

MANUAL OF INSTRUCTION

**NATIVE DAUGHTERS
OF THE
GOLDEN WEST**

We do hereby Certify that the following is a true and correct copy of the Manual of Instruction of the Native Daughters of the Golden West, with Revisions through June 2022.



Susan Collins

Susan Collins, Grand President
Native Daughters of the Golden West

Billie McArthur

Billie McArthur, Grand Secretary
Native Daughters of the Golden West

PREFACE TO THE MANUAL OF INSTRUCTION

THE FOUNDING OF THE ORDER OF THE NATIVE DAUGHTERS OF THE GOLDEN WEST

**By Past Grand President Bertha A. Briggs,
Copa de Oro Parlor No. 105, Hollister
Historian of the Order, 1953
and Updated 2018**

The historic mining town of Jackson, Amador County, has the honor of being the birthplace of the Order of the Native Daughters of the Golden West. Pursuant to a call issued by Miss Lilly O. Reichling, approximately twenty young women met in Pioneer Hall on September 11, 1886. Miss Reichling explained that the object of the meeting was to establish an Order of California-born women to be known as the Native Daughters of the Golden West. The Order was then organized in Pioneer Hall, at a meeting held on September 25, 1886, when, by request, Judge Curtis Lindley presided, and Miss Lilly O. Reichling acted as Secretary.

The distinctive name of Ursula, meaning "She Bear" and suggestive of courage and strength was chosen for the first Parlor, a.k.a. The Mother Parlor of the Order. Tina L. Kane was named as the first President, and the Charter List was closed after thirty days with a membership of thirty-three. The Charter Officers were installed March 7, 1887. The first emblem chosen was the spotted fawn, which, however, was discarded for the more impressive emblems of Minerva, the Grizzly Bear, the Oriflamme, Sheaves of Wheat, and the mystic letters P.D.F.A. The Founding principles adopted were Love of Home, Devotion to the Flag of our Country, Veneration of the Pioneers of California, and an Abiding Faith in the Existence of God.

In the ten months between the date of the organization of Ursula Parlor No. 1 and the first Grand Parlor held in San Francisco in July 1887, seventeen additional Parlors were instituted by Ursula No. 1. The thirty-nine Delegates in attendance elected Tina L. Kane, President of the Mother Parlor, as the first Grand President. At this time, Grand Parlor assumed the responsibility of instituting new Parlors, adopted the Order's first Constitution, and selected a full corps of Grand Officers.

In 1895 the special honor and title, Founder of the Order of the Native Daughters of the Golden West, was conferred upon Miss Lilly O. Reichling, who later became Mrs. Lilly O. Reichling Dyer.

PREFACE TO THE MANUAL OF INSTRUCTION

HISTORICAL REVIEW AND SIGNIFICANCE OF THE RITUAL OF THE NATIVE DAUGHTERS OF THE GOLDEN WEST By Mary Louise Days, Reina del Mar Parlor No. 126, Santa Barbara Historian of the Order, 2018

The Ritual of the Native Daughters of the Golden West's tangibly expresses our revered traditions. In 1992 former Grand Secretary Joan Calderwood stated in her report for the Ritual and Manual of Instruction Committee, "Our Ritual is our bond to the founders of our Order, and its historical value must be preserved, protected, and respected. The correct exemplification of our colorful Ritual will insure the preservation of our Order. Without our unique Ritual, we would be just another charitable organization."

During the eighteenth and nineteenth centuries many fraternal organizations were created in the United States of America. Their purpose was to provide friendship, education, mutual aid, and cultural edification for their members. Organizations formed exclusively for men were followed by similar sisterhoods for women. The Native Daughters of the Golden West was organized in 1886. Federal regulations established for corporations came into play when the Order was incorporated in 1894 as a Fraternal Benevolent Society. An insurance policy to benefit each Member was required and the Order established the Death Benefit Fund. The Fund, which paid a modest monetary benefit upon the death of a participating Member, remained in effect until the Internal Revenue Service's regulations for a non-profit corporation, a 501(c) (10), were amended in 1969. At that time, our official designation was changed from a Fraternal Benevolent Society to a Domestic Fraternal Society, and the Death Benefit Fund was dissolved.

In 1895 the title "Founder of the Order" was bestowed on Lilly O. Reichling, who later married becoming Lilly O. Reichling Dyer. Although Mrs. Dyer was a native Californian, she never held the office of Grand President. Mrs. Dyer has left two essays on the procedure followed in creating our organization. The first essay is dated September 9, 1901 and titled "How I Organized the Native Daughters." This account is quoted in the Order's Centennial book *Native Daughters of the Golden West 1886-1986*. The second essay is in the publication, *An Epitome of Facts and Events Relative to the Founding of the Order of the Native Daughters of the Golden West*, that was compiled by the Charter Members of Ursula Parlor No. 1, N.D.G.W. This five-page booklet was presented to the 31st Annual Session of Grand Parlor in Del Monte, California, on June 13, 1917 by Henrietta O'Neill, a Delegate and Charter Member of Ursula Parlor No. 1, and copyrighted by Mrs. Dyer the same year.

At the organizational meeting in 1886 the founding Parlor was named "Ursula". The first Ritual was prepared by Judge Curtis H. Lindley whose wife Lizzie was a Charter Officer of Ursula Parlor No. 1. In her 1901 essay Mrs. Dyer wrote "Curtis H. Lindley gave us invaluable aid in writing the constitution, by-laws, and the ritual to further facilitate organization."

PREFACE TO THE MANUAL OF INSTRUCTION

Minnie J. Gunzendorfer of Sans Souci Parlor No. 96, San Francisco, rewrote the Order's Ritual in 1897, and it was adopted by the Delegates at Grand Parlor in Woodland on June 17, 1898. Mrs. Gunzendorfer and her husband, Gustave, were both natives of California and residents of San Francisco. Gustave was a graduate of the University of California and an attorney-at-law. Perhaps following advice from her husband, on May 10, 1900, a "Ritual for the native daughters of the golden west" (sic) was entered as an individual copyright for "Gunzendorfer (Minnie J.)" at San Francisco, Cal., 27 pages, illustrated. Another individual copyright entry for our Ritual was shown under her name on January 29, 1908. In 1930 Mrs. Gunzendorfer did not renew her copyright for our Ritual, and it was at that point our Ritual came under our Order's supervision and control.

In 1904 our first Manual of Instruction was written and adopted in response to our Members observation that "we are told what to do, but are not told how to do it." Since then it has been fine tuned to coincide with the updates, improvements, and changes in our Ritual and Constitutions. Since 1930 we have updated and improved our Ritual, adopting major changes in its text and procedure at least eight times. There was a printing in 1937 followed by a revised version distributed in the 1942-43 Grand Parlor year "in combination with the Manual." Over the ensuing decades other amendments followed. In 1976 a complete reprinting took place, with separate books for the Ritual and the Manual of Instruction. Occasionally the Delegates voted to freeze the Ritual and Manual of Instruction to prevent yearly reprinting costs, some of the freezes being for five years. In addition to the By-Laws for the Constitution of the Grand Parlor, the Constitution for the Government of Subordinate Parlors, and our State Committee Policies, the Books of the Order also include the Ritual comprised of the Order's Ceremonies, Meeting Scripts, and the Manual of Instruction.

