

**CONSTITUTION  
BYLAWS, RULES, REGULATIONS**

AND

*Rules and Regulations  
For the Government Of Subordinate Chapters*

AND

**PENAL CODE**

OF THE

**Grand Chapter  
of Maryland  
ORDER OF THE EASTERN STAR**



**REVISED AND ADOPTED  
AT ITS 115<sup>th</sup>, ANNUAL SESSION  
AT OCEAN CITY, MARYLAND,**

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## **PREAMBLE**

The Grand Chapter of Maryland of the Order of the Eastern Star was legally and regularly organized on December 23, 1898, at Baltimore, Maryland, by a convention of the required number of Chapters of the Order.

The Grand Chapter of Maryland is supreme in all matters pertaining to its own organization, subject only to the authority of the General Grand Chapter of the Order of the Eastern Star in matters pertaining to the ritual and ritualistic work.

The Grand Chapter of Maryland of the Order of the Eastern Star does hereby establish this Constitution and By-Laws for its own government and the government of subordinate Chapters within its jurisdiction, to be effective immediately upon the close of the 113<sup>th</sup> Session, May 3, 2011, at which it was adopted.

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# PART I

## CONSTITUTION

### ARTICLE I

#### TITLE, FISCAL YEAR, AND SEAL

**Section 1. Title.** This organization shall be known as the Grand Chapter of Maryland, Order of the Eastern Star.

**Section 2. Fiscal Year.** The fiscal year of this Grand Chapter shall be from April 1 to March 31.

**Section 3. Seal.** This Grand Chapter shall have a seal by which all instruments issued by or under its authority shall be authenticated. It shall consist of a dotted circle within a ring; between the ring and the circle shall be the words "GRAND CHAPTER OF MARYLAND, ORDER OF THE EASTERN STAR, INSTITUTED DECEMBER 23, 1898." In the center of this circle shall be a five-pointed star, within a pentagon, with the letters F-A-T-A-L between the points of the star, in the center of which shall be the Coat-of-Arms of the State of Maryland.

## ARTICLE II

### POWERS AND AUTHORITY

**Section 1.** This Grand Chapter is supreme in all matters pertaining to its own organization and government, and shall have authority over all Chapters and members thereof, subject only to the authority of the General Grand Chapter of the Order of the Eastern Star in matters pertaining to the Ritual and Ritualistic Work.

**Section 2.** It shall have authority to enact all laws that may be necessary for its own government and that of its Subordinate Chapters and to decide all questions of Eastern Star law and policy that may arise between Subordinate Chapters. It shall also have authority to decide all appeals from the actions of Subordinate Chapters or their officers, or its own officers or Committees; and it may assume original jurisdiction in all cases where justice and the welfare of the Order require it. It shall have authority to grant charters for the formation of new Chapters and to suspend or annul charters.

**Section 3.** It shall have authority to make such assessments for revenue on its Subordinate Chapters as may be necessary to defray the expenses of this Grand Chapter.

**Section 4.** All powers not specifically forbidden by this Constitution and not delegated to Subordinate Chapters are reserved to this Grand Chapter.

## ARTICLE III

### MEMBERSHIP OF THE GRAND CHAPTER

**Section 1.** This Grand Chapter shall consist of:

A. Grand Chapter Officers

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

B. Past Grand Matrons and Past Grand Patrons

C. Past Matrons and Past Patrons of Subordinate Chapters

D. Worthy Matrons, Worthy Patrons, Associate Matrons, and Associate Patrons of all Subordinate Chapters of this Grand Jurisdiction.

E. Past Matrons and Past Patrons from other Grand Jurisdictions who have affiliated with a Subordinate Chapter of this Grand Jurisdiction.

F. Life Members, which consist of members in nursing homes or those who are ill and unable to affiliate with another Chapter when a Subordinate Chapter surrenders its Charter.

**Section 2.** Every officer and member of this Grand Chapter must be a member in good standing in a Subordinate Chapter of this Jurisdiction. The cessation of such membership shall terminate office and membership in this Grand Chapter except as provided in Part I, Article III, Section 1.F.

## ARTICLE IV

### GRAND OFFICERS

**Section 1. Elective.** The elective officers of this Grand Chapter shall be Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Secretary, Grand Treasurer, Grand Conductress, Associate Grand Conductress, and three Grand Trustees.

The above-named officers (only one Grand Trustee) shall be chosen by ballot at each Annual Session of this Grand Chapter. (see Part I, Article VIII, Section 3)

**Section 2. Appointive.** The appointive officers of this Grand Chapter shall be the Grand Chaplain, Grand Lecturer, Grand Marshal, Grand Organist, Grand Adah, Grand Ruth, Grand Esther, Grand Martha, Grand Electa, Grand Warder, and Grand Sentinel.

**Section 3. Tenure of Office.** All Grand Officers shall hold their respective offices for the term of one year, except the Grand Trustees, or until their successors have been elected, or appointed and installed. The Grand Trustee(s) elected at each Annual Session of this Grand Chapter shall serve for the period of three years, or until the successor is duly elected and installed. The Senior Grand Trustee shall serve as Chairman of Grand Trustees. The tenure of the Grand Secretary and Grand Treasurer are governed by Part-II, By-Laws, Article I, Section 5.EE, and Section 6.G, respectively.

### POWERS AND DUTIES OF GRAND OFFICERS

**Section 4. Qualification.** The Grand Secretary, Grand Treasurer, Grand Trustees, Grand Chaplain, Grand Lecturer, Grand Marshal, Grand Organist, Grand Warder, and Grand Sentinel may be either sisters or brothers; all of the other Grand Officers shall be sisters except the Worthy Grand Patron and Associate Grand Patron, who shall be brothers. Subject to the above qualifications, any Sister or Brother who has served as Worthy Matron or Worthy Patron in a Subordinate Chapter of this Grand Chapter, and is in good standing, shall be eligible to hold any office in this Grand Chapter.

**Section 5.** No member of this Grand Chapter shall hold more than one office in this Grand Chapter at the same time, or stand for election to more than one office at the same time. (see Part I, Article V, Section 7)

## ARTICLE V

### ELECTION OF GRAND OFFICERS

**Section 1.** The election of officers of this Grand Chapter shall take place on the last day of the Annual Session at ten o'clock in the morning and shall continue without recess or adjournment until all officers shall be elected and so proclaimed. The distribution of ballots shall be declared closed at 9:45 A.M. and no further ballots shall be issued after that time.

**Section 2.** The names of all candidates for elected office shall be submitted in writing, as hereinafter specified, to the Elections Committee during the Annual Session of this Grand Chapter and prior to 10:00 A.M. on the day preceding the election of officers. The forms to be used for nomination shall contain the name of the candidate, and the name and number of the Chapter of which the candidate is a member, as well as the office for which the member is nominated. Such forms shall be obtained from the Elections Committee at the Annual Session. The Elections Committee shall see that a proper container is placed on a table occupied by the Elections Committee in order that members may deposit their nominations there. The container must be under the supervision of a member of the Elections Committee at all times. Nominations may be submitted whenever the Credentials Desk is open from the beginning of the Annual Session until 10:00 A.M. of the day preceding the election, at which time the Elections Committee shall list the eligible nominations found within the container and report them to the Grand Chapter.

**Section 3.** On the morning of the Election, the candidates' names submitted will be announced, and a list of the names will also be distributed to all voting members. Candidates will be presented prior to balloting. Balloting will be by use of write-in ballots, which will be distributed to the members at the time they register. Ballots will be used as numbered. A majority of votes cast will elect. If there is only one candidate nominated for any office, any member may be authorized by this Grand Chapter to cast a voice ballot for unanimous election to such office. If there is no nomination submitted for any office, nominations from the floor for such office will be in order, prior to balloting.

**Section 4.** If the election for any office in this Grand Chapter requires more than two ballots, the three candidates with the highest number of votes will be eligible for the third and succeeding ballots; and in case of a tie for the third highest number of votes cast, said candidate(s) will remain eligible and be voted upon the third and succeeding ballots until the tie is broken or an election occurs. However, if on the third or succeeding ballots, no election takes place but the tie is broken, those candidates having the least number of votes shall be considered ineligible until the eligible candidates number not less than three. Furthermore, in order that the membership of this Grand Body (meaning those present at the election) may be fully aware as to what candidates are eligible on the third and succeeding ballots, the Chairman of the Election Committee shall announce from the East the names of said candidates immediately preceding each ballot.

**Section 5.** The Elections Committee shall be the tellers for said election, together with such assistants as may be necessary, and after having tallied and counted the votes shall report the result of said election to the presiding officer.

**Section 6.** Any member desiring to be excused during the course of the elections shall signify her or his intention by approaching the West, facing East, give the Salutation Sign, and having received a response from the presiding officer, will retire only through the door guarded by the Grand Warder. The member shall give her or his ballot to the guard inside the door, who will secure the ballot until the member returns. Any member desiring to return, shall show her or his Credentials (signed current dues card and Delegate card). Members shall only be admitted while the ballot is closed. If a ballot was taken during the members' absence, that member's numbered ballot shall be destroyed upon their return.

**Section 7.** No candidate shall stand for election to more than one office at the same time.

**Section 8.** No candidate for elective office shall issue or cause to be issued, any cards, circular letters, or advertising matter announcing her or his candidacy for office. Such electioneering may, by vote of the Grand Chapter, act as a disqualification of said candidate.

**Section 9.** On election day, no candidate (other than an incumbent elected Grand Officer whose duties require it) shall be allowed to address the Session (unless it is to announce her/his withdrawal as a candidate) or be presented in the East for any reason (e.g. participating in the presentation of committee reports, receiving awards/honors, etc.) until after the Election of Officers has been closed.

## ARTICLE VI

### VOTING

**Section 1.** Representatives of any Chapter in arrears for Grand Chapter dues or assessments shall not be entitled to vote.

**Section 2.** On all questions that come before the Grand Chapter, all members of the Grand Chapter, as defined in Part I, Article III, who have registered with the Credentials Committee and are present, shall be entitled to vote.

**Section 3.** In the event of a tie vote, the presiding officer will cast the deciding vote, except in the election of officers.

**Section 4.** A Worthy Matron, Worthy Patron, Associate Matron or Associate Patron of a Chapter under dispensation shall be eligible to vote at any Session of this Grand Chapter only by permission of the majority vote of this Grand Chapter.

**Section 5.** In voting on candidates, all delegates will be entitled to ONE vote.

## ARTICLE VII

### INSTALLATION OF GRAND OFFICERS

**Section 1.** The installation of Grand Officers shall begin promptly at 3:00 PM on the final day of the Annual Session. All other business must have been transacted before the adjournment of the morning session of the day.

**Section 2.** The officers, elected and appointed, shall be installed by the Worthy Grand Matron, the Worthy Grand Patron, a Past Grand Matron or a Past Grand Patron.

**Section 3.** Any officer not present when the installation ceremonies take place may be installed by the Worthy Grand Matron or the Worthy Grand Patron in a Subordinate Chapter, or by anyone deputized by the Worthy Grand Matron at such place or places as she may designate.

## ARTICLE VIII

### VACANCIES IN OFFICE

**Section 1. Vacancy in Office of Worthy Grand Matron.** In the event of death, absence, or disability of the Worthy Grand Matron, the Associate Grand Matron shall succeed to all of her powers and duties. Should a vacancy occur in both of said offices, then the Junior Past Grand Matron or her first eligible predecessor who is available and in good standing in a Subordinate Chapter in this Grand Jurisdiction, shall assume the prerogatives and perform the duties of the Worthy Grand Matron.

**Section 2. Vacancy in Office of Worthy Grand Patron.** In the event of death, absence, or disability of the Worthy Grand Patron, the Associate Grand Patron shall succeed to all of his powers and duties. Should a vacancy occur in both of said offices, then the Junior Past Grand Patron, or his first eligible predecessor who is available and in good standing in a Subordinate Chapter in this Grand Jurisdiction, shall assume the prerogatives and perform the duties of the Worthy Grand Patron.

**Section 3. Vacancy in Office of Grand Trustees.** In case of death or inability to serve, or absence of a Grand Trustee, the Worthy Grand Matron, shall fill the vacancy or vacancies by appointment. The appointee(s) shall serve until the next Grand Session, when election shall be held for the unexpired term(s). If the vacancy is the Chairman of the Grand Trustees, the Grand Trustee succeeding the Chairman in seniority shall serve as Chairman.

**Section 4. Vacancy in Office of Other Grand Officers.** In case of death or inability to serve, or absence of any of the officers of this Grand Chapter, the Worthy Grand Matron shall fill the vacancy by appointment.

## ARTICLE IX

### SESSIONS

#### Section 1.

A. The Annual Session of the Grand Chapter of Maryland shall begin on the fourth Sunday of April with a banquet for members of the Order who may be accompanied by their spouse or a companion, if desired. The Memorial Service shall be held on Monday. Should the fourth Sunday in April be Easter, Grand Chapter will begin on the following Sunday. In instances for securing an appropriate Grand Session location only, the Annual Session of the Grand Chapter must begin no later than the first Sunday of May.

B. The Annual Session of the Grand Chapter of Maryland shall be held within the State of Maryland. A Grand Chapter Line Officer shall determine the location of the Session to be held during her tenure as Worthy Grand Matron and shall submit the location, time and financial arrangements to the Worthy Grand Matron, Worthy Grand Patron, Chairman of the Grand Trustees, Chairman of Finance, and the Chairman of Jurisprudence for their approval.

C. In the event that the Annual Session cannot be held at the predetermined location, a Special Committee consisting of the Worthy Grand Matron, Worthy Grand Patron, Chairman of the Grand Trustees, Chairman of Finance, and the Chairman of Jurisprudence shall determine a location within the State of Maryland.

**Section 2.** The ritualistic opening shall be the first Order of Business on Monday morning. The Formal Opening of the Grand Chapter, with the Reception of Guests, shall be held on Monday evening. All the business of the Grand Chapter shall be completed before adjournment of the morning session of the last day. In case of extreme emergency, a restricted Annual Session may be held in compliance with any government regulations.

**Section 3.** A Special Session\ may be ordered by the Worthy Grand Matron at such time and place as, in her opinion, the interest of the Order may require. She must call a Special Session upon the written request of a majority of the first four officers of a majority of all Subordinate Chapters. No business shall be transacted at a Special Session except that for which the Special Session was called.

A written or printed notice of all Special Session shall be mailed to all members of this Grand Chapter at least ten (10) days prior to the Special Session, setting forth the object and nature of the Special Session.

PART I – CONSTITUTION

**Section 4. Quorum.** No business shall be transacted at either Annual Sessions or a Special Session of this Grand Chapter unless there shall be present a voting representative of at least one-third of the Subordinate Chapters to form a quorum, as certified by the Credentials Committee.

**Section 5. Expenses.** The expenses of the Annual Sessions of the Grand Chapter shall be as follows: The sum of three thousand, eight hundred dollars (\$3,800.00) shall be appropriated to the following Sessions Committees:

Sessions Committee.....	\$3,300.00
Necrology Committee .....	\$100.00
Hospitality Committee.....	\$200.00
Transportation Committee .....	\$200.00

The sum allotted to the Sessions Committee shall be used for the expenses of the Grand Chapter Session. The sum allotted shall be subject to the order of the Chairman as follows: two thousand dollars (\$2,000.00) on or after June 1, and the balance on or after October 1. The appropriation shall be deposited in a Federally insured institution in the name of the Grand Chapter of Maryland, Order of the Eastern Star, Sessions Committee, and shall be subject to the order of the Chairman, the Secretary/Treasurer, and/or the Grand Secretary.

**Necrology.** The sum allotted the Necrology Committee shall be used for the cost of the Annual Memorial Service of the Grand Chapter and shall be subject to the order of the Chairman on or after October 1.

**Hospitality and Transportation.** The funds allocated for the Hospitality and Transportation Committees shall be available upon the requests of those committee Chairs.

**Section 6. Banquet Committee.** The sum of five hundred dollars (\$500.00) shall be advanced to the Banquet Committee subject to the order of the Chairman on or after June 1. The advance shall be used to cover expenses incurred in planning the Sessions Banquet. The Grand Chapter will be reimbursed for the five hundred dollars (\$500.00) advanced. This and all other expenses shall be absorbed in the cost of the Banquet tickets.

The appropriation of the Banquet Committee shall be deposited in a federally insured institution in the name of the Grand Chapter of Maryland, Order of the Eastern Star Banquet Committee, and shall be subject to the order of the Chairman, the Secretary/Treasurer, and/or the Grand Secretary.

PART I – CONSTITUTION

**Section 7.** Expenses of Distinguished Guests who are present at the Annual Sessions shall be paid by the Grand Chapter as follows:

The Most Worthy Grand Matron and the Most Worthy Grand Patron shall be the guests of the Grand Chapter for as many nights as they remain at the Annual Session; all meals shall be included.

Past Most Worthy Grand Matrons and Past Most Worthy Grand Patrons, Worthy Grand Matrons and Worthy Grand Patrons of other jurisdictions shall be guest of the Grand Chapter for one night (for General Grand Chapter Officers and General Grand Chapter Committee Members, hotel rooms are to be paid for one night once during their term in office). With the exception of the Most Worthy Grand Matron and Most Worthy Grand Patron, the distinguished guests shown above shall pay their hotel bill in full, send the receipted bill to the Grand Secretary, Grand Chapter of Maryland, O.E.S., within forty-five (45) days, and reimbursement shall be prorated for one night, not to exceed forty-five dollars (\$45.00).

The following will be the Guests of the Grand Chapter of Maryland, O.E.S., for the indicated functions: Sessions Banquet, Grand Representatives Luncheon and Past Grand Matrons and Past Grand Patrons Association of Maryland: Most Worthy Grand Matron, Most Worthy Grand Patron, Past Most Worthy Grand Matrons, Past Most Worthy Grand Patrons; Session Banquet only: General Grand Chapter Officers, General Grand Chapter Committee Members, Worthy Grand Matrons of other jurisdictions, Worthy Grand Patrons of other jurisdictions; Grand Representatives Luncheon only, Grand Representatives of Maryland near other jurisdictions.

Nothing in this Section shall be construed to mean that this Grand Chapter will be responsible for any expenses of Distinguished Guests attending functions held by any organizations other than those mentioned above.

The Grand Chapter shall not be responsible for expenses in excess of the amounts provided for in this Section of the Constitution.

ALL UNEXPENDED FUNDS SHALL BE RETURNED TO THE GRAND CHAPTER.

## ARTICLE X

### RITUAL

**Section 1.** The Ritual and Secret Work are copyrighted by the General Grand Chapter, and officers and members under the jurisdiction of the Grand Chapter of Maryland are forbidden to copy any part of the Ritual or Secret Work. Such violations must be reported to the Worthy Grand Matron so that she may force respect for our Ritual and rights, and enforce the penalty for forfeiture of membership or obtain redress under the copyright law.

**Section 2.** The ritual work must conform to the adopted work of the General Grand Chapter.

## ARTICLE XI

### MISCELLANEOUS

**Section 1. Legislative Enactment.**

A. This Grand Chapter may, from time to time, adopt such laws as it may deem proper, not inconsistent with this Constitution, the Landmarks, and Regulations of the General Grand Chapter as are authoritative in this Jurisdiction, or the reserved right of Subordinate Chapters, which shall take effect from the time of enactment, unless otherwise expressly provided.

B. Action shall not be taken on any motion, report, or part of a report requiring legislative action during the Election of Officers.

**Section 2. Propositions to Amend.** Propositions to amend any section or paragraph of this Constitution or By-Laws shall not be to strike therefrom or add thereto, but the proposition shall contain the section or paragraph rewritten to express the law as intended and shall be a substitute for the section amended.

**Section 3. Emergencies.** In an extreme emergency any section or sub-section of this Constitution may be temporarily suspended or altered as occasion requires, subject to the following specific provisions.

A. Any suspension or alteration may have for its purpose relief from some provision of the Constitution believed to be inadequate or too inflexible under abnormal conditions.

B. Any suspension or alteration must have either a majority affirmative vote of this Grand Chapter, or if between Sessions, a majority affirmative vote of the members of a Special Committee which shall consist of: The Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Secretary, members of the Jurisprudence Committee, and one Past Grand Matron and one Past Grand Patron to be appointed by the Worthy Grand Matron.

The members of this Special Committee shall choose their Chairman, shall serve without compensation, and shall be allowed transportation expenses as provided in Article IV, Section 2.C of the By-Laws. The tenure of office shall be for the duration of the emergency.

C. Any suspension or alteration shall be effective only during the extreme emergency, the termination of which shall be determined by a majority affirmative vote of this Grand Chapter or, if between Sessions, a majority affirmative vote of the members of the Special Committee. After such termination any section or sub-section of this Constitution which may have been temporarily altered or suspended shall automatically be restored to its status existing at the adoption of this provision.

D. Any suspension or alteration duly approved by the Special Committee mentioned in Section 3.B shall become a part of the permanent records of this Grand Chapter. The Grand Secretary shall immediately advise the Secretary of each Subordinate Chapter in this Grand Jurisdiction of such suspension or alteration, and shall cause the same to be printed in the next Annual Proceedings.

E. Any section or sub-section of this Constitution inconsistent with these provisions shall be temporarily modified accordingly.

## ARTICLE XII

### AMENDMENTS

**Section 1.** This Constitution may be amended in one of two ways:

A. A proposed amendment may be submitted in writing (in triplicate) and filed with the Jurisprudence Chairman at least ninety days before the Annual Session of this Grand Chapter and shall be included in the notice of the Annual Session forwarded to the members of this Grand Chapter at least thirty days prior to the Grand Session. It shall be reported upon by the Jurisprudence Committee; and if adopted by a vote of two-thirds of the members present and voting, shall become part of this Constitution, to take effect from the date of adoption.

B. The Grand Chapter shall have full power and authority to make amendments, alterations, and additions to any portion of these By-Laws in manner and form only as prescribed in the By-Laws.

C. If, in the case of an extreme emergency, an amendment is needed to be made at Grand Session, the following procedure will be used:

The proposed amendment shall be submitted in writing and signed by one delegate from each of one-third of the chartered chapters of this Grand Jurisdiction. It may be acted upon by this Grand Chapter immediately after being submitted to and reported on by the Jurisprudence Committee. A two-thirds vote of the members present and voting shall be required for its adoption.

**Section 2.** No amendments shall be received or considered by this Grand Chapter unless submitted in proper form by a bona-fide member of this Grand Chapter.

**Section 3.** All amendments proposing the establishment of “foundations”, “corporations”, or other similar organizations shall be received and considered by this Grand Chapter only if submitted as -described in Article XII, Section 1.A. In order for such proposed changes to be considered, all pertinent data (including, but not limited to proposed articles of incorporation, proposed by-laws, and all correspondence to and from the Internal Revenue Service or any other government agency regarding said organization) must be included in the Proposed Amendments to the Constitution Section of the notice of the Annual Session. Under no circumstances may Article XII, Section 1.C, be used to consider amendments proposing the establishment of such organizations.

## ARTICLE XIII

This Constitution and By-Laws shall be in full force and effect immediately upon adoption, and all previous Constitutions and By-Laws for the government of This Grand Chapter previously enacted and adopted and now embodied in this Constitution and By-Laws are hereby repealed.

## ARTICLE XIV

### THE CONSTITUTION, BY-LAWS, RULES, REGULATIONS, AND PENAL CODE

**Section 1. Maintenance.** Following the Annual Session of the Grand Chapter of Maryland, the Maintenance of the Constitution and By-Laws Committee (Maintenance Committee) shall use Microsoft Word, or other currently common word processor, to generate and format the master document of the Constitution, By-Laws, Rules, Regulations, and Penal Code of the Grand Chapter (Constitution & Laws) using Arial Font on 8½” x 11” portrait format, and provide a faithful copy in portable document format for use on the computer of the Grand Chapter.

