

Worthy Grand Matron's Tentative Itinerary

Denise Abby, WGM

January 2024

- January 1 Happy New Year
- January 6 Worthy Grand Matron's Day at the Lincoln Park Masonic Temple
1561 Southfield Rd, Lincoln Park. RSVP with reservation of \$5.00 for
Lunch 11:30 -1pm. Registration opens at 1pm. Meeting 2pm, \$20.00 for
Dinner by December 30th to Lisa Peck, 9885 Fox Ave., Allen Park, MI 48101
Make Checks payable to Wayne County Association. Formal Attire
- January 8 Executive Board Meeting 10:00 am Ypsilanti #119
- January 9 Mt. Pleasant #55 reg 7:30 pm
- January 11 Alma #43 reg 7:00 pm
- January 12-13 DeMolay Winter Fest
- January 19 GOEX practice 2:00pm at Alma Masonic Center, 301 N. State St., Alma
Grand Family Dinner 6:00 pm. Reservations to Angela Picerno, 5100 Sunset
Weidman, MI 48893. Make checks of \$12.00 payable to Brad Hall.
- January 20 GOEX held at Pathways. Registration 11:00 am, Lunch and Honoring,
GOEX at 2:00 pm. Send reservation by January 10, 2024 to Linda Dobbrastine,
2836 2 Mile Rd, Blanchard, MI 4931. Make checks of \$15.00 payable to
Edmore Chapter #111. Formal Attire
- January 27 Michigander Annual Meeting at Clio Masonic Center 714 N. Mill St. Clio
Registration 12:00 pm, Lunch 1:00 pm with meeting to follow. Reservation of
\$18.00 to Marie Sturn, 106 College St., Holly, MI 48442. 248-396-7595. Checks
Payable to Michigander Club by December 22, 2023.

February 2024

February 8 Alma #43 reg. 7:00 pm

February 13 Mt. Pleasant #55 reg. 7:30 pm

February 14 Valentines Day

February 16 GOEX Pontiac Chapter #228 hosting at Royal Oak Chapter #392

850 Horace Brown Dr. Madison Heights. Registration 4:00 pm, Dinner 5:00 pm and GOEX at 7:00 pm. Reservation to Mary Jo Groves, 14 Maplefield Rd., Pleasant Ridge, MI 48069 with check of \$20.00 payable to Pontiac Chapter #228. Reservation Due January 27, 2023, limit to 110. Formal Attire

February 17 GOEX Saline Chapter #311 & Flat Rock Chapter #156 hosting at

Ypsilanti Chapter #119. Registration 11:00 am, Lunch and Honoring 12:00 pm GOEX 2:00 pm. Send reservations with remittance of \$15.00 to Cheryl Rosander 5250 Pocklington Rd., Tecumseh, MI 49286 by February 2, 2024. Formal Attire.

ORGANIZED



OCTOBER 30, 1867

Grand Chapter
Order of the Eastern Star
Of Michigan

MRS. JAN S. CROSS
GRAND SECRETARY
20411 W. 12 MILE RD., SUITE 108
SOUTHFIELD, MI 48076-6404

OFFICE PHONE: (248) 234-8739

January 2024

RECORD RETENTION

NEVER DESTROY! KEEP IN A SAFE PLACE:

MEETING MINUTES
ANNUAL RETURNS
CHARTER MEMBERSHIP BOOK
ROLL OF MEMBERSHIP BOOK
MEMBER'S MEMBERSHIP RECORDS

Any activity regarding Member's membership status should be retained and never destroyed, including petitions, ledger sheets, demits, etc.

KEEP FOR SEVEN (7) YEARS:

BANK STATEMENTS
CANCELLED CHECKS
CASH BOOKS

KEEP UNTIL AFTER CHAPTER AUDIT AND SCHOOL OF INSTRUCTION – EACH YEAR:

SECRETARY'S ORDER ON TREASURER
TREASURER'S RECEIPTS
DUES RECEIPT STUBS
990 REPORTS

The Audit Committee should make sure these dues receipts are all recorded in your member ledgers.

