

OES Study Guide I

ANSWER SHEET

OFFICERS

1. Of the 18 officers in an Eastern Star Chapter, how many are elected and what are their titles?

Answer: Eight. Elected officers of a Chapter are Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress and Associate Conductress.

Source: Grand Chapter Bylaws, Article I, Section 2.a (page 27 in Red Book).

2. How are officers elected? When?

Answer: Officers may be elected by a simple majority. Voting shall be by separate paper ballot at the Chapter's first stated meeting in June.

Source: Grand Chapter Bylaws, Article 1, Section 2.a (pages 27-28 in Red Book).

3. Must a member be present to be elected?

Answer: A member can authorize another member to accept an office for her/him if the elected member cannot be present.

Source: Grand Chapter Bylaws, Article 1, Section 2.c (page 28 in Red Book).

4. Can a Worthy Matron serve more than one term?

Answer: The Worthy Matron AND Associate Matron may not serve more than two consecutive years in the same office.

Source: Grand Chapter Bylaws, Article 1, Section 2.d (page 28 in Red Book).

5. Who are the appointed officers of a Chapter?

Answer: Appointed Officers are Chaplain, Marshal, Organist, Adah, Ruth, Esther, Martha, Electa, Warder and Sentinel.

Source: Grand Chapter Bylaws, Article 1, Section 4 (page 28 in Red Book).

6. Which of the Chapter officers may be Sisters and which may be Brothers?

Answer: Only Brothers may serve as Worthy Patron or Associate Patron.

Only Sisters may serve as Worthy Matron, Associate Matron, Adah, Ruth, Esther, Martha and Electa. The offices of Secretary, Treasurer, Chaplain, Marshal, Organist, Warder and Sentinel may be filled by *either* a Sister or a Brother.

Source: Grand Chapter Bylaws, Article 1, Section 4.a/b (page 28 in Red Book).

7. Who is eligible to serve as an officer?

Answer: Any member in good standing of the Chapter, eligible to vote in the election of officers, may be elected or appointed to an office.

Source: Grand Chapter Bylaws, Article 1, Section 4.c and 4.d (page 28 in Red Book).

TRUSTEES

1. How many members are on a Chapter's Board of Trustees? How are they selected?

Answer: A Chapter Board of Trustees consists of three members. Trustees are elected for a term of three years, in the same manner as the officers (separate paper ballot) at the Chapter's first stated meeting in June. At the *first* election of a Chapter Board of Trustees, one member shall be elected for a three-year term, one for two years and one for one year.

Source: Grand Chapter Bylaws, Article 1, Section 3.a (page 28 in Red Book).

2. How many Trustees are Sisters and how many Brothers?

Answer: One member shall be a Sister, one a Brother, and the third may be a Sister or a Brother.

Source: Grand Chapter Bylaws, Article 1, Section 3.b (page 28 in Red Book).

3. Who is chairman of the Trustees?

Answer: The senior trustee shall serve as chairman.

Source: Grand Chapter Bylaws, Article 1, Section 3.b (page 28 in Red Book).

4. Who is eligible for election as a Trustee?

Answer: No elected officer may serve as a Trustee; no two members of the same immediate family may serve on the Board of Trustees.; no elected officer in either their primary or dual chapter, or dual member in another jurisdiction, may serve as a Trustee.

Source: Grand Chapter Bylaws, Article 1, Section 3.b (page 28 in Red Book).

5. Must a member be a Past Matron or Past Patron to serve as a Trustee?

Answer: No

Source: Grand Chapter Bylaws, Article 1, Section 3.a and 3.b (page 28 in Red Book).

6. What are the duties of the Trustees?

Answer: The Board of Trustees shall execute all leases and contracts, invest surplus funds as approved by the Chapter, serve on the Budget Committee, etc.

Source: Grand Chapter Bylaws, Article VII, Section 3.a-g (page 45 in Red Book).

7. Do Trustees approve bills for payment?

Answer: No. The Chapter votes to approve all expenses.