**Section 2. Backup.** The Maintenance Committee shall create a faithful electronic backup copy of the Constitution and Laws to be dated and stored in a secure location off site from the Grand Chapter Office.

Within ninety days (90) days after the Annual Session of the Grand Chapter of Maryland, the electronic copy of the Constitution and Laws maintained on the Grand Chapter’s computer shall be updated with the adopted changes.

Members may obtain copies of the Constitution and Laws by:

- Requesting it from the Grand Secretary on a CD or other electronic media, as appropriate at the time.
- Requesting a paper copy, printed on 8½” x 11” paper suitable for inclusion in a standard three ring binder.
- Downloading the file(s) or changes from the Grand Chapter of Maryland website.

The Finance Committee should determine and annually review the cost of the various forms of the Constitution and Laws and include the results in the Finance Committee report at the Annual Session.

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**PART II**  
**BYLAWS OF THE GRAND CHAPTER**  
**ARTICLE I**  
**POWERS AND DUTIES OF GRAND OFFICERS**

**Section 1. Worthy Grand Matron.** The Worthy Grand Matron shall possess all the powers and prerogatives conferred by the Landmarks and usages of the Order and shall:

- A. Preside at all sessions of this Grand Chapter or request the Worthy Grand Patron to preside.
- B. Exercise all the executive and judicial functions of this Grand Chapter when it is not in session, except the duties of the Worthy Grand Patron.
- C. Be provided with a seal appropriate to her office which shall be affixed to all documents emanating from her office.
- D.
  - 1. Appoint all appointive Grand Officers and Committees, see that the laws, rules, regulations and By-Laws of this Grand Chapter are enforced, that the officers faithfully perform their respective duties; and give such instructions and directions as the good of the Order may require.
  - 2. Recommend the required number of directors of the Grand Chapter of Maryland Scholarship Foundation, Incorporated.
- E.
  - 1. Appoint recommended Grand Representatives to this Grand Chapter from other Grand Chapters who, when commissioned, shall serve for two years.
  - 2. Recommend for appointment to other recognized Grand Chapters, Grand Representatives from this Grand Chapter who have served as Worthy Matron or Worthy Patron in a Subordinate Chapter of this Grand Chapter and are in good standing. If appointed or elected to a Grand Office, they shall relinquish their commission as Grand Representative.

PART II – BY-LAWS OF THE GRAND CHAPTER

F. Appoint Deputy Grand Lecturers to serve for one year, provided such appointees, who must be Past Matrons or Past Patrons, have passed a satisfactory examination as to their proficiency in the Ritualistic Work.

G. Confer with the Grand Lecturer and the Chairman of the Ritual Committee.

H. Employ or discharge, with the approval of the Grand Trustees, any personnel required to assist with the necessary work of this Grand Chapter.

I. Approve all bills, in conjunction with the Finance Committee, as provided in Article IV, Section 2.B, of these.

J. Sign all vouchers with the Grand Secretary and the Grand Treasurer for the expenditure of any funds of this Grand Chapter.

K. Report in writing to this Grand Chapter at its Annual Session all her official acts during the preceding year with such recommendations as she shall deem necessary and proper.

L. Direct and supervise all Grand Officers, with the exception of the Worthy Grand Patron, in the performance of their respective duties.

M. Secure from the Grand Secretary, immediately after installation, computer password(s), and a duplicate set of all Grand Chapter keys in her possession.

N. Decide all questions of law, custom, or usage. They may be submitted to her by Subordinate Chapters or individual members on appeal from the decision of their Chapters. Until the next succeeding session of this Grand Chapter, such decisions shall have the force of law, but no longer. Such decisions are at no time to interfere with the Constitution and By-Laws of this Grand Chapter. If approval is given by this Grand Chapter, it shall be construed as the approval of the acts of the Worthy Grand Matron making such decisions in particular cases and shall be of value only as opinions rendered under existing circumstances.

PART II – BY-LAWS OF THE GRAND CHAPTER

O. Convene any Subordinate Chapter in this Jurisdiction at any time, except on Sunday, preside therein, examine its books, proceedings and work, and require conformity to the laws, rules and regulations of the Order.

P. Suspend any elected Officer of a Subordinate Chapter from the function of her or his office for just cause for a limited period or until the next Annual Session of this Grand Chapter. In all cases, however, where an Officer is suspended or disciplined, the Worthy Grand Matron shall fully report her reason for such action to this Grand Chapter; and such suspension shall not extend beyond her term of office, unless this Grand Chapter shall so direct.

Q. Order charges preferred against a member of the Order, when appealed to by a member of a Chapter that has refused to accept charges offered.

R. Grant special dispensation to a Subordinate Chapter under her official seal in the following cases:

1. To elect any officer not elected at the regular election.  
(see Part III, Article VI, Section 6.A)
2. To change the place of meeting from one hall to another.
3. To permanently change the day of stated meetings.
4. To dispense with stated meetings,  
provided one stated meeting is held each month.
5. At other times for the good of the Order.

S. Sign Charters for Subordinate Chapters in conjunction with the Worthy Grand Patron and the Grand Secretary.

T. Have the power and authority to constitute new Chapters after a Charter has been granted in conformity with established procedure (see Part III, Article XII).

U. Have the authority to arrest Charters in accordance with Part III, Article XIV, Section 2.B.

V. With the Worthy Grand Patron, Associate Grand Matron, and Associate Grand Patron, be the representative of this Grand Chapter to the General Grand Chapter. The Worthy Grand Matron and the Worthy Grand Patron only shall be paid the necessary expenses incurred in attending the Assembly of the General Grand Chapter after approval by the Finance Committee, in accordance with Part II, Article IV, Section 2.D.

PART II – BY-LAWS OF THE GRAND CHAPTER

W. Make an official visit to each Subordinate Chapter. In the case of extreme emergency, if the Worthy Grand Matron or Associate Grand Matron cannot act, the Worthy Grand Matron may deputize an elective Grand Line Officer to make the Visitation, and the necessary expenses for this official visit shall be paid from the Worthy Grand Matron's appropriation. Joint Grand Visitations may be arranged if the Subordinate Chapters by a majority vote agree.

X. Have the authority in the event of a major catastrophe in the United States to expend a sum not exceed five hundred dollars (\$500.00) from the Relief Fund, said amount to be donated to the Grand Chapter affected by such catastrophe.

Y. Receive one complete copy of the Constitution and Secret Work for her use during the year of her administration, which shall be returned to the Grand Secretary at the conclusion of her term of office. A signed receipt will be required by the Grand Secretary for the Constitution and Secret Work.

Z. Meet with the Ritual Committee during the month following the Triennial Assembly. (see Part II, Article III, Section 18.C)

AA. Grant permission to the Grand Trustees for the use of Past Grand Matrons' and Past Grand Patrons' jewels for a specified purpose. A receipt showing the identification of the jewel shall be given to the Grand Secretary.

BB. Perform all such other duties and exercise such other powers and prerogatives as properly belong to the position, not inconsistent with this Constitution and By-Laws.

### **APPROPRIATION (Worthy Grand Matron)**

The Worthy Grand Matron shall receive no salary, but at each Annual Session of the Grand Chapter an appropriation in the amount of sixteen hundred dollars (\$1,600.00) shall be made to assist in defraying her traveling expenses and such other necessary expenses in connection with the office as follows:

1. Grand Visitations within the State of Maryland.
2. Attendance at Grand Chapter Sessions of this and other Jurisdictions whose State borders are directly adjoining the State of Maryland; also the District of Columbia.
3. Funerals of Grand Officers and Past Grand Matrons and Past Grand Patrons of the Order held within the State of Maryland.
4. Institution and Constitution of new Chapters in this Jurisdiction.
5. Committee meetings of this Grand Chapter.
6. Any necessary meeting due to grievances among or within the Chapters of this Jurisdiction.

Immediately after the Grand Chapter Sessions, one thousand dollars (\$1,000.00) of her appropriation shall be advanced to the Worthy Grand Matron for the purposes previously specified. The remaining sum shall be advanced upon her request, but at no time shall it exceed the sum specified.

**Section 2. Worthy Grand Patron.** The Worthy Grand Patron shall advise and assist the Worthy Grand Matron in the performance of her duties and preside over this Grand Chapter when requested to do so. He shall also:

- A. Have the power to grant dispensations for new Chapters when properly petitioned, only with the approval of the Charters and Dispensations Committee.
- B.
  - 1. Institute all new Chapters and have complete supervision and control over them so long as they are under dispensation, with the exception of the ritualistic work, which shall be the duty of the Grand Lecturer.
  - 2. See that the Chapter working under a dispensation has a Code of By-Laws conforming to the Constitution and By-Laws of this Grand Chapter and approved by the By-Laws Committee of this Grand Chapter before requesting a Charter.
- C. Designate any member of this Grand Chapter to assist him and have power, with the written consent of the Charters and Dispensations Committee and the Worthy Grand Matron, to revoke said dispensation at any time prior to the granting of the Charter.
- D. Have the power, with the written consent of the Worthy Grand Matron, to suspend the Worthy Matron, Worthy Patron, or any officer from office in a Chapter under dispensation.
- E. In conjunction with the Worthy Grand Matron and Grand Secretary, sign Charters for new Chapters.
- F. Decide all questions of law and usage submitted to him by Chapters while under dispensation.
- G. Decide all other questions of law and usage submitted to him, if requested to do so by the Worthy Grand Matron.
- H. If both the Worthy Grand Matron and Associate Grand Matron are absent temporarily from the State, have the power to perform all the duties of the Worthy Grand Matron.
- I. Attend the Grand Visitations.
- J. Receive one complete copy of the Constitution and Secret Work for his use during the year of his administration, which shall be returned to the Grand Secretary at the conclusion of his term of office. A signed receipt will be required by the Grand Secretary for the Constitution and Secret Work.

K. With the Worthy Grand Matron, Associate Grand Matron, and Associate Grand Patron, be the representative of this Grand Chapter to the General Grand Chapter. The Worthy Grand Matron and the Worthy Grand Patron only shall be paid the necessary expenses incurred in attending the Assembly of the General Grand Chapter after approval by the Finance Committee, in accordance with Part II, Article IV, Section 2.D.

L. Report in writing to this Grand Chapter at its annual Session all his official acts during the preceding year with such recommendations as he shall deem necessary and proper.

M. Meet with the Ritual Committee during the month following the Triennial Assembly. (see Part II, Article III, Section 17.C)

### **APPROPRIATION (Worthy Grand Patron)**

The Worthy Grand Patron shall receive no salary, but at each Annual Sessions of the Grand Chapter an appropriation in the amount of sixteen hundred dollars (\$1,600.00) shall be made to assist in defraying his traveling expenses and such other necessary expenses in connection with his office as follows:

1. Grand Visitations within the State of Maryland.
2. Attendance at Grand Chapter Sessions of this and other Jurisdictions whose State borders are directly adjoining the State of Maryland; also the District of Columbia.
3. Funerals of Grand Officers and Past Grand Matrons and Past Grand Patrons of the Order held within the State of Maryland.
4. To organize, institute, and constitute new Chapters in this Jurisdiction.
5. Committee meetings of this Grand Chapter.
6. Any necessary meetings due to grievances among or within the Chapters of this Jurisdiction.

Immediately after the Grand Chapter Sessions, one thousand dollars (\$1,000.00) of his appropriation shall be advanced to the Worthy Grand Patron for the purposes previously specified. The remaining sum shall be advanced upon his request, but at no time shall it exceed the sum specified.

**Section 3. Associate Grand Matron.** It shall be the duty of the Associate Grand Matron:

- A. To assist the Worthy Grand Matron and, in of case her death, absence, or disability, to assume her powers and prerogatives and perform the duties of her office.
- B. In case of the death of the Worthy Grand Matron, to become Acting Worthy Grand Matron for the remainder of the year. This does not create her a Past Grand Matron.
- C. When planning Special Meetings for the purpose of Grand Visitations, to contact Subordinate Chapters through the regular channel of the Secretary, as this is Chapter business; such contact to be timed so that the communication is not read at Grand Visitation. Special Meetings for Grand Visitation may be held in July and August.
- D. With the Worthy Grand Matron, Worthy Grand Patron, and Associate Grand Patron, to be the representative of this Grand Chapter to the General Grand Chapter.
- E. Meet with the Ritual Committee during the month following the Triennial Assembly. (see Part II, Article III, Section 18.C)

### **APPROPRIATION (Associate Grand Matron)**

The Associate Grand Matron will receive no salary, but at each Annual Session of this Grand Chapter, an appropriation of three hundred dollars (\$300.00) shall be made to assist her with expenses incurred. Immediately after Grand Chapter Session, this sum shall be advanced to the Associate Grand Matron. The Associate Grand Matron shall give a complete record of her expenditures for this use, and any unexpended balance due this Grand Chapter shall accompany her expenditure report.

**Section 4. Associate Grand Patron.** It shall be the duty of the Associate Grand Patron:

- A. To assist the Worthy Grand Patron and, in case of his death, absence, or disability, assume his powers and prerogatives and perform the duties of his office.
- B. In case of death of the Worthy Grand Patron, to become Acting Worthy Grand Patron for the remainder of the year. This does not create him a Past Grand Patron.
- C. With the Worthy Grand Matron, Worthy Grand Patron and Associate Grand Matron, to be the representative of this Grand Chapter to the General Grand Chapter.
- D. Meet with the Ritual Committee during the month following the Triennial Assembly. (see Part II, Article III, Section 18.C)

**Section 5. Grand Secretary.** It shall be the duty of the Grand Secretary:

A. To issue (after she or he has verified all bills received by the Grand Chapter) the required voucher(s) authorizing payment. The voucher(s) together with copies of the associated bill(s) shall be forwarded to the Chair of the Finance Committee, thence to the Worthy Grand Matron, for their approval and signature. The Grand Secretary shall then forward all documents and the signed voucher(s) to the Grand Treasurer for her or his signature and the issuance of a check (or checks).

B. To receive, file and preserve all original minutes, reports, papers, books and documents belonging to this Grand Chapter and to present at each Annual Session all that require attention.

C. To exhibit for inspection or deliver, upon request, to a person duly authorized by the Worthy Grand Matron, all the books, records, the seal, etc. that are the property of the Grand Chapter.

D. To conduct such correspondence of the Grand Chapter as the Worthy Grand Matron and the Worthy Grand Patron may direct.

E. To keep a seal of this Grand Chapter and affix it with her or his attestation to all instruments, papers, or writings emanating from that body; and also to all written official documents of the Worthy Grand Matron and the Worthy Grand Patron when required.

F. To prepare and send appropriate memorial notices to Grand Officers, Past Grand Matrons, Past Grand Patrons, all Subordinate Chapters, and Grand Jurisdictions, upon the death of the Worthy Grand Matron, Worthy Grand Patron, present Grand Officers, Past Grand Matrons, and /or Past Grand Patrons.

G. To keep a regular ledger account against all the debtors of the Grand Chapter, charge all money as they become due, credit all sums as they are received, and pay them to the Grand Treasurer, taking a receipt therefor. The books of the Grand Secretary being the property of the Grand Chapter, shall be kept in the Office of the Grand Chapter, and shall at all times be subject to the order of the Presiding Officer.

H. To report at each Annual Session of this Grand Chapter an account of all moneys received by her or him during the year, supported by a copy of the Auditor's report.

I. To report at each Annual Session of this Grand Chapter all Chapters that are in arrears to this Grand Chapter or that have neglected or refused to comply with all requirements.

PART II – BY-LAWS OF THE GRAND CHAPTER

J. To attend all sessions of this Grand Chapter and have available for the Worthy Grand Matron all necessary books and papers. To record all the transactions of this Grand Chapter when in Session and prepare them for publication immediately after the close of each Session under such instruction as may be given by this Grand Chapter and the Chairman of the Proceedings Committee.

K. To issue notices to each Chapter, Grand Officer, Past Grand Matrons, and Past Grand Patrons of this Jurisdiction of the granting of a dispensation for the formation of a new Chapter, signed by the Worthy Grand Patron; and for the granting of a Charter, signed by the Worthy Grand Matron.

L. To issue notices of the surrender or consolidation of Chapters within this Jurisdiction to the remaining Chapters of this Jurisdiction, signed by the Worthy Grand Matron.

M. To issue to the Subordinate Chapters the approved dues card of the General Grand Chapter.

N. To transmit to each Subordinate Chapter of this Jurisdiction, at least six weeks before March 31, proper blanks and instructions for making the annual returns, examine all returns, and see that they are correct.

O. To issue to all members of this Grand Chapter notices of Special Sessions for important business, ordered by the Worthy Grand Matron in accordance with the Constitution, Part I, Article IX, Section 3.

P. To keep an alphabetical register of all rejections, expulsions, suspensions, and demits officially reported to her or him from the Chapters within this Jurisdiction; specify the dates of such rejections, expulsions, suspensions, and demits; the residence of the person rejected, expelled, suspended, or demitted, together with the name and number of the Chapter from which this information is received, and furnish this information, upon request, from such register to Subordinate Chapters.

Q. To provide all necessary books, blanks, forms and supplies for the use of this Grand Chapter and its officers; also to provide one complete copy of the Constitution and Secret Work to the Worthy Grand Matron and Worthy Grand Patron, and a copy of the Secret Work to the Grand Conductress and Grand Lecturer, taking their receipts for the same.

R. As needed, supply without cost, the following stationery:

Personalized stationery to the Worthy Grand Matron  
and Associate Grand Matron.

Personalized note cards to the Worthy Grand Patron.

Grand Chapter letterhead to the Grand Chaplain, Grand Lecturer,  
and Chairmen of the Grand Chapter Committees.

PART II – BY-LAWS OF THE GRAND CHAPTER

S. To furnish the Worthy Grand Matron, immediately after installation, computer password(s), and a duplicate set of all Grand Chapter keys in the possession of the Grand Secretary.

- T. 1. To forward without cost a printed copy of the Proceedings of each Annual Sessions of this Grand Chapter to each of the following:  
Most Worthy Grand Matron  
Most Worthy Grand Patron  
Worthy Grand Matron of Maryland  
Worthy Grand Patron of Maryland  
Junior Past Grand Matron of Maryland  
Junior Past Grand Patron of Maryland  
All other Grand Jurisdictions  
Two copies to the Office of the Right Worthy Grand Secretary
2. To forward, at actual cost, plus postage, a printed copy of the Proceedings of each Annual Session to each Subordinate Chapter within this Jurisdiction and any member of this Grand Chapter who orders it through the Secretary of their Chapter prior to October 1.

U. To deliver to her or his successor all records, books, papers, and other property belonging to this Grand Chapter, or which may have come into her or his possession by virtue of the occupation of the office.

V. To execute and file with the Grand Trustees, within thirty (30) days after her or his installation, a surety bond in the amount of five thousand dollars (\$5,000.00), guaranteeing faithful performance of duty and naming therein the Grand Trustees and their successors in office as Obligees. This bond shall be written by a surety company selected by the Grand Trustees, and the premium thereon shall be paid by the Grand Chapter. If the Grand Secretary shall fail or refuse to execute such a bond as herein provided, then the Worthy Grand Matron shall appoint a Grand Secretary who shall execute the required bond and act as Grand Secretary until the next Annual Session of this Grand Chapter.

W. To prepare a tentative program of the Grand Session and mail it together with the pre-registration form at least ninety (90) days prior to each Annual Session of this Grand Chapter to the Officers of the General Grand Chapter and the Grand Secretary of each Grand Jurisdiction. On the year of the Official visit of the General Grand Chapter a tentative program shall be mailed in addition to the General Grand Chapter Committee members.

X. To mail, at least thirty (30) days prior to each Annual Session of the Grand Chapter, to the members of the Grand Chapter and the Secretaries of Subordinate Chapters, a copy of the Session Program.

Y. To prepare and provide the Credentials Committee with a list of the names of the voting delegates of all Subordinate Chapters.

PART II – BY-LAWS OF THE GRAND CHAPTER

Z. To issue, within thirty (30) days after the conclusion of the Annual Session of this Grand Chapter, a statement providing the changes in the Constitution and By-Laws enacted at the Annual Session to all Chapters of this Grand Jurisdiction and the Chairman of the Maintenance of the Constitution and By-Laws Committee.

AA. Within sixty (60) days after the conclusion of the Annual Session of this Grand Chapter, distribute faithful copies of the Constitution and By-Laws provided by the Chairman of the Maintenance of the Constitution and By-Laws Committee in the following ways:

1. Provide one compact disk to each of the following:
  - a. Grand Trustees;
  - b. Grand Chapter of Maryland Website Administrator;
  - c. Grand Chapter Office.
2. Keep one hard copy, suitable for inclusion in a standard XXX three-ring binder, to be kept in the Grand Chapter Office. The previous version shall be destroyed.
3. One hard copy of the pages to be replaced for printing and distribution.

BB. Within ninety (90) days after the conclusion of the Annual Session of this Grand Chapter, print these changes on 8½” x 11” loose-leaf pages suitable for the binder containing the Constitution and By-Laws of this Grand Chapter and distribute to all those requiring copies of the Constitution and By-Laws of this Grand Chapter.

CC. To contract for all printing amounting to less than five hundred dollars (\$500.00) without the approval of the Printing Committee.

DD. To pay all bills for re-sale of supplies to Subordinate Chapters without the approval of the Worthy Grand Matron or the Finance Committee.

EE. It shall not be the duty of the Grand Secretary to interpret the Constitution. This is the duty of the Worthy Grand Matron.

FF. To maintain all membership and administrative records by computerization.

GG. The Grand Secretary shall not be eligible for re-election to that office for more than Ten (10) consecutive years.

**APPROPRIATION (Grand Secretary)**

The Grand Secretary shall receive for her or his salary the sum of eleven thousand dollars (\$11,000.00) per annum, payable semi-monthly, plus expenses incurred at the Grand Chapter Sessions.

The Grand Chapter Office will be staffed Monday through Thursday, however, it will be open for business from 9:30 A.M. to 3:30 P.M. Tuesday through Thursday=Through the months of July and August, her or his work schedule shall be as deemed necessary by the Worthy Grand Matron. She or he shall be entitled to the following holidays: New Year’s Day, Washington’s Birthday (third Monday in February), Good Friday, Memorial Day (last Monday in May, Fourth of July, Labor Day, Thanksgiving Day and the

following Friday, December 24<sup>th</sup> and December 25<sup>th</sup>. She or he shall be granted three (3) weeks leave with pay. If she or he has served five (5) consecutive years, she or he shall be granted four (4) weeks leave with pay. All leave requests must be approved in writing by the Worthy Grand Matron. In the event of serious illness or surgery, the Grand Secretary will first use her or his earned leave, and will be granted up to a maximum of three (3) weeks additional leave. After that, no paid leave will be granted, as the Sister or Brother appointed as a replacement will be compensated for Secretarial duties. At the time of the Triennial Assembly, the Grand Secretary may make arrangements with the Worthy Grand Matron to attend the Sessions, and this time is not to be considered part of her or his vacation.

Under urgent circumstances, and with the approval of the Worthy Grand Matron and the Grand Trustees, she or he shall be allowed to acquire additional secretarial or other type of assistance for which financial remuneration will be given, in rigid accordance with Part II, Article I, Section 1.H.

**Section 6. Grand Treasurer.** It shall be the duty of the Grand Treasurer:

A. To receive all moneys from the Grand Secretary, giving her or his receipt therefor and keep in proper books a just account thereof, depositing all funds received by her or him in such trust company or bank as may be selected by the Grand Trustees, in the name of the GRAND CHAPTER OF MARYLAND, ORDER OF THE EASTERN STAR.

