. Distinguished Guests Committee.** It shall be the duty of the committee to plan, arrange for and chair the Distinguished Guest function. They shall also pre-register all out-of-state members and staff the Distinguished Guest registration table during the first day of Grand Chapter.

(1) Honorary Memberships to the Grand Chapter of Colorado shall be given at the Grand Chapter Session to eligible out-of state distinguished guests, one time only. Distinguished Guests shall be all appointments of the Most Worthy Grand Matron, General Grand Chapter Officers, Trustees, Ambassadors, General Grand Chapter Committee Members and Worthy Grand Matrons, Worthy Grand Patrons, Past Grand Matrons, Past Grand Patrons, Grand Officers and Grand Representatives of other jurisdictions. The Distinguished Guests Committee shall prepare the Honorary Membership certificates for eligible attendees registered at Annual Sessions. (2012)

### **Par. 7.03. Special Committees.**

**a. Annual Session General Arrangements Committee.** It shall be the duty of this committee, working closely with the Worthy Grand Matron, the Worthy Grand Patron and the Grand Secretary, to plan for and make all the arrangements to accommodate the annual session of the Grand Chapter. Cost of the session shall not exceed that authorized in Chapter 5.

**b. General Grand Chapter Relations Committee.** This committee shall meet with the Triennial Grand Matrons within one (1) month after appointment to formulate plans for Colorado members attending the next assembly. They shall meet regularly thereafter and be responsible for coordinating transportation,

housing, and the special function to honor Colorado General Grand Chapter appointments. They shall act as liaison for Colorado members attending General Grand Chapter and coordinate activities.

The Grand Secretary will be an Ex-Officio member of this committee and copies of all correspondence will be filed in her office.

**c. Trial Code Revision Committee.** This committee shall meet to review the existing Trial Code and make such changes deemed necessary for the good of the Order. They shall also consider any proposed changes submitted in writing to the Worthy Grand Matron and Grand Secretary by any member in good standing of a Colorado subordinate Chapter. Upon completion of proposed revisions the same shall be submitted to the Jurisprudence Committee for review and endorsement, after which it shall be presented to the membership attending a Grand Chapter Session for consideration for adoption. (2007)

## **CHAPTER 8 DEPUTIES OF THE GRAND OFFICERS DUTIES**

**Par. 8.01. Deputies of the Worthy Grand Matron.** Deputies shall act in the capacity of the Worthy Grand Matron at official visits, Constitution of Chapters Under Dispensation and on other occasions as the Worthy Grand Matron shall determine.

**Par. 8.02. Deputies of the Worthy Grand Patron.** Deputies may institute or preside over Chapters Under Dispensation and confer degrees upon qualified persons when commissioned to do so by the Worthy Grand Patron. They shall be addressed as "Acting Worthy Grand Patron".



## **CHAPTER 9 VACANCIES IN OFFICE CONTINUITY**

**Par. 9.01. Worthy Grand Matron - Worthy Grand Patron.** In case of vacancy in the office of either the Worthy Grand Matron or the Worthy Grand Patron, such seals, paraphernalia, or records belonging to the Grand Chapter which may have been in the possession of person vacating the office, shall be recovered by the Grand Secretary and held until successors to the office have been duly designated and have assumed the duties of the vacated office.

**Par. 9.02. Grand Secretary-Grand Treasurer.** In case of a vacancy in the office of either the Grand Secretary or the Grand Treasurer, the Board of Directors shall take possession of records, property, etc., of the Grand Chapter as set forth in Par. 6.01 c.(3) of the Bylaws.

## **CHAPTER 10 DISTRICTS AND SCHOOLS OF INSTRUCTION**

**Par. 10.01.** For ease in instruction and supervision of the ritualistic and ceremonial work of the Order, the Worthy Grand Matron may change the established districts in this jurisdiction. The current listing of the Chapters in each district shall be published in the annual roster.

**a.** The Book of Instruction, together with the ritual, shall be used for all ritualistic and ceremonial work. However, the Associate Grand Matron's Special Instructions (given at her Schools of Instruction) shall take priority over the Book of Instruction. No changes shall be made after the Grand Chapter Session; unless it is the year of the Triennial Session of General Grand Chapter, at which time changes made in Ritualistic Work or Decisions and Resolutions pertaining to such which are adopted in

General Grand Chapter, along with changes made by the newly elected Most Worthy Grand Matron shall be effective immediately. (1998)(2014)

**Par.10.02.** The Worthy Grand Matron shall be represented throughout the state by a Grand Lecturer and in each district by a District Lecturer, all of whom shall be Past Matrons or Past Patrons when they serve in these capacities. These appointments shall be made while she is Associate Grand Matron so the appointees are prepared to serve with her during her term as Worthy Grand Matron.

**Par.10.03. Schools of Instruction.** Lecturer's School(s) of Instruction shall be held for the Grand Lecturer and District Lecturers during the months of June or July. Attending a School of Instruction shall be obligatory to serve as a Grand Lecturer or District Lecturer. Subsequently, General Schools of Instruction for the membership shall be held in locations determined by the Associate Grand Matron. These schools shall be under the direction of the Associate Grand Matron and the incoming Grand Lecturer. The incoming Grand Officers shall exemplify the work at all Schools of Instruction, to include the ritualistic opening closing and initiatory work. The Associate Grand Matron and Associate Grand Patron may be excused from presiding during the opening and closing so they may participate in the instruction, however, they must preside during the initiation ceremony. (2012)(2014)

**Par. 10.04. Duties of Grand Lecturer and District Lecturers.** Before assuming their duties, the Grand Lecturer and District Lecturers must have attended the Lecturer's School of Instruction and one of the other General Schools of Instruction. (2012)

**a. Grand Lecturer:** It shall be the duty of the Grand Lecturer to enhance the quality of the Ritualistic work of the Order. She/he shall work closely with the Worthy Grand Matron and the District Lecturers in the instruction of the work. All matters in regard to instruction will be referred by the District Lecturers to the Grand Lecturer for resolution. The Grand Lecturer shall not become involved with Chapter business which relates to the Grand Chapter Constitution and Bylaws or the Bylaws Governing Subordinate Chapters. Her/his duties relate only to the ritualistic and floor work of the Chapters and supervising the District Lecturers. (2008)

It shall be the duty of the Grand Lecturer to receive from the District Lecturers and Worthy Matrons the reports of the Inspections; to review them with the Worthy Grand Matron and to deliver them to her/his successor. Copies of said reports shall be made available to the Grand Conductress and the Associate Grand Conductress at their request. (2002)

**b. District Lecturers:** It shall be the duty of the District Lecturers to schedule and hold a practice with each Chapter in their District to review and instruct all the ritualistic and floor work of the Order. These practices may be scheduled prior to installations but following the General School of Instruction. The District Lecturers shall not become involved with Chapter business which relates to the Grand Chapter Constitution and Bylaws or the Bylaws Governing Subordinate Chapters. Her/his duties relate only to the ritualistic and floor work of the Chapters. (2008, 2012)

It shall be the duty of the District Lecturers to coordinate with the Worthy Matron to schedule and conduct an Official Inspection at a regular meeting of each Chapter in their District. The Official Inspection will be completed prior to February 15th of each year. She/he may visit the Chapter for additional instruction as necessary. (2002, 2015)

It shall be the duty of the District Lecturer, after each Official Inspection to complete the District Lecturer's Report Form and mail to the Grand Lecturer within three (3) days. The District

Lecturer shall instruct each Worthy Matron to complete the Worthy Matron's Report Form and mail it to the Grand Lecturer within three (3) days after the inspection. The above forms shall be supplied by the Worthy Grand Matron. (1998)

## **CHAPTER 11 MISCONDUCT OF OFFICERS - SUSPENSION, CHARGES, TRIALS, AND APPEALS**

**Par. 11.01. Discipline of Officers.** This Grand Chapter may discipline its own officers, as well as the Worthy Matrons and Worthy Patrons of subordinate Chapters including those under dispensation, by suspension or removal from office because of insubordination in office or for any willful violations of the Constitution, Bylaws, or Rules and Regulations of the Grand Chapter. (2013)

**Par. 11.02. Suspension from Office.** It is the duty of the Worthy Grand Matron, or in certain cases the Worthy Grand Patron, to suspend from office any officer of a subordinate Chapter, either chartered or working under dispensation, or any Grand Officer, with the exception of the Worthy Grand Matron and the Worthy Grand Patron, for behavior as stated in Par. 11.01 of this Chapter of the Bylaws. Any suspended officer below the rank of Worthy Matron and Worthy Patron shall promptly have charges preferred in conformity with this Chapter of the Bylaws. Such suspension or removal shall, in no way affect her or his standing in the subordinate Chapter of the officer under discipline unless charges shall be preferred and, after proper trial, sustained in the subordinate Chapter. (2013)

**Par. 11.03. Charges Against the Worthy Grand Matron or Worthy Grand Patron.** Charges cannot be preferred in a subordinate Chapter against a Worthy Grand Matron or Worthy Grand Patron during her or his term of office, but must be filed with the Grand Secretary for action by the Grand Chapter. The accuser may, after the official term of either of said officers shall

have expired, file such charges with the subordinate Chapter of which the Worthy Grand Matron or Worthy Grand Patron is a member.

**Par. 11.04. Charges Against Other Grand Officers, Worthy Matrons or Worthy Patrons.** Charges against all other Grand Officers, Worthy Matrons or Worthy Patrons must be filed as provided in Par. 11.05 of this Chapter of the Bylaws, and after action is had thereon, (i.e., a hearing before the Appeals and Grievances Committee and its recommendation that charges be upheld) the charges may then be filed in the subordinate Chapter of which the accused officer is a member, as is provided in Par. 11.10 of this Chapter of the Bylaws. (2007) (2013)

**Par. 11.05. Filing of Charges.** Should it become necessary to prefer charges under Para. 11.03 and/or 11.04 of this Chapter, the accuser shall file the charges using *Trial Code Addendum A - Charges* with the Grand Secretary, who shall, within five (5) days of the receipt of such charges, mail a copy of said charges along with a copy of *Trial Code Addendum C - Answer* to the accused. Copies of the charges shall also be sent to the Worthy Grand Matron, and Worthy Grand Patron. (2013)

**Par. 11.06. Action of the Worthy Grand Matron and Worthy Grand Patron.** Upon receipt of the charges, the Worthy Grand Matron and Worthy Grand Patron shall make a decision within ten (10) days concerning the charges. (2013)

a. Should the decision be reached that the charges be trivial or without sufficient foundation therein, the Worthy Grand Matron shall order the Grand Secretary to dismiss the charges against the accused. Whereupon the Grand Secretary shall immediately notify the accused and the accuser, as well as the Grand Chapter at its next annual session, of the action taken, together with the reasons therefore.

b. Should the decision be reached that the charges are vital and well founded, the Worthy Grand Matron shall direct the

Committee on Appeals and Grievances to proceed with the hearing on the case. Said hearing shall be held not sooner than thirty (30) days following the Worthy Grand Matron's and Worthy Grand Patron's decision. (2013)

c. If new evidence is presented to the Worthy Grand Matron and Worthy Grand Patron within twenty (20) days after the decision of the Worthy Grand Matron and Worthy Grand Patron has been made, an appeal of the decision of the Worthy Grand Matron, and Worthy Grand Patron taken under Par. 11.06 (a) of this chapter may be presented. The Worthy Grand Matron shall, within five (5) days cause a copy of all papers pertaining to the case to be forwarded to the Committee on Appeals and Grievances who shall then immediately proceed with a hearing on the case. (2013)

**Par. 11.07. Hearing by the Committee on Appeals and Grievances.** A hearing before the Committee on Appeals and Grievances will be set within ten (10) days. The Grand Secretary shall, within three (3) days, notify the accused and the accuser, or the appellant and appellee, as the case may be, of the time and the place of the hearing. At that time the accused and the accuser, or appellant and appellee, in person or by counsel, said counsel to be a member in good standing of the Order, may appear before said committee and present testimony. The accused and accuser may summon witnesses on their behalf and the Committee shall have authority to summon witnesses. All witnesses shall be duly notified using *Trial Code Addendum B – Summons*. The rules of procedure shall be the same as those governing the taking of testimony in a subordinate Chapter, as prescribed in the current revision of the Trial Code. If the Committee's recommendation is to uphold the charges, The Worthy Grand Matron may forthwith suspend the accused from office. The Committee shall, as soon as practicable, submit its findings and recommendations, together with all papers bearing upon the case, to the annual Session or special Session of Grand Chapter. A special Session of Grand

Chapter, if required, should be called within forty-five (45) days of receipt of the Committee's recommendations. (2007) (2013)

**Par. 11.08. Argument Before Grand Chapter.** Immediately after the report of the Committee, the accuser and the accused, or the appellant and appellee, as the case may be, in person or by counsel, said counsel to be a member in good standing of the Order, shall each be granted a reasonable time for argument before this Grand Chapter, after which any member of this Grand Chapter may direct a question to the accuser or accused, or appellant or appellee. (2013)

**Par. 11.09. Ballot Ordered.** At the conclusion of the argument, the presiding officer shall, without motion, order a ballot be taken and shall put the question by asking: "Shall the recommendation of the committee be approved?" (2013)

**a. Manner of Voting on Recommendations Not Affecting Membership.** Should the recommendations of the Appeals and Grievances Committee not involve the good standing in the Order of a subordinate Chapter or the termination of the membership of one of its members, the vote shall be taken by written ballot. Those voting to sustain the recommendations of the Committee shall write the word "Yes" and those oppose "No". A two-thirds ( $\frac{2}{3}$ ) majority vote shall be necessary to sustain the recommendations. (2013)

**b. Manner of Voting on Recommendations Affecting Membership.** Should the recommendations of the Appeals and Grievances Committee involve the good standing in the Order of a subordinate Chapter or the termination of the membership of one of its members, the vote shall be taken by written ballot. Those voting to sustain the recommendations of the Committee shall write the word "Yes" and those opposed the word "No". A two-thirds ( $\frac{2}{3}$ ) majority vote shall be necessary to sustain the recommendation. (2013)

