

*Bylaws Governing  
Subordinate Chapters  
of  
Grand Chapter  
of  
New Mexico  
Order of the Eastern Star*



*Adopted by*

THE GRAND CHAPTER OF NEW MEXICO

March 22, 1940

As Amended Through the Annual Session 2019



## **BYLAWS GOVERNING SUBORDINATE CHAPTERS**

### **Article I.**

#### **SECTION 1. CHARTER OR DISPENSATION**

Every subordinate chapter must have a Charter of Dispensation legally issued and always present at its meetings, without which it cannot legally act.

#### **SECTION 2. LOSS OR DESTRUCTION OF CHARTER**

When a Charter of a chapter shall be destroyed, lost or stolen or becomes so defaced as to be unfit for use, it shall be lawful for the Worthy Grand Matron to order another to be issued without fee. Which shall set forth the numbers and the officers named in charter lost or destroyed, the Grand Session at which it was granted, the names of the Grand Officers attached thereto, the circumstances of its loss or destruction and shall bear the names of the Worthy Grand Matron and Worthy Grand Patron and be attested by the Grand Secretary under the seal of the Grand Chapter.

### **Article II**

#### *Name and Seal*

#### **SECTION 1. NAME**

No chapter shall have permission to change its name. neither shall any chapter assume the name of any living person or chapter or any extinct chapter of this Grand Jurisdiction unless it shall be subsequently restored to the original chapter by the Grand Chapter.

## **SECTION 2. SEAL**

Every subordinate chapter shall, after receiving its Charter, procure a seal with the name, number and location of the chapter and such device as it may deem proper engraved thereon. All documents emanating from such chapter shall have said seal affixed.

### **Article III**

#### *Chapters Under Dispensation (U.D.)*

## **SECTION 1. DISPENSATIONS**

(a) The petition for a dispensation to form a new chapter during the recess of Grand Chapter can be granted by the Worthy Grand Patron only. This petition must be signed by not fewer than eighteen (18) nor more than thirty-five (35) persons, three (3) of whom must be brothers and all of whom shall be qualified as in Section 5 of this article.

(b) Upon receipt of this petition, the Worthy Grand Patron shall appoint a committee composed of five (5), the chairman of which shall be a Past Grand Patron or a Past Grand Matron. The other members of this committee shall consist of two (2) Past Matrons and two (2) Past Patrons from at least three (3) adjacent chapters. This committee shall make a full and complete investigation of all conditions pertaining to the proposed chapter, such as membership available, material for new members, finances and a suitable meeting place. This committee shall make a full report of these conditions to the Worthy Grand Patron and shall be reimbursed by this Grand Chapter for expenses incurred in this investigation.

## **SECTION 2. DISPENSATIONS GRANTED BY THE WORTHY GRAND PATRON**

(a) Before the chapter receives a dispensation which authorizes it to exemplify any of the ritualistic work, it must be instituted by the Worthy Grand Patron or his Deputy who shall be the Associate Grand Patron, a Past Grand Patron or a Past Grand Matron of this Grand Jurisdiction.

(b) Practice of ritualistic work is permitted immediately after the Worthy Grand Patron shall have approved the petition for the dispensation and shall be under the supervision of the Worthy Grand Patron or his Deputy.

## **SECTION 3. DISPENSATION NOT ISSUED NEAR GRAND CHAPTER SESSION**

No dispensation to form a new chapter shall be issued by the Worthy Grand Patron later than ninety (90) days prior to the date for the next annual session of this Grand Chapter.

## **SECTION 4. DISPENSATIONS NOT ISSUED WITHOUT CONSENT OF EXISTING CHAPTER**

No dispensation shall be issued by the Worthy Grand Patron to form a new chapter in a town or city having one or more chapters when any such chapter which has less than five hundred (500) members objects to such issuance.

## **SECTION 5. QUALIFICATIONS FOR PETITIONERS**

(a) All petitioners for formation of a new chapter must have been regularly initiated in the Order and have either a receipt for dues or a Certificate of Good Standing showing membership in a single chapter, or a Demit from a chapter or from a Grand Chapter recognized by General Grand Chapter. Members from Grand Jurisdictions not affiliated with the General Grand Chapter must present Masonic eligibility conforming to the rules and regulations of the General Grand Chapter.

(b) All petitions for dispensation for new chapters shall be signed in person by each petitioner prior to the date of institution. All petitioners not present at the institution of a chapter are automatically dropped from the roll of membership and can thereafter become members of such chapter only by affiliation.

## **SECTION 6. APPOINTMENT OF OFFICERS OF CHAPTERS U.D**

The Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress and Associate Conductress shall be approved by the Worthy Grand Patron or his Deputy, after having been selected by the written ballot of the petitioners. The Worthy Matron shall appoint the other officers.

## **SECTION 7. RIGHTS AND PRIVILEGES OF OFFICERS OF CHAPTERS U.D**

The Worthy Matrons and Worthy Patrons who have served as such under dispensation and under charter until regular election

shall receive the title of past officers and be entitled to all the rights and privileges pertaining to same.

## **SECTION 8. POWERS OF CHAPTERS U.D**

Chapters under dispensation may not elect or install officers or collect dues. Their powers are limited to receiving petitions for degrees or affiliation (including petitions for dual or plural membership) and conferring degrees on elected candidates.

## **SECTION 9. BYLAWS**

Chapters under dispensation shall propose a set of bylaws which shall be sent with all other records to the Grand Chapter for approval.

## **SECTION 10. LAWS GOVERNING CHAPTERS U.D**

Chapters under dispensation shall be governed by the bylaws and regulations of this Grand Chapter pertaining to subordinate chapters so far as the same may be applicable to chapters working under dispensation.

## **SECTION 11. MEETINGS AND FEES FOR DEGREES**

Chapters under dispensation shall, by resolution, fix the dates of holding their meetings and the amount of the fee to be charged for the degrees, which fee shall not be less than five dollars (\$5.00).

## **SECTION 12. ASSESSMENT UPON PETITIONERS FOR DISPENSATION**

Chapters under dispensation shall, by resolution, levy an assessment upon each petitioner for a dispensation for the

purpose of defraying the expenses of the chapter, while working under dispensation. Such assessment shall not exceed in amount the sum fixed by resolution as the fee to be charged for the degrees. Members of Chapters U.D. shall be furnished with proper receipts for fees and assessments paid.

### **SECTION 13. MAKE RETURNS BEFORE OPENING OF GRAND CHAPTER**

Chapters under dispensation shall deliver to the Grand Secretary before the opening of Grand Chapter all records, returns and petitions for charter, together with the proposed Bylaws and a list of members, to be referred to the Committee on Chapters U.D.

### **Article IV**

#### *Instituting Chapters*

### **SECTION 1. INSTITUTION BY THE WORTHY GRAND PATRON OR HIS DEPUTY**

When a new chapter is to be instituted, the Worthy Grand Patron, or his Deputy shall see that the meeting place is secure; that all petitioners are members of the Order; that all have signed the petition for dispensation and that no persons who are not members of the Order are present. The officers of the chapter under dispensation shall exemplify all the ritualistic work under the supervision of the instituting officer. Immediately after the institution, the Worthy Grand Patron or his Deputy shall report same to the Grand Secretary. Said instituting officer shall be reimbursed for his expenses.



## **SECTION 2. SEAL**

A chapter under dispensation shall be furnished a seal by the Grand Chapter, which shall be affixed to all chapter communications and shall be returned to the Grand Secretary as soon as the chapter ceases to be under dispensation. The Seal shall be circular in form bearing the words “*Chapter Under Dispensation O.E.S. New Mexico*” about the outer edge, and in the center shall be the emblematic star.

## **Article V**

### *Issuance of Charter*

## **SECTION 1.**

No charter shall be granted to any chapter under dispensation until the chapter shall have worked under dispensation at least sixty (60) days. If at the next annual session of Grand Chapter, the work, records and proposed bylaws of such chapter under dispensation are approved, the chapter shall be granted a charter. The dispensation shall not expire until the Charter is delivered by the constituting and installing officer or the appointed Deputy. When the Charter is delivered, the dispensation shall be returned to the Grand Secretary by the constituting officer.

