

BYLAWS GOVERNING THE GRAND CHAPTER OF NEW MEXICO

Article I

Time of Meeting

SECTION 1.

This Grand Chapter shall meet at least once a year beginning on any Thursday in October. The geographical location and dates shall be printed on the back cover of the proceedings, together with the name and address of the Grand Secretary.

SECTION 2.

At the annual meeting of the Grand Chapter, the Worthy Grand Matron shall take the chair, ascertain that there is a quorum present, that all vacancies are properly filled and shall open the Grand Chapter in ample form.

Article II

Revenue

The revenue of this Grand Chapter shall be derived from the following sources:

(a) The cost for each dispensation issued for a new Chapter. This included five Rituals, one signet, one warrant book, one receipt book, twenty-five petitions for membership, twelve requests for Masonic relationship blanks, twelve petitions for affiliation, one minute book, one ledger, twelve demits, two small Bibles, four copies of the Secret Work and the Charter when it is granted.

(b) For each subordinate chapter member annually, three dollars (\$3.00).

(c) For each subordinate chapter member initiated during the year, one dollar (\$1.00).

(d) For each dispensation for special purposes, one dollar (\$1.00).

(e) Grand Chapter registration fee for each member of this Grand Jurisdiction and for each member of the Order of the Eastern Star living within the state of New Mexico and attending Grand Chapter, thirty-five dollars (\$35.00). *Adopted 2022*

(f) Profit resulting from the sale of supplies.

(g) Such other revenue as may be derived from bequests, gifts of individuals or organizations.

(h) From the sale of annual banquet tickets

(i) For each proxy brought to the Grand Chapter Session, one dollar (\$1.00).

(j) Grand Chapter registration fee for members of other Grand Jurisdictions attending our Grand Chapter Session, thirty-five dollars (\$35.00). *Adopted 2022*

(k) For each subordinate chapter member, an amount to be determined each year by the Board of Grand Trustees for liability insurance. Female New Mexico member are to be counted in the primary chapter only. Female out-of-state dual/plural members are to be counted in the dual chapter only.

(l) From each subordinate chapter the sum of two dollars (\$2.00) per annum per member on its rolls as of the close of their fiscal year. The Grand Secretary will forward the money to the Right Worthy Grand Secretary. This shall be done once a year along with the Annual Report.

(m) Each member shall pay five dollars (\$5.00) at the time of her/his initiation to the International Headquarters Fund. This will be put in the International Headquarters Fund established for the maintenance of the headquarters. This means once-in-a-lifetime to each Chapter to which a member belongs. Therefore, Dual/Plural Membership and Affiliation into a different chapter would require the member to pay five dollars (\$5.00) to each chapter in order that all chapters might be 100%. The Grand Secretary will forward the money to the Right Worthy Grand Secretary. This shall be done once a year along with the Annual Report.

Article III

Expenditures

SECTION 1.

Every account against the Grand Chapter shall be in detail and shall show upon its face each item comprising the whole bill.

SECTION 2.

Any motion or resolution involving the appropriation of money shall be referred to the Board of Grand Trustees and report made thereon before final action is taken.

SECTION 3. GRAND OFFICERS' EXPENSES

(a) The Worthy Grand Matron shall be allowed, for her expenses, a sum to be fixed by this Grand Chapter from time to time.

(b) The Worthy Grand Patron or his Deputy shall be allowed his actual and necessary expenses while instituting or constituting a new chapter. He shall be allowed an additional sum for expenses during his term of office, such sum to be fixed by this Grand Chapter from time to time.

(c) The Grand Secretary and Grand Treasurer shall receive as a compensation for their services an amount to be fixed by the Grand Chapter from time to time to be paid quarterly by warrant drawn on the Grand Treasurer.

(d) The amount of gifts paid to each Grand Officer shall be included in the report of the Grand Trustees.

SECTION 4.