KEEP ONLY FOR THE CURRENT YEAR:

CORRESPONDENCE

Invitations, etc., need only be kept until the date of the event is passed.

NOT REQUIRED TO KEEP:

VISITOR'S AND MEMBERS REGISTRATION BOOK

(Retain this Record Retention document for future reference.)

Sincerely and fraternally,

Jan S. Cross, Grand Secretary

CHAPTER SECRETARY'S OUTLINE OF PROCEDURE

DUAL MEMBERSHIP IN MICHIGAN

- I. IF ONE OF YOUR MEMBERS IS OBTAINING A DUAL MEMBERSHIP IN ANOTHER CHAPTER IN MICHIGAN:
- (a) You will receive a request for a Certificate of Good Standing, use Form No. 41.
 - (b) NOTE: After your member has been elected to dual membership in the other Chapter, he or she remains a PRIMARY MEMBER and is NOT A DUAL MEMBER IN YOUR CHAPTER.
 - (c) NOTE: When annual dues are paid, you give your member a regular dues card. The Secretary of the Chapter where member has become a Dual Member will issue a dues card with a D.M. by the No.
- II. IF A MEMBER FROM ANOTHER CHAPTER IN MICHIGAN PETITIONS TO BECOME A DUAL MEMBER OF YOUR CHAPTER:
- (a) Eligibility:
Any member in good standing.
 - (b) Election to Dual Membership:
 1. Form No. 40 (Petition for Dual Membership), signed by the petitioner and two members of your Chapter, is submitted to you, together with Form No. 41 (Certificate of Membership) signed by the Secretary of the petitioner's Chapter. (An affiliation fee is not required unless so provided in your By-Laws.) **You must report this dual member as a new affiliated member on the Annual Return and pay the \$5.00 International Headquarters Fee at that time.**
 2. It then takes the same course as does a Petition for the Degrees.
 3. Use Form No. 42 to notify the Dual Member of election.
 4. The By-Laws must be signed within 90 days.
 5. When signed, notify the Secretary of the primary Chapter on Form No. 43.
 6. This person is now a DUAL MEMBER OF YOUR CHAPTER AND IS GIVEN A DUES CARD WITH D.M. added by the number. (Same dues card as is issued to your regular members.)
 - (c) Dues Cards thereafter:
 1. Do not give the official dues card to a Dual Member until you have requested and received a letter from the other Chapter that he or she is in good standing there, **or you have physically seen the dues card issued by the primary chapter for that year.**
 - (d) Demits:
 1. A Demit cannot be issued for a Dual Member. Instead, he or she must terminate Dual Membership. (see Law Book, Dual Members, Page 53, number 6)

(e) Termination of Dual Membership:

1. Dual Member makes written request that is presented at a regular meeting. If all dues are paid and no charges are pending, the Worthy Matron declares the request granted.
2. You enter the action in the Minutes and remove the name of the Dual Member from the Roll.
3. You then notify the Dual Member and the Secretary of the Primary Chapter, on Form No. 44.

(f) If Dual Member wishes to sever Dual Membership and become an affiliated member of your Chapter:

1. At a regular meeting, present the Petition of Dual Member for Affiliation (Form No. 45) and Demit from the other Chapter.
2. If the petitioner is not indebted to the Chapter and no charges are pending, the Worthy Matron declares the Dual Membership terminated and the petitioner an affiliated member of the Chapter. (There is no affiliation fee or balloting on such request.)
3. Notify the petitioner of such election on Form No. 46. (The By-Laws need not be signed again.)

(g) Suspension, Withdrawal, Expulsion and Restoration:

1. Process these in the same manner for Dual Members as you do for affiliated members; HOWEVER, in the case of Restorations, the applicant must present evidence that he or she is in good standing at that time in the **primary** Chapter.
2. Loss of membership in the **primary** Chapter by Suspension, Withdrawal or Expulsion constitutes loss of Dual Membership in your Chapter.

