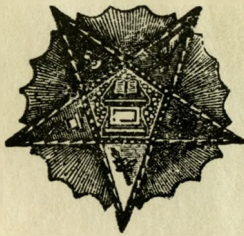


*James D. Williams  
1979*

Revised  
Constitution and  
Code

**ELECTA GRAND  
CHAPTER**



**O. E. S.**

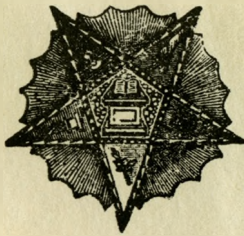
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**ELECTA GRAND  
CHAPTER**



**O. E. S.**

**(Prince Hall Affiliation)**

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## PREFACE

The Electa Grand Chapter of Order Eastern Star for Iowa and Jurisdiction was organized by a convention of five Illinois Chapters, then operating in Iowa in 1907 and adopted the Constitution and By-Laws of Illinois under which they had been operating and continued to operate until 1911 when they compiled their own Constitution under which they operated until 1921 when they adopted the first "Code" compiled by a committee under the Chairmanship of Brother A. G. Clark, then Grand Worthy Patron.

This Code was revised and reprinted in 1927 and has been the law of this Jurisdiction ever since with slight changes that were made by the several Grand Communications.

At the Grand Communication of 1948 the undersigned committee was appointed to revise and reprint the Code of 1927 and after a year's diligent work reported and the Grand Chapter adopted a Revised Constitution and Code and ordered it printed, but on account of the illness of both the Grand Worthy Matron and Chairman of this committee, it was not printed but compiled and ready for printing and again presented to the Grand Chapter of 1950, and after a few changes was again adopted and one thousand (1000) copies ordered printed.

Fraternally submitted June 22, 1950,

S. Joe Brown, P.G.W.P., Chairman  
Branham N. Hyde, P.G.W.P.  
DeEdwin White, P.G.W.P.  
Mary M. Range, G.W.M.

The Code was revised in 1964 and again in 1971 and is again being revised in 1979 with all recommendations and changes included.

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The Code was revised in 1964 and again in 1971 and is again being revised in 1979 with all recommendations and changes included.

PREAMBLE

Whereas, A Grand Chapter of the Order of the Eastern Star is the sovereign, legislative, judicial and executive power within its territorial jurisdiction, with an inherent power to form its own fundamental laws and regulations for the government of the Order as its wisdom may devise; therefore, Electa Grand Chapter of the Order of the Eastern Star for Iowa and its jurisdiction does hereby adopt and promulgate the following as the constitutional law of the jurisdiction for its own government of subordinate chapters within its own jurisdiction.

CONSTITUTION

Article I.

Name.

This Grand Chapter shall be known as "Electa Grand Chapter of the Order of the Eastern Star (Prince Hall Affiliation), Iowa and Jurisdiction, Inc."

Article II.

Section 1. POWERS AND AUTHORITY--JURISDICTION.--The Grand Chapter has supreme jurisdiction over the Order of the Eastern Star of Prince Hall Affiliation, within this State and Jurisdiction possessing all legislative, executive and judicial attributes of government.

Section 2. LEGISLATIVE POWERS.--It has the power to enact such laws and regulations as will meet all the needs and requirements of the Order in this jurisdiction.

Section 3. EXECUTIVE POWER.--It has the power to carry its legislation into complete effect, either through the direct action of the Grand Chapter, or by its executive officers, under such powers as may be conferred upon them by law.

Section 4. JUDICIAL POWERS.--It has the power to determine all controversies between Chapters, or between a Chapter and a member of some other Chapter, and to enforce discipline on its own members, and all members of the Order within the jurisdiction where the Chapters have no jurisdiction, or where Chapters fail to enforce discipline where they have it. It has exclusive jurisdiction over trials of Worthy Matrons and Worthy Patrons while in office or for acts committed while in office.

Section 5. APPELLATE AUTHORITY.--It has appellate jurisdiction embracing the revision of all matters of controversy which may arise in any chapter, and to hear and determine all appeals from the decision of the subordinate chapters, and finally determine the correctness of the action of all subordinate chapters in the expulsion of a member thereof, whether an appeal is taken or not.

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Whereas, A Grand Chapter of the Order of the Eastern Star is the sovereign, legislative, judicial and executive power within its territorial jurisdiction, with an inherent power to form its own fundamental laws and regulations for the government of the Order as its wisdom may devise; therefore, Electa Grand Chapter of the Order of the Eastern Star for Iowa and its jurisdiction does hereby adopt and promulgate the following as the constitutional law of the jurisdiction for its own government of subordinate chapters within its own jurisdiction.

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## Article III.

Section 1. MEMBERSHIP--OF WHOM COMPOSED.--Electa Grand Chapter shall consist of presiding Grand Officers, all past Grand Officers, the Past Worthy Matrons and Past Worthy Patrons of the subordinate Chapters so long as they retain membership in a subordinate Chapter of this jurisdiction, the presiding Worthy Matrons and Worthy Patrons, and Associate Matrons of each chartered Chapter.

Section 2. SUBORDINATE CHAPTER MEMBERSHIP.--Every officer and member of Electa Grand Chapter must be a member in good standing in a subordinate Chapter in this jurisdiction and cessation of such membership shall terminate office and membership held in Electa Grand Chapter.

Section 3. VOTING RIGHTS.--The Worthy Matrons, Worthy Patrons, Associate Matrons, Past Worthy Matrons and Past Worthy Patrons of the subordinate Chapters; shall each be entitled to vote and to take part in the proceedings of Electa Grand Chapter. Each shall have one vote upon any question save that the presiding officer in case of a tie, may give the additional casting vote.

## Article IV.

Section 1. ELIGIBILITY.--Every member of Electa Grand Chapter shall be eligible to any office in the same, subject to the restrictions contained in Sections 3, 4, 5 and 6 of this Article.

Section 2. RESTRICTIONS.--No present Worthy Matron or Worthy Patron shall be eligible to the office of Grand Worthy Matron or Grand Worthy Patron.

Section 3. Associate Matrons when in attendance at Electa Grand Chapter may be appointed to fill a station during that session only.

Section 4. All officers shall be sisters, except Grand Worthy Patrons and Associate Grand Patrons, who must be a brother; provided, however, the Sentinel, Chaplain and Marshall may be either a sister or brother.

Section 5. No sister or brother shall be eligible to hold office in Electa Grand Chapter who is not at the time of the election or appointment a member in regular standing of a Chartered Chapter subordinate to Electa Grand Chapter.

Section 6. TITLES --The titles of the Grand Worthy Matron and Grand Worthy Patron shall be Grand Worthy (naming the office addressed). The remaining officers shall be styled Grand (naming the office addressed).

## Article V.

Section 1. MEETING.--Electa Grand Chapter shall hold one (1) regular communication each year commencing on the third Tuesday in June at nine o'clock A.M.

Section 2. Electa Grand Chapter shall by ballot select the place for holding its communication; provided if no place is selected or the place selected is unprepared, the Grand Worthy Matron may fix such a place of meeting; provided however, that in case of an epidemic or other cause dangerous to the health or comfort of the members of Electa Grand Chapter, the Grand Worthy Matron may change such place of meeting.

Section 3. SPECIAL MEETINGS.--Special meetings may be ordered by the Grand Worthy Matron and Grand Worthy Patron to be held at such time and place as they may select, whenever the interest of the Order may require. When a special meeting shall be ordered each subordinate Chapter in the jurisdiction shall be notified thereof at least twenty (20) days previous to the date of such called meeting; and no business shall be transacted thereat, except such as may be specified in the call for same.

Section 4. QUORUM FOR BUSINESS.--Representatives or proxies regularly appointed of five subordinate Chapters under this jurisdiction together with one of the first four elective officers of Electa Grand Chapter shall be necessary to constitute a quorum for the transaction of the business of any session of Electa Grand Chapter. Should a less number be found present at any regular or special meeting, those present shall have power only to adjourn to a day certain or to adjourn without a date.

Section 5. Electa Grand Chapter must hold an annual communication if five Chapters are represented, and in the absence of all of the officers enumerated in Section Four (4) of this article the Worthy Matron of the oldest Chapter shall preside.

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Section 1. MEMBERSHIP--OF WHOM COMPOSED.--Electa Grand Chapter shall consist of presiding Grand Officers, all past Grand Officers, the Past Worthy Matrons and Past Worthy Patrons of the subordinate Chapters so long as they retain membership in a subordinate Chapter of this jurisdiction, the presiding Worthy Matrons and Worthy Patrons, and Associate Matrons of each chartered Chapter.

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## Article VI.

Section 1. VOTERS.--The foregoing officers, members and representatives only shall be entitled to vote and take part in the proceedings of Electa Grand Chapter; they shall have but one vote each on every question. No representative of a Chapter shall vote as a Grand Officer. Any Chapter in arrears for dues shall have no vote, unless granted by vote of Electa Grand Chapter.

Section 2. REPRESENTATIVES AND PROXIES.--It shall be the duty of the Worthy Matrons, Worthy Patrons and Associate Matrons of Chapters to attend all meetings of Electa Grand Chapter. A proxy may be appointed to represent a Chapter but such proxy must be a Past Worthy Matron or Past Worthy Patron of the subordinate Chapter represented.

Section 3. Each Chapter shall be entitled to three (3) votes Worthy Matron, Worthy Patron and Associate Matron (while in office). Should all three be absent, the proxy appointed may cast the three (3) votes of the Chapter. All Past Worthy Matrons and Past Worthy Patrons who are in good standing in their respective Chapters shall be entitled to one (1) vote, but no Past Worthy Matron or Past Worthy Patron may vote by proxy.

Section 4. THE ROLL CALL.--The Roll Call shall be ordered upon the demand of the representatives of three (3) Chapters. In taking the Roll Call the Chapters in their order shall be called first. In all voting a majority of the votes cast shall govern.

Section 5. VOTING.--Voting in Electa Grand Chapter shall be either (1) by ballot or (2) by showing of hands. The first method shall be taken in all cases of election of officers and the selection of a place to hold Electa Grand Chapter. In all other cases the (2) method shall be taken, unless the representatives of three (3) Chapters concur in demanding a vote by ballot.

Section 6. INDIVIDUAL VOTES.--Members of Electa Grand Chapter in their right by virtue of present or past official rank, who are in attendance when the voting is by ballot, are each entitled to one (1) personal vote, and one who is also a representative of her or his Chapter may vote in such capacity in addition to the personal vote; a personal vote cannot be given by proxy.

## Article VII.

Section 1. VACANCIES IN OFFICE.--Vacancies in office alike in the Grand and subordinate Chapters, may be created by death, disability, removal from the jurisdiction, resignation or by judicial action.

Section 2. GRAND WORTHY MATRON OR GRAND WORTHY PATRON. In the event of a vacancy in the office of Grand Worthy Matron or Grand Worthy Patron, the Grand Associate Matron or Grand Associate Patron respectively shall succeed to the duties of the office vacated.

Section 3. OTHER OFFICERS.--In case of a vacancy in any other office in Electa Grand Chapter elective or appointive the Grand Worthy Matron shall appoint a member to fill the office until a successor is duly elected or appointed and installed.

Section 4. SUBORDINATE CHAPTERS.--Vacancies in office in subordinate Chapters shall be filled as prescribed in the Code. (See Section 71).

## Article VIII.

Section 1. ELECTION AND APPOINTMENTS.--The elective officers are Grand Worthy Matron, Grand Worthy Patron, Grand Associate Matron, Grand Associate Patron, Grand Treasurer, Grand Secretary, Grand Conductress, Grand Associate Conductress, Grand Lecturer and Grand Registrar. In no case shall there be more than one Grand Officer who is a female elected from the same Chapter unless one be Grand Secretary, Grand Treasurer or Grand Registrar.

Section 2. The remaining officers shall be appointed by the Grand Worthy Matron as follows: Grand Chaplain, Grand Marshall, Grand Adah, Grand Ruth, Grand Esther, Grand Martha, Grand Electa, Grand Warder, Grand Sentinel, Grand Christian Flag Bearer, Grand O.E.S. Flag Bearer and Grand U.S. Flag Bearer.

Section 3. BAR TO OFFICE.--No member shall be elected to any office in Electa Grand Chapter who is not present. And no member elected shall fill any office unless she or he has been regularly installed except that in the case of the absence of any regular officer her or his place may be temporarily filled by appointment and such appointee need not be installed. In the case of the absence of any

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officer, at the time of installation on account of sickness, the Grand Worthy Matron or any present or past Grand Officer, duly authorized by her, may install such officer at any time or place found convenient.

#### Article IX.

Section 1. REVENUES.--The Electa Grand Chapter shall provide by law for the collections of revenues, for the support of Electa Grand Chapter by the assessment of annual dues upon the membership of the Order within its Jurisdiction, by fees for the degrees and admission to membership, and by fees for charters and dispensations.

Section 2. CHAPTERS RESPONSIBLE.--Every subordinate Chapter shall be responsible to Electa Grand Chapter for the annual dues for its membership for Grand Chapter purposes and shall collect dues from its membership for the Grand and subordinate Chapters, exempting no one except for 50 year members and for inability to pay.

Section 3. The annual dues to Electa Grand Chapter per capita for members shall be seventy-five (75) cents. Where a member had belonged to two chapters in this jurisdiction in the same year, the Chapter first having the member on its rolls shall pay the Grand dues for the same.

Section 4. REVENUES.--For each dispensation granted a new Chapter, Five Dollars (\$5.00); for a warrant, Ten Dollars (\$10.00); for special dispensation, One Dollar (\$1.00); for conferring O.E.S., Queen of the South and Administrative degrees, Two Dollars (\$2.00); for Grand Chapter dues, each Chapter the sum of Two Dollars (\$2.00); for each member on its rolls on the 25th day of May each year, and for Grand Charity Fund, the sum of seventy-five (75) cents per quarter for every member on its rolls on the first day of July, October, January and April.

#### Article X.

Section 1. POWERS AND DUTIES OF GRAND OFFICERS. The Grand Worthy Matron has power:

1. To convene Electa Grand Chapter in special meetings in case of emergency.

2. To preside at all meetings of Electa Grand Chapter.
3. To execute the executive functions of Electa Grand Chapter when not in session.
4. To require the attendance of and information from any Grand Officer respecting his or her office.
5. To visit and convene any Chapter within this jurisdiction and in person, or by deputy, to preside therein, inspect their proceedings and require their conformity to the established rules of the Order.
6. To issue her dispensation to any regular Chapter to make a new member on proper application without waiting for the usual time, and to confer the degrees for less than the constitutional fee.
7. To suspend the function of any Chapter for good reasons.
8. To command every Grand Officer and call on any of them for advice and assistance relative to the order.
9. To institute Chapters in person or by deputy.
10. To appoint all committees not otherwise proved for.
11. To grant dispensations to elect and to install officers.
12. To decide all questions of law or usage submitted to her, subjected, however, to an appeal to the Electa Grand Chapter.
13. She may call upon the Grand Worthy Patron to preside at any time and she may if she wishes ask his assistance in calling special meetings of Electa Grand Chapter.
14. She shall report to Electa Grand Chapter at each annual meeting all her official acts.

Section 2. GRAND WORTHY PATRON.--The Grand Worthy Patron shall have the power during vacation of Electa Grand Chapter to grant his dispensations for new Chapters on proper application, attested by the Grand Secretary and seal of Electa Grand Chapter, also to suspend for a good cause, for a limited period, or until the annual meeting of Electa Grand Chapter, a subordinate Chapter and to require information of any Grand Officer

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11. To grant dispensations to elect and to install officers.
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respecting his or her office; he shall preside when called upon by the Grand Worthy Matron, and in the absence of both the Grand Worthy Matron and the Grand Associate Matron he shall call Electa Grand Chapter to order, and appoint some Past Worthy Matron present to act as Grand Worthy Matron pro tem. He shall report to Electa Grand Chapter at its annual meeting all his official acts. He is to see that the Grand Treasurer's bond is adequate to cover all funds of Electa Grand Chapter.

Section 3. GRAND ASSOCIATE MATRON.--In case of a vacancy in the office of Grand Worthy Matron the Grand Associate Matron shall perform the duties pertaining to the Grand Worthy Matron's office and at all other times perform such duties as may be assigned to her by the Grand Worthy Matron. She is also to act as Grand Chairman of Foreign Correspondence, examining the proceedings of sister jurisdictions and filing at each annual communication a written report of her work during the year, noting therein, whatever she may deem of interest to the Order. She shall receive her necessary office expense and her actual expenses in attendance upon Electa Grand Chapter.

Section 4. GRAND ASSOCIATE PATRON.--In case of a like disability on the part of the Grand Worthy Patron, the Grand Associate Patron shall perform all the duties pertaining to the Grand Worthy Patron's office, and shall render such other service as may be required by the Grand Worthy Patron. He shall also act as Grand Chairman of Finance.

Section 5. GRAND TREASURER.--It shall be the duty of the Grand Treasurer: First to be present at Electa Grand Chapter at all its meetings and attend upon the Grand Worthy Matron when required with books and necessary papers appertaining to her office, also, if required by Electa Grand Chapter or Grand Worthy Matron to attend with such books and papers upon any committee which may be appointed to act in relation to the fiscal concerns of Electa Grand Chapter. Second. To receive all moneys belonging to Electa Grand Chapter from the Grand Secretary and give receipts therefore and keep in suitable books a just and accurate account thereof. Third: To have in

charge all securities; vouchers and other fiscal property belonging to Electa Grand Chapter. Fourth To keep a separate account in detail of all moneys belonging to the General Fund and Grand Relief Fund as Electa Grand Chapter may provide. Fifth To pay all orders from the several funds of Electa Grand Chapter only when signed by the Grand Worthy Matron and Grand Secretary. Sixth: To report at each annual meeting a detailed account of the official receipts and disbursements, with proper vouchers for the latter and to present a statement of the existing condition of the several funds and of the finances generally of Electa Grand Chapter. She shall give such bond for the faithful discharge of her official duties as Electa Grand Chapter may from time to time require, and in the sum required. And she shall receive the sum of seventy-five (\$75.00) dollars per year as compensation for such services. She shall take two thousand (\$2,000.00) dollars from the General Fund to buy a Time Certificate in a federally insured bank and that this Certificate be renewed each year. She shall have her books in to the Auditing Committee by June 10th of each year.