**Par. 11.10. Grand Chapter Recommendations to Subordinate Chapter.** Should the Grand Chapter find the accused guilty upon any specification named in the charges, official misconduct excepted, it shall order the Chapter of which the accused is a member to prefer charges against the accused and shall transmit to the Chapter all testimony and papers bearing upon the case, recommending its own findings. (2013)



**CHAPTER 12**  
**PRINCE HALL AFFILIATE (PHA),**  
**ORDER OF THE EASTERN STAR**

**Par. 12.01 Recognition of Prince Hall Affiliate (PHA), Order of the Eastern Star.** The Grand Chapter of Colorado recognizes the Columbine Grand Chapter Order of the Eastern Star, PHA, of Colorado, Wyoming and Utah Jurisdiction and their Chapters located in Colorado for the purpose of visitation, providing there is reciprocal recognition by the Columbine Grand Chapter.

a. The Grand Chapter of Colorado likewise recognizes the PHA Chapters in Utah and/or Wyoming providing there is reciprocal recognition in Par. 1 above and like recognition by the Grand Chapters of Utah and/or Wyoming under the General Grand Chapter, Order of the Eastern Star.

b. The Grand Chapter of Colorado likewise recognizes the Grand Chapters Order of the Eastern Star, PHA, in other jurisdictions, provided the Grand Lodge AF&AM of Colorado recognizes the Grand Lodge PHA of the jurisdiction and provided there is reciprocal recognition by the PHA Grand Chapters and like recognition by the Eastern Star Grand Jurisdictions under the General Grand Chapter, Order of the Eastern Star.

c. The Grand Secretary shall maintain a current list of Colorado PHA Chapters and PHA Grand Chapters that are recognized by the Grand Chapter of Colorado for the purpose of visitation and provide the same to the Chapter Secretaries.

d. A current dues card and the usual examination/avouchment is required for admission to any Colorado Chapter and Grand Chapter, in addition to registration at Grand Chapter, for visiting PHA Eastern Star members of recognized Chapters. (2006)

## **CHAPTER 13 TRIAL CODE**

**Par. 13.01 Trial Code.** The Trial Code is a document apart from the Constitution and Bylaws of the Grand Chapter of Colorado, but carrying the same weight and authority as the aforementioned.

**Par. 13.02 Trial Code Revisions.** A committee appointed by the Worthy Grand Matron (see CGC, Article 15, Sec. 15.04.d. & BLGC, Chapter 7, Par. 7.03.c.) shall make revisions to the Trial Code. Any member in good standing of a Colorado subordinate Chapter may suggest changes to the Trial Code at any time by submitting same in writing to both the Worthy Grand Matron and the Grand Secretary. The next impaneled Trial Code Revision Committee will consider such suggested changes.

**Par. 13.03 Jurisprudence Committee Review.** The Jurisprudence Committee shall review all Trial Code revisions proposed by the Trial Code Revision Committee and when found in conformation wit Colorado Eastern Star law, shall endorse such revisions.

**Par. 13.04 Adoption of Revisions.** Upon endorsement of proposed revisions by the Jurisprudence Committee, it shall be presented to the members attending a Grand Chapter Session for consideration for adoption. (2007)

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**BYLAWS  
GOVERNING SUBORDINATE CHAPTERS  
IN COLORADO**

**ARTICLE I  
ELEMENTS NECESSARY FOR A CHAPTER TO WORK**

**Sec. 1. Chartered Chapters.** Each subordinate chartered Chapter in this Grand Jurisdiction shall have a charter issued by authority of this Grand Chapter, which shall be signed by the Worthy Grand Matron, Worthy Grand Patron and attested by the Grand Secretary, under the seal of the Grand Chapter. A Photo-static copy of said charter shall be kept in the office of the Grand Secretary.

**Sec. 2. Chapters Under Dispensation.** Each Chapter working under Dispensation shall have a dispensation, which shall be signed and issued by the Worthy Grand Patron, and attested by the Grand Secretary, under the seal of the Grand Chapter.

**Sec. 3. Loss or Destruction of Charter and Replacement of Charter.** When a charter of a Chapter has been destroyed, lost or stolen, or become so defaced as to be unfit for use, it shall be lawful for the Worthy Grand Matron to order another to be issued without fee. The new charter shall set forth the members and officers named in the charter lost or destroyed, the Grand Chapter Session at which it was granted, the names of the Grand Officers attached thereto, and the circumstances of its loss or destruction. It shall be signed by the Worthy Grand Matron and Worthy Grand Patron and attested by the Grand Secretary, under seal of the Grand Chapter.

Replacement of charters shall be made in the Grand Secretary's office. It shall be unlawful for a subordinate Chapter to retrace or otherwise restore its lost or defaced charter.

**Sec. 4. Name.** No Chapter shall assume the name of any living person or Chapter within the Grand Jurisdiction of Colorado, or

any extinct Chapter of this Grand Jurisdiction. A Chapter shall not adopt a name which is so similar to that used by an active Chapter in this Grand Jurisdiction as to cause confusion of records. No Chapter shall have permission to change its name except as provided in Article XII, Section 3.e. of these Bylaws.

**Sec. 5. Seal.** Each subordinate Chapter shall, after receiving its charter, procure a seal with the name, number and location of the Chapter and such device as it may deem proper engraved thereon. All documents emanating from such Chapter shall have said seal affixed.

**Sec. 6. Bylaws.** Each subordinate Chapter shall frame its own Bylaws which shall conform to the Constitution, Bylaws and Regulations of the Grand Chapter and the Landmarks and Ritual of the Order. The Bylaws of the Chapter shall prescribe all dues and assessments. This shall be approved by the Worthy Grand Matron. (2011)

**Sec. 7. Revision of Bylaws.** The Bylaws of a subordinate Chapter can be revised, amended, or repealed by submitting the proposed amendment in writing, properly signed by each member of the submitting committee, at a stated meeting of the Chapter. Such proposed amendment shall lie over at least four (4) calendar weeks. If the proposed amendment is concurred in by a two-thirds ( $\frac{2}{3}$ ) vote of the members present at a stated meeting of the Chapter, it shall, after approval by the Worthy Grand Matron, become a part of the Bylaws of said Chapter. Three (3) copies of any action taken involving a change of Bylaws, or Amendments thereto shall be submitted to the Worthy Grand Matron immediately after adoption, under the seal of the Chapter.

These copies shall also show signatures of committee members, the date of the first reading, and the date the amendment is adopted.

A revision, amendment, or repeal of the Bylaws of a subordinate Chapter shall not become operative until approved by the Worthy Grand Matron.

**ARTICLE II**  
**OFFICERS - HOW SELECTED, TITLES**

**Sec. 1. Officers of Subordinate Chapter and Method of Selection.**

Worthy Matron	Elective
Worthy Patron	Elective
Associate Matron	Elective
Associate Patron	Elective
Secretary	Elective
Treasurer	Elective
Conductress	Elective
Associate Conductress	Elective
Chaplain	Appointive
Marshal	Appointive
Organist	Appointive
Adah	Appointive
Ruth	Appointive
Esther	Appointive
Martha	Appointive
Electa	Appointive
Warder	Appointive
Sentinel	Appointive

**a. Appointive Officers.** The members to be appointive officers shall be selected by the Worthy Matron at, or before, her installation.

**Sec. 2. Selection of Members to the House of Delegates, Robert Russell Eastern Star-Masonic Center of Colorado, Inc.** The Worthy Matron of each chartered subordinate Chapter may appoint one (1) delegate to represent their Chapter in the House of Delegates for the ensuing year. Delegates shall be members in good standing of the Chapter represented and need not to be Past Matrons or Past Patrons. Each appointed delegate shall assume

their duty at the close of the following Grand Chapter Session. (1998)(2017)

**Sec. 3. Officers of Chapters U.D. - How Selected.** The Worthy Matron, Worthy Patron, Associate Matron and Associate Patron shall be appointed by the Worthy Grand Patron. The Worthy Matron, so appointed, shall appoint all other officers. Officers of a Chapter U.D. cannot be installed.

**Sec. 4. Past Matrons and Past Patrons.** Any duly elected and installed Worthy Matron or Worthy Patron shall have the title of Past Matron or Past Patron, even though she or he did not complete the full term of office. Jewels and other honors given are the choice of each Chapter.

### ARTICLE III ELIGIBILITY FOR OFFICE

**Sec. 1. Eligibility for Office.** All officers shall be required to hold a certificate of proficiency from any recognized Grand Jurisdiction before being eligible for office. Subject to qualifications listed in Sections 2 and 3 of this Article III and Section 4.(e) of Article XIII (Plural Membership), any member in good standing of a Chapter is eligible to any office within its gift. (2010, 2014)

**Sec. 2. Gender of Officers.** The Worthy Matron, Associate Matron, Conductress, Associate Conductress and Star Points shall be Sisters. The Worthy Patron and Associate Patron shall be Brothers. The remaining officers may be either Sisters or Brothers.

**Sec. 3. Removal of Officers from Jurisdictions.** Any officer of a subordinate Chapter, moving outside the jurisdiction of same, shall be entitled to retain such office, provided her or his residence continues to be within the jurisdiction of the Grand Chapter of Colorado. Such officer may be advanced if it be the will of said subordinate Chapter. No officer of a Chapter may be a legal resident of another state, except where plural membership exists. (2014)

**ARTICLE IV****ELECTION OF OFFICERS IN CHARTERED CHAPTERS**

**Sec. 1. Annual Elections.** The Annual Election of officers shall be the last stated meeting in June each year, and cannot be held at any other time without authority of a dispensation for that purpose from the Worthy Grand Matron.

**Sec. 2. Canvassing Prohibited.** Canvassing for votes for any office in any subordinate Chapter in this Grand Jurisdiction is not in accord with the spirit of the Order, and the same is hereby strictly prohibited. Violation of this section shall subject the offender to charges and trial in accordance with the jurisprudence of the Order.

**Sec. 3. How Chosen.** Members to be candidates shall be nominated without eulogy, and elected in the order listed in Article II, Section 1, of these Bylaws provided that nothing herein shall prohibit the election of any eligible member who has not been nominated. If there is more than one nomination for any office, election shall be by written ballot; otherwise it shall be by the usual voting sign of the Order. A majority of votes cast shall be necessary to elect. Consideration shall not be given to blank ballots and they shall not be counted as votes cast.

**Sec. 4. Filling Vacancies in Elective Offices.** Vacancies in elective offices shall be filled by ballot at a stated meeting of the Chapter. A dispensation shall first be obtained from the Worthy Grand Matron for such election and installation. After dispensation is received, resident members shall be duly notified at least two (2) weeks prior to such special election.

**Sec. 5. Secret Work of the Order.** Each chartered subordinate Chapter shall maintain five (5) copies of the Secret Work of the Order for the use of the Worthy Patron, Associate Patron, Conductress, Associate Conductress and Prompter. (2014)



**a. Succession of Secret Work of the Order.** Prior to the annual election, all copies of the Secret Work of the Order shall be returned to the Chapter Secretary. Following the election and prior to the closing of Chapter the Worthy Patron-elect, Associate Patron-elect, Conductress-elect, Associate Conductress-elect and Prompter shall approach the Secretary's desk, receive the Secret Work of the Order, and sign the Subordinate Chapter receipt for same. (2011, 2014)(2017)

## **ARTICLE V INSTALLATION OF OFFICERS**

**Sec. 1. Annual Installation.** The annual installation of officers shall be the first stated meeting in September (never before this date), and cannot be held at a later date without authority of a dispensation for that purpose from the Worthy Grand Matron. In the event an annual election is not held, the officers will perform all the duties pertaining to their office until their successors have been lawfully chosen and installed. (2008)

**a.** The installation may occur during the regular meeting, or at a special meeting on the same date, for the purpose of an open installation. Such special meeting would not require a dispensation.

**b.** Open installations shall be held only after a favorable majority vote of the Chapter taken at a previous stated meeting.

**c.** Open installations should be controlled and not publicized as open to the public.

**Sec. 2. Installing Officers.** The installing Officer must not be of lower rank than Worthy Matron, Worthy Patron, Past Matron, or Past Patron. The rank of the Installing Officer determines the title of the officers assisting in the Installation Ceremony. (See current Ritual)

**Sec. 3. Installation of Absent Officers.** Elective or appointive officers, absent at the time of the installation, shall be installed as soon thereafter as practicable at a stated meeting of the Chapter.

No elective officer shall be installed after the first stated meeting in September, except by authority of a dispensation.

**Sec. 4. Installation of Officers Selected to Fill Vacancies.** Elective or appointive officers selected to fill vacancies shall be installed as soon thereafter as practicable at a stated meeting of the Chapter.

**Sec. 5. Officers Required to be Installed.** Subordinate Chapters must have an installed Worthy Matron, Secretary and Treasurer. (2007)

**Sec. 6. Objection to Installation.** An objection to the installation of any officer of a subordinate Chapter shall be invalid, unless the objection is accompanied by a copy of the charges the objector has filed with the subordinate Chapter of which the officer objected to is a member. In such event the installation of such officer shall be deferred until after proper disposition of said charges. (2007)

## ARTICLE VI

### DUTIES AND POWERS OF CHAPTER OFFICERS

**Sec. 1. Reading Constitution, Bylaws and Book of Instruction.**

**a.** It will be the duty of the elective officers and the prerogative of all officers, to read or listen to the reading of the Constitution, Bylaws, and the Rules of Order Governing the Grand Chapter, as well as the Bylaws Governing Subordinate Chapters, within sixty (60) days after the annual installation of officers.

**b.** Every officer will read or listen to the reading of the Grand Chapter Book of Instruction and special instructions issued before Grand Chapter by the incoming Worthy Grand Matron.

Compliance with requirements (a) and (b) will be reported by each Secretary to the Worthy Grand Matron.

