

## Preface

This is not intended to be merely another book of instruction. It represents no desire for something new, but is written and arranged as a result of intensive study and experience, with a hope of making for uniformity of work and efficiency of procedure. With the view of emphasizing clearness and adaptability to all localities and situations, we have sought to present ceremonial aids and specific instructions, and at the same time avoid giving any directions or instructions covered in Ritual or Constitution, Bylaws, Rules and Regulations of the Grand Chapter of North Carolina.

These instructions were adopted at the 56<sup>th</sup> Annual Session of the Grand Chapter of North Carolina, Order of the Eastern Star, held in Raleigh, June 1961, and as amended thereafter through Grand Chapter 2013.

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(You will note that this book has been compiled according to procedure as set forth in the Grand Chapter Law, specifying order of business with the addition of information and ceremonies.)

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-NOTES-

## **Book of Instruction**

### **General Information**

1. It is imperative that all officers have the latest edition of the Ritual, adopted by the General Grand Chapter, and a copy of the latest Book of Instruction as adopted by the Grand Chapter of North Carolina.
  2. Children two years of age or over shall not be permitted to attend meetings or rehearsals.
  3. At NO time is it permissible to use extra chairs in the Labyrinth.
  4. Our Chapters should be referred to as EASTERN STAR CHAPTERS.
  5. It is not in order to appoint nonmembers of a Chapter on any activity of the Chapter.
  6. Hats and gloves are never worn in a Chapter while it is in session. Sister officers may not wear pantsuits.(Grand Chapter\* 2003)
  7. All services and ritualistic work shall be conducted with due reverence, dignity and solemnity.
  8. Members shall observe square corners when walking about the Chapter room. NO ONE shall cross between the East and the Altar when the Bible is open, except as provided in the Ritual.
  9. Any member upon entering or retiring from the Chapter while it is in session shall advance to a position in front of the Associate Matron and the Associate Patron, give the Salutation Sign, and after receiving the response from the East, be seated or retire as the case may be. The Salutation Sign is never given to the West.
  10. A member desiring to speak shall rise and address the presiding officer and be recognized by the presiding officer before proceeding to speak.
  11. A member should never leave her/his seat while the Chapter is in session without the permission of the presiding officer.
  12. A member shall not leave the Chapter while it is in session except in the regular form.
  13. Each Member should own a copy of the current Bylaws of her/his Chapter.
  14. It is of vital importance to study the pronunciation of words in your Ritual and Book of Instruction. See Word Pronunciation.
  15. Study the use of the GAVEL. (Ritual)
  16. Study the use of the RAPS. (Ritual) Raps are given only when the Bible is open.
  17. Study the position assumed for GRAND HONORS. (Ritual)
  18. Study the SALUTATION SIGN. (Secret Work)
- \*( Hereafter referred to as GC)

19. Study the LANDMARKS. These are the foundation principles of our Order. (Ritual)
20. Study the REVERENT ATTITUDE. (Ritual) The Reverent Attitude is assumed by all officers and members during the Altar Service. The hands are clasped and held in a position below the waist, palm to palm, the right over left.
21. Study PETITIONS. (Ritual)
22. The Voting Sign of the Order is the uplifted right hand.
23. Eastern Star Pins and Jewels of Past Matrons and Past Patrons should be worn over the heart and NEVER used as a utility pin.
24. When presenting the gavel, the handle of the gavel is extended to the presiding officer.
25. When a program is given during a Chapter meeting, the members must not pass between the Altar and the East or within the Labyrinth. No program or addendum may be written or given that includes the Signs and Passes of the Star Point Officers.
26. In referring to the Worthy Matron or the Worthy Patron, do not use the word "present." Worthy indicates they are now serving. When making reference to those who have served in the East, use the words "Past Matron and/or Past Patron."
27. When we speak of a meeting of a Subordinate Chapter, we call it a Special or Stated meeting. Meetings of the Grand Chapter are spoken of as Sessions. Meetings of the General Grand Chapter are called Assemblies. Each body has a specific name for its convocations.
28. A march for the officers to enter and to retire enhances the beauty of the work and indicates interest and purpose. The Worthy Patron calls up the Chapter when the officers enter for the opening march, and also requests the members to remain standing as the officers retire when the Chapter is closed. When there are not sufficient officers present for the opening march the officers present will take their stations informally.
29. The Ritual, under copyright, is the property of the General Grand Chapter. No part or portion of it, including the fine print, may be copied by any member for any purpose whatsoever. This also refers to the Secret Work.
30. Each Chapter must have four (4) copies of Secret Work. They are in the custody of the Worthy Patron. (Ritual) The Worthy Patron places one copy in the keeping of the Associate Patron during his tenure of office. He also gives one copy of the Secret Work to the Conductress and one copy to the Associate Conductress to use during their tenure of office. (General Grand Chapter\* 2003)
31. General Grand Chapter has ruled that the preparation room is not apart of the Chapter room. Therefore, upon leaving the Chapter room (\*Hereafter referred to as GGC)

while the meeting is in progress, the Salutation Sign is required, and departure must be through the door guarded by the Warder. (Exceptions: See Draping of the Altar, Draping of the Charter and Flag Ceremony.) The preparation room is used for the purpose of preparing the candidate(s) for the Ceremony of Initiation and for the Examination of a Visitor. It is the duty of the Worthy Matron or presiding officer to see that this door (preparation room) is not used for any purpose other than that prescribed.

32. If an imaginary pentagon were drawn around the chairs of the Star Point Officers, that area of the Chapter room within this pentagon would be the Labyrinth.

### **Duties of the Officers of Subordinate Chapters**

The Ritual provides for eighteen Subordinate Chapter officers. No others are listed.

1. All officers SHOULD MEMORIZE their work.
2. All officers should hold a Proficiency Certificate.
3. It is the responsibility of the officer to notify the Worthy Matron, if possible, that she/he will be unable to fill the station, at least twenty-four hours before time for the meeting.
4. Sister officers shall wear short white dresses at stated meetings. They shall wear long white dresses for the Official Visit of the Worthy Grand Matron, for inspection of the Chapter by the District Deputy Grand Matron, for the Installation of Officers and during the ceremony of Initiation, provided robes are not used. (Ritual) Except in the case of Official Visits and Official Inspections that are held before 5:00 pm, it shall be at the discretion of the Worthy Grand Matron.
5. The presiding officer stands directly behind the pedestal in the East.
6. When seated, all officers should sit erect, feet side by side on the floor. When standing, all should stand erect, empty hands at the sides.
7. All elective officers shall stand in front of their chairs and appointive officers at the side of their chairs. Adah, Ruth, Esther and Chaplain stand at the right of their chairs; Electa, Martha and the Marshal stand at the left. The Warder stands at the side of her/his chair nearest the door.
8. When addressed by the Worthy Matron, all officers (and members) shall stand, face the Worthy Matron and bow slightly. The Chaplain and the Marshal shall resume their regular positions before explaining their duties and Badge of Office.

9. All officers should speak in a voice loud enough to be heard by all in the Chapter room.

### **WORTHY MATRON**

1. The Worthy Matron should have sufficient knowledge of Parliamentary Procedure to properly conduct her official duties.
2. If the Worthy Matron is aware before the Chapter is opened, that there are visitors present for whom no one can vouch, she should appoint and instruct an Examining Committee to take charge of the visitors for the purpose of examination.
3. If a quorum is present, the Worthy Matron should open the Chapter at the time specified in the Bylaws. A quorum is seven members of the Chapter, including one of the first four officers. The Worthy Matron is the leader and should be on the alert for all and not a few. She should first use members belonging to HER Chapter to fill vacancies in HER officer lineup before asking other members.
4. The East is NEVER left unoccupied when the Chapter is in session.
5. The Worthy Matron remains seated during the Proving of the Chapter; at all other times, she remains standing while presiding.
6. If the Worthy Matron or any other delegate attends the Grand Chapter Session, it is the responsibility of that member to make a written report of such activities of the Grand Chapter Session.  
(Grand Chapter Rules & Regulations,\* Section 41)
7. On special occasions, the Worthy Matron should appoint a committee to assist the Conductress and the Associate Conductress in greeting visitors.
8. When the Worthy Grand Matron is making an Official Visit or the District Deputy Grand Matron is making an Official Inspection, it is the duty of the Worthy Matron to appoint a special Committee for the entertainment of these distinguished visitors.
9. The Worthy Matron should never leave her station after the Chapter is opened without either presenting the gavel to the Worthy Patron or calling the Associate Matron to the Chair.
10. The Worthy Matron should instruct that the Bylaws of the Chapter be read at least once during the year or provide each member with a current copy of the Bylaws. (R & R, Section 74)
11. The Worthy Matron, when it has been called to her attention by the Secretary prior to the meeting that there will be Draping of the Charter or Draping of the Altar, shall instruct the Conductress and the Associate Conductress to have in readiness the Wreath and the Drape (properly folded with three folds) within the preparation room. This is to make sure there is no hesitation when the ceremony is being performed. This should be done prior to the meeting.

\*Hereafter referred to as R & R)

12. The Worthy Matron shall NEVER sign blank warrants or vouchers.
13. The Worthy Matron should have a copy of the latest Ritual, The Grand Chapter Constitution, Bylaws, Rules and Regulations on the pedestal in the East.
14. The Worthy Matron should consult the Worthy Patron on all matters of importance.
15. The appointment of all Committees, if possible, should be in open Chapter in order that the Secretary may have the information for the records. If a Committee is appointed out of the Chapter meeting, however, it should be announced by the Worthy Matron at the next stated meeting to be recorded in the minutes and for the information of the Chapter. (R&R, Section 72)
16. Following the Grand Chapter Session, the Worthy Matron should have all the members of her Chapter who have received Grand Chapter appointments and/or election formally introduced. The Worthy Matron should give them time during the evening to explain to the Chapter the duties of their appointment or election.
17. The Installation of Officers is the responsibility of the outgoing Worthy Matron. She should CARRY OUT THE DESIRES OF THE WORTHY MATRON ELECT. It is the duty of the Worthy Matron to issue the invitations from the Chapter and to notify the Installing Officers. See Installation of Officers, Book of Instruction,\* page 54, No. 1 and Associate Matron, page 10, No. 2.

#### **Worthy Patron**

1. The Worthy Patron is the advisor of the Worthy Matron and as such should be consulted on matters of importance. The Worthy Patron presides during the conferring of degrees and follows his duties as outlined in the Ritual.
2. The Worthy Patron keeps in his possession the Secret Work. The Worthy Patron should see that all Star Point Officers give the wording of these signs verbatim and that all formations on the floor are in accordance with the Diagram of the Labyrinth. The Worthy Patron should return the Secret Work and Proficiency Questionnaire to the Secretary at the end of the year. If he is unable to do so, he shall give a satisfactory explanation and pay the Chapter \$5.00 for the Secret Work.
3. The Worthy Patron should be proficient in his work. He should learn the Obligation and give from memory the lectures of the Initiatory Ceremony.

(\*Hereafter referred to as BOI)



### **Associate Matron**

1. The duties of the Associate Matron are fully covered in the Ritual. It is her duty to preside during the absence of the Worthy Matron.
2. The Associate Matron doesn't have authority to invite the Installing Officers she has selected to serve at the time she is installed. She expresses her wishes to the Worthy Matron who will personally invite the honorary officers for this ceremony.
3. The Associate Matron goes directly to her station when the Worthy Matron instructs the officers to assume their stations. (Ritual, page 24)

### **Associate Patron**

The Associate Patron's duties are fully covered in the Ritual. A copy of the Secret Work is presented to him at the beginning of the year. He must return this copy at the end of the year or give satisfactory explanation and pay the Chapter \$5.00 for the Secret Work.

### **Secretary**

1. The Secretary should keep a record of all property of the Chapter, taking receipts from officers for the Secret Work, Instruction Books, etc. (R & R, Section 78)
2. All money, for any purpose whatsoever, collected by a Chapter member or Committee shall be paid to the Secretary and so noted in the records of the Chapter. The Secretary shall pay this money to the Treasurer and take a receipt for same.
3. Chapter records shall be kept accessible at all times to the Worthy Matron, Worthy Patron and members. If possible, these records should be kept in the Chapter room under lock and key.
4. On the Secretary's desk there shall be the Chapter Seal, the latest copy of the Proceedings of the Grand Chapter Session, the Constitution, Bylaws, Rules & Regulations of Grand Chapter, Chapter Bylaws, minute book and other record books which are essential during the time of a stated meeting (GC 2002).
5. Permanently bound minute books are acceptable. Typed or handwritten minutes are permitted and must be bound on a five- year cycle.
6. The Secretary keeps petitions for degrees, petitions for affiliation, petitions for affiliation with dual membership, demits, petitions for restorations and any other forms necessary for Chapter business.
7. The Secretary does not have the authority to answer correspondence without first consulting the Worthy Matron and then correspondence is replied to under the Seal of the Chapter.
8. Business necessary to be brought before the Chapter in the way of

correspondence is brought to the attention of the Worthy Matron as soon after receipt of such communications as is possible. (This includes Draping of the Altar, etc.)

9. The Secretary furnishes the Worthy Matron with the name(s) of all applicants for membership. When there is to be an initiation, the Secretary furnishes the Associate Matron, Conductress and Associate Conductress with name(s) of such person(s) to be initiated.
10. At the time of Installation of Officers, it is the duty of the Secretary to furnish the Installing Officer and the Installing Marshal with the names of the officers to be installed.
11. The Secretary does not present a bill to the Chapter to be paid until such bill has been approved by the Finance Committee. (R & R, Section 67)

### **Treasurer**

The Treasurer shall not pay any bills until a warrant signed by the Secretary and the Worthy Matron is presented. She/he shall be prepared to accept all money from the Secretary at the close of the meeting and give a receipt for same.

### **Conductress and Associate Conductress**

1. It is the duty of the Conductress, assisted by the Associate Conductress, to arrange all paraphernalia of the Chapter before the Opening Ceremony, such as: the Altar Bible, Flags, Badges, Song Sheets, Ballot Box, etc. and return them to their places at the close of the Chapter.
2. When it is known that there will be balloting, it is the duty of the Associate Conductress to prepare the ballot box before the meeting.
3. When it is known that there will be initiation, it is the duty of the Conductress and the Associate Conductress to see that there is the correct number of small Bibles on the Altar and Colors placed at the station of the Marshal.
4. The Conductress and Associate Conductress shall greet all visitors, see that they sign the Official Visitor's Register and that they are introduced to the Worthy Matron as members. Whenever the Conductress or the Associate Conductress cannot vouch for a visitor, they should report this to the Worthy Matron. If necessary, the Worthy Matron will then appoint a Committee to examine the visitor.
5. If the Charter or the Altar is to be draped during the Chapter meeting, it is the duty of the Conductress and the Associate Conductress to have the wreath and the drape in readiness to be used.

6. The Conductress and the Associate Conductress should carefully study the Ritual.
7. The Conductress and the Associate Conductress should return their copies of the Secret Work to the Secretary at the end of the year, and if they are unable to do so, they shall give a satisfactory explanation and pay the Chapter \$5.00 (General Grand Chapter\* 2003).

### **Chaplain**

The Chaplain shall memorize the prayers and PRAY them with feeling. After completion of prayer, the Chaplain assumes a position in the semicircle of Star Point Officers as indicated in fine print Ritual. (See Altar Services, page 16)

### **Marshal**

It is the duty of the Marshal:

1. To present the Flag of the United States of America; (BOI, pages 24-27)
2. To present the Colors to the Star Points for use in the Ceremony of Initiation; (BOI, pages 39, No.15)
3. To make declaration when instructed to do so by the presiding officer;
4. To escort visitor(s) to meet the Examining Committee; (Ritual, page 27)
5. And to perform such other duties as are appropriate to her/his office.  
Note: Installing Marshals (and Installing Officers) should make a thorough study of the Ritual, pages 93–126 and BOI, pages 53-57.

### **Baton**

The Baton shall be held in the right hand in front of the body (the length of the forearm) at a 45 degree angle. When a declaration is made, the Baton should be raised to a point just above the eyes.

(\*Hereafter referred to as GGC)

### **Organist**

1. The Organist, if possible, shall use appropriate marches and odes covering the various phases of the work.
2. The Organist should observe the procedure of the Worthy Matron and all those officiating on the floor. It is essential that music be played at the proper times and pauses made where necessary.

### **Star Point Officers**

1. For positions when standing, see fine print Ritual, page 27.

2. Covers of the five colors or white may be used on the pedestals. Baskets of flowers or appropriate decorations may be used and may stand back of or hang from the chairs. Rituals and bags are not permitted on top of the pedestals or on the floor around the base of the chair or pedestal (GC 2003).
3. Star Point Officers should check their pedestals before the Chapter opens. See FRONTISPIECE of Ritual for position of Emblems. All Emblems point toward the Altar and are placed in the center of the pedestal.
4. Signs are held until the Pass is given. Star Point Officers DO NOT respond to their own Sign.
5. Star Point Officers face Altar during Altar Service.