Section 6. GRAND SECRETARY.--The Grand Secretary shall attend at all regular and special meetings of Electa Grand Chapter and duly record its proceedings; shall receive and account for all funds and property of Electa Grand Chapter which may come into her hands, and deliver to her successor in office all books and other property of Electa Grand Chapter in her possession; pay all moneys over to the Grand Treasurer, taking her receipt therefor. She shall keep a record of the returns made by subordinate chapters, receive and preserve all petitions, applications, appeals and other documents; sign, certify to and duly seal all instruments issued by Electa Grand Chapter, conduct its correspondence, make reports to Electa Grand Chapter of all funds received and paid over to the Grand Treasurer, and such other matters as it is desired action shall be taken upon by Electa Grand Chapter, shall in due time not less than thirty (30) days before each annual meeting, furnish each subordinate chapter with duplicate blank returns, accompanied with such instructions in regard to them, as rules and regulations of Electa Grand Chapter may require, keep a record of all rejected candidates shall cause the proceedings of the Electa Grand Chapter to be

respecting his or her office; he shall preside when called upon by the Grand Worthy Matron, and in the absence of both the Grand Worthy Matron and the Grand Associate Matron he shall call Electa Grand Chapter to order, and appoint some Past Worthy Matron present to act as Grand Worthy Matron pro tem. He shall report to Electa Grand Chapter at its annual meeting all his official acts. He is to see that the Grand Treasurer's bond is adequate to cover all funds of Electa Grand Chapter.

Section 3. GRAND ASSOCIATE MATRON.--In case of a vacancy in the office of Grand Worthy Matron the Grand Associate Matron shall perform the duties pertaining to the Grand Worthy Matron's office and at all other times perform such duties as may be assigned to her by the Grand Worthy Matron. She is also to act as Grand Chairman of Foreign Correspondence, examining the proceedings of sister jurisdictions and filing at each annual communication a written report of her work during the year, noting therein, whatever she may deem of interest to the Order. She shall receive her necessary office expense and her actual expenses in attendance upon Electa Grand Chapter.

Section 4. GRAND ASSOCIATE PATRON.--In case of a like disability on the part of the Grand Worthy Patron, the Grand Associate Patron shall perform all the duties pertaining to the Grand Worthy Patron's office, and shall render such other service as may be required by the Grand Worthy Patron. He shall also act as Grand Chairman of Finance.

Section 5. GRAND TREASURER.--It shall be the duty of the Grand Treasurer: First to be present at Electa Grand Chapter at all its meetings and attend upon the Grand Worthy Matron when required with books and necessary papers appertaining to her office, also, if required by Electa Grand Chapter or Grand Worthy Matron to attend with such books and papers upon any committee which may be appointed to act in relation to the fiscal concerns of Electa Grand Chapter. Second. To receive all moneys belonging to Electa Grand Chapter from the Grand Secretary and give receipts therefore and keep in suitable books a just and accurate account thereof. Third: To have in

charge all securities; vouchers and other fiscal property belonging to Electa Grand Chapter. Fourth To keep a separate account in detail of all moneys belonging to the General Fund and Grand Relief Fund as Electa Grand Chapter may provide. Fifth To pay all orders from the several funds of Electa Grand Chapter only when signed by the Grand Worthy Matron and Grand Secretary. Sixth To report at each annual meeting a detailed account of the official receipts and disbursements, with proper vouchers for the latter and to present a statement of the existing condition of the several funds and of the finances generally of Electa Grand Chapter. She shall give such bond for the faithful discharge of her official duties as Electa Grand Chapter may from time to time require, and in the sum required. And she shall receive the sum of seventy-five (\$75.00) dollars per year as compensation for such services. She shall take two thousand (\$2,000.00) dollars from the General Fund to buy a Time Certificate in a federally insured bank and that this Certificate be renewed each year. She shall have her books in to the Auditing Committee by June 10th of each year.

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published annually. She shall receive as compensation one hundred twenty-five (\$125.00) dollars per year, and shall give bond for the faithful discharge of her official duties in a sum as Electa Grand Chapter may from time to time require.

The Grand Secretary shall forward three (3) copies of the Electa Grand Chapter Constitution and By-laws to each chapter in its jurisdiction, one (1) for the Worthy Matron, one (1) for the Worthy Patron and one (1) for the Secretary for the benefit of the Chapter, also one (1) for each officer of Electa Grand Chapter. Those remaining shall be left in custody of the Grand Secretary for distribution as may be ordered. She shall have her books in to the Auditing Committee by June 10th of each year.

Section 6A. GRAND REGISTRAR.--The Grand Registrar shall take the names and addresses of all those in attendance at Electa Grand Chapter. She shall send all changes to subordinate chapters not represented at Electa Grand Chapter. That she have her books and committee reports in to the office of Grand Secretary within a thirty (30) day time limit after the close of the annual session.

Section 7. BONDS.--The bonds herein required to be given by the Grand Secretary and Grand Treasurer shall be conditioned as may be required by Electa Grand Chapter or the Grand Worthy Matron and Grand Worthy Patron, and shall be executed with securities to be approved by the last named officers. The Grand Worthy Patron shall be the custodian of these bonds.

Section 8. REMAINING OFFICERS.--The duties of the remaining Grand Officers shall be such as are traditionally appropriated to their respective stations, or allotted to them by the Electa Grand Chapter.

## Article XI.

Section 1. WORK AUTHORIZED.--Electa Grand Chapter recognizes the work authorized by Robert McCoy, and any innovation or change therein by subordinate chapters is strictly forbidden.

## Article XII.

### Subordinate Chapters

Section 1. WARRANT.--Every subordinate chapter of this jurisdiction must be held by virtue of a charter from Electa Grand Chapter or a dispensation issued by authority of law.

Section 2. MEMBERSHIP.--The subordinate chapters shall be composed of those named in the charter and such as shall be admitted or demit or upon whom they have conferred the degrees of the order.

This jurisdiction does not recognize honorary membership in either Electa Grand Chapter or subordinate chapters. Membership, both male and female must be by petition and the legal fee, as provided in the laws.

Section 3. OFFICERS.--The officers of the subordinate chapters shall be a Worthy Matron, Worthy Patron, Associate Matron, Treasurer, Secretary, Conductress, Associate Conductress, Adah, Ruth, Esther, Martha, Electa, Warder and Sentinel; a Chaplain, Marshall. The first seven (7) shall be elected by ballot, the remaining shall be appointed.

Section 4. DUTIES IN ELECTA GRAND CHAPTER.--It shall be the duty of the Worthy Matron, Worthy Patron and Associate Matron of subordinate chapters to attend all meetings of Electa Grand Chapter as the representatives of their several chapters.

Section 5. NEW CHAPTERS.--During the recess of Electa Grand Chapter, the Grand Worthy Matron may grant dispensations, with the approval of the Grand Worthy Patron, attested by the Grand Secretary, and authenticated by the seal of Electa Grand Chapter, for the formation of new chapters; provided that no dispensation for a new chapter shall be issued, save upon the petition of at least fifteen (15) persons, duly qualified. All dispensations so granted shall expire by limitations at the next annual meeting of Electa Grand Chapter, when if the work of the new chapter is approved, a charter shall be continued in force by order of Electa Grand Chapter. (See Code, Section 19.)

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Section 6. CHAPTERS UNDER DISPENSATION.--Chapters under dispensation shall have all rights and privileges of a chartered chapter except to be represented in the Electa Grand Chapter, to elect and install officers, and to grant demits.

Section 7. CHARTERS.--No charter shall be granted to a new chapter until after the Grand Chapter shall be satisfied that it is qualified to properly discharge its duties and has a suitable place in which to hold its meetings, but shall have all the rights of a chartered chapter as soon as a charter has been voted to it by Electa Grand Chapter, and the chapter duly constituted.

Section 8. Upon the issuance of a charter, the chapter shall be convened as soon thereafter as practicable by the Grand Worthy Matron, Grand Worthy Patron, or a duly authorized deputy who shall order an election of officers, constitute the chapter and install the officers until the next election, and no report or Electa Grand Chapter dues shall be required of such chapter until the time of making the next annual report, when it shall include in such report all work done from the time charter was granted at Electa Grand Chapter.

#### Article XIII.

Section 1. REPORT OF CHAPTERS.--Each subordinate chartered chapter shall send to the Grand Secretary on or before the first day of June in each year a report of its work, for the year ending May 31. This report shall include the name of the officers elected and installed for the year, the number initiated, affiliated, withdrawn, suspended, reinstated, expelled and died; the number of remaining members, 50 year members, giving the names of each class in alphabetical order, affixing Miss or Mrs. to the sisters as the case may be, but when a member is both suspended and reinstated the same year or is demitted and reaffiliated with the same chapter the same year, such member need not be so reported in the annual report of Electa Grand Chapter.

Section 2. FAILURE TO REPORT.--A subordinate chapter failing to make returns as herein provided, and pay Grand Chapter dues for two (2) consecutive years, without presenting reasons to Electa Grand Chapter therefore, and

being by it excused, shall forfeit its charter and the Grand Secretary shall advise Electa Grand Chapter whenever such delinquency occurs.

Section 3. PENALTY.--Whenever it shall be brought to the attention of Electa Grand Chapter that any subordinate chapter has by virtue of Section 2, hereof forfeited its charter, it shall be the duty of Electa Grand Chapter to declare the same and order a return to it of all books, papers, money and other property which under the rule of the Order, it may rightfully take possession of and control, and shall enforce its order by taking the necessary steps therefor.

Section 4. CHAPTER U. D.--Chapters under dispensation shall make returns as directed in the Code. (See Code, Section 18)

#### Article XIV.

##### Right of Membership

Section 1. ELIGIBILITY.--Any affiliated Master Mason in good standing and the wife, widow, mother, sister, either of whole or half blood, and daughter or legally adopted daughter of a Master Mason who is in good standing, whether married or single, or of a deceased Master Mason who at the time of decease in good standing shall be eligible to membership in the Order of the Eastern Star, and shall have the right to petition therefor to the Chapter within those jurisdictions they may reside under such restrictions as to age and timely residence as may be provided by law.

Section 2. WHEN PETITION RECEIVED.--No chapter shall receive petition from the degrees, or for admission to membership therein only at regular stated meetings thereof; except by virtue of a special dispensation; and no ballot shall be taken on such a petition, except at a regular meeting after the one at which the petition was presented, except by virtue of a special dispensation.

Section 3. WAIVER OF JURISDICTION.--Each subordinate chapter shall have the right to waive its jurisdiction over an applicant for the degrees residing within the same by a

Section 6. CHAPTERS UNDER DISPENSATION.--Chapters under dispensation shall have all rights and privileges of a chartered chapter except to be represented in the Electa Grand Chapter, to elect and install officers, and to grant demits.

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Section 8. Upon the issuance of a charter, the chapter shall be convened as soon thereafter as practicable by the Grand Worthy Matron, Grand Worthy Patron, or a duly authorized deputy who shall order an election of officers, constitute the chapter and install the officers until the next election, and no report or Electa Grand Chapter dues shall be required of such chapter until the time of making the next annual report, when it shall include in such report all work done from the time charter was granted at Electa Grand Chapter.

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Section 3. WAIVER OF JURISDICTION.--Each subordinate chapter shall have the right to waive its jurisdiction over an applicant for the degrees residing within the same by a

two-thirds (2/3) vote by ballot of the members present at a regular meeting of such chapter; provided, that no such waiver of jurisdiction shall be granted in the case of an applicant who has been rejected except by unanimous vote.

Section 4. CONCURRENT JURISDICTION.--In cities having two or more chapters each shall have concurrent jurisdiction throughout the city. In all other cases the jurisdiction of each chapter shall extend in each direction one-half ( $\frac{1}{2}$ ) way a direct line to the nearest neighboring chapter, and no person shall receive the degrees except in the chapter having jurisdiction over her or his place of residence, except after waiver of jurisdiction, as above provided. The manner and form of applying for waiver of jurisdiction shall be prescribed by law. (See Code, Section 115.)

Section 5. RIGHT TO DEMIT.--Any member of the Order whose dues are paid and against whom no charges are presented shall have the right to demit. (See Code, Section 117.)

Section 6. AFFILIATION.--A member residing in this jurisdiction and holding a demit shall have the right to petition for membership in any Chapter in whose jurisdiction he or she may reside, providing that demit from any other jurisdiction must be from such only as are recognized by this Electa Grand Chapter. (Code, Section 123.)

#### Article XV.

##### Rejected Candidates

Section 1. BARRED FROM OTHER CHAPTERS.--No applicant for degrees or for membership, who has been rejected, shall, while residing within the jurisdiction of the chapter rejecting be initiated or admitted to membership in any other chapter, unless the chapter rejecting shall recommend such applicant by unanimous vote, which vote shall be taken by secret ballot, after notice thereof given at a previous stated meeting; provided, that this section shall have no application as between chapters having concurrent jurisdiction after three months from the date of rejection.

Section 2. RE-PETITION.--A rejected applicant for the degrees, or for membership, may petition again for the same at any time after three (3) months from the date of such rejection to the rejecting chapter or to any chapter having concurrent jurisdiction therewith, but shall not have the right to petition another chapter while residing within the jurisdiction of the chapter rejecting, without waiver of jurisdiction as herein before required. (See Article XIV.)

#### Article XVI.

##### Meetings

Section 1. REGULAR AND SPECIAL.--Each chapter shall hold not less than one (1) nor more than two (2) regular meetings in each calendar month; the time of which shall be fixed by their by-laws; provided, the regular meetings may be omitted for the months of July and August; and may hold special meetings for Esther Day, for conferring degrees and for performing burial service.

Section 2. QUORUM.--No chapter shall be convened for either a regular or special meeting unless there be at least five (5) members of such chapter, one of whom must be a Worthy Matron, Worthy Patron or Associate Matron. Regular or special meetings may be held without the presence of a Worthy Patron, except meetings for the conferring of the degrees.

Section 3. CHAPTER OF SORROW.--The Electa Grand Chapter shall hold a Grand Chapter of Sorrow at each annual meeting. Every local chapter shall record the names of its dead and present the same to Electa Grand Chapter; and each Worthy Matron or representative shall eulogize upon the same in the Grand Chapter of Sorrow. The dress for the Grand Chapter of Sorrow shall be the same as for funerals.

#### Article XVII.

##### Trials and Appeals

Section 1. HOW CONDUCTED.--All trials shall be conducted substantially in the manner provided in (Chapter

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Section 1. HOW CONDUCTED.--All trials shall be conducted substantially in the manner provided in (Chapter

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Section 2. RIGHT OF APPEAL.--The right of appeal shall remain inviolate, and no subordinate chapter shall abridge or deny this right.

Section 3. WHO MAY APPEAL.--An appeal may be taken by any member of a subordinate chapter from its decision, and upon all appeals all irregularities which do not affect the substantial rights of the party shall be disregarded, and the matter in controversy, settled according to the very right of as shown by the evidence. Electa Grand Chapter may affirm or reverse the decision appealed from, or may send back the case for a new trial, or direct the subordinate chapter as to the course to be taken upon the charges exhibited, the judgement to be entered, and the punishment inflicted.

#### Article XVIII.

##### Grand Relief Department

Section 1. There is hereby created a fund to be known as the Grand Relief Fund for Electa Grand Chapter. O.E.S., Prince Hall Affiliation, State of Iowa and Jurisdiction. This is not a life insurance fund or an endowment bureau, and does not provide for burial benefits. No policy is to be issued and no contract whatsoever is to exist between any sister or brother and Electa Grand Chapter.

Section 2. All donations not to exceed one hundred dollars (\$100.00) for any single donation, shall be made on the last day of each regular Grand Communication for all deaths occurring in the preceeding fiscal year of Electa Grand Chapter of which satisfactory proof has been submitted and proper claimants established as hereinafter provided, and shall be made in the following manner--If death occurs the first year of his or her membership in this jurisdiction, a donation of not more than \$25.00 shall be paid, or one-fourth ( $\frac{1}{4}$ ) of maximum amount paid to any claimant for the year in which the claim is filed. If death occurs within the second year of membership, one-half of maximum amount will be paid; the third year, three-fourths of the amount and the fourth year and thereafter, the full amount, that the donation be paid

within 30 days of notice of death as long as we are able to do so.

Section 3. Every member shall donate in the Relief Fund, a donation of three dollars (\$3.00) per year to be paid in quarterly installments of seventy-five cents (75¢) each through his or her chapter payable on the first day of July, October, January and April respectively.

Section 4. Ninety percent of the money thus collected during the year shall be equally divided among the proper claimants whose rights thereto have not been impaired as hereinafter provided, the other ten percent to be used for incidental expenses of administering this fund. All balances if any, after claims for any one fiscal year are paid shall be retained in said fund, and no money paid into Relief Fund shall be transferred or loaned to any other department.

Section 5. It shall be the duty of the Worthy Matron and Secretary of the subordinate chapter of this jurisdiction, and they are hereby required to forward as hereinafter provided on or before the date of their regular meeting in July, October, January and April respectively, reports in triplicate on blanks to be furnished by the Grand Secretary, showing the names of the members by whom it is paid and amount paid by each, one copy to be sent to the Grand Worthy Matron, one copy to be sent to the Grand Secretary with check or money order for the amount and one copy to be retained by the Secretary of the chapter.

Section 6. Electa Grand Chapter does not assume any responsibility where chapters fail from any cause whatsoever to remit their contribution to this fund, and when there is such failure to remit for any quarter or any number of quarters during any fiscal year donations to be made on account of the death of any member or such Chapter shall be proportionately reduced.

Section 7. The Grand Worthy Matron, Grand Worthy Patron and Grand Secretary shall be the committee on Grand Relief Fund.

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Section 4. Ninety percent of the money thus collected during the year shall be equally divided among the proper claimants whose rights thereto have not been impaired as hereinafter provided, the other ten percent to be used for incidental expenses of administering this fund. All balances if any, after claims for any one fiscal year are paid shall be retained in said fund, and no money paid into Relief Fund shall be transferred or loaned to any other department.

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Section 6. Electa Grand Chapter does not assume any responsibility where chapters fail from any cause whatsoever to remit their contribution to this fund, and when there is such failure to remit for any quarter or any number of quarters during any fiscal year donations to be made on account of the death of any member or such Chapter shall be proportionately reduced.

Section 7. The Grand Worthy Matron, Grand Worthy Patron and Grand Secretary shall be the committee on Grand Relief Fund.

Section 8. All relief assessments received by Grand Secretary, in accordance with the foregoing section, shall by the Grand Secretary be forwarded to the Grand Treasurer, who shall also be treasurer of the Grand Relief Fund, and shall be used only for payment as herein provided.

Section 9. Upon the death of any member of a subordinate chapter in good and regular standing, the secretary of said Chapter shall immediately notify the Grand worthy Matron, stating the name of the deceased member, the date of the death; also giving the name and relationship of the beneficiary of said deceased as hereafter provided.

Section 10. Any member may designate his or her beneficiary by notifying the secretary of his or her chapter and having the same entered opposite his or her name on the Chapter membership roll during the life of said member.

Section 11. Where not otherwise designated; the donations shall be made in the following manner and order:  
 A--To the husband or wife of the deceased provided marital relations are unimpaired, as hereafter described; and in the absence of such husband or wife the order shall be children, mother, father, sister, brother.  
 B--If none of the above named can be found within a year, then the Chapter of whom the deceased was a member shall be the beneficiary.

