

2022 Bylaw Amendment
Section 22. Bylaws Governing Grand Chapter – Grand Secretary

Currently reads:

Section 22. GRAND SECRETARY shall have powers and duties as follows:

- a. Supervise the recording of all transactions of Grand Chapter proper to be written, and immediately after close of each annual Session shall superintend the publication of the same and shall distribute the printed Proceedings of Grand Chapter as specified.
- b. Receive, duly file, and safely keep all papers and documents addressed to, or belonging to Grand Chapter, except the books and records of the Grand Treasurer and the notes, bonds, mortgages, and other evidences of indebtedness to Grand Chapter.
- c. Collect and receive all moneys due the Grand Chapter, including voluntary contributions and donations from the Chapters in support of any authorized project initiated by the Worthy Grand Matron for the benefit of charity, except the income returns from the invested funds.
- d. Keep the Seal of Grand Chapter, and affix the same, with proper attestation, to ALL instruments emanating from Grand Chapter.
- e. Keep in a proper book a correct account, in detail, of all moneys received, together with a record of the sources and shall present such record at each annual Session of Grand Chapter.
- f. Pay to the Grand Treasurer, at least once each month, all money received from any source except on account of the Merchandise Fund, indicating with each payment the particular fund of Grand Chapter to which such payments belong, and shall require the Grand Treasurer's receipt for such payment.
- g. Issue receipts in triplicate for all funds received on account of the Worthy Grand Matron's project or projects, one copy to be sent to the Chapter making the contribution, one copy to the Worthy Grand Matron, and one copy for the files, all such funds to be forwarded to the Grand Treasurer, to be kept in a special Grand Chapter fund or funds.
- h. Have charge of the Merchandise Fund, and manage the same in accordance with the rules set forth. (Refer to Section 32, Grand Chapter By-Laws)
- i. Report at each Annual Session all Chapters in arrears for dues, with the amount of such arrearage, or which have failed or neglected to comply with any of the provisions of the By-Laws and Regulations of Grand Chapter.
- j. Conduct the correspondence of Grand Chapter.
- k. Attend all sessions of Grand Chapter with the books and necessary papers belonging to the office.
- l. Issue notices of the Annual Session, and of any General Session which may be ordered, to each Grand Officer, each Past Grand Matron and Past Grand Patron, and to each Chapter. This shall be sufficient notice to all members of Grand Chapter. Annual Session notices, accompanied by cards outlining the policy of "entertainment" as specified by the Board of Grand Trustees, shall also be sent to ELECTIVE General Grand Chapter Officers and to the Grand Secretary of every Grand Chapter under General Grand Chapter Jurisdiction.
- m. Supply subordinate Chapters with proper blanks for their Annual Reports.
- n. Take charge of the furniture and paraphernalia of Grand Chapter, and of any Chapter whose charter has been revoked.
- o. By virtue of this office shall be the Secretary of the incorporated Grand Chapter, and perform in that capacity only such official acts as shall be authorized and directed by Grand Chapter or by the Board of Grand Trustees.
- p. Immediately on the close of Grand Chapter furnish the Grand Treasurer a schedule of all appropriations voted by Grand Chapter and of all special and contingent funds established.
- q. With the advice and consent of the Board of Grand Trustees, have power to contract for all necessary printing for Grand Chapter.
- r. Within fifteen (15) days after close of Grand Chapter, furnish the Worthy Grand Matron a copy of all legislation passed at the Grand Chapter Session, and with the Worthy

Grand Matron's first letter to all Members of the Order of the Eastern Star, a copy of the legislation.

s. Immediately after September 1st, deliver all necessary Account Books, Ledgers, Receipt Books, Bank Statements, etc., and a statement of each account or fund handled in the office, to the chairman of the audit committee, as prescribed in Sec. 24 f., Grand Chapter By-Laws.

t. Perform all such other duties pertaining to the office as Grand Chapter may direct.