**Sec. 2. Duties and Powers of the Worthy Matron.** The Worthy Matron shall perform duties and exercise powers as follows:

a. Preside at all meetings of the Chapter except during the conferring of the degrees.

b. See that its business is properly conducted and that the Laws, Rules and Regulations of the Order are strictly obeyed.

c. Appoint all committees (including those listed in BLSC, Art. VII) unless otherwise provided, and see that the officers perform their respective duties.

d. Appoint some Brother in good standing to fill the office of Worthy Patron in the absence of the Worthy Patron and the Associate Patron. Preference will be given to Past Patrons and members of the Chapter.

e. Insure that the Secretary and Treasurer complete all reports due the Grand Chapter by the deadlines as required in Bylaws Governing Subordinate Chapters, Article VI, Section 6.q., Section 7.d., and Article X, Section 3. (2009)

**Sec. 3. Duties of the Worthy Patron.**

a. The Worthy Patron will have general supervision over the affairs of the Chapter; advise and assist the Worthy Matron in the performance of her duties; see that the officers are proficient in their work; and preside during the conferring of the degrees.

b. Call the Chapter to order, in the absence of the Worthy Matron and Associate Matron, and appoint some Sister to fill the station of Worthy Matron. Preference will be given to Past Matrons of the Chapter.

c. The Worthy Patron, when occupying the chair at the request of the Worthy Matron, shall possess all the rights and privileges pertaining to the office of Worthy Matron.

**d.** The retiring Worthy Patron shall return the Secret Work of the Order to the Secretary and the Worthy Patron-elect shall receive same as specified in BLSC, Article IV, Section 5. (2014)

**Sec. 4. Duties of the Associate Matron.** The Associate Matron will perform the duties pertaining to her office; assist the Worthy Matron in the performance of her duties; and in the absence of the Worthy Matron, assume her station, prerogatives and duties.

**Sec. 5. Duties of the Associate Patron.** The Associate Patron will perform all the duties of the Worthy Patron during the absence of the Worthy Patron. Under such circumstances the Associate Patron will occupy the station of the Worthy Patron and have all the powers and prerogatives of the Worthy Patron.

The retiring Associate Patron shall return the Secret Work of the Order to the Secretary and the Associate Patron-elect shall receive same as specified in BLSC, Article IV, Section 5. (2014)

**Sec. 6. Duties of the Secretary.** The Secretary will, in addition to the duties indicated in the Ritual of the Order, perform the following duties:

**a.** Keep a correct record of the proceedings of the Chapter in a permanent record book provided for that purpose. In case a loose leaf record is used, the minutes shall be permanently bound at the close of the fiscal year, and the old minutes and records carefully preserved.

**b.** Receive all money due the Chapter and pay the same to the Treasurer, taking a receipt therefore. She shall keep an accurate record of the amount due the Chapter and the amount paid by each member and issue a dues receipt as appropriate. Also see Article XIII, Section 4. Plural Membership. (2002, 2014)

**c.** Notify all members of the annual election and all resident members of any special election, or special meeting, which may be called.

**d.** Conduct the correspondence of the Chapter under the supervision of the Worthy Matron.

**e.** Notify petitioners of their election or rejection, returning fees as appropriate. Notify all Chapters having concurrent jurisdiction, giving the names of petitioners rejected.

**f.** Sign all warrants ordered drawn by the Chapter, and attest all documents requiring the seal.

**g.** Present her annual report at the annual meeting of the Chapter or like report more often, when required by the Chapter or the Worthy Matron.

**h.** Deliver to her successor, when installed, all the books, papers, documents and other property of the Chapter in her custody.

**i.** Prepare typewritten reports to the Worthy Grand Matron, Worthy Grand Patron, and Grand Secretary, as required by them and by the Constitution and the Bylaws Governing Grand Chapter.

At the time of the Official Visit of the Worthy Grand Matron, she shall have available for inspection by the Worthy Grand Matron or her designee, the books of the Chapter, which will be signed and dated by the inspecting official.

**j.** Certify to the Worthy Grand Matron, Worthy Grand Patron and Grand Secretary, immediately after the annual installation, a list of the names and addresses of all elective officers of said Chapter.

**k.** Purchase Chapter supplies through the office of the Grand Secretary, as provided in Chapter 2, Par. 2.01, of the Bylaws Governing Grand Chapter.

**l.** Take the action required in Article XVII of Bylaws Governing Subordinate Chapters regarding members whose dues are in arrears.

**m.** Report immediately to the Grand Secretary all suspensions and expulsions, stating the reason therefore, and all reinstatements to membership.

Before members are suspended for non-payment of dues the names of such delinquent members shall be read by the Secretary at the first stated meeting, after all the requirements of Article XVII, Sections 1 and 2, of these Bylaws have been completed.

**n.** Prior to the annual election of officers, collect the Secret Work of the Order from the retiring Worthy Patron, Associate Patron, Conductress and Associate Conductress and Prompter. Following the election and prior to the closing of Chapter present the Secret Work of the Order to the officers elect and Prompter, and keep the signed receipt in Subordinate Chapter records. (2014)(2017)

In the event the retiring Worthy Patron, Associate Patron, Conductress, Associate Conductress or Prompter shall fail to deliver the Secret Work of the Order to the Secretary prior to the election, it shall be the duty of the Secretary to collect the current replacement fee for each copy not returned. In the event any of the four (4) officers is not installed, her/his copy will be kept by the Secretary of the Chapter until such time as the vacancy is filled. (2014)

**o.** If a Chapter owns Rituals for the use of officers in said Chapter, such officers shall be required to deposit with the Secretary the cost of the Ritual at the time the Ritual is given to the officer. When the Ritual is returned to the Secretary the deposit shall be returned to said officer.

**p.** She shall compile an annual report of all receipts, warrants drawn, balance in the treasury, and all other matters of information regarding the Chapter, and submit same, together with all books pertaining to the office, to the chairman of the Finance Committee at least three (3) days prior to the annual meeting of the Chapter.

q. She shall submit to the Grand Chapter the Chapter Compensation Report Form either once a year prior to the 7<sup>th</sup> day of April; or quarterly prior to the 7<sup>th</sup> day of April, July, October and January. (2009)

### **Sec. 7. Duties of the Treasurer.**

a. The Treasurer shall receive all moneys collected by the Secretary and give a receipt therefore; pay all warrants drawn on order of the Chapter, signed by the Worthy Matron and attested by the Secretary; furnish bonds in such amount as the Chapter shall direct; present her annual report at the annual meeting of the Chapter or a like report, at any time when required by the Chapter or the Worthy Matron; and deliver to her successor, when installed, all books, papers, money and property in her hands, belonging to the Chapter.

b. The Treasurer shall make an annual report containing a detailed statement in writing of all money received and disbursed during the fiscal year and the balance on hand, and shall submit same to the chairman of the Finance Committee at least three (3) days prior to the annual meeting of the Chapter.

c. At the time of the Official Visit of the Worthy Grand Matron, she shall have available for inspection by the Worthy Grand Matron or her designee, the books of the Chapter, which will be signed and dated by the inspecting official.

d. The Treasurer shall complete the Year End Financial Report (Form provided by Grand Chapter) and submit it to the Grand Treasurer thirty (30) days after the opening of the Grand Chapter Session. (2009)

**Sec. 8. Duties of the Conductress.** The retiring Conductress shall return the Secret Work of the Order to the Secretary and the Conductress-elect shall receive same as specified in BLSC, Article IV, Section 5. (2014)

**Sec. 9. Duties of the Associate Conductress.** The retiring Associate Conductress shall return the Secret Work of the Order to

the Secretary and the Associate Conductress-elect shall receive same as specified in BLSC, Article IV, Section 5. (2014)

**Sec. 10. Duties of Other Officers.** Other officers shall perform such duties as are appropriate to their several stations, or as may be required of them by the Worthy Matron or the Chapter. (2014)

## **ARTICLE VII COMMITTEES - APPOINTMENT AND DUTIES**

### **Sec. 1. Finance Committee.**

**a.** The Worthy Matron shall, at the time of her installation, announce a standing committee to be known as the Finance Committee, consisting of two (2) Sisters and one (1) Brother, at least two (2) of whom are not elected officers of the Chapter. (2009)

Any Chapter may change its Bylaws to provide for a Finance Committee on a continuing basis. At the beginning of this change the Worthy Matron shall appoint one (1) member to serve for one (1) year, one (1) to serve for two (2) years, and one (1) to serve for three (3) years. Thereafter, each Worthy Matron shall appoint one (1) member to serve for three (3) years. She shall also appoint other members should there be vacancies.

**b.** The Finance Committee shall audit and give its recommendation on all bills against the Chapter prior to payment. In the event the committee has failed to authorize payment of just bills against the Chapter, upon motion regularly made and carried, the Chapter may approve and pay the bills.

**c.** The Finance Committee shall examine and audit fully and completely the books, warrants, accounts and money in the hands of the Secretary and Treasurer, at least three (3) days before the annual meeting and at other times when required by the Chapter or the Worthy Matron. Such report shall be submitted in writing.



**Sec. 2. Proficiency Committee.**

a. The Worthy Matron shall, at the time of her installation, appoint a Proficiency Committee, consisting of at least two (2) Sisters and one (1) Brother, preferably the Associate Patron.

b. It shall be the duty of the Proficiency Committee to instruct all new members in the ritualistic and secret work of the Order, as set forth in the Book of Instructions. It shall be the duty of the committee to determine the proficiency of new members within sixty (60) days after initiation and report their findings to the Chapter. The Secretary will issue Proficiency Certificates and make record of same in the minutes.

**Sec. 3. Examining Committee.**

a. The Worthy Matron shall appoint a committee to examine members of the Order who desire to visit the Chapter and are not otherwise vouched for.

b. The committee shall require the visitor to present a receipt for dues for the current or preceding year or show other satisfactory evidence of good standing under seal; to take the test oath, and further satisfy itself as to the eligibility of the visitor.

**Sec. 4. Membership Committee.**

a. This committee shall consist of three (3) members. The Worthy Matron shall, at the time of her installation, appoint one (1) member for a three-year term. The Chairman shall be the appointed member serving her or his final year. Members may serve succeeding terms and concurrently as a District Chairman.

b. It shall be the duty of this committee to promote membership within the Chapter and work with the District Chairman to support programs and goals established by the Grand Chapter Membership Central Committee for promoting membership in the Order. (2003)

## **ARTICLE VIII VACANCIES IN OFFICE, HOW OCCURRING**

**Sec. 1. Vacancies in Office** of a subordinate Chapter may occur by death, permanent removal from the jurisdiction of the Grand Chapter, resignation given in writing, suspension or expulsion from the Chapter or from a Lodge A.F. & A.M., the selection of the occupant thereof to fill a different office, or by removal from office by competent authority.

**Sec. 2. Failure to Memorize Ritualistic Work.** Any officer, failing to memorize the ritualistic work of the Order pertaining to her or his office within sixty (60) days after installation, shall forfeit said office, unless excused by a majority vote of the Chapter.

**Sec. 3. Absence of Elective Officer.** When any elective officer of a subordinate Chapter shall be absent for three (3) or more stated meetings of the Chapter without sufficient reason, the Worthy Matron may, at any stated meeting of the Chapter, and by majority approval of those present and voting, declare the office vacant and appoint some member to fill the vacancy. (2008)

**Sec. 4. Absence of Appointive Officer.** When any appointive officer shall be absent for three (3) or more consecutive stated meetings of the Chapter without satisfactory reason, the Worthy Matron may, at her discretion, at any stated meeting of the Chapter, declare the office vacant and appoint some member to fill the vacancy.

## **ARTICLE IX DISPENSATIONS**

Irregular events of a Chapter that require prior approval of the Worthy Grand Matron or the Worthy Grand Patron are listed in Chapter 3 of the Bylaws Governing Grand Chapter.

**ARTICLE X**  
**FISCAL YEAR, ANNUAL REPORTS,**  
**RETURNS TO GRAND CHAPTER**

**Sec. 1. Fiscal Year.** The fiscal year of subordinate Chapters shall begin September 1<sup>st</sup> and end August 31<sup>st</sup>.

**Sec. 2. Reports Format.** Reports from subordinate Chapters to the Grand Chapter and Grand Chapter officials shall be typewritten. The names of married Sisters shall be suffixed by a parenthetical note (Mrs.) or (Mrs. and the husband's given name), as the Sister may prefer.

**Sec. 3. Returns.** On or before July 15<sup>th</sup> in each year, each subordinate Chapter shall transmit returns for the preceding year ended June 30<sup>th</sup> to the Grand Secretary on such forms as may be furnished. Any delinquencies will be reported by the Grand Secretary to the Worthy Grand Matron and the Associate Grand Matron by July 30<sup>th</sup>. (2009)

The returns shall be as follows:

**a. Roster of Officers and Members.** A list of its current elective officers and members, giving their addresses and marking with an asterisk the name of all Past Matrons and Past Patrons, and with a double asterisk the name of a Worthy Grand Matron or a Worthy Grand Patron and the names of Past Grand Matrons and Past Grand Patrons who are members of the Chapter. Members, who are temporary members of a Chapter U.D. shall be included in this roster. (2014)

**b. Gain and Loss in Membership.** A list of the names of all initiates and affiliates admitted to membership during the preceding year ending June 30<sup>th</sup>, also all deaths, demissions, suspensions, expulsions, rejections, reinstatements and restorations, together with the date of such action set opposite each name. Errors in previous reports should be noted.

