CONSTITUTION AND BYLAWS
OF THE
GRAND CHAPTER OF DELAWARE
ORDER OF THE EASTERN STAR

RULES AND REGULATIONS OF GRAND CHAPTER

RULES AND REGULATIONS OF
SUBORDINATE CHAPTERS

BOOK OF INSTRUCTION
CONSTITUTION & BYLAWS
GRAND CHAPTER OF DELAWARE
ORDER OF THE EASTERN STAR
Constitution and Bylaws of the Grand Chapter of Delaware

ORGANIZATION

Wilmington, Delaware, November 14, 1921

This convention is called by the Most Worthy Grand Patron of the General Grand Chapter, Order of the Eastern Star, Brother Alfred C. McDaniel, and is composed of Present Worthy Matrons and Past Matrons and Present Worthy Patrons and Past Patrons of Delaware Chapter No. 1, Mizpah Chapter No. 2, Julia M. Story Chapter No. 3, St. John’s Chapter No. 4, Adah Chapter No. 5, Radiant Chapter No. 6, Sussex Chapter No. 7, and Caesar Rodney Chapter No. 8, Order of the Eastern Star, all of which Chapters are located in the State of Delaware.

The purpose of this convention is to organize the Grand Chapter of Delaware, Order of the Eastern Star. The above named Chapters have been legally constituted and chartered by the General Grand Chapter, Order of the Eastern Star, and it is hereby understood and agreed that the Grand Chapter of Delaware now about to be organized is to accept and recognize the above Chapters as such, and to allow each of them to retain their present original Charter, issued by the General Grand Chapter, names members and locations as their authority for existence and work under the newly organized Grand Chapter of Delaware.

ARTICLE I
Name, Seal and Purpose

Section 1: Name. This Grand Chapter will be known as the Grand Chapter of Delaware, Order of the Eastern Star.

Section 2: Seal. It will have a seal consisting of a dotted circle within a ring; between the ring and circle will be the words, “GRAND CHAPTER OF DELAWARE, ORDER OF THE EASTERN STAR. Organized November 14, 1921.” In the center of the circle will be a five-pointed star with the letters F-A-T-A-L between the points of the star. The star will enclose a pentagon in the center in which will be the Coat-of-Arms of the State of Delaware.

Section 3: Purpose. The purposes of the Grand Chapter of Delaware, Order of the Eastern Star are Fraternal, Social, and Charitable.

ARTICLE II
Membership

All members of the Grand Chapter of Delaware, Order of the Eastern Star who are an affiliated member of a subordinate Chapter under this Grand Jurisdiction, who are or must remain an active member in good standing of some subordinate Chapter owing its allegiance to the Grand Chapter of Delaware, Order of the Eastern Star.

ARTICLE III
Powers, Prerogative and Sovereignty of the Grand Chapter
(Combine Article IX Power of Grand Chapter with this Article 1/10/2016)

This Grand Chapter declares its allegiance to the General Grand Chapter, Order of the Eastern Star. As such:

A) It will use only the Ritual, Signet and Labyrinth promulgated by the General Grand Chapter and will conform to its Constitution and Laws but this Grand Chapter being supreme in all matters pertaining to its internal affairs, in so far as they do not conflict with Ritual, Constitution and Laws of the General Grand Chapter;
Constitution and Bylaws of the Grand Chapter of Delaware

1) It has the sole right to superintend and govern all Chapters of the Order within the State of Delaware;
2) It has the power to grant charters, for forming and holding new Chapters;
3) It will enact laws, rules and regulations; issue edicts, and amend or appeal the same;
4) It has the right to discipline Chapters for willful violation or infringement of the Ritual or of the Constitution, regulations, edicts, or proprieties of this Grand Chapter;
5) It has the right to decide appeals from Subordinate Chapters or members;
6) It has the right to assess and collect from the several constituent Chapters such fees and sums as these laws require, or as this Grand Chapter may from time to time order;
7) It has the right to exercise all the rights of sovereignty within the limits of its jurisdiction, subject to the Ritual and the provisions of its own Constitution;
8) All powers not specifically delegated to Subordinate Chapters are inherent in and reserved to this Grand Chapter.

ARTICLE IV

COMPOSITION OF GRAND CHAPTER

The Grand Chapter will consist of:

Section 1: The Grand Chapter Officers

Worthy Grand Matron         Worthy Grand Patron
Associate Grand Matron        Associate Grand Patron
Grand Secretary              Grand Treasurer
Grand Conductress            Grand Conductress
Three (3) Grand Trustees     Grand Lecturer
Grand Chaplain               Grand Marshal
Grand Organist               Grand Adah
Grand Ruth                  Grand Esther
Grand Martha                Grand Electa
Grand Warder                Grand Sentinel
Deputy Grand Lecturer(s)

Section 2: Eligibility

A) All members of this Grand Chapter will be eligible to any office within its gift except as otherwise provided and provided that no members may be elected to or appointed to fill two Grand Chapter offices.
B) The Grand Secretary, Grand Treasurer and Grand Trustees may not serve on the, Jurisprudence and Legislation Committee or any committee with financial responsibilities.
C) All nominees for an elected office must have served a full term as Worthy Matron or Worthy Patron of a subordinate Chapter of Delaware.
Constitution and Bylaws of the Grand Chapter of Delaware

Section 3: How Chosen

A) The first eight officers named in Article IV, Section 1, Officers will be elected annually.
B) A Grand Trustee will be elected annually for a term of three (3) years.
C) All other officers will be appointed by the Worthy Grand Matron

ARTICLE V
ELECTION

Section 1: Election of Grand Officers:

(This Section Must Be Read in Its Entirety by the Worthy Grand Patron Prior to the Election of Grand Officers)

A) Will begin at 2:00 p.m. on the second full day of the Annual Grand Chapter Session.
B) Will be by majority vote on a separate, secret written ballot.
C) If there are more than three candidates for the same office, the name of the one receiving the lowest number of votes cast will be dropped after the third ballot is announced.
D) Blank ballots will not be counted.
E) If the votes tie for the two lowest candidates then all will be voted on again, unless one candidate has received a majority of all votes cast.
F) During the election of Grand Officers, no members will be allowed to enter or retire from the Grand Chapter room without permission by two-thirds (2/3) of the members present.

Section 2: Uncontested Offices: If there are no objections presented, the Grand Secretary will cast the unanimous vote for all uncontested offices except for Grand Secretary which will be done by the Grand Treasurer.

Section 3: All other elective Grand offices:

A) Will be filled by secret ballot
B) All nominees for an elected office must have served a full term as Worthy Matron or Worthy Patron of a subordinate Chapter of Delaware. (AM 2012)

Section 4: Nominations for elective Grand office:

A) Will be made by any voting member of this Grand Chapter who is a member of, and representing the candidate’s subordinate Chapter providing the nomination form is signed, the office stated, the nominee meets the requirements for the elected Grand Office as states in the Rules and Regulations of the Grand Chapter, and the nomination form is placed in a container provided for the same on the desk of the Credentials Committee before 10:00 a.m. on the second full day of the meeting week.
B) No nominations will be considered from the floor of the Grand Chapter.

Section 5: No name present

A) When no name is presented for a respective office, a majority written secret ballot will be taken to fill such office.
B) If no one accepts an Elected Grand Office after three secret ballots, then the Presiding Officer will appoint a Past Grand Matron or Past Grand Patron as appropriate to the Elected Grand Office to serve in that office during that Worthy Grand Matron’s year only.
ARTICLE VI
VACANCIES HOW FILLED

Section 1: Associate Grand Matron or the Grand Conductress through illness, resignation or some emergency, not be able to advance:

A) The next Grand officer in line will be advanced by the Grand Secretary casting a unanimous vote for the vacant office.

B) If this situation leaves the office of the Associate Grand Matron or Grand Conductress both vacant, notice will be given to the Grand Chapter in writing, on the first full morning of the Grand Chapter Session.

Section 2: Associate Grand Patron through illness, resignation or some emergency, not be able to advance a nomination must be placed in the nomination box.

Section 3: Grand Trustees through illness, resignation or some emergency, not be able to advance:

A) The next Grand Trustee in line will be advanced by the Grand Secretary casting a unanimous vote for the vacant office.

B) If this situation leaves the office of the Grand Trustees for two (2) years and three (3) years both vacant, notice will be given to the Grand Chapter in writing, on the first full morning of the Grand Chapter Session.

ARTICLE VII

Section 1: Annual Meeting

A) The Annual Meeting of the Grand Chapter will be held in accordance with an approved contract of no less than three years in duration negotiated by the Grand Trustees in cooperation with the elected line officers and held in any town or city in Delaware beginning on the second Monday in May at 9:00 am for a period of two consecutive days.

B) The tentative programs of this Annual Grand Chapter Session will be printed on white paper and in the hands of the members 90 days before Grand Chapter. (AM 2010)

Section 2: Special Meetings

A) Special Meetings may be called by the Worthy Grand Matron, with the concurrence of the Worthy Grand Patron, at such time and place as in their judgment the interest of the Order may require and every Chapter in this Grand Jurisdiction will be notified at least fifteen (15) days prior thereto.

B) No business will be transacted at such meetings except that specified in the written “call.”

C) The Worthy Grand Matron, with the concurrence of the Worthy Grand Patron, may call a meeting of the Grand Chapter in case of emergency and every Chapter in this Grand Jurisdiction and all Grand Line Officers will be notified at least fifteen (15) days prior thereto.

Section 3: Quorum: In addition to the Charter of the Grand Chapter, at an Annual or Special meetings one or more than half of the Subordinate Chapters under the jurisdiction of this Grand Chapter and one of the first four Grand elective officers will be considered to constitute a quorum for the transaction of business.
ARTICLE VIII
VOTING REGULATIONS

Section 1: Votes: Each member of this Grand Chapter will have one vote when present.

Section 2: Chapters in arrears: Members and representatives of Chapters in arrears for dues will not vote unless so ordered by two-thirds (2/3) vote of the delegates present in the Grand Chapter.

Section 3: Chapter under Dispensation: No members of a Chapter under Dispensation will have the right to vote at the Annual or Special meeting of the Grand Chapter until after the Grand Chapter votes to give them a Charter, after which all members will have the rights and privileges of the Grand Chapter, not in conflict with these laws.

ARTICLE IX
INSTITUTING SUBORDINATE NEW CHAPTERS

Section 1: Number required for new subordinate Chapters
A) New subordinate Chapters will be instituted with not less than twenty (20) charter members, and not more than fifty (50); provided that no new subordinate Chapter will be formed in any town or city where one or more subordinate Chapters exist, except on petition of not less than ten affiliated members of the Order living within the Jurisdiction of said subordinate Chapter.
B) That all persons signing a petition for a dispensation for a new subordinate Chapter will be required to also fill out, in ink, individual petition blanks, answering all questions thereon in their own handwriting.
C) The above petition to become the property of the subordinate Chapter.

Section 2: Naming Subordinate Chapters
No subordinate Chapter will be named after any living person.

Section 3: Numbers of Demised Subordinate Chapters
The number of a demised subordinate Chapter will only be given to a revived or newly organized subordinate Chapter in the same town or city.

ARTICLE X
RIGHTS OF MEMBERS

Members in Good Standing have the right to
A) Visitation to other subordinate Chapters
B) To appeal decisions and submit grievances
C) Right to vote on all issues within their subordinate Chapter or at Grand Chapter
D) Right to hold office within their subordinate Chapter or Grand Chapter subject to limitations as provided Rules and Regulations of the Grand Chapter and Rules and Regulations of subordinate Chapters in Delaware.
ARTICLE XI
ARREST OR SUSPENSION OF A SUBORDIANTE CHAPTER CHARTER

Section 1: The Worthy Grand Matron will have the power to arrest or suspend the Charter of any Subordinate Chapter in this Jurisdiction until the next Annual Session of the Grand Chapter.

Section 2: Reasons for arresting or suspending a subordinate Chapter Charter include but are not limited to:

1) Failure to pay per capita tax
2) Failure to forward annual returns to the Grand Secretary
3) Failure to obtain a quorum for six (6) consecutive months
4) Failure to follow the laws of the Grand Chapter or Ritual of the Order.

Section 3: Process for arrest or suspension of the Charter
A) After due investigation the Worthy Grand Matron must send a written letter under seal to the subordinate Chapter outlining the reasons for possible arresting of the Chapter Charter and give a timeframe for correction of the issue.
B) If the issue has not been corrected in the timeline provided in the letter the Worthy Grand Matron will visit the Chapter and formally arrest the Charter until the next Annual Session of the Grand Chapter where membership will approve or disapprove the arresting of the Charter.
C) All books will be frozen and only expenses approved by the Worthy Grand Matron paid.

Section 4: At the next Annual Session of the Grand Chapter the Worthy Grand Matron will report fully to the membership of the Grand Chapter as to her reasons for doing so.

ARTICLE XII
AMENDMENTS

Section 1: No amendment to this Constitution either by alteration or addition will be made unless in the following manner:

A) First hearing. The amendment proposed must be presented in writing, either electronically or by paper to the Jurisprudence and Legislation Committee a minimum of ninety (90) days before the Annual Meeting or Special meeting called for that purpose, and after being heard, discussed, and if so ordered, amended, and if it is then approved by a majority of the votes present, it will be entered on record and printed in the Proceedings or minutes as amended.
B) Second hearing. At the next Annual Meeting or Special meeting called for that purpose, it will be read in full and if so order amended, and if two-thirds of the members present and voting, vote in its favor, the amendment will be recorded as part of this Constitution.

Section 2: Time to present amendments for adoption or rejection:
A) Amendments presented for a first or second reading at the Annual Session of the Grand Chapter will be considered for a vote on Tuesday afternoon of the annual Grand Chapter Session.
B) Amendments present for a first or second reading at a Special Meeting called for that purpose will be considered for a vote after being discussed by the membership present at the Special Meeting at the time and place specified in the call.
RULES AND REGULATIONS
OF THE
GRAND CHAPTER OF DELAWARE
ARTICLE I
MEETINGS

Section 1: Stated Annual Session

A) **Registration** will be by pre-registration of $20.00 for all attending and a fee of $30.00 assessed for late on-site registration.

B) **At the stated Annual Session** of the Grand Chapter, the Worthy Grand Matron will assume her station at the appointed hour after, see that the Grand Officer’s stations are properly filled, ascertained that there is a quorum (one more than half the existing Subordinate Chapters) present and open the Grand Chapter in regular form.

C) **Order of Business:** The following order of business will be observed, namely:

1) Ascertain that there is a quorum (one more than half the existing Subordinate Chapters) present

2) Opening of Grand Chapter

3) Draping of the Altar

4) Announcement of Committees

5) Introduction of Distinguished Guests

6) Report of the Committee on Unfinished Business

7) Reports
   a) Worthy Grand Matron
   b) Worthy Grand Patron
   c) Grand Secretary
   d) Grand Treasurer
   e) Grand Trustees including budget presentation
   f) Grand Lecturer
   g) Committee Reports
      i. Committee for the Annual Grand Chapter Session which will include the report of all subcommittees or special activities
      ii. Committee on Benefit for Children With Special Needs
      iii. Committee on Credentials/Registration
      iv. Committee on ESTARL
      v. Committee on Grievances and Appeals
      vi. Committee on the Julia M. Story Award
      vii. Committee on Necrology
      viii. Committee on Printing
      ix. Committee on the Shustack Scholarship Award
Committee on Ways and Means
Committee on the Web Page
Special Committees
Jurisprudence and Legislation Committee

8) Unfinished Business
9) New Business
10) Resolutions
11) Presentation of Fifty-Year members (Afternoon of the first full day of the Annual Session)
12) Elections (at 2:00 p.m. of the second full day of the Annual Session)
13) Undraping of the Altar
14) Installation
   a) Open Installation are permitted at the discretion of the Incoming Worthy Grand Matron and by a vote of the membership of the Grand Chapter.
   b) It will be the prerogative of the Worthy Grand Matron-elect to delegate the privilege of installing the incoming Grand Officers to the Worthy Grand Matron, Worthy Grand Patron, any Past Grand Matron, Past Grand Patron or any General Grand Chapter Officers (AM 2015)
   c) No officer will officiate in her or his station until regularly installed, and no regularly installed Grand Officer will be deprived of any of the prerogatives of that office without her or his consent, except in case the Worthy Grand Matron and Worthy Grand Patron have suspended such officer (AM 2015)

D) The Presiding Officer may decide how committee reports are to be handled, i.e. any committee reports requiring action are to be read, all other committee reports may be placed on the Grand Secretary’s desk for inclusion in the proceedings.

Section 3: Votes
A) All members of the Grand Chapter of Delaware, Order of the Eastern Star, who pay the designated registration fee each year, will be given one vote in their own right at the Grand Chapter Session.
B) Excepting in elections, all questions will be determined by the usual voting sign of the Order.
C) A member may call for a written ballot. When seconded, the motion will be submitted for the consideration of the members of the Grand Chapter.
D) The Presiding Officer may call for a written ballot at her/his discretion.

Section 4: Rules of Order
B) After the Grand Chapter is opened; the officers, members and visitors may enter or leave the Grand Chapter through the guarded door without giving the sign.
C) When speaking on a question, no members will speak more than twice on the same question without permission of the Grand Chapter or the presiding officer.
D) **Division of the question:** Any member may call for a division of the question by yeas and nays.

E) **Majority Vote:** A majority vote will determine all questions, except as otherwise provided

F) **Appealing decision of the Presiding Officer:** Any member of this Grand Chapter may appeal from the decision of the Presiding Officer and said decision may be overruled with a two thirds (2/3) majority vote of the members.

G) **Motions:** All motions (except routine) and resolutions will be reduced to writing, read, with the name of the mover endorsed thereon and duly seconded;

1) **Motion to Reconsider:**
   a) Must be proposed by someone who voted on the prevailing side.
   b) Will be decided without debate but the presiding officer will explain the question or request or have some member do so.
   c) Requires a majority vote.

2) **Motion to Refer to Committee:**
   a) Used to delay an action or give time for more consideration
   b) Requires a majority vote.

3) **Motion to call for or return to the Orders of the Day:**
   a) Does not require a vote and must be granted

4) **Motion to move the previous question:**
   a) Requires a two thirds (2/3) majority vote.

**Section 5: Reports:**

A) All Grand Officers and committees will give four (4) copies of their reports to the Grand Secretary for distribution as follows:
   1) One (1) copy to the Grand Secretary;
   2) One (1) copy to the Jurisprudence and Legislation Committee;
   3) One (1) copy to the Worthy Grand Matron;
   4) One (1) copy to the Associate Grand Matron.

B) All reports will be accepted and printed in full in the Proceedings with total money disclosure. (AM 2009)

C) All financial reports are due to the Grand Trustees by April 20th of the year of the Grand Session.

D) After review by the Grand Trustees, financial reports will be turned over to the Grand Secretary for the Proceedings.

E) The Grand Trustees are to notify the Worthy Grand Matron, in writing, of all reports not received so that she may help in obtaining them.

F) Exceptions:
   1) Completed financial reports of any committee handling money during the Grand Chapter Session are due to the Grand Secretary/Grand Trustees no later than one week after the Grand Chapter Session.
2) The above committees may give partial reports with completed reports due the Grand Trustees and Grand Secretary no later than the week after the Grand Chapter Session. (AM 2012)

Section 6: Demitted Members, for up to one year from demit date, will be allowed to visit the Annual Grand Chapter Session, but will take no part in its proceedings.

Section 7: Honorary Membership Certificates will be presented to all dignitaries who are presented at the Altar and have not received an Honorary Membership Certificate of this Grand Jurisdiction.

Section 8: Session Bills: All bills of the sessions will be allowed and paid accordingly as approved in the budget.

ARTICLE II
DUTIES OF GRAND OFFICERS

Section 1: The Worthy Grand Matron:

A) Will possess all the powers and prerogatives conferred by the ritual, landmarks, laws, and usages of the Order.

B) She will open and preside at all sessions of the Grand Chapter, or request the Worthy Grand Patron to preside.

C) She will Officially Visit each subordinate Chapter in this Grand Jurisdiction at least once during her term of office.

D) She will serve Ex-Officio on all Standing and Special Committees and Boards.

E) She will appoint all Grand Officers, committees on behalf of the Grand Chapter unless otherwise provided.

F) She will see that the Ritual, laws, rules and regulations of the Order are strictly enforced, and its dignity maintained under any and all circumstances.

G) She will have direction and supervision over all the Grand Officers with the exception of the Worthy Grand Patron, in the discharge of their respective duties in accordance with the Ritual and this Constitution and Laws, and may require the advice and assistance of the Grand Officers at all times.

H) She will sign all voucher checks drawn on the grand treasury in accordance with these laws. The Worthy Grand Matron will only sign checks made out in their entirety. The Grand Secretary and Grand Treasurer will sign checks before Worthy Grand Matron signs them. In case of extreme emergency two may sign the check, one of which must be that of the Worthy Grand Matron, or in the event of disability of Worthy Grand Matron, the Associate Grand Matron.

I) She will decide all questions of law, custom or usage, submitted to her by any of the Grand Officers or Elective Officers of Subordinate Chapters or Chapters under seal or of any member appealing from a decision of the Chapter, and report same to the Grand Chapter; and until the next session of the Grand Chapter such decisions will have the force of law, but not longer, unless approved by the Grand Chapter.

J) She will, in conjunction with the Worthy Grand Patron, sign all Charters for Subordinate Chapters, and the Charters will be delivered by the Worthy Grand Matron or her Deputy at the time the Chapters are constituted.
K) She will have the power to grant special dispensations for all purposes which in her judgment may seem expedient or correct and in accordance with these laws, except to Chapters under Dispensation.

L) She may convene a Subordinate Chapter at any time, preside therein in person or by Deputy, inspect its proceedings and work, and require conformity to the Ritual, laws, rules and regulations of this Grand Chapter; provided, that no Chapter will be convened on Sunday.

M) She may suspend the Worthy Matron, the Worthy Patron, or any other officer from office in a Subordinate Chapter, withdraw or suspend the Charter of a Chapter, or withdraw the Dispensation of a Chapter under Dispensation, only with the written advice and consent of the Worthy Grand Patron; but in all cases where an officer is suspended or disciplined, or a Charter arrested, or a dispensation withdrawn. She will report fully her reason for such action at the next Annual Session of the Grand Chapter. Such suspension will not extend beyond her term of office unless the Grand Chapter will so direct. She will report all her official acts and make all necessary recommendations to the Grand Chapter for its approval or disapproval.

N) During the recess of the Grand Chapter she will exercise its executive powers, and her authority will be supreme in all matters as set forth in our laws; she may call upon the Worthy Grand Patron for assistance and advice at any time.

O) In the event of the disability or demise of the Grand Secretary or Grand Treasurer, she will call a meeting with the Worthy Grand Patron and Jurisprudence and Legislation Committee to appoint an acting Grand Secretary or Grand Treasurer who will serve until the next Annual Session. Interested persons may make their desires known in writing to the Worthy Grand Matron within ten days after said disability or demise, said meeting and appointment will be made within the next ten days.

P) Special Deputies

1) She may appoint Special Deputies as in her judgment are needed for the growth and extension of the Order. These appointments may be required for the proper transaction of the business of the Grand Chapter or of Subordinate Chapters, including the appointment of Special Deputies to preside at trials, when deemed expedient by her or when requested to do so, provided such Special Deputies are voting members of this Grand Chapter.

2) In the appointment of such Special Deputies she will definitely prescribe their powers and duties, which will not be in conflict with this Constitution and these laws, and their commissions, will expire after said duties have been performed.

P) She may appoint Grand Representatives for Delaware in other Grand Jurisdictions and approve the appointment of Grand Representatives from other Grand Jurisdictions in the Grand Jurisdiction of Delaware, at the expiration of their commissions. All Grand Representatives commissions of Delaware in other jurisdictions will expire on December 31st, two (2) years from the date of the start of the commission.

Q) She will be provided with an official seal with which she will authenticate all official documents issued by her. Any document not so authenticated will be deemed her individual and not her official act. Such seal will be the Badge of her office surrounded by the words “Worthy Grand Matron of Delaware,” and will be sufficient authentication of official letters sent to the Chapters by the Worthy Grand Matron.

R) Absence from the Jurisdiction
Rules and Regulations of the Grand Chapter of Delaware

1) When the Worthy Grand Matron is absent from the jurisdiction she will perform her duties via electronic communications.

2) In the case she will not be able to perform her duties as stated above while absent from the Jurisdiction:
   (a) If the Worthy Grand Patron and Associate Grand Matron are unavailable, she will appoint an Acting Worthy Grand Matron and this appointment will be assigned to the highest ranking Elected Grand Officer who will be present within the Jurisdiction;
   (b) Or if all Elected Grand Officers are absent from the Jurisdiction, she will appoint a Past Grand Matron who will be present in the Jurisdiction during her absence to be Acting Worthy Grand Matron;
   (c) In all cases the appointee will give a written report to the Worthy Grand Matron of all inquiries made and their decisions concerning these questions which will appear in the final report of the Worthy Grand Matron.

