



*Helpful  
Hints  
for  
Secretaries &  
Treasurers  
2011 - 2012*

Revised 08/01/11

To all Secretaries and Treasurers:  
(Past and Present)  
Of the Grand Chapter of Texas,  
Order of the Eastern Star

I sincerely hope that this edition of the "Helpful Hints" will assist you in serving your Chapter. You are depended on by your Chapter to keep up-to-date any information necessary.

I am confident that you are doing your very best to serve our Beautiful Order. Please know how much we in the office appreciate all you do. You make our job easier by your dedication to your Chapter and our Order.

Fraternally,

*Marlene Scholari*

Marlene Scholari  
Grand Secretary

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Article 152-d (1) The amount each scholarship shall be determined by the Education committee, not to exceed \$1000.00.  
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**Chapter 4. Affiliation, Article 204e.**

**Endowed Membership (c).**

"Holders of an Endowed Membership shall be issued a current "Receipt for Dues" Card each year by the Secretary of the Subordinate Chapter; the words "Endowed Membership" shall be entered in place of Dues amount."  
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**Article 227: Installation (a)**

"An installation, either open or closed, may be held on any day, except Sunday, from June 1st to June 23rd, both days included, without a Special Dispensation, provided same is held in the regular meeting place, but a Dispensation must be secured to install on any date after June 23rd, or outside the regular meeting place. Such Dispensation shall be requested by vote of the Chapter at a Stated or Called Meeting and the request for same on prescribed form, under Seal of the Chapter, and accompanied by the \$3.00 Dispensation Fee shall be sent to the Worthy Grand Matron by the Secretary. Officers legally hold their stations until their successors are elected and installed or until their offices are declared vacant. . ."

When consolidating, it would be advisable for the Worthy Matron and Secretary of each Chapter involved in the consolidation to have open lines of communication. As a courtesy, it would be nice for the Chapter to invite the Worthy Matron & Secretary of the Receiving Chapter to assist with the inventory.

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If your Chapter is considering consolidating with another chapter, the Dues Cards will all be issued by the Receiving Chapter. If your Chapter no longer exists, any Dues Cards issued under that name & seal would be void.

Secretary of the Dual Chapter; thereby, making the Dual Chapter the Parent Chapter.

## **XII. SUSPENSION**

Remember, that a member suspended in the Parent Chapter would, also, be suspended in the Dual Chapter; however, if the member is suspended in the Dual Chapter for non-payment of dues, the suspension would NOT affect the Parent Chapter.

## **XIII. FIFTY YEAR MEMBERS**

Members who were issued 50 year certificates from Grand Chapter before OCTOBER 31, 1991, are exempt from dues. Dues cards must be issued to these members.

## **XIV. SECRET WORK**

Replacement of lost Secret Work requires a Special Dispensation. A Special Dispensation requires a vote of the Chapter.

## **CONSOLIDATION**

**Please read carefully in the Code of Laws**

**CHAPTER 13, ARTICLE 268**

**PROCEDURE FOR CONSOLIDATION OF CHAPTERS**

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## **WHEN A CHAPTER DEMISES**

**COL. Pg. 132, Article 185, 188**

**Please Study Carefully**

## **REMEMBER . . . NOTES OF INTEREST**

### **COL, Chapter 5, Demits, Article 207 (d) Grand Demits**

“Endowed Members of the Grand Chapter of Texas, Order of the Eastern Star holding a Grand Demit are entitled to an Eastern Star Funeral Service.”

## **Secretaries and Treasurers Association**

The Secretaries and Treasurers Association of the Grand Chapter of Texas is your Association. Only the present and past Secretaries and Treasurers of Subordinate Chapters may become members. The dues are \$1.00 per year.

The Secretaries' and Treasurers' Breakfast is held during Grand Chapter each year.

When ordering ticket(s), please

1. Include name(s) and Chapter number(s) of those eligible for membership and the name of each reservation including your guest(s).
2. Enclose a stamped, self-addressed envelope for the return of your ticket(s).
3. Make all checks payable to the Secretaries and Treasurers Association.

Your guests are welcome to the Breakfast but only present and past secretaries and treasurers will receive dues cards.

It is rewarding for the Secretaries and Treasurers across the State know each other so that we may “meet” & “greet” at the breakfast.

Those of you who are unable to attend the Grand Chapter Session or the Breakfast may remit \$1.00 dues to the Secretary of the Association and become a member of the Association.

We are always open to suggestions and opinions so that this Association may become helpful in the performing of your duties.