B. To issue and mail, only upon receipt of the properly approved and signed voucher(s) and documentation authorizing payment, the check(s) required to pay the bills of this Grand Chapter. The Grand Treasurer shall retain copies of the checks, vouchers, and all associated documents, and return all original paperwork to be kept on file in the Grand Chapter Office by the Grand Secretary.

In the event the Grand Secretary, the Grand Treasurer, or the Worthy Grand Matron should become incapacitated, the checks may be signed by any two of the authorized signers registered with the bank.

All amounts not previously ordered to be paid by the Grand Chapter shall be audited by the Finance Committee and approved by the Worthy Grand Matron before being paid.

C. The books of the Grand Treasurer, being the property of the Grand Chapter, shall be kept in the Office of the Grand Chapter, and shall at times be subject to the order of the Presiding Officer.

D. To attend all Sessions of this Grand Chapter and have available for the Worthy Grand Matron or any Committee of this Grand Chapter all necessary books and papers.

E. To submit at each Annual Session of this Grand Chapter an account of all receipts and disbursements supported by a statement of the condition of its finances.

F. To execute and file with the Grand Trustees within thirty (30) days after her or his installation, a surety bond in the amount of ten thousand dollars (\$10,000.00), guaranteeing faithful performance of duty and naming the Grand Trustees and their successors in office as Obligees. This bond shall be written by a surety company

selected by the Grand Trustees and the premium thereon shall be paid by the Grand Chapter. If the Grand Treasurer shall fail or refuse to execute such a bond herein provided, then the Worthy Grand Matron shall appoint a Grand Treasurer who shall execute the required bond and act as Grand Treasurer until the next Annual Session of this Grand Chapter.

G. To furnish to the Worthy Grand Matron, immediately after installation, any and all passwords on the computer used by the Grand Treasurer.

H. The Grand Treasurer shall not be eligible for re-election to that office for more than ten (10) consecutive years.

### **APPROPRIATION (Grand Treasurer)**

The Grand Treasurer shall receive necessary expenses incurred at the Grand Chapter Session and receive as compensation for his or her services the sum of Six Hundred Dollars (\$600.00) per annum.

**Section 7. Grand Trustees.** There shall be three Grand Trustees of this Grand Chapter, each of whose term of office shall be three years. One Trustee shall be elected at each Annual Session of this Grand Chapter. (see Part I, Article VIII, Section 3, regarding vacancies)

It shall be the duty of the Grand Trustees:

A. To invest, re-invest, and convert the securities and investments that are of a permanent nature. (see Part II, Article IV, Section 1.F)

B. To select suitable depositories for the funds of this Grand Chapter.

C. To approve and select the bonding company for all bonds of officers required by this Grand Chapter, and be custodian of said bonds; and be responsible for seeing that such bonds are executed by the Grand Secretary.

D. To adequately insure all property of this Grand Chapter.

E. To provide a Past Grand Matron's and a Past Grand Patron's jewel, to be strictly in accordance with the design adopted by the Grand Chapter, and have them in readiness to be presented to the retiring Worthy Grand Matron and Worthy Grand Patron immediately after the installation of their successors.

F. To secure suitable office space for the Grand Chapter, with a safe for records, and such other furniture and equipment as may be required for the efficient workings of the office.

G. To identify and provide the use of a secure off-site location for storing a faithful back-up copy of the master version of the Constitution and By-Laws, as provided to the Grand Secretary by the Maintenance of the Constitution and By-Laws Committee.

H. To make a report to this Grand Chapter in Session, setting forth such investments as have been made, and such recommendations as the Grand Trustees may consider for the best interest of the Grand Chapter. This report shall be prepared by the Chairman of the Grand Trustees.

I. To act as members ex-officio of the following Committees: Finance, Relief, and any other Committee affecting the finances of the Grand Chapter. The Grand Trustees should be notified of all meetings of Committees affecting the finances of the Grand Chapter, or of Committees raising funds for the Grand Chapter.

J. The jewels of the Past Grand Matrons and Past Grand Patrons in the possession of the Grand Chapter are the responsibility of the Grand Trustees.

K. Together with the Worthy Grand Matron, to employ or discharge any personnel required to assist with the necessary work of this Grand Chapter.

**Section 8. Grand Chaplain.** The Grand Chaplain, in addition to the duties as provided in the Ritual, shall receive from the Grand Secretary all memorial notices and shall send appropriate expressions of sympathy. She or he shall prepare a report of all known deaths in this and other Grand Jurisdictions, and shall present it at the Grand Chapter Sessions.

The Grand Chaplain shall be reimbursed for postage used during her or his term of office.

**Section 9. Grand Lecturer.** The Grand Lecturer's duties shall apply to all Chapters of this Grand Jurisdiction working under Charters or Dispensations.

The duties of the Grand Lecturer shall be:

A. To send a letter to all Subordinate Chapters prior to October 15, informing Worthy Matrons, Worthy Patrons, Past Matrons and Past Patrons that in order to receive a Certificate of Proficiency in the ritualistic work entitling them to be appointed as a Deputy Grand Lecturer, they must pass an oral and written examination on the entire Ritual and Book of Instructions.

B. To have general supervision over the Deputy Grand Lecturers, and to conduct a School for Deputy Grand Lecturers.

C. To conduct not less than three General Schools of Instruction in the ritualistic work, one of which will be a School for Installation, at locations determined by the incoming Worthy Grand Matron. To conduct Associate Matrons' and Associate Patrons' Schools only in the ritualistic work, prior to the election of officers in Subordinate Chapters. These Schools to be in conjunction with the Schools conducted by the Jurisprudence Committee on the Constitution and Laws, and both of these Schools to be conducted on the same day as the General Schools of Instruction.

D. To make a report to the Grand Chapter of the work performed.

E. To receive one copy of the Secret Work, the same to be returned to the Grand Secretary at the conclusion of the Grand Lecturer's appointment. A signed receipt will be required by the Grand Secretary for the Secret Work.

F. To hold examinations for Worthy Matrons, Worthy Patrons, Past Matrons, or Past Patrons desiring to receive a certificate of proficiency. This shall be done in conjunction with the Ritual Committee. A minimum of two such examinations shall be scheduled and administered at appropriate geographical locations prior to March 1. No later than March 15 of each year, she or he shall submit to the Associate Grand Matron a complete list of members who have passed the examinations and are eligible for appointment as Deputy Grand Lecturers.

G. In the event additional expenditures are incurred in securing meeting places for Schools of Instruction and/or administering the Deputy Grand Lecturers examinations, bills shall be submitted to the Finance Committee for payment.

**Section 10. Grand Marshal.** The Grand Marshal, in addition to the duties as provided in the Ritual, shall:

A. Attend all Grand Visitations within the State of Maryland.

B. Fill the station at the Grand Chapter Sessions.

C. Accompany the Worthy Grand Matron, when requested, to Grand Sessions of other Grand Jurisdictions whose State borders are directly adjoining the State of Maryland; also the District of Columbia.

D. Perform the duties set forth in the book of Ceremonies of the Grand Chapter for the Institution and Constitution of Chapters in this Grand Jurisdiction.

### **APPROPRIATION (Grand Marshal)**

An appropriation in the amount of nine hundred dollars (\$900.00) shall be made to assist in defraying traveling expenses and such other necessary expenses in connection with the office.

Immediately after Grand Chapter Sessions, seven hundred fifty dollars (\$750.00) of the appropriation shall be advanced to the Grand Marshal for purposes previously specified. The remaining sum shall be advanced upon her or his request, but at no time shall it exceed the sum specified.

**Section 11.** The Remaining Grand Officers shall perform such duties as are traditionally appropriate to their several stations, and such other duties as may be assigned to them by the Worthy Grand Matron.

**Section 12. Deputy Grand Lecturers.**

A. Any person desiring to take the Deputy's examination will be required to notify the Grand Lecturer in writing prior to December 1st. (see Part II, Article I, Section 9.F)

B. It shall be the duty of each Deputy Grand Lecturer:

1. To attend Schools of Instruction
- \* 2. To make two official visits to each Chapter to which appointed. Rehearsals will be attended as required by the Chapter for Installation, Initiation, and Grand Visitation. An official visit is not made for Grand Visitation or a Chapter Honoring.
3. To inspect and to instruct the Chapter in Ritual and Secret Work of the Order. She or he shall report regularly to the Grand Lecturer on the forms provided, noting any irregularities and making suggestions for improvement.

**ASSIGNMENTS**

Whenever possible no Deputy Grand Lecturer shall be assigned to more than two Chapters. No Deputy Grand Lecturer may serve more than three consecutive years without reexaminations. All examinations must be taken before Grand Session.

**CERTIFICATES**

The certificates issued to those qualifying as Deputy Grand Lecturers shall expire three years from the date issued. An examination must be passed to secure a new certificate.

\* Amendment Adopted: May 3, 2011

## ARTICLE II

### COMMITTEES

**Section 1.** The following Committees shall be appointed by the Worthy Grand Matron:

A. Standing Committees

By-Laws	Membership
Charters and Dispensations	Memorial Roll
Credentials	Necrology
Distribution of Reports	Printing
ESTARL (Eastern Star Training Awards for Religious Leadership)	Proceedings
Elections	Relief
Finance	Ritual
Fraternal Correspondence	Sessions
Grievances and Appeals	Unfinished Business
Hospitality	Visiting the Sick
International O.E.S. Headquarters	Ways and Means
Jurisprudence	Youth
Maintenance of the Constitution and By-Laws	

B. Additional Committees may be appointed.

**Section 2. Reports of Committees.** Each Committee shall submit a typewritten report in triplicate at the Annual Sessions of this Grand Chapter. All Committees submitting constitutional recommendations shall forward them, in triplicate, to the Chairman of the Jurisprudence Committee at least ninety (90) days prior to the Annual Sessions. All final reports must be made prior to the close of the afternoon meeting on the last day of the Session.

**Section 3. Composition and General Instructions.** Each of the Committees shall consist of at least three sisters and two brothers, each of whom must be a Past Grand Matron, Past Grand Patron, Past Matron, Past Patron, Worthy Matron, Worthy Patron, Associate Matron or Associate Patron of a Subordinate Chapter of this Grand Jurisdiction, unless otherwise provided. The Finance Committee, however, shall consist of five members and be composed as the Worthy Grand Matron may deem best. The Fraternal Correspondence Committee shall consist of not more than two members.

All official communications of Grand Chapter Committees shall, before mailing, receive the approval of the Worthy Grand Matron.

All expenses incurred by any Committee shall be submitted for approval to the Finance

Committee prior to the close of the Annual Sessions of the Grand Chapter.

Committees receiving appropriations or raising funds shall deposit same in a Federally-insured institution in the name of the GRAND CHAPTER OF MARYLAND, ORDER OF THE EASTERN STAR (Name of Committee), Chairman, Secretary-Treasurer and the Grand Secretary, subject to the order of any two of the three. All bills incurred by Committees of this Grand Chapter must be paid by official institutional checks made payable to the business or individual rendering the invoice.

All Committees handling funds shall make returns to the Grand Secretary prior to April 10 and shall submit a financial statement to the Grand Chapter at the Annual Sessions.

Any expenses incurred to raise funds shall be deducted from proceeds before returning proceeds to the Grand Chapter. The Grand Chapter is to be reimbursed for such expenses as it advances for said Committee project.

## ARTICLE III

### DUTIES OF COMMITTEES

Committee Chairmen should notify the Grand Trustees of all meetings affecting the finances of the Grand Chapter, or of Committees raising funds for the Grand Chapter.

**Section 1. By-Laws Committee.** It shall be the duty of the By-Laws Committee to examine all By-Laws and amendments submitted to it by Subordinate Chapters, chartered and under dispensation, in this Jurisdiction, and see that they conform to the Constitution and By-Laws of this Grand Chapter. When approved by this Committee, the By-Laws or amendments shall be returned to the Subordinate Chapter and shall be in immediate effect.

**Section 2. Charters and Dispensations Committee.** It shall be the duty of the Charters and Dispensations Committee to investigate the need, location and proposed membership of applicants for a new chapter and approve or disapprove the granting of a dispensation by the Worthy Grand Patron; also to have referred to it the records of all U.D. Chapters requesting charters and to grant or deny such requests.

**Section 3. Credentials Committee.** The Credentials Committee shall be composed of two sections, a steering section and a working section, both sections acting under one Chairman. The full Committee shall assemble prior to the Annual Session to receive proper instructions concerning its duties. The Credentials Committee shall be on duty at the Annual Sessions starting Monday morning at 8:00 A.M., and remain for one hour after the scheduled opening of each evening session. They shall remain on duty daily, except for lunch from 11:45 A.M. to 1:15 P.M. and a period of time for dinner as determined by the Chairman. The Credentials Committee will be closed for the duration

of elections beginning at 9:45 A.M. It shall be the duty of this Committee:

- A. To examine and pass upon the rights of all persons claiming membership in this Grand Chapter.
- B. To prepare and present to the Worthy Grand Matron, Grand Secretary, and Grand Conductress the name, title, and jurisdiction of all distinguished guests to be presented.
- C. To report the presence of a quorum to the Grand Secretary immediately after the Grand Chapter is in session, and as soon as possible to submit a written report giving the number of Chapters represented, and the number of delegates, non-delegates, and visitors from the other Grand Jurisdictions who are present.
- D. To make available nomination forms for the election of Grand Officers.
- E. To provide pre-registration forms for distribution with Sessions information.

**Section 4. Distribution of Reports Committee.** It shall be the duty of the Distribution of Reports Committee to examine all reports submitted to it by action of this Grand Chapter and direct distribution to the proper Committees for further consideration and action if necessary.

**Section 5, ESTARL**(Eastern Star Training Awards for Religious Leadership). To inform the members of the order regarding the organization and Promotion of Eastern Star Training Awards for Religious Leadership (ESTARL) with all funds raised during the Current year to be used for ESTARL scholarships in Maryland and to make a full and Accurate report at the annual Grand Chapter Session.

**Section 6. Elections Committee.** The duties of the Elections Committee are those specified in Part I, Article V, Sections 2-5.

**Section 7. Finance Committee.** It shall be the duty of the Finance Committee:

- A. To have the books and accounts of the Grand Secretary and Grand Treasurer, and the investments of the Grand Trustees, reviewed by a competent accountant once a year. A report of the financial condition of this Grand Chapter shall be made at each Annual Sessions.
- B. To examine and report all financial matters referred to it during the Annual Sessions.
- C. To examine and report all accounts and bills filed against this Grand Chapter, approve them when valid and forward them to the Worthy Grand Matron, who forwards them to the Grand Secretary with her approval. A majority of the Finance Committee, of which the Chairman shall be a member, shall approve all bills, except as shown in D of this Section.
- D. Together with the Worthy Grand Matron, to authorize the payment of all bills for supplies for goods and services in the amount of fifty dollars (\$50.00) or less.

E. To destroy all Grand Chapter financial reports surrendered to it by the Grand Treasurer at the end of three years.

F. To prepare the Annual Budget of receipts and expenditures for this Grand Chapter for the ensuing year and submit it at the Annual Sessions for the consideration of the members of this Grand Body.

**Section 8. Fraternal Correspondence Committee.** It shall be the duty of the Fraternal Correspondence Committee to examine all Proceedings emanating from other Grand Chapters in correspondence with this Grand Chapter and report in writing at each Annual Session whatever may be of importance or interest to the Order.

**Section 9. Grievances and Appeals Committee.** It shall be the duty of the Grievances and Appeals Committee to consider all matters of controversy and grievance presented to it, consider written and oral testimony in connection therewith, and make recommendation in writing to this Grand Chapter for final action at its Annual Session.

**Section 10. Hospitality Committee.** It shall be the duty of the Hospitality Committee to welcome guests from other jurisdictions, to issue invitations to social functions together with pertinent information as to where tickets are to be procured and any other courtesies extended by this Grand Jurisdiction, arrange a sightseeing trip on Wednesday morning, and submit a written financial report to this Grand Chapter. (see Constitution, Part I, Article IX, Section 5, Expenses of Session)

**Section 11. International Eastern Star Headquarters Committee.** It shall be the duty of the International Eastern Star Headquarters Committee to inform the members of the Order of the value and significance of the facilities and services provided through the International Eastern Headquarters Temple; to request the cooperation of all chapters to continue 100% participation and advise them to collect five dollars (\$5.00) from each new initiate, affiliate, dual and plural member.

**Section 12. Jurisprudence Committee.** It shall be the duty of the Jurisprudence Committee:

A. To act in an advisory capacity to the Worthy Grand Matron on all matters involving questions relating to the Constitution, Laws, and Regulations of the Grand Chapter of Maryland.

B. To make a report on each question submitted to it, setting forth the reasons for its conclusions or recommendations.

C. To have referred to it all resolutions and recommendations effecting changes in the Constitution and By-Laws of this Grand Chapter, and to submit a report on each question, setting forth the reasons for its conclusions and recommendations. No resolution or recommendation shall be acted upon by this Grand Chapter until a report on it has been submitted by this Committee.

D. Each matter submitted to it shall be separately considered by this Grand Chapter before final action is taken thereon.

E. To conduct Associate Matrons' and Associate Patrons' school on the Constitution and Laws of this Grand Chapter on the same days as the General Schools of Instruction are conducted by the Grand Lecturer.

**Section 13. Maintenance of the Constitution and By-Laws Committee.** It shall be the duty of the Maintenance of the constitution and By-Laws Committee to maintain the single master copy of the Constitution and By-Laws of the Grand Chapter of Maryland.

A. Within forty-five (45) after the conclusion of the Annual Session of this Grand Chapter, this Committee shall:

1. Incorporate into the master document all changes in the Constitution and By-Laws enacted at the Annual Session.
2. Provide a faithful draft in both electronic and paper form to the Worthy Grand Matron for approval.
3. Deliver to the Grand Secretary:
  - a. Three (3) compact discs, each containing a faithful copy of the Constitution and By-Laws, and a faithful copy of only the changed pages both in portable document format.
  - b. One hard copy, suitable for inclusion in a standard 8½" x 11" three-ring binder.
  - c. One hard copy of the pages to be replaced, suitable for inclusion in a standard 8½" x 11" three-ring binder.

**Section 14. Membership Committee.** It shall be the duty of the Membership Committee to work with subordinate chapters to promote membership in the Order and provide whatever assistance is needed to reactivate inactive members.

**Section 15. Memorial Roll Committee.** The Memorial Roll Committee consist of at least three Past Grand Matrons and two Past Grand Patrons. It shall be the duty of this committee to acknowledge the gifts, notify the designated relative and the donor, and place the name in the Memorial Book in the office of the Grand Chapter.

The Memorial Roll Fund disbursements are to be recommended by the Worthy Grand Matron, Worthy Grand Patron and the Chairman of the Memorial Roll Committee.

**Section 16. Necrology Committee.** It shall be the duty of the Necrology Committee to present a Memorial Program on Monday and to submit a report accompanied by a financial statement to this Grand Chapter. (see Constitution, Part II, Article IX, Section 5, Expenses of the Session)

**Section 17. Printing Committee.** The Printing Committee shall consist of five members, one of which shall be the Grand Secretary. It shall be the duty of this Committee to award contracts for printing amounting to five hundred dollars (\$500.00) or more at any time, only after written bids have been received, and the Committee shall take the lowest acceptable bid. Bids shall be taken from various locations throughout the State.

**Section 18. Proceedings Committee.** The Proceedings Committee shall consist of

the Junior Past Grand Matron, Junior Past Grand Patron, Grand Secretary, and at least three other members who shall edit the Proceedings.

**Section 19. Relief Committee.** The Relief Committee shall consist of a Chairman, a Secretary-Treasurer and the Worthy Matron and Worthy Patron of each Subordinate Chapter in this Grand Jurisdiction. The Relief Fund may be used for the relief of any member in good standing of any Chapter in this Grand Jurisdiction when the Relief Committee determines there is a need.

**Section 20. Ritual Committee.** The Ritual Committee shall consist of the Worthy Grand Matron, Worthy Grand Patron, at least two Past Grand Matrons, two Past Grand Patrons and the Grand Lecturer. It shall be the duty of this Committee:

A. To determine during the recess of this Grand Chapter all questions with reference to the Ritual or Book of Instructions.

B. To submit recommendations to the Grand Chapter at the Annual Sessions.

C. During the month following the Triennial Assembly the Worthy Grand Matron, the Worthy Grand Patron and the Grand Line Officers must meet with the Ritual Committee regarding any changes made at the Triennial Assembly affecting our Book of Instructions. These changes shall be presented at the very next Maryland Grand Sessions, and if sufficient changes warrant reprinting, this to be done IMMEDIATELY. Changes may be made for corrections or clarification any time without reprinting the Book of Instructions.

D. To assist the Grand Lecturer at all Schools of Instruction.

E. To assist the Grand Lecturer at examinations for Deputy Grand Lecturers as set forth in Part II, By-Laws, Article I, Section 9.F.

**Section 21. Sessions Committee.** It shall be the duty of the Sessions Committee to make all arrangements for the Annual Session and to carry out the wishes of the Worthy Grand Matron and Worthy Grand Patron regarding decorations, banquet, luncheons, etc., within the appropriations set out in the Constitution. (see Constitution, Part I, Article IX, Section 5, Expenses of the Sessions) They shall provide a gift, which will be a remembrance of that Sessions, to all distinguished guests.

**Section 22. Unfinished Business Committee.** It shall be the duty of the Unfinished Business Committee to examine, prior to each Annual Sessions, the Proceedings of the previous Sessions of this Grand Chapter, report all unfinished business from that meeting, and see that it is properly brought before this Grand Chapter, considered, and acted upon before any other business is transacted.

**Section 23. Visiting the Sick Committee.** It shall be the duty of the Visiting the Sick Committee to visit members of this and other Jurisdictions who are reported to be hospitalized in Maryland.

**Section 24, Ways and Means,** It shall be the duty of the Grand Chapter Ways and Means Committee to raise funds for the Grand Chapter to assist in defraying general operating expenses.

The Ways and Means Committee shall print and offer for sale

The Ways and Means Committee shall print and offer for sale a Greetings Book listing the names, addresses and phone numbers of the Grand Officers. A listing of the General Grand Chapter Appointments, Past Grand Matrons, Past Grand Patrons, Deputy Grand Lecturers, Grand Representatives, Calendar of Events, Subordinate Chapters and Secretaries, Grand chapter Standing and Special Committees and other Relevant information shall also be included. The cost of this book shall be defrayed by the sale of Advertisements and boosters with the remainder being turned over to the Grand Chapter for rent and other operating expenses.

**Section 25. Youth Committee.** It shall be the duty of the Youth Committee to encourage the Masonic Youth Groups in Maryland.

**ARTICLE IV**  
**DUTIES OF COMMITTEES**  
**REVENUE AND DISBURSEMENTS**

**Section 1. Revenue.**

A. The revenue of this Grand Chapter shall be received from the following sources:

- † For every Charter granted for a new Chapter, including four copies of the Ritual and one paper copy of the Signet
- † For each copy of the Ritual sold
- ‡ For each copy of the Annual Proceedings ordered actual cost plus postage
- † For each copy of the Constitution ordered
- ‡ For each candidate initiated in this jurisdiction, twenty percent of the initiation fee

For each member of a Chartered Chapter in this Jurisdiction, a per capita tax of four dollars and fifty cents (\$4.50).