3) She will notify the Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron and Grand Secretary of her impending absence from the jurisdiction by electronic means

   S) She will appoint Deputy Grand Lecturers of sufficient number, for the proficient instruction of the officers and members.
   T) She will hold a School of Instruction, in conjunction with the Grand Lecturer and Deputy Grand Lecturers, within thirty (30) days of her installation as Worthy Grand Matron.
   U) Her report will be in the hands of the members of the Jurisprudence and Legislation Committee no later than April 25 and include all irregularities must be cited with referenced for the discrepancy.
   V) She will omit all legislation enacted at previous Grand Chapter Sessions from her report and only make reference that all Chapters have been properly notified of legislative changes.
   W) She will upon receiving a request for Waiver of Territorial Jurisdiction from another Grand Jurisdiction over a petitioner living within our jurisdiction, poll all the Chapters in this jurisdiction. Upon receipt of the results from the Chapters, she will notify the Worthy Grand Matron of the requesting Grand Jurisdiction.

Section 2: The Worthy Grand Patron:

A) Will assist and advise the Worthy Grand Matron in the discharge of her duties.
B) He will preside at the Grand Chapter sessions whenever called upon to do so by the Worthy Grand Matron.
C) He will serve Ex-Officio on all Standing and Special Committees and Boards.
D) In the absence of both the Worthy Grand Matron and Associate Grand Matron, he will call the Grand Chapter to order and appoint a Past Grand Matron to pro tem.
E) Prior to election will read Article II Section 1 of the Rules and Regulations, on balloting.
F) He will retain possession of the Ballot Box and Key.
G) He will give the Ballot Box to the Chairman of the Credentials Committee prior to the opening of the Grand Session on the morning of the first full day of the Annual Grand
Chapter Session to be returned to him after the close of receipt of nominations on the morning of the second full day of the Grand Chapter Session.

H) Preside during the election of Grand Officers.

I) He will call for the report of Credentials Committee and Committee on Nominations prior to the election of Grand Officers.

J) He will sign in conjunction with the Worthy Grand Matron all Charters granted and issued to Chapters by the Grand Chapter.

K) He will individually issue all dispensations to institute new Chapters, and institute same either in person or by a deputy who must be a Past Grand Patron, and render all decisions for Chapters while under dispensation.

L) He will discipline insubordinate Chapters, officers or members only with the written advice and consent of the Worthy Grand Matron.

M) If both the Worthy Grand Matron and Associate Grand Matron are absent from the State, he will perform the duties of the Worthy Grand Matron.

N) He will have a Worthy Grand Patron’s seal, to consist of the badge of his office surrounded by the words “Worthy Grand Patron of Delaware,” and affix same to all official documents

O) He will make a written report to his successor in office of all outstanding petitions for dispensations and any preliminary work that has been done to create interest in localities where no Chapters exist.

P) His report will be in the hands of the members of the Jurisprudence and Legislation Committees no later than April 25.

Section 3: The Associate Grand Matron

A) Will assist the Worthy Grand Matron.

B) In case of the absence, death or disability of the Worthy Grand Matron she will become Acting Worthy Grand Matron for the remainder of the year or the extent of the disability.

C) May begin official preparations for her year as Worthy Grand Matron after her Installation as Associate Grand Matron

D) Directory:

1) In conjunction with the Grand Secretary she will prepare or have prepared the Directory for the year she will serve as Worthy Grand Matron.

2) If commercially printed she must obtain three (3) bids. The awarding of the contract will be approved by the Grand Trustees.

E) Her name will be added to the signature cards on all account of the Grand Chapter of Delaware, Order of the Eastern Star as one of the signers or co-signers.

Section 4: The Associate Grand Patron:

A) He will assist the Worthy Grand Patron.

B) In case of the absence, death or disability of the Worthy Grand Patron he will become the Acting Worthy Grand Patron for the remainder of the year or the extent of the disability.

Section 5 Grand Secretary

A) Proceedings:
1) The Grand Secretary will record all the transactions of the Grand Chapter in order to be published and will superintend such publication.

2) The Junior Past Grand Matron and Past Grand Patron will assist the Grand Secretary in the editing of the Proceedings.

3) When unforeseen problems occur, the Worthy Grand Matron should be notified, in writing, what the problem is so she can help to resolve the issue to allow the Grand Secretary to make, or be close to, the deadline.

4) Proof copy of the Proceedings will be provided to the all members of the Printing Committee for proof reading by October 1st and be returned to the Grand Secretary no later than November 30th of the year of the Annual or Special Grand Chapter Session.

5) New bids are to be secured for our printing needs, not only for the Proceedings but also for other printing needs of the Grand Secretary. Bids should be entered for specific quantities. All bids should be on a competitive basis with the lowest proposal being accepted.

6) Two volumes of three consecutive years of proceedings to be bound in book form, one for the use of the Worthy Grand Matron and one to be kept in the office of the Grand Secretary.

7) Distribution:
   
a) Will be made by January 31st before the next Grand Chapter Session.
   
b) Distribution will be in the following manner:
      
      - One (1) per Grand Officer
      - One(1) per Deputy Grand Lecturer
      - One (1) per Past Grand Matron and Past Grand Patron
      - One (1) per Elective Grand Officer of the General Grand Chapter with the exception of the Right Worthy Grand Secretary.
      - Two (2) copies to the Right Worthy Grand Secretary.
      - One (1) complimentary copy to each Grand Chapter to be used by the Fraternal Correspondence Committee and then to be passed on to the Grand Representative in the Grand Jurisdiction to Delaware.
      - One (1) copy to the Junior Past Matron Junior Past Patron serving during the Grand Chapter year of the Proceedings.
      - One (1) copy to the subordinate Chapter Secretaries for their Chapter’s file.
      - All orders received by the Grand Secretary before May 1st of the Annual Grand Chapter Session will state the format, either paper or electronic, in which the recipient wishes to receive the directory.

C) Directories:

1) The Associate Grand Matron will work in conjunction with the Grand Secretary to have the Directories prepared and delivered and distributed as follows:
   
   - One (1) per Grand Officer
   - One(1) per Deputy Grand Lecturer
   - One (1) per Past Grand Matron and Past Grand Patron
Rules and Regulations of the Grand Chapter of Delaware

- One (1) per Elective Grand Officer of the General Grand Chapter with exception of the Right Worthy Grand Secretary
- Two (2) copies to the Right Worthy Grand Secretary.
- One (1) complimentary copy to each Grand Chapter.
- One (1) copy to the Junior Past Matron Junior Past Patron serving during the Grand Chapter year of the Proceedings.
- One (1) copy to the subordinate Chapter Secretaries for their Chapter’s file.
- All orders received by the Grand Secretary before May 1st of the Annual Grand Chapter Session will state the format, either paper or electronic, in which the recipient wishes to receive the directory.

D) Care of Property:

1) The Grand Secretary will receive, duly file and safely keep all papers, books, documents, paraphernalia and other properties of the Grand Chapter, unless otherwise provided in these laws.

2) Will take a receipt from all Grand Officers for the jewel of office and other properties of the Grand Chapter that will be returned at the end of their term in Grand Office.

3) Will keep a seal of the Grand chapter and affix the same to all documents emanating from the Grand Chapter.

4) Two complete sets of bound Proceedings, one (1) set for the Grand Chapter Office and one (1) set for the Worthy Grand Matrons use during her term of office which must be returned on or before April 30th.

E) Correspondence:

1) Under the direction of the Grand Chapter and the Worthy Grand Matron, conduct all correspondence of the Grand Chapter, including the issuance of circulars, memorials, invitations, programs and notices of special meetings to each Chapter, Grand Officer, Past Grand Matron and Past Grand Patron in this Grand Jurisdiction. These may be sent using email so long as there is confirmation of the receipt of the information.

2) Memorials will be printed on full size, presentation grade paper and mailed to the proper recipients. (AM 2010)

3) At the Worthy Grand Matron’s discretion will provide to the appropriate Grand Officers copies of all appropriate incoming correspondence under seal.

F) Receipts and Disbursements:

1) Will collect all funds due the Grand Chapter and keep a correct account thereof in books prescribed for that purpose.

2) Will make bi-weekly remittances of all funds to the Grand Treasurer taking a receipt therefore.

3) Report at each annual meeting a detailed account of all monies received during the year, with a statement showing whence derived, together with the receipts of the Grand Treasurer.
4) Will issue voucher checks on the Grand Treasurer, which voucher checks will also be signed by the Worthy Grand Matron and Grand Treasurer.

G) Reports:
1) Will report at each Annual Meeting of the Grand Chapter all Chapters in arrears for dues, or which have failed or neglected to comply with any of the provisions of this Constitution, and/or Rules and Regulations with respect to matters coming within the duties of her office.
2) Will notify the Worthy Grand Matron on February 16th of all subordinate Chapters in arrears.

H) Supplies:
1) Will purchase and keep on hand such supplies as are needed by the Grand and Subordinate Chapters, paying for the same by a voucher check, signed by the Grand Secretary, Worthy Grand Matron and Grand Treasurer.
2) Will sell all such supplies to Subordinate Chapters in the name and for the benefit of this Grand Chapter, except that not later than January first of each year, will furnish free to each Subordinate Chapter in this Grand Jurisdiction duplicate forms upon which to make returns of the year’s work. Said returns to be in the hands of the Grand Secretary not later than February 15th of each year.
3) Blanks upon which to report the names of the officers installed annually said returns to be in the hands of the Grand Secretary not later than April 30th of each year.

I) Office:
1) Will maintain a suitable office, to transact the business of the Grand Chapter.
2) The office will be furnished under the direction of the Grand Trustees and be conveniently located in the home city of the Grand Secretary, unless this Grand Chapter by vote will order it to be located elsewhere.
3) The expense of setting up such office will be borne by this Grand Chapter.

J) Identification and Receipts for Dues in Card Form:
Will furnish the Chapters with identification and receipts for dues in card form, which will be printed in different colors yearly, for which Chapters will pay the list price.

K) Meetings:
1) Will attend all meetings of the Grand Chapter Officers and Committees, when requested to do so by the Worthy Grand Matron, with the books and necessary papers belonging to her office.
2) After consulting with the Worthy Grand Matron, who will be invited to the meeting, can call a meeting of the subordinate Chapter Secretaries to review process and procedures.
L) **Select a competent assistant:**

1) Must be a member in good standing;

2) Assist in compiling the proceedings;

3) In the absence of the Grand Secretary answer all mail and distribute supplies to the subordinate Chapters’

4) Perform any other duties as requested by the Grand Secretary

M) **Legislation that is passed at the Annual or Special Session of the Grand Chapter:**

1) Send, accompanied by a cover letter bearing the seal of the Worthy Grand Matron, copies of all legislation, including irregularities enacted at the Grand Chapter Session not later than the fifteen (15) day so that it may be read in all Chapters before their closing in June.

2) Complete copies of the above will also be sent to the members of the Jurisprudence and Legislation Committee. (AM 2010)

N) **Call or invitation to Grand Chapter Session**

1) Will prepare and distribute the call to the Annual Grand Chapter Session to all members of the Grand Chapter in both electronic and print form.

2) Will include in the call or invitation to the Annual Grand Chapter Session forms to order Directories and Proceedings which must be returned by April 30th before the Annual Grand Chapter Session.

3) Will prepare and distribute the call to any Special Session of the Grand Chapter.

O) **Jurisprudence and Legislation**

1) Will provide a copy of the Constitution and By-laws of this Grand Chapter marked “property of Grand Chapter” and with seal affixed, to each member of the Jurisprudence and Legislation Committee and to each elective officer and current update each year at no cost to these members. These copies to be returned to Grand Secretary on their retirement from office.

2) Those copies are sold to interested members of the Order. (AM 2010)

3) Copies will be available in both printed and electronic format

P) **Log of Duties:** Maintain a chronological log of the duties of the office to facilitate any changeover, which may occur.

1) Attend all Annual and Special Grand Chapter Sessions noting in proper form all business transacted at those session.

2) Collect all monies due the Grand Chapter and pay it to the Grand Treasurer taking a receipt thereof.

3) Conduct all correspondence of the Grand Chapter.

4) Mail the first letter of the Worthy Grand Matron by June 1st of each year

5) Mail the second letter concerning action on legislation of the most recent Grand Chapter Session or Special Session

6) Prepare the Proceedings of all Annual and Special Grand Chapter Sessions. The Annual Session proof’s to be to the Printing Committee by October 31st of the year of the Proceedings.
7) Mailing of subsequent letters of the Worthy Grand Matron within one week after their receipt.

8) Prepare and mail the invitation to the Annual Grand Chapter Session along with all inserts by February 1st of each year.

9) Prepare correspondence and packet for Grand Representatives in other Jurisdictions to Delaware and forward to the Grand Secretary of the appropriate Grand Jurisdiction.

10) Prepare certificates of proficiency for Sisters or Brothers who have passed proficiency tests.

11) Prepare and forward to the Right Worthy Grand Secretary returns and other reports due General Grand Chapter.

Q) **Returns**

By February 15th of each year, will receive from subordinate Chapter Secretary’s the returns from records of the previous year.

R) **Report to the Right Worthy Grand Secretary** of the General Grand Chapter within sixty (60) days of the close of the Grand Chapter’s fiscal year based on membership information as of December 31st of the proceedings year. Failure to submit such report within the time allowed will subject such Grand Chapter to a fine of $50.00. Such reports will include:

1) The number initiated, affiliated, demitted, suspended, expelled and deceased.

2) The total number of chapters and the number of members remaining in the Chapters under its jurisdiction.

3) Will include payment of per capita and other fees due the General Grand Chapter with the annual report.

(S) **Term of office**

1) Will be limited to six (6) consecutive years.

2) Will be afforded the choice of Acting Grand Secretary for the ensuing year or until a suitable replacement is approved.

### Section 6: Grand Treasurer

**A) Monies, Receipts and Disbursement**

1) The Grand Treasurer will receive all bi-weekly remittance belonging to the Grand Chapter from the Grand Secretary.

2) Will give a receipt for all funds paid and keep an accurate account thereof in appropriate books.

3) Will pay all voucher checks drawn upon such funds and under such regulations as the Grand Chapter may direct and these laws provide.

**B) Meetings and Reports**

1) Will report at each annual session a detailed statement of all receipts and disbursements, with proper voucher checks for the latter, and a statement of the finances of the Grand Chapter.

2) Will attend meetings of the Grand Chapter Officers and Committees, whenever required by the Worthy Grand Matron, with books and papers pertaining to the office.
3) When requested by the Worthy Grand Matron, will attend with the books and papers, upon any committee which may be appointed to act with relation to the fiscal concerns of this Grand Chapter.

4) After consulting with the Worthy Grand Matron, who will be invited to the meeting, can call a meeting of the subordinate Chapter Treasurers to review process and procedures.

C) Depositing Funds

1) Will deposit all funds in one or more National or State Banks, or Trust Companies, to be approved by the Grand Trustees in the name of the “Grand Chapter of Delaware, Order of the Eastern Star, Grand Treasurer.”

2) All voucher checks issued on said bank or banks or trust companies, in payment of bills will be signed by her as Grand Treasurer and also signed by the Grand Secretary and the Worthy Grand Matron.

D) Log of duties: Will maintain a chronological log of the duties of the office to facilitate any changeover, which may occur including but limited to:

1) To receive and deposit all money from the Grand Secretary

2) To pay all bills of the Grand Chapter

E) Term of Office

1) Will be limited to six (6) consecutive years.

2) Will be afforded the choice of Acting Grand Treasurer for the ensuing year or until a suitable replacement is approved.

Section 7: Grand Trustees

A) The Grand Trustees will act as a Board.

B) The Chairman will be the member whose term of office next expires.

C) The Grand Trustees will examine the books and accounts of all the Grand Officers and Committees.

D) They will report the actual conditions of the finances of the Grand Chapter; consider all propositions and resolutions affecting the revenues and expenses of the Grand Chapter.

E) Contracts

1) Negotiate and sign the contracts for the facilities for Grand Chapter sessions in conjunction with the Grand Line Officers, and report thereon with such recommendations as in their judgment will be for the financial benefit of the Grand Chapter.

2) All contract functions that will have greater than a $2,000 financial impact will be negotiated by the Grand Trustees.

3) All contracts for the Annual Session of the Grand Chapter will be for three (3) years

F) They will work in conjunction with the Ways and Means Committee in planning fundraising.

G) They will submit a budget for the ensuing Grand Chapter year and provide copies to delegates at registration.
Rules and Regulations of the Grand Chapter of Delaware

H) Should unexpected expenses arise between sessions the Grand Trustees with the Worthy Grand Matron and Worthy Grand Patron will authorize the expenditures and report in writing at the next annual meeting.

I) They will perform such other duties as are provided for in this Constitution and By-laws.

J) Competitive Bids

1) Competitive bidding will award the contract for the printing of the proceedings of a Grand Chapter Session.

2) The Printing Committee and the Board of Grand Trustees will open these bids, and the contract will be awarded to the lowest bidder who can provide desirable quality work and do the work within the time designated for completion of said proceedings, i.e. one hundred twenty (120) days prior to the next Annual Grand Chapter session. (AM 2010)

K) They will select suitable depositories to be used by the Grand Secretary and the Grand Treasurer for the Grand Chapter funds.

L) Blanket Security Bond

1) The Grand Trustees will secure a Blanket Security Bond from a solvent and satisfactory Guarantee Company authorized to do business in the State of Delaware,

2) The Grand Chapter will pay the premium for this blanket bond.

3) The Chairman of the said Board will be the custodian of the Blanket bond covering the Grand Secretary and the Grand Treasurer and Secretary and Treasurer of Subordinate Chapters.

M) Purchase of Past Grand Jewels: They will each year before January 1st of the Grand Chapter Session purchase or have refurbished a Past Grand Matron and Past Grand Patron Jewels (See Rules and Regulations of the Grand Chapter for description of jewel)

N) Term limit will be two (2) consecutive three (3) year terms.

Section 8: Grand Lecturer

A) Must a Past Grand Matron or Past Grand Patron of Delaware.

B) Visit each Chapter in this Grand Jurisdiction and to see that its Deputy is instructing the officers and members in the correct performance of their duties.

C) Give all proficiency examinations.

Section 9: Deputy Grand Lecturers

A) Must be a Past Matron or Past Patron of Delaware.

B) Instruct the subordinate Chapters in Ritualistic work in conjunction with the Worthy Patron who acts as prompter.

C) Request a practice of Chapter officers when necessary.

D) Refer matters in question to the Grand Lecturer.

Section 10: Grand Representatives:

A) The Worthy Grand Matron may commission a Grand Representative of this Grand Jurisdiction residing within the jurisdiction of each Grand Chapter with which this Grand
Chapter enjoys fraternal communications. Such Commission will be issued only upon recommendation of the Worthy Grand Matron of such other Grand Chapter, and the term of office of such representative will be two years. Suitable badges will be sent with the commission to all Grand Representatives of Delaware in other Grand Jurisdictions.

B) The Worthy Grand Matron will also, upon request of the Worthy Grand Matron of any other Grand Chapter enjoying the relations recommend a member of this Grand Chapter for appointment as Grand Representative of such other Grand Chapter, in the jurisdiction of the Grand Chapter of Delaware.

C) Grand Representative Commission will be presented in open Chapter so that it may become a matter of record.

D) Grand Representative Commissions may be presented before the present commission expires but the current commission does not expire until the end of the month noted on the original commission.

E) If a Grand Representative is an Elected Grand Officer, she or he will immediately resign her or his commission as a Grand Representative.

Section 11: All other Grand Officers will perform such duties as are appropriate to their stations, or which may be assigned to them from time to time by the Worthy Grand Matron.

Section 12: Emeritus Title. To be eligible for Emeritus Title, Grand Officer must have served the position for ten (10) years.

ARTICLE III
COMMITTEES OF THE GRAND CHAPTER

Section 1: Appointments: The Worthy Grand Matron at the time of her installation will announce appointment of all committees.

Section 2 Filling of vacancies: the Worthy Grand Matron will fill all vacancies in committees for the unexpired term not otherwise provided for by the Constitution and Rules and Regulation of this Grand Chapter.

Section 3 Standing Committees (meaning ongoing every year) of the Grand Chapter will be:
A) Annual Grand Chapter Session
B) Benefit for Children with Special Needs
C) Chapters Under Dispensation, Charters and Consolidations
D) Credentials and Registration
E) Grievances and Appeals
F) Julia M. Story Award
G) Jurisprudence and Legislation
H) Necrology
I) Printing
J) Shustack Scholarship
K) Unfinished Business
L) Ways and Means for Grand Chapter
M) Web Page
N) General Grand Chapter Philanthropic Charities including the Eastern Star Training Awards in Religious Leadership

Section 4: Special Committees (meaning only active for the one term)
A) Special Committees created by the Grand Chapter and appointed by the Worthy Grand Matron as occasion requires will consist of three members, unless otherwise ordered by the Grand Chapter. The first named will be chairman thereof. This appointment will continue until their purpose is accomplished unless sooner relieved by the Grand Chapter.
B) Special Committees appointed by the Worthy Grand Matron will expire with the term of office.
C) Special Committees will be appointed to aid in promoting contributions to the General Grand Chapter philanthropic efforts.
D) Membership of each Special Committee will be in such number as may be deemed necessary to adequately cover this Grand Jurisdiction.
E) All Special Committee money-making projects will be presented to the Grand Trustees for approval.
F) All contributions and donations will be forwarded directly to the Grand Secretary at the Grand Chapter Office. The Worthy Grand Matron, Worthy Grand Patron, and Committee chairmen will receive monthly reports of all funds collected from the Grand Chapter Office.

Section 5: Committee Duties and Composition
A) Annual Session of the Grand Chapter
1) It will be the duty of the members of the Annual Grand Chapter Session Committee to plan and execute the Annual Grand Chapter Session.
2) This committee to consist of a Chairman and Co-Chairman.
3) The Chairman and Co-Chairman will work in conjunction with the Grand Trustees in fulfilling the approved contract for all activities taking place during the Annual Grand Chapter Session.
4) The Chairman and Co-Chairman will assist the Worthy Grand Matron in recommending chairmen for special activities.
a) Hospitality including the reception after the evening session of the first full day of the Annual Session of the Grand Chapter.
b) Decorations and Paraphernalia
c) Banquet in honor of the Worthy Grand Matron, Worthy Grand Patron, and Grand Officers
d) Past Grand Matrons and Past Grand Patrons Dinner
e) Monday No Host Dinner Buffet (if applicable)
f) Distinguished Guests Breakfast
g) Grand Representatives Luncheon
h) Tuesday No Host Buffet Dinner (if applicable)
5) The Chairman will provide a partial report including partial financial accounting to the Grand Chapter at the Annual Grand Chapter Session with a full report including the final reports of all sub-committees (special activities) and financial statement due to the Grand Trustees one week following the Annual Grand Chapter Session.

B) Benefit for Children with Special Needs:

1) It will be the duty of the members of the Committee for Benefit for Children with Special Needs to plan and execute in conjunction with other members of the Order events(s) to benefit the Children with Special Needs Fund which will be approved by the Grand Trustees at least one (1) year in advance

2) This committee to consist of at least three (3) members with an initial appointment of one (1) for one (1) year, one for two (2) years, and one (1) for three (3) years. Thereafter one (1) member will be appointed each year for a three (3) year term. Other members may be appointed for that year only.

3) The Worthy Grand Matron will work in conjunction with the Associate Grand Matron in the appointment of the third (3rd) year member of this committee.

4) The Chairman will be the member whose term expires next.

5) They will plan and contract for fund raising for the Benefit for Children with Special Needs up to but not beyond the end of the term of the three (3) year member.

6) The Chairman will receive an advance up to the budgeted amount each year to be returned to the Grand Chapter before the close of the financial year.

7) They will with the Worthy Grand Matron and Worthy Grand Patron select individuals or entities for Children with Special Needs to receive grants.

8) Awards will be in accordance with the Rules and Regulations of Grand Chapter, Rules and Regulations of the Benefit for Children with Special Needs.

C) Credentials and Registration

1) It will be the duty of the members of the Credentials and Registration Committee to record of the name of all members attending the Grand Chapter Sessions and keep an accurate account of those present

2) This committee to consist of three (3) members, one of which will be appointed each year for a term of three (3) years.

3) The Chairman will be the first named member whose term next expires.

4) The Chairman will be in the possession of the Ballot Box from Monday morning prior to the opening of the Annual Grand Chapter Session until Tuesday at 10:00 a.m.

5) They will have available a manned registration table at the following times:
   a) 4:00 p.m. – 6:00 p.m. the day preceding the Opening of the Annual Grand Chapter Session;
   b) 8:30 a.m. – 11:30 a.m. and 1:00 p.m. – 7:00 p.m. on the first full day of the Annual Grand Chapter Session;
   c) 8:30 a.m. – 1:45 p.m. on the second full day of the Annual Grand Chapter Session
   d) In Case of a closed installation from 5:00 p.m. – 7:00 p.m. (AM 2013)
The report of this committee will include a financial, demographic, and numerical component.

D) Grievances and Appeals:

1) It will be the duty of the Grievances and Appeals Committee to provide a forum for addressing incidents of grievous violations of the Tenants of our Order, maleficence of its Officers.

2) Will consist of three (3) members all of whom must be a Past Grand Matron or Past Grand Patron; one of which will be appointed each year for a three (3) year term.

3) The Chairman will be the member whose term next expires.

