



# Jerusalem Grand Chapter

Order of the Eastern Star  
State of Florida and St. John US Virgin Islands Jurisdiction, Prince Hall Affiliation



Under the Protection of  
The Most Worshipful Union Grand Lodge of Florida & Belize, Central America  
and St. John, U.S. Virgin Islands, Incorporated  
Free and Accepted Masons, Prince Hall Affiliated  
Honorable Jeffery G. Jones MW Grand Master  
The 19th Grand Master

\_\_\_\_\_ CHAPTER NO. \_\_\_\_\_ ORDER OF THE EASTERN STAR  
ZONE \_\_\_\_\_ DISTRICT \_\_\_\_\_

## BYLAWS

### ARTICLE I – NAME

This Chapter shall be known as \_\_\_\_\_ Chapter No. \_\_\_\_\_, Order of the Eastern Star (OES). It is a subordinate chapter of Jerusalem Grand Chapter, Order of the Eastern Star, State of Florida, Belize, Central America and Jurisdiction, Prince Hall Affiliated (PHA), which is working under the protection of the Most Worshipful Union Grand Lodge (MWUGL), Free and Accepted Masons of the State of Florida and Jurisdiction, Prince Hall Affiliated.

### ARTICLE II – JURISDICTION

**Section 1.** \_\_\_\_\_ Chapter No. \_\_\_\_\_ and its charter shall be located and maintained in \_\_\_\_\_ (City), \_\_\_\_\_ (State), under the jurisdiction of Jerusalem Grand Chapter, OES until otherwise designated by the Grand Chapter.

**Section 2.** \_\_\_\_\_ Chapter No. \_\_\_\_\_ operates under the protection of the local Masonic lodge, \_\_\_\_\_, which is in good standing with the MWUGL of FL, PHA.

### ARTICLE III – POWERS AND DUTIES OF THE CHAPTER

**Section 1.** The powers and duties of the Chapter shall be as stipulated in the “Bylaws” section of the *Constitution and Bylaws* of Jerusalem Grand Chapter, OES.

**Section 2.** The Chapter has the power to assess and collect annual dues, taxes, and such assessments that have been voted by the members from time to time as necessary for the general benefit of the Chapter.

**Sections 3.** The Chapter may vote to exempt a member from local dues and assessments.

**Section 4.** The Chapter has the power to remove a member from the roll/ roster if its members by majority vote in November or December, before the annual election, for nonpayment of dues, taxes, or assessments. The member must have received written notification of the indebtedness at least two months before the removal from the roll/roster.

**Section 5.** The Chapter may deny voice, vote, participation, and benefits to members whose dues are in arrears.

**Section 6.** The Chapter shall support emergency financial decisions made by the Worthy Matron during the recess of meetings, provided such decisions are approved by the members at the next meeting.

**Section 7.** The Chapter shall not be obligated or encumbered by a member to any financial transactions, oral or written contracts, or in any other transaction without the approval of the Chapter.

**Section 8.** The Chapter shall not permit members from foreign/other jurisdictions to visit more than three months in a one-year period.

#### **ARTICLE IV – MEMBERSHIP, TRANSFERS, DEMITS, AND REINSTATEMENT**

**Section 1.** The qualifications for membership, transfers, demits and reinstatement in this Chapter shall conform to those outlined in the *Constitution and Bylaws* of Jerusalem Grand Chapter.

**Section 2. Petition and Initiation Process for Females.** A petition received from a lady must be recommended by one member in good standing and include the required fees. Ladies petitioning for members shall be the wife, mother, daughter, sister, or widow of a Master Mason. Only upon special dispensation given by the Grand Worthy Matron will this qualification be relaxed.

a. If a lady petitions a chapter, the petition is forwarded to the Investigating Committee, comprised of at least 3 members, who will arrange an interview/meeting with the petitioner to be scheduled within 30 days of receiving the petition.

b. Interviews are to be conducted at the Lodge/ Chapter's meeting location or other public facility. Interviews are **not** to be conducted within the petitioner's residence.

c. The Investigating Committee will make their recommendations to the chapter at the next regular scheduled meeting (at least 30 days after the chapter has received the petition). After receiving the recommendations by the Investigative Committee, the Chapter will vote on the petition(s).