## **SECTION 2.**

The Charter shall be issued by the authority of this Grand Chapter signed by the Worthy Grand Matron, Worthy Grand Patron and the Grand Secretary under the seal of the Grand Chapter. Only the names of the petitioning members who were present at the time the chapter was instituted shall be entered upon the Charter as charter members and it shall be the duty of the Secretary of the

Chapter U.D. to furnish the Grand Secretary with a correct list of all such members and have the list at Grand Chapter when the charter is granted.

## **Article VI**

### *Dissolution of Chapters U.D. and Suspended Chapters*

#### **SECTION 1. SUSPENSION OF CHARTER**

A charter may be suspended by the Worthy Grand Matron:

- (a) For willful disobedience to or violation of any of the provisions of the Landmarks or Ritual of the Order or any of the laws, rules or regulations of this Grand Chapter.
- (b) For disregard of the lawful authority of the Worthy Grand Matron.
- (c) For failure to hold two (2) regular meetings during six (6) consecutive months.
- (d) For failure to make returns or pay Grand Chapter dues for two (2) successive years.

#### **SECTION 2. SUSPENSION OF DISPENSATION**

- (a) The Worthy Grand Patron may suspend the dispensation of a Chapter U.D. for just cause until the next session of Grand Chapter when it shall be reviewed by the session committee on Chapters U.D. and voted on by Grand Chapter.

(b) If a dispensation has been revoked by Grand Chapter, a new Chapter U.D. may not be formed by a majority of the same petitioners for six (6) months thereafter.

### **SECTION 3. CHAPTER HEARD BEFORE DISSOLUTION**

No Charter of a suspended chapter or dispensation of a Chapter U.D. shall be revoked until said chapter shall have opportunity to be heard at the next annual session of Grand Chapter.

### **SECTION 4. SURRENDER OF PROPERTY**

When the charter of a chapter or dispensation for a Chapter U.D. has been revoked, it shall be the duty of the last Worthy Matron, Worthy Patron, Secretary and Treasurer thereof to surrender to the Worthy Grand Matron, or such person as she may designate, the charter or dispensation books, papers, jewels, furniture, monies and other property belonging to said chapter within one month from time of such revocation or surrender. Should any member of a chapter refuse to make surrender, then she/he shall be liable to discipline for violation of the laws of the Order. All monies accruing from property herein described shall be used to pay all debts of such chapter; the surplus if any shall be converted into the Grand Chapter treasury.

### **SECTION 5. GRAND CHAPTER DEMIT**

Upon revocation of a chapter's charter or the dispensation of a Chapter U.D., each member whose current dues have been paid to the date of dissolution shall receive a Grand Chapter Demit automatically. A member whose current dues have not been paid shall receive a Grand Chapter Demit only upon payment of such

dues to the Grand Secretary. The Demit shall be submitted to any chapter to which application for membership is made, accompanied by a petition for affiliation. A member who was suspended for nonpayment of dues previous to the dissolution of the chapter may, upon payment to the Grand Secretary the amount due at the time of suspension, be reinstated and given a Demit.

## **SECTION 6. DISCIPLINE MEMBERS PARTICIPATING IN WORK OF SUSPENDED CHAPTERS**

Any member who shall be present at or assist in the work of a chapter knowing its dispensation or charter has been suspended, shall be liable to discipline.

## **SECTION 7. RESTORATION OF CHARTER**

If this Grand Chapter upon final hearing shall revoke the charter, it may afterwards restore it. In such cases, the restoration must be to the identical chapter in name and number. It shall be the right of every member of the chapter who was in good standing at the time of revocation, who is not yet affiliated, and who holds a certificate of membership in this Grand Chapter, to be restored to membership in such restored chapter by depositing his or her certificate with the Secretary within one (1) year from date of restoration of the charter.

## **SECTION 8. APPLICATION FOR RESTORATION**

Application for the restoration of a revoked charter may be made by any eighteen (18) members; three (3) of whom shall be brothers, who were in good standing in the chapter at the date of revocation, are yet unaffiliated and are residing within the local

Jurisdiction. They shall petition the Grand Chapter within two (2) years from the date of revocation of the charter.

## **SECTION 9. PROPERTY RESTORED**

(a) If a charter or dispensation once revoked shall be restored, this Grand Chapter shall return to the chapter affected, the books, seal, records and files taken therefrom, and such other property taken from said chapter not otherwise disposed of, as it may deem best.

(b) If a suspended charter or dispensation be restored, all property and effects received by this Grand Chapter shall be returned with the charter or dispensation less the expense incurred by the Grand Chapter, except when the suspension shall be adjudged by the Grand Chapter to have been wrongful; then the restoration shall be made without expense to the subordinate chapter.

## **SECTION 10. NEW CHAPTER**

Nothing in this article shall be construed to prohibit the members of an extinct chapter, or any of them possessing the necessary qualifications by themselves or with others, from petitioning for a dispensation to organize a new chapter.

## **Article VII**

### *Consolidation of Chapters*

#### **SECTION 1. PROPOSITION FOR CONSOLIDATION**

Two (2) or more chapters may consolidate to form one (1) chapter. The proposition for consolidation may be made in either (or any) of the chapters by motion or resolution. It shall be in writing, shall state the chapters which it is proposed to consolidate, and the city or town proposed as the location of the consolidated chapter. The proposition shall be presented in each chapter at a stated meeting in the form of a petition signed by at least ten (10) percent of the members of the chapter, but in no case shall it be signed by fewer than five (5) members.

#### **SECTION 2. NOTICE OF PROPOSED ACTION**

After the proposition for consolidation has been presented in each chapter, a vote on the proposition shall be taken at a subsequent stated meeting of each chapter. Notices of the proposition and of the date a vote will be taken on the proposition shall be mailed on the same date by each of the chapter secretaries to all members of all chapters involved, at least two (2) weeks prior to the vote.

#### **SECTION 3. BALLOTING**

At the stated meeting in each chapter of which all members have been notified, the question shall be presented by the presiding officer after which a vote, by written ballot, shall be taken. The vote required to carry the proposition shall be two-thirds (2/3) of those present and voting. The Secretary of each chapter shall notify, immediately, the other chapter or chapters involved of the

result of the vote and she/he shall also report the result of the vote to the Worthy Grand Matron.

#### **SECTION 4. CONCURRENT VOTE REQUIRED**

A vote in favor of consolidation by all chapters involved shall be required for consolidation. Should the proposition fail in any of the chapters involved, no such proposition shall be presented again in the same chapter during the same fiscal year when all chapters involved have voted in favor of consolidation, and the Worthy Grand Matron has been notified, she shall direct the Grand Secretary to issue an Order for Consolidation. The order shall be signed by the Worthy Grand Matron and the Grand Secretary and shall bear the seal of the Grand Chapter of New Mexico, Order of the Eastern Star.

#### **SECTION 5. NAME AND NUMBER**

The name and number of the consolidated chapter shall be determined by a majority vote of the members present and voting of the chapters forming the consolidation at a joint meeting held for that purpose, said vote to be confined to the members of the chapters involved.

#### **SECTION 6. PROPERTY**

In case of consolidation, the property of all chapters consolidating shall become the property of the consolidated chapter, including the Charter and Seal of each chapter losing its identity, which items shall be retired at the consolidating chapter.

## **SECTION 7. MEETINGS**

The meetings of the consolidated chapter shall be held at the time fixed by the Bylaws of the oldest chapter, until such time as the consolidated chapter shall adopt bylaws for its own government.

## **SECTION 8. OFFICERS**

At the consolidation of chapters, all offices shall become vacant, with the exception of that of the Worthy Matron of the oldest chapter, which officer may fill all other vacancies in office by temporary appointment. At the first stated meeting of the consolidated chapter, the temporary secretary of the consolidated chapter, under direction of the Worthy Matron, shall request from the Worthy Grand Matron a special dispensation to elect officers out of time, on a date selected by the members of the consolidated chapter (Article XII, Section 2, Bylaws Governing Subordinate Chapters). At this time, all officers of the chapter, including Worthy Matron, shall be elected and appointed according to Article XI, Sections 1, 2, 3, 4, and 5, Bylaws Governing Subordinate Chapters. At the next stated meeting, the elected and appointed officers shall be installed, and the committees announced as required by Article XIII, Section 1, (c) and (d), the term of officers as provided in Article XII, Section 4, Bylaws Governing Subordinate Chapters.