**Sec. 4. Remittance of Chartered Chapters.** Each Chartered Chapter shall pay annual dues, the sum as stated in Chapter 2, Par. 2.02, of the Bylaws Governing the Grand Chapter, for each member carried on the roll of membership on June 30<sup>th</sup>. Members who join a Chapter U.D. by certificate shall be included in the computation. In addition, each Chartered Chapter shall pay to the Grand Chapter annually, One dollar (\$1.00) for each person

initiated or affiliated during the year ending June 30<sup>th</sup>.  
(2009)(2014)

There shall be collected by each subordinate chartered Chapter the sum of Five dollars (\$5.00) from each person initiated, affiliated, or received by plural membership therein, at the time of their petition, and remitted by the subordinate chartered Chapter with its annual return to the Grand Chapter. This sum to be remitted to the General Grand Chapter, for the benefit and maintenance of the International Headquarters. (2014)

**Sec. 5. Remittance of Chapter U.D.** Each Chapter working under dispensation shall remit to the Grand Chapter, at the time the petition for a charter is submitted, the sum of One dollar (\$1.00) for each person initiated during the time that the Chapter is under dispensation. (2009)

There shall be collected by each Chapter working under dispensation the sum of Five dollars (\$5.00) from each person initiated therein, at the time of their petition and remitted by the Chapter U.D. with its annual return to the Grand Chapter. This sum to be remitted to the General Grand Chapter for the benefit and maintenance of the International Headquarters. (2009)

## **ARTICLE XI MEETINGS OF THE CHAPTER**

### **Sec. 1. Requirements for Opening Chapter and Conducting Business.**

a. A Chapter cannot be opened nor conduct business without the presence of a charter or a dispensation, the Holy Bible opened upon the Altar at the proper place, a copy of the Grand Chapter Constitution and Bylaws, the Grand Chapter Book of Instructions, upon the Secretary's desk. Also required are at least seven members of the Chapter in good standing therein, including one (1) of the first four (4) officers.

b. When there are not enough members present to fill all the stations, the following must be filled: Worthy Matron, Associate Matron, Secretary, Conductress, Chaplain, Warder and Sentinel. A Brother must fill the office of Worthy Patron during Balloting and the Initiation Ceremony. (2009)(2017)

c. Each Chapter shall have on file a copy of the current Grand Chapter proceedings, either in printed or electronic format. (2010) (2013)

**Sec. 2. Exclusion of Children.** Children over two (2) years of age shall be excluded from all meetings and rehearsals of ritualistic and secret work of the Order.

**Sec. 3. Meetings of Chapter.** Meetings of the Chapter are either Stated or Special.

**a. Stated Meetings** are those held at the prescribed time in the Bylaws of the Chapter but no less frequently than once each month. At such meetings all general business such as reading, receiving, referring, reporting and balloting upon petitions for initiation or affiliation, election of officers, the introduction and disposal of all routine or legislative business, reading and approving of the minutes, shall be transacted.

On the occasion of the Official Visit only business requiring action, or that requested by the Worthy Grand Matron or her deputy, shall be transacted. When the occasion of the Official Visit by the Worthy Grand Matron or her deputy causes the Chapter to meet on a date other than a stated meeting, the Chapter may, by majority vote, dispense with one stated meeting during the calendar month in which the Official Visit occurs.

**b. Special Meetings** may be called at the direction of the Worthy Grand Matron, the Worthy Matron, or in the case of the absence, death or disability of the Worthy Matron, then by the Associate Matron.

In case of Chapters U.D., the Worthy Grand Patron may call a special meeting.

No business shall be transacted at such special meetings except that for which the meeting is called, which may include trials, conferring degrees, or ceremonial observances.

Chapters shall not be convened on Sunday except to conduct funeral services or open installation of officers.

**Sec. 4. Notification.** Notification of special meetings called for ceremonial purposes may be given upon the previous day by publication in a daily newspaper or in towns having no such newspaper, by the Worthy Matron of a Chapter serving personal notice upon a sufficient number of members of said Chapter to fill the chairs.

Notification of special meetings called for all other purposes shall be served by the Secretary mailing notice thereof to all resident members of the Chapter at least five (5) days before the date set for same.

**Sec. 5. Annual Meeting.** The Annual Meeting of a Chapter shall be the first stated meeting in September.

**Sec. 6. Suspension and Resumption of Stated Meetings.**

a. The Bylaws of each Chartered Chapter shall provide for at least one (1) stated meeting in each month. When the Bylaws of the Chapter so provide, the Chapter may by resolution proposed at a stated meeting within sixty (60) days prior to the proposed suspension of meetings and adopted by a two-thirds (2/3) vote of the members present and voting. The Chapter may suspend all or selected meetings during any two (2) consecutive months of the year chosen by vote of the Chapter provided that the Chapter holds ten (10) stated meetings as required by General Grand Chapter. A Chapter having voted to suspend meetings during any two (2) consecutive months cannot call one again for any purpose, except by order of the Worthy Grand Matron. Meetings so ordered shall be designated "Special Meetings". (2012)(2017)

Notification of such "Special Meetings" shall be as provided in Section 4 of this Article. (2012)

**b.** In the event that a stated meeting of a Chapter falls during session of the Grand Chapter or on a holiday, Christmas Eve or New Year's Eve, the meeting may be suspended by majority vote of the members present at a stated meeting of the Chapter. (2012)

**c.** In the event that a stated meeting of a Chapter is scheduled on an evening when the local police are advising people not to be on the roads the Worthy Matron and Worthy Patron may suspend the meeting. The Worthy Matron may also suspend a meeting when it is deemed in the best interest of the members not to be out due to severe cold or the forecast is declaring dangerous conditions or the building is closed. (2012)

**d.** Chapters meeting once a month who have voted to suspend meetings for two (2) months would fall below the General Grand Chapter requirement for ten (10) meeting annually if meetings were suspended for weather, Grand Chapter or holidays. Such Chapters shall ensure their bylaws shall provide the means for meeting the ten (10) meeting requirement. (2012)

## **Sec. 7. Order of Business.**

1. Opening of Chapter.
2. Reading and Approval of Minutes.
3. Conferring Degrees.
4. Reports of Illness and Distress
5. Report of Committee on Character.
6. Balloting on Petitions for Membership.
7. Presentation of New Petitions for Membership.
8. Reading of Communications.
9. Reading and Allowance of Bills.
10. Reports of Special Committees.
11. Reports of Standing Committees.
12. Unfinished Business.
13. New Business.
14. Election and Installation (at appropriate meetings).
15. Good of the Order. (Under this heading members

may express themselves upon matters pertaining to the Order without a question being before the Chapter.)

16. Closing of Chapter.

**Sec. 8. Parliamentary Law.** Parliamentary Law, as contained in Roberts' Rules of Order, so far as the same is applicable to the nature of this Order, and so far as the same is not in conflict with the Constitution, Bylaws and Regulations of the Grand Chapter, or the Landmarks of the Order, shall govern all deliberations.

**Sec. 9. Motion to Adjourn Not in Order.** A motion to adjourn is never in order.

**Sec. 10. Appeal Decision of Worthy Matron.** An appeal from a decision of the Worthy Matron on points of O.E.S. law can be taken only to the Grand Chapter, or its executive head. On all other matters an appeal may be taken to the Chapter itself.

**Sec. 11. Manner of Voting.** The manner of voting on all questions shall be by show of hands or a standing vote, except the election of officers, which shall be as prescribed in Article IV, Section 3 of these Bylaws, and voting upon charges brought against a member, which shall be as prescribed in Par. 11.10 of Bylaws Governing Grand Chapter. Written ballot may be taken on financial matters of a Chapter, if requested by a majority vote of the Chapter.

**Sec. 12. Variation of Order of Business.** The order of business may be varied at any meeting by a two-thirds ( $\frac{2}{3}$ ) vote of the members present, and as provided in Article XI, Section 3.a.

**Sec. 13. Official Communications.** Each Chapter shall require all communications from the Worthy Grand Matron and Grand Chapter to be read in open Chapter at the next stated meeting after they are received.

**Sec. 14. Solicitations.** Letters from persons or organizations from outside the Masonic family which solicit funds, advertise or seek



to sell tickets or merchandise shall not be read in Chapter without the permission of the presiding officer.

**Sec. 15. Resolutions.** All resolutions shall be submitted in writing and read by the Secretary before they are considered by the Chapter.

**Sec. 16. Controversial Subjects Not Permitted.** Any discussion of religious, political or disturbing subjects shall not be allowed in the Chapter. The presiding officer shall limit discussion to such subjects as are conducive to the "Good of the Order".

**Sec. 17. Moving Charter to New Permanent Location.** A Chapter may move at a stated meeting, to change its permanent place of meeting from one hall to another in the same city, town or community, or in a city, town or community having concurrent jurisdiction, provided a written notice has been sent by the Secretary to resident members at least ten (10) days prior to said stated meeting. A favorable vote by two-thirds ( $\frac{2}{3}$ ) of the members present at such meeting is necessary. No change shall be made until a dispensation for such move has been received from the Worthy Grand Matron.

When moving a charter permanently to another building and such building is not a Masonic Hall or a Masonic Temple, the Worthy Grand Matron shall appoint a committee to inspect this building and report its findings to her. If the report is favorable and the above requirements have been met, the Chapter may move their charter.

**Sec. 18. Exemplification of Initiation.** The Initiatory Work of the Order shall be performed and/or exemplified by each subordinate Chapter at least twice each year. (2010)

**ARTICLE XII**  
**JURISDICTION, ORGANIZATION, CONSOLIDATION,**  
**AFFILIATION, ARREST AND SURRENDER OF**  
**CHARTER OF CHAPTERS**

**Sec. 1. Jurisdiction.**

**a. Jurisdiction of Chapter.** The Jurisdiction of a Chapter shall be the territory within the corporate limits of the city or town in which said Chapter is located, together with one-half ( $\frac{1}{2}$ ) of the territory lying between such corporate limits and the corporate limits of the nearest city or town in the various directions in which another Chapter is located.

**b. Waiver of Jurisdiction.** When a petition is received from a candidate over which another Chapter has jurisdiction, the Worthy Matron shall order said petition to be held until a waiver is received from the Chapter having jurisdiction over the applicant.

**c. Waiving Jurisdiction by Chapter.** A waiver of jurisdiction in favor of a requesting Chapter may be granted by a Chapter not exercising concurrent jurisdiction by a majority vote of members present. If the waiver is granted, the Chapter requesting the waiver shall make the investigation of the petitioner.

Any persons wishing to petition for the degrees to a subordinate Chapter outside of the jurisdiction in which they reside must first have resided in their current jurisdiction for six (6) months. (2008)

A petitioner must acquire necessary residence in the jurisdiction of some subordinate Chapter and secure waiver of same, before petitioning elsewhere.

**d. Concurrent Jurisdiction.** Two (2) or more Chapters in any town or city shall exercise concurrent jurisdiction.

**e. Concurrent Chapters.** Chapters having concurrent jurisdiction within their common territory are as follows: Unity No. 97, Oriental No. 98, Southgate No. 104, Areme No. 124, Heritage No. 154 and Metro No. 157. (2011)

**f. Waiving Jurisdiction by Concurrent Chapter.** Waiver of jurisdiction over persons residing in territory possessed in common by two (2) or more Chapters may be granted by any one (1) of the Chapters exercising concurrent jurisdiction. A petition for a waiver of jurisdiction to any one (1) of several Chapters having concurrent jurisdiction shall be equivalent to a petition to all Chapters involved.

**g. Concurrent Jurisdiction Chapter Notification.** Each Chapter having concurrent jurisdiction with one (1) or more Chapters shall immediately notify said Chapter, or Chapters, of any rejection of petitions for degrees or for affiliation.

## **Sec. 2. Organization of New Chapters.**

**a. New Chapters.** Nothing in Section 2 shall be construed to prohibit the members of an extinct Chapter, or any of them possessing the necessary qualifications by themselves or with others, from petitioning for a dispensation to organize a new Chapter.

**b. Number of Petitioners for Dispensation.** The petition for dispensation to form a new Chapter shall be on a form provided for that purpose by the Grand Chapter and shall show the standing in the Order of each signer. It shall be signed by not less than twenty (20), nor more than thirty (30) qualified persons, at least two (2) of whom shall be affiliated Master Masons in good standing in a regular Lodge, and not less than ten (10) of whom must be women. (For further information see Section 16.02.i. of the Constitution.) Each petitioner for the dispensation shall be assessed not less than Five dollars (\$5.00) which will provide the fee required by Par. 2.05.d. of the Bylaws Governing Grand Chapter, as well as other interim expenses of organization.

**c. Qualifications of Petitioners.** In cities where one (1) or more Chapters exist, all signers of a petition for dispensation to

form a new Chapter shall be members of the Order. A petition shall be accompanied by evidence of good standing of all the petitioners, as follows:

(1) Affiliated members of subordinate Chapters in this Grand Jurisdiction shall hold Certificates of Good Standing under seal from the Secretaries of their respective Chapters declaring that the petitioners named are members of said Chapters in good standing and that their dues are paid up to the date of the next annual session of this Grand Chapter.

(2) Unaffiliated members of the Order shall hold demits from Chapters working under the jurisdiction of any Grand Chapter recognized by the General Grand Chapter, or working under the jurisdiction of said General Grand Chapter.

(3) Master Masons, who are not members of the Order shall hold certificates under seal from the Secretaries of their respective Lodges that the Brothers named are affiliated members of said Lodges in good standing.

(4) Qualified female relatives of Master Masons shall hold documentary evidence, under seal from the Secretaries of Masonic Lodges, showing that the Master Mason through whom eligibility to membership is claimed, is now or was at the time of his death, a member in good standing in said Lodge.

**d. Dispensation Not Issued Without Consent of Existing Chapter.** No dispensation shall be issued by the Worthy Grand Patron to form a new Chapter in a town or city where one (1) or more Chapters exist, except with the consent of a majority of the members of each Chapter, provided that when three (3) or more Chapters exist in such town or city, the consent of only two-thirds ( $\frac{2}{3}$ ) of such Chapters need be obtained. Such request need not list the names of all petitioners for dispensation, only the names of the Worthy Matron, Worthy Patron, Associate Matron and Associate Patron. The existing Chapters shall be concerned only whether or

not a new Chapter should be organized, not with the personnel of those who seek to bring about the organization of a new Chapter. No Chapter shall have the privilege of saying who shall leave a Chapter and join a new Chapter.

**e. Dispensation Not Issued Near Grand Chapter Session.** No dispensation to form a new Chapter shall be issued by the Worthy Grand Patron later than March 1<sup>st</sup> prior to the date of the next annual session of this Grand Chapter.

**f. Chapters Must be Instituted by the Worthy Grand Patron before Working.** Chapters under dispensation must be organized and instituted by the Worthy Grand Patron, or his special deputy, before they are authorized to work under the dispensation, and when so working they shall be referred to as Chapter U.D.

**g. Appointment of Officers of U.D. Chapters.** The Worthy Matron, Worthy Patron, Associate Matron and Associate Patron of Chapters under dispensation shall be appointed by the Worthy Grand Patron. The Worthy Matron so appointed shall appoint all other officers.

