

- **WORDS COMMONLY MISPRONOUNCED – STUDY GROUP**

Children two years of age or over shall not be permitted to attend meetings or rehearsals

**Hats are never worn in a Chapter while it is in session
Sister officers may not wear pantsuits**

Members shall observe square corners when walking about the Chapter room NO ONE shall cross between the East and the Altar when the Bible is open, except as provided in the Ritual

Any member upon entering or retiring from the Chapter while it is in session shall advance to a position in front of the Associate Matron and the Associate Patron, give the Salutation Sign, and after receiving the response from the East, be seated or retire as the case may be

A member desiring to speak shall rise and address the presiding officer and be recognized by the presiding officer before proceeding to speak

A member should never leave her/his seat while the Chapter is in session without the permission of the presiding officer

A member shall not leave the Chapter while it is in session except in an emergency

Each Member should own a copy of the current Grand Chapter and Bylaws of her/his Chapter

It is of vital importance to study the pronunciation of words in your Ritual and Book of Instruction (We will have a class)

The Reverent Attitude

is assumed by all officers and members during the Altar Service The hands are clasped and held in a position below the waist, palm to palm, the right over left

The Voting Sign of the Order is the uplifted right hand

When presenting the gavel, the handle of the gavel is extended to the presiding officer

When we speak of a meeting of a Subordinate Chapter, we call it a Stated meeting Meetings of the Grand Chapter are spoken of as Sessions

It is the responsibility of the officer to notify the Worthy Matron, if possible, that she/he will be unable to attend a meeting, at least twenty-four hours before time for the meeting

Sister officers shall wear short white dresses at stated meetings They shall wear long white dresses for the Official Visit of the Grand Worthy Matron, for the Installation of Officers and during the ceremony of Initiation, and First day of opening grand session

The presiding officer stands directly behind the pedestal in the East

All officers should speak in a voice loud enough to be heard by all in the Chapter room

WORTHY MATRON

The Worthy Matron should have sufficient knowledge of Parliamentary Procedure to properly conduct her official duties

If the Worthy Matron is aware before the Chapter is opened, that there are visitors present for whom no one can vouch, she should appoint and instruct an Examining Committee to take charge of the visitors for the purpose of examination

If a quorum is present, the Worthy Matron should open the Chapter at the time specified in the Bylaws A quorum is seven members of the Chapter, including one of the first four officers

The East is NEVER left unoccupied when the Chapter is in session

The Worthy Matron remains seated during taking the pass; at all other times, she remains standing while presiding

The Worthy Matron should never leave her station after the Chapter is opened without either presenting the gavel to the Worthy Patron or calling the Associate Matron to the Chair

The Worthy Matron shall NEVER sign blank warrants or vouchers

The Worthy Matron should have a copy of the latest Ritual, The Grand Chapter Constitution, Bylaws, Rules and Regulations on the pedestal in the East

The Worthy Matron should consult the Worthy Patron on all matters of importance

Worthy Patron

The Worthy Patron is the advisor of the Worthy Matron and as such should be consulted on matters of importance The Worthy Patron presides during the conferring of degrees and follows his duties as outlined in the Ritual

The Worthy Patron should be proficient in his work He should learn the Obligation

Associate Matron

The duties of the Associate Matron are fully covered in the Ritual It is her duty to preside during the absence of the Worthy Matron

Associate Patron

The Associate Patron's duties are fully covered in the Ritual

Secretary

The Secretary should keep a record of all property of the Chapter, taking money and give receipts

All money, for any purpose whatsoever, collected by a Chapter member or Committee shall be paid to the Secretary and so noted in the records of the Chapter The Secretary shall pay this money to the

Treasurer and take a receipt for same

Chapter records shall be kept accessible at all times to the Worthy Matron, Worthy Patron and members

On the Secretary's desk there shall be the Chapter Seal, the latest copy of the Proceedings of the Grand Chapter Session, the Constitution, Bylaws, Rules & Regulations of Grand Chapter, Chapter Bylaws, minute book and other record books which are essential during the time of a stated meeting Permanently bound minute books

The Secretary keeps petitions for degrees, petitions for affiliation, petitions for affiliation with dual membership, demits, petitions and any other forms necessary for Chapter business

The Secretary does not have the authority to answer correspondence without first consulting the Worthy Matron and then correspondence is replied to under the Seal of the Chapter

Business necessary to be brought before the Chapter in the way of correspondence is brought to the attention of the Worthy Matron as soon after receipt of such communications as is possible

The Secretary furnishes the Worthy Matron with the name(s) of all applicants for membership When there is to be an initiation, the Secretary furnishes the Associate Matron, Conductress and Associate Conductress with name(s) of such person(s) to be initiated