Our Ritual is a legal requirement not a choice. As a Domestic Fraternal Society the legal requirements are as follows: 1. We must be organized in the United States. 2. We must have a parent (e.g., Grand Parlor) and subordinates (e.g., Subordinate Parlors). 3. We must have a fraternal purpose, or in other words, our members must have a common tie or cause and have banded together as a society to aid and assist one another and to promote our common cause (e.g., our principles: Love of Home, Devotion to our Flag, Veneration of the Pioneers, and an Abiding Faith in the Existence of God). 4. We must engage in fraternal activities, including rituals and ceremonies where we wear regalia. 5. We must devote our net earnings exclusively to religious, charitable, scientific, literary, educational, or fraternal purposes. Hence, in order to enjoy the tax benefits of being a 501©(10), we must have Ritual, or in other words, utilize a written meeting script, engage in processions or marches, conduct ceremonies, and wear regalia at our Grand Parlor Annual Meeting (our annual corporate convention) and our Subordinate Parlor meetings.

PREFACE TO THE MANUAL OF INSTRUCTION

GRAND PRESIDENTS

<u>Name</u>	<u>Parlor</u>	<u>City</u>	<u>Presided</u>	<u>Location</u>	<u>Deceased</u>
Tina L. Kane	Ursula No. 1	Jackson	1887	San Francisco	October 25, 1904
Tina L. Kane	Ursula No. 1	Jackson	1888	Stockton	October 25, 1904
Louise P. Watson Morris	Buena Vista No. 68	San Francisco	1889	San Francisco	November 2, 1934
Carrie Roesch-Durham	Joaquin No. 5	Stockton	1890	Santa Rosa	March 26, 1941
Mollie B. Johnson	Califia No. 22	Sacramento	1891	Santa Cruz	December 7, 1914
Clara K. Wittenmyer	Ramona No. 21 Alta No. 3	Martinez	1892	Sacramento San Francisco	October 2, 1922
Mae B. Wilkin	Santa Cruz No. 26	Santa Cruz	1893	Watsonville	November 11, 1961
Minnie Coulter	Santa Rosa No. 4 Alta No. 3	Santa Rosa San Francisco	1894	Chico	January 9, 1932
Dr. Elizabeth A. Spencer	Occident No. 28 Buena Vista No. 68	Eureka San Francisco	1895	Grass Valley	July 8, 1953
Dr. Mariana Bertola	Ramona No. 21 Buena Vista No. 68	Martinez San Francisco	1896	Napa	December 7, 1955
Mary E. Tillman	Minerva No. 2	San Francisco	1897	Sonora	January 22, 1923
Belle W. Conrad	Dardanelle No. 66	Sonora	1898	Woodland	December 29, 1904
Caroline "Lena" Hilke-Mills	Joaquin No. 5	Stockton	1899	Stockton	September 6, 1960
Cora B. Sifford	Buena Ventura No. 95 Reina del Mar No. 126	Ventura Santa Barbara	1900	Jackson	December 17, 1953
Ema Gett	Califia No. 22	Sacramento	1901	Sacramento	June 4, 1929

PREFACE TO THE MANUAL OF INSTRUCTION

Name	Parlor	City	Presided	Location	Deceased
Genevieve Watson Baker	Buena Vista No. 68	San Francisco	1902	San Francisco	August 1, 1939
Eliza (Ella) D. Keith	Ursula No. 1	Jackson	1903	Red Bluff	November 6, 1939
Stella Finkeldey	Santa Cruz No. 26	Santa Cruz	1904	Pacific Grove	September 29, 1948
Eliza E. Caminetti	Ursula No. 1	Jackson	1905	San Jose	February 18, 1940
Ariana W. Stirling	Aleli No. 102	Salinas	1906	Salinas	May 30, 1955
Eva R. Bussenius Rasmussen	La Esperanza No. 24 Coloma No. 212	Los Angeles Sacramento	1907	Watsonville	March 3, 1945
Emma G. Foley	Orinda No. 56	San Francisco	1908	Lodi	June 15, 1945
Anna L. Monroe	Oneonta No. 71	Ferndale	1909	Del Monte	April 24, 1934
Emma W. Lillie Humphrey	Ivy No. 88	Lodi	1910	Santa Barbara	December 25, 1964
Mamie G. Peyton	Joaquin No. 5	Stockton	1911	Santa Cruz	December 27, 1953
Anna F. Lacy	Las Lomas No. 72	San Francisco	1912	San Francisco	August 28, 1913
Olive Bedford Matlock	Camellia No. 41	Anderson	1913	Tallac	August 26, 1966
Alison F. Watt	Manzanita No. 29	Grass Valley	1914	Oakland	January 7, 1941
May C. Boldemann	La Estrella No. 89	San Francisco	1915	San Francisco	February 1, 1958
Margaret Grote Hill	Alta No. 3	San Francisco	1916	Fresno	January 24, 1938
Mamie P. Carmichael	Vendome No. 100	San Jose	1917	Del Monte	January 24, 1952
Grace S. Stoermer	Los Angeles No. 124	Los Angeles	1918	Santa Cruz	October 2, 1961

PREFACE TO THE MANUAL OF INSTRUCTION

<u>Name</u>	<u>Parlor</u>	<u>City</u>	<u>Presided</u>	<u>Location</u>	<u>Deceased</u>
Addie L. Mosher	Piedmont No. 87	Oakland	1919	Berkeley	April 11, 1934
Mary E. Bell	Buena Vista No. 68	San Francisco	1920	San Jose	October 25, 1949
Bertha A. Briggs	Copa de Oro No. 105	Hollister	1921	San Francisco	August 13, 1962
Dr. Victory A. Derrick	Aloha No. 106	Oakland	1922	San Rafael	May 31, 1932
Mattie M. Stein	Ivy No. 88	Lodi	1923	Stockton	June 21, 1947
Amy V. McAvoy	Stirling No. 146	Pittsburg	1924	Santa Cruz	December 8, 1957
Catherine E. Gloster	Alturas No. 159	Alturas	1925	Placerville	October 29, 1941
Sue J. Irwin	Berkeley No. 150	Berkeley	1926	Sacramento	March 24, 1952
Pearl Lamb	El Pescadero No. 82	Tracy	1927	Modesto	October 16, 1967
Mae Himes Noonan	Portola No. 172	San Francisco	1928	San Francisco	April 18, 1964
Dr. Louise C. Heilbron	San Diego No. 208	San Diego	1929	Santa Cruz	November 20, 1933
Esther R. Sullivan	Marysville No. 162	Marysville	1930	Oakland	February 13, 1962
Estelle M. Evans	Antioch No. 223	Antioch	1931	Santa Rosa	May 27, 1972
Evelyn I. Carlson	Dolores No. 169	San Francisco	1932	Merced	December 7, 1980
Anna Nixon Armstrong	Woodland No. 90	Woodland	1933	Oakland	July 18, 1953
Irma W. Laird	Alturas No. 159	Alturas	1934	Santa Cruz	October 7, 1993
Gladys E. Noce	Amapola No. 80	Sutter Creek	1935	Sacramento	May 25, 1969
Anne C. Thuesen	Alta No. 3	San Francisco	1936	Stockton	July 12, 1963
Florence D. Boyle	Gold of Ophir No. 190	Oroville	1937	San Jose	April 26, 1978