Each member of this and other Grand Jurisdictions attending the Annual Grand Chapter Sessions shall pay a Pre-Registration Fee of ten dollars (\$10.00) or a Registration Fee of twelve dollars (\$12.00), at Sessions, except those Members attaining 50 year membership and attending the Monday Morning Session only, will be issued a Special Pass. Upon registration, each member and visitor shall receive a suitable card which must be shown with a valid dues card upon entering any of the Grand Chapter Sessions.

B. Each Chartered Chapter located in the State of Maryland, provided the Chapter has been constituted for a period of six months previous to the last day of February, shall pay annually to this Grand Chapter the sum of four dollars and fifty cents (\$4.50) for each member enrolled as of the last day of February to be distributed as follows:

- \$3.40 for the maintenance of the Grand Chapter
- \$0.05 for the Grand Chapter Relief Fund
- \$0.05 for the Masonic Home
- \$1.00 to the General Grand Chapter per capita tax

All allotments of revenue as mentioned in this Section shall be paid to the respective bodies or committees on or before June 1 of each year.

- † Governed by price quoted by General Grand Chapter
- ‡ Governed by Cost of Printing

PART II – BY-LAWS OF THE GRAND CHAPTER

C. Each Chartered Chapter and Chapter under Dispensation shall, in addition to all other fees, pay to this Grand Chapter twenty per cent (20%) of the amount of its receipts for initiation fees to be credited to the General Fund for the maintenance of the Grand Chapter.

D. All of the above shall be paid to the Grand Secretary on or before the twentieth day of March of each year. Any Chapter failing to pay this tax shall not be entitled to voting privileges either by its representatives or its past officers until all such taxes and arrearage have been duly paid.

E. All moneys of this Grand Chapter shall be deposited in a Bank, Trust Company, a Federally insured Building and Loan Association, or an approved investment company, in the name of this Grand Chapter, the selection of which shall be made by the Grand Trustees.

F. The surplus funds of this Grand Chapter and any other funds specially designated, which are not required for current use, shall be invested by the Grand Trustees. All interest accruing upon certificates of deposit and saving accounts, etc., with the exception of the One Hundred Twenty-Fifth Anniversary Fund, the Relief Fund, and the Triennial Fund, shall be deposited in the General Fund of the Grand Chapter.

G. All funds designated by Worthy Grand Matrons during their year must be expended within three months following their term of office. Any unexpended funds then become a part of the charity for which they were raised, to be used by the current Worthy Grand Matron.

H. The securities, certificates of deposit, investment bonds of officers, insurance policies, and other papers of value (or facsimiles), belonging to this Grand Chapter shall be kept in a secure place in the Office of the Grand Chapter, and shall be under the control of the Grand Trustees, the Worthy Grand Matron, and the Worthy Grand Patron.

**Section 2. Disbursements.**

A. Each account against this Grand Chapter shall be itemized in detail.

B. When the Grand Chapter is in Session, all requests for funds shall be referred to the Finance Committee for approval and paid out only by a majority vote of the Grand Chapter. When the Grand Chapter is not in Session, no Grand Officers or Grand Chapter Committee Chairman is authorized to spend over two hundred dollars (\$200.00) for any item that is not included in the Budget or over five hundred dollars (\$500.00) for any item that is included in the Budget, without the written prior approval of the Chairman of Finance, the Grand Trustees, and the Worthy Grand Matron. Bills shall be paid only after approval by the Finance Committee and the Worthy Grand Matron. All Committee Chairmen shall approve the expenses incurred by members of their committees before submitting them to the Finance Committee.

C. The mileage allowed by this Grand Chapter for official business shall be twenty (20¢) cents per mile. If more than one member under mileage allowance travels in the same vehicle the prorated amount cannot exceed twenty (20¢) cents per mile.

D. The sum of one thousand five hundred dollars (\$1,500.00) shall be placed annually in a separate fund known as the Triennial Fund, to be used to provide souvenirs, gifts, etc., and to defray the expenses of the Worthy Grand Matron and Worthy Grand Patron of the Grand Chapter attending the Triennial Sessions of the General Grand Chapter, as noted in Part II, By-Laws, Article I, Section 1.W. Only the two Past Grand Matrons and Past Grand Patrons who also served during the current Triennium will be allowed one hundred fifty dollars (\$150.00) each from the above mentioned fund, provided they attend that Triennial Session.

**THE TRIENNIAL FUND  
SHALL BE APPORTIONED AS FOLLOWS:**

Worthy Grand Matron .....	\$1,300.00
Worthy Grand Patron .....	\$1,300.00
2 Past Grand Matrons @ \$150.00 each .....	\$300.00
2 Past Grand Patrons @ \$150.00 each .....	\$300.00
Triennial Committee .....	\$1,300.00

## ARTICLE V

### RULES OF ORDER AND GENERAL REGULATIONS

**Section 1.** At the first morning Session of the Grand Chapter, the Worthy Grand Matron shall see that the Grand Officers are in their stations, open the Grand Chapter in Ritualistic form, ascertain whether or not a constitutional number of Chapters is represented, appoint any Special Committees desired, and fill all vacancies.

**Section 2.** No person shall be permitted to enter or leave the Grand Chapter without permission of the presiding officer.

**Section 3.** The Order of Business of this Grand Chapter shall be as follows:

- Ritualistic Opening
- Report of the Unfinished Business Committee
- Appointment of Special Committees and filling of vacancies
- Report of Credentials Committee
- Report of the Worthy Grand Matron
- Report of the Worthy Grand Patron
- Report of the Grand Secretary
- Report of the Grand Treasurer
- Report of the Grand Trustees
- Report of Standing Committees
- Report of Special Committees
- Election of Officers
- Completion of all Business
- Installation of Officers

**Section 4.** All reports must be completed before this Grand Chapter is closed, and all business must be completed by the close of the afternoon Session of the final day of the Session, except such as may lie over by virtue of this Constitution and By-Laws.

**Section 5.** The time for the holding of the election of Officers of this Grand Chapter cannot be changed.

**Section 6.** All transactions of the Grand Chapter when in Session will be recorded.

**Section 7.** All matters coming before this Grand Chapter shall be referred to the proper Committee for consideration and recommendation by a majority of the Committee.

**Section 8.** All proposed amendments shall be presented in triplicate to the Jurisprudence Chairman before being considered by this Grand Chapter. (see Part I, Article XII, Section 1.A)

**Section 9.** Any member desiring to speak shall rise, address the presiding officer, and wait for recognition. Should two or more members arise at the same time, the presiding officer shall name the one first entitled to speak. Each member addressing the Grand Chapter shall announce her or his name and the name, number, and location of the Chapter to which she or he belongs.

**Section 10.** No member shall speak more than once upon the same subject, except members of the Committees in relation to their report, without permission of the presiding officer of this Grand Chapter.

**Section 11.** No Motion or Resolution involving the expenditure of money shall be considered until it has been referred to and reported upon by the Finance Committee.

**Section 12.** The roll of this Grand Chapter shall be called only upon order of the Worthy Grand Matron.

**Section 13.** A motion is made as follows:

- Mover makes the motion.
- Another seconds it.
- Chair states the motion. (Motion is pending and open for debate.)
- The chair puts the motion to the assembly.
- Vote is taken.

**Section 14.** All voting shall be by raising the right hand unless otherwise ordered. A majority vote shall determine all questions unless otherwise provided.

**Section 15.** A motion may be amended and the amendment may be amended. In voting, the vote must be taken on the last amendment first, then on the first amendment as amended, then on the original motion as amended.

**Section 16.** A motion may be withdrawn by the mover before it has been stated. After having been stated, if there is any objection to its withdrawal, it must be voted upon.

**Section 17.** Non-debatable Motions:

- Motion to reconsider
- Motion to refer to Committee
- Motion for the order of the day
- Motion for the previous question
- Motion to lay on the table
- Motion to divide (see Section 20)
- Motion to proceed to close

**Section 18.** A motion to reconsider must be proposed by someone who voted on the prevailing side, and on the day on which the vote was taken or on the next succeeding day.

**Section 19.** Both the affirmative and the negative of a question must be taken, and the result declared by the presiding officer.

**Section 20.** Any member may call for a division of the question. This motion to divide is not debatable, but may be amended by proposing a different division of the question.

**Section 21.** Any member may appeal a decision from the chair, and said decision may be overruled by a two-thirds vote of the members present.

**Section 22.** A resolution may be written and signed by two or more members who are or have been in attendance at the Session and, when read, is before the Grand Chapter as a motion.

**Section 23.** Reports of the Committees touching on more than one subject may be considered by sections. After each section has been disposed of, the report must be adopted as a whole.

**Section 24.** The report of the Committees shall be in writing and signed by members of the Committee who favor it.

**Section 25.** Any member persisting in the violation of these rules or treating the presiding officer with disrespect shall be reprimanded.

**Section 26.** Parliamentary Law, not in conflict with these Regulations, shall govern the deliberations of this Grand Chapter.

**Section 27.** These Rules of Order shall not be suspended except by unanimous consent, but may be amended at any Annual Session by a two-thirds vote.

**Section 28.** All other Rules and Regulations of this Grand Chapter, together with all former approved decisions made by the Worthy Grand Matron and Worthy Grand Patron and not incorporated herein, are hereby repealed.

**Section 29.** The special projects of the Worthy Grand Matron and Worthy Grand Patron of the Grand Chapter of Maryland, Order of the Eastern Star, in which this Grand Chapter is requested to allot or secure funds, shall be terminated at the conclusion of their term of office.

**Section 30.** Any projects of the Most Worthy Grand Matron or the General Grand Chapter, Order of the Eastern Star, in which the Grand Chapter of Maryland, Order of the Eastern Star, is requested to allot or secure funds, shall be terminated at the conclusion of the term of office of the Most Worthy Grand Matron, unless this Grand Chapter in Annual Session shall determine otherwise, or the General Grand Chapter directs that such projects are to be placed on a continuing basis.

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# PART III

## RULES AND REGULATIONS GOVERNING SUBORDINATE CHAPTERS

### ARTICLE I

### CHARTERS

**Section 1.** Every Subordinate Chapter must have a Charter from this Grand Chapter or a Dispensation from the Worthy Grand Patron attested by the Grand Secretary with the Seal of this Grand Chapter attached. No Chapter shall receive a Charter until it has exhibited to the Charters and Dispensations Committee satisfactory evidence of its capacity to perform its duties as a Chapter. It shall have operated under Dispensation for a period of at least six months.

**Section 2.** All Subordinate Chapters are forbidden to incorporate under laws of any State or perform any acts not authorized by the Constitution and By-Laws of this Grand Chapter.

**Section 3.** The Charter of a Chapter in this Grand Jurisdiction shall be in the care of the Worthy Matron, who shall see that it is present at all Chapter meetings.

### ARTICLE II

### POWERS OF A CHAPTER

**Section 1.** The powers of a Chapter are prescribed in its Charter or Dispensation and by the Constitution and By-Laws of this Grand Chapter.

**Section 2. Executive.** The Executive powers of a Chapter relate to the direction and performance of its functions and shall be under the control and direction of the Worthy Matron.

PART III – RULES AND REGULATIONS  
GOVERNING SUBORDINATE CHAPTERS

**Section 3. Legislative.** The Legislative Powers embrace all matters of legislation affecting the transactions of the Chapter not in conflict with the Constitution and By-Laws of the Order.

**Section 4. Judicial.** The Judicial powers embrace the exercise of discipline and settlement of differences between its own members subject to review by the Worthy Grand Matron or Grand Chapter upon appeal. The Worthy Matron, Worthy Patron, Worthy Grand Matron, and Worthy Grand Patron are exceptions to this rule.

**Section 5. Inherent or Constitutional.** The powers of a Chapter are Inherent and Constitutional.

A. Inherent powers are not subject to legislation or control of the Grand Chapter. They are:

1. To decide who shall be admitted to membership by initiation or affiliation.
2. To place on trial a member against whom charges have been preferred, pronounce sentence, and enforce discipline.

B. Constitutional powers are subject to the control and approval of this Grand Chapter. They are:

1. To have a Code of By-Laws for its government, not to conflict with the Constitution and By-Laws of this Grand Chapter.
2. To appeal to the Worthy Grand Matron or the Grand Chapter through the Grievances and Appeals Committee from the decision of the Worthy Matron. (see Penal Code: Appeals, Sections 3 & 4.)

## ARTICLE III

### DUTIES OF A CHAPTER

**Section 1.** The duties of a Chapter are as follows:

A. Landmarks. To strictly observe the Landmarks of the Order.

B. Place of Meeting. To provide a safe and suitable room in which to meet, with the approval of the Grand Chapter.

C. Stated Meetings. To hold at least one stated meeting in each month. No stated meetings shall be held during July and August, except Chapters under Dispensation. (see Part III, Article XII, Section 5.B)

D. Election and Installation of Officers. To elect officers, under New Business, at the first stated meeting in February. To install elected and appointed officers:

1. at the first stated meeting in March,
2. at an Open Installation immediately following the first stated meeting in March on the same day, or
3. at an Open or Closed Installation at a Special Meeting prior to March 15.

No dispensation is required. When a special meeting is held, prior notification shall be given to the Worthy Grand Matron. (see Part III, Article IX, Section 1.N) The Secretary of each Chapter shall inform the Grand Secretary when the installation of Officers has been completed.

E. Chapter Records. To procure, open, and keep a set of substantial books of minutes, finance, including separate account of each member, a visitors' register, and such other books as may be provided for by law. The minutes book shall be a permanently bound book or the General Grand Chapter approved loose leaf Minutes Book. The Treasurer's book must be permanently bound books.

The minutes shall set forth the essential proceedings of each meeting and after having been regularly approved shall not be changed.

F. Reports and Per Capita Tax. To make a full and complete report and pay Per Capita Tax and fees to this Grand Chapter no later than March 20.

PART III – RULES AND REGULATIONS  
GOVERNING SUBORDINATE CHAPTERS

G. By-Laws, Amendments and Revisions.

1. To have a code of By-Laws which shall conform to and supplement the Constitution and By-Laws of this Grand Chapter.
2. The procedure for amending By-Laws will be as follows:
  - a. Amendments must be submitted in writing to the Secretary at a stated meeting and signed by one or more members.
  - b. They shall be read in open chapter.
  - c. They shall be referred to the Chapter's By-Laws Committee for consideration and presentation at a stated meeting.
  - d. Notice of all proposed amendments shall be forwarded to all members 30 days in advance of the date set that action will be taken by the Chapter.
  - e. A two-thirds vote by the members and voting is required.
  - f. The Secretary, under the seal of the Chapter, shall submit the By-Laws, amendments, and revisions in triplicate to the By-Laws Committee of the Grand Chapter for approval. All copies must contain the seal of the Chapter and be hand-signed by the By-Laws Committee of the Subordinate Chapter. A complete copy of the present By-Laws of the Subordinate Chapter shall also be sent to the Grand Chapter By-Laws Committee.
  - g. Upon approval by the Grand Chapter By-Laws Committee, the By-Laws, amendments, or revisions shall become effective.
  - h. The Secretary will forward a copy of the approved By-Laws to the Grand Secretary.
3. Amendments covering the following are not submitted to the By-Laws Committee of the Grand Chapter:
  - a. To change the hour of meeting.
  - b. To change the amount of the annual dues of the members or fees for Degrees, or any other financial matter.
  - c. To change the salary of its officers.

Notice of all amendments and changes shall be sent to the Grand Secretary.

PART III – RULES AND REGULATIONS  
GOVERNING SUBORDINATE CHAPTERS

4. To review, immediately after the adjournment of the Annual Session, its By-Laws and make necessary changes to conform to the Laws of the Order.
5. To have five copies of the Constitution and By-Laws of the Grand Chapter, paid for by the Chapter, and retained as Chapter property. The copies shall be given to the Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, and Secretary the night of Installation, and returned to the Secretary prior to Installation of the following year.

H. Seal. To procure, within three months from the date of receiving its Charter, a seal with the name, number and location of the Chapter engraved thereon. No official document emanating from any chapter shall be authentic unless the seal is affixed.

I. Documents Requiring a Seal. To affix the seal of the Chapter to receipts for dues, annual reports to this Grand Chapter, amendments of By-Laws to be approved, demits, waivers of jurisdiction, requests for dispensations, and all official communications. Copies of charges and notices sent to accused, and transcript of proceedings in case of appeal must carry the seal. Checks and requests for supplies or general information should not have the seal attached.

J. Notices. To send Chapter bulletins to every member by sealed first class mail when containing the names of candidates to be balloted upon by the Chapter. However, it is not necessary to include the name of the candidates to be balloted upon in Chapter bulletins. Regular order of business is sufficient.

Notice of trial of a member of the Chapter must also be sent by sealed first class mail.

In all other cases where notices are sent to every member, the method is left to the discretion of the Secretary.

Notices sent as above, or any other notices sent by the Chapter, shall contain no data except such as pertains to business relative to the Order of the Eastern Star.

K. Waivers of Jurisdiction. When a resident of this Jurisdiction desires to present a petition for degrees to a Chapter in another Jurisdiction, the Chapter nearest to the residence of the petitioner shall have jurisdiction over such petitioner. When a Request for Waiver of Territorial Jurisdiction is received from the Grand Secretary, a majority vote, by a show of hands, shall be taken. Immediately after such action is taken by the Chapter, the Grand Secretary shall be notified.

Waivers of Territorial Jurisdiction may be granted only to Jurisdictions which grant the same privilege to residents of their Jurisdictions.

PART III – RULES AND REGULATIONS  
GOVERNING SUBORDINATE CHAPTERS

L. Admittance. To admit no non-member or child over two years of age to any meeting or rehearsal of a Chapter during the Ritualistic Work or the transaction of business either in the Chapter or adjoining room.

M. Entertainment. To present no entertainment, where outside talent is used, in the Chapter Room until after the Chapter is closed or open installation is concluded and the emblems are removed.

## ARTICLE IV

### CLASSIFICATION OF MEMBERS

**Section 1. The membership of a Chapter is classified as follows:**

A. Active Membership. Active Membership shall be considered the status of every person in good standing on the records of the Chapter, and entitles them to all the right and privileges of the Order.

Any Chapter may elect a member a Life Member, provided the member has been, for twenty-five (25) years or more, a member of the Order in good standing. The rights and privileges as an active member are not hereby affected. Each life member shall be required to pay the per capita tax annually.

B. Honorary Membership. Honorary membership is entirely complimentary and does not carry with it the right to vote, hold office, or participate in the transactions of a Chapter. Any member of the Order may be made an honorary member by unanimous vote of any Chapter other than his or her own.

**Section 2. Unaffiliated Members.** Those members holding demits are considered unaffiliated members. Persons who are under suspension or expulsion are not members of the Order.

**Section 3. Fifty-Year Members.** Membership begins with the date of initiation into the Order of the Eastern Star. Fifty-Year Certificates will not be issued by the Grand Chapter of Maryland to any member holding a Dual Membership when the secondary chapter membership is held in a Maryland Chapter.

## ARTICLE V

### OFFICERS OF A CHAPTER

**Section 1. Elective.** The elective officers of a Chapter shall consist of the Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress, and Associate Conductress.

**Section 2. How and When Elected.** The foregoing officers shall be elected under New Business, at the first stated meeting in February by a majority of the members present and voting. Those interested in serving as an elected officer of the Chapter shall notify the Worthy Matron or Worthy Patron prior to the start of the meeting. Voting shall be by unanimous ballot for all unopposed offices. When there are two or more candidates for an office, the vote shall be by written ballot. If there are more ballots than members voting, the ballot is illegal. It shall be so declared by the presiding officer, and another ballot shall be taken.

**Section 3. Appointive.** The appointive officers shall consist of Chaplain, Marshal, Organist, Adah, Ruth, Esther, Martha, Electa, Warder and Sentinel, who shall be appointed by the Worthy Matron-elect.

**Section 4. Eligibility of Office.** Members of a Chapter eligible for office are:

A. A Sister in good standing in a Chapter is eligible to hold any office therein, except that of Worthy Patron or Associate Patron.

B. A Brother in good standing in the Chapter is eligible to hold the office of Worthy Patron, Associate Patron, Secretary, Treasurer, Chaplain, Marshal, Organist, Warder or Sentinel.

C. A member who has affiliated with a Chapter and has not signed the By-Laws of the Chapter is not eligible to hold any office until the By-Laws have been signed.

D. No member, however, shall hold two offices in a Chapter at the same time.

## ARTICLE VI

### INSTALLATION OF OFFICERS

**Section 1.** Re-elected and re-appointed officers as well as new officers must be installed.

**Section 2.** The Worthy Matron-elect, if present, must be the first officer installed. The officers present shall be installed in their regular order. If the Worthy Matron-elect is not present for good and sufficient reason, then she shall be installed at the first meeting thereafter that she attends.

**Section 3. Rules Governing Installation.**

A. The officers provided for in the preceding sections shall be installed at the first meeting in March, or a special meeting held prior to March 15, provided they are in good standing and no charges have been preferred.

B. In the event a Chapter shall fail to elect its officers as provided in Part III, Article V, Section 2, it shall forward to the Worthy Grand Matron its application of a dispensation to elect at a future date, stating the reasons for failure to perform the duty at the regular time. No dispensation shall be required for the appointment or installation of appointed officers. Elected officers shall continue to serve until their successors are installed.

C. In the event of death, expulsion, declination, or permanent removal of any elective officer from this Grand Jurisdiction, upon vote of the Chapter a dispensation may be requested to hold a special election on a date other than the first stated meeting in February.

D. No officer shall be installed by proxy.

E. The Chapter, shall, by majority vote, be permitted to hold Open Installation of Officers. The open installation shall be held prior to March 15. Non-members shall be permitted by written invitation only. The following wording will be included on the invitations (provided by the chapter secretary and including the chapter seal):

"OPEN INSTALLATION OF OFFICERS, ADMITTANCE BY DUES CARDS  
FOR MEMBERS AND BY WRITTEN INVITATION ONLY FOR NON-MEMBERS."

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**Section 4.** The Installing Officer must be a Present or Past Matron or Patron in good standing in a regularly Chartered Chapter in this or any other Grand Jurisdiction.

**Section 5. Vacancies in Office.** Vacancies in offices of Worthy Matron, Worthy Patron, Associate Matron, and Associate Patron can occur only by death, final judgment of suspension or expulsion, or permanent removal from this Grand Jurisdiction. The officers names herein cannot resign, demit, nor petition for the formation of a new Chapter under Dispensation during their term of office.

Vacancies in all other offices may occur by resignation, death, demit, or removal from the Grand Jurisdiction.

**Section 6. Filling of Vacancies.**

A. If a vacancy occurs in any of the first four offices, the Chapter shall vote to request a dispensation to fill the vacancy. The dispensation shall permit election for any other elective office made vacant by such election. No dispensation for installation is necessary. (see Part III, Article III, Section 1.D)

B. When a vacancy occurs in the elective offices of other than the first four, the Worthy Matron may at a stated meeting declare the office vacant. Upon vote of the Chapter the Worthy Matron may direct the Secretary to request a dispensation to hold the election at the next stated meeting of the Chapter. The procedure shall be the same as for a regular election. Due notice shall be given to all members of the Chapter of the Special election.

C. Vacancies in the appointive offices may be filled by the Worthy Matron at a stated meeting. No dispensation is necessary.

## ARTICLE VII

### QUORUM

Seven members of the chapter, including one of the first four officers, shall constitute a quorum for the transaction of business. From those present the following stations must be filled: Worthy Matron or Worthy Patron, Associate Matron, Secretary, Conductress, Chaplain, Warder and Sentinel. At all meetings where there is balloting upon candidates and when the Degrees are conferred, a Brother must be present.