d. If approved, the Chapter Secretary will prepare a letter with the Worthy Matron's signature informing the petitioner(s) that the initiation will be given at the next regular scheduled meeting and additional instructions (i.e. proper attire, time and place, repast). If initiation cannot be held at the next regular scheduled meeting due to conflicts with other Masonic/ OES events (i.e. Grand Session, Grand Department Head(s)in the Jurisdiction, St. John's Day, Prince Hall Day, OES Day. OES Day workshop), the Chapter must hold an initiation within 60 days after receiving the petition.

e. If the approved petitioner cannot attend the initiation due to work, illness or other extenuating circumstance and fails to come forward within one (1) month from the time of her scheduled initiation she shall forfeit the part of the entrance fee that has been paid, and she shall not be initiated until a new petition is presented and has been accepted by majority vote.

f. If the petitioner does not receive a majority vote (petition rejected), a letter and a refund is sent within 30 days of balloting to the petitioner informing him the petition was not accepted. In addition, the letter should inform the petitioner they may reapply in six months.

g. When a petition is rejected the Zone Coordinator, District Deputy Grand Worthy Matron/Patron, and Worthy Matrons in the District shall be notified the petitioner has been rejected. The letter should include the name of rejected petitioner and the date the Chapter rejected the petition.

**Section 3. Petition and Initiation Process for Master Masons.** A Master Mason's petition for membership must be accompanied by a recommendation from his Worshipful Master with the seal of the Lodge on the recommendation letter and the required fees.

a. If a Master Mason petitions a chapter, the petition is forwarded to the Worthy Patron and at least two other members, comprising the Investigating Committee, who will arrange an interview/meeting with the petitioner to be scheduled by the Worthy Patron within 30 days of receiving the petition.

b. Interviews are to be conducted at the Lodge/ Chapter's meeting location or other public facility. Interviews are **not** to be conducted within the petitioner's residence.

c. The Worthy Patron and Investigating Committee will make their recommendations to the chapter at the next regular schedule meeting (at least 30 days after chapter has received the petition). After receiving the recommendations by the Worthy Patron and the Investigative Committee, the Chapter will vote on the petition(s).

d. If approved, the Chapter Secretary will prepare a letter with the Worthy Matron's signature informing the petitioner(s) that the initiation will be given at the next regular scheduled meeting and additional instruction (i.e. proper attire, time and place, repast). If initiation cannot be held at the next regular scheduled meeting due to conflicts with other Masonic/ OES events (i.e. Grand Session, Department heads in the jurisdiction, St. John's Day, Prince Hall Day, OES Day, OES Workshop), the Chapter must hold an initiation within 60 days after receiving the petition.

e. If the approved petitioner cannot attend the initiation due to work, illness or other extenuating circumstance and fails to come forward within one (1) month from the time of his scheduled initiation he shall forfeit the part of the entrance fee that has been paid, and he shall not be initiated until a new petition is presented and has been accepted by majority vote.

f. If the petitioner does not receive a majority vote (petition rejected), a letter and a refund is sent within 30 days of balloting to the petitioner informing him the petition was not accepted. In addition, the letter should inform the petitioner they may reapply in six months.

g. When a petition is rejected the Zone Coordinator, District Deputy Grand Worthy Matron, and Worthy Matrons in the District shall be notified the petitioner has been rejected. The letter should include the name of rejected petitioner and the date the Chapter rejected the petition.

h. Master Masons are initiated by giving them the Covenant of Adoption. This is found on page 131 of the Ritual. It is recommended that the men are initiated first and then the women.

**Section 4.** Upon initiation of any new member, the Chapter must submit the new member's Grand Assessment and Administrative Fee along with the member's Petition, Designation of Beneficiary and completed Annual Return Form to the Grand Secretary within 10 days following the initiation

**Section 5.** Each member must receive a certificate after having received each Degree; first, The Eastern Star Degree, second, The Queen of the South Degree, and third, The Amaranth Degree. Degrees can be conferred during The Local Chapter Meetings, Council Meetings, Zone Workshops, and/or at Grand Sessions. After receiving The OES Degree, members must receive the remaining degrees, The Queen of the South and The Amaranth Degree within one (1) year of initiation unless given special dispensation from the Grand Worthy Matron.

**Section 6.** Each person applying for membership or reinstatement shall make an application to the Chapter.

**Section 7.** Applications for initiation shall be accompanied by the full initiation fee before the OES Degree is conferred. Applicants must be between the ages of 18 and 60. If the Applicant is over the age of 60 he or she will not eligible for ESBA.