PREFACE TO THE MANUAL OF INSTRUCTION

<u>Name</u>	<u>Parlor</u>	<u>City</u>	<u>Presided</u>	<u>Location</u>	<u>Deceased</u>
Ethel I. Begley	Marinita No. 198	San Rafael	1938	Santa Barbara	April 22, 1985
Edna B. Briggs	La Bandera No. 110	Sacramento	1939	San Francisco	April 22, 1960
Orinda Giannini Petty	Orinda No. 56	San Francisco	1940	Oakland	March 15, 1981
Hazel B. Hansen	Verdugo No. 240	Glendale	1941	Los Angeles	July 16, 1982
Clarice E. Cook Knowland Gilchrist	Caliz de Oro No. 206	Stockton	1942	Oakland	March 27, 1979
Claire Lindsey	Golden Gate No. 158	San Francisco	1943	Santa Cruz	August 18, 1984
Mary B. Norenberg Barden	Californiana No. 247 Beverly Hills No. 289	Los Angeles Beverly Hills	1944	San Jose	February 20, 1986
Emily E. Ryan	Las Lomas No. 72 Dolores No. 169	San Francisco San Francisco	1945	San Francisco	February 4, 1986
Ethel C. Enos	Morada No. 199	Modesto	1946	Hoberg's	February 28, 1990
Lorretta M. Cameron	Twin Peaks No. 185	San Francisco	1947	San Francisco	April 8, 1989
Doris Treat Daley	San Andreas No. 113 Princess No. 84	San Andreas Angels Camp	1948	Sacramento	May 11, 1988
Margaret M. Farnsworth	Vendome No. 100	San Jose	1949	San Jose	December 8, 1973
Henrietta Toothaker	Woodland No. 90	Woodland	1950	Santa Cruz	August 3, 1987
Anna T. Schiebusch	Los Angeles No. 124	Los Angeles	1951	Pasadena	May 5, 1974
Jewel McSweeney	El Vespero No. 118	San Francisco	1952	Sacramento	July 20, 1983
Elmarie H. Dyke	Junipero No. 141	Monterey	1953	Santa Cruz	January 18, 1981

PREFACE TO THE MANUAL OF INSTRUCTION

<u>Name</u>	<u>Parlor</u>	<u>City</u>	<u>Presided</u>	<u>Location</u>	<u>Deceased</u>
Leslye A Hicks	Buena Vista No. 68 (Grand President at the time of her death)	San Francisco	1954	San Francisco	March 8, 1954
Doris M. Gerrish	Liberty No. 213	Elk Grove	1954 & 1955	Stockton	February 4, 1986
Norma Hodson	Phoebe A. Hearst No. 214	Manteca	1956	San Luis Obispo	November 22, 1989
Audrey D. Brown	Sutter No. 111	Sacramento	1957	Oakland	April 24, 1984
Irma M. Caton	Argonaut No. 166	Oakland	1958	Santa Barbara	March 7, 1976
Eileen Dismuke	Tierra de Oro No. 304	Santa Barbara	1959	Santa Cruz	September 27, 1985
Maxiene H. Porter	La Tijera No. 282	Inglewood	1960	Long Beach	January 24, 2001
Edna C. Williams	Sequoia No. 272	Berkeley	1961	Oakland	April 6, 1990
Alice D. Shea	Minerva No. 2	San Francisco	1962	Oroville	March 27, 1984
Rhoda Roelling	Stirling No. 146	Pittsburg	1963	Sacramento	March 20, 1984
Leona "Lee" Brice	Marinita No. 198	San Rafael	1964	Stockton	April 18, 1988
Fern E. Adams	Berryessa No. 192	Willows	1965	Santa Cruz	May 3, 2005
Katie G. Jewett	El Pinal No. 163	Cambria	1966	San Jose	February 22, 1977
Annette Caiocca	La Junta No. 203	St. Helena	1967	Santa Rosa	January 6, 1998
June Paxton Titus Goldie	San Gabriel Valley No. 281	San Gabriel	1968	Riverside	June 9, 1992
Hazel T. Mallette	Gold of Ophir No. 190	Oroville	1969	Los Banos	March 10, 2010
Nancy J. Conens	Piedmont No. 87	Oakland	1970	Oakland	November 29, 1990

PREFACE TO THE MANUAL OF INSTRUCTION

<u>Name</u>	<u>Parlor</u>	<u>City</u>	<u>Presided</u>	<u>Location</u>	<u>Deceased</u>
Irene Bondanza	San Francisco No. 261 Orinda No. 56	San Francisco San Francisco	1971	San Francisco	September 26, 1998
Virgilia McCombs	Morada No. 199	Modesto	1972	Santa Maria	February 10, 2004
Rae L. Rominger	La Bandera No. 110 Califia No. 22	Sacramento Sacramento	1973	Santa Cruz	February 11, 1994
Marie C. Landini	San Jose No. 81	San Jose	1974	San Jose	August 12, 2006
Betty Read Curilich	Ursula No. 1	Jackson	1975	Los Banos	October 7, 1989
Lila S. Hummel	La Tijera No. 282	Inglewood	1976	Newport Beach	November 13, 2011
Helen C. McCarthy	Utopia No. 252	San Francisco	1977	Sacramento	July 6, 1983
Dolores M. Ferenz	Hayward No. 122	Hayward	1978	Oakland	
Icel Beers	Annie K. Bidwell No. 168	Chico	1979	Chico	March 9, 1996
Ursula Lucchesi	Cotati No. 299	Cotati	1980	Santa Rosa	October 15, 1995
Edrene Garner	Lugonia No. 241	San Bernardino	1981	San Bernardino	August 12, 2013
LaVerne Stevenson	Ramona No. 283 Charter Oak No. 292	Hanford Visalia	1982	Visalia	July 6, 2009
Jean F. Hedemark	Marinita No. 198	San Rafael	1983	Santa Rosa	March 13, 2014
Virginia Tremaine	Menlo No. 211 Bonita No. 10	Menlo Park Redwood City	1984	Burlingame	September 30, 2019
Jackie L. Thomas	Verdugo No. 240 Toluca No. 279	Glendale Burbank	1985	City of Industry	

PREFACE TO THE MANUAL OF INSTRUCTION

<u>Name</u>	<u>Parlor</u>	<u>City</u>	<u>Presided</u>	<u>Location</u>	<u>Deceased</u>
Camelia Robles	Poppy Trail No. 266	Montebello	1986	Sacramento	
Barbara J. Dulinsky	George C. Yount No. 322	Yountville	1987	Santa Rosa	April 3, 2019
Dorothy Coats	Sequoia No. 272 Argonaut No.166 Encinal No. 156	Albany Emeryville Alameda	1988	Oakland	May 19, 2015
Marilyn Bustillos	La Bandera No. 110 Califia No. 22 and Ursula No. 1	Sacramento Sacramento Jackson	1989	Sacramento	
Dorothy Mowat	Utopia No. 252 El Vespero No. 118 Placer No. 138	San Francisco San Francisco Lincoln	1990	Burlingame	May 12, 2006
Sharon M. Johnston	San Juan Bautista No. 179	San Juan Bautista	1991	Santa Cruz	November 21, 2021
Ethel M. Kelly	Poinsettia No. 318	Ventura	1992	Ventura	December 3, 2011
Ruby Charline Buckley	Amapola No. 80 Marguerite No. 12 Amapola No. 80 (No longer a Member of the Order)	Sutter Creek Placerville Sutter Creek	1993	Modesto	July 19, 2022
Marie M. Otto	San Diego No. 208	San Diego	1994	San Diego	
Harriet W. Brown	Sutter No. 111	Sacramento	1995	Sacramento	
Elizabeth "Beth" Perrin	Placerita No. 277 Toluca No. 279	Van Nuys	1996	Burbank	
Carol Voss	Morada No. 199	Modesto	1997	Modesto	February 27, 2004

