

BY - LAWS

OF

COLDWATER CHAPTER

Fremont L. Anderson
Radiant No. 1 Chapter
of Lower Cold



ORDER OF THE EASTERN STAR

COLDWATER, MICHIGAN

Adopted June 8, 1934

1935

BY AUTHORITY OF CHAPTER
COLDWATER

O. E. S. No. 1

Worthy Matron

Worthy Patron

| | | |
|-------------------------------|-----------|------------------|
| Mrs. Sarah Marsh..... | 1867..... | David Bovee |
| Mrs. E. Charlotte McCrea..... | 1867..... | David Bovee |
| Mrs. Alma Mansfield..... | 1868..... | R. A. Hall |
| Mrs. Dorlesca Purinton..... | 1869..... | M. Mansfield |
| Mrs. Dorlesca Purinton..... | 1870..... | M. Mansfield |
| Mrs. Dorlesca Purinton..... | 1871..... | G. H. Taylor |
| Mrs. Dorlesca Purinton..... | 1872..... | David Bovee |
| Mrs. Eudora E. Hall..... | 1873..... | M. Mansfield |
| Mrs. Eudora E. Hall..... | 1874..... | A. J. Foster |
| Mrs. Eudora E. Hall..... | 1875..... | A. J. Foster |
| Mrs. Alma Mansfield..... | 1876..... | N. Rosenbaum |
| Mrs. Borilla Merrill..... | 1877..... | M. H. Parker |
| Mrs. Borilla Merrill..... | 1878..... | M. H. Parker |
| Mrs. Borilla Merrill..... | 1879..... | M. H. Parker |
| Mrs. Borilla Merrill..... | 1880..... | M. H. Parker |
| Mrs. Josephine Fuller..... | 1881..... | J. S. Conover |
| Mrs. Harriet M. Parker..... | 1882..... | J. S. Conover |
| Mrs. Harriet M. Parker..... | 1883..... | J. S. Conover |
| Mrs. Harriet M. Parker..... | 1884..... | C. E. Fanning |
| Mrs. Eudora E. Hall..... | 1885..... | N. Rosenbaum |
| Mrs. Harriet M. Parker..... | 1886..... | N. Rosenbaum |
| Mrs. Mary I. Conover..... | 1887..... | C. R. Hutchinson |
| Mrs. Mary I. Conover..... | 1888..... | C. R. Hutchinson |
| Mrs. Mary L. Blackwell..... | 1889..... | Chas. A. Conover |
| Mrs. Harriet Rose..... | 1890..... | Chas. A. Conover |
| Mrs. Harriet Rose..... | 1891..... | C. E. Fanning |
| Mrs. Juno Conover..... | 1892..... | T. A. Hilton |
| Mrs. Juno Conover..... | 1893..... | T. A. Hilton |
| Mrs. Eleanor E. Merrill..... | 1894..... | C. D. Sutton |
| Mrs. Juno Conover..... | 1895..... | C. D. Sutton |
| Mrs. Emma George..... | 1896..... | C. D. Sutton |
| Mrs. Emma George..... | 1897..... | Chas. A. Conover |
| Mrs. Emma Howe..... | 1898..... | H. B. George |
| Mrs. Juno Conover..... | 1899..... | H. B. George |