Section 12. The rights of the above named beneficiaries may be impaired and such impairment shall be construed to mean the willful neglect or flagrant abandonment of the deceased while living, but in no case shall it be interpreted as referring to any alienation caused by unnatural conduct of the deceased.

A--Electa Grand Chapter reserves the right to withhold all donations whenever there is a manifest evidence of fraud or collusion, it being the intention that so far as possible payment be made to person responsible for the last sickness and funeral of deceased.

## Article XIX.

### Amendments

Section 1. Any amendment, alteration or change of this constitution except of Article XVII thereof must be proposed in writing at an annual meeting of Electa Grand Chapter, the same shall be approved, such amendment, alteration or change must then be submitted to Electa Grand Chapter at its next annual meeting, and if then approved by a like vote of two-thirds the Constitution be so amended, altered or changed.

Section 2. Any amendment or change of Article XVIII of this constitution must be proposed in writing on the first day of the annual meeting of Electa Grand Chapter, and a vote shall be taken thereon on the third day of the same annual meeting when, if by two-thirds vote of Electa Grand Chapter the same shall be approved, such amendment, alteration or change shall be adopted, and the Constitution shall be so amended, altered or changed and shall be in force from the time of its adoption.

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## CODE OF GENERAL LAWS

### Chapter 1.

#### Organization, Power, Etc.

Section 1. JURISDICTION.--The territorial jurisdiction of Electa Grand Chapter of Iowa is co-extensive with the geographical boundaries of the State and unoccupied territory.

Section 2. POWERS, ETC.--The power and authority of its constitution.

Section 3. TERMS DEFINED.--The law of the Grand Jurisdiction are: First, the Constitution; Second, the Code; Third, Regulations. Regulations are such provisions of Electa Grand Chapter as expressed and defined in the preamble and are designed for special application and not in

Section 8. All relief assessments received by Grand Secretary, in accordance with the foregoing section, shall by the Grand Secretary be forwarded to the Grand Treasurer, who shall also be treasurer of the Grand Relief Fund, and shall be used only for payment as herein provided.

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conflict with the Constitution or the Code, such as rules for the control and management of its property and the guidance of officers and others in particular cases, and shall be designated as regulations.

Section 4. THE WRITTEN LAW.--The written law of this jurisdiction consists of the constitution and laws adopted by this Electa Grand Chapter and expressed in this Code and its subsequent enactment.

Section 5. THE CODE.--These laws when compiled and published shall be designated as "The Code of Electa Grand Chapter, Order of the Eastern Star, Prince Hall Affiliation of Iowa and Jurisdiction" and for the purpose of reference or citation may be known as "The Code," and all amendments hereto when offered in Electa Grand Chapter shall specify the section of the Code sought to be amended, and all subsequent legislation on new or different subjects shall be numbered consecutively, commencing with the number next succeeding the last number to this Code.

Section 6. WHEN IN EFFECT.--This Code shall take effect as soon as the same shall have been adopted by Electa Grand Chapter.

Section 7. AMENDMENTS--HOW PROPOSED.--All proposed amendments to the Code must be in writing, presented to Electa Grand Chapter, and by it referred to the Committee on Jurisprudence, which shall report thereon before noon of the second day of the session, and no final action shall be taken thereon until afternoon of said day.

Section 8. AMENDED--HOW EFFECTED.--Propositions to amend any section of the Code shall not be to strike therefrom nor add thereto when there is a proposed addition of more than three words, but the proposition shall contain the section re-written to express the law as intended and shall be as a substitute for the section amended and shall retain the same number.

Section 9. DECISION NOT LAW.--The Grand Worthy Matron and Grand Worthy Patron shall each deliver at the opening of each session of Electa Grand Chapter an address containing all recommendations as they deem for the good of

the order. They shall report to Electa Grand Chapter such decisions made by them during vacation, and they shall be referred to a committee on Jurisprudence.

Section 10. JUDICIAL DECISIONS.--All action of Electa Grand Chapter upon legal questions thereto either by the Committee on Jurisprudence or the Committee on Appeals and Grievances shall be deemed judicial determination of the legal question or construction of laws therein, but such action by Electa Grand Chapter must in no sense be considered legislation.

Section 11. SUSPENSION OF LAW.--Neither Electa Grand Chapter nor a subordinate Chapter can suspend any of the laws, nor shall any Grand Worthy Matron or Grand Worthy Patron suspend the operation of any law except in case where the same is expressly authorized.

Section 12. WHEN APPEALS MAY BE MADE TO MASONIC LAWS.--Whenever the laws of the Order of the Eastern Star of this Grand Jurisdiction are silent upon question that may arise affecting the welfare of the Order, appeal shall be made to the Jurisprudence of the M. W. Prince Hall Grand Lodge of Iowa, Free and Accepted Masons.

A--That a Masonic Code be purchased and placed in the office of the Grand Worthy Matron.

## Chapter 11.

### Committees of Electa Grand Chapter

Section 13. NAMED.--The Grand Worthy Matron, with the advice and counsel of the Grand Worthy Patron, shall at or before each annual meeting of Electa Grand Chapter, appoint the following standing committees of Electa Grand Chapter to consist of five (5) members each; on credentials, on addresses and reports on Chapters under dispensation, on returns of chapters, on appeals and grievance, on finance, on obituary and unfinished business. The first named of each committee shall be the chairman. Other committees may be appointed at the discretion of the Grand Worthy Matron, or by order of Electa Grand Chapter.

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A--The Committee on Jurisprudence shall consist of all past Grand Worthy Matrons, Past Grand Worthy Patrons present, seven (7) of which appointed by the Grand Worthy Matron be paid per diem, and that the seven paid members make report. The chairman shall be appointed by the Grand Worthy Matron

Section 14. DUTIES.--The Committee on Credentials shall receive and examine the credentials of all members and representatives and report the names of all who are entitled to seats in Electa Grand Chapter, the Grand Secretary being chairman of the Committee.

The addresses of the Grand Worthy Matron and Grand Worthy Patron, Grand Associate Matron and Grand Associate Patron, and the reports of the Grand Secretary, except the financial part thereof, and Grand Treasurer, and the report of the Grand Lecturer, shall be referred to the Committee on Grand Officers Addresses, who shall make report on the work performed, and the recommendations made therein.

The report of chapters under dispensation shall be referred to the committee of this name for report, as provided for in Section 18 of the Code.

The Committee on Returns shall examine the returns of all chartered chapters and report any errors of delinquencies to Electa Grand Chapter.

All appeals to Electa Grand Chapter and all grievances for the adjustment of which the authority of Electa Grand Chapter is invoked or needed shall be referred to the Committee on Appeals and Grievances.

The decisions of the Grand Worthy Matron made during the year, all proposed amendments to the Code, and questions of legal import calling for action by Electa Grand Chapter shall be referred to the Committee on Jurisprudence for examination and report.

The report of the Grand Treasurer, the financial reports of all Grand Officers and all questions of a monetary character affecting the interest of Electa Grand Chapter shall be referred to the Committee on Finance, who shall make report thereon; and they shall also audit all bills presented against Electa Grand Chapter.

The Committee on Chartered Chapters shall report on any new or arrested charters

The Committee on Unfinished Business shall examine the records and call the attention of Electa Grand Chapter to all business laid over the proceeding session.

The Committee on Obituary shall report the names and dates of death of members deceased during the year and arrange the program for the Chapter of Sorrow, and with the assistance of the local Chapter, make the necessary arrangement for holding the same.

### Chapter III.

#### Charters Under Dispensation

Section 15. (a).--PETITION FOR NEW CHAPTER.--A petition for a dispensation for a new chapter must bear the signature of not less than fifteen (15) duly qualified persons, one of whom must be a Master Mason in good standing. The petitioner shall pay into the treasury a sum sufficient to cover all cost of organization, including the dispensation fee, which sum may be appropriated between the petitioners as may be mutually agreeable to them, but the aggregate of said sum shall not be less than the average of three dollars (\$3.00) for each such petitioner. No dispensation shall be granted unless the required fee of five dollars (\$5.00) accompanies the petition therefore.

(b).--EVIDENCE OF QUALIFICATION.--With the petition for a dispensation there shall be presented evidence of the qualification of the petitioners as follows: (1) Demits from regularly constituted chapters for all who are members of the Order. (2) Certificates of good standing from the Secretary of the Lodge in case of Master Masons who are not members of the Order. (3) A certificate from the one selected to be the Worthy Matron, that all others who are not members of the Order sustain the required relation to a Master Mason, and are of required age.

(c).--INSTITUTING CHAPTER.--The Grand Worthy Matron or deputy shall then proceed to institute the chapter, appointing the officers therein, and conferring the degrees upon such as are not already in possession of the same.

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Section 16. **LIMITATIONS.**--No dispensation shall be issued for a new chapter to be located in a town where there is no Lodge, Masonic F. & A. M., Prince Hall Affiliation.

Section 17. **FEE FOR DISPENSATION.**--For every dispensation for the formation of a chapter there shall be paid into the Grand Treasury the sum of \$5.00, which shall accompany the petition therefore. Upon the granting of a dispensation the Grand Worthy Matron in person or by someone therefore duly authorized shall institute the chapter, confer the degrees upon all the petitioners who are present at the institution, and who are not already members of the Order.

Section 18. **RETURNS.**--Every chapter under dispensation shall, immediately after its last regular meeting before the next succeeding session of Electa Grand Chapter, return its letter of dispensation to the Grand Secretary, together with its annual dues and returns and an abstract of its work, stating particularly the following facts: The time of institution, the names of all chapter members, stating separately those who were previously members of the Order and those upon whom the instituting officers conferred the degrees, the names of the officers selected and the names of visitors if any were present, at the institution, and at each succeeding meeting give, first the number of members, the names of the officers and visitors present; second, whether the meeting be a regular one or special one, and if a special one, for what purpose; third, all proceeding relating to petitions for degrees and for affiliation including their reception by whom recommended, fee paid, to whom referred, report thereon and ballot had, with its results; fourth, a statement of all work done. A certificate of the correctness of this abstract shall be signed by the Worthy Matron and Secretary. The abstract shall be made on cap paper, the leaves fastened together, carefully folded and the names and location of the chapter indorsed on the back.

Section 19. **REFERENCE TO COMMITTEE.**--The abstract when received by the Grand Secretary shall be by her

tabulated and delivered to the chairman of the Committee on Chapters Under Dispensation; said committee shall make report thereon or before the second morning of the session after action by full committee, and if Electa Grand Chapter approves the work it may order a charter to be issued or if a charter be refused, Electa Grand Chapter may extend the dispensation until its next succeeding session.

Section 20. **CHARTER.**--No charter shall be issued except by order of Electa Grand Chapter, nor until such an abstract is returned, and if a charter be ordered it shall be signed by the Grand Worthy Matron and Grand Worthy Patron, and attested by the Grand Secretary with the seal of Electa Grand Chapter and shall be delivered to the new chartered chapter upon payment of a further fee of ten dollars (\$10.00) and at the time the chapter is constituted.

Section 21. **RETURNS SUSPEND WORK.**--No chapter under dispensation shall do any work or perform any of the functions of a chapter after the return of the dispensation, until a charter shall have been granted and the chapter constituted or the dispensation renewed by Electa Grand Chapter. (Section 18, 19)

#### Chapter IV.

##### Constitution, Charters, Etc.

Section 22. **CONSTITUTED.**--After the issuance of a charter the chapter must be constituted by the Grand Worthy Matron, Grand Worthy Patron, or a duly authorized deputy.

Section 23. **CHARTER.**--The control of the charter is with the Worthy Matron of the Chapter who shall be responsible for its safe keeping.

Section 24. **SURRENDER.**--Any chapter within this jurisdiction may voluntarily surrender its charter. The proposition therefore may be submitted at a regular meeting provided, that in case a chapter fails for more than six

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Section 24. SURRENDER.--Any chapter within this jurisdiction may voluntarily surrender its charter. The proposition therefore may be submitted at a regular meeting provided, that in case a chapter fails for more than six

months to hold a regular meeting such proposition may be presented to the Worthy Matron or Worthy Patron thereof. If the proposition is presented at a regular meeting action thereon shall be had at the next regular meeting. If the proposition be to the Worthy Matron or Worthy Patron when no regular meetings have been held as aforesaid, action thereon shall not be taken until the time for the second regular meeting thereafter; nor shall such action be had until each member of the Chapter has been notified in writing of such contemplated action. The proof of service of such notice may be certificate of the member making the same attached to a copy of such notice, with the name of each member served and the date of such service. If a member is non-resident, service by registered mail shall be deemed sufficient.

Section 25. ACTION BY CHAPTER.--At the first regular meeting after the completion of service of notice as provided in the last section the chapter legally constituted may consider the same. The Worthy Matron or the officer presiding shall present the question: "Shall the charter be surrendered?" The vote shall be by ballot with the words "Yes or No" as each may desire to vote. If a majority vote to surrender yet there are at least five (5) members of the chapter may petition the Grand Worthy Matron for a second ballot, upon the question who may grant or refuse the same. If a re-ballot be granted, the officer granting the same shall fix the time and the notice to be given thereof. If upon proceeding for surrender of charter by either of the methods mentioned in Section 24, a quorum fails to appear, the vote of those present shall be taken and recorded by the Secretary or some member acting as such, and the same shall be duly certified, together with the proof of notice of the intended action, to Electa Grand Chapter, which may at its next succeeding session declare the chapter surrendered and grant demits to the members thereof in the manner provided in this Code.

Section 26. REVOCATION OF CHARTER.--Electa Grand Chapter may revoke the charter of a subordinate chapter for disobedience to its orders, rules or laws, for insubordination, or whenever in its judgement the condition of the chapter as to discipline or otherwise is such

that its existence is detrimental to the honor and usefulness of the order, or whenever its depleted condition as to members, finance or interest in the work shall render it proper.

Section 27. ARREST OF CHARTER.--For any of the reasons stated in the foregoing section, the Grand Worthy Matron, during the recess of Electa Grand Chapter, may arrest the charter of any subordinate chapter, but in such case she must report such action to Electa Grand Chapter at its next session with the reasons therefore, for its approval or disapproval, and at such time the chapter may be heard in its own behalf. Electa Grand Chapter shall act in the premises at its next session in all respects as the good of the Order may require.

Section 28. EFFECT OF ARREST.--The arrest of the charter shall have the effect to suspend the functions of the chapter until final action can be had thereon by Electa Grand Chapter, and it may on final hearing restore the charter or forfeit it, as it may deem best. It may approve the action of the Grand Worthy Matron in arresting the charter without forfeiting the same if satisfied that the discipline is already sufficient.

Section 29. STANDING OF MEMBERS.--In case of surrender or revocation of the charter of any chapter the standing of each member therein at the date of surrender or revocation shall be that of a non-affiliated member in good standing upon a regular demit, provided that such member is clear on the books and has no charges pending against him or her; upon the return of the books and records of the chapter to the Grand Secretary, as provided by law, each of the members thereof, as shown by the books and records, shall be entitled to receive from the Grand Secretary, under the seal of Electa Grand Chapter, if applied for within one year, a certificate showing such facts, and certificates shall have the force and effect of a demit, but no member shall receive such certificate who is in arrears for dues until he or she shall pay to the Grand Secretary all such arrearages, unless the same are remitted by Electa Grand Chapter; and any member of such chapter failing to apply for a certificate within one

months to hold a regular meeting such proposition may be presented to the Worthy Matron or Worthy Patron thereof. If the proposition is presented at a regular meeting action thereon shall be had at the next regular meeting. If the proposition be to the Worthy Matron or Worthy Patron when no regular meetings have been held as aforesaid, action thereon shall not be taken until the time for the second regular meeting thereafter; nor shall such action be had until each member of the Chapter has been notified in writing of such contemplated action. The proof of service of such notice may be certificate of the member making the same attached to a copy of such notice, with the name of each member served and the date of such service. If a member is non-resident, service by registered mail shall be deemed sufficient.

Section 25. ACTION BY CHAPTER.--At the first regular meeting after the completion of service of notice as provided in the last section the chapter legally constituted may consider the same. The Worthy Matron or the officer presiding shall present the question: "Shall the charter be surrendered?" The vote shall be by ballot with the words "Yes or No" as each may desire to vote. If a majority vote to surrender yet there are at least five (5) members of the chapter may petition the Grand Worthy Matron for a second ballot, upon the question who may grant or refuse the same. If a re-ballot be granted, the officer granting the same shall fix the time and the notice to be given thereof. If upon proceeding for surrender of charter by either of the methods mentioned in Section 24, a quorum fails to appear, the vote of those present shall be taken and recorded by the Secretary or some member acting as such, and the same shall be duly certified, together with the proof of notice of the intended action, to Electa Grand Chapter, which may at its next succeeding session declare the chapter surrendered and grant demits to the members thereof in the manner provided in this Code.

Section 26. REVOCATION OF CHARTER.--Electa Grand Chapter may revoke the charter of a subordinate chapter for disobedience to its orders, rules or laws, for insubordination, or whenever in its judgement the condition of the chapter as to discipline or otherwise is such

that its existence is detrimental to the honor and usefulness of the order, or whenever its depleted condition as to members, finance or interest in the work shall render it proper.

Section 27. ARREST OF CHARTER.--For any of the reasons stated in the foregoing section, the Grand Worthy Matron, during the recess of Electa Grand Chapter, may arrest the charter of any subordinate chapter, but in such case she must report such action to Electa Grand Chapter at its next session with the reasons therefore, for its approval or disapproval, and at such time the chapter may be heard in its own behalf. Electa Grand Chapter shall act in the premises at its next session in all respects as the good of the Order may require.

Section 28. EFFECT OF ARREST.--The arrest of the charter shall have the effect to suspend the functions of the chapter until final action can be had thereon by Electa Grand Chapter, and it may on final hearing restore the charter or forfeit it, as it may deem best. It may approve the action of the Grand Worthy Matron in arresting the charter without forfeiting the same if satisfied that the discipline is already sufficient.

Section 29. STANDING OF MEMBERS.--In case of surrender or revocation of the charter of any chapter the standing of each member therein at the date of surrender or revocation shall be that of a non-affiliated member in good standing upon a regular demit, provided that such member is clear on the books and has no charges pending against him or her; upon the return of the books and records of the chapter to the Grand Secretary, as provided by law, each of the members thereof, as shown by the books and records, shall be entitled to receive from the Grand Secretary, under the seal of Electa Grand Chapter, if applied for within one year, a certificate showing such facts, and certificates shall have the force and effect of a demit, but no member shall receive such certificate who is in arrears for dues until he or she shall pay to the Grand Secretary all such arrearages, unless the same are remitted by Electa Grand Chapter; and any member of such chapter failing to apply for a certificate within one

year after the demise of the chapter shall pay to the Grand Secretary one dollar (\$1.00) in addition to such sums as are owing the chapter before a certificate shall be granted.

