If you have been the Secretary of your Chapter previously most of this information will be review, however, you are requested to read this Guide in its entirety. New Secretaries, carefully study the Guide and references. Refer to it for answers to your questions.

**GENERAL INFORMATION**

Read and study the following:

*Ritual:*
  - Page 33 / Duties
  - Pages 111-112 / Duties

*Book of Instruction:*
  - Page 10-11 / Duties
  - Page 16, No. 14 / Information
  - Page 17, No. 1 / Information
  - Pages 31 – 32 / Petitions and Report of Petitions
  - Page 35, No. 11
  - Page 36, No. 19 & 20
  - Page 53, No. 3 / Information-Installation of Officers
  - Page 56, No. 23 / Information - Installation of Officers
  - Page 58, No. 7 / District School

*Grand Chapter by-laws:*
The Secretary and the Worthy Matron should work closely together in harmony and friendship in order that the business of the Chapter will be conducted as efficiently as possible. REMEMBER: The Worthy Matron is the Chief Officer of the Chapter. You should inform her of ALL CORRESPONDENCE and ANY NEW BUSINESS or matters of interest that pertain to the Chapter as soon as it is received. It is the Secretary’s duty to do this prior to the meeting. You must never ‘spring’ anything on her in a meeting.
It is my suggestion that you call the Worthy Matron on the night before the meeting and go over with her all matters to come up at the meeting.

The Secretary should be at the Chapter at least 30 minutes prior to the opening of the meeting to conduct Chapter business. If you cannot be present for a meeting, be sure that your pro tem is prepared and has all necessary information. The station of Secretary is one of the seven stations that must be filled to open a Chapter meeting.

Correspondence must be read in the Chapter at the stated meeting following its receipt.

Refrain from giving instructions on ritualistic work unless specifically asked to do so by the Worthy Matron.

Answer any questions the members may have regarding the business of the Chapter and refrain from discussing the Chapter business outside the Chapter and with nonmembers.

Read carefully all instructions before attempting to fill out a report.

NOTES

It would benefit you greatly to attend at least one of the secretary/treasurer schools that will be held in various locations across the state. Please check the Worthy Grand Matron’s itinerary for dates and times.
Amendments to the Bylaws do not go into effect until such time when they are approved by the Worthy Grand Matron.

It is suggested in the interest of time that Chapter request for amendments be submitted to the Worthy Grand Matron no later than March 31, 2013.

SUSPENSION FOR NONPAYMENT OF DUES

Please make every effort to prevent members from being suspended for nonpayment of dues. Sometimes a note, visit or phone call might keep a member from being suspended. Encourage members facing suspension to pay their dues and demit. Many members do not know that there is An “honorable” way out. Always handle these matters very discretely so no one’s feelings will be hurt.

Suspension for nonpayment of dues takes place at midnight on March 31st. All suspensions should be announced at the first stated meeting in April and recorded in the minutes.

IMMEDIATELY following the close of each meeting, the Secretary turns over all funds to the Treasurer for immediate deposit. The Treasurer will provide the Secretary a receipt for these funds.

The following shall be on the Secretary’s desk during the time of a stated meeting: (Book of Instruction, Page 10, No. 4)

1. Chapter Seal
2. The latest copy of the Proceedings of the Grand Chapter Session
4. The Chapter Bylaws
5. Minute Book
6. And any other record books essential to the meeting.

PROPERTY OF THE CHAPTER

The records are property of the Chapter and should be kept under lock and key in a designated space within the building where the Chapter meets, with the exception of those records on which the Secretary is currently working.
One copy of the Grand Chapter Proceedings is issued to each Subordinate Chapter in North Carolina for the use of its MEMBERS. This copy should remain in the Chapter files as property of the Chapter. (Grand Chapter Bylaws, Section 47)

**BILLS**

The Finance Committee, prior to the opening of the meeting, must approve all bills to be presented for payment. If you are working under an approved budget, remember that you cannot exceed items in the budget unless approved by vote of the chapter.

**CORRESPONDENCE**

All Chapter correspondence and official communications must be read in open Chapter at the stated meeting following receipt. Exception: If a large number of Resolutions are received at one time, please read several at each meeting, but make certain all are read before Grand Chapter.

