



GRAND CHAPTER OF PENNSYLVANIA ORDER OF THE EASTERN STAR, INC.

Orpha G. Kemmler
Worthy Grand Matron
PO Box 181 1002 Front St.
Newton Hamilton, PA 17075

Send all correspondence to:

Amanda R. Cramer, PM
Personal Secretary to the WGM
11843 Taylor Road
Shade Gap, PA 17255
(814) 641-1368 Email: acwgmsec@gmail.com

November 2020

OFFICIAL

SECRETARIES: PLEASE SHARE THIS INFORMATION WITH YOUR MEMBERS

Dear Sisters and Brothers,

Brother George Camlin, Worthy Grand Patron, our Grand Family and I are privileged that we have been given the opportunity to continue to serve our Grand Chapter for 2020-2021. It has been a very difficult time and we have had to made decisions that were never considered before. I want to thank the Grand Family and our membership for their love and support since we closed our Chapters in March. At that time the difficult decision was made to close because of our concern for the health and our love of our members. That concern continues daily. I have continued to seek the guidance of the Jurisprudence and Law Committee and the Board of Directors and have spent many sleepless nights and said many prayers seeking God's guidance as I made the difficult decision to keep our Chapters closed these last six months.

After the decision was made to reopen for September meetings and events, I have received reports from some chapters who have had successful meetings and events but many who have had to postpone meetings until they have a safe meeting place or enough members available to hold meetings. Each Chapter has been given the opportunity to make the best decision for the members. However you have decided to proceed, you must continue to send notices to your members to keep them informed. The members need to know they have not been forgotten.

Although Chapters have had an approved procedure to do routine business with the Worthy Matron, Secretary and Treasurer, many members miss the opportunity to participate in meetings. We wanted to see how the in-person meetings would work. Since so many Chapters have not been able to meet, effective immediately, we will be allowing Chapters who cannot meet in person to hold Zoom business meetings until you are able to meet in person. I have attached guidelines and parameters for those meetings as set forth by the Most Worthy Grand Matron. Please adhere to these guidelines if you decide to hold online business meetings – no petitions, reports of investigating committee, no balloting or initiations.

State and local guidelines change frequently, so please continue to follow those protocols if you are meeting - wear a mask and use hand sanitizer. Together we will get through this.

With Charity, Truth and Loving Kindness,

Orpha G. Kemmler
Worthy Grand Matron

Guidelines – Video Conferencing to Conduct Essential Chapter Business

The guidelines below are for the purpose of conducting a simple business meeting in Order to complete Chapter business that must be addressed for the good of the Chapter, in particular to meet financial obligations, using Zoom or other video conferencing methods. These instructions do not apply to and are not to be used for in-person Chapter meetings.

Using Zoom or other video conferencing to conduct essential Chapter business:

- Establish that a quorum is present on the call for the transaction of business. Seven members of the Chapter, including one of the first four Officers, constitutes a quorum.
- Record the names of the members present on the call that constitute the quorum, as well as other members in attendance on the call.
- Confirm minutes of the meeting are being taken.
- Do not open the meeting ritualistically. The Officer in charge (WM or pro tem) will call the meeting to order, i.e. "I hereby call this virtual meeting of ___ Chapter to order."
- Request the reading of the minutes of the last stated and special meeting, if any.
- Ask for corrections, if any.
- Ask for approval of the minutes.
- Request the reading of communications.
- Ask for Unfinished Business (see paragraph below).
- Ask for New Business (see paragraph below).
- Request reading of bills.
- Conduct discussion, as necessary, and ask for verbal approval to pay the bills.
- Record the verbal "yes" or "no" by the individual's name when asking for approval to pay bills and/or spend the Chapter's money.
- Ask for any sickness and distress.
- Request receipts report.
- Request Treasurer's report.
- Close the meeting. Do not close the meeting ritualistically. The Officer in charge will say, "There being no further business to be conducted virtually, I hereby declare this virtual meeting of ___ Chapter closed."

There will NO PETITIONS READ, NO REPORTS OF INVESTIGATING COMMITTEE, NO BALLOTING AND NO INITIATIONS, taking place during virtual business meetings of a Chapter. These portions of our closed meetings are not authorized to be conducted using Zoom or other video conferencing methods because to do so is illegal.

If your Unfinished Business and/or New Business involves petitions, investigating committee reports, balloting or initiation, it will be necessary to postpone this business until it is safe for your Chapter to meet in person.

Please adhere to all government and local authority health and safety guidelines specific to your area regarding Covid for your protection and the well-being of your members.

Marianne R. Shenefelt
Most Worthy Grand Matron