

December 1, with such recommendations as the Committee may deem to be for the benefit of the Chapter. Except for ex-officio members, no member of the Auditing Committee shall be the spouse, parent, or child of the Worthy Matron, Worthy Patron, Secretary or the Treasurer of the Chapter. The Secretary and the Treasurer shall not be appointed to the Auditing Committee.

Bills and accounts must be submitted in itemized form.

(c) A Budget Committee to consist of three or more members, one of whom shall be a Past Matron and one a Past Patron, whose duty it shall be to prepare a budget of income and expenditures for the following fiscal year. The budget shall be presented to the Chapter for adoption at the last stated meeting prior to the end of the Chapter's fiscal year. The total of the amount allowed for expenditures may not be exceeded except by majority vote of the members present and voting at a stated meeting.

(d) A Property Committee to consist of three members, one of whom shall be a Past Matron, whose duty it shall be to maintain a current inventory of all properties owned by the Chapter, and who shall submit an inventory of the same at the first stated meeting following December 1.

(e) A Membership Committee to consist of three members, one of whom shall be appointed Chairman, whose duty it shall be to disseminate membership and related information to members as well as non-members; to attend at least one membership/ leadership training session provided by the Grand Chapter Membership Committee; to distribute and disseminate organizational information provided by the Grand Chapter as it relates to membership; and to strive to interest and increase our membership utilizing material and program ideas provided by Grand Chapter Membership Committee and the Chapter Membership Committee.

Sec. 2. All reports of Committees to the Chapter, except those of the Relief Committee, shall be made in writing.

Sec. 3. All elected Officers shall be ex-officio members of these Committees, without vote.

Sec. 4. Clubs, as authorized by the Constitution and Laws of the Grand Chapter, functioning as Ways and Means groups of the Chapter, may sponsor activities for the purpose of raising funds to augment the fixed revenue of the Chapter. The net proceeds of all money raising functions sponsored by the Club shall be turned over to the Secretary of the Chapter within sixty days following the event, with a statement of receipts and expenditures. An amount not to exceed one thousand dollars (\$1,000.00) may be retained by the Club for working capital if needed.

**ARTICLE VII
AMENDMENTS**

Sec 1. These bylaws may be amended by a proposition in writing at a stated meeting and acted upon at a succeeding stated meeting. Notice to the membership of such proposition and of its consideration shall be given in like manner as notice of a special meeting. On favorable vote of two-thirds of the members present and voting, it shall be adopted and shall go into effect on receipt and reading at a stated meeting of notice of approval thereof by the Worthy Grand Matron, Worthy Grand Patron or the Grand Chapter, as required by its laws; provided, however, that the foregoing procedure shall not apply to amendments or changes in bylaws ordered by Grand Chapter. Such amendments or changes shall automatically become part of these bylaws and the Secretary shall note the amendments or changes herein.

**UNIFORM CODE
of
Bylaws of Chapters of the Order of the Eastern Star
under the Jurisdiction of the Grand Chapter
of California**

**ARTICLE I
NAME AND OFFICERS**

Sec. 1. This Chapter shall be known by the name of

.....
Chapter No., of the Order of the Eastern Star, and its officers shall consist of a Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress, Associate Conductress, Chaplain, Marshal, Organist, Adah, Ruth, Esther, Martha, Electa, Warder and Sentinel.

Sec. 2. They shall be elected, appointed and installed in conformity with the Constitution and Laws of the Grand Chapter.

**ARTICLE II
MEETINGS**

Sec. 1. The stated meetings of this Chapter shall be held at

.....
(Name of Center)
.....
(Address)
..... on the
(City or Town)

..... in each month at o'clock P.M.; provided, however, no meeting shall be held on the days designated for the annual session of the Grand Chapter, nor on the day prior to the formal opening, or the day following the close, of the annual session, nor on

Sec. 2. In the event there is no meeting due to a lack of a quorum because of inclement weather or a natural disaster, a substitute meeting may be scheduled within 14 days of the original meeting.

Sec. 3. No meeting, stated or special, for transaction of business, can be opened or held without the presence of the charter or dispensation under which the Chapter is working and seven members, including one of the first four officers.

**ARTICLE III
DUTIES OF OFFICERS**

Sec. 1. The duties of the Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary and Treasurer shall be as prescribed by the Constitution and Laws of the Grand Chapter and as provided in this Article.

Sec 2. The Secretary shall:

- (a) Record the proceedings of the Chapter;
- (b) Receive all moneys due the Chapter and pay the same over to the Treasurer, taking a receipt therefor;
- (c) Keep a correct account between the Chapter and its members;

(d) Report monthly to the Grand Secretary the transactions of the Chapter as required by the Constitution and Laws of the Grand Chapter;

(e) Keep a current register of all members of the Chapter, paying particular attention to changes of address, both in California and other jurisdictions. When a change of address outside of the area of the Chapter is noted this information shall be sent in a timely manner to the Chapter Secretary in the area of relocation, by the Secretary or a member designated by the Secretary;

(f) Keep the seal of the Chapter and impress it on all receipts, communications, certificates and documents of the Chapter on execution thereof;

(g) Prepare, or cause to be prepared and sent, all notices and other communications required by the bylaws or the Worthy Matron;