The Grand Chapter of New Mexico shall pay the expenses of its annual session. An all-inclusive expense budget is to be submitted by the Worthy Grand Matron and Worthy Grand Patron to the Board of Grand Trustees, approved by the Board of Grand Trustees and paid from the general fund.

The Grand Chapter will allow one hundred dollars (\$100.00) for the jewel of the Junior Past Grand Matron and fifty dollars (\$50.00) for the jewel of the Junior Past Grand Patron.

SECTION 6.

The Grand Chapter will allow chairmen of committees the amount spent for postage during the year in the performance of their duties.

Article IV

Duties of Grand Officers

SECTION 1. WORTHY GRAND MATRON

(a) The Worthy Grand Matron shall possess all the powers and prerogatives conferred by the Landmarks and usages of the Order. She shall preside at all sessions of the Grand Chapter, appoint all committees not otherwise provided for, see that the rules and regulations of the Order are enforced, that the officers faithfully perform their respective duties and give such instructions and directions as the good of the Order may require.

(b) She has the power to convene any subordinate chapter within this Grand Jurisdiction (in person or by Deputy, who must be a Worthy Matron, Worthy Patron, Past Matron or Past Patron) to preside therein, to inspect the proceedings and require conformity to the laws of the Order.

(c) She may suspend, for good cause, the charter of any subordinate chapter for a limited period or until the next session of the Grand Chapter. She may require attendance of and information from any Grand Officer respecting her/his office.

(d) She shall decide all questions of law and usage submitted to her by Grand Officers or under seal of subordinate chapters; subject however, to an appeal to the Grand Chapter. Until such decisions and opinions are reversed by the Grand Chapter, they shall be in force and binding as between the parties thereto.

(e) During the vacation of Grand Chapter, she shall exercise all its executive powers.

(f) She may grant special dispensation for all lawful purposes, except for the purpose of organizing chapters.

(g) She shall divide this Grand Jurisdiction into districts, providing there are not more than eighteen (18) districts. She shall appoint an Instructor for each district who shall act under her direction. The Districts will be allocated into associate sections based on the geographic locations of the chapters. The place of the school will rotate within the chapters of each allocated section. The hosting chapter's District Instructor will coordinate with the remaining District Instructors in planning the School for that section. The Worthy Grand Matron shall attend and supervise each of the schools. The Instructor shall be a Worthy Matron, Worthy Patron, Past Matron or Past Patron of any Grand Jurisdiction recognized by the General Grand Chapter who is a member in good standing in this Grand Jurisdiction.

(h) She shall appoint members in other recognized Grand Jurisdictions to serve as Grand Representatives of New Mexico for a term of two (2) years. The certificates shall date from January 1 following appointment. She shall recommend members of this Grand Jurisdiction to serve as Grand Representatives of other Grand Jurisdictions in New Mexico.

(i) She shall give at each annual session an outline of all her official acts and recommend any legislation she may deem advisable. A sufficient number of copies of her official acts shall be printed prior to the Grand Chapter session and a copy shall be given to each voting delegate at the time of registration. Her complete report shall be printed in the proceedings. She shall send a copy of her official acts to each member of the Jurisprudence Committee and to each member of the Board of Grand Trustees at least thirty (30) days before convening of Grand Chapter.

(j) She shall appear in person, at a stated or special meeting, as she may elect. Of any chartered subordinate chapter in this Grand Jurisdiction upon receipt of a written statement that any circumstances tending to destroy peace and harmony have arisen in such chapter and requesting her to appear. All expenses incurred by her making such requested visit shall be paid to her by the chapter visited.

(k) She may summon, through the Grand Secretary or the Secretary of her or his chartered subordinate chapter, any member of the Order holding membership in, or a Demit from, any chartered chapter within this Grand Jurisdiction, to appear at a stated or special meeting of her/his chartered subordinate chapter, or before a committee designated by the Worthy Grand Matron. The summons shall specify such time and place as she may elect provided, however, that said place be in the city, town or village where such member resides or wherein the subordinate chapter of said member is located.

