

*Grand Chapter  
Order of the Eastern Star  
of New Jersey*



Aid for the  
Preparation and/or Revision of  
Chapter By-Laws

## **MODEL BY-LAWS**

### **Prepared by the Subordinate Chapter By-Law Committee**

In submitting By-Laws for approval, Chapters must comply with the recommendations of the Subordinate Chapter By-Law Committee.

When a Chapter revises its By-Laws all the items and subjects contained in the Model By-Laws should be included, adding such other items as they wish, provided they are in accordance with the Grand Chapter Laws, Rules and Regulations.

An original and at least one copy of the By-Laws as revised shall be sent to the Chairman of the Subordinate Chapter By-Laws Committee.

The By-Laws shall contain a statement that they have been regularly passed by the Chapter, including the date of such approval, signed by the Chapter Committee and attested by the Secretary of the Chapter under the seal of the Chapter.

Following approval by the Subordinate Chapter By-Law Committee, the By-Laws shall be printed and a copy shall be given to each member.

### Notes regarding preparation of the By-Laws:

1. No name similar to that of any other Subordinate Chapter in this Grand Jurisdiction as to cause confusion, nor any name or part or combination of parts of a name, of a living person, shall hereafter be approved or adopted by any Subordinate Chapter. [23:1 (a)]
2. The By-Laws may provide for the omission of a regular meeting which shall fall upon the date of a holiday defined by the law of the State of New Jersey as a Legal Holiday, or upon a date or the eve of a date which under the Ritual of the Christian Church may have particular religious significance provided further the Chapter shall hold one regular meeting during the calendar month. [23:4 (b)]
3. There shall be provision made in the By-Laws for a substitute regular meeting in the event the Subordinate Chapter would not otherwise meet during said calendar month, and there shall be provision made therein for timely notice to the members. [23:4 (b) 2]
4. In Subordinate Chapters meeting twice a month, the By-Laws may omit the second regular meeting in June, the first regular meeting in September; the second regular meeting in November, or the second regular meeting in December. [23:4 (c)]
5. The By-Laws of a Subordinate Chapter shall provide for the appointment of a Committee or Committees whose purpose or function shall be the conduct or supervision of projects to raise monies for the use of the Subordinate Chapter. [23:4 (d)]
6. The By-Laws of a Subordinate Chapter shall provide for timely notice to every member of the Subordinate Chapter before action is taken by motion or otherwise to make a major expenditure in excess of one thousand five hundred dollars (\$1,500.00) of the Subordinate Chapter's funds for any purpose other than the payment of the Subordinate Chapter's operating expenses. [23:4 (e)]
7. If the Chapter has two regular meetings in April, the following paragraph is to be added to Section 2 of **Article VIII Committees**:

*The report of the Auditing Committee shall be received and acted upon prior to the Installation of the newly elected and appointed Officers.*
8. If the Chapter has only one regular meeting in the month of April, the following paragraph is to be added to Section 2 of **Article VIII Committees**: [29:2 (a) 5]

*The report of the Auditing Committee shall be received and acted upon at the May meeting.*
9. If the chapter will have two regular meetings in April, the Annual Meeting and election of officers shall be held at the first regular meeting in April. If the chapter will have only one regular meeting in April, the Annual Meeting and election of officers shall be held at the regular meeting in March. *(Note: Regardless of when the Annual Meeting and election of officers occurs, the installation of officers must be held at either a regular or a special meeting of the Chapter prior to the first of May.)* [24:1 (d)]

BYLAWS OF \_\_\_\_\_ CHAPTER NO. \_\_\_\_\_

Order of the Eastern Star of New Jersey

**Article I**

**Name**

This Chapter shall be known as \_\_\_\_\_ Chapter No. \_\_\_\_\_, Order of the Eastern Star of New Jersey.

**Article II**

**Dues and Assessments:**

Section 1. All members of this Chapter (except those exempted by Grand Chapter Laws, Rules and Regulations) are obligated to the payment of annual dues and assessments to the Chapter for its support. The annual dues for each member not exempted shall be \_\_\_\_\_ dollars (\$\_\_\_\_) per year plus any additional Grand Chapter and/or District assessments, payable in advance on or before April 30 of each year.

Section 2. The initiation fee for membership in this Chapter shall be \_\_\_\_\_ dollars (\$\_\_\_\_), \_\_\_\_\_ dollars (\$\_\_\_\_) of which shall accompany the petition and the balance shall be paid prior to the time of initiation.