## **Article VIII**

### *Affiliation of Chapters*

#### **SECTION 1. PROCEDURE**

A Chapter may affiliate with another Chapter having concurrent Jurisdiction by following the same procedure in both chapters as outlined in Article VII, Sections 1, 2 and 3, Consolidation of Chapters, page 12.

#### **SECTION 2. VOTE REQUIRED**

A two-thirds (2/3) majority vote of those present and voting in both chapters shall be necessary to favor affiliation. Should the proposition fail in either chapter, no such proposition shall be presented in the same two (2) chapters for a period of one (1) year. If the vote is favorable in both chapters, the Worthy Grand Matron shall direct the Grand Secretary to issue an Order for Affiliation. This order shall be signed by the Worthy Grand Matron and the Grand Secretary and shall bear the Seal of the Grand Chapter of New Mexico, Order of the Eastern Star.

#### **SECTION 3. PROPERTY**

In case of affiliation, the property of the affiliating Chapter shall become the property of the Chapter with which they affiliated including the Charters and Seal of the affiliating chapter, which items shall be retired at the affiliated chapter.

#### **SECTION 4. OFFICERS, MEMBERS, RULES**

Such affiliation shall in no way affect the name, number, charter, officers or members of the chapter with which another chapter

has affiliated. All members of the affiliating chapter shall become affiliated members of the chapter with which they have affiliated and shall be governed by the laws, rules and regulations of such chapter.

## **Article IX**

### *Removal*

#### **SECTION 1. TO ANOTHER HALL**

No chapter shall move its place of meeting, either temporarily or permanently, from one hall to another in the same geographical location without a special dispensation issued by the Worthy Grand Matron.

#### **SECTION 2. TO ANOTHER CITY OR TOWN**

A chapter may be removed to another city or town by presenting a resolution in writing at a stated meeting. Said resolution must lie over and be voted on at the next stated meeting. Notice of such proposed action shall be mailed to the last known address of every member of the chapter within five (5) days after the resolution is presented. If eighteen (18) members present vote against such change, the chapter shall remain in its present location. Special dispensation must be obtained from the Worthy Grand Matron before such removal.

## **Article X**

### *Bylaws*

#### **SECTION 1. FORMATION**

Every Subordinate Chapter shall frame its own bylaws provided that they shall conform to the Ritual of the Order, the Constitution, Bylaws, Rules and Regulations of the Grand Chapter. Such bylaws shall be written in, or securely pasted in, a permanently bound book for the signature of initiated and affiliated members.

#### **SECTION 2. AMENDMENTS**

The Bylaws of a Subordinate Chapter may be amended or repealed by presenting at a stated meeting a resolution in writing, signed by three (3) members of the Chapter. The resolution shall be read at three (3) stated meetings; if it receives a vote of two-thirds (2/3) of the members present and voting and the approval of the Worthy Grand Matron, it shall become law. Upon receipt of the approved amendment from the Worthy Grand Matron, it shall be reported to the chapter and recorded in the minutes.

## **Article XI**

### *Officers of a Subordinate Chapter*

#### **SECTION 1. ELECTIVE OFFICERS**

The elective officers of a chapter shall be Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Secretary, Treasurer, Conductress, Associate Conductress and, if the bylaws of the chapter so provide the Sentinel.

## **SECTION 2. HOW CHOSEN**

The Worthy Matron, Worthy Patron, Associate Matron, Associate Patron and Conductress, having been nominated in the following manner:

“Worthy Matron (Patron), I nominate Sister (or Brother) \_\_\_\_\_ for the office of \_\_\_\_\_ for the ensuing year, and I move that the Secretary be instructed to cast a unanimous ballot for her (or him) on behalf of the Chapter.”

Unless there has been an objection to any officer advancing or should there be more than one (1) nomination, then each shall receive a separate written ballot.

The Secretary, Treasurer, Associate Conductress and, if the chapter bylaws so provide, the Sentinel shall be elected by separate written ballot from those nominated from the floor at any time of election. In case there is but one (1) nominee for any of these offices, she/he shall be elected by unanimous ballot as described above. A majority of all votes cast by those present and voting shall be necessary for an election.

## **SECTION 3. APPOINTIVE OFFICERS**

The appointive officers of a chapter shall be Chaplain, Marshal, Organist, Adah, Ruth, Esther, Martha, Electa, Warder and, if the Bylaws of the chapter do not provide for election, Sentinel, who shall be duly appointed by the Worthy Matron before her installation.

## **SECTION 4. SEX OF OFFICERS**

The Worthy Patron and Associate Patron shall be brothers; the Secretary, Treasurer, Chaplain, Marshal, Organist, Warder and Sentinel may be either a sister or a brother; all remaining officers shall be sisters.

## **SECTION 5. OTHER ELIGIBILITY**

Subject to the above qualifications any member of a chapter in good standing is eligible to any office within its gift.

## **SECTION 6. PROFICIENCY CERTIFICATES**

Proficiency certificates shall be issued to members who have passed an examination of the Secret Work of the Order.

### **Article XII**

#### *Elections and Installations*

## **SECTION 1. TIME OF ELECTION AND INSTALLATIONS**

The annual election of officers in a subordinate chapter shall be held no later than the first (1<sup>st</sup>) stated meeting held in September of each year and the officers shall be installed at a stated or special meeting of the chapter no later than the beginning of Grand Chapter, except by special dispensation issued by the Worthy Grand Matron.

## **SECTION 2. NOMINATIONS**

Nominations are permitted for all elective officers according to the Ritual, page 164, paragraph 4. Soliciting such nominations or the votes to support them is not in accord with the spirit of the Order and is therefore prohibited in all subordinate chapters in this Grand Jurisdiction.

### **SECTION 3. INSTALLATION OF ABSENT OFFICERS**

Elective and appointive officers absent at the time of the annual installation shall be installed as soon thereafter as practicable at a stated meeting of the chapter, provided that the Worthy Matron, Worthy Patron, Associate Matron or Associate Patron shall not be installed after the first (1<sup>st</sup>) stated meeting following installation, except by authority of a dispensation issued by the Worthy Grand Matron.

### **SECTION 4. INSTALLING OFFICERS**

Only a Worthy Grand Matron, Worthy Grand Patron, Past Grand Matron, Past Grand Patron, Worthy Matron, Worthy Patron, Past Matron or Past Patron may install the officers of subordinate chapter. Said installation may be either private or open provided, however, that the ceremony of installations may be performed in an open meeting by vote of the chapter only; which shall be opened and closed with one (1) blow of the gavel.

### **SECTION 5. OBJECTION TO INSTALLATION**

Any member of the chapter may object to the installation of any officer of said chapter. Such objections shall be invalid unless accompanied by a copy of the charges the objector has filed or is about to file with the subordinate Chapter of which the officer elect objected to is a member. In such event the installation of such officer shall be deferred until after proper disposition of said charges.

## **Article XIII**

### *Duties of Officers*

#### **SECTION 1. WORTHY MATRON**

(a) **POWERS:** The Worthy Matron shall preside at the meetings of the chapter, except during the conferring of degrees; see that its business is properly conducted and that the laws, rules and regulations of the order are strictly obeyed; appoint all committees, unless otherwise provided and see that the officers perform their respective duties.

(b) **FILL VACANCY OF WORTHY PATRON:** In the absence of the Worthy Patron and Associate Patron, the Worthy Matron shall appoint some brother in good standing to fill the office of Worthy Patron pro tem, preference being given to Past Patrons and members of the chapter.