Section 30. MEMBERS AT FAULT.--No certificate shall be issued as contemplated in the preceding section in favor of any member of the chapter against whom complaint shall be lodged with the Grand Secretary of the fact that the revocation of the charter was caused by his or her misconduct in whole or in part until directed by Electa Grand Chapter. In such cases the member seeking certificate may petition for hearing by Electa Grand Chapter, and thereupon Electa Grand Chapter shall investigate the case and may grant or refuse a certificate at its discretion, having in view the equitable right of all concerned.

Section 31. CHARTER LOST.--Whenever the charter of a chapter in good standing shall be lost or destroyed, another shall be issued by the Grand Secretary, who shall report the fact to the next Grand Chapter. The Grand Secretary shall collect the regular charter fee therefor; provided that in case the loss occurred by no fault or negligence on the part of the chapter or any officer thereof, the Grand Worthy Matron may order the remission of the fee.

Section 32. PROPERTY.--Whenever a chapter shall voluntarily surrender its charter, or the same shall have been revoked by Electa Grand Chapter, it shall be the duty of the Worthy Matron of the chapter to at once forward to the Grand Secretary at her office all the books, papers, jewels, charts, moneys and chapter paraphernalia. In cases such charter shall be restored, all such property not disposed of shall be returned to the chapter.

Section 33. DEBTS.--Electa Grand Chapter shall not become responsible for the debts of any subordinate chapter, but in any case where the chapter becomes extinct either by a surrender of or a revocation of its charter, the assets available therefrom shall be used for the payment of its obligations and for the purpose they may, if necessary, be converted into money.

Section 34. RESTORATION OF CHARTER.--If Electa Grand Chapter upon final hearing shall revoke the charter, it may afterwards restore it, but in such case restoration must be to the identical chapter in name and number and with the right of every member thereof at the date of the revocation yet unaffiliated, who was in good standing therein and those having received certificate of membership from Electa Grand Chapter or its Grand Secretary may be restored to membership in such restored chapter by depositing their certificate with the Secretary within one year from the date of restoration of the charter.

Section 35. PETITION FOR.--The application for restoration of the revoked charter may be made by any five (5) members of the chapter at the date of revocation who are yet unaffiliated and in good standing and reside within its local jurisdiction, and shall be by petition to Electa Grand Chapter within two (2) years from its revocation.

Section 36. PROPERTY RESTORED.--If a charter once revoked shall be restored, Electa Grand Chapter shall return to it the books, seal, records and files taken therefrom, and such other property taken from said chapter not otherwise disposed of, as it may deem best.

Section 37. SAME.--Whenever an arrested charter shall be restored without revocation, all property and effect received by Electa Grand Chapter shall be returned with the charter less the expense incurred by Electa Grand Chapter except that when the arrest shall be adjudged by Electa Grand Chapter to have been wrongful, then the restoration shall be made without expense to the subordinate chapter.

Section 38. NEW CHAPTER.--Nothing in the Code shall be construed to prohibit the members of an extinct chapter or any part of them, by themselves or with others, from petitioning for and obtaining a dispensation to organize a new chapter.

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## Chapter V.

## Consolidation of Chapters

Section 39. HOW DONE.--Two or more chapters having concurrent jurisdiction may be consolidated as one. The proposition for such consolidation shall be presented in each chapter at a regular meeting, and notice given by the Worthy Matron that a vote thereon will be taken at the next regular meeting. It shall be the duty of the Secretary to notify in writing each member of the chapter of the proposed action, and of the time when the vote will be taken.

Section 40. VOTE ON.--At the regular meeting at which the members have been notified to appear, the question shall be presented by the presiding officer; "Shall the chapter be consolidated?" The vote shall be by ballot, those in favor voting "Yes", those opposed voting "No". If two-thirds of the members of the chapter present vote "Yes", the vote of the chapter shall be recorded in favor of consolidation. The Secretary shall at once notify the other chapter (or chapters) interested of the vote, and shall also report the same to the Grand Worthy Matron.

Section 41. CONCURRENT VOTE REQUIRED.--A concurrent vote of the chapters shall be necessary to consolidation. When such concurrence is reported the Grand Worthy Matron shall make an order for the consolidation of the chapters a copy of which order shall be sent to the secretary of each chapter interested.

Section 42. NAME AND NUMBERS.--The name and number of the consolidated chapter shall be that of the oldest chapter consolidated.

Section 43. PROPERTY.--In case of consolidation, the property of all chapters consolidated shall become the property of the consolidated chapter.

Section 44. LOCATION.--The proposition for consolidation shall state the proposed location of the chapter consolidated.

Section 45. OFFICERS.--In case of the consolidation of two or more chapters, all the officers shall become vacant except that Worthy Matron of the oldest chapter, who may temporarily fill all offices by appointment, and at the first meeting of the consolidated chapter, the Worthy Matron shall fix a time for holding an election of the officers of said chapter, at which time all the officers of said chapter, including that of Worthy Matron, shall be elected and installed. The term of such officers shall be until the next annual election and installation as provided by law.

Section 46. MEETINGS.--The meetings of the consolidated chapter shall be held at the time fixed by the by-laws of the oldest chapter until such time as the consolidated chapter shall adopt by-laws for its own government.

## Chapter VI.

## Removal of Chapters

Section 47. PROPOSITION FOR.--A Chapter may be removed from one city or town to another; provided, that such removal shall not be to a town having therein no Lodge, F. & A. M., Prince Hall Affiliation. The proposition for that purpose shall be presented and read at a stated meeting of the chapter. It shall be for action at the next stated meeting proposed and each and every member of the chapter shall be notified in case of consolidation of chapters. (Chapter 5, Section 39)

Section 48. VOTE ON.--The action of the chapter on the proposition for removal shall be by ballot in answer to the question by the Worthy Matron: "Shall the chapter be removed?" Those in favor of removal shall deposit a ballot with the word "Yes" and those opposed a ballot with the word "No". If a majority vote in favor of removal then the proposition shall be submitted to the Grand Worthy Matron to whom reasons for and against removal may be submitted. If she concurs with the majority then the chapter shall be removed, otherwise it shall not.

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Section 49. PLACE OF MEETING.--The place of meeting of a chapter, whether working under dispensation or a charter, is at the discretion of such chapter, but is subject to review by the Grand Worthy Matron and Grand Worthy Patron, and if in their judgement the place selected is unsuitable they may require said chapter to select some other and suitable place for holding its meetings, and in case of neglect or refusal to do so, they may interdict the meeting of said chapter or arrest its charter or dispensation.

#### Chapter VII.

##### Jurisdiction of Chapters

Section 50. TERRITORY.--Territorial jurisdiction of each subordinate chapter, except as otherwise provided in this code, is over all territory lying nearer to such subordinate chapter than another chapter of this jurisdiction, the distance to be computed by a direct line, and no chapter shall act upon the petition of an applicant for the degrees whose residence is nearer some other chapter of this jurisdiction than the one to which the application is made, without first obtaining the consent of such nearest chapter or the chapter having jurisdiction over the applicant; provided, that where any part of an incorporated city or town is equi-distant from two or more chapters and such city or town has no chapter, each chapter shall have concurrent jurisdiction over residents of such incorporated city or town; and provided, further, that where more than one chapter is located in a city or incorporated town the jurisdiction of such chapter shall be concurrent, and the applicant may petition either of said chapters. If a petition for the degrees be rejected in one chapter having jurisdiction over his place of residence no chapter shall receive his petition for the degrees within three months thereafter. Persons residing within the jurisdiction of neighboring Grand Chapter may be received in a chapter of this jurisdiction nearest to his or her place of residence with the consent of the nearest chapter in such foreign jurisdiction.

Section 51. REPORT OF REJECTED CANDIDATES.--In case of two or more chapters having concurrent jurisdiction over

any territory it shall be the duty of each of the chapters to report to the other chapter having such concurrent jurisdiction, the name and place of residence of each and every case of rejection, expulsion, or suspension within forty-eight hours after the same occurs. And whenever reinstatements from expulsion or suspension occur within one year the same shall be reported to each chapter in like manner.

Section 52. INVASION.--If any chapter shall invade the jurisdiction of another chapter without its consent and receive a petition for degrees of a person residing in such jurisdiction; the chapter invading shall pay to the chapter whose territory is invaded the fee received on account thereof and further sum of five dollars (\$5.00) for each person so received and the membership of each person shall remain in the chapter conferring the degrees, if the person so desires.

#### Chapter VIII.

##### Subordinate Chapters

Section 53. WARRANT.--The warrant of a chapter is its charter or dispensation authorizing it to do work; and its location is in the city or town therein named.

Section 54. MEETINGS.--The meeting of a chapter are regular and special. Regular meetings shall be held at such times as may be prescribed by the By-laws, which may authorize meetings twice a month.

Special meetings may be called at any time by the Worthy Matron for the purposes prescribed by law.

Section 55. ELIGIBILITY OF VOTERS.--Every member of the chapter in good standing and not under charges for misconduct, shall be entitled to vote upon the election of officers and all other questions coming before the chapter.

Section 56. OFFICERS--ELECTION OF.--The elective officers of a chapter shall be chosen annually by ballot at the last stated meeting in September of each year, and

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shall hold office until their successors are elected and installed. The appointive officers shall be selected by the Worthy Matron prior to installation.

Section 57. ELIGIBILITY FOR OFFICE.--The Secretary, Treasurer, Chaplain, Warder and Sentinel may be either sister or brother. All of the remaining officers except the Worthy Patron shall be sisters. Any sister aspiring to the office of Worthy Matron must first have served a term as Associate Matron or Conductress. Subject to the above qualifications any member of a chapter in good standing, who has passed a proficiency test given by the Worthy Patron or Lecturer, is eligible to any office therein.

Section 58. ELECTION.--The election of officers of the chapter shall be conducted in the following manner: On the evening designated for the election and after the regular business of the chapter has been concluded, the Worthy Matron shall order the chapter to prepare for the election of officers, and shall appoint two members to act as tellers. The Worthy Matron shall announce the name of the office to be filled, cautioning all to have due care in their ballot, when the tellers shall proceed to collect the ballots in a suitable box or other receptacle, beginning with the Worthy Matron and Worthy Patron. When all have voted they shall proceed to count the ballots, the secretary keeping tally thereof. A majority of votes shall be necessary for a choice. The result of the ballot shall be announced by the presiding officer. Until the vote is declared the members shall remain seated, and maintain silence.

Section 59. ELECTIONEERING.--Electioneering either for one's self or for another, shall be deemed an offense and the offender shall be subject to charges and trial therefor.

Section 60. INSTALLATION.--The last Worthy Matron, or any Past Worthy Matron or Patron designated by her may install the officers of the chapter. The officers, when installed, shall hold their office until their successors have been duly elected and installed; provided, however, that an officer may resign. Installation of officers shall take place on or before the first regular

meeting in October. In case of the absence of any officer at the time of installation, for good reason assigned, such officer may be installed as soon as practicable thereafter with dispensation of the Grand Worthy Matron. (See Section 71)

Section 61. DUTIES OF OFFICERS--WORTHY MATRON.--It shall be the duty of the Worthy Matron:

- (a)--To preside over the chapter when present, and make all necessary provisions for the faithful performance of that duty in her absence.
- (b)--To preserve the charter of the chapter and deliver it to her successor in office.
- (c)--To see that the By-laws of the chapter and the constitution and the laws of Electa Grand Chapter of Iowa and Jurisdiction are duly explained, respected and obeyed by the members.
- (d)--To represent her chapter in conjunction with the Worthy Patron and Associate Matron in Electa Grand Chapter in each annual session.
- (e)--To see that the moneys due the chapter are promptly collected. (See Section 140)
- (f)--That the furniture and other valuables are not wasted, damaged or lost, and in case of forfeiture of charter to preserve the same with all property of the chapter, to be surrendered to the Grand Secretary. (See Section 32)
- (g)--To sign all orders, drawn upon the treasury with the consent of the chapter.
- (h)--To appoint all committees not otherwise provided for.
- (i)--To see that all members violating the laws of the Order be faithfully dealt with, and guarantee to each one charged with improper conduct a fair trial and an appeal to Electa Grand Chapter if demanded.
- (j)--To select the appointive officers.
- (k)--To fill the place of absent officers by pro-tem appointments.
- (l)--To convene the chapter in called meetings whenever there shall appear to her a necessity therefor.
- (m)--To install or have installed her successor in office.

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- (b)--To preserve the charter of the chapter and deliver it to her successor in office.
- (c)--To see that the By-laws of the chapter and the constitution and the laws of Electa Grand Chapter of Iowa and Jurisdiction are duly explained, respected and obeyed by the members.
- (d)--To represent her chapter in conjunction with the Worthy Patron and Associate Matron in Electa Grand Chapter in each annual session.
- (e)--To see that the moneys due the chapter are promptly collected. (See Section 140)
- (f)--That the furniture and other valuables are not wasted, damaged or lost, and in case of forfeiture of charter to preserve the same with all property of the chapter, to be surrendered to the Grand Secretary. (See Section 32)
- (g)--To sign all orders, drawn upon the treasury with the consent of the chapter.
- (h)--To appoint all committees not otherwise provided for.
- (i)--To see that all members violating the laws of the Order be faithfully dealt with, and guarantee to each one charged with improper conduct a fair trial and an appeal to Electa Grand Chapter if demanded.
- (j)--To select the appointive officers.
- (k)--To fill the place of absent officers by pro-tem appointments.
- (l)--To convene the chapter in called meetings whenever there shall appear to her a necessity therefor.
- (m)--To install or have installed her successor in office.

- (n)--To see that visitors from other chapters have courteous attention and welcome to the chapter.
- (o)--To give the deciding vote at any time in the case of a tie.
- (p)--To appoint a standing committee on finance and on relief on the date of installation.
- (q)--To report to her chapter the proceedings of Electa Grand Chapter, at the first regular meeting following the session of that body.
- (r)--To decide all questions of order.
- (s)--To see that the annual returns to Electa Grand Chapter are properly made out and forwarded by the Secretary within time required by Electa Grand Chapter.
- (t)--To surrender to the Worthy Patron control of the chapter during initiation and perform such part of the work of initiation as is allotted to her by the ritual, and such additional part thereof as the Worthy Patron shall require except administering the obligations.
- (u)--To see that the members are informed in the unwritten work of the chapter.

Section 62. WORTHY PATRON.--It is the duty of the Worthy Patron to preside over the chapter during the ceremonies of initiation and at other times when requested to do so by the Worthy Matron; to be the legal advisor of the Worthy Matron in all of the work of the Order, to see that the laws are properly understood and that each officer of the chapter is proficient in the duties pertaining to her or his office; and to have general supervision over the business of the chapter; but in case of a conflict of opinion between the Worthy Matron and Worthy Patron the decision of the one presiding shall prevail. It shall be his duty to report to the chapter all cases of suspension, expulsion or withdrawal from the Masonic Lodge of brothers who are members of the chapter.

Section 63. ASSOCIATE MATRON.--It shall be the duty of the Associate Matron to assist the Worthy Matron in the discharge of her duties and in case of her absence to preside over the chapter and discharge all the duties

of her office, and in case of a vacancy in the office of Worthy Matron she shall become the acting Worthy Matron until a successor is elected and installed. Also to represent her chapter in conjunction with the Worthy Matron and Worthy Patron in Electa Grand Chapter.

Section 64. SECRETARY.--

- (a)--It shall be the duty of the Secretary under the direction of the Worthy Matron to record the proceedings of the Chapter.
- (b)--To give notice of all regular and special meetings as she may be directed by the Worthy Matron or by vote of the Chapter.
- (c)--To attend upon trials and meetings for taking of evidence.
- (d)--To furnish copies of evidence taken at trials where an appeal to Electa Grand Chapter is demanded and in all cases where, by the Constitution and laws of the Order, it is necessary to transmit a copy of the evidence to Electa Grand Chapter.
- (e)--To notify the Grand Secretary promptly of all expulsions and indefinite suspensions from the chapter and in case of expulsion to accompany said notice with a copy of all the proceedings, including charges, notice to defendant, the records of all meetings relating thereto, the return of service of notice upon the defendant, the time fixed for trial, the testimony taken upon trial and all other transactions relating thereto.
- (f)--To furnish diplomas, demits, certificates, etc. duly signed and sealed by order of the Chapter.
- (g)--To keep a register of all members and also an account with each member showing the amount chargeable to each and the amount paid.
- (h)--To keep a visitors book.
- (i)--To preserve the seal of the chapter and at the close of her term deliver the same to the Worthy Matron or to her own successor in office, and promptly deliver to her successor all the books, papers vouchers and other property in her possession having reference to the business of her office.

- (n)--To see that visitors from other chapters have courteous attention and welcome to the chapter.
- (o)--To give the deciding vote at any time in the case of a tie.
- (p)--To appoint a standing committee on finance and on relief on the date of installation.
- (q)--To report to her chapter the proceedings of Electa Grand Chapter, at the first regular meeting following the session of that body.
- (r)--To decide all questions of order.
- (s)--To see that the annual returns to Electa Grand Chapter are properly made out and forwarded by the Secretary within time required by Electa Grand Chapter.
- (t)--To surrender to the Worthy Patron control of the chapter during initiation and perform such part of the work of initiation as is allotted to her by the ritual, and such additional part thereof as the Worthy Patron shall require except administering the obligations.
- (u)--To see that the members are informed in the unwritten work of the chapter.

Section 62. WORTHY PATRON.--It is the duty of the Worthy Patron to preside over the chapter during the ceremonies of initiation and at other times when requested to do so by the Worthy Matron; to be the legal advisor of the Worthy Matron in all of the work of the Order, to see that the laws are properly understood and that each officer of the chapter is proficient in the duties pertaining to her or his office; and to have general supervision over the business of the chapter; but in case of a conflict of opinion between the Worthy Matron and Worthy Patron the decision of the one presiding shall prevail. It shall be his duty to report to the chapter all cases of suspension, expulsion or withdrawal from the Masonic Lodge of brothers who are members of the chapter.

Section 63. ASSOCIATE MATRON.--It shall be the duty of the Associate Matron to assist the Worthy Matron in the discharge of her duties and in case of her absence to preside over the chapter and discharge all the duties

of her office, and in case of a vacancy in the office of Worthy Matron she shall become the acting Worthy Matron until a successor is elected and installed. Also to represent her chapter in conjunction with the Worthy Matron and Worthy Patron in Electa Grand Chapter.