Change to read:

Section 22. GRAND SECRETARY shall have powers and duties as follows:

a. Supervise the recording of all transactions of Grand Chapter proper to be written, and immediately after close of each annual Session shall superintend the publication of the same and shall distribute the printed Proceedings of Grand Chapter as specified.

b. Receive, duly file, and safely keep all papers and documents addressed to, or belonging to Grand Chapter, except the books and records of the Grand Treasurer and the notes, bonds, mortgages, and other evidences of indebtedness to Grand Chapter.

c. Collect and receive all moneys due the Grand Chapter, including voluntary contributions and donations from the Chapters in support of any authorized project initiated by the Worthy Grand Matron for the benefit of charity, except the income returns from the invested funds.

d. Keep the Seal of Grand Chapter, and affix the same, with proper attestation, to ALL instruments emanating from Grand Chapter.

e. Keep in a proper ~~book~~ a correct accounting, in detail, of all ~~moneys~~ monies received, together with a record of the sources and shall present such record at each annual Session of Grand Chapter.

f. Pay to the Grand Treasurer, at least once each month, all money received from any source except on account of the Merchandise Fund, indicating with each payment the particular fund of Grand Chapter to which such payments belong, and shall require the Grand Treasurer's receipt for such payment.

g. Issue receipts ~~in triplicate~~ for all funds received on account of the Worthy Grand Matron's project or projects, one copy to be sent to the Chapter or the individual making the contribution, ~~one copy to the Worthy Grand Matron~~, and one copy for the files. ~~;~~ a All such funds to be forwarded to the Grand Treasurer. ~~;~~ to be kept in a special Grand Chapter fund or funds.

h. Have charge of the Merchandise Fund, and manage the same in accordance with the rules set forth. (Refer to Section 32, Grand Chapter By-Laws)

i. Report at each Annual Session all Chapters in arrears for dues, with the amount of such arrearage, or which have failed or neglected to comply with any of the provisions of the By-Laws and Regulations of Grand Chapter.

j. Conduct the correspondence of Grand Chapter.

k. Attend all sessions of Grand Chapter with the books and necessary papers belonging to the office.

l. Issue notices of the Annual Session, and of any General Session which may be ordered, to each Grand Officer, each Past Grand Matron and Past Grand Patron, and to each Chapter. This shall be sufficient notice to all members of Grand Chapter. Annual Session notices, accompanied by cards outlining the policy of "entertainment" as specified by the Board of Grand Trustees, shall also be sent to ELECTIVE General Grand Chapter Officers and to the Grand Secretary of every Grand Chapter under General Grand Chapter Jurisdiction.

m. Supply subordinate Chapters with proper forms for their Annual Reports.

n. Take charge of the furniture and paraphernalia of Grand Chapter, and of any Chapter whose charter has been revoked.

o. By virtue of this office shall be the Secretary of the incorporated Grand Chapter, and perform in that capacity only such official acts as shall be authorized and directed by Grand Chapter or by the Board of Grand Trustees.

p. Immediately on the close of Grand Chapter furnish the Grand Treasurer a schedule of all appropriations voted by Grand Chapter and of all special and contingent funds established.

q. With the advice and consent of the Board of Grand Trustees, have power to contract for all necessary printing for Grand Chapter.

r. Within fifteen (15) days after close of Grand Chapter, furnish the Worthy Grand Matron a copy of all legislation passed at the Grand Chapter Session, and with the Worthy Grand Matron's first letter to all Members of the Order of the Eastern Star, a copy of the legislation.

s. Immediately after September 1st, deliver all necessary financial documentation ~~Account Books, Ledgers, Receipt Books, Bank Statements, etc., and a statement of~~ for each account or fund handled in the office, to the chairman of the audit committee, as prescribed in Sec. 24 f., Grand Chapter By-Laws.

t. Perform all such other duties pertaining to the office as Grand Chapter may direct.

Reason: Updated language to accommodate electronic accounting and accurately reflect how functions are performed.

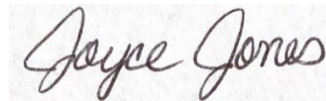
Proposed by:



Sandra Vanneman, PGM, Grand Secretary



Karen Willis, Worthy Grand Matron



Joyce Jones, PGM