(l) It shall be her duty, on the occasion of her official visit to a subordinate chapter, to see that said chapter has in its possession a copy of the CONSTITUTION AND BYLAWS OF THE GRAND CHAPTER and THE RULES AND REGULATIONS GOVERNING SUBORDINATE CHAPTERS (the Red Book) that is being kept up to date by inserting therein the several amendments and changes that have been enacted by the Grand Chapter.

(m) She shall, at the time of her official visit to a subordinate chapter, check the Officers Members and Visitors Register, the Membership Ledger, Membership Roll Book containing the Bylaws and Minute Book to see that they are in order and see that all records are kept in a permanently bound book for that purpose. She shall also check the Cashbooks of the Secretary and Treasurer to ascertain if the finance committee has made a report according to our law governing same. She shall include in her annual report by chapter number all violations of the Ritual, Constitution and Bylaws of the Grand Chapter and the Bylaws Governing Subordinate Chapters.

(n) The Worthy Grand Matron, at the time of her official visit to each subordinate chapter, shall request the officers to exemplify the initiatory ceremony and she shall make note of such corrections required as are provided in the Ritual and Secret Work of the Order and give to the District Instructor of that chapter for correction.

(o) She shall proofread and approve that portion of the proceedings which contains her report and supplemental report, before it is published.

(p) The Worthy Grand Matron shall notify the elected Grand Officers in their proper order of her impending absence from the Grand Jurisdiction. The Worthy Grand Matron shall be available through the use of email or cellular phone, where she is physically located. In the case that all those so notified are absent from the Jurisdiction, any designated Past Grand Matron, if needed, shall assume all the powers and prerogatives of the absent Worthy Grand Matron.

SECTION 2. WORTHY GRAND PATRON

(a) The Worthy Grand Patron shall preside whenever called upon by the Worthy Grand Matron and shall assist and advise her in the discharge of her duties.

(b) He has the power, upon proper application, to grant a dispensation for a new chapter. The Dispensation shall be signed by the Worthy Grand Patron and Grand Secretary under seal of the Grand Chapter.

(c) He shall, in person or by Deputy, institute all new chapters organized under his administration and be responsible to the Grand Chapter for full instruction of the officers of such chapters in their work. Immediately after institution, he or his Deputy, shall make a report to the Grand Secretary.

(d) He or his appointed Deputy shall deliver the Charter and install the first Board of Officers of the constituted chapter.

(e) He shall, if called upon by vote of the chapter, in person or by Deputy, inform, advise, and/or assist chartered chapters who have voted or are planning to consolidate or affiliate one chapter with another. Any expense incurred by him or his Deputy or the Grand Chapter in performing this duty will be paid from the funds of the chartered chapters requesting such assistance, if available.

(f) He shall give an outline of all his official acts at each annual session and recommend any legislation he may deem advisable. A sufficient number of copies of his complete report shall be printed prior to the Grand Chapter session and a copy shall be given to each delegate at the time of registration. His complete report shall be printed in the Grand Chapter proceedings. He shall send a copy of his official report to each member of the Jurisprudence Committee and to each member of the Board of Grand Trustees at least thirty (30) days before the convening of Grand Chapter.

SECTION 3. ASSOCIATE GRAND MATRON

(a) The Associate Grand Matron shall assist the Worthy Grand Matron in the performance of her duties and be subject to the order of the Grand Chapter and her superior officers. In case of the death, absence or disability of the Worthy Grand Matron, she shall assume her powers and prerogatives and discharge her duties as per the Ritual, including being accorded the Grand Honors. Ritual pages 17 & 137.

(b) She shall verify by personal view the existence and location of the Charter of this Grand Chapter.

SECTION 4. ASSOCIATE GRAND PATRON

(a) The Associate Grand Patron shall assist the Worthy Grand Patron in the performance of his duties and be subject to the order of the Grand Chapter and his superior officers. In case of the death, absence or disability of the Worthy Grand Patron, he shall assume his duties as per the Ritual, including being accorded the Grand Honors. Ritual pages 17 & 138.