Section 64. SECRETARY.--

- (a)--It shall be the duty of the Secretary under the direction of the Worthy Matron to record the proceedings of the Chapter.
- (b)--To give notice of all regular and special meetings as she may be directed by the Worthy Matron or by vote of the Chapter.
- (c)--To attend upon trials and meetings for taking of evidence.
- (d)--To furnish copies of evidence taken at trials where an appeal to Electa Grand Chapter is demanded and in all cases where, by the Constitution and laws of the Order, it is necessary to transmit a copy of the evidence to Electa Grand Chapter.
- (e)--To notify the Grand Secretary promptly of all expulsions and indefinite suspensions from the chapter and in case of expulsion to accompany said notice with a copy of all the proceedings, including charges, notice to defendant, the records of all meetings relating thereto, the return of service of notice upon the defendant, the time fixed for trial, the testimony taken upon trial and all other transactions relating thereto.
- (f)--To furnish diplomas, demits, certificates, etc. duly signed and sealed by order of the Chapter.
- (g)--To keep a register of all members and also an account with each member showing the amount chargeable to each and the amount paid.
- (h)--To keep a visitors book.
- (i)--To preserve the seal of the chapter and at the close of her term deliver the same to the Worthy Matron or to her own successor in office, and promptly deliver to her successor all the books, papers vouchers and other property in her possession having reference to the business of her office.

- (k)--To enter in the records at each stated meeting the amount received from each member for any purpose since the last meeting and for what it was received, and to pay all moneys received to the Treasurer without delay, and for any neglect to do so it shall be the duty of the Worthy Matron to arrest her jewel of office.
- (l)--All communications, petitions and documents of every character handed to the Secretary or received by her through the mails or otherwise, pertaining to the business of the chapter shall be labeled, filed, presented and read at the first regular meeting thereafter and then filed for preservation and kept in some safe and secure place.
- (m)--She shall make an annual report to Electa Grand Chapter upon the forms furnished by the Grand Secretary within the time prescribed in this Code and forward a copy thereof to the Grand Secretary and file a copy in the archives of the Chapter, and shall perform such other duties as shall be required of her; (and it shall be the special duty of the Secretary to make the reports to Electa Grand Chapter for the year she has served as Secretary.
- (n)--Shall notify the Grand Secretary of any change in the elective officers, as provided in Section 75.

#### Section 65. TREASURER.--

- (a)--It shall be the duty of the Treasurer to receive all moneys from the hands of the Secretary and keep a just and regular account of the same, and pay them out upon orders issued by the Worthy Matron and the Secretary with the consent of the Chapter.
- (b)--To prepare an annual statement of her account with the Chapter and deliver the same to the Finance Committee of the chapter at least ten (10) days before the first regular meeting in January or the time fixed for installation of officers.
- (c)--To deliver to her successor in office all of the funds of the Chapter together with all the books, vouchers and other property of the Chapter in her possession. She shall give bond in a sum to

be fixed by the Chapter for a faithful account of the moneys received by her, and such conditions as the Chapter may determine, unless the chapter shall excuse the giving of such bond.

Section 66. OTHER OFFICERS.--The other officers of the Chapter shall discharge such duties as are indicated by the ritual and such other and further duties as may be required of them by the Worthy Matron.

Section 67. RESPONSIBILITY OF OFFICERS.--Each officer of the Chapter shall be held responsible to the Worthy Matron, and through her to Electa Grand Chapter, that her or his office be filled with dignity, order, and correctness, and that its various duties be performed without haughtiness or tyranny, but in correspondence with an earnest love and desire to exemplify the sublime virtues of morality as taught by this Order.

Section 68. ORDER OF BUSINESS.--Each Chapter may by its By-laws prescribe an order of business, but the reading of the minutes of the last regular meeting and all intervening meetings shall be the first business after calling the roll of its officers, and until a different order of business is provided by the Chapter the following shall be the order of business:

- 1--Calling the roll of officers.
- 2--Reading the minutes of the last regular and all intervening meetings.
- 3--Unfinished business.
- 4--Reading of communications and action thereon.
- 5--Bills of account.
- 6--Reports of committees other than committee on petitions.
- 7--Report of committee on petitions.
- 8--Balloting upon petitions.
- 9--Reception of petitions.
- 10--New business.
- 11--Payment of dues; for which purpose the Worthy Matron shall announce a brief recess, with opportunity to pay dues.
- 12--Reading of minutes for correction.
- 13--Inquiry by the Worthy Matron: "Has all money

- (k)--To enter in the records at each stated meeting the amount received from each member for any purpose since the last meeting and for what it was received, and to pay all moneys received to the Treasurer without delay, and for any neglect to do so it shall be the duty of the Worthy Matron to arrest her jewel of office.
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- (n)--Shall notify the Grand Secretary of any change in the elective officers, as provided in Section 75.

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- (b)--To prepare an annual statement of her account with the Chapter and deliver the same to the Finance Committee of the chapter at least ten (10) days before the first regular meeting in January or the time fixed for installation of officers.
- (c)--To deliver to her successor in office all of the funds of the Chapter together with all the books, vouchers and other property of the Chapter in her possession. She shall give bond in a sum to

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- 11--Payment of dues; for which purpose the Worthy Matron shall announce a brief recess, with opportunity to pay dues.
- 12--Reading of minutes for correction.
- 13--Inquiry by the Worthy Matron: "Has all money

received by the Secretary been paid to the Treasurer and a receipt taken therefor?

14--Closing.

If degrees are to be conferred it may be at any time after reading of the minutes.

Section 69. VACANCY IN OFFICE.--Vacancies in office may be created as indicated in the Constitution (Article VII, Section 1), or by being elected to and installed in another office, or by failure of an officer, elected or appointed, to appear at the proper time for installation without satisfactory excuse therefor; or for absence from regular meetings. (See Section 72).

Section 70. ABSENCE FROM MEETINGS.--In the event of the absence of any elective officer from the regular meetings for three months consecutively without satisfactory reason, the Chapter may, by a majority vote, declare the office vacant; and in the case of like absence of an appointive officer the Worthy Matron may declare the office vacant. Vacancies thus arising shall be filled as provided in (Section 73-74).

Section 71. HOW FILLED.--Whenever a vacancy occurs in an elective office the Worthy Matron shall, at a regular meeting order an election to fill such vacancy and also any other vacancy that may result from such election and the election shall be held at the next stated meeting therefor. In case of vacancy in the office of Worthy Matron such order shall be made by the acting Worthy Matron to fill such vacancy and other vacancies that may occur as a result of such election, with dispensation from the Grand Worthy Matron.

Section 72. SAME.--In case of vacancies in appointive office the Worthy Matron may fill such vacancies at any regular meeting. An officer elected or appointed to fill a vacancy must be installed as soon as practicable thereafter with dispensation from the Grand Worthy Matron.

Section 73. SAME.--In case of vacancy in office in a chapter under dispensation, it shall be the duty of the Secretary of said chapter to immediately notify the Grand Worthy Matron who shall appoint an officer to fill said vacancy.

Section 74. FAILURE TO ELECT.--If a subordinate chapter fails to elect its officers at the time prescribed in the By-laws it shall forthwith lay the matter before the Grand Worthy Matron, who for good cause shown may grant a dispensation to hold an election as soon thereafter as may be practicable. Such dispensation shall be entered at length upon the record of the Chapter, and the old officers shall hold their positions, respectively until their successors are elected and installed.

Section 75. CHANGE, NOTIFICATION OF.--In case that a change be made in the office of Worthy Matron, Worthy Patron or Secretary, the Secretary shall immediately notify the Grand Worthy Matron and Grand Secretary of all such changes.

Section 76. NO APPEAL FROM THE CHAIR.--No appeal lies to the subordinate chapter from the decision of its presiding officer. Such decision can only be reviewed by the Grand Worthy Matron during the recess of Electa Grand Chapter and then subject to final action by Electa Grand Chapter, or appeal may be taken directly to Electa Grand Chapter. Such appeal can only be taken by the person or persons against whom the decision is made. The mere fact of a member differing in opinion from the presiding officer does not entitle such member to an appeal. This section has no application to proceedings upon charges.

Section 77. COMMITTEE STANDING.--There shall be appointed by the Worthy Matron at the time of her installation, standing committees of three members each, one of whom shall be a brother, on finance and relief.

Special committees shall be appointed by the Worthy Matron whenever ordered by vote of the Chapter.

Section 78. DUTIES.--The Committee on Finance shall examine and audit all bills and accounts against the Chapter, without which they shall not be paid. They shall each year at the first regular meeting in January, present to the Chapter a written report showing the condition of finances and review of the reports of the Secretary and Treasurer in relation thereto, with such recommendations as they may see fit.

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The Committee on Relief shall look after the needy, distressed and sick members of the Chapter. They may be empowered to employ nurse, and to incur such expenses as the Chapter may directly authorize or the By-laws may prescribe.

Section 79. TRUSTEES.--The three principal officers of the Chapter shall constitute its Board of Trustees, who shall have the power to make all contracts relating to the business of the Chapter, subject to its approval.

#### Chapter XI.

##### Requirements and Restrictions

(See Constitution, Article IX, Sections 1, 2 and 3; Article XIV; XV and XVI)

Section 80. SEAL.--Every subordinate chapter, within six months from the date of its charter, shall procure a seal, which shall have engraved thereon the name, number and location of the chapter and such other device as it may deem proper. From and after the procuring of this seal, no document emanating from it shall be deemed authentic unless an impression of the seal be affixed thereto.

Section 81. RITUALS.--Subordinate chapters shall use only such rituals for the work of the Order, and issue only such diplomas as shall be authorized by Electa Grand Chapter.

Section 82. NAME.--No subordinate chapter shall be named after any person at the time living.

Section 83. DUES.--

(1)--Grand Chapter: Electa Grand Chapter dues shall be due from each member of a subordinate chapter on the first day of June of each year. New members joining after that date will not be liable for Grand Chapter dues for the current year.

(2)--Subordinate Chapter: The dues of subordinate

chapters shall be paid monthly on the first day of each month in advance.

Section 84. QUORUM.--The presence of the charter or dispensation and five members, one of whom shall be one of the first three elective officers are indispensable to open a subordinate chapter for the transaction of business; and for the purpose of conferring the degrees or performing a burial there must be present a Worthy Patron or some brother appointed to temporarily fill that office.

Section 85. FEES.--No subordinate chapter shall confer the degree for less sum than five dollars (\$5.00), except by special dispensation (Constitution, Article X, Section 1, Paragraph 6), nor charge less than three dollars (\$3.00) annual dues; from these sums may be paid Electa Grand Chapter dues, if the Chapter so decides. No fee shall be charged for affiliation.

Section 86. SPECIAL DISPENSATION.--All applications for special dispensation shall be made under seal of the Chapter, and shall be signed by the Worthy Matron and Secretary.

Section 87. REQUISITES.--The charter of the Chapter and Holy Bible must be present in their place at every meeting of the Chapter. At public installation of officers the Bible shall be placed in its proper position upon the altar by the Associate Conductress without sign or recognition.

Section 88. BOOKS.--Every chapter is required to procure, open and keep a set of substantially bound books of records, of finance, including account with each member, a visitor's register, and such other books as may be required by law.

Section 89. CONSTITUTION.--Every chartered chapter shall keep a copy of the Constitution and laws of Electa Grand Chapter and the By-laws of its own chapter in a book or other convenient form, and shall require each member upon initiation or admission into the Chapter to sign the same, but the omission to sign the Constitution and By-laws shall not deprive a member of her rights as

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Section 90. BY-LAWS.--Each chartered chapter may make By-laws for its government not inconsistent with the Constitution and laws of Electa Grand Chapter.

Section 91. HOW ADOPTED.--Such By-laws shall be adopted at a stated meeting after having been read at some previous stated meeting and the announcement made that the same will be for action by the Chapter at the next stated meeting. A majority vote shall be sufficient to adopt, but the Chapter may provide therein by what majority they may be changed, abolished or amended and the manner of doing so.

Section 92. WHEN INVALID.--By-laws adopted by a local chapter need be submitted to Electa Grand Chapter for approval. Their legality depends upon their being in harmony with the laws of Electa Grand Chapter, and if questioned they shall be sustained to the extent of their validity. When repugnant to the laws of Electa Grand Chapter they shall be treated as void to that extent.

Section 93. CHILDREN EXCLUDED.--Under no circumstance shall children over two years of age be permitted to be present at a Chapter meeting.

#### Chapter X.

##### Duties and Privileges of Members

Section 94. DUTIES OF MEMBERS.--The duties of the members of the Chapter are to obey the laws and edicts of Electa Grand Chapter and the By-laws of their subordinate chapter, the teachings inculcated in the several degrees, and to obey the orders and directions of the presiding officers at all times when the Chapter is in session.

Due respect and obedience shall be given to the various officers of the Chapter, according to their respective ranks and stations.

Section 95. VISITATION.--Any member of the Order in good standing shall have the privilege, after being duly examined or vouched for to visit any other Chapter of the Order, unless objections to such visit be made by a member of the Chapter, and in such case the Worthy Matron or Worthy Patron shall investigate the reason for such objections, and her or his decision shall be conclusive. Members of the Order holding a dimit may have the same privilege of visitation, subject, however to the provisions of the next succeeding section.

Section 96. RESTRICTION.--No member holding a dimit shall be privileged to visit any chapter longer than one (1) year after the date thereof, and then under the restriction mentioned in the last preceding section.

Section 97. VOUCHING.--To legally vouch for another it shall be requisite that the member vouching shall have sat in Chapter with the one vouched for; and, if required the one vouched for must produce documentary evidence of good standing or take test oath. If the visitations are continued, this documentary evidence, or the taking of the test oath, shall be required every six months.

Section 98. SAME.--In case no one can vouch for a visitor from personal knowledge as above required, the Worthy Matron shall appoint a committee to examine the visitor and administer the test oath. In case the visitor is a brother, one member of the committee shall be a brother, who shall ascertain the Masonic standing of the visitor.

#### Chapter XI.

##### Petitions, Balloting and Initiations

Section 99. WHO MAY PETITION.--No person shall be admitted as a member of a subordinate chapter within this jurisdiction but Master Masons affiliated and in good standing, their wives, mothers, daughters, sisters or widows. This includes the legally adopted daughters, half sisters and those whose husbands, fathers or brothers if deceased, were in good standing in some regular Masonic

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Lodge at their death. All applicants must be at least eighteen years of age.

Section 100. JURISDICTION.--No petition for the degrees of the Order shall be received unless the petitioner shall have been a legal resident for six months immediately preceding the date of petition, within the jurisdiction of the Chapter petitioned; provided, that the petition of one residing without the jurisdiction of the Chapter may be received whenever a waiver shall have been granted by the Chapter having legal jurisdiction.

Section 101. PETITION.--Every petition for the degrees must state the name, place of residence of the applicant, and if the petitioner be a Master Mason, must state the name and number of the lodge to which he belongs and under what jurisdiction it is working, if the petitioner be a female the petition must state in addition to her name that she is over eighteen (18) years of age, her relationship to the Master Mason by virtue of whose membership she claims to have the right to become a member, and in all cases must state that the applicant has sincere desire to become a member of the Order and pledge her or himself to a faithful obedience to all laws, rules and usages of the same, and must be signed by the applicant in person.

Section 102. RECOMMENDATION.--All petitions for initiations or membership shall be in writing, a recommendation by at least two members of the subordinate chapter, be presented at a regular meeting, be referred to a committee of three (3) for investigation, one of whom must be a brother, and lie over at least one regular meeting before a ballot is had.

Section 103. WHEN RECEIVED.--No petition for the degrees or for membership shall be received except at a regular meeting of the Chapter nor shall any petition for degrees be received unless in proper form and accompanied by the required fee.

Section 104. HOW DISPOSED OF.--Under the proper order of business therefor the Secretary shall read the petition or state its contents, with the name of the appli-

cant and the members recommending it, and if no objection be made thereto, the petition shall be referred to a committee of investigation without motion or vote; but the Chapter may, on motion and by a majority vote, refuse to receive the petition.

Section 105. COMMITTEE ON.--This committee of investigation shall consist of three (3) members, one of whom must be a brother. It shall be their duty to make diligent inquiry as to the character, habits and standing of the petitioner, and if a lady, also of the Master Mason through whom she claims to be eligible to membership; and also as to residence and age of the petitioner.

Section 106. REPORT.--The Investigating Committee shall report in writing at the next regular meeting after their appointment, which report shall be read, but shall not become a matter of record. No action shall be taken by the Chapter on any petition until this report shall have been made, which must be signed by at least two members of the Committee. If the Committee finds that the petitioner is ineligible for any reason, the petition may be dismissed without prejudice. In such case, the reason therefor may be made known to the applicant, who may again petition when ineligibility is removed.

Section 107. BALLOT ORDERED.--After the report of the report of the Committee, if the petition is not dismissed, the Worthy Matron shall without motion order the ballot to be spread, and shall state to the Chapter the name of the applicant, the effect of casting different ballots and abolish the members to care in balloting.

Section 108. BALLOT SECRET.--No person can be elected to receive the degrees in a Chapter except by a unanimous ballot which must be secret, and by the use of white and black balls or cubes and with the box so arranged that the character of the individual ballot shall not be known to others. When only one negative ballot appears the Worthy Matron shall, to avoid mistakes, order a rebalot, and the vote on such rebalot shall be final in all other cases the first ballot shall be final. A separate ballot must be taken on every petition, and every member present must vote unless excused by the presiding officer before the ballot begins.

Lodge at their death. All applicants must be at least eighteen years of age.

Section 100. JURISDICTION.--No petition for the degrees of the Order shall be received unless the petitioner shall have been a legal resident for six months immediately preceding the date of petition, within the jurisdiction of the Chapter petitioned; provided, that the petition of one residing without the jurisdiction of the Chapter may be received whenever a waiver shall have been granted by the Chapter having legal jurisdiction.

Section 101. PETITION.--Every petition for the degrees must state the name, place of residence of the applicant, and if the petitioner be a Master Mason, must state the name and number of the lodge to which he belongs and under what jurisdiction it is working, if the petitioner be a female the petition must state in addition to her name that she is over eighteen (18) years of age, her relationship to the Master Mason by virtue of whose membership she claims to have the right to become a member, and in all cases must state that the applicant has sincere desire to become a member of the Order and pledge her or himself to a faithful obedience to all laws, rules and usages of the same, and must be signed by the applicant in person.

Section 102. RECOMMENDATION.--All petitions for initiations or membership shall be in writing, a recommendation by at least two members of the subordinate chapter, be presented at a regular meeting, be referred to a committee of three (3) for investigation, one of whom must be a brother, and lie over at least one regular meeting before a ballot is had.

Section 103. WHEN RECEIVED.--No petition for the degrees or for membership shall be received except at a regular meeting of the Chapter nor shall any petition for degrees be received unless in proper form and accompanied by the required fee.

Section 104. HOW DISPOSED OF.--Under the proper order of business therefor the Secretary shall read the petition or state its contents, with the name of the appli-

cant and the members recommending it, and if no objection be made thereto, the petition shall be referred to a committee of investigation without motion or vote; but the Chapter may, on motion and by a majority vote, refuse to receive the petition.

Section 105. COMMITTEE ON.--This committee of investigation shall consist of three (3) members, one of whom must be a brother. It shall be their duty to make diligent inquiry as to the character, habits and standing of the petitioner, and if a lady, also of the Master Mason through whom she claims to be eligible to membership; and also as to residence and age of the petitioner.