4) Grievance

   a) If a member of the Order feels that another member has committed a severe violation of the Tenants or rules and regulations of our order they will provide to the committee a written grievance listing the details of the violation within ten (10) days of the incident.

   b) The Committee will review this grievance to determine the severity of the violation and weather it is in fact a legitimate violation. They will also determine if the violation is severe enough to warrant disciplinary action.

   c) If the violation is found to be severe enough for disciplinary action the committee will call a trail board to hear the facts of the violation and determine level of discipline. The trail board will be composed of four (4) members in good standing, one of which must be a Past Grand Matron or Patron. This will be done within thirty (30) days of the initial report. Both the person filing the grievance and the member involved has the right to appear before this trial board.

   d) The finding of the trial board will be reported to the Committee, and the Worthy Grand Matron.

5) Appeal

   a) The member who has been charged has the right to appeal the findings and decision of the trial board. This appeal will be brought before this committee. Within 10 days of the report from the trial board.

   b) The Committee may agree with the findings of the trial board, dismiss the findings and nullify the grievance, or modify the level of discipline recommended by the trail board. They may not increase the severity of any discipline recommended by the Trial Board.

   c) The committee will forward the results of their findings to the member involved, the member who filed the initial grievance and the Worthy Grand Matron.

E) Julia M. Story Award

1) It will be the duty of the members of the Julia M. Story Award Committee to select a deserving member to receive this award for exceptional service to the Order of the Eastern Star and their community.

2) Will be composed of:
Rules and Regulations of the Grand Chapter of Delaware

a) Chairperson who must be a Past Grand Matron or Past Grand Patron of the Grand Chapter of Delaware, Order of the Eastern Star.

b) Two (2) members in good standing who have attained the status of Worthy Matron or Worthy Patron

3) The gender composition of this committee is of no consideration in the make-up of this committee.

4) The Committee each year will be selected by the Worthy Grand Matron for which the named committee is to serve.

5) Select from the names presented to them by Subordinate Chapters by March 31st of its current year a member for this award.

6) The Chairman or Worthy Grand Matron will make this award to the Sister or Brother chosen at the Annual Grand Chapter Session

7) Awards will be in accordance with the Rules and Regulations of the Grand Chapter of Delaware, Rules and Regulations for the Julia M. Story Award.

F) Jurisprudence and Legislation

1) It will be the duty of the members of the Jurisprudence and Legislation Committee to:

   a) Familiarize themselves with the laws of the Order in this Jurisdiction.

   b) Consider and report upon questions of law and usage presented to the Grand Chapter;

   c) Consider and report upon decisions of law and usage made by the Worthy Grand Matron and Worthy Grand Patron.

   d) Review and approve all Bylaws submitted to the committee by chartered subordinate Chapter and Chapters under Dispensation in this Grand Jurisdiction.

   e) Review and approve all proposed amendments to the Constitution, Bylaws, Rules & Regulations and Book of Instruction submitted by the members by the March deadline.

   f) Prepare the above legislation in proper form either printed or electronic and deliver to each subordinate Chapter for review by the membership as well as mounting on the Grand Chapter web site.

2) Will consist of three (3) members, who have served as Worthy Grand Matron or Worthy Grand patron, who will be appointed each year for a term of three (3) years. The Chairman will be the member whose term next expires.

3) Visit subordinate Chapters to review this pending legislation with the membership.

G) Necrology:

1) The members of the Necrology Committee will arrange for Divine Service as a Memorial for our deceased members to be held on Sunday preceding the Formal Opening of the Grand Chapter Annual Session in the town or city where the Annual Session is held.

2) This committee to consist of at least three members.
H) **Printing:**

1) It will be the duty of the members of the Printing Committee to:
   
   a) Proof the Proceedings of the current year before it is delivered to the individual or company chosen by the members of the Committee in conjunction with the Board of Grand Trustees.
   
   b) Open bids for proceedings with the Board of Grand Trustees and make a report listing the bid and choice made by the joint committee and report to the members of the Grand Chapter.

2) Will be composed of at least three (3) members who will be the Junior Past Grand Matron, Junior Past Grand Patron, and Grand Secretary.

3) The first named member to be Chairman of the committee.

I) **Robert and Jean Shustack Scholarship:**

1) It will be the duty of the Shustack Scholarship Committee to receive, review and award scholarship and to make a report of all money received and awarded at each Grand Chapter Session.

2) This committee to consist of three (3) members who will serve for the term for which they were appointed.

3) The Chairman will be the first named member of the committee.

4) The committee will receive, review and award scholarships

5) Awards will be made in accordance with the *Rules and Regulations of the Robert and Jean Shustack Scholarship* found in the *Rules and Regulations of the Grand Chapter of Delaware*.

6) A report of all money received and awarded will be made at each Annual Grand Chapter Session.

J) **Unfinished Business:**

1) It will be the duty of the members of the Unfinished Business Committee:
   
   a) To examine the minutes and printed proceedings of the previous Annual Sessions;
   
   b) Report all unfinished matters of business to the Worthy Grand Matron by April 20th of the current year;
   
   c) See to it that said business is properly brought before the Grand Chapter for consideration.

2) Will consist of three (3) members, one of which will be appointed each year for a three (3) year term.

3) The Chairman will be the member whose term next expires

K) **Ways and Means:**

1) It will be the duty of the members of the Ways and Means Committee, in conjunction with other members, of the Order will plan and execute events to benefit the General Fund of the Grand Chapter of Delaware.

2) Will be composed of at least three (3) members.
3) Will plan fundraising efforts to benefit the General Fund of Grand Chapter other than investment of funds.

4) Will obtain approval of the Board of Grand Trustees on plans for fundraising activities.

L) Web page:

1) It will be the duty of the member(s) of the Web Page Committee to work in conjunction with the web administration to see that a web page is maintained for the Grand Chapter of Delaware, Order of the Eastern Star.

2) Will consist of three (3) members, one of which will be appointed each year for a three (3) year term.

3) The Chairman will be the member whose term next expires

M) General Grand Chapter Charities

1) Eastern Star Training Awards in Religious Leadership (ESTARL)
   a) It will be the duty of the members of the ESTARL:
      1) To review all applications received and to determine the amount of the award to be presented to each student in accordance with the Rules and Regulations of this scholarship award.
      2) Report on all money received and awarded at each Annual Grand Chapters Session
   b) This committee to consist of three (3) members who will serve for the term for which they were appointed.
   c) The Chairman will be the first named member of the committee.
   d) Awards will be made in accordance with procedures and regulations found in these Rules and Regulations of the Grand Chapter of Delaware Order of the Eastern Star.

2) Other charities as may be voted by the membership of General Grand Chapter from time to time.

N) Triennial Assembly Committee

1) The Worthy Grand Matron will consult with the Elected Line Grand Officer in whose year will be the next Triennial Assembly in appointing members to this committee.

2) This committee will:
   a) Coordinate transportation and housing when applicable
   b) Coordinate social events for the delegation;
   c) Purchase suitable badges for the delegation;
   d) Coordinate any other issues as necessary.
ARTICLE IV
REVENUES, EXPENDITURES, AND FISCAL YEAR

Section 1: Revenue and properties of this Grand chapter will be derived from but not limited to the following sources.

A) For dispensation to form a new Subordinate Chapters: $100.00

B) For Charter to perpetuate a new Chapter or a new charter due to name change: Amount to be the actual cost of securing the Charter plus 10%

C) For each member reported on the Annual Returns of a Subordinate Chapter, except those whose dues have been remitted following the recommendation of the Chapter Relief Committee by a vote of the Chapter.
   (1) For Grand Chapter $10.00 plus the amount of per capita charged by the General Grand Chapter.
   (2) For General Grand Chapter amount equal to but not to exceed the per capita amount charge by General Grand Chapter
   (3) International Temple Fund $5.00 for each member initiation in a subordinate Chapter during the year, including any duel or plural members.
   (4) For each member Initiated during the year $5.00

D) Dispensation for special purpose $10.00 (AM 2013)

E) Grand Demit $5.00

F) For failure to submit Annual Returns on time $50.00

G) Pre-Registration Fee for the Annual Session of Grand Chapter $20.00

H) Onsite Registration Fee for the Annual Session of Grand Chapter $30.00

I) Secretarial and Chapter Supplies: 10% above cost price rounded up to the next dollar.

J) Sale of Directories: 10% above actual cost of printing rounded up to the next dollar.

K) Sale of Proceedings: 15% above actual cost of printing rounded up to the next dollar.

L) Sale of the Constitution, Rules and Regulations and Book of Instruction
   1) Hardcopy $15.00
   2) Digital copy $5.00

N) Ways and Means Committee revenue from Grand Chapter Ways and Means Activities.

O) All sums realized from any money or property given, devised, or belonging to the Grand Chapter.

Section 2: Funds

A) The funds of the Grand Chapter will be the General Fund and such special funds as the Grand Chapter may from time to time designate.

B) The General Fund will consist of all money paid into the Grand Chapter treasury except those belonging to or especially intended for special funds.

C) The general fund will be deposited in any federal deposit insured corporation (FDIC) financial institution, to be approved by the Grand Trustees in the name of the “Grand Chapter

Final draft of revisions Revised 5/12/2015

Section 3: Fiscal Year
A) The fiscal year of this Grand Chapter will run from April 16th of the current year to April 15th of the next year.
B) The Grand Secretary, Grand Treasurer, and any other Grand Officers that have financial records will close their books on the 15th day of April each year.
C) All monies or funds received after the close of the books on April 15th will be credited to the following fiscal year.
D) All business transacted after the above date and before the approval of the next year’s budget will be applied to the following Grand Chapter year however the expenditures will not exceed 10% of the line item in the current budget year’s

Section 4: Honorariums, Gratuities, Expense Accounts, and other expenses
A) Worthy Grand Patron will receive a sum of $50.00 when instituting and constituting new Subordinate Chapters and make an itemized report annually to the Grand Chapter.
B) Grand Secretary will receive the amount provided for by the approved budget or $600.00
C) Grand Treasurer will receive the amount provided for by the approved budget or $175.00

Section 5: Advances: The following advances to will be given to the Chairman of the Committees noted below.
A) Ways and Means Committee up to the amount budgeted.
B) Benefit for Children with Special Needs up to the amount budgeted.

Section 6: Expenses
A) The premium on a Blanket Security Bond covering Grand Secretary and Grand Treasurer from a solvent and satisfactory Guarantee Company authorized to do business in the State of Delaware, in such form as is deemed necessary conditioned upon the faithful discharge of their duties as prescribed by the Constitution.
B) Payment of new or refurbishing of Past Grand Matron and Past Grand Patron Jewel.
C) Committee expenses:
1) All committees will be reimbursed for expenses incurred in the discharge of the business as in compliance with the approved budget of the Grand Chapter
2) An itemized account of such expenses will be submitted and printed with their reports.
D) Annual Session
1) Gratis rooms paid by the Grand Chapter:
   a) A single room for three nights during the Annual Grand Chapter Session will be provided for the sitting Worthy Grand Matron.
   b) A single room for three nights during the Annual Grand Chapter Session will be provided for the sitting Worthy Grand Patron.
   c) A single room for three nights during the Annual Grand Chapter Session will be provided for the sitting Grand Secretary.
Rules and Regulations of the Grand Chapter of Delaware

1. **d)** The Most Worthy Grand Matron and Most Worthy Grand Patron will *each* be provided a single room if they attend the Annual Grand Chapter Session once during their term of office.

2. **e)** *The Chairman of the Annual Session will be provided a* single room for three nights during the Annual Grand Chapter Session.

3. **f)** The above rooms will be billed to the master bill of the Grand Chapter of Delaware, Order of the Eastern Star and will not be charged to the individuals.

2) Hospitality Committee:

a) Whenever Session is held at a facility that by contract does not allow groups to bring in outside food for events, the Grand Chapter will provide funds to the Hospitality Committee to cover the cost of required food and beverages.

b) The amount of this allowance will be up to the budgeted amount.

c) The committee will maintain a complete record of all purchases and provide a full report to Grand Chapter. Any unused funds will be returned to the Grand Chapter.

**Section 7: Budget**

A) An Annual Budget will be drawn up by the Grand Trustees at the time of the audit of the Grand Chapter Books.

B) The Budget will be a zero based budget.

C) The Budget will be presented at the Annual Session of the Grand Chapter to be approved.

D) The Budget will specify all expenses and income for the Grand Chapter

E) The Budget will **ONLY** include charitable donations for the Benefit for Children with Special Needs and the Worthy Grand Matron and/or Worthy Grand Patron’s special projects if applicable.

**ARTICLE V**

**PAST GRAND MATRON AND PAST GRAND PATRON JEWELS**

**Section 1:** A *Past Grand Matrons or Past Grand Patrons jewel* will be presented to those Grand Officers who have served as Worthy Grand Matron or Worthy Grand Patron upon their retirement as tokens of the Grand Chapter’s appreciation of their services rendered.

**Section 2:** A Past Grand Matron or Past Grand Patron having serving additional terms as Worthy Grand Matron or Worthy Grand Patron will be given the option of one half (1/2) the current price of making a new a jewel or a new jewel.

**Section 3:** Design

A) These jewels were designed by the first Worthy Grand Matron and Worthy Grand Patron and the same designs will always be used.

B) The stone used in the Past Grand Matron’s jewel will be a SI Grade or higher with an 18 point center white diamond stone.
C) In the event Grand Chapter acquires a Past Grand Matron or Past Grand Patron jewel, it will be preserved as it was originally crafted except for refurbishing and engraving.

ARTICLE VI
RITUALISTIC WORK, ETC.

Section 1: This Grand Chapter will use the Ritual, Secret Work, Signet and Labyrinth promulgated by the General Grand Chapter.

Section 2: The Secret Work
A) Copies of the Secret Work:
   (1) A copy of the Secret Work should be given to the Worthy Grand Matron and Worthy Grand Patron.
   (2) Additional copies of the Secret Work should also be given to the Grand Lecturer and ALL Deputy Grand Lecturers.
B) All copies MUST be signed out and in with the Grand Secretary.

Section 3: The Secret Work and Ritual must not be written and must not be read during the conferring of degrees.

Section 4: Rituals
A) Any member of the Order can procure a Ritual from the Secretary of the Chapter. Only members of this Order should be in possession of the rituals and they must never be placed in the hands of others.
B) Only one Ritual should be open during the meeting of a Chapter and that is for the use of the Deputy Grand Lecturer or a prompter designated by the Deputy.

ARTICLE VII
GRAND CHAPTER PROFICIENCY

Section 1: Proficiency Requirements
A) To hold elected office a Sister or Brother must be a Past Matron or Past Patron of Delaware.
B) The Elected Grand Officer Certificate will include a satisfactory passage of the Elected Subordinate Officers Certificate and an additional test on knowledge of the Constitution, Bylaws, Rules and Regulations of the Grand Chapter of Delaware and Rules and Regulations of Subordinate Chapters in Delaware.
C) A member elected by nomination at the Annual or Special Session of the Grand Chapter of Delaware must obtain a Grand Officer Certificate no more than ninety (90) days from the date of election
D) If the above individual does not obtain the certificate, the Worthy Grand Matron may appoint a replacement or in extenuating circumstances give an extension to the above time limit.

ARTICLE VIII
TRIENIUM ASSEMBLY

Section 1: This Grand Chapter will send the Worthy Grand Matron, then in office, to the Triennial Assembly of General Grand Chapter. If she is unable to attend, then a Proxy in the
following order – Worthy Grand Patron, Associate Grand Matron, or Associate Grand
Patron.

Section 2: The Delegate to Triennial Assembly will be allowed $100.00 per day while triennial is in
session. (AM 2010)

ARTICLE IX
MISCELLANEOUS PROVISIONS

For Future Use

ARTICLE X
ASSOCIATIONS

Section 1: Formations of Associations within this Grand Jurisdiction is allowed and are not in conflict
with the spirit or intention of membership in the Order of the Eastern Star

A) Associations include but are not limited to:
   1) Past Grand Matrons and Past Grand Patrons Association
   2) Grand Representatives of Delaware (GRODELs)
   3) Past Matrons and Past Patrons
   4) Past Grand Officers Association (PAGO)

B) Activities of Associations
   1) Are limited to unadvertised social entertainments for their members only
   2) Purely social and should not have ritualistic ceremonies
   3) May have initiations that are information and impromptu for purposes of
      entertainment.

C) Associations may not engage in any prerogative of the Subordinate Chapters of the Order of
   the Eastern Star.

D) Eligibility for membership:
   1) Any Matron or Patron having retired from the presiding office of the Subordinate
      Chapters is automatically eligible to membership in the Past Matrons and Past
      Patrons Association.
   2) Any Grand Matron or Grand Patron having retired from the presiding office of the
      Grand Chapter are automatically eligible to membership in the Past Grand Matrons
      and Past Grand Patrons Association
   3) The Associations will not ballot for membership.
ARTICLE XI
GRANTS, AWARDS, AND SCHOLARSHIPS
RULES AND REGULATIONS

A) EASTERN STAR TRAINING AWARDS FOR RELIGIOUS LEADERSHIP SCHOLARSHIP

Eastern Star Training Awards for Religious Leadership (ESTARL) are scholarships given to assist students who are preparing for their life work in various fields of religious service. The Order of the Eastern Star does not discriminate in granting these Awards on the basis of age, race, color, national or ethnic origin or religious belief in the administration of the scholarship program.

1) Eligibility
   a) Applicants must be legal residents of the state of Delaware before an award is considered
   b) Applicants must be entering at least their third year of college or enrolled in seminary work.
   c) It is not required that the applicant is an Eastern Star member but must be sponsored by a subordinate Chapter of Delaware, Order of the Eastern Star.

2) Amount and Number of Award(s): Each Award is in an amount determined each year not to exceed $1,000. It is paid to the school chosen by the student and this money will be credited to the student for the payments of tuition or books.

3) Restrictions
   a) An award can be used only for religious education, including religious music education, otherwise the funds will be returned to the Grand Chapter of Delaware. It is the Award Recipient’s responsibility to inform the ESTARL Chairman that they cannot use the award.
   b) No awards will be given after the student has received his or her Master’s Degree.
   c) No more than three (3) awards will be given to an ESTARL recipient.

4) Applications
   a) Applications may be obtained from the Grand Secretary or via the delawareoes.org website.
   b) All applications must be completely filled out; a transcript of grades; a five hundred (500) word essay on “Why I wish an ESTARL Award”; and three (3) letters of reference, one (1) from a minister or church leader, one (1) from school personnel and one (1) from a prominent citizen must be sent to the Chairman of the ESTARL Committee by February 15th of each year.

5) Evaluations: The ESTARL Committee criteria used in selecting candidates places emphasis on need, character, scholarship, leadership and citizenship

6) Awarding of scholarships:
   a) If possible the Applicants selected for Awards should be present at the Grand Chapter Session at the appointed time to receive their Award.
   b) Awards are to be made in the form of a certificate presented to the students.
      1) The students are free to select the accredited school of their choice.
2) A check in the amount of the award is sent to the school for use of that particular student while they are pursuing their studies in preparation for full time religious service.

8) Renewal
   a) The same procedure for original application will be followed for scholarship renewal including the submission of a transcript of grades from the previous semester.
   b) The maximum number of renewals possible will be four (4).

9) Publicity
   a) An announcement of the availability of the ESTARL Scholarship Fund scholarship program will be mailed or presented to the Secretary of each Eastern Star Chapter under the jurisdiction of the Grand Chapter of Delaware, Order of the Eastern Star.
   b) An announcement will be placed in a mailing of the Grand Chapter of Delaware newsletter and appropriate local, regional, and national print and electronic media announcing the award of the scholarship.

10) Disposal of materials
    a) The Chairperson of Eastern Star Training Award for Religious Leadership ESTARL Committee should keep all the applications, correspondence (except late application requests) and supporting data until the next selection process is completed (one year).
    b) After the next selection process is completed, all scholarship materials from the previous year should he destroyed.

11) Scholarship Application Form
EASTERN STAR TRAINING AWARDS IN RELIGIOUS LEADERSHIP

INSTRUCTIONS FOR COMPLETION OF THE APPLICATION

1. Each Award is in an amount determined each year not to exceed $1,000. It is paid to the school chosen by the student. This money will be credited to the student for the payments of tuition or board.

2. Applicants must be legal residents of Delaware.

3. All applications must be completed, all requested information furnished, all questions answered along with documentation from the sponsoring Chapter and returned to the Committee by February 15th.

4. If possible the Applicants selected for Awards should be present at the Grand Chapter Session at the appointed time to receive their Award.

5. To be eligible for consideration of this Award the following must be furnished:
   - Completed Application
   - Five hundred (500) word essay on “Why I wish an ESTARL Award”
   - Three letters of recommendation, one (1) from a minister or church leader, one (1) from school personnel, and one (1) from a prominent citizen.
   - Transcript of grades
   - Recent photo

6. If reapplying submit the transcript of the latest semester

If there is insufficient room on the Application for full answers, attach additional pages to the application referencing the question.
APPLICATION FOR
EASTERN STAR TRAINING AWARDS FOR RELIGIOUS LEADERSHIP

Name ___________________________ Date ____________

Last                      First                      Middle

Address ____________________________

Street and number          Town/City          State          Zip

Sponsoring Chapter ____________________________

Name                      Number          State

Church of your affiliation ____________________________


Of what fraternal organization are you or your immediate family members? ____________________________

Graduate of ____________________________ High School

Address ____________ Year of Graduation ____________

What has been your education beyond High School?

College__________________________ Years__________

Professional__________________________ Years__________

Other__________________________ Years__________

Name and address of University and Seminary that you will be attending ____________________________

Expected Graduation Date: College__________________________ Seminary__________________________

Check type of religious training you wish:

Minister ☐ Director of Youth Leadership ☐ Director of Church Music ☐

Director of Religious Education ☐ Missionary ☐

Parent or Guardian ____________________________ Occupation ____________________________

Is Father living? _____ Mother? _______ Yearly Income of Parents ____________________________

Total number of persons dependent on parents ____________________________

How much have you earned toward this college year? ____________________________

How much will your parents help you this college year? ____________________________

Final draft of revisions                               Revised 5/12/2015
Other financial aid you can depend upon this college year?__________________________

The following items should be enclosed with application or forwarded to the Chairman of the ESTARL Committee:
1. Recent photo and
2. Five hundred (500) word essay on "Why I Wish An ESTARL Award"
3. Transcript of grades

Character References with name, position, and address listed:
One from Minister or Church Leader, one from School Personnel, one from a Prominent Citizen.
1. __________________________________________
2. __________________________________________
3. __________________________________________

(Letters of recommendation should be sent directly to ESTARL Chairman of State.)

__________________________________________________________
Signature of Applicant

Date of birth__________________________

Married_____________ Single___________

Number and ages of children__________________________

Name of spouse__________________________

Occupation of spouse__________________________

Income of spouse__________________________
B) RULES AND REGULATIONS ROBERT AND JEAN SHUSTACK SCHOLARSHIP

A scholarship fund in the name of Robert and Jean Shustack is established for the purpose of providing financial aid to deserving undergraduate and graduate students at institutions of higher learning.

1) Eligibility:
   A) Is between the ages of 17 and 25 inclusive.
   B) Is a member in good standing of an Eastern Star Chapter that is under the jurisdiction of the Grand Chapter of Delaware, Order of the Eastern Star or a family member of same, or if deceased were in good standing at the time of their death. For this purpose, family member will be defined as: daughter, legally adopted daughter, stepdaughter, granddaughter, great granddaughter, niece, son, legally adopted son, stepson, grandson, great grandson or nephew.
   C) And is selected and approved for the scholarship.

2) Number of awards: There will be one award given annually in the amount of $1,000.00.

3) Applications
   A) The Eastern Star member will request an application for themselves or a family member from the Grand Secretary of the Grand Chapter of Delaware, Order of the Eastern Star or obtain from the Delawareoes.org web site.
   B) Applications must include the following forms and other documenting material:
      1) RJS Form No. 1,
      2) RJS Form No. 2,
      3) RJS Form No. 3,
      4) RJS Form No. 4
      5) The Certification of Grades
      6) Letter from the Applicant, Letter from the Applicant's parents or legal guardians
   C) Letters of recommendation from the educational institutions
   D) Grades:
      1) Students in college must submit both high school grades and college Certification of Grand Forms with all the grades to be included for calculating grade point average.
      2) Exceptions:
         a) College students who have completed the first half of their senior year
         b) Students in Graduate School.
         c) In these two (2) instances, only college grades will be evaluated. 3) Unless all data required in number 2 above is received by February 15th, the applicant will be ineligible for the scholarship. It is the applicant's responsibility to see that all materials are mailed by the various parties responsible for completing the forms and letters for their application.
   D) All forms and other documentation must be postmarked no later than February 15th and received by the Robert & Jean Shustack Scholarship Fund Committee Chairperson, no later than last day of February.
E) Applicants not eligible:

1) All forms and other documentation are not received by February 15th.

2) It is the applicant’s responsibility to see that all materials are mailed by the various parties responsible for completing the forms and letters for their application.

4) Evaluation

A) All the information listed forms and documentation listed above must be in the Committee Chairperson's possession on or before the last day of February, in order to be considered an applicant for scholarship.

B) The committee chairperson will use whatever means he/she chooses to convey the application material to other committee members. A timeline must be established by the Committee Chairperson to meet the deadline of April 15th.