PREFACE TO THE MANUAL OF INSTRUCTION

<u>Name</u>	<u>Parlor</u>	<u>City</u>	<u>Presided</u>	<u>Location</u>	<u>Deceased</u>
Nancy E. Brown	Argonaut No. 166	El Cerrito	1998	Concord	August 29, 2016
Debra "Debi" Stalder	Auburn No. 233 Laurel No. 6	Auburn Nevada City	1999	Sacramento	
Estella Moreno	Poinsettia No. 318	Ventura	2000	Ventura	March 23, 2019
Christine Tripod	Vallecito No. 308 Hayward No. 122	San Leandro Hayward	2001	Stockton	
Marilyn Rickett	Fort Bragg No. 210 Oakdale No. 125	Fort Bragg Oakdale	2002	Sacramento	
Margaret Mallette	Gold of Ophir No. 190	Oroville	2003	Sacramento	
Sylvia Lowrie	Lomitas No. 255	Los Banos	2004	Modesto	
Joan M. Hall	Charter Oak No. 292	Visalia	2005	Visalia	
Alyse Lorraine Robinson	Morada No. 199	Modesto	2006	Modesto	
Adeline Coronado	Toluca No. 279	Burbank	2007	Burbank	December 11, 2021
Dorothy Ambrose	Eschol No. 16	Napa	2008	Rohnert Park	April 20, 2013
Jean E. Koehl	Gilroy No. 312	Gilroy	2009	San Jose	
Alice Forbes	Tierra de Oro No. 304	Santa Barbara	2010	Ventura	
	(Resigned the Office of Junior Past Grand President)				
Barbara Rowland-Edwards	San Miguel Parlor No. 94 and El Pinal Parlor No. 163	San Miguel Cambria	2011	San Luis Obispo	
Marilynn Rodrigues	Angelita No. 32	Livermore	2012	Pleasanton	

PREFACE TO THE MANUAL OF INSTRUCTION

<u>Name</u>	<u>Parlor</u>	<u>City</u>	<u>Presided</u>	<u>Location</u>	<u>Deceased</u>
Dr. Linda M. Galassi	El Vespero No. 118 San Jose Parlor No.81	San Francisco San Jose	2013	Pleasanton	
Sharon D. Logan	San Jose Parlor No. 81	San Jose	2014	San Jose	
Suzanne P. "Suzi" Riley	Bonita No. 10	Redwood City	2015	Burlingame	
Bonnie M. Tabor	Morada No. 199	Modesto	2016	Modesto	
Sherry A. Farley	Grace No. 242	Fullerton	2017	Buena Park	
Cynthia Connelly	Annie K. Bidwell No. 168 and Poppy Trail No. 266	Chico Montabello	2018	Sacramento	
Karen Fini	Fresno No. 187	Fresno	2019	Fresno	
Dawn Dunlap	El Pinal No. 163	Cambria	2020	Emergency GPAM, San Francisco	
Suzanne Renee Chandler	Poppy Trail No. 266	Montabello	2021	Oroville	
Susan Collins	Fort Bragg Parlor No. 210	Fort Bragg	2022	Rohnert Park	

PREFACE TO THE MANUAL OF INSTRUCTION

SUBORDINATE PARLOR OFFICERS' REGALIA

Past President	Prairie Schooner	Gold Plated Medallion
President	Crossed Gavels	Gold Plated Medallion
1 st Vice President	Map of California	Silver Plated Medallion
2 nd Vice President	California State Seal	Silver Plated Medallion
3 rd Vice President	California Poppy	Silver Plated Medallion
Recording Secretary	Scroll and Pen	Silver Plated Medallion
Financial Secretary	Crossed Pens	Silver Plated Medallion
Treasurer	Crossed Keys	Silver Plated Medallion
Marshal	Bear Flag	Silver Plated Medallion
Trustees (3)	Single Key	Silver Plated Medallion
Organist	Lyre	Silver Plated Medallion
Inside Sentinel	Crossed Swords	Silver Plated Medallion
Outside Sentinel	Single Sword	Silver Plated Medallion
Senior Past President	Crossed Flags	Gold Plated Medallion
Junior Past President	Clasped Hands	Gold Plated Medallion
Deputy Grand President	Ring of Poppies	Gold Plated Medallion
Supervising District Deputy Grand President	Two Flags, Poppies, Gold Star	Gold Plated Medallion

PREFACE TO THE MANUAL OF INSTRUCTION

OPENING MARCH FOR FORMAL ENTRANCE

Order of Officers in Line

LEFT LINE
(Marshal Side)

Second Vice President
Outside Sentinel
First Vice President
Trustee
Trustee
Trustee, Chairman
Recording Secretary
President

RIGHT LINE
(Past President Side)

Third Vice President
Inside Sentinel
Past President
Junior Past President
Senior Past President
Financial Secretary
Treasurer
Marshal

When the double line halts, after entering, the Second and Third Vice Presidents should be about three feet from the Altar, facing the front of the room with ample space between the lines for the Marshal and the President to move forward with dignity and without crowding.

**(Refer to Manual of Instruction – Page 15-
Diagram 1 – Opening March in Subordinate Parlors)**

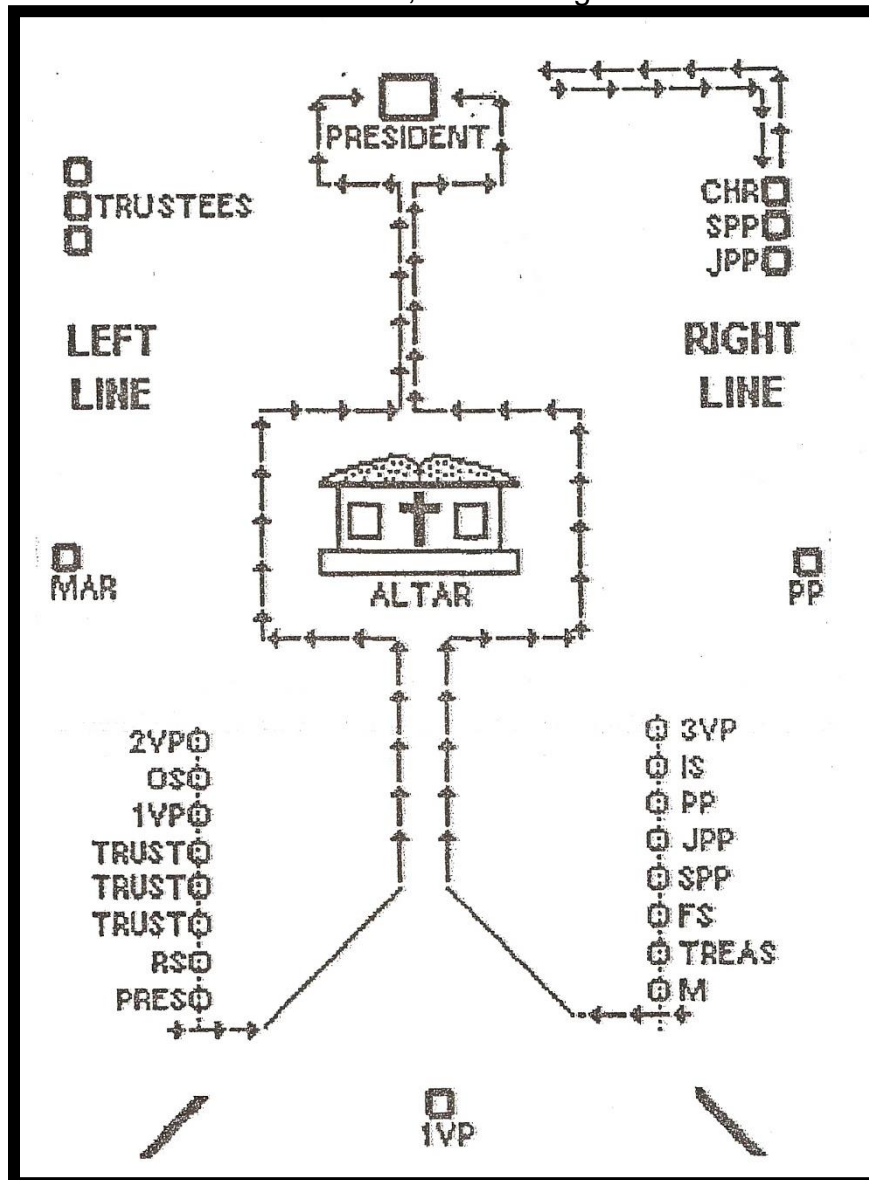
The following Diagrams for the Manual of Instruction are undergoing updates (pages 15-17) and will be presented at the 2019 Grand Parlor Annual Meeting.

