

CONSTITUTION
OF THE
GRAND CHAPTER
OF
SASKATCHEWAN
O. E. S.



1916

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LANDMARKS

- 1.—I believe in the existence of a Supreme Being.
- 2.—In the Order of the Eastern Star there are only five degrees, known as Adah, the daughter; Ruth, the widow; Esther, the wife; Martha, the sister, and Electa, the mother.
- 3.—The name of the Order, the names of the degrees and the modes of recognition are unchangeable.
- 4.—Its lessons are Scriptural, its teachings moral and its purposes beneficent.
- 5.—The obligations are based upon the honor of those who obtain its secrets, and are framed upon the principle that whatever benefits are due by Masons to the wives, daughters, mothers, widows and sisters of Masons, reciprocal duties are due from them to the brotherhood.
- 6.—That the obligation of our Order, voluntarily assumed, is perpetual, from the force of which there is no release.
- 7.—The ballot for candidates for the degrees or membership must be unanimous, without debate, and kept inviolably secret.
- 8.—The degrees cannot be conferred unless a brother in good standing shall preside. He can call upon the Worthy Matron to assist in conferring the degrees.
- 9.—Every member is amenable to the laws of the Order, and may be tried for offenses, either by the Chapter to which the member belongs, or by the Chapter within whose jurisdiction the member resides.
- 10.—The right of every member to appeal from the decision of a subordinate Chapter to the Grand Chapter, or to its executive head.
- 11.—The right of every Chapter to decide from among eligible candidates, who shall be admitted.
- 12.—The right of every member to visit any regular Chapter unless lawful objection is made to such visitor.

CONSTITUTION
of the
GRAND CHAPTER OF SASKATCHEWAN
Order of the Eastern Star

WHEREAS, every Grand Chapter of the Order of the Eastern Star, when legally organized, by a Convention of Delegates from not less than five subordinate Chapters within the boundaries of the State or Province, regularly assembled, possesses the inherent power to form a Constitution, as the fundamental law of this perpetual action, and to enact such rules and to prescribe such regulations for establishing subordinate Chapters as will insure the prosperity thereof, and promote the general good of the Order, the Grand Chapter of Saskatchewan does hereby adopt, establish and promulgate the following Constitution for its government, and does make and ordain the following Rules and General Regulations for the government of Subordinate Chapters under its jurisdiction.

ARTICLE I.

Title.

This Grand Chapter shall be known by the name and style of the Grand Chapter of Saskatchewan, Order of the Eastern Star, and shall have jurisdiction over the subordinate Chapters, and all matters pertaining to the welfare of the Order within the Province of Saskatchewan.

ARTICLE II.

Of Whom It Consists.

The Grand Chapter shall consist of a Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Secretary, Grand Treasurer, Grand Conductress, Associate Grand Con-

ductress, Grand Chaplain, Grand Marshal, Grand Organist, Grand Adah, Grand Ruth, Grand Esther, Grand Martha, Grand Electa, Grand Warder and Grand Sentinel; all Past Worthy Matrons, and Past Worthy Patrons as shall have presided over a duly constituted Chapter in this Jurisdiction, and all Worthy Matrons, Worthy Patrons, and Associate Matrons who have been installed (or their legally appointed proxies) of Chartered Chapters within this Jurisdiction.

ARTICLE III.

Powers of the Grand Chapter.

This Grand Chapter, being supreme in all matters pertaining to its affairs, has sole right to superintend and govern all Chapters of the Order within its jurisdiction. It has power to grant Dispensations and Charters for forming and holding new Chapters, and to extend or revoke the same; to enact Rules and Regulations, issue edicts, and to amend or repeal the same; to discipline, censure, suspend, or annul Chapters for wilful violation or infringement of the Constitution, Regulations or edicts of the Grand Chapter; to decide all appeals from subordinate Chapters, their officers, or the officers and committees of this Grand Chapter; to exercise all rights of sovereignty within the limits of this jurisdiction, subject to the General Grand Chapter, and all powers not specially delegated to subordinate Chapters are inherent in and reserved to this Grand Chapter.

ARTICLE IV.

Session.

Section 1. The Annual Session of this Grand Chapter shall be held on the Second Wednesday of May in each year beginning at ten o'clock in the forenoon, at such place as the Grand Chapter may decide at the preceding meeting.

Section 2. Special Sessions may be called by the Grand Matron or, in her absence or disability, by the Associate Grand Matron, or in her absence or disability,

ity, by the Grand Patron, at such time and place as in her or his opinion, the interests of the Order may require; Provided, that each Chapter in this jurisdiction shall be notified in writing at least thirty days previous to such called Session, and no business except such as shall be specified in the call shall be transacted at such called Session.

ARTICLE V.

Quorum.

Representatives, or proxies regularly appointed, of seven subordinate Chapters, together with one of the first three Grand Officers, shall be necessary to constitute a quorum for the transaction of business.

ARTICLE VI.

Representatives and Proxies.

Section 1. It shall be the duty of the Worthy Matrons, Worthy Patrons and Associate Matrons of Subordinate Chapters to attend all Sessions of the Grand Chapter, and they shall each present to the Grand Chapter a certificate from the Secretary authenticated by the seal of their respective Chapters, of their election and installation into office.

Section 2. The Worthy Matron, Worthy Patron and Associate Matron may each appoint a proxy to represent her or him at any Session of the Grand Chapter. Such proxy must be a member of the Chapter represented, and must present a certificate of Appointment.

Section 3. Each Chapter shall be entitled to three votes, one to be cast by the Worthy Matron, one by the Worthy Patron, and one by the Associate Matron thereof, or her or his proxy. In case only one representative of a Chapter is in attendance, such one shall have the right to cast three votes to which the Chapter is entitled. In case two representatives of a Chapter shall be present, the senior representative shall cast two votes. Each Past Worthy Matron and Past Worthy Patron who is in good standing in a subordinate Chapter in this jurisdiction, shall be entitled to

one vote, if personally present. In all votes and elections, a majority of all votes cast shall govern, unless otherwise provided.

ARTICLE VII.

Election and Qualification of Officers.

Section 1. All officers shall be elected or appointed at the Annual Session, and shall be installed after the regular business of the Grand Chapter shall be completed. No officer shall officiate in his or her station until duly installed. The installation ceremonies may be public or private as may be determined by the Grand Chapter. Provided, that the officers, elected, appointed and installed at the organization Convention held on May 16th, 1916, shall hold office until the first annual session to be held on the second Wednesday of May, 1917.

Section 2. For the offices of Grand Matron, Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Secretary, Grand Treasurer, Grand Conductress, and Associate Grand Conductress, nominations may be made in writing and handed to the Grand Secretary and if more than one person be nominated for any office, then such officer shall be elected by ballot. If only one be nominated for any office, such nominee shall be declared duly elected. Other Grand Officers shall be appointed by the Grand Matron.

Section 3. No one shall be eligible to any elective office in this Grand Chapter except Past Worthy Matrons and Past Worthy Patrons in good standing in a Chapter of the Order in this jurisdiction; Provided, that the office of Grand Sentinel may be held by a brother, and the office of Grand Organist may be held by a sister or a brother both of whom must be members in good standing in some subordinate Chapter of this jurisdiction. Worthy Grand Matrons and Worthy Grand Patrons shall not succeed themselves in office.