Section 3. The affiliation fee for all members shall be \_\_\_\_\_ dollars (\$ \_\_\_\_). *(This section is optional.)*

Section 4. Life members (fifty years of service) shall be excluded from paying Chapter dues, but shall be required to pay Grand Chapter and/or District assessments. *(This section is optional.)*

**Article III**

**Meetings**

Section 1. The regular meetings of this Chapter shall be held on the \_\_\_\_\_ and \_\_\_\_\_ of each month at \_\_\_\_\_, New Jersey, except that no meeting shall be held: (1) during the months of July and August; (2) when it shall fall upon the Annual Meeting of the Grand Chapter, Order of the Eastern Star of New Jersey; or (3) on the night of the Annual District Meeting. *(Additional exceptions may be included at the discretion of the Chapter.)*

Section 2. Meetings shall be opened at \_\_\_\_\_ PM.

*(The following wording may be added to this Section at the option of the Chapter):*

but may be opened one half hour earlier, provided previous notice to members has been given in the Bulletin.

Section 3. One regular meeting a month shall be held as provided by Grand Chapter Laws, Rules and Regulations.

*Note: If the Chapter meets only once per month, the following section must be included:*

Section 4. In the event that the regular meeting is not held due to lack of quorum or inclement weather, the regular meeting shall then be held on the \_\_\_\_\_ of that month.

Section 5. Special Meetings may be called at the discretion of the Worthy Matron but no business shall be transacted except such as shall have been specifically stated in the call, and for such meeting every member shall have had at least one week's notice.

**Article IV**  
**Officers**

Section 1. The elective officers shall be: Worthy Matron, Worthy Patron, Associate Matron, Secretary, Treasurer, Conductress, Associate Conductress, and three Trustees.

Section 2. The appointed officers shall be: Chaplain, Marshal, Adah, Ruth, Esther, Martha, Electa, Organist, Color Bearer, Bearer for the Christian Flag, Warder and Sentinel, all to be appointed by the Worthy Matron at the time of her installation.

**Article V**  
**Nomination and Election of Officers**

Section 1 (See Note 9).

Section 2. All nominations shall be in writing. Only such names as are properly placed in nomination shall be considered as candidates.

Section 3. A nomination shall consist of the office, the name of the nominee, and each nomination shall be placed on a separate slip of paper.

Section 4. The nomination shall be placed, in a suitable receptacle, on the Secretary's desk, personally, by the member making such nomination, either during a recreation or before the Subordinate Chapter proceeds with the election to the office for which the nomination is made.

Section 5. Written ballots must be used in voting. The majority of all votes cast shall be necessary to constitute a choice.

**Article VI**  
**Balloting**

Section 1. The ballot is strictly and inviolably secret. No member shall violate this secrecy by divulging her or his ballot or by endeavoring to ascertain how another intends to ballot or has balloted, nor shall any attempt be made in any manner, to discover who may have cast a negative ballot; nor should a member disclose the fact, should it come to her or his knowledge. A violation of the foregoing is sufficient cause for charges. *(This section must be included.)*

**Article VII**  
**Trustees**

The duties and responsibilities of the Trustees are spelled out in detail in Chapter 28, Section 10 of the Grand Chapter Laws, Rules and Regulations.

**Article VIII**  
**Committees**  
(See Note 5)

Section 1. The Worthy Matron shall appoint annually a Finance Committee consisting of three members. They shall audit all bills of the Subordinate Chapter and, without whose approval, they shall not be paid. No member of the Finance Committee shall also serve as a member of the Auditing Committee of the same Chapter at the same time.

Section 2. The Worthy Matron shall appoint annually an Auditing Committee consisting of three members. It shall be their duty to examine the books, vouchers and accounts of the Secretary, Treasurer and Trustees and report the financial affairs of the Chapter at the close of each year. They shall make such recommendations as it may deem for the benefit of the Chapter.

Section 3. The Worthy Matron shall appoint a Relief Committee consisting of three members. It shall be their duty to be aware of the needy and distressed members of the Chapter and see that assistance be given as the circumstances permit.

**Article IX**  
**Major Expenditure**

Not less than five (5) days notice shall be given to all members of the Chapter before action is taken by motion or otherwise to make a major expenditure in excess of one thousand five hundred dollars (\$1,500.00) of the Chapter's funds for any purpose other than the payment of operating expenses of the Chapter.

**Article X**  
**Laws, Rules and Regulations**

This Chapter shall be at all times subject to and be governed by the Landmarks and the provisions of the Laws, Rules and Regulations of the Grand Chapter of the Order of the Eastern Star of New Jersey.

**Article XI**  
**Amendments**

These By-Laws may be amended or repealed at any regular meeting by a vote of two-thirds of the members present, provided that the proposed alteration, amendment, or repeal shall have been presented in writing, and read by the Secretary at a regular meeting. At least seven days notice of the proposed changes, including a copy of the proposed amendment shall be provided to every member, and read again by the Secretary at the next regular meeting, when action thereon shall be taken. Amendments shall take effect when approved by the By-Law Committee of the Grand Chapter.