### **Warder and Sentinel**

1. Only the presiding officer may give permission to the Warder to open the Chapter room door.
2. The opening and closing of the Chapter room door when the Chapter is in session is exclusively the duty of the Warder, and she/he must always give the proper Raps when doing so. (Ritual, page 25)
3. After the directions of the Worthy Matron to the Warder (Ritual) and the Sentinel's response, the Warder closes the door without Raps.
4. The Raps are never given by the Warder immediately after closing the door.
5. The Warder must not call attention of the Worthy Matron to Raps given until Chapter has been declared open, the Conductress and the Chaplain have returned to their stations, the Pledge of Allegiance has been given to the Flag and the Flag Ceremony has been completed.
6. When the Chapter has been declared open, and the Worthy Matron directs the Warder to so inform the Sentinel, the Warder gives the proper Raps which are responded to by the Sentinel and the Warder opens the door and continues according to the Ritual.
7. The Warder should never give an alarm nor answer an alarm without being directed to do so by the presiding officer.
8. When an alarm is given by the Sentinel, the Warder will rise and say, "Worthy Matron, there is an alarm at the door." The Worthy Matron will reply, "Sister/Brother Warder, you will ascertain the cause of the alarm." After giving the proper Raps, opening the door and ascertaining the cause, the Warder will close the door and report to the Worthy Matron. If the alarm was caused by a Sister/Brother properly vouched for, the Warder will make the following report, "Worthy Matron, the alarm was caused by a Sister/Brother properly vouched for who wishes to enter." The Worthy Matron will respond, "Sister/Brother Warder, you will admit her/him/them." If properly

- vouched for, the member may be immediately admitted without further Raps and the door closed.
9. If anyone wishing to enter cannot be vouched for by the Sentinel or the Warder, the Warder should report to the Worthy Matron, giving the name, number and location of the Chapter of the visitor wishing to be admitted.
  10. The Worthy Matron says: "If there is anyone present who can vouch for the visitor, will you please retire at this time." The member retires, and if able to vouch for the visitor(s), returns (per Ritual) accompanied by the visitor(s). They make the Salutation Sign, and the member reports to the Worthy Matron saying, "Worthy Matron, I vouch for the Sister(s) and/or Brother(s)." If the member is unable to vouch for the visitor(s), she/he returns (per Ritual) and reports to the Worthy Matron saying: "Worthy Matron, I cannot vouch for the visitor(s)."
  11. If no one can vouch for the person wishing to be admitted, the Worthy Matron should instruct the Examining Committee to retire to the preparation room and make the proper examination. The Examining Committee retires, giving the Salutation Sign, and the Warder gives the Raps and has the door open for the Committee to retire.
  12. When time has elapsed between the report of the Warder and the instruction of the Examining Committee to retire, Raps should be given in proper form. The door should be opened and closed immediately, not being held open while the discussion is taking place.
  13. When the Examining Committee returns, the Warder will answer the alarm when directed to do so by the Worthy Matron, and she/he will announce, "The alarm was caused by the Examining Committee wishing to return."
  14. The Warder will admit them when directed to do so by the Worthy Matron.
  15. When members or visitors enter or retire from a Chapter while it is in session, they should march back of Esther's Chair, in front of the Associate Matron and the Associate Patron to give the Salutation Sign. This should be given to the presiding officer in the East and not to the officer in the West and should be given with the hands empty. When the presiding officer responds, permission has been given to be seated (or retire).
  16. When a member has been given permission to retire, the Warder immediately gives the Raps, and upon being answered by the Sentinel, she/he opens the door to permit the member to retire. (Ritual)

17. The charge of the Warder and Sentinel (Ritual) of the Installation Ceremony states that permission to enter or retire is the prerogative of the presiding officer in the East.
18. The Sentinel shall pay close attention and not give Raps during the Opening Ceremony, Balloting, Initiatory Ceremony, Closing Ceremony, nor shall she/he give repeated Raps during any order of business.
19. The Warder will respond as soon as the order of business or ceremony is completed, and she/he can call this to the attention of the Worthy Matron.
20. The solemnity of our ceremonies should not be interrupted by unnecessary or poorly timed alarms.
21. All directions and responses given by the Warder should be spoken in a voice loud enough to be heard by all in the Chapter room.
22. Study Raps. (Ritual)
23. The Warder sits at the door, not beside the Associate Matron.
24. The Warder is in charge of the door and shall not leave the door unguarded.
25. The Sentinel should not allow visitors to peer into the Chapter room when the Warder answers the alarm.
26. The Warder and Sentinel never leave their station unless the presiding officer appoints someone to relieve them.

### **Preparation of the Chapter Room**

1. The Chapter room should always be neat and clean.
2. It is the duty of the Conductress, assisted by the Associate Conductress, to arrange all paraphernalia of the Chapter room before the Opening Ceremony.
3. The Charter or Dispensation **MUST** be on display.
4. For arrangement of Chapter furniture and paraphernalia, follow directions in Ritual.
5. For positions of chairs, study diagram. (Ritual) No additional chair is permitted in the Labyrinth.
6. The Star Point chairs are arranged in STAR formation. (Ritual)
7. The Bible is placed in the center of the Altar with the bound edge to the North and the front edge to the South. (If Altar is large, the Bible may be placed near the West edge.)
8. The Altar Bible is on the Altar for both stated and special meetings. It is **NEVER** formally presented in a Subordinate Chapter. (Bible may be retired after Chapter is closed.)
9. No object is ever placed upon the open Bible except the Charter at the time of Constitution.
10. When the Chapter room is being prepared, if there is to be an Initiation, the Conductress and Associate Conductress will place the

- colors (ribbons or flowers) at the station of the Marshal and small Bibles on the Altar on the South and North sides of the corner nearest the East. If there are more than two small Bibles, they are stacked one upon the other. If there is an uneven number of candidates, the extra Bible is placed on the North.
11. The emblems are placed in the centers of the pedestals of the Star Point Officers. (The pedestals are for emblems only.) The position of emblems is found on the FRONTISPIECE of the Ritual.
    - a. The point of the draped Sword is toward the Altar. The Sword should be 22 inches long. The Veil shall be 40 inches wide and 54 inches long.
    - b. The Sheaf, if standing type, stands erect. If the Sheaf is a flat type, the straw ends (the cut ends) are toward the Altar.
    - c. The Scepter is united with the Crown. It is placed under and through the Crown, the head of the Scepter resting to the left of the star or dome, and points toward the Northeast. The front of the Crown is toward the Altar.
    - d. The broken part of the Column is placed facing the Altar.
    - e. Electa's cup stands erect on its base.
  12. Badges are suspended on a ribbon or cord of the five colors or may be suspended on ribbons corresponding to the color of the station. When doubled, the ribbon or cord should be at least fifteen inches in length. The Badges are placed in the preparation room, prior to the meeting.
  13. The Ballot Box should be prepared in the ratio of 12 cubes to 50 white balls. The Ballot Box is placed on the desk of the Treasurer. Each Chapter should own its Ballot Box and have it lined with foam rubber for greater secrecy of the ballot.
  14. The Gavel, Current Ritual and Book of Instruction are on the pedestal of the Worthy Matron. The latest copy of the Proceedings is on the Secretary's desk, and the Ballot Box is on the desk of the Treasurer.
  15. The Flag of the United States of America is placed in a standard at the right of and on a level with the Worthy Matron. If the Flag Ceremony is to be used, the flag(s) shall be placed in the preparation room or in the Northwest corner of the Chapter room unfurled.
  16. The Signet is placed uncovered in the Northeast corner of the Chapter room. (Ritual) It should not be placed at any time in a position to obscure the Flag. In order to preserve the Signet, and for convenience, it shall be framed and set on an easel. A pointer should be hanging by the side of the Signet.
  17. An Official Visitor's Register should be placed at the entrance to the Chapter room. The Conductress and Associate Conductress should be present and get a list of the names and titles of guests and so

inform the Worthy Matron and Secretary. However, during the social hour, the Guest Books belonging to the HONOREE(s) may be signed.

18. When Distinguished Guests are expected and the dais in the East is too small to accommodate the guests, the Conductress and Associate Conductress, when preparing the Chapter room, shall reserve space on the North and South sides near the East for the Distinguished Guests.
19. The Altar Drape is folded in three equal parts.
20. If the Charter or the Altar is to be draped, the wreath and drape are to be placed in the preparation room (GC 2002).

### **Opening of the Chapter**

(Study fine print in Ritual)

1. Prior to the Opening Ceremony, it is the duty of the Worthy Matron and officers assigned to each particular duty to see that all is in readiness for a smooth opening. The Worthy Matron should, insofar as possible, have each station occupied before the officers march in. The necessary stations to fill are: Worthy Matron, Associate Matron, Secretary, Conductress, Chaplain, Warder and Sentinel.
2. Promptly at the hour specified in the Bylaws of the Chapter, the Associate Patron, Associate Conductress and Organist assume their stations in a dignified manner. At the same time, the Worthy Patron ascends the dais in the East and sounds the gavel (\*). The ritualistic opening of the Chapter begins at this time.
3. If the Chapter uses an electric Star, the Star is turned on immediately as the Worthy Patron ascends to the East and approaches the podium. The Star is turned off when the Chapter is declared closed.
4. The opening march may be as elaborate as desired, but the Ritual DOES NOT provide for singing or speaking when any formation is made in such march. The march ends with the HOLLOW SQUARE.
5. Attention is directed to position of officers for HOLLOW SQUARE. (Ritual) The Worthy Matron turns North then West as the Conductress reaches the Southwest corner of the marching line. If the Hollow Square is formed outside the chairs, the Worthy Matron is escorted to the East through the Labyrinth, entering between the stations of Martha and Esther, and to the right of the Associate Matron. If the Hollow Square is formed inside the labyrinth, the Conductress approaches the Worthy Matron (who is in the Hollow Square) from the marching line and escorts her outside the chairs to the East, keeping West of Esther's Chair. The Conductress returns to her position at the head of the South line, squaring the Southeast



corner, and all officers go directly to their stations when instructed to do so by the Worthy Matron.

6. All Chapter meetings, stated or special, are opened for the transaction of business (Ritual) with the exception of OPEN INSTALLATION.
7. The Worthy Matron should give the officers time to complete their assignments on the floor. Music may be played during the opening and closing of the Bible, but NO music is played during the prayers.
8. The Chapter may observe the short opening (Ritual) if this privilege is not habitually abused. (GGC)  
In this Grand Jurisdiction the case of the SHORT FORM of opening the Chapter more than ONE time out of FOUR shall be considered "habitual abuse" of this privilege; HOWEVER, Short Form Opening may be used in addition to the above when the Ceremony of Initiation is given.
9. The officers when addressed by the Worthy Matron, face her and make a slight bow as a manner of recognition. The Marshal and Chaplain resume their regular positions before the Worthy Matron asks for officers' duties. (Ritual)
10. The Chapter is not seated until after the presentation of the flag.
11. The Sentinel should refrain from giving an alarm at the door until after the Flag Ceremony or the presentation of the flag. If she/he should give an alarm, the Warder should ignore such alarm until proper time for report.

### **Proving of the Chapter**

(Study fine print in Ritual)

1. Proving the Chapter is the responsibility of the Associate Matron. The Conductress and Associate Conductress are under her direction.
2. The prescribed form found in the Ritual is to be followed.
3. The Associate Matron should rise during the proving of the Chapter and remain standing until the proving of the Chapter is complete. (Ritual and GGC BOI) After the Worthy Matron has given the directions in regard to proving the Chapter to the Associate Matron, she is seated and remains seated until addressed by the Associate Matron.
4. (a) When the Associate Matron directs the Conductress and the Associate Conductress to prove the Chapter, these officers rise as addressed and remain standing until the Associate Matron has finished speaking. Then keeping opposite each other, they march directly to the East, face each other about four paces apart, bow slightly and turn toward the East when beginning their avouchment. They proceed, the Conductress along the south line, pass slowly to the West carefully observing each person present. This inspection is to ascertain whether those present are known

to the Conductress or the Associate Conductress to be members of the Order, or are properly vouched for by another member.

(b) A member can legally vouch for another in the Chapter room after having examined her/him in a Committee appointed for that purpose, or by having sat in Chapter with her/him within the year and having seen her/his current dues card. (R & R, Sections 21 and 131)

5. If the Conductress or the Associate Conductress comes to a person not known to be a member, she will say, "Please rise." She then addresses the Associate Matron and reports that there is a visitor in the south or north for whom she cannot vouch. The Conductress and Associate Conductress will continue according to the Ritual.
6. When the Conductress and Associate Conductress have completed the proving of the Chapter, they will meet halfway between Esther's and the Associate Matron's stations, face each other (about four paces apart) and bow slightly. The Associate Conductress will address the Conductress. (Ritual) Then, turning toward each other, they face the Associate Matron. As the Associate Matron reports to the Worthy Matron, they turn toward each other and face the East. As the Worthy Matron responds, the Conductress and the Associate Conductress march at once to their stations, keeping directly opposite each other and observing square corners.
7. When the Conductress and the Associate Conductress reach their stations, the Associate Matron, Conductress and Associate Conductress are seated. The Worthy Matron calls up the officers and proceeds with the Opening Ceremony. (Ritual, page 27)
8. (This information comes from the GGC.) The Worthy Matron must be satisfied that all present are entitled to remain, and if they are not personally known to her or properly vouched for, nothing can take the place of the examination prescribed by the Ritual.
9. Persons presenting themselves for examination or avouchment should be referred to as visitors.

### **Examination of a Visitor**

If it is known before the beginning of the Opening Ceremony that visitor(s) are present who cannot be vouched for, they should be examined at once so that they may witness the Opening Ceremony. The Worthy Matron shall appoint an Examining Committee to consist of three members which should be composed of two sisters and one brother, one of whom shall be Chairman. Only one visitor is examined at a time. Only the Committee and the visitor are permitted in the preparation room during the examination. The Chairman should use utmost care to make the visitor(s) feel welcome.

### Procedure for Examination

1. The Committee shall form a straight line with the Chairman in the center facing the visitor.
2. The Chairman of the Examining Committee requests the visitor to show a receipt for dues paid to the date within one year, or a demit within one year from the date of issue. The receipt for dues or demit shall bear the seal of a regular Chapter (except Chapters Under Dispensation) and the signature of the member. If the visitor fails to produce the required receipt or demit, the Chairman shall not proceed with the examination, but will report to the Worthy Matron.
3. The Chairman will ask the visitor to give the name and number of her/his Chapter, the Grand Jurisdiction to which she/he belongs and examine the receipt for dues or demit.
4. The Chairman requests the visitor to write her/his name. (The Bible is never used to write on.) The Chairman and members of the Committee compare the visitor's signature with the signature on the dues card or demit to satisfy themselves as to the correct identity.
5. The Chairman will then announce her/his own name and introduce the other members of the Committee. (The prefix "Sister" or "Brother" shall not be used at this time.)
6. The members of the Examining Committee and the visitor place their right hands upon the Open Bible, and all repeat after the Chairman in unison, the TEST OATH (Ritual)(GC 2003).
7. Secret Work, No. 17 until the committee is satisfied.
8. The visitor is asked to give the Sign and Pass of each degree.
9. The Chairman welcomes the Sister or Brother. If she/he is entitled to a seat in the Chapter, the Committee should return with the member to the Chapter room. If the visitor is examined before the Chapter is open, the Chairman of the Examining Committee shall vouch for the Sister/Brother. When the Committee is requested to retire and examine a visitor during the proving of the Chapter, the Committee and the visitor will retire to the preparation room. After the examination is completed, if the visitor is entitled to a seat in the Chapter, the Committee should return with the member to the Chapter room. After the Chapter has been declared open, and the proper Raps have been given, the Warder should announce: "The alarm was caused by the Examining Committee with a member who is properly vouched for," or "The Examining Committee is returning to the Chapter room." The Committee and the member enter the Chapter in regular form. The Chairman of the Committee will say: "Worthy Matron, we have examined Sister/Brother \_\_\_\_\_ (Title) of \_\_\_\_\_ Chapter No. \_\_\_\_\_ of \_\_\_\_\_."(location of Chapter, also Jurisdiction if other than North Carolina) It is fitting and proper for the Worthy

Matron to speak words of welcome. Should the title warrant, the Worthy Matron shall direct the Conductress to escort the sister/brother to the East, if there are no other introductions. If there are other introductions, the member is seated and introduced at the proper time. If the visitor is not entitled to a seat in the Chapter, the Chairman should report, "Worthy Matron, we find the visitor is not entitled to a seat in the Chapter."

(For additional information, see Duties of Marshal, Warder and Sentinel; also R & R, Sections 21 and 131.)

### **Dues Cards**

1. See Article VII, Section 102, of the Bylaws of the Grand Chapter of North Carolina.
2. All members should sign their dues cards immediately upon receipt of same.
3. A Life Membership Certificate is never recognized as a dues card. A member holding a Life Membership Certificate should also receive a current Chapter dues card for registration purposes at the Grand Chapter Session and for visiting Chapters. It should never be necessary for a life member to request a dues card from her/his Chapter.
4. When members attend Chapters where they do not hold membership, they should show their receipt for dues at least once a year, preferably the first meeting they attend in the new year. (R & R, Section 131)
5. Members vouching for visitors from other Grand Jurisdictions, in addition to having sat in Chapter with such visitors, must have seen the visitor's receipt for dues paid to date within one year of proposed visit.

### **Altar Service**

#### **Study Ritual**

1. When the Conductress is directed to attend at the Altar during the Opening and Closing Ceremonies, the Chapter is called up (\*\*\*)
2. The Conductress steps into the line of march in front of her station, (if there is a movable pedestal at her station, she leaves on the east side of the pedestal), faces north and waits until the Chaplain is directly opposite her, turns left and marches in a straight line to the southwest corner, makes an acute angle and enters the Labyrinth. She makes a slight bow to the Worthy Matron and proceeds according to the Ritual.
3. When the Worthy Matron gives the order to the Conductress to attend at the Altar, the Chaplain steps into line of march directly in

front of her/his station, turns right, marches to the northeast corner of the line of march, turns facing west, marches in a straight line to the northwest corner, makes an acute angle and marches to a position in the circle of Star Point Officers and awaits instructions from the Worthy Matron, according to the Ritual.

