

Prince Hall Grand Chapter Order of the Eastern Star and Rite of Adoption for the State of South Carolina and Jurisdiction

Sister Mary M. Ennis
Grand Worthy Matron



Brother Jermaine Nowline, 33°
Grand Worthy Patron

“We Have Come This Far by Faith: Uniting in Faith, Love, Peace and Unity”

Sister Pamela Page
Grand Chapter By-Laws Chairperson

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Greetings Prince Hall Grand Chapter Family:

Please find included in this booklet the Prince Hall Grand Chapter Order of the Eastern Star and Rite of Adoption for the Jurisdiction of South Carolina Subordinate Chapter By-Laws Format/Template. All by-laws should be prepared in accordance with this format. Chapters should insert your information in the areas in parenthesis using black ink.

A fillable copy of this template is included as a part of this publication and a fillable copy can be found on the Grand Chapter's website. **Two (2) copies of the by-laws are to be mailed to the above address.** If approved, one (1) copy will be returned to the chapter and the second copy will be kept for record-keeping. **All by-laws should be received no later than June 7, 2024, for approval.** . . By-laws received by this date will be returned to the worthy matron on Tuesday of the 115th Grand Session.

If you should have questions, please contact me at pampageoes@yahoo.com.

Blessings,

Pamela Page

Sister Pamela Page
Grand Chapter By-Laws Chairperson

Subordinate Chapter By-Laws Template

PREAMBLE

_____ Chapter# _____ organized in _____, is chartered by and is under the jurisdiction of the Prince Hall Grand Chapter Order of the Eastern Star and Rite of Adoption for the State of South Carolina and hereby establishes the following by-laws to aide in the government of the chapter; and in no way will any of the by-laws contradict or supersede those established by the parent body.

OFFICERS

Officers shall be elected as stated in the Prince Hall Grand Chapter Constitution By-laws Article VI section 4.

The elected officers shall be the Worthy Matron, Worthy Patron, Associate Matron, Associate Patron, Treasurer, Secretary, Conductress and Associate Conductress. Officers shall be elected annually by a majority vote of the members present at the regular meeting in May of every year, and not contrariwise. The officers shall be installed at the same meeting or at the next regular meeting.

The appointed officers are: Trustees (3), Marshall, Adah, Ruth, Esther, Martha, Electa, Warder, and Sentinel. Optional officers are Flag Bearers (3), Musician and Chaplain who shall be appointed by the Worthy Matron at the time of her election or installation.

Tenure of officers should be exercised the same as Prince Hall Grand Chapter officers.

Vacancies shall be filled according to the procedures outlined in the Prince Hall Grand Chapter Constitution By-laws Article VI section 5 and 6.

MEMBERSHIP

Eligibility for membership shall be as stated in the Prince Hall Grand Chapter Constitution By-laws Article VI section 7. Only persons who are the wife, widow, mother, sister and daughter of free and accepted Prince Hall Master Masons in good standing shall be admitted as a member of the Chapter; **or young ladies who have been a member of the MBTGYC for three or more years;** and shall have been regularly proposed at one regular meeting of the chapter.

All procedures as outlined in the Prince Hall Grand Chapter Constitution By-laws Article VI section 7 shall be adhered to in accepting petitioners for membership.

**INITIATION FEE/COMMITTEE ON APPLICANTS FOR MEMBERSHIP
AND REJECTED PETITIONS**

Initiation Fee for _____ Chapter # _____ is \$ _____ payable by the candidate prior to the initiation. This fee covers _____,
_____.

The chapter will follow the procedures outlined in Article VI section 8, 9 and 10 of the Prince Hall Grand Chapter Constitution By-laws for Frequency of Degrees, Committee on Applicants

DUTIES AND POWERS OF OFFICERS

Duties and powers of all officers shall be in accordance with the Prince Hall Grand Chapter Constitution By-laws Article VI section 12-20.

CHAPTER MEETINGS

_____ Chapter # _____ shall conduct their regular monthly meeting on the _____: *for example – the 3rd Monday in each Month* at _____ AM/PM . There will be no meetings in the month of July.

OTHER EVENTS

The Chapter at its discretion may have or participate in other events/programs which will be established during a regular meeting. These events and programs are _____

BUSINESS OF THE CHAPTER

The Worthy Matron is the ex-officio chairperson of all committees she appoints; and in the case of a tie among the committee members, she shall cast the deciding vote.

ORDER OF BUSINESS

The order of business will be in accordance with the format outlined in the Prince Hall Grand Chapter Constitution By-laws Article VI section 27.

COMMITTEES

This Chapter will have three (3) standing Committees: 1. Audit, 2. Investigation, and 3. Sick and Distress. The following committees are appointed as needed: _____

The yearly dues for this chapter is \$ _____

SICK AND DISTRESS

This Chapter's benevolence policy is as follows: _____

Chapter members will be notified of the death of a member, sick and distressed member, or any other matter of importance pertaining to this chapter by _____

_____.

MISCELLANEOUS INFORMATION

All other matters not specifically addressed in these by-laws will be handled in accordance with the procedures outlined in the Prince Hall Grand Chapter Constitution and By-laws. In the event the Chapter is unable to find an appropriate course of action based upon the Prince Hall Grand Chapter's Constitution and By-laws; then the chain of command will be followed by the Worthy Matron to get clarification beginning with the Grand Associate Deputy.

These By-laws were approved by a vote of the members of _____ Chapter # _____ on _____, 20__ at a regularly scheduled meeting of the Chapter. We submit them to the Prince Hall Grand Chapter Order of the Eastern Star for approval.

(Signature of Worthy Matron)

Address of Worthy Matron)

(Telephone Number)

(Signature of Worthy Patron)

(Address of Worthy Patron)

Telephone Number

(Signature of Secretary)

(Address of Secretary)

Telephone Number

Signed the _____ day of _____ 20__

Chapter Seal: _____

Grand Chapter Approval Seal: _____