G. E. KLEINDINST
Printer-Man
Coldwater, Michigan

Worthy Matron

Worthy Patron

| | | |
|-------------------------|------|------------------|
| Mrs. Stella Pierce | 1900 | C. N. Legg |
| Mrs. Juno Conover | 1901 | H. B. George |
| Mrs. Juno Conover | 1902 | H. B. George |
| Mrs. Juno Conover | 1903 | Herbert Close |
| Mrs. Daisy Wimer | 1904 | Herbert Close |
| Mrs. Daisy Wimer | 1905 | G. E. Kleindinst |
| Mrs. Cora E. Brown | 1906 | H. B. George |
| Mrs. Cora E. Brown | 1907 | H. B. George |
| Mrs. Cora E. Brown | 1908 | E. M. McElroy |
| Mrs. Cora E. Brown | 1909 | E. M. McElroy |
| Mrs. Lola Keep | 1910 | Robert Phillips |
| Mrs. Lola Keep | 1911 | Clare Wise |
| Mrs. Lola Keep | 1912 | Clare Wise |
| Mrs. Lola Keep | 1913 | Clare Wise |
| Mrs. Nellie Allen | 1914 | W. H. Simons |
| Mrs. Lena Gruner | 1915 | W. H. Simons |
| Mrs. Lena Gruner | 1916 | W. H. Simons |
| Mrs. Carrie Sweet | 1917 | W. H. Simons |
| Mrs. Adelaide Tuttle | 1918 | W. H. Simons |
| Mrs. Cora Burdick | 1919 | W. H. Simons |
| Mrs. Cora Burdick | 1920 | W. H. Simons |
| Mrs. Ina Miner | 1921 | W. H. Simons |
| Mrs. Ina Miner | 1922 | W. H. Simons |
| Mrs. Nellie Loose | 1923 | W. H. Simons |
| Mrs. Nellie Loose | 1924 | W. H. Simons |
| Mrs. Mae Lyon | 1925 | W. H. Simons |
| Mrs. Mae Lyon | 1926 | W. H. Simons |
| Mrs. Alma J. Norton | 1927 | W. H. Simons |
| Mrs. Beryl Gillette | 1928 | W. H. Simons |
| Mrs. Elizabeth Bowerman | 1929 | W. H. Simons |
| Mrs. Hellen Benedict | 1930 | Roland Benedict |
| Mrs. Mary Bidwell | 1931 | Roland Benedict |
| Mrs. Jessie Grove | 1932 | Guy Musser |
| Mrs. Josephine Sweezey | 1933 | Guy Musser |
| Mrs. Hazel Musser | 1934 | Guy Musser |
| Mrs. Rella Downes | 1935 | Guy Musser |
| Mrs. Clara Linn | 1936 | Laverne Stansen |
| Mrs. Alice Mottitt | 1937 | |
| Mrs. Mabel A. Luce | 1938 | |
| Mrs. Bernice G. Lee | 1939 | Estl Linn |
| Mrs. Ella Hobus | 1940 | Estl Linn |
| Mrs. Dotis Fox | 1941 | Estl Linn |
| Mrs. Mary Baum | 1942 | Estl Linn |

Mrs. Jeanne Corlighth 1944-1945

BY - LAWS

OF

COLDWATER CHAPTER

No. 1

ORDER OF THE EASTERN STAR

COLDWATER, MICHIGAN

Adopted June 8, 1934

ARTICLE I

Name of Chapter

This Chapter shall be known as Coldwater Chapter, No. 1, Order of the Eastern Star.

ARTICLE II

Source of Authority

This Chapter is held under and by the authority of a charter granted by the Grand Chapter of the Order of the Eastern Star of Michigan, in annual session assembled at Adrian, on October 31, 1867; and amended by change of number to No. 1, October 15, 1896.

ARTICLE III

Meetings

Section 1. The meetings of this Chapter shall be regular and special.

Section 2. The regular meetings of the Chapter shall be held on the second Friday of each month at eight o'clock, P. M., for the transaction of the regular business of the Chapter.

Section 3. Special meetings may be called at any time by the Worthy Matron or by vote of the Chapter, for exemplification of the degrees, lectures and instruction, completion of unfinished trials, charitable and social

functions, ceremonial observances, etc., but for no reason which might be classified "as regular business of the Chapter", except by special permission of the Worthy Grand Matron.

Section 4. The regular meeting in November of each year shall be the Annual meeting for the election of officers.

Section 5. The presence of the dispensation or charter, one of the first four officers, and six other members, provided that a brother is present when there is balloting or conferring of degrees, are indispensable to open a Chapter for the transaction of business, and all meetings of a Chapter shall be opened and closed in full and regular form as given in the ritual, except those for public installation.

ARTICLE IV

Officers

Section 1. The elective officers of this Chapter shall be the Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress and Associate Conductress, who shall be elected at the Annual meeting in November.