4. The Reverent Attitude and Attitude of Prayer are fully explained in the fine print of the Ritual. (The hands are clasped loosely in front of the body, right over left, palm to palm.) The Reverent Attitude applies to all prayers, Obligations and attending at the Altar. This attitude is held until all members drop their hands. This applies to the Obligation during Installation, to the Worthy Patron as he gives the Obligation during the Initiation, to the Installing Officer when giving the Obligation.
5. To properly open the Bible, the Conductress places her right hand firmly in the center of the front edges and places her left hand firmly on the back edge, just opposite her right hand. With her right hand, she raises the front edges of the Bible to the center of the Altar, with her left hand she guides the back of the Bible to the center of the Altar. She then moves the left hand slowly up the side of the Bible until it meets the right hand and opens the Bible with both hands, lowering both sides at the same time. She draws both hands away in the Salutation Sign, being careful not to interrupt this movement.
6. With face to Altar, the Conductress then steps back in the circle of officers midway between Ruth and Esther where she remains until after the Warder reports to the Worthy Matron.
7. The Conductress and Chaplain should carefully observe the circle of the labyrinth and take positions after retiring from the Altar midway between Ruth and Esther and Martha and Esther. The positions of the Star Point Officers, Chaplain and the Conductress form an arc of a circle.
8. After the Warder reports to the Worthy Matron, the Conductress turns south; the Chaplain turns north. They march to their respective stations, having turned west far enough to reach the marching line on each side.
9. To properly close the Bible, the Conductress approaches the Altar in the same manner as for the opening of the Bible. When she reaches the Altar, she gives the Salutation Sign to the open Bible. She then places her hands on the center of the front edges of the Bible and raises both sides of the open Bible at the same time. She holds the front edges firmly with the right hand and moves the left hand slowly down the center of the front side of the Bible to the back edge so that she may guide the Bible to the center of the Altar as she lowers the front edges on the Altar with the right hand. She then draws both hands away at the same time and makes a slight bow to the Worthy

Matron. Facing the Altar, she steps back to a position between Ruth and Esther in the circle of officers where she remains until the Chapter is closed. (Opening and closing Bible instructions from GGC)

10. Appropriate soft music may be played during the march to the Altar and during the opening and closing of the Bible, but NOT during the prayer.
11. Only the Conductress moves the Bible, except that she may be assisted by the Chaplain during a Memorial or Draping of the Altar.
12. The Worthy Matron does not respond to the Sign of Salutation when given by the Conductress in opening or closing the Bible.
13. Great emphasis should be placed upon PRAYING of our ritualistic prayers.
14. The Ritual makes no provision for any special lighting effects during the prayer in the Opening and Closing Ceremonies.

### **Presentation of the Flag**

Before opening the Chapter, the Flag of the United States of America may be placed in a standard in the East, to the right of and on a level with the Worthy Matron. If other flags are used, they are placed in standards in the southeast on a lower level than that of the flag of our country. Lowering of lights is not permissible during the flag ceremony.

1. The Worthy Patron may have charge of the Presentation of the Flag.
2. The Worthy Patron remains at his station. He does not use the gavel since he is not presiding.
3. The presentation of the Flag is entered into immediately after the Conductress and the Chaplain return to their stations at the close of the Opening Ceremony. The Chapter has not been seated and the Conductress and the Chaplain remain standing also.
4. The Worthy Matron will say, "The Worthy Patron will have charge of the Presentation of the Flag."
5. The Worthy Patron will say, "You will unite with me in giving the Pledge of Allegiance to the Flag of our country."
6. All members stand, facing the Flag with empty hands at their sides; and as the Pledge is begun, place the right hand over the heart. The right hand remains over the heart until the completion of the singing of the National Anthem.  
The PLEDGE: "I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."
7. The Worthy Matron seats the Chapter.(\*)

### **The Flag Ceremony**

1. If it is the desire of the Worthy Matron that a Flag Ceremony be used, the Flag or flags shall be placed in the preparation room or in the Northwest corner of the Chapter room, unfurled.
2. If flags other than the Flag of our country are used, they shall be presented in the following order:
  - a. The Flag of the United States of America
  - b. The Christian Flag
  - c. The North Carolina Flag
  - d. The Flag of the Order of the Eastern Star
3. The Worthy Matron may ask a member to assume the station of the Marshal for the purpose of presenting the American Flag (GC 2003). Members of the Chapter may be appointed to carry other flags, or the Chaplain, Conductress and the Associate Conductress may perform this duty.
4. Both hands are used in holding the flagstaff. The end of the flagstaff rests in the left hand if staff is not too long and is held firmly against the body. The right arm is held at a 45 degree angle. This gives complete control over the handling of the flag.

### **Procedure for Presenting the United States Flag in Flag Ceremony**

1. The Worthy Patron will say, "Sister/Brother Marshal, you will present the flag of our country."
2. The Marshal proceeds along the line of march to the preparation room or to the Northwest corner of Chapter room and secures the flag. The Marshal proceeds to the Northwest corner of the marching line, turns South, marches to a point between the stations of Esther and Martha, turns toward the East and marches directly to the East through the Labyrinth, keeping the Altar to her/his right. She/he steps up one or two steps and places the flag in the standard. She/he turns and walks to the line of march, North of the Chaplain's station and remains there facing the Flag.
3. After singing of "The Star Spangled Banner," the Marshal will turn West and follow the line of march to her/his station.
4. The Worthy Matron seats the Chapter as the Marshal passes back of Esther's station. (\*)

### **Procedure If the United States Flag And Other Flags Are Presented**

1. When flags other than the Flag of the United States of America are presented, they shall follow the Flag of our country in the order given.

2. The Worthy Patron will say, "Sister/Brother Marshal, you will present the Flag of our country. Those assigned to carry the other flags will follow."
3. As the Marshal goes to the preparation room, those assigned to carry the other flags will follow her/him.
4. The Marshal and other flag bearers enter the Chapter room bearing the designated flags.
5. The Marshal proceeds to the Northwest corner of the marching line, turns South, marches to the Southwest corner of the marching line, turns facing North and marches to a point halfway between the stations of Esther and Martha, turns East and marches directly to the East through the Labyrinth. She/he keeps the Altar to her/his right. She/he steps up one or two steps and places the Flag in the standard. She/he turns and walks to the line of march, North of the Chaplain's station and remains there facing the Flag. The Marshal never stops until the Flag of the United States of America is grounded.
6. The Christian Flag bearer followed by the remaining flag bearers will wait at the Northwest corner of the line of march facing South until the Marshal turns at the Southwest corner and starts North; they then will start marching toward the Southwest corner. These flags should stop on the marching line, the first flag at a point halfway between Esther and Ruth, the second flag West of Esther's station, the third flag at a point halfway between the stations of Esther and Martha. As the Marshal grounds the Flag of the United States of America in the East, the other flags shall be grounded at the left of the bearer. Flag bearers pledge allegiance and sing if so desiring.
7. After the Pledge of Allegiance is given and the National Anthem is sung, the other flags are picked up and carried to the East through the Labyrinth, keeping the Altar to the left. All three flags are picked up at the same time. As the Christian Flag bearer moves toward the East, the North Carolina Flag bearer moves to a point midway between Esther and Ruth. As the North Carolina Flag bearer starts to the East, the Eastern Star Flag bearer moves to a point midway between Esther and Ruth and is in position to march to the East when "Star of the East" is played. When the East line of march is reached, those carrying the flag will turn South, march to the standards in the order that they were presented with the Christian Flag closest to the East.
8. No tribute is given to these flags.
9. When the last flag is grounded, the Marshal returns to her/his station. The others return to their stations or their seats.
10. The Worthy Matron seats the Chapter as the Marshal reaches a point West of Esther's chair.(\*). The Worthy Patron and the flag bearers will be seated together.



11. The National Anthem is never used as a march.
12. Avoid touching the folds of the Flag after it is grounded. Turn the staff if the Flag needs to be adjusted.
13. Use care in keeping the Flag from touching the floor or any other object.

### **Introductions**

Introductions are a courtesy acknowledgment on the part of the Worthy Matron as a representative of her Chapter to Distinguished Members or Visitors. The Worthy Matron is the hostess of her Chapter.

All introductions should be courteous, but BRIEF.

When there are many Distinguished Guests expected and the dais in the East is too small to accommodate the Distinguished Guests, the Conductress and the Associate Conductress, when preparing the Chapter room should reserve space on the North and South sides, nearest the East, for the Distinguished Guests. The sisters should be seated on the North side and the brothers on the South side. When the Distinguished Guests arrive, the Conductress and Associate Conductress should escort them to their seats. If many guests are expected, the Worthy Matron should appoint hostesses to assist the Conductress.

Introductions are entered into immediately after the Pledge of Allegiance has been given and the National Anthem has been sung.

There are only two places within the Chapter room where Distinguished Guests are introduced:

- (1) West of the Altar
- (2) In front of the Associate Matron and Associate Patron (west of Esther's chair).

Those introduced west of the Altar are escorted to the East through the Labyrinth and receive Grand Honors. (Ritual) Those introduced in front of the Associate Matron and Associate Patron are escorted to the East outside the Labyrinth and receive a Hearty Welcome.

In the event a large number in the same category are to be introduced, it is the prerogative of the Worthy Matron or the presiding officer to request the visitors to meet the Conductress and the Associate Conductress in the West.

### **Presentation West of the Altar and Through the Labyrinth**

“The Most Worthy Grand Matron is the highest Officer in the General Grand Chapter, Order of the Eastern Star, and the Most Worthy Grand Patron is the second highest. When both are present, they shall be introduced together. When either or both are visiting Grand Chapter, they shall be introduced together, first as guests of the Grand Chapter. If there

is an Informal Opening of the Grand Chapter, the Most Worthy Grand Matron, Most Worthy Grand Patron, or both, if visiting at the same time, shall be introduced together informally and seated in the East *as soon as the Informal Opening is declared open*. They shall be introduced together at the Formal Opening at the proper time.” (GGC Constitution, Article III)

The Worthy Matron calls up the Chapter as the Distinguished Guest(s) enter the Labyrinth. APPLAUSE may be given as Distinguished Guest(s) are escorted to the East.

1. The Worthy Grand Matron and the Worthy Grand Patron of North Carolina are introduced at the same time.
  - (a) The Conductress and the Worthy Grand Matron enter the Labyrinth between the stations of Martha and Esther; the Associate Conductress and the Worthy Grand Patron enter between the stations of Ruth and Esther.
  - (b) They meet West of the Altar for presentation.
  - (c) Then they are escorted North and South of the Altar, respectively, through the Labyrinth, to the East.
  - (d) Grand Honors are given.  
(This honor applies to all introduced west of the Altar.)
2. Most Worthy Grand Matron and Most Worthy Grand Patron of the General Grand Chapter.
3. Elective General Grand Chapter Officers.
4. Appointive General Grand Chapter Officers.
5. General Grand Chapter Committee Members and Ambassadors
6. Worthy Grand Matrons and Worthy Grand Patrons of other Grand Jurisdictions.
7. Past Grand Matrons and Past Grand Patrons of other Grand Jurisdictions; Past Grand Matrons and Past Grand Patrons of North Carolina (GC 2002).

#### **Presentation In Front of the Associate Matron and Associate Patron**

The members remain seated when the Worthy Matron directs the Conductress (and the Associate Conductress if assisting) to escort the Distinguished Guests to the East. APPLAUSE may be given as Distinguished Guests are escorted to the East.

1. Grand Master of Masons, A.F. & A.M. in North Carolina.
2. Past Grand Masters of Masons, A.F. & A.M. in North Carolina.
3. Elective and Appointive Grand Chapter Officers.
4. Grand Representatives.

(All Grand Representatives in attendance at the Grand Chapter Session are presented West of the Altar and escorted to the East through the

Labyrinth and Grand Honors given. This is the only time Grand Representatives are given this signal honor.)

When introducing a Grand Representative who is a member in North Carolina, holding a commission as a representative of another Grand Jurisdiction, that is, one who is recommended by the Worthy Grand Matron of North Carolina, but appointed by the Worthy Grand Matron of another Grand Jurisdiction, the Conductress says:

- (a) “Worthy Matron, I have the pleasure to present Sister \_\_\_\_\_ Grand Representative of \_\_\_\_\_(name of Grand Jurisdiction) in North Carolina.”
- (b) “Worthy Matron, I have the pleasure to present Grand Representatives of other Grand Jurisdictions in North Carolina, Sisters \_\_\_\_\_(name of Grand Representative), \_\_\_\_\_(name of state).” Note: We would suggest Out-of-State Grand Representatives be placed next to the Conductress and introduced before our own Grand Representatives. This will help keep down confusion.

When introducing a Grand Representative from another Grand Jurisdiction, that is, one who holds membership in another Grand Jurisdiction, receives a commission by recommendation to the Grand Jurisdiction of North Carolina and appointed by our Worthy Grand Matron, the Conductress says:

- (c) “Worthy Matron, I have the pleasure to present Sister \_\_\_\_\_, Grand Representative of North Carolina in the Grand Jurisdiction of \_\_\_\_\_ (name of Grand Jurisdiction).”
  - (d) “Worthy Matron, I have the pleasure to present Grand Representatives of North Carolina in other Grand Jurisdictions, Sisters \_\_\_\_\_ (name of Grand Jurisdiction).”
5. District Deputy Grand Matrons and District Deputy Grand Patrons are presented together.
  6. Editor of the TAR HEEL STAR NEWS, Supreme Deputy in North Carolina of the International Order of Rainbow for Girls and the Executive Director of Whitestone, if he or she is a member of the Order.
  7. The Grand Chapter Committee Members are recognized at their seats.
  8. Worthy Matrons and Worthy Patrons.
  9. Past Matrons and Past Patrons (they are to be recognized at their seats).
  10. All other members are welcomed at this time. Note: Visiting members from other Grand Jurisdictions whose rank is in the above category shall be introduced with North Carolina’s same rank. Visiting members shall be placed next to Conductress and Associate

Conductress and introduced first. Courtesy prompts one to acknowledge sisters first.

11. On the night of the inspection of the Chapter, the District Deputy Grand Matron and District Deputy Grand Patron shall be seated in the East on the dais before the Chapter is opened. At the time of introductions they shall assume their regular places in the line of introductions.

### **Methodology of Presentation**

1. The Conductress offers her right arm to the sisters and her left arm to the brothers. (Separate introductions)  
When there are both sisters and brothers to be presented at the same time, the Associate Conductress assists the Conductress. The Associate Conductress offers her left arm to the brothers.
2. Words preferred in introductions are as follows:
  - (a) Worthy Matron: "Sisters and Brothers, we are honored by a visit of our Worthy Grand Matron and Worthy Grand Patron (or as the case may be, Past Grand Matron, Past Grand Patron, Grand Officers, etc.). Sister Conductress (and Associate Conductress if assisting) you will present them." (Use proper pronoun.)
  - (b) The Conductress and Associate Conductress (if assisting) rises, approaches the Distinguished Guests, bows, offers her right arm (or left as the case may be) and approaches the proper point of introduction.
  - (c) Conductress: "Worthy Matron, I have the honor to present Sister \_\_\_\_\_, Worthy Grand Matron and Brother \_\_\_\_\_, Worthy Grand Patron of the Grand Chapter of North Carolina, Order of the Eastern Star."  
If the Worthy Grand Patron is present, he is escorted by the Associate Conductress.
  - (d) Worthy Matron: "Sister(s) Conductress (and Associate Conductress, if assisting) you will escort our Distinguished Guests to the East."
  - (e) Worthy Matron: "Sisters and Brothers, join me in saluting our Distinguished Guest(s) with the GRAND HONORS."
  - (f) "Worthy Matron, I have the honor to present General Grand Chapter Committee Members, Sisters \_\_\_\_\_, (name Committee) and Past Grand Matrons (Past Grand Patrons) of the Grand Chapter of North Carolina, Order of the Eastern Star." If only one, "Worthy Matron, I have the honor to present \_\_\_\_\_, (name Committee) of the General Grand Chapter and Past Grand Matron (Patron) of the Grand Chapter of North Carolina, Order of the Eastern Star."

“Worthy Matron, I have the honor to present Past Grand Matrons, Sisters \_\_\_\_\_, (name sisters) and Past Grand Patrons, Brothers \_\_\_\_\_(name brothers) of the Grand Chapter of North Carolina, Order of the Eastern Star.” Note: The Conductress will use the wording, “

I have the PLEASURE TO PRESENT, etc., for those introduced west of Esther’s chair.”

3. The Distinguished Guests are seated in the East; and the Conductress and the Associate Conductress, if assisting, maintain their position at the northeast and southeast comers respectively until instructed by the Worthy Matron to proceed with introductions or to be seated as the case may be.
4. However, should the Conductress escort a brother to the East, she will maintain her position in the Southeast beside the Associate Conductress until the Worthy Matron gives her further instructions; likewise, should the Associate Conductress seat a brother in the Northeast, she should remain beside the Conductress.
5. Guests to be introduced in front of the Associate Matron and Associate Patron will follow the Conductress and the Associate Conductress in a single file to the Northwest and Southwest corners, where they will turn facing each other, march to a point directly in front of the Associate Matron and the Associate Patron, turn facing the East, take one or two steps, turn North and South and form a straight line facing the East.
6. Always refer to guests as sisters and brothers. Courtesy prompts one to acknowledge sisters first.
7. When there is not sufficient room on the dais in the East to accommodate the group being introduced, the Worthy Matron may say: “Sister(s) Conductress (and Associate Conductress, if assisting) you will escort our Distinguished Guests to the East.”
8. No provision is made herein for the introduction of officers or members of other organizations. A thoughtful Worthy Matron does not single out an individual member to extend a special welcome.

#### **Admittance of Non-Members**

If a non-member (i.e., a member of the Masonic Order, public official or others) has been invited to address the Chapter, the Worthy Matron, under GOOD OF THE ORDER, declares the Chapter at ease (GC 2002). The Bible is not closed. The Warder, after being instructed by the Worthy Matron, opens the door and admits the visitor. The Conductress meets the visitor at the Southwest corner and escorts her/him on the South line to the East. (A visitor, if a lady, is escorted to the East on the North line.) After the message, the visitor is escorted by

the Conductress to the door. The Worthy Matron declares the Chapter from ease and regular order of the meeting is resumed.