Section 4. Canvassing in any way for one's self for office in this Grand Chapter is prohibited, and any member found guilty of the offence shall be ineligible for office, and if already in office shall forfeit such

office. Canvassing for another for office in the Grand Chapter is also prohibited.

Section 5. In case of death or permanent disability of any of the Grand Officers, or any members of Standing Committees, during the recess of the Grand Chapter, the Grand Matron may appoint a competent member of the Grand Chapter to fill the vacancy until the next Annual Session.

ARTICLE VIII.

Powers and Duties of Officers.

Grand Matron.

Section 1. (A) The Grand Matron shall preside at all Sessions of the Grand Chapter.

(B) She shall see that the Constitution, Rules and Regulations of the Order are strictly enforced, and that the officers faithfully perform their respective duties, and give such instructions and directions as the good of the Order may require.

(C) She has power to convene a Chapter within this jurisdiction and to preside thereat, either in person or by deputy; to inspect the proceedings, and require conformity to the laws of the Order; to suspend for good cause, for a limited period, or until the next Annual Session of the Grand Chapter, any subordinate Chapter, or Worthy Matron or Worthy Patron; to call special sessions of the Grand Chapter; and to require the attendance of and information from any Grand Officer respecting her or his office.

(D) She shall decide all questions of law and usage submitted to her, subject, however, to an appeal to the Grand Chapter; and until such opinions or decisions shall be reversed by the Grand Chapter, they shall be in force and binding between the parties thereto.

(E) She shall exercise all its executive powers, except so far as they are made the duty of the Grand Patron, during the recess of the Grand Chapter.

(F) She shall report to the Grand Chapter at each Annual Session all her official acts.

(G) She may call upon the Grand Patron to preside at any time.

(H) She may grant such dispensations as in her judgment the good of the Order may require.

(I) She shall be ex-officio member of all committees.
Grand Patron.

Section 2. (A) The Grand Patron shall assist and advise the Grand Matron in the discharge of her duties.

(B) He shall grant dispensations for new Chapters upon proper applications; provided, no new Chapter shall be formed in any town or city where one or more Chapters exist, except upon the recommendation of the Chapters already organized in such town or city; and he may delegate authority to confer the degrees at sight upon a sufficient number of Worthy persons in towns or cities where no Chapter exists, for the purpose of organizing a Chapter.

(C) He shall preside whenever called upon by the Grand Matron, and in the absence of both the Grand Matron and the Associate Grand Matron, he shall call the Grand Chapter to order, and appoint some Past Matron to act as Grand Matron pro tem.

(D) He shall be ex-officio member of all committees.

Associate Grand Matron.

Section 3. The Associate Grand Matron shall assist the Grand Matron in the discharge of her duties; be subject to the order of the Grand Chapter and her superior officers; and in case of the death, absence or disability of the Grand Matron, she shall assume her powers and prerogatives, and discharge her duties.

Associate Grand Patron.

Section 4. The Associate Grand Patron shall assist the Grand Patron in the discharge of his duties; be subject to the orders of his superior officers and the Grand Chapter; and in case of the death, absence or disability of the Grand Patron shall assume his duties.

Grand Secretary.

Section 5. (A) It shall be the duty of the Grand Secretary to keep a correct record of all the transac-

tions of the Grand Chapter; to collect all moneys due to the Grand Chapter, and pay the same promptly to the Grand Treasurer, taking her receipt therefor; annually or oftener, if required by the Grand Matron or the Grand Chapter, she shall make reports in writing of the amounts collected; to execute such orders as may be made by the Grand Matron or Grand Chapter; and to deliver to her successor in office all books, papers and other property belonging to the Grand Chapter in her possession.

(B) To make all necessary arrangements for Sessions of the Grand Chapter, and have charge of the Grand Chapter paraphernalia.

Grand Treasurer.

Section 6. The Grand Treasurer shall receive all moneys from the hands of the Grand Secretary, and give her receipt therefor; she shall pay all orders from the moneys on hand as may be ordered by the Grand Chapter; carefully number and file all vouchers, and annually, or oftener, if required by the Grand Matron or the Grand Chapter, make in writing a full statement, submitting at the same time the books and vouchers to the Grand Chapter for examination; and shall deliver to her successor in office all books, papers, vouchers and moneys or other property belonging to the Grand Chapter which may be in her hands.

Other Officers.

Section 7. The other officers shall perform such duties as are appropriate to their several stations, and such as may be assigned by the Grand Matron or the Grand Chapter.

ARTICLE IX.

Official Bonds.

The Grand Secretary and Grand Treasurer shall be required each to give bond, approved by the Grand Matron and Grand Patron, in such penal sums as may from time to time be prescribed by the Grand Chapter, conditioned for the faithful performance of the duties of their respective offices, which bond shall be approved

and filed within thirty days after the election and installation of the officers. The cost of such bonds shall be borne by the Grand Chapter.

ARTICLE X.

Revenue.

Section 1. The fee for a dispensation to organize a new Chapter shall be Twenty-five Dollars, which must be paid to the Grand Secretary before the Dispensation is issued. This sum shall entitle the Chapter to three copies of the ritual, a signet and three copies of the Grand Chapter Constitution.

Section 2. Every Charter Chapter shall pay annually to the Grand Secretary on or before the first day of February for each member of such Chapter belonging to it on the thirty-first day of December preceding, such sums as Grand Chapter dues as may from time to time be directed by the Grand Chapter, and no chartered Chapter shall be entitled to representation in the Grand Chapter until such dues are paid.

Section 3. For every dispensation granted by the Grand Matron, a fee of One Dollar shall accompany the application for the same, and all money so received shall be paid over to the Grand Secretary, who shall give receipt therefor.

ARTICLE XI.

Annual Reports.

Section 1. Every Subordinate Chapter on or before the first day of February of each year, shall send to the Grand Secretary an abstract of its proceedings for the year ending December thirty-first preceding. Such abstract shall include names and number of those initiated, affiliated, withdrawn, suspended, expelled and died, and the names of those remaining members, names in each case arranged alphabetically, making the distinction of sex by prefixing the title Miss or Mrs. to the names of Sisters.

Section 2. Any chartered Chapter failing to make such report and pay Grand Chapter dues without furnishing to the Grand Chapter a satisfactory excuse for

the delinquency, shall forfeit its Charter at the discretion of the Grand Chapter, and it is made the duty of the Grand Secretary to report such delinquency to the Grand Chapter.

Section 3. Dues must be paid to the Grand Chapter for all members on the roll December 31st, although the dues to the Chapter of some of them may have been remitted.

ARTICLE XII.

Special Committees.

Section 1. Ten days previous to each Annual Session the Grand Matron shall appoint the following Special Committees of not less than three members each, the first named to be chairman:

1. Credentials.
2. Grand Officers' Reports.

Section 2. The Grand Matron may appoint other Special Committees to perform such duties as may be assigned to them by her.

ARTICLE XIII.

Standing Committees.

At each Annual Session immediately after the installation of the Officers, the Grand Matron shall appoint the following Standing Committees of not less than three members each, the first named to be Chairman:

1. Finance.
2. Jurisprudence.
3. Charters and Dispensations.
4. Appeals and Grievances.
5. Fraternal Correspondence.

ARTICLE XIV.

Duties of Committees.

The duties of the Committees shall be as follows:

Section 1. The Committee on Credentials shall report the names of each representative and proxy present, with the name and number of the Chapter represented, also the name of each Grand Officer, Past Worthy Matron and Past Worthy Patron present.

