

INTERNATIONAL GRAND REPRESENTATIVES ASSOCIATION
ORDER OF THE EASTERN STAR

BY-LAWS

ARTICLE I
NAME

The name of the organization shall be INTERNATIONAL GRAND REPRESENTATIVES ASSOCIATION, ORDER OF THE EASTERN STAR.

ARTICLE II
PURPOSE

The purpose of the Association shall be to provide a forum for the exchange of ideas beneficial to the Grand Representatives; to work for the good of the Order, bringing love, happiness and enthusiasm to every Grand Jurisdiction of our Order throughout the United States, Canada, Scotland, Puerto Rico, the United Grand Chapter of Australia, Bolivia and Sao Paulo. Also, it is to promote interest in our General Grand Chapter and to support its officers.

ARTICLE III
MEMBERSHIP

Membership in the Association is either Regular, Honorary or Life.

SECTION 1. REGULAR MEMBERSHIP: Regular membership shall consist of individual Grand Representatives, present and former. Members, to be in good standing, must have paid dues for the current Triennium. Individual Grand Representatives in good standing are entitled to receive the International Newsletter; to wear the International Pin; to be admitted into our business meetings and to have voting privileges.

SECTION 2. HONORARY MEMBERSHIP: Honorary memberships are to be conferred upon the Most Worthy Grand Matron and the Most Worthy Grand Patron at the Triennial Luncheon if they have not been a Grand Representative. Honorary membership confers no right except that of the honor conferred. It is to be evidenced by the presentation of an Honorary Card.

SECTION 3. LIFE MEMBERSHIP: Life memberships shall be given to Past Presidents; Secretary-Treasurers and Assistant Secretary-Treasurers at the end of their terms. The Most Worthy Grand Matron and the Most Worthy Grand Patron shall be presented Life Membership Cards if they are former Grand Representatives.

ARTICLE IV
MEETINGS

Meetings shall be held once every three years during the convening of General Grand Chapter. Special meetings may be called when deemed necessary.

ARTICLE V
DUES

SECTION 1. Dues for individual Grand Representatives shall be five dollars (\$5.00) per each Triennium in U.S. currency.

SECTION 2. Dues are payable prior to the convening of the International Grand Representative meeting of that Triennial. They are to be accompanied by the complete name and address of the payee; name of their Jurisdiction; years of service, together with a self-addressed, stamped envelope if within the United States.

SECTION 3. Dues for the coming Triennium will be accepted anytime AFTER the International Grand Representative meeting at the Triennial Assembly and until September 30 of the coming Triennial.

SECTION 4. Dues for States, Provinces, or other Associations will be ten dollars (\$10.00) per Triennium.

ARTICLE VI OFFICERS

SECTION 1. The elected Officers shall be a President, First Vice-President, Second Vice-President, Secretary-Treasurer. Nominees must be current members.

SECTION 2. The Officers appointed by the President will be an Assistant Secretary-Treasurer, Chaplain, Pin Chairman and a Parliamentarian.

SECTION 3. The President, First Vice-President, Second Vice-President, Secretary-Treasurer and Assistant Secretary-Treasurer shall be from the same State, Province or Country as the Most Worthy Grand Matron with whom they will serve.

SECTION 4. The Officers shall be elected at the Triennial meeting by a majority vote and serve until their successors are elected at the next regular Triennial meeting of the International Grand Representatives Association.

SECTION 5. **INSTALLATION:** Installation of Officers will be held immediately after election. Terms of offices shall begin upon installation of the Most Worthy Grand Matron for the next Triennium, except for the Secretary-Treasurer. The Secretary-Treasurer shall assume her/his office after the meeting to receive dues money for the coming Triennium.

SECTION 6. **VACANCIES:** In the event the President is unable to continue in office, the Secretary-Treasurer shall serve as Acting President, in as much as she/he being from the same Grand Jurisdiction and can more easily take over the responsibility for the Triennial Luncheon. The Assistant Secretary-Treasurer shall then serve as the Acting Secretary-Treasurer.