GENERAL PROVISIONS

1. A member of a Michigan Chapter may be a Dual Member of another Michigan Chapter.
2. A Dual Member pays the same amount of dues as does an affiliated member of the Chapter, with the exception of those whose dues have been remitted by a Michigan Chapter, and regularly elected Life Members of a Michigan Chapter.
3. The same Per Capita, International Headquarters Fund **\$5.00** Fee, General Grand Chapter **\$2.00** assessment and Every Member Project donation is paid to Grand Chapter for a Dual Member as is paid for an affiliated member, with the exception that Per Capita is not paid on those whose dues have been remitted by a Michigan Chapter, or regularly elected Life Members of a Michigan Chapter.
4. A Dual Member may vote and hold office, the same as an affiliated member of the Chapter.

CHAPTER SECRETARY'S OUTLINE OF PROCEDURE

DUAL MEMBERSHIP OUT-OF-STATE

- I. IF ONE OF YOUR MEMBERS IS OBTAINING A DUAL MEMBERSHIP IN ANOTHER STATE:
- (a) You will receive a request for a Certificate of Good Standing. Many States have forms for this and they are self-explanatory. However, if one is not sent to you, then send a letter under seal stating:
1. That our Law permits Dual Membership.
 2. That your member is in good standing, is under no financial obligation to the Chapter and that no other charge is pending (or is not in good standing, as the case may be).
- (b) NOTE: After your member has been elected to Dual Membership in the other Chapter, he or she remains a PRIMARY MEMBER and is NOT A DUAL MEMBER IN YOUR CHAPTER.
- (c) NOTE: When annual dues are paid, you give your member the REGULAR MICHIGAN DUES RECEIPT.
- II. IF A MEMBER FROM ANOTHER STATE PETITIONS TO BECOME A DUAL MEMBER OF YOUR CHAPTER:
- (a) Election to Dual Membership:
1. Form No. 40 (Petition for Dual Membership), signed by the petitioner and two members of your Chapter, is submitted to you, together with Form No. 41 (Certificate of Membership) signed by the Secretary of the petitioner's Chapter. **You must supply the petitioner's Chapter with Form No. 41, this is a Michigan form.** (An affiliation fee is not required unless so provided in your By-Laws.)
 2. **Send the Petition (Form 40) and Certificate (Form 41) to the Grand Secretary of Michigan for checking and approval.**
 3. After receiving such approval and return to you of the Petition and Certificate, present the Petition at a regular meeting of your Chapter.
 4. It then takes the same course as does a Petition for the Degrees.
 5. Use Form No. 42 to notify the Dual Member of election.
 6. The By-Laws must be signed within 90 days.
 7. When signed, notify the Secretary of the primary Chapter on Form No. 43.
 8. NOTE: This person is now a DUAL MEMBER OF YOUR CHAPTER
- (b) Dues Cards thereafter:
1. Do not give the dues card to a Dual Member until you have requested and received a letter from the other Chapter that he or she is in good standing there, **or you have physically seen the dues card issued by the primary chapter for that year.**

(c) Demits:

1. A Demit cannot be issued for a Dual Member. Instead, he or she must terminate Dual Membership. (see Law Book, Dual Members, Page 53, number 6)

(d) Termination of Dual Membership:

1. Dual Member makes written request that is presented at a regular meeting. IF all dues are paid and there are not charges pending, the Worthy Matron declares the request granted.
2. You enter the action in the Minutes and remove the name of the Dual Member from the Roll.
3. You then notify the Dual Member on form No. 44.

(e) If Dual Member wishes to sever Dual Membership and become an affiliated Member of your Chapter:

1. At a regular meeting, present the Petition of Dual Member for Affiliation (Form No. 45) and Demit from the other Chapter.
2. If the petitioner is not indebted to the Chapter and no charges are pending, the Worthy Matron declares the Dual Membership terminated and the petitioner an affiliated member of the Chapter. (There is no affiliation fee or balloting on such request.)
3. Notify the petitioner of such election on Form No. 46. (The By-Laws need not be signed again.)

(f) Suspension, withdrawal, expulsion and restoration:

1. Process these in the same manner for Dual Members as you do for affiliated members; HOWEVER, in the case of restorations, the applicant must present evidence that he or she is in good standing at that time in the **primary** Chapter.
2. Loss of membership in the **primary** Chapter by suspension, withdrawal or expulsion constitutes loss of dual membership in your Chapter.

