

Prince Hall Grand Chapter,
Order of Eastern Star,
State of Washington and Jurisdiction

GRAND SECRETARY WORKSHOP



Presented April 6, 2024

WELCOME

The chapter Secretary is a very important position and if you are the chapter Secretary, you are essential to the smooth running of your chapter.

Working together with and communicating with your Worthy Matron, Treasurer and the members of the chapter is important for the Secretary.

Being a good Secretary means being prepared, efficient and well organized.

The Secretary, with her emblems the Crossed Pens Within the Star should constantly remember that every act, good or bad, is a matter of record. It should be the aim of the members of the Chapter to see that whatever is done is worthy of being recorded by the pen of commendation and that there is never a necessity to record an act with the pen of condemnation.

WORKSHOP LEARNING OBJECTIVES

1. Responsibilities, Duties and Tasks
2. Know the Chapter Bylaws and the Grand Chapter Bylaws and Regulations
3. Tools of the Office
4. Preparing for Chapter meetings
5. Taking Minutes – What is Proper to be Written
6. Record Keeping and Reports
7. Meeting Timelines for Reports
8. Forms and their completion

Responsibilities, Duties and Tasks

Per Macoy Ritual

“To carefully observe the proceedings of the Chapter; to record that which is proper to be written; to receive all monies due the Chapter and pay the same to the Treasurer, taking her receipt therefore. My badge of office, the Crossed Pens within the Star, emblems of power and intelligence, admonishes me that as a faithful record is kept by an invisible pen of all our thoughts and actions, so I must be faithful to my trust, that the good deeds of my companions may not go unrecorded, and that the monies’ entrusted to my hands shall have proper record and direction.”

What does that mean?

To carefully observe the proceedings of the Chapter; to record that which is proper to be written: this means that you are taking the minutes of the meetings and recording what is proper to be written. You are recording the good deeds of the chapter members however it may be necessary to record actions that are not good if they occur.

To receive all monies due the Chapter and pay the same to the Treasurer, taking her receipt therefor: this means that you will be receiving all monies due to the chapter and turn them over to the Treasurer who will then give you a receipt for the amount turned in to them. Always cross check the monies turned over and receipt received to make sure that your records match.

Per Grand Chapter Constitution and Bylaws

It shall be the duty of the Secretary:

1. To record the proceedings of the Chapter in books of record of the Chapter.
2. To receive all monies due the Chapter and pay the same to the Treasurer and take her receipt therefore.
3. **To keep a true and correct record of all the finances received by her on behalf of the Chapter in books of account of the Chapter.**
4. **To keep a register of the members of the Chapter, and also a ledger of the financial standing** of each member of the Chapter. The register and ledger are to be books of the Chapter.

5. **To report within five days to the Grand Secretary the names of every rejected candidate for initiation, with the date of such rejection and all exclusions and suspensions with the causes and date thereof, and also all reinstatements of memberships and the dates thereof.**
6. To make true, complete and correct returns to the Grand Chapter annually, of all initiations made during the year, for which the return is rendered with the Chapter's number and the dates of receiving such degrees, also all affiliations, reinstatements, suspensions, exclusions, rejections, deaths, with the dates thereof and such other information as the Grand Chapter may require. The return shall be made upon blanks furnished by the Grand Secretary and in accordance with requirements of Article 7, Section 1, and Article 20, Section 2 of Chapter 2, of the Grand Chapter By-laws.
7. **To transmit to the Grand Worthy Matron, Grand Worthy Patron and the Grand Secretary within thirty (30) days after every election a certificate of the names of the officers elected, together with the addresses of the Worthy Matron, Worthy Patron and Secretary and the information relative to installation required by Section 2, Article 6, of this Grand Chapter.**
8. **To attest and affix the Seal of the Chapter to all returns and certificates of election made to the Grand Chapter and Grand Officers.** Such returns and certificates bear the signature of Worthy Matron and Worthy Patron.
9. To attest the official signature of the Worthy Matron or Worthy Patron to all other documents of the Order when necessary.
10. **To notify all petitioners for degrees, or for membership, in person or by letter whether elected or rejected.**
11. To perform such other duties appertaining to her office as are required by the Worthy Matron, the By-laws of the Chapter, the laws and regulations of the Grand Chapter.
12. She shall be bonded in some good and reliable bonding company in such sum as may be prescribed by the Chapter, provided the Chapter has the sum of One Hundred (\$100.00) dollars or more in its treasury; the Chapter to pay the premium on said bond.
13. She shall receive such compensation for the faithful performance of her duties as the Chapter may prescribe in its By-laws.
14. **At the expiration of her term of office, she shall turn over to her successor all books, papers, records, documents and properties of all kinds in her possession or under her control belonging to the Chapter.**
15. **She shall read the report of the Grand Jurisprudence Committee twice in the Chapter each year.**

Note: Orders drawn on chapter funds (warrants) after being voted on and approved by chapter are to be signed by the Worthy Matron and attested by the Secretary with the seal of the Chapter.

Chapter Bylaws

Each Chapter's Bylaws should outline the duties of the Secretary, not inconsistent or in conflict with those in the Grand Chapter Bylaws.

CHAPTER 3, ARTICLE 2, SECTION 13.