### **Presentation of Awards for Service**

When the presentation of a 50-year or longer service award is to be made in the Chapter room, the presiding officer shall have the recipient(s) presented at the Altar and then escorted to the East for the presentation of the award and Grand Honors. (GGC 2006)  
(Procedure Optional)

Presiding Officer: “Sister(s) Conductress (and Associate Conductress, if assisting) you will present our \_\_\_\_member(s) at the Altar.” (The Presiding Officer calls up the Chapter as the Distinguished Member(s) enters the Labyrinth).

Conductress: “\_\_\_\_ Title, I have the honor to present Sister(s)\_\_\_\_ and/or Brother(s)\_\_\_\_ who has (have) served The Order of the Eastern Star for \_\_\_\_years.”

Presiding Officer: Brief Greeting. “Sister(s) Conductress (and Associate Conductress if assisting) you will escort our Distinguished Member(s) to the East.” (Presiding Officer seats the chapter.) (Presiding Officer presents the Veteran’s Medal(s).

Presiding Officer: Ask the Distinguished Member(s) who she/he would like to pin the Veteran’s Medal. Invite the Sister/Brother to approach the East informally. After pinning of the Veterans Medal, ask the Distinguished Member(s) if they have comments she/he would like to share with the chapter. Presiding Officer: Calls up chapter. Presiding Officer: Sisters and Brothers behold your\_\_\_\_-year member(s) and salute her/him/them with the Grand Honors. Presiding Officer: Seats Chapter. (GC 2009)

### **Petitions**

(For Eligibility of Membership, see Ritual)

1. For petitions, see Ritual. The last sentence of this paragraph governs the type of meeting at which Committee should report.
2. Members, when taking a petition from a petitioner, should caution the petitioner not to divulge the fact to anyone that she/he has petitioned for membership. Members shall not divulge this information to nonmembers.
3. The Secretary shall read the petition, whether for degrees, affiliation, affiliation with dual membership, or restoration, and give all information on the petition, stating also that the petition is covered by the prescribed fee and dues set forth in the Bylaws of the Chapter.
4. The Worthy Matron shall state, “If there is no objection, a Committee will be appointed.” For good reason and protection of

- the interest of the Order, the Worthy Matron shall appoint three members, one of whom shall be a brother, on this Committee. When the Worthy Matron appoints the Committee, the gavel is sounded. (\*)
5. When an Investigating Committee is appointed, the Secretary shall notify each member of her/his appointment in writing immediately following the meeting, at which the Committee was appointed. This includes Committee members who were present at the meeting when the Committee was appointed.
  6. The petition is handled by this Investigating Committee with utmost discretion, and they shall make a thorough investigation of the petitioner. The report of the Investigating Committee shall be made by the Secretary at the following stated meeting of the Chapter. Only members of the Chapter may make recommendations for the petitioner.
  7. If a Committee on petition for membership cannot function promptly and satisfactorily within a reasonable time, it is the privilege of the Worthy Matron to dismiss this Committee and appoint another.
  8. All comments regarding the petition shall remain within the Chapter, and if a member violates the law regarding the secrecy surrounding the handling of a petition, the provisions of the Grand Chapter law covering each violation shall be enforced.

### **Report of Committee on Petitions**

The majority of the Committee on a petition must report, one of whom must be a brother. Under Item No.8 in the Order of Business, the Secretary reads as her report of Committee on petition for degrees, affiliation, affiliation with dual membership, or reinstatement, the following four items:

1. Name of petitioner and affiliation.
2. Names of members recommending petitioner (GC 2002).
3. Names of Investigating Committee.
4. Report of Investigating Committee.

The Secretary passes the petition(s) to the Worthy Patron, who in turn passes the petition(s) to the Worthy Matron.

Then the Worthy Matron sounds the gavel (\*) closing Item No.8.

### **Balloting**

1. The Worthy Matron will say, "Sisters and Brothers, you have heard the report of the Investigating Committee; a ballot will be spread." She then reads the Grand Chapter Rules and Regulations, Sec. 121(a) as follows: "In balloting, all members of the Chapter present must vote."

2. If more than one petition, the Worthy Matron will say, "If there is no objection, we will use collective ballot." If no objection is voiced, she then reads the Grand Chapter Rules and Regulations, Sec. 122 as follows: "If there be more than one petition for degrees or membership to be balloted upon, the ballot may be taken thereon collectively, except petitions for degrees and petitions for affiliation shall not be combined. If no more than two (2) black cubes appear, all shall be declared elected. Should three (3) black cubes appear, the ballot shall be taken immediately on each petition separately." Then follow the procedure in paragraph 10, page 15 of the Ritual (GGC 2000). This section shall be distinctly read in open Chapter before any collective ballot may be held, and the names of all petitioners shall be read distinctly.

If the ballot box is the type with a hinged lid, the Associate Conductress opens the lid before leaving the desk of the Treasurer.

3. Worthy Matron: "Sister Associate Conductress, you will prepare the ballot box and bear it to the East." The Associate Conductress, when addressed, will rise and march to the desk of the Treasurer and see that the ballot box is properly prepared. (If the ballot box is NOT properly prepared, it is the duty of the Associate Conductress, in whose charge the ballot box is placed, to make such preparation. See Preparation of Chapter Room. If for any reason she cannot make proper preparation, she should make immediate report to the Worthy Matron.) The ballot box should contain at least fifty (50) white balls and twelve (12) black cubes and enough additional balls and cubes to take care of membership present in the same proportion.
4. The Associate Conductress places the ballot box across her left forearm and supports it with the right hand on the handle in an easy and natural manner.
5. The Associate Conductress places the ballot box on the pedestal in the East for inspection by the Worthy Matron and Worthy Patron. If the Worthy Matron finds the ballot box not properly prepared, she instructs the Associate Conductress to return to the Treasurer's desk for correction. The Associate Conductress stands in front of and to the right of, but not on the same level of, the Worthy Matron, facing west. Immediately after examination by the Worthy Matron and Worthy Patron, (Ritual, page 13, second paragraph, sixth line) the ballot is declared open. One blow of the gavel declares the ballot open.(\*). The Worthy Matron announces upon whose petition the members are about to ballot, gives the report of the Investigating Committee and continues with the charge.
6. Worthy Matron: "Sisters and Brothers, we are about to ballot on the petition of \_\_\_\_\_ to become a member of this Chapter (or to be affiliated or reinstated). The report of the Investigating Committee is



- favorable (or unfavorable).” Then she quotes last two sentences of the Worthy Matron’s charge to the Sentinel. (Ritual, page 14)
7. The Associate Conductress picks up the ballot box and faces west while the Worthy Matron and Worthy Patron ballot. When the Worthy Matron ballots, she steps aside, and the Worthy Patron ballots. Only those who ballot at the Altar give the Salutation Sign.
  8. The Associate Conductress proceeds on the North marching line. When the Associate Conductress leaves the East with the ballot box, if the Altar is too small for both the open Bible and the ballot box, the Conductress, without being directed by the Worthy Matron, shall proceed in regular form to the Altar and moves the Bible to the right. She does not give the Salutation Sign. The Associate Conductress carries the ballot box to the Organist first if her station is in the Northeast or Northwest of the Chapter room. If the station of the Organist is in another location, the Associate Conductress takes the ballot box to her as she reaches the station of the Organist. When the Associate Conductress reaches the Northwest corner, the Associate Matron and Associate Patron arise. They do not step down to ballot. The Associate Conductress holds the ballot box for the Associate Matron to ballot, then the Associate Patron ballots, and they are seated. The Associate Conductress carries the ballot box to the station of the Warder for her/him to ballot. She then proceeds South to the station of the Conductress for her to ballot. (If the station of the Organist is on the South side of the Chapter room, the ballot box is carried to the Organist before it is carried to the station of Conductress. If a member is present who cannot go to the Altar to ballot, the ballot box is carried to her/him before the Conductress ballots.) The Conductress is the last person to whom the ballot box is carried.
  9. The Associate Conductress enters the Labyrinth between the stations of Ruth and Esther and places the ballot box upon the Altar to the left of the open Bible. She takes one step to the right, gives the Salutation Sign with eyes upon the Bible, takes one step to the left, deposits a ballot, takes one step backward , turns left and walks out of the Labyrinth between Esther and Martha, thence along the West line of march to the Southwest corner. She turns and marches along the South line to a point opposite the back of Ruth’s chair, turns North and walks to a position back of Ruth’s chair facing the Altar. She maintains this position until all have voted. Her duty is to see that only those eligible to vote enter the Labyrinth, that they pause at the edge of the Labyrinth, that the Salutation Sign is given, and that all members of the Chapter cast a ballot. She must give a correct report to the Worthy Matron regarding the ballot.

10. As soon as the Associate Conductress is on guard back of Ruth's chair and faces the Altar, the Worthy Matron sounds the gavel (\*\*). The officers rise and approach the Altar. The Secretary, Treasurer and Esther move at the same time. The Secretary leads the South line, followed by the Marshal, Adah and Ruth. As the Secretary and Treasurer leave their stations, Esther takes one or two steps backward (depending upon the size of the Chapter room), turns, faces South and marches directly South to a position near the Southwest corner. Her position here holds the North line of officers until time to ballot. At the time Esther starts moving backward to assume her position, the Treasurer leads the North line followed by the Chaplain, Electa and Martha. They advance to the West and fall in line behind Esther. When Esther is balloting, the Worthy Matron calls up the members (\*\*\*). All officers are seated when they return to their stations.
11. When members are called up for balloting, the South line of members ballot first, then the North line. Both lines move simultaneously, starting from the East. The first member on the North line will assume the position held by Esther, thus holding the North line until all members on the South line have voted. For method of entering the Labyrinth to vote see Ritual. Each member approaches the Altar, gives the Salutation Sign, takes one step to the left, ballots, takes one step backward, turns left, walks out of the Labyrinth between Esther and Martha, returns to her/his seat and is seated. A member DOES NOT hold the point between Esther and Martha for the Sentinel to ballot.
12. When all members within the Chapter room have voted, the Worthy Matron will say, "Sister/Brother \_\_\_\_\_(a member other than the Warder), you will assume the station of Sentinel and invite her/him to enter the Chapter room." When the order is given, the Warder gives the Raps and has the door open for the member to retire. The member retires in regular form.
13. The Sentinel enters in regular form and pauses in front of the Associate Matron and Associate Patron. The Worthy Matron announces to her/him upon whose petition the Chapter is balloting, states the report of the Investigating Committee after the first sentence and continues with the charge as given in the Ritual. The Sentinel will enter the Labyrinth on line midway between Ruth and Esther, approach the Altar, give the Salutation Sign to the open Bible, step to the left one step and deposit ballot. The Sentinel and substitute officer enter and retire in regular form, giving the Salutation Sign. (At this time the Sentinel has retired, and the substitute officer has entered, given the sign and been seated.) The Worthy Matron says second and third speech (Ritual, page 14,

paragraphs 5 and 7 respectively). When the Worthy Matron sounds gavel (\*), the Associate Conductress immediately turns toward the station of Esther and walks to a point midway between the stations of Esther and Ruth. The Worthy Matron will give the Associate Conductress time to assume this position before continuing with the fourth speech. (Ritual)

14. The Associate Conductress closes the ballot box (if it is the open type), picks it up, backs to the edge of the Labyrinth, turns and marches to the Northwest corner.
15. (a) The Associate Matron and Associate Patron rise as the Associate Conductress reaches the Northwest corner. The Associate Conductress marches along the West line to the station of the Associate Matron and Associate Patron and places the ballot box on the pedestal. She then turns and faces East while the Associate Matron and the Associate Patron examine the ballot. The report is made in the West. (Ritual) The Associate Conductress picks up the ballot box and bears it to the East.  
(b) When the Worthy Matron and Associate Matron inspect the ballot, they show it to the Worthy Patron and the Associate Patron, who observe the ballot without handling the box.
16. The Associate Matron and Associate Patron remain standing until the ballot is declared in the East. When the Associate Conductress leaves the West with the ballot box, the Worthy Patron stands.
17. When the Associate Conductress is instructed to bear the ballot to the East, she shall proceed on the North side of the Chapter room, observing straight lines and square corners. She goes to the pedestal in the East, places the ballot box thereon and faces the West. The Associate Conductress stands at the right and in front of, but not on the level with, the Worthy Matron, who continues according to Ritual. (If the Worthy Patron reports the ballot not clear, and three (3) black cubes are present in the ballot, the Worthy Matron MUST order a second and final ballot. If the final ballot is not clear, the Worthy Matron announces the result of the ballot.)
18. After the ballot has been completed, the Worthy Matron sounds the gavel (\*) and destroys the ballot before the ballot box is returned to the Associate Conductress. The Associate Conductress returns the ballot box to the desk of the Treasurer and then assumes her station. At this time, the Worthy Matron reads the Grand Chapter Rules and Regulations, Section 130, with emphasis as follows: "Members are forbidden to discuss the result of a ballot under penalty of suspension or expulsion from the Order." (As the Associate Conductress starts to take the ballot box to the Treasurer's desk, if the Bible was moved for the ballot, the Conductress now moves the Bible back to its

- original position in the center of the Altar. The Conductress DOES NOT give the Salutation Sign when moving the Bible.)
19. Immediately following the ballot, the Worthy Matron shall instruct the secretary to notify the petitioner in writing if she/he has been accepted or rejected. This responsibility is assigned the Secretary ONLY. All other members have been forbidden by the Grand Chapter Rules and Regulation, Section 130, to notify the petitioner. This matter should be strictly adhered to.
  20. The Worthy Matron passes the petition(s) to the Worthy Patron, who passes it/them to the Secretary.
  21. The Worthy Matron will have a member to assume the station of the Sentinel and have her/him invited to enter the Chapter room. The Sentinel enters in regular form and pauses in front of the Associate Matron and Associate Patron. The Worthy Matron announces to her/him the results of the ballot. The Sentinel and substitute officer enter and retire in regular form.

### **Procedure If Black Cube Appears In Collective Ballot**

If three (3) black cubes appear in a collective ballot, the ballot is taken separately on each petition. If one or two black cubes appear, the Ballot is declared clear (Ritual 2000) (GC 2002).

### **Procedure If Officers Are Not In Accord**

1. If the Associate Matron should declare the ballot clear (or not clear) in the West, and the Worthy Matron and Worthy Patron find it not clear (or clear) in the East, the Worthy Matron shall say, "Sister Associate Conductress, you will return the ballot to the West for further inspection."
2. The Associate Matron and Associate Patron will inspect the ballot a second time, after which the Worthy Matron will ask, (Ritual...).

### **Initiation Ceremony**

(Study Ritual)

1. When it is known that 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 according to the instructions given previously under the heading of "Preparation of the Chapter Room." The Signet should be placed in the Northeast at the right of the Worthy Matron and in view of the candidate(s), 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 placed on the Northeast and Southeast corners of the Altar for the use of the candidate(s). The small Bibles are placed one upon the

other with the bound edges toward the North. If there are an uneven number of candidates, the extra small Bible is placed in the Northeast corner. The word “audibly” is defined to mean aloud (loud enough to be heard) (Secret Work No.1). It is not permissible to use the New Testament only. It is not necessary for a member to wait with the candidate(s) during the opening ceremony.

2. The Conductress does not leave the Chapter room for any purpose during the initiation.
3. Ritual. When the Worthy Matron instructs the Associate Conductress to retire, the Warder should give the Raps as the Associate Conductress arrives in front of the Associate Matron and the Associate Patron and gives the Salutation Sign. The door should be opened as the Associate Conductress reaches it.
4. Since the initiation has NOT begun, members (properly vouched for) may enter while the Associate Conductress is securing the names of the candidate(s).
5. After the Associate Conductress has secured the names of the candidate(s) and is ready to return, the Sentinel gives the Raps.
6. The Warder will say, “Worthy Matron, there is an alarm at the door.” Worthy Matron: “Sister/Brother Warder, you will ascertain the cause of the alarm.” Warder: “The alarm was caused by the Associate Conductress.” Worthy Matron: “You will admit her.”
7. The Associate Conductress advances to a position in front of the Associate Matron and the Associate Patron, gives the Salutation Sign, and makes her report to the Worthy Matron, giving the full names and titles (Mr., Mrs., Miss) of the candidate(s).
8. When the Associate Conductress is instructed to retire and prepare the candidate(s) for the Ceremony of Initiation, she gives the Salutation Sign and retires in proper form.
9. At this time, the Initiation Ceremony has begun, and NO one is allowed to enter or leave the Chapter room except the Associate Conductress and the candidate(s). (Ritual, page 50)
10. No one is present in the preparation room except the Associate Conductress and the candidate(s).
11. The Associate Conductress instructs the candidate(s) that hats and gloves are not worn in the Chapter room, etc., (fine print, Ritual) before she takes them into the PREPARATION ROOM. (These articles should be put in a safe place.) Candidate(s) shall not enter the Chapter room carrying anything in their hands.
12. The Associate Conductress shall instruct candidate(s) relative to marching, turning square corners, and standing shoulder to shoulder, in a straight line when receiving instructions from officers. The Associate Conductress SHALL NOT exemplify the holding of the Bibles for the Obligation at this time.

13. When ready to deliver her lecture, the Associate Conductress shall have the candidate(s) standing in a straight line. She stands facing the candidate(s), thus forming the first triangle in the initiation.
14. After giving her lecture, the Associate Conductress leads the candidate(s) to the door of the preparation room where she sounds the alarm.
15. While the Associate Conductress is in the preparation room preparing the candidate(s), within the Chapter room everything should be in readiness to receive the candidate(s) before the door is opened to admit her/him/them. For preparation, read Ritual, fine print. Flowers or ribbons are placed at the Marshal's chair prior to the opening of the Chapter.