(c) **APPOINT COMMITTEES:** She shall, at the time of her installation, appoint a finance committee to serve during her term of office, consisting of two (2) sisters and one (1) brother, whose duty it shall be to audit all bills against the chapter, examine and report in writing upon the books, vouchers, accounts and money in the hands of the Secretary and Treasurer at the first (1<sup>st</sup>) stated meeting in November and at other times when requested to do so by the Worthy Matron. The Finance Committee shall sign the cash books of the Secretary and Treasurer on the final page of the year's record.

(d) **INSTRUCTOR:** She shall appoint an instructor whose duty it shall be to instruct all newly initiated members in the Secret Work of the Order, so that such members may pass an examination to visit a chapter.

## **SECTION 2. WORTHY PATRON**

(a) **POWERS:** The Worthy Patron shall have a general supervision over the affairs of the chapter, advise and assist the Worthy Matron.

(b) **RECEIPT FOR THE SECRET WORK:** The newly installed Worthy Patron shall, within five (5) days after the close of Grand Chapter, give receipt to the Worthy Grand Matron for all copies of the Secret Work entrusted to him. Failure to do so will subject him to discipline, five dollars (\$5.00) will be charged a Worthy Patron for the loss of the Secret Work and shall be sent to the Grand Secretary. Four (4) copies of the secret work are required, one for the Worthy Patron, one for the Associate Patron, one for the Conductress and one for the Associate Conductress.

(c) **FILL VACANCY OF WORTHY MATRON:** In the absence of the Worthy Matron and Associate Matron, the Worthy Patron shall call the chapter to order and appoint some sister to fill the station of Worthy Matron pro tem, preference being given to Past Matrons of the chapter.

(d) **POWERES WHEN OCCUPYING THE CHAIR:** The Worthy Patron when occupying the chair at the request of the Worthy Matron, possesses all the rights and privileges pertaining to the office of Worthy Matron.

(e) **DELIVER SECRET WORK:** The retiring Worthy Patron of each subordinate chapter shall, on the occasion of the installation of his successor, deliver to the Installing Officer all copies of the Secret Work in the possession of the chapter. Said Installing Officer shall present them to the Worthy Patron Elect.



(f) CHECK MASONIC DUES CARDS. The Worthy Patron shall, immediately after the beginning of the fiscal year, check the standing of all brothers in the chapter and notify the Secretary of any who are not in good standing in their Masonic Lodge.

### **SECTION 3. ASSOCIATE MATRON**

The Associate Matron shall perform the duties pertaining to her office, assist the Worthy Matron in the performance of her duties, and in the absence of the Worthy Matron, assume her station, prerogatives and duties.

### **SECTION 4. ASSOCIATE PATRON**

The Associate Patron shall perform all the duties of the Worthy Patron in the absence of that officer and render him whatever assistance may be required in the performance of his duties.

### **SECTION 5. SECRETARY**

(a) MISCELLANEOUS DUTIES:

The Secretary shall keep a correct record of the proceedings of the chapter in a permanent record book provided for that purpose, receive all monies due the chapter and pay them over to the Treasurer, taking her/his receipt therefore, keep an accurate record of the amount due the chapter and the receipts from each member in a permanent record, issue dues cards to members upon receipt of dues and to those members who have been granted life memberships or whose dues have been remitted by vote of the chapter, notify all resident members of any special meeting which may be called, except as provide for in Article XV, Section 3 (b), conduct the correspondence of the chapter under the direction of the Worthy Matron, immediately notify petitioners of their election or

rejection in writing under seal of the chapter, sign all warrants ordered drawn by the chapter, attest all documents requiring same, deliver to her/his successor all books, papers, documents and other property of the chapter in her/his custody.

**(b) COMMUNICATIONS FROM THE WORTHY GRAND MATRON:**

She/he shall read all communications from the Worthy Grand Matron in open chapter at the first (1<sup>st</sup>) stated meeting after receipt of same.

**(c) SPECIAL DISPENSATIONS AND AMENDMENTS TO CHAPTER BYLAWS**

1. She/he shall return all special dispensations issued to the chapter by the Worthy Grand Matron with the endorsement thereon of the action taken there under and such dispensations must be accompanied by the sum of one dollar (\$1.00).

2. She/he shall send two (2) copies of amendments to chapter bylaws to the Worthy Grand Matron for her approval, the original copy shall be returned to the chapter and be placed in its bylaws.

**(d) FORWARD RETURNS**

1. TIME OF SAME: On or before the thirty-first (31<sup>st</sup>) day of October of each year, each subordinate chapter shall transmit to the Grand Secretary, in such form on such blanks as may be furnished, returns for the preceding year, ending September thirtieth (30<sup>th</sup>). Such returns shall also contain the names of all dual/plural members, together with the name and address of each chapter in which said dual/plural member holds membership.

**2. REMITTANCE OF CHARTERED CHAPTERS:**

The Secretary shall remit a sum equal to the amount established by Article II, Subsection (b) of the Bylaws Governing the Grand Chapter of New Mexico for each member borne upon the rolls of the chartered chapter, including dual/plural members, on the thirtieth (30<sup>th</sup>) day of September; plus an amount to be determined each year by the Board of Grand Trustees for liability insurance based upon the same membership, but excluding those dual/plural members whose primary Chapter is in New Mexico and a further sum of the amount established by Article II, Subsection (c) of the Bylaws Governing the Grand Chapter of New Mexico for each person initiated during the preceding fiscal year.

**3. REMITTANCE OF U.D. CHAPTER:**

She/he shall remit a sum equal to fifty (\$.50) cents for each person initiated in a chapter working under dispensation.

**4. FAILURE TO MAKE REPORTS:**

Any chapter failing to make such reports and failing to pay Grand Chapter dues for two (2) consecutive years, without furnishing satisfactory reasons to the Grand Chapter, shall forfeit its charter at the discretion of the Grand Chapter.

**(e) REPORT SUSPENSION, EXPULSION AND RESTORATIONS:**

Secretaries of subordinate chapters shall report immediately all suspensions and expulsions to the Grand Secretary stating the reason therefore and shall report all restorations to membership.

**(f) ROSTER OF OFFICERS:**

The Secretary of each subordinate chapter shall, immediately after Grand Chapter, send to 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, the names, mailing addresses and phone numbers of all the officers of said chapter and date of installation.

**(g) CONSTITUTION AND BYLAWS AND GRAND CHAPTER PROCEEDINGS ON SECRETARY'S DESK:**

A copy of the Constitution and Bylaws and the Grand Chapter Proceedings for the current year shall be on the Secretary's desk during all meetings of the chapter.

**(h) ANNUAL REPORT:**

The Secretary shall compile a complete financial report after the close of each fiscal year. It shall be prepared by the Secretary who held office during the year covered by the report. This report shall be read to the chapter at the first (1st) stated meeting in October. This report, together with all the books and papers pertaining to the finances of the chapter, shall be audited by the finance committee and their report read to the chapter at the first (1<sup>st</sup>) stated meeting in November. The Secretary shall render a report of like character whenever requested by the chapter, the Worthy Matron or the finance committee.

**(i) PROJECT FUNDS:**

All special project funds approved by the Board of Grand Trustees and contributed by subordinate chapter, shall be sent by the Secretary of the subordinate chapter directly to the Grand Secretary.

**(j) DECEASED MEMBERS:**

It shall be the duty of the Secretary, upon receipt of notice of the death of a member of her/his chapter, to report to the Grand Chaplain immediately the full name of the deceased together with the name and mailing address of the next of kin.

**(k) OFFICIAL VISIT:**

It shall be the duty of the Secretary to have available the Officers, Members and Visitors Register, the Membership Ledger, the Membership Roll Book containing the bylaws of her/his chapter, the Minute Book and the Cash Books of the Secretary and Treasurer for inspection of the Worthy Grand Matron upon her arrival for her official visit.

(l) It shall be the duty of the Secretary of a chapter or Chapter U.D., the charter or dispensation of which is being surrendered, to furnish the Grand Secretary with a list of names and addresses of all members whose dues have been paid to the date of dissolution.

(m) It shall be the duty of the Secretary of a chapter of Chapter U.D., the charter or dispensation of which is being surrendered to advise all members in good standing at the time of dissolution of the provisions of Article VI, Section 6. Bylaws Governing Subordinate Chapters.