You should first give the name of the person from whom the communication is received. Correspondence should be read in the following order:

The Altar is draped just before the minutes are read for approval. No business is conducted after the Draping of the Altar.

The drape (not the wreath) remains on the Altar for a period of thirty days. It is the duty of the Conductresses to make this preparation at the time the Chapter is set up.

**CHAPTER BYLAWS**

Each Chapter should have sufficient copies of the Chapter Bylaws for each member to have a copy.

The Secretary should have a copy on her/his desk at all times.

The Chapter should adhere to the Bylaws at all times.

The Worthy Matron should have the Bylaws read in open Chapter once each year, or provide each member with a current copy of the bylaws each year. Grand Chapter Rules and Regulations, Section 180.
The Drape remains on the Charter for a period of thirty days including the Open Installation of Officers.

**DRAPING THE ALTAR**

*NOTE: Please read Book of Instruction, Pages 48-52.*


The Chapter Secretary should report to the Worthy Matron the receipt of the “In Memoriam” Card from the Grand Secretary.

After its receipt, the “In Memoriam” Card shall be read by the Secretary at the next Stated meeting of the Chapter. In the event more than one “In Memoriam” Card is received from the Grand Chapter, BOTH cards should be read at the next stated meeting of the Chapter and the Altar draped only ONCE.

1. Bills
2. Official Communications from the Worthy Grand Matron and Worthy Grand Patron
3. Letters from Committee Chairmen
4. Thank you note, etc.
5. Invitations

It is not necessary to read invitations for events that are past, however, you should report to the Chapter that an invitation has been received.

Answer all Chapter correspondence promptly after first consulting the Worthy Matron and by her authority. Always keep a copy in your file of the correspondence and your reply. All communication issued by the Chapter must be attested with an impression of the Chapter Seal and signature of the Secretary.

**A Subordinate Chapter Secretary is not at liberty to release the Official Mailing List to any outside source.**

Letters soliciting funds, giving instructions, interpreting the *Ritual, Constitution, Grand Chapter*
Bylaws, Section 91 and 95, Rules & Regulations and the Book of Instruction should not be read in the Chapter unless it has been cleared by the Grand Chapter Clearing Committee. By the same token, you should not send out letters of this nature without having them cleared by the Clearing Committee. Should your Chapter receive Communication in violation of the above, please forward it to the Worthy Grand Matron.

**OFFICIAL DECISIONS**

If an Official Decision is desired by the Chapter, **IT MUST COME UNDER THE SEAL OF THE CHAPTER TO THE WORTHY GRAND MATRON.** Only the Worthy Grand Matron can make Official Decisions. Most questions can be answered by a careful study of the *Ritual, Constitution, Bylaws, Rules & Regulations and the Book of Instruction.* Please refer to these before writing for an Official Decision.

It is suggested that other records be kept at least for the following length of time:

- Bank Statement and canceled checks - 7 yrs
- Statements, Invoices, Warrants, Warrant Stubs, and Treasurer’s Receipt Stubs - 4 yrs
- Dues Receipt Card Stubs - 3 yrs
- Official Correspondence, Invitations, etc. - 3 yrs

**DRAPING OF THE CHARTER**

NOTE: Please read *Book of Instruction, Pages 44-47.*

The Charter is draped for a member of your own Chapter.

There should be a Resolution of Respect prepared and in readiness to be read when the Worthy Matron calls for it. The Resolution of Respect may be prepared by the Secretary or any member appointed by the Worthy Matron.

The Charter is draped under “Sickness and Distress.”
for approval. In the event you have received more than one card both should be read at the next stated Chapter meeting and the altar draped only once.

**LENGTH OF TIME FOR KEEPING CHAPTER RECORDS**

Permanent records listed below should be kept forever and would become the property of Grand Chapter should the Chapter surrender its Charter: All Petitions (Degrees, Affiliation, Affiliation with Dual Membership, Restoration), Demits, Annual Reports, all record books (Minute Book, Membership Ledger, Secretary’s Cash Book, Treasurers Cash Book, Member/Guest, Register, and Grand Chapter Proceedings)

These permanent records should be kept safe and in good condition as they are the history of the Chapter. If possible, these records should be kept in the Chapter room under lock and key.