**Section 8.** A petition for initiation must be vouched for by at least one member in good standing in the Chapter.

**Section 9.** A Past Worthy Matron from a recognized PHA jurisdiction will also be recognized as such in this jurisdiction. Upon becoming a full member of the Jurisdiction and Chapter, she will have all rights and privileges of a Past Worthy Matron in the Chapter.

**Section 10. Reinstatement.** According to Article 6 of the Constitution and Bylaws, Section 1

Section:1 Any Sister or Brother who has been dropped from the roll of his or her chapter for non-payment of dues may at any time within twelve (12) months thereafter be restored to membership without the vote of his or her chapter, upon payment of dues and assessments for which she or he was dropped, together with those that have accrued within twelve (12) month; but if she or he shall fail at the expiration of (12) months to reinstate herself or himself, then she or he shall become unaffiliated and shall petition the Chapter and must pay the reinstatement fee as fixed by the Grand Chapter plus one year's Jerusalem Grand dues shall accompany the petition. The said petition shall be referred to the investigating Committee and the majority vote by the member's present shall be necessary to restore him or her to full membership.

**Section 11. Transfers.** A membership transfer document may be issued to a member seeking to move his/ her OES membership from one chapter within the jurisdiction to another. No transfer will be denied a member from any chapter if he or she so desires provided that he or she is in good standing on the books of the chapter and lodge, and with all departments and no charges are against the member at the time applying for the said transfer. No Matron of a subordinate chapter shall

accept a member from another chapter without first receiving a valid sealed transfer document from the chapter he or she is leaving. The process for securing a transfer shall be completed as outlined in the *Constitution and Bylaws* of Jerusalem Grand Chapter.

**Section 12. Demits.** A demit may be issued to a member who is seeking to move his/her membership from a subordinate chapter of the Jurisdiction to that of a Foreign Jurisdiction. No demit will be denied a member from any chapter if he or she so desires provided that he or she is in good standing on the books of the chapter and lodge, and no charges are against the member at the time applying for the said demit. The demit will be signed and sealed by the appropriate officers of the Chapter. The process for securing a demit shall be completed as outlined in the *Constitution and Bylaws* of Jerusalem Grand Chapter.

**Section 13. Petition for Affiliation from Foreign Jurisdiction/Other Jurisdiction.** Petition for affiliation from a member coming from a Foreign Prince Hall Affiliated Chapter must be accompanied by a demit under the seal of the Foreign Chapter. The demit must be verified by the office of Jerusalem Grand Chapter Grand Worthy Matron. The member must be voted upon and accepted by the local Chapter.

## **ARTICLE V – RIGHTS OF MEMBERS OF THE CHAPTER**

**Section 1.** A member of the Chapter shall have the right of appeal to the District Deputy any decision against him or her by the Chapter. The District Deputy, after conferring with the member and Worthy Matron, shall submit her findings to the Zone Coordinator in writing. If dissatisfied with the decision of the Zone Coordinator, the member may file a written appeal to the Grand Worthy Matron, if dissatisfied with the Grand Worthy Matron then referred to the Grand Worthy Patron and the final resolution will come from the Grand Master if needed.

## **ARTICLE VI – REGALIA/ DRESS ATTIRE**

The regalia of the members of the Chapter shall not deviate from that as outlined in Article XIV of the *Constitution and Bylaws* of Jerusalem Grand Chapter or as listed in Revised Edition of *Macoy's Eastern Star Ritual*.

## **ARTICLE VII – ELECTION AND INSTALLATION OF OFFICERS**

**Section 1.** The District Deputy Grand Worthy Matron or The District Deputy Grand Worthy Patron shall hold the annual election and install the officers of the Chapter.

**Section 2.** Election and installation of officers shall be held in the month of either November or December. Election and installation shall be completed prior to December 27, and when the same is not done on or before the date above mentioned a dispensation must be obtained from the Grand Worthy Matron before said election and installation can be held.

**Section 3.** The Administrative Degree shall be given when determined by Jerusalem Grand Chapter.

**Section 4.** Election shall be held by nomination or acclamation. Balloting shall be done by standing or show of hands or, if requested by even one member of the chapter, secret ballot. At least eleven (11)

female members and one male in good standing. Male members may cast votes but may not nominate.