## ARTICLE VIII

### POWERS OF WORTHY MATRON

**Section 1.** The Worthy Matron shall have the power to:

A. Preside at all meetings of her Chapter, except during the initiation of candidates. The Worthy Grand Matron may preside, if present, except during initiation.

B. Convene her Chapter in special meetings when the good of the Chapter demands it. Special meetings may be called for initiation, fraternal visits, installation of officers, or such business as may come up for the good of the Order except reception of petitions, balloting or election of officers. All members shall have due notice and no business shall be transacted except that specified in the call. Chapters shall not convene on Sunday.

C. When present, fill a vacancy in any office for any meeting of a Chapter.

D. Appoint all committees and serve with any committee at will.

E. Control the admittance of visitors, refusing admittance to any when the welfare of the Chapter demands it. She may refuse admittance of a visitor or visitors should objection be made by any member of the Chapter present.

F. Discharge all the executive functions and perform such duties as pertain to her office.

G. Order the issuance of all notices and summonses which may be required.

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**Section 2.** The Worthy Matron has not the power to:

A. Make motions or second motions while presiding.

B. Delegate to any member the power to take her place if absent. This is the prerogative of the Associate Matron. All offices subordinate to the Worthy Matron which are vacant shall be filled by the presiding officer.

C. Declare null and void the action of her Chapter at a former meeting duly recorded and approved; neither can she set aside the rulings of a former Worthy Matron in matters which the Chapter has approved. The Worthy Matron of a Chapter cannot, when the minutes of a previous meeting are read for approval or correction, order to be stricken from the minutes any portion of the proceedings which have been passed upon at the meeting, except by unanimous vote of the Chapter at the stated meeting at which the minutes are read for approval.

**Section 3.** The Worthy Matron shall be accountable to the Grand Chapter for any abuse of her powers. She cannot be tried for any offense by her Chapter, but may be removed for cause by the Worthy Grand Matron or the Grand Chapter.

## ARTICLE IX

### DUTIES OF OFFICERS

**Section 1.** It shall be the duty of the Worthy Matron to:

A. Convene her Chapter for stated meetings at the time prescribed in the By-Laws. All Grand Visitations held at stated meetings shall begin at 8:00 P.M.

If necessary to call off a stated meeting by action of the Chapter, or because of emergency (weather, etc.), instruct the Secretary of the Chapter to notify the Worthy Grand Matron in writing, under the seal of the Chapter, of said action and request a dispensation to uphold the action of the Worthy Matron. Also notify all Chapter members of cancellation of meeting by means of public communication.

B. Superintend the official acts of the officers of her Chapter and see that their respective duties are performed, and sign the minutes of the previous meeting. The minutes are signed at the close of the meeting.

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C. Preserve the Charter, and have it present at all Chapter meetings. She shall see that the Charter and the Signet are displayed only during the meeting of the Chapter. In case of forfeiture of the Charter, she shall preserve it and all the property and effects of the Chapter, and deliver them to the Grand Secretary. (see Part III, Article XIV, Section 1.D)

D. See that the By-Laws of the Chapter and the Constitution and By-Laws of the Grand Chapter are respected and obeyed.

E. Represent the Chapter at each Annual Session of the Grand Chapter, and at the first stated meeting thereafter report to her Chapter the business conducted at the Grand Chapter.

F. See that the money due the Chapter is promptly collected.

G. See that the furniture, valuables, and property of the Chapter are properly preserved and not utilized for other than the essential purposes of the Order.

H. Sign all vouchers/warrants drawn upon the Treasury by authority of the Chapter.

I. Appoint all committees.

J. Appoint substitutes for absent officers when she is presiding.

K. Grant demits at a stated meeting of the Chapter. (see Part III, Article XI, Section 9.A)

L. See that all members violating the Laws of the Order are dealt with, and guarantee to each one charged with improper conduct a fair trial, and, if convicted, an appeal to the Grand Chapter, if demanded.

M. See that the proper report is made annually to the Grand Secretary, signed by the presiding Worthy Matron, and that the Grand Chapter Per Capita Tax and fees are promptly paid.

N. Instruct the Secretary to advise the Worthy Grand Matron of the date, time, place of special meetings, and the reason for calling them, provided the members are duly notified.

O. Cast the deciding vote in case of a tie on any question upon which she has not voted.

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P. See that visitors from other Chapters have courteous attention and are made welcome to the Chapter.

Q. Have entire control of her Chapter, decide all questions of law and order, declare the business of the Chapter, and invite the Installing Officer selected by the Incoming Worthy Matron to preside during the Ceremony of Installation.

R. Cause summonses to be issued when the welfare of the Order, the interest of her Chapter, or the rights of a member demand it, and take special care that disobedience of a duly served summons is promptly followed by discipline unless the offender renders a lawful excuse.

Every member is bound to obey a summons and, for failure without good and sufficient cause, shall be notified to appear before the Chapter at its next stated meeting. If a satisfactory excuse is not given, charges may be preferred against the member.

S. Have the right to stop proceedings upon a petition if any illegality is discovered either in the petition or action of the committee.

T. Close her Chapter at will, if its interest demand it, whether the business is completed or not.

U. Convene her Chapter when notified of the intended visit of the Worthy Grand Matron or her substitute, extend the appropriate courtesies and, when called upon, submit for inspection the By-Laws and the records of the Chapter.

V. Be the custodian of the books, accounts, and funds of the Chapter in the event of a vacancy in the office of Secretary or Treasurer until the vacancy is filled by election and installation. In the interim, the Worthy Matron may appoint a Sister or a Brother as Secretary or Treasurer Pro Tem.

W. Appoint a committee of three on Installation night to audit the accounts of the Secretary, Treasurer, and other officers and committees entrusted with the money of the Chapter. The committee shall make a full and complete report at the first stated meeting in March of the succeeding year. The Audit Report shall cover March 1 through February 28 and shall be on file with the Secretary prior to Installation.

- X. 1. In the event of the death of a member of her Chapter, contact the family and, if they so desire, prepare to have an Eastern Star service. All of her officers are to be notified of this pending service.
2. If a courtesy funeral is requested by another chapter, she shall immediately contact the Grand Secretary or the Worthy Grand Matron. Floral arrangement and obituary notices are at the discretion of the chapter involved.

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**Section 2.** It shall be the duty of the Worthy Patron to:

- A. Supervise the affairs of the Chapter, consistent with the duties of the Worthy Matron, and advise and assist the other officers.
- B. Preside during the conferring of Degrees and at other times when requested to do so by the Worthy Matron.
- C. Be custodian of the Secret Work, see that it is properly used, and on Election night prior to the expiration of his term of office deliver it to the Secretary, taking her or his receipt for the same. The willful failure of a Worthy Patron to surrender his copy of the Secret Work shall be considered a violation of the Penal Code.
- D. To conduct at one stated meeting per year, with the assistance of the Conductress, a review of the signs, passes. Obligation, and the reading of the landmarks.

**Section 3.** It shall be the duty of the Associate Matron to:

- A. Assist the Worthy Matron in the performance of her duties, and, in case of her absence, preside over the Chapter and perform all the duties of the office. In case of a vacancy in the office of the Worthy Matron, the Associate Matron shall become the acting Worthy Matron. While acting her tide shall be Worthy Matron.
- B. Attend and participate in the Associate Matrons' and Associate Patrons' School.
- C. Select the appointed officers for the year that she will serve as Worthy Matron.
- D. Select her Installing Officer and those assisting.

**Section 4.** It shall be the duty of the Associate Patron to:

- A. Assist the Worthy Patron in the performance of his duties and, in case of his absence, fill his station and perform all the duties of his office. In case of a vacancy in the office of the Worthy Patron, the Associate Patron shall become the acting Worthy Patron. While acting his title shall be Worthy Patron.
- B. Attend and participate in the Associate Matrons' and Associate Patrons' School.
- C. Be custodian of a copy of the Secret Work and on Election night prior to the expiration of his term of office deliver it to the Secretary, taking her or his receipt therefor. The willful failure of the Associate Patron to surrender his copy of the Secret Work shall be considered a violation of the Penal Code.

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**Section 5.** It shall be the duty of the Secretary to:

A. Record the proceedings of the Chapter setting forth concisely and truthfully the essential transactions of each meeting. Record in the minutes the name of the member making a motion, also the name of the member who seconds it and the action taken by the Chapter. (Conversations and discussions need not be recorded.)

- B. 1. Enter upon the minutes any proposed amendment or revision to the By-Laws of the Chapter.
2. Under the Seal of the Chapter, submit the amendment or revision in triplicate to the By-Laws Committee of the Grand Chapter for approval. A covering letter shall contain the following information:
- a. Date when read in open Chapter
  - b. Date when sending required notice to members, and
  - c. Date when action was taken in Chapter.
3. All copies must contain the Seal of the Chapter and be hand-signed by all of the members of the Chapter By-Laws Committee. A complete set of the present By-Laws shall be included.
4. A copy of the By-Laws as approved by the Grand Chapter By-Laws Committee shall be sent to the Grand Secretary.

C. Enter upon the minutes the name, address, and Masonic affiliation of each petitioner, the statement that the petitioner for Degrees has or has not petitioned a Chapter for Degrees of the Order, the names of the members recommending such petitioner, and the names of the investigating committee.

D. Collect all money belonging to the Chapter, and distribute all checks. Enter in the records of each stated meeting the amount of all moneys received for any and all purposes; dues, socials, floral and special funds; for what purpose it was received, and pay all moneys received to the Treasurer without delay, taking a receipt therefor. Upon receipt of dues, issue to members the dues card approved by the General Grand Chapter. All moneys collected for a charitable purpose shall be expended only for that purpose.

E. Maintain the regular prescribed ledger sheet of all members, recording the date of election and initiation, demit, expulsion, suspension or death, the amount of dues chargeable to each, the amount paid and the date of payment; each account of which shall be separately kept. Where practicable, this sheet could ' reflect stations held by the member.

F. Give notice to all members of all stated and special meetings as directed by the Worthy Matron or vote of the Chapter.

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G. Make a just and true return of the Annual Report to the Grand Chapter Office no later than March 20.

Failure to comply with this requirement will mean a forfeiture of voting privileges of the Chapter at the next Grand Chapter Session. The form for this report shall be furnished by the Grand Secretary, signed by the presiding Worthy Matron, and attested to by the Secretary under the Seal of the Chapter.

H. Notify the Grand Secretary promptly of any change made in any office of the Chapter and any change of address of the elected officers, Past Matrons, or Past Patrons.

I. Read at the first stated meeting after receipt all petitions. Send to the Grand Secretary for clearance all petitions for Degrees, Affiliation, Dual Membership, Plural Membership, and Reinstatement. The report of the Grand Secretary must be read in open Chapter before action can be taken. If an applicant is rejected the Secretary must report it immediately to the Grand Secretary. Keep a record of the names of all persons who have demitted, been rejected, suspended, or expelled, and keep on file all accepted and rejected petitions. No petitions or reports of investigation committees shall ever be destroyed.

J. Official communications shall be read in full immediately after the reading of the minutes and filed for two years. (Outdated communications should not be read.) Official Chapter communications must bear the seal of the Chapter.

K. Read bills presented for payment in their entirety on the date of presentation. Items carried in a Chapter budget must still be voted on for payment. (A budget is a guide, not an authority to pay.)

L. Request a waiver of personal jurisdiction from the Chapter retaining jurisdiction over a petitioner rejected in that Chapter. (see Part III, Article XI, Section 5.P)

M. Furnish demits, duly signed and sealed, when ordered to do so by the Worthy Matron at a stated meeting of the Chapter.

N. Preserve the seal of the Chapter and, at the close of the term of office, deliver it together with all books, papers, records, vouchers, or other property having reference to the business of the Chapter, to the newly elected and installed Secretary, or to the Worthy Matron.

O. Have the books of her or his office ready for examination whenever required by the Worthy Matron, Worthy Grand Matron, or the Auditing Committee. General Grand Chapter approved loose-leaf minute book or a permanently bound minute book may be used.

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P. Notify members of their arrearages in dues and the date when action will be taken on delinquent members. (see Part III, Article XI, Section 12.C)

Q. Notify the Grand Secretary promptly of all expulsions and suspensions from the Chapter and, in case of expulsions, accompany the notice with a copy of all the evidence and proceedings including charges, notices, and records of all meetings relative to such trial.

R. Attend all trials and meetings, taking evidence and minutes whether in or out of a Chapter, except those held before the Grievances and Appeals Committee.

S. Furnish to the Grand Chapter copies of evidence taken at trials where an appeal to the Grand Chapter is demanded.

T. Be custodian of four copies of the Secret Work from election night until Installation night. See that one copy of the Secret Work is in the East on Installation night for presentation to the Worthy Patron by the Installing Officer. Deliver a copy of the Secret Work to the Associate Patron, Conductress and Associate Conductress following their installation, taking their receipts for each.

U. Be the custodian of any Rituals belonging to the Chapter, and, at the expiration of her or his term of office, deliver them to their successor.

V. Perform all other duties as may be required by law, usage, the Worthy Matron, or the Worthy Grand Matron, and receive for these services an annual sum as determined by the Chapter.

W. Perform the duties without the assistance of any person who is not a member of the Order. This is a direct violation of the Obligation.

**Section 6.** It shall be the duty of the Treasurer to:

A. Receive all moneys from the Secretary, giving a receipt for the same, keep an accurate account, and pay them only upon vouchers/warrants signed by the Worthy Matron and Secretary, when ordered by a vote of the Chapter. Items carried in the budget must still be voted on by the Chapter for payment. A Chapter's vote is a direct order to pay the bills.

B. Keep proper records of the case disbursements of the Chapter in accordance with vouchers/warrants drawn by the Secretary and countersigned by the Worthy Matron, and submit these and all other records and papers belonging to the Chapter to the Finance and/or Auditing Committee.

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C. Prepare an annual report of the Chapter accounts and deliver it to the Finance and/or Auditing Committee at least five days before the first meeting in March of each year.

D. Have the books ready for examination when required by the Worthy Matron, Worthy Patron, the Auditing or Finance Committee.

E. Deliver to the newly installed Treasurer all the funds, books, vouchers, and other property pertaining to the business of the Chapter.

F. Set up the Chapter bank accounts with the signatures of the Worthy Matron, Secretary and Treasurer so any two of the three signatures are required on checks.

G. Issue all checks and return them to the Secretary for distribution.

H. Receive for these services an annual sum as determined by the Chapter.

**Section 7.** It shall be the duty of the Conductress and Associate Conductress to:

A. Be custodian of a copy of the Secret Work of the Order and, on election night prior to the expiration of her term of office, deliver it to the Secretary, taking her or his receipt therefor. The willful failure of the Conductress or the Associate Conductress to surrender her copy of the Secret Work shall be considered a violation of the Penal Code.

B. Request a receipt for dues or a valid demit from a visitor or a member not personally known to the Conductress or Associate Conductress.

**Section 8.** It shall be the duty you the Sentinel to:

After the Chapter is opened, the Sentinel shall request a receipt for dues or a valid demit from a visitor or a member not personally known to the Sentinel.

**Section 9.** It shall be the duty of all officers to perform the duties as prescribed by the Ritual, the Constitution and By-Laws, and the Book of Instructions of the Grand Chapter.

## ARTICLE X

### MEETINGS

#### Section 1. Stated and Special Meetings.

A. Stated Meetings. Stated meetings shall be held as provided in the By-Laws of each Chapter, but shall not be less than once each month, and cannot be adjourned to another day.

1. Order of Business for Stated Meetings:
  - a. Opening of Chapter
  - b. Flag Ceremony
  - c. Reception of Guests
  - d. Roll Call of Officers
  - e. Reading of Minutes
  - f. Reading of Communications
  - g. Propositions for Membership
  - h. Report on Proposed Candidates
  - i. Balloting on Candidates
  - j. Conferring of Degrees
  - k. Sickness and Distress
  - l. Report of the Treasurer
  - m. Report of Standing Committees
  - n. Report of Special Committees
  - o. Unfinished Business
  - p. New Business
  - q. Reading of Bills
  - r. Offering
  - s. Good of the Order
  - t. Closing of Chapter
2. Each subordinate chapter in this Grand Jurisdiction shall hold at least one stated meeting each month. No stated meetings shall be held during July and August, except by Chapters under Dispensation.
3. All stated meetings falling on legal holidays are lawful.
4. The hour for opening the stated meetings of a Chapter must be fixed by its By-Laws; however, all Grand Visitation held at stated meetings shall begin at 8:00 P.M.

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5. Any Chapter failing to hold stated meetings for a continuous period of six months shall forfeit its Charter to the Worthy Grand Matron. The members shall be subject to the same rights and duties as though the Charter had been voluntarily surrendered.
6. Chapters meeting only once in a month must name in their By-Laws an alternate day to meet in the event the regular stated meeting has to be called off because of an extreme emergency. The Worthy Grand Matron must be notified, in writing, of the alternate date before the meeting is held.
7. In the event of extremely bad weather making it necessary to postpone all stated meetings in any month, the Worthy Grand Matron may grant an alternate meeting when the scheduled order of business may be conducted.

B. Special Meetings. Special meetings can be called for any purpose other than reception of petitions, balloting, or election of officers, and cannot be adjourned to another day. (see Part III, Article IX, Section 1.N)

1. No business shall be transacted at a special meeting except that specified in the notice.
2. All members must be duly notified.

Order of Business for Special Meetings:

- a. Opening of Chapter
- b. Flag Ceremony
- c. Reception of Guests
- d. Roll Call of Officers
- e. Business for which meeting was called  
(Delete reading of "e." when meeting is called for Grand Visitation.)
- f. Offering
- g. Good of the Order
- h. Closing of Chapter

C. No Chapter shall be convened on Sunday.

D. The Charter must be present at all meetings of the Chapter. The Holy Bible must also be present and open upon the Altar at all meetings of the Chapter.

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E. A Chapter may change its place of meeting temporarily by a majority vote of the members present and upon receipt of a dispensation from the Worthy Grand Matron requested at the time and by the same vote. The dispensation shall specify the period for which the change is requested.

- F. 1. A Chapter may vote to change its place of meeting permanently by a majority vote of the members providing the members of the Chapter shall have had written or printed notice in advance of the proposed action.
2. The change shall not be effective unless and until a dispensation has been granted by the Worthy Grand Matron, who shall base her decision upon the report of a special committee appointed by her to investigate the proposed location. All Chapters must meet within the State of Maryland.

Section 2. Voting.

A. Upon all questions coming before a Subordinate Chapter for decision, the vote is taken by one of the following methods:

1. By the use of the secret ballot box, the vote being with white balls and black cubes. This ballot is always used in voting on Petitions for Degrees, Affiliation, Dual Membership, Plural Membership, Reinstatement after Expulsion, and in Granting Waivers of Jurisdiction over Rejected Petitioners.
2. By the use of slips of paper upon one of which each member writes her or his vote and delivers to the tellers. This method is used in the election of officers when there are two or more candidates for an office, in voting for reinstatement after suspension for causes other than non-payment of dues, in voting upon charges and specifications at a trial, and in fixing a penalty.
3. A unanimous ballot for election may be cast when there is only one candidate for an office.
4. By show of hands or a standing vote. This is used in all other matters requiring the vote of the Chapter. This method shall be used for reinstatement after suspension for non-payment of dues

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B. Required Vote	Method of Voting
1. The vote must be unanimous for:	
Reinstatement after Expulsion	A.1
Life and Honorary Memberships	A.4
b. The vote must be fewer than three black cubes for:	
Applications for Degrees	A.1
Admission by Affiliation	A.1
Admission by Dual Membership	A.1
Admission by Plural Membership	A.1
Waiver of Jurisdiction over Rejected Petitioners	A.1
2. The vote must be a <b>two-thirds</b> vote for:	
Amending the By-Laws	A.4
Reinstatement after indefinite suspension	A.2
Penalty of an indefinite suspension for causes other than non-payment of dues	A.2
Inflicting penalty of expulsion	A.2
Sustaining charges and specifications	A.2
3. A <b>majority</b> vote shall decide:	
Election of Officers	A.2
Inflicting penalty of definite suspensions or reprimand	A.2
Reinstatement after suspension for non-payment of dues	A.4
Waiver of territorial jurisdiction	A.4
Request for dispensations from Worthy Grand Matron	A.4
All other questions which may come before the Chapter	A.4
4. A <b>majority</b> vote is more than half of the votes cast.	
5. Chapters <b>do not</b> vote to grant demits. The Worthy Matron grants demits (see Part III, Article IX, Section 1.K)	

C. Compulsory Vote. Unless excused by unanimous consent of all members attending the Chapter meetings, all members must vote in the following case:  
    To sustain charges and specifications, inflict penalties,  
    and to restore therefrom.

## ARTICLE XI

### MEMBERSHIP

#### Section 1. Qualifications.

- A. As set forth in the current Ritual.
- B. The widow of a Master Mason not already a member of the Order, married to a man not a Mason, is not eligible to receive the degrees of the Order.
- C. Every candidate applying for the degrees of our Order must be a resident of the State of Maryland for the six months immediately preceding the date of her or his petition for membership, or, if residing in another Grand Jurisdiction, must be eligible to receive a waiver of jurisdiction from that Grand Jurisdiction.

In order for the Grand Chapter of Maryland to be in compliance with the “1918 Soldiers & Sailors Civil Relief Act”, the exception to the afore mentioned six (6) month Maryland residency requirement shall be active duty members of our Armed Forces, whether deployed abroad or stationed in the United States, and their Masonically eligible spouse and female relatives. These petitioners must be eligible to receive a waiver of jurisdiction from the Grand Jurisdiction in which the military member and spouse maintain a “permanent home of record”.

- D. Affiliations do not require waivers of jurisdiction.

**Section 2. Dual Membership.** Dual Membership is recognized in a Subordinate Chapter within other Grand Jurisdictions under the immediate jurisdiction of the General Grand Chapter on a reciprocal basis under the following conditions:

- A. Dual Membership shall be permitted providing the Grand Jurisdiction in which the petitioner holds primary membership also permits Dual Membership.
- B. Dual Membership is permitted with the Grand Chapters of New York and New Jersey, the Supreme Grand Chapter of Scotland, and the United Grand Chapter of Australia, if they allow Dual Membership, and providing the Masonic affiliation is in order.
- C. Dual Membership is permitted in only two Chapters.
- D. Dual Members must pay dues in both Chapters and shall be entitled to all the rights and privileges of membership in both.
- E. Loss of membership by suspension for non-payment of dues in the primary chapter or expulsion in either chapter carries with it the loss of membership in the other.

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F. Dual members wishing to terminate membership in the secondary Chapter and desiring to retain membership in the primary Chapter must request a demit from the secondary Chapter.

**Section 3. Plural Membership.**

A. A member of a Maryland Chapter may affiliate with another Maryland Chapter, while retaining membership in the original Chapter, provided that such plural membership shall be restricted to two Chapters at any one time.

B. Plural members must pay dues in both chapters and shall be entitled to all the rights and privileges of membership in both, except for Election of Officers at Grand Chapter, where they will be entitled to the maximum of ONE vote.

C. Loss of membership by suspension for non-payment of dues in the primary Chapter, or expulsion in either chapter, carries with it the loss of membership in the other.

D. Plural members wishing to terminate membership in either Chapter and retain membership in the other Chapter, must request a Demit from the Chapter from which one wants to terminate membership.

E. A plural member in a particular situation, such as eligibility for appointment to a Grand Chapter position or election as a Grand Chapter officer, the member shall be considered as a member of the first chapter in which they served as Worthy Matron or Worthy Patron.

F. Plural membership in a Chapter is obtained by means of a Petition for Plural membership, which must be on current printed forms as furnished by the Grand Secretary of Maryland.