PREFACE TO THE MANUAL OF INSTRUCTION

Diagram 1 – Opening March in Subordinate Parlors

(An Updated Diagram will be provided at GPAM 2019)

Line of March of President, escorted by Marshal to President's Station, and seating of Chairman.



The Marshal walks beside the President without offering her arm until after passing the Altar, the Marshal going to the right and the President to the left of the Altar.

When they have passed the Altar the Marshal offers the President her left arm and conducts her to the President's station.

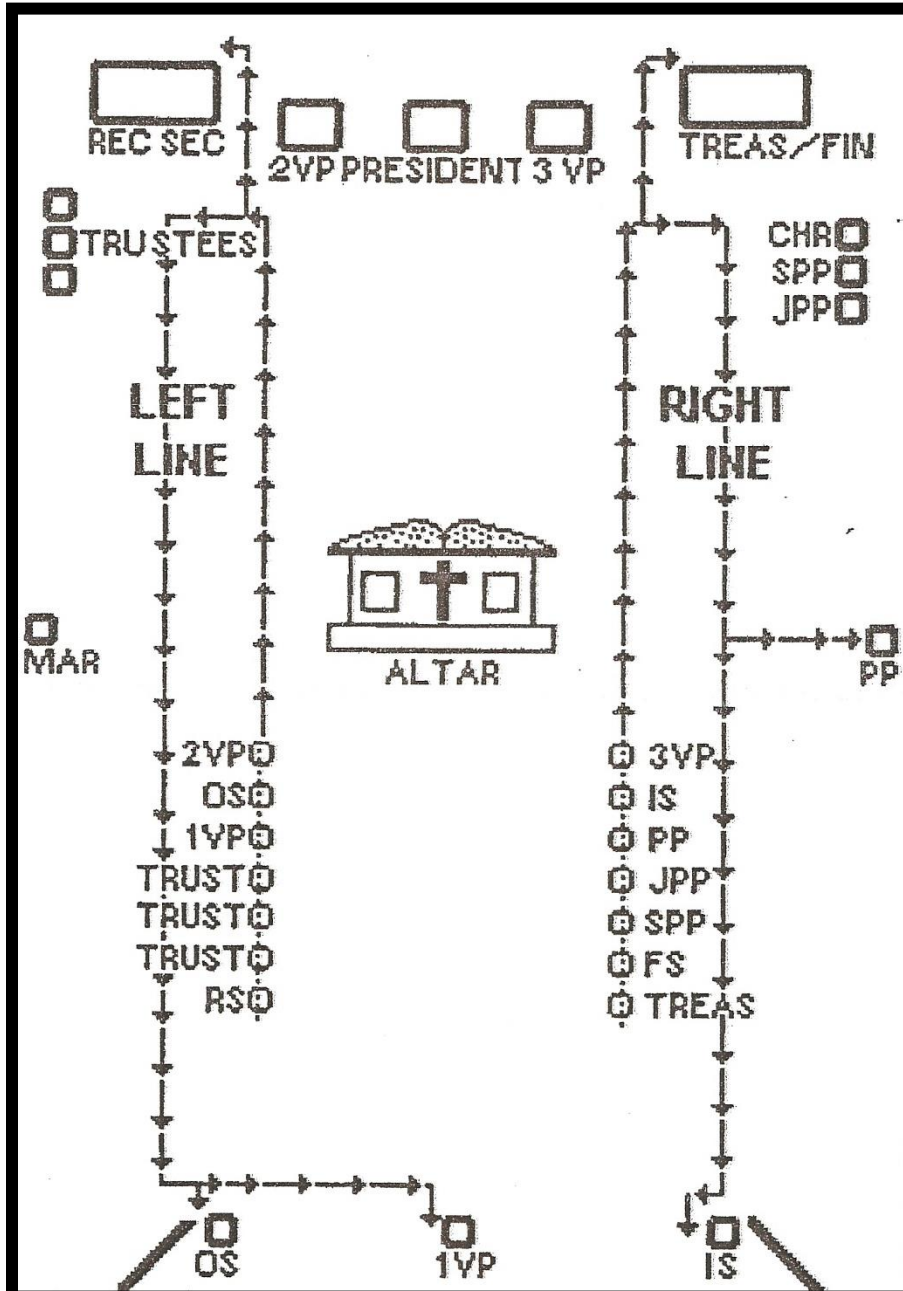
The President remains standing. The Marshal escorts the Chairman to her seat in front of the Financial Secretary and returns to the President's station.

Diagram 2 – Opening March in Subordinate Parlors

(An Updated Diagram will be provided at GPAM 2019)

Line of March of other Officers to their respective stations.

PREFACE TO THE MANUAL OF INSTRUCTION



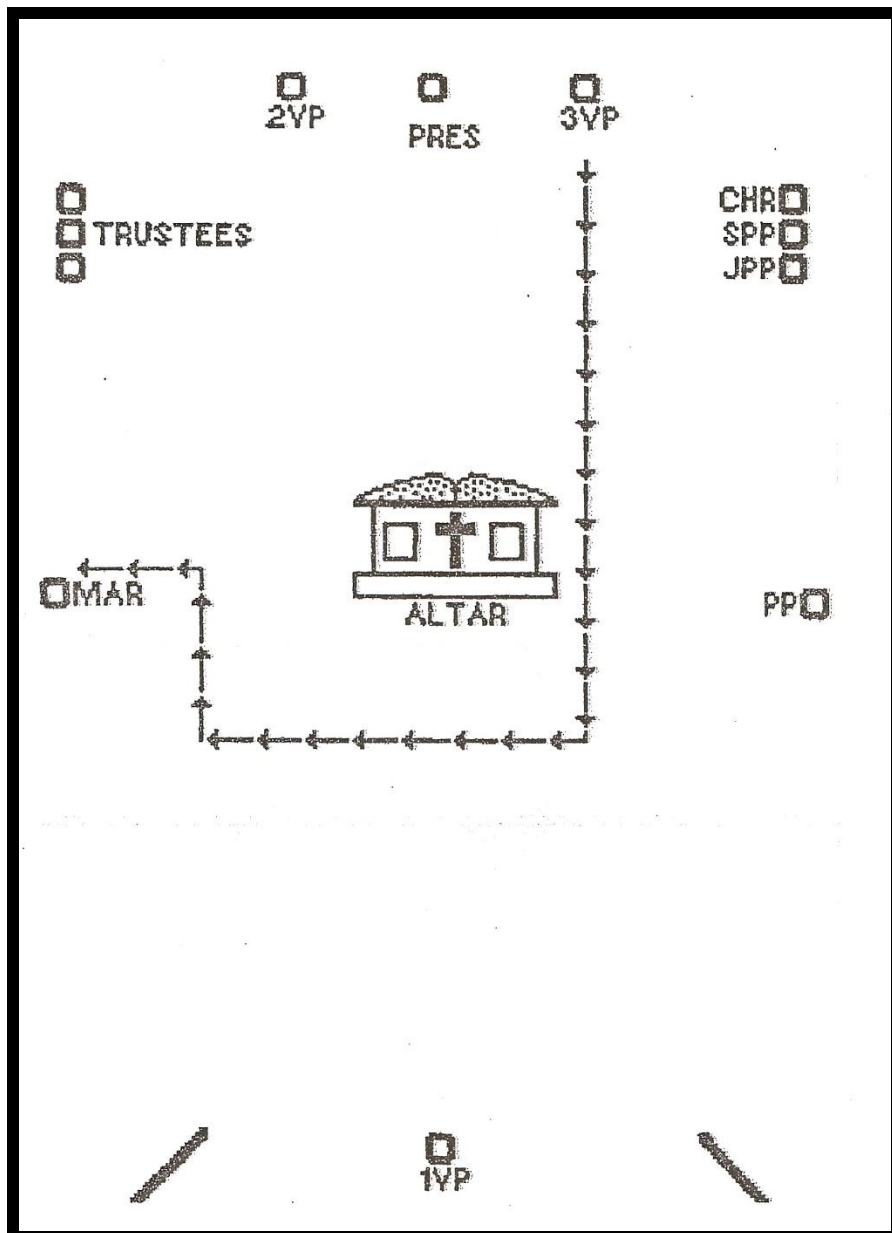
Without word or signal the other Officers march to their stations. All Officers make sharp or military corners and pursue straight lines in marching.