Section 2. The Committee on Grand Officers' Reports shall distribute the said reports, and refer the several matters therein contained to the proper committees, and report upon all other matters therein contained not otherwise referable.

Section 3. The Committee on Finance shall examine the books and vouchers of the Grand Secretary and Grand Treasurer, and report the actual state and condition of the funds of the Grand Chapter, and also take into consideration all propositions and resolutions affecting its revenue which may be offered; they shall specifically report thereon, and may recommend any measure which in their opinion will be for the benefit, financially, of the Grand Chapter. They shall also have power to allow and order paid the necessary expense bills incurred during the recess of the Grand Chapter, and make report thereon to the Grand Chapter.

Section 4. The Committee on Jurisprudence shall carefully examine all propositions to revise, alter or amend the Constitution, Rules and Regulations of the Grand Chapter, as well as all questions of law and usage, and make report thereon in writing to the Grand Chapter.

Section 5. The Committee on Charters and Dispensations shall examine the returns of Chartered Chapters, and their By-Laws when submitted to them, and shall note all improper, informal or illegal proceedings, and report the same to the Grand Chapter with their recommendations. They shall also examine the work, records and by-laws of all Chapters under Dispensation, and the Proceedings of the Grand Officers granting the same, note all matters that are improper or unconstitutional, and report to the Grand Chapter with their recommendations; and no Charter shall be granted to any Chapter under Dispensation, until the Committee recommends such action.

Section 6. The Committee on Appeals and Grievances shall examine all matters of controversy and grievance, when presented to them, and report with

such recommendations for the action of the Grand Chapter as they may deem proper.

Section 7. The Committee on Fraternal Correspondence shall have in charge all matters of fraternal correspondence referred to them, review all the printed or written proceedings emanating from other Grand Chapters, and report to the Grand Chapter by resolution or otherwise.

ARTICLE XV.

Formation of New Chapters.

Section 1. During the recess of the Grand Chapter the Grand Patron may grant Dispensations, attested by the Grand Secretary, and authenticated by the Seal of the Grand Chapter, for the formation of new Chapters. Such Dispensations shall expire at the next Annual Session of the Grand Chapter, but may be confirmed or extended at the discretion of the Grand Chapter; Provided, that no dispensation shall be issued unless the petition for the same contains not less than twenty, nor more than thirty names, at least ten of whom shall be ladies, and not less than five of whom are affiliated Master Masons.

Section 2. No Charter shall be granted a new Chapter until it shall have worked at least three months under Dispensation.

Section 3. Chapters under Dispensation shall have all the rights and privileges of Chartered Chapters, except to elect and install officers.

Section 4. Signers of a petition for Dispensation to organize a new Chapter, shall each pay not less than the minimum fee fixed by the Grand Chapter, i.e., Two Dollars. Provided, that a member of the Order holding a demit from a regular Chapter, may sign the petition, and deposit the demit with the petition, and thereby become a Charter member of the new Chapter when organized, without the payment of the initiation fee. The demit must be in the hands of the Grand Patron, or his special Deputy, at the time of the organization of the Chapter, and all demits shall be filed by the

Grand Patron with the papers of the new Chapter. Should any petitioner, not a member of the Order, fail to be present at the time of the organization of the Chapter, he or she may be initiated at the next regular meeting of the Chapter. If not present at that time, he or she can only become a member of the Chapter by petition in the usual manner.

ARTICLE XVI.

Grand Honors.

All Past and present Most Worthy Grand Matrons and Most Worthy Grand Patrons of the General Grand Chapter, and all Past and Present Grand Matrons and Grand Patrons of all Grand Chapters shall be given the Grand Honors in the Grand Chapter, and be entitled to seats in the East.

ARTICLE XVII.

Bible.

No business transaction at any Session of the Grand Chapter or at any meeting of a subordinate Chapter shall be legal unless there shall be an open Bible on the Altar in the center of the Chapter room.

ARTICLE XVIII.

Seal.

The Grand Chapter shall have a Seal of appropriate design and description by which all instruments issued by or under the authority of the Grand Chapter shall be authenticated, which Seal shall be in the custody of the Grand Secretary.

ARTICLE XIX.

Amendments.

This constitution and its accompanying Rules and Regulations for the government of subordinate Chapters may be amended in the following manner only: The proposed alteration or amendment must be submitted in writing to the Grand Secretary at least ninety days prior to the next Annual Session of the Grand Chapter; The Grand Secretary shall at least thirty days prior to the Annual Session forward a copy of all such amendments or alterations to each

Grand Officer, each member of the Committee on Jurisprudence and the Secretary of each Subordinate Chapter. All amendments shall at the Annual Session be referred to the Committee on Jurisprudence which shall report thereon in writing. On the question of adoption if two-thirds of those present and voting shall vote in favor of any proposed amendment, it shall take effect immediately.

RULES OF THE ORDER

For Conducting the Business of the Grand Chapter.

1. At the Annual Session of the Grand Chapter, the Grand Matron shall take the chair at ten o'clock in the forenoon, and if there is a constitutional number of Chapters represented, see that the Grand Officers are in their stations, fill the vacancies, if any, and open the Grand Chapter in ample form.

2. After the Grand Chapter is opened, the officers, members and visitors shall conduct themselves with that order and decorum which the dignity of the institution requires; they shall pay due respect to the presiding officer, to whose commands they shall be attentive and obedient. No person shall be permitted to leave or enter the Grand Chapter without permission of the presiding officer.

3. The business of the Grand Chapter shall be disposed of as follows:

1. Report of Committee on Credentials.
2. Reading of the minutes.
3. Address of the Grand Matron.
4. Address of the Grand Patron.
5. Report of the Grand Secretary.
6. Report of the Grand Treasurer.
7. Reports of Committees.
8. Election of Grand Officers.
9. Unfinished business.
10. Miscellaneous business.
11. Installation of Officers.
12. Appointment of Standing Committees.

4. All motions and resolutions shall be reduced to writing, with the names of the mover and seconder thereon, and presented to the Grand Secretary, and read, when they shall be submitted for the consideration and decision of the Grand Chapter. In all motions involving the expenditure of money, or period of time, the largest sum or longest time shall be first voted upon.

5. All business and reports must be disposed of before the Session of the Grand Chapter is closed, except such as lie over by virtue of the Constitution, or by unanimous consent of the Grand Chapter.

6. All reports of officers and committees must be in writing, and signed, if by a committee, by at least a majority of the members.

7. No member shall speak more than once upon the same question, without permission of the presiding officer, or of the Grand Chapter, unless in explanation, or the mover in reply.

8. No motion or resolution involving the expenditure of money shall be adopted until the same shall have been reported on by the Finance Committee.

9. Motions to lay on the table, to reconsider, to refer to committee, for the order of the day, for the previous question, to call and to proceed to close shall be decided without debate.

10. Any member persisting in the violation of these rules of order, after being called to order by the presiding officer, may be reprimanded, suspended or expelled from the Grand Chapter at its discretion.

11. Parliamentary law not in conflict with these rules of order shall govern the deliberations of this Grand Chapter.

12. 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.

RULES AND REGULATIONS

For the Government of Subordinate Chapters in the Province of Saskatchewan, Order of the Eastern Star.