**h. Laws Governing Chapters U.D.** Chapters under dispensation shall be governed by the Bylaws and Regulations of this Grand Chapter pertaining to subordinate Chapters, so far as the same may be applicable to Chapters working under dispensation.

**i. Powers of Chapter U.D.** Chapters under dispensation cannot elect nor install officers, nor collect dues. Their powers are limited to receiving and balloting upon petitions for the degrees and affiliation. Petitions for affiliation must be accompanied by demits or Certificates of Good Standing. Members of the Order who desire to become charter members, if elected, will be listed on the Charter.

They shall refer all charges of misdemeanor against any members of the Order to the Appeals and Grievances Committee of the Grand Chapter.

**j. Chapters U.D. Propose Bylaws, Fix Dates of Meetings, Fees and Assessments.** Chapters under dispensation shall propose their Bylaws to the Grand Chapter. By resolution they shall fix the dates of their meetings; the fee to be charged for the degrees, which shall not be less than Five dollars (\$5.00); and may levy an assessment in lieu of dues upon each petitioner for the dispensation for the purpose of defraying the expenses of the Chapter while working under dispensation. The assessment levied shall not exceed in amount the fee to be charged for the degrees.

**k. Applications from Members of the Order to Become Charter Members.** A member of the Order who, after a Chapter has been instituted, wishes to become a Charter Member shall hold either a demit or a Certificate of Good Standing as set forth in Section 2.c.(1) of this Article, and shall petition the Chapter U.D. for affiliation.

**l. Status in Original Chapter of Petitioners for Dispensation or for Charter Membership, Prior to Constitution of Chapter.** The memberships of petitioners, either for the dispensation of a new Chapter or to become charter members, who use Certificates of Good Standing as the basis for their petitions, shall be held in abeyance in their original Chapter until the new Chapter has been constituted. During this time the original Chapter shall report these members, as provided in Article X, Sections 3 and 4, until demits have been issued.

**m. Petitioners Become Permanent Members When Charter is Granted and Demits Filed.** Members of the Order who sign a petition for dispensation for a new Chapter become temporary members of the Chapter U.D. as soon as it is instituted. While the new Chapter is under dispensation, they have all rights as members of the new Chapter but subject to the limitations regarding voting in Chapters as set forth in Section 1(p). When a charter is granted, and their demits are filed from the former Chapters, they will become permanent members of the new Chapter.

**n. Members Must File Demits.** Members of the Order who use a Certificate of Good Standing as a basis to petition for a dispensation or to become a charter member of a new Chapter shall, within one hundred twenty (120) days after the new Chapter is constituted, file a demit from the Chapter issuing the Certificate. Failure to do so shall invalidate their membership in the new Chapter. The burden of filing the demit shall rest upon the member.

**o. Secretary of U.D. Chapter Notified Affected Chapter of Petition for Charter Membership.** When a member of the Order, having a Certificate of Good Standing from a subordinate Chapter, petitions a Chapter U.D. to be elected to become a charter member, it is the duty of the Secretary of the Chapter U.D. to immediately notify the Chapter of which the petitioner is a member.

Such notification may be in groups when more than one (1) member of a Chapter petitions a U.D. Chapter to become a charter member.

**p. Right to Vote.** No person shall have the right to vote in a Chapter U.D. until she or he shall have received the Degrees of the Order, or have been made a member under the provisions of Section 16.02.i. of the Constitution. A member of the Order in the process of becoming a member in the new Chapter shall be entitled to vote in the Chapter U.D. as follows:

(1) A signer of a petition for dispensation for a new Chapter:

[a] With a Certificate of Good Standing, shall have the right as soon as the Chapter U.D. has been instituted and his Certificate filed.

[b] With a demit, shall have the right as soon as the Chapter U.D. has been instituted.

(2) A petitioner, after Chapter U.D. has been instituted, to become a charter member of the new Chapter:

[a] With a Certificate of Good Standing, shall have the right to vote after she/he has been elected, the new Chapter has been constituted, and the certificate has been filed.

[b] With a demit, shall have the right to vote after she/he has been elected and the new Chapter has been constituted.

**q. Suspend Meetings and Forward Returns.** Chapters under dispensations shall suspend all meetings at least twenty (20) days before the date of the next annual session of the Grand Chapter and forward immediately to the Grand Secretary their dispensations, records, returns and petitions for a charter, together with a copy of their proposed Bylaws for the approval of the Grand Chapter.

**r. Expiration of Dispensations.** All dispensations to form new Chapters shall expire at the date of the next annual session of the Grand Chapter, unless continued by vote of the same. A certificate of such vote, under seal, shall be immediately forwarded to the Worthy Matron by the Grand Secretary.

**s. Status of Memberships Should Dispensations Not be Renewed, Nor Charter Granted.** Should a dispensation expire without renewal and a charter for a new Chapter not be granted by the Grand Chapter, the memberships of the members of the former Chapter U.D. shall be handled as follows:

(1) Those coming to the Chapter U.D. by demit shall have their demits returned to them.

(2) Those coming to the Chapter U.D. by Certificates of Good Standing shall have their memberships reactivated in their original Chapters as of the date of the Grand Chapter Session at which the dispensation expired.

(3) Those coming to the Chapter U.D. by petition for the degrees or under the provisions of Section 16.02.i. of the Constitution (Degrees at Sight), shall have a Certificate of Good



Standing issued by the Grand Chapter as provided in Article XII, Section 4(a), of these Bylaws, following the surrender of a charter.

**t. Chapter U.D. Officers Members of Grand Chapter Upon Constitution.** The Worthy Matron, Worthy Patron, Associate Matron and Associate Patron of a Chapter U.D., who are serving as such at the time a charter is granted to the Chapter, shall, by virtue of such grant, and after being installed, become entitled to all the rights and privileges in this Grand Chapter accruing to the above officers of a chartered subordinate Chapter.

**u. Chapter U.D. Officers Serving Until Annual Election Entitled to Rights and Privileges.** The Worthy Matron and Worthy Patron, who have served as such under dispensation and under charter until the annual election of officers, shall receive the title of Past Officers and entitled to all the rights and privileges pertaining to the same.

### **Sec. 3. Consolidation of Chapters.**

**a. Proposal for Consolidation.** Two (2) or more Chapters having concurrent or adjacent jurisdiction may be consolidated in the following manner.

(1) Notify the Worthy Grand Matron, Grand Secretary and Jurisprudence Committee in writing.

(2) The Consolidating Chapters shall invite the Jurisprudence Committee to a meeting to explain all options. (2006)

(3) The Worthy Matron, assisted by two (2) elected officers, will explore suitable and interested Chapters with whom they may consolidate prior to the Chapter meeting at which a vote will be taken and present information for Chapter consideration. (2002)

**b. Notice of Proposed Action.** A proposal shall be presented in each Chapter at a stated meeting in the form of a petition signed by at least ten (10) percent of the total membership of the Chapter. Should the membership of the Chapter be less than fifty (50), then by at least five (5) members of the Chapter. After the proposal for

consolidation has been presented in each Chapter a vote on the proposal shall be taken at a subsequent stated meeting of each Chapter. Notices of the proposal and of the date a vote will be taken on the proposal shall be mailed simultaneously to the members of all Chapters involved at least two (2) weeks prior to the vote. (2002)

**c. Balloting.** At a stated meeting in each Chapter at which the members have been notified to appear, the question shall be presented by the presiding officer, after which a vote by written ballot shall be taken. A majority vote of those present and voting shall be necessary to favor consolidation. The Secretary shall immediately notify the other Chapter or Chapters involved of the result of their Chapter's vote. She shall also report the result of the vote to the Worthy Grand Matron and to the Grand Secretary. (2002)

**d. Concurrent Vote Required.** When all Chapters involved have voted, and the Worthy Grand Matron and the Grand Secretary have been informed of the result in each Chapter involved, the Worthy Grand Matron shall direct the Grand Secretary to issue an Order for the Consolidation of those Chapters who have voted in favor of consolidation. The Order shall include the effective date of consolidation and shall be signed by the Grand Secretary and the Worthy Grand Matron and bear the Seal of the Grand Chapter of Colorado, Order of the Eastern Star. The Worthy Grand Matron, after consultation with the Worthy Matrons of the consolidating Chapters, shall determine the effective date of consolidation. Should only two (2) Chapters be involved in voting to consolidate, the vote must be affirmative in both Chapters to proceed with consolidation. Any Chapter in which the vote to consolidate was not positive may not submit a proposal to consolidate in the same Chapter year. The Worthy Grand Matron shall also notify the chairman of the Charters Committee, said Committee to assist the consolidating Chapters with the transfer of

their funds and property as per Chapter 7, Par. 7.01.c.; Bylaws Grand Chapter. (2006)

**e. Name, Number and Meeting Location.** The name and meeting location of the consolidated Chapter shall be determined by a majority vote of the members of the newly formed consolidated Chapters at its first meeting. The vote is to be confined to the members of the Chapters who are present and voting. The number of the consolidated Chapter shall be assigned by the Worthy Grand Matron and the Grand Secretary. (2002)

**f. Property.** All funds and properties of the consolidating Chapters shall become frozen at the time of the affirmative vote to proceed with consolidation, with the exception of payment of normal expenses. Funds will become the property of the consolidated Chapter on the date of the consolidation. The Charter, Seal and Secret Work of every Chapter, except the oldest Chapter consolidating, shall become the property of the Grand Chapter of Colorado, and shall be taken by each Chapter to the Grand Chapter office at the time of consolidation. (2002)

**g. Meetings.** The meetings of the consolidated Chapter shall be held at the time fixed by the Bylaws of the oldest Chapter until such time as the consolidated Chapter shall adopt Bylaws for its own government.

**h. Officers.** At the consolidation of Chapters all offices shall become vacant except that of Worthy Matron of the oldest Chapter, who shall fill all offices by temporary appointment. At the first meeting of the consolidated Chapter, the Worthy Matron shall set a time for holding the election of officers of the consolidated Chapter. At this time all elective officers of the Chapter, including the Worthy Matron, shall be elected. Officers shall be selected as provided in Article IV, Section 3 of Bylaws Governing Subordinate Chapters. At the next stated meeting the elected and appointed officers shall be installed and committees announced as required by Article VII of these Bylaws. The term of the officers shall be until the next annual installation of officers as provided in Article V. Upon the election of officers, the Secret

Work shall be returned to the Chapter secretary for distribution as provided in Article IV, Sec. 1.a. of the Bylaws of Subordinate Chapters. Upon receipt of the newly consolidated Chapter's Seal and Charter, the Seal and Charter of the oldest Chapter shall become the property of the Grand Chapter of Colorado, and shall be taken to the Grand Chapter office. (2002)

**i. Signing of the Bylaws.** The Bylaws book of each Chapter consolidating shall become the property of the new Chapter, and a part of its records. Therefore, the members of the Chapters consolidating are not required to sign the Bylaws of the new Chapter. (1997)

**j. Secretary and Treasurer.** The Secretary and Treasurer of each consolidating Chapter shall file final reports with Grand Chapter. These shall include a copy of the most recent financial statement sent to the Grand Chapter office, a list of estimated expenses to the date of consolidating, anticipated donations, and a report showing all funds and properties to be transferred to the consolidated Chapter. They shall also include a list of members suspended or demitted prior to consolidating, and a list of the members consolidating, including the number of Life Members and Fifty-Year members. (2002)

**k.** An optional consolidation ceremony is available through Grand Chapter; however the effective date of the consolidation is determined by order of the Worthy Grand Matron. (2006)

#### **Sec. 4. Affiliation of Chapters.**

**a. Procedure.** The combined Procedure for Affiliation and the Process Checklist is a document apart from the Bylaws Governing Subordinate Chapter in Colorado, but carrying the same weight and authority as the aforementioned and shall be used by Chapters involved in the affiliation process. (2009)

## **Sec. 5. Arrest and Revocation of Charter.**

**a. Arrest of Charter.** The Worthy Grand Matron has the power under Section 16.01.u. of the Constitution to arrest the charter of a subordinate Chapter for good cause and thereby suspend it from working. Such arrest shall not extend beyond the next annual session of the Grand Chapter.

While the charter is under arrest, the Chapter shall not hold meetings, but other rights, privileges and jurisdiction of the Chapter are not destroyed, but remain in abeyance until the Grand Chapter passes upon the arrest. Justice to the Chapter requires that all its rights remain intact. Therefore, it is improper to grant certificates to its members. It is illegal for any other Chapter to receive the petition of any of its members or to invade its jurisdiction, except the jurisdiction be concurrent, until such arrest has been confirmed by the Grand Chapter revoking the charter.

**b. Revocation of Charter.** The Grand Chapter may revoke the charter of a subordinate Chapter for willful disobedience or violation of the Landmarks or Ritual of the Order, or the Bylaws and Regulations of the Grand Chapter. It may also revoke the charter for insubordination; for failure to meet for six months; for failure to make annual returns, or pay annual dues to the Grand Chapter for two (2) consecutive years; and for failure to be represented in Grand Chapter for two (2) years. It may impose the same penalty whenever, in its judgment, the condition of the Chapter as to discipline, finances, numbers, or lack of interest in the work, is detrimental to the Order. The Grand Chapter shall be governed by Paragraph 11.08, wherein the Worthy Grand Matron shall stand as the accuser, Para. 11.09 and 11.10 of the Bylaws Governing Grand Chapter.

**c. Chapters Heard Before Arrest or Revocation of Charter.** No charter shall be arrested by the Worthy Grand Matron, or revoked by the Grand Chapter, until the Chapter shall have had due notice of the cause of such action, and the members shall have the opportunity to be heard in the subordinate or Grand Chapter, as the case may be.

**d. Discipline Member Participating in Work of Suspended Chapter.** Any member who shall be present at or assist in the work of a Chapter, knowing its dispensation or charter has been arrested, shall be liable to discipline.