**Section 4. Petitions.** Membership in a Chapter is obtained by means of a Petition for Degrees, a Petition for Affiliation or Reinstatement, or a Petition for Dual or Plural Membership, which must be on current printed forms as furnished by the Grand Secretary of Maryland.

A. A Petition for Degrees must be fully completed and signed by the petitioner and two members of the Chapter petitioned, and presented in writing at a stated meeting of the Chapter.

B. If the petitioner is a Master Mason, he must show the name and location of the Lodge in which he was raised, and of which he is a current member, and be in possession of a current dues card. The Brother appointed on the petition shall verify the standing of the petitioner and certify the same to the Chapter.

C. A Petition for Affiliation must be presented in writing at a stated meeting of the Chapter, signed by the petitioner and two members of the Chapter, and must be accompanied by a valid demit or a Certificate of Good Standing.

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D. A Petition for Dual or Plural Membership must be accompanied by a Certificate of Good Standing and a current dues card must be shown.

E. No member of a dissolved Chapter who was in arrears to the Chapter at the time of its dissolution shall be admitted by affiliation until she or he has paid to the Grand Chapter arrearage due by the petitioner or has had the arrearage remitted by the Grand Chapter.

F. A Petition for Reinstatement must be presented in writing at a stated meeting of the Chapter, signed by the petitioner and two members of the Chapter, and must be accompanied by all arrearage to time of suspension (one year) plus the current year's dues.

G. The Masonic affiliation of a Petitioner for Affiliation, Dual, Plural membership or Reinstatement need not be reestablished except when the Petitioner is a brother.

H. No Petition for Degrees, Affiliation, Dual, or Plural Membership or reinstatement shall be received unless accompanied by the required fee.

I. A petition for Degrees, Affiliation, Dual or Plural Membership or Reinstatement can be received and acted upon only at a stated meeting of a Chapter. Immediately after the reading of the Petition for Degrees, Affiliation, Dual or Plural Membership, or Reinstatement, the Worthy Matron shall appoint an Investigating Committee of three members of the chapter, one of whom must be a brother. The petition shall lie over until the second stated meeting held after submission of the petition in chapters meeting twice a month, and 28 days in chapters meeting once a month. Before a BALLOT can taken on the petition, a report from the Grand Secretary giving the status of the Petitioner must have been read by the Secretary. The report of the Investigating Committee must be signed by a majority thereof, one of whom must be a brother, on the petition, if possible, or on the General Grand Chapter Committee Report Form. The report must be on the desk of the Secretary.

J. It shall be the duty of the entire committee to make a full investigation of the petitioner. If a man is petitioning it shall be the duty of the brother appointed on the Investigating Committee to verify his Masonic status, that he was raised and is in possession of a current dues card. When a woman is petitioning it is the duty of the brother to check the Masonic affiliation claimed. This duty shall not be delegated to the Secretary of the Chapter unless the Secretary is a Master Mason.

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K. A Petition for Degrees, Affiliation, Dual or Plural Membership must be acted upon by the Chapter by ballot, and a Petition for Reinstatement after suspension for non-payment of dues by a majority vote, within three months after its presentation, with the exception of July and August. A Petition may not be withdrawn after it has been received by the Chapter and an investigating committee has been appointed.

L. A Petition wrongfully received and referred must be returned by the Secretary as soon as the error is discovered.

**Section 5. Fees.** Fees for Degrees of the Order, affiliation, dual membership and reinstatement shall be left to the discretion of the Chapters.

**Section 6. Balloting: Method and Procedure.**

A. A ballot cannot be taken without a brother serving as Worthy Patron, except in cases of extreme emergency, the Most Worthy Grand Matron may grant permission in writing for a sister to act in the place of a brother. The ballot on Petitions for Degrees, Affiliation, Dual or Plural Membership must be secret and cannot be debated. It must be taken on every Petition for Degrees, Affiliation, Dual or Plural Membership immediately after the report of the Committee on Investigation whether the report is favorable or unfavorable. Once begun it must be completed and the result declared.

B. The ballot box shall contain not less than six black cubes and as many white balls as may be deemed necessary for the membership.

C. Before Balloting, the ballot box shall be presented to the Worthy Matron and Worthy Patron for inspection.

D. Where there are two or more petitions to be balloted upon, a collective ballot may be taken, provided there is no objection and the reports of the committees on the petitions are favorable and unanimous.

E. Petitions for Degrees, Affiliation, Dual, or Plural Membership shall not be balloted upon in one and the same collective ballot. Petitions for Affiliation, Dual or Plural Membership may be balloted upon in a collective ballot.

F. Seven members must vote to constitute a legal ballot whenever the ballot box is used.

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G. After the Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Warder, Organist, and any member physically unable to approach the Altar have had the ballot box presented to them for voting, the ballot box is placed on the Altar for the ballot of the other members.

H. After the ballot has been declared closed by the Worthy Matron, the ballot box is presented to the Associate Matron and Associate Patron. The Associate Matron reports the result, and the ballot box is then presented to the Worthy Matron and Worthy Patron. The Worthy Matron announces the result, and her decision is final.

I. If three or more black cubes appear in a collective ballot, the Worthy Matron shall order a separate ballot for each petitioner. The ballot shall proceed as if no collective ballot had been taken, and each petitioner shall be entitled to two separate ballots if necessary, and no more.

J. When a separate ballot is taken on a Petition for Degrees, Affiliation, Dual or Plural Membership and three or more black cubes appear, the Worthy Matron shall immediately order a re-ballot, and the result of the re-ballot is final. The Worthy Matron shall immediately destroy the ballot.

K. A legal ballot cannot be reconsidered.

L. A petitioner for Degrees, Affiliation, Dual, or Plural Membership or Reinstatement shall be notified by the Secretary in writing of the action of the Chapter on her or his petition, and if the petition is rejected the fee shall be returned.

M. No petitioner for Affiliation, Dual, or Plural Membership shall attend any part of the meeting at which the ballot on her or his petition is to be taken.

N. No person shall be permitted to enter or leave the Chapter room during the balloting except the Sentinel and the member appointed by the Worthy Matron to relieve him or her. Should any other person enter or leave the Chapter room during the balloting, the ballot must be declared void and a new ballot ordered.

O. Petitioner for Degrees having been rejected cannot petition again for Degrees in any Chapter in this Grand Jurisdiction until the expiration of two months from the time of rejection. The Secretary of the Chapter petitioned shall request a waiver of the Chapter holding jurisdiction over the rejected petitioner. In case of Out-of-State jurisdiction, the Worthy Grand Matron shall request the waiver. The ballot box shall be used in voting upon the waiver.

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P. Personal jurisdiction by a Subordinate Chapter over a rejected petitioner shall be effective for a period of one (1) year only. When a petitioner is no longer a resident of this Grand Jurisdiction there shall be no personal jurisdiction.

Q. A petitioner for Affiliation, Dual or Plural Membership, having been rejected, may at once apply to the same or any other Chapter in this Grand Jurisdiction for Affiliation, Dual or Plural Membership. No waiver is necessary.

R. If a petitioner for Degrees fails to appear within three months after notice of election, and the time has not been extended by a majority vote of the Chapter, the election of the petitioner shall be declared void by the Worthy Matron and the fee forfeited.

S. If a petitioner for Affiliation, Dual or Plural Membership fails to appear within three months after election to sign the By-Laws, election of the petitioner shall be declared void by the Worthy Matron, the fee shall be forfeited, and the demit returned unless the time is extended.

**Section 7. Objection to Initiation.**

An objection may be made in writing by any member of the Chapter to the conferring of Degrees upon a candidate who has been elected. An objection cannot be entertained by the Worthy Matron unless the grounds for the objection are of a very serious nature, affecting the moral character of the petitioner, and can be proven. Otherwise the matter shall be given no further consideration. An objection, which must state the reasons, shall debar the conferring of Degrees upon an elected candidate unless the objection is withdrawn within three months after election. An objection to initiation which has not been withdrawn has the same effect as a black cube. An objection to an elected candidate shall be made to the Worthy Matron in writing. When an objection to the initiation of an elected candidate is made, the Worthy Matron shall announce it to the Chapter but shall withhold the name of the objector and the reason.

**Section 8. Conferring Degrees of the Order.**

- A. The Degrees of the Order may be conferred at a Special Meeting.
- B. No Chapter shall confer the Degrees of the Order upon any person without giving the lectures pertaining to the Degrees in open Chapter.
- C. No petitioner may be balloted on and initiated at the same meeting.
- D. Immediately after the completion of the Degree work the Conductress shall instruct the newly initiated member or members in the proper manner of balloting, how to enter or retire when a Chapter is in session, explain the reverent attitude, why hats and gloves are not worn in Chapter, and why the East is not crossed while the Bible is open.
- E. A Chapter may by a vote request another Chapter of this Grand Jurisdiction to confer the Degrees of the Order upon a candidate who has been duly accepted. Such a request must be in writing and under the seal of the Chapter making the request. A Chapter may refer such request to a Chapter of another Grand Jurisdiction (except New Jersey and New York) through the Worthy Grand Matron of this Grand Jurisdiction.

**Section 9. Certificates of Good Standing and Demits.**

- A. In instances where a Maryland member is desirous of transferring to another Chapter, upon written request, a Certificate of Good Standing shall be given the member by the Secretary of her or his Chapter for attachment to the application for affiliation. It shall be valid so long as the member's current dues are paid. After the member has been elected to membership, the receiving Chapter shall complete the lower half of the certificate and forward it to the Chapter of his or her membership along with the member's written request for a demit, which demit is then granted by the Worthy Matron at a stated meeting.
- B. A Certificate of Good Standing must be requested by the petitioner and received from the primary chapter before petitioning for Dual or Plural Membership.
- C. Members of a Chapter, other than the first four elective officers, have a right to demit from membership therein. The request for a demit shall be made by the member in writing, and when requested must be granted, providing all dues are paid and no charges are pending in the Chapter. No vote of the Chapter is required. The Worthy Matron, if no charges are pending and the applicant is clear on the books of the Chapter, orders the demit issued.

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D. Demits shall be in the form of a card, and shall state: "Visitation to any and all Chapters under the jurisdiction of the Grand Chapter of Maryland, Order of the Eastern Star, by invitation of the Worthy Matron or Worthy Patron, will be valid for one year," and shall show the expiration date for visiting privileges.

E. A Chapter cannot issue a demit to an undesirable member to prevent the filing of charges.

F. A demit once ordered to be granted cannot be reconsidered. A member is then a non-affiliate, and can only regain membership by petition in the regular way.

G. A demit is valid for affiliation in a Chapter regardless of its date and, when lost, a duplicate shall be issued if requested.

H. A demit shall be dated, and membership in that Chapter shall cease when the demit is granted.

I. A demit cannot be requested to take effect at some future date.

J. Demitted members of the Order may apply and be received into membership in any Chapter whether or not they reside in the immediate vicinity.

K. Any member of the Order holding a demit will be considered in good standing although unaffiliated and will be entitled to visit a Chapter under the jurisdiction of the State of Maryland only upon invitation of the Worthy Matron or the Worthy Patron of a Chapter, and then only during the period of one year from the date of the demit. The Worthy Matron or Worthy Patron of a Subordinate Chapter shall not invite a petitioner for Affiliation to attend the stated meeting the night of balloting upon the petition for Affiliation.

L. Chapter membership can be forfeited only by demit, suspension, or expulsion, excepting that suspension or expulsion of a brother from a Masonic Lodge for any cause deprives him of all the rights of membership in this Order, until reinstated by the Masonic body. A Mason demitting from his Lodge and remaining unaffiliated for more than six months becomes automatically non-affiliated in the Order of the Eastern Star until he shall again become an active member in some regular Masonic Lodge. (see Penal Code, Automatic Suspension, Sections 1-3, and Automatic Restoration, Section 1)

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**Section 10. Visitors.**

A. It is the privilege of all affiliated members of the Order in good standing to visit all regular Chapters, subject to the right of a Chapter or any member thereof to object to the Worthy Matron or Worthy Patron to their admission.

B. No visitors shall be admitted to any Chapter in this Grand Jurisdiction unless examined or properly vouched for as members in good standing. Previous to examination, visitors must be required to take the test oath as prescribed in the Ritual.

C. Every Maryland visitor, in order to prove good standing membership, must present a current General Grand Chapter receipt for dues or a valid demit to the Conductress, Associate Conductress or Sentinel, and pass the examination prescribed by the Ritual, unless vouched for by a member who has sat with her or him in open chapter within one year.

D. When a demit is presented, the invitation of the Worthy Matron or Worthy Patron must be verified.

E. Visitors from the Grand Jurisdictions of New Jersey and New York cannot be admitted unless their Masonic affiliations are those prescribed by the General Grand Chapter.

**Section 11. Dues.**

A. Every Chapter shall designate by its By-Laws the amount of dues to be paid by each member. Dues shall be payable on or before March 1 and in arrears after the last day of February of each year. A request for a demit in March shall be honored without payment of the current year's dues. The Chapter may remit in whole or in part the dues of any of its members for good and sufficient reasons. No dues shall be chargeable against any members while under sentence of suspension or expulsion.

B. A member shall pay dues from the date of initiation, affiliation, dual or plural membership or reinstatement. Dues, with the exception of Grand Chapter per capita, may be prorated.

**Section 12. Suspension for Non-payment of Dues.**

A. A member of a Chapter shall be suspended for non-payment of dues if she or he is in arrears for one year under the following procedure.

B. At the first meeting in March the Secretary of the Chapter shall report the names of all members who are delinquent. Immediately thereafter the Secretary shall mail a sixty-day Notice of Pending suspension to the delinquents. This notice shall also inform the member that if the one year arrearage, plus the current year's dues, are paid within six months after suspension, she or he shall automatically be reinstated. Notice sent to the last known address of the delinquents shall be deemed official.

C. If a delinquent fails to pay arrearage on or before the date set for suspension, the Worthy Matron shall announce at this particular meeting the name of such delinquent as suspended for non-payment of dues, and the Grand Secretary shall be so notified by the Secretary of the Chapter. Nothing in this section shall be construed in any way as affecting the right of a Chapter to remit the arrearage in part or in full of any member.

**Section 13. Reinstatement.**

A. If a member pays all arrearage (one year arrearage plus the current years dues) within six months after suspension she or he shall automatically be reinstated. If payment is not made within six months and the delinquent desires to be reinstated, she or he must file a Petition for Reinstatement accompanied by all arrearage (one year dues plus the current year's dues). This petition shall be similar to and go through the same procedure as a Petition for Affiliation, except that majority vote by show of hands is required. (see Part III, Article X, Section 2.A.3)

B. Where a member has been suspended for the non-payment of dues and applies for reinstatement to the Chapter and is rejected, a letter shall be sent to the petitioner stating that all dues have been paid to the time of suspension, and the current year's dues shall be refunded. This letter cannot be construed as a demit. The petitioner may again apply for reinstatement after the expiration of six months.

## ARTICLE XII

### FORMATION OF NEW CHAPTERS

#### Section 1. Petitioning for New Chapter.

A. During the recess of the Grand Chapter the Worthy Grand Patron, with the approval of the Charters and Dispensations Committee, and after proper investigation of the need, location, and proposed membership, may grant Dispensations for the formation of new Chapters, upon the Petition of not less than eighteen (18) nor more than thirty(30) applications, at least sixteen (16) of whom shall be eligible ladies and at least two (2) of whom shall be Master Masons, affiliated and in good standing in their Masonic Lodges.

B. The Petition shall contain the names of those desired for officers, and shall be guaranteed by a certificate from one Chartered Chapter in this Grand Jurisdiction vouching for the moral character of the petitioners and their Masonic affiliation and Masonic relationship after due investigation, and recommending the granting of their request. Not more than seven (7) petitioners shall be members of the same Chapter.

#### Section 2. Vouching Chapter.

A. The Vouching Chapter for the new Chapter must appoint a Committee on Investigation for each person signing the Petition for a new Chapter. This committee shall consist of two sisters and one brother. The same committee may investigate not more than five applicants on the Petition.

B. It is the duty of Investigating Committee to make the same investigation on each signer of the Petition as is prescribed in Part III, Article XI, Sections 4.I,J and Article XII, Section 1.B, relating to the duty of the Investigating Committee on Petitions for Degrees and Affiliations. Where a signer of the Petition is already a member of a Chartered Chapter, only her or his good standing in the Chartered Chapter need be investigated. Neither a demit nor a Certificate of Good Standing is required. Where a signer of the Petition is a demitted sister of a Chartered Chapter, her Masonic affiliation need not be investigated.

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C. The Investigating Committee shall be appointed by the Worthy Matron of the Vouching Chapter at the time the Petition is read. This committee must report at the second stated meeting thereafter unless an extension of time is requested, in which event the committee or committees so requesting additional time shall be given not more than two additional stated meetings when they must file their report.

D. Immediately after the report on all signers of the Petition for Dispensation is made, the Vouching Chapter shall proceed to ballot upon all petitions.

E. The voting shall be by ballot box and the same procedure and details followed on voting on Petitions for Degrees and Affiliation.

F. Should any objection be made in writing to the Worthy Grand Patron to any signer of the Petition for Dispensation, prior to the Institution of the new Chapter, the Worthy Grand Patron shall have the power to strike the name objected to from the Petition, and his action shall be final and conclusive.

G. After the action of the Vouching Chapter on the eligibility of the signers of the Petition is completed, the Secretary of the Vouching Chapter, after approval by the Worthy Grand Patron of the action of the Vouching Chapter, shall notify each of the signers of the Petition as to her or his right to take part in the Institution and become a member of the new Chapter under Dispensation.

**Section 3. Institution.**

A. At the direction of the Worthy Grand Patron, and after notification of the results of the ballot, the Grand Secretary notifies each of the elected signers of the Petition to assemble at a designated time and place for Institution, of which all the Chartered Chapters in this Grand Jurisdiction, as well as Past Grand Matrons, Past Grand Patrons, and Grand Officers shall have notice.

B. The Worthy Grand Patron, with the assistance of the Grand Officers, shall institute the Chapter in accordance with the procedure and form authorized in this Grand Jurisdiction. (See Book of Ceremonies of the Grand Chapter of Maryland.)

**Section 4. Procedural Guide for Worthy Grand Patron Governing Institution of New Chapters.**

A. Petitions for Degrees and Affiliation for the formation of new Chapters shall be addressed to the Worthy Grand Patron.

B. Preliminary Meetings.

1. Where interest has been evidenced in the organization of a new Chapter, the Worthy Grand Patron shall meet with interested persons to determine the following:
  - a. Need for a Chapter
  - b. Interest in the organization of a Chapter
  - c. Suitable place of meeting
  - d. Potential for growth
  - e. Effect upon Chapters already in existence
2. If the Worthy Grand Patron finds ample justification for a new Chapter, he shall, after consultation with the Charters and Dispensations Committee, call a meeting of all persons interested in organizing a new Chapter. He shall invite to this meeting the Worthy Grand Matron, the Charters and Dispensations Committee, and such person as are necessary to carry out the purposes listed below. The purpose of this meeting is to acquaint the prospective members of the new Chapter with the purposes and general practices of the Order of the Eastern Star and the meaning of membership therein, without divulging any of the secrets of the Order.
3. The agenda of this meeting, at which the Worthy Grand Patron shall preside, shall include the following:
  - a. Opening Prayer
  - b. Purpose of meeting
  - c. Appointment of some person to keep minutes of meeting
  - d. Outline of purposes and practices of the Order of the Eastern Star
  - e. Taking of names and addresses of persons desiring to become members of the new Chapter
  - f. General discussion and question and answer period, etc.
4. If the Chapter is instituted, these minutes, and those of any subsequent meeting, shall be turned over to the Secretary of the new Chapter. If the Chapter is not instituted, the minutes shall be turned over to the Grand Secretary. Subsequent meetings may be held at the discretion of the Worthy Grand Patron.

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5. The facts relative to the proposed new Chapter shall be furnished to the Charters and Dispensations Committee. When they have approved in writing the formation of the proposed new Chapter, the Worthy Grand Patron shall call a meeting of the prospective members of the proposed Chapter for the purpose of completing the details necessary for Institution. The following facts must be determined:
  - a. Name of proposed Chapter
  - b. Time and place of stated meetings
  - c. Fee for Degrees
  - d. Fee for Affiliation
  - e. Annual dues
  - f. Completion of Petitions for Degrees and/or Affiliation and signing of Petition for Dispensation
  - g. Other miscellaneous items

C. The Worthy Grand Patron shall select the Chapter to be the Vouching Chapter. If there are more than thirty (30) persons desiring to become members of the proposed Chapter (Part III, Article XII), preference shall be given to non-members of the Order, provided, however, that the Worthy Grand Patron shall reserve the right to designate such persons as he may deem necessary to secure adequate Officers for the proposed Chapter.

D. Selection of Officers.

1. The Worthy Grand Patron shall select those to serve as Officers of the U.D. Chapter. It is not required that any Officer be a Past Matron or Past Patron.
2. After the Worthy Grand Patron has been notified by the Vouching Chapter of favorable action on the Petition for Dispensation, he shall meet with the prospective Officers of the new Chapter and insofar as he can, without divulging the Secret Work of the Order, shall inform them of the nature of their duties and responsibilities as Officers. Any person not desiring to serve as an Officer shall be replaced by someone in the group favorable to the Worthy Grand Patron.

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- E. On Petitions for Degrees and/or Affiliation the following information is necessary:
1. The Petition shall be addressed to the proposed Chapter as follows:  
"(Name) Chapter, U.D."
  2. Instead of signers of the Petition, there shall be inserted in that space the entry: "Charter Member."
  3. Petitions for Affiliation from demitted members shall have a demit attached to the Petition.
  4. Petitions for Affiliation from members having membership in this or other Grand Jurisdictions shall have attached to them a letter from the Secretary of their respective Chapters stating that the Petitioner is in good standing in that Chapter.
  5. All petitions shall be accompanied by the appropriate fee. Checks given in payment of the fees shall be made to the Secretary of the proposed Chapter as follows: "(Secretary's Name) (Name) Chapter, U.D."
    - a. These checks will not be deposited or cashed until the Chapter is Instituted.
    - b. The Worthy Grand Patron shall be responsible for the checks and money received as fees until the night of Institution, at which time he shall deliver them to the Secretary of the U.D. Chapter, taking her or his receipt therefor.
  6. The Petitions for Degrees and/or Affiliation shall be forwarded to the Secretary of the Vouching Chapter for appropriate action as indicated in Part III, Article XII, Section 2.

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F. Miscellaneous

1. The Petitions for Degrees and/or Affiliation shall be given to the Secretary of the U.D. Chapter on the night of its Institution, to become a part of the permanent records of the Chapter.
2. The Worthy Grand Patron shall select the time and place of Institution, and general notice shall be given as provided for in Part III, Article XII, Section 3.A.0.
3. Under the provisions of Part II, By-Laws, Article I, Section 2.C, the Worthy Grand Patron may appoint any member of this Grand Chapter to assist him. His personal representative to instruct in the Ritual of the Order must be a certified Deputy Grand Lecturer, and must be under the supervision of the Grand Lecturer.
  - a. A letter of appointment shall be given to the Deputy Grand Lecturer appointed as personal representative, and the Secretary of the U.D. Chapter shall be notified.
  - b. The expenses of the personal representative in serving the U.D. Chapter shall, upon approval of the Worthy Grand Patron and the Grand Lecturer, be paid by the Grand Chapter.
4. After the Institution of the U.D. Chapter, the Chapter remains the personal responsibility of the Worthy Grand Patron, who has authority to perform all the necessary administrative duties for its welfare in keeping with the Constitution of the Grand Chapter. Such duties shall include:
  - a. Advising on By-Laws
  - b. Setting up Chapter procedures
  - c. Granting Dispensation to a U.D. Chapter, if requested by vote of the U.D. Chapter
  - d. Inspecting and auditing books
  - e. Settling any disputes or questions which may arise
  - f. Supervising the election of Officers prior to Constitution
5. It is understood and agreed by this Grand Chapter that any and all members of any Chapter who petition and are elected to become members of a newly instituted Chapter retain membership in their own Chapter until after a Charter has been granted and the Chapter has been Chartered by the Worthy Grand Matron. At this time demits are requested in writing by the members.
6. It is also understood and agreed that while the above instructions are being followed, the same members shall have no vote, nor shall they participate in any activity, nor hold any office or committee assignment in their original Chapter.