1. Every Subordinate Chapter within this jurisdiction must have a Charter from the Grand Chapter, or a Dispensation from the Grand Patron, attested by the Grand Secretary, under the Seal of the Grand Chapter; and no Chapter shall be deemed or considered legal or regular without such Charter or Dispensation; nor shall Chapters outside this jurisdiction be considered legal or regular unless they hold an unreclaimed Charter or Dispensation from a Grand Chapter having jurisdiction or from the General Grand Chapter; and all communications public or private by Chapters of this jurisdiction, or the members thereof, with such illegal Chapters formed, open or holden, or with any members of such illegal Chapters, are hereby interdicted and forbidden.

2. A petition for a Dispensation to organize a new Chapter must be made upon a blank form furnished by the Grand Secretary, and signed by not less than twenty, nor more than thirty persons entitled to receive the degrees, ten at least of whom shall be ladies, and five at least of whom shall be affiliated Master Masons. The petition must be accompanied by the regular fee of Twenty-five Dollars. Should the Dispensation be granted, the Grand Patron, either in person, or by special Deputy, shall proceed to organize the Chapter, and all expenses incurred must be paid by the Chapter organized. Signers of a petition for Dispensation to organize a new Chapter shall each pay not less than the minimum fee fixed by the Grand Chapter, viz. Two Dollars; Provided, that a member of the Order holding a demit from a regular Chapter, may sign the petition, and thereby become a Charter member of the new Chapter when organized, without payment of the fee for initiation, by depositing her or his demit with the Grand Patron or his special

deputy at the time of organization, to be by him filed with the papers of the new Chapter.

3. No Chapter shall assume the name of a living person.

4. The three principal officers of the Chapter under Dispensation must be appointed by the Grand Patron, and in case a vacancy occurs it must be filled by him, upon the recommendation of the petitioners for dispensation.

5. In the organization of a Chapter, the Ritual work of the Order shall be the only work exemplified.

6. The elective officers of a Chapter shall be the Worthy Matron, Worthy Patron, Associate Matron, Secretary, Treasurer, Conductress and Associate Conductress, and shall be elected annually. Each officer shall be elected separately by a majority ballot of the members present at the first stated meeting in December. The election shall be by ballot. No Sister shall be eligible for the office of Worthy Matron unless she shall have been previously elected and served either as Associate Matron or Conductress, when possible, except in the formation of new Chapters. Any Brother in good standing is eligible for the office of Patron. The Appointive officers shall consist of Chaplain, Marshal, Organist, Adah, Ruth, Esther, Martha, Electa, Warder and Sentinel and shall be appointed by the Worthy Matron elect. All the officers must be installed at or before the next stated meeting of the Chapter. Re-elected as well as newly elected officers must be installed. An officer cannot be installed by proxy. The installing officer must be a present or Past Worthy Matron or Patron of a regular Chartered Chapter, and shall be selected by the retiring Worthy Matron.

7. Vacancies in the office of Worthy Matron, Worthy Patron or Associate Matron can only occur by the death, or demission when permanently removing from the jurisdiction of the Chapter, or by final judgment of suspension or expulsion. Vacancies in the

first three offices can be filled only by dispensation from the Grand Matron. Vacancies in other offices may occur by death, demission or removal from the jurisdiction of the Chapter, or by failure to fill the office for four consecutive meetings without reasonable excuse.

8. If it be an appointive office, the Worthy Matron may appoint another in her or his place at any regular meeting. If an elective office other than the first three, it shall be filled by election by majority ballot of the members present at a regular meeting. Due notice of the meeting at which such election shall take place shall be given by the Secretary. In case of vacancy in the office of Secretary or Treasurer the Worthy Matron shall be custodian of the books of the office. When such vacancy shall have been filled by election and such officer installed the books shall be turned over to such officer.

Duties of Officers of a Chapter.

9. The Worthy Matron shall preside at the meetings of the Chapter, except during the conferring of degrees, or at such other times as she may request the Worthy Patron to preside. She shall see that the Constitution and Rules and Regulations of the Grand Chapter, and the By-Laws of the Chapter are strictly enforced.

10. The Charter or Dispensation shall be in charge of the Worthy Matron.

11. The Worthy Matron may call a Special meeting while the Chapter is called off, but cannot call a regular meeting.

12. The Associate Matron shall perform the duties appertaining to her office, and in the absence of the Worthy Matron, shall assume her powers, duties and prerogatives.

13. The Worthy Patron shall have general supervision of the affairs of the Chapter, advise with and assist the other officers, preside during the conferring of degrees and at other times when requested to do

so by the Worthy Matron. In the absence of the Worthy Patron, any Brother may fill the chair pro tem.

14. All other officers shall perform the duties appropriate to their several stations, and be subject to the order of the Worthy Matron.

Fees and Petitions for Degrees.

15. No Chapter shall confer the degrees for a less sum than Five Dollars which amount shall accompany the petition.

16. All petitions must be in writing, signed by the applicant, and recommended by two members of the Chapter. Petitions must be presented at a regular meeting, be referred to a committee for investigation, and lie over until the next regular meeting.

17. Five candidates shall be the numerical limit to be initiated at one meeting, except upon dispensation and twenty candidates shall be the minimum numerical limit for admission at the instituting of a Chapter.

18. By request of a Chapter in which a candidate shall have been elected another Chapter may confer the degrees upon such petitioner, if living within its jurisdiction. Upon receiving the degrees the petitioner becomes a member of the Chapter in which elected. The fee by mutual agreement may be divided.

Petitions for Affiliation.

19. All petitions for affiliation must be in writing, signed by the applicant, and recommended by two members of the Chapter, and must be accompanied by demit. Such petitions must be presented at a regular meeting, be referred to a committee for investigation, and lie over until the next regular meeting. Affiliating members should sign the by-laws to entitle them to the privileges of membership.

Investigating Committees.

20. The appointment of committees on investigation must be made by the Worthy Matron in open Chapter at a regular meeting, in order that the members may have due notice thereof. Such committees shall consist of three members, one of whom must be a Brother.

Section 32. Within ten days after the filing of such notice of appeal, the Secretary shall transmit all papers and the evidence in the case to the Grand Secretary, who shall present the same to the Grand Chapter at its next ensuing Annual Session for reference to the proper Committee.

Section 33. The Grand Chapter may affirm or reverse the action of the Chapter, or may remand the case for a new trial.

Section 34. The filing of such notice of appeal shall have the effect of staying the judgment of the Chapter until final determination of the Grand Chapter.

TEST OATH.

I,in the presence of Almighty God and these witnesses, do most solemnly affirm on my honor, that I have been regularly initiated in a legally constituted Chapter of the Order of the Eastern Star; that I am in good standing in the Order; and am not under suspension or expulsion, and know of no reason why I should be excluded from the privileges of the Order.

N. B.—The test oath should be taken by the visitor repeating after the examining committee, and with the right hand on the Bible.