In the event the First or Second Vice-President is unable to continue in office, a successor shall be elected from her/his Grand Jurisdiction at the next triennial International Grand Representatives Association meeting.

ARTICLE VII DUTIES OF OFFICERS

SECTION 1. **PRESIDENT:** It shall be the duty of the President to

- (1) Preside at the Triennial meeting.
- (2) Make visits to Grand Representative Associations or Clubs throughout the Grand Jurisdictions of our Order at their Grand Chapter Sessions to the extent that the availability of time, health and finances will permit.
- (3) Notify the Right Worthy Grand Secretary of the names and addresses of the Officers.
- (4) Appoint committees and such assistants as deemed necessary.
- (5) Issue a Newsletter three (3) times, one a year, to all current members following the Triennial Session.
- (6) See that the luncheon at the beginning of the Triennial honoring our Most Worthy Grand Matron and Most Worthy Grand Patron is held, present the Association's check for the International Headquarters Restoration Fund to the Most Worthy Grand Matron, and present Honorary or Life Memberships to the Most Worthy Grand Matron and the Most Worthy Grand Patron.
- (7) See that the Hostess Association provides an open reception preferably on Sunday. The President and her/his Officers, together with the newly elected Officers and Past Elected IGRA Officers are to be in the receiving line.
- (8) Make a report to the Association at the Triennial meeting reviewing the work of the term, with a copy to the Secretary-Treasurer. This report is to be included in the minutes.
- (9) See that these By-laws are strictly enforced.

- SECTION 2. FIRST VICE-PRESIDENT & SECOND VICE-PRESIDENT: It shall be the duty of the First and Second Vice-President to
- (1) Strive to promote the welfare of the Association in all their contacts, primarily within their own Grand Jurisdiction.
- SECTION 3. SECRETARY-TREASURER: It shall be the duty of the Secretary-Treasurer to
- (1) Record the proceedings of the Triennial meeting of this Association and to furnish a typed copy to the Secretary-Treasurer elected to serve for the ensuing triennium.
 - (2) Acquire the bank signature cards; receive all monies due the Association; keep a correct account thereof, and deposit the same in the name of the Association in a bank approved by the President.
 - (3) Disburse funds as set forth in ARTICLE X, FUNDS. All expenditures shall be paid by check with approved receipt.
 - (4) Issue a membership card to all members paying dues; also, a copy of current Newsletter for the Triennium.
 - (5) Keep a register of all members, alphabetically by name and address.
 - (6) Furnish the President with a report of monies received and disbursed yearly as of the first day of September. A report for the Triennium is to be read to the membership at the Triennial meeting after approval by the Auditing Committee. A copy of the Triennial report shall be sent to the President, and the First and Second Vice-Presidents.
 - (7) Prepare, or cause to be prepared, all notices and other communications required by these By-laws or by the President.
 - (8) Keep all bills and canceled checks through the following triennium.
 - (9) Assure that all records and funds are conveyed to the newly installed Secretary-Treasurer within thirty (30) days of installation.
 - (10) The names of the President, Secretary-Treasurer and Assistant Secretary-Treasurer shall be recorded at the bank as authorized signers.
- SECTION 4. ASSISTANT SECRETARY-TREASURER: It shall be the duty of the Assistant Secretary-Treasurer to
- (1) Assist the Secretary-Treasurer in the performance of her/his duties.
 - (2) Perform the duties of the Secretary-Treasurer should she/he be unable to continue in office.
 - (3) Perform duties assigned by the President.
- SECTION 5. CHAPLAIN: It shall be the duty of the Chaplain to
- (1) Lead the prayers at the meeting.
 - (2) Assist the President when requested.
- SECTION 6: PIN CHAIRMAN: It shall be the duty of the Pin Chairman to
- (1) Acquire the bank signature cards signed by her/him, the President and International Grand Representative Association Secretary-Treasurer, deposit all funds in a bank approved by the President.
 - (2) Purchase, sell and disburse the International Grand Representatives Association pins.
 - (3) Maintain accurate records and report yearly to the President.
 - (4) See that the purchase cost, handling and mailing of pins is included in the buyer's charge.
 - (5) Report at the Triennial meeting and present remaining pins and money to the incoming Pin Chairman.
- SECTION 7. PARLIAMENTARIAN: It shall be the duty of the Parliamentarian to
- (1) Advise the President on parliamentary procedure.

