

## **REMINDERS TO THE WORTHY MATRON:**

Stands when spoken to or when presiding.

May be seated during the reading of the minutes, communications, and receiving of bills.

The station of Worthy Matron must never be vacant during a meeting. If needed for a presentation, etc., the station of Worthy Matron must be filled by the Worthy Patron, Past Matron, Past Patron, or Associate Matron

Assign a prompter for the year.

When the Conductress turns north on the West marching line, the Worthy Matron steps back and turns to her own right, facing south. (If hollow square is formed inside the labyrinth, the Worthy Matron steps back to clear Esther's station.)

When the Conductress bows to the Worthy Matron before escorting her, Worthy Matron responds with a bow. When the Worthy Matron and Conductress arrive in the East, the Worthy Matron turns and bows to the Conductress before ascending the dais.

After the officers have reached their respective stations, the Worthy Matron seats the Chapter.

Before the Worthy Matron addresses the Associate Matron to inquire about the number of officers and titles, she sounds the gavel twice, calling up the officers.

When the Conductress is directed to attend at the altar during the opening, the Worthy Matron sounds the gavel three times, calling up the Chapter.

During introductions, the Worthy Matron should acquaint herself with those present, so that she does not call for the categories not represented.

In introductions using method #1, guests are welcomed at the altar; using method #2, guests are welcomed at their seats.

Following introductions Method #2, the Worthy Matron says "Sisters Conductress and Associate Conductress, you will escort these sisters and brothers to their seats."

If a starpoint station is vacant, the Worthy Matron will direct all in attendance to the give the sign of the vacant station: "Sisters and Brothers, you will give the sign of

The order of business must include opening ceremony; reading, approving and signing minutes of last stated and all intervening meetings; and closing ceremony.

If the flag is retired, the Worthy Matron announces prior to beginning the Closing Ceremony: "Sisters and Brothers are to remain standing for retiring of the Flag following the Closing Ceremony."

## **REMINDERS TO THE WORTHY PATRON**

Stands when spoken to or when presiding

In opening, when arriving in the East, the Worthy Patron turns and bows to the Associate Conductress; then in a direct line proceeds to his station.

The Worthy Patron strikes one blow of the gavel calling the meeting to order.

As the officers enter, the Worthy Patron sounds three blows of the gavel and calls up the Chapter.

Steps behind the pedestal to the north side to assist the Worthy Matron and presents her with a gavel.

The Worthy Patron instructs the Marshal to present the flag of our country.

In introductions Method #1, the Worthy Patron extends to the Brothers a right hand in greeting and assists them to the dais.

Prior to balloting, the Secretary passes the petition(s) and Investigating Committee reports to the Worthy Patron who gives them to the Worthy Matron.

The ballot-box is handed to the Worthy Patron by the Worthy Matron for examination. He inspects it and hands it to the Associate Conductress and is seated.

After the ballot-box is placed on the pedestal in the East and the Worthy Matron opens the drawer, the Worthy Patron rises, inspects the ballot without handling the ballot-box and is seated following his report.

When the Worthy Matron addresses the Worthy Patron during initiation, he rises and stands at the left of the pedestal.

The Worthy Patron remains standing and is not seated until he returns to the East after the Obligation.

After the obligation and the Conductresses have removed the Bibles, the Worthy Patron causes the new members to rise by extending his right hand beginning on the North, being careful not to reach across the open Bible. If there is an uneven number of new members, the Worthy Patron takes the uneven one from the North.

The Worthy Patron calls up the Chapter as the forming of the Prayer Circle begins.

The Worthy Patron seats the Chapter when all officers are in their proper place

following the prayer circle.

## **REMINDERS TO THE ASSOCIATE MATRON:**

Work with the Warder to determine who will work lights for the Bible, prayer, and Initiation.

If the hollow square is inside the chairs, the line of Esther, Associate Matron, Worthy Matron, and Warder is formed in front of Esther's station; if the hollow square is outside the chairs, the line is formed behind Esther's station.

In the opening, the Associate Matron may either go directly to her station for finish the march with the officers.

If the Associate Matron is able of her own knowledge to vouch for all members present, she responds at once to the Worthy Matron.