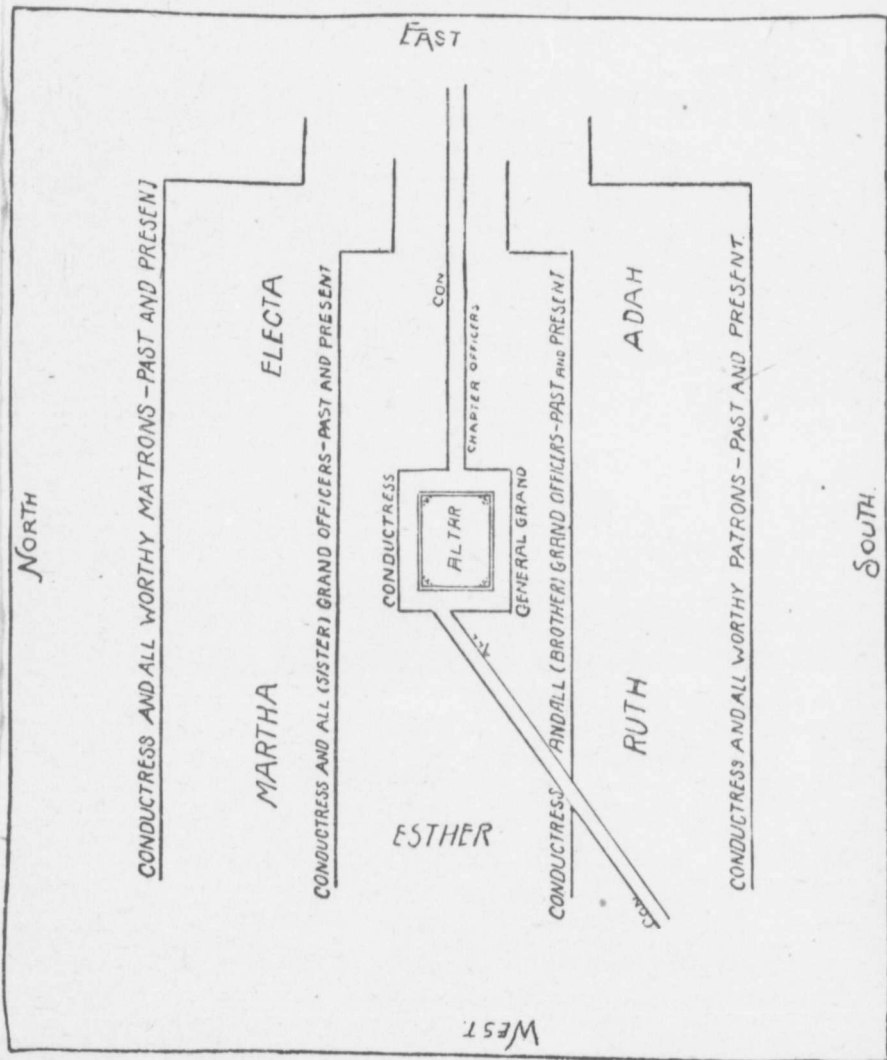
FLORA TRICK, Grand Matron.

NORMAN J. BELLAMY, Grand Patron.



JULIA McCAULEY, Grand Secretary.

DIAGRAM FOR ESCORTING VISITORS TO EAST



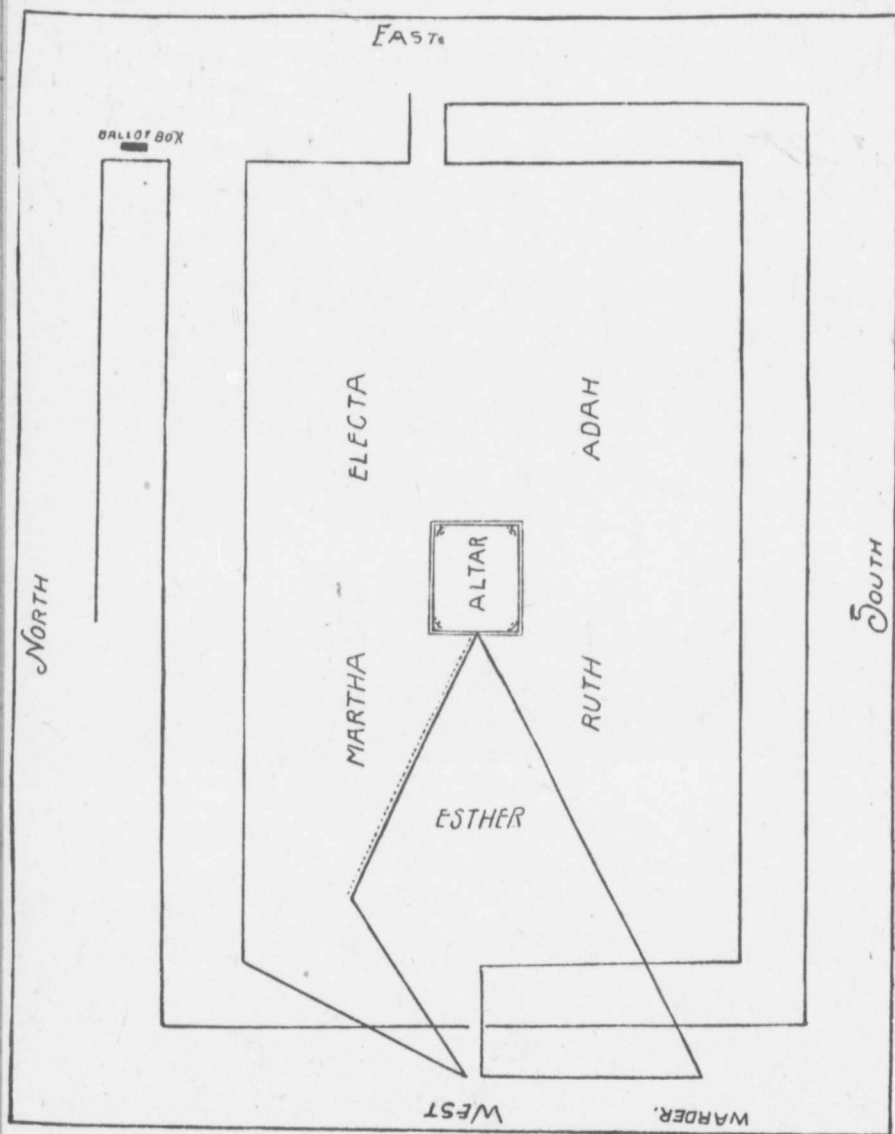


Diagram showing line of march of Asso. Con. with ballot box.

INSTRUCTIONS TO SUBORDINATE CHAPTERS

Under the Jurisdiction of the Grand Chapter of Sask.

The following instructions to subordinate Chapters are copied from the work of Sister M. Alice Miller, Past Most Worthy Grand Matron, to whom we are indebted not only for the following, but for a great many other hints on the proper mode of conducting the work in the Chapter room:

Instructions

Let peace and harmony prevail in all Chapters.
The Chapter should be opened on time.

Seven members, one of whom is the Worthy Matron, Worthy Patron or Associate Matron, constitute a quorum which may open and transact all business of a Chapter, except in the absence of the Worthy Patron the degrees cannot be conferred. Any brother in good standing, if competent, may be appointed Worthy Patron pro tem.

Let all the meetings of the Chapter be conducted with that dignity becoming the work of our Order, each officer performing his or her duty promptly and without the aid of ritual or escort.

The Worthy Matron should—

1. Open Chapter on time.
2. Conduct the business with promptness and accuracy.
3. Be interested in the welfare of the Chapter, its work and its members.
4. Be courteous to all.
5. Welcome visitors. If strangers are present, appoint an examining committee, who should examine the visitors before the opening, vouching for them during the proving of the Chapter.

Everything to be used during the meeting should be in place before opening Chapter. The Signet placed upon easel or an upright staff to the right of the Worthy Matron and on the left of the Chaplain. A

pointer should be placed near for the use of the Conductress.