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Section 109. OBJECTIONS.--Any member must be present when the ballot is taken, and may, at any time before the candidate is initiated, object to her or his being made a member of the Order, which objection shall be made to the Worthy Matron, or person acting as such, and shall be made secretly, and when made it shall be entered on the records of the proceedings without the name of the objector, and it shall have the same effect as a rejection by ballot. It shall be unlawful for the Worthy Matron or any person acting as such to disclose the name of the objector, or for the objector to disclose his or her identity.

Section 110. REJECTION.--A candidate who has been rejected by ballot or whose initiation has been prevented by an objection shall not again petition for the degrees within three months from the date of such rejection, as it appears on record, but may thereafter.

Section 111. REJECTION KEPT SECRET.--In all cases where a candidate is rejected the result of such ballot must be kept secret. If any member of the Chapter shall divulge to any person not a member thereof the result of such ballot, or make known to other members of the Chapter the character of his or her ballot, or purposely seek out the character of another's ballot, or if known to her or him reveal it to another, she or he shall be deemed guilty of an offense against the Order and may be expelled, suspended or reprimanded therefor, in the discretion of the Chapter. In case of the rejection of a candidate this section must be read over by the Worthy Matron to the Chapter or attention of all of the members present called directly to its contents.

Section 112. FAILURE TO APPEAR.--If a petitioner shall be elected to take the degrees and fail to appear for six months and take the degrees, such failure shall have the force and effect of a rejection and the money tendered for the fee of initiation may be declared forfeited to the Chapter or not, at the discretion of such Chapter.

Section 113. WITHDRAWAL OF PETITION.--A petition for the degrees may be withdrawn at any time before ballot upon the written request of the petitioner, with the unanimous consent of the Chapter.

Section 114. FEE RETURNED.--In case a petition is declined, dismissed or withdrawn, or the petitioner rejected, the fee shall be returned by the Secretary of the Chapter.

Section 115. WAIVER.--Application for a waiver of jurisdiction over a candidate must be made in writing by the Secretary of the Chapter desiring such waiver, and under seal of the Chapter, which application shall be read at the meeting at which it is received, and shall lie over until the next regular meeting. It shall then be again read, and a vote taken thereon by ballot. If two-thirds of the membership present vote favorably, the waiver shall be declared granted, and the Secretary shall inform the Chapter applying. (Constitution, Article XIV, Sections 3-4).

Section 116. It is not considered advisable for a Chapter to take more than two candidates through the first half of the initiatory ceremonies at one time; but more may be taken if stress of work demands it.

#### Chapter XII.

##### Dismission, Affiliation, Withdrawal

Section 117. DIMIT--WHO MAY.--A member of a Chapter in good standing, whose accounts are square upon the books of the Chapter and against whom no charges exist, shall be entitled to a dimit therefrom upon proper application. The application shall be in writing and presented to the Chapter at a stated meeting. The dimit may be granted upon the order of the Worthy Matron and shall be issued under the seal of the Chapter provided that if upon the presentation of such petition a member present shall claim the privilege of preferring charges against the applicant, the petition shall lie over until the next regular meeting of the Chapter, and if no charges are then preferred, the Worthy Matron shall make an order,

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which shall be entered of record, granting the dimit unless for good cause shown, further time be given for filing charges.

Section 118. CERTIFICATE OF GOOD STANDING.--

- (a)--A member of a Chapter in good standing, whose dues are paid and who desires to affiliate with another Chapter, either in this or a foreign jurisdiction may apply, in writing, for a special certificate of good standing. Upon the receipt of such application the Chapter, at its first regular meeting, shall grant such certificate. That after being elected to membership in such other Chapter and notice being given by such Chapter to the issuing Chapter a dimit shall be granted and forwarded to issuing Chapter to the Secretary of such other Chapter, and upon receipt of the same the membership of such member shall be consummated in such other Chapter.
- (b)--That during the interim between the granting of the certificate and a dimit, the membership of the applicant shall be retained by the issuing Chapter.
- (c)--The life of such certificate shall be limited to sixty (60) days, but may be renewed by a new applicant as provided in Paragraph (a) hereof. This paragraph does not apply to certificate of good standing as provided in Paragraph (d) hereof.
- (d)--A member wishing to assist in forming a new Chapter in this or a foreign jurisdiction, may petition his or her Chapter for a special certificate of good standing. The Chapter shall at its first regular meeting if the member is not under charge nor indebted to the Chapter, issue such certificate, the same shall accompany the petition for a dispensation for a new Chapter instead of the regular dimit, and the applicant's membership in the Chapter issuing it shall be terminated when the new Chapter shall receive its charter and notice shall have been received by the Chapter granting the certificate that the

member has consummated membership in the new Chapter. During the time the new Chapter is under dispensation, and the certificate is in force, the applicant's membership in the former Chapter shall be suspended and, if such charter is not granted, then the certificate shall be returned to the Chapter issuing it and the applicant's membership therein resumed.

- (e)--Where a dimit or special certificate of good standing has been granted to a member for the sole purpose of organizing a new Chapter in this or a foreign jurisdiction, such member may have the option of retaining membership in the newly organized Chapter, or may reapply for membership in the issuing Chapter granting the dimit or certificate of good standing, providing however, if a member residing in a foreign jurisdiction apply for and receive either a dimit or a special certificate of good standing from a Chapter in this State for the purpose of organizing a new Chapter in such foreign jurisdiction, and petitions the issuing Chapter for membership, such petition shall be accompanied with a dimit, or certificate from the newly organized Chapter.

Section 119. OFFICER.--An officer of a Chapter desiring a dimit must resign the office held, and a successor be elected (or appointed) and installed before application can be made for a dimit.

Section 120. WHEN IN EFFECT.--A dimit when ordered, shall be deemed granted, and go unto effect immediately.

Section 121. LIFE OF.--No dimit shall be valid for more than one year from date of its issuance.

Section 122. JURISDICTION.--A member of the Order holding a dimit and residing in Iowa, desiring affiliation, may make application to any Chapter of his residence in this Grand Jurisdiction, and fee of one dollar (\$1.00).

Section 123. PETITION.--Application for affiliation must be by petition, with the recommendation of two

which shall be entered of record, granting the dimit unless for good cause shown, further time be given for filing charges.

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- (b)--That during the interim between the granting of the certificate and a dimit, the membership of the applicant shall be retained by the issuing Chapter.
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member has consummated membership in the new Chapter. During the time the new Chapter is under dispensation, and the certificate is in force, the applicant's membership in the former Chapter shall be suspended and, if such charter is not granted, then the certificate shall be returned to the Chapter issuing it and the applicant's membership therein resumed.

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members of the Chapter, which petition must be presented at a regular meeting, be referred to a committee of investigation, and lie over until the next regular meeting.

Every petition for affiliation must be accompanied by a regular dimit, bearing the seal of the Chapter from which the same was issued, and if from another Grand Jurisdiction, a certificate from the Grand Secretary under seal, attesting that the Chapter issuing the dimit is a regularly chartered Chapter of that jurisdiction.

Section 124. **BALLOT.**--Upon the report of the Committee of Investigation which shall not become of record--a secret ballot shall be ordered; one negative vote shall be sufficient to reject. If the dismissal of the applicant was within one year prior to the application for affiliation, or the demitted member shall have resided within the jurisdiction of the Chapter not to exceed one year, prior to making application for affiliation, during which time the member held such dimit, a favorable ballot of three-fourths of the members present and voting shall be necessary to elect to membership. If more than one year has elapsed since the date of dimission, or since the date of petitioner's residence as above described, to the date of application for affiliation, at least four negative votes shall be necessary to reject.

Section 125. **DIMIT BELONGS TO CHAPTER.**--The dimit of one elected to membership belongs to the Chapter, and must remain in custody of the Secretary. The date of affiliation must be endorsed thereon.

Section 126. **DUAL MEMBERSHIP.**--No person shall have membership in more than one subordinate Chapter at the same time.

Section 127. **WITHDRAWAL FROM THE ORDER:**

(a)--Any member who owes no dues or assessments of any kind may terminate his or her membership in the Order by filing with the Secretary of the subordinate chapter to which the member belongs, a written request signed by the member

for dismissal from the Order. Such written request shall be read in open Chapter at a regular session and if the member then owes no dues or assessments, the Worthy Matron shall forthwith declare the applicant dismissed from the Order, and the Secretary of the Chapter shall show, both in the minutes of the meeting and in her financial record, that the member has withdrawn from the Order, together with the date of such withdrawal.

(b)--Any member who has withdrawn from the Order shall never be readmitted to the Order in any other subordinate chapter than the one from which he or she withdrew unless that subordinate Chapter becomes extinct, in which case he or she may petition for readmission to the Order, in a subordinate chapter within whose jurisdiction he or she resided continuously for at least six (6) months immediately preceding such application for readmission. And in that case the application for readmission shall be accompanied by a certificate from the Grand Secretary stating the fact and the date of extention, and giving the name and location of the subordinate chapter from which the party withdrew.

(c)--All petitions for readmission on the part of persons who have withdrawn from the Order shall follow the same procedure as petition for initiation and at least three-fourths of all ballots cast shall be favorable to readmission before such person can be readmitted as a member of the Order.

### Chapter XIII.

#### Dues and Delinquencies

Section 128. **WHEN LIABILITY BEGINS.**--Every member is liable for dues on the first day of each month, in advance; provided that a Chapter may by its By-laws provide for payment in four installments, due in January, April, July and October respectively. (Section 82)

members of the Chapter, which petition must be presented at a regular meeting, be referred to a committee of investigation, and lie over until the next regular meeting.

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(b)--Any member who has withdrawn from the Order shall never be readmitted to the Order in any other subordinate chapter than the one from which he or she withdrew unless that subordinate Chapter becomes extinct, in which case he or she may petition for readmission to the Order, in a subordinate chapter within whose jurisdiction he or she resided continuously for at least six (6) months immediately preceding such application for readmission. And in that case the application for readmission shall be accompanied by a certificate from the Grand Secretary stating the fact and the date of extention, and giving the name and location of the subordinate chapter from which the party withdrew.

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Section 129. REMISSION OF DUES.--Any Chapter in this jurisdiction may by a two-thirds vote remit the dues of such members as are unable to pay, but the Chapter so remitting shall be responsible for such member's Grand Chapter dues and Grand Relief Fund dues, unless the same shall be remitted by Electa Grand Chapter; it being expressly understood that no dues shall be remitted except for inability to pay.

Section 130. WHEN DELINQUENT.--If dues are not paid within three (3) months from the time that liability begins, they shall be considered as delinquent, and the member so delinquent shall be subject to proceedings for such delinquency as provided in Section 131 of this Code.

Section 131. NOTICE TO MEMBER.--It shall be the duty of the Secretary in all cases where dues remain unpaid for one month following the date of liability, to notify the member and request payment; and such notice shall state the date at which the dues will become delinquent.

Section 132. NOTICE OF DELINQUENCY.--A member in arrears for dues for the period of three (3) months shall be deemed guilty of offense, and it shall be the duty of the Secretary to notify the member of such delinquency, and to cite her or him to appear at the first regular meeting thereafter and show cause why she or he should not be suspended for non payment. Such notice may be served personally or sent to the last known post office address of the delinquent member by registered letter. The service shall be deemed complete when the notice is delivered to the member or delivered to the postmaster, and may be made by the Secretary or by any other members duly authorized by her, and in either case the date of delivery shall be endorsed on a copy of the notice and filed in the Secretary's office.

Section 133. PROOF OF SERVICE.--One copy of the notice served may be used for all delinquents and the name with date and manner of service upon each may be endorsed on the back thereof or upon a paper attached thereto.

Section 134. ACTION OF CHAPTER.--Upon the filing of such proof of service the Chapter has complete jurisdiction. If the delinquent fails to appear at the time

stated in the notice she or he shall be declared suspended by the Worthy Matron without action of the Chapter, but in case of an appearance by the delinquent, either in pursuance of notice or voluntarily, an opportunity shall be given to show cause why she or he should not be suspended. The appearance may be made either in person or in writing, and in either case, if it appears that delinquent is unable to pay, the dues may be remitted, or the Chapter may grant further specified time for payment. In case of appearance the question of suspension shall be decided by a vote of the Chapter and each case of suspension shall be entered in the accounts kept with the members.

Section 135. PAYMENT STOPS PROCEEDINGS.--If payments of dues shall be made at any time before the declaration of suspension all proceedings shall be discontinued.

Section 136. REINSTATEMENT.--If payment of delinquent dues is made within six months from date of the suspension, or if same shall be remitted by vote of the Chapter, then the Worthy Matron shall without vote of the Chapter declare the member reinstated, which fact shall be entered of record in the proceedings of the Chapter and in the book of account, and shall restore the delinquent to full membership.

Section 137. REINSTATEMENT ON PETITION.--But if such payment or remission is not made within six (6) months from the date of suspension the delinquent can only be reinstated by petition thereof, accompanied by a certificate of health which petition must be presented at a stated meeting and must not be acted upon until the next stated meeting thereafter. Upon the payment of all dues to the date of suspension, or their remission by a two-thirds vote of the Chapter, the delinquent may be reinstated to full membership by a majority vote. If such dues are paid with a view to reinstatement and reinstatement is refused by vote of the Chapter the money so paid shall be refunded.

Section 138. NO DUES, NOR PRIVILEGES.--No dues shall be charged against a suspended member during the period of suspension, nor shall such suspended member be entitled to any of the rights or privileges of the Order.

Section 129. REMISSION OF DUES.--Any Chapter in this jurisdiction may by a two-thirds vote remit the dues of such members as are unable to pay, but the Chapter so remitting shall be responsible for such member's Grand Chapter dues and Grand Relief Fund dues, unless the same shall be remitted by Electa Grand Chapter; it being expressly understood that no dues shall be remitted except for inability to pay.

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Section 138. NO DUES, NOR PRIVILEGES.--No dues shall be charged against a suspended member during the period of suspension, nor shall such suspended member be entitled to any of the rights or privileges of the Order.

Section 139. BAR TO OFFICE.--No member shall be elected or appointed to an office if her or his dues are delinquent at the present time of election or appointment, and the Grand Worthy Matron may declare the office of any member vacant who was delinquent at the time of installation, but dues shall not be deemed delinquent when the member is excused from payment on account of inability to pay.

Section 140. DUTY OF WORTHY MATRON.--It is made the duty of the Worthy Matron of each Chapter to see that the law for the collection of dues is observed, and for her failure to do so the Grand Worthy Matron may arrest her jewel.

#### Chapter XIV.

##### Judicial Proceedings

Section 141. EXPULSION FROM LODGE.--A certificate of expulsion or suspension of a brother from a Masonic Lodge signed by the Secretary, shall be considered as competent evidence to sustain a charge based on such expulsion or suspension.

Section 142. LOSS OF LODGE MEMBERSHIP.--The suspension or expulsion, or a withdrawal of a member from his Masonic Lodge, or his dismissal therefrom save for the purpose of joining some other lodge, shall in like manner operate to suspend, expel, or withdraw him, as the case may be, in or from the subordinate chapter. If at the time of such expulsion, suspension, withdrawal or dismissal, the brother shall be a member of Electa Grand Chapter, he shall, while laboring under such discipline, forfeit all the rights, privileges and benefits of such membership.

Section 143. ACTION IN CHAPTER.--To deprive a brother of his membership in a subordinate chapter on account of the loss of his Masonic standing as provided in Section 142, a certificate must be presented under seal of his Blue Lodge, showing his standing therein. If the Chapter shall by such certificate find that the brother has suffered such loss of membership in his Masonic Lodge, the Worthy Matron shall then declare, and the record

show, the brother suspended, expelled, withdrawn or de-mitted, as the case may be. If a Chapter fails to take proper action in regard to trial, as herein provided, the jewels of the Worthy Matron and Worthy Patron and the charter of the Chapter shall be liable to be arrested.

Section 144. HOW RESTORED.--Should a brother be restored to his former standing, he may upon presentation of a certificate of standing from his Masonic Lodge and a certificate of health, and upon the payment of all dues delinquent at the time of his loss of membership, be declared reinstated.

Section 145. SISTER NOT AFFECTED.--The suspension, expulsion, withdrawal or dismissal of a brother from his lodge and action based thereon by the Chapter shall in no way affect the standing of a sister whose Masonic relationship and rights in the Order came through him.

#### Chapter XV.

##### Regulations

Section 146. RULES OF ORDER--Electa Grand Chapter.--

- (1)--At the stroke of the Grand Worthy Matron's gavel there shall be a general silence.
- (2)--No member shall speak more than once on the same question if objection is made unless by permission of the presiding officer, except that the member presenting any motion, resolution or measure shall be entitled to make the closing address thereon.
- (3)--If any member is twice called to order at any meeting or session for transgressing these rules and is guilty of a third offense of the same nature, the presiding officer may peremptorily order him or her to leave the Chapter room for that day.
- (4)--All motions are to be decided by a majority vote unless otherwise provided by law, each member having one vote.
- (5)--All members shall keep their places except officers moving from place to place in the discharge of their duties.

Section 139. BAR TO OFFICE.--No member shall be elected or appointed to an office if her or his dues are delinquent at the present time of election or appointment, and the Grand Worthy Matron may declare the office of any member vacant who was delinquent at the time of installation, but dues shall not be deemed delinquent when the member is excused from payment on account of inability to pay.

Section 140. DUTY OF WORTHY MATRON.--It is made the duty of the Worthy Matron of each Chapter to see that the law for the collection of dues is observed, and for her failure to do so the Grand Worthy Matron may arrest her jewel.

#### Chapter XIV.

##### Judicial Proceedings

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- (4)--All motions are to be decided by a majority vote unless otherwise provided by law, each member having one vote.
- (5)--All members shall keep their places except officers moving from place to place in the discharge of their duties.

- (6)--Any one desiring to speak shall rise and remain standing, addressing himself or herself to the presiding officer and no member shall interrupt him or her unless to call him or her to order, but after she or he has been seated they may proceed by observing due order and decorum.
- (7)--Every proposition offered for consideration shall be in writing.
- (8)--A member may call for a division of the question when the sense will admit of it. Parliamentary usage of deliberative bodies not in conflict with these rules shall prevail except that there shall be no appeal from the decision of the presiding officer. All questions under discussion must be positively decided at the time or final action postponed to a stated period, when the question must again be resumed and decided unless by a majority vote it be further postponed. The formation of committees of the whole, the call for the previous question and all obstructive motions are strictly forbidden.
- (10)--These rules shall not be suspended save by three-fourths vote of the members present.

Section 147. ORDER OF BUSINESS.--The following order of business is prescribed in Electa Grand Chapter, but may be varied at any time for the purpose of expediting business by a majority vote.