**SECTION 6. TREASURER**

(a) **RECEIVE AND DISBURSE MONEY.** The Treasurer shall receive all money collected by the Secretary, pay all warrants drawn by order of the chapter, signed by the Worthy Matron and attested by the Secretary.

(b) RECORDS: The Treasurer shall turn over to her/his successor, when installed, all books, papers, money and property in her/his hands, belonging to the chapter.

(c) ANNUAL REPORT: The Treasurer shall compile an annual report at the close of each fiscal year, containing a detailed statement of all money received and disbursed during the year. The report shall be prepared by the Treasurer who held that office during the year covered by the report. This report shall be read in chapter at the first (1<sup>st</sup>) stated meeting in October. The report, together with all the books and papers pertaining to the Treasurer's office, shall be audited by the finance committee, and their report read to the chapter at the first (1<sup>st</sup>) stated meeting in November. The Treasurer shall render a report of like character whenever requested by the chapter, the Worthy Matron or the finance committee.

## **SECTION 7. REMAINING OFFICERS**

The remaining officers of a chapter shall perform such duties as are appropriate to their several stations or as may be required of them by the Worthy Matron or the chapter.

## **SECTION 8. READING CONSTITUTION AND BYLAWS**

Within three (3) months after installation, it shall be the duty of every officer in each subordinate chapter to read or listen to the reading of the CONSTITUTION AND BYLAWS GOVERNING SUBORDINATE CHAPTERS, and to report to the Worthy Matron compliance with this law. The Worthy Matron shall instruct the Secretary to notify, by mail, the Worthy Grand Matron of this compliance.

## **Article XIV**

### *Vacancies*

#### **SECTION 1. RESIGNATION**

No elected officer shall resign or demit while in office.

#### **SECTION 2. VACANCIES IN ELECTIVE OFFICE**

A vacancy in an elective office of a subordinate chapter may occur by death, suspension or expulsion from a chapter or from a Masonic Lodge or removal from the Jurisdiction, provided that in such case of a removal, if the said elected officer can attend the meetings of the chapter and to the duties of said office, no vacancy is created.

#### **SECTION 3. VACANCY IN OFFICE OF WORTHY MATRON OR WORTHY PATRON**

In case of the absence, death or disability of the Worthy Matron, the Associate Matron shall assume the powers and prerogatives of the office. In case of death, absence or disability of the Worthy Patron, the Associate Patron shall assume the powers and prerogatives of office.

#### **SECTION 4. VACANCY IN ELECTIVE OFFICE**

Any vacancy in an elective office may be filled pro tem at each meeting. If, in the opinion of the Worthy Grand Matron, any vacancy in an elective office creates an emergency, then the Worthy Grand Matron may issue a special dispensation for an election and installation to fill such vacancy. Resident members shall be notified at least two (2) weeks previous to such election, by mail. Said notice shall not be issued until receipt of dispensation.

## **SECTION 5. VACANCY IN APPOINTIVE OFFICE**

Vacancies in appointive offices from any cause may be filled by the Worthy Matron, no dispensation being necessary for such appointment or installation.

### **Article XV**

#### *Meetings*

## **SECTION 1. CLASSIFICATION**

Chapter meetings are either stated or special.

## **SECTION 2. STATED MEETINGS**

(a) BUSINESS. Stated meetings are those held at the time prescribed by the bylaws. At such meetings all general business such as reading, receiving, referring, reporting and balloting upon petitions for initiation or affiliation, election of officer(s), the introduction and disposal of all routine or legislative business and reading and approval of the minutes shall be transacted.

(b) The bylaws of each chartered chapter shall provide for at least one (1) stated meeting each month. The chapter may, by resolution proposed at a stated meeting and adopted by a two-thirds (2/3) majority of all members present and voting at the next stated meeting, suspend all meetings during the months of July and August, or two other months more desirable for the chapter, provided they do not conflict with the fiscal year. If for any reason a stated meeting or meetings of a chapter have not been held during the fiscal year prior to the regular recess time, the chapter should resolve to reduce the period of recess so that the required number of meetings, ten (10) may be held. A chapter whose stated meeting comes in the week of the meeting of this Grand Chapter, may by a two-thirds (2/3) vote of all members present and voting, suspend the meeting.



(c) **CHANGE OF MEETING HOUR:** The business of a chapter cannot be transacted at a stated meeting before the hour fixed by the Bylaws.

(d) **ORDER OF BUSINESS**

1. Opening
2. Introductions
3. Reading of Minutes of Previous Meeting
4. Propositions for Membership
5. Reports of Investigating Committees and Balloting for Candidates
6. Conferring of Degrees
7. Sickness and Distress
8. Reading and Referring of Bills
9. Reports of Standing Committees
10. Reports of Special Committees
11. Reading of Communication
12. Miscellaneous and Unfinished Business
13. New Business
14. Good of the Order (Under this heading Sisters and Brothers may express themselves on matters pertaining to the Order without any question being before the chapter.)
15. Closing

**SECTION 3. SPECIAL MEETINGS**

(a) **CALLED:** Special meetings are those called by vote of the chapter or by the Worthy Matron and may be held at any time

except the date and hour designated by the Bylaws for a stated meeting, provided that no chapter shall be convened on Sunday except for funeral or memorial services.

(b) **BUSINESS:** The business of a special meeting may include Conferring of Degrees, Trials, Visitation of the Worthy Grand Matron and Worthy Grand Patron and other ceremonial observances. No general business as outlined for a stated meeting shall be transacted during a special meeting.

(c) **NOTIFICATIONS OF SPECIAL MEETING:** Notification of special meetings called for ceremonial purposes may be given the previous day by publication in a daily newspaper or in towns having no such newspaper by the Worthy Matron of a chapter serving personal notice upon a sufficient number of members of said chapter to fill the chairs. Notification of special meetings called for other purposes shall be served by the Secretary mailing notice thereof to all resident members of the chapter at least five (5) days before the date set for same, except in the case of a special election as provided for in Article XII, Section 4.

#### **SECTION 4. TO OPEN MEETINGS**

(a) **QUORUM:** Seven (7) members of the chapter, including one of the first four (4) officers, shall constitute a quorum for the transaction of business unless the Bylaws of the chapter shall prescribe a larger number.

(b) **OFFICERS:** The following stations must be filled to open a chapter: Worthy Matron or Worthy Patron, Associate Matron, Secretary, Conductress, Chaplain, Warder and Sentinel.

## **Article XVI**

### *Chapter Jurisdiction*

#### **SECTION 1. CONCURRENT JURISDICTION**

Concurrent Jurisdiction will be statewide.

#### **SECTION 2. PLURAL MEMBERSHIP**

Plural membership is allowed in this Grand Jurisdiction. Members may seek plural membership in any chapter of their choice within this Grand Chapter. They may take plural membership in other Jurisdictions as provided by the laws of the petitioned Grand Chapter.

## **Article XVII**

### *Waiver of Jurisdiction*

#### **SECTION 1. REQUEST FOR WAIVER IN ANOTHER JURISDICTION**

Any chapter may apply for a waiver from a chapter in another Grand Jurisdiction. Request for waiver from a chapter in another Grand Jurisdiction must be in writing by the chapter desiring the waiver, under its seal and referred to the Worthy Grand Matron.

#### **SECTION 2. WAIVER REFUSED**

If a waiver of Jurisdiction is refused, the petitioner shall be notified, and no further action is taken.

### **SECTION 3. WAIVING JURISDICTION**

A waiver of jurisdiction may be granted by a chapter. A two-thirds (2/3) vote of members present and voting by written ballot is required. The Secretary shall immediately notify the requesting chapter of the action taken.

### **SECTION 4. WAIVERS REQUESTED FROM OR GRANTED TO CHAPTERS IN OTHER GRAND JURISDICTIONS**

Petitions for waivers requested from another Grand Jurisdiction and waivers granted or refused of chapters in other Grand Jurisdictions shall be referred to the Worthy Grand Matron.