**Section 5.** A member nominated for office must give spoken or written consent before the election.

**Section 6.** The elected officers of the Subordinate Chapter shall be: Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Conductress and Associate Conductress, Secretary, and Treasurer. Other officers shall be appointed by the Worthy Matron.

**Section 7.** The Associate Matron, Conductress, Associate Conductress, and Past Worthy Matrons are eligible for the office of Worthy Matron during the annual Chapter election, if they have fulfilled their elected obligations and duties.

**Section 8.** The Worthy Patron shall be elected by the Chapter upon receiving from the Worshipful Master of \_\_\_\_\_ Lodge, three (3) names of Master Masons in good standing of the Lodge and also members of the Chapter. The Chapter shall vote on the three names. The name receiving the majority of votes shall serve as Worthy Patron. The Associate Patron shall be elected by the Chapter from its membership. From among the three names received the Sentinel should also be elected by the Chapter. (His position is necessary because he can take the Pass from a Brother or Sister.)

**Section 9.** Tenure of office for the Worthy Matron and other Chapter officers duly elected and installed, with the exception of the treasurer and Secretary, shall not exceed four (4) consecutive, one-year terms. They may be again elected to the same office only after having relinquished the office a minimum of one (1) year.

**Section 10.** After having been elected and installed a minimum of five (5) consecutive, one-year terms, the Treasurer and Secretary will be eligible for the Honorary Past Worthy Matron Degree.

**Section 11.** The Worthy Matron, Associate Matron, Conductress, and Associate Conductress cannot resign during the year for which they have been elected and installed in office. The Worthy Matron shall notify the District Deputy Grand Worthy Matron in case of abandonment of position. She shall also appoint a replacement until the upcoming annual Chapter election.

## **ARTICLE VIII - COMMITTEES**

**Section 1.** The Worthy Matron shall appoint committees that she deems necessary for the good of the Chapter. She may remove or replace any committee or member who does not fulfill the responsibility of chairman or member.

**Section 2.** The Worthy Matron is an ex-officio member of all committees and must be notified of the time and place of committee meetings.

**Section 3.** The Worthy Matron shall appoint the following committees for the Chapter:

a. **Audit Committee.** Shall be composed of \_\_\_\_\_ members. It shall examine all books of the Treasurer, Secretary, and any committees dealing with finances. It shall report its findings to the Chapter in the month of \_\_\_\_\_, before the annual election.

b. **Budget Committee.** Shall be composed of \_\_\_\_\_ members, including the Treasurer and Secretary. It shall prepare and present a proposed budget for the operation of the Chapter in the month of \_\_\_\_\_.

c. **Membership/Investigation Committee.** Shall be composed of at least 3 members, but no more than \_\_\_\_\_. It shall investigate proposed candidates for membership and bring in a report to the Chapter at least thirty (30) days before the vote on the petition.

d. **Benevolence –** The Benevolence Committee shall report on the welfare of the Chapter members and perform other expressions requested by the Worthy Matron.

e. \_\_\_\_\_ Committee. Shall be composed of \_\_\_\_\_ members. It shall \_\_\_\_\_  
\_\_\_\_\_.

f. \_\_\_\_\_ Committee. Shall be composed of \_\_\_\_\_ members. It shall \_\_\_\_\_  
\_\_\_\_\_.

g. \_\_\_\_\_ Committee. Shall be composed of \_\_\_\_\_ members. It shall \_\_\_\_\_  
\_\_\_\_\_.

## ARTICLE IX - MEETINGS

**Section 1.** Regular meetings of \_\_\_\_\_ Chapter No. \_\_\_\_\_ shall be held on the \_\_\_\_\_ (day) of each month at \_\_\_\_\_ AM/ PM, in \_\_\_\_\_ (City), \_\_\_\_\_ (State). Exceptions to the regularly scheduled meetings may be. \_\_\_\_\_.

**Section 2.** The Worthy Matron may call special meetings during the recess of the regular meetings, for good cause at another place and time, after giving five (5) days notice to the membership.

**Section 3.** At least five (7) members must be present to transact the business of the Chapter, except for the elections of officers, initiation of candidates, and the trial of members. There must be at least (11) females and one male for election.

**Section 4.** The Worthy Matron calls the Chapter to order and presides over the meeting. Should the Worthy Matron be absent due to death, incapacity or absence from the jurisdiction, her duties fall upon the Associate Matron; in the absence of the Associate Matron, the Conductress; and in the absence of the Conductress, the Associate Conductress.