If regular form is used during the opening, the Associate Matron must give the duty and explain the badge of office of the Sentinel, Associate Matron, Worthy Patron and Worthy Matron. If short form is used in the opening, the Associate Matron gives the duty and explains the badge of office of the Worthy Matron only.

Using either method of balloting, the Associate Matron and Patron ballot at their stations. The Associate Matron ballots after the Associate Patron and before the Warder when balloting at the altar. If the ballot-box is passed, the Associate Matron ballots after the Associate Patron and before Esther.

After the ballot-box is placed on the pedestal in the West, the Associate Matron opens the drawer and the Associate Matron and Associate Patron inspects the ballot. The Associate Matron reports to the Worthy Matron.

The Associate Matron stands when addressed by the Conductress before the Conductress introduces the candidate(s) to the Associate Matron. The Associate Matron remains standing until the Associate Matron presents the candidate(s) to the Worthy Matron.

The Associate matron stands between Ruth and Esther in the Prayer Circle.

The Associate Matron stands when addressed by the Worthy Matron in the closing before the Worthy Matron inquires about any further business.

## **REMINDERS TO THE ASSOCIATE PATRON:**

When entering the Chapter room, the Associate Patron does not offer his arm to the Organist.

In the opening, the Associate Patron remains standing and is seated after the Worthy Patron strikes one blow of the gavel.

The Associate Patron may step behind the pedestal to the south side to assist the Associate Matron to her station in the West.

When the ballot box is presented to the Associate Patron, he rises, ballots, and is seated.

When the Associate Conductress places the ballot box on the pedestal in the west, the Associate Patron rises, inspects the ballot, and is seated immediately.

During initiation if there is one new member, the Associate Patron stands between Esther and the Associate Conductress in the Prayer Circle.

If there are at least two new members during the initiation, the Associate Patrons stands between Esther and Martha in the Prayer Circle.

During the initiation before the Associate Patron gives his lecture in the West, the Associate Patron rises as the Conductress turns on the West marching line.

## **REMINDERS TO THE SECRETARY:**

When giving her/his charge, the Secretary faces north.

All official correspondence including questions concerning the code must be in writing only by order of the Worthy Matron or by a vote of the Chapter and have the seal of the Chapter thereon. Questions pertaining to the Code must be sent directly to the Worthy Grand Matron.

Petitions can be received only at a stated meeting of the Chapter and must remain in the possession of the Secretary. Before reading the petitions, the Secretary must see that all petitions are made out in regular form accompanied by the proper fee. Petitions are read in the following order: affiliation, dual membership and degrees.

If there are more than one petition for affiliation and/or dual membership, the Secretary reads the first one in its entirety; for the others, she says: "A petition for Affiliation/Dual Membership made out in regular form. She must read the signature and residence of the petitioner, state it is accompanied by a demit or certificate of transfer (if dual membership, a certificate of good standing) giving name, number, and location of the Chapter. She also reads the names of those who recommended the petitioner.

If there are more than one petition for degrees, the Secretary reads the first one in its entirety; for the others she says: "A petition for degrees made out in regular form, accompanied by the fee." She must read the signature and resident of the petitioner and give the Masonic relationship and names of those recommending the petitioner. The Secretary must inform the petitioner of her or his acceptance or rejection by the Chapter. This must be done as soon as possible after such action is taken at a meeting.

All monies must go through the Secretary's books. A cash book must be kept by each Chapter.

All books must be audited before the Annual Meeting. (This includes the Secretary's Minutes Book, Cash Book, and Membership Ledger, and Treasurer's books.) The Secretary and Treasurer cannot be members of the Auditing Committee.

By-laws must be attached to the Membership Book.

The Secretary must see that all vouchers are signed by the Worthy Matron. All vouchers must bear the Seal of the Chapter.

**All motions must be recorded in the minutes, stating the motion, the name of the member making the motion, and the results.**

## **REMINDERS TO THE TREASURER:**

When giving her/his charge, the Treasurer faces south.

It is suggested that the Treasurer be the official prompter; however, any member may be appointed by the Worthy Matron to serve as prompter.

All books must be audited before the Annual Meeting--this includes the Treasurer's books.

The Treasurer and Secretary cannot be members of the Audit Committee.

