

(The information above will be filled out by the Grand Chapter Office)

**PROPOSED AMENDMENT FORM**  
(READ INSTRUCTIONS BEFORE FILLING OUT FORM)

<b>SECTION A</b> - General explanation of current status and why change is necessary	
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(1) **WHEREAS,**


(2) **AND WHEREAS,**


Continued on Attachment "A"

<b>SECTION B</b> - General description of change	
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**NOW, THEREFORE, BE IT RESOLVED THAT:**


Continued on Attachment "B"

SIGNATURE	PRINT NAME	CHAPTER NAME & NUMBER
SIGNATURE	PRINT NAME	CHAPTER NAME & NUMBER
SIGNATURE	PRINT NAME	CHAPTER NAME & NUMBER

**NOTE: PROPOSED AMENDMENTS MUST BE RECEIVED IN THE GRAND CHAPTER OFFICE NO LATER THAN JUNE 23, 2010 IN ORDER FOR THE PROPOSED CHANGES TO BE CONSIDERED AT THE 2010 GRAND CHAPTER SESSION.**



## INSTRUCTIONS FOR FILLING OUT AND SUBMITTING PROPOSED AMENDMENT FORM

At the 2003 Grand Chapter Session an amendment was passed which requires that all Proposed Amendments commencing with the 2004 Grand Chapter Session shall be submitted to the Grand Chapter Office in Resolution form. This form has been drafted to assist those members who desire to submit Proposed Amendments to our Constitution and Laws and/or Instruction Book. Please read the following instructions before submitting a Proposed Amendment. Two examples are set forth below to assist you in formulating language.

**SECTION A** - General explanation of current status and why change is necessary. This Section is divided into two parts: (1) and (2).

Part (1) - After the word **“WHEREAS”** you should set forth a general explanation of the current status or effect of the Section of the Constitution and Laws you want to change. **IT IS NOT NECESSARY TO LIST THE SPECIFIC SECTIONS OF OUR CONSTITUTION AND LAWS THAT WILL BE AFFECTED. IF THE RESOLUTION PASSES THE AFFECTED SECTIONS WILL BE CHANGED.**

Part (2) - After the words **“AND WHEREAS”** you should set forth your reasons why a change is necessary.

**SECTION B** - General description of change. After the words **“NOW, THEREFORE, BE IT RESOLVED THAT”** you should describe the change you desire to make.

**SIGNATURE SECTION** - Make sure that three members from **THREE DIFFERENT CHAPTERS** sign the **PROPOSED AMENDMENT**.

Example No. 1 - Change of name from Eastern Star Home to Senior Living Community

**SECTION A** - General explanation of current status and why change is necessary.

(1) WHEREAS, the name “Eastern Star Home” or “the Home” is used in many places in our Constitution and Laws,

(2) AND WHEREAS, many people feel that calling it a “Home” gives it a negative image, and a more positive name would be beneficial,

**SECTION B** - General description of change.

NOW, THEREFORE, BE IT RESOLVED THAT the name of the “Home” shall be changed to “Senior Living Community.”

Signatures of three members from different Chapters.

Example No. 2 - Allow a member to hold two elective offices for the short time between the Installations in two Chapters.

**SECTION A** - General explanation of current status and why change is necessary.

(1) WHEREAS, our law completely bars a member from holding two elective offices at the same time,

(2) AND WHEREAS, a member who belongs to two Chapters may move from holding an elective office in one Chapter to holding one in the other Chapter, but the Installation dates may be such that the member either has to resign early from the current office or miss the Installation for the new office.

**SECTION B** - General description of change.

NOW, THEREFORE, BE IT RESOLVED THAT members may hold two elective offices for the short period of time between their Installations out of an old office and into a new one.

Signatures of three members from different Chapters.

## **AVOID COMMON MISTAKES.**

1. Make sure you fill out the Proposed Amendment form in accordance with the above instructions.
2. Make sure that three members from **THREE DIFFERENT SUBORDINATE CHAPTERS** sign the **PROPOSED AMENDMENT**. If anyone of the three signers are dual/plural members, NO chapter can be duplicated.
3. Make sure that your **PROPOSED AMENDMENT** is RECEIVED by the Grand Chapter Office 120 days prior to the opening of the next Grand Chapter session. This date is usually in mid-June, but could be earlier or later depending upon when Grand Chapter is scheduled. If in doubt, call the Grand Chapter Office at (714) 986-2380. **PROPOSED AMENDMENTS** may be sent or delivered to the Grand Chapter Office located at 16960 Bastanchury Road, Suite E, Yorba Linda, CA 92886-1711 by the following methods:
  - A. Hand delivered.
  - B. Mailed or overnight carrier (FedEx, UPS, etc.)
  - C. Faxed to (714) 986-2385.

It is your responsibility to make sure that the **PROPOSED AMENDMENT** is **RECEIVED** in the Grand Chapter Office by the cut-off date. You should send it early and call the Grand Chapter Office to confirm receipt. If it is not received before the cut-off date, it will not be considered for the current year, regardless of where the fault lies for the lack of timely delivery.

**DELIVERY OF A PROPOSED AMENDMENT TO A GRAND CHAPTER OFFICER IS NOT DELIVERY TO THE GRAND CHAPTER OFFICE. PLEASE DO NOT GIVE PROPOSED AMENDMENTS TO A GRAND CHAPTER OFFICER AT OFFICIAL VISITS, INSTRUCTIONALS, OR OTHER EVENTS.**

What happens to the **PROPOSED AMENDMENT** after it is received by the Grand Chapter Office?

As **PROPOSED AMENDMENTS** are received, copies are sent by the Grand Chapter Office to the Committee on Constitution and Bylaws and in certain situations also to the Committee on Jurisprudence. These Committees will review the amendment to make sure that the intent is readily understood, that it is in proper form, and that it is not out of order. Out of order amendments are those that may not be passed, for example it violates the Ritual or California law. If there is a problem with the **PROPOSED AMENDMENT**, a member of one of these Committees may contact you to discuss the issue. Once the **PROPOSED AMENDMENT** has met the above requirements, the Committees will determine which sections of the Constitution and Laws or Instruction Book will be changed by the **PROPOSED AMENDMENT** and submit the **PROPOSED AMENDMENT** along with the affected section numbers to the Grand Secretary who will have it included in the legislative booklet.