The appointive officers shall be Chaplain, Marshal, Organist, Adah, Ruth, Esther, Martha, Electa, Warder and Sentinel, who shall be appointed by the Worthy Matron elect. All of the above named officers shall be installed on or before the regular meeting in December, and in no case shall they be installed by proxy.

Section 2. The first four officers of this Chapter shall not resign or be demitted. Vacancies in these offices can occur only by death, permanent removal from the jurisdiction of the Chapter, suspension or expulsion from the Order or from a Lodge of Free and Accepted Masons, or by removal from office by competent authority. Vacancies in any of the elective offices can be filled only in the manner and form prescribed by the laws and regulations of the Grand Chapter.

Section 3. When any appointive officer shall be absent three or more consecutive regular meetings of the Chapter without satisfactory reason, the Worthy Matron may in her discretion, at a regular meeting of the Chapter, declare the office vacant, and appoint some member to fill the vacancy. Officers so appointed should be installed as soon thereafter as practicable at a regular meeting of the Chapter. (No dispensation required).

ARTICLE V

Duties of Officers

Section 1. The Worthy Matron shall preside at the meetings of the Chapter, except when the degrees are being conferred; see that the constitution, laws, rules, regulations and by-laws are enforced; see that the officers perform all their duties; and appoint all committees, unless otherwise specified. In the absence of the Worthy Patron and Associate Patron, she may call upon a Brother to act as Worthy Patron pro tem. She shall authenticate the records of all meetings by affixing her signature thereto at every regular meeting after the minutes have been approved by the Chapter.

Section 2. The Worthy Patron shall have general supervision of the Chapter; advise with and assist the Worthy Matron and other officers; inspect the ballot; see that the officers are proficient in their work; preside during the conferring of the degrees and whenever invited to do so by the Worthy Matron. It shall further be his duty to see that the by-laws of this Chapter are periodically brought to the attention of the officers and members.

Section 3. The Associate Matron shall perform the duties pertaining to her office, and, in the absence of the Worthy Matron, assume her station and authority and perform her duties.

Section 4. The Associate Patron shall perform the duties pertaining to his office, and, in the absence of the

Worthy Patron, assume his station and authority and perform his duties.

Section 5. It shall be the duty of the Secretary to be present at all meetings of the Chapter, and to keep a correct record of its proceedings, including in the records of regular meetings, the items and amounts of all receipts and disbursements since the last regular meeting; to furnish the chairman of every special committee with the names of her or his associates; together with copy of the resolution or subject matter referred to them by the Chapter; to collect all moneys due the Chapter and pay the same over to the Treasurer, taking her receipt therefor, and perform such other duties as prescribed by the Ritual, Constitution of the Grand Chapter and these By-Laws. The Secretary shall receive as compensation \$2.00 for each regular meeting, and \$2.00 for each special meeting, payable only on the order of the Chapter, after the books, accounts and annual reports have been certified to by the finance committee, as being in proper condition and correct.

Section 6. It shall be the duty of the Treasurer to keep an accurate account of all moneys received and paid out by the Chapter, and report at each regular meeting the amount of funds received, disbursed, and the amount on hand; to receive from the Secretary the warrants drawn on the Treasurer, countersign the same and pay all bills voted by the Chapter; and to perform such other duties as are prescribed by the Ritual, Constitution of the Grand Chapter and these By-Laws.

Section 7. The remaining officers shall perform the duties indicated by their several titles and station; be subject to the order to the Chapter and their superior officers.

Section 8. The compensation of the Organist and Sentinel shall be \$1.00 for each meeting. In the absence of either of these officers the compensation shall be paid to the sister or brother supplying in their place.

ARTICLE VI

General Business Provisions

Section 1. The Secretary and Treasurer shall close their books at least seven days prior to the Annual Meeting in order that the finance committee may audit same and report at the Annual Meeting. They shall respectively prepare written reports, which reports shall cover the year ending at the Annual meeting. These reports shall be referred to the finance committee for verification, which committee shall report on same at the Annual meeting, and upon being so verified, shall be spread upon the minutes.