Diagram 3 – Opening March in Subordinate Parlors

(An Updated Diagram will be provided at GPAM 2019)

Line of March of the Marshal to her Station.

PREFACE TO THE MANUAL OF INSTRUCTION



The Marshal remains at the President's left until the other Officers reach their stations.

When all of the Officers are standing at their stations, the Marshal, without any signal or word, marches on a straight line, down the room, past the Altar and Past President's station, then between the Altar and First Vice President, and to her own station.

Music continues until **TWO RAPS** are given and the Officers and Members take their seats in unison.

MANUAL OF INSTRUCTION

Manual of Instruction

Basic Rules

1. Square corners are observed for all floor work.
2. When the Parlor is in session, no one may cross between the Altar and the President's station, except for the Marshal and Candidates during Initiation.
3. The station directions are determined from the First Vice President's station; Left – Marshal's station, Right – Past President's station.
The Marshal never turns her back to the Altar. As she leaves the Altar she turns to the left or the right.
4. Officers march directly to their chairs and turn immediately in front of them to be seated, never backing into their stations. (Refer to the Manual of Instruction - Diagram - Officers Entering and Leaving Stations.)
5. Members wear neither hats nor gloves during the Subordinate Parlor meetings and/or Official Visits, except as required for medical and/or religious reasons.
6. Rise to speak and always address the presiding officer.
7. When the President raps up the Parlor for opening or closing of the Holy Bible, the Members stand reverently. Upon instruction of the President, the Holy Bible is closed and re-opened by the Marshal at each recess.
8. Smoking and the consumption of alcoholic beverages are not permitted during the Subordinate Parlor meetings.
9. The word "California" is not used in any abbreviated form in correspondence of the Order, except where necessary to conform to United States Postal Regulations.
10. "I Love You, California" is not a part of the Meeting Scripts or Ceremonies of the Order, and the singing of it is optional. It may be played and/or sung for the Regalia March, sung in unison when participating in a coin march or in a Ceremony of Initiation, or used to escort any Grand Officer, Past Grand President, or other Dignitary.
11. The United States Flag is placed between the Recording Secretary and the Second Vice President, with the head of the eagle on the flag standard facing toward the east, or the main entrance and exit to the room. The California Bear Flag is placed to the left and behind the President's station.

Opening Ceremony

The Subordinate Parlor meetings are opened as promptly as possible at the hour specified in the Subordinate Parlor By-Laws. Subordinate Parlors using the Formal Meeting Script should have the Opening March of Officers at every meeting. It adds much to the impressiveness and beauty of the Opening Ceremony and is an incentive to promptness on the part of the Officers. (Refer to the Manual of Instruction – Diagram 1 - Opening March in Subordinate Parlors.)

The Deputy Grand President assumes her seat of honor before the meeting is called to order. A Chairman appointed by the President calls the Subordinate Parlor to

MANUAL OF INSTRUCTION

order. If found necessary to omit the Opening March, the President begins with the Opening Ceremony.

Opening Ceremony for a Subordinate Parlor Meeting **Using the Formal Meeting Script**

The Chairman instructs the Officers to retire and prepare for formal entrance. Officers proceed to the outer room and form two lines under the supervision of the Second and Third Vice Presidents. If vacancies occur in the lines, the Vice Presidents notify the President, who then appoints substitutes. The Officers, Grand Officers, Supervising District Deputy Grand President, and Deputy Grand President assume their Regalia before the Subordinate Parlor is called to order. It is the duty of the Marshal to place the Regalia for each Officer on her seat or at her Station and the duty of the Second and Third Vice Presidents to see that each Officer in line has her Regalia. When the Officers are ready, the Second Vice President signals the Chairman, who calls up the Subordinate Parlor with one rap of the gavel. The Organist plays a march as the Officers enter and continues playing until two raps of the gavel are given.

The two lines advance to the station of the First Vice President, and then, with square-corners, advance to the Altar, stopping about three feet from either side of the Altar, facing the front of the room. Ample space is left between the lines for the Marshal and the President to advance to the Altar with dignity. The Marshal walks beside the President without offering her arm. As they reach the Altar, the Marshal takes one step back, and the President is introduced. Then, both Officers square corner around opposite sides of the Altar, and as they meet in front of the Altar, the Marshal offers the President her left arm and conducts her to the President's station. (Refer to the Manual of Instruction – Diagram 1 - Opening March in Subordinate Parlor.)

As the President and the Marshal approach the President's station, the President passes to the left and enters her station; the Marshal passes to the right of the President's station and pauses as the Chairman presents the gavel to the President. The Chairman then steps to the side of the Marshal, who offers her left arm and escorts the Chairman to the first chair in front of the station of the Financial Secretary.

The Marshal returns to a position in front of, and to the right of the President's station, after which the remaining Officers advance toward the front of the room, turn toward the sidelines, and then proceed to their respective stations. The Second and the Third Vice Presidents, when in front of their stations, turn and assume their chairs. When all Officers are at their stations, the Marshal, without any signal or word, proceeds in a straight line along the sidelines, passes the Past President's station, square-corners on a line three feet back of the Altar, then proceeds to her own station, and enters on the

MANUAL OF INSTRUCTION

side nearest the President. The President then seats the assembly with two raps of the gavel. The Second Vice President and the Inside Sentinel enter and leave their stations on the right side. All other Officers enter and leave their stations on the left side.

Opening Ceremony for a Subordinate Parlor Meeting Using the Concise Meeting and Formal Meeting Scripts

There is no Opening Ceremony for a Concise Subordinate Parlor Meeting. Please see Page 3 of the Concise Meeting Script and follow the Order of Business for the beginning of a Subordinate Parlor Meeting. Please see Page 5 of the Formal Meeting Script for the Introduction and Escort of visiting Dignitaries and guests at a Concise Subordinate Parlor Meeting.

Sentinel Instructions

The Inside and Outside Sentinels stand when addressed by the President and proceed as directed. If the Meeting Place has an outer room, it is not compulsory for the Outside Sentinel to remain there during the Opening Ceremony, unless there are frequent raps at the outer door. The Inside Sentinel closes the inner door whenever the Outside Sentinel retires.

Entering a Subordinate Parlor While in Session

To enter a Subordinate Parlor while in session, a Member, visiting Sister, or guest attracts the attention of the Outside Sentinel by knocking on the outer door. Those entering while the Parlor is in session are seated near the station of the Outside Sentinel, who will ascertain their names and status. Once the Parlor has been declared open by the President, the Outside Sentinel stands to be recognized by the President and requests a recess for the introduction of those who have entered. She then takes the information from those who entered to the President, who introduces them. Guests are seated in a location of their choice, but the President is aware that they are ineligible to vote and will monitor the voting on all motions brought before the Parlor. Members or visiting Sisters entering, leaving, or re-entering the Meeting while a Subordinate Parlor is in session, give the Sign of the Order to the First Vice President, who remains seated and gives the Answering Sign. The Member(s) is/are then seated in a location of their choice. Guests entering, leaving, or re-entering the Meeting while a Subordinate Parlor is in session signals the First Vice President who gives the answering sign, and then the Member quietly enters or leaves.