**e. Notification of Revocation.** Upon a two-thirds ( $\frac{2}{3}$ ) majority vote at the annual session of Grand Chapter to revoke a chapter's charter the Worthy Grand Matron shall instruct the Grand Secretary to notify the Worthy Matron by letter within seven (7) days after the close of the annual session the result of the vote. The letter shall also include notice to the Worthy Matron that a designated member of the Charters Committee shall be in contact with the Worthy Matron to assist in accomplishing a complete inventory of the records, books, paraphernalia and other property of the Chapter and the proper disposition of same. (2012) (2013)

**f. Disposition of Property.** Upon revocation of charter of a Chapter, it shall be the duty of the last Worthy Matron, Worthy Patron, Secretary and Treasurer thereof to surrender to the designated member of the Charters Committee, the Charter or Dispensation, all Minutes, Membership and Financial Records, Seal, and copies of the Secret Work. All money in the treasury, after paying all debts of the Chapter must be remitted to the Grand Chapter of Colorado, O.E.S., along with all other property belonging to the Chapter, within one (1) month from the date of revocation. All this shall become the property of the Grand Chapter of Colorado. Any member refusing to make such surrender shall be liable to discipline for violation of the laws of the Order. It shall be understood that if the charter is restored within two (2) years of its revocation, the property and money herein mentioned, and still in possession of the Grand Chapter, shall be returned. (2012) (2013)

**g. Grand Chapter Certificates Issued at Revocation of Charter.** When the charter is revoked by the Grand Chapter, all members whose dues were paid up to the time of the revocation of

the charter shall receive from the Grand Chapter a Certificate of Good Standing in the Order, which shall be in lieu of a regular demit and so accepted by all Chapters. The members issued Certificates of Good Standing shall be recognized as members in Good Standing of the Grand Chapter of Colorado for one (1) year from the date the Certificate was issued. After one (1) year, if a member holding a Certificate of Good Standing does not affiliate with another Chapter, the Certificate becomes the same as a regular demit, if requested.

Those who have been suspended from a defunct Chapter for non-payment of dues may receive a Certificate of Good Standing by making application to the Grand Secretary for reinstatement, paying dues to the date of their suspension and being reinstated by two-thirds ( $\frac{2}{3}$ ) written ballot of the Grand Chapter.

**h. Name and Number of Defunct Chapter.** When a Chapter has forfeited its charter its name shall be removed from the register of the Grand Chapter and its number shall not be used again in a charter unless it shall be subsequently restored to the original Chapter by the Grand Chapter.

**i. Property Restored at Return of Arrested Charter.** Whenever a charter shall have been arrested but the Grand Chapter determines that the charter will not be revoked, all property and effects received by this Grand Chapter shall be returned with the charter, less the expense incurred by this Grand Chapter.

When the arrest shall be adjudged by this Grand Chapter to have been erroneous, then the restoration of the property and effects shall be made without expense to the subordinate Chapter.

## **Sec. 6 Restoration of Charter.**

**a. Restoration of Charter.** If this Grand Chapter, upon final hearing, shall revoke the charter it may later restore it. However, such restoration must be made to the identical Chapter in name and number.

The right of each member thereof to be restored to membership in such revived Chapter shall not be abridged, provided that she or he was in good standing therein at the time of revocation and holds a Certificate of Good Standing from this Grand Chapter or Grand Secretary. However, the member shall deposit her or his Certificate with the Secretary within one (1) year from the date of restoration of the charter.

**b. Petition for Restoration of Charter.** Application for the restoration of a revoked charter may be made by fifteen (15) members of the Chapter at the date of revocation. The application shall be by petition to the Grand Chapter and shall be presented within two (2) years from the date of revocation.

**c. Property Restored at Restoration of Charter.** If a charter once revoked shall be restored, this Grand Chapter shall return to the Chapter affected the books, seal, records, and files, together with such other property not otherwise disposed of.

## **Sec. 7. Surrender of Charter.**

**a. Surrender of Charter, Conditions Warranting.** Any Chapter failing to hold the required stated meetings, as set forth in their By-laws, due to lack of a quorum for three (3) consecutive months, shall notify in writing, the Worthy Grand Matron and Grand Secretary of such circumstance. Said notification may be made by any member of the order. (2015)

**b. Convene Special Meeting of Chapter.** Upon receipt of said notice, the Worthy Grand Matron shall, within ten (10) days, notify the Chapter Secretary that a special meeting of the Chapter will be convened. [As defined in Constitution, Sec. 16.01.t.] The notice shall state the date, time, location and purpose of this meeting. The Grand Secretary shall notify the Chapter's elected officers and resident members of the date, time location and purpose of this special meeting. A quorum of Chapter members is



not required for this special meeting. Minutes of the meeting shall be transcribed and made part of the Chapter's permanent record. The Worthy Grand Matron shall be accompanied by representatives of the Jurisprudence and Charters committees and other individuals she deems prudent. (2015)

**c. Financial Statement.** The Chapter shall have available at this special meeting a current financial statement, under Chapter seal and attested by the Worthy Matron, Secretary and Treasurer. The financial statement shall include all assets and liabilities as well as the most recent financial institutions' statements. (2015)

**d. Will of the Chapter Preserved.** After discussion of the Chapter's circumstances, the members present shall determine, by written ballot, if the charter shall be surrendered. A majority affirmative vote is required. If the vote to surrender the charter is affirmative the members present shall then immediately select by written ballot the Chapter to petition for affiliation. The Chapter receiving the most votes shall be petitioned. (2015)

**e. Action by Worthy Grand Matron.** If the members present vote affirmatively to surrender the charter, the Worthy Grand Matron shall, on behalf of the Chapter, immediately execute a *Petition For Affiliation* with the Chapter selected by the members. Members of the surrendering Chapter who are in attendance may sign the petition. In the event the petition is rejected, the Worthy Grand Matron shall, upon notification thereof, confer with the Worthy Matron and together select another Chapter to petition. The Worthy Grand Matron shall immediately execute a like petition to the Chapter thus selected. (2015)

**f. Members Reject Surrender of Charter.** If the members present and voting reject surrendering the charter, the Worthy Grand Matron may arrest the charter if in her opinion circumstances warrant, subject to the provisions of the Constitution, Article 16, Sec. 16.01.u. In the event the charter is arrested the provisions of Bylaws Subordinate Chapters, Article XII, Sec. 5 shall apply. (2015)

**g. Chapter Funds and Property.** Upon affirmative vote to surrender the charter, all funds and property of the Chapter are frozen with the exception of payment of outstanding debts. Warrants for outstanding debts will immediately be prepared and checks issued for the payment thereof. (2015)

**h. Chapter Petitioned.** The Chapter petitioned for affiliation will, upon receipt of said petition, act in accordance with the *Affiliation Procedure*. (2015)

**i. Notification of Acceptance by Chapter Petitioned.** Upon notification that the Chapter petitioned has voted in the affirmative to accept the surrendering Chapter, the Worthy Grand Matron shall issue the *Order For Affiliation* in accordance with the *Affiliation Procedure*. (2015)

**j. Rights of Chapter.** During the process of surrendering the charter, the Chapter shall not hold meetings unless call by the Worthy Grand Matron. Other rights, privileges and jurisdiction of the Chapter are not destroyed, but remain in abeyance until the *Order For Affiliation* is executed. Justice to the Chapter requires that all its rights remain intact. Therefore it is improper to grant certificates of good standing to its members. It is illegal for any other Chapter to receive the petition of any of its members or to invade its jurisdiction, except the jurisdiction be concurrent, until the *Order For Affiliation* is executed. (2015)

**k. Effective Date of Surrender.** The surrender of the charter shall be effective upon issuance of the *Order For Affiliation*. (2015)

**l. Completion of Affiliation Procedure.** After the *Order For Affiliation* is issued, the remainder of the *Affiliation Procedure*

shall be complied with by the surrendering and receiving Chapters. (2015)

## **Sec. 8. Reinstatement of Charter for Affiliated Chapter.**

**a. Petition for Restoration of Charter.** If it has been less than two (2) years since the affiliation, application for the Reinstatement of a Charter may be made by twenty (20) qualified persons, at least two (2) of whom shall be Master Masons in good standing in a regular Lodge. Seven (7) must be Eastern Star members in good standing. Reinstatement must be made to the identical Chapter in name, number and original location (city or town). A copy of the application for Reinstatement must be sent to the Worthy Grand Matron, Worthy Grand Patron, Grand Secretary and the Chairman of the Jurisprudence Committee.

**1.** Members of the Order who use a Certificate of Good Standing as a basis for signing the application shall file a demit from the Chapter issuing the Certificate within one hundred twenty (120) days after reinstatement. Failure to do so shall invalidate their membership in the restored Chapter. The burden of filing the demit shall rest upon the member.

**2.** Master Masons who are not members of the order shall hold certificates from the Secretaries of their respective Masonic Lodges stating that the Brothers named are affiliated members of said Lodge in good standing.

**3.** Females who are not members of the Order shall hold documentary evidence of their relationship to a Master Mason from the Secretary of their Masonic Lodge stating that the Master Mason through whom eligibility to membership is claimed, is now, or was at the time of his death, a member in good standing said Lodge; or show proof of three (3) years membership or Majority of Job's Daughters International or the International Order of the Rainbow for Girls.

4. Each qualified person signing the application for reinstatement of a charter shall be assessed not less than Five Dollars (\$5.00) which will provide the fee required by Par. 2.05d of the Bylaws Governing Grand Chapter, as well as other interim expenses of organization.

5. Upon Reinstatement the Grand Chapter shall return to the restored Chapter its Charter and Seal. On the front of the restored Charter it shall be indicated the dates the Chapter was inactive.

**b. Appointment of Officers of Reinstated Chapter.** The Worthy Matron, Worthy Patron, Associate Matron and Associate Patron of the restored Chapter shall be appointed by the Worthy Grand Patron. The Worthy Matron so appointed shall appoint all other officers.

**c. Bylaws Governing Restored Chapter.** The same Bylaws used by the Chapter before affiliating will be used at the time of reinstatement. The Chapter to which the reinstated Chapter had affiliated shall return the Bylaws to the reinstated Chapter at the time of reinstatement. The Worthy Grand Matron and Worthy Grand Patron, or their proxy, shall present the Charter and Seal to the reinstating Chapter at the time of their first meeting.

**d. Degrees for Signers of Application.** After inspection by the Worthy Grand Patron of the documentary evidence of qualification for membership in the Order of the Eastern Star by those persons who signed the Application for Reinstatement who were not members of the Order, initiation should be at the first meeting of the restored Chapter. The Grand Officers of Colorado, or members of other Chapters, may be used for this initiation.

**e. Letters.** If possible, letters of intent to reinstate should be sent to each member who was in good standing in the Chapter before it affiliated. (2001)

**ARTICLE XIII**  
**MEMBERSHIP, PROCESSING APPLICATIONS FOR,**  
**QUALIFICATIONS**

**Sec. 1. New Members Sign Bylaws.** All persons receiving the degrees of the Order, as well as those who become members by affiliation, shall sign the Bylaws of the Chapter in which they were elected. Such signatures shall be recorded in a book containing the Bylaws of said Chapter.

**Sec. 2. Petition to Become Member of the Order.**

**a. Residence Required.** No subordinate Chapter shall entertain a petition for the degrees unless the petitioner has resided within the jurisdiction, as defined in Article XII, Section 1. a., of the Chapter for six (6) months immediately preceding the reception of the petition. A visit of six (6) months or more does not meet this residency requirement. However, such residence shall not be required when the petition is accompanied by a waiver of jurisdiction issued by a subordinate Chapter of this Grand Jurisdiction having jurisdiction over the place of residence of the petitioner.

**b. Qualifications for Membership.** Affiliated Master Masons in good standing, the wives, daughters, legally adopted daughters, mothers, widows, sisters, half-sisters, granddaughters, stepmothers, stepdaughters, stepsisters, daughters-in-law, grandmothers, great granddaughters, nieces, great nieces, mothers-in-law, sisters-in-law, aunts and first (1<sup>st</sup>) and second (2<sup>nd</sup>) female cousins of affiliated Master Masons in good standing, or if deceased were in good standing at the time of their death; as well as members of the International Order of the Rainbow for Girls or Job's Daughters International with proof of three (3) years membership or majority certificate; each of whom having attained to at least the age of eighteen years, are eligible to petition for membership in the Order of the Eastern Star. (GGC 2009/GGC 2012))

**c. Physical Qualification.** A deaf and/or mute person is eligible to receive the degrees of the Order.

**d. Petitions for the Degrees by Females.** A qualified female relative of a Master Mason must present with the petition either: (1) documentary evidence under seal of a regular (see definition Para. e.)Lodge or Grand Lodge of Master Masons showing that the Master Mason through whom eligibility to membership is claimed, is now, or was at the time of his death, a member in good standing in said Lodge or (2) documentary evidence of three (3) years membership or certificate of majority membership in the International Order of the Rainbow for Girls or in Job's Daughters International as proof of membership therein. It shall be understood that the current years receipt for dues of the Master Mason upon whose Masonic Relationship such female petitioner claims eligibility, shall be considered as the equivalent of documentary evidence of good standing. A petition shall not be received or read to the Chapter unless it is accompanied by such documentary evidence. (2013)

A female petitioner for the degrees must be at least eighteen (18) years of age at the time the petition is read at a Stated Meeting of the Chapter. (GGC 2012) (2013)

**e. Petition for Degrees by Master Masons.** Petitions for Degrees by Master Masons must in all cases be accompanied by documentary evidence under seal of a regular lodge of Master Masons A regular lodge of Master Masons is defined as a lodge recognized by the Grand Lodge of Ancient Free and Accepted Masons of Colorado. A common source is the *List of Lodges Masonic* issued by the Grand Lodge. This *List* is supported by the Conference of the Grand Masters of North America. It shall be understood that the current years receipt for dues of such Master Mason is considered as the equivalent of documentary evidence of affiliation and good standing. A petition shall not be received or read to the Chapter unless it is accompanied by such documentary evidence. (2013)

**f. Reception and Disposal of Petitions.** A petition for the degrees or for affiliation must be on an official form and in writing. It shall be signed by the petitioner and recommended by two (2) members of the Chapter. It shall be presented at a stated meeting of the Chapter, referred to a committee on character consisting of three (3) members, not the same members as those who signed the petition, and one (1) of whom shall be a Brother. The Brother on the committee shall investigate the Masonic standing of the applicant or the relative through whom eligibility is claimed when the petitioner relies upon Masonic relationship. A report may be made and the ballot spread at a subsequent meeting not earlier than two (2) weeks from the reception of said petition. (2010)

**g. Committee on Character Granted Further Time.** A Committee on Character may be granted further time to complete their investigation should the need arise. In case any of the committee fails to report, the Worthy Matron may remove that member in open Chapter and appoint another instead. The ballot shall not be taken before the next stated meeting after the new member has been appointed, provided that when the Brother only fails to report, the Worthy Matron may appoint another Brother on the committee, who may report and the ballot be taken the same meeting.

