



*New Mexico
Grand Chapter*

*Protocol Suggestions
For
Subordinate Chapters*

New Mexico Grand Jurisdiction Protocol Suggestions for Subordinate Chapters

**This is meant to be a guide, not what you must do.
Your chapter may have other traditions and procedures;
this document should be used as an example to create your own chapter's protocol**

Associate Conductress

Now is the time to start! Be aware of the duties that will be required, or what you will try to do later as Worthy Matron

- Try to go to as many official visits of other chapters as possible. This is an excellent time to observe the various customs, methods of decorating the chapter room, ritual, marches, etc. No doubt this will assist you in making your plans. Take a notebook to remind yourself of things you like/dislike. You will refer to this often.
- Observe the Past Matrons and find those you would like to emulate. Ask them for advice about “the way it is done” in your chapter.
- Read the ritual and red book, again and again, so you will be familiar with the ceremonies and all the rules and regulations. Read your chapter's bylaws so you will know exactly what is required. Pay special attention to all the duties that you perform.
- Before each meeting, greet all the sideliners on the North so you are aware of anyone you cannot vouch for. Make all feel welcome.
- Be responsible for ballot box prior to balloting
- As an officer help and participate in all functions whether money making or social
- Make and prepare the list of host/ess for each meeting and present the list to the Worthy Matron as early in October as possible. The Worthy Matron may also wish for you to assign various members/officers as Program Chairman for each meeting.
- Announce under “good of the order” who is host/ess for that meeting. They may then be excused to make last minute preparations.
- Read Red Book within 3 months after installation and report to the appropriate officer. The Worthy Matron may have a group reading with all the officers.
- Give your proficiency so the chapter may have 100% of its officers before the official visit
- If there are candidates, help them to feel comfortable, and make sure a member will wait with them. Assist in introducing them to other members of the chapter.

Also, this in an organization that goes for hugs and gifts. Now is the time to start planning what, when, and to whom you will give these gifts. Go with what you feel is right, what you can afford, what the chapter traditionally does, and get ideas from other chapters and officers.

Conductress

This is the year for you shine, as well as furthering your plans for your time in the East.

- Make yourself familiar with your new role – ritual parts, floorwork, introductions, etc.
- Before the meeting, check if the altar or charter needs to be draped, and if so, that all is ready. If there is initiation, make sure the kneeling pad is properly placed and sufficient small Bibles are on altar. Make sure coin baskets are in place, and that song cards are available.
- Speak to everyone, especially on south side, and verify you can vouch for everyone. Make sure any visitors can be vouched for by member or examining committee.

- Before an initiation, be familiar with candidates' names, and verify that a member will sit with them. Assist in introducing them to other members.
- Read Red Book within 3 months after installation, report to appropriate officer. Worthy Matron may have group reading by officers.
- Give your proficiency so the chapter may have 100% of its officers before the official visit
- Assist the chapter and the Worthy Matron by attending all functions and assist in all preparations needed to be done.
- Remember to keep checking out how other chapters "do it their way".
- OFFICIAL VISIT – Your time to shine, don't worry. Memorize all Past Grands and Grand Officers, and Gr. Representatives if possible. Get names from Secretary/Worthy Matron ahead of time. Sit at registration table so you can check faces and titles. If you use cards, be discreet. BE PREPARED.

Associate Matron

- Memorize your ritual parts and become familiar with Worthy Matron's parts.
- Those things that need to be repeated from the previous two years: read Red Book before deadline, say proficiency, check paraphernalia in chapter room before meeting.
- Make sure flowers/gifts are provided to chapter appointments at Grand Chapter. Have flowers at GC installation if your chapter has a Grand Officer
- This year you will make plans for next year. Reread notes in your notebook about likes/dislikes, ideas to implement, chapter expectations, etc.
- After beginning of calendar year, ask members to be officers. Ask people to serve as courtesy officers, be on funeral team
- If you ask members to be courtesy officers, list them in your yearbook. Officers can call on them first, but should notify the WM before the meeting if there will be a substitute
- Decide on chapter dress and inform officers-to-be about when to order, cost, etc.
- Plan calendar for meeting nights, programs, special events, etc.
- Programs for special nights are available from Grand Chapter librarian, books from catalogs, other members, etc. These can make the evening special.
- Choose colors, theme, scripture, songs, symbols, flowers, marches, etc. All this and names of officers can go on song cards. Have these printed in time for first meeting.
- Pick finance committee (will be announced at installation) and ask them to serve
- Plan all committees and their chairmen and ask them to serve. You should be aware of any special projects by your WGM
- Start yearbook so it can be completed and printed **early** in your year (as soon as possible after Installation)
- Think about people you wish to present with gifts (honorees, speakers, WGM & WGP, District Instructor, to name some)
- You are in charge of collecting money from this year's officers to give gifts to WM & WP on birthday, special events, or last meeting. Plan program honoring WM & WP at their last meeting.
- All past matrons can advise you – pick one or two to be your personal advisor(s).
- Observe carefully this year as you make your plans.
- Be ready to step into the Worthy Matron's place if needed!!
- Make sure you have WM & WP sign Bible at appropriate time