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**INTERNATIONAL HEADQUARTERS FUND FEE**

By ruling of General Grand Chapter, the International Headquarters Fund Fee must be paid “once in a lifetime” to EACH Chapter to which a member belongs. In other words, if a member affiliates with your Chapter and has paid her/his International Temple Fund fee to the other Chapter, they must also pay it to your Chapter. ($5.00 at this time)

**PETITIONS**

Petitions MUST be in proper order before presentation to the Chapter.

The Secretary is not at liberty to present petition(s) until they are in proper order.

A petition is in proper order when:

1. It is completely filled out, signed by the petitioner and two members of the Chapter.
2. It can meet the prerequisites which are prescribed in the *Ritual, Page 165*.
3. Proper Masonic affiliation has been established. This may be the Mason’s current dues card, letter or certificate of
good standing under the Seal of his Lodge. A copy of the dues card is not acceptable.
4. Proper fees and dues are attached.
5. International Temple Fund Fee of $5.00 is attached.
6. Any other requirements in the Chapters Bylaws have been met.

AFFILIATION (Regular Affiliation)

Petition should be accompanied by:
1. Demit
2. Dues and Affiliation Fee - minimum of $5.00 or as per Chapter’s Bylaws, Section 218 and 238.
3. International Headquarters Fund Fee of $5.00 is attached
4. Chapter Bylaws requirements

AFFILIATION (Continuous Membership)

Petition should be accompanied by:
1. Current Dues Card
2. Dues and Affiliation Fee - minimum of $5.00 or as per Chapter’s Bylaws.
3. Personal letter to Secretary of Petitioner’s current Chapter requesting a

HONORARY MEMBERSHIP ROLL

The secretary should keep an Honorary Membership roll in back of the Membership Roll Book. Have the member(s) receiving his honor sign the book following the meeting at which it is presented.

OFFICIAL VISITS

Should the Official Visit be scheduled on a Stated meeting night, you must follow the regular Order of Business. Should there be business or correspondence that can wait until the next meeting, please arrange to do so with permission of the Worthy Matron.

INVENTORY OF THE CHAPTER

The secretary should maintain a complete inventory of the Chapter. It may be recorded on the last page(s) of the Secretary’s Cash Book.

IN MEMORIAM

When the Secretary receives an “In Memoriam Card” from the Grand Secretary it should be reported to the Worthy Matron immediately. The Secretary will read the card at the next stated Chapter meeting just before the minutes are read.
Book of Instruction of the Grand Chapter.

One copy of the Grand Chapter Proceedings is issued to each Subordinate Chapter in North Carolina for the use of its MEMBERS. This copy should remain in the Chapter files as property of the Chapter. *(Grand Chapter Bylaws, Section 47)*

**TWENTY—FIVE YEAR CERTIFICATES**

Twenty-five Year Certificates are forwarded to the Chapter Secretary for verification after which they are given to the Worthy Matron for presentation. Certificates are presented on or after their anniversary date. Under **NO** circumstances are Certificates to be presented to the family of a deceased member, unless the member expires after the anniversary date. If your Chapter receives a Twenty-five Year Certificate that is not correct, return it immediately to the Grand Secretary with an explanation. Also, should you have a certificate that does not belong to your Chapter or the information is incorrect, return it to the Grand Secretary’s Office immediately.  

4. International Headquarters Fund Fee of $5.00 is attached

5. Chapter Bylaws requirement

**AFFILIATION** *(Dual Membership)*

Petition should be accompanied by:
1. Current Dues Card
2. Dues
3. An Affiliation Fee of $15.00 if the member belongs to a Chapter outside this Grand Jurisdiction. *(Rules and Regulations, Section 241(b)). Affiliation Fee if the member belongs within North Carolina minimum of $5.00 or as per Chapter’s Bylaws. *(Rules and Regulations, Section 241(a))*
4. International Headquarters Fund Fee of $5.00 is attached

5. Verification that petitioner is or is not holding one of the first four (4) principal offices or that of Secretary if Dual Membership is from another Grand Jurisdiction, Rules and Regulations, Section 241(b). If Dual Membership within North Carolina the member may only hold one of the first four (4) offices in
only one (1) Chapter at a time.