Hats and gloves should not be worn in Chapter by officers or members.

After one blow of the gavel the Worthy Matron will say: "If there are any present who are not members of the Order they will please retire."

The Associate Conductress, upon retiring, will say: "It is the order of the Worthy Patron that the Worthy Matron and other officers be invited to enter the Chapter room."

The Associate Conductress takes her place at the head of the North file of officers, the Conductress being at the head of the South file, who may enter by one door in double file or two doors in single file.

The Worthy Patron should call up the Chapter as officers march into the room.

An elaborate march may be introduced at this time, provided the last position before the Worthy Matron is escorted to the East is assumed according to Ritual (page 16).

In escorting the Worthy Matron to the East, the Conductress will turn outward to the right, passing outside of the line of officers to the Worthy Matron. After bowing, she offers her right arm to the Worthy Matron, conducting her across the room back of Esther's chair outside of the north line of officers to the East, observing square corners. In the East the Worthy Matron will acknowledge the escort with a bow, ascend the dais and receive the gavel from the Worthy Patron, who may courteously assist the Worthy Matron in assuming her station. The Conductress returns to former station by same line of march. The Worthy Matron will await the return of Conductress before giving the seating order.

The Associate Matron remains standing until the seating order is given, when she turns and marches to her station. All officers march directly to station, standing at "attention" till seated by the Worthy Matron.

When ordered, the Warder will close all doors to Chapter room, closing the anteroom door last.

The Warder never leaves the door unguarded, and never opens without due alarm is given. She will receive all messages from without the Chapter and make announcement thereof.

Proving the Chapter

The Associate Matron rises and remains standing when the Chapter is being proved, as this ceremony is under her direction. The Worthy Matron is seated after addressing the Associate Matron.

The Conductress and Associate Conductress arise immediately upon being addressed by the Associate Matron. After the charge is given by the Associate Matron, they will march directly to the East, the Conductress on the South and the Associate Conductress on the North side. Beginning with the members on either side of the Worthy Matron and Worthy Patron, each will proceed toward the West, proving the Chapter in the customary manner, i.e., first by sight—having set in Chapter with every member or visitor. Second, by avouchment offered by someone known to be a member, or by examination by a committee of three. On finding a person whom they do not know to be a member, the Conductress, after signifying to the member to rise, will say, "Sister Associate Matron, I find a visitor in the South for whom I cannot vouch." (The Associate Conductress will make the same report in the North.) If the Associate Matron can vouch for the visitor she will say, "Sister Conductress, I vouch for Sister——." If she cannot vouch for the visitor she will say, "Is there any member present who can vouch for the visitor in the South (or North)?" A member rises and says, "I will vouch for Sister——." The Associate Matron says, "The Sister is vouched for Sister Conductress or Associate Conductress." The visitor is seated and the Conductress passes on. If the member offering the voucher has not

been vouched for himself, Associate Matron will say, "Can any member vouch for the one offering the voucher?" If not, both will be excused to await an examining committee of three, who will be appointed by the Worthy Matron, with permission to retire at once without giving the salutation sign, as the Bible is not opened yet, the Warder opening the door without raps, as Chapter is not opened. The Associate Matron reports as follows: "Worthy Matron, we have present two visitors for whom no one can vouch." Worthy Matron (rising), "The visitors will please retire and await the examining committee." Courtesy may be shown by saying, "Will our visitors please retire under escort of our Marshal?" Worthy Matron, "Sister Marshal, you will escort our visitors to the parlor, reception hall, or anteroom." She will immediately appoint the examining committee. This gives the Marshal something to do, and adds to the pleasure of the visiting members. The W. M. appoints the examining committee.

The committee of two sisters and a brother, or three sisters, taking with them a small Bible, will retire and proceed with the examination; the Marshal may re-enter the Chapter room as the committee takes charge of the visitors or may remain and enter with the committee. Visitors must be examined separately. After passing satisfactory examination they secure admission and the chairman of the committee introduces them to the Worthy Matron, who welcomes them and if their rank entitled them to be seated in the East, she will call the Conductress to escort the sister to the East if Chapter has been opened; otherwise the Worthy Matron will invite them to seats in the room.

When the Conductress and Associate Conductress have finished the work of proving the Chapter, they shall march back to Esther's chair, midway between it and the Associate Matron, face each other, three paces apart, when the Associate Conductress will report in an audible voice.

A.C. "Sister Conductress, I find all in the North members of the Order."

Both then face the Associate Matron. Conductress reports as per Ritual. As Associate Matron addresses the Worthy Matron both Conductresses turn inward facing the East, standing until report is made by Associate Matron. Conductresses march at once to their stations at the signal, "It is well." This completes the proving of the Chapter.

Warder will repeat in an audible voice the instructions of the Worthy Matron in the opening ceremony.

Warder: "Brother Sentinel, we are about to engage in the ceremony of opening our Chapter and it is the order of the Worthy Matron that you allow no interruption while we are thus engaged."

Sentinel: "There will be no interruption, Sister Warder."

(The Warder reports immediately to the Worthy Matron on all occasions except in the closing ceremony, when Worthy Matron gives one blow with the gavel, immediately following the closing declaration. The Warder merely opens the door without raps, giving required information.)

The Worthy Matron and Worthy Patron stand with other officers when called up during the opening ceremony.

The Worthy Matron does not respond to the salutation sign given by the Conductress when attending at the altar.

The Worthy Matron and Patron do NOT exchange chairs during initiation ceremony. The Worthy Patron takes the gavel, which denotes chairmanship.

The Worthy Patron responds to the salutation sign when given by the Associate Conductress upon leaving the room the second time, as he is then the presiding officer.

When Conductress attends the alarm at the door of the preparation room she does not give the salutation sign. She is not retiring from the room. She gives no raps the second time, but opens wide the

door for the admission of candidates, conducting them formally (single file) a few steps into the Chapter room, facing the North. The Associate Conductress closes the door and assists in forming a straight line with the candidates. Conductress then steps in front of the center of the line and, facing South, proceeds. The Conductress escorts but ONE candidate as per Ritual. The escorting of two candidates by either Conductress is not according to Ritual and is forbidden.

When Conductress presents candidates to Associate Matron she will pause on the right of and at least two paces from the Associate Matron; the Associate Conductress will pass with her candidate, pausing on the left of the Associate Matron, the Conductress being at either end of the line. Upon the order to "face East" the Conductress with her candidate will face North, march North and face East. Or Conductress may wheel by Conductress marching forward and Associate Conductress backward.

The Conductress places Bible in the hands of the candidate.

Conductress and candidates remain standing at the close of obligation until Chapter is seated.

Every Star point officer should be prepared to render her part of the work in the most impressive manner possible.

When giving lectures or standing, Adah, Ruth and Esther will stand on right side of chair and wear ribbons on right shoulder (if ribbons are used) with stand for emblems on left side of chair. Martha and Electa will stand on left of chair, and wear ribbons on left shoulder, stand for emblems on right side of chair. Remain standing till candidates have passed. Ritual, page 44.

Adah shall wear the veil. The Conductress when assisting the Worthy Patron shall not use it.

The signs may be used as gestures when giving the lectures.