#### FIRST DAY

- 1--The reading of the minutes of the previous meeting, unless the same shall be dispensed with.
- 2--The appointment of committees as provided for.
- 3--Annual address of Grand Worthy Matron.  
Annual address of Grand Worthy Patron.
- 4--Annual address of Grand Associate Matron.  
Annual address of Grand Associate Patron.
- 5--Time allowed for committee meetings.
- 6--Reports of standing committees if ready.
- 7--Grand Lecturer's instruction.

#### SECOND DAY

- 1--Reading of minutes of the first day's session.
- 2--Report of Committee on Grand Officers Addresses.
- 3--Report of Grand Secretary.
- 4--Report of Grand Treasurer.
- 5--Reports of standing committees if ready.
- 6--Reports of special committees if ready.
- 7--Time allowed for committee meetings.

#### THIRD DAY

- 1--Reading of minutes of second day's session.
- 2--Reports of standing committees.
- 3--Reports of special committees.
- 4--Election of Grand Officers.
- 5--Unfinished Business.
- 6--Report of Finance Committee.
- 7--Installation of Grand Officers

Section 148. RULES FOR ELECTION.--The elective officers of Electa Grand Chapter shall be elected in order in which they are named in the Constitution, and the election shall be conducted as follows: The election shall occur at two P.M. on the third day, unless a different time is fixed by a vote of Electa Grand Chapter. At that hour the Grand Worthy Matron shall announce that the time for election of officers has arrived, and shall appoint three (3) tellers. After perfect order shall be obtained, she shall announce, as occasion arises, the officers to be voted upon. The Grand Secretary shall then call the roll, beginning with the individual votes, the Chapter votes last. As the names are called each person shall arise and deposit her or his vote with the tellers; each member shall write his or her own ballot. The same order shall be observed in the election of each Grand Officer. When all have voted the tellers shall proceed to count the ballots, the Secretary keeping tally thereof. A majority of votes shall be necessary to choice. The result of the ballot shall be announced by the presiding officer. Members of Electa Grand Chapter shall not be allowed to leave their seats or carry on a conversation in the Chapter room during the election of officers, except by permission of the presiding officer. Any member writing or distributing

- (6)--Any one desiring to speak shall rise and remain standing, addressing himself or herself to the presiding officer and no member shall interrupt him or her unless to call him or her to order, but after she or he has been seated they may proceed by observing due order and decorum.
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- 4--Annual address of Grand Associate Matron.  
Annual address of Grand Associate Patron.
- 5--Time allowed for committee meetings.
- 6--Reports of standing committees if ready.
- 7--Grand Lecturer's instruction.

#### SECOND DAY

- 1--Reading of minutes of the first day's session.
- 2--Report of Committee on Grand Officers Addresses.
- 3--Report of Grand Secretary.
- 4--Report of Grand Treasurer.
- 5--Reports of standing committees if ready.
- 6--Reports of special committees if ready.
- 7--Time allowed for committee meetings.

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ballots for other members to deposit or electioneering within the Grand Chapter room shall be liable to charges and any of the penalties prescribed in the Masonic Code and it shall be the duty of any member knowing of these practices to report the same to the presiding officer.

Section 149. PAY OF GRAND OFFICERS.--The Grand Worthy Matron or Grand Worthy Patron shall be entitled to receive one dollar for each special dispensation granted, and all necessary office expenses.

- (1)--The Grand Secretary shall receive a salary of \$125.00 a year and necessary office expense, and the Grand Treasurer shall receive a salary of \$75.00 a year and necessary office expense.
- (2)--The elective Grand Officers and the following appointed Grand Officers: Grand Auditor, Grand Chairman of Returns, Grand Chairman of Ways and Means, shall receive bus fare computed by the nearest route, and \$8.00 per day for attendance upon each meeting of Electa Grand Chapter.
- (3)--The Grand Musician shall receive bus fare and per diem of \$8.00 per day for attendance at each meeting of Electa Grand Chapter.
- (4)--The other appointed Grand Officers shall receive \$8.00 per day for at least two days attendance to meetings of Electa Grand Chapter.
- (5)--No money shall be paid to the Appointive Grand Officers who may be in attendance as the regular representative of their subordinate chapter.
- (6)--The Grand Worthy Matron shall receive \$50.00 contingent, and the Grand Secretary shall receive a contingent expense fund of \$40.00 each year.
- (7)--No money shall be paid to any of the Grand Officers until after the report of the Finance Committee, unless otherwise ordered by Electa Grand Chapter. Every account against Electa Grand Chapter shall be in detail and shall show upon its face each item composing the whole.
- (8)--The Host Chapter shall be responsible for the room rent of the Grand Worthy Matron and Grand Worthy Patron since both are necessary to conduct the work of Electa Grand Chapter.

- (9)--The Host Chapter for State School of Instruction pay the expense of the meeting place.
- (10)--All fifty year members shall be exempt from all dues and assessments, shall receive bus fare and per diem for attendance and be given life membership cards.

Section 150. REGALIA.--

- (1)--The official regalia of all sisters, except the Associate Matron, Worthy Matron, Past Worthy Matron and five Heroines, shall be a five colored sash to be worn from the right shoulder to the left side, and reading from right to left: blue, yellow, white, green, red; with white dress, white gloves, plain hose and white shoes.
- (2)--The official regalia of the Associate Matron, Worthy Matron and Past Worthy Matron shall be a Royal Purple sash to be worn from the right shoulder to the left side with white dress, white gloves, plain hose and white shoes. In addition to the above regalia the Worthy Matron and the Past Worthy Matron shall wear a gold gavel on the breast of the purple sash.
- (3)--The official regalia of the five Heroines in the subordinate chapters shall be a sash of the color of the point of the floral star represented, and worn from the right shoulder to the left side; with white dress, white gloves, plain hose and white shoes.
- (4)--The official regalia of the five Heroines in Electa Grand Chapter shall be the sash described in addition to the regular Past Matron's sash; with white dress, white gloves, plain hose and white shoes.
- (5)--Esther Day shall be observed on the first Sunday in June by holding Divine Service appropriate for the occasion, and the official regalia for the occasion shall be white flower in hair on left side in addition to the above regalia.
- (6)--The funeral dress shall be a white dress and black rosette on left breast for burial services and Chapter of Sorrow as instructed in McCoy Ritual (page 279--4) instead of present regalia, for uniformity with Sister Jurisdictions; these rosettes to be purchased through Electa Grand Chapter. The Chaplain shall wear a white stole

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or sash.

- (7)--Short sleeves may be worn in the summer months except for any public appearances.
- (8)--The official regalia of a male member shall be a pentagonally shaped apron of the five O.E.S. colors; and white gloves.
- (9)--The official regalia of the Worthy Patron and Past Worthy Patron shall be a Royal Purple collar and Royal Purple apron and white gloves.

Section 151. PRINTING.--The Grand Secretary, Grand Worthy Matron and Grand Worthy Patron shall constitute the Committee on Printing. It shall be the duty of the Grand Secretary, after conferring with the other members of the Committee at least sixty (60) days before each annual session of Electa Grand Chapter to solicit bids for printing; opening and computing all bids therefor for this Grand Chapter, and awarding contract for same to the lowest bidder. Proceedings books are to be 6"x9" so they can be bound together.

Section 152. PROCEEDINGS.--That the proceedings be proofread and printed with four years in one book if the finances of Electa Grand Chapter warrant it. If not a special committee be appointed to raise the money for printing expenses.

Section 153. MEMORIAL PAGES.--A page or pages in our proceedings and our annual programs be allocated for the purpose of listing the memorials so freely given for the Scholarship Fund. The page or pages are to be black bordered and headed "In Memory" listing the name of the one for whom the memorial was given, their donors and the offices they held, also their Masonic affiliation.

Section 154. LIBRARIAN.--The Grand Secretary shall be the librarian of Electa Grand Chapter. It shall be her duty to take charge of the library and have such books and documents present at any session of Electa Grand Chapter as may be required for the use of Electa Grand Chapter committees and members; and the Grand Secretary shall faithfully perform all ordinary duties of the librarian in Masonic bodies; and also be subject to orders of the Grand Worthy Matron and Grand Worthy Patron.

Section 155. VOTING SIGN.--The voting sign of this Grand Jurisdiction in both Grand and subordinate chapters shall be bringing of the right palm to the left shoulder. The sign of salutation shall also be the due guard.

Section 156. It shall be unlawful for chapters of this jurisdiction to send out begging circulars or chain letters without the consent of the Grand Worthy Matron; and subordinate chapters are prohibited from entertaining or responding to any such circulars or letters from foreign chapters which have not first secured the approval of the Grand Worthy Matron of this jurisdiction.

Section 157. RULES OF ORDER--SUBORDINATE CHAPTERS.--

- (1)--The chapter shall meet at the time specified in its By-laws, and after it has been opened the record of its proceedings at the last regular and all intervening meetings shall be read.
- (2)--When a member rises to speak, he or she shall respectfully address the presiding officer and may be called to order for transgressing any of the rules of the chapter, and when called to order shall immediately sit down unless permitted to explain.
- (3)--No member shall be permitted to speak more than twice upon any question without leave nor more than once until every other member wishing to speak has spoken, and when two or more rise at the same time to speak, the presiding officer shall name the member who shall first speak.
- (4)--When the presiding officer is addressing the chapter or putting a question, or a member is speaking, no member shall enter upon any private discourse nor pass between the speaker and the chair.
- (5)--There shall be no debate after the question is put to a vote by the presiding officer.
- (6)--Every member when a question is put shall be required to vote unless excused by the presiding officer.
- (7)--When a motion is made and seconded it shall be stated by the presiding officer, or if in writing shall be read by the Secretary before being debated.

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- (7)--When a motion is made and seconded it shall be stated by the presiding officer, or if in writing shall be read by the Secretary before being debated.

- (8)--Every motion shall be reduced to writing if any member desires.
- (9)--When a motion is under debate no motion shall be received except to amend it or to refer it or postpone final action until a future meeting or lay it on the table.
- (10)--The debate is at the will and pleasure of the presiding officer except that the member presenting the measure and not having spoken but once thereon shall be permitted to close the debate.
- (11)--A member may call for a division of the question when the sense will admit it.
- (12)--All reports may be referred to the committee by the presiding officer without motion.
- (13)--A motion for amendment until decided shall preclude all other amendments of the main question.
- (14)--No new motion which the original motion was intended to operate shall be submitted under color of amendment or as a substitute for the motion under debate.
- (15)--No member except one of the majority which decided a question shall be permitted to move for reconsideration of such question.

Section 158. FUNERALS.--Every female member of the Order shall be entitled to an Eastern Star burial by her Chapter when requested by herself or family.

- (a)--Except when requested by a member of the Order in good standing or by the family of the same, an Eastern Star burial shall only be at the discretion of the Worthy Matron and Worthy Patron of the Chapter at whose hands the burial is sought.
- (b)--NON-AFFILIATES.--A deceased non-affiliate in good standing may receive Eastern Star burial at the discretion of the Worthy Matron and Worthy Patron of the Chapter applied to therefor.
- (c)--SOJOURNER.--A sojourning member is one who is within the territorial jurisdiction of a chapter but whose Chapter, if any, is elsewhere and may if a member in good standing, receive Eastern Star burial at the discretion of the Worthy Matron and Worthy Patron of the Chapter applied therefor.

- (d)--All Eastern Star burials shall be by the Chapters when regularly opened for that purpose, and the Worthy Matron and Worthy Patron may take the charter of the Chapter to another place for the purpose of opening a Chapter and conducting an Eastern Star burial.

## Chapter XVI.

### Trials and Punishments

Section 160. CHARGES--All charges are for unmasonic conduct, and must be in writing filed with the Secretary of the Chapter; they must specify the facts constituting the offense, and for convenience of reference such writing shall be known as the "Information".

Section 161. INFORMATION--CHARGES NUMBERED.--Two or more offenses may be stated in the information; and when an information contains a statement of more than one offense, each statement shall be known as a CHARGE, and such charges shall be numbered.

Section 162. NOTICE AND SERVICE THEREFORE.--Notice. No Chapter shall have jurisdiction to try a charge against a member until the accused shall be notified and served with a copy of the information, as provided in this Chapter. Such notice shall be in writing, signed by the Secretary of the Chapter and substantially as follows:  
TO SISTER OR BROTHER.

You are hereby notified, that at a stated meeting of \_\_\_\_\_ Chapter No. \_\_\_\_\_, O.E.S., of Iowa and Jurisdiction, held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, an information was filed charging you with unmasonic conduct, a true copy of which is hereto annexed, and that you are required to answer thereto on or before the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by placing on file with the Secretary of said Chapter any objection you may have to the sufficiency of such charge or charges. And if you have no such objections, then in the same time you must plead to such charge with one of the following pleas: 1st that you are guilty of the offense charged; 2nd, that you are not guilty of the offense charged. And you are further notified that at the next stated meeting of said Chapter, to be held on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_,

- (8)--Every motion shall be reduced to writing if any member desires.
- (9)--When a motion is under debate no motion shall be received except to amend it or to refer it or postpone final action until a future meeting or lay it on the table.
- (10)--The debate is at the will and pleasure of the presiding officer except that the member presenting the measure and not having spoken but once thereon shall be permitted to close the debate.
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- (a)--Except when requested by a member of the Order in good standing or by the family of the same, an Eastern Star burial shall only be at the discretion of the Worthy Matron and Worthy Patron of the Chapter at whose hands the burial is sought.
- (b)--NON-AFFILIATES.--A deceased non-affiliate in good standing may receive Eastern Star burial at the discretion of the Worthy Matron and Worthy Patron of the Chapter applied to therefor.
- (c)--SOJOURNER.--A sojourning member is one who is within the territorial jurisdiction of a chapter but whose Chapter, if any, is elsewhere and may if a member in good standing, receive Eastern Star burial at the discretion of the Worthy Matron and Worthy Patron of the Chapter applied therefor.

- (d)--All Eastern Star burials shall be by the Chapters when regularly opened for that purpose, and the Worthy Matron and Worthy Patron may take the charter of the Chapter to another place for the purpose of opening a Chapter and conducting an Eastern Star burial.

## Chapter XVI.

### Trials and Punishments

Section 160. CHARGES--All charges are for unmasonic conduct, and must be in writing filed with the Secretary of the Chapter; they must specify the facts constituting the offense, and for convenience of reference such writing shall be known as the "Information".

Section 161. INFORMATION--CHARGES NUMBERED.--Two or more offenses may be stated in the information; and when an information contains a statement of more than one offense, each statement shall be known as a CHARGE, and such charges shall be numbered.

Section 162. NOTICE AND SERVICE THEREFORE.--Notice. No Chapter shall have jurisdiction to try a charge against a member until the accused shall be notified and served with a copy of the information, as provided in this Chapter. Such notice shall be in writing, signed by the Secretary of the Chapter and substantially as follows:  
TO SISTER OR BROTHER.

You are hereby notified, that at a stated meeting of \_\_\_\_\_ Chapter No. \_\_\_\_\_, O.E.S., of Iowa and Jurisdiction, held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, an information was filed charging you with unmasonic conduct, a true copy of which is hereto annexed, and that you are required to answer thereto on or before the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by placing on file with the Secretary of said Chapter any objection you may have to the sufficiency of such charge or charges. And if you have no such objections, then in the same time you must plead to such charge with one of the following pleas: 1st that you are guilty of the offense charged; 2nd, that you are not guilty of the offense charged. And you are further notified that at the next stated meeting of said Chapter, to be held on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_,

the said Chapter will take full and complete jurisdiction for the purpose of trial, punishment and all other matters connected with said charges. And you are further notified to appear at said time in person, or by any member in good standing as counsel for you, or by your written communication, and make defense to said charge, if you so desire.

Given under my hand and the seal of the Chapter, this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

\_\_\_\_\_  
Secretary

Which notice shall be served at least twelve days before the date at which she or he is required to answer. The service of such notice shall be either personal or substituted.

Section 163. SERVICE.--The service shall in all cases be deemed personal when the proof of service shows that the notice was actually delivered to or received by the accused. In other cases the service shall be deemed substituted.

Section 164. SAME.--The service of the notice shall be in one of two ways:

- (1)--PERSONAL.--By actual delivery of the notice to the accused; or
- (2)--SUBSTITUTED.--By properly forwarding the notice to the accused in a registered letter, addressed to her or him at his actual (or last known) place of residence.

Section 165. SAME--BY WHOM.--In case of personal service it may be made by the Secretary of the Chapter or any member.

- (a)--SAME.--In case of a substituted service it must be made by the Secretary of the Chapter.
- (b)--SAME--PROOF OF.--The proof of service, where it is personal, shall be in one of the following methods:

- (1)--By certificate endorsed on the back of a copy of the notice substantially as follows:

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, I delivered to sister or brother \_\_\_\_\_ notice of which the within is a copy, together with a copy of the information therein referred to.

Signed \_\_\_\_\_

- (2)--By the written acknowledgement of the accused endorsed on the back of the copy of the notice substantially as follows:

I hereby acknowledge due service of the within notice and the receipt of a copy of the information therein referred to this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

Signed \_\_\_\_\_

- (3)--THE PROOF OF SERVICE.--Where it is a Substituted, shall be by a certificate endorsed on the back of a copy of the notice, substantially as follows:

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ I forwarded at notice of which the within is a copy, together with a copy of the information therein referred to, to Sister or Brother \_\_\_\_\_ by registered letter, addressed to her or him at his actual (or last known) place of residence.

Section 166. SAME--PERSONAL.--If in addition to the last foregoing proof of service the Secretary shall receive and file the personal receipt of the accused for the letter thus addressed to her or him, such receipt shall be proof of the actual receipt of the notice; and such service shall be deemed personal; otherwise it shall be treated as substituted. But in either case, that is whether the service be personal or otherwise, the jurisdiction of the Chapter attaches.

Section 167. SECRETARY.--The term "Secretary", or "Secretary of the Chapter" as used in this Chapter, means the Actual Secretary, or any member acting as such by order of the Worthy Matron made at a meeting of the Chapter or otherwise.

Section 168. SAME--DILIGENCE.--The Secretary of the Chapter is enjoined to diligence, by the way of inquiry, to know the Actual or Last Known place of residence of the accused; but his return of such fact, when made is conclusive thereof and shall not afterwards be questioned. By the term "last known place of residence" in this article is meant the last known to the Secretary making the service.

the said Chapter will take full and complete jurisdiction for the purpose of trial, punishment and all other matters connected with said charges. And you are further notified to appear at said time in person, or by any member in good standing as counsel for you, or by your written communication, and make defense to said charge, if you so desire.