ARTICLE VIII JEWELS

- SECTION 1. The Association shall furnish the President with a President's Traveling Jewel. The jewel is to be presented to her/him at installation by the out-going President.

- SECTION 2. The out-going President will be presented with a Past President's Jewel and a love gift of \$500 from the Association. The incoming President may make the presentation.
- SECTION 3. The out-going Secretary-Treasurer will be presented with a Past Secretary-Treasurer's Jewel. The out-going President may make the presentation.
- SECTION 4. The Association shall have an International pin which may be purchased and worn by members who are in good standing.

ARTICLE IX COMMITTEES

The President shall appoint a By-laws Committee and an Auditing Committee who shall audit the books by July 31 or each year of the triennium.

The President shall appoint such other committees and courtesy Officers as she/he deems necessary. Any Sister or Brother in good standing shall be eligible for appointment.

ARTICLE X FUNDS

- SECTION 1. **BONDS:** The President, Secretary-Treasurer, Assistant Secretary-Treasurer, and the Pin Chairman shall be bonded. Said bonds for these officers shall be at the expense of the Association in the amount of \$15,000 each.
- SECTION 2. The Secretary-Treasurer is authorized to disburse Association funds to meet the Association's necessary operating expenses, not limited to but including expense of preparing and mailing Newsletter, cost of Fidelity Bonds, cost of Honorary and Life Memberships, an allowance of \$200.00 each toward cost of the Past President's and Secretary-Treasurer's Jewels. By July 1 of the year preceding the Triennium, an advance of \$500.00 shall be forwarded to the First Vice-President to purchase dues cards and membership forms. Not more than \$500.00 will be allowed the President for postage, stationery and miscellaneous secretarial expenses.
- SECTION 3. The Secretary-Treasurer is not authorized to reimburse members for any expenses incurred by them for any reason whatsoever. Individual Grand Representatives, present and former, are NOT entitled to incur indebtedness on behalf of the Association.
- SECTION 4. All funds received by the Pin Chairman for the sale of the Association Pin shall be deposited in a bank convenient to her/him in the name of the International Grand Representatives Association. The Pin Chairman is authorized to disburse funds from the account to purchase pins, packaging materials and postage, and to cover miscellaneous office expenses. She/he shall furnish the President and the Secretary-Treasurer a report of monies received and disbursed on the first day of October of each year. The year's report, given at the Triennial meeting, shall be accompanied by a check to the Secretary-Treasurer in the amount at the bank, and the remaining pins will be turned over to the new Pin Chairman.
- SECTION 5. An International Grand Representatives Association donation to the International Headquarters Restoration Fund shall be sent from the IGRA Treasury by the President to the Right Worthy Grand Secretary as of the first day of June preceding the Triennial Assembly. This donation is to be 50% of the funds in the Treasury. The President shall, within ten (10) days, notify the Most Worthy Grand Matron of the amount. A supplemental check for 50% of the balance of the funds in the IGRA Treasury between June first and October first shall be presented to the Most Worthy Grand Matron for the International Headquarters Restoration Fund at the luncheon meeting.
- SECTION 6. The International Grand Representatives Association will assist the host Association with the cost of the Triennial Luncheon, Hospitality Room, and the Reception in the maximum amount of \$3000.

ARTICLE XI
AMENDMENTS

These By-laws may be amended only at the Triennial meeting of the Association. Adoption of Amendment shall require a two-thirds affirmative vote of members present.

ARTICLE XII
PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER, REVISED shall govern this Association at the Triennial meeting and shall be the authority on all points not covered in these By-laws.

ARTICLE XIII
DISSOLUTION

In case of dissolution, all assets of the Association are to be distributed to the Right Worthy Grand Secretary for the International Headquarters Restoration Fund.

STANDING RULE # 1

The song, "It's A Small, Small World" shall be the song of the International Grand Representatives Association.

AMENDED: October 31, 2009