C) The Committee Chairperson will transfer the number of letter grades and (+ or -) from the Certification of Grades form to Column 3 of the Worksheet to determine Grade Point Average or accept the GPA from the Certificate of Grades. Column 4, total points, will be divided by column 3, the total number of grades. The result provides the Grade Point Average. Find the Grade Point Average in the right hand column of the page and the points listed will be the number of points awarded for scholastic standing in the first column. Transfer, the Grade Point Average to the Scholarship Evaluation Form.

D) The Committee Chairperson should forward the application material to the other committee members with the Scholarship Evaluation Form.

E) Each member (Chairperson included) will provide subjective judgments and assign points for each category based upon the application material.

F) After the points are assigned, the numbers in each category should be totaled for each applicant and that becomes the applicant's score. That score should be inserted in the line labeled TOTAL SCORE of the Scholarship Evaluation Form.

G) The committee members should return the Scholarship Evaluation Form to the Committee Chairperson pursuant to the timeline established.

H) The committee members will not keep any materials pertaining to the selection in their own possession.

I) The Committee Chairperson will re-tabulate scores for each applicant and check for errors.

J) The Committee Chairperson will total the applicant’s scores assigned by the committee members and rank the applicants from high to low score based upon the total scores.

5) Awarding of Scholarship

A) Scholarships will be awarded to the applicants based upon their ranking from high to low.

B) In the event of a tie in total score, the tie-breaker will be the highest ranking in scholastic standing. Should there still be a tie, proceed down the list in B-A-5, with the individual having the highest scores; first in “b”, then “c”, then “d”, then “e”, then “f” or “g”, being assigned the higher placement.

C) The final decision on the award will be on or before May 1st.

6) Renewal

A) The same procedure for original application will be followed for scholarship renewal
B) The maximum number of renewals possible will be four (4)

7) Notification
   A) The applicant to be awarded the scholarship is to be notified in writing via U.S. Mail.
   B) In the event the applicant does not accept the scholarship, the next highest ranking applicant
      will be contacted for the award. This procedure will continue from high to low until the
      scholarship has been accepted,
   C) A letter will be mailed to all applicants who are evaluated, but are not the recipient.
   D) Each recipient will provide verification of his/her enrollment to the Committee Chairperson.

8) Publicity
   A) An announcement of the availability of the Robert & Jean Shustack Scholarship Fund
      scholarship program will be mailed or presented to the Secretary of each Eastern Star Chapter
      under the jurisdiction of the Grand Chapter of Delaware, Order of the Eastern Star, as well as,
      the Grand Chapter of Delaware Order of the Eastern Star website, delawareoes.org.
   B) An announcement will be placed in a mailing of the Grand Chapter of Delaware newsletter.

9) Disposal of scholarship materials
   A) The Chairperson of the Robert & Jean Shustack Scholarship Fund Committee should keep
      all the applications, correspondence (except late application requests) and supporting data
      until the next selection process is completed (one year).
   B) After the next selection process is completed, all scholarship materials from the previous
      year should he destroyed.

10) Robert & Jean Shustack Scholarship Application
FORM RJS NO. 1

ROBERT & JEAN SHUSTACK SCHOLARSHIP FUND
GRAND CHAPTER OF DELAWARE
ORDER OF THE EASTERN STAR
SCHOLARSHIP APPLICATION

To the Chairman of the ROBERT & JEAN SHUSTACK SCHOLARSHIP FUND:

PLEASE PRINT

I hereby make application for a Scholarship.

(Name of Applicant)

I will attend

(Institution) (Address)

for the term commencing

(Date)

1. Name (Last) (First) (Middle) Phone

2. Home address

(Street) (City) (State) (Zip)

3. Age at time of application

4. Is anyone dependent upon you for support?

5. Have you applied for any other Scholarship Awards?

If so, what?

6. Educational Institution last attended

(Name of Institution)

7. Name of Parents or Legal Guardians

8. Number of dependents in family Age

Relationship to the applicant
9. How do you plan to pay your expenses not covered by a scholarship? Check the appropriate items:

Money furnished by family
Earnings during school year
Earnings during summer
Other (Please explain)

10. Applicant's signature

Date

Complete items #11 & #12 only if the applicant is under the age of 18.

11. We agree to, and approve of the above:

Mother or legal guardian

Date

Father or legal guardian

Date

12. Include a letter from your parents or legal guardians on 8 1/2" x 11" unlined paper.

Form updated: May, 2012
FORM RJS NO. 2

ROBERT & JEAN SHUSTACK SCHOLARSHIP FUND
GRAND CHAPTER OF DELAWARE
ORDER OF THE EASTERN STAR

SCHOLARSHIP APPLICATION - PERSONAL STATEMENT

The information here requested is not to be considered in any sense as too personal, but as a frank and friendly means of learning the circumstances of the applicant, and all statements and answers will be treated confidentially. Please include your financial need.

Please Print

1. Name and address of father and mother or legal guardians

2. Occupation of parents or legal guardians

3. What are your hobbies?

4. What are your out-of-school or work activities? (Youth groups, church, synagogue, etc.)

5. What are you planning to do after graduation from college or technical school?

6. Attach a personal letter on 8 1/2 " x 11" unlined paper addressed to the ROBERT & JEAN SHUSTACK SCHOLARSHIP FUND, giving reasons for your request and prospects in detail.

Signed ____________________________________________
(Applicant's signature)  (Date)

NOTE: If there is not sufficient space provided above for your answers, please staple a separate sheet to this form.

Form Updated: May, 2012
SCHOLARSHIP APPLICATION - SCHOOL OR COLLEGE DETAIL

In support of my application for a ROBERT & JEAN SHUSTACK SCHOLARSHIP FUND scholarship, the following is submitted:

Please Print

1. List of the last senior high school, the last junior college and the last college or university attended, with the length of residence at each:

   From           to
   (High School)  (Location)

   From           to
   (Junior College)  (Location)

   From           to
   (College or University)  (Location)

2. If more than three (3) months have elapsed since you were in school, how has your time been occupied? Please answer fully:

   ____________________________________________

3. How many semesters (1/2 school year) will it take to complete your chosen college course?

   ____________________________________________

4. State the month and year you expect to graduate from high school_________________________ and college__________________________.

5. Check the College class you expect to enter on__________________________(Date)

   □ Freshman    □ Sophomore    □ Junior    □ Senior    □ Graduate

6. Have you been elected to a high school, junior college, technical school or college scholarship society? _________________

7. If so, give the Society name ____________________________

8. What high school, junior college, technical school or college student body offices have you held?

   ____________________________________________
9. What other high school, junior college, technical school or college honors have you received?

10. Name your chief classroom activity in high school, junior college, technical school or college

11. Vocation to be studied?

12. What vocational experience have you had in your field?

13. What vocational experience have you had in general?

Signed __________________________  (Date)  
(Applicant's signature)
FORM RJS NO. 4 (Part 2)

ROBERT & JEAN SHUSTACK SCHOLARSHIP FUND
GRAND CHAPTER OF DELAWARE
ORDER OF THE EASTERN STAR

SCHOLARSHIP APPLICATION - EVALUATION SHEET

Please Print

<table>
<thead>
<tr>
<th>Name of Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Directions: Place a check in the rating column which best describes the applicant’s qualities.

EX = Excellent  G = Good  F = Fair  P = Poor

<table>
<thead>
<tr>
<th>QUALITIES</th>
<th>RATINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EX</td>
</tr>
<tr>
<td>1. Ability; Academic aptitude and potential retention of material</td>
<td></td>
</tr>
<tr>
<td>2. Appearance: neatness, cleanliness, grooming and dress</td>
<td></td>
</tr>
<tr>
<td>3. Cooperation: Respect for authority, ability to work with others</td>
<td></td>
</tr>
<tr>
<td>4. Emotional Stability: Self control</td>
<td></td>
</tr>
<tr>
<td>5. Motivation: initiative, self-reliance, perseverance, use of time</td>
<td></td>
</tr>
<tr>
<td>7. Performance: Accuracy, thoroughness</td>
<td></td>
</tr>
<tr>
<td>8. Personality: Disposition, manners, tact, poise, courtesy.</td>
<td></td>
</tr>
<tr>
<td>9. Reliability: Promptness, conscientiousness, personal integrity</td>
<td></td>
</tr>
<tr>
<td>10. Values: Morals, respect for human life</td>
<td></td>
</tr>
</tbody>
</table>

Please give additional information that you would consider pertinent in the evaluation of the applicant

__________________________________________________________________________

Signature______________________________________________________________

Title_______________________________________________________________

Institution________________________________________________________

Date______________________________________________________________

DEADLINE: POSTMARKED BY FEBRUARY 15TH

Form Updated: May, 2012
FORM RJS NO. 4 (Part 3)

ROBERT & JEAN SHUSTACK SCHOLARSHIP FUND
GRAND CHAPTER OF DELAWARE
ORDER OF THE EASTERN STAR

SCHOLARSHIP APPLICATION - CERTIFICATION OF GRADES

PLEASE PRINT

Applicant:

Name:
Address:
City: State: Zip:
Bethel # Location
DeMolay Chapter Location

School:

Name:
Address:
City: State: Zip:

To: The High School Principal or College/University Registrar

From: The ROBERT & JEAN SHUSTACK SCHOLARSHIP FUND Chairman of the Grand Chapter of Delaware, Order of the Eastern Star.

Subject: Grades for the above named applicant.

The above named applicant has applied for an Educational Scholarship from the ROBERT & JEAN SHUSTACK SCHOLARSHIP FUND, Grand Chapter of Delaware, Order of the Eastern Star. We solicit your assistance to provide the total number of semester grades earned opposite the letter grade or the plus (+) or minus (-) as designated below. Include regular semester grades, summer school grades and night class grades if they are a part of the applicant's permanent grade transcript. All grades, whether they are academic, laboratory, skill or physical education grades are to be included.

<table>
<thead>
<tr>
<th>Letter Grades</th>
<th>No. of Grades</th>
<th>Letter Grades</th>
<th>No. of Grades</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A+</td>
<td></td>
<td>C−</td>
<td></td>
<td>SAT</td>
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<td>B+</td>
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<td>D−</td>
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<td>B+</td>
<td></td>
<td>C+</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Of the grades listed above, how many were Honor classes? ____________________________

I certify the number of grades reported above are reported on the applicant's transcript and are accurate. The applicant as completed ____________________________ semester(s) of (Check one):

High School ____________________________ or College ____________________________

Signature ____________________________ Title ____________________________

Institution ____________________________ Date ____________________________

DEADLINE: POSTMARKED BY JUNE 30th
Rules and Regulations of the Grand Chapter of Delaware

C) RULES AND REGULATIONS JULIA M. STORY AWARD FOR EXCELLENCE

An award given to members, other than Past Matrons and Past Patrons, of the Order of the Eastern Star for exceptional service to their Subordinate Chapter and community. The award was first given in 2003 by Sister Nancy L. Edward, Past Grand Matron with the hope that it would be continued into the future. These rules and regulations were part of the Report of the Julia M. Story Committee in 2002-2003 Proceedings pages 219-220.

1) Eligibility

A) Any member of the Order of the Eastern Star in Delaware of good standing when the selection is made by the committee is eligible to receive this award with the following exceptions: Worthy Grand Matron, Worthy Grand Patron, Past Grand Matrons and Past Grand Patrons.

B) Award once in a lifetime to same awardees.

2) Procedure for nominations

A) A letter from the Committee will be sent to each subordinate Chapter by June 1st each year announcing the award and time to vote for the nominee(s). These letters will indicate the procedure for submitting resumes to the Committee Chairman.

B) A Subordinate Chapter will take a secret written ballot by September 30th of each year.

C) Before December 31st of each year, the Subordinate Chapter Secretary will prepare a resume for the top three (3) names.

D) The above resumes will be forward to the Julia M. Story Committee chairman by December 31st of each year.

E) The committee will make a decision by March 31st.

F) The committee’s selection is to be kept confidential until such award is announced at the Annual Grand Sessions of the Grand Chapter of Delaware.

3) Award Plaque

A) Is the property of the Grand Chapter of Delaware.

B) The plaque will be designed with multiple brass engraving plates that may be removed for proper engraving.

C) The plaque will be engraved with the recipients’ name and year of presentation.

D) At the oral or written request of the Worthy Grand Matron, the plaque is to be returned to the Grand Chapter.

E) The plaque is awarded to the new recipient.

4) Presentation of Award will be by at the Annual Session of the Grand Chapter of Delaware, the Worthy Grand Matron or her representative will present this award to the selected recipient.

5) Application for Chapter Secretary to Complete for the top three (3) nominees that are nominated each year and forward to the Chairman of the Julia M. Story Award Committee.
Julia M. Story Award for Excellence  
Grand Chapter of Delaware Order of the Eastern Star

Name of Nominee______________________________

Chapter(s) to which Nominee belongs and title___________________________

Nominees present position and title_______________________________

Address__________________________________________

City/State/Zip Code________________________________________

Phone________________________________________ Email________________________________________

Date initiated into the Order of the Eastern Star and Where__________________________

________________________________________________

1. Demonstrated sustained commitment to the Order of the Eastern Star and Community

2. Demonstrated leadership within in the Order and Community

3. Activity in subordinate Chapter, Grand Chapter, local community, county and/or state

4. Evidence of influence in above activities

5. Contributions to the enhancement of the Order.

6. Attach any other evidence to support the case for this nominee

Final draft of revisions Revised 5/12/2015
D) RULES AND REGULATIONS FOR GRANTS FOR CHILDREN WITH SPECIAL NEEDS

Children with Special Needs Grants are given to individuals to assist with their quality of life. The Order of the Eastern Star does not discriminate in granting these awards on the basis of age, race, color, national or ethnic origin or religious belief in the administration of this grant program.

1) Eligibility
   a) Applicants must be legal residents of the state of Delaware
   b) Applicants must be less than twenty two (22) years of age.
   c) It is not required that the applicant or any individuals in their family be Eastern Star members.

2) Amount and Number of Award(s): Each award is in an amount determined each year not to exceed the amount in the Benefit for Children with Special Needs Fund. It is paid to the individual or their family or a vendor.

3) Restrictions
   a) Durable medical equipment, i.e. wheelchairs, special chairs, and standing equipment are usually covered by insurance, therefore in only unusual circumstances will these be covered.
   b) Rejections for special needs from insurance company or Nemours if at A.I. DuPont must be shown.

4) Applications
   a) Individual
      1) Applications may be obtained from the Grand Secretary or via the delawareoes.org website.
      2) All applications must be completed in full; a three hundred (300) word essay on “Why I wish a grant award from the Benefit for Children with Special Needs Fund”; and three (3) letters of reference one of which must be from M.D or O.D. or social worker. The completed applications and essay plus references must be received by the Chairman of the Benefit for Children with Special Needs Fund Committee by February 15th of each year.
   b) Organizational Applications
      1) Applications may be obtained from the Grand Secretary or via the Delaware oes.org website.
      2) All application must be completed in full, a five hundred (500) word essay on “What needs will this grant award benefit within the organization.

5) Evaluations: The Benefit for Children with Special Needs Committee criteria used in selecting candidates places emphasis on need and life lasting not short term disability.
6) **Awarding of grants:**
   
a) If possible the Applicants selected for grant awards should be present at the Grand Chapter Session at the appointed time to receive their grant award.
   
b) Awards are to be made in the form of a check in the amount of the award to the family or if a vendor in the form of a certificate to the family or individual.
   
7) **Publicity**
   
   An announcement will be placed in a mailing of the Grand Chapter of Delaware newsletter and appropriate local, regional, and national print and electronic media announcing the award of the scholarship.
   
8) **Disposal of materials**
   
a) The Chairperson of Benefit for Children with Special Needs Committee should keep all the applications, correspondence (except late application requests) and supporting data until the next selection process is completed (one year).
   
b) After the next selection process is completed, all materials from the previous year should be destroyed.
   
9) **Grant Application Form**
APPLICATION FOR
GRANT FROM THE BENEFIT FOR CHILDREN WITH SPECIAL NEEDS

Date: ____________________

Name of Applicant: _______________________________________________________

Address __________________________ City ______________________ Zip __________

Phone ___________________________ Cell phone ____________________________

Why do you wish this grant? (Complete below or attach a 300 word essay)

________________________________________________________________________

________________________________________________________________________

If individual or family please list monthly income from all sources:

Social Security Disability ______________ Other ______________________________

Are Medicaid benefits received ______ If so, include Medicaid number __________

Amount of funds needed: __________________________

If organization what needs within the organization will be benefited by this grant (Complete below or attach a five hundred (500) word essay).

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of Director or Organization Head ____________________

Signature of Individual Applicant or Parent or power of attorney ____________________
HIPAA Privacy Authorization Form
Authorization for Use or Disclosure of Protected Health Information
(Required by the Health Insurance Portability and Accountability Act,
45 Code of Federal Regulations Parts 160 and 164)

I authorize __________________________ (healthcare provider) to use and
disclose the protected health information described below to The Grand Chapter of
Delaware Order of the Eastern Star

2. Effective Period
   A. □ This authorization for release of information covers the period of healthcare
      from ___________ to ___________

      OR

   B. □ All past, present, and future periods.

3. Extent of Authorization
   A. □ I authorize the release of my complete health record (including records
      relating to mental healthcare, communicable diseases, HIV or AIDS, and treatment
      of alcohol or drug abuse).

   OR

   B. □ I authorize the release of my complete health record with the exception of the following
      □ Mental health records
      □ Communicable diseases (including HIV and AIDS)
      □ Alcohol/drug abuse treatment
      □ Other (please specify): __________________________

4. This medical information may be used by the person or organization I authorize to receive this
   information for medical treatment or consultation, billing, or claims payment or other purposes
   as I may direct.

5. This authorization will be in force and effect until ___________ (date or event) at which time
   this authorization expires.

6. I understand that I have the right to revoke this authorization, in writing, at any time. I understand
   that a revocation is not effective to the extent that any person or entity has already acted in reliance
   on my authorization or if my authorization was obtained as a condition of obtaining insurance
   coverage and the insurer has a legal right to contest a claim.

7. I understand that consideration of my request for a grant will not be conditioned on whether
   I sign this authorization.

8. I understand that information used or disclosed pursuant to this authorization may
   be disclosed by the recipient and may no longer be protected by federal or state
   law.

Signature of patient or personal representative __________________________
Printed name of patient or personal representative and his or her relationship to patient __________________________
Date __________________________
ARTICLE XII
AMENDMENTS TO RULES AND REGULATIONS

Section 1 Amendments: No amendments to these Rules and Regulations, either by alteration or addition will be made unless in the following manner:

A) Proposed amendment(s) must be presented, electronically or in writing to the Constitution and Bylaws Committee a minimum of ninety (90) days before the Annual Grand Chapter Session or Special Meeting call for that purpose.

B) The amendment will then be presented by the Jurisprudence and Legislation Committee to the Grand Secretary who will present in writing at an Annual Meeting or Special Meeting called for that purpose and after being heard discussed, and if so ordered amended.

C) The amendment may then be adopted by two thirds (2/3) vote of all members present and voting.

D) When printed after amendments are adopted, the date of adoption will be printed with the change. (AM 2009)
RULES AND REGULATIONS
FOR
SUBORDINATE CHAPTERS
OF THE
GRAND CHAPTER OF DELAWARE
ORDER OF THE EASTERN STAR
RULES AND REGULATIONS FOR THE GOVERNMENT
OF SUBORDINATE CHAPTERS IN DELAWARE
ORDER OF THE EASTERN STAR

ARTICLE I
CHARTER

Section 1: Charter

A) Except for original Subordinate Chapters now working under Charters granted by the General Grand Chapter, every Subordinate Chapter must have a Charter or Dispensation from the Worthy Grand Matron and the Worthy Grand Patron, attested by the Grand Secretary under the seal of the Grand Chapter, and no Chapter will be deemed legal or regular without such a document.

B) The Charter of a Chapter must be present in a Chapter room at all Stated and Special meetings. It must be at the left of the Worthy Patron but its location of the Charter depends on the arrangement and space in a Chapter room.

C) A Charter cannot be surrendered while seven members desire to retain it.

D) The Charter of a Chapter may be forfeited:
   1) For ignoring or disregarding the legal authority of the Worthy Grand Matron, Worthy Grand Patron, or Grand Chapter, as is provided in Constitution, Bylaws and Rules and Regulations of the Grand Chapter of Delaware, Order of the Eastern Star with the written advice and consent of the Worthy Grand Matron and the Worthy Grand Patron,

   2) For failure to meet for six months, or for failure to pay per capita for two years.

E) When a Charter is arrested or when a Chapter demises:
   1) All money in treasury, the jewels, Charter, records, and all other property of such Chapter will become the property of the Grand Chapter, and must be sent at once to the Grand Secretary’s office.

   2) It will be the duty of the Worthy Matron and Worthy Patron to see that the Secretary forwards promptly such properties to the Grand Secretary. (See Rules and Regulations, Consolidation)

ARTICLE II
MEETINGS

Section 1: Number of meetings per year

A) Subordinate Chapters must hold one stated meeting per month for AT LEAST TEN (10) stated meetings per year.

B) If weather or other circumstances listed in the Rules and Regulations of Subordinate Chapters, Postpone, Adjourn or Cancel a stated meeting, make it impossible to hold a stated meeting then the subordinate Chapter is forgiven.

C) A Chapter meeting may be held without a Brother present provided the degrees are not conferred or the ballot spread.
Rules and Regulations for Subordinate Chapters
Of the Grand Chapter of Delaware

Section 2: Meetings of a subordinate Chapter are Stated or Special

A) Stated meetings are those held on the day, place and hour prescribed by the Bylaws of the subordinate Chapter, and at such meetings all general business will be transacted such as:

- Balloting on petitions for candidates to receive the degrees or affiliation
- Granting demits
- Conferring degrees
- Election of officers
- The discussion of all questions relative to the interest of the Chapter

B) Special meetings

1) Are called at the discretion of the Worthy Matron and such business will be transacted, such as:

- Trials
- Conferring degrees
- Installation of Officers
- Funerals, memorial services, ceremonials and observances

2) Ten (10) days’ notice will be given to all members in a written “call” which will state the purpose or purposes of the Special Meeting.

3) No business will be transacted at a special meeting other than that specified in the “call”

C) Special Dispensations

1) Required for:
   a) Change a regular meeting place
   b) To install officers who were not installed at the regular installation
   c) To elect Trustees or elected officers to fill stations not filled at the regular election

2) A Special Meeting DOES NOT require a Special Dispensation

3) Any meeting held earlier than the time prescribed in the Chapter bylaws is a Special Meeting and requires notice to be given to all members stating the time and purpose of the Special Meeting.

4) State and weather emergencies
   a) In the event a stated meeting is canceled, in proper form, due to a State declared emergency or weather travel issues, the Chapter will be allowed to schedule another stated meeting prior to the next stated meeting to conduct regular business if necessary. (AM 2015)
   b) This meeting and date must be approved by the Worthy Grand Matron at the time of the cancellation and a Special Dispensation given for the rescheduled stated meeting.
Rules and Regulations for Subordinate Chapters
Of the Grand Chapter of Delaware

Rules and Regulations for Subordinate Chapters
Of the Grand Chapter of Delaware

Rules and Regulations for Subordinate Chapters
Of the Grand Chapter of Delaware

Rules and Regulations for Subordinate Chapters
Of the Grand Chapter of Delaware

c) Notification of the canceled meeting will be done via telephone, text, email, on the Grand Chapter web site, and closings on local media stations.

d) Notification of meeting change will be made to the members ten (10) days in advance, if need be.

5) **Installation of officers other than regular stated meeting** must be secured to install officers on any later date of a regular stated meeting.

6) A Special Dispensation for election of officers not elected at regular time requires notification to all members ten days before the election.

7) A Special Meeting requires written notice to all members, the Worthy Grand Matron and Grand Secretary stating the purpose of the special Meeting.

8) All constituted subordinate Chapters requesting a Special Dispensation will accompany their request with a subordinate Chapter check for the appropriate amount made payable to the Grand Chapter of Delaware, O.E.S.

Section 3: Quorum

A) One of the first four (4) elected and installed officers MUST be present to preside.

B) Six (6) other members of the Chapter for a total of seven (7)

C) Offices to be filled in addition to the presiding officer

1) Secretary to record the minutes

2) Warder and Sentinel to guard the door

3) Chaplain to pray

4) If one of the first four elected and installed officers and six other members are present, the necessary offices may be filled by substitutes from other Chapters.

Section 4: Opening of a chartered subordinate Chapter

A) **A quorum**

B) Presence of a Charter or Dispensation

C) Altar upon which will be an open Bible

D) Ballot Box and current edition of the Ritual

E) A subordinate Chapter can use short form to open their meetings only four times during a one-year term.

Section 5: Postpone, cancel or adjourn a stated meeting:

A) It is unlawful to postpone, cancel or adjourn a stated meeting if a quorum is present

B) A stated meeting may be cancelled

1) If a state of emergency exists (weather conditions, civil disturbance or national security)

2) One of the top four elected officers determines the weather conditions make travel dangerous.

3) The Worthy Grand Matron must be informed via phone, email, text or other written communication and the register and minute book must reflect the reason the meeting was not held.