Every Chapter shall have and keep the following books, to wit:

1. Four (4) copies of the Constitution and By-laws of this Grand Chapter, one for the Worthy Matron, one for the Worthy Patron, one for the Associate Matron, and one for the Secretary.
2. A book of its own By-laws with the signature of its members.
3. A book in which the proceedings and minutes of the Chapter shall be transcribed by its Secretary.
4. A ledger containing the name of each member, with date of initiation or affiliation, and also the date of termination of membership and the cause thereof, such as suspension, death and expulsion.
5. Such other books as may be necessary to present clearly the receipts and accounts of the Secretary and Treasurer.

KNOW THE CHAPTER AND GRAND CHAPTER BY-LAWS AND REGULATIONS

Each Chapter has a book of Bylaws. Be familiar with it and its contents so that you're able to respond to inquiries from the officers and members of your chapter on subjects such as Fees, Death Benefits, Committees, etc.

While it is always good to be familiar with the Grand Chapter Constitution and Bylaws, it's helpful just to have a general idea of the laws and regulations that impact your office, and be able to quickly locate the sections as a reference.

Examples are:

Chapter 2, Article 17

Revenue

Regulation 2,

Grand Charity

Death Benefit

Indigent Members

Life Membership

TOOLS OF THE OFFICE

- Chapter Official Seal
- Minute Book
- Secretary Cash Book
- Membership Ledger
- Membership Roster
- Orders on Treasurer
- Secretary's Receipt book
- Receipts from Treasurer
- Copy of Insurance Bond
- Members Sign in Book
- Beneficiary File

PREPARING FOR CHAPTER MEETINGS

- Prepare outline for recording draft notes for minutes.
- Write down recurring expenses such as rent and any other known expenses for the approval of stated bills.
- Have a section identified to record receipts and disbursements.
- Review communications and correspondence.
- Prepare a list of communications for the Worthy Matron.
- Have ready petitions to be read.
- Have the name(s) of all candidates for initiation.
- If election time, have a list of offices to be filled.
- Make sure that the chapter seal is present on your desk.

Recording Minutes – What is Proper to be Written

Carefully observe the proceedings of the chapter and record that which is proper to be written.

Minutes are recorded in books of record of the chapter. If needed, you can take minutes on a note pad and then transfer the minutes into your bound book after the meeting.

It is helpful to use an outline when taking the minutes. The outline will help you keep up with the flow of the meeting.

1. Record whether the meeting was opened in regular form ie: Savannah Chapter No. 30 opened at 7:00 pm in regular form with Worthy Matron Bessie Lewis presiding.
2. Roll Call of Officers: list all of your officers and indicate who is present or absent.
3. Reading of minutes from last meeting: Remember that all minutes are to be put in a bound book. **After minutes are written in bound book and have been approved, the Worthy Matron and the Secretary must sign them. Both signatures will indicate that the minutes are an accurate account of what occurred in the meeting and approved by the members.**
4. Petitions for membership
5. Communications and Bills

Record communications received and any action taken. The Worthy Matron should be aware of all communications. Communications coming from the Grand Worthy Matron are always read first.

Reading and approving bills. Prior to the meeting make sure the WM is aware of bills that need to be paid, such as rent, quarterly tax, etc.

6. Introduction of visitors and Grand Officers
7. Report of Sick Committee, written or verbal
8. Report of the Investigating Committee
9. Report of Standing and Special Committees
10. All other new business
11. Conferring Degrees

12. Reading and adopting of minutes

Minutes must include any income and disbursements that were transacted during the meeting. The suggested format for recording financial transactions is to list them, example:

Receipts:

\$80.00 - Dues – Sis Mallory

\$200.00 – Fundraiser

Total \$280.00

Disbursements:

Rent \$150.00

Supplies \$75.00

Total \$225.00

13. Closing ceremonies

The order of Business may be changed by the Worthy Matron, no member objecting.

Note: Always record 1) motions exactly as they stated; 2) the member making the motion; 3) who seconded the motion; 4) relevant discussion; when voting, if there are “nay” votes, the number of “yeah” and the number of “nay” must be recorded; 5) motion carried or motion not carried.

What is Not proper to be written?

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What is Not proper to be written?

RECORD KEEPING AND REPORTS

Every transaction in Secretaries Receipt book, Minute Book and Orders on Treasurer (warrant) book should be posted in the Secretaries Cash Book.