While the Organist plays appropriate music, the Marshal picks up flowers/ribbons of the Star Point colors, stands beside her/his chair and raises her/his baton. This is the cue for the Star Point Officers to rise and step beside their chair. The Marshal places her/his baton in her/his chair and proceeds along the South line of march until she/he reaches a point opposite the station of Adah, turns North to Adah's station, hands color to her and then proceeds in the semicircle around the Star Point Officers until all have received colors. At the station of Electa, the Marshal turns North to the line of march, faces West and marches on the square back to her/his station. She/he picks up the baton, raises it, and the Star Point Officers are seated. Then each officer places the color on the pedestal beside the emblem. Adah dons the Veil (the Veil is not folded) and Esther puts on her Crown. They do this while seated.

16. When the Conductress is ascertaining the cause of the first alarm at the door of the preparation room, she gives five Raps and the Associate Conductress responds with one Rap, which is answered by the Conductress. The Conductress opens the door, but not wide enough to permit the candidate(s) to see into the Chapter room. But when the Conductress goes to the door to admit the candidate(s) and the Associate Conductress, NO Raps are given, and the door is opened wide. Standing erect with her hands at her sides, the Conductress repeats the Worthy Matron's order. The lights may be lowered. The Worthy Matron is seated at this time. Follow the fine print, Ritual, page 53.
17. Following the lecture, couples are formed. This time the Conductress offers her right arm to the first candidate, forming a couple; and the Associate Conductress offers her left arm to the last candidate in the line, if needed to form a couple. (No candidate shall be permitted to walk alone.)

18. If only one candidate, the Associate Conductress assumes her station as she reaches it.
19. Follow RITUAL and DIAGRAM OF LABYRINTH for the remainder of Initiation Ceremony.
20. The Worthy Matron rises when addressed by the Associate Matron. The Associate Matron is then seated.
21. As the Worthy Patron is the presiding officer during the initiation, the Worthy Matron is seated to his right. When the Initiation Ceremony is completed, the gavel is returned to the Worthy Matron. The gavel is used to call up the Chapter or to seat the Chapter. At all other times during the ceremony, the gavel is on the pedestal. (The gavel is never taken to the Altar when the Worthy Patron goes down for the Obligation.)
22. As the Worthy Patron enters the Labyrinth, all officers and members face the Altar and assume the Reverent Attitude. (Ritual) The Worthy Patron assumes the Reverent Attitude while giving the Obligation. (See Altar Service) The Reverent Attitude is broken as the Worthy Patron steps out of the Labyrinth.
23. The Conductress instructs the candidate(s) to kneel at the Altar. (If the Altar is small, candidate(s) may kneel at the North and South sides of the Altar, as well as west of the Altar.) After the candidate(s) are in proper position, the Conductress and the Associate Conductress, if assisting, shall each remove one of the small Bibles from the North and South sides of the Altar. The Conductress steps to the North side of the Altar to exemplify and instruct the candidate(s) the position of the hands holding the Bible. The Conductress, when instructing the candidate(s), shall speak loudly enough to be heard by all members (Paragraph No.1 of the Secret Work). The Associate Conductress stands opposite the Conductress while instructions are being given and works with the Conductress during the Altar Service.  
Only one Bible is removed from the Altar at a time by the Conductress and Associate Conductress and placed in the hands of the candidate(s) before other Bibles are picked up. (The Conductress and the Associate Conductress place the Bibles in the hands of the candidate(s) over the left shoulder, and remove them over the right shoulder following the Obligation.)
24. After the Bibles are placed in the hands of the candidate(s), the Conductress and the Associate Conductress, if assisting, will step back to a point west of the candidate(s), thus forming a triangle.
25. The Worthy Patron shall take his position on the East side of the Altar, facing West, by marching directly from his station to a point within two feet of the Altar, and shall assume the Reverent Attitude. The Reverent Attitude is assumed by the officers and members as the

Worthy Patron enters the Labyrinth, and they drop the Reverent Attitude when the Worthy Patron steps out of the Labyrinth.

26. The Conductress and the Associate Conductress, if assisting, remove the small Bible(s) from the right side of the candidate(s) and place them on the Altar. They step back to the right and left of the candidate(s). (The removal of small Bibles may be collective.)
27. At this time, the Worthy Patron steps first to the right of the Altar (North side) and extends his hand to the first candidate and says, (Ritual). The same words are said to each candidate (use Sister/Brother when needed). Then he steps to the South side of the Altar (his left) and extends his hand in like manner to the candidate(s) from that side. He continues with the Ritual, standing about two feet East of the Altar, until he completes first paragraph, (Ritual). He steps to the edge of the Labyrinth for the next paragraph (below fine print) (Ritual). He then turns, walks to the East, seats the Chapter and he is seated.  
The Conductress with the new member(s) remains standing at the Altar after the Obligation until the Worthy Patron returns to the East and seats the Chapter.
28. In presenting the candidate(s) to each Star Point Officer, the Conductress should follow the Diagram of the Labyrinth. Care should be taken to form a straight line with the Star Point Officer at the apex.
29. Star Point Officers shall use gestures in their lectures. Since Chapters are given the right to place pedestals in front, at the side, or back of the Star Point chairs, the handling of the Emblems will be guided by the position used. If the pedestal is at the side of the chair, when explaining the color, the Star Point Officer reaches across the chair and picks up the color with the hand nearest the chair. The color is held until the explanation is completed; then it is presented to the candidate nearest the Conductress first. Before explaining the Emblem, the officer should go back of the chair to pick up the Emblem. She returns to her former position and then explains the Emblem.
30. Star Point Officers go back of the chairs to pick up Emblems (this is done on the square), step back two (2) steps, pivot to the North or South (whichever the case may be), walk over two (2) steps, pivot toward the pedestal, pick up the Emblem with the right hand, rest it upon the left hand, pivot toward the North or South (whichever the case may be), walk over two (2) steps, pivot toward the East, walk up two (2) steps and resume former position. Adah and Esther take the Sword and Scepter with the right hand and the Veil and the Crown with the left hand to illustrate how they are united.



- (a) Adah: When demonstrating the lecture, the Veil is used. When uniting the Veil and Sword, she removes the Veil by catching the Veil near the left ear and removes it with one single sweep. She drapes the Sword according to the approved Signet. When completed, the Sword and Veil united rest on the palms of the extended hands. The Sword should be 22 inches long. The Veil should be 40 inches wide and 54 inches long.
- (b) Esther goes back of her chair and picks up the Scepter with her right hand and returns to her former position. She then takes the Crown from her head with her left hand and unites the two.
31. After the Conductress and the Associate Conductress, if she is assisting, and the candidate(s) have passed the Star Point station, the Star Point Officer shall step back of her chair and replace the emblem on the pedestal. Adah places the Sword and Veil united on the pedestal, and in like manner, Esther places the Crown and Scepter united on her pedestal after the lecture. The point of the Sword is placed toward the Altar and the Scepter point toward the northeast. (See approved Signet)
32. (a) The Conductress and the Associate Conductress, when presenting the candidate(s) to the Worthy Patron, should note particularly Ritual, fine print, and the Diagram of the Labyrinth. The Conductress with the candidate(s) will stop, facing the East, about three feet from the dais. All stand in a straight line, making a triangular formation with the Worthy Patron as the apex of the triangle.
- (b) The Worthy Matron stands behind the pedestal when giving her lecture.
33. Follow fine print of Ritual for the Prayer Circle Formation.
34. When the Chapter is called up by the Worthy Patron for prayer, the Conductress does not turn with the candidate(s) for the forward abreast march until the Worthy Matron has passed by her on the way to the Altar Circle.
- The Star Point Officers enter the Labyrinth behind their chairs to form the Prayer Circle (Diagram of Labyrinth). The Associate Patron shall stand to the left of Esther.
35. The hands of the candidate(s) are joined with the officers on either side when the words "golden chain, etc.," (Ritual) are spoken by the Chaplain. Immediately, all hands are raised simultaneously on a level with the eyes as though forming a chain, and held until the words, "each link, etc." are spoken by the Chaplain.
36. The members assume the Reverent Attitude as the Chaplain reaches the west side of the Altar. Officers and members maintain the Reverent Attitude until the officers leave the Labyrinth.
37. When the prayer is concluded, the Chaplain does not join the other officers, but stands West of the Altar, facing the East. All join in

singing two verses of “Blest Be The Tie That Binds.” At the beginning of the second verse, all officers start moving slowly to their station. Star Point Officers go behind their chairs to be seated. At the same time, the Conductress starts to move toward the South, then North, until the new members are in a straight line and ready for the forward abreast march to the East. The Worthy Patron should not seat the Chapter until all are in their respective stations.

38. The Worthy Patron, with the assistance of the Conductress, will conclude the Initiation Ceremony. (However, it is permissible for the Worthy Matron to conclude the ceremony instead of the Worthy Patron.)
39. The Conductress shall step forward about two feet, and face the candidate(s) while responding to the Worthy Patron’s work. These explanations are to the candidate(s), and it is the duty of these officers to hold their attention by speaking and exemplifying the work directly to them. The Conductress shall hold the Signs until the Passes are given. When giving the CABALISTIC WORK, the Conductress faces the Worthy Patron. (Note: The Conductress stands with feet toward the South while turning to face toward the candidate(s) and/or the Worthy Patron. All Movements are from the waist up.)
40. In communicating the Grip, the Conductress follows the Worthy Patron’s directions, fitting the movement to his words. The Conductress turns right and goes back of the candidate(s) to the Signet (GC 2002).
41. The Conductress assists the Worthy Patron with the explanation of colors, emblematic flowers, and Emblems. If the Signet is not electric, she shall, with a pointer, designate each one. She assumes her position beside the candidate(s) as soon as the explanation of the Cup has been given.
42. When the Worthy Patron directs the Conductress to have the new member(s) sign the Bylaws (Ritual), the Conductress and new member(s) form couples, followed by the Associate Conductress and member. They take two steps North, turn West, then South and march South to a point in front of Adah’s station. All face South. (Ritual DOL 16)
43. The Conductress shall escort each new member to the Secretary’s desk, then to a position on the South line (facing West) where they shall stand until all have signed. When the Conductress returns for the last new member, the Associate Conductress advances to take her position on the South line. The Conductress takes her position beside the first new member and proceeds to the East, observing square comers. (See Diagram of the Labyrinth)

44. The Worthy Patron calls up the Chapter as the Conductress and the candidate(s) leave the Secretary's desk. A WELCOME SONG is sung as they make the circuit of the room. The Conductress and the new member(s) form a straight line, facing west. After the hearty welcome, they are seated. The Worthy Patron seats the Chapter and returns the gavel to the Worthy Matron.
45. If ribbons were presented to the new member(s), they may be pinned on at this time.  
If Bible(s) or other gifts are presented to the new member(s), they may be presented at this time. It is not advisable to present gifts unless all new members receive gifts.

### **Draping the Charter**

1. If "Draping the Charter" follows initiation, the Worthy Matron will direct the Conductress to remove small Bible(s) from the Altar. She may place them on the pedestal at her station. Should it become necessary for the Charter to be draped more than once during a thirty day period, the Worthy Matron will say, "Sister Conductress, you will remove the drape from the Charter." The Conductress removes the drape from the Charter and retires to the preparation room. The Conductress then returns to her station (GC 1999). This is done without ceremony, as the Altar Bible is open.
2. When the time arrives for draping the Charter, the Charter is draped under "Sickness and Distress" as the last item. The Worthy Matron will have the Resolution(s) of Respect, Tribute(s), or Eulogy(ies) read. Special music (vocal or instrumental) may be introduced and appropriate music rendered during this ceremony (GC 2002).
3. Then the Worthy Matron will say, "Sisters Conductress and Associate Conductress, you will retire and prepare for the Draping of the Charter in memory of our departed Sister(s)/Brother(s). Sister/Brother Chaplain, you will assist them."
4. The officers will rise when addressed and follow Diagram 1, 2, 3 and 4 as illustrated in the following descriptions:
5. Charter is to be draped for primary and dual members.

#### **DIAGRAM NO. 1 – Draping of Charter**

The designated officers enter the line of march in regular form. The Conductress follows the South line of march and the Conductress and the Associate Conductress meet at the Northwest corner of the Chapter room. They retire to the preparation room together. The Chaplain will approach the Altar in regular form and the Chapter arises (WITHOUT THE USE OF GAVEL) as the Chaplain enters the Labyrinth (between stations of Esther and Martha).

**DIAGRAM NO. II - Draping of Charter**

The Chaplain picks up the open Bible, steps to the edge of the Labyrinth and waits. All stand until the end of the ceremony.

**DIAGRAM NO. III - Draping of Charter**

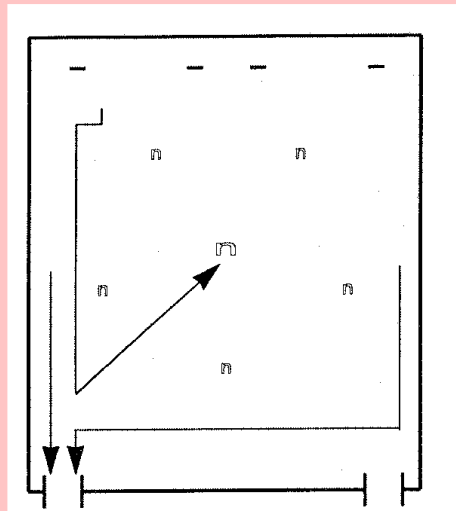
The Conductress and Associate Conductress re-enter the Chapter room together after procuring the Drape and Wreath. At the Northwest corner they turn, face South and march together to the Southwest corner of the line of march. The Associate Conductress will turn left on the Southwest corner of the line of march, face East and enter the Labyrinth on a line midway between the stations of Ruth and Esther. The Conductress will march to the Southwest corner of the line of march, turn left and march East. As the Conductress approaches the point where the charter is on display (which is on an easel at the South of the Marshal's station), the Associate Conductress and the Chaplain are approaching the Altar at the same time. As the Conductress is placing the Drape on the Charter, the Associate Conductress places the Wreath on the Altar; then the Chaplain places the Bible within the Wreath.

**DIAGRAM NO. IV - Draping of Charter**

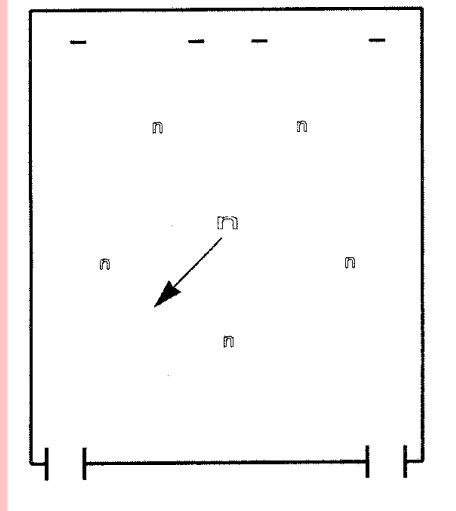
The three officers return to their stations on the same line of march with the Chaplain leading the line on the North. When the Chaplain reaches her/his station, the Chapter is seated without the use of the gavel.

6. At the close of the meeting, the Charter is returned to its former place in the Chapter room.
7. The Drape remains on the Charter for a period of thirty (30) days.

### Draping of the Charter



**Diagram No. I**



**Diagram No. II**

### Draping of the Charter

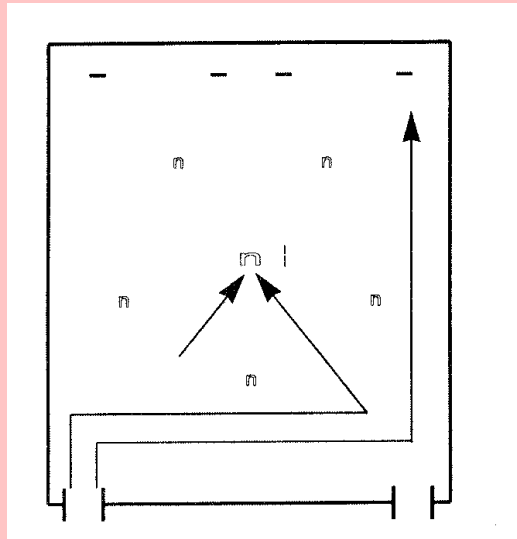


Diagram No. III

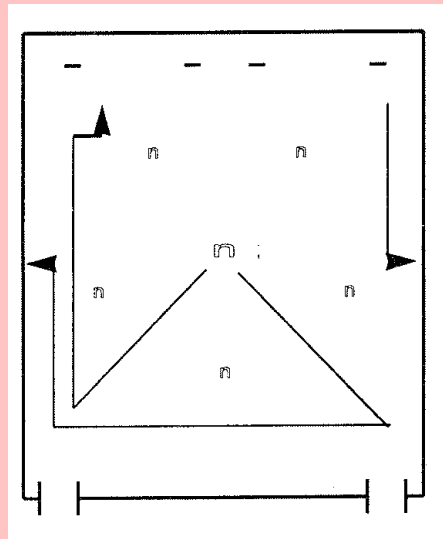


Diagram No. IV

### **Draping the Altar**

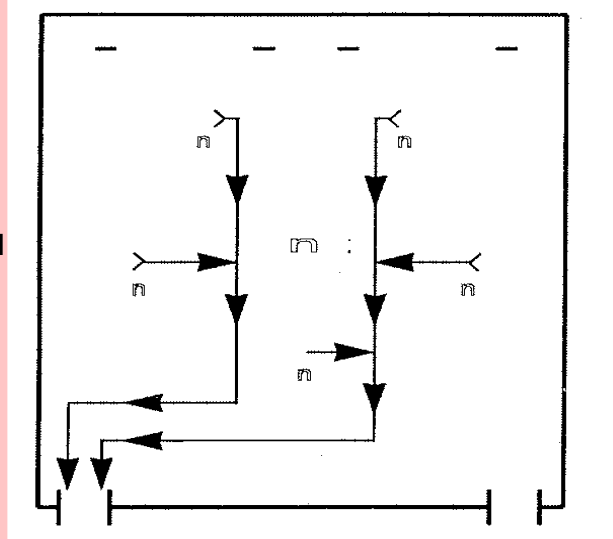
1. During the first meeting, after the receipt of the official notice, the Altar shall be draped just before the minutes are read for approval.
2. The Altar is draped for a period of thirty (30) days for a deceased Most Worthy Grand Matron, Most Worthy Grand Patron, Past Most Worthy Grand Matron, Past Most Worthy Grand Patron of the General Grand Chapter, and/or for Worthy Grand Matron, Worthy Grand Patron, Past Grand Matron and Past Grand Patron of the Grand Chapter of North Carolina. If more than one of the aforementioned Sisters/Brothers have departed, the Memoriam cards will be read and the Altar draped as in No. 7 (GC 2002).
3. An Evergreen Wreath should be large enough to encircle the Bible, and carried on a level with the elbows. It is used only at the initial ceremony (GC 2002).
4. The color of the Altar cloth is optional.
5. Appropriate music should be rendered during the ceremony. Vocal or instrumental music may be used.
6. If this ceremony follows initiation, the Worthy Matron will instruct the Conductress to remove the small Bible(s) from the Altar. She may place it/them on the pedestal at her station. If this ceremony is preceded by the Draping of the Charter, the Worthy Matron will instruct the Conductress, with the assistance of the Chaplain, to remove the Wreath from the Altar. Either small Bible(s), Wreath or Drape is removed without ceremony, as the Altar Bible is open. (See BOI page 52, "Procedure for Removing the Wreath and/or Drape from the Altar.")
7. Upon official notice of the death of any of the above listed under Item No.2, the Worthy Matron shall say, "Sister/Brother Secretary, you will read the In Memoriam Card(s)."
8. After the Secretary reads the card(s), the Worthy Matron shall say, "The Star Point Officers will retire and prepare for the ceremony of Draping the Altar in memory of our departed Sister(s)/Brother(s). Sister/Brother Chaplain, you will assist them."
9. The Star Point Officers and the Chaplain follow Diagrams 1, 2 and 3, which illustrate the following descriptions.
10. The Altar Drape is folded in three equal parts with the corners exposed.