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Rules and Regulations for Subordinate Chapters
Of the Grand Chapter of Delaware

Section 6: Children: Over two years of age will not be admitted to the Chapter room during meeting or rehearsals.

Section 7: Visitors:
It there is no one present who can vouch for visitors, by reason of having actually sat in a subordinate Chapter with them, they will be taken to the anteroom, the test oath separately taken and given a full examination by a committee appointed by the Worthy Matron.

Section 8: Attendance at meetings: No one can be admitted to a closed meeting including Master Masons unless they have been regularly initiated members of the Order in a duly constituted Subordinate Chapter.

ARTICLE III
MEMBERSHIP

Section 1: Qualifications for membership:
A) Based upon Masonic Membership of an individual who is a member in good standing or is deceased in a Lodge of Master Masons generally recognized as to regularity and legitimacy by the Masonic Fraternity.
B) Masonic relationship must be as per Ritual.

Section 2: Petitions for membership.
A) Petitions for initiation must be made in writing; completely filled in and signed by the applicant; accompanied by the regular fee; and recommended by two members of the subordinate Chapter.
B) The petition will be presented at a stated meeting, referred to an committee of three (3) members including one (1) brother, unless a waiver is needed, lay over until a subsequent stated meeting and reported upon.
C) Applicant for initiation will have resided six months in this Grand Jurisdiction.
D) Jurisdiction: The State of Delaware is the Jurisdiction of the Grand Chapter of Delaware and is an open jurisdiction.

Section 3: Investigating Committee
A) The committee to which a petition is referred must be composed of three, two sisters and one brother.
B) Members appointed on the Investigating Committee may visit the petitioner if they so desire.
C) Investigation of a Brother must go through the Grand Lodge of Delaware, who will in turn contact the requesting Grand Lodge.

Section 4: Masonic standing of petitioner
A) The petition is not ready for the ballot unless two members of the committee have reported, one being the Brother appointed to the Investigating Committee.
B) Only a brother can vouch for the Masonic standing of the applicant. If the Brother on the committee fails to report, the Worthy Matron may appoint another Brother who will report after proper investigation.
Section 5: Jurisdiction over elected petitioner: When a Chapter elects a person to receive the degrees, and the person moves out of this Grand Jurisdiction before receiving the degrees, said Chapter within this Grand Jurisdiction will retain absolute jurisdiction over the applicant, unless waived, for six months.

Section 6: Waiver of Jurisdiction:

A) A subordinate Chapter may apply for and receive waivers of Jurisdiction over an applicant for the degrees of initiation having residency in a Sister Jurisdiction.

B) This waiver is obtained through the medium of the Worthy Grand Matron.

Section 7: Jurisdiction over rejected petitioner: When a person applies to a Chapter for the degrees and is rejected, that Chapter retains absolute jurisdiction over the applicant for two months. The Chapter Secretary will notify Grand Secretary of each rejection.

Section 8: Conferring degrees by courtesy procedure.

A) Conferring of degrees for Subordinate Chapter in another Grand Jurisdiction: The Chapter for which the degrees are to be conferred, will under Chapter seal request the Worthy Grand Matron of that Grand Jurisdiction to have the degrees conferred, and that Worthy Grand Matron under her official seal, will make a like request of the Worthy Grand Matron of this Grand Jurisdiction. She in turn, under her official seal, will request the Chapter to confer the degrees.

B) Conferring of degrees by Subordinate Chapter in another Jurisdiction for a Subordinate Chapter in this Grand Jurisdiction: If a Chapter in this Grand Jurisdiction wishes the degrees conferred in another Grand Jurisdiction, the above procedure will be reversed. The fee for initiation belongs to the Chapter for which the degrees are conferred. All such initiations must be immediately reported to the Chapter making the request, through the offices of the Worthy Grand Matrons of both Grand Jurisdictions.

C) Conferring the degrees by a Subordinate Chapter in this Grand Jurisdiction for another Subordinate Chapter in this Jurisdiction: A Chapter of this Grand Jurisdiction may confer degrees as a courtesy for another Chapter of this Grand Jurisdiction when requested to do so under the seal of the Chapter wishing the degrees conferred. It is not necessary for such request to come through the Worthy Grand Matron’s office. The secretary of the subordinate chapter conferring the degrees will promptly notify the secretary of the subordinate chapter making the request when the degrees have been conferred. The fee belongs to the chapter for which the candidate is initiated.

D) No request may be made or granted to confer degrees as a courtesy for a Grand Chapter working under a Ritual other than the one promulgated by the General Grand Chapter. Subordinate Chapters will use only the Rituals as are authorized by the General Grand Chapter.

Section 9: Number of Candidates to be Initiated: No more than six candidates can be initiated at any stated or special meeting.

Section 10: Affiliation: Applicants for affiliation with any subordinate Chapter in this state must have resided three (3) months in this jurisdiction.
Section 11: Plural Membership

A) Plural membership is recognized in other Subordinate Chapters within other Grand Jurisdictions under the jurisdiction of the General Grand Chapter, Subordinate Chapters directly under the General Grand Chapter, and in subordinate Chapters in jurisdictions recognized by General Grand Chapter, i.e. Australia, Scotland, New York and New Jersey.

B) Plural membership will be permitted providing the Grand Jurisdiction in which the petitioner holds primary membership also permits Plural Membership.

C) There is no residency requirement.

D) Plural Membership is permitted in three (3) Subordinate Chapters.

E) Plural Members must pay dues in all subordinate Chapters and will be entitled to all the rights and privileges of membership in all, except that such Plural Members will not hold any one of the elected offices in more than one Subordinate Chapter at the same time.

F) Loss of membership by suspension for non-payment of dues or expulsion in any Subordinate Chapter carries with it the loss of membership in all others.

G) Plural members wishing to terminate membership in any Subordinate Chapter must request a demit from the subordinate Chapter affected.

H) The Bylaws of any subordinate Chapter must be amended to provide for Plural Membership before accepting petition for such Plural Membership.

I) A plural member in a particular situation, such as eligibility for appointment to a Grand Chapter position or election as a Grand Chapter Officer, will be considered as a member of a Chapter in the Grand Chapter of Delaware in which they served as Worthy Matron or Worthy Patron.

J) Plural membership in any Subordinate Chapter is obtained by means of a petition for Plural Membership on a form provided by the Secretary’s office of the Grand Jurisdiction in which one is seeking such membership and accompanied by a letter or Certificate of Good Standing from any other subordinate Chapters.

K) The procedure in receiving and acting upon any petition for Plural Membership will be the same as that for any other petition for affiliation. Proper notice will be made to other subordinate Chapter(s) that the Plural Membership has been completed. (AM 2015)

Section 12: Residence of a Mason: A Master Mason belonging to a Lodge in another State can join a Chapter in this State but must have resided in this jurisdiction for six (6) months.

Section 13: Suspension or Expulsion

A) One who has been initiated in this Order can only be deprived of membership by suspension or expulsion by a Subordinate Chapter after trial.

B) Suspension is only by VOTE OF THE SUBORDINATE CHAPTER.

C) Suspension or expulsion of a Brother from a Lodge of Master Masons deprives him of all the rights and privileges of membership in this Order until satisfactory evidence of his reinstatement by said Lodge has been presented to the Subordinate Chapter and noted in its minutes.

D) Master Mason suspension or expulsion does not affect the membership of female relatives in the Order of the Eastern Star.
Section 14: Life Membership

A) May be granted to a member after forty (40) years membership in the Order of the Eastern Star.

B) Life members (40 years) are exempt from the payment of subordinate Chapter dues, but their rights and privileges, as members are not affected.

C) A Chapter may remit Chapter dues for Life Members but not the Grand Chapter per capita unless the subordinate Chapter also includes this in their Chapter Bylaws under Life Membership.

D) Life Members will receive a receipt for dues.

E) Remission of dues for Life Membership must be incorporated in a Chapter’s By-laws.

Section 15: Honorary Membership

A) A Chapter MAY elect to Honorary Membership any member of another subordinate Chapter, but she or he will have no voice or vote in the Chapters matters.

B) Honorary Memberships in subordinate Chapters may not be proposed or voted upon when the recipient is in the room.

C) The Honorary Membership will be granted by two-thirds vote of the members present.

Section 16: Reinstatement:

Upon payment of dues accrued at the time of suspension and the current years dues, a member may petition a subordinate Chapter for Reinstatement by majority vote on a secret written ballot

ARTICLE IV
FEES

Section 1: Initiation fee: The minimum fee for initiation in this Grand Jurisdiction will be not less than $25.00 but each Subordinate Chapter may provide in its Bylaws for any larger amount that it may wish. (AM 2015)

Section 2: International Temple Fund

A) Each member will pay five (5) dollars (American funds) at the time of their initiation to the International Temple fund which is established for the maintenance of the International Temple.

B) This fee is a onetime fee to each Chapter to which a member belongs and therefore, Plural Membership and Affiliation into a different Subordinate Chapter would require the member to pay five (5) dollars to each Subordinate Chapter in order that both subordinate Chapters might be 100%.

Section 3: Dues

A) Subordinate Chapters may charge such monthly or annual membership dues as they may decide upon, but all dues must be paid one year in advance.

B) A subordinate Chapter may by a majority vote of those present, remit the dues of any member.

C) Any member who neglects or fails to pay dues for a period of one year will be notified by the Secretary, and if not paid within one year thereafter may be suspended by a two-thirds vote of the Chapter.
D) A subordinate Chapter may vote to exempt a member from payment of dues.

ARTICLE V
OFFICERS

Section 1: Elective Officers whom will be elected annual by secret written ballot:
- Worthy Matron
- Worthy Patron
- Associate Matron
- Associate Patron
- Secretary
- Treasurer
- Conductress
- Associate Conductress
- Trustees: one for a term of three years

Section 2: Appointive Officers
- Chaplain
- Marshal
- Organist
- Adah
- Ruth
- Esther
- Martha
- Electa
- Warder
- Sentinel

Section 3 Eligibility
A) A member need not previously have held an office in the Subordinate Chapter in order to be eligible to any office therein.
B) No member who is not in good standing or against whom charges are pending, will be eligible to any office in a Subordinate Chapter.
C) The Worthy Patron cannot be elected from the floor without having passed the Proficiency Certificate for Associate Patron proficiency examination prior to the election.

Section 4: Progression in office: With election to the office of Associate Conductress it is the intention that that officer would advance to the office of Conductress, then Associate Matron, and then to Worthy Matron. This would create continuity in the progression of the offices of the chapter and give the officer the proper education and preparation to fill each office until she becomes Worthy Matron where she would have the proper credentials for the office.
ARTICLE VI

SUBORDINATE CHAPTER PROFICIENCY

Section 1: Candidates for the elected line offices of subordinate Chapters will exemplify their knowledge of the duties and responsibilities of the office they seek to the presiding Worthy Patron of the subordinate Chapter or the Deputy Grand Lecturer.

ARTICLE VII

DUTIES OF OFFICERS

Section 1: The Worthy Matron:
A) Will preside at the meetings of the Chapter, except when degrees are being conferred, or may request the Worthy Patron to preside;
B) Will see that the laws are strictly observed;
C) Will appoint all committees and see that the officers faithfully perform their duties.
D) After approval of the minutes of previous meeting, will sign the last page and initial all other pages.

Section 2: The Worthy Patron:
A) Will have a general supervision over the affairs of the Chapter;
B) Will advise with and assist the officers;
C) Will be the official prompter unless doing the Worthy Patron part at which time the Deputy Grand Lecturer or designated prompter will prompt;
D) Will preside and assist in conferring of degrees and balloting;
E) Will have possession of one long form of the printed Secret Work for the safekeeping of which he will be responsible;
F) Will lead the members of the Chapter in the Obligation at a stated meeting once during the year.

Section 3: The Associate Matron will perform the duties of her office, and in the absence of the Worthy Matron, assume her duties.

Section 4: The Associate Patron will perform the duties of his office, and in the absence of the Worthy Patron, assume his duties.

Section 5: The Secretary will:
A) Keep a correct record of the meetings of the Chapter;
B) Collect all moneys due the Chapter and pay the same to the Treasurer;
C) Perform all the duties pertaining to the Secretary’s office;
D) Forward the returns of the Chapter to the Grand Secretary on or before the 15th day of February of each year. A failure to do this will forfeit the vote of each Chapter in the Grand Chapter unless excused by a two-thirds vote;
E) Promptly correct the subordinate Chapter copies of The Constitution and Bylaws, Rules and Regulations of Grand Chapter, Rules and Regulations of Subordinate Chapters and Book of Instruction when changes are received from the Grand Secretary;
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F) Read the Landmarks, from the current Ritual, twice a year at a stated meeting of the subordinate Chapter.

Section 6: All officers will perform the duties indicated by their titles, the Ritual and as directed by the Chapter.

Section 7: Annual Reports of all outgoing officers and committees of the Chapter must be submitted at the Annual Meeting before the Installation.

Section 8: Minutes
A) The officer presiding at the time of the approval of the minutes of the Chapter signs them whether she is the regularly installed officer or acting pro tem.
B) Minutes must be read at all meetings.
C) The use of a semi-permanent binder for minutes and records is the option of the Chapter.

ARTICLE VIII
ELECTION

Section 1: The first eight (8) officers of a Subordinate Chapter will be elected annually at the first stated meeting in March, by written secret ballot; a majority (one more than half) of ballots cast excluding blanks is needed for election.

Section 2: A written separate ballot must be taken for each elective office.

Section 3: One trustees will be elected for one (1) for one (1), one for two (2) years, and one for three (3) years after which one Trustee will be elected for a term of three (3) years.

Section 4: If a Subordinate Chapter wishes to elect the Sentinel this must be incorporated in the Bylaws of the Subordinate Chapter.

Section 5: If a Chapter is unable to hold the election of officers at the first stated meeting in March:
A) The Chapter will be allowed to schedule another stated meeting prior to the next stated meeting to conduct the election.
B) The meeting must be approved by the Worthy Grand Matron and a Special Dispensations given for the rescheduled meeting change.
C) Ten (10) days’ notice in advance if needed.

ARTICLE IX
INSTALLATION

Section 1: All officers will be installed at the first stated meeting in April or as soon as possible thereafter within the month of April.

Section 2: No member will be installed into office unless they show a current receipt for Chapter dues.

Section 3: A Special Dispensation must be secured to install officers not present at the scheduled Installation at the first stated meeting they are present.

Section 4: Open Installations are permitted in this jurisdiction.

Section 5: Officers legally hold their positions until their successors are elected and installed, or until their offices are declared vacant by the Worthy Grand Matron and Worthy Grand Patron.

Section 6: The Secretary, Treasurers and Trustees reports must be given at the first meeting in April.

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Section 7: Any officer who holds plural membership may only be an elected officer in one of the Chapters to which they belong.

Section 8: Certificate of Newly Elected Officers
A) The Installing Officer will certify as correct the list of officers to be installed on the day of installation. The completed lists will be forwarded to the Grand Secretary by the chapter secretary. It will be unlawful for any person to install the Officers of any chartered chapter if such list has not been prepared.

B) The Certificate of Newly Elected Officers installed:
1) Will be forwarded to the Worthy Grand Matron, Grand Lecturer and each Subordinate Chapter Secretary.
2) Include the complete name, title and address.
3) The Grand Lecturer’s copy will be passed on to the incoming Grand Lecturer. (AM 2010)

C) It is unlawful for any person to install the Officers of any chartered subordinate Chapters if such list has not been prepared.

ARTICLE X
VACANCIES, HOW FILLED

Section 1: Vacancies, elective officers
A) Vacancies in the elective officers can only be filled pro-tem by the Worthy Matron at a stated meeting.

B) The Worthy Grand Matron may grant a Special Dispensation to hold an election to fill a vacancy in the office of Secretary, Treasurer or other elected office other than Worthy Matron or Worthy Patron.

C) The Associate Matron and Associate Patron act as Worthy Matron and Worthy Patron in the absence or vacancy of that office.

Section 2: Vacancy, appointive officers
A) The Worthy Matron may appoint an officer who is present to fill another station, but the minutes must record the officer present, though acting pro tem in another station.

B) It is the duty of a member occupying a chair pro tem to retire if the regular officer enters the Chapter.

Section 3: Vacancies, Worthy Matron and Associate Matron
A) In the absence of the Worthy Matron, the Associate Matron will preside as per Ritual.

B) In the absence of the Worthy Patron, the Associate Patron will preside per Ritual.

C) In the absence of the Worthy Matron and Associate Matron the Worthy Patron may request a Past Matron to preside as Worthy Matron and Associate Matron.

D) It is the duty of a member occupying a chair pro tem to retire if the regular officer enters the Chapter.

Section 4: Vacancies, preferences
A) The presiding officer may ask members from other Delaware Chapters to fill vacancies in officers’ stations, but preference MUST be given members of her or his Subordinate Chapter.

B) The Worthy Matron may invite members of another Chapter to assist in the initiatory work.

Section 5: Elected and not installed

A) If an elective officer refuses to be installed, the Worthy Grand Matron may grant a Special Dispensation to hold an election to fill the office.

B) No elective officer can resign, except the Secretary or Treasurer, after being installed.

Section 6: Declaring office vacant

A) In case an elective officer leaves the Jurisdiction of the Grand Chapter or in case of death or loss of membership, the Worthy Grand Matron can, if circumstances warrant, declare the office vacant and grant a Special Dispensation to elect a new officer. Such election to take place at a stated meeting ten (10) days after written notice has been given to the members by the Secretary of the Chapter. (AM 2015)

B) The office of Worthy Matron and Worthy Patron cannot be declared vacant.

ARTICLE XI
RETURNS

Section 1: Abstract

A) Each Chartered Subordinate Chapter will have prepared by its Secretary each year an abstract of the work of the Chapter for the year ending December thirty-first.

B) This abstract will show the names of all the members, the number initiated, demitted, suspended, expelled or deceased and Affiliated Past Matrons and Past Patrons, setting out the names in alphabetical order, making a distinction in sex and between women prefixing Miss or Mrs.

C) The above abstract will be forwarded to the Grand Secretary by February 15, with a check for all money due the Grand Chapter.

Section 2: Per Capita: The Secretary of each Subordinate Chapter will forward to the Grand Secretary with the Abstract, all money due the Grand Chapter, up to and including December 31 of each year by February 15, according to the rates hereinafter specified.

Section 3: Penalty for Failure: Any Chapter failing to make such reports and pay Grand Chapter dues for two consecutive years will forfeit its Charter by a majority vote of the Grand Chapter, and it is hereby made the duty of the Grand Secretary to report such delinquents to the Grand Chapter at each annual meeting.

ARTICLE XII
CHAPTERS UNDER DISPENSATION

Section 1: Rights

A) Chapters under Dispensation will have all the rights of Chartered Chapters, except representation in the Grand Chapter.

B) That in the future all officers appointed to serve Under Dispensation will be installed at the time of instituting the Chapter.
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C) No Chapter will be constituted until they have worked Under Dispensation at least six months (not including July and August unless stated meetings are held during these months.)

Section 2: Liabilities: Chapters working Under Dispensation will pay to the Grand Chapter the specified amount of per capita dues to the Grand Chapter on the Charter member list and on the initiated and affiliated members, provided the Chapter from with they are demitted has not paid their per capita for the current year.

Section 3: Forfeiture of Charter Membership: A Petitioner for a Charter must be present at the time the Chapter is instituted, or will forfeit such right and her or his name will be erased from the charter list.

Section 4: If Charter is not granted: In case a Charter is not granted, a member of a Chapter Under Dispensation is entitled to a Grand Demit as elsewhere provided in these laws. Said Grand Demit will be valid for only one year.

Section 5: Instructors: The Grand Lecturer will be the instructor for any new Chapter under Dispensation.

ARTICLE XIII
PROCEDURE FOR MERGER OF CHAPTERS OR SURRENDER OF A CHARTER

Section 1: Future of the subordinate Chapters:
A) Any subordinate Chapter under the supervision of the Grand Chapter may merge with another subordinate Chapter or surrender their Charter with the assistance of the Worthy Grand Matron and Worthy Grand Patron.
B) When a subordinate Chapter feels they can no longer continue, the Worthy Grand Matron and Worthy Grand Patron must immediately be notified. The Worthy Grand Matron will immediately notify the Jurisprudence and Legislation Committee.
C) The Worthy Matron will direct the Secretary to notify the membership that discussion of merger or surrender will be held at a stated meeting.
D) All members will be notified of such meeting stating the purpose:
   1) The notices to be sent out by the Chapter Secretary,
   2) Under the seal of the Chapter,
   3) At least ten days in advance.
E) The question of such merger or surrender will be presented in resolution form to Chapter involved.

Section 2: Merger of a subordinate Chapter
A) At a stated meeting called for the purpose of merger, the Worthy Matron will submit the question(s) to the members.
B) At that meeting:
   1) The proposition to merge is read by the Secretary.
   2) The vote will be taken by written secret ballot. Three quarters (3/4) vote of the members present and voting is required for adoption.
C) If the vote is favorable to merge:

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1) By written secret ballot, a subordinate Chapter is selected with which to merge. A three quarters (3/4) vote of the members present and voting is required for adoption.

2) The secretary will immediately inform in writing the subordinate Chapter that is selected with copies of the letter sent to the worthy Grand Matron, Worthy Grand Patron and Jurisprudence and Legislation Committee.

D) If the vote is not favorable for merger with the selected Chapter:
   1) Repeat the process of selecting another Chapter;
   2) Remain status quo;
   3) Initiate the process of surrendering the Charter.

E) Dues, Rules Regulations and Bylaws remain in full force until a merger is completed.

F) Chapters receiving requests for merger will proceed in the following manner:
   1) The Secretary of the Chapter receiving the request for merger will:
      a) Read the request at the first regular stated meeting after its receipt.
      b) Notify the entire membership in writing that request was received to merge and that a vote will be taken at a regular stated meeting. The notification will include the date and time of the meeting.

   2) Between the time the chapter is requested to accept another Chapter for merger and a vote is taken upon that request, one or more meetings will be held with a committee from each Chapter to discuss matters pertaining to the merger, including but not limited to:
      a) Life Membership;
      b) Honorary membership;
      c) Forty (40) year members
      d) Exempt members;
      e) Assets including paraphernalia and property of the Chapter;
      f) Donation to charitable contributions may be made by the Merging Chapter to the Order of the Eastern Star projects as long as said donation or contributions do not exceed twenty-give (25) percent of the Merging Chapters total liquid assets.
      g) The Secretary of the Chapter receiving the request will take the minutes.

   3) At a regular stated meeting selected from this vote by the Chapter receiving the request:
      a) A vote will be taken by written secret ballot and a three quarters (3/4) vote of the members present and voting is required for adoption. Said vote must be taken at a Stated Meeting prior to the date set for merger.
      b) The Secretary will notify, in writing, the Secretary of the requesting Chapter the result of the vote, whether accepted or rejected.

   4) If the result of the vote for merging is accepted the following steps will be taken:
      a) The Worthy Matrons and the Worthy Grand Matron will set a date acceptable to all for a joint meeting of the members of the Chapters for a merger ceremony.

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b) The meeting will be held a regular stated meeting of either Chapter under the
good of the order.

c) The Secretaries of both Chapters will notify the entire membership of their
Chapter, in writing, of the date and time for the Merger Ceremony.

d) Before the first stated meeting of the subordinate Chapter merged with, the
following shall be transferred to the Secretary of the subordinate Chapter being
merged into by the Worthy Matron, Secretary, and Trustees of the merged
Chapter:

1. All remaining Chapter funds;

2. Surrender of all properties of the merging Chapter to the merged
   Chapter;

3. All paraphernalia such as

   - Eastern Star Rug
   - Record Books
   - Roll of Membership
   - Notice of Dues
   - Furniture
   - Ledger
   - Secretary’s Receipts
   - Demit Blanks
   - Badges
   - Secretary’s Cash Book
   - Treasurer’s Receipts
   - Warrants on the Treasurer
   - Notice of Election
   - Jewels
   - Rejection of membership
   - All Rituals and Secret Work
   - Chapter Seal
   - All Constitution, Rules and Regulations of
     the Grand Chapter of Delaware and Book
     of Instruction


 e) Copies of the minutes and the results of this meeting will be sent to the Worthy
   Grand Matron, Worthy Grand Patron and Jurisprudence and Legislation
   Committee.

5) Information of the Merger will be included in the reports of the Worthy Grand
   Matron and Worthy Grand Patron at the Annual Session of the Grand Chapter of
   Delaware.

Section 3: Surrender of Charter

A) A Charter cannot be surrendered if three quarters (3/4) or more members voting at a stated
   meeting desire to retain it.

B) Procedure for surrendering a subordinate Chapter Charter

1) The Worthy Grand Matron and Worthy Grand Patron will be notified immediately.

2) A sixty (60) day written notice will be mailed to all members giving a date of the
   stated meeting that a vote will be taken.

3) Every member of the Chapter must be notified by a written call when the question will
   come up for final action;

4) After the first reading it must held over to the next stated meeting.

C) Donations to projects of the Order of the Eastern Star may be made, if desired, and outstanding
   bills must be paid.
D) Proper procedures for the disbursements of all restricted funds should be thoroughly investigated before disbursement.