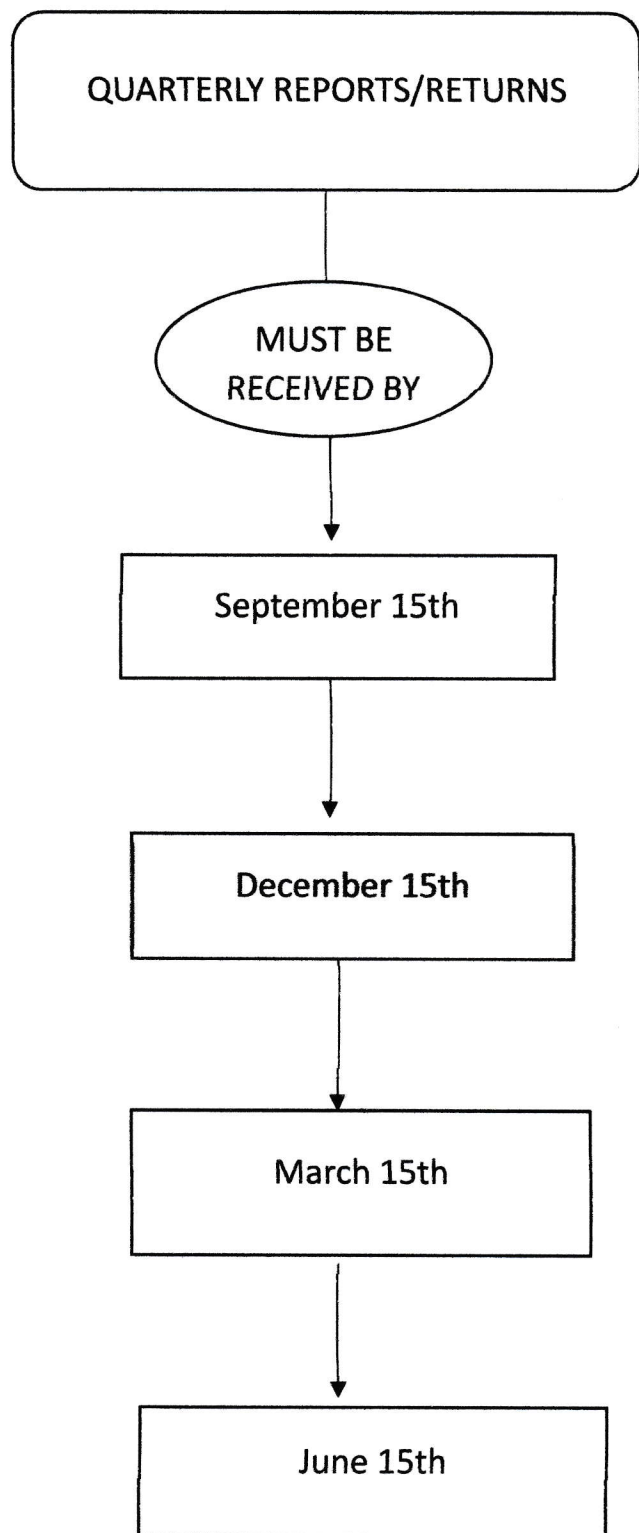
Receipts from the Treasurer should correspond with all receipts recorded in the Secretaries Receipt book and the Minute Book. The Minute book should record ALL receipts, whether from dues, donations, fundraisers, etc.

The Books of the Secretary are audited as stipulated in the chapter bylaws or at a minimum annually prior to elections.

The Secretary should have in her office a copy of the Audit report, as well as those in archives.

The Secretary is responsible for maintaining the chapter archives.

REPORT TIMELINES



- ANNUAL RETURNS
- BYLAW AMENDMENTS
- CREDENTIALS FORM
- PROXY FORM
- LOVE TOKEN REQUESTS

MUST BE RECEIVED BY

JUNE 15TH

ALL chapters must make sure to allow adequate mailing time for their reports to reach the Grand Secretary by the deadline dates. For year-end reports (June 15th) its recommended that the chapter start the process in their April meeting.

INSTRUCTIONS FOR COMPLETING FORMS

FORMS/UNIFORMITY

In this section is a list of the required and approved forms for each chapter to use.

CHAPTERS ARE NOT ALLOWED TO CREATE THEIR OWN FORMS. IF YOU ARE NOT USING THE CORRECT FORMS YOU MUST START TO DO SO IMMEDIATELY.