Section 2. All payments of bills and accounts shall be made by warrant drawn on the Treasurer, signed by the Worthy Matron and Secretary and countersigned by the Treasurer. The warrants shall be delivered to the Treasurer who shall pay all bills voted by the Chapter.

Section 3. No bill or account shall be presented to the Chapter for payment until passed upon by the finance committee. No warrant shall be drawn in payment of any bill or account owing by the Chapter until the same shall have been passed upon by the finance committee and voted by the Chapter, except in cases of sickness or distress requiring immediate relief.

Section 4. The books of the Secretary and Treasurer shall be kept in proper form and shall be open to the inspection of the finance committee or the membership of the Chapter at all times.

Section 5. At the Annual meeting for the election of officers, the Chapter shall by a majority vote, designate some depository bank in which the Treasurer shall deposit the funds of the Chapter.

Section 6. No bills shall be contracted by any officer of this Chapter, except the Worthy Matron, the Secretary, or a properly authorized committee.

ARTICLE VII

Standing Committees

Section 1. The standing committees of this Chapter shall consist of the following: Finance, Relief, Flower, Visitation, and Examining.

Section 2. The Finance Committee shall consist of three members, one of whom shall be a Brother, whose duty it shall be to consider such propositions of finance as may be directed by the Chapter; examine and approve all bills presented to the Chapter for payment; and examine the books, vouchers, accounts and annual reports of the Secretary and Treasurer, and report in detail on the same at the annual meeting of the Chapter, or whenever so directed by the Chapter.

Section 3. The Relief Committee shall consist of three members, of which the Worthy Matron shall be ex-officio chairman, whose duty it shall be to investigate all applications for relief made to the Chapter, and report the circumstances of the case at the next regular meeting of the Chapter. If the case be one requiring immediate relief, the Worthy Matron shall have power to authorize the Secretary to draw a warrant on the Treasurer for any sum not exceeding \$10.00 in any one case, and shall report such action at the next regular meeting.

Section 4. The Flower Committee shall consist of the first four officers of the Chapter, whose duty it shall be to provide flowers for sick or deceased members, or for the deceased of the immediate family of members of the Chapter, as in the judgement of the Committee seems proper and consistent with the customs of the Order.

Section 5. The Visitation Committee shall consist of the officers of the five points of the Star, of whom Adah shall be chairman. It shall be the duty of this committee, as far as time and opportunity may warrant, to call on members of the Chapter, especially those who are sick or in distress, and report all such cases to the

relief committee. They shall assist the Worthy Matron and other officers in receiving and entertaining visitors to the Chapter, and in a general way act as the visiting and social committee of the Chapter.

Section 6. The examining Committee shall consist of three members, whose duty it shall be to examine all strangers desiring to visit the Chapter, and who cannot be vouched for by some member present.

ARTICLE VIII

Membership

Section 1. No person shall be admitted to membership in this Chapter, by affiliation or initiation, except affiliated Master Masons, their wives, daughters, legally adopted daughters, sisters, half-sisters, mothers, widows, the foster mother, or the foster sister, of a Master Mason who has been or was legally adopted into the family. All applicants must be at least eighteen years of age. No member shall be permitted to withdraw, transfer or demit from this Chapter until all dues have been paid or remitted.

Section 2. To be eligible to the degrees of the Order of the Eastern Star, a person shall believe in the existence of a Supreme Being; shall not be addicted to the use of intoxicating liquors; shall be a person of good moral habits, and shall be so reported by the investigating committee. Any member of this Order shall not retain his or her membership in the Chapter who has become an infidel since joining the Chapter.

Section 3. (Life Membership) Life Membership may be granted to any Sister or Brother who shall have been a member of the Order for not less than the number of years required by Grand Chapter Law, who shall have attained the required age and who shall be at the time in good standing and not indebted to the Chapter, and thereafter such life members shall not be liable for annual dues and the Chapter shall not be required to pay per capita tax on such life member: Provided, That in

each individual case the proposition of granting life membership shall be submitted at a regular meeting and shall lie over without action until the next regular meeting, at which time it shall be acted upon, a majority of those present and voting being sufficient to decide the matter. It shall then be the duty of the Secretary of the Chapter to certify under seal of the Chapter, to the Grand Secretary, giving the full name of such Life Member and the dates, age and facts concerning said member, and the Grand Secretary shall forward to the Chapter a properly made out certificate of said life membership, bearing thereon the seal of the Grand Chapter, which shall then be delivered to said member.