When the Worthy Matron invites the North side to ballot, the Treasurer ballots first followed by the Chaplain, then other members on the North side ballot.

The Treasurer stands between Martha and Electa in the Prayer Circle.

The Treasurer receives all money from the Secretary, gives the Secretary a receipt for the money, and maintains accurate records.

**A signed voucher must be received by the Treasurer before checks may be written.**

## **REMINDERS TO THE CONDUCTRESS:**

When the Conductresses cross in the East or West, the Conductress is always closest to the altar.

The Conductress always enters or leaves her station on the east side of the pedestal and turns to the East.

The Conductress may join in the singing of the opening and closing ode.

The Conductress gives the salutation sign after she has opened the Bible and before she closes the Bible.

In the hollow square, the Conductress stops just behind Adah's station. (If pedestals are behind the chairs, she stops behind the pedestal; if the pedestals are to the side of the chairs, she stops behind the chair.)

To conduct the Worthy Matron to the East, when the Conductress reaches the Worthy Matron, the Conductress bows and the Worthy Matron responds with a bow. The Conductress offers her right arm and escorts the Worthy Matron to the East. It is the duty of the Conductress to present, introduce, and escort all members and visitors.

If only Brothers or only Sisters are being escorted, the Conductress does the escorting.

The Conductresses give Grand Honors but never a hearty welcome when in the East.

After introducing guests at the altar, the Conductresses take one step back and the Worthy Matron welcomes them. After the welcome, the Conductresses step forward when instructed to escort the guests to the East.

The Conductresses remain standing at an angle, facing East, until grand Honors are given, then they turn and face west, remaining in this same position until instructed for the next introduction.

In Method #2 introductions, after forming the lines in the East, the Conductress steps forward, faces the Worthy Matron and makes all introductions from the north end of the first line. When only Brothers are escorted, the introductions are made from the south end of the first line.

After introductions, the Conductresses take one step back, positioning themselves between the first and second lines, facing west.

When the Worthy Matron instructs the south side to ballot, the Secretary followed by the

Marshal ballots before the Conductress.

## **REMINDERS TO THE ASSOCIATE CONDUCTRESS:**

The Associate Conductress always enters or leaves her station on the east side of the pedestal and turns toward the East.

In the opening, the Associate Conductress offers her left arm to the Worthy Patron and escorts him along the South marching line to the East.

In the opening--as soon as the Worthy Patron begins to ascend the dais, the Associate Conductress marches north and west to her station. She is seated when the Worthy Patron strikes one blow of the gavel.

If officers enter through two doors, the Associate Conductress gives invitation for officers to enter from a position west of Esther's chair. The Associate Conductress should be heard by all members in the Chapter Room when inviting the Officers to enter.

The Associate Conductress takes her position at the head of the north marching line without leaving the Chapter room.

When Conductresses pass each other, the Conductress is always on the inside, closest to the altar.

If both lines of officers enter through the same door, the Associate Conductress proceeds to that entrance, standing just inside the Chapter room, to give the invitation for the officers to enter.

To form the hollow square, the Associate Conductress stops behind Electa's chair if the pedestals are to the side of the chair. If pedestals are behind the chairs, the Associate Conductress stops behind the pedestal.

The Conductresses may join in singing the Opening and Closing Odes.

The Conductresses give Grand Honors but never a hearty welcome when in the East.

After introducing guests at the altar, the Conductresses take one step back and the Worthy Matron welcomes them. After the welcome, the Conductresses step forward when instructed to escort the guests to the East.

The Conductresses remain standing at an angle, facing East, until grand Honors are given, then they turn and face west, remaining in this same position until instructed for the next introduction.



## **REMINDERS TO THE CHAPLAIN:**

The Chaplain stands at the right of her/his station.

When giving her/his charge, the Chaplain faces south.

When the Chaplain goes to the altar for prayer, in the opening, closing or any altar service, she/he marches west in a straight line to the northwest corner, makes an acute angle and enters the labyrinth between Esther and Martha.

When moving on the floor, the Chaplain always holds her/his hands at her/his sides. Reaching the altar, she/he waits for the music to stop, kneels (if possible), places her/his hands on the edge of the altar in the Reverent Attitude, not touching the Bible, bows her/his head and offers prayer.