### **Article XVIII**

#### *Qualifications for Membership*

Affiliated Master Masons in good standing, their wives, daughters, legally adopted daughters, mothers, widows, sister, half-sisters, granddaughters, stepmothers, stepdaughters, stepsisters, daughter-in-laws, grandmothers, great granddaughters, nieces, great nieces, mothers-in-law, sister-in-laws, aunts and daughters of sisters or brothers of affiliated Master Masons in good standing, or if deceased were in good standing at the time of their death, as well as to members-either active for three (3) years or majority-of the International Order of the Rainbow for Girls or of the International Order of Job's Daughters, each of whom have attained the age of eighteen (18) years, are eligible to membership in the Order of the Eastern Star.

## **Article XIX**

### *Petitions for Degrees and Affiliation*

#### **SECTION 1. PETITION AND COMMITTEE ON CHARACTER**

A petition for the degrees or affiliation must be in writing, signed by the petitioner and recommended by two (2) members of the chapter, presented at a stated meeting of the chapter, referred to a committee on character, consisting of three (3) members, one of whom shall be a brother, whose duty it shall be to investigate thoroughly the character, standing and eligibility of the petitioner. The report of the committee shall be made at a subsequent stated meeting and a ballot spread. The petition shall be in the custody of the Secretary and whether accepted or rejected remains the property of the chapter.

#### **SECTION 2. COMMITTEE ON CHARACTER GRANTED FURTHER TIME**

A committee on character may be granted further time, but after the report of this committee has been made, the Worthy Matron shall order a ballot spread at the same meeting. In case any member of said committee fails to report, the Worthy Matron shall remove said member in open chapter and appoint another instead, but the ballot shall not be taken before the next stated meeting after said new member has been appointed.

#### **SECTION 3. WITHDRAWAL OF PETITION**

At the written request of the petitioner a petition may be withdrawn at any time before the report of the investigating committee has been communicated to the chapter by the Secretary at a stated meeting.

## **SECTION 4. PETITION FOR DEGREES**

(a) **PETITIONS OF MASONS ACCOMPANIED BY DOCUMENTARY EVIDENCE:** A petition for the degrees must, in all cases, be accompanied by documentary evidence showing that the applicant is a member in good standing in a regular Masonic Lodge.

(b) **PETITIONS FOR FEMALES ACCOMPANIED BY SAME:** A qualified female relative of a Master Mason shall present documentary evidence under seal from the Secretary of a Masonic Lodge, showing that the Master Mason through whom the right of membership is claimed is now, or in the case of his demise, was at the time of his death a member in good standing in said Lodge. Such letter or certificate of good standing shall be issued not more than sixty (60) days prior to date of petition.

(c) **RESIDENCE REQUIRED:** No subordinate chapter shall entertain a petition for the degrees unless the petitioner has actually resided within Jurisdiction of such chapter for six (6) months immediately preceding the reception of the petition; provided however, that such residence shall not be required if the petitioner resides in another Jurisdiction and a waiver is obtained from the Jurisdiction in which said petitioner resides.

(d) **FAILURE TO APPEAR:** An elected candidate who fails to appear for initiation within six (6) months, petition will be declared annulled and must be resubmitted.

(e) **FEES FOR DEGREES:** Fees for the degrees shall not be less than five dollars (\$5.00) and no petition shall be considered unless accompanied by the fee as provided for in the Bylaws of the chapter.

(f) **FORFEITING FEE:** The fee of an elected candidate who fails to appear for initiation within six (6) months shall be declared forfeited.

(g) **RENEWAL OF REJECTED PETITION:** The petition of rejected applicant for the degrees may be renewed after the expiration of two (2) months.

## **SECTION 5. PETITION FOR AFFILIATION**

(a) A petition for Affiliation must be accompanied by a legal Demit or Certificate of Good Standing

(b) A petitioner for Affiliation may apply to any chapter in this Grand Jurisdiction, is not confined to the Jurisdiction of the chapter nearest the place of residence and may petition immediately, six (6) months residence not being required.

(c) No chapter shall receive or act upon a petition for affiliation, except from a former member of the same chapter, until petitioner has visited the chapter, after which said petition may be received immediately.

(d) No chapter shall receive or act upon a petition for affiliation except if a petitioner holds a Grand Chapter Demit issued when the chapter Charter is revoked and the petition is unable to comply because of physical limitations and/or is an out-of-state resident. In this case, the Worthy Grand Matron may issue a special dispensation to waive visitation and the said petition may be received immediately.

(e) If the petition is accompanied by a legal Demit and the applicant is elected, she/he becomes a member upon signing the Bylaws.

(f) If the petition for Affiliation is accompanied by a legal Certificate of Good Standing, and the applicant is elected, the applicant shall, within six (6) months after notice of election, file with the Secretary a Demit issued by the chapter of which the applicant was a member and sign the Bylaws. The required affiliation fee shall be forfeited if the petitioner fails to comply with this section.

(g) In case the applicant for Affiliation be rejected and no Demit has been issued, the said rejected applicant still remains a member of the chapter upon whose certificate the petition for Affiliation was made.

(h) A rejected candidate for Affiliation can re-petition as often as she/he may desire.

(i) Subordinate chapters shall provide for an affiliation fee of not less than one dollar (\$1.00), which amount shall accompany the petition.

(j) In order to have a complete record of affiliated members, the Secretary of each subordinate chapter shall contact and ascertain the name and place of the chapter and date of initiation of each affiliated member. This information shall be placed on the membership record of said members.

## **SECTION 6. DUAL/PLURAL MEMBERSHIP**

(a) A petition for dual/plural membership and the accompanying letter of good standing shall be on the form prescribed by the Grand Chapter and shall be received and acted upon in the same manner as that of a petition for affiliation. A petitioner must have visited the chapter at least one time. If elected, the petitioner becomes a member upon signing the Bylaws of the chapter.



(b) If the petitioner's primary chapter is outside this Grand Jurisdiction, the petition shall be referred to the Grand Secretary of this Grand Jurisdiction for certification, that it may be legally accepted. After such certification, the petition may be received and acted upon by the chapter.

(c) A member of a subordinate chapter in this Grand Jurisdiction, who petitions for dual/plural membership in a chapter in another Grand Jurisdiction, must notify the chapter of primary membership.

(d) Dual/Plural members must pay dues to each chapter and shall be entitled to all rights and privileges of membership in each chapter. Dual/Plural members may hold elective offices in each chapter at the same time, except they cannot be elected to the office of Worthy Matron or Associate Matron in more than one (1) chapter at the same time. If a Brother is elected to the position of Worthy Patron or Associate Patron in a primary and Dual/plural chapter in the same year, the Brother shall be entitled to all the rights and privileges of the office in his dual/plural chapter except a Grand Chapter vote. The Worthy Patron or Associate Patron in his dual/plural chapter will assign a primary member who has voting privileges to carry the proxy for that position to Grand Chapter. Dual/Plural members must pay the five dollars (\$5.00) for the International Headquarters Fund for the secondary chapter when they become members.

(e) Dues may not be accepted from a dual/plural member without evidence of the member's current good standing in the primary chapter.

(f) Loss of membership by suspension for non-payment of dues in the primary chapter, or expulsion in any of her/his chapters, carries with it the loss of membership in all the other chapters.

(g) Dual/Plural members wishing to terminate membership in a secondary chapter must request a Certificate of Withdrawal from dual/plural membership, which shall be acted upon in the same manner as a request for a Demit. The Certificate of Withdrawal, when issued, shall be filed with the Secretaries of her/his other chapters.

(h) Dual/Plural members wishing to terminate membership in their primary chapter and desiring to hold membership in a dual/plural chapter only, must request a Demit from the primary chapter, which shall be acted upon in the prescribed manner. The Demit, when issued, shall be filed with the Secretary of the secondary chapter, which then becomes the primary chapter.

## **SECTION 7. CHANGE OF PRIMARY AND SECONDARY MEMBERSHIP**

Members wishing to change their primary membership to secondary membership, and a dual or plural membership to primary membership, shall send a letter to the Grand Secretary requesting the change, including a copy of the dues card from each chapter. The change will become effective upon receipt by the Grand Secretary, providing that the Grand Chapter records show that the member is in good standing in both chapters. The Grand Secretary shall then notify all of the Secretaries of the chapters of the dual/plural member of this change.