6. Chapter Bylaws requirements

It is necessary that a petitioner for affiliation with dual membership show her/his current dues card issued by the Primary Chapter at least once annually in order to verify the membership status in the Primary Chapter.

A petitioner for affiliation may place her/his de-mit in any Chapter at any time.

There are no residency or time limitations in placing a petition for affiliation; however, a new petition must be presented each time. (Rules and Regulations, Section 218)

RESTORATION

Petition should be accompanied by:
1. Current Dues
2. Dues owed the Chapter at the time petitioner was suspended. (Rules and Regulations, Section 251)
3. Chapter Bylaw requirements

NOTE: A petitioner for Restoration pays only the amount owed at the time of suspension, not the

A Chapter may sponsor more than one applicant for a scholarship. Submit any and all applications approved by the Chapter and let the Grand Chapter Scholarship and/or ESTARL Committee make the decision.

ESTARL State Chairman:

Grand Chapter Scholarship State Chairman:

PROPERTY OF THE CHAPTER

The records are property of the Chapter and should be kept under lock and key in a designated space within the building where the Chapter meets, with the exception of those records on which the Secretary is currently working.

The Chapter SEAL must be on the desk of the Secretary at each meeting, together with a copy of the latest issue of the Grand Chapter Proceedings; the Constitution, Bylaws, Rules & Regulations for the Government of Subordinate Chapters and
The Committee will process the application from this point on and will contact the Chapter should any additional information be needed. You will be advised by the Chairman of the Committee as to the proper procedure for submitting the application forms. The deadline for submission of these applications is February 1st, however, it is suggested that you begin early with the paper work process.

Checks are made payable to the institution and forwarded by the Grand Secretary.

The maximum amount of the scholarship is $1,000 for ESTARL and $1,000 for Grand Chapter Scholarship, subject to the approval of the respective committee, available funds, and number of qualified and deserving applicants.

*Grand Chapter Bylaws, Section 95, No. 5 and Section 96, No. 6*, scholarships are awarded equally and uniformly across the State. (It is important that you have the latest edition of the Book of Instruction for up-dated information.)

accrued dues during the interim. If a petitioner was suspended prior to June 1974, she/he would owe for two (2) years rather than one.

**WHEN A PETITIONER BECOMES A MEMBER**

Petitioner for DEGREES - When she/he receive the Obligation of the Order.

Petitioner for AFFILIATION (Regular) - The date of the stated meeting at which they are elected.

Petitioner for AFFILIATION (Dual Membership) - The date of the stated meeting at which the petitioner is elected.

A petitioner does not become a member upon signing the Chapter’s Bylaws.

Petitioner for AFFILIATION (with continuous membership) - The date of the demit.

NOTE: The date the petition is presented is not always the date the petition is filled out by the petitioner. A petition could be filled out in June
and not presented until December. The Chapter records should indicate the date of receipt of the petition.

THE MASON’S DUES CARD

It is not in order to receive a Petition with a copy of the Mason’s dues card.

In the event you receive the Mason’s dues card and the next stated meeting of the Chapter is not within the next few days, you may return the dues card after having:

1. Shown the current dues card to the Worthy Patron
2. Examine it yourself and,
3. Note in the upper corner of the petition that the current dues card of _______ (Name of Mason and relationship to petitioner) was received with the petition and returned on (Date). Sign your name and have the Worthy Patron sign his name.

NOTE: Note on the petition how you returned the dues card to the Mason. Ex: mailed, given to petitioner, etc.

SCHOLARSHIP APPLICATIONS

A vote of the Chapter is required to sponsor an applicant for an ESTARL or Grand Chapter Scholarship after ascertaining the applicant’s eligibility and need according to Grand Chapter By-laws, Section 95 & 96. If an applicant is a child from the Masonic Home for Children at Oxford, the applicant must be recommended by the Superintendent of the Masonic Home for Children at Oxford.