When the prayer is completed, the Chaplain stands with her/his hands at her/his sides, facing the altar; then she/he steps back into the semi-circle between Esther and Martha. The Chaplain takes a step back from the edge of the labyrinth before turning north to return to her/his station.

The Chaplain may join in the singing of the opening, closing, and initiatory odes.

When members on the North side are invited to ballot, the Chaplain ballots after the Treasurer and before the other members on the north side of the Chapter room.

In the Prayer Circle, the Chaplain should give the prayer slowly enough to enable the officers to lower their hands one by one and finish at the conclusion of the prayer.

The Chaplain remains standing west of the altar during the singing of the initiatory ode.

## **REMINDERS TO THE MARSHAL:**

The Marshal stands at the left of her/his station. When giving her/his charge, the Marshal faces north.

If the flag of our country is escorted to the East, it must be presented immediately after the Chapter is opened in form.

The flag may be posted in the East prior to the opening of chapter; however, the pledge of allegiance must be given.

The flag must always be posted on a level with and to the right of the presiding officer.

The Marshal marches west along the South marching line to the flag, followed by the Conductress.

Before leaving the West, the Marshal must unfurl the flag and make sure it hangs free. If there is an eagle at the top of the staff, the flag is carried with the eagle facing east and placed in the standard with the eagle facing west.

The Marshal carries the flag with the staff to the left of the body, the left arm straight. The right hand holds the staff so that the forearm crosses the breast with the palm toward the body, the elbow on a level with the hand.

When being brought to the East, the flag hangs free but must not touch the floor or the altar.

The Marshal when reaching the altar, turns to the north on her/his right foot stepping north on the left foot. The Marshal takes two steps in place at the altar, allowing the Associate Conductress to get into proper position, to the north and west of the Marshal, to maintain the triangle.

The Marshal ascends to the top of the dais and places the flag in its standard at the right of the Worthy Matron.

After the Marshal removes her/his hands from the staff, she/he takes one step back, turns west, and descends the dais in a direct line to a position between the Conductress and Associate Conductress, turns north and faces East.

When the Chapter is seated by the Worthy Matron and the music begins, the Marshal takes one step back, turns north and returns to his/her station.

## **REMINDERS TO THE ORGANIST:**

When giving her/his charge, the Organist faces the Worthy Matron.

There is no music during the proving except while the Conductresses are returning to their stations.

As the Conductress leaves her station, appropriate music is played during the march to the altar and during the opening of the Bible.

Soft music is provided as the Chaplain marches to the altar. Music is not played during the prayers.

After the Chapter is declared open and the Warder has reported to the Worthy Matron, the music begins.

If a song is sung following the pledge of allegiance to the flag, it must be the National Anthem.

Immediately after the pledge of allegiance or the National Anthem is sung, the Chapter is seated and the music begins.

Music should be provided for the Conductresses to escort guests to the East. Music should not be played while the Conductress introduces guests at the altar in Method #1 nor in the East in Method #2.

At the conclusion of all introductions and the Worthy Matron says this concludes introductions, the music begins.

In balloting, after the Worthy Matron reminds members to vote for the good of the Order, the music begins.

Music is played during the ceremony of initiation as Conductresses and candidates move on the floor. No music is played during the speaking parts of the initiation.

During initiation, following prayer, the Chaplain remains standing west of the altar during the singing of "Blest Be the Tie".

Following the signing of the bylaws, the Conductresses and new members march around the Chapter room to the East as the "Welcome Song" is sung to the tune of "Savior, Like a Shepherd Lead Us."

Sacred or appropriate music may be played during the closing of the Bible in the closing ceremony.

After the Warder informs the Sentinel the Chapter is closed, the Warder returns to her/his station and the music begins.

## **REMINDERS TO ADAH:**

Adah stands at the right of her station.

Adah holds her sign until the pass is given.

Adah does not respond to her own sign.

During the flag ceremony, to avoid turning her back on the East, Adah faces north and turns her head with her eyes on the flag.

When the Conductress is directed to attend at the Altar during the opening ceremony, the Chapter is called up, and Adah turns immediately to face the altar.

When the Worthy Matron says the Star Point Officers will ballot and sounds the gavel, Adah with other Star Point Officers rise at the same time and stand at the side of their chairs.