(h) Have present at each meeting the current Minute Book, Constitution and Laws of the Grand Chapter and the bylaws of the Chapter, and such other equipment as required;

(i) Read all communications pertaining to the Chapter or the Order, promptly, report all others and read such as are requested;

(j) Require all bills and accounts against the Chapter to be in itemized form and submit the same to the Auditing Committee for its examination and action, with receipts, invoices, and documents evidencing reimbursable expenses;

(k) Report promptly to the Grand Secretary any special election of Officers, together with their membership numbers and addresses, and any changes of address, resignation or death of any elected officer;

(l) By November 1 of each calendar year transmit to the Grand Secretary, on a form provided, the membership numbers, names and addresses of all officers;

(m) Notify the Grand Secretary of the death of any present or Past Grand Officer belonging to the Chapter, together with date and time and place of funeral, if possible;

(n) Perform all other duties required by the bylaws and pertaining to the office.

In keeping the records and otherwise performing the duties of the office, shall acquire from the Grand Chapter office and shall use books, forms and other supplies as provided by the Constitution and Laws of the Grand Chapter.

Sec 3. The Treasurer shall:

(a) Issue all checks, which are to be signed by any two of the three following officers: Worthy Matron, Secretary or Treasurer;

(b) Keep for seven years all bills and cancelled checks or vouchers;

(c) Receive all moneys from the Secretary, promptly deposit the same in the name of the Chapter in such bank or banks as may be designated by it and shall keep a just and accurate account thereof;

(d) Submit (here insert "quarterly," "semi-annually" or "annually," as the Chapter may elect) a report of the monetary transactions of the Chapter.

All disbursements of Chapter funds shall be paid by check ordered by the Chapter.

Sec. 4. The fiscal year of the Chapter year shall be from October 1 to September 30, after which the books of the Secretary and Treasurer shall be closed and audited. At the first stated meeting after December 1, the reports of the Secretary, Treasurer and Trustees regarding the prior fiscal year shall be read. The Secretary and Treasurer shall deliver the books and other property of the Chapter to their successors when duly installed.

The Secretary, Treasurer or Trustees, in their annual report to the Chapter, shall list all insurance policies, giving amount of coverage and expiration date; list all bonds or other securities which are the property of the Chapter, giving purchase price, rate and date of interest and date of maturity.

Sec. 5. The other officers shall perform the duties indicated by their titles and stations, and as directed by the Chapter.

Sec. 6. The Secretary, Treasurer, Organist and/or Sentinel may be allowed such compensation for services as the Chapter may direct.

**ARTICLE IV
MEMBERSHIP**

Sec. 1. The reception of petitions for initiation or affiliation, the reference of said petitions to Committees of Investigation, and balloting thereon shall be in conformity with the Constitution and Laws of the Grand Chapter, and every person initiated in or affiliating with this Chapter shall sign its bylaws, as provided in such Laws.

**ARTICLE V
FEES AND DUES**

Sec. 1. The initiation fee in this Chapter shall be dollars. The affiliation fee shall be dollars. The fee must in all cases accompany the petition. If a petitioner for affiliation has not been a member of a Chapter within six months preceding such application, six months back dues must also accompany the petition, unless payment of such dues within such six months is shown by endorsement on the demit, or like document, accompanying the petition.

Each petitioner for initiation, and each petitioner for affiliation from a Chapter in a jurisdiction other than California, shall pay fifteen dollars for the Eastern Star Home Endowment Fund, in addition to the fee covered in this Article and each petitioner for affiliation from a California Chapter shall pay ten dollars for the Eastern Star Home Endowment Fund. Each petitioner for membership and each applicant for affiliation, who has never before been a member in the Chapter in which she/he is currently affiliating, shall pay Five Dollars for the use and benefit of the International Headquarters in Washington, D.C., in addition to the fee covered in this Article.

Sec. 2. The annual dues of each member shall be (check one box only): dollars / the amount of the Grand Chapter annual per capita fees and special assessments plus dollars / or the annual per capita fees and special assessments rounded up to the next whole number, with the extra cents going to the Chapter, plus dollars. The annual dues shall be paid in advance, (check one box only): in full on January 1 / the first half on January 1 and the second half on July 1. Nonpayment of dues and/or assessments shall subject a member to penalties prescribed by the Constitution and Laws of the Grand Chapter.

**ARTICLE VI
COMMITTEES**

Sec. 1. The Worthy Matron, at her installation, shall appoint the following committees:

(a) A Relief Committee to consist of the Worthy Matron, Worthy Patron, Associate Matron and Associate Patron. The duty of the Committee shall be to inform itself of the needy members of the Chapter and to cause such fraternal assistance to be given by the Chapter as the conditions warrant and as the circumstances permit. The Committee shall have power to draw upon the treasury, without vote of the Chapter, a sum not exceeding dollars, if required before the next stated meeting for emergency relief of a needy member in good standing.

(b) An Auditing Committee to consist of three or more members at least three of whom shall examine and pass upon all bills and claims against the Chapter before they are paid; to examine the books, vouchers and accounts of the Secretary and Treasurer; and to make a report upon the financial condition and affairs of the Chapter as of the end of the fiscal year. This report shall be presented at the first stated meeting of the Chapter held after