**DIAGRAM I – Draping of Altar**

Star Point Officers leave in front of station on the inside of the Labyrinth. Esther, turning South to a point in line with Adah and Ruth, leads, followed by Ruth and Martha, then Adah and Electa.

Ruth and Martha, then Adah and Electa, form couples in the West and follow Esther.

Diagram No. I

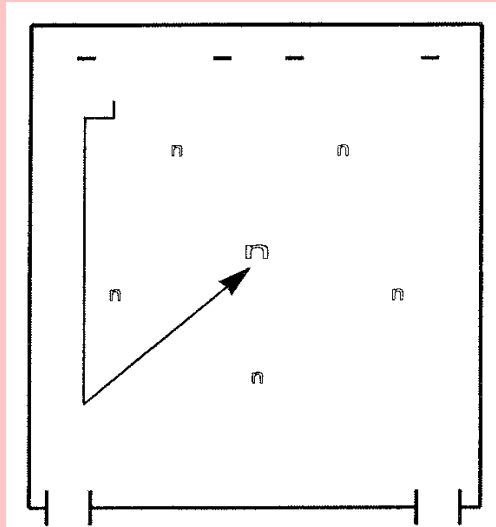




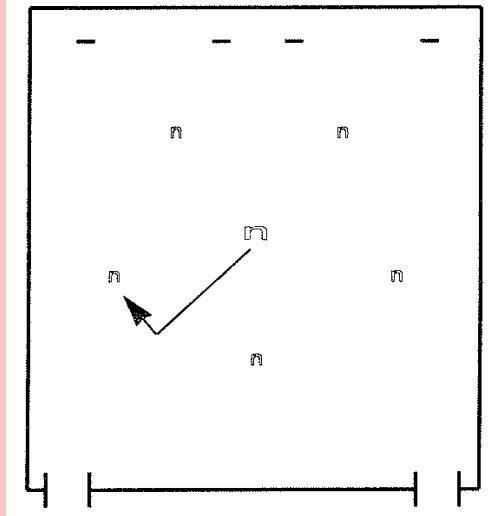
**DIAGRAM II & III – Draping of Altar**

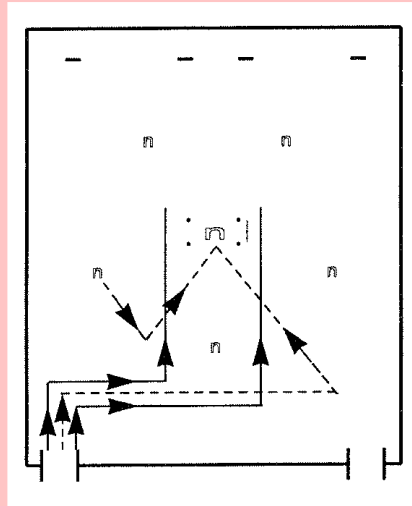
The Chaplain leaves her/his station according to Diagram II, approaches the Altar, picks up the open Bible, steps back and assumes her/his position in back of Martha's chair within the circle of the Labyrinth, facing the Altar, according to Diagram III. The Chapter rises (without the use of the gavel) as the Chaplain enters the Labyrinth.

**Diagram No. II**



**Diagram No. III**



**Diagram No. IV****DIAGRAM IV - Draping of Altar**

Star Point Officers enter according to this diagram; Adah and Electa enter together, followed by Martha and Ruth. Esther, with the Wreath, follows the West line of march to the Southwest corner, turns and enters the Labyrinth between the stations of Esther and Ruth. As Esther, with the Wreath, reaches the Southwest corner of the line of march, the Chaplain steps to a position halfway between the stations of Martha and Esther. Esther and the Chaplain hold their positions on edge of the Labyrinth while the Star Point Officers drape the Altar.

Star Point Officers drape the Altar; Esther and the Chaplain advance to the Altar; Esther places the Wreath, steps back, and the Chaplain places the Bible. All back away from the Altar. Esther steps back to a position beside her chair. The four other Star Point Officers step back; each goes behind her chair to a position at the side. The Chaplain returns to her/his station the regular way.

11. The drape is carried on the left arm of Martha. She steps in back of the Altar, puts her right hand under the Drape and spreads the folded Drape North to South on the Altar. Then she steps back in position with other Star Point Officers.
12. The corners of the Drape are caught with the inside hand (the left hand of Adah, the right hand of Ruth, the left hand of Martha and the right hand of Electa). Star Point Officers assume the Reverent Attitude. Esther places the Wreath, steps back and assumes the Reverent Attitude. The Chaplain places the Bible within the wreath.
13. When the Chaplain reaches her/his station, all are seated without the use of the gavel.

14. If eulogy is to be offered, it should be done at the conclusion of the ceremony.
15. At all succeeding meetings during the required thirty (30) days, the Drape shall be placed on the Altar at the same time the Chapter room is prepared.

#### **Procedure for Removing the Wreath and/or Drape from the Altar**

1. When it becomes necessary for the Charter and the Altar to be draped at the same meeting, the Charter should be draped first. When the time arrives to drape the Altar, the Worthy Matron will instruct the Conductress with the assistance of the Chaplain, to remove the Wreath from the Altar. As the Chaplain leaves her/his station, the Conductress will leave her station following the line of march, entering the Labyrinth between Ruth and Esther. After the Chaplain removes the Bible, the Conductress will remove the wreath and the Chaplain replaces the Bible on the Altar; they retire from the Labyrinth in regular form. The Conductress will then carry the Wreath to the preparation room. She will return to her station. The ceremony of Draping the Altar will proceed.
2. Should it become necessary to remove the Drape for the Draping of the Altar, it shall be done in the same manner as in removing the Wreath from the Altar.
3. However, if it should be necessary to remove the Wreath and Drape, the Associate Conductress shall assist. The Worthy Matron will say, "Sisters Conductress and Associate Conductress, you will remove the Wreath and the Drape from the Altar. Sister/Brother Chaplain, you will assist them." The Chaplain goes first, followed by the Associate Conductress and Conductress on respective marching lines. They approach the Altar. The Chaplain removes the Bible and steps back West of the Altar; the Conductress removes the Wreath and steps back; the Associate Conductress removes the Drape, places it on her left arm and steps back. The Chaplain replaces the Bible on the Altar. The officers retire with the Conductress and the Associate Conductress leading. The Conductresses return the Wreath and Drape to the preparation room while the Chaplain returns to her/his station and is seated. The Conductress and the Associate Conductress return to their stations.

#### **Closing of the Chapter**

1. No part of the Closing Ceremony may be omitted. Minutes of the Chapter MUST be read for approval. After the minutes are approved,

- they may be opened only under unusual circumstances, and then only by majority vote of the members present.
2. The Conductress and the Chaplain perform the Altar Service as in the opening with the exception that the Conductress remains in the circle of the Star Point Officers until the prayer is finished and the Chaplain has stepped back into the circle. Then upon being directed by the Worthy Matron, the Conductress closes the Bible ritualistically. (See Altar Service BOI, page 22, No. 9) These two officers return to their stations as per Ritual.
  3. The Farewell may be given by a Distinguished Guest upon invitation; however, the gavel is not extended to such guest by the Worthy Matron.
  4. During the retiring march, if formations are made, it is permissible to have singing or speaking as the Chapter is closed.
  5. The Worthy Matron does not hand the gavel to the Worthy Patron after the Chapter is closed. She places it on the pedestal. The Worthy Patron may direct the members to remain standing while the officers retire.

### **Installation of Officers**

1. The first step to be taken after election of officers is to plan the date for Installation. The outgoing Worthy Matron and Worthy Patron shall consult with the incoming Worthy Matron and Worthy Patron regarding their plans. The Installing Officers should be notified in ample time before the ceremony. All those assisting in installation must be Eastern Star members. (Ritual, page 96) All invitations from the Chapter shall be issued by the Worthy Matron. (See duties of WM., page 9, No.17) This is the duty of the outgoing Worthy Matron, as the incoming Worthy Matron does not have the authority to act as the official representative of the Chapter unless, of course, the Worthy Matron is out of the city or ill.
2. Since the evening of Installation is for the incoming Worthy Matron, Worthy Patron and their corps of officers, a Chapter wishing to pay tribute to its outgoing Worthy Matron and Worthy Patron, such as the presentation of flowers, gifts or etc., should plan to do so at the last stated meeting in March.
3. The Secretary of the Chapter shall place the four (4) copies of the Secret Work (GGC 2003) the Current Constitution, Rules and Regulations of the Grand Chapter and the Current Bylaws of the Chapter on the pedestal for the Installing Officer (as well as a list of assisting Installing Officers and the officers to be installed) prior to the ceremony. Both the Installing Officer and the Installing Marshal should have a list of the officers to be installed.

4. PROCEDURE FOR INSTALLATION OF OFFICERS:
  - a. At the hour designated, the Worthy Patron shall ascend the dais and sound the gavel (\*).
  - b. As the officers enter, the Worthy Patron calls up the Chapter (\*\*). The officers, wearing their Badges, march in without invitation and assume their stations.
  - c. When the officers reach their stations, and while all are standing, the Worthy Matron says, "Sister Conductress, you will open the Bible."
  - d. The Conductress approaches the Altar between the stations of Adah and Ruth reverently, but not ritualistically, opens the Bible. She remains standing West of the Altar until the Lord's Prayer is prayed in unison. She returns to the station leaving the Labyrinth between the stations of Adah and Ruth.  
The Reverent Attitude and the Attitude of Prayer are given by officers and members during Installation. (See Altar Service)
  - e. The Worthy Matron strikes one blow of the gavel and declares, "I now declare \_\_\_\_\_ Chapter No. \_\_\_\_\_ open for the Ceremony of Installation of Officers."
  - f. The Pledge of Allegiance is given to the Flag of our Country and the National Anthem is sung.
  - g. The Worthy Matron seats the Chapter and then extends a welcome to all present.
  - h. Distinguished Guests may be introduced at this time.
  - i. Music and remarks on the Good of the Order may be introduced if desired.
  - j. The Installing Officer shall be properly introduced and escorted to the East.
  - k. The Installing Officer recognizes her/his assistants (who are Installing Marshal, Installing Chaplain, Installing Organist) and proceeds with the ceremony.
  - l. When recess is declared, outgoing officers retire outside the Labyrinth to the preparation room and remove Badges.
5. During recess, the Installing Marshal collects Badges and arranges them on the Altar, beginning with the Worthy Matron's on the Northeast side, in line with the Northeast edge of the Bible and continuing toward the center of the West side of Altar. She then retires to the preparation room to prepare the officers.
6. Chairs are arranged West of Esther's station in a semicircle and should be left in a semicircle until the Chapter is closed (as per Diagram of the Labyrinth No. 19).
7. The recess is declared closed as Installing Marshal is returning. The Installing Marshal and other assistants assume their stations.
8. The Installing Officer proceeds with ceremony.

9. The Chaplain shall enter the Labyrinth between the stations of Martha and Electa to the Altar for the Installation Prayer. She/he returns to her/his station in like manner.
10. The Installing Officer may give the Obligation from the East or she/he may go to the East side of the Altar. The East is never left vacant.
11. If the Obligation is given at the Altar or from the East, the Installing Officer shall assume the Reverent Attitude.
12. The Officers shall leave their arm bouquets or any other objects they are carrying at their seats when going to the Altar to receive the Obligation, thus leaving their hands free to assume the Reverent Attitude.
13. After the Installing Marshal presents the officer, she/he steps back one step.
14. The Worthy Matron is conducted from the Altar by the Installing Marshal directly through the Labyrinth to the East, and stands in her station. When she reaches the East, the Installing Officer calls up the Chapter and the GRAND HONORS are accorded. The Worthy Patron is conducted to the East on the South side of the Altar. He is also accorded GRAND HONORS. The Installing Marshal remains on the left of the Worthy Patron after she invests him with his Badge of Office, until the Installing Officer directs her/him to conduct him to the East. She/he then steps to his right and offers him her/his left arm.
15. In conducting the Conductress and the Associate Conductress to their stations, the Installing Marshal will conduct the Conductress and the Associate Conductress single file away from the Altar out of the Labyrinth between the stations of Martha and Electa, turns East, then South, then West along the North line of march. The Conductress will stop off at her station.  
The Associate Conductress will follow the Installing Marshal as they continue along the line of march, observing square corners, until reaching a point opposite her station. The Associate Conductress will stop before her chair as the Installing Marshal continues as per Diagram halfway between the stations of the Chaplain and Electa, turns and bows and both officers are seated simultaneously.
16. When conducting the Star Point Officers to the Altar for installation, the Installing Marshal shall observe square corners as she enters the Labyrinth between the stations of Ruth and Adah. She shall cause these officers to keep a straight line. When the Installing Officer shall direct the Installing Marshal to conduct them to their stations, the Installing Marshal shall lead the officers to the North line of march, observe square corner near Martha's station, march East to

- the Northeast corner, square the corner and pause, facing West in front of the pedestal in the East.
17. The Installing Marshal shall take a few steps to the station of the Marshal, pick up the flowers of the five colors and beginning with Adah, present each Star Point Officer with the flower appropriate to her station. The Installing Marshal shall resume her/his position in front of the officers by going behind the line of officers to this position. They face South and at the Southeast corner make a square and proceed down the line of march.
  18. As they approach a position opposite the station of Adah, this Star Point Officer squares her march and steps to the side of her chair. Ruth shall follow the same procedure. After passing the station of Ruth, the Installing Marshal marches in a semicircle around the back of Esther's station. Esther turns and marches Eastward a few steps to reach a point beside her chair. A square is made as the Installing Marshal enters the North line of march. Martha and Electa reach their stations in the same manner as Adah and Ruth.
  19. The Installing Marshal continues on the North line until she/he reaches a point midway between Electa's station and that of the Chaplain, turns facing South and marches to a position directly opposite the station of Electa, turns and faces West. The Installing Marshal bows as a signal for the Star Point Officers to be seated.
  20. The Installing Marshal takes two steps West, turns right and re-enters the North line of march, observing square corners, and resumes her/his position at the head of the line of chairs. (Diagram of the Labyrinth 24)
  21. If the Floral Ceremony is not used, proceed in the same manner, but without a pause in the East.
  22. When officers are declared regularly installed West of the Altar, the Installing Marshal enters the Labyrinth between the stations of Adah and Ruth. West of the Altar she raises the baton for the declaration.
  23. The Installing Officer instructs the Secretary to obtain from the newly installed officers a receipt for the Secret Work, Rituals, Constitution and Bylaws of the Grand Chapter, Book of Instruction and any other property of the Chapter sent from the Grand Secretary and so marked. (R & R, Section 78a) This is recorded in the minutes of the meeting.
  24. Acceptance Address of the Worthy Matron and the Worthy Patron.
  25. Presentation of Jewels to the immediate Past Matron and Past Patron. (This presentation shall be made by a member of the Chapter. A member of another Chapter or a nonmember may pin the Jewel.)
  26. Dedicational Prayer, Special Music or other Courtesies may be given at this time. No personal gifts are to be presented during Installation until after the Mizpah Benediction.

27. The Chapter Conductress is instructed to close the Bible, an ode is sung and the Mizpah Benediction repeated.
28. The meeting is closed with one blow of the gavel (\*).
29. The newly installed officers may use a retiring march. (Ritual)

### **Closed Installation**

(See Ritual, Fine Print)

1. In a Closed Installation held on the stated meeting night of the Chapter, the newly installed officers close the Chapter in ritualistic form. If a Closed Installation is held at a special meeting, the Chapter is opened in regular form by the retiring officers and the newly installed officers close the Chapter in ritualistic form.
2. In a Closed Installation, the Chaplain and Marshal enter the Labyrinth in the same manner as in Open Installation.