Adah and Electa take two steps to the South and North marching lines, respectively, turn and march west, keeping directly opposite each other.

Upon reaching the West marching line, Adah turns, forming an acute angle, marches to the altar, gives the salutation sign, ballots, takes one step back, turns toward the north and retires between Esther and Martha to the northwest corner. Adah and Electa march opposite each other, returning to their stations. Adah and other starpoint officers should time their steps so that they turn and step into their stations at the same time.

During initiation, when flowers or ribbons are given to the initiates, they must be presented while the color is being explained. Adah presents them from left to right.

The signs and lectures are more vividly impressed upon the minds of the initiates as each starpoint officer exemplifies the sign in the proper place in her lecture.

In demonstrating the sign at the close of the lecture, the sign is held until the pass is given.

The signs should be given in a natural easy, and graceful manner, always striving for accuracy, and suiting the action to the words.

The lectures should be delivered in an impressive manner, with sincere interpretation.

The important thing to remember is that the officer is teaching the lessons of the Order of the Eastern Star to others and that the initiatory work should always remain a pleasant and permanent memory.

## **REMINDERS TO RUTH:**

Ruth stands at the right of her chair.

Ruth holds her sign until the pass is given. Ruth does not respond to her own sign.

During the flag ceremony, to avoid turning her back on the East, Ruth faces north and turns her head with her eyes on the flag.

When the Conductress is directed to attend at the altar during the opening ceremony, the Chapter is called up, and Ruth turns immediately to face the altar.

When the Worthy Matron says the Star Point Officers will ballot and sounds the gavel, Ruth with other Star Point Officers rise at the same time and stand at the side of their chairs.

During balloting, immediately after Adah and Elects have passed, Ruth and Martha take one step to the South and North marching lines, and follow them.

Upon reaching the West marching line, Ruth follows Adah, forming an acute angle, marches to the altar, gives the salutation sign, ballots, takes one step back, turns toward the north and retires between Esther and Martha to the northwest corner. Ruth and Martha march opposite each other, returning to their stations. Ruth and other starpoint officers should time their steps so that they turn and step into their stations at the same time.

During initiation, when flowers or ribbons are given to the initiates, they must be presented while the color is being explained. Ruth presents them from left to right.

The signs and lectures are more vividly impressed upon the minds of the initiates as each starpoint officer exemplifies the sign in the proper place in her lecture. In demonstrating the sign at the close of the lecture, the sign is held until the pass is given.

The signs should be given in a natural easy, and graceful manner, always striving for accuracy, and suiting the action to the words.

The lectures should be delivered in an impressive manner, with sincere interpretation.

The important thing to remember is that the officer is teaching the lessons of the Order of the Eastern Star to others and that the initiatory work should always remain a pleasant and permanent memory.

## **REMINDERS TO ESTHER:**

Esther stands at the right of her station. Esther holds her sign until the pass is given.

Esther does not respond to her own sign.

During the flag ceremony, to avoid turning her back to the East, Esther faces south and turns her head with her eyes on the flag.

When the Conductress is directed to attend at the altar during the opening ceremony, the Chapter is called up, and Esther immediately faces the altar.

When the Worthy Matron says the Star Point Officers will ballot and sounds the gavel, Esther with the other Star Point Officers rise at the same time and stand at the side of their chairs.

Immediately after Martha passes Esther's chair, Esther backs to the West marching line, faces south and marches to the turning point used by the other officers, enters the labyrinth and proceeds to ballot.

Esther retires from the labyrinth, forming a smaller triangle by passing north of her chair to a point one step west of it, turns south, and returns to her station. Esther and the other starpoint officers should time their steps so that they turn and step into their stations at the same time.

During initiation, when flowers or ribbons are given to the initiates, they must be presented while the color is being explained. Esther presents them from left to right.

The signs and passes are more vividly impressed upon the minds of the initiates as each starpoint office exemplifies the sign in the proper place in her lecture. In demonstrating the sign at the close of the lecture, the sign is held until the pass is given.

The signs should be given in a natural easy, and graceful manner, always striving for accuracy, and suiting the action to the words.

The lectures should be delivered in an impressive manner, with sincere interpretation.