Source: Grand Chapter Bylaws, Article VII, Section 3.e (page 46 in Red Book).

8. May the Board of Trustees invest and transfer funds without the approval of the Chapter?

Answer: No. Investments must have Chapter approval.

Source: Grand Chapter Bylaws, Article VII, Section 3.b (page 45 in Red Book).

9. May the Worthy Matron appoint a member to fill a vacancy of a Trustee?

Answer: No. A special election must be held, under Special Dispensation, to elect a member to fill the unexpired term, unless such vacancy coincides with the annual election.

Source: Grand Chapter Bylaws, Article 1, Section 8k (page 31 in Red Book).

10. May a Trustee serve on the audit committee?

Answer: No.

Source: Grand Chapter Bylaws, Article VII, Section 1.a (page 45 in Red Book).

INSTALLATION

1. *When should Eastern Star installations be held in Ohio?*

Answer: Officers should be installed at a stated or special meeting of the Chapter, *after* the Grand Chapter session and *prior to* December 1. (A newly consolidated Chapter may hold an installation of officers at any time approved by the Worthy Grand Matron.) The Worthy Matron-elect should have the privilege of setting the date and making arrangements for the installation of officers.

Source: Grand Chapter Bylaws, Article 1, Section 5.a and 5.b (page 28 in Red Book).

2. *May chapters in Ohio have “open” installations?*

Answer: A Chapter may have an open installation, by invitation, at a special meeting. The Sister who is to be installed as Worthy Matron makes the motion to have an open installation. Majority vote by show of hands is necessary for adoption.

Source: Grand Chapter Bylaws, Article 1, Section 5.e (page 29 in Red Book).

3. *May any person who is not a member of the Order of the Eastern Star, attend the ceremony of installation?*

Answer: Yes, if it is an open Installation, if the non-member is invited.

Source: Grand Chapter Bylaws, Article 1, Section 5.e (page 29 in Red Book).

4. *May non-members participate in the ceremony of installation?*

Answer: No. Only Eastern Star Members may participate in the installation; presentation of flowers and/or the gavel cannot be done by a non-member when the Bible is open.

Source: Grand Chapter Bylaws, Article 1, Section 5.e (page 29 in Red Book).

5. *Must the Installing Officer be a Past Matron or Past Patron?*

Answer: The Installing Officer must be a member in good standing who has been duly elected and regularly installed as Worthy Matron or Worthy Patron of a chartered Chapter.

Source: Grand Chapter Bylaws, Article 1, Section 5.c (page 28 in Red Book).

6. *May members of other chapters be installed as officers?*

Answer: No Sister or Brother shall be eligible to hold office in any Chapter who is not, at the time of election or appointment, a member in good standing of the Chapter.

Source: Grand Chapter Bylaws, Article 1, Section 4.c (page 28 in Red Book).

7. *After what date is a Special Dispensation required to elect and/or install an elective officer?*

Answer: If a Chapter fails to elect or install its elective officers (including a member of the Board of Trustees) on or before November 30, the WM shall direct the Secretary to request a Special Dispensation to hold an election or installation as soon as may be practical. No Special Dispensation is required to install appointive officers on or after December 1.

Source: Grand Chapter Bylaws, Article 1, Section 7.a (page 29 in Red Book) and Section 9.a (page 31 in Red Book).

DUTIES OF OFFICERS

1. *What are the duties of the Worthy Matron?*

Answer: Preside at meetings of the Chapter; convene special meetings; appoint committees; enforce Chapter and Grand Chapter Bylaws; appoint a Bylaws Committee when applicable; report on legislation enacted at Grand Chapter; arrange for preparations for Chapter inspection; custodian of chapter rituals, etc.

Source: See Grand Chapter Bylaws, Article VI, Section 1 and 2 for complete list (pages 42-43 in Red Book).

2. *What are the duties of the Worthy Patron?*

Answer: General supervision of the Chapter; preside at conferring of degrees; is custodian of the Secret Work, etc.

Source: See Grand Chapter Bylaws, Article VI, Section 3 for complete list (page 44 in Red Book).