Further ideas for plans for Associate Matron

Committees

- Standing Committees
 1. Examining Committee (2 women and 1 man)
 2. Finance Committee (2 women and 1 man – audits books, approves bills, presents budget in Oct) **MUST BE ANNOUNCED AT YOUR INSTALLATION**
 3. Ways and Means
- Special Committees
 1. Publicity/Reporter (local paper, GC newsletter, radio & TV stations)

2. Sunshine Committee (can select one member each quarter, send cards, flowers, visit, etc. and reports at each meeting)
3. Chapter Instructor – hears proficiencies, teaches new members
4. Chapter Prompter
5. Funeral Team (responsible for floral star, ask people who can participate during the day)
6. Candidate Host/ess
7. Parliamentarian
8. Telephone (Star Points or people who are home – members are more likely to attend if called and reminded of functions/meetings)
9. Scholarship/Education
10. Sunset Club (if not Secretary)
11. Grand Chapter Projects (whenever WGM asks for a chapter chairman)
12. Official Visit (includes decorating, banquet, entertainment, reception, breakfast)

- Meeting Nights
 - September – yes, this is not yet “your year” , but nice to have special farewell program for WM & WP .
 - October – Secretary & Treasurer will give their reports, chapter by-laws may be read.
 - November – report of finance committee, budget committee may give their report, report on Grand Chapter
 - District Instructor’s Official Visit
 - Official Visit of WGM & WGP
 - Honor Grand Officers/Appointments
 - Friendship Night
 - Master Mason Night
 - Obligation Night
 - District Chairmen give reports on projects
 - Honor Past Matrons & Past Patrons
 - Honor 25 and 50 Year Members
 - Honor Star Points
 - Honor other Officers
 - Honor Youth and Boards
 - Honor Sideliners
 - Honor Pro-tems
 - Memorial
 - Holidays (Flag Day, Mother’s Day, Father’s Day, 4th of July, Thanksgiving, Christmas, Easter, etc)

You can ask honorees to sit in the East with you (if there is room)

Have an appropriate program

Plan on token gifts

Associate Patron

- Read Ritual and Red Book for duties this year and for Worthy Patron
- Can assist in setting up chapter and in tearing down

Worthy Matron

Always be Generous, Kind, and Thoughtful

Read information in booklet from WGM

School of Instruction

- Will be told which part chapter will have
- Make sure all officers are aware that they may have to fill station during entire school

Official Visit of District Instructor

- Try to contact right after Grand Chapter and decide on date of visit, this should be before WGM’s Visit
- Inform officers and plan practice

Official Visit of WGM

- Arrange for accommodations and send info to WGM & WGP

- Send invitations minimum 6 weeks in advance (include where WGM & WGP are staying) Send to all chapters, all Gr. Officers (and Past Grands if possible)
- Have committees for Printing, Registration, Program, Decorations, Banquet
- Purchase/ make gifts for WGM & WGP (and to any others you wish to give) These can include room gift, monetary gift, personal gift
- Have chapter decide amounts for projects
- Vote on Honorary Memberships
- Make sure Sec & Treas books are delivered to WGM

General Duties

- Members who are in rest homes, hospitals, etc. appreciate a visit in person or by phone
- Greet members/visitors at each meeting and chapter function

Worthy Patron

- Read Ritual and Red Book to familiarize yourself with duties
- Check up chapter room set up
- Check heating/cooling, PA system, lighting, and other facility functions in sufficient time to allow for corrections/repairs if necessary. Work with Master of Lodge for facility problems if necessary
- Check signet before initiation, make sure uncovered and that it works properly.
- Assist WM in greeting guests and providing that 1st time visitors can be vouched for or are examined
- Check Masonic dues cards at beginning of new year
- Call the meeting to order at the prescribed time
- Can serve to hear proficiency work
- Attend funerals/memorial services of members if possible; serve on Funeral Team as appropriate
- Members who are in rest homes, hospitals, etc. appreciate a visit in person or by phone

Secretary and Treasurer

- You are responsible for the business and money of the chapter
- Work closely together so that your books will balance with each other (strongly suggest balancing at least once a month or no less than once a quarter)
- Ask for bookkeeping assistance if you are not familiar with keeping books
- Keep all bills, warrants, and other applicable information for audit committee use and for records
- If in doubt, contact Gr. Secretary or Gr. Treasurer. Read all instructions from them and file for future reference

- Secretary:

- Read ritual and red book for your duties;
- Read booklet from WGM each year;
- Coordinate with WM about her expectations
- Send list of chapter officers to all Gr. Chapter line officers
- Timely mailing of invitations and other correspondence;
- Have information about deceased member for memorial
- Read all communications and make copies of all forms to be available for members
- Give Treasurer warrants and money for deposit promptly

- Treasurer

- Make deposits promptly and in proper account
- Cut checks as soon as possible after receiving warrant
- Reconcile bank statements each month