E) Once the decision is made to surrender the subordinate Chapter Charter the books are frozen and only necessary expenses are authorized by the Worthy Grand Matron to be paid.

F) Residue of unspecified funds must be transferred to the General Fund of the Grand Chapter.

G) The Secretary will submit to the Grand Secretary a roster of members clear on the records with correct addresses.

H) The Secretary will notify all members of the proper procedure for affiliating with another subordinate Chapter before issuing demits.

I) In the event of such surrender, or if for any cause a Chapter ceases to exist, the following are to be returned to the Grand Secretary’s Office within ten (10) days by the last Worthy Matron:

1) All remaining Chapter funds
2) All paraphernalia such as:
   - Roll of Membership
   - Secretary’s Receipts
   - Badges
   - Treasurer’s Receipts
   - Jewels
   - Warrants on Treasurer
   - Record Books
   - Notice of Dues
   - Ledger
   - Demit Blanks
   - Secretary’s Cash Book
   - Notices of Election
   - Rejection and membership.

J) Transfer of a Life Membership is at the discretion of the subordinate Chapter to which you have applied for membership.

K) A Chapter having surrendered its Charter to the Grand Chapter

1) All members not in arrears for dues and against whom no charges have been preferred will be given a demit by the Grand Secretary.

2) Members not eligible to demits have no right to visit other Chapters and should they wish to join a Chapter they will secure a certificate of good standing from the Grand Secretary, AFTER payment of the amount due at the time the member was stricken from the roll.

L) The above will be completed not later than December 31st of the following year, thereby permitting members sufficient time to affiliate with another subordinate Chapter.

ARTICLE XIV
DEMITS

Section 1: Demitted Members

A) A member, after receiving a demit, may visit subordinate Chapters for one year only. However, there is no time limit on demits for affiliation.

B) Demitted members or former members of demised Subordinate Chapters, who hold Grand Demits, can visit a Chapter in this Grand Jurisdiction for one year.

C) Elective officers of Subordinate Chapters who have been installed cannot demit.

D) All other members have the right to demit if they are clear on the books.
E) The demit having been granted by the Subordinate Chapter, cannot be reconsidered.

F) A demit is granted by the Worthy Matron upon obtaining information that the member is clear on the books from the Subordinate Chapter Secretary.

G) The demit will be granted only on written request signed by the Sister or Brother desiring it.

H) **Demised Subordinate Chapter of other Grand Jurisdictions:** Members of demised Chapters in other Grand Jurisdictions who are without demits and who wish to join a Chapter in this State, should apply to the Grand Secretary of the Grand Chapter within whose State their Chapter was located for a Demit or Certificate of Good Standing.

**Section 2: Former members of demised Subordinate Chapters,** either chartered or under dispensation.

A) Who were in good standing at time of demise, may secure Grand Demits from the Grand Secretary upon payment of $5.00 each, and furnishing proof of such good standing.

B) Who stood suspended for non-payment of dues at time of demise, may secure Grand Demits from the Grand Secretary upon payment of $10.00 each, and furnishing satisfactory proof of former membership.

C) Such person may affiliate with any Subordinate Chapter in this Grand Jurisdiction within one year from the date of demit.

D) No demit will be considered legal unless countersigned in the handwriting of the holder.

E) There is no time limit for a demit issued by a Subordinate Chapter but such person may only visit one year with a demit.

**Section 4: Demit to join another Chapter in this Grand Jurisdiction**

A) Any Sister or Brother desiring a demit for the purpose of joining another Subordinate Chapter in this Grand Jurisdiction will have the right to petition such other Subordinate Chapter for membership, first giving notice to his/her original Subordinate Chapter of such intention.

B) The preceding will also apply to members from another Grand Jurisdiction petitioning for affiliation in this Grand Jurisdiction and upon their acceptance, their original Subordinate Chapter will be notified.

C) If the Subordinate Chapter receiving such petition should elect the petitioner to membership and notify the former Subordinate Chapter, under seal, the former Subordinate Chapter will grant a demit, which will be sent directly to the Secretary of the Subordinate Chapter to which petitioner has been elected.

D) In case of the rejection by the Subordinate Chapter to which petitioner has applied, membership will remain in the former Chapter.

**Section 5: Lost Demit:** A member who has lost a demit may apply to the Secretary of the Subordinate Chapter which granted it and the Secretary will issue a duplicate and will collect a Subordinate Chapter fee of $5.00.

**Section 6: Elected but not installed:** A member, who has been elected to an office but not installed, may demit.

**Section 7: Demits, Chapters Under Dispensation:** A member of a Subordinate Chapter under dispensation is entitled to a demit, if not filling an elective office.

**Section 8: Demits to join new Subordinate Chapter**

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A) When members of a Subordinate Chapter, or Chapters, join in petition for a New Subordinate Chapter, and the petition is granted, they are demitted without further action of their Subordinate Chapter or Chapters, provided they present documentary evidence under seal of their Subordinate Chapter showing them to be clear on the books of the former Subordinate Chapter and that they were present when the new Subordinate Chapter was instituted.

B) Upon the institution of the new Subordinate Chapter, the Secretary thereof must notify the old Chapter, or Chapters, of their member’s withdrawal.

ARTICLE XV
CHAPTER BY-LAWS

Section 1: Chapter By-laws

A) Every Chapter will have the right to make its Bylaws; provide such Bylaws will not conflict with the Constitution and the Rules and Regulations of the Grand Chapter of Delaware, Order of the Eastern Star and Ritual of the Order.

B) Procedure for adoption

1) After adoption by the Chapter, the Bylaws will be submitted to the Jurisprudence and Legislation Committee who will see that they are in proper form and legal. The Chairman of this Committee will respond to the subordinate Chapter with any needed changes and recommendations.

2) After approval by the Jurisprudence and Legislation Committee, the subordinate Chapter Bylaws will be forwarded to the Worthy Grand Matron for her approval.

C) Bylaws of Chartered Subordinate Chapters and Chapters Under Dispensation may be presented directly to the Jurisprudence and Legislation Committee while in session at the Grand Chapter.

D) A copy of all up-to-date Bylaws, including all amendments or additions to Chapter Bylaws will be forwarded by each Subordinate Chapter Secretary to the Worthy Grand Matron, the Grand Secretary, and the Chairman of the Jurisprudence and Legislation Committee a copy of their up-to-date By-laws, including amendments as they are approved after which obsolete copies will be destroyed.

ARTICLE XVI
BALLOTING

Section 1: Refer to the Ritual, Balloting

Section 2: Balloting upon petitions

A) For degrees, affiliation or plural membership or reinstatement can only be taken at a stated meeting.

B) Every member of the Chapter present at a meeting where a ballot is taken should vote unless physically unable to do so.

C) The Associate Conductress will have charge of the ballot box under the direction of the presiding officer. She may carry it to every member present, or may place it on the altar as directed.

D) No discussion of a candidate for the degrees will be allowed in open Chapter.
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E) If more than one petition is to be balloted upon they may be balloted upon collectively. If the ballot is clear, all petitioners will be declared elected to receive the degrees. If the collective ballot is not clear, then each petition must be balloted upon separately.

F) The ballot must be secret, and no one except the first four officers will be permitted to examine it.

THE FOLLOWING STATEMENT MUST BE READ AFTER EACH REJECTION:

“Any member who will report to any person not a member of the Order the name of a rejected petitioner, will be subject to reprimand by the Worthy Matron or Worthy Patron in open Chapter; or to trial and if convicted, to reprimand, suspension or expulsion from the Order and that no one may plead ignorance of this rule, it will be so stated to the Chapter by the presiding officer after each rejection.”

Section 3: Black Balls or Black Cubes.
A) A ballot box with less than six black balls or black cubes is not legal.
B) Three black balls or black cubes will reject for initiation or affiliation; however, if three black balls appear, a second and final ballot is ordered. If the final ballot is not clear, the Worthy Matron announces the result of the ballot.
C) The names of members present during the balloting when a petitioner is rejected will not be revealed to any person not a member of the Order.

Section 4: Reconsideration of Ballot:
No ballot can be reconsidered after being declared clear from the East and no objection can be filed against a petitioner after the decision of the ballot.

Section 5: Unfavorable investigating committee report
A) An unfavorable report by the investigating committee does not reject.
B) A ballot is necessary in all cases.
C) The rejection of an applicant holds good for only one year.

Section 7: Time limit of jurisdiction over rejected petitioner
A) A petitioner for degrees having been rejected cannot be proposed again until two (2) months after rejection.
B) Any candidate for affiliation rejected in a Chapter will have her or his demit returned and the Chapter will not have jurisdiction over said candidate.
C) The candidate may apply at once for affiliation in any other Chapter in this Grand Jurisdiction.

ARTICLE XVIII
RITUALISTIC WORK, ETC.

Section 1: The subordinate Chapters will use the Ritual, Secret Work, Signet and Labyrinth promulgated by the General Grand Chapter.

Section 2: The Secret Work
A) Copies of the Secret Work should be given to the Worthy Patron, Associate Patron, Conductress, and Associate Conductress.
B) All copies MUST be signed out and in with the subordinate Chapter Secretary.
Section 3: The Secret Work and Ritual must not be written and must not be read during the conferring of degrees.

Section 4: Rituals

A) Any member of the Order can procure a Ritual from the Secretary of the Chapter. Only members of this Order should be in possession of the rituals and they must never be placed in the hands of others.

B) Only one Ritual should be open during the meeting of a Chapter and that is for the use of the Worthy Patron, Deputy Grand Lecturer or a prompter designated by the Deputy.

ARTICLE XX
MISCEaneous PROVISIONS

For Future Use

ARTICLE XXI
AMENDMENTS

Section 1: Amendments: No amendments to these Rules and Regulations, either by alteration or addition will be made unless in the following manner:

A) Proposed amendment(s) must be presented, electronically or in writing to the Jurisprudence and Legislation Committee a minimum of ninety (90) days before the Annual Grand Chapter Session or Special Meeting call for that purpose.

B) The amendment will then be presented by the Jurisprudence and Legislation Committee to the Grand Secretary who will present it in writing at an Annual Grand Chapter Session or Special Meeting called for that purpose and after being heard discussed, and if so ordered amended.

C) The amendment may then be adopted by a two thirds (2/3) vote of all members present and voting.

D) When printed after amendments are adopted, the date of adoption will be printed with the change. (AM 2009)
PREFACE

The Grand Chapter of Delaware desires to impress upon all subordinate Chapters the fact that the great beauty of our work depends upon the simplicity and conformity to the Ritual of the Order of the Eastern Star. References to the Ritual as to the MOST recent copyrighted with amendments through 2015

The study of this Book of Instructions together with the Constitution, Rules and Regulations of the Grand Chapter of Delaware and the instruction in the fine print of the Ritual.

The Book of Instruction is part of the laws of the Grand Chapter. Therefore, all matters discussed in this Book of Instructions will be considered laws.

Nothing in this Book of Instruction will be construed as conflicting with the ritual or the Constitution, Rules and Regulations of the Grand Chapter of Delaware, and in case of any such conflict, this Book of Instruction will be inferior thereto.

CONSITUTION OF THE GENERAL GRAND CHAPTER

ARTICLE XIV

(a) Resolved that in order to keep the entire membership of the Order of the Eastern Star informed that the General Grand Chapter is the highest authority in the interpretation of the Ritualistic work, all Grand Jurisdictions under the General Grand Chapter are required to include the following statement in their Codes or Book of Instruction:

“The Grand Jurisdiction of Delaware will conform to the Ritual and to the Ritualistic Work in the General Grand chapter Book of Instructions. When changes are made in Ritualistic Work, Decisions or Resolutions pertaining to Ritualistic Work are adopted in General Grand Chapter, they will IMMEDIATELY BE IN FORCE in the Grand Jurisdictions.
Section 1: **AFFILIATION**

A) It is permissible for Grand Chapters to adopt their own ceremony for affiliation of members, but the Signs, Passes, or any part of the Secret Work or the Ritual **MUST NOT** be used in such ceremony. (See General Grand Chapter Book of Instruction)

B) An elected petitioner from the Grand Chapters of New Jersey, New York, Scotland or Australia should not be requested to take the Obligation, since this is part of the Secret Work.

C) A candidate for affiliation should be outside the door during balloting upon Petition for Affiliation. (AM 2013)

D) The Ceremony of Affiliation is to be performed under “Unfinished Business.”

**Affiliation Ceremony**

Worthy Matron: “Sister Associate Conductress, you will present Sister/Brother ____________ to become a member of our Chapter by affiliation.”

The Associate Conductress standing in back of Esther’s chair will say:

“We Worthy Matron, I have the pleasure of introducing Sister/Brother ____________ , formerly of ____________ Chapter, who has been elected to membership in this Chapter.”

If the membership a plural or dual, the Worthy Matron will adjust her direction to the Associate Conductress to reflect that the Sister/Brother becomes a member of the Chapter by plural or dual membership. The Associate Conductress will then introduce the new member(s) as “also a member of ____________ Chapter.” (AM 2009)

The Worthy Matron says a few words of welcome, then instructs the Associate Conductress to escort the member to the Secretary’s desk to sign the By-laws and thus become entitled to all privileges of membership. The Conductress does not assist in the Ceremony for Affiliation.

Section 2: **DEMITS**: See *Rules and Regulations of Subordinate Chapters*

Section 3: **ALTAR SERVICE** See fine print in the *Ritual*

A) All officers and members should face the Altar during ALL Altar services. The Star Points turn toward the Altar, and members assume the reverent attitude as soon as the Conductress or Chaplain reaches the edge of the labyrinth.

B) The Conductress and Chaplain leave their stations proceeding West on the line of march to a point two steps beyond Esther’s station, turn and proceed straight to the Altar.

C) The Chaplain will assume the attitude of prayer if standing at the altar when the prayer is given. If kneeling for the prayer, then the hands are to be on the altar.

Section 4: **BUSINESS OF THE CHAPTER**

A) **Special Dispensations**: see *Rules and Regulations Subordinate Chapters in Delaware, Special Dispensations.*

B) **Remit dues or suspension**: see *Rules and Regulations Subordinate Chapters in Delaware, Fees, Dues.*

C) **Life Members**: see *Rules and Regulations Subordinate Chapters in Delaware, Membership, Life Members.*

D) **Secret Work**: see *Rules and Regulations Subordinate Chapters in Delaware, Ritualistic Work, Secret Work.*
E) Order of Business

1) The suggested order of business for a subordinate Chapter meeting:
   a) Ritualistic Opening
   b) Pledge of Allegiance
   c) Introductions
   d) Reading of Minutes
   e) Treasurer’s Report
   f) Bills and Communications
   g) Reading Petitions
   h) Report on Petitions
   i) Balloting
   j) Reports: Standing and Special
   k) Unfinished Business
   l) New Business
   m) Initiation
   n) Sickness and Distress
   o) Good of the Order
   p) Ritualistic Closing

2) The above is a SUGGESTED order of business and may be changed at the discretion of the Worthy Matron; however, the Order of Business must comply with Subordinate Chapter Bylaws.

Section 5: BYLAWS

A) When contemplating a change in Bylaws, Chapter members must be notified of the proposed changes in writing ten days in advance of the meeting at which the changes will be voted on.

B) After adoption by the subordinate Chapter, the Bylaws must be submitted to the Jurisprudence and Legislation Committee for approval. The Jurisprudence and Legislation Committee will forward to the Worthy Grand Matron once they approve the subordinate Chapter Bylaws.

C) After being approved, each Subordinate Chapter Secretary will forward a copy to the Worthy Grand Matron, the Grand Secretary, and the Chairman of the Jurisprudence and Legislation Committee.

D) The Bylaws change request must state the present Bylaw in its entirety, the requested change and be typed in proper form.

Section 6: PETITIONS

A) The Bylaws of General Grand Chapter, Chapter VI, Rules and Regulations, Sections 15 and 16 should carefully be studied. The Secretary should see that all petitions are made out in regular form and accompanied by the proper fee before reading them. If a request to have a petition and fee returned is made before the petition has been read to the Chapter the secretary may return it. When the petition has been read and the Investigating Committee appointed, the petition cannot be returned under any circumstances.

B) Petitions for membership (affiliation) are read first, then petitions for degrees (initiation) and then petitions for restoration (reinstatement). If there is more than one petition for affiliation the Secretary reads the first one in its entirety. For the others she will say: “A petition for affiliation made out in regular form.” She must then read the signature and residence of the
petitioner, state that it is accompanied by a demit or a Grand Chapter Certificate, giving name, number and location of Chapter. She also reads the names of persons who recommended the petitioner.

C) The Secretary reads the first petition for the degrees and for the others she says: “A petition for the degrees made out in regular form, accompanied by the fee.” She must then read the signature and residence of the petitioner, give the Masonic relationship or proof of membership of at least three (3) years or certificate of majority membership in the International Order of the Rainbow for Girls or in the International Order of Job’s Daughters, and the names of those who recommended the petitioner. In petitions for restoration (reinstatement) the Secretary will say: “A petition for restoration made out in regular form and accompanied by the necessary dues.” She must then read the signature and residence of the petitioner and the names of those who recommended the reinstatement. If the petition read requires a waiver, the secretary should be instructed to contact the Worthy Grand Matron to request a waiver over the petition from the jurisdiction in question. No action, including appointing an investigating committee, may be taken on such petition until the waiver has been granted. After this, the usual procedure will be followed. (AM 2009)

D) After the Secretary has read all petitions the Worthy Matron will say: “Sisters and Brothers, you have heard the reading of the petitions; they will be referred to Investigating Committees.” No member who signed the petition recommending the person may serve as a member of the investigating committee. It will be the duty of each member of the Investigating Committee to make inquiry as to the character and standing of the petitioner and make a report in writing and no action will be taken on any petition until such report is made. The Brother on the committee will investigate the Masonic standing of the applicant or the relative through whom eligibility is claimed when the petitioner relies upon Masonic relationship. The three members of the Investigating Committee should report, but in an emergency the Chapter could act if there were two signatures on the report, provided the Brother had reported. Should there be an unfavorable report the petition is balloted upon in the same manner as if the report had been favorable.

E) All petitions are balloted upon regardless of whether the report of the Investigating Committee was favorable or unfavorable. After the application has been received and referred to an Investigating Committee it is the property of the Chapter and cannot be withdrawn by any member or officer. However, if it is found that the petitioner does not have the proper eligibility according to the section on Membership, Ritual, Page 161, the petition and fee will be returned and no ballot will be taken.

F) Petitions can be received only at a stated meeting of the Chapter and must remain in the possession of the Secretary. It is the duty of the Secretary to notify by letter, immediately after the meeting, all rejected petitioners and return the fee. The petition however, is filed by the Secretary. If after two months the rejected petitioner desires to again petition the Chapter she or he will fill out and sign a new petition stating when and where she or he was previously rejected. An objection may be made after a legal ballot. (Rules and Regulations) This objection is the same as one black cube but at the end of two months the candidate to whom a minimum of three objections were made may put in a new petition and may follow the same course if objected to again. Where the Bylaws provide a residence qualification of six months a petition cannot be received and be balloted on before the expiration of six months even though six months be permitted to elapse before initiation.

G) Members recommending the petitioners should observe the following rules: First: the petitioner must be known. A signature upon the petition is, in effect, a recommendation of
the good character of the petitioner. Second: the petitioner should be worthy to become a
member of the Order of the Eastern Star. Third: the petitioner must have the required
eligibility. Fourth: the petitioner must personally sign the petition.

H) It is improper to put the names of those whose petitions are to be balloted upon on the notices
when they are sent out to members or in any form of publication. The name of a person who
has presented a petition to the Chapter is a part of the Secret Work and should not be
discussed or made public before such person is initiated. No officer or member of the
Chapter may inform a petitioner of her or his acceptance or rejection by the ballot. This is the
duty of the Secretary and ONLY the Secretary. It is not legal for a Chapter to accept a
petition, which is recommended by members of some other Chapter.

Section 7: REPORT OF THE INVESTIGATING COMMITTEE

A) The appointment of committees of investigation must be made at a stated meeting in open
Chapter in order that all members may have due notice thereof. The Investigating Committee
can report only at a stated meeting of the Chapter. The report of the committee will be read in
full to the Chapter, including the names of the committee, but the minutes must not show
whether the report was favorable or unfavorable. The Secretary will read the report of the
committee and the Worthy Matron will say: “Sisters and Brothers, you have heard the report
of the Investigating Committee. The ballot will now be spread.”

B) A Sister who is a member of the Investigating Committee cannot ascertain the Masonic
standing or relationship of an applicant. This is made the special duty of the Brother on the
committee. When a committee has been appointed by the Worthy Matron on investigation of
a petitioner, this committee must make a report in writing in regular form. A verbal report is
not permissible.

C) It is desirable that Investigating Committees make personal contact with the petitioner if she
or he is not known personally to the committee. Sometimes a call at the home is helpful if
tact and good judgment are used by the committee in the interview. It is not permissible to
discuss the report of the committee or the result of the ballot with any petitioner. Violation of
this law is a serious misdemeanor and may result in the suspension or expulsion of any
member found guilty of breaking this law. Members of the Investigating Committee should
be most conscientious in the performance of this very important duty.

Section 8: BALLOTTING

A) See Ritual for instructions for balloting and admittance of Sentinel for balloting

B) Petitions for Affiliation are to be read and balloted first.

C) Petitions to receive the degrees of the Order are read and balloted upon second.

D) Petitions are to be read in their entirety when received and the bottom portion read after the
Committee has reported.

E) The Secretary is directed by the Worthy Matron to IMMEDIATELY inform the candidate of
election to receive the degrees, giving time and date of initiation; if a female, to wear a white
floor length gown, and white shoes, no hat or gloves; if male, to wear formal business attire.

F) If the ballot box is to the placed on the Altar, the Conductress without instructions from the
Worthy Matron moves the Bible toward the front of the Altar, to allow enough space for the
ballot box.

G) If ballot box is placed on the Altar, no vote is necessary to carry to members on the sidelines
who cannot vote at the Altar.
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H) If the ballot fails (the candidate black balled) and as directed by General Grand Chapter, instructions for rejection must be read aloud and are found in the Rules & Regulations, Subordinate Chapters of Delaware.

I) Black Cube

1) A member is justified in using the black cube only when she or he knows the petitioner is not of good moral character or may be a known troublemaker who would cause discord in the Chapter.

2) The black cube is placed there for our protection and should never be used in a personal way or for a dishonorable motive.

3) The Golden Rule should be remembered when a ballot is cast.

J) Procedure for balloting.

1) When the ballot is to be taken the Worthy Matron will say: “Sister Associate Conductress, prepare the ballot box.”

2) The Associate Conductress marches to the Northeast, where the ballot box has been previously placed and ascertains that the required number of balls and cubes has been placed in the compartment, and that the receptacle to receive the ballot is empty.

3) She marches to the East, observing the marching line, and stands at the right of and in front of the Worthy Matron.

4) The Associate Conductress places the ballot box on the pedestal in the East for the inspection of the Worthy Matron and Worthy Patron.

5) She stands in front of the dais, facing West, while the Worthy Matron announces upon whose petition the members are about to ballot.

Worthy Matron: “We are about to ballot upon the petition of __________ to become a member of this Chapter (or to be affiliated or reinstated). White balls elect, black cubes reject. Remember your Obligation and vote for the good of the Order. I now declare the ballot open.”

6) The Associate Conductress passes the ballot box to the Worthy Matron for her ballot and then to the Worthy Patron for his ballot.

7) She then carries the ballot box along the North side of the Chapter room, stopping for the Organist to ballot if her position is on the North side of the room, then to the West for the Associate Matron and Associate Patron to ballot.

8) The Warder ballots next and the Organist, if she has not already balloted.

9) If carrying the ballot box, the Associate Conductress enters the Labyrinth between Ruth and Esther and places the ballot box on the Altar.

10) The Associate Conductress ballots in proper form and retires from the Labyrinth between Esther and Martha.

11) The Associate Conductress continues by marching south back of Esther’s chair and takes her position back of Ruth’s chair, facing the Altar, remaining there until the Worthy Matron declares the ballot closed.
12) If the ballot box is placed upon the Altar, it is the duty of the Associate Conductress to see that only members of the Chapter enter the Labyrinth, and that each member pauses at the edge of the Labyrinth while the preceding member is casting a ballot.

13) Procedure for Star Points to Ballot if placed upon the Altar
   a) The Worthy Matron will say: “The Star Point officers will ballot.”
   b) All Star Point officers will rise at the same time
   c) Adah and Electa take one step forward, face South and North respectively, then march West, keeping directly opposite until midway between Esther’s chair and the Associate Matron’s station.
   d) Adah turns, forming an acute angle, marches to the Altar, gives Salutation Sign, ballots and retires in proper form.
   e) Electa marches across the West until she reaches the point where the preceding officer turned to enter the Labyrinth.
   f) Adah ballots first, then Ruth, Electa, Martha and Esther.
   g) After depositing the ballot, each voter takes one step backward, turns and walks out of the Labyrinth between Esther and Martha.
   h) Immediately after Adah and Electa in marching west have passed the chairs of Ruth and Martha, these officers follow the same plan of march as did Adah and Electa.
   i) Then immediately after Electa passes Esther’s chair going to the Altar, Esther steps back of her chair, marches to the turning point used by the other officers enters the Labyrinth and proceeds to ballot.
   j) When Esther retires from the Labyrinth, she marches straight to her position at the right of her chair.
   k) Adah and Electa march opposite each other returning to their stations, as do Ruth and Martha.
   l) All Star Point officers should so time their steps that they reach their stations at the same time and are seated at the same time.