3. *What are the duties of the Associate Matron?*

Answer: Perform the duties of the Worthy Matron in her absence; serve as chair of the Budget Committee.

Source: Grand Chapter Bylaws, Article VI, Section 4 (page 44 in Red Book).

4. *What are the duties of the Associate Patron?*

Answer: Assume the Worthy Patron's station in his absence; custodian of Secret Work.

Source: Grand Chapter Bylaws, Article VI, Section 5 (page 44 in Red Book).

5. *What are the duties of the Conductress and Associate Conductress?*

Answer: To perform their official duties as described in the Ritual, and serve as custodians of their respective copies of the Secret Work.

Source: Grand Chapter Bylaws, Article VI, Section 6 and 7 (page 44 in Red Book).

VACANCIES IN OFFICE

1. *A vacancy in the office of the Worthy Matron or Worthy Patron may occur only in what way? What is the exception?*

Answer: A vacancy in the office of WM and/or WP can occur only by death, permanently leaving the Grand Jurisdiction, or by expulsion from the Order. The exception is that the Worthy Grand Matron has the power to authorize a Chapter to accept the resignation(s) in case of great emergency.

Source: Grand Chapter Bylaws, Article I, Section 8.a (page 30 in Red Book).

2. *A vacancy in the Office of Associate Matron or Associate Patron may occur only in what way? What is the one exception?*

Answer: *In addition* to the same reasons that apply to the WM/WP, a vacancy in the office of AM and/or AP can occur if either is elected to another office. Again, the exception is that the WGM has the power to authorize a Chapter to accept the resignation(s) in case of great emergency.

Source: Grand Chapter Bylaws, Article I, Section 8.b (page 30 in Red Book).

3. *What happens when another elected officer resigns?*

Answer: A Chapter may accept the resignation of any other elective officer.

Source: Grand Chapter Bylaws, Article I, Section 8.c (page 30 in Red Book).

4. *When may a vacancy be declared in an elected office?*

Answer: If an elective officer neglects or refuses to be installed within one month, without a reasonable excuse, or if an elected officer is absent from four successive meetings without a reasonable excuse, the WM may declare such office vacant and arrange for an election at a stated meeting, according to Grand Chapter regulations.

Source: Grand Chapter Bylaws, Article 1, Section 8.e and 8.f (page 30 in Red Book).

5. *May an Associate Matron or Associate Patron decline to advance?*

Answer: An Associate Matron or Associate Patron, before installation, may decline to advance to the office of Worthy Matron or Worthy Patron.

Source: Grand Chapter Bylaws, Article I, Section 8.d (page 30 in Red Book).

6. *What happens in case of the death or disability of the Secretary or Treasurer?*

Answer: In case of the death, disability or resignation of the Secretary or Treasurer, the Trustees shall immediately assume custody of the books, money and all Chapter property in the possession of said officer, and hold same until the books are audited and transfer made to the official successor. A Special Dispensation must be requested from the WGM for election and installation of the new officer, except when the vacancy occurs at or after the May meeting. Then the WM may appoint a pro tem officer to fill the office for the remainder of the year.

Source: Grand Chapter Bylaws, Article 1, Section 8.h (page 30 in Red Book).

7. *What happens when an appointed officer is absent for four consecutive meetings?*

Answer: If an officer is absent for four successive stated meetings without a reasonable excuse, the WM may declare the office vacant and fill the vacancy at a stated meeting. The new officer may be installed without special dispensation.

Source: Grand Chapter Bylaws, Article I, Section 9.a and 9.d (page 31 in Red Book).

8. *What should be done when a vacancy occurs on the Board of Trustees?*

Answer: If a vacancy occurs on the Board of Trustees, caused by death, resignation, demit, or removal from this Grand Jurisdiction, the Chapter should request a special dispensation and elect a member to fill the unexpired term, unless such vacancy coincides with the annual election.

Source: Grand Chapter Bylaws, Article I, Section 8.k (page 31 in Red Book).