(b) PROFICIENCY. Those individuals appointed District Instructors for the ensuing year shall give from memory to the Associate Grand Patron the Entire Secret Work. This shall be accomplished prior to the close of Grand Chapter. In the case of an emergency, he may appoint a Past Grand Patron of his choice as proxy to assist with this requirement.

SECTION 5. GRAND SECRETARY

(a) It shall be the duty of the Grand Secretary to keep a faithful record of the transactions of the Grand Chapter, to collect all monies due the Grand Chapter and immediately pay the same to the Grand Treasurer, taking a receipt therefore.

(b) She/he shall make quarterly, to the Worthy Grand Matron, a report in writing of the amount collected. She/he shall execute such orders as may be issued by the Worthy Grand Matron or

Grand Chapter. She/he shall deliver to her/his successor in office all books, papers and other property belonging to the Grand Chapter which may be in her/his possession.

(c) The books of the Grand Secretary shall be closed on August thirty-first (31st). She/he shall send a copy of the financial statement for the year to each member of the Board of Grand Trustees. A sufficient number of copies of her/his report shall be printed prior to the Grand Chapter session and a copy shall be given to each voting delegate at the time of registration. All money received after the closing of the books and during the Session of Grand Chapter shall be certified to the Board of Grand Trustees.

(d) She/he shall examine the returns of all subordinate chapters, note all errors and return them for correction when necessary. She/he shall make a complete report to the Grand Chapter of all returns received by her/his prior to the date of closing her/his books. She/he shall report to the Grand Chapter as delinquent all Chapters whose returns or dues are not received.

(e) She/he shall keep on hand a limited amount of supplies necessary for the use of subordinate chapters. She/he shall, as soon as possible after the close of Grand Chapter, have printed the several Amendments to the Constitution, Bylaws and Penal Code. She/he shall immediately distribute them to all subordinate chapters in this Grand Jurisdiction.

(f) She/he may draw on the Benevolent Fund for an amount not to exceed two hundred fifty dollars (\$250.00) if an extreme emergency should arise.

(g) She/he shall be designated as the agent for the Grand Chapter upon whom process may be served against the corporation. A change of Grand Secretary or change of address must be forwarded to the State Corporation Commission.

(h) She/he shall remit to the General Grand Chapter annually all money remitted from the subordinate chapters designated for the use and benefit of the O.E.S. International Headquarters.

(i) She/he shall see that the Grand Chapter proceedings are compiled, published and mailed to all members who are entitled to receive same. She/he shall select an assistant to help the Grand Secretary during the Grand Chapter Session. The Board of Grand Trustees shall approve the monetary amount paid to the assistant.

(j) It shall be the duty of the Grand Secretary to consult with the Worthy Grand Matron and have printing done as pertains to Grand Chapter business. The Grand Secretary shall also be responsible for mailing all printed material paid for by the Grand Chapter.

(k) The tenure of office of the Grand Secretary shall be limited to a maximum of ten (10) years.

SECTION 6. GRAND TREASURER

(a) The Grand Treasurer shall receive all monies from the hands of the Grand Secretary, giving her/his receipt therefore and pay them out only upon warrants attested by the Grand Secretary.

(b) She/he shall carefully number and file all vouchers annually, or more often if required by the Worthy Grand Matron or Grand Chapter, make in writing an itemized statement of her/his receipts and disbursements. She/he shall submit to the Grand Chapter, for examination, her/his books, papers and vouchers, accompanied by a certified statement of cash for the balance of money remaining in her/his hands.

(c) She/he shall deliver without delay to her/his successor in office all books, vouchers, money and other property belonging to the Grand Chapter, which may be in her/his possession.

(d) The books of the Grand Treasurer shall be closed on August thirty-first (31st). She/he shall send a copy of the financial statement for the year to each member of the Board of Grand Trustees. A sufficient number of copies of her/his report shall be printed prior to the Grand Chapter session and a copy shall be given to each voting delegate at the time of registration.