**h. Withdrawal of Petition Prohibited.** A petition for initiation cannot be withdrawn after having been read to the Chapter, except when it shall be found on investigation that the applicant is not eligible. In such cases the petition must be referred, reported and balloted upon.

**i. Ballot Ordered.** After the report of the Committee on Character has been made, the Worthy Matron shall order a ballot be spread at the same meeting.

**j. Notification of Rejected Petitioner.** When a petitioner for the degrees or for affiliation is declared rejected, notice thereof shall be immediately communicated to the applicant by the Secretary and not otherwise. She shall at the same time return the fee.

**k. Renewal of Rejected Petition.** The petition of a rejected applicant for the degrees shall not be received by another Chapter within twelve (12) months of such rejection without the unanimous consent, expressed by written ballot, of the rejecting Chapter. A petition may be renewed in the original Chapter after the expiration of six (6) months.

### **Sec. 3 Petition for Affiliation.**

**a. Petitioner May Apply to Any Chapter.** A petitioner for affiliation may apply to any Chapter, and is not confined to the jurisdiction of the Chapter nearest her/his place of residence.

**b. Visit Required Except from Former Member.** No Chapter shall receive or act upon a petition for affiliation, except from a former member of the same Chapter, until the petitioner has visited the Chapter, after which said petition may be immediately received and referred.

**c. Petition for Affiliation.** No Chapter in this jurisdiction shall entertain a petition for affiliation unless the same is accompanied by a demit, Certificate of Good Standing, or other documentary evidence under seal of the Chapter of which the applicant is, or was, a member, certifying the good standing of the applicant in said Chapter. Said demit, or Certificate of Good Standing, shall have been issued by a Grand Chapter, or by a subordinate Chapter recognized by the General Grand Chapter. (2002)

A member affiliating from Australia, New York, New Jersey, or Scotland, upon being elected to membership, must be



given our obligation since the Ritual used by Australia, New York, New Jersey or Scotland differs from the General Grand Chapter Ritual. (2001)

**d. Affiliation by Certificate and Status of Rejected Applicant.** In case no demit, but a Certificate of Good Standing accompanies the petition for affiliation, and the applicant is elected to affiliate with the Chapter to which application is made, the applicant shall become a member of said Chapter only upon the filing with the secretary of said Chapter a demit issued by the Chapter of which the applicant was last a member. Failure to file the demit within one hundred twenty (120) days shall invalidate said election. The burden of filing the demit shall rest upon the petitioner. Pending the filing of the demit, the petitioner's membership is held in abeyance in the receiving Chapter.

In case the applicant for affiliation be rejected and no demit has been issued, the rejected applicant remains a member of the Chapter upon whose certificate the petition for affiliation was made.

**e. Applicant Member of Extinct Chapter Without Certificate.** A person desiring to affiliate, whose Chapter has ceased to exist and who is unable to produce either a demit or a Certificate of Good Standing showing previous membership and good standing in the Order, shall apply for the degrees.

**f. Member Soon as Elected.** A person having a demit when petitioning a Chapter for membership by affiliation becomes a member of the Chapter as soon as elected, and she or he has signed the Bylaws. Failure to sign the Bylaws within one (1) year after the election causes the election and membership in said Chapter to be null and void. (1998)

**g. Subsequent Petition of Rejected Petitioner.** A rejected petitioner for affiliation or reinstatement can re-petition as many times as she or he may desire, but two (2) months must intervene between such rejection and subsequent petition.

**Sec. 4. Plural Membership.**

**a. Limitations.** A member of a subordinate Chapter of the Grand Chapter of Colorado may hold membership in other Chapters in another Grand Jurisdiction, or in other subordinate Chapters under the immediate jurisdiction of the General Grand Chapter, provided that the Grand Chapter or subordinate Chapter also permits plural membership or dual membership. A member of this Grand Jurisdiction can hold membership in plural Chapters in Colorado. In the case that any Grand Chapter in which a member holds membership permits dual membership and does not permit plural membership, plural membership is limited to two (2) Chapters. (2011, 2014)

**b. Petitions for Plural Membership.** A petition for plural membership may be received from a member in another Grand Jurisdiction, only if the Grand Chapter in which the petitioner holds membership also permits plural membership or dual membership. A statement of this fact under seal of the Chapter shall accompany the petition. All such petitions must be accompanied by a Certificate of Good Standing from all chapters in which the petitioner holds membership. (2014)

**c. Plural Membership for Life Members.** A life member of one (1) Chapter may hold plural membership, provided the Grand Jurisdiction in which the primary Chapter is located does not prohibit plural membership. (2014)

**d. Processing Applications.** The procedure in receiving and acting upon a petition for plural membership shall be the same as that of acting upon a petition for affiliation. The election to plural membership by a Chapter in this Grand Jurisdiction shall be immediately reported by the Secretary to the Grand Secretary, giving name of the plural member and the name of the Grand Jurisdiction where primary membership is held. Additionally, a petition for plural membership shall be presented to and acted upon by only one (1) subordinate chapter at any given time. (2014)

**e. Holding of Office Limited.** Plural members shall be entitled to all the rights and privileges of membership in all Chapters, except that a plural member shall not hold any of the four (4) principal offices (i.e., Worthy Matron, Worthy Patron, Associate Matron, Associate Patron) or that of Secretary in more than one (1) Chapter at the same time. (2014)

**f. Must Maintain Dues in All Chapters.** Plural members shall pay annual dues in all Chapters. A Secretary shall at no time issue a receipt for annual dues to a member from another Grand Jurisdiction, holding plural membership with a Chapter in Colorado, or to a member holding a plural membership with another Chapter within the Grand Chapter of Colorado, until proof of good standing in the primary Chapter has been established. Such information may be obtained from the receipt for dues from said primary Chapter. All plural Chapter dues cards must be clearly marked "Plural Member." (2002, 2014)

**g. Loss of Membership in One Chapter.**

- 1) Loss of membership by suspension for nonpayment of dues in primary or secondary Chapter(s) shall automatically result in loss of membership in all Chapters.
- 2) Suspension or expulsion as determined by trial verdict shall automatically result in temporary or permanent loss of membership in all Chapters.
- 3) Suspension or expulsion of a Life Member shall also result in loss of membership.

Such loss of membership shall be immediately reported to the Grand Secretary. (2006, 2014, 2016)

**h. Demits Issued by Primary Chapter.** A plural member wishing to terminate membership in the primary Chapter, and desiring to retain membership in the secondary Chapter(s), must request a demit from the primary Chapter, and would then be an affiliate member of one (1) secondary Chapter and a plural member of any other chapters where membership is retained. The

member shall notify the Grand Secretary, in writing, in which Chapter they wish to hold primary membership. (2014)

**i. Change of Primary and Secondary Membership.** Members wishing to change their primary membership to secondary membership, and their secondary membership to primary membership, shall send a letter to the Grand Secretary requesting the change, including a copy of the dues cards. The change will become effective upon receipt by the Grand Secretary, providing that the Grand Chapter records show that the member is in good standing in all Chapters. The Grand Secretary shall then notify the respective Chapters of the change. (2000, 2014)

**j. Committee Appointed.** The incoming 2014-2015 Worthy Grand Matron will appoint a committee of three to five members to develop petitions and procedures as necessary. The provisions regarding the adoption of plural membership in this Grand Jurisdiction shall then become effective on January 1, 2015. (2014)

**Sec. 5. Honorary Membership.** Any member in good standing in another Chapter may be elected an honorary member by majority vote of the members present. The proposal of the name of a Sister or Brother for honorary membership shall be made in open Chapter, at a stated meeting, in the form of a motion. The vote shall be taken at once by a show of hands in the usual voting sign of the Order. An honorary member shall not have a vote in the Chapter conferring the honor.

## **ARTICLEX XIV BALLOTING**

**Sec. 1. Ballot Must be Taken at a Stated Meeting.** A ballot shall not be taken upon petitions for degrees, affiliation, plural membership, or reinstatement at any other than a stated meeting of the Chapter. (2014)

**Sec. 2. Ballot Taken Regardless of Committee's Report.**

When the petitioner is eligible and the Committee on Character has reported, the ballot shall be taken upon all petitions whether the report of said committee be favorable or not.

**Sec. 3. Preparation of Ballot Box.** To be properly prepared a ballot box should contain sufficient white balls to enable all members to ballot. There shall be black cubes in the ballot box in the proportion of one (1) black cube to ten (10) white balls. The cubes shall be one-half ( $\frac{1}{2}$ " ) inch black cubes. The white balls shall not be less than one-half ( $\frac{1}{2}$ " ) inch nor more than five-eighths ( $\frac{5}{8}$ " ) inch in diameter.

**Sec. 4. Taking the Ballot.** The Worthy Matron, after she and the Worthy Patron have assured themselves the ballot box is in order, will announce the purpose of the ballot, caution the members on the use of the ballot, and declare the ballot "Open". After the ballot has been opened, and until it is closed, no one should leave or enter the Chapter room except as provided in Section 8.

**Sec. 5. Inspection of Ballot.** After the ballot has been declared closed, no person shall inspect the same except the Worthy Matron, Worthy Patron, Associate Matron and Associate Patron.

**Sec. 6. Foreign Matter Disregarded.** When a ballot is taken, the officers qualified to inspect the same shall not give consideration to any foreign matter.

**Sec. 7. All Members Shall Vote.** Every member of the Chapter present shall vote, unless excused by the Worthy Matron before balloting begins.

**Sec. 8. Sentinel Shall Vote Unless Excused.** Unless the Sentinel has asked to be excused from balloting, she/he shall be requested by the Worthy Matron to enter the Chapter room and cast her/his ballot. The Worthy Matron shall appoint a member, other than the Warder, to take the Sentinel's place during her/his absence from her/his station.

**Sec. 9. Ballot on Petition for Degrees or for Affiliation.**

Petitions for the degrees or for affiliation may be balloted upon in the same group; said ballot shall be inviolably secret without debate, and no inquiry shall be permitted or statement made concerning any member's vote. When several petitions are to be balloted upon, a collective ballot may be taken in groups of five (5) or less. If the ballot is clear, the Worthy Matron shall declare all petitions in that group elected. If no more than two (2) black cubes appear, the ballot is considered clear and the Worthy Matron shall declare all petitions in that group elected. If three (3) or more black cubes appear, the ballot shall be taken separately on each petition in the group. If, upon a separate ballot, three (3) black cubes are cast, the Worthy Matron shall not announce the result but shall immediately order another ballot to be taken. This second separate ballot shall be final and the result shall be declared. (2001)

**Sec. 10. Ballot on Petition for Reinstatement for Non-Payment of Dues.** Application for reinstatement shall be as provided in Article XVII, Section 3. A ballot for reinstatement must be taken separately. Three (3) black cubes are required to reject a petition for reinstatement. In the case of a rejection, the report from the Associate Matron and from the Worthy Patron shall be as follows: "The ballot is not favorable."

**Sec. 11. Rejected Petitioner.** In case of rejection, the following shall be read by the Worthy Matron or, at her request, by the Worthy Patron, immediately following the Order of Balloting: "A rejected petitioner is entitled to no other information than that the petition was rejected, which information shall be conveyed only by the Secretary and within twenty-four (24) hours of the ballot."

**Sec. 12. Rejected Petitioner Entitled to Return of Fee and to Re-Petition at a Later Date.** In case of the rejection of a petitioner, the fee exclusive of any money paid to liquidate delinquent dues, shall be returned to the petitioner with the notice

of rejection. The petitioner may again petition after six (6) months in the case of a petition for the degrees, or after two (2) months in the case of a petition for affiliation, plural membership and reinstatement after suspension for non-payment of dues. (2014)

## **ARTICLE XV CONFERRING OF DEGREES**

**Sec. 1. Presentation of Gifts Prohibited.** The presentation of gifts of any kind to new members during the initiation ceremony is prohibited.

**Sec. 2. Conferring Degrees.** The degrees may be conferred at any stated or special meeting of the Chapter. They shall not be conferred upon any candidate less than two (2) weeks after said candidate was elected, except by authority of a dispensation, as provided in Par. 3.02.b. of the Bylaws Governing Grand Chapter. The initiatory work cannot be divided, giving part one (1) evening and part another. In case of illness or infirmity, new members may be seated during the lectures of Star Point Officers and Worthy Patron.

**Sec. 3. Objection by a Member to Conferring of Degrees.** Any member in good standing of a Chapter may, if sufficient evidence exists tending to show that petitioner is not a proper person to become a member of the Order, object to the conferring of the degrees upon an elected candidate by stating her or his reason therefore, either in person or in writing, to the Worthy Matron. The name of the objector shall not be divulged, but said objection shall be brought before the Chapter at its next stated meeting and the Chapter shall determine the validity of the objection. After action is taken by the Chapter upon said objection and the same is declared by a two-thirds ( $\frac{2}{3}$ ) vote to be sufficient to reject the applicant, then the objection shall be equivalent to an unfavorable ballot.

**Sec. 4. Conferring Degrees by Request.** When a Chapter of this jurisdiction shall have elected a candidate to receive the degrees of the Order, such Chapter may request any subordinate Chapter

within this Grand Jurisdiction, in whose jurisdiction said candidate may reside or sojourn, to confer said degrees. The request shall be made under the seal of the Chapter making the request, to whom the fee shall belong.

**Sec. 5. Request to Another Grand Jurisdiction to Confer Degrees.** All requests to any Chapter in another Grand Jurisdiction to confer the degrees shall be made through the Worthy Grand Matron of this Grand Jurisdiction.