### **Procedure When Installing One or More Officers Out-of-Time**

1. A Special Dispensation is necessary to install officers out of time unless the Worthy Grand Matron or District Deputy Grand Matron performs this duty.
2. This ceremony is performed under the order of Unfinished Business.
3. If a Special Dispensation has been issued, it shall be read at this time.
4. The Installing Officer recognizes her/his assistants, instructs the Installing Marshal to place the chairs in the West (if more than one officer to be installed) and to arrange the badge(s) on the Altar and to seat the officer(s) to be installed
5. The Installing Marshal returns to her/his station and those assisting assume their stations.
6. Installing Officer instructs the Chaplain to offer Installation prayer. (Ritual, page 99)
7. The Installing Officer instructs the Marshal to call the name(s) and title(s) of those to be installed.
8. The Installing Officer will say, "Installing Marshal, you will present the \_\_\_elect (or appointed) for the Obligation."
9. If more than one officer is to be installed, they shall be conducted to the Altar for the Obligation and returned to their chairs West of Esther's station as in regular installation. If only one officer, the Marshal and the officer remain at the Altar after the Obligation.
10. The Installing Marshal presents officer(s).
11. The Installing Officer explains the duty of the officer(s) according to the Ritual.
12. The Installing Marshal invests the officer(s) with the Badge of Office, which is explained by the Installing Officer.



13. The Installing Marshal conducts the officer(s) to her/his station and returns to her/his station.
14. The officer(s) declared installed as per Ritual.
15. The Chaplain and Marshal enter the Labyrinth in the same manner as in Open Installation.

### **District School of Instruction**

1. The District School of Instruction shall be held on any day of the week except Sunday.
2. The District School shall begin at an hour designated by the Worthy Grand Matron and shall continue until the ritualistic work of the Order has been completed satisfactorily.
3. The date of the school shall be left to the discretion of the Worthy Grand Matron as she sets up her itinerary for the year.
4. The School shall be under the direct guidance and supervision of the District Deputy Grand Matron with the Worthy Grand Matron as advisor.
5. A Subordinate Chapter working under its Charter is necessary for a District School.
6. After the Chapter is ritualistically opened and the Flag of our country is presented, the Worthy Matron of the hostess Chapter presents the gavel to the District Deputy Grand Matron and invites her to preside. The District Deputy Grand Matron will then proceed with her School of Instruction, according to the instructions issued by the Worthy Grand Matron.
7. Reading the minutes: The minutes of the school shall be recorded in the record book of the hostess Chapter. (Grand Chapter Bylaws, Section 19)
8. Ritualistic Closing by hostess Chapter.
9. The District Deputy Grand Matron when preparing for her School of Instruction should appoint a Registration Committee and an Invitation Committee. (The duty of this committee shall be to secure a place for the District School the following year.) She may appoint such other committees as she deems necessary to make her school a success.

### **INSTITUTING CEREMONY Instructions and Directions**

The presiding officer at an Institution should be either the Worthy Grand Patron or his duly designated proxy, who must be a member of the Grand Chapter.

Pro tems appointed by the Worthy Grand Patron or his proxy must be a member of the Grand Chapter.

Installation of officers of a newly instituted Chapter can either be open or closed, according to the wishes of the members of the new Chapter.

Worthy Grand Patron sounds the gavel to establish order.

Worthy Grand Patron requests the Grand Officers present to fill their stations and appoints pro tems for those not present. (If a proxy is acting for the Worthy Grand Patron, he will instruct the Grand Secretary to read his commission.)

**W.G.P.:** “All who are not members of the Order excepting the petitioners will retire.”

**W.G.P.:** “Grand Warder, you will see that the doors to this Grand Chapter are secure and inform the Grand Sentinel that we are about to enter into the Ceremony of Instituting a Chapter and direct her/him to permit no interruptions while we are thus engaged.”

Grand Warder secures the doors and reports as in Subordinate Chapter.

**W.G.P.:** “Associate Grand Matron, excepting the petitioners, you will ascertain and report if all present are members of the Order.”

Associate Grand Matron proceeds as in Subordinate Chapter.

**W.G.P.:** “It is well.”

Grand Conductress and Associate Grand Conductress return to their stations.

**W.G.P.:** “Grand Conductress, you will attend at the Altar.”

Grand Conductress and Grand Chaplain proceed as in Subordinate chapter.

**W.G.P.:** “That we may have the needed grace to do our work well, let us unite in prayer.”

**Grand Chaplain:** “Our Father who art in Heaven, we ask Thy blessing upon Thy children here assembled. Help them to realize the great responsibility they are about to assume in taking upon themselves the Solemn Obligation of our Order. May Charity, Truth and Loving Kindness rule their hearts and govern their conversation and actions, one toward another. Especially grant to those who are soon to be invested with the official authority the spirit of kindness and forbearance. Endow them with wisdom to discharge the various duties incumbent upon them. Bless the members of our Order wherever they may be. Let the light of Thy countenance shine upon them, and be gracious unto them. Grant to us the spirit of understanding and grace to follow the light of the Star of Bethlehem, and when life’s labyrinth has passed, may we be received unto Thy Kingdom. All of which we ask in Thy name (GC 2003). Amen.”

**W.G.P.:** “Grand Warder, you will instruct the Grand Sentinel that this

special session of the Grand Chapter is now open and direct her/him to permit no untimely alarm to interrupt our ceremonies.”

Grand Warder proceeds as in Subordinate Chapter and reports.

Grand Conductress and Grand Chaplain return to their stations.

**W.G.P.:** “Sisters and Brothers, you will unite with me in the Pledge of Allegiance to the Flag of our country.”

Pledge is given and Chapter is seated.(\*)

**W.G.P.:** “We will defer the introduction of Distinguished Guests until the evening session.”

Worthy Grand Patron may have all entitled to introduction presented at this time, and if this is done, it is not to be repeated at the evening session.

**W.G.P.:** “We are about to institute a Chapter of the Order of the Eastern Star under dispensation of the Grand Chapter of North Carolina; a sufficient number of eligible persons have petitioned for a Chapter to be known as \_\_\_\_\_, Under Dispensation. Although the Order of the Eastern Star is closely related to the Masonic Fraternity, yet it is no part of that ancient institution. Here wives, mothers, daughters, widows and sisters of Master Masons may become co-laborers with the great brotherhood into the service of humanity, and by secret signs and other work of the Order, are able to make themselves known throughout the domain of Masonry as entitled to its protection into that field of labor you are about to enter.”

**W.G.P.:** “Grand Secretary, you will read the petition except the names of the petitioners.”

**W.G.P.:** Addressing the Worthy Patron of the Chapter about to be instituted, “Brother \_\_\_\_\_ you will rise, and as the Grand Secretary calls the names enrolled on the petition, vouch for the eligibility of each to become a member of the Order.”

**W.G.P.:** “Grand Secretary, you will call the roll of petitioners, who, as their names are called, will stand.”

If any of the petitioners are absent, the Worthy Grand Patron will instruct the Grand Secretary to strike their names from the petition. He will later instruct the Secretary of the U.D. Chapter to return to those absent petitioners the fees and dues previously paid by them.

**W.G.P.:** Addressing the Worthy Patron of the Chapter about to be instituted:

“Brother \_\_\_\_\_, do you vouch for each of these persons that they are the ones whose names appear on the petition?”

Worthy Patron is to answer each of these questions as they are asked

separately: “Do you vouch for each of these gentlemen that he is an affiliated Master Mason in good standing?”

“Do you vouch for each of these ladies?”

“Excepting those already members of the Order, do you vouch for these Petitioners that they have resided in this jurisdiction for at least six months and that all are at least eighteen years of age?”

**W.G.P.:** Addressing the petitioners:

“You have named in your petition Sister \_\_\_\_\_ as Worthy Matron; Brother \_\_\_\_\_, as Worthy Patron; Sister \_\_\_\_\_ as Associate Matron; and Brother \_\_\_\_\_ Associate Patron. Do you desire that they shall serve as such?”

Petitioners as a group should respond affirmatively.

**W.G.P.:** “Grand Secretary, you will read the Dispensation.”

**W.G.P.:** “You have heard the reading of this Dispensation. Do you agree to its provisions and desire to assume the Obligation?”

Petitioners as a group should respond affirmatively.

**W.G.P.:** “Grand Conductress and Associate Grand Conductress (GC 2003), you will conduct these petitioners to form the semicircle around the Altar.”

The Grand Conductress and Associate Grand Conductress proceed to lead the petitioners into the Labyrinth and form the semicircle.

**W.G.P.:** “You are now about to take upon yourselves the Solemn Obligation of our Order. By it you bind yourselves to the most solemn secrecy of respecting the work of the Order and to the performance of those acts of kindness and forbearance which are essential to our welfare and prosperity. With this knowledge of its requirements, are you willing to proceed?”

Petitioners as a group should respond affirmatively.

**W.G.P.:** “Grand Conductress and Associate Grand Conductress, you will see that these petitioners are in the proper position to assume the Obligation.”

Worthy Matron and Worthy Patron of the U.D. Chapter kneel at the Altar with small Bibles in their hands, as in the Initiation Ceremony. The Grand Conductress instructs the petitioners to stand behind the Worthy Matron and Worthy Patron. They place their right hands on the shoulder of the petitioners in front of them so that all are linked by physical contact with the other and with those kneeling at the Altar.

The Worthy Grand Patron calls up the Chapter and proceeds to the Altar and administers the Obligation as in the Initiation Ceremony.

Upon completion of the Obligation, the Grand Conductress and Associate Grand Conductress remove the small Bibles and place them on the Altar and return to their proper position.

**W.G.P.:** “Arise, my Sister and Brother, we accept the pledge you have given and share with you in this Solemn Obligation.”

The Worthy Grand Patron returns to the East, sounds the gavel (\*). The Grand Conductress and Associate Grand Conductress conduct petitioners to their seats.

**W.G.P.:** “Grand Secretary, you will read the Bylaws of \_\_\_\_\_ Chapter, U.D.”

**W.G.P.:** “You have heard the reading of the proposed Bylaws of your Chapter. You will signify your assent to their adoption by raising your right hand.”

Adoption of Bylaws by the petitioners should be by at least two-thirds majority. If it is not convenient for the Grand Officers to perform the Ceremony of Initiation, then they will vacate their stations which will be assumed by officers of a nearby Chapter.

If the initiation is to be performed by a Subordinate Chapter, the Worthy Grand Patron will say:

**W.G.P.:** “The Grand Officers will vacate their stations which will be assumed by the officers of \_\_\_\_\_ Chapter No. \_\_\_\_ for the purpose of initiation.”

After the initiation has been performed by members of a Subordinate Chapter:

**W.G.P.:** “The officers of \_\_\_\_\_ Chapter No. \_\_\_\_\_ will vacate their stations which will be assumed by the Grand Officers or their pro tems.”

**W.G.P.:** “The Worthy Matron, Worthy Patron, Associate Matron and Associate Patron have been named in the Dispensation. It is now my pleasure to appoint:

As Secretary \_\_\_\_\_.

As Treasurer \_\_\_\_\_.

As Conductress, Sister \_\_\_\_\_.

As Associate Conductress, Sister \_\_\_\_\_.”

**W.G.P.:** Addressing the Worthy Matron of the U.D. Chapter:

“Sister \_\_\_\_\_ will come to the East and read the list of your appointive officers.”

The list is read by the Worthy Matron.

**W.G.P.:** “The entire corps of officers will be installed at the evening session.”

**W.G.P.:** “In the name of the Grand Chapter of North Carolina, Order of

the Eastern Star, and by virtue of the high power in me vested, I now declare this Chapter duly instituted. Henceforth, you are empowered to meet as a legally instituted Chapter, under the name of \_\_\_\_\_ Chapter, U.D., in accordance with the terms of your Dispensation. You are consecrated to the works of charity and benevolence, and to the service of love, truth, honor and justice. Let peace and harmony reign within and your efforts will be crowned with success. May the examples set forth by the heroines of our Order stimulate you to emulate their worthy virtues and exalted ideals; and may the God of Love and Peace dwell with you and bless you in all your undertakings. Whatsoever you do, do all to the Glory of God.”

**W.G.P.:** “Members of \_\_\_\_\_ Chapter, U.D., I commend you to the care and custody of Sister \_\_\_\_\_, District Deputy Grand Matron and Brother \_\_\_\_\_, District Deputy Grand Patron. Insofar as the Ritual is concerned, Sister \_\_\_\_\_ (naming the D.D.G.M.) will be the source from which you are to accept instruction. Both your District Deputy Grand Matron and District Deputy Grand Patron will render you whatever assistance you may require in setting up the books and records of your Chapter, and you may look to either of them for advice and assistance in any matter pertaining to the work of our Order. You are hereby admonished that as a Chapter Under Dispensation, you cannot amend your Bylaws or elect officers without approval of the Worthy Grand Patron. Inasmuch as all Chapters Under Dispensation are under the supervision of the Worthy Grand Patron, you will communicate with that officer directly in the event of need of advice which either your District Deputy Grand Matron or District Deputy Grand Patron is unable to render. Our constant prayer will be for your success in our Order.”

**W.G.P.:** “Grand Conductress, you will attend at the Altar.”

Grand Conductress closes the Bible and returns to her station.

**W.G.P.:** “Grand Marshal, you will declare this Special Session of the Grand Chapter from labor to refreshment, to convene at \_\_\_\_\_, o’clock for the purpose of \_\_\_\_ (open or closed) Installation of Officers of \_\_\_\_\_ Chapter, U.D.”

Grand Marshal makes declaration.

**W.G.P.:** “Grand Warder, you will inform the Grand Sentinel that this Special Session of the Grand Chapter has been called from labor to refreshment, to reconvene at \_\_\_\_\_ o’clock for the purpose of \_\_\_\_\_ Installation of Officers.”

Grand Warder proceeds as in Subordinate Chapter and makes report to the Worthy Grand Patron. Worthy Grand Patron sounds gavel (\*).

### **Evening Session-Open Installation For Institution of Chapters**

Grand Officers assume their stations.

The Worthy Grand Patron sounds gavel (\*) and says, "Grand Marshal, you will declare this Special Grand Chapter Session from Refreshment to Labor."

Grand Marshal makes declaration.

**W.G.P.:** "Grand Conductress, you will open the Bible."

Grand Conductress proceeds as in Open Installation.

**W.G.P.:** "We will pray the Lord's Prayer."

**W.G.P.:** "Sisters and Brothers, we are honored by a visit of our Worthy Grand Matron. Grand Conductress, you will present her."

Proceed as in Subordinate Chapter.

**W.G.P.:** "Worthy Grand Matron, it is my pleasure to present you the gavel for the purpose of introducing our Distinguished Guests, after which you will proceed to install the officers of \_\_\_\_\_ Chapter, U.D."

Installation will proceed as provided for in Open Installation Ceremony.

After Installation of officers, the Worthy Matron seats the Chapter. Remarks are made by the Worthy Matron and Worthy Patron. The gavel is returned to the Worthy Grand Matron, who presents it to the Worthy Grand Patron.

**W.G.P.:** "Grand Secretary and Grand Conductress, you will assume your stations." Announcements are made at this time.

**W.G.P.:** "Grand Secretary, you will forward the minutes to me for my approval."

**W.G.P.:** "Grand Conductress, you will close the Bible."

A closing ode is sung.

**W.G.P.:** "We will repeat the Mizpah Benediction."

**W.G.P.:** "I now declare this Special Session of the Grand Chapter of North Carolina, Order of the Eastern Star, closed." Sounds gavel (\*).

### **Closed Installation for Institution of Chapters**

The Worthy Grand Patron sounds gavel (\*) and asks the Grand Officers to assume their stations.

**W.G.P.:** "All who are not members of the Order of the Eastern Star will retire."

**W.G.P.:** "Grand Warder, you will see that the doors to this Chapter are secure and inform the Grand Sentinel that we are about to call this Special Session of the Grand Chapter from Refreshment to Labor and

instruct her/him to permit no untimely interruption.” Grand Warder proceeds and reports.

**W.G.P.:** “Grand Marshal, you will declare this Special Session of the Grand Chapter from Refreshment to Labor.”

Declaration.

Upon instruction of the Worthy Grand Patron, the Associate Grand Matron proceeds to prove the Chapter and reports.

**W.G.P.:** “Grand Conductress, you will attend at the Altar.”

Grand Chaplain does not leave his/her station. If Distinguished Guests have not previously been introduced, it may be done at this time, following the procedure shown under “Evening Session-Open Installation for Instituting Chapters.”

**W.G.P.:** “Sisters and Brothers, I have invited \_\_\_\_ to install the officers of this newly Instituted Chapter. \_\_\_\_\_, I invite you to preside.”

The Installing Officer returns the gavel to the Worthy Grand Patron after Installation.

**W.G.P.:** “The officers of \_\_\_\_\_ Chapter U.D. will vacate their stations which will be assumed by the Grand Officers or their pro tems.”

Announcements are made at this time.

**W.G.P.:** “Grand Secretary, you will forward the minutes to me for approval.

**W.G.P.:** “Grand Warder, you will inform the Grand Sentinel that we are about to close this Special Session of the Grand Chapter and direct her/him to permit no interruption while we are thus engaged.”

Grand Warder proceeds as in the Subordinate Chapter and reports.

**W.G.P.:** “Let us unite in prayer.”

Grand Conductress and Grand Chaplain proceed as in Subordinate Chapter.

**W.G.P.:** “Grand Conductress, you will attend at the Altar.”

Grand Conductress proceeds as in Subordinate Chapter.

Worthy Grand Patron may invite the Worthy Grand Matron or Installing Grand Officer to give the Farewell Remarks. Otherwise the Worthy Grand Patron will give that part of the Ritual.



**W.G.P.:** “I now declare this Special Session of the Grand Chapter of North Carolina, Order of the Eastern Star, closed. Grand Warder, you will so inform the Grand Sentinel.”

Grand Warder proceeds as in Subordinate Chapter.