Annual Returns Form

Beneficiary Form

Beneficiary Payment Request Form

Certificate of Withdrawal

Chapter Bylaws Amendment Cover Letter

Chapter Election Report

Credentials Form

Dispensation Request Form

Love Token Form

Notice to Pay Dues

Petitions

Proxy Forms

Quarterly Report Form

Supply Request Form

Additional Forms/Samples

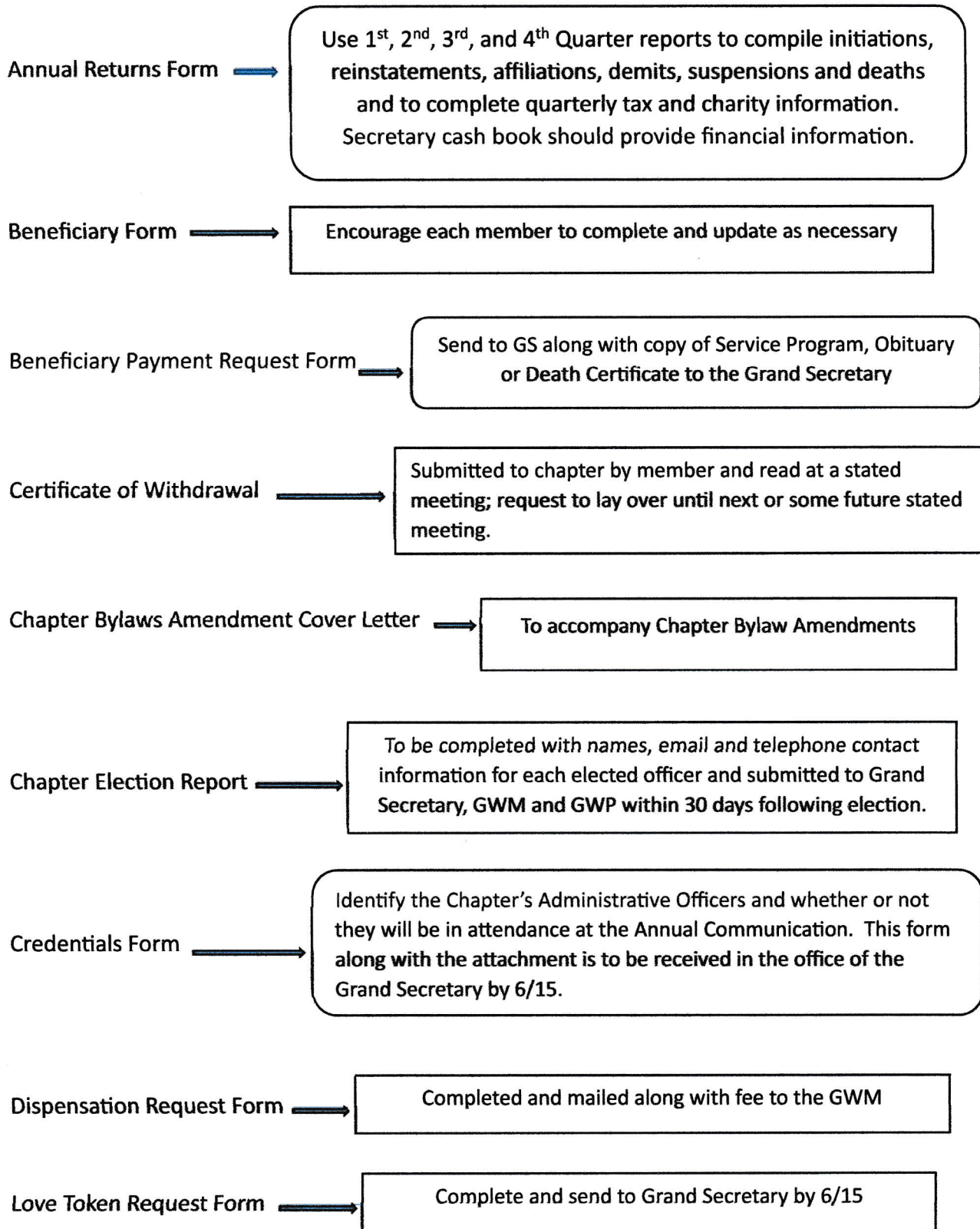
Candidate For Initiation Letter

Chapter Secretary Report Sample

Membership Ledger

Resolution

FORMS AND THEIR COMPLETION



Notice to Pay Dues →

Members are obligated to pay dues. Notices should be sent by the third month of delinquency, unless the chapter decides otherwise.

Petitions (for Affiliation, Female and Male) →

Self - Explanatory

Proxy Form →

If there is any possibility that at least one of the three Administrative officers will not be at the Annual Grand Communication, a Proxy should be submitted to the Grand Secretary along with the Credentials form by 6/15

Supply Order Form →

Self - explanatory

Quarterly Report →

Complete Date, Chapter Name and Chapter Number; location and meeting day and time.

Active Members (minus indigent members)

Number of Indigent Members and Full Name.

Grand Life Member Names

Total Number of Members in Chapter (Active plus Indigent equals total)

Grand Tax $\$4.75 \times$ Total Number of Members (minus Grand Life and Indigent Members)

Grand Charity $\$1.50 \times$ Total Number of Members (minus Grand Life Members)

Initiations $\$10 \times$ number of Initiations

Number joined through Open Blood Line

Information on New members; **Names** of Deceased and Rejected; Affiliated in and Demitted out, Reinstated, Suspended for non-payment of dues and Suspended by Grand Chapter.

Signed by Worthy Matron and Secretary and sealed.

Note: Seal is always under or near the signature of the

FORMS

STATE OF WASHINGTON AND JURISDICTION ANNUAL RETURNS REPORT

Chapter Name: NO.

Meeting Day & Time:

Total Past Matrons Total Past Patrons

Annual Returns beginning June 15, Ending June 15,

Total members beginning of the year Total Ending

Action during the Year:

	SEP	DEC	MAR	JUN
SUSPENDED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DECEASED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
REJECTED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
REINSTATED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AFFILIATED WITH DEMIT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DEMITTED OUT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
INITIATED THRU BLOODLINE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
INITIATED NOT THRU BLOODLINE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL DECREASE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL INCREASE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Money collected during the year:	\$ <input type="text"/>
Paid out for Deaths.	\$ <input type="text"/>
Paid out for Sick	\$ <input type="text"/>
Paid out for General Expenses	\$ <input type="text"/>

--	--

GRAND CHAPTER TAX @ \$4.75 PER MEMBER:

	<u>MEMBERS</u>	<u>@ \$4.75</u>	<u>TOTAL</u>
SEP	<input type="text"/>		\$ <input type="text"/>
DEC	<input type="text"/>		\$ <input type="text"/>
MAR	<input type="text"/>		\$ <input type="text"/>
JUN	<input type="text"/>		\$ <input type="text"/>
Total Grand Chapter Tax paid	<input type="text"/>		\$ <input type="text"/>

GRAND CHAPTER CHARITY @ \$1.50 PER MEMBER:

	<u>MEMBERS</u>	<u>@ \$1.50</u>	<u>TOTAL</u>
SEP	<input type="text"/>		\$ <input type="text"/>
DEC	<input type="text"/>		\$ <input type="text"/>
MAR	<input type="text"/>		\$ <input type="text"/>
JUN	<input type="text"/>		\$ <input type="text"/>
Total Grand Chapter Charity paid	<input type="text"/>		\$ <input type="text"/>