GENERAL PROVISIONS

1. A member in another State can be a Dual Member in a Michigan Chapter ONLY IF THAT GRAND JURISDICTION PERMITS DUAL MEMBERSHIP ALSO. (See Section 7a, pages 53-54 of the Law Book.)
2. It is not necessary to establish six months residence in the State of Michigan before petitioning for Dual Membership.
3. A Dual Member pays the same amount of dues as does an affiliated member of the Chapter.
4. The same Per Capita, International Headquarters Fund **\$5.00** fee, General Grand Chapter **\$2.00** assessment and Every Member Project donation is paid to Grand Chapter for a Dual Member as is paid for an affiliated member.
5. A Dual Member may vote and hold office the same as an affiliated member of the Chapter.

CHAPTER REQUEST FOR SPECIAL DISPENSATION
Dispensations: Per Article 17 – W.G.M. Power and Duties, Section 10 [10/10]

CHAPTER: _____ NO. _____

LOCATED AT: _____

1) TO ELECT OFFICERS AFTER ELECTIONS AT ANNUAL MEETING.

At the Stated Meeting to be held: _____

Name & Title: _____

Name & Title: _____

Name & Title: _____

Name & Title: _____

Name & Title: _____

Name & Title: _____

2) TO INSTALL OFFICERS NOT INSTALLED ON OR BEFORE THE FIRST STATED MEETING IN NOVEMBER.

(Date of Election if applicable: _____) (Date of Installation: _____)

Name & Title: _____

Name & Title: _____

Name & Title: _____

Name & Title: _____

Name & Title: _____

Name & Title: _____

3) TO CHANGE THE DATE AND HOUR OF REGULAR (STATED) MEETING.

(Chapters may not suspend meetings October, November or December. Law Book – Section 13, page 57)

From: _____ To: _____ Reason: _____

4) REMOVE A CHARTER FROM ONE BUILDING OR TEMPLE, TO ANOTHER BUILDING, OR TEMPLE. Charters moved from one room to another within the same building do not need a special dispensation. (Members having been previously notified.)

From: _____ To: _____

Permanent: _____ Temporary: _____ Reason: _____

5) REMOVE A CHARTER TO ANOTHER CITY, VILLAGE OR TOWNSHIP THAN THAT NAMED THEREIN, UPON PETITION DULY MADE AFTER TWO-THIRDS VOTE OF APPROVAL BY THE MEMBERS PRESENT AT A REGULAR (STATED) MEETING members having been previously notified.

From: _____ To: _____

Permanent: _____ Temporary: _____ Reason: _____

(OVER...)

6) TO RECEIVE AND BALLOT ON PETITIONS AT THE SAME STATED MEETING-investigation must be completed.

Date of Investigation _____ Date of Stated Meeting _____

Name: _____

Name: _____

7) TO GRANT MEMBERS AND DUAL MEMBERS ELIGIBLE TO VOTE, RESIDING OUTSIDE THE JURISDICTIONAL BOUNDARIES OF MICHIGAN, SPECIAL PERMISSION TO HOLD OFFICE. (Elected or Appointed)

Name: _____ Title: _____

Address: _____

8) A \$5.00 fee is required for each above numbered request for Dispensation. If request is denied, the fee will be returned.

9) A fee shall not be required for a Dispensation to:

Change the date and/or hour of a regular (stated) meeting, or move the Charter, if such dispensation is obtained to accommodate a Grand Officer or her/his deputy.

A CHECK IN THE AMOUNT OF \$ _____ IS ENCLOSED. (Made payable to Grand Chapter O.E.S. of Michigan)

SIGNED: _____ TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

DATE: _____ PHONE: _____

(Please enclose self-addressed, stamped business-size envelope.)

Imprint
of
Chapter Seal
(Dispensation will be returned
if Chapter Seal is not affixed.)

GRAND CHAPTER FORMS

January 2024

Following is a list of current forms. If the “master” copy (the one you have on file from which you make additional copies) does not have the correct date, you need to obtain the current form. The date on the form indicates the last time it was changed. **Forms are available on the website at mioes.org.**

This list is issued each January.