## THE GRAND CHAPTER OFFICE AND STAFF

The office of the Grand Secretary is located at:  
1503 W. Division Street  
Arlington, TX 76012  
Telephone Number: (817) 265-6263  
Fax Number: (817) 274-5995  
Email: [GrandChapterTxEStar@tx.twcbc.com](mailto:GrandChapterTxEStar@tx.twcbc.com)  
Website: [www.grandchapteroftexasoes.org](http://www.grandchapteroftexasoes.org)

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### ASSISTANTS:

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Membership Records / Data Entry  
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**Debara Perry**

Report Scanning/Oil Gas Data Entry

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## X. CORRESPONDENCE

The Ritual and the Constitution and Code of Laws states the Secretary's duties. Article 234 a. through f. should be studied and make you fully aware of your responsibilities.

Among your many duties, you take care of all the correspondence of the Chapter. The letters written for the Chapter should be signed by you UNDER THE SEAL OF THE CHAPTER. All orders for supplies for the Chapter or for the individual members may be handled by you.

Whatever the communication - be it a letter, notice to members of assignment on an investigation, notice of election or rejection, etc., be prompt! Do not delay this important phase of your duties.

Copies of all letters should be made and retained in your files.

You Must read all correspondence. When you read the correspondence received by the Chapter to the membership, it is suggested that you state the name of the writer first, and then read the contents.

Should the communication be quite lengthy, you may just give a review of the contents and advise the membership that the letter will be on your desk for those who wish to read it in its entirety. Invitations may be handled in like manner. The name of the honoree, the date and location should be read. Again, you may state the invitation will be on your desk for those who are interested.

## XI. DUAL MEMBERSHIP

In Texas, a member may affiliate with ONE other (Dual) Chapter.

Dual membership is not permitted for signing as a Charter Member on a petition for a new Chapter; however, members may dual after the Chapter has been instituted.

Dual Members cannot serve as Worthy Matron, Secretary, or Treasurer in two (2) chapters simultaneously. However, they may serve two (2) chapters simultaneously in any other Elective Office.

If a member holding a Dual Membership wishes to discontinue membership in one of these Chapters, the member must:

### DEMIT FROM THE PARENT CHAPTER OR WITHDRAW FROM THE DUAL CHAPTER.

In order to prevent any misunderstanding, if a member desires that the Dual Chapter should become the Parent Chapter, the member should demit from the Parent Chapter and give that Demit to the

## VIII. SUPPLY ORDER BLANKS

A current Order Blank is always enclosed with your Supply Order when shipped from the Grand Secretary's Office.

Take time to study the order blank and order according to the unit price such as "each", "10", or "100". Follow the instructions that are printed on the official "Order Blank for Supplies". Make sure that you have an up-to-date form to use. Also, changes in prices will be printed in the Official Bulletin. Include the appropriate amount for shipping and handling.

Beginning with Division VI of the Constitution and Code of Laws, you will find the Forms adopted by the Grand Chapter of Texas. Use the Order Blank and check with the Forms in the Constitution and acquaint yourself with the supplies that are available to the Subordinate Chapters. Most forms can be found on the Grand Chapter of Texas website: [www.grandchapteroftexasoes.org](http://www.grandchapteroftexasoes.org). The annual report can be found on the Website and may be used to keep your membership current during the year.

## IX. THE ANNUAL REPORT

When you receive the forms from the Grand Secretary's Office for use in preparing the Annual Report of your Chapter, you should IMMEDIATELY OPEN THIS COMMUNICATION and read carefully the letter of instructions which have been enclosed and prepared to assist you.

All of the "fine" print on the Annual Report is important, and you should study each directive.

You receive two (2) complete sets of the Annual report; one for your worksheet; the other one is the ORIGINAL of which you should make and keep an exact copy. The ORIGINAL is mailed to the Office of the Grand Secretary. The Annual Report also can be downloaded from our Grand Chapter Website ([grandchapteroftexasoes.org](http://grandchapteroftexasoes.org)).

The Annual Report is the most important document you prepare. Extreme care should be taken to correctly report your membership and all of the information requested. From your information on the Annual Report, the permanent records of the Grand Chapter of Texas are posted. All corrections should be sent to the Grand Secretary monthly.

## CHAPTER REQUIREMENTS

### MONTHLY

All changes in membership shall be sent to the Grand Secretary on a monthly basis.

### Dates for Grand Chapter Session fluctuate.

### AUGUST

The Worthy Matrons' Report is to be given the month immediately following Grand Chapter if at all possible.

### APRIL

Elections of Officers, "Notice of Dues" to each member; "Notice of Arrears for Dues" to those that have not paid for the preceding year.

A Petition for TRANSFER OF MEMBERSHIP cannot be read in April. This does not; however, apply to a member affiliating with a Chapter by Demit. This applies ONLY to Petitions for Transfer from one Texas Chapter to another Texas Chapter.