14) Procedure for those on the South and North to ballot if placed upon the Altar
   a) After the Star Point officers have balloted, the Worthy Matron requests the members on the South to ballot.
   b) The Secretary, followed by the Marshal, Conductress and all the members seated on the South side now ballot in proper form.
   c) They return to their places and are seated.
   d) The Worthy Matron then requests the members on the North side to ballot.
   e) The Treasurer, followed by the Chaplain, and the members seated on the North side ballot in proper form, return to their places and are seated.

15) When all have voted the Worthy Matron strikes one blow of the gavel and declares the ballot closed.

16) Upon order of the Worthy Matron, the Associate Conductress enters the Labyrinth and picks up the ballot box (closing it if a compartment is open). She steps back into
the circle of Star Point officers between Esther and Martha, then turns and bears the ballot to the West.

17) She places the ballot box on the Associate Matron’s pedestal and faces the East while the Associate Matron and Associate Patron inspect the ballot.

18) When instructed to do so, the Associate Conductress bears the ballot box to the East by way of the North marching line, observing square corners, and places the ballot box on the Worthy Matron’s pedestal while she faces West.

19) The Worthy Matron and Worthy Patron inspect the ballot.

20) The Worthy Matron announces the result of the ballot and then declares balloting closed with one blow of the gavel.

21) The Worthy Matron destroys the ballot and returns the box to the Associate Conductress who places it on the Treasurer’s desk and returns to her station.

Section 9: DRAPING AND UNDRAPING OF CHARTER

A) The Charter is not draped until after the funeral of the deceased.

B) The Charter is to be draped first and undraped first.

C) The Charter Drape should be at the station of the Conductress.

D) The Conductress drapes the Charter alone:

The Worthy Matron says: “Sisters and Brothers, in memory of our late departed Sister/Brother ____________ who has been called to the Grand Chapter above, our Charter will be draped for a period of thirty days. Sister Conductress, you will drape our Charter.”

Worthy Matron calls up the Chapter; Conductress walks slowly and the members assume reverent attitude. The Conductress drapes Charter by carrying the Charter Drape with both hands; places the drape over the top of the Charter; steps back two steps, turns and squaring corners, returns to her station. An appropriate, brief memorial may be read before the Worthy Matron seats the Chapter.

E) Undraping the Charter: The Conductress walks to the Charter; removes the Charter drape; folds it in half; and returns to her station.

F) The Charter is draped immediately after the Opening Ceremony; draped one meeting, left on the second meeting, and undraped the third meeting after the last order of business. If a subordinate Chapter meets one time per month, the charter will be undraped at the next monthly meeting.

G) The Charter can be draped for more than one deceased member at one time – the Worthy Matron reads the names of each deceased member and it is draped the designated period of time.

H) If the Charter is already draped and another member expires, it is not undraped, but remains draped for an additional period of time from the date of the most recent notice of death.

Section 10: PROCEDURE FOR DRAPING AND UNDRAPING THE ALTAR

A) The Altar is not draped until the memoriam has been received from the Grand Secretary.

B) The Altar Drape should be at the station of the Conductress

C) The Altar drape: Should be folded in half, in half again (wrong side out); fold one side back, turning under edge so that Conductress may handle it more easily. After the memoriam is read
by the Secretary, the Worthy Matron will say: “Sisters Conductress and Associate Conductress, assisted by the Chaplain, you will drape our Altar in memory of ________.” Chapter is raised; Chaplain moves first, after passing stations of Associate Conductress, the Conductress and Associate Conductress move to the edge of Labyrinth. As Chaplain reaches edge of Labyrinth, Star Points turn toward Altar and everyone present assumes reverent attitude. Chaplain raises Bible on palms of both hands and steps back; Conductress and Associate Conductress move to the Altar. The Conductress, with drape over her hands (her fingers should be grasping the turned edge), raises drape over center of Altar high enough so that it will not touch Altar as it is unfolded. The Associate Conductress grasps drape with fingers on top, at middle; both officers slide fingers to outer edge, unfolding, being careful not to touch the Altar – DO NOT rearrange it after is once lowered. The Chaplain replaces Bible, giving no sign; all then move to edge of Labyrinth where the Conductress and Associate Conductress will wait until Chaplain passes station of Associate Conductress then both turn and go directly to their stations.

D) The Altar is draped immediately after the Opening Ceremony; draped one meeting, left on the second meeting, and undraped the third meeting after the last order of business. If a subordinate Chapter meets one time per month, the charter will be undraped at the next monthly meeting.

E) In undraping the Altar, the procedure is the same as in draping. The Chaplain moves the Bible; Conductress and Associate Conductress step to Altar – each take the drape at the center; fingers on top, moving slowly to outer edges. The Conductress holds the drape as the Associate Conductress does the folding. The Conductress lays the folded drape over the wrists (palms up) of Associate Conductress; Associate Conductress lays the drape over wrists (palms up) of Conductress (wrists of Conductress are inside wrists of Associate Conductress on final transfer). Chaplain replaces Bible and all step to the edge of Labyrinth and return to their stations.

Section 11: PROCEDURE FOR ELECTION OF SUBORDINATE CHAPTER OFFICERS

A) Any individual wishing to be elected to a specific office will place their name and the office desired in a sealed envelope on the Secretary’s desk prior to the start of the chapter meeting at which elections are to be held.

B) Before balloting begins, the Secretary will read the names of those interested in holding an office.

C) If an office has no submissions, the presiding officer may issue a call for nominations from the floor. (AM 2010)

D) A member cannot hold the offices of Secretary or Treasurer and Trustee at the same time.

E) The first eight officers and one Trustee will be elected annually by a majority vote (one vote more than half of the members voting) of the members present and voting.

F) Officers may only hold elected office in one of the plural subordinate Chapters to which they belong.

G) The remaining officers will be appointed by the Worthy Matron-elect.

H) Election Procedure

1) At the first meeting in March, and at the proper time, the Worthy _________ will announce that the Chapter will proceed with the election of officers for the ensuing year.
2) The Worthy ________ will then announce those appointed to be TELLERS and DISTRIBUTORS, preferably sideline members, according to the needs of the Chapter.

3) Ballots as provided by the Grand Chapter must be used.

4) The Distributors will pass ballots and pencils (which must be provided and waiting on the Secretary’s desk).

5) The Worthy ____________ then announces, “Sisters and Brothers, you will prepare Ballot number 1 for the office of Worthy Matron for the ensuing year.”

6) The Distributors gather the votes and the Worthy ________ asks, “Have all voted? If so, I declare the ballot closed.”

7) The Distributors carry the ballots to the chairman of the tellers as instructed

8) The ballots are counted and the tally of votes will be announced by the chairman of the tellers.

9) The Worthy ____________ will then announce the result of the ballot if an election has occurred and ask the officer-elect if she/he will accept. If so, the Worthy ________ will say, “I declare you elected to hold the office of ______________ for the ensuing year.”

10) If an office has not been filled after two ballots it will be declared vacant by the presiding officer.

11) If vacancies occur the Worthy ________ will declare the election is complete and any unfilled office will be appointed by the Worthy Grand Matron-elect/Worthy Matron-elect provided that these appointees are eligible for the position which he/she may be appointed.

12) The Chapter will proceed in like manner until all desired elective offices are filled.

13) Blank ballots must not be counted.

14) No recess will be declared during election.

15) All elected officers must affirm the acceptance of their office in Chapter before being installed, if not present at time of their election.

16) A special election to fill a vacancy requires a dispensation and a notification to all members ten days before the election.

17) If a Chapter desires to elect a Sentinel, this must be incorporated in the Bylaws of the Chapter.

Section 12: **FLAG CEREMONY**

A) See Ritual, Opening Ceremony, Presentation of the Flag.

B) Congress has enacted laws which govern saluting the flag.

1) To conform, all members should face the flag and stand at attention with the right hand over the heart or if a veteran they may use the military salute.

2) The salute is assumed when the Marshal picks up the flag (if flag is to be presented) and is held during the Pledge of Allegiance and the rendition of the National Anthem.
3) After the Worthy Matron / Worthy Grand Matron turns and directs the Worthy Patron that he will lead the Chapter in the flag ceremony... The Worthy Patron should address the subordinate Chapter or Grand Chapter and say the following:

"Sisters and Brothers, you will join with me in saying the Pledge of Allegiance to the flag of our country, after which we will sing the first stanza of our National Anthem."

4) The hand is NOT dropped until the flag is placed in the standard in the East or the singing of the “National Anthem” is completed.

Section 13: FUNERAL SERVICE

A) See Ritual, Funeral Service/

B) Funeral ceremonies will be conducted by the regularly installed officers of a Chapter with necessary substitutes to constitute the number of officers included in the ceremony.

C) These services are to be held only at the request of the family or the written request of the deceased member.

D) All Sister officers taking part in the ceremony should wear white gowns, except for graveside services when street clothes may be worn.

E) Badges are to be worn and a small black bow should be pinned or tied on the ribbon just above the badge.

F) Flowers in the color appropriate for each Star Point should be used; with the officer placing them above the waistline, on the left, as near to the heart as possible, forming a Star.

G) The Worthy Matron should then place a small piece of fern over the stems of the flowers (to hide the bare stems) after the last talk and before the last prayer.

H) When Eastern Star Services and Masonic Services are held for a Brother, seek the advice of the Most Worshipful Master, if no preference the Eastern Star Service should be first and the Masonic Service last.

I) The following diagram should be followed as closely as possible. Some deviation may be necessary due to the size of the room, position of the casket, etc.

(J) The Marshall leads all processions using the following order to lead into the room. Marshal, Worthy Matron, Worthy Patron, Martha, Ruth, Chaplain, Adah, Esther, Electa and all other officers filling in behind the Star Point officers.

K) The Marshal should stand behind Martha during the ceremony.
1) After the ceremony the Marshal steps toward the center.

2) The Worthy Matron, Worthy Patron follow the Marshal.

3) After the Marshal, Worthy Matron, Worthy Patron use the following order if possible, Electa, Esther, Adah, Chaplain, Ruth, Martha and all other officers.

4) As in all cases use your best judgment according to the location and space available. (AM 2009)

Section 14: INITIATION

A) If there is to be an initiation ceremony, the room should be properly prepared for the ceremony before the meeting is opened, with all paraphernalia in place. The Signet should be placed in the northeast at the right of the Worthy Matron and in view of the candidates, Conductress, and the Worthy Patron, but not in such a manner as to obscure the flag. There should be a sufficient number of small Bibles at the station of the Conductress and ribbons at the Marshal’s station. It is not permissible to use copies of the New Testament only. The initiatory work is written in singular person and should be changed to the plural, as circumstances require. No Rituals should be used by any officer in this ceremony, but the Deputy Grand Lecturer (or her appointed substitute) should carefully follow the degree work and be ready to assist any officer when necessary. The position of the emblems is as follows: Adah, the sword and veil should be towards the altar; Ruth, the bow or knot should be toward the altar; Esther, the crown faces the East and scepter faces northeast; Martha, the broken side of the column should be to the altar; and Electa, the inscription of the cup to the altar. There should not be any open flame candles in our Chapter rooms due to the danger of fire if oxygen is being used by any of our members. (AM 2009)

B) The ceremony of initiation found in the Ritual should be accurately followed. No additions are permitted and nothing may be deleted from the ceremony. Certain permissions are granted, such as the choice of using music or Scriptural quotations during the march from one station to another. We will use gestures during the lectures. The Worthy Matron may conclude the ceremony from Page 80 through 92, if invited to do so by the Worthy Patron.

C) When the Associate Conductress has ascertained the names of the candidates in waiting to be initiated, the Sentinel gives the alarm (see Ritual, Initiation). The Warder does not answer these raps until she/he has reported the alarm to the Worthy Matron and has received permission to do so. When informed by the Sentinel that the Associate Conductress wishes to enter with her report, the Warder should inform the Worthy Matron who will then give permission to admit the Associate Conductress without further raps. When the Associate Conductress retires the second time to prepare the candidates, she makes certain they are not wearing wraps, gloves, or carrying anything in their hands; she gives them the necessary instructions to follow the Conductress when inside the Chapter room; she then gives her lecture by memory, there is to be no Ritual in the preparation room.

D) At the same time, within the Chapter room, the Marshal rises, steps forward two steps, raises her baton to call up the Star Points. With ribbons between the fingers of her left hand and baton in her right hand, she proceeds to each Star Point Officer; each one takes her appropriate color ribbon and holds it. Squaring corners, the Marshal returns to her station and again raises her baton – the Star Point officers take one step back and place their ribbons on their pedestals.

E) Adah picks up the veil, and Esther her crown – all are seated as the Marshal lowers her baton. Adah then puts on the veil and Esther her crown.
F) The Conductress then immediately places the small Bibles on the Altar in the same position as the Altar Bible when closed, if size of Altar permits. She enters and leaves between the stations of Ruth and Esther – no signs are given. Bibles are placed on the Altar in the following manner – one, placed to the left of center; two, one on either side of center; three, two to left and one to right; and so on.

G) When there is only one candidate, the Conductress works alone. After Conductress finishes her lecture, she proceeds along the North marching line; the Associate Conductress when reaching her station remains there and is seated. If there are three candidates, she assists with the Bibles at the Altar and stops at her station after the Obligation – she steps in again as the Conductress passes after Electa’s lecture on her way to the Worthy Patron in the East.

H) The Associate Conductress arranges the candidates in the preparation room in the order in which they are to march, taking into consideration height and size so that their appearance in the Chapter room will be pleasing.

I) After the Associate Matron introduces the candidates to the Worthy Matron, she is seated. After the Worthy Matron hands the gavel to the Worthy Patron and invites him to preside, she does not handle it again until it is returned to her after the welcoming of the new members.

J) The Worthy Patron receives the gavel from the Worthy Matron and places it on the pedestal.

K) When the Conductress reaches the Altar, she causes the candidate to kneel. The Conductress (and Associate Conductress when assisting) takes the Bibles in her hands and the Conductress gives the instructions audibly, using the wording from the first paragraph of the Secret Work. As the wording is being given, it is demonstrated by the Conductress (and Associate Conductress when assisting). The Bibles are then placed in the hands of the candidate(s). In placing the Bibles, the Conductresses should be careful not to put both their arms around the shoulders of the candidate(s). The Conductress always gives the greater number of Bibles, if there is an uneven number. The Associate Conductress will start in the center of the Altar to give hers, so as not to be in the way of the Conductress. Bibles are placed in the hands of the candidates from the right side and removed from the left side and should be placed with the open edge facing up.

L) The Obligation of our Order, voluntarily assumed, is perpetual and there is no release from its vows. The Worthy Patron rises when the Worthy Matron addresses him, and he is not seated until he returns to the East after the Obligation has been given at the Altar (see Ritual, Initiation). If he recites the Scripture during the march through the labyrinth, he must stand while speaking. During the Obligation, officers and members face the Altar and assume the Attitude of Prayer.

M) The Worthy Patron says, “Arise my Sister (or Brother): to EACH new member as this is the first time the title of Sister or Brother has been conferred upon them. Before the Obligation has been given, the term “candidate” is used. The Worthy Patron should be careful not to reach across the open Bible, but he may reach across the corner of the Altar and assist the members to arise, using the right hand only, starting from the North side to center, and then from the South side to the center. When he takes his position on the East side of the Altar, he should proceed alone directly from his station to within two feet of the Altar. He does not kneel at the Altar to give the Obligation; he instructs the candidate by saying, “You will repeat after me the following (see Ritual, Initiation & Secret Work).”
N) When the Worthy Patron has assisted the new members to rise, he steps back three steps from the Altar and says, “You are now received, etc. (see Ritual, Initiation).” He may indicate the positions of the Star Point Officers as he names them.

O) The Conductresses, with new members, remain standing at the Altar at the close of the Obligation until the Worthy Patron seats the Chapter. Before moving, the Conductresses return the Bibles to the new members who will carry them through the lectures of the Star Points. Before presenting the new members to the Worthy Patron in the East, the Conductresses will take the Bibles from each new member and place them on the desks of the Secretary and Treasurer, and return them just before taking the new members to the Secretary’s desk to sign the By-laws.

P) The Diagram of the Labyrinth and the fine print in the Ritual must be studied very carefully for instructions in conducting the new members through the labyrinth and to the Star Points for their lectures. The Signs are held until the Pass is given whenever they are used in our ritualistic work.

Q) ADAH when demonstrating her sign in her lecture, she drops her hands completely between raising and lowering the veil, since two people – Adah and her father – were handling the veil at different times. Sign begins at the word “Raising,” hands start in the middle of the breast, come to eye level, then drop one inch below the chin. The veil is not to be used to demonstrate the sign when saying, “The sign of ________.” It will be given the same way as in the Opening of Chapter – just using gestures. The veil will be slipped off after “she invited ,” and remains around the neck. In removing the veil to wind the sword, use left hand and grasp the veil just in front of the left shoulder; draw off the veil and place it at the hilt of the sword, having picked up the sword on the word “sword” with the right hand. Holding the veil with the thumb of the right hand, wind the veil with the left hand in a spiral starting on the right, over the hilt, under the blade, then over the blade – the long end of the veil should be at the hilt of the sword. When replacing the sword and veil on the pedestal, the point of the sword should be toward the Altar.

R) RUTH, drops hands after “appealing to God.” Sign begins on the word “extending” and hands are left partially open. In explaining the emblem, the sheaf rests on the left hand with the bow of the sheaf facing the candidate(s).

S) ESTHER, in giving the sign, the right hand, with the thumb closed, is placed at the top of the forehead between the brows. The elbow stays straight with the right shoulder when touching the top of the left shoulder, then the right forearm is extended straight out. The right hand is dropped after the word “kingdom.” During initiation, the scepter is picked up with the right hand; the crown is removed with the left hand. When replacing the crown and Scepter on the pedestal, the scepter should be through the crown and pointing northeast.

T) MARTHA, raises hands together on “raising her hands imploringly ,” forms a triangle on the word “Lord,” raising it above the head on the first “God,” drop on the second “God.” When replacing the Broken Column on the pedestal be sure the broken part of the column is toward the Altar.

U) ELECTA, in giving the sign, the hands start moving on the word “crossing.” Arms across the breast as if pressing a cross to the breast. In explaining during initiation, the cup rests on the left hand, the writing on the cup faces the candidate(s). Extends both hands forward, the left a little in front of the right, on words “ received the cross”; then both hands to the breast on the word “pressed” (left over right); drops hands on words “ Christian faith.”
V) In picking up ribbons, the Star Points take one step back, pick up the ribbon, step up, explain the color, then place the ribbon in the Bible of the new member, starting with the candidate nearest the Conductress.

W) The emblem is picked up with the right hand and held resting on the palm of the left hand as the officer explains the significance. Adah and Esther take the sword and scepter with the right hand and the veil and crown with the left hand to illustrate how they are place together. Each officer waits until the Conductress passes her station before she replaces the emblem on the pedestal and is then seated.

X) The signs should be given in a natural, easy and graceful way, always striving for accuracy and suiting the action to the words. The lectures should be delivered in an impressive manner, but without affectation, and with sincere interpretation. The important thing to remember is that the officer is teaching the lessons of the Order of the Eastern Star to others and that the initiatory work should always remain a pleasant and permanent memory. All signs are held until the pass has been given.

Y) The Conductress and Associate Conductress, if she is assisting, should keep a straight line with the new members when the Star Point Officers deliver their lectures so that there is a perfect triangle at the station of each officer. If only one, candidate is to be in front of the Star Point; if more than one, have the middle candidate in front of the Star Point.

Z) The ceremony of initiation begins when the Associate Conductress reports that there is a candidate in waiting and she is directed to retire and prepare the candidate for the ceremony; the Sentinel should not interrupt with an alarm and no one may enter or leave the Chapter room until the ceremony has been concluded except in an extreme emergency.

AA) Neither the Most Worthy Grand Matron or Most Worthy Grand Patron nor any other officer in an Eastern Star Chapter, Grand or Subordinate, has the authority to initiate a Master Mason on sight, or without application and election in regular form.

BB) In forming the Prayer Circle, the Worthy Patron, Warder, Sentinel and Organist remain at their respective stations (see Ritual, Initiation, & General Grand Chapter 1994). The officers join hands as soon as the Chaplain reaches the Altar. All members assume the Attitude of Prayer. When the officers move to the Altar, the Worthy Matron is to the first to move. When she steps to the floor level (or away from her station), the Chaplain begins to move, walking a little faster than the rest of the officers as she has the furthest to go. All other officers start moving when the Chaplain leaves her station. As soon as the Worthy Matron passes the Conductress, the Conductress makes a hairpin turn, facing south, and goes across the East, the line of new members following her in single file. She waits until the officers are in the circle and have joined hands, and the Chaplain is at the Altar, then the Conductress with the new members moves forward in a straight line to complete the circle.

CC) The Conductress takes the hand of Adah and the Associate Conductress the hand of the Worthy Matron (they join hands with the new members as hands are raised during the prayer). When the Chaplain says the words, “golden chain,” the joined hands are raised shoulder high (not up in the air); they are dropped, beginning with the Worthy Matron dropping her right hand on the words “each” link will fall, she is the last to drop her left hand on the word “Amen.” This whole ceremony at the Altar should be deliberate and dignified. Each step of the instructions should be performed carefully. The Chaplain should give the prayer slowly enough to enable the officers to drop their hands one by one, and finish at the conclusion of the prayer. All the officers in the circle assume the Attitude of Prayer as hands are lowered and remain in this position until the prayer has been finished.
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DD) The first verse of “Blest Be the Tie That Binds” will be sung with the hands at the sides. The Chaplain remains west of the Altar for the Ode. The Conductress is the first to break the circle. She instructs the new members to follow her and makes a hairpin turn and leads them away from the Altar, going across the East toward the North; then all move forward at once to the East slowly out of the circle and back to their stations. The Worthy Patron does not seat the Chapter until all are in their proper places for the conclusion of the initiatory ceremony.

EE) The Conductress holds the sign until the Pass is given. The Secret Work is given between the Worthy Patron and the Conductress, but when the Cabalistic Word and Cabalistic Motto are given, the Conductress should address the new members as this is instruction for them. The Conductress communicates the Grip after which, if there is more than one new member, she passes back of the candidates to her position near the Signet and picks up the pointer, thus being ready for the Worthy Patron’s explanation. The Signet should be lighted throughout the Initiation Ceremony.

FF) The Conductress and Associate Conductress are to return the Bibles to the new members before the signing of the By-laws; Conductress may hold the Bible for the new member while she/he is signing, if necessary.

GG) When it is time to sign the By-laws, the Conductress makes a hairpin turn, marches south (new members following in single file) to a point in front of the Secretary’s desk and stops. The Conductress then offers her left arm (and if more than one) returns the new member to her/his original place in line. Associate Conductress keeps place in line until all members have signed the By-laws. After the last member has signed, the Conductress forms members into couples and moves west, making a complete circuit of the room, squaring corners, taking a position in the East facing West in a single line. During the march, the Worthy Patron raises the Chapter and a welcome song is sung; he seats the Chapter before returning the gavel to the Worthy Matron.

HH) The Conductress then seats the new members in seats of their choice or in seats, which have been reserved for them.

II) New members should not be seated in the East for the Worthy Patron’s work unless disabled or ill. If it is impossible for a candidate to walk through the initiatory ceremony, she or he may be obligated at the Altar and then seated in the Chapter room for the remainder of the ritualistic work. A candidate who cannot kneel may be seated at the Altar and hold the Bible in the regular manner and take the Obligation. (AM 2012)

JJ) It is permissible for a Worthy Matron, Worthy Patron, Past Matron or Past Patron from another Grand Jurisdiction working under the General Grand Chapter to preside during the initiation when invited to do so by the presiding officer of the Chapter. Presentation of personal gifts should not be made in the Chapter room at the conclusion of degree work, but may properly take place during the social hour. Many times only part of a class of new members will be remembered and this may cause embarrassment or disappointment to those who do not receive this recognition.

KK) It is not permissible for a Chapter to use slides in the ceremony or initiation. The Worthy Patron in giving his charge to the new members must use the Signet authorized by the General Grand Chapter.
Section 15: INTRODUCTIONS

A) See also Official Visit under Grand Chapter Book of Instruction Grand Chapter of Delaware.

B) In order to avoid keeping members or visitors waiting outside the door longer than necessary, the Warder may call attention to raps during introductions between the various groups – that is, between introduction of the General Grand Chapter Committee Members and the Past Grands; or between Past Grands and the Grand Officers, etc.

C) The Worthy Patron is the host of the Chapter; therefore, he will stand with the Worthy Matron through ALL introductions unless physically unable to do so.

D) At all times the Sister or Brother being escorted is kept closest to the Alar and upon arriving in the West the Conductress and Associate Conductress will switch so that the Sister or Brother will be close to the Alar when presented at the Altar.