All forms are available on the Grand Chapter website at mioes.org. Click on Forms, then click on Chapter and Association Forms; Education and ESTARL Applications. If you have trouble seeing or printing the forms perhaps your Adobe Reader needs to be updated. The Adobe Reader download is available free at Adobe.com.

Form Number	Form Title	Date of Current Form (usually in lower right corner)	Available On Website
1.....	Petition for Membership	2018.....	yes
1.....	Pocket – Petition for Membership	2018.....	no
2.....	Notice of Election to Receive Degrees	2011.....	yes
3.....	Notice of Rejection	2004.....	yes
4.....	Petition for Affiliation and Report.....	2011.....	yes
5.....	Notice of Election to Membership on Demit.....	2004.....	yes
6.....	Petition for Demit	2011.....	yes
7.....	Demit.....	2011.....	yes
13 and 14.....	Petition for Restoration and Report on Petition For Restoration	2011.....	yes
15.....	Notice of Restoration	2004-05.....	yes
16.....	Petition for Withdrawal.....	2004-05.....	yes
17.....	Withdrawal Certificate.....	2004-05.....	yes
18.....	Suspension Notice.....	2018.....	yes
19.....	Notice of Suspension	2011.....	yes
20.....	Request for Suspension.....	2004.....	yes
20B.....	Notice of O.E.S. Masonic Suspension.....	2011.....	yes
21.....	Notice of Dues	2023.....	yes
21A.....	Notice to Life Members	2023.....	yes
22.....	Petition for Life Membership in Michigan	2015.....	yes
22A.....	Applicant’s Petition for Life Membership.....	2004-05.....	yes
25.....	O.E.S. Treasurer’s Monthly Report	2004-05.....	yes
28.....	Courtesy Initiation and Certificate of Courtesy Initiation ...	2008-09.....	yes
29.....	Summons to Appear and Answer Charges	2004.....	yes
30.....	Certificate of Service of Summons.....	2011.....	yes
31.....	Witness Summons.....	2004.....	yes
32.....	Order of Worthy Grand Matron Approving Charges and Setting Day of Trial of a Matron or Patron.....	2011.....	yes
33.....	Summons to Worthy Matron or Worthy Patron	2011.....	yes
38.....	Notice of Committee Service.....	2004-05.....	yes
39.....	Notice of Committee Service on Petitions for Degrees	2004-05.....	yes
40.....	Petition for Dual Membership	2011.....	yes
41.....	Certificate of Membership	2004-05.....	yes

(over...)

Form Number	Form Title	Date of Current Form (usually in lower right corner)	Available On Website
42.....	Notice to Petitioner of Election to Dual Membership	2004-05.....	yes
43.....	Notice of Primary Chapter of Dual Membership.....	2004-05.....	yes
44.....	Notice of Termination of Dual Membership	2004-05.....	yes
45.....	Petition of Dual Member for Affiliation.....	2011.....	yes
46.....	Notice to Dual Member of Affiliation Granted.....	2004.....	yes
47.....	Request for Educational Scholarship Application(s).....	2016.....	yes
Un-numbered	Chapter Request for Special Dispensation.....	2010.....	yes
Un-numbered	Member Ledger Page (8 ½"x11").....	2008-2009.....	no
Un-numbered	Release of Records.....	2015.....	no
Un-numbered	Association Notice of Dues	2008-2009.....	no
Un-numbered	Association Report Blank (chapter report)	2006-2007.....	yes
Un-numbered	Order of the Eastern Star State of Michigan (Association Summary Report).....	2006-2007.....	yes
Un-numbered	General Scholarship	2024.....	yes
Un-numbered	General Scholarship Renewal	2024.....	yes
Un-numbered	ESTARL/Robert and Florence A. Adair Scholarship.....	2024.....	yes
Un-numbered	ESTARL/Robert and Florence A. Adair Scholarship Renewal.....	2024.....	yes
Un-numbered	Robinson Scholarship	2024.....	yes
Un-numbered	Coy Scholarship	2024.....	yes
Un-numbered	Shelia Rust-Huis Music Education Scholarship	2024.....	yes