The Secretary should write the State Chairman under Seal of the Chapter for a “Recommendation by Subordinate Chapter” form which should be filled out and submitted to the State Chairman of the ESTARL or Grand Chapter Scholarship Com-
PROFICIENCY CERTIFICATES

Each Chapter should have in its possession the latest copy of the Proficiency Questionnaire. This may be ordered through the Grand Secretary’s Office. The Proficiency Questionnaire is marked “PROPERTY OF THE CHAPTER” and must be signed for by the Worthy Patron. The copy may be signed out to a member for study so long as the Worthy Patron is aware of its whereabouts and assumes the responsibility of getting it back from the member(s).

There are no “written” answers per se for the Proficiency Questionnaire, only the key to finding the answers.

As soon as the Worthy Patron certifies to the secretary those who have passed the Proficiency Questionnaire, the secretary shall send their names under the Seal of the Chapter to the State Chairman. The State Chairman will issue the Proficiency Certificate. The names must be submitted before June 1, 2013 to be credited in the current year. *Grand Chapter By-Laws*, Article VII, Section 100. DO NOT SEND THIS LIST TO THE GRAND SECRETARY.

LIMITATIONS RELATIVE TO RECEIVING PETITIONS FOR DEGREES

Petitioner shall have resided in the State of North Carolina for at least six (6) months, three (3) of which must have been within the jurisdiction of the Chapter. *(Rules and Regulations, Section 215).*

After the lapse of two (2) months a petitioner having been rejected may petition again. *(Rules and Regulations, Section 214)*

PROCEDURE FOR CLEARING LETTERS

*Grand Chapter Bylaw*, Article VII, Section 91-92: To clear a letter or any other correspondence to be sent out in the Bulk Mail, with the exception of thank you notes and invitations to non fund raising events, send two (2) copies to be cleared to each member of the Clearing Committee. Members of the Clearing Committee will indicate their decision on both copies; retain one copy for their file and forward the second copy to the Grand Secretary.
If the letter being cleared is not to be mailed through the bulk mailing process, then the members of the Clearing Committee should return it to the sender.

A majority of the Clearing Committee shall approve all distributed correspondence with the exception of thank you notes and invitations for non-fund raising events. *Grand Chapter Bylaws, Section 92.* The **four** serving on the Clearing Committee for the 2012–2013 Grand Chapter year are as follows:

Mrs. Donna W. Yates, WGM Chairman  
PO Box 56  
Hubert, NC 28539

__________________________  Chairman of Jurisprudence
__________________________

__________________________  Chairman of Finance
__________________________

__________________________  Grand Secretary
__________________________

Business Manager  
The Tar Heel Star News  
Kaye Whitehurst  
905 Rand Road  
Garner, NC 27529

**Elizabeth Unger**  
Editor of *The Tar Heel Star News*  
2413 Aberdeen Road  
Rockingham, NC 28379

(Note – News articles and pictures for publication should also be sent to the Editor.)

THE TAR HEEL STAR NEWS

Annual Rates
1. 100% household subscriptions per household - $4.75 plus sales tax
2. Individual subscription each - $8.25 plus sales tax.
3. Directory Ad - $10.00

Each Chapter must pay for THSN Subscription for Dual members as well as Regular members in order to be 100%.
Membership Follow-Up Form should also be completed and mailed to the Grand Secretary and the Business Manager of The Tar Heel Star News.

The Grand Secretary shall be notified when a member’s dues card is lost, destroyed or stolen.

Please give the following information:

1. Name of member
2. Chapter name and number
3. Number, name and date the original card was issued
4. Number and date the duplicate card was issued

Note: Send a Follow-Up form to the Grand Secretary and a copy to the Editor of The Tar Heel Star News for publication when a dues card is lost.

ADDRESS INFORMATION

Grand Secretary
Mrs. Frieda Nettles, PGM
P.O. Box 1660
Apex, NC 27502-9998

Blanket Dispensation

A “Blanket Dispensation” for all Chapters desiring to move the Charter for District School and Official Visit is hereby granted.

