



**INTERNATIONAL GRAND REPRESENTATIVES ASSOCIATION  
ORDER OF THE EASTERN STAR  
BYLAWS**



## **Article I – Name**

The name of the organization shall be INTERNATIONAL GRAND REPRESENTATIVES ASSOCIATION, ORDER OF THE EASTERN STAR, sometimes referred to herein as IGRA.

## **Article II – Purpose**

The purpose of the IGRA 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 recognized by General Grand Chapter, to promote interest in General Grand Chapter and to support its officers.

## **Article III – Membership**

Membership on the IRGA is either Regular, Honorary, or Life.

**Section 1. Regular Membership:** Regular membership shall consist of individual Grand Representatives, present and former. To be in good standing, members must have paid dues for the current Triennium. Individual Grand Representatives in good standing are entitled to receive the IGRA Newsletter, to wear the IGRA Pin, to be admitted into the business meetings, and 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 never served as 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 Membership 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 a Life Membership Card if they have formerly served as a Grand Representative.

## **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 \$5.00 per Triennium payable in U.S. currency.

**Section 2.** Dues are payable prior to convening of the IGRA meeting for that Triennium. Dues should be accompanied by an Application for Membership form, listing member's name and mailing address, name of Jurisdiction and years of service. If within the United States, send a stamped, self-addressed return envelope. A copy of the Membership Application Form may be found on the General Grand Chapter Web Page.

**Section 3.** Dues for the coming Triennium will be accepted any time AFTER the IGRA's meeting of that Triennial Assembly and until September 30 of the coming Triennial.

**Section 4.** Dues for States, Provinces, or other Associations will be \$10.00 per Triennium in U.S. currency.

## **Article VI – Officers**

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

**Section 2.** The Officers appointed by the President will be an Assistant Secretary-Treasurer, a Chaplain, 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 the 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. The Assistant Secretary-Treasurer shall then serve as 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 IGRA 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 to the extent that 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) Following the Triennial Meeting she/he shall issue three Newsletters, one each year, to all current members. This Newsletter may be distributed by mail, e-mail, and/or other method of distribution as the President may deem expedient.
- (6) See that the luncheon honoring the Most Worthy Grand Matron and Most Worthy Grand Patron is held, present the IGRA'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 Most Worthy Grand Patron.
- (7) See that the Hostess IGRA provides an open reception. 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) Give a report at the IGRA Triennial meeting of the activities of the IGRA during the Triennium. A copy of this report shall be furnished to the Secretary-Treasurer and a copy of the report shall be included in the minutes.
- (9) See that these bylaws are strictly enforced.

**Section 2. First Vice-President and Second Vice-President:** It shall be the duty of the First Vice-President and Second Vice-President to:

- (1) Promote the welfare of the IGRA in all 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 the IGRA and furnish a typed or computer generated hard copy of the same to the Secretary-Treasurer elected to serve for the ensuing Triennium.

(2) Acquire required signature cards, receive all money belonging to the IGRA, keeping a correct account thereof, and deposit same in the name of the IGRA in a FDIC financial institution approved by the President. The names of the President, Secretary-Treasurer and Assistant Secretary-Treasurer shall be recorded at the bank or financial institution as authorized signers. However, only one signature shall be required on checks.

(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 and furnish them a with a copy of the current IGRA 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 Bylaws 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) Purchase, sell and disburse the official IGRA pins. Maintain accurate records thereon and report the same at the Triennial IGRA meeting. Turn over any unsold official IGRA pins and money remaining from the sale of the official IGRA pins to the incoming Secretary-Treasurer.

**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.

(3) Prepare and conduct a Memorial for deceased members at the Triennial Meeting.

Section 6: Parliamentarian: It shall be the duty of the parliamentarian to advise the President on parliamentary procedures.

## **Article VIII – Jewels**

**Section 1.** The IGRA shall furnish the President with a President’s Traveling Jewel. The jewel is to be presented to her/him as installation by the out-going President.

**Section 2.** The outgoing IGRA President will be presented with a Past President’s Jewel and a love gift of \$500.00 from the IGRA. The incoming President may make the presentation.

**Section 3.** The out-going IGRA Secretary-Treasurer will be presented with a Past Secretary-Treasurer’s Jewel. The out-going President may make the presentation.

**Section 4.** The IGRA shall have an International pin which may be purchased and worn by members who are in good standing.

## **Article IX – Committees**

**Section 1.** The President shall appoint a Bylaws Committee and an Auditing Committee who shall audit the books by July 31 of each year of the Triennium.

**Section 2.** 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, and Assistant Secretary-treasurer shall each be bonded in the amount of \$15,000.00. Said bonds for these officers shall be at the expense of the IGRA.

**Section 2.** The Secretary-Treasurer is authorized to disburse IGRA funds to meet the IGRA’s necessary operating expenses, including, but not limited to, the expense of preparing and distributing the Newsletters, cost of Fidelity Bonds, and 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 Application Forms. Not more than \$1,000.00 will be allowed the President for postage, stationary 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 IGRA.

**Section 4.** An IGRA 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 1<sup>st</sup> day of June preceding the Triennial Assembly. This donation is to be 50% of the funds in the treasury. The President shall, within ten 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 5.** The IGRA will assist the host IGRA with the cost of the Triennial Luncheon, Hospitality Room, and the Reception in the maximum amount of \$3,000.00.

## **Article XI – Amendments**

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

## **Article XII – Parliamentary Authority**

Robert’s Rules of Order, Revised shall govern the IGRA at the Triennial meeting and shall be the authority on all points not covered in these bylaws.

## **Article XIII – Dissolution**

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

//End of Bylaws//