## **SECTION 8. HONORARY/LIFE MEMBERSHIP**

(a) HONORARY MEMBERSHIP: Any chapter shall have the right to elect to Honorary Membership any sister or brother, not a member of that chapter, by unanimous vote of the members present and voting. Such membership shall not entitle the member to make motions, enter into discussion (unless called upon by the presiding officer), to vote, to hold office in the chapter or to be counted toward a quorum for a chapter meeting.

(b) LIFE MEMBERSHIP: In consideration of outstanding deeds or service, the members of any chapter may elect to Life Membership a member who is in good standing in the chapter. Life members shall be exempt from the payment of dues, but rights and privileges, as members, are not otherwise affected. The Chapter electing the life member must pay all fees due to the Grand Chapter of New Mexico.

### **Article XX**

#### *Demits and Certificates of Good Standing*

## **SECTION 1. LEAGAL DEMIT**

(a) ISSUED UNDER SEAL: A legal Demit is one issued under seal of a subordinate chapter or a Grand Chapter recognized by General Grand Chapter.

(b) APPLICATION FOR AND GRANTING DEMIT: Any member in good standing in a chapter, who is not indebted to the chapter and against whom no charges are pending, may be granted a Demit upon written application at any stated meeting. Upon such application being made, the Worthy Matron shall ask if there is any objection to the granting thereof, and none being made she shall direct the Secretary to issue the Demit. If

objection is made, the objector must prefer charges before the next stated meeting and the Demit will be withheld until that time. If charges are not preferred, the Demit must be granted. A member whose dues are paid to the last day of the fiscal year and who applies for a Demit at the first regular meeting of the next fiscal year following shall be deemed to be clear on the books and entitled to a Demit. A bylaw requiring dues to be paid in advance shall not apply to a member demitting as referred to in this paragraph.

(c) **DEMIT TO CARRY MEMBERSHIP RECORD:** The complete membership record containing the name and location of chapter and the date of initiation as well as the chapter name, location and date of any suspensions and restorations, withdrawals, transfers or affiliations of the member who is granted the Demit should be written on the back of said Demit by the Secretary of the chapter granting the Demit.

(d) **DEMIT NOT ISSUED IF CASE UNDER APPEAL:** Where a member has been tried under charges and acquitted, a Demit shall not be issued if the case be under appeal.

(e) **WITHDRAWAL OF APPLICATION:** An application for a Demit may be withdrawn by the applicant, if requested in writing be made to the chapter at any time before the Demit is ordered granted. When so withdrawn, the member thereby becomes as fully reinstated as if no application for a Demit has been made.

(f) **MEMBERSHIP CEASES:** Membership shall cease when the Demit is granted and there shall be no refund of dues.

(g) **CANNOT BE RECONSIDERED:** A Demit, when ordered granted, cannot be reconsidered, and a demitted member can return to the chapter only as a member by affiliation.

(h) **DEMIT VALID ANY TIME:** The length of time a Demit is held does not affect its legality.

(i) **LOSS OF DEMIT:** A member who has lost a Demit may apply to the Secretary of the chapter which granted same, and the Secretary shall issue a duplicate bearing date of the original and reason for issuing same, and shall collect a fee of one dollar (\$1.00).

## **SECTION 2. LEGAL CERTIFICATE OF GOOD STANDING**

(a) A legal Certificate of Good Standing is a letter issued by the Secretary under seal of a subordinate chapter or a Grand Chapter recognized by the General Grand Chapter certifying that the member is in good standing in the Order and has paid the current year's dues and owes nothing to the chapter or Grand Chapter issuing the certificate.

(b) A Certificate of Good Standing may be issued at any time by the Secretary upon request of members entitled to same.

## **Article XXI**

### *The Ballot*

## **SECTION 1. WHEN TAKEN**

The ballot upon petitions for the degrees or affiliation can be taken only at a stated meeting of a Chapter and no special

dispensation shall be granted, therefore. Said ballot shall be inviolably secret, without debate and no inquiry permitted or statement made as to the character of any member's vote.

## **SECTION 2. DISPOSAL OF PETITIONS**

All petitions for degrees or affiliation must be disposed of by ballot except when the investigation committee reports insufficient documentary evidence. Such a report cancels the petition and no ballot is necessary. When the petitioner is eligible and the committee on character has reported, the ballot shall be spread upon all petitions for membership whether the report of said committee be favorable or unfavorable and no motion either to spread or postpone said ballot shall be entertained.

## **SECTION 3. BLACK BALLOTS REQUIRED TO REJECT**

Three (3) or more negative votes shall reject the candidate. If but three (3) negative votes shall appear upon the first ballot, before the result of the same is announced, the Worthy Matron shall order a second ballot which will be final.

## **SECTION 4. INSPECTION OF BALLOT**

After the ballot has been declared closed no person shall inspect the same except the Worthy Matron, Worthy Patron, Associate Matron and Associate Patron. After the ballot has been inspected by the proper officers and the result has been declared in the East, it shall immediately be destroyed by the Worthy Matron.

## **SECTION 5. COLLECTIVE BALLOTING**

When more than one (1) petition for the degrees or for affiliation are to be balloted upon, it may be done collectively, provided that the petitions for the degrees and petitions for affiliation shall be balloted upon in separate groups. A collective ballot shall not contain more than eight (8) petitions. Should three (3) black balls/cubes appear in a collective ballot, then the ballot shall be separate on each petition. If three (3) black balls/cubes appear on the first separate ballot, the petition shall receive a second and final vote. No petition reported unfavorable shall be included in any collective ballot.

## **SECTION 6. ALL MEMBERS SHALL VOTE**

When the ballot is spread, every member of the chapter shall vote unless excused by the Worthy Matron. Any member wishing to be excused from balloting shall make her/his request to the Worthy Matron, before ballot is spread and shall retire from the chapter room.

## **SECTION 7. SENTINEL**

When the ballot has been spread and all have voted except the Sentinel, she/he shall, if a member of the chapter, be requested by the Worthy Matron to enter the chapter room to cast her/his ballot, unless at her/his request the Worthy Matron has excused her/him from balloting. Some member appointed by the Worthy Matron shall assume her/his station during her/his absence from the anteroom.

## **SECTION 8. NOTIFICATION OF REJECTED PETITIONER.**

When a petitioner has been declared rejected, notice thereof shall be immediately communicated to the applicant by the Secretary under the seal of the chapter, who shall at the same time return the fee.

## **SECTION 9. MEMBERS SUBJECT TO DISCIPLINE**

Any member who shall report outside of the Chapter room the name of a rejected petitioner shall become subject to discipline. That no one may plead ignorance of this rule, Section 8 and Section 9 of Article XXI of the Bylaws Governing Subordinate Chapters, shall be read to the chapter by the Worthy Patron after each rejection.

## **Article XXII**

### *Conferring Degrees*

## **SECTION 1. TIME**

- (a) Degrees may be conferred at any stated or special meeting.
- (b) No petitioner shall be initiated at the same meeting at which she or he has been elected to receive the degrees, except under special dispensation from the Worthy Grand Matron.
- (c) Eight (8) candidates shall be the numerical limit to be initiated at one meeting.



## **SECTION 2. CONFERRING DEGREES BY REQUEST**

(a) When a chapter of this Jurisdiction shall have elected a candidate to receive the degrees of the Order, such subordinate chapter may request any subordinate chapter in whose Jurisdiction such candidate may be residing or sojourning to confer said degrees, provided the request shall be made under the seal of the chapter making the request, the fees belonging to the chapter making the request.

(b) When a chapter requests an initiation by courtesy, from a chapter in another Grand Jurisdiction, it shall be referred to the Worthy Grand Matron.

## **SECTION 3. SIGN BYLAWS OF CHAPTER**

All persons receiving the degrees of the Order shall sign the Bylaws of the chapter by which they were elected, such signatures being recorded in a book containing the Bylaws of said chapter.

