

INTERNATIONAL GRAND REPRESENTATIVES ASSOCIATION
ORDER OF THE EASTERN STAR



BY-LAWS

ARTICLE 1 - 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 in the IGRA 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 \$10.00 per Triennium, payable in U.S. currency. (2024)

SECTION 2. Dues are payable prior to the convening of the IGRA meeting for the Triennial. Dues should be accompanied by an Application for Membership Form, listing member's name and mailing address, name of the 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 anytime 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 \$20.00 per Triennium, in US currency. (2024)

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.

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. 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 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 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, email, and/or other methods of distribution as the President may deem expedient
- (6) See that the luncheon honoring the Most Worthy Grand Matron and the Most Worthy Grand Patron is held, present the IGRA's check, for the International Headquarters Restoration Fund, to the Most Worthy Grand Matron and the 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 the 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 By-Laws 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 the 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 advise the new member to use the General Grand Chapter website to view the most current IGRA Newsletter for the Triennium. (2024)
- (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-Law or by the President.
- (8) Keep all bills and cancelled 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 prayer 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 procedure.

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 at installation by the out-going President.

SECTION 2. The out-going 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

1. 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.
2. The President shall appoint such other committees and courtesy Officers as she/he deems necessary. Any Sister of Brother in good standing shall be eligible for appointment.

ARTICLE X - FUNDS

SECTION 1. BONDS: The President, Secretary-Treasurer and Assistant Secretary-Treasurer shall be bonded in the amount of \$15,000.00 each. 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 Newsletter, costs of Fidelity Bonds, and an allowance of \$200.00 each towards cost of the Past President's and Secretary-Treasurer's Jewels. One year (12 months) prior to the Triennium session, as advance of \$1,200.00 (2024) shall be forwarded to the First Vice-President to purchase dues cards and Membership Application forms and pins. Not more than \$2,000.00 (2024) will be allowed the President for postage, stationary, printer ink and other 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 presented to the Most Worthy Grand Matron at the luncheon meeting. The amount of the donation will be determined after the third and final audit is complete. This determination will be made by the President, 1st VP, 2nd VP and the Secretary-Treasurer. (2024)

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 By-Laws may be amended only at the Triennial meeting of the Association. Adoption of Amendments shall require a two-thirds 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 By-Laws

ARTICLE XIII - DISSOLUTION

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

END OF BY-LAWS

By-Law changes were adopted at the 2024 General Grand Chapter Session, IGRA Annual Luncheon held 10/27/2024, at Myrtle Beach, South Carolina.

A CHANGE IN STANDING RULES REQUIRES ONLY A MAJORITY VOTE

STANDING RULE #1

2009 Standing Rule reads as follows:

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

STANDING RULE #1

Proposed change - Delete Standing Rule #1 in its entirety.

Rational - the song is copyrighted and cannot be used without permission

2012-2015 IGRA By-Laws Committee

Linda Fowler

Pacia J. Brown, Past Grand Treasurer Emeritus of Florida

Tabled for next Triennial

The concern has been resolved. The By-Laws committee did seek legal council and advise. The song can be used for personal use under "Fair Use". It can be used for non-commercial use only; it cannot be added to or changed in any way.

2014-2018 IGRA By-Laws Committee

Chairman: Moynette Marti, Past Grand Electa of Florida

Gerri Rosenthal, Past Grand Ruth of Florida

Claudine Rogers, Past Grand Chaplain of Florida

As amended October 31, 2015 at the IGRA meeting held during the 48th Triennium of the General Grand Chapter, in Pittsburgh, Pennsylvania