The important thing to remember is that the officer is teaching the lessons of the Order of the Eastern Star to others and that the initiatory work should always remain a pleasant and permanent memory.

## **REMINDERS TO MARTHA:**

Martha stands at the left of her station. Martha holds her sign until the pass is given.

Martha does not respond to her own sign.

During the flag ceremony, to avoid turning her back on the East, Martha faces south and turns her head with her eyes on the flag.

When the Conductress is directed to attend at the Altar during the opening ceremony, the Chapter is called up, and Martha turns immediately to face the altar.

When the Worthy Matron says the Star Point Officers will ballot and sounds the gavel, Martha with other Star Point Officers rise at the same time and stand at the side of their chairs.

During balloting, immediately after Elects and Adah have passed, Martha and Ruth take one step to the South and North marching lines, and follow them.

Upon reaching the West marching line, Martha follows Electa, forming an acute angle, marches to the altar, gives the salutation sign, ballots, takes one step back, turns toward the north and retires between Esther and Martha to the northwest corner. Martha and Ruth march opposite each other, returning to their stations. Martha and other starpoint officers should time their steps so that they turn and step into their stations at the same time.

During initiation, when flowers or ribbons are given to the initiates, they must be presented while the color is being explained, Martha presents them from right to left.

The signs and lectures are more vividly impressed upon the minds of the initiates as each starpoint officer exemplifies the sign in the proper place in her lecture.

In demonstrating the sign at the close of the lecture, the sign is held until the pass is given.

The signs should be given in a natural easy, and graceful manner, always striving for accuracy, and suiting the action to the words.

The lectures should be delivered in an impressive manner, with sincere interpretation.

The important thing to remember is that the officer is teaching the lessons of the Order of the Eastern Star to others and that the initiatory work should always remain a pleasant and permanent memory.

## **REMINDERS TO ELECTA:**

Electa stands at the left of her station. Elects holds her sign until the pass is given.

Electa does not respond to her own sign.

During the flag ceremony, to avoid turning her back on the East, Electa faces south turning her head with her eyes on the flag.

When the Conductress is directed to attend at the altar during the opening ceremony, the Chapter is called up, and Electa turns immediately to face the altar.

When the Worthy Matron says the Star Point Officers will ballot and sounds the gavel, Electa with other Star Point Officers rise at the same time and stand at the side of their chairs.

Electa and Adah take two steps to the North and South marching lines, respectively, turn and march west, keeping directly opposite each other.

Electa marches along the West marching line to the southwest corner and turns, forming an acute angle, marches to the altar, gives the salutation sign, ballots, takes one step back, turns toward the north and retires between Esther and Martha to the northwest corner. Electa and Adah march opposite each other, returning to their stations.

Elects and other starpoint officers should time their steps so that they turn and step into their stations at the same time.

During initiation, when flowers or ribbons are given to the initiates, they must be presented while the color is being explained. Electa presents them from right to left.

The signs and lectures are more vividly impressed upon the minds of the initiates as each starpoint officer exemplifies the sign in the proper place in her lecture.

In demonstrating the sign at the close of the lecture, the sign is held until the pass is given.

The signs should be given in a natural easy, and graceful manner, always striving for accuracy, and suiting the action to the words.

The lectures should be delivered in an impressive manner, with sincere interpretation.

The important thing to remember is that the officer is teaching the lessons of the Order of the Eastern Star to others and that the initiatory work should always remain a pleasant and permanent memory.



## **REMINDERS TO WARDER:**

The Warder stands at the right of her/his station when possible.

The Warder's station must never be vacant during a meeting. If the Warder is needed for an introduction, etc., a member must be appointed to fill the station.

Making square corners, the Warder first closes all doors except the Preparation Room door and the Warder's door, then closes the Preparation Room door, instructs the Sentinel, closes the Warder's door, turns and addresses the Worthy Matron.

During the Chapter meetings, the Warder must always report an alarm to the Worthy Matron, receive her permission and give proper raps before answering the alarm.

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

The door is always opened and closed by the Warder.

No attention should be given to alarms at the door nor will any member be permitted to enter or retire during the opening which includes the flag ceremony, during the reading of the minutes, during the progress of a ballot, during initiation ceremony, and during the closing ceremony.

