



Jerusalem Grand Chapter

Order of the Eastern Star

State of Florida and St. John US Virgin Islands Jurisdiction, Prince Hall Affiliation

Under the Protection of

The Most Worshipful Union Grand Lodge of Florida & Belize, Central America

and St. John, U.S. Virgin Islands, Incorporated

Free and Accepted Masons, Prince Hall Affiliated



PETITIONING A CHAPTER & INITIATION PROCESS

Following is the process for receiving petitions from a Master Mason or Lady who wishes to be a member of your chapter. *Please refer to Jerusalem Grand Chapter Bylaws, Article I-Subordinate Chapters, Sections 1 & 2; and Article V- Rights of Members of Subordinate Chapters, Sections 3, 4 and 5.*

Master Masons: A Master Mason's petition for membership must be accompanied by a recommendation from his Worshipful Master with the seal of the Lodge on the recommendation letter and the required fees.

Processing the petition of a Master Mason is as follows:

1. If a Master Mason petitions a chapter, the petition is forwarded to the Worthy Patron and at least two other members to arrange an interview/meeting with the petitioner.
2. The Worthy Patron will schedule a meeting with the petitioner **within 30 days** of receiving the petition. The meeting with the Master Mason is supposed to be an informative as well as introductory meeting only. Interviews are to be conducted at the lodge, Chapter's meeting location or other public facility. Interviews are **not** to be conducted within the petitioner's residence.
3. The Worthy Patron and Investigating Committee will make their recommendations to the chapter at the next regular schedule meeting (**at least 30 days** after chapter has received the petition).
4. After the recommendations by the Worthy Patron and the Investigative Committee, the Chapter will vote on the petition(s).
5. If the petition(s) is approved with a majority vote, the Chapter Secretary will prepare a letter with the Worthy Matron's signature informing the petitioner(s) that the initiation will be given at the next regular scheduled meeting and additional instruction (i.e. dress as a Master Mason, time and place, repast).
6. If the Chapter cannot schedule initiation at the next regular scheduled meeting (i.e. Grand Session, St. John's Day, Prince Hall Day, OES Day, OES workshop), the Chapter must hold an initiation **60 days** after receiving petition.

7. If the approved petitioner cannot attend the initiation due to work, illness or other extenuating circumstance and fails to come forward within one (1) month from the time of his scheduled initiation he shall forfeit the part of the entrance fee that has been paid, and he shall not be initiated until a new petition is presented and has been accepted by majority vote.
8. If the petitioner does not receive a majority vote (petition rejected), a letter and a refund is sent within 30 days of balloting to the petitioner informing him the petition was not accepted. In addition, the letter should inform the petitioner they may reapply in six months.
9. When a petition is rejected the Zone Coordinator, District Deputy Grand Worthy Matron, and Worthy Matrons in the District shall be notified the petitioner has been rejected. The letter should include the name of rejected petitioner and the date the Chapter rejected the petition.
10. Submit the new member's Grand Assessment and Administrative Fee to the Grand Secretary within 10 days following your initiation.

Master Masons are initiated by giving them the Covenant of Adoption. This is found on page 131. It is recommended that the men are initiated first and then the women.

Ladies: A petition received from a lady must be recommended by one member in good standing and include the required fees. As of April 19, 2011, Ladies will be required to be in the bloodline.

Processing the petition of a Lady is as follows:

1. If a lady petitions a chapter, the petition is forwarded to the Investigation Committee (at least three members) to arrange an interview/meeting with the petitioner.
2. The Investigation Committee Chair will schedule a meeting with the petitioner within 30 days of receiving the petition. The meeting with the Lady(s) is to be an interview as well as informative. Interviews are to be conducted at the lodge, Chapter's meeting location or other public facility. Interviews are **not** to be conducted within the petitioner's residence.
3. The Investigating Committee will make their recommendations to the chapter at the next regular scheduled meeting (at least 30 days after chapter has received the petition).
4. After the recommendations by the Investigative Committee, the Chapter will vote on the petition(s).
5. If the petition(s) is approved with a majority vote, the Chapter Secretary will prepare a letter with the Worthy Matron's signature informing the petitioner(s) that the initiation will be given at the next regular scheduled meeting with additional instructions (dress, time & place, repast).
6. If the Chapter cannot schedule initiation at the next regular scheduled meeting (i.e. Grand Session, St. John's Day, Prince Hall Day, OES Day, OES workshop), the Chapter must hold the initiation must within 60 days after receiving petition.
7. If the approved petitioner cannot attend the initiation due to work, illness or other extenuating circumstance and fails to come forward within one (1) month from the time of her scheduled

initiation she shall forfeit the part of the entrance fee that has been paid, and she shall not be initiated until a new petition is presented and has been accepted by majority vote.

8. If the petitioner does not receive a majority vote, a letter and refund is sent within 30 days of balloting, to the petitioner informing them the petition was not accepted. In addition, the letter should inform the petitioner they may reapply in six months.
9. When a petition is rejected the Zone Coordinator, District Deputy Grand Worthy Matron, and Worthy Matrons in the District shall be notified the petitioner has been rejected. The letter should include the name of rejected petitioner and the date the Chapter rejected the petition.
10. Submit the new member's Grand Assessment and Administrative Fee to the Grand Secretary within 10 days following your initiation.

If you have any questions or concerns, contact your District Deputy Grand Worthy Matron.