(e) The tenure of office of the Grand Treasurer shall be limited to a maximum of ten (10) years.

SECTION 7. GRAND CHAPLAIN

The Grand Chaplain shall conduct such religious exercises as may be ordered by the Worthy Grand Matron and act as Chairman of the Necrology Committee.

SECTION 8. GRAND MARSHAL

The Grand Marshal shall perform such duties as are appropriate to her/his office and act as custodian of the Grand Chapter flags.

SECTION 9. REMAINING GRAND OFFICERS

The remaining Grand Officers shall perform such duties as are appropriate to their several stations and such as may be assigned them by the Worthy Grand Matron or the Grand Chapter.

SECTION 10. BOARD OF GRAND TRUSTEES

(a) The Board of Grand Trustees shall consist of two sisters and one brother, together with the Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Secretary, Grand Treasurer, Grand Conductress, Associate Grand Conductress and Grand Sentinel. One trustee shall be elected each year for a term of three (3) years. The Worthy Grand Matron or Worthy Grand Patron shall not be eligible for election to the Board of Grand Trustees at the election held during their own Grand Chapter session, but will be eligible any following year. A member cannot be elected for two consecutive terms. Immediately following the close of Grand Chapter, the Board of Grand Trustees shall meet and perfect an organization, at which time, they will select a Chairman and Secretary and set a date for another meeting or meetings during the year.

(b) The Board of Grand Trustees shall exercise a general supervision over the financial affairs of the Grand Chapter, safeguard its funds against loss and receive and examine the report of the professional audit.

(c) The Board of Trustees shall approve all projects of the Grand Chapter before a drive for funds is launched for same.

(d) All gifts of property, real estate, etc. presented to the Grand Chapter shall be accepted by the Grand Chapter, subject to the approval of the Board of Grand Trustees.

(e) The Board of Grand Trustees shall determine the amount to be given a benevolent request and shall be governed by conditions pertaining to the case after a thorough investigation has been made.

(f) All monies of this Grand Chapter shall be deposited only in Federally Insured Banks Trust Companies, Mutual Savings Companies, and approved Investment Companies in the name of this Grand Chapter, the selection of which shall be made by two-thirds (2/3) vote of the entire Board of Grand Trustees. The Chairman of the Board of Grand Trustees shall submit an annual investment report to be given to the membership during each Grand Chapter session.

(g) The Chairman of the Board of Grand Trustees shall submit a report of its activities to the Grand Chapter at each annual session. The report shall include a statement of all general and financial business transacted during the year, the amount budgeted for the annual session, projects approved, and all policies adopted by the Board. This report shall be printed with the report of the Worthy Grand Matron, Worthy Grand Patron, Grand Secretary and Grand Treasurer and a copy shall be given to each voting delegate at the time of registration.

Article V

Standing Boards

SECTION 1. BENEVOLENT ASSISTANCE BOARD, EDUCATION BOARD AND ESTARL BOARD

(a) Each board shall consist of two sisters and one brother to be selected by the Worthy Grand Matron and the Worthy Grand Patron. One board member of each board shall be appointed each year for a term of three (3) years.

(b) During each Grand Chapter Session or immediately following the close of Grand Chapter, each board will meet, select a chairman and secretary and set a date for the next meeting.

SECTION 2. MEMBERSHIP AND MARKETING BOARD

(a) The Membership and Marketing Board shall consist of at least five (5) members: three elected members who shall be two sisters and one brother with one member elected each year for a term of three (3) years and at least two appointed members. Appointed members will serve two (2) year terms. Vacancies shall be filled by appointment until the next Grand Chapter session when, if necessary, a vacancy in an elected position will be filled by election for the remaining original term.

Members elected to this Board shall be elected following the form of selection in the Constitution.

The Worthy Grand Matron, Worthy Grand Patron, Associate Grand Matron, Associate Grand Patron, Grand Conductress, Associate Grand Conductress, Grand Sentinel, and Grand Trustees shall be ex officio non-voting members of this Board.