ARTICLE IX

Petitions

Section 1. All petitions for initiation or affiliation shall be presented in writing bearing the applicant's signature, giving full name, recommended by two members of the Chapter, and presented at a regular meeting, be referred to a committee of three for investigation, one of whom shall be a Brother, who shall be chairman, which committee shall report at the next regular meeting, unless further time be granted by the Chapter. All candidates not initiated within one year from date of election to membership, unless it be the fault of the Chapter to which application is made, shall forfeit their fees, and become ineligible to the degrees unless they submit another petition to the Chapter.

Section 2. It shall be the duty of the investigating committee to make inquiry as to the character and standing of the petitioner, and if a woman, also that of the Master Mason through whom she claims to be entitled to membership, and make a report in writing, and no action shall be taken on any petition until such report is made. A petition may be withdrawn by unanimous consent of the members present at the written request of the petitioner at any time before the report of the investigating committee is read.

ARTICLE X

Fees

The fees for the degrees in this Chapter shall be \$5.00 and must accompany the petition.

ARTICLE XI

Dues

Section 1. The dues of this Chapter shall be \$2.00 per annum, payable in advance on or before the regular meeting in October.

Section 2. Any member being admitted to membership in this Chapter during the month of October shall pay the full year's dues \$2.00 in advance. Anyone becoming a member in any month thereafter shall pay in advance for each month of his membership.

Section 3. Any member of this Chapter who fails to pay dues for two or more consecutive years shall, after being duly notified by registered mail, be suspended from all the rights and privileges of the Order by a majority vote of the members present at a regular meeting, and any member so suspended shall be notified of such suspension immediately.

Section 4. If a member is financially unable to pay said dues, then the Chapter may remit the same by a majority vote of the members present.

ARTICLE XII

Ballot

Section 1. A separate ballot shall be taken on every petition for membership, for the degrees or for release of jurisdiction of Chapter material, which must be inviolably secret, without debate, and no inquiries permitted or statements made as to the character of any member's vote. One or more negative votes reject the applicant. In case but one negative vote appears, the Worthy Matron or presiding officer shall order a second ballot, which shall be final. Under no circumstances can a third ballot be taken. Every member present must vote

unless excused by the Worthy Matron or presiding officer. After inspecting and declaring a ballot, the Worthy Matron or presiding officer shall immediately destroy it.

Section 2. After a ballot has been ordered by the Worthy Matron or presiding officer, it cannot be reconsidered or postponed. A Ballot must be taken on every petition after the report of the committee on investigation has been read, whether said report be favorable or unfavorable.

Section 3. After a petition for membership or initiation has been rejected, it shall not be renewed until the next regular meeting. No person shall be eligible for initiation who has not resided within the jurisdiction of this Chapter for one year.

Section 4. Any member who shall report outside the Chapter the name of a rejected petitioner, as such, shall be subject to the penalty of (1st.) reprimand or censure; (2nd.) suspension for a definite time; (3rd.) suspension for an indefinite time; and (. . .) expulsion; and any member who shall tell of the business transactions of this Chapter outside the Chapter room, to persons not belonging to the Order, or any member speaking disrespectfully of the Order, slandering or wronging any of its members, shall be subject to the same discipline. That no member may plead ignorance of this provision, it shall be read to the Chapter by the Worthy Matron immediately after each rejection.

ARTICLE XIII

Demits

Any member except the first four officers, in good standing and clear on the books, shall upon application in writing, be granted a demit by order of the Worthy Matron.

ARTICLE XIV

Discipline

The "Penal Code" adopted by the Grand Chapter of this state is hereby adopted by this Chapter and by it,

in so far as possible, shall this Chapter be governed in matters pertaining to violation of the laws of the Order.