In forming chain at Altar, the Star officers will pass back of their chairs and draw near the Altar. The Associate Conductress will assume position as required—Ritual, page 61—marching to her position in circle after conducting her candidate to position at left of Worthy Matron. Let the entrance in circle of the Associate Conductress be the signal for forming the preliminary chain, including Worthy Matron and Conductress—Ritual, page 62, fine print—but not the candidates until as per Ritual. Soft music may be played during march to the Altar, but NOT during the prayer. When the links are broken a reverent attitude is assumed, body slightly bowed, hands loosely clasped in front, remaining in position while a verse of song is sung, “Nearer, My God, to Thee” or “Blest Be the Tie That Binds” being suitable. If “Blest Be the Tie” is sung, at the close of the second line officers may slowly retire in circle form, Star officers back of chairs, facing to resume correct position at side of chair, Associate Conductress marching to position beside candidate, who, with the Conductress, will remain standing until the sound of the gavel by the Worthy Patron, when they may wheel by Conductress marching toward the East, and the Associate backward. If song is well timed every officer should be in place at its close.

Conductress directs attention to Signet by pointing to each color, flower, symbol and emblem thereon, closing her work when the Worthy Patron says, “Finally,” etc., by pointing out the Cabalistic Motto. The Worthy Patron does not repeat either the Cabalistic word or motto after the Conductress. Follow carefully the numbers and you will see, page 67, where the Worthy Patron repeats motto.

The Conductress communicates the grip, conducts the candidates one at a time to the Secretary’s desk to sign the By-Laws, reconducts them to their former position, then conducts to the preparation room, where a small badge of membership should be in readiness to pin upon the left breast of the newly-

made members, returning to the Chapter room.

Members should be called up and a "welcome" song sung.

The Ballot.

The ballot box is on the Treasurer's desk.

Only ONE ballot box should be used.

Only ONE petition should be voted on at a time.

Balls are NOT to be removed from box and passed to members.

The Warder will allow no interruptions while balloting is in progress.

The ballot box is under the supervision of the Associate Conductress, who prepares it by placing all balls in outside compartment and ascertaining that no balls are in secret compartment, also that a sufficient number of black balls are present.

If more than one ballot is to be had, the Associate Conductress may, to save time, prepare and present box to the East without a re-march to former position in the South.

She will place the box on the pedestal in the East and face West until the Worthy Matron and Worthy Patron have balloted. She will carry box to Organist for her ballot, also to Associate Matron and Warder.

The Worthy Patron examines box before ballot is cast, and after the ballot is closed (Ritual, page 7).

The Worthy Matron announces, "Sisters and brothers, you are about to ballot on the petition of _____ to become a member of this Chapter. White balls elect, black balls (or cubes) reject. Look well to your ballot and vote for the good of the Order." She then deposits her ballot and steps to the right, when the Worthy Patron steps forward and votes.

As Associate Conductress places the box on the Altar (not on the Bible) the Conductress takes position back of Ruth's chair, while the Associate Conductress assumes her station back of Martha's chair,

facing South. These two officers guard the line, the Conductress to see that none but members of the Chapter enter the Labyrinth, keeping three paces apart, and the Associate to see that all ballot and retire properly.

When all is ready the Worthy Matron will announce that "The Star points will ballot first," giving the signal with one rap of the gavel, when Adah and Electa will march one step forward, turn outward, march west until Adah reaches point of turning to march to Altar, which should be far enough west to form an acute angle, then turning, march on straight to Altar (Ritual, page 6). Electa marches opposite Adah until turning point is reached, when she turns South to same point of turning in Southwest that Adah made, marching in such time as that she may be back of Esther's chair when Adah is at the Altar. After Adah and Electa have passed the chairs of Ruth and Martha, these two officers will march east one pace and follow the same instructions and line of march as the others. As Ruth passes Esther in entering the Labyrinth, Esther marches back of her chair to the northwest corner of line of march, then, facing south on marching line as indicated, ballots, retires same as others, but once outside Labyrinth, turns and marches straight to former position at right of chair. All Star officers should time their steps as to reach chairs at same time, being seated with the signal that calls up the South side, which is led by the Secretary, followed by the members, fall in line slowly, three paces from the one preceding you. A crowded condition in the West detracts from the dignity of the work in hand. Remain standing until seated by the same signal that calls up the North side, led by the Treasurer, followed by the members. Remain standing until seated by signal that calls Conductress and Associate Conductress to ballot, Conductress first. Both march west on line of march, keeping opposite each other until turning point, Associate Conductress back of Esther's

chair when Conductress is at Altar. After balloting, Conductress marches to her station. Associate Conductress steps one pace to left (north) of Altar, remains standing while Worthy Matron asks, "Have all voted?"

Associate Conductress replies, "Worthy Matron, the Sentinel has not voted."

Worthy Matron: "Sister Warder, you will relieve the Sentinel and invite him to enter the Chapter room." Alarm is given.

Warder: "It is the request of the Worthy Matron that you enter the Chapter room." Warder assumes station outside closed door.

Sentinel enters, remains standing inside door (or approaches back of Esther's chair with a sign of salutation). The Worthy Matron announces, "Brother Sentinel, we are balloting on the petition," etc. Sentinel ballots, gives alarm at door, and returns to his station. Warder closes the door and assumes her station.

Worthy Matron: "I declare the ballot closed. Sister Associate Conductress, you will bear the ballot West and East."

The Associate Conductress, leaving the Altar between Martha and Esther, marches to Associate Matron, placing box on pedestal, stands two paces to north of Associate Matron, faces the East until Associate Matron indicates that all is ready. Associate Conductress bears ballot to the East on the north side of the room, places it on pedestal and stands two paces to right of Worthy Matron, facing West. Worthy Matron asks—Ritual, page 6.

If one black ball appears the Worthy Matron, destroying the ballot, will say: "Sisters and brothers, we are about to ballot," etc., as before. Worthy Matron should wait until ballot is placed in East before asking Associate Matron, "How stands the ballot," etc.

The Worthy Matron always destroys the ballot.

Miscellaneous Instructions

All By-Laws and amendments thereto of a Chapter must be submitted to the Worthy Grand Matron for her approval and signature before they become effective.

A drill may be introduced under "Good of the Order" on the different star colors, the emblematic flowers, the number of degrees in the Order. Obligation repeated with the Worthy Patron, also members may join with the Worthy Patron or Worthy Matron in giving signs and passes (Ritual, page 64), omitting "allusions."

The Bible need not be closed during a short recess of the Chapter.

The Bible need not be opened in public installations.

No officer leaves station except according to Ritual.

The Worthy Matron does not shake hands with the candidate during the ceremony of initiation.

Introduce present and Past Matrons back of Esther's chair, escorting them to the East outside of Labyrinth.

All General Grand Chapter officers and Grand Matrons and Patrons are presented west of the Altar and conducted East through the Labyrinth; Grand Matrons on the north of Altar by the Conductress and Grand Patrons on the south of Altar by Conductress or Associate.