INITIATED @ \$10.00 PAID \$

TOTAL OF ALL MONEY PAID OUT \$ BALANCE IN TREASURY \$

TOTAL VALUE OF PROPERTY \$

TOTAL MONEY PAID TO GRAND CHAPTER INCLUDING GRAND TAX, GRAND CHARITY, AND INITIATIONS \$

TOTAL MONEY OWED TO GRAND CHAPTER INCLUDING GRAND TAX, GRAND CHARITY, AND INITIATIONS \$

WORTHY MATRON _____

WORTHY PATRON(OPTIONAL) _____

ASSOCIATE MATRON _____

SECRETARY _____

SEAL

PLEASE ATTACH A MEMBERSHIP ROSTER

**Prince Hall Grand Chapter
Order of Eastern Star
State of Washington and Jurisdiction**

Beneficiary Form

Date:

This form is a request for you to update your beneficiary's name for your Chapter's records. A copy of this form will be kept in your Chapter's files and a copy will be on file with the Grand Secretary.

(Please Print)

Chapter Name: No.

Member Name:

It is my request to name the person listed below as my beneficiary.

Beneficiary's Name:

Address:

Phone: Email

Relationship

Member's Signature _____

Use the back of this form if more space is needed.

Requesting Beneficiary Payment

Chapter Name/No.

Date:

Dear Grand Secretary,

Enclosed is the death notification for

Name of the beneficiary:

Address:

Thanking you in advance for your attention regarding this matter.

Yours in the Faith,

Worthy Matron

Secretary

Seal

Attach one of the following:

1. Death Certificate
2. Funeral Service Program
3. Obituary Notice

Certificate of Withdrawal
Chapter's Form

*To all enlightened members of the order of Eastern Star, Prince Hall Affiliate, Wherever dispersed, this Certificate of Withdrawal witnessed: **This is to Certify that:***

And whose name appears on the margin of this Demit was initiated into the light of the Adopted Rite in

Chapter's Name

Location

City

State

Day *Month* *Year*

That in her/his withdrawal they bear with them the love and esteem of the Officers and members of

Chapter's Name

And we affectionately commend her/him to the friendship and protection of all enlightened members of this Chapter wherever in the journey of life she/he may be found.

In Testimony whereof, we have caused this Certificate of DEMIT to be signed by the Worthy Matron and Worthy Patron and attested by the Seal of the Secretary

This *day of* *Year*

_____ *Worthy Matron*

_____ *Worthy Patron*

_____, *Secretary*

Seal

Bylaws Amendment Cover Letter

Chapter Name/No.

Date

To: PHGC, OES
PO Box 46215
Seattle, WA 98146

Greetings, To the Grand Secretary, on behalf of Chapter #

I extend fraternal greetings and hope this correspondence finds you in the best of health and spirits.

Enclosed you will find the By-Law Amendments. There were a total number of

members present. The amendments were approved and fully adopted by the Chapter by a

(unanimous favorable vote of all members) *or* (favorable vote of

members and opposed by members) at a special meeting held

All members were duly notified in a timely manner. It is our prayer that said amendments be reviewed and accepted.

Please direct any inquires on this matter to the undersigned at the chapter address.

Attested by,

Fraternally,

Secretary

Worthy Matron

Worthy Patron

Chapter Address



ELECTION REPORT

held its annual election on

The following members were elected and installed by

Position	Name	Email Address	Phone
WORTHY MATRON:	<input type="text"/>		
WORTHY PATRON:	<input type="text"/>		
ASSOCIATE MATRON:	<input type="text"/>		
ASSOCIATE PATRON:	<input type="text"/>		
CONDUCTRESS:	<input type="text"/>		
ASSOCIATE CONDUCTRESS:	<input type="text"/>		
SECRETARY:	<input type="text"/>		
TREASURER:	<input type="text"/>		

Worthy Matron Signature

Worthy Patron

Secretary Signature & Seal

Prince Hall Grand Chapter Order of Eastern Star

State of Washington and Jurisdiction

REQUEST FOR DISPENSATION

Date:

Chapter:

Requests a dispensation:

- **To meet without a quorum Check Box**
- **To change (Date/Time) Check Box**

From date/time: To date/time:

- **Other: Check Box** **please specify:**

The request to move Date/Time was voted upon and approved by the Chapter at a regularly stated meeting held on
Requests to change Date/Time must be received by the office of the Grand Worthy Matron at least 14 days prior to
change. Make checks payable to the Grand Worthy Matron Fee \$1.50

=====

Worthy Matron (Print & Sign)

Date

Secretary (Seal, Print & Sign)

Date

FEE Paid Yes

No

Approved

Denied

Grand Worthy Matron (Sign) GWM will Send a copy to the Chapter and keep original for the records

**PRINCE HALL GRAND CHAPTER
ORDER OF EASTERN STAR
STATE OF WASHINGTON AND JURISDICTION**

CHARITY LOVE TOKEN FORM

(Please complete a form for each member you are requesting a Love Token for)

Name of Chapter making recommendation _____ No _____

Name of member you are recommending _____

Indigent or otherwise explain: _____

Amount of monies and love tokens received from your Chapter (include the date from June 15, 20____ to June 15, 20____): _____

Worthy Matron Signature _____ Date _____

Worthy Patron Signature _____ Date _____

Secretary Signature _____ Date _____

Signatures provided above is to certify that the above information has been verified and is to be submitted to Grand Chapter for its consideration.