MANUAL OF INSTRUCTION

Pledge of Allegiance to the Flag

The United States Flag is placed between the Recording Secretary and the Second Vice President, with the head of the eagle on the flag standard facing toward the east, or the main entrance and exit to the room. The California Bear Flag is placed to the left and behind the President's station. Members stand at attention with the open right hand placed over the heart if the United States Flag is escorted in and out of the Meeting. Members follow the example of the Marshal in raising and lowering her hand. The President directs the Marshal, who is at the Altar, to lead the Pledge of Allegiance to the Flag and the singing of the National Anthem. The Marshal turns and advances toward her station, then turns and advances along the sidelines toward the front of the room, approximately six steps. During an Initiation Ceremony, the Marshal assumes the same position to lead the Pledge of Allegiance to the Flag. The Marshal places her open right hand over her heart, her left hand empty and at her side, and the Members follow her example. Once the assembly is collected and still, the Marshal then begins the Pledge of Allegiance with no further command. To keep a large audience in unison, the Marshal uses a slower cadence than if speaking alone and allows a very slight hesitation on the first word – "I". Each Member places her open right hand over her heart in unison with the Marshal, the left hand empty and at her side, looking at the Flag until the Pledge and the National Anthem are completed. Upon completion of the Pledge and Anthem, the Marshal lowers her right hand and returns to her station.

Escort

Upon direction of the President to escort a visiting Dignitary, the Dignitary stands, and the Marshal proceeds to where the Dignitary is standing and offers her arm. Which arm is offered will depend on where the Dignitary is seated. Before offering her arm the Marshal must be alert to make sure that the Dignitary being escorted is next to the audience. The Marshal escorts the Dignitary to the rear of the room, square-corners, and from the First Vice President's station, proceeds to the Altar. The Marshal then takes one step back, and the President introduces the Dignitary. When escorting the Dignitary to her seat, the Marshal does not turn her back to the Altar, but rather turns right or left toward the sidelines.

MANUAL OF INSTRUCTION

Order of Escort – Grand Officers Seats of Honor

(Refer to the Manual of Instruction - Diagram - Seats of Honor for Grand Officers and Visiting Dignitaries.)

Grand Officer

Seat of Honor

Seat of Honor

1. Grand President

Right of the President

Right of President

The President calls up the Subordinate Parlor with one rap of the gavel as the Marshal approaches the Grand President. The Marshal escorts her to the Altar and takes one step back as she is introduced, then together they proceed to the Grand President's seat of honor to the right of the President. The President offers the gavel to the Grand President when she reaches the President's station. The Grand President accepts the gavel and returns it immediately.

The Subordinate Parlor is rapped up only for the Grand President or, in her absence, for the Deputy Grand President.

The Marshal returns to her position behind the Altar for further escort work. The President seats the Subordinate Parlor with two raps of the gavel when the Marshal reaches the Altar.

All other Grand Officers are escorted to the Altar, introduced by the President, and then escorted to their seats of honor. (Refer to the Manual of Instruction Diagram - Seats of Honor for Grand Officers and Visiting Dignitaries.)

2. Junior Past Grand President President

Right of the Past

After introduction, the Marshal escorts her to the left side, around the rear of the room, to her seat of honor.

3. Grand Vice President

Left of the First Vice President

After introduction, the Marshal escorts her to the left side, to her seat of honor at the rear of the room.

4. Grand Marshal

Right of the Marshal

MANUAL OF INSTRUCTION

After introduction, the Marshal escorts her to the right side, around the rear of the room, to her seat of honor.

5. Grand Secretary Right of the Recording Secretary
After introduction, the Marshal escorts her to the left side of the room, up the sidelines, to her seat of honor.

6. Grand Trustees Right of the Trustees
After introduction, the Marshal escorts them to the left side of the room, up the sidelines, to their seats of honor.

The order in which the Grand Trustees are seated is determined by their respective positions on the Board of Grand Trustees. Chairs should be provided for the Grand Trustees to assume their correct seats prior to the Opening Ceremony of the Subordinate Parlor.

7. Grand Inside Sentinel Left of the Inside Sentinel
After introduction, the Marshal escorts her to the left side of the room, passes in front of the First Vice President, to her seat of honor.

8. Grand Outside Sentinel Right of the Outside Sentinel
After introduction, the Marshal escorts her to the right side of the room, passes in front of the First Vice President, to her seat of honor.

9. Past Grand Presidents Right of the Past President
Past Grand Presidents are seated to the right of the Past President, in order of their seniority, beginning with the Junior Past Grand President and continuing to the Senior Past Grand President. The Marshal escorts the Past Grand President with the greatest seniority along the sidelines, passes in front of the First Vice President, and proceeds to the Altar, placing her behind and at the left side of the Altar. All others follow, two by two if possible, leaving space for the other Past Grand Presidents to line up behind the Altar from left to right, according to their seniority, and the President introduces them in that order. After the introductions, the Marshal escorts the Past Grand Presidents along the sidelines, around the rear of the room, passes in front of the First Vice President, to their seats of honor. It is a courtesy when the senior Past Grand President or a Silver or Golden Anniversary Past Grand President is present that she is escorted alone and prior to the escort of the other Past Grand Presidents.

10. Permanent Member Left of the Marshal
After introduction, the Marshal escorts her to the right side of the room, around the rear of the room, passes in front of the First Vice President, to her seat of honor.

MANUAL OF INSTRUCTION

11. Supervising District Deputy Grand President Right of the Third Vice President

The Supervising District Deputy Grand President assumes all duties, rights, honors, and privileges of the Deputy Grand President when the Deputy Grand President is unavailable or incapacitated and has so notified the Supervising District Deputy Grand President. If the Supervising District Deputy Grand President is also the Deputy Grand President to the presiding Subordinate Parlor, or a participating Subordinate Parlor at an Official Visit, she is escorted as the Supervising District Deputy Grand President. At that time, she is introduced as the Supervising District Deputy Grand President to District No. _____ and Deputy Grand President to _____ Parlor No. _____. She sits to the immediate left of the President at Subordinate Parlor meetings and to the left of the Third Vice President at an Official Visit.

12. Deputy Grand President Right/Left of the President

When the Grand President is present, the Deputy Grand President sits to the immediate left of the President. In the absence of the Grand President, she sits to the immediate right of the President. The Deputy Grand President assumes her seat next to the President prior to the Opening Ceremony of a Formal Subordinate Parlor Meeting, or prior to the opening of a Concise Subordinate Parlor Meeting so that she can offer guidance during the Meeting. At the appropriate time she is escorted and introduced at the Altar.

At a joint Official Visit, the Deputy Grand President for the presiding President is seated next to her, and when the Presidents exchange chairs, the Deputy Grand Presidents do as well.

When the Grand President is not in attendance, the Deputy Grand President is escorted in the place of the Grand President, and her escort takes precedence over the Grand Officers and the Supervising District Deputy Grand President.

If she is unavailable or incapacitated, the Deputy Grand President will so notify the Supervising District Deputy Grand President, who will assume all duties, rights, honors, and privileges of the Deputy Grand President during the Deputy Grand President's inability to serve.

13. Subordinate Parlor Organizer(s) or Charter Member(s)

On special occasions Subordinate Parlor Organizer(s) or Charter Member(s) may be escorted to the Altar, introduced, and escorted to their seats.

A Grand Officer or Past Grand President holding two positions, such as Supervising District Deputy Grand President or Deputy Grand President, is introduced in the order of greatest honor, and in the order of escort she is taken to her seat of honor as

MANUAL OF INSTRUCTION

Supervising District Deputy Grand President or Deputy Grand President, and introduced by that additional title at the Altar.