### MAY

Names of members who will automatically be suspended on May 31st for non-payment of dues MUST be read at the last Stated Meeting prior to May 31st. Study Article 267 g (1), (2), (3) and (4).

Memorial Program (held in May, but may be presented at the Worthy Matron's choice of dates.)

### JUNE

Installation on Officers: June 1 through June 23 without a Special Dispensation.

Annual Report with Fees filed with the Grand Secretary's Office no later than June 8th. Complete ORDER for Receipt for Dues Cards on the Annual Report.

First Stated Meeting after Installation or as soon thereafter as convenient to them and to the Chapter: outgoing Worthy Matron's Report and the Audit Committee Report must be presented for adoption.

## I. QUESTIONS AND ANSWERS

### 1. What do I need to take to the Chapter Meeting?

- (1) Chapter Record Book
- (2) Minute Book
- (3) Membership and Visitor Register
- (4) Ritual, Constitution and Code of Laws
- (5) Chapter Seal
- (6) Secretary's Cash Book
- (7) The Official Bulletin
- (8) Petitions (all categories)
- (9) Chapter Correspondence
- (10) By-Laws Book
- (11) Dues Cards

### 2. What preparations should be made before the Chapter Meeting?

Before every meeting, you should talk with your Worthy Matron and the two of you together should review the business to come before the Chapter, i.e.:

Minutes of previous meetings must be read, approved, signed and dated by the Worthy Matron.

In the column, "OTHER SOURCES", you post the money received from Ways and Means projects, Love Offerings, Supplies and all other funds.

Article 267 j, which is the guideline for the auditing of the financial affairs of each Subordinate Chapter. The audit includes the Secretary's and Treasurer's books. Additional audits may be ordered by the Chapter.

The Secretary and Treasurer should work very closely and periodically check their books and records to see if they are in agreement.

## VII. THE "OFFICIAL BULLETIN"

The Bulletin for the month immediately following Grand Chapter is a very important issue. It should be kept with your books and records at all times as you will be referring to this Bulletin during the entire Grand Chapter Year.

The above mentioned Bulletin will contain the names, Chapter Numbers and addresses of:

- General Grand Chapter Officers
- Past Grand Matrons
- Past Grand Patrons
- Installed Grand Officers and Elected Boards
- Grand Representatives in Texas
- Deputies of Grand Chapter
- Grand Chapter Committees
- Special Committees of the Worthy Grand Matron
- Secretaries of other Grand Jurisdictions

Also, included in the Bulletin are the Worthy Grand Matron's Schools for Instruction schedule with pertinent information.

The Home Resident's names and birthdays are in this issue also.

TAKE NOTE of information printed in the Grand Secretary's page.

Pay close attention to the pages for new appointments, address changes and corrections.

Keep all the Bulletins for the Grand Chapter year on file for future reference.

Announcements, notices and pertinent information which affects YOU and the MEMBERSHIP of Texas are printed in the OFFICIAL BULLETIN. You are urged to read all the information, and in turn, give a briefing to the membership.

It is the responsibility of the Secretary to notify the Installing Officer that those being Installed have paid the Chapter dues for the ensuing year.

Your attention is called to Article 267 c. "Masonic Receipt". A Brother is required to establish that he is in good standing in his Lodge. He may present his receipt from his Lodge for you to verify or he may complete and sign Form 121-S, Statement Relating to Masonic Standing. If the Notice for Dues is mailed, then this form must be enclosed with the Notice to each Brother.

Forms 120-S, 121-S and 123-S are applicable for the issuance of Notice of Dues.

It is imperative you mail Form 121-S in April to those members who have not paid dues for the past year.

Article 267 g. (1) is very important. Quoting from the second Paragraph, "The names of members of any Chapter, who will be automatically suspended at midnight on May 31st of any year if their Dues are not paid by that time, shall be read in open Chapter at the last Stated Meeting of such Chapter prior to May 31st of such year".

Should you fail to read the names at this last Stated Meeting in May, then those members cannot be suspended; and Per-Capita tax must be paid for an additional year; however, the Chapter shall have a right to suspend such member by a vote thereon at a later date.

For those members paying back dues, it is suggested you complete Dues cards for each year that is paid. Normally, you will have extra Receipt for Dues cards for each preceding year.

Remember, payment of dues is posted on each individual member's ledger sheet. Only from this member's record will you know whether or not the member is current or in arrears.

## **VI. SECRETARY'S CASH BOOK**

Always make a detailed record of all funds received in your Cash Book. This includes cash, checks and all money belonging to the Chapter. After you record the funds, you will pay them to the Treasurer who will immediately give you a receipt.

The Cash Book is set up for Receipts and Disbursements.

Only DUES COLLECTED should be posted in the column for "DUES".