Minutes

Minutes of the Chapter are very important. They are the history of the Chapter and the method we have of preserving the activities and good deeds of our Sisters and Brothers. Permanently bound minute books are acceptable. Typed or handwritten minutes are permitted and must be bound on a five to ten year cycle. The minutes shall be brief but must contain all proceedings of the Chapter. Please do not try to repeat word for word the entire meeting. Roberts Rules of Order says to record what was done NOT what was said. Be sure your minutes include:

1. Stated or special meeting – regular or short form
2. Date and if other than regular meeting place
3. List of officers and pro tems present
4. Number of Chapter members present and number of visitors
5. Names and titles of Distinguished Guests
through Deputies and the number of others introduced
6. If the minutes of the prior meeting were read for information or dispensed with
7. Treasurer’s report
8. Motions made (members making and seconding, carried or defeated)
9. Action taken on any business of the Chapter
10. Reports given by Committee Chairmen and others
11. Reception of Petitions and appointment of Investigating Committee
12. Report of Investigating Committee and result of ballot
13. Bills ordered paid
14. Communications read
15. Awards or program presented
16. Draping the Charter and/or Draping the Altar
17. It is suggested that the monies received at the meeting be listed as, well as, the love offering.
18. Signature(s) of those receiving Chapter property
19. Twenty-five Year Recipients and/or Fifty-Year Recipients.
20. Scholarship Recipient(s)

a member occur in a subordinate Chapter. Complete the form as per the information requested and mail to the Grand Secretary with a copy to the Business Manager of *The Tar Heel Star News* regarding the following:
1. Change of address and/or phone number
2. Change of name (Give reason)
3. Adding a new member (Give as much information as possible)
4. Adding a dual member—Indicate Dual Membership on the form and advise the Chapter that is primary.
5. Deleting a member (Give reason)

When reporting a death, the following information is needed:
1. Name of deceased member
2. Date of death
3. Chapter's name and number
4. Funeral arrangements if known
5. Name and address of nearest relative

Call immediately the Grand Chapter Office, Worthy Grand Matron or Worthy Grand Patron, in the event of the death of a Past Grand Matron, Past Grand Patron, Grand Officer, Grand Representative, District Deputy Grand Matron or District Deputy Grand Patron in your Chapter. The Mem-
submitted along with another check made payable to the Grand Chapter of North Carolina and mailed to the Worthy Grand Matron. *(Bylaws, Section 21)*

Dispensations are required for the following items of business:

1. Election of Officer(s) not elected at the last stated meeting in February. *(Rules & Regulations, Section 198)*
2. Fill vacancy in the office of Worthy Matron, Worthy Patron, Associate Matron or Associate Patron *(Rules & Regulations, Section 194 and Bylaws, Section 25)*
3. Install any Officer(s) out-of-time unless installed by the District Deputy Grand Matron. *(Rules & Regulations, Section 199)*
4. To temporarily change the meeting place except for the Official Visit of Worthy Grand Matron and Worthy Grand Patron and District School of Instruction. *(Rules & Regulations, Section 138)*

**MEMBERSHIP FOLLOW-UP FORM**

The Grand Secretary shall be notified immediately by use of the Membership Follow-Up Form should a change in status of an installed officer or

The minutes for the Installation of Officers shall include the receipt (signature) from the Worthy Patron for the Secret Work and the Answers to the Proficiency Questionnaire. Obtain the signature from the Associate Patron, Conductress and Associate Conductress for their copy of the Secret Work. Other Officers or members who receive property of the Chapter such as Ritual, Book of Instruction etc. would also sign the minutes as a receipt.

**READING OF MINUTES**

Minutes may be read for information. Minutes must be read for approval as the last item of business at all meetings, stated or special. Exception: The minutes for Open Installation will be read for approval at the first stated meeting in April under unfinished business. Suggestions for condensing the reading of the minutes:

1. It is not necessary to read the names of officers or pro tems
2. It is not necessary to read the names and titles of all Distinguished Guests. It is courteous to read the name and title of your
most Distinguished Guest(s), the Worthy Grand Matron, Worthy Grand Patron, General Grand Chapter Officers or General Grand Committee Members on all occasions. Also, the District Deputy Grand Matron and District Deputy Grand Patron on the occasion of the Official Inspection. You may state, “All other Distinguished Guests were properly introduced and are recorded in the minutes”.

3. “The Sick and Cheer Report is recorded as reported.”

4. “All bills are recorded as approved for payment.”

5. “All communications are recorded as read.”

6. Do not attempt to record the speech given by the speaker. Simply state, “An inspirational message (talk, poem, etc) was brought by ______ on ______” (subject or title).