(b) During each Grand Chapter Session, or immediately following the close of Grand Chapter, the Board will meet, select a chairman and secretary and divide the work of the board into such areas of responsibility as website administrator, email proctor, social media administrator, and membership recruitment/incentives.

SECTION 3. INTERNAL AUDIT COMMITTEE

(a) The Internal Audit Committee shall consist of two (2) sisters and one (1) brother. One (1) of which shall be a Past Grand Matron or Past Grand Patron. The first elected for three (3) years, second two (2) years and the third one (1) year and serve as chairman. The retiring committee member would be replaced by a member elected by the membership of the New Mexico Grand Chapter.

(b) After the initial set up each new member elected will assume a three year term. The Chairman of the committee will be the member with one year remaining on their term and be responsible to ensure that the audit is completed in a timely manner. *Adopted 2022*

Article VI

Duties of Standing Boards

SECTION 1. BENEVOLENT ASSISTANCE

- (a) To receive and review all applications for assistance.
- (b) To recommend to the Board of Grand Trustees to disburse designated funds available to recipients selected by this Board.
- (c) To formulate a policy and develop guidelines for the use of this Board.

SECTION 2. ESTARL

- (a) To receive and review all applications for awards.
- (b) To recommend to the Board of Grand Trustees to disburse designated funds available to recipients selected by this Board.
- (c) To formulate a policy and develop guidelines for the use of this Board.

SECTION 3. EDUCATION

- (a) To receive and review all applications.
- (b) To recommend to the Board of Grand Trustees to disburse designated funds available to recipients selected by this Board.
- (c) To formulate a policy and develop guidelines for the use of this Board.

SECTION 4: MEMBERSHIP AND MARKETING BOARD

- (a) To formulate a policy and develop guidelines for this Board.

- (b) To implement and execute a program to increase membership in the Order of the Eastern Star in the Grand Jurisdiction of New Mexico consistent with the established vision and mission of the Grand Chapter and in alignment with the accepted marketing plan and General Grand Chapter.
- (c) To disseminate membership and other related information to members as well as non-members.
- (d) To promote interest and to strive to increase membership in the Order of Eastern Star by providing training and other tools to assist in motivation and commitment.
- (e) To work in conjunction with chapter; Membership Committees.
- (f) To assist in combining public participation and communication to make the Order of Eastern Star known in the community.
- (g) To maintain the official website of the Grand Chapter of New Mexico.
- (h) To maintain the official social media site(s) of the Grand Chapter of New Mexico.
- (i) To recommend to the Board of Grand Trustees to disburse funds necessary to fulfill the duties of this committee.
- (j) To award media grants to subordinate chapters. The annual budget for all media grants shall be set annually by the Board of Grand Trustees and shall include all designated donations, any fundraising efforts by, or on behalf of this Board, as well as any amount set aside for this purpose by the Board of Grand Trustees.

Article VII

Session Committees

SECTION 1.

After the Grand Chapter is duly opened and the minutes of the previous meeting have been approved, the next order of business shall be the appointment by the Worthy Grand Matron, from the members present, such session committees as may be necessary or desirable.

SECTION 2.

The foregoing committees shall be discharged at the close of the Grand Chapter session for which they were appointed.

Article VIII

Standing Committees

The Worthy Grand Matron shall appoint the standing committees; the first named shall be chairman.

1. *Jurisprudence*, two sisters and one brother. The member of the Jurisprudence Committee shall serve a term of three (3) years except such members as may be appointed to fill a vacancy. One new member shall be appointed each year.

2. *Credentials*, six sisters and two brothers. Each member of the Credentials Committee shall serve a term of two years (2), except such member as may be appointed to fill a vacancy. Three sisters and one brother shall be appointed each year.

3. *Fraternal Correspondents*, the Grand Conductress and Associate Grand Conductress.

4. *Registering and Examining Visiting Members*, four sisters and two brothers.