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**Section 5. Operation While Under Dispensation.**

A. A Chapter working under a Dispensation must have a Code of By-Laws conforming to the Constitution and By-Laws of this Grand Chapter and approved by the By-Laws Committee of this Grand Chapter before requesting a Charter.

B. When a Chapter under Dispensation has been operating for a period of not less than six months, which may include meetings held in July and August, a request shall be in order for the granting of a Charter. This request shall be referred to the Charters and Dispensations Committee for consideration and the granting or denying of the Charter.

C. Any member of this Grand Jurisdiction becoming a member of a Chapter under Dispensation shall retain membership in her or his Chapter, but shall relinquish all rights and privileges until the U.D. Chapter is chartered. Past Matrons and Patrons becoming members of a U.D. Chapter shall retain their vote in the Grand Chapter.

D. If the Charter is not granted, the Chapter shall continue to operate until such time as the Charters and Dispensations Committee is favorable to considering further request, or until the next Annual Session of the Grand Chapter. The Committee will submit its recommendation, and the Grand Chapter shall grant or deny the Charter.

**Section 6. Granting of Charters.**

A. Only those present and obligated at the time the Chapter is organized are Charter Members.

B. When the Charter is granted, a time and place shall be designated by the Worthy Grand Matron for the Constitution of the Chapter, of which notice shall be given to all Chartered Chapters in this Grand Jurisdiction, Past Grand Matrons, Past Grand Patrons, and Grand Officers. (See Book of Ceremonies for constituting a Chapter.)

C. Upon receipt of the Charter by the U.D. Chapter, the Secretary of the newly Chartered Chapter shall notify the Secretaries of the home Chapters of the affiliated members. Each affiliated member must then request a demit in writing.

## ARTICLE XIII

### CONSOLIDATION OF CHAPTERS

#### Section 1.

- A. Two or more Chapters may by mutual consent be combined.
- B. Chapters shall be designated Petitioning Chapter and Receiving Chapter.

#### Section 2. Procedure for Petitioning Chapter.

- A. The proposition for Consolidation shall be presented by a written resolution at a Stated Meeting to consider Consolidation with another Chapter (Receiving Chapter to be named) and signed by at least 15 members. The Secretary shall then, under the Seal of the Chapter, notify each member and the Worthy Grand Matron in writing of the proposed action to be taken at a Stated Meeting (give date of meeting).
- B. The Worthy Grand Matron, Worthy Grand Patron and/or representative of the Jurisprudence Committee shall attend this meeting in an advisory capacity.
- C. At this meeting the question presented by the Presiding Officer shall be as follows: "Shall this Chapter seek Consolidation with (Chapter Name and Number)?"
- D. The vote shall be taken by written ballot; those in favor vote YES: those against vote NO. If two-thirds of the members present vote to seek consolidation, the vote of the Chapter shall be recorded in favor of the consolidation. At this time the moneys of the Chapter, with the exception of current expenses, are frozen.
- E. The Worthy Matron shall appoint a committee to meet with the Receiving Chapter and the Secretary shall notify the Chapter to be petitioned of the action taken and request Consolidation.
- F. The Committee from the Petitioning Chapter shall present to the Committee from the Receiving Chapter such records as are needed.

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G. When informed by the Worthy Grand Matron that the Consolidation has been approved, and a date set, it shall be the duty of the Worthy Matron to forward to the Grand Secretary, copies of the Secret Work and the Constitution, with a letter of explanation.

H. The Worthy Matron shall transmit to the Secretary of the Receiving Chapter all books, papers, records, jewels, money, paraphernalia and all other property at this time.

**Section 3. Procedure for Receiving Chapter.**

A. Upon receipt of the letter from the Petitioning Chapter requesting Consolidation, it shall be read at the next Stated Meeting and the Worthy Matron shall appoint a Committee to meet with the Committee from the Petitioning Chapter to formulate plans for a proposed Consolidation.

B. The Committees of both Chapters shall record the proceedings of the joint Committee meeting and shall present identical reports of this meeting at their next Stated Meeting setting forth reasons for consolidation, number of membership, and assets of the Petitioning Chapter.

C. The Worthy Matron of the Receiving Chapter shall order the Secretary to notify each member in writing of the proposed Consolidation, advising when a vote will be taken.

D. At this meeting the proposal shall be presented by the Presiding Officer as follows: "Shall the Chapters be Consolidated?" (Chapters to be named)

E. The vote shall be taken by written ballot; those in favor vote YES: those opposed vote NO. If two-thirds of the members present vote YES, the vote of the Chapter shall be recorded in favor of Consolidation.

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**Section 4. Authorization.**

The Worthy Grand Matron shall write a letter providing for the Consolidation of the chapters, a copy of which shall be sent to the Secretary of each Chapter, and be entered on the records of each chapter so affected.

**Section 5. Conditions of Consolidation.**

A. Consolidation of Chapters must take effect prior to March 1.

B. Receiving Chapter shall retain its Name, Number, and Charter.

C. Receiving Chapter shall add to its membership roll the names of the members of the Petitioning Chapter, recording the date of consolidation. The members of the Petitioning Chapter do not sign the By-Laws of the Receiving Chapter

D. Life Memberships of Petitioning Chapter must conform to the By-Laws of the Receiving Chapter.

E. Officers of Receiving Chapter shall serve until the next Annual election.

F. All Past Matrons and Past Patrons of the Petitioning Chapter shall automatically become Past Matrons and Past Patrons of the Receiving Chapter.

G. It shall not be necessary for the Secretary of the Receiving Chapter to issue new dues cards to the members of the Petitioning Chapter.

## ARTICLE XIV

### CHARTERS

#### Section 1. Dissolution of Chapters.

A. Any Chapter within this Grand Jurisdiction may voluntarily surrender its Charter. A resolution must be presented in writing at a stated meeting of the Chapter, signed by fifteen (15) members of the Chapter and lie over until the next stated meeting. Members shall be notified to attend for the purpose of voting only upon the Resolution. The Secretary shall then notify each member and the Worthy Grand Matron in writing, under the Seal of the Chapter, of the proposed action to be taken at a stated meeting (give date of meeting).

The Worthy Grand Matron, Worthy Grand Patron and/or a representative of the Jurisprudence Committee shall be present at this meeting.

The question submitted shall be "Shall the Charter of this Chapter be surrendered?" The vote shall be by written ballots, with the words "Yes" or "No". If there are seven (7) or more negative ballots, the Charter shall not be surrendered.

B. Where no meeting of the Chapter has been held for sometime and the proposition to surrender the Charter is made in writing to the Worthy Matron, action shall not be taken until the time for the second stated meeting thereafter.

C. If a quorum fails to appear after members have been notified, the vote of those present shall be taken and recorded by the Secretary or acting Secretary. The vote shall be duly certified and, with proof of notice of the intended action, submitted to the Grand Chapter. At the next Annual Session the Grand Chapter may declare the Charter surrendered and grant demits to the members entitled to them.

D. Whenever a Chapter shall voluntarily surrender its Charter, it shall be the duty of the Worthy Matron to appoint a committee of three members to audit the books of the Chapter. It shall be the duty of the Worthy Matron, the Secretary, and the Treasurer to give to the Grand Secretary the charter, all minute books and membership records, papers, financial records, officers' official badges, money and chapter paraphernalia and property within fifteen (15) days. The Grand Secretary, having received all of the above mentioned items, and not before, shall issue demits to the members in good standing under the Seal of the Grand Chapter whose names remain and appear on the books of the Chapter.

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E. When a Chapter surrenders its Charter, Life Membership Certificates shall be issued by the Grand Chapter to members of the chapter who are in nursing homes or those who, because of illness, are unable to affiliate with another chapter, entitling them to all privileges of the Order.

F. Courtesy funeral services, if requested by the family, shall be arranged by the Worthy Grand Matron for any member holding a demit as a result of the dissolution of a Chapter. Floral arrangements and obituary notices are not included.

**Section 2. Revocation of Charters.**

A. The Grand Chapter may revoke the Charter of a Subordinate Chapter for disobedience of laws, rules, or orders, for insubordination, or whenever in its judgment the conditions of the Chapter are such that its continued existence is detrimental to the honor, usefulness, or good name of the Order, or whenever its depreciated condition as to numbers, finance, or interest in the work shall render such action proper.

B. For any of the reasons stated in the preceding paragraph, the Worthy Grand Matron may during the recess of the Grand Chapter arrest the Charter of any Subordinate Chapter. She must report such action to the Grand Chapter at its next Annual Session, stating her reasons therefore. At such time, the Chapter whose Charter has been arrested may be heard in its own behalf.

C. The arrest of the Charter of the Chapter shall have the effect of suspending the functions of the Chapter until the final action of the Grand Chapter. The Grand Chapter may, on final hearing, restore the Charter if satisfied that the discipline of the Chapter is sufficient.

D. In the case of the revocation of the Charter of a Chapter, the standing of each member therein at the date of the revocation shall be that of a non-affiliate member in good standing, provided that such member is clear on the books and has no charges pending against her or him. Upon the return of the books and records of the Chapter to the Grand Secretary, each of the members in good standing shall be entitled to receive a demit, without request, from the Grand Secretary, under the seal of the Grand Chapter. No member in arrears shall receive the demit until she or he shall pay to the Grand Secretary all arrearages. If any member in arrears shall fail to apply for the demit within one year after the demise of the Chapter, she or he shall pay to the Grand Secretary the amount of the per capita tax in addition to the sum owing for dues before the demit shall be granted.

PART III – RULES AND REGULATIONS  
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E. Whenever a Charter has been revoked by the Grand Chapter, it shall be the duty of the Worthy Matron of the Chapter to forward at once to the Grand Secretary all the books, papers, records, jewels, charts, money. Chapter paraphernalia, and property to be held until the action of the Grand Chapter at its next Annual Session. In case the Charter shall be restored, all property shall be returned to the Chapter.

F. The Grand Chapter shall not become responsible for the debts of any Subordinate Chapter, but in any case where the Chapter becomes extinct by revocation of its Charter, the assets available shall be used for the payment of its just debts. For that purpose, they may, if necessary, be liquidated.

**Section 3. Restoration of Charters.**

A Chapter whose Charter has been surrendered or arrested may be reorganized upon petition of not less than seven (7) members including a Master Mason who were in good standing at the time the Chapter became defunct, provided all arrearages to the Grand Chapter are fully paid. The Petition shall be presented to the Grand Chapter and referred to the Charters and Dispensations Committee, and if approved by it and so reported to the Worthy Grand Matron, she shall cause the original Charter to be restored and invest the Chapter with all its powers.

**Section 4. Charter Lost.**

Whenever the Charter of a Chapter in good standing is lost or destroyed, another shall be issued by the Grand Secretary upon the order of the Worthy Grand Matron. The Worthy Grand Matron shall report that fact at the next Annual Session of the Grand Chapter. The fee for a duplicate Charter shall be the amount necessary for a replacement. If the loss occurred through no fault or negligence of the Chapter, or any officer thereof, the Worthy Grand Matron may remit the fee.

PART III – RULES AND REGULATIONS  
GOVERNING SUBORDINATE CHAPTERS

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# PART IV

## MISCELLANEOUS RULES AND REGULATIONS GOVERNING GRAND CHAPTER AND SUBORDINATE CHAPTERS

**Section 1.** The solicitation of funds from Chapters without the sanction of the Worthy Grand Matron or the Grand Chapter is prohibited.

**Section 2.** No Chapter within the jurisdiction of this Grand Chapter shall have, give, or sell any alcoholic beverages at any picnic, ball, dance, or any entertainment under the name of the Order of the Eastern Star.

**Section 3.** The use of lighted candles is prohibited in both the Chapter room and the refreshment halls because of the great danger of fire.

**Section 4.** The use of the words “Order of the Eastern Star” or any term or symbol of the Order is hereby prohibited by this Grand Chapter if it in any way commercializes or lowers the dignity of the Order. Any person or organization violating this provision shall be subject to reprimand or such other penalty as this Grand Chapter may consider warranted.

**Section 5.** No officer or member of any Chapter shall furnish a list of the names or the members of any Chapter to anyone for the purpose of having the membership circularized or solicited for any purpose except for Trip Brochures for the Worthy Grand Matron's Charities, and then only when the agency shall sign an affidavit stating that these names will not be released for any other purposes. For any violation of this law, the Worthy Grand Matron shall suspend the offender from the Order.

**Section 6.** All questions arising in this Grand Chapter or any of its Subordinate Chapters which are not provided for in the Constitution and By-Laws shall be considered and disposed of by the Worthy Grand Matron, Worthy Grand Patron, and Jurisprudence Committee.

PART IV – MISCELLANEOUS RULES AND REGULATIONS  
GOVERNING GRAND CHAPTER AND SUBORDINATE CHAPTERS

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**PENAL CODE**  
OF THE  
**Grand Chapter**  
**of Maryland**  
**ORDER OF THE EASTERN STAR**



**REVISED AND ADOPTED**  
**AT ITS 110<sup>th</sup>, ANNUAL SESSION**  
**AT OCEAN CITY, MARYLAND,**  
**Wednesday, 30<sup>th</sup> APRIL 2008**

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## PENAL CODE

### DISCIPLINE AND PENALTIES

**Section 1. Offenses.** The precepts of the Holy Scripture should guide and govern the conduct of members of this Order, and a breach of good morals, or a violation of the laws of the State or of the United States is an offense against the principles of the Order and should be dealt with promptly.

A. Violation of the Obligation by officers and members of a Chapter.

B. Disclosure of the secret work of the Order.

C. Willfully maligning or slandering members of the Order.

D. Disobeying the orders of the presiding officer, contempt for lawful authority, or in any manner disturbing the peace and harmony of the Chapter.

E. Implication in the unlawful conduct of a Chapter.

F. Participating in the work of a Chapter or attending its meetings, after the Charter or Dispensation has been suspended or forfeited, is a serious offense against the Constitution and Laws of the Order.

G. To refuse to deliver to the Worthy Grand Matron or her deputy the property of a Chapter whose Charter or Dispensation has been surrendered or revoked, or to make other disposition of it.

H. To disclose the nature of a ballot case for or against a petitioner for initiation or membership, make any inquiry whatsoever as to how another may have voted, or discuss the result of any ballot in such a manner as to indicate that any member may have voted adversely, is a flagrant violation of the Landmarks of the Order as well as the laws of the Grand Chapter.

I. The use of unauthorized ceremonies. Rituals, or other books purporting to disclose the secret work of the Order, is a violation of the pledge of allegiance to the General Grand Chapter.

J. Failure or refusal to obey a duly served summons, unless lawful excuse is rendered, is an offense.

K. To refuse to submit to the penalty of reprimand subjects the offender to additional charges and trial and upon conviction to suspension or expulsion.

All of the foregoing constitute serious violations of the obligations and duties assumed by members of the Order, and the offender is subject to regular processes of charges and trial in this Grand Jurisdiction.

Suspension or expulsion for any cause by a Masonic Lodge suspends or expels a Brother from the Order of the Eastern Star.

## **Section 2. Chapter Jurisdiction.**

A. Every Chapter holds the right of discipline over its own members, except the Worthy Matron, Worthy Patron, Worthy Grand Matron and Worthy Grand Patron (if members thereof) regardless of their place of residence.

B. A Worthy Matron or Worthy Patron may be disciplined by a Chapter after the expiration of her or his official term for any improper conduct during the term of office. She or he may be suspended for cause by the Worthy Grand Matron or the Grand Chapter. All complaints for any misconduct shall be made to the Secretary in writing during the official term of the offender, otherwise she or he shall not be disciplined therefore.

C. A Chapter shall not entertain charges against a member for the purpose of adjusting mere legal rights pecuniary or otherwise, unless such charges specify:

1. Fraud on the part of the alleged offender,
2. Involve moral turpitude,
3. An offense committed before she or he petitioned for the Degrees which she or he purposely withheld from the Chapter or Committee on Investigation matters that would have resulted in her or his rejection, if known at the time of her or his election, or at the time, or previous to the time of receiving the Degrees,
4. That she or he has received the Degrees through fraud or misrepresentation for which offense she or he may be subject to Chapter discipline;
5. Any offense committed more than five (5) years before the charges shall be presented, unless the offense has been concealed.

## OFFENSES AND PENALTIES

**Section 1. Offenses.** The precepts of the Holy Scripture should guide and govern the conduct of all members and Chapters of this Order, and a breach of good morals, or a violation of the laws of the State or of the United States is an offense against the principles of the Order and should be dealt with promptly.

A. Violation of the Obligation.

B. Disclosure of the secret work of the Order.

C. Willfully maligning or slandering members of the Order.

D. Disobeying the orders of the presiding officer, contempt for lawful authority, or in any manner disturbing the peace and harmony of the Chapter or Grand Chapter. Violation is subject to immediate discipline by the presiding officer, including but not limited to ejection from the meeting.

E. Willfully participating in the unlawful conduct of a Chapter.

F. Participating in the work of a Chapter or attending its meetings, after the Charter or Dispensation has been suspended or forfeited, is a serious offense against the Constitution and Laws of the Order.

G. To refuse to deliver to the Worthy Grand Matron or her deputy the property of a Chapter whose Charter or Dispensation has been surrendered or revoked, or to make other disposition of it.

H. To disclose the nature of a ballot cast for or against a petitioner for initiation or membership, make any inquiry whatsoever as to how another may have voted, or discuss the result of any ballot in such a manner as to indicate that any member may have voted adversely, is a flagrant violation of the Landmarks of the Order as well as the laws of the Grand Chapter.

I. The use of unauthorized ceremonies, Rituals, or other books purporting to disclose the secret work of the Order, is a violation of the authority of the General Grand Chapter and the Preamble of the Constitution of the Grand Chapter of Maryland.

J. Failure or refusal to obey a duly served summons, unless lawful excuse is rendered, is an offense.

K. To refuse to submit to the penalty of reprimand subjects the offender to additional charges and trial and upon conviction to suspension or expulsion.

All of the forgoing constitutes serious violations of the obligations and duties assumed by members of the Order and the offender is subject to regular processes of charges and trial in this Grand Jurisdiction.

Suspension or expulsion for any cause by a Masonic Lodge suspends or expels a Brother from the Order of the Eastern Star.

The Worthy Grand Matron shall suspend or expel any member of the Order of the Eastern Star under the Jurisdiction of the Grand Chapter of Maryland, as hereinafter provided upon his or her conviction of a felony by any court of competent jurisdiction of this or any other State of the United States or by a Court of the United States.

Suspension shall be effective on the date of sentence and continue until said conviction shall become final, at which time the subject Eastern Star members shall be expelled, said expulsion to be effective as of the date of sentence without further action of the Chapter.

Should such conviction be reversed or set aside by the judgment of any court, the suspension shall continue until the final disposition of the case, unless the charges shall be dismissed in which event the subject Eastern Star member shall be restored to good standing without further action of the Chapter.

In any case in which probation or deferred -adjudication is not an issue, should such conviction be reversed or set aside by the judgment of any court, the suspension shall continue until the final disposition of the case, unless the charges shall be dismissed in which event the subject Eastern Star Member shall be restored to good standing without further action of the Chapter.

**Section 2. Penalties.** The only penalties recognized are:

A. Reprimand. The infliction of a reprimand in writing is the mildest penalty that can be adjudged, and in itself does not impair the standing or Chapter membership of the accused.

B. Definite Suspension. The execution of this penalty only holds the membership of the accused in abeyance for a given time, during which the rights and privileges accorded to members of a Chapter cannot be exercised.

C. Indefinite Suspension. Under this penalty the membership of the accused, with all its rights and privileges, shall cease until such time as an act of restoration may be effected, i.e., will no longer be entitled to attend any Eastern Star sponsored and/or related activities.

D. Expulsion. This is the extreme penalty known to Eastern Star procedure and effectively destroys the Chapter membership of the accused together with all rights and privileges of the Order, i.e., will no longer be entitled to attend any Eastern Star sponsored and/or related activities. An expelled member may in due time be restored by unanimous consent of the Chapter inflicting the penalty.

E. Removal from Office. At the time the verdict is given, the penalty shall be considered and pronounced, and the Chapter shall be the sole judge of the penalty, subject however to the Right of Appeal.

## **PROCEDURE**

**Section 1. Relative to Chapter Jurisdiction.**

A. Every Chapter holds the right of discipline over its own members, except the Worthy Matron, Worthy Patron, Worthy Grand Matron and Worthy Grand Patron (if members thereof) regardless of their place of residence.

B. The Worthy Matron or the Worthy Patron may be disciplined by a Chapter after the expiration of her or his official term for any improper conduct during the term of office. The Worthy Grand Matron or the Grand Chapter may suspend her or him for cause. All complaints for any misconduct shall be made to the Secretary in writing during the official term of the offender; otherwise she or he shall not be disciplined therefore.

C. A Chapter shall not entertain charges against a member for the purpose of adjusting mere legal rights pecuniary or otherwise, unless such charges specify:

1. Fraud on the part of the alleged offender.
2. Moral turpitude.
3. An offense committed before she or he petitioned for the Degrees which she or he purposely withheld from the Chapter or Committee on Investigation matters that would have resulted in her or his rejection, if known at the time of her or his election, or at the time, or previous to the time of receiving the Degrees.
4. That she or he has received the Degrees through fraud or misrepresentation for which offense she or he may be subject to Chapter discipline.
5. Any offense committed more than five (5) years before the charges shall be presented unless the offense has been concealed.

D. If found guilty of charges presented, dues card must be surrendered.

## **Section 2. Relative to Worthy Grand Matron.**

A. Charges may be preferred by five or more members of the Grand Chapter as defined by the Constitution (Part 1 Article III, Sections 1,2) against the Worthy Grand Matron for abuse of her power or for conduct unbecoming a member of the Order. These charges shall be in writing over their signatures setting forth with sufficient clarity the particulars of the acts constituting the offense charges, and shall be presented to the last Past Grand Matron and/or Past Grand Patron of this Grand Chapter who resides within the State and is a member of a Chapter within this Grand Jurisdiction.

B. It shall be the duty of this Past Grand Matron and/or Past Grand Patron to:

1. Secure Counsel.
2. At the time of the receipt of charges, the Past Grand Matron and/or Past Grand Patron would relieve the Worthy Grand Matron of her duties and privileges until such time as a trial is held and a verdict rendered.
3. Set a time and place for the trial within fifteen days after receipt of the charges.
4. Serve the accused with the charges preferred against her at least thirty (30) days before the time appointed for trial, together with a notification to attend the trial.
5. Summon three or more Past Grand Matrons and/or Past Grand Patrons of this Grand Chapter who are members of subordinate chapters to assemble with her or him and the accused at the time and place specified.
6. All correspondence to be by Certified Mail.
7. All expenses incurred by the Tribunal Committee shall be borne by the Grand Chapter of Maryland.