ARTICLE XV

Rules of Order

Section 1. This Chapter shall be governed in debate and on questions of order by "Robert's Rules of Order", so far as these rules do not conflict with the laws and regulations of the Order.

Section 2. Any member desiring to secure the floor, shall first arise and address the Worthy Matron or presiding officer in the usual manner, when, if recognized, she or he may proceed, in all cases avoiding personalities.

Section 3. All questions relating to points of order shall be decided by the Worthy Matron or presiding officer.

ARTICLE XVI

Order of Business

At all regular meetings of the Chapter the order of business shall be as follows:

1. Opening.
2. Roll call of officers.
3. Reading and approval of minutes of preceding meetings.
4. Statement of Treasurer.
5. Receiving and referring of petitions.
6. Reports of committees on petitions.
7. Balloting on petitions.
8. Reports of standing committees.
9. Reports of special committees.
10. Communications and bills.
11. Unfinished business.
12. Miscellaneous business.
13. Conferring of degrees.
14. Closing.

Provided, This order of business may be suspended or changed for the time being by unanimous consent of the members present.

ARTICLE XVII

Amendments

Section 1. These by-laws may be amended at any regular meeting providing that such proposed amendments have been made in writing, read at some previous regular meeting, and filed with the Secretary.

Section 2. A two-thirds vote of the members present shall be required for the adoption of any amendment.

Section 3. Immediately after the adoption of such proposed amendments, the Secretary shall submit same to the Worthy Grand Matron for her approval, and after securing same, add the new amendment or amendments to the original By-Laws of the Chapter.

Signed
(Committee)

W. H. SIMONS
Chairman.

BERYL F. GILLETTE

(Seal of Chapter) ALMA J. NORTON

Adopted June 8, 1934.

I hereby approve the above by-laws of Coldwater Chapter No. 1, Order of the Eastern Star of Coldwater, Michigan.

SELMA A. BROWN
Worthy Grand Matron.

(Seal of Grand Chapter)

Dated at Birmingham, Michigan, this 18th day of June, 1934.

AMENDMENTS TO BY-LAWS

Article 3, Sec. 4. The regular meeting in October of each year shall be the Annual Meeting for the election of officers.

Article 4, Sec 1. The elective officers of this Chapter shall be the Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress and Associate Conductress, who shall be elected at the Annual Meeting in October.

The appointive officers shall be the Chaplain, Marshal, Organist, Ada, Ruth, Esther, Martha, Electa, Warder and Sentinel, who shall be appointed by the Worthy Matron elect. All of the above named officers shall be installed on or before the regular meeting in November, and in no case shall they be installed by proxy.

Article 5, Sec. 5. . . . The Secretary shall receive as compensation \$4.00 for each regular meeting and \$4.00 for each special meeting, payable after the books, accounts, and annual reports have been certified to by the finance committee, as being in proper condition and correct.

It shall be that the term of office of the Secretary of Coldwater Chapter No. 1, be limited to five (5) consecutive years. (This provision shall be read in open chapter prior to the presentation of names for election to office, at the expiration of the term of office of any secretary).

Article 5, Sec. 6. . . . The Treasurer shall receive as compensation \$2 00 for each regular meeting.

Article 8, Sec. 3. . . . It shall then be the duty of the Secretary of the Chapter to certify under seal of the Chapter, to the Grand Secretary, giving the full name of such Life Member and the date, age and facts concerning said member and the Grand Secretary shall forward to the Chapter a properly made out certificate of said life membership, bearing thereon the seal of the Grand Chapter, which shall then be delivered to said member, and paid for by the Chapter.

Article 11, Sec. 2. Any member being admitted to membership in this Chapter during the month of October shall pay the full year's dues, \$2.00, in advance. Anyone becoming a member in any month thereafter shall pay in advance for each quarter of his membership.

Article 12, Sec 1. A separate ballot shall be taken on every petition for membership for the degrees, which must be inviolably secret, without debate, and no inquiries permitted or statements made as to the character of any member's vote. . . .

Lansing, Michigan

March 9, 1944

Approved by

VIOLA I. GRAM,

Worthy Grand Matron