Seal

FOR COMMITTEE USE ONLY
Decision/Action of the Grand Chapter Committee

Request was: Approved Denied

Amount awarded:

Committee members signatures:

_____ Date _____

**NOTICE TO PAY DUES
AND OR ASSESSMENTS**

Chapter Name & No

Date

Name

Address

1ST NOTICE

2ND NOTICE

3RD NOTICE

Notice is hereby given that the dues for the year that you owe to our Chapter become due and payable on the first day of January each year. Please be reminded that on the date of this notice your indebtedness to the chapter amounting to:

The immediate payment of your delinquent indebtedness to the Chapter would be gratefully appreciated. Please return this notice with your check or money order made payable to

Fraternally,

Secretary (seal)

PETITION FOR MEMBERSHIP FEMALE

Date:Month/Day. _____ Year. _____

To the Worthy Matron, Worthy Patron, Officers and Members of
_____ Chapter No. _____ Order of Eastern Star:

Your Petitioner, a Wife, Mother, Widow, Sister, or Daughter of
Brother: _____ of Lodge Name: _____
Lodge # _____ located at _____ State of _____ solicits the
light and knowledge of the Order of Eastern Star in your Chapter.

**If the prayer of her petition is granted, she pledges her honor that she will in all respects, conform to the
legal requirements of your Chapter and be subject to the constitutional rules and regulations of Prince
Hall Grand Chapter, State of Washington, and Jurisdiction.**

(Petitioner) Name: _____ Age: _____
Address: _____
City: _____ State _____ Zip _____
Telephone: _____ Email: _____

Signature: _____

Have you ever presented a petition or been rejected by any OES Chapter?
Yes No If yes Chapter Name: _____

Recommended by: _____
Signature: _____

Recommended by: _____
Signature: _____

Recommended by: _____
Signature: _____

Certificate/letter attached from Lodge: Yes No

Amount of Obligation Fee Attached \$ [Click or tap here to enter text.](#)

FINDINGS OF PHYSICIAN

Physicians Name: _____
Address: _____
Telephone: _____
M.D. _____
Signature

**PRINCE HALL GRAND CHAPTER
ORDER OF EASTERN STAR
STATE OF WASHINGTON AND JURISDICTION**

CHAPTER PROXY FORM ANNUAL COMMUNICATION

*****This form must be returned no later than June 15th.**

In the absence of **all**, three (3) legal representatives of your Chapter, a **Proxy** may be commissioned upon vote of the Chapter, this document must be signed by the Worthy Matron, Worthy Patron, Associate Matron, and attested by the Secretary under the Seal of the Chapter.

(If any of the (3) legal representatives will be in attendance disregard this FORM).

Proxy Information if Required:

This is to certify that Chapter #

City State Country Location

Has duly authorized:

Proxy Name (A name Other Than the Chapter Legal Representative)

Signed this day of Day of , 20

Worthy Matron

Worthy Patron

SEAL

Secretary

(The Grand Secretary will forward a copy of this completed form to the Credential & Election Committee Chairperson)

TITLE OF NUMBER OF VOTES

1. Each Past Matron and Past Patron is entitled to one vote.
2. The Associate Matron is entitled to one vote.
3. All presiding Matrons and Patrons have two votes each, one as legal representative of their respective office and one as Past Matron or Past Patron.
4. No individual shall have more than four votes.

Prince Hall Grand Chapter, Order of Eastern Star
 State of Washington and Jurisdiction
 Quarterly Report

Date

Chapter Name: Location:

Meeting Day/Time:

Active Members: Number of Indigent Members:

Full Names:

Grand Life Members (Full Names):

Total Number of Members in Your Chapter:

Grand Chapter Tax @ \$ 4.75 Per Member

Grand Charity @ \$ 1.50 Per Member

Sept 15,	<input type="text"/>	\$	<input type="text"/>
Dec 15,	<input type="text"/>	\$	<input type="text"/>
Mar 15,	<input type="text"/>	\$	<input type="text"/>
Jun 15,	<input type="text"/>	\$	<input type="text"/>

Sept 15,	<input type="text"/>	\$	<input type="text"/>
Dec 15,	<input type="text"/>	\$	<input type="text"/>
Mar 15,	<input type="text"/>	\$	<input type="text"/>
Jun 15,	<input type="text"/>	\$	<input type="text"/>

Initiations - \$10.00 per member \$

OPEN BLOOD LINE INFORMATION

Number of members who joined during the open Blood Line Period

(Only count new members with non-Masonic affiliation and record on the line above)

Beneficiary Name	Address	Phone

Deceased Name

Rejected Name

Affiliated into your Chapter Name/Address

Demitted out of your Chapter Name/Address

Reinstated: Name/Address

Suspended for Nonpayment of Dues Name

Suspended by Grand Chapter Name

You may use the back of form to add additional information

Worthy Matron

Secretary Signature and seal

PRINCE HALL GRAND CHAPTER OES SUPPLY ORDER FORM

Date: Chapter Name/No.