## **ARTICLE XVI FEES, DUES, REVENUES**

**Sec. 1. Fee for Degrees.** A subordinate Chapter shall not confer the degrees for less than Five dollars (\$5.00), plus the current General Grand Chapter per capita assessment, which sum must accompany the petition. (2006)

**Sec. 2. Fee for Affiliation.** Subordinate Chapters shall provide in their Bylaws for an affiliation fee not exceeding Five dollars (\$5.00), plus the current General Grand Chapter per capita assessment, which amount must accompany the petition and may or may not be credited as dues. (2006)

**Sec. 3. Returning Fees.** In case any elected candidate for the degrees fails to appear for initiation within six (6) months after notice thereof, the petition shall be reviewed and can be extended up to one (1) year from date of election by majority vote of the chapter. If the petition is not extended, all fees are to be returned at this time. A candidate whose fee has been returned, desiring to become a member of the Chapter, must re-petition as in the first instance. (2015)

**Sec. 4. Chapter U.D. Fees.** Fees pertaining to Chapters U.D. are covered in Article XII, Section 2.j.



**Sec. 5. Dues.** The dues of a subordinate Chapter shall be not less than Nine dollars (\$9.00) per annum, plus the current General Grand Chapter per capita assessment. (2010)

**Sec. 6. Chapter Revenue, Miscellaneous.** Money derived from activities of any sort given under the auspices of the Chapter must first be received and recorded by the Secretary, and by such officer paid to the Treasurer before it may be disbursed. (2014)

## ARTICLE XVII NONPAYMENT OF DUES, SUSPENSION, REINSTATEMENT

### **Sec. 1. Procedure for Suspension for Non-Payment of Dues.**

**a.** The Chapter Secretary shall notify any member in arrears for dues for one (1) or more years, as determined by the Chapter, of her/his impending suspension for non-payment of dues. The notification shall be sent by First Class mail to the last known address of record. If, after four (4) weeks from the date the notice was mailed, the member has failed to remit dues to remain in good standing, the member shall be suspended from all rights and privileges of the Order. The dues may be remitted by a majority vote of the Chapter members present and voting when the name of the delinquent member is read by the Secretary. (2008, 2015)

**b. Official Notification of Suspension.** If the member fails to remit dues as provided in (a.) above, said member shall be notified by the Chapter Secretary of her/his suspension from the Order. Said notification shall be made on the official notification of suspension form obtained from the office of the Grand Secretary.

**Sec. 2. Reinstatement.** Any member suspended for non-payment of dues shall be reinstated to membership by paying all dues in full to date of suspension without any action of the Chapter, provided that said dues are paid within ninety (90) days from date of suspension.

After ninety (90) days from the date of suspension and upon the payment of dues accrued at the time of suspension and the current

year's dues (including the current Grand Chapter and General Grand Chapter assessments), a member may petition a Chapter for reinstatement by majority vote. Such member shall petition for reinstatement upon a form provided by this Grand Chapter. The petition shall be made to the Chapter from which the petitioner was suspended or in the event the original Chapter has affiliated or consolidated, the petition shall be made to the current Chapter. (2011)

The Worthy Matron will appoint a Committee on Character that shall report at a subsequent meeting, not more than four (4) weeks later. Ballot shall then be taken on the petition as provided in Article XIV, Section 10.

In the event that a Brother petitions for reinstatement to membership after suspension for non-payment of dues, he shall also present documentary evidence of good standing in a regular Masonic Lodge recognized by the Grand Lodge of Ancient Free and Accepted Masons of Colorado.

## **ARTICLE XVIII**

### **DISAFFILIATION FROM CHAPTER BY DEMIT**

**Sec. 1. By Demit.** An application for demit shall be in writing signed by the applicant. If no charges are pending against the applicant, and all dues are paid to date of request for demit, the Worthy Matron shall direct the Secretary to issue said demit, and the name of the former member whose demit has been granted shall be read to the Chapter at the next stated meeting.

**Sec. 2. Demit Not Issued if Case is Under Appeal.** When a member has been tried on charges and acquitted, a demit shall not be issued if the case is under appeal.

**Sec. 3. Withdrawal of Application for a Demit.** An application for demit may be withdrawn by the applicant, if a request is made

in writing to the Chapter at any time before the demit is ordered granted. When the request is withdrawn the member thereby becomes as fully restored as if no application for demit had been made.

**Sec. 4. Membership in the Chapter Ceases from Time Demit is Granted.** A demit shall be dated and membership in the Chapter shall cease from the time when ordered granted. A demit being ordered granted cannot be reconsidered. A demitted member has no privileges of the Order and can return to the Chapter only as an unaffiliated member and shall sign the register as "unaffiliated."

**Sec. 5. Loss of Demit.** In case a member shall lose the certificate of demission, the Chapter shall, upon request and receipt of satisfactory proof, furnish a duplicate thereof, bearing both the date of the original and a statement of the reason for issuing such duplicate.

**Sec. 6. Demit Valid at Any Time.** The length of time a demit is held does not affect its legality. It is valid at any time with two (2) exceptions; as set forth in Article XXI, Section 3, (Right to Visit), and unless charges are preferred and action taken thereon. A demitted member can petition immediately to join another Chapter.

**Sec. 7. Definitions.**

**a. Certificate of Good Standing, Grand Chapter.** A Certificate of Good Standing from Grand Chapter is issued by the Grand Secretary to those members of a subordinate Chapter that has surrendered its charter, and who have not affiliated with another subordinate Chapter. This Certificate allows these particular members all the privileges of the Order for one (1) year from the date their Chapter closed. They may attend any Chapter; attend Grand Chapter; have voting privileges at Grand Chapter if entitled to do so, on credentials issued by the Grand Secretary.

The Grand Secretary may issue a Certificate of Good Standing under seal of the Grand Chapter to members of Chapters

working under dispensation. Funeral Services may be performed, if requested. After the one (1) year period has expired, the member is the same as a demitted member. A demit will be issued by the Grand Secretary upon request.

**b. Certificate of Good Standing, Subordinate Chapter.** A certificate of Good Standing from a subordinate Chapter secretary is simply a written statement by the Secretary that a person is a member in good standing of that Chapter, and carries no rights or privileges.

**c. Demit.** A demit is issued by a subordinate Chapter Secretary upon request of a member who is clear on the books. When a demit is issued, membership in the Chapter ceases. The member may visit any Chapter for one (1) calendar year, but is not entitled to any privileges of the Order. After the year has expired, the member may visit any Chapter one (1) time only for the purpose of affiliation.

When a member requests a demit for the purpose of transferring membership to a different Chapter, there shall be a forty-five (45) day grace period from the time the demit is issued, in which the accumulated time in Eastern Star shall be counted for all privileges of the Order, excepting balloting and holding office. (1999)

## **ARTICLE XIX FORFEITURE OF MEMBERSHIP**

**Sec. 1. Forfeiture of Membership.** No member of the Order can be deprived of membership, except by suspension for non-payment of dues, expulsion, or after trial. A Brother, who is expelled or suspended from a Lodge of Master Masons, shall be automatically deprived of all the rights and privileges of membership in this Order until satisfactory evidence of his reinstatement as a Master Mason has been presented to the Chapter and noted in the minutes.

Loss of membership by a Brother shall not affect the standing of female relatives already members of the Order.

Reinstatement to membership shall be by the same procedure as restoration to membership after indefinite suspension, as provided in Article XX, Section 2, except when suspended for non-payment of dues in his Masonic Lodge. A subordinate Chapter shall automatically reinstate to membership any Master Mason who has been suspended from that Chapter because of suspension from his Masonic Lodge for non-payment of dues, provided his dues in the Chapter are current. Such reinstatement to membership shall be at his written request, accompanied by documentary evidence of good standing in his Masonic Lodge.

**Sec. 2. Members Obtaining Degrees by Fraud.** Should any person become a member of the Order by fraud or misrepresentation, such person shall, upon proof thereof, be expelled by the Chapter conferring the degrees.

**Sec. 3. Suspension or Expulsion.** A member, as a result of a trial under the provisions of the Trial Code of the Grand Chapter of Colorado, may be penalized, under Section 23 of the Code, by being suspended for a definite time, suspended for an indefinite time, or expelled from the Order. (2007)

## ARTICLE XX RESTORATION OF MEMBERSHIP

**Sec. 1. Restoration After Definite Suspension.** Restoration to membership after definite suspension shall take place at the expiration of the time specified in the sentence without further action. (See Article I, Section 27 and Article IV, Section 2 of the Trial Code.) (2007)

**Sec. 2. Restoration After Indefinite Suspension.** A suspended member may petition the suspending Chapter or its successor for reinstatement into said Chapter after a period of three (3) years from the date of suspension. To restore a member who has been indefinitely suspended for causes other than non-payment of dues, she or he shall present a petition for restoration. Such petition

shall be received and read at a stated meeting and referred to a committee of investigation. Committee shall report at subsequent stated meeting. It shall then require a two-thirds ( $\frac{2}{3}$ ) written vote of the members voting to bring about restoration, due notice of at least one (1) month having been given to the members of the Chapter. A fee large enough to cover the cost of notifying the members by first class mail shall accompany each petition for restoration and said fee shall not be returned, regardless of whether or not the petition is rejected. (2007)

**Sec. 3. Restoration After Expulsion.** Expulsion is a permanent action and a member who has been expelled shall not be restored to membership. (2007)

**Sec. 4. Restoration of Convicted Member where Worthy Grand Matron Reverses Decision.** When a member of a subordinate Chapter has been expelled or suspended by said Chapter, and its decision is reversed and the case dismissed by the Worthy Grand Matron, said member will thereby be immediately restored to her or his former standing in said Chapter. (2007).

**Sec. 5. Restoration of Convicted Member Where New Trial Results in Acquittal.** If the judgment of said subordinate Chapter be reversed and the case be remanded for a new trial and said new trial results in acquittal of the accused, said member will thereby be immediately restored to her or his former standing in said Chapter. (2007)

## **ARTICLE XXI RIGHT TO VISIT**

**Sec. 1. Right to Visit.** It is the privilege of every member of the Order in good standing to visit any subordinate Chapter in this Grand Jurisdiction, except as otherwise provided. All visitors must exhibit a receipt showing dues paid to within two (2) years, a demit or a certificate of good standing.

**Sec. 2. Avouchment.** A member of the Order whose standing is known to the Chapter, and who has sat in a Chapter with a visitor, may vouch for said visitor. Such avouchment shall entitle the visitor to admission to the Chapter without an examination, provided the visitor exhibits a receipt showing dues paid to within two (2) years.

**Sec. 3. Unaffiliated Not Permitted to Visit After One Year.** It is contrary to the precepts of the Order for any unaffiliated member (a member holding a demit) to reside within the jurisdiction of a Chapter for more than one (1) year without making an effort to unite therewith. Chapters in this jurisdiction shall not permit unaffiliated members to visit after the expiration of one (1) year, except for the purpose of visiting prior to application for membership.

**Sec. 4. Objection to Visitor.** Objection by a member present at a meeting of a Chapter to the presence of a visitor at said meeting shall exclude the visitor. The objection shall be stated by the objector in open Chapter and the reason for the objection shall be stated forthwith by the member objecting. Objection to a visitor must be renewed each time a visit is made.

**Sec. 5. Objection to Grand Officer or Counsel.** An objection to the visit of an acting Grand Officer of this jurisdiction, or a member of the Order acting as counsel in a trial before a Chapter, is not valid and shall not be entertained.

## ARTICLE XXII

### REPRESENTATION AT GRAND CHAPTER SESSIONS

**Sec. 1. Representation.** Members of the Grand Chapter, as defined in Section 3.01 of the Constitution, shall be entitled to participate in the deliberations of the Grand Chapter. Members of any subordinate Chapter delinquent in either Annual Returns or Financial Reports, by the opening of Grand Chapter, will not be allowed to vote at that Grand Chapter Session. However, if a members' plural Chapter has complied then the member may vote. (2009, (2014)

**Sec. 2. Representatives of Subordinate Chapters.** The representatives of a chartered subordinate Chapter for the formation of a quorum at sessions of the Grand Chapter shall be one (1) or more registered members. (2013, 2015)

**Sec. 3. Presentation of Receipt for Dues.** Each member of the Grand Chapter attending any annual or special session of the Grand Chapter shall present her/his current year receipt for dues to the Credentials Committee at the session as required in Par. 4.04. of Bylaws Governing the Grand Chapter of Colorado.

## ARTICLE XXIII MISCELLANEOUS PROVISIONS

**Sec. 1. Request of Visit of Worthy Grand Matron.** Should circumstances prevail which tend to destroy the peace and harmony of a Chapter, a visit of the Worthy Grand Matron may be requested as provided in Section 16.01.s of the Constitution.

**Sec. 2. Filing of Charges.** Any member in good standing in the Order, having good and sufficient reason to believe another member of the Order has violated the laws and regulations of the Order, may file charges against the transgressing member as provided in Chapter 11 of the Bylaws Governing Grand Chapter, or in the Trial Code of the Grand Chapter of Colorado.

The Trial Code may be obtained by request to the Grand Secretary. (2007)

**Sec. 3. Ritual and Secret Work Copyrighted.** The Ritual and Secret Work of the Order are copyrighted, and officers and members are forbidden to copy any part of the Ritual or Secret



Work for any purpose. Such violations must be reported to the Most Worthy Grand Matron that she may force respect for our Ritual and rights, and enforce the penalty of forfeiture of membership.

**Sec. 4. Official Forms.** Official forms, as provided in Par. 2.01 of the Bylaws Governing Grand Chapter, shall be used by all Chapters in this Grand Jurisdiction. These forms shall be procured from the Grand Secretary.

**Sec. 5. Orders for Girls.** The Grand Chapter of Colorado approves of the International Order of the Rainbow for Girls and Job's Daughters International, and recommends sponsorship of these Orders to all subordinate Chapters in this Grand Jurisdiction. Subordinate Chapters may sponsor no other organization unless this Grand Chapter has approved it. (2006)

**Sec. 6. Voting.** The votes/ballots of members who abstain from casting their vote shall be considered blank ballots and shall not be counted. The required percentage of votes needed to determine any Chapter business shall be based on the number of members present and voting. (1999)

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72-134, Bylaws Subordinate Chapters  
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