You will issue Due Cards for life members, those with Endowed Memberships, and those in the Texas Masonic Retirement Center.

The FEES received with Petitions and Initiations, Affiliations and Transfers are posted in the "FEES" column.

Petitions to be presented: The Worthy Matron may want to select those to be placed on the Investigating Committee prior to the meeting.

All Chapter correspondence received since the last meeting.

All bills that are to be approved for payment.

Unfinished business and new business.

Please, no surprises to your Worthy Matron. The two of you can make your Chapter Year the very best!

### **3. Do I take and record Minutes of each meeting?**

"Yes," all Stated and Special Meetings. Funeral reports are included in Stated Meeting minutes. Minutes of previous meetings must be read, approved, and signed by the Worthy Matron.

### **4. How is the best way for me to keep up with the business of the Chapter?**

As you serve, experience will be the "best teacher." You may purchase Secretary Worksheets from the Grand Secretary's Office.

### **5. Does the Worthy Matron decide the Order of Business?**

No. The Worthy Matron must follow the Order of Business set out in the Chapter Bylaws. This order may be suspended only after the reading of the Minutes and by at least a two-thirds vote of the members present. (Article 258)

### **6. Is it necessary to include the Minutes all names and titles of Grand Officers, names of pro-tem officers, number of Past Matrons and Past Patrons, visitors and members?**

All names and titles of Grand Officers may be recorded, if possible. Names and stations of pro-tem officers must be included in Minutes. Numbers of Past Matrons and Past Patrons, members and visitors should be recorded. This is your chapter history.

### **7. On what do we affix the Official Seal?**

Dues Cards, Official Chapter Correspondence, Requests for Special Dispensations, Annual Reports, Monthly Change Form, Certificates

issued by the Chapter, Proxies of the Worthy Matron and/or Worthy Patron at Grand Chapter.

**NOTE: Definition of SEAL and ATTEST**

**SEAL** – A design, initial, or other device placed on a letter, document, etc. as a mark of genuineness or authenticity.

**ATTEST** – To declare to be true or genuine; to certify by oath or signature; to serve as proof of; demonstrate; make clear.

**8. How long do we keep receipts, bank statements, and any financial records?**

A minimum of seven (7) years.

**9. How long do we keep dues stubs and warrant stubs?**

A minimum of five (5) years.

**10. What records should be permanently retained?**

Member's individual records, Chapter minutes, Chapter Bylaws and all Amendments and CHAPTER ANNUAL REPORTS.

**11. How long do we keep Petitions?**

Always, as they are permanent records.

**12. How long do we keep the Worthy Matron's Annual Report to the Chapter?**

Not less than five (5) years. A copy should be made a permanent part of the Chapter Minute Book.

**13. How long do we keep any committee reports?**

Reports of investigating Committee - always as they are permanent records. Other reports - at least two years.

**14. How can I determine if my Chapter is 100% Humanitarian?**

One dollar (\$1.00) per member, based on the present membership shown on line 15 of the inside back page of your Annual Report. This is recorded by Grand Chapter Year - not the Subordinate Chapter Year. The total membership is shown to the right of your Chapter name and number in the current Directory of Subordinate Chapters. This donation should be sent through the Chapter to the District Humanitarian Chairman, who will forward it on to the General Chairman. Always refer to the Official

important and must be completed and kept up to date. Always record initiation date, address, phone number and birth dates. Report this to the Grand Secretary on the monthly report form.

These ledger sheets are kept in alphabetical order. In setting up a ledger sheet, record the name exactly as it was shown on the petition indicating "Mrs." or "Miss" for women petitioners.

All ledger sheets must be retained in the permanent files. It is permissible to have an active, inactive and rejections, (for deceased, transfers, demitted, etc.) files; but never destroy this most important record.

**IV. DUES**

Although our Receipt for Dues card is small, it is very valuable and every precaution should be taken to enter the correct information on each card. The SEAL of the CHAPTER must be imprinted on each Dues Card.

The status of the member during the year of the applicable dues card should be entered on the card, i.e.: "Worthy Matron", "Worthy Patron", "Past Matron", "Past Patron", "Endowed Member", "Life Member" or "Member".

Dues for a newly initiated member should be collected the night of the initiation and dues from an affiliated member should be collected at the time the Bylaws are signed.

**V. NOTICE OF DUES**

Chapter 12, Article 267, Revenues and Expenditures, contains information concerning fees and dues.

Dues are annual and are payable in advance. Since the Subordinate Chapter Year begins on June 1 and ends May 31, dues should be paid before May 31 of each year.

Quoting in part from Article 227A. "No member shall be installed into Office who has not paid Chapter dues for the year during which she or he shall serve in said office". All officers must hold a current receipt for dues before installation.