The Worthy Grand Patron sounds gavel (\*) to close the meeting.

### **CONSTITUTING CEREMONY**

1. It is suggested that the meeting convene at 4:00 p.m. for Constitution Ceremony and election of officers. After banquet, the meeting will reconvene for Installation of Officers.
2. At the appointed time, the Worthy Patron of the Chapter to be constituted will ascend the dais and the Chapter is opened ritualistically.
3. The Worthy Matron will then direct the Conductress to present the Worthy Grand Matron (and Worthy Grand Patron, if he is present).
4. The Conductress will introduce the Worthy Grand Matron and Worthy Grand Patron in regular form.
5. After the Worthy Grand Matron (and Worthy Grand Patron) are escorted to the East and given Grand Honors, the Worthy Matron will say, “We are honored that you have come to us for the purpose of constituting our Chapter and installing our officers. I therefore invite you to preside.”

Worthy Grand Matron presiding:

**W.G.M.:** “Sisters and Brothers, I thank you for your fraternal reception and shall at once proceed to perform the duties that have called us together.

The Worthy Grand Matron seats the Chapter (\*) and asks the U.D. Chapter members to vacate their stations, and the Grand Officers assume their stations. (In the absence of the Grand Officers, she will make appointments to fill the stations of the Grand Officers who are absent.)

**W.G.M.:** “We are convened at this time for the purpose of constituting and consecrating a Chapter of our Order. Grand Secretary, you will read the Charter, which the Grand Chapter has been pleased to grant.”

The Grand Secretary reads the Charter and then hands it to the Constituting Officer.

**W.G.M.:** “With full confidence in your sincerity, I now, in the name of the Grand Chapter, confide this Chapter to your keeping, with the assurance that you will ever cherish and defend it. That you may have the needed grace to do so, let us unite in prayer.” (\*\*\*)

**Grand Chaplain:** “Oh, Thou Infinite One, Who dost permit us to call Thee Father, we bow before Thee in grateful worship. We pray for Thy blessing upon the members of this organization, who have associated themselves together that they may thereby accomplish the good through united labor which individual effort would fail to secure. Bless the officers who will soon be entrusted with the government of this Chapter. Endue them with wisdom from on high. May charity, truth and gentleness govern all their deliberations, and may this Chapter serve to strengthen the Order throughout the state. We commend to Thy protecting care all the members of our beloved Order, wheresoever they may be. Be very gracious unto them and let the light of Thy countenance shine upon them, that its living brightness may be a Divine Guide and a Redeemer. May they increase in knowledge of Thee and in love for each other; and finally, may they be permitted to meet in the Celestial Grand Chapter above. These blessings and whatsoever else Thou shall see to be good for Thy children here below, we ask in Thy dear Son’s name. Amen.”

Response: “So may it ever be.”

The Worthy Grand Matron seats the Chapter (\*).

**W.G.M.:** “Grand Marshal, you will assemble the officers and members of the Chapter, west of the Altar, in the form of an open circle facing east.”

**W.G.M.:** “Sisters and Brothers, you have heard the reading of the Charter as granted to this Chapter. Do you accept it upon the conditions therein named?”

Answer: “We do.”

**W.G.M.:** Does anyone present know of any reason why this Chapter should not be constituted and its officers installed?”

**W.G.M.:** “In confiding this Charter to your care, and investing you with these powers, the Grand Chapter is confident that you will endeavor to understand the spirit and purpose of our Order. The Holy Bible rests upon your Altar. Upon its teachings, build a lasting structure. Be guided by its divine precepts. Beware of strife and discord. Let jealousies and dissension find no place within your borders; but may peace, love and unity dwell among you.”

The Worthy Grand Matron will call up the Chapter (\*\*\*) and advance to the Altar, and placing the Charter upon the Holy Bible, will say:

**W.G.M.:** “I now place upon this Book, which represents the law and the will of the Deity, this Charter which represents your powers and

privileges. While you work under this Charter, in the light of this Book, you will live and prosper. Sisters and Brothers, in the name and under the auspices of the Grand Chapter of North Carolina, Order of the Eastern Star, and by the high power and authority in me vested, I do pronounce and declare this Chapter duly Constituted. From henceforth you are empowered to meet as a legal Chapter, under the name and title of \_\_\_\_\_Chapter No.\_\_\_\_\_. In accordance with the terms of your Charter, you are consecrated to the work of charity and benevolence and to the service of love, truth, honor and justice. Let peace and harmony reign within, and your efforts will be crowned with success. May the examples set forth in the history of our heroines inspire you to emulate their exalted virtues, and may God our Father guide and direct you in all your undertakings. Whatsoever ye do, do all to the Glory of God.”

“Sisters and Brothers, you will give the Grand Honors.”(All members)

Song: “Blest Be the Tie That Binds” or some other suitable hymn may be sung. The Worthy Grand Matron removes the Charter and carries it with her to the East.

The Charter is passed to the Grand Secretary.  
The Chapter is seated (\*).

Election of officers follows.

If the Chapter is to have Open Installation, Grand Officers will vacate their stations, and the Chapter officers will assume them. They will close the Chapter ritualistically.

Installation: (follow Ritual) With the Worthy Grand Matron as Installing Grand Officer, and the Grand Marshal, Grand Chaplain and Grand Organist assisting, if present.

Distinguished Guests may be introduced at proper time. Closing of Chapter. (If Closed Installation, Chapter is closed at this time.)

### **ANNUAL ELECTION OF OFFICERS**

(R & R, Section 90)

In all elections of officers in a Chapter, a majority of votes cast shall be necessary to a choice. The annual election in Subordinate Chapters shall be held at the last stated meeting in February each year, and the Installation must be held on or after the last stated meeting in March and before the first stated meeting in April (GC 2003).

The election of officers in the Subordinate Chapter comes under New Business.

The first eight officers shall be elected by separate and majority ballot; however, the Chapter may order otherwise when there is but one nominee for any elective office. The remaining officers are appointed by the Worthy Matron Elect, after consultation with the Worthy Patron Elect. (R & R, Section 83)

Under New Business at the last stated meeting in February, the Worthy Matron will announce that the Chapter will proceed with the Election of Officers for the ensuing year. She may say, "Worthy Patron, I invite you to preside for the election of officers."

Suggested Procedure:

1. Tellers and assistants are appointed according to the needs of the Chapter.
2. A table is set up for the tellers, and the assistants distribute the slips of paper and pencils. (These should be provided and in readiness on the Secretary's desk.)
3. Ballot boxes should also be ready to use.
4. When all is in readiness:
  - (a) The presiding officer will say, "I now declare the ballot open." (Sound gavel)
  - (b) The presiding officer asks, "Is there a nomination for the office of Worthy Matron?"
  - (c) A member may say, "I nominate Sister \_\_\_\_\_ for the office of Worthy Matron." The Worthy Patron says, "Sister \_\_\_\_\_ has been nominated for the office of Worthy Matron. Are there further nominations?"
  - (d) When it appears that no one else wishes to make a nomination, the presiding officer should ask again, "Are there further nominations?" If there is no response, the presiding officer says, "I declare the nominations for the office of Worthy Matron closed." (Sound gavel)
  - (e) The presiding officer continues, "All those in favor of Sister \_\_\_\_\_ for the office of Worthy Matron, please vote by the usual voting sign. All those opposed by the same sign." If there is a majority vote in favor of the nominee, the presiding officer continues, "I declare Sister \_\_\_\_\_ elected Worthy Matron of this Chapter for the ensuing year. Sister \_\_\_\_\_ do you accept?"
6. You may continue electing officers in the same manner, continuing with the other seven officers PROVIDED THERE IS ONLY ONE NOMINEE.
7. When there is more than one nominee for an office, you will use the paper ballot procedure as follows:

- (a) The presiding officer says, "Sisters and Brothers, you will prepare your ballot for the office of \_\_\_\_\_ for the ensuing year."
- (b) After the assistants have collected the ballots, the presiding officer says, "Have all voted? If so, I declare the ballot closed."  
(Sound Gavel)
- (c) The assistants carry the ballot to the Chairman of tellers, where the ballots are counted and the results announced by the Chairman as follows:
  - (1) Total number of votes to a choice (one over half)
  - (2) Total number of votes cast
  - (3) Number of votes received by each member beginning with the lowest number
- (d) The presiding officer will then announce the result of the ballot and ask the officer elect if she/he will accept.
- (e) The election will proceed in like manner until all elective officers have been elected.
- (f) While the tellers are counting the votes for one officer, the members may be voting on the next one in order of stations.

### **EASTERN STAR FUNERAL SERVICE**

The officers may wear their Badges when conducting a Funeral Ceremony for a deceased member in the home, church, funeral chapel or at the grave. (Ritual, 153-160) If badges are worn, hats and gloves are not to be worn.

### **EASTERN STAR GRAVESIDE FUNERAL SERVICE**

**Worthy Matron:** Sister, Brothers and friends, we have gathered at this solemn place and time to perform the final rite which affection has prescribed for our departed Sister/Brother. She/he who was with us but yesterday has been summoned hence by a messenger who cometh sooner or later for us all.

She/he has indeed passed beyond the reach of praise or the touch of censure. It is not, therefore, to her/him that we tender this, our hearts saddest offering.

We are here in acknowledgement of sacred ties now severed, or memories tenderly cherished and hearts touched with sympathy for loved ones bereaved.

Our Sister/Brother has finished her/his allotted task in the conflict of life. The chapter of her/his earthly sojourn is closed, but her/his many virtues shall not go unrecorded.

For a time we have walked with her/him in the pilgrimage of life and around the same Altar we have learned the lessons of our Order. The brittle thread by which we are all bound to life, is broken, and the uncertainty of human life as taught by the lesson of Martha has indeed come to pass.

(At this point, one red rose  
is placed on the casket)

This red rose is the symbol of the fraternal love we shared. It brings to us the lesson of Christ, Who by the sacrifice of His life, taught us to love one another.

Let us pray. . .

**Worthy Patron:** Our Father which art in Heaven, in Whom are all the issues of life and death, we come to Thee in this hour of sorrow to lift the burden of life from our departed Sister/Brother and to ask that her/his trustful faith in Thee be not forgotten.

We pray Thee to look with tender compassion upon these Thy children, whose household has been broken by this providence.

Sanctify this bereavement to the good of us all. We now commit the soul of our departed Sister/Brother to Thy care, hopefully looking to a reunion with her/him in that household not made with hands, eternal in the heaven, where separation and death are known no more, forever. . . Amen.

**ALTERNATIVE FUNERAL  
SERVICE FOR  
FORMER MEMBERS**

**ORDER OF THE EASTERN STAR**

Funeral ceremony as per Ritual, page 160a (two pages) (GGC 2003)

- Notes -

**Words Frequently Mispronounced**

|                 |                |
|-----------------|----------------|
| Ac tu-ate       | ak'tu-at       |
| Ad-dress        | a-dres'        |
| Af-fil i-ate    | a-fil'i-at     |
| Am mon          | am'on          |
| An nals         | an'alz         |
| Ar dor          | ar'der         |
| Aged            | a jed          |
| Bade            | bad            |
| Ba'ton          | ba'ton         |
| Be-nef i'cent   | be-nef'isent   |
| Bo az           | Bo'az          |
| Culms           | Kulms          |
| Cab'a-lis tic   | Kab'a-lis'tik  |
| Col-umn         | kol'um         |
| Con stan-cy     | kon'stan-si    |
| Can di-date     | kan-di-date    |
| Da is           | da'is          |
| Di-rec tion     | di rek'shun    |
| Dis-cre tion    | dis-kresh'un   |
| E dict          | e'dikt         |
| E lec ta        | E-lek-ta       |
| E ra            | e'ra           |
| Es ther         | Es'ter         |
| Elim-e leck     | E-lem-e-lek    |
| Ef ful-gent     | ef-ful'-jent   |
| Fi-del i-ty     | fi-del-'i-ti   |
| Gov-ern-ment    | gov'-ern-ment  |
| Gav el          | gav'el         |
| Her o-ine       | her o-ine      |
| He ro-ic        | he-ro-ik       |
| In'stal-la-tion | In'sto-la'shun |
| In-I ti-ate     | in-ish'i-at    |
| Il lus-tra-ted  | il-lus-trat-ed |
| In qu-iry       | in-kwir-i      |
| Jeph-thah       | Jef'tha        |
| Jes-a mine      | jes'-a-min     |
| Lab y-rinth     | lab'i-rinth    |
| Mar tha         | Mar tha        |
| Ma-tron         | Ma trun        |
| Mainte-nance    | man'te-nanse   |
| Mo ab           | Mo'ab          |
| Me ni-al        | me'-ni-al      |
| Mi nute         | mi-nute        |
| Mo men-tous     | mo-men-tus     |



Na o-mi  
Pa gan  
Pro mul gate  
Per se-cution  
Scep ter  
Sword  
Saith  
Timbrels  
Vash-ti

Na-o'mi  
pa'gun  
pro-mul'-gat  
pur'se-cution  
sep'ter  
sord  
seth  
tim-brels  
Vash'ti

**PROTOCOL AND ETIQUETTE**  
**For**  
**The Order of the Eastern Star**  
**In North Carolina**

Protocol is the name given to the rules prescribing the etiquette in ceremonies, the code prescribing deference to rank and strict adherence to due order of preference and correct procedure. Every member should be properly informed in Eastern Star protocol.

The purpose of the information given herein is an effort to perpetuate the traditions of the gracious way of life as handed to us by our founder, Rob Morris.

Certain rules that have developed as our Order has grown have made it necessary for us to maintain high standards in our practices to meet the ever rising social demands that have fallen upon us as a fraternal organization. In this rapidly changing world of progress and changing patterns of modern living, we find ourselves at the crossroads and must, of necessity, plan a course of action.

If we have succeeded in preparing you for a practical guide in precept and in principle which when adhered to will make you a more knowledgeable member, then our efforts have not been in vain.

Protocol in itself has many facets. The title one holds must be the deciding factor at all times.

**Invitations**

Invitations should be issued at least three weeks before the event. If you desire the invited guests to be in the receiving line or to wear formal or afternoon dress, note it on the lower left hand corner of the invitation.

Invitations within our organization are usually "general" or "informal". Courtesy demands recognition of the invitation whether accepted or declined.

**General Grand Chapter Protocol**

The Most Worthy Grand Matron, Most Worthy Grand Patron, Past Most Worthy Grand Matrons, Past Most Worthy Grand Patrons, other General Grand Chapter Officers in order of their rank, members of Standing and Special Committees of General Grand Chapter, Worthy Grand Matrons, Worthy Grand Patrons, Past Grand Matrons and Past Grand Patrons according to their year of service, and followed by the Grand Chapter Officers, according to their rank are presented in this order. This order of presentation has come through long years of inherent usage and inasmuch is now procedure and Ritualistic law.

### **Grand Chapter Protocol**

The Worthy Grand Matron and Worthy Grand Patron are the official heads of state in the Order of the Eastern Star. They are the official host and hostess for the Grand Chapter, head the line and officially greet and present by name honored guests at a Grand Chapter Session.

### **Subordinate Chapter Protocol**

The Worthy Matron and Worthy Patron are the official heads of a Subordinate Chapter. It is their duty to greet guests and present honored visitors and to act as host and hostess at all functions within the jurisdiction of their respective Chapter.

### **Introductions**

Introductions of order of rank of Distinguished Guests and Distinguished Members are found in the Book of Instruction and should be adhered to without question or debate.

### **Official Visits**

The Worthy Grand Matron and Worthy Grand Patron are always on Official Visit and should be given the undivided attention of the district membership when present, and all courtesies planned and centered around them. This is not only Eastern Star protocol but standards of good etiquette, and when observed, places the membership high in the opinion of those who are not members of the Order.

### **Banquets**

**Note:** Please remember to be courteous at all times when guests are speaking or singing. The gracious thing to do is to sit quietly, NO eating and NO talking.

Seating arrangement depends upon table arrangement:

Head Table

- A. Center: Master of Ceremonies or presiding officer
- B. Immediate Right: Most honored lady guest and husband
- C. Immediate Left: Most honored gentleman and wife
- D. If all other guests are of equal rank, place right and left according to seniority and title.

Those persons giving the Invocation, Welcome, Response, Introductions and the Chairman of Entertainment should be placed at or near the head table. If a great many guests are present, they may be seated at tables placed in front of the head table.

### **Introductions**

After the most honored guests are introduced (Worthy Grand Matron and Worthy Grand Patron of North Carolina with their husband and wife, Most Worthy Grand Matron and husband; Most Worthy Grand Patron and wife), all others are presented according to title. If Past Grands of North Carolina are present, present according to seniority.

A. At Grand Chapter

1. Type of banquet or luncheon will determine (The Worthy Grand Matron always to the right and Worthy Grand Patron to the left of speaker.)
2. Protocol and custom decide seating.

B. District Schools

Protocol and custom will decide seating.

C. Subordinate Chapter (banquet, luncheon, breakfast)

Protocol according to rank of guests.

After seating the Worthy Grand Matron (right of speaker or M.C.), the Worthy Grand Patron (to the left of speaker or M.C.). Custom demands special attention also to distinguished members of a Chapter (Past Grands and Grand Officers).

### **Receptions**

1. If the invitation is for "after five," and if "receiving line" is indicated, the type of dress should be placed in the lower left hand corner of the invitation.
2. Placement in the receiving line will be determined by the rank of officers according to regular protocol. The length of the receiving line should be determined by the host or hostess of the event.
3. Wife or husband of the honoree should be in the receiving line, standing next to the honoree. The host or hostess will receive and make presentation of guests as they arrive.  
(NOTE) Lineup for reception: Host and hostess, honored guest, then follow the lineup of introductions as given in the Book of Instruction.

### **General Information**

**Correspondence**

Letters addressed to the Chapter belong to the membership, not to the Secretary, and all such correspondence should be read.

**-NOTES-**