Secretary Name

ORDER NO	ITEM	PRICE	QUANTITY	TOTAL
B2530	5 Color Badge & Ribbon	\$19.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
2503	Past Matron Sash	\$161.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
4042	OES Sash clip	\$13.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
	Constitution Hard copy	\$15.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
	Constitution Digital	\$10.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
	Instruction Book	\$10.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
2505LNE	5 Color (Ribbon) Sash- Red Lined	\$60.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
2529E	Worthy Patron Apron	\$84.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
2606	Worthy Patron Collar	\$85.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
1615	OES gloves-short	\$17.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
S0735C	OES Ritual Gray Cover	\$21.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
80080	White Ritual Cover	\$5.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
8008R	Ritual Cover with 5 color ribbon	\$11.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
S075	Amaranth Ritual with Syllabus	\$13.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
S305	The Second Mile	\$12.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
	Dues Book	\$2.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
	Traveling Card	\$1.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
575F	OES Minute Book	\$111.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
551E	Order on Treasurer	\$13.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
552E	Treasurer Receipts	\$13.00	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>

550E	Secretary Receipts	\$13.00		
142D	Treasurer's Cash Book	\$70.00		
146D	Secretary Cash Book	\$70.00		
501	OES Degree	\$3.15		
538	Queen of the South Degree	\$3.15		
540	Amaranth Degree	\$3.15		
543 & 544	Past Matron/ Patron	\$3.15		
543	OES Outstanding Service	\$3.15		
534	Administrative Degree	\$3.15		
SHIPPING HANDLING AND POSTAGE				
TOTAL				

*Prices are subject to change without notice by the supplier.

* Chapters will be charged the shipping and handling fees for all supplies.

* Mailing Address

OTHER FORMS

NOTIFICATION OF INITIATION

Date _____

To: _____

Subject: Notification of Initiation

Greetings,

We the members of _____ have found you favorable to join us in the Order of Eastern Star. Your date for initiation will be on _____ at _____. Please report to the above location at _____.

You are required to have all fees paid in advance of the initiation. Listed below is the required attire for the initiation.

White dress or 2-piece suit (calf length)

White lingerie

White hosiery

White closed toe shoes

White gloves

White jewelry

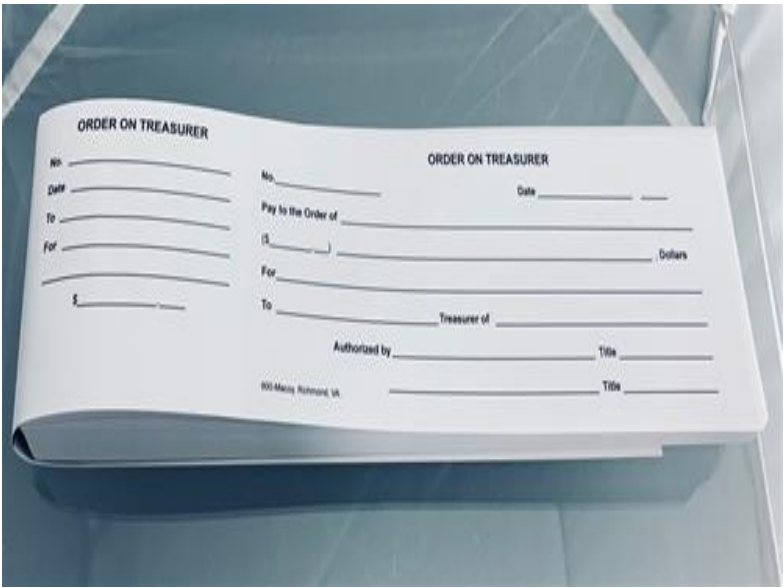
If you have any questions you may call

_____ at _____

Yours in the faith,

Secretary

Chapter Seal



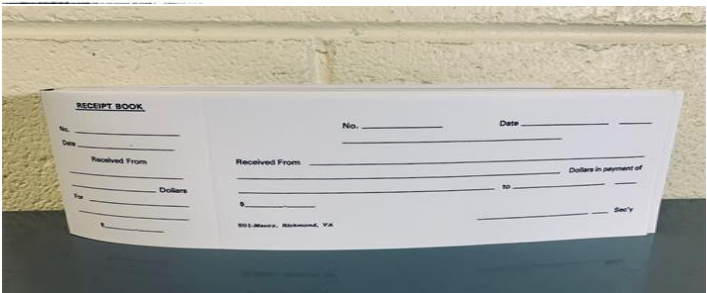
Generic and OES Secretary
Order on Treasurer

No.....
Date.....
To.....
For.....
\$.....

No.....
Date.....
Pay to the order of..... 100 Dollars
for.....
To..... Treasurer of..... Chapter No.....
..... Worthy Matron
..... Secretary.
\$.....

Form 551 Macey Publishing & Stationery Co., Richmond, Va.

Generic and OES Secretary
Receipt



Secretary Cash
Book

Cash Received by _____ Secretary.

DATE	FROM WHOM RECEIVED	Letter Fee	Fees	Dups	Other Sources	Total

Cash Paid to Treasurer. Orders Drawn.

Date	Name of Treasurer	Amount	Date	No.	To Whom Drawn	Amount

Chapter
SECRETARY REPORT

GENERAL FUND RECEIPTS

Date	From Whom	Purpose	AMOUNT	
NOV			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
TOTAL \$				CHARITY
				\$
DEC			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
TOTAL \$				CHARITY
				\$
JAN			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
TOTAL \$				CHARITY
				\$
FEB			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
TOTAL \$				CHARITY
				\$
MAR			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
TOTAL \$				CHARITY
				\$