After the flag ceremony, the Warder may open the door with instruction from the Worthy Matron, allowing the Sentinel to place a chair and sit in the doorway, if the outer door can be properly secured.

All members entering or retiring while the Chapter is in session must do so in proper form, which is as follows: taking a position behind Esther's chair, in front of the Associate Matron and Associate Patron, and giving the salutation sign to the presiding officer. The presiding officer then responds, granting permission to be seated or to retire.

If someone desires admission and the door is open, the Sentinel retires, the Warder closes the door and proceeds in the usual manner.

No raps are given when members retire while the door is open and the salutation sign is given behind Esther's station followed by a response from the chair.

If the Sentinel is to ballot, she/he votes after all others have voted. The Sentinel and substitute officer enter and retire in regular form. If the ballot-box is passed, the Sentinel casts her/his ballot back in a position back of Esther's station.

## **REMINDERS TO SENTINEL:**

The Sentinel's station must never be vacant during a meeting. If the Sentinel is needed for introductions, etc. a member must be appointed to fill the station.

After the flag ceremony, the Warder may open the door, at the direction of the Worthy Matron, allowing the Sentinel to place a chair and sit in the door (the chair must be placed in the doorway, not in the Chapter room, if the outer door can be properly secured.)

If someone desires admission and the door is open, the Sentinel retires and Warder closes the door and proceeds in the usual manner.

It is the duty of the Sentinel to check dues cards (dated within two years) and demits (valid for one year) as members arrive and to report to the Associate Matron.

In the opening, the Warder will instruct the Sentinel that they will be engaged in opening the Chapter and to permit no interruptions.

The Sentinel never handles the door--only the Warder opens and closes the door.

During the Chapter meetings, the Sentinel must always sound alarm by appropriate raps to be responded by the Warder.

No attention should be given to alarms at the door nor will any member be permitted to enter or retire during the opening which includes the flag ceremony, during the reading of the minutes, during the progress of a ballot, during initiation ceremony, and during the closing ceremony.

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

No raps are given when members retire while the door is open and the salutation sign is given behind Esther's station followed by a response from the chair.

If the Sentinel is to ballot, she/he is invited to enter the Chapter room after all others have voted. The Worthy Matron appoints a member, other than the Warder, to take her/his place until she/he returns.

The Sentinel and substitute officer enter and retire in regular form, giving the salutation sign.

If the ballot-box is passed, the Sentinel casts her/his ballot from her/his position back of Esther's station.

## **REMINDERS FOR THE SIDELINERS:**

Sideliners should rise, respond, and bow (a slight bow from the waist) when addressed or when addressing the presiding officer.

Sideliners should stand when the ballot box is presented to them except those who are disabled.

The salutation sign must be given by members on entering or retiring while the Chapter is in session and when balloting at the altar.

If a sunshine collection involves marching by the members, it shall take place after the closing ceremony.

An official prompter should be appointed, all others should refrain from prompting.

Photographs must not be taken at any meeting while doors are secured.

All members entering or retiring while the Chapter is in session and the door is closed must take a position behind Esther's chair in front of the Associate Matron and Associate Patron, give the salutation sign to the presiding officer and wait until the presiding officer responds, granting permission to be seated or to retire.

During the meeting, no one is allowed to enter or retire during the opening which includes the flag ceremony, during the reading of the minutes, during the progress of a ballot, during the initiation ceremony, and during the closing ceremony.

In the opening, all sideliners turn toward the altar immediately when the Worthy Matron instructs the Conductress to attend at the altar and assume reverent attitude as she enters the labyrinth; and when the Chaplain is in position at the edge of the labyrinth following prayer, all members lower their hands and face East.

Members turn immediately to face the flag when the Worthy Patron instructs the Marshal to present the flag of our country.

With several guests in the East to receive Grand Honors, Grand Honors are only given once by the sideliners.

In the closing when Chaplain receives instruction from the Worthy Matron, all members immediately turn to face the altar. As she/he enters the labyrinth, all members except the Chaplain assume the reverent attitude. After the Conductress closes the Bible and steps to the edge of the labyrinth, members lower their hands and face east.

Sideliners do not join in with the officers in the Mizpah benediction at the altar unless invited to do so.