DEMITS

Demits are granted, issued and dated as of the stated meeting at which they are granted. A request for a demit must be submitted in writing by the member requesting same. A demit is good for life. A member may visit on a demit for one year after the date the demit is issued. An installed officer cannot demit while in office. (Rules and Regulations, Section 202).

SPECIAL DISPENSATIONS

Requests for Dispensations must be submitted in writing under the Seal of the Chapter to the Worthy Grand Matron and accompanied by the fee of one dollar ($1.00) payable to the Grand Chapter of North Carolina. Do not send cash or personal check.

The Worthy Grand Matron in turn transmits the fees for issuing the Special Dispensation to the Grand Secretary’s Office.

The Dispensation is only good for the date and purpose for which it was issued. Dates set by a Special Dispensation are not interchangeable. If another date is desired, another request must be
the year. It should never become necessary for a Life Member to ask for her/his dues card. Insert “Life Member” in the space provided for amount paid. It is suggested that a list of your Life Member’s names can be placed in the front of the Roll of Membership Book.

Issue dues cards to those members for whom dues are remitted and insert “Dues Remitted” in the space provided for amount paid.

CHAPTER FINANCE COMMITTEE

Cooperate in every way with the Finance Committee. Bills approved by the Finance Committee and ordered paid by the Chapter should be paid PROMPTLY. They not only approve all bills before they are presented to the Chapter for payment, they also audit your books and give a report at the first stated meeting in April. The Secretary and Treasurer presents all records to the Finance Committee at the end of the Chapter year for the purpose of the audit. The Secretary and Treasurer should not be present when the books are audited. Should the Committee need additional information in order to complete the audit, they will contact you.

REPORT OF MEETINGS

Secretaries must send by mail a report of each meeting, stated and special, to the Worthy Grand Matron and the District Deputy Grand Matron immediately after each meeting. A full size page form or the form presently used will be acceptable. The reports maybe completed by pencil/pen, typewriter or computer. A copy of each report should be kept in the Chapter files. These reports are the only way the Worthy Grand Matron and District Deputy Grand Matron have of knowing the Chapter activities. This is a starred item on the Efficiency Chart.

CHAPTER BOOKKEEPING

The Secretary receives all money belonging to the Chapter. All committees must turn over the proceeds from projects to the Chapter Secretary. Immediately upon the close of each meeting, the Secretary turns over all funds to the Treasurer for immediate deposit. (Rules and Regulations, Section 184)

Bills ordered paid by the Chapter should be promptly paid and mailed by the Secretary. Pro-
ject funds received by the Chapter Secretary that are due Grand Chapter should be forwarded to the Grand Secretary as soon as received. Remember these funds belong to Grand Chapter.

Be sure your Cash Book is kept up-to-date and that you have receipts from the Treasurer for all monies turned over to her/him. Be sure you have the stubs for all warrants written and that the Worthy Matron has signed them. Never ask the Worthy Matron to sign a blank warrant.

At the first meeting of the month, be sure you have balanced your Cash Book with that of the Treasurer’s and that both books are reconciled with the bank statement. Secretaries and Treasurers shall make an entry in their books each month for interest credited on the bank statement as well as an entry for bank service charges and fees (if any). Even though these transactions do not pass over your desk, they must be considered as income and expense. The Treasurer cannot balance with the bank statement and the Secretary cannot balance with the Treasurer unless these entries are made. Both Cash Books should reflect this transaction.

**DUES**

Rules and Regulations, Sections 245 – 251, Book of Instruction, Page 21. Annual dues are due and payable on April 1st for the ensuing Chapter year. The Chapter Secretary should notify members of unpaid dues with businesslike regularity. Please make every effort to contact delinquent members in an attempt to prevent suspension for nonpayment of dues.

If dues are not paid on or before the succeeding March 31st the indebted member shall be deemed twelve months in arrears for dues and be automatically suspended. (Grand Chapter Rules and Regulations, Section 248)

The Secretary shall send the proper Grand Chapter Notice of Suspension to the member. The name shall be announced at the first meeting in April by the Secretary and recorded in the minutes.

When issuing dues cards the secretary should remind the members to sign their card immediately. The Chapter Secretary should issue dues cards to their Life Members at the first stated meeting of