**Chapter
SECRETARY REPORT**

APR			

TOTAL \$

CHARITY

\$

MAY			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

TOTAL \$

CHARITY

\$

JUN			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

TOTAL \$

CHARITY

\$

JUL			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

TOTAL \$

CHARITY

\$

AUG			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

TOTAL \$

CHARITY

\$

**Chapter
SECRETARY REPORT**

SEP			\$
			\$
			\$
			\$
			\$
			\$
			\$

TOTAL \$

CHARITY

\$

OCT			\$
			\$
			\$
			\$
			\$
			\$
			\$

TOTAL \$

CHARITY

\$

DISBURSEMENTS

NOV	\$
DEC	\$
JAN	\$
FEB	\$
MAR	\$
APR	\$
MAY	\$
JUN	\$
JUL	\$
AUG	\$
SEP	\$
OCT	\$

RECAP

RECEIPTS TOTAL	\$
(-)Less Disbursements	
TOTAL	\$
BALANCE	\$



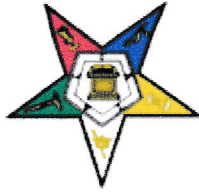
Membership Ledger

Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ Email _____ Beneficiary _____ Relationship _____ Investigating Committee _____ _____ _____ Date Initiated _____ Date of Withdrawal _____ Date Suspended _____ Date Expelled _____ Date Reinstated _____ Date Demitted _____ Date Deceased _____	Date Petition Received _____ <p style="text-align: center;">Degrees</p> Date of OES _____ Date of Queen of the South _____ Date of Amaranth _____ Date of Administrative _____ <p style="text-align: center;">Elected Offices Held</p> Year Worthy Matron _____ Year Worthy Patron _____ Year Associate Matron _____ Year Associate Patron _____ Year Conductress _____ Year Associate Conductress _____ Year Treasurer _____ Year Secretary _____
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Date	Amount Owed	Amount Paid	Balance Due	Receipt #	Purpose

Membership Roster
2024

Name	Address	Phone	Email



*Order of Eastern Star
State of Washington & Jurisdiction
Prince Hall Affiliate*

*Resolution
In Memory Of*

Again, our Heavenly Father has reminded us of the uncertainty of life. One by one we must obey the call of our Heavenly Father. Life is but a span of years allotted to us as we travel over the rough and rugged highway of life to that city not made with human hands.

On _____, the gavel sounded, and _____ answered to his name. We of _____ have lost a much loved and devoted _____. We will always cherish _____ counsel, friendship and support.

Be it resolved that it is our prayer with the words of the Second Epistle of Paul to Timothy 4:6-8, "For I am now ready to be offered, and the time of my departure is at hand. I have fought a good fight, I have finished my course, I have kept the faith; Henceforth there is laid up for me a crown of righteousness, which the Lord, the righteous judge, shall give me at that day; and not to me only, but unto all them also that love his appearing".

Be it further resolved that the members of this Chapter will ever cherish _____ memory and may the life _____ lived inspire us to live a better life, and his dying remind us that we too must answer the call of our Heavenly Father. We therefore render to the family of the late _____, our profound sympathy in your bereavement, for we too shall miss _____ and we love _____, but God loved _____ best.

Be it further resolved that a copy of this resolution be given to the family, a copy sent to the Grand Secretary to be placed in the archives of PHGC, and a copy placed in the archives of _____

Sorrowfully submitted on this _____ day of _____, _____,

Worthy Matron

Worthy Patron

Secretary

*Order of the Eastern Star
State of Washington & Jurisdiction
Prince Hall Affiliate*

**Resolution
In Memory Of**

Death has again entered our Chapter and called to the eternal Home our esteemed and respected sister,

“Yea, though I walk through the valley of the Shadow of Death, I will fear no evil, for Thou are with me. Thy rod and Thy staff they comfort me. In my Father’s house are many mansions, if it were not so I would have told you. I go to prepare a place for you, and if I go and prepare a place for you, I will come again and receive you unto myself, for where I am, there ye may be also”

Therefore, be it resolved that we the members of

Do hereby tender to the bereaved family of our deceased sister, our sincere sympathy in their sorrow and be it further resolved that a copy of this resolution be given to the family and a copy be placed in the archives of

Dated this day of in the year .

Worthy Matron

Worthy Patron

Secretary

POEM

Everybody, Somebody, Anybody, And Nobody

This is a little story about four people named Everybody, Somebody, Anybody, and Nobody.

There was an important job to be done and Everybody was sure that Somebody would do it.

Anybody could have done it, but Nobody did it.

Somebody got angry about that because it was Everybody's job.

Everybody thought that Anybody could do it, but Nobody realized that Everybody wouldn't do it.

It ended up that Everybody blamed Somebody when Nobody did what Anybody could have done.

**PRINCE HALL GRAND CHAPTER, O.E.S.
GRAND SECRETARY WORKSHOP**

Please rate the presentation by how much you agree with the following statements on a scale of 1 – 5 (1 being not at all, up to 5 being full agreement).

My overall expectations of the presentation were met.

1 2 3 4 5

The presentation was well organized and effective.

1 2 3 4 5

The presenter demonstrated knowledge and enthusiasm.

1 2 3 4 5

The presenter treated participants with respect and sensitivity.

1 2 3 4 5

The presenter encouraged participation and was inclusive.

1 2 3 4 5

The content of the presentation challenged me to consider the importance of my work.

1 2 3 4 5

Please add in your own words:

What topics of the workshop were most useful to you?

What was the most important thing you learned from the workshop?

What additional topics would have been useful or of interest to you?

Please complete this evaluation BEFORE you leave the workshop. This information will help us plan future training.

THANK YOU FOR ATTENDING TODAY!