5. *Registering and Examining Visitors from Other Grand Jurisdictions*, four sisters and two brothers.

6. *Grievance and Appeals*, three sisters and two brothers.

7. *Necrology*, two sisters and one brother.

Article IX

Duties of Standing Committees

SECTION 1. JURISPRUDENCE

(a) To examine and report upon all proposed amendments to the CONSTITUTION AND BYLAWS of this Grand Chapter and to the GRAND CHAPTER BYLAWS GOVERNING SUBORDINATE CHAPTERS.

(b) It shall be proper for this committee, in reporting on proposed amendments, to recommend such changes in the wording as shall make the same conform to, or better serve the purpose intended therein, but every alteration or amendment shall be made effective, finally, only by vote of the Grand Chapter.

(c) To examine and report upon the decisions of the Worthy Grand Matron, as well as upon all questions of Order of the Eastern Star law and usage submitted to it.

(d) To arrange, codify and incorporate under their proper headings all amendments to the CONSTITUTION, BYLAWS, RULES AND REGULATIONS of this Grand Chapter, or to the BYLAWS GOVERNING SUBORDINATE CHAPTERS.

SECTION 2. CREDENTIALS

(a) To receive and examine carefully the credentials of all persons claiming the right of membership in this Grand Chapter, to list properly the names of all Grand Officers and Members, also the names of all representatives of subordinate chapters who are present, or their proxies, together with the name and number of the chapter they represent and their official position therein, if any.

(b) To acquire from members presenting themselves as proxies a written commission signed by the officials they represent under the seal of the Chapter.

(c) To prepare and present an initial report and a final report. The initial report shall enumerate the chapters and total vote of each entitled to vote in this Grand Chapter whose registrations are complete at the presentation of the report. The final report shall enumerate only such additions as have been filed since presentation.

SECTION 3. FRATERNAL CORRESPONDENTS

To examine all proceedings from other Grand Jurisdictions and report to the Grand Chapter.

SECTION 4. REGISTERING AND EXAMINING VISITING MEMBERS.

To register all visiting members of this Grand Jurisdiction and examine those not properly vouched for and make reports to this Grand Chapter.

SECTION 5. REGISTERING AND EXAMINING VISITORS FROM OTHER GRAND JURISDICTIONS

To register all visitors and examine those not properly vouched for and to report to this Grand Chapter, visiting members from other Grand Jurisdictions and their titles, if any.

SECTION 6. GRIEVANCE AND APPEALS

(a) To receive all petitions for restoration from:

1. Chapters whose charters have been suspended or revoked.
2. Members who have had their membership suspended or who have been expelled from the order.

(b) To review all petitions, determine the merits of the petition by means of interviews or a formal hearing and report the findings to the Grand Chapter.

(c) To notify petitioners in writing of the date, time and place established for the interview or hearing and of the grievances or charges that will be discussed and evaluated by the committee.

(d) To make a report to the Grand Chapter upon any other matter which may be referred to it by the Grand Chapter or the Worthy Grand Matron.

SECTION 7. NECROLOGY

To prepare a proper record of the deceased members of this Grand Jurisdiction and of the General Grand Chapter, making due report of same.

SECTION 8. INTERNAL AUDIT COMMITTEE

(a) They will perform an audit of the Grand Secretary and Grand Treasurer books at the close of the Grand Chapter year and prior to the Grand Chapter Session. This shall be performed after September 1st and prior to the Grand Trustee meeting that is before the start of the Grand Chapter Session.

(b) They will ensure that all credits and debits are recorded correctly and distributed as approved in the budget or by Grand Chapter motions.

(c) They will submit their report to the Grand Trustees Board at the meeting prior to Grand Chapter Session.

(d) To start the Internal Audit Committee DOCs will be submitted and the election will be held at Grand Chapter Session. The Internal Audit Committee will consist of two (2) sisters and one (1) brother, one (1) of which shall be a Past Grand Matron or Past Grand Patron. The first elected for three (3) years, second two (2) years and the third one (1) year and serve as chairman. The one retiring would be replaced by a member elected by the membership of the Grand Chapter of New Mexico. *Adopted 2022*

Article X

Report of Committees

SECTION 1.

The reports of all committees of this Grand Chapter may be submitted to the Grand Secretary either in writing, signed by a majority of their members, or by email.

SECTION 2.

Written reports on money raising projects shall list the total amounts only of contributions by chapter, by individuals and other contributors. Only the total of all contributions shall be read. Individual chapter contributions shall be printed in the proceedings.

Article XI

Order of Business

The business of this Grand Chapter shall be disposed of in the following manner:

1. Formal Opening.
2. Roll call of Grand Officers.
3. Approve minutes of previous meeting.
4. Appointment of session committees.
5. Reception of distinguished visitors.
6. Reception of Past Grand Matrons and Past Grand Patrons.
7. Reception of Grand Representatives.

8. Report of Worthy Grand Matron.
9. Report of Worthy Grand Patron.
10. Report of Grand Secretary.
11. Report of Grand Treasurer.
12. Reports of Committees.
13. Election of Grand Officers not later than 10:00 a.m. on second day.
14. Miscellaneous business.
15. Installation of Grand Officers.
16. Closing of Grand Chapter.

Article XII

Miscellaneous

SECTION 1.

All members of the Order in good standing, not members of the Grand Chapter, shall be allowed to visit the Grand Chapter but shall take no part in its proceedings.

Unaffiliated members whose demits are more than a year old shall not be permitted to visit the Grand Chapter.

SECTION 2.

All business must be disposed of before Grand Chapter is closed, except as may lie over by virtue of the Constitution, Bylaws or by a majority vote of the members present.

SECTION 3.

All questions in this Grand Chapter, except elections, shall be decided by a show of hands, as specified in *Robert's Rules of Order*.

SECTION 4.

The roll of the Grand Officers shall be called once each Grand Chapter session as given in the order of business.

SECTION 5.

Any member persisting in violating rules and regulations, after having been admonished by the presiding officer, may be reprimanded or expelled from the Grand Chapter room.

Article XIII

Fifty Year Membership

Any member in this Grand Jurisdiction who has been a member of the Order of the Eastern Star in good standing (excluding any period of time while under suspension or while holding a demit) for fifty (50) years in any subordinate chapter recognized by General Grand Chapter shall be entitled to a fifty (50) year pin to be presented by the Grand Chapter of New Mexico. The Grand Chapter shall require the applicant to produce official certification of membership in a subordinate chapter.

Article XIV

Amendment

SECTION 1. HOUSE CLEANING AMENDMENT

The Jurisprudence Committee shall have the authority to correct or clarify a provision of the Bylaws Governing the Grand Chapter of New Mexico by deleting, adding or substituting words (with the exception of correcting errors in typing, spelling or grammar), providing the proposed change is made by motion and approved by a two-thirds (2/3) vote of the delegates present and voting at the Grand Chapter Session. It then immediately becomes law.

SECTION 2

A resolution to amend the Bylaws of this Grand Chapter shall be in writing, signed by three (3) or more members of this Grand Chapter from three (3) separate primary chapters and referred to the Jurisprudence Committee at least sixty (60) days before the convening of Grand Chapter, which committee, after making its report, shall submit the same to the Grand Chapter for its consideration and decision. The Jurisprudence Committee shall publish proposed amendments to the New Mexico OES Website at least thirty (30) days before the convening of Grand Chapter. If the Website is unavailable, the proposed amendments shall be provided electronically to each subordinate chapter at least thirty (30) days prior to the convening of Grand Chapter. After being discussed and if necessary amended, if approved by a two-thirds (2/3) of the members present and voting, it becomes law. The Jurisprudence

Committee shall publish the outcome of Grand Chapter voting to the New Mexico OES Website no more than thirty (30) days after Grand Chapter closes.

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