## **ARTICLE X – POWERS AND DUTIES OF CHAPTER OFFICERS**

**Section 1.** The powers and duties of the Chapter Officers shall correspond with those stated in the *Constitution and Bylaws* of Jerusalem Grand Chapter. Officers shall perform their duties in accordance with those listed in the Revised Edition of *Macoy's Eastern Star Ritual*.

**Section 2.** The Worthy Matron and Worthy Patron must attend the Grand Worthy Matron's annual official visit to the Zones.

**Section 3.** The Worthy Matron and Worthy Patron must participate in local District Council financially and attend the council meetings.

**Section 4.** The Worthy Matron and Worthy Patron must attend the Annual Grand Session and the Zone Workshop or Annual Workshop each year.

## **ARTICLE XI - FINANCES**

**Section 1.** Every member shall pay to this Chapter dues in an amount voted by the membership, not to exceed \$\_\_\_\_\_ annually or \$\_\_\_\_\_ monthly.

**Section 2.** Every member shall pay to the Chapter assessments voted by the membership, from time to time, for the well-being of the Chapter.

**Section 3.** Every member shall pay the stipulated annual assessment to the Grand Chapter.

**Section 4.** Every Sister in the Chapter shall pay a stipulated Temple Tax to the Grand Lodge when mandated.

**Section 5.** Every Member listed on the Annual Return shall pay a stipulated Queen Contest donation.

**Section 6.** All dues, taxes, and assessments should be paid to the Chapter by the December meeting for the next year.

**Section 7.** The Chapter shall pay the annual Eastern Star Day Assessment and the other Grand Chapter Assessments to the Grand Chapter by January 1.

**Section 8.** The Chapter shall pay the District Deputy the amount mandated by the Grand Chapter for holding the Chapter's annual election and installation.

**Section 9.** The Chapter shall make a donation in the amount mandated by the Grand Chapter towards the expenses of the Grand Worthy Matron upon her annual visitation to the Area. The Chapter shall bear all expenses of any special meeting that it calls with the Grand Worthy Matron.

**Section 10.** The officers shall pay the amount mandated by the Grand Chapter for the Administrative Degree plus an additional fee when the Degree is given by the local Council.

**Section 11.** The initiation fee for new members shall be set to include the amount established by the Grand Chapter. The total amount shall not exceed \$\_\_\_\_\_.



**Section 12.** An ill member who is in good standing shall receive from the Chapter one (1) financial donation per year in the amount of \$\_\_\_\_\_ if hospitalized. A donation from the Chapter in the amount of \$\_\_\_\_\_ shall be paid to the authorized recipient upon the death of a Chapter member. Each Chapter member at that time will be assessed a death tax of \$\_\_\_\_\_.

**Section 13.** Grand Chapter assessments and Temple Taxes must be paid for members designated by Chapter vote as “exempt” from local assessments.

**Section 14.** The Worthy Matron, Associate Matron, Worthy Patron, Associate Patron, and Conductress must be registered at the Grand session. In cases where there is no Associate Patron, the Conductress must be registered.

**ARTICLE XII - AMENDMENTS**

**Section 1.** Any amendments or alteration to these Bylaws shall be by vote of two-thirds (2/3) of the members present at a regular meeting, provided previous notice has been given to the members.

**Section 2.** The proposed amendments shall be presented to the Chapter in writing before the meeting in which discussion and the vote takes place.

**Section 3.** These Bylaws or future proposed amendments may not conflict with the laws of Jerusalem Grand Chapter or the MWUGL of Florida.

**Section 4.** These Bylaws and future proposed amendments become effective after approval from the Grand Chapter.

**SIGNATURES AND ATTESTATION:**

\_\_\_\_\_  
Worthy Matron’s Signature

\_\_\_\_\_  
Worthy Patron’s Signature

\_\_\_\_\_  
Worthy Matron’s Printed Name

\_\_\_\_\_  
Worthy Patron’s Printed Name

Attest:

*CHAPTER SEAL*

\_\_\_\_\_  
Secretary’s Signature

\_\_\_\_\_  
Secretary’s Printed Name

Date Approved by Chapter: \_\_\_\_\_

Date 1<sup>st</sup> Reading: \_\_\_\_\_

Date 2<sup>nd</sup> Reading: \_\_\_\_\_

Date 3<sup>rd</sup> Reading: \_\_\_\_\_