Given under my hand and the seal of the Chapter, this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

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Signed \_\_\_\_\_

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Section 169. REHEARING.--In any case where the service is Substituted only, and there is no appearance by the accused in any of the ways provided, and there is a conviction and a judgement of expulsion or suspension, and the accused shall thereafter appear within six (6) months from the date of conviction, and ask for a re-hearing, and take issue on the charge or charges, in the manner provided, she or he shall be entitled to such hearing, and the laws applicable to trials shall apply thereto. And if on such trial the accused shall be acquitted, the judgement of acquittal shall have the effect to vacate the former judgement and reinstate the accused. If on the trial the accused shall be convicted and the punishment imposed be different from the former, then the former judgement shall stand modified to conform to the latter. The mere fact of retrial does not affect the former judgement. Such judgement is only affected by the retrial when the judgement on retrial is different, then only to conform thereto and the date of the judgement in either case is that of the former judgement.

Section 170. APPEALS.--After a retrial as provided in the last foregoing section the accused shall have the right to appeal if the judgement against him is expulsion or suspension.

## Chapter XVII.

### Appearance and Trial

Section 171. APPEARANCE--HOW.--In proceedings upon a charge of unmasonic conduct, the appearance of the accused shall be in one of the following methods:

- (1)--By her or his personal presence at the time and place of where notice was given.
- (2)--By the authorized appearance for her or him of any member in good standing at such time and place.
- (3)--By her or his written communication, or that of his counsel, filed with the Secretary at any time before or at such stated meeting, in which he may state his objection to the charge, or plea of guilty or any matter in explanation or extenuation of the offense charged.

Section 172. NO APPEARANCE.--In case of a personal service and the accused fails to file with the Secretary an objection or a plea as provided in this chapter, and also fails to appear at the regular communication to which he is notified to appear, or if he appears in person or by counsel and fails to object or plead in any manner provided, such failure shall be equivalent to a confession of guilt as charged, and the Chapter shall proceed to punish as upon a plea of guilty.

Section 173. SAME--COUNSEL.--In a case of a substitute service, that is where the proof of service does not show the actual receipt of the notice, and there is no appearance in any ways provided, then the Worthy Matron shall appoint some discreet member as counsel for the accused, whose duty it shall be to preserve to the accused every legal and equitable right under the law. In such case, if an objection to a charge is not sustained, a plea of not guilty must be entered by the counsel, or by order of the Worthy Matron.

Section 174. OBJECT OR PLEA.--A party appearing in a proceeding against him for unmasonic conduct must either object to each charge against him or plea thereto.

OBJECTION.--An objection to a charge is a statement in writing, signed by the accused or by his counsel, or stated by them to the Secretary and by her entered of record as follows:

"Now comes the accused and objects to the first charge of the information (or the second or third as the case may be). And the effect of such an objection is to say that, admitting the statements of the charge to be true, it is not a triable Masonic offense. This question must be decided by the Chapter without evidence, and by the Worthy Matron asking: "Members do you sustain the objection to the charge?" The question to be decided by a show of hands, and a majority vote. If the objection is sustained no further proceedings can be had on that particular charge, unless amended to cure the defects. If not sustained, then the accused must plead thereto in such time as the Worthy Matron shall prescribe, which shall be at once unless for good reasons the time is extended.

Section 169. REHEARING.--In any case where the service is Substituted only, and there is no appearance by the accused in any of the ways provided, and there is a conviction and a judgement of expulsion or suspension, and the accused shall thereafter appear within six (6) months from the date of conviction, and ask for a re-hearing, and take issue on the charge or charges, in the manner provided, she or he shall be entitled to such hearing, and the laws applicable to trials shall apply thereto. And if on such trial the accused shall be acquitted, the judgement of acquittal shall have the effect to vacate the former judgement and reinstate the accused. If on the trial the accused shall be convicted and the punishment imposed be different from the former, then the former judgement shall stand modified to conform to the latter. The mere fact of retrial does not affect the former judgement. Such judgement is only affected by the retrial when the judgement on retrial is different, then only to conform thereto and the date of the judgement in either case is that of the former judgement.

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Section 175. It is to be seen by the foregoing Section that in the "objection", as filed or recorded, no reason or facts need be stated WHY the charge or charges do not state an offense, but in Argument for the information of the Chapter, any facts or reasons may be stated, urged and considered. It being the intention that no technicalities not going to the merit of the case shall avail either the Chapter or the accused as against the other, but by merely "Objecting" and Substantial defect in a charge may be urged. And again that no information or charge shall be defective or insufficient because indefinite in statement as to time or place, or other matters, where on its face it is sufficient to apprise the accused of the true nature of the offense, and serve as a guide in the production of proofs, and the imposition of penalties in case of conviction.

Section 176. Nothing in the law shall be constructed to prevent any member of the Chapter from "Objecting" to the sufficiency of charges and having the same determined.

Section 177. PLEA.--A plea to a charge is a statement in writing signed by the accused, or by attorney, or by them stated to the Secretary and by her entered of record, as follows:

"Now comes the accused and says that she or he is guilty;" or Now comes the accused and says she or he is not guilty".

Under a plea of not guilty, the accused may, in addition to other defenses prove that she or he has before been convicted or acquitted of the same offense by some Chapter; but no proof of such conviction or acquittal shall be sufficient except the original record or a certified transcript of the proceeding in which such conviction or acquittal was had, if the record is in existence and obtainable. If such record is not in existence or not obtainable, then other proof thereof may be given. Proof of a former conviction or acquittal for the same offense shall bar further proceedings as to such offense.

Section 178. ADMISSION.--There shall be no trial of any charge until all objections filed are decided and issue is taken thereon by a plea of not guilty entered by the accused, or by the order of the Worthy Matron for the accused when it is a substituted service. A failure to plead where there is a personal service, as provided in this Chapter, or a plea of guilty, is an admission of guilty and only punishment is to follow.

Section 179. ISSUE TRIAL.--When issue is taken on the charge or charges of an information, the Worthy Matron shall order a special meeting of the Chapter for the purpose of trying the issues at such time as in her judgement is expedient and just and the Secretary shall summon all members of the Chapter in good standing to attend thereat, which summons may be served on members personally or by forwarding the same by mail to the last known place of residence of the member, and the return of the Secretary as to such service may be substantially as follows:

I hereby certify that I summoned \_\_\_\_\_ Chapter No. \_\_\_\_\_ for the special meeting thereof to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by serving on each member personally a written notice of the time, place and purpose of such meeting, or by forwarding such notice to her by mail at her last known place of residence.

Signed \_\_\_\_\_ Secretary

Section 180. TITLE.--All proceedings for unmasonic conduct shall be entitled in the name of the Chapter against the accused member, and it is made an especial duty of the Worthy Patron to prepare and file charges for unmasonic conduct in all cases where the Chapter would upon complaint have jurisdiction, but this provision shall not prevent any member, either upon her personal knowledge or on information obtained for other from filing an information in any Chapter.

Section 181. TESTIMONY--HOW TAKEN.--The testimony taken on the trial shall also be reduced to writing and preserved. The purpose being that all testimony used on the trial shall become a part of the record.

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Section 181. TESTIMONY--HOW TAKEN.--The testimony taken on the trial shall also be reduced to writing and preserved. The purpose being that all testimony used on the trial shall become a part of the record.

Section 182. SAME.--During all the proceedings of or incident to the trial, including the taking of testimony before a committee, it is the right of the accused and counsel, or either of them, to be present and cross examine the witnesses for the Chapter and examine her or his own witnesses, subject to cross examination by the prosecutor for the Chapter. It shall also be competent for the prosecutor to have present to aid him by suggestions while taking the testimony, any person who may be competent to aid in that respect, and whose presence is not Masonically prohibited. No person shall be present during the taking of testimony or the trial of a charge except such as have a duty to perform in connection therewith.

Section 183. PROSECUTOR.--After an issue is formed for trial the Worthy Matron may appoint any member to prosecute the charges; and in the absence of such an appointment such duty shall devolve on the Worthy Patron, and such prosecutor shall, in the discharge of his duty, keep steadily in view the welfare of the Order in the attainment only of a meritorious result.

Section 184. TESTIMONY.--The testimony may be given in open Chapter at the time of the trial, or it may be taken before a committee of three or more, who shall be members appointed by the Worthy Matron and in all cases where witnesses cannot be produced in Chapter, on account of their distance from the Chapter or otherwise, their testimony must be taken before a committee so appointed. All committees appointed to take testimony shall reduce the same to writing, as nearly in the language of the witnesses as practicable, and report the same to the Chapter at time fixed for trial; and if not so reported the committee shall report the reason why, and the Chapter in its discretion may postpone the trial and grant further time in any case where all the testimony is not on file.

Section 185.-- In cases where testimony is to be taken within the jurisdiction of other subordinate Chapters, it shall be the duty of the Worthy Matron, Worthy Patron and Secretary of the Chapter in the jurisdiction where the testimony is to be taken, or either

of them, at the instance of the Worthy Matron of the trial Chapter, to act as a committee to take such testimony, and the trial Chapter to make reasonable compensation for such service.

Section 186. SAME.--Where testimony is taken by a committee, the committee shall fix the time and place, and give reasonable notice to the prosecutor for the Chapter and the accused, or counsel, and at such time it will be the duty of the respective parties to produce their own witnesses.

Section 187. SAME.--The Worthy Matron in appointing such a committee, shall name one as chairman, who shall make ruling; on the trial such rulings shall be made by the Worthy Matron, but the record shall show all questions, the answers to which are excluded by either the committee or Matron.

Section 188. SAME.--Testimony given by a member shall be on her or his Honor, by an affirmative answer to an interrogatory addressed to her or him by the Worthy Matron or chairman of the committee, as follows: "Do you solemnly promise, on the honor of a member of the O.E.S., that the testimony you shall give in the case now pending shall be the truth?"

Section 189. Testimony by a non-member shall be under oath, administered by some person authorized to do so by the law of the State.

Section 190. TRIAL.--When the Chapter is convened for the purpose of the trial it shall be opened and the testimony shall be taken or completed unless already completed before committee appointed for that purpose.

Section 191. The testimony taken by committee shall be read to the Chapter, when the prosecutor and the accused, or her counsel shall be heard, of their desire, the prosecutor having the right to open and close the argument. The Chapter may limit the time for such argument by each.

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Section 192. DELIBERATION.--When the case is ready for deliberation and decision by the Chapter, the accused and counsel shall retire. If not already so, the Chapter must be opened. In their deliberations the members may speak and seek information at their will observing therein the pleasure and orders of the Worthy Matron.

Section 193. VOTING.--After due deliberation, in the judgement of the Worthy Matron she shall submit to the Chapter this question as to each charge under investigation: "Is the accused guilty or not guilty?" In answer to the question, each member shall deposit a ballot with the word or words written thereon, "Guilty" or "Not Guilty", as she or he may decide; and a majority vote is necessary to a conviction.

Section 194. PUNISHMENT.--If there is a conviction on one or more of the charges of an information, the Chapter must then proceed to impose a punishment as provided in the following section.

Section 195. OBJECTIONS.--No objections need be taken by the accused to any ruling or other proceedings connected with the trial, on order to protect rights on appeal; and on appeal the entire record may be reviewed, and on such review, except where there is a substantial prejudice to the right of the accused, both as to form and substance of the proceedings.

Section 196. ACCUSED AS WITNESS.--It is not competent for the Chapter to call the accused as a witness; but the accused may, if she elects, be a witness in her own behalf to any extent, then it shall be competent for the prosecution, at its pleasure, to examine him fully as to all particulars of the case, the Chapter to be the judge as to her creditability and the value of her testimony.

Section 201. CROSS-EXAMINATION.--The common law limitation as to cross examination has no application on O.E.S. trials. When a witness is once introduced, either party may seek any information she or he possesses relative to the trial.

Section 202. WHO PRESENT.--After commencement of the trial no person shall be admitted to the Chapter (except the accused or her or his counsel), unless by consent of the accused or her counsel, and the prosecutor for the Chapter, and no member of the Chapter authorized to vote shall be excused by the Worthy Matron, except for sickness of the member or her family, or a like pressing necessity. A mere temporary absence during which the trial may be suspended, is not an excuse within the meaning of this section. It being the intention that all who vote (except by consent) shall witness the entire trial, and that each member shall assume the responsibility of action in such important concerns.

(The taking of testimony before a committee is not for the purpose of this section, a part of the trial.)

Section 203. VOTING--WHO EXCUSED.--No member present, except counsel shall be excused from voting on the question of guilty or punishment.

Section 204. APPEAL.--In proceeding upon charges for unmasonic conduct, no appeal lies to the Subordinate Chapter from the decision of the Worthy Matron; and none to Electa Grand Chapter except by the accused.

Section 205. ESOTERIC.--In the event that the production of testimony should disclose any part of the esoteric (unwritten) work of O.E.S., the Chapter or the committee shall omit the same from the written record of the case, and the same, if used, must be given orally at the trial. If on appeal to Electa Grand Chapter such testimony on the trial becomes material, any member who heard the testimony on the trial below may be a witness before Electa Grand Chapter or its committee as to what such testimony was, but in no case can it be reduced to writing.

#### Chapter XVIII.

#### Of Punishments and Appeals

Section 206. WHAT ARE.--The punishment which may

Section 192. DELIBERATION.--When the case is ready for deliberation and decision by the Chapter, the accused and counsel shall retire. If not already so, the Chapter must be opened. In their deliberations the members may speak and seek information at their will observing therein the pleasure and orders of the Worthy Matron.

Section 193. VOTING.--After due deliberation, in the judgement of the Worthy Matron she shall submit to the Chapter this question as to each charge under investigation: "Is the accused guilty or not guilty?" In answer to the question, each member shall deposit a ballot with the word or words written thereon, "Guilty" or "Not Guilty", as she or he may decide; and a majority vote is necessary to a conviction.

Section 194. PUNISHMENT.--If there is a conviction on one or more of the charges of an information, the Chapter must then proceed to impose a punishment as provided in the following section.

Section 195. OBJECTIONS.--No objections need be taken by the accused to any ruling or other proceedings connected with the trial, on order to protect rights on appeal; and on appeal the entire record may be reviewed, and on such review, except where there is a substantial prejudice to the right of the accused, both as to form and substance of the proceedings.

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#### Chapter XVIII.

#### Of Punishments and Appeals

Section 206. WHAT ARE.--The punishment which may

be imposed on conviction for unmasonic conduct are:  
First--Expulsion; Second--Suspension; Third--Reprimand.

Section 207. A punishment by reprimand must be imposed in all cases where no other punishment is imposed by the Chapter or by law. It is to be given by the Worthy Matron or person acting as Worthy Matron without a vote of the Chapter.

Section 208. FIXED HOW.--In case of a conviction where no punishment is prescribed by law, the Worthy Matron shall declare what punishment is without a vote of the Chapter, and cause it to be entered of record, and it shall then become effective until altered or changed by Electa Grand Chapter.

Section 209. SAME.--In case of a conviction where no punishment is prescribed by law, the Chapter shall, by a majority vote, determine what the punishment shall be, which vote shall be by ballot and for that purpose the Worthy Matron shall first inquire: "Shall the member be expelled?"

In answer to such question the ballot with the word "Yes", and those wishing to answer "No" shall deposit a ballot with the word "No". If there is a majority for expulsion, the Worthy Matron shall declare the accused expelled, which fact shall be entered of record and stand as the judgement of the Chapter. If less than a majority vote for expulsion, then the Worthy Matron shall inquire: "Shall the member be suspended?" And in answer thereto, the same proceeding shall be had. If there is not a majority vote for suspension, then without further action by the Chapter the Worthy Matron shall proceed to administer a reprimand, and the Secretary shall notify the member to appear in open Chapter for that purpose at the earliest day practicable, to be fixed by the Worthy Matron, which shall be at the same meeting if the presence of the accused is obtainable.

Section 210. SAME.--In special cases, at the discretion of the Worthy Matron and where presence of the accused cannot reasonably be required as where it would require large expenditures of money, or a long distance

of travel, the reprimand may be in writing, forwarded to the accused, but in such case the reprimand shall be read in open Chapter and filed and preserved among the records.

Section 211. OFFENSE IN OPEN CHAPTER.--In any case where a Masonic offense is committed in open Chapter, no formal charge or service of notice shall be necessary to give the Chapter jurisdiction, but jurisdiction at once attaches; and the facts constituting the offense shall be briefly stated by the Secretary in the proceedings by order of the Worthy Matron as that Sister or Brother \_\_\_\_\_ appeared in open Chapter in a state of intoxication; or in open Chapter used profane language. The Worthy Matron shall thereupon direct the member to show cause why he should not be punished for such conduct. If no showing is made, the Chapter shall proceed to punish. If a showing is made (for the purpose the accused may make oral explanation, together with any other showing, either to excuse or mitigate it), the Worthy Matron shall then inquire: "Sisters and Brethren, is the member excused?" The answer shall be by ballot, with the words "Yes" or "No" and a majority vote. If excused, no further proceedings shall be had. If not excused, punishment shall be imposed. Before taking such vote the member accused shall be required to retire to the ante room.

Section 212. SAME.--If the punishment is to be imposed under the foregoing section, the same method and rules shall obtain in fixing the punishment, and its application, as provided in the article for punishment on charges; but the summary method prescribed in the foregoing section shall not be resorted to unless it be at the same meeting where the offense was committed. But the neglect to thus proceed will not bar charges in the ordinary manner.

Section 213. JUDGEMENT.--In all cases of conviction and punishment by a subordinate Chapter, the judgement shall be in force until reversed, set aside or modified by Electa Grand Chapter, and in all cases where the punishment imposed is expulsion, a full transcript of

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the proceedings including the testimony, shall be immediately sent by the Secretary of the Chapter to the Grand Secretary, whether the judgement is appealed from or not; and if no appeal is taken, and no action is taken thereon at the next communication of Electa Grand Chapter after the receipt of such transcription, then the judgement of the Subordinate Chapter shall stand affirmed. It is the right, however, of Electa Grand Chapter to review and correct such proceedings in the absence of an appeal; but it shall not render a more unfavorable judgement against the accused.

Section 214. PUNISHMENT.--Only one punishment can be imposed under one information; that is, where there is a conviction on two or more charges in the same information; the members in voting a punishment must have a view one adequate to all offenses for which there is a conviction.

Section 215. APPEAL.--In case of conviction for unmaasonic conduct, where the punishment is suspension, the proceedings can only be reviewed in Electa Grand Chapter on appeal by the accused, and no transcript need be sent to the Grand Secretary unless an appeal is taken.

Section 216. SAME--TIME.--Every member under the judgement or suspension or expulsion may appeal therefore to Electa Grand Chapter within thirty days after rendition of such judgement, by filing written notice of appeal with the Secretary of the Chapter.

Section 217. SAME--TRANSCRIPT.--Whenever an appeal is taken under the provision of this Chapter, and no transcript has been sent to the Grand Secretary, the Secretary shall forthwith prepare and forward a complete transcript of the proceedings, including the testimony, and in all cases where such transcript is received by the Grand Secretary as early as the Friday preceding the meeting of Electa Grand Chapter, the case shall be for disposition at such communication, unless continued at the instance of the accused or of Electa Grand Chapter. If received after such time the case shall be for disposition at such communication only by the consent of the accused and Electa Grand Chapter.

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