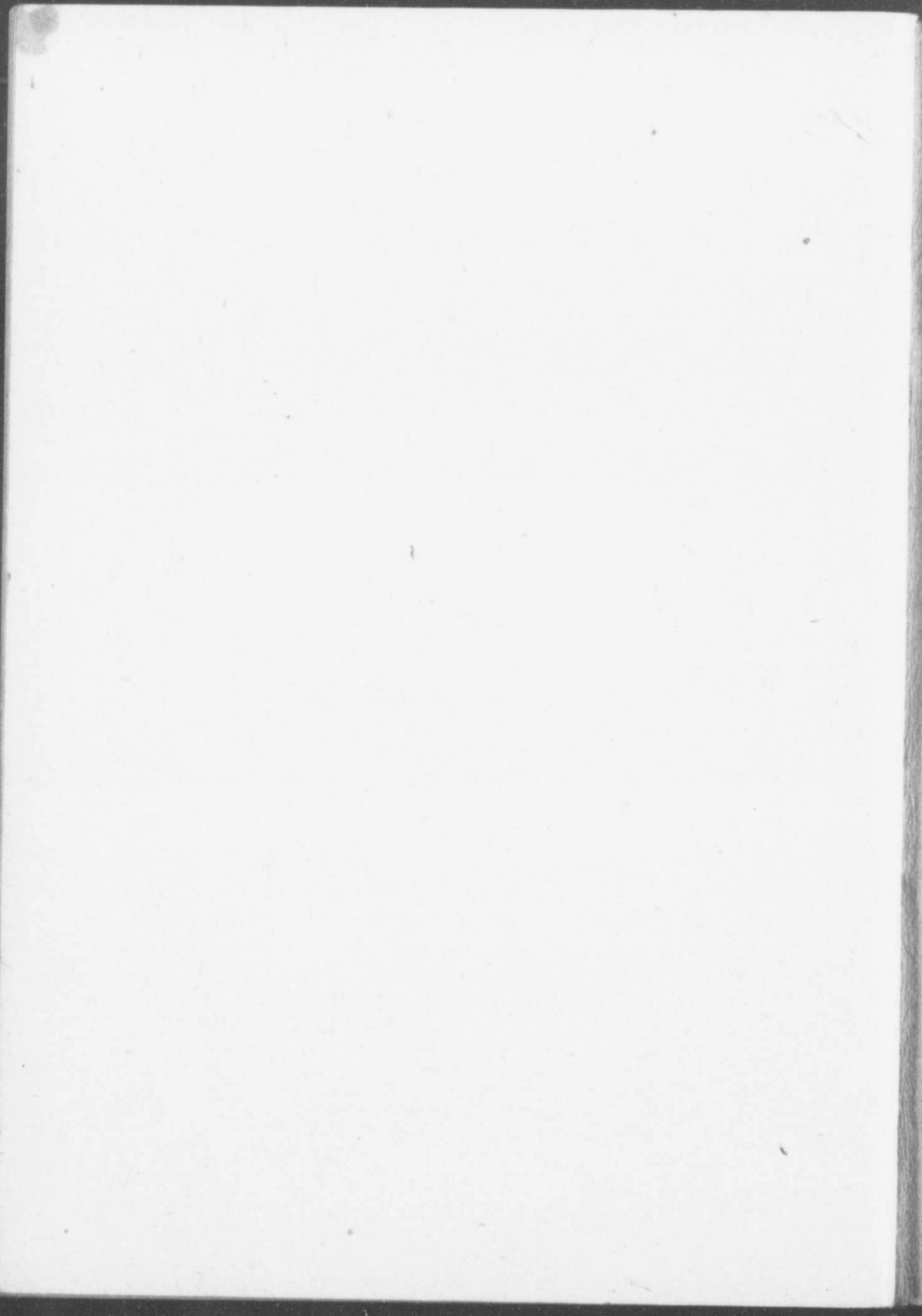
Secretaries should sign their minutes below, and at the right. The Worthy Matron approves and signs below and at the left of minutes.

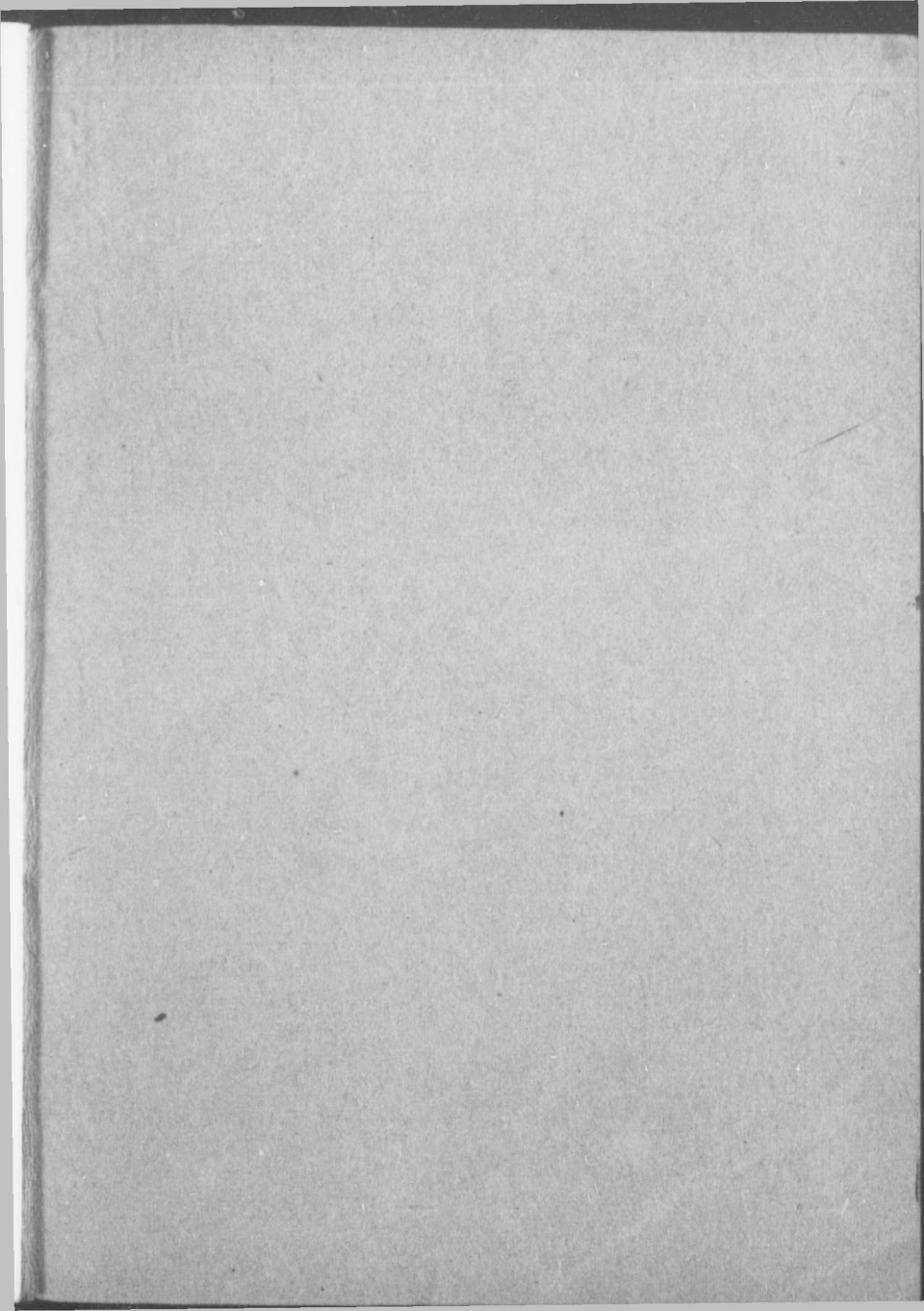
AMENDMENTS

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