As a Grand Officer is escorted to her seat of honor, the Officer(s) holding the corresponding Subordinate Parlor office(s) stand(s) as the Marshal leaves the Altar with the Grand Officer and remain(s) standing until the Marshal returns to the Altar or to her station. Changes in the Escort of Grand Officers may be made at the discretion of the Subordinate Parlor.

The President requests the Visiting Dignitaries to stand and introduce themselves, in the following order:

- a. Supervising District Deputy Grand Presidents
- b. Deputy Grand Presidents
- c. State Chairmen
- d. Visiting Subordinate Parlor Presidents or representatives
- e. At joint Official Visits, each Recording Secretary of participating Subordinate Parlors rises and announces the number of Members present.

Draping of the Charter

Upon notification of the death of a Grand Officer, Past Grand President, Permanent Member of Grand Parlor, or a Member of the Subordinate Parlor, the Subordinate Parlor Charter is draped for two meetings. Draping is done at a Formal Subordinate Parlor Meeting before the Opening Ceremony or before the beginning of a Concise Subordinate Parlor Meeting. At the first meeting, only, the President reads the Draping of Charter section from the appropriate meeting script. The Memorial Service Ceremony then may be conducted.

Changing the Order of Business

Any part of the Order of Business may be changed by a favorable two-thirds vote of the Members present and eligible to vote. (e.g., Motion: "I move we change the Order of Business and have balloting followed by the Initiation of the Candidate(s)." or "I move we change the Order of Business and proceed with the Obligation of Reinstated or Transfer Member(s)".)

Roll Call of Officers

The President of the Subordinate Parlor announces Officers excused before Roll Call. Basic policies relative to an excused absence are established by the Subordinate Parlor and conform to the Constitution for the Government of Subordinate Parlors.

MANUAL OF INSTRUCTION

The Marshal stands at her station as the Recording Secretary calls the Roll of Officers. The Recording Secretary states the title of the Member's office and then the Member's name. The Marshal answers "present", "absent", or "excused".

The Roll is called in the following order:

Past President
President
First Vice President
Second Vice President
Third Vice President
Recording Secretary
Financial Secretary
Treasurer
Marshal
Trustees (3)
Organist
Inside Sentinel
Outside Sentinel
Senior Past President
Junior Past President
Deputy Grand President
Supervising District Deputy Grand President

The Recording Secretary notes the Roll Call of Officers in the minutes of the Meeting. The Roll Book is marked as follows: (√) for present; (A) for absent; (Ex) for excused. Officers not in attendance at Roll Call but entering later are recorded as present.

MANUAL OF INSTRUCTION

Minutes

The minutes begin with “_____ (Meeting Place) _____
Parlor No. _____, Native Daughters of the Golden West, _____ (street address),
_____ (city), _____ (date)”.

The minutes contain a correct record of the proceedings of the meeting, including:

- a. Roll Call of Officers
- b. List of communications and action taken, with the full text inserted by a favorable two-thirds vote of the Members present and eligible to vote.
- c. All motions including name of the maker, and whether carried or lost; motions withdrawn are not included.
- d. Essentials of all reports and a brief explanation to justify any action taken
- e. List of Applications for Membership and reinstatement
- f. List of resignations or requests for transfers and action taken
- g. List of Members delinquent, suspended, and/or restored to a vote
- h. List of Visiting Dignitaries and guests
- i. List of visiting Subordinate Parlors and number of Members present
- j. Lists of receipts and disbursements
- k. Action taken on Unfinished and New Business
- l. Nominations and name of nominator
- m. Complete election results
- n. Parlor membership total

All motions are recorded as made. The President states the motion as made, and the vote is taken. Lengthy motions should be presented in writing.

The Recording Secretary records the proceedings of the Subordinate Parlor meetings in a bound minute book, or types or electronically records meeting minutes on loose-leaf pages kept in a binder. Each set of minutes has the Seal of the Parlor affixed and bears the signatures of the presiding officer and the Recording Secretary. Once a fraternal year is complete the Recording Secretary is authorized to have the loose-leaf minutes bound at a printer, stationer, publisher, or other such establishment. At the discretion of the Subordinate Parlor, the annual permanent records may be consolidated into a bound book every five years. In addition to the minutes, the permanent record includes the completed Reports of the Quarterly Audits of the Board of Trustees, copies of the completed Semi-Annual Report Forms including annual Membership Summaries, and a cover page specifying the contents of the permanent records.

Minutes do not include discussions or personal opinions of the Recording Secretary or any other Members.

MANUAL OF INSTRUCTION

Minutes close with the following statement and signatures: “There being no further business, the Parlor was closed in due form. Sincerely and fraternally in P.D.F.A.”,

Recording Secretary

President or Presiding Officer

If there are corrections to the minutes, the Recording Secretary will make the corrections in the margin, but never by erasure. Minutes are then “approved as corrected”.

Minutes approved at one meeting may, by motion, a second, and favorable two-thirds vote of Members present and eligible to vote, be corrected at any time in the future without reconsidering the vote that approved them. If there is an objection to a correction of the minutes, a motion so stating must be made, seconded, and carried by a favorable two-thirds vote of the Members present and eligible to vote. The minutes are then corrected to reflect said objection.

The Recording Secretary will not insert anything into the minutes that did not occur at the meeting. A motion can be made to expunge a portion of the minutes, but no part of the minutes can be removed. If such a motion is approved by a favorable two-thirds vote of the Members present and eligible to vote, that portion to be expunged is circled and the date of the motion written within the circle in the presence of the Members in attendance. This does not in any way modify the action taken.

Upon approval of the minutes or at the end of the meeting, the Recording Secretary presents the minutes to the President or Presiding Officer for signature.

Minutes may be presented as follows:

- a. Read aloud at the Meeting for approval or correction by the Members present.
- b. Prior to the Meeting a draft of the minutes is distributed electronically, or at the following Meeting, a copy is made available for review and correction. In such a case it is presumed that the Members used these opportunities to review them, and the minutes are not read, unless so requested.

When a motion is made to postpone the reading of the minutes, they are presented at the next regular meeting of the Subordinate Parlor. The minutes cannot be approved by an appointed committee.

Any program presented or activities held during a recess or after the meeting is adjourned is noted in the minutes, but no business is transacted during such periods.

Applications for Membership

An Application for Membership must be written legibly in ink or completed electronically

MANUAL OF INSTRUCTION

in its entirety. An individual desiring to affiliate with the Order of the Native Daughters of the Golden West should be aware of the requirements of membership including the four principles of the Order and must have been born in California or have satisfied one of the criteria below:

- a. born outside of California while a California resident parent was serving on active duty in the United States military;
- b. born in a medical facility across the California border in Oregon, Nevada, or Arizona since needed specialized medical services were unavailable in the California town of the mother's residence;
- c. persons of Japanese descent born to California resident parents in relocation camps during World War II.

The Application for Membership must be accompanied by the original or a copy of the applicant's birth certificate, passport, legal affidavit, or verifying document attesting to the applicant's eligibility to affiliate with the Order.

The two sponsors of the applicant must affix their signatures and legibly print their names on the Application for Membership. The applicant must remit the initiation fee and six months dues in advance to the Parlor to which she is applying. After examination of the required document(s) by the President, Recording Secretary, and Chairman of the Board of Trustees, they all sign the application on the reverse side. The original or copy of the birth certificate, passport, legal affidavit, or verifying document is returned to the applicant. The Application for Membership shall be read at a regular or special meeting of the Parlor and entered into the minutes of the meeting.

The Financial Secretary enters the initiation fee and dues paid in advance in the meeting receipt book, the money is paid into the treasury, and it is included with the receipts of the meeting at which the application is