E) Hint to Conductresses:
   1) For all General Grand and Grand Chapter Officers presented at the Altar, you have the honor to present…..(remember HP)
   2) For all Grand officers presented in the West, you have the pleasure of introducing….(remember PI)

F) The highest-ranking officer present will decide on taking of Honors; if she or he does, then all must. If she or he does not, no one else should. The Worthy Matron continues through introductions in the usual order, greeting each group at their seats and extending a hand of welcome. However, after the highest-ranking officer has declined, she no longer requests each group to approach the West and wait for them to decline; she greets them without further ceremony. The highest-ranking officer should be notified if visitors are present who are to be introduced.

G) Presented at the Altar
   1) Worthy Grand Matron and/or Worthy Grand Patron of Delaware
   2) General Grand Chapter Officers
      a) Most Worthy Grand Matron and/or Most Worthy Grand Patron
      b) Past Most Worthy Grand Matron and/or Past Most Worthy Grand Patron
      c) Elected General Grand Chapter Officers
      d) Appointed General Grand Chapter Officers
      e) General Grand Chapter Committee Members
   3) Worthy Grand Matrons and/or Worthy Grand Patrons of other Grand Jurisdictions
   4) Past Grand Matrons and/or Past Grand Patrons of Delaware
   5) Past Grand Matrons and/or Past Grand Patrons of other Grand Jurisdictions

The Worthy Grand Matron and/or Worthy Grand Patron of Delaware are presented first in their own jurisdiction, even though the Most Worthy Grand Matron and/or Most Worthy Grand Patron might be present. The Worthy Matron announces that the Chapter is honored by the presence of the Worthy Grand Matron and/or Worthy Grand Patron and instructs the Conductress and Associate Conductress to present them at the Altar (do not say ESCORT and present). The Conductress and Associate Conductress escort them into the labyrinth west of the Altar and present them as follows:
“Worthy Matron, I have the honor to present the Worthy Grand Matron (Worthy Grand Patron) of the Grand Chapter of Delaware, Order of the Eastern Star, Sister (or Brother) __________________.”

After a welcome by the Worthy Matron and Worthy Patron, the Chapter is called up; they are escorted through the labyrinth to the East and given Grand Honors. The Worthy Matron will say, “Sisters and Brothers, you will join me in extending Grand Honors to our Worthy Grand Matron and/or Worthy Grand Patron.”

The Worthy Matron seats the Chapter. The Conductress and Associate Conductress remain in the East until after Grand Honors have been given, then return to their stations.

When the Worthy Matron announces that the Chapter is honored by the presence of the General Grand Chapter Committee Member and instructs the Conductress to present her/him at the Altar, the Conductress escorts her/him into the labyrinth west of the Altar, and presents her/him as follows. General Grand Chapter Committee Members and other members having more than one title will be introduced with the highest title and other titles will be given at this time.

“Worthy Matron, I have the honor to present a member of the Committee of the General Grand Chapter, Order of the Eastern Star, Sister/Brother __________________.”

After a welcome by the Worthy Matron and Worthy Patron, the Chapter is called up and the General Grand Chapter Committee Member is escorted through the labyrinth to the East and given Grand Honors (same as above). Worthy Matron seats the Chapter. The Conductress remains in the East until after Grand Honors are given.

NOTE: All Elected General Grand Chapter Officers are presented as “Right Worthy Grand _______, Sister/Brother _______________.”

All appointed General Grand Chapter Officers are presented as “Worthy Grand _______, Sister/Brother ______.”

Distinguished Guests seated in the East will shake hands with all members who are escorted to the East. Applause is to be held until after they have been greeted in the East.

The Past Grand Matrons and/or Past Grand Patrons of Delaware (and other Grand Jurisdictions, if present) are asked to approach (not assemble in) the West. The Conductress and Associate Conductress are then instructed to present them at the Altar. The Conductress and Associate Conductress go into the labyrinth to a center point in back of the Altar, turn backs to each other, then step to an appropriate place WITHIN the labyrinth, making enough room for those following; two lines should be formed rather than go outside the bounds of the labyrinth.

The Conductress and Associate Conductress will present the Past Grands as follows:

“Worthy Matron, I have the honor to present the Past Grand Matrons/Past Grand Patrons of the Grand Chapter of Delaware (and other Grand Jurisdictions, if present), Order of the Eastern Star, Sister/Brother _______.

After a welcome by the Worthy Matron and Worthy Patron, the Chapter is called up and they are escorted through the labyrinth to the East and given Grand Honors (no applause). Then, upon instruction from the Worthy Matron, the Conductress and Associate Conductress escort the Past Grands to seats of their choice. The Worthy Matron then seats the Chapter.
The Worthy Matron instructs the Conductress and Associate Conductress to introduce them in the West. The Conductress and Associate Conductress will introduce them as follows:

“Worthy Matron, I have the pleasure of introducing ____________,” giving names, titles, chapter number or other pertinent information.

After they are welcomed by the Worthy Matron and Worthy Patron, the Worthy Matron instructs the Conductress and Associate Conductress to escort them to the East, outside the labyrinth (no applause). After the hand shaking, the Worthy Matron will say, “Sisters and Brothers, you will join with me in extending a hand of welcome to ______.”

The Worthy Matron will then have them escorted to seats of their choice.

I) Presented in the West on Official Visits, Birthday Parties and Exchange Nights only

1) Grand Officers of Delaware and other Grand Jurisdictions
2) Deputy Grand Lecturers of Delaware and District Deputy Grand Matrons or Deputy Grand Lecturers of other Jurisdictions.
3) Special appointments of General Grand Chapter.
4) Grand Representatives of Delaware in other Jurisdictions and Grand Representatives of other jurisdictions in other Jurisdictions
   When introducing Grand Representatives the Conductress will say,
   “I have the pleasure to introduce the Grand Representatives of Delaware in other Jurisdictions and Grand Representatives of other Jurisdictions in other Jurisdictions, who will state their name and the Jurisdiction they represent.”
5) Grand Representatives of other Jurisdictions in Delaware
   When introducing Grand Representatives the Conductress will say,
   “I have the pleasure to introduce the Grand Representatives of other Jurisdictions in Delaware, who will state their name and the Jurisdiction they represent.”
6) Grand Officers Emeriti
7) Worthy Matrons and Worthy of subordinate Chapters in Delaware and other Jurisdictions

J) Order of introductions for a stated meeting other than Official Visits, Birthday Parties or Exchange Nights

1) Presented at the Altar
   a) Worthy Grand Matron and/or Worthy Grand Patron of Delaware.
   b) Most Worthy Grand Matron and/or Most Worthy Grand Patron
   c) Past Most Worthy Grand Matron and/or Past Most Worthy Grand Patron
   d) Elected General Grand Chapter Officers
   e) Appointed General Grand Chapter Officers
   f) General Grand Chapter Committee Members
   g) Worthy Grand Matrons and/or Worthy Grand Patrons of other Grand Jurisdictions
h) Past Grand Matrons and/or Past Grand Patrons of Delaware
i) Past Grand Matrons and/or Past Grand Patrons of other Jurisdictions

2) Presented in the West
   a) Grand Officers of Delaware and other Grand Jurisdictions
   b) Deputy Grand Lecturers of Delaware including District Deputy Grand Matrons or Deputy Grand Lecturers of other Grand Jurisdictions
   c) Special appointments of General Grand Chapters if not Past Grand Matron or Past Grand Patron
   d) Worthy Matrons and Worthy Patrons of subordinate Chapters in Delaware and other Jurisdictions.
   e) Most Worshipful Grand Master of Masons, if a member
      “I have the pleasure of introducing Most Worshipful___________ Grand Master of Masons in Delaware.”
      After the Worthy Matron and Worthy Patron greet the Grand Master, he is escorted to the East and given a hand of welcome. The Worthy Matron may wish to extend him the honor of a seat in the East.

3) Following are asked to rise and welcomed at their seats
   a) Grand Representatives of other Jurisdiction in Delaware who are asked to rise and state their name and Jurisdiction they represent
   b) Past Matrons and Past Patrons
   c) Officers and members of Grand Guardian Council, IOJD and DeMolay
   d) Visitors
   e) Chapter Officers and Members

K) Fifty Year Members presented at the Annual Session of Grand Chapter
   1) When presented with their 50-year certificate and/or pin at Grand Chapter, they will be introduced in the West, brought to the East and will receive Grand Honors. If a member is unable to leave his or her station or chair, Grand Honors will be given as he or she remains standing or seated in place. This is the only time they receive Grand Honors.
   2) If only one Sister and one Brother are present or introduced, they are to be escorted TO and FROM the East. If several Sisters and only one Brother are introduced, he will follow to the East, but he is escorted BACK to his seat. The same rule applies if there are several Brothers and only one Sister. The group with several will follow to the East and back to their seats.

Section 16: SUBORDINATE CHAPTER OFFICERS
   A) See Rules and Regulations of Subordinate Chapters.
   B) Sister Officers of a subordinate Chapter will wear white floor length gowns and white shoes.
   C) Brothers must wear formal attire at installation, initiations, official visits, birthdays and special events such as exchange visits.
   D) At all other meetings, and at the option of each chapter, white dress pants and white dress tops may be worn by the Sister Officers and suit and ties by the Brother Officers.
E) Officers, when standing or marching, should assume an erect position, hands hanging free and empty at their sides.

F) The Worthy Matron stands during the opening and closing ceremonies and at other times when appropriate.

G) The Salutation Sign is given to the presiding officer when members or officers enter or retire from a subordinate Chapter while the meeting is open. The response to the Salutation Sign will be given by the presiding officer, who will stand when responding.

H) When seated, they should sit gracefully and comfortably and not slump in their chairs. KEEP BOTH FEET ON THE FLOOR.

I) No purses or other articles are to be taken to or left at an officer’s station unless there is a pedestal in which they may be placed out of sight. (AM 2011)

J) It is the duty of the Organist to pay strict attention and whenever music is needed, should begin to play immediately and stop playing at the proper time.

K) The Organist should stand during the opening ceremony, the Pledge of Allegiance, the prayers, the obligation, when balloting and when Grand Honors are given.

L) All officers must memorize their work and not use a Ritual in the chapter room. Only one Ritual will be open in the Chapter room during a meeting – that of the official prompter who may be the Worthy Patron, Deputy Grand Lecturer, or designee.

M) The Conductress and Associate Conductress, whenever possible, enter their stations on the East side of the pedestal and always turn facing the East.

N) After the Bible is open, no member will pass between the Altar and the East, except as required by the ritualistic ceremonies.

Section 17: BADGES

A) Badges will not be handled.

B) The arms remain at the side for each officer when his or her charge is being given.

Section 18: MINUTES

A) Minutes must be read at all meetings.

B) The use of a semi-permanent binder for minutes and records is the option of the Chapter.

C) Letters under seal must be read first, included in and become a part of the Minutes.

D) The current minutes book must be present at all subordinate Chapter meetings.

Section 19: OFFICER PRO TEM

A) The installed officers of a Chapter should fill their stations during the Opening and Closing of the Chapter.

B) However, the Worthy Matron has the right to ask an officer to fill another office pro tem

C) The records are to show the regular officer present and acting pro tem in other stations. (See Rules and Regulations for Subordinate Chapters of Delaware)

D) It is the duty of a member occupying a chair pro tem to retire if the regular officer enters the Chapter

Section 20: OFFICER ACTING:
A member requested to fill a station that by virtue of fact that the station is vacant is Acting.

Section 21: Hollow Square

A) During the opening of a subordinate Chapter when the officers have entered, the Worthy Matron and Associate Matron are to be in a straight line with the Warder and Esther.

B) When the Conductress has been instructed to escort the Worthy Matron to the East, the Worthy Matron turns left to receive the Conductress so that her back is never to the Altar.

Section 22: Entering Stations

The Conductress and Associate Conductress enter their stations on the East side of their pedestal, and turn with their faces toward the East.

Section 23: Standing

A) The Worthy Matron stands during the Opening and Closing and at all other times when she is presiding.

B) The Worthy Patron remains standing from the time he first reaches his station until the Chapter is seated by the Worthy Matron.

C) The Worthy Patron also stands and remains standing during all introductions.

D) The Associate Matron stands during the proving of the Chapter, and the Worthy Matron is seated.

E) The Secretary should stand while reading the minutes and remain so until they are adopted unless a microphone is used or unless given permission by the Worthy Matron.

Section 24: Voting

A) When motions are presented, the presiding officer does not vote or enter discussion.

B) If there is a tie vote, the presiding officer votes to break the tie.

C) In election, the presiding officer votes, the majority elects and voting continues until any tie is broken.

D) A majority vote is one more than half of the total number voting.

E) The voting sign of the Order is the uplifted right hand.

Section 25: Warder and Sentinel

A) If the doors of all entrances to the Chapter room are secure, the Sentinel may observe the business of the Chapter except when several visitors are present.

B) The Sentinel takes no part in the business – his/her station is outside the closed door.

C) The Sentinel also enters to ballot on the invitation of the Worthy Matron; the station must be filled before he enters to ballot.

D) Only the Warder opens and closes the door.

Section 26: Official Visit

A) After opening ceremony, flag ceremony, and draping of charter and/or Altar (if necessary), the Worthy Matron will say:

“I now declare a short recess for the retirement of the Grand Officers. You will so inform the Sentinel.” (Warder and Sentinel give raps in usual manner)
B) After an interval, the Worthy Matron will rap the gavel giving notice that the recess is over, she proceeds as follows:

1) “Sister Marshal”
2) Marshal rises – “Worthy Matron”
3) Worthy Matron: “You will retire and present the Grand Marshal of the Grand Chapter of Delaware.”

C) Marshal retires, giving sign.
   Warder gives raps in usual way.
   Sentinel gives raps for her return;
   Marshal reports alarm and, after receiving permission, answers alarm.
   Marshal returns with Grand Marshal, goes to position west of Esther’s chair; each give sign.

D) Marshal introduces Grand Marshal in west as follows:
   “Worthy Matron, I have the honor to introduce the Grand Marshal of the Grand Chapter of Delaware, Order of the Eastern Star, Sister ______________.”
   Worthy Matron: “_____________ Chapter No. _ welcomes the Grand Marshal of the Grand Chapter of Delaware.”
   Grand Marshal: “Worthy Matron, the Worthy Grand Matron, Worthy Grand Patron and other Grand Officers of the Grand Chapter of Delaware are waiting to pay ___________ Chapter an Official Visit. Are you ready to receive them?”
   Worthy Matron: “Grand Marshal, I will thank you to present my compliments to the Worthy Grand Matron, Worthy Grand Patron and other Grand Officers of the Grand Chapter of Delaware and say that ________________ Chapter No. _ is ready and waiting to receive them.”
   The Grand Marshal, having given salutation sign, is escorted to the door by the Marshal. Grand Marshal retires after Warder has given proper raps; Marshal returns to her station.

E) When Grand Officers are in line to enter the Chapter room
   The Grand Marshal informs the Sentinel, who gives the raps;
   The Warder announces the alarm, gives raps
   AFTER RECEIVING PERMISSION, and opens door.
   Sentinel says: “____ Warder, the Grand Officers are in readiness to enter the Chapter room.”
   The Warder reports to the Worthy Matron – door is left open for entrance of Grand Officers.

F) Worthy Matron:
   “Conductress and Associate Conductress, you will escort the Worthy Grand Matron, Worthy Grand Patron and other Grand Officers into the Chapter room and present the Worthy Grand Matron and Worthy Grand Patron at the Altar.”

G) The Grand Marshal introduces the Grand Officers.

H) The Conductress and Associate Conductress introduce the Worthy Grand Matron and Worthy Grand Patron at the Altar.
I) The Worthy Grand Matron and Worthy Grand Patron are escorted East and given Grand Honors.

J) The Grand Officers are greeted, given a hand of welcome and escorted to seats reserved for them.

K) When it is impossible for both the Worthy Grand Matron and Worthy Grand Patron to attend the Official Visit, the Conductress and Associate Conductress proceed as though both officers were present, presenting either the Worthy Grand Matron or Worthy Grand Patron at the Altar and proceeding East.

Section 27: OPENING CEREMONY OF A SUBORDINATE CHAPTER

A) See Ritual, Opening Ceremony

B) The Conductress and Associate Conductress will see that all members and visitors register, after having shown proper dues cards or demits,

C) The Conductress and Associate Conductress should also make a list of distinguished guests for proper introductions.

D) It is permissible to have a ceremony to place the Bible on the Altar before the Worthy Patron assumes his station to open the Chapter. All members will rise when the Bible is presented in this fashion

E) Entrance of Worthy Patron, Associate Patron, Marshal and Associate Conductress

1) Organist, if hasn’t already, assumes their station

2) The Marshal leads the Associate patron, Associate Conductress, and Worthy Patron, in that order, along the south marching line to a position in back of Ruth’s chair with square corners.

3) Enters the labyrinth between the stations of Ruth and Esther

4) Pauses in a straight line facing East.

5) The Marshal makes a hairpin turn in back of the officers

6) Officers her left arm to the Worthy Patron and escorts him through the labyrinth to the East.

7) Upon arriving in the East the Marshal crosses the East to the north marching line, squares corners, and proceeds west, taking her position in the line of officers.

8) As soon as the Marshal and Worthy Patron step forward, the Associate Patron turns about faces and advances directly to his station and the Associate Conductress takes a few steps to clear the Altar (walking toward Marth’s chair) square corners, and goes to her station, passing between the chairs of Martha and Electa

9) When Associate Conductress, Associate Patron and Worthy Patron are at their stations, the Worthy Patron raps the gavel and the Associate Conductress and Associate Patron are seated.

10) Escort of Worthy Matron to the East

a) The Conductress takes two (2) steps forward turns right, clears the stations of Adah and Ruth, turning at a point to clear the officers in the hollow square, bows, and offers her right arm to the Worthy Matron.
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b) The Worthy Matron turns left to receive the Conductress, making sure her back is not directly to the Altar.

c) The Conductress and Worthy Matron proceed to the East outside the labyrinth squaring corners.

d) The Worthy Patron steps forward, extends his right hand to assist the Worthy Matron to her station THEN presents the gavel to her.

e) The Conductress, after bowing to the Worthy Matron, faces south and marches across the East to a point in line with her officers, square corners, marches west to the head of the line.

11) Officers assuming their stations

a) The Conductress and Associate Conductress return to their stations by way of the north and south marching lines to the west, then through the labyrinth to a position opposite their stations entering on the East side of their pedestal, turning their faces toward the East.

b) All other officers follow, dropping off at their respective stations; the Associate Matron follows Esther – everyone observes square corners.

c) The Star Point officers enter their stations from the side marching line and face each other, turning to face the East when Esther reaches her chair.

d) The Worthy Matron seats the Chapter after the officers have reached their stations.

F) After the Opening Ceremony

1) The Bible remains open until the Closing, except for a recess with exception of the retiring of the Grand Officers at Official Visitations.

2) While the Bible is open, no one will enter the labyrinth or cross between the Altar and the East except in a ritualistic ceremony since the ray of light between the Altar and the East must not be broken.

Section 28: INSTALLATION OF OFFICERS

A) See Ritual, Installation Ceremony, especially the fine print and Rules and Regulations of Subordinate Chapters in Delaware.

B) General Information

1) Installation of officers will be held at either the first stated meeting in April or at a special meeting in April by vote of the Chapter.

2) At the first stated meeting in April:
   a) the Annual Report of the Secretary, Treasurer and Trustees must be given;
   b) the minutes of the previous meeting read and approved;
   c) and confirmation that the 990N filing has been completed

3) No one can be installed who is more than one year in arrears for Chapter dues.

4) The Reverent Attitude and Grand Honors are not secret and may be used in public by members.

5) The Secretary will provide the Installing Officer a copy of the Chapter By-laws and the Secret Work.
6) The Secretary will also provide the list of officers to be installed, which will be signed by the Installing Officer after the Installation.

7) Picture taking is not permitted until the meeting is declared closed and Officers have retired.

8) The Star Point emblems are on the pedestals during Installation; the Signet is lighted.

9) A special Dispensation is not needed to hold an Open Installation at a stated meeting. This requires only a vote of the Chapter.

C) Open Installation

1) See Ritual for special preparations instruction as well as the Rules and Regulations for Subordinate Chapters.

2) General Information

a) If the open installation is held at the first state meeting in April, the Annual Report of the Secretary, Treasurer and Trustees must be given in the first part of the meeting and the minutes from the previous meeting read and approved as this is business of the previous year.

b) No one can be installed who is more than one year in arrears for Chapter dues.

c) The Reverent Attitude and Grand Honors are not secret and may be used in public by members.

d) The Secretary will

1) Provide the Installing Officer a copy of the Chapter By-laws and the Secret Work.

2) Provide the list of officers to be installed, which will be signed by the Installing Officer after the Installation.

e) Picture taking is not permitted until the meeting is declared closed and Officers have retired.

f) The Star Point emblems are on the pedestals during Installation; the Signet is lighted.

g) Special Dispensations are not needed to hold an Open Installation at a stated meeting. This requires only a vote of the Chapter.

3) Procedure for Open Installation

a) Subordinate Chapters of Delaware and Grand Chapter of Delaware prior to closing the Chapter, the Worthy Matron will say: “Sister Conductress, you will escort ___ (use proper gender, title and name) to the East. Sisters, Brothers and guests, I have the honor to present __________ the Installing Officer.”

b) Installing Officer: “It is my pleasure to introduce those who have been selected to assist in the Installation Ceremony, ____ (Use proper gender, title and name). Will all incoming officers sign the Abstract on the Secretary’s desk if you have not done so and leave your badges at your stations.”

c) The Worthy Matron then proceeds to completely close the Chapter in the regular manner.

d) The Installing Marshal collects and places on the Altar all of the badges for officers to be installed. If a station is not to be filled that night, the badges
may be left at the station, on the pedestal if an elected officer or on the seat if an appointed officer.

e) Chairs are arranged in a semi-circle West of Esther’s station, leaving room for passage between the Associate Matron and Associate Patron’s pedestal and the chairs. The chairs are to be moved quietly after the Installing Marshal proclaims the officers installed.

f) All is in readiness when the Installing Officer, Installing Patron, Installing Chaplain, Installing Marshal, Installing Organist and outgoing Conductress are at their stations in the Chapter room.

g) The Installing Officer calls the Installation Ceremony to Order with a rap of the gavel.

h) The Installing Officer extends a greeting to members and visitors giving a brief explanation of the raps for sitting and standing. The Reverent Attitude and Grand Honors are not part of the Secret Work and are given by Sisters and Brothers of the Order of the Eastern Star and not necessarily by non-members.

i) The Installing Officer will now say: “Sister Conductress you will attend at the Altar.”

j) The Conductress opens the Bible without making any signs, takes one step back and remains until after the LORD’s PRAYER.

k) I.O. “You will join with me in repeating the Lord’s Prayer.”

l) The Conductress leaves the labyrinth and joins the line of officers outside the door.

m) I.O. “Installing Marshal”

n) Installing Marshal: “______” (Title of I.O.)

o) I.O. “You will …” (proceed with Ceremony per Ritual).

p) The proclamation by the Installing Marshal is given within the Labyrinth, West of the Altar.

q) After all officers have been installed proceed with Good of the Order.

1) Acceptance speeches of Worthy Matron and Worthy Patron.

2) Presentation of Past Matron and Past Patron’s jewels or gifts in lieu of jewels.

3) Announcements of Committee appointments, schedules, etc.

4) Ceremonies and presentations (no ceremonies are permitted within the Labyrinth).

5) Remarks

4) CLOSING

Worthy Matron: “Sister Conductress”

Conductress: “Worthy Matron”

Worthy Matron: “You will attend at the Altar.” (No sign is given)

a) The Reverent Attitude may be assumed by members.

b) A closing ode may be sung after which the Mizpah Benediction is repeated in unison. (Refer to the Ritual)
c) For adaptation for Grand Chapter Installation, in all cases add “Grand” prior to the officers’ title.

Section 29: EXAMINATION OF A VISITOR

A) See Ritual, Test Oath

B) If it is known before the beginning of the opening ceremony of the Chapter that a visitor is present who cannot be vouched for, the person should be examined at once so that they may witness the opening ceremony

C) The examination must take place in an area secure from interruption

D) The Worthy Matron will appoint an Examining Committee; see Ritual “Test Oath” for composition of the committee

E) The examination is made in the following manner: The Chairman of the Examining Committee requests the visitor to show a receipt for dues from their Primary Chapter, or a demit dated within one year and bearing the seal of a regular Chapter, properly countersigned by the member’s signature.

F) Before giving the Text Oath, if the visitor is from New York or New Jersey, the chairman must ask the eligibility through whom the visitor attained membership, if membership is not in accord with the Ritual, the visitor is not eligible to attend.

G) Master Masons of any Grand Jurisdiction must be members of the Order of the Eastern Star and show the proper credentials in order to visit a Chapter

H) The visitor and each member of the committee places their right hand upon Bible and all repeat the Test Oath, found in the Ritual, in unison, led by a committee member.

I) The visitor is then asked to give the sign and pass belonging to each degree.

Section 29: AMENDMENTS TO THE BOOK OF INSTRUCTIONS

A) No amendments to the Book of Instruction, either by alteration or addition will be made unless the procedure in B) is followed

B) The amendment proposed must be presented in writing at an Annual Meeting and after being heard, discussed, and if so ordered amended.

C) The amendment(s) may then be adopted by a two-thirds (2/3) vote of all delegates present.
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