C. The Past Grand Matron and/or the Past Grand Patron to whom the aforesaid charges have been presented shall preside over the Tribunal thus formed, summon such witnesses as either party may reasonably request, and receive such testimony as may, in the judgment of said Tribunal, be deemed proper. The evidence of members of the Order who may not be able to attend the trial and of persons not members of the Order shall be taken in writing by the Tribunal, of which both the accused and accuser shall have notice. The opinion of a majority of its members as to the guilt or innocence of the accused shall be the judgment of the Tribunal, and shall be final.

D. The only penalty which can be inflicted upon the Worthy Grand Matron, if found guilty, shall be removal from office. She shall still be subject to the discipline of her Subordinate Chapter.

E. It shall be the duty of the Past Grand Matron and/or Past Grand Patron having charge of said Tribunal to make or cause to be made a record of the proceedings thereof. This record shall be filed in the Office of the Grand Chapter and be presented at the next Annual Session of this Grand Chapter for conduct unbecoming a member of the Order.

### **Section 3. Relative to Worthy Grand Patron.**

A. Charges may be preferred by five or more members of the Grand Chapter as defined by the Constitution (Part I, Article III, Sections 1,2) against the Worthy Grand Patron for abuse of his power or for conduct unbecoming a member of the Order. These charges shall be in writing over their signatures setting forth with sufficient clarity the particulars of the acts constituting the offense charged, and shall be presented to the last Past Grand Patron and/or Past Grand Matron of this Grand Chapter who resides within the State and is a member of a Chapter within this Grand Jurisdiction.

B. It shall be the duty of this Past Grand Patron and/or Past Grand Matron to:

1. Secure Counsel.
2. At the time of the receipt of charges, the Past Grand Patron and/or Past Grand Matron would relieve the Worthy Grand Patron of his duties and privileges until such time a trial is held and a verdict is rendered.
3. Set a time and place for the trial within fifteen days after receipt of the charges.
4. Serve the accused with the charges preferred against him at least thirty (30) days before the time appointed for trial, together with a notification to attend the trial.
5. Summon three or more Past Grand Patrons and/or Past Grand Matrons for this Grand Chapter who are members of subordinate chapters to assemble with him or her and the accused at the time and place specified.
6. All correspondence to be by Certified mail
7. All expenses incurred by the Tribunal Committee shall be borne by the Grand Chapter of Maryland.

C. The Past Grand Patron and/or Past Grand Matron to whom the aforesaid charges have been presented shall preside over the Tribunal thus formed, summon such witnesses as either party may reasonably request, and receive such testimony as may, in the judgment of said Tribunal deemed proper. The evidence of members of the Order who may not be able to attend the trial and of persons not members of the Order shall be taken in writing by the Tribunal of which both the accused and accuser shall have notice. The opinion of a majority of its members as to the guilt or innocence of the accused shall be the judgment of the Tribunal, and shall be final.

D. The only penalty which can be inflicted upon the Worthy Grand Patron, if found guilty, shall be removal from office. He shall still be subject to the discipline of his Subordinate Chapter for conduct unbecoming a member of the Order.

E. It shall be the duty of the Past Grand Patron and/or Past Grand Matron having charge of said Tribunal to make or cause to be made a record of the proceedings thereof. This record shall be filed in the Office of the Grand Chapter and be presented at the next Annual Session of this Grand Chapter.

#### **Section 4. Relative to Worthy Matron.**

A. Charges may be preferred by five members of her Chapter in good standing and not of the same family against the Worthy Matron for abuse of her power or for conduct unbecoming a member of the Order. These charges shall be in writing over their signatures setting forth with sufficient clarity the particulars of the acts constituting the offense charged, and shall be presented to the Grand Chapter, if in session, or to the Worthy Grand Matron, during its recess.

B. The Grand Chapter or the Worthy Grand Matron, as the case may be, shall upon receipt of such charges:

1. Appoint or summon not less than five (5) no more than seven (7) Worthy Matrons or Past Matrons or both, of other Subordinate Chapters within this Grand Jurisdiction to assemble as a Board of Jurors (hereafter known as Board) at a time and place specified in said summons, to hear and deliberate the testimony presented.
2. Serve the accused with the charges at least thirty (30) days prior to the date set for the hearing.
3. Summon the accused to appear before the Board and answer the charges.

C. The Board shall choose one of its members to preside and shall have the power to summon witnesses at the request of either party. They may adjourn from time to time if necessary and shall conclude their proceedings within ten (10) days from the start of the hearing.

D. A majority vote of the Board **upon** the question of guilt or innocence of the accused shall be the final judgment, unless either party takes an appeal to the next Annual Session of the Grand Chapter. Notice of such appeal shall be filed in writing with the Grand Secretary within thirty (30) days after the conclusion of the trial.

E. The penalties to which the accused may be liable shall be: removal from office, suspension until restored by the Grand Chapter, or Expulsion from the Order.

F. The Board shall keep a record of their proceedings as may be proper to be read before the Grand Chapter and shall transmit the same to the Grand Secretary at the conclusion of the trial. The judgment shall become effective by order of the Worthy Grand Matron as soon as the appeal period has expired.

### **Section 5. Relative to Worthy Patron.**

A. Charges may be preferred by five (5) members of his Chapter in good standing and not of the same family against the Worthy Patron of a Chapter for abuse of his power or for conduct unbecoming a member of the Order. These charges shall be in writing over their signatures setting forth with sufficient clarity the particulars of the acts constituting the offense charged, and shall be presented to the Grand Chapter, if in session or to the Worthy Grand Matron, during its recess.

B. The Grand Chapter or the Worthy Grand Matron, as the case may be, shall upon receipt of such charges:

1. Appoint or summons not less than five (5) no more than seven (7) Worthy Patrons or Past Patrons or both, of other Subordinate Chapters within this Grand Jurisdiction to assemble as a Board of Jurors (hereafter known as Board) at a time and place specified in said summons, to hear and deliberate the testimony presented.
2. Serve the accused with the charges at least thirty (30) days prior to the date set for the hearing.
3. Summon the accused to appear before the Board and answer the charges at the request of either party. They may adjourn from time to time if necessary and shall conclude their proceedings within ten (10) days from the start of the hearing.

C. The Past Grand Patron and/or Past Grand Matron to whom the aforesaid charges have been presented shall preside over the Tribunal thus formed, summon such witnesses as either party may reasonably request, and receive such testimony as may, in the judgment of said Tribunal deemed proper. The evidence of members of the Order who may not be able to attend the trial and of persons not members of the Order shall be taken in writing by the Tribunal of which both the accused and accuser shall have notice. The opinion of a majority of its members as to the guilt or innocence of the accused shall be the judgment of the Tribunal, and shall be final.

D. A majority vote of the Board upon the question of guilt or innocence of the accused shall be the final judgment, unless either party takes an appeal to the next Annual Session of the Grand Chapter. Notice of such appeal shall be filed in writing with the Grand Secretary within thirty (30) days after the conclusion of the trial.

E. The penalties to which the accused may be liable shall be removal from office, Suspension until restored by the Grand Chapter, or Expulsion from the Order.

F. The Board shall keep a record of their proceedings as may be proper to be read before the Grand Chapter and shall transmit the same to the Grand Secretary at the conclusion of the trial. The judgment shall become effective by order of the Worthy Grand Matron as soon as the appeal period has expired.

**Section 6. Relative to Individual Members of a Chapter.** A member of the Order cannot be reprimanded, suspended or expelled for any offense whatsoever, except upon written charges and specifications, unless otherwise specified in the Constitution and Laws of the Grand Chapter of Maryland Order of the Eastern Star.

**Section 7. Preferring of Charges.** Charges may be preferred only by any member in good standing.

**Section 8. Hearing by the Chapter.** All charges except those against the Worthy Matron, Worthy Patron, Worthy Grand Matron or Worthy Grand Patron must be heard and decided by the Chapter. In no case can it be left to a Committee. The Worthy Matron of said Chapter shall preside.

**Section 9. Filing.** The first step required in the enforcement of discipline against an erring sister or brother consists of preparing and filing charges, which shall outline the offense in brief, concise terms, followed by such specifications as will clearly indicate the times and places where the alleged offenses were perpetrated.

**Section 10. Contents and Procedures.** All charges must be in writing signed by the accuser, specifying with reasonable certainty the character of the accusation and the time and place of its commission, including the names of witnesses. It shall be presented at a stated meeting, read in open Chapter and if accepted by a majority vote of the members present, the Chapter shall fix a time for trial, and order the Secretary to serve the accused with a copy of the charges and a notice of the time and place for trial.

**Section 11. Serving of Notice.** The Secretary shall serve the notice by Certified Mail, return receipt requested. Ten (10) days' notice from the date of mailing, of the time and place of trial shall be given.

## THE ACCUSED

**Section 1. Inherent Rights.** The accused has certain inalienable rights which must be observed. Among them is the right to be adjudged innocent until proven guilty, the right of counsel in her or his defense and the right of appeal.

**Section 2. Counsel.** Any member or the Order may act as Counsel for the accused or accuser.

**Section 3. Denial of Vote.** The accused, when on trial, cannot be permitted to vote on any question therein involved.

**Section 4. Competent Witness.** The accused may be a competent witness, but cannot be required to give evidence, except voluntarily.

## SUMMONS

**Section 1. Served on Members.** Before the date fixed for trial, a notice to attend shall be served on every resident member of the Chapter by ordinary mail to the current address of the member. This notice shall be issued by authority of the Worthy Matron, signed by her and witnessed by the Secretary with the seal of the Chapter attached. In the event charges shall have been presented against the Secretary, then the notice shall be sent by the Worthy Matron under the seal of the Chapter, without the certification of the Secretary.

**Section 2. Witnesses.** The attendance of witnesses on either side, when they are members of the Order may be enforced by summons with shall be issued by the Secretary, when ordered by the Worthy Matron.

## TRIALS

**Section 1. Plea.** At the time and place fixed for trial, the accused may appear in person or by counsel, and after reading of the charges and specifications may enter a plea of "guilty" or "not guilty"/

**Section 2. Failure of the Accused to Appear.** At the time fixed for trial, if the accused fails to appear in person or counsel, or has absconded before notice has been served, the presiding officer may continue the case to some future time or may appoint some competent person to represent the accused and hear and determine the case as though the accused were present.

**Section 3. Guilty Plea.** Should the accused plead "guilty" to the charges no further evidence is necessary and the Chapter shall proceed at once to affix a penalty. A penalty must be adjudged under a plea of "guilty", otherwise the Chapter will be in contempt to the Grand Chapter.

**Section 4. Guilty in Part.** Should the accused plead "guilty" to a part of the charge, evidence may be introduced to establish the guilt or innocence regarding the other portions thereof.

**Section 5. Plea of Not Guilty.** Should the accused plead "not guilty", evidence must be presented to establish the guilt or innocence under the charges.

**Section 6. Evidence of Members.** The evidence of members of the Order may be taken in open Chapter, the accused being present in person or by counsel.

**Section 7. Evidence of Members Unable to Attend and Persons not Members.** The evidence of members of the Order who may not be able to attend the trial and of persons not members-of the Order shall be taken in writing by a Committee appointed by the Worthy Matron of which both the accused and accuser shall have notice.

**Section 8. Evidence of non-Residents.** When a witness is a non-resident of this Grand Jurisdiction and cannot attend in person, her or his evidence may be taken before a Worthy Matron or a Worthy Patron, and certified by the Secretary of the Chapter in whose jurisdiction the witness may reside. Both parties shall have due notice of the time and place of taking testimony.

**Section 9. Procedure for Taking Testimony Provided in the Last Two Sections.** At the time and place appointed the Committee shall proceed to take the evidence of the witnesses, and, after reading the evidence taken, shall require the witnesses to sign it. This evidence shall be read before the Chapter at the time and place of trial.

**Section 10. Procedure After Evidence Is Completed.** After the evidence is completed and presented to the Chapter, the question of the guilt or innocence of the accused must be determined. Courtesy as well as established custom requires that counsel for the accuser and the accused be given an opportunity to briefly discuss the important points in the allegations and the testimony bearing on the case, before the question of sustaining the charges is submitted to the membership. These requirements being observed, the accused shall retire, after which the presiding officer may cite the various facts to be considered and shall then submit the question: "Is the accused guilty or I not guilty?"

**Section 11. Vote to Sustain Charges.** The members present being supplied with slips of paper will prepare their respective ballots by writing the words "guilt" or "not guilty" and deposit them with the tellers. If two-thirds of the votes cast contain the word "guilty", the charges are sustained.

**Section 12. Separate Ballot on Each Specification.** If the charges contain more than one specification, a separate ballot shall be taken on the question of sustaining each successively. If part of the charges are sustained and others are not, an adequate penalty must be affixed according to the gravity of the offenses alleged in the ones sustained.

**Section 13. Vote on Penalty.** The charges having been sustained in whole or in part, the presiding officer shall submit the question of penalty, commencing with the most extreme: "Shall the accused be expelled/" The ballot shall be prepared in the same manner as that for sustaining the charges and if two-thirds thereof contain the word "yes", the accused is thereby expelled.

**Section 14. Other Penalties.** Should less than two-thirds of the members present vote in favor of expulsion, the next penalty in order shall be submitted: "Shall the accused be indefinitely suspended?" This also requires a two-thirds majority to become effective, and if carried, no other penalty can be considered. Should this question not receive the two-thirds majority necessary, the question of definite suspension shall be submitted for ballot, and shall be effective - by a majority vote. Should this action fail to carry, the question of reprimand shall be submitted, which also requires a majority vote to determine.

**Section 15. Penalty Under Plea of Guilty.** If the defendant pleads guilty, or if convicted by ballot, some penalty must be inflicted.

**Section 16. Definite Suspension.** Should definite suspension be decided upon, the time must be fixed by a majority vote upon motion, and the longest time placed in nomination must be voted upon first, the next longest time and so on until the Chapter agrees upon the length of time.

**Section 17. Refusal of Chapter to Inflict Penalty.** After having been proved guilty, either by confession or proof, should the Chapter refuse by a majority vote to inflict any punishment, the Secretary shall within three days certify the fact to the Worthy Grand Matron, who may arrest the Charter of the Chapter.

**Section 18. Effect of Suspension.** The suspension of a member precludes for the time being all privileges and benefits of the Order whatsoever.

**Section 19. Sentence Held in Abeyance.** A sentence of suspension will be in force from and after the passage thereof, unless an appeal is taken to the Worthy Grand Matron or the Grand Chapter, in which event the sentence shall be held in abeyance, until the appeal is determined.

**Section 20. Rules of Evidence.** The rules of evidence shall be, as far as possible, the same as in Courts of Law, except that no oath or affirmation shall be required of witnesses.

**Section 21. Decision of Questions that May Arise.** The presiding officer shall decide as to the admission of any testimony offered and all points of law that may be raised.

**Section 22. Evidence Reduced to Writing.** All of the evidence must be reduced to writing and preserved by the Secretary. In case of appeal, it must accompany the file to be forwarded to the Worthy Grand Matron or Grand Chapter.

**Section 23. Civil/Criminal Court Conviction.** Where the accused is being tried on charges that have already been determined by a Civil/Criminal Court of competent jurisdiction, against the accused, then the only evidence required shall be a certified copy of the docket entries. The accused will immediately be expelled from the Chapter and dues card surrendered. The accused has the right to contest the case.

## APPEALS

**Section 1. Appeals from Action of Chapter.** Any member of a Chapter aggrieved at any decision of the Chapter or presiding officer, may appeal to the Worthy Grand Matron or Grand Chapter within ninety (90) days of the alleged grievance and the said appeal must be in writing, directed to the Secretary of the Chapter, stating therein the error or decision from which the appeal is prayed. It shall then be the duty of the Secretary to prepare and forward the same to the Grand Secretary, within thirty (30) days after such application is made. There shall be sent with the notice of appeal by the Secretary of the Chapter a full, true and complete copy of all the proceedings in the matter. If the appeal is made to the Worthy Grand Matron, she shall decide the same in person or appoint a Committee of three impartial members of the Order to decide. The decision shall be duly reported by her to the next Annual Session of the Grand Chapter.

**Section 2. Appeals from Trials on Charges Preferred.** In the matter of Appeals from trials on charges preferred, the accused may appeal from the action of the Chapter to the Worthy Grand Matron within ninety (90) days from the date of the decision, by filing notice thereof in writing with the Secretary of the Chapter, stating therein the reasons for asking for an appeal. It shall then be the duty of the Secretary, within thirty days after such application is made, to prepare a full, true and complete copy of all the proceedings in the case and the evidence taken with a copy of the appeal, which shall be certified under the seal of the Chapter.

**Section 3. Appeals to the Worthy Grand Matron.** If addressed to the Worthy Grand Matron, she shall, on receipt of the transcript and appeal, proceed to examine the case upon the papers and evidence transmitted, and without additional testimony shall decide the case. She may confirm the judgment of the Chapter, or remand the case for a new trial, with instructions how to proceed, provided an appeal may be taken to the Grand Chapter from the decision of the Worthy Grand Matron. The Worthy Grand Matron may refer the appeal to the Grand Chapter without action thereon.

**Section 4. Appeals to the Grand Chapter.** Should the appeal be addressed to the Grand Chapter, referred thereto by the Worthy Grand Matron or appealed from her decision, it shall be referred to the Committee on Grievances and Appeals for examination at the next Annual Session, which shall report such recommendations as in its judgment are just and equitable to the appellant, and for the welfare of the Order. Following the report of the Committee, The Grand Chapter may either affirm the judgment of the Subordinate Chapter or it may modify, reverse or annul it. It may also remand the case to the Subordinate Chapter for a new trial in which event, no amendment shall be made to the original charges and specifications, unless the accused shall have due and timely notice thereof. Should the Grand Chapter reverse or annul the judgment or order a new trial, the penalty from which the appeal was taken shall become void and of no effect. The standing of the accused in the Subordinate Chapter in that case is not affected, unless upon a new trial a penalty of suspension or expulsion is pronounced.

**Section 5. Modification or Change by the Grand Chapter.** Whenever the Grand Chapter shall modify or change a decision or sentence adjudged by a Subordinate Chapter, or make a new decision therein, its actions shall not be subject to further appeal. Upon notice thereof, the Subordinate Chapter shall cause the decision to be entered upon its record.

## NEW TRIAL

**Section 1. Application.** Application for a new trial must be made in writing and contain a statement of causes upon which the application is founded and shall be presented within ninety days after the action of the Subordinate Chapter unless a case has been remanded by the Worthy Grand Matron or the Grand Chapter. The application shall be made to the Worthy Grand Matron, and where a new trial is granted, the same rule shall govern in all cases as in the original procedure. Where a new trial occurs, no amendment shall be made in the original charges and specifications unless the accused shall have due and timely notice.

**Section 2. Granting of New Trial.** The Worthy Grand Matron may grant a new trial when a member has been suspended or expelled in the following case and upon the following conditions:

- A. Upon the discovery of new evidence which would indicate with reasonable certainty a change in the findings of the Chapter.
- B. When the findings of the Subordinate Chapter are contrary to the evidence, law and usage of the Order, or when the penalty is excessive.

## RESTORATION

**Section 1. Of Rights and Privileges.** Any member of the Order who has been suspended or expelled by action of a Subordinate Chapter, or by the Grand Chapter whether on appeal or in its right of original jurisdiction may have rights and privileges restored.

**Section 2. From Definite Suspension.** If the suspension was for a definite time, its expiration automatically restores the member to good standing with all the Chapter rights and privileges. No action of the Chapter is required.

**Section 3. By Chapter or Grand Chapter.** Any member who has been definitely suspended or expelled may, upon proper petition, be restored to membership by the Chapter pronouncing sentence; or if such Chapter has ceased to exist, the Grand Chapter may restore to good standing in the Order only.

**Section 4. By Subordinate Chapter.** To restore to full membership one who has been indefinitely suspended or expelled for any cause other than non-payment of dues, shall require a petition for restoration, presented at a stated meeting of the Chapter of which the applicant was formerly a member, referred to a Committee for Investigation and lie over until the second stated meeting, which all members must be notified to attend. After the report of the Committee, the Chapter may restore from a sentence of indefinite suspension by a two-thirds written vote.

**Section 5. When Sentence of Subordinate Chapter Had Been Affirmed on Appeal.** If the sentence of the Subordinate Chapter has been affirmed by the Grand Chapter on appeal, the Chapter only, which fixed the penalty (unless extinct) can restore. The procedure shall be the same as in the last foregoing section.

**Section 6. By the Grand Chapter.** If the Grand Chapter hearing the case upon appeal modifies the penalty, or in exercise of its original jurisdiction, affixes penalty, the member can be restored only by petition to the Grand Chapter accompanied by a recommendation from the Subordinate Chapter in which the case originated; or if such Chapter has become extinct, by the nearest Chapter to which the applicant resides at the time of filing the petition for reinstatement. The petition must be filed at a stated meeting of such Subordinate Chapter, referred to a Committee of Investigation, and lie over until the second stated meeting. All members must be notified to attend for the purpose of voting upon the proposition. After the report of the Committee, the Chapter may recommend for restoration from the sentence of indefinite suspension by a two-thirds written ballot; and from the sentence of expulsion, by unanimous ballot, and if thus restored by the Grand Chapter, the petitioner is restored to all Chapter rights and privileges, provided, the penalty has been indefinite suspension. If the Chapter of which the Sister or Brother was a member has ceased to exist, and the petition is recommended by another Chapter, within whose jurisdiction the petitioner may reside, restoration from indefinite suspension by the Grand Chapter does not carry with it membership in the Subordinate Chapter. Such person has never held membership therein and restoration cannot confer that which she or he never possessed. Restoration by the Grand Chapter from the penalty of expulsion, does not carry with it membership in any Subordinate Chapter. That has been utterly destroyed, and cannot again be created, except by petition for the same and unanimous ballot in the Chapter itself. In the event that the Grand Chapter restores under the last preceding sections, the Grand Secretary shall issued certificates to such members, which may be used in lieu of demits to regain Chapter membership by affiliation.

**Section 7. If Chapter Is Extinct.** If the Chapter of which the suspended or expelled member is extinct, the Grand Chapter only can restore. Such petition must be accompanied by a recommendation from the nearest Chapter to which the applicant resides, which requires petition and action by the Subordinate Chapter as provided in the foregoing section. Such restoration does not carry with it Chapter membership.

## **AUTOMATIC SUSPENSION**

**Section 1. Automatic Suspension of a Brother.** Direct information of the suspension or expulsion of a brother by his Masonic Lodge for any cause, suspend him without action from all Chapter rights and privileges while he remains under such sentence, and the Secretary shall so notify such suspended member.

**Section 2. Automatic Suspension of a Demitted Member.** A Mason demitting from his Lodge and remaining unaffiliated for more than six months, becomes automatically non-affiliated in the Eastern Star until he shall again become an active member in some regular Masonic Lodge.

**Section 3. Sisters' Membership Not Affected.** The membership of a sister in an Eastern Star Chapter is not affected by the demission, suspension or expulsion from a Lodge, of the Master Mason through whom she claimed eligibility.

## **AUTOMATIC RESTORATION**

**Section 1.** A Master Mason, being automatically expelled, suspended or non-affiliated on becoming reinstated in or affiliated with a regular Masonic Lodge is restored to his former Eastern Star membership without action of the Chapter.

## **LIMITATIONS**

**Section 1.** No charges shall be preferred against either a Grand Officer or any officer of a Subordinate Chapter for abuse of power, unless the same be preferred within thirty days of the time the offense is alleged to have been committed; and no charges shall be preferred against any member of the Order for violation of the tests or principles of the Order, or for conduct unbecoming a member thereof, unless the same be preferred within one year after the offense is alleged to have been committed.