At the time of Installation of Officers, it is the duty of the Secretary to furnish the Installing Officer and the Installing Marshal with the names of the officers to be installed

The Treasurer shall not pay any bills until a warrant signed by the Secretary and the Worthy Matron is presented She/he shall be prepared to accept all money from the Secretary at the close of the meeting and give a receipt for same

Conductress and Associate Conductress

It is the duty of the Conductress, assisted by the Associate Conductress, to arrange all paraphernalia of the Chapter before the Opening Ceremony, such as: the Altar Bible, Stations, etc and return them to their places at the close of the Chapter

When it is known that there will be balloting, it is the duty of the Associate Conductress to prepare the ballot box before the meeting

When it is known that there will be initiation, it is the duty of the Conductress and the Associate Conductress to see that there is the correct number of small Bibles on the Altar and Colors placed at the station of the Marshal

The Conductress and the Associate Conductress should carefully study the Ritual

Chaplain

The Chaplain shall memorize the prayers and PRAY them with feeling After completion of prayer, the Chaplain assumes a position in the semicircle of Star Point Officers as indicated in fine print Ritual (See Altar Services, page)

Marshal

It is the duty of the Marshal:

To make declaration when instructed to do so by the presiding officer;

To escort visitors and Flags

And to perform such other duties as are appropriate to her/his office

Baton

The Baton shall be held in the right hand in front of the body (the length of the forearm) at a degree angle When a declaration is made, the Baton should be raised to a point just above the eyes

Covers of the five colors or white may be used on the pedestals

Star Point Officers should check their pedestals before the Chapter opens All Emblems point toward the Altar and are placed in the center of the pedestal

Signs are held until the Pass is given

Star Point Officers face Altar during Altar Service

Warder and Sentinel

Only the presiding officer may give permission to the Warder to open the Chapter room door

The opening and closing of the Chapter room door when the Chapter is in session is exclusively the duty of the Warder, and she/he must always give the proper Raps when doing so

After the directions of the Worthy Matron to the Warder (Ritual) and the Sentinel's response, the Warder closes the door without Raps

The Warder must not call attention of the Worthy Matron to Raps given until Chapter has been declared open, the Conductress and the Chaplain have returned to their stations, the Pledge of Allegiance has been given to the Flag and the Flag Ceremony has been completed

When the Chapter has been declared open, and the Worthy Matron directs the Warder to so inform the Sentinel, the Warder gives the proper Raps which are responded to by the Sentinel and the Warder opens the door and continues according to the Ritual

The Warder should never give an alarm nor answer an alarm without being directed to do so by the presiding officer

When an alarm is given by the Sentinel, the Warder will rise and say, "Worthy Matron, there is an alarm at the door" The Worthy Matron will reply, "Sister/Brother Warder, you will ascertain the cause of the alarm" After giving the proper Raps, opening the door and ascertaining the cause, the Warder will close the door and report to the Worthy Matron If the alarm was caused by a Sister/Brother properly vouched for, the Warder will make the following report, "Worthy Matron, the alarm was caused by a Sister/Brother properly

vouched for who wishes to enter” The Worthy Matron will respond, “Sister/Brother Warder, you will admit her/him/them” vouched for, the member may be immediately admitted without further Raps and the door closed

If anyone wishing to enter cannot be vouched for by the Sentinel or the Warder, the Warder should report to the Worthy Matron, giving the name, number and location of the Chapter of the visitor wishing to be admitted

The Worthy Matron says: “If there is anyone present who can vouch for the visitor, will you please retire at this time” The member retires, and if able to vouch for the visitor(s), returns (per Ritual) accompanied by the visitor(s) They make the Salutation Sign, and the member reports to the Worthy Matron saying, “Worthy Matron, I vouch for the Sister(s) and/or Brother(s)” If the member is unable to vouch for the visitor(s), she/he returns (per Ritual) and reports to the Worthy Matron saying: “Worthy Matron, I cannot vouch for the visitor(s)”

If no one can vouch for the person wishing to be admitted, the Worthy Matron should instruct the Examining Committee to retire to the preparation room and make the proper examination

The Warder sits at the door, not beside the Associate Matron

The Warder is in charge of the door and shall not leave the door unguarded

The Sentinel should not allow visitors to peer into the Chapter room when the Warder answers the alarm

The Warder and Sentinel never leave their station unless the presiding officer appoints someone to relieve them

Preparation of the Chapter Room

It is the duty of the Conductress, assisted by the Associate Conductress, to arrange all paraphernalia of the Chapter room before the Opening Ceremony

1. The Charter or Dispensation MUST be on display

The Bible is placed in the center of the Altar with the bound edge to the North and the front edge to the South (If Altar is large, the Bible may be placed near the West edge)

The Altar Bible is on the Altar for both stated and special meetings

No object is ever placed upon the open Bible