## **SECTION 4. OBJECTION TO CONFERRING DEGREES**

Any member of the chapter in good standing may object to the conferring of degrees upon an elected candidate, either in person or in writing, to the Worthy Matron who shall not divulge the name of the objectors but shall bring such objections before the Chapter. Each objection shall have the effect of a negative vote. It will take three (3) objectors to prevent the degrees from being conferred upon an elected candidate.

## **Article XXIII**

### *Dues*

#### **SECTION 1. AMOUNT**

The dues of a subordinate chapter shall not be less than the current Grand Chapter per capita tax per annum.

#### **SECTION 2. TIME PAYABLE**

All dues shall be due and payable in advance on the first (1<sup>st</sup>) day of the fiscal year.

#### **SECTION 3. MASONIC RECEIPT**

In receiving dues from a Brother, the Secretary must require him to show a receipt from his Blue Lodge.

#### **SECTION 4. SUSPENSION FOR NON-PAYMENT OF DUES**

Any member who neglects or fails to pay dues for a period of sixty (60) days prior to the close of the fiscal year shall immediately be notified by the Secretary of such delinquency. At the last stated meeting of the fiscal year, the Secretary shall read the names of the delinquent members, and they shall be automatically suspended, unless by two-thirds (2/3) vote of the members present, the dues are remitted by the chapter. The suspension shall become effective at 11:58 PM on the last day of the fiscal year. Payment of delinquent dues before this time shall void the suspension.

## **SECTION 5. RESTORATION**

Written application for restoration, accompanied by the amount due at time of suspension and the current year's dues, must be introduced at a stated meeting and lie over until the next stated meeting before final action can be taken. A favorable vote of two-thirds (2/3) of the members present and voting by written ballot shall be required for re-instatement. If applicant has been living out of the Jurisdiction more than two (2) years, an investigation must be made through contact with the Chapter or Masonic Lodge in the Jurisdiction where applicant resides. In requesting such an investigation, chapters shall refer the request to the Worthy Grand Matron of this Grand Jurisdiction.

### **Article XXIV**

#### *Forfeiture of Membership*

## **SECTION 1. SUSPENSION OR EXPULSION**

A member of the Order can only be deprived of membership by suspension or expulsion by a chapter, after trial; providing that the suspension, expulsion or dismissal of a brother from a lodge of Master Masons deprives him of all the rights and privileges of membership in this Order, until satisfactory evidence of his reinstatement by said Lodge has been presented to the chapter and noted in the minutes. Such loss of membership shall in no way affect the female relatives already members of the Order.

## **SECTION 2. MEMBERS OBTAINING DEGREES BY FRAUD**

(A) Any person, who becomes a member by fraud or false representation or who knowingly makes a false statement in an application for the degrees or for affiliation, shall, upon proof thereof, be expelled by the chapter receiving the petition.

(b) Any member of the Order, who aids, abets, counsels or advises another to violate any of the foregoing provisions of this section shall also be subject to expulsion by the chapter to which such member may belong or within whose Jurisdiction such member may reside.

### **Article XXV**

#### *Right to Visit*

## **SECTION 1. PRIVILEGE OF MEMBERS**

It is the privilege of every member of the Order in good standing, after being duly examined or vouched for, to visit any chapter in this Grand Jurisdiction unless objection to such visit is made by a member of the chapter.

## **SECTION 2. UNAFFILIATES NOT PERMITTED TO VISIT AFTER ONE YEAR**

No chapter in this Grand Jurisdiction shall permit an unaffiliated member of the Order holding a Demit which is more than one (1) year old to visit, except for the visit required prior to making application to the chapter for affiliation.

### **SECTION 3. AVOUCHMENT**

A member of the Order whose standing is known to the chapter and who has sat in chapter with a visitor may vouch for said visitor. Such avouchment shall entitle the visitor to admission to the chapter without examination; but in every case a receipt for dues, showing the visitor to be in good standing, shall be required.

### **SECTION 4. EXAMINATION OF VISITOR**

An examination committee of three (3) members of the chapter shall require visitors not vouched for to show receipt for dues showing the member to be in good standing, or a Demit less than one (1) year old, take the test oath and examine them in their knowledge of the secret work of the Order. A Master Mason visiting a chapter on a Demit shall be required to show the examining committee a receipt showing that he is in good standing in the Blue Lodge.

### **SECTION 5. RESIDENT VISITOR REQUIRED TO SHOW RECEIPTS**

Resident visitors shall be required to show receipt for dues once each year.

### **SECTION 6. OBJECTIONS TO VISITOR**

Any member of the chapter has a right to object to the presence in the chapter room of anyone not a member of that chapter, excepting Grand Chapter Officers making official visits or acting as counsel or a member of the Order acting as counsel in a trial before the chapter. The objection must be made in open chapter

by the objector, and no reason need be assigned for the objection. Objection to a visitor must be renewed each time a visit is made.

## **SECTION 7. EXCLUSION OF CHILDREN**

Children over two (2) years of age shall be excluded from the chapter room during meetings and rehearsals of the secret or initiatory work.

### **Article XXVI**

#### *Representatives and Proxies*

## **SECTION 1. WORTHY MATRON SHALL SEE THAT CHAPTER IS REPRESENTED**

The Worthy Matron of each chartered subordinate chapter shall see that her chapter is represented at all annual and special sessions of the Grand Chapter by the first four (4) officers of her chapter or by their proxies.

## **SECTION 2. PERSONNEL OF REPRESENTATIVES**

The Worthy Matron, Worthy Patron, Associate Matron and Associate Patron only of a subordinate chapter are entitled to be represented by proxy in the Grand Chapter.

## **SECTION 3. CREDENTIALS**

Prior to an annual or special session of Grand Chapter, the Secretary of each chartered chapter shall, under seal of the chapter, fill out a credential blank for each of the first four (4) officers of said chapter and for all other members entitled to representation in Grand Chapter. She/he shall deliver in person

or mail such credentials to the persons entitled to same not later than seven (7) days prior to the date set for convening of the session of Grand Chapter for which the credentials are issued.

#### **SECTION 4. PROXIES**

A proxy shall be in writing, signed by the officer giving same and accompanied by a Certificate of Election from the Secretary under seal of the chapter. It shall be held by a member in good standing in the chapter represented.

#### **SECTION 5. PRESENTATION OF CREDENTIALS**

Each representative or proxy thereof to any annual or special session of Grand Chapter shall present to the Credentials Committee at said annual or special session a certificate of credentials under seal of the chapter represented.

#### **Article XXVII**

##### *Amendment*

#### **SECTION 1. HOUSE CLEANING AMENDMENT**

The Jurisprudence Committee shall have the authority to correct or clarify a provision of the Bylaws Governing Subordinate Chapters 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. AMENDMENTS OR RESOLUTIONS**

Other proposed amendments must be in writing, signed by three (3) or more members from three (3) separate primary chapters, and referred to the

Jurisprudence Committee, which committee, after making its report shall submit the same to the Grand Chapter for consideration. Such resolution shall be submitted to the Jurisprudence Committee at least sixty (60) days before the convening of Grand Chapter. The Jurisprudence Committee shall publish such proposed amendments on the New Mexico OES Website at least thirty (30) days before the convening of Grand Chapter. If the website is unavailable, the proposed amendment shall be provided electronically to each subordinate chapter at least thirty (30) days prior to the convening of Grand Chapter. If said resolution receives, after being discussed and if necessary amended, approval by two-thirds (2/3) vote 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.

## **Article XXVIII**

### *Adoption of Constitution*

The Constitution, Bylaws, Rules of Order, Codes of Jurisprudence, Resolutions and Decisions of this Grand Chapter, together with the Bylaws Governing Subordinate Chapters, which have hitherto been in force, are hereby repealed, and the several foregoing parts are hereby adopted; in the stead, as the Constitution, Bylaws and Rules of the Order of this Grand Chapter, and as the Bylaws relating to the constituent chapters. Such repeal shall not affect any right or proceedings, heretofore, had or acquired.

The Code of Discipline as printed in the 1953 proceedings pages 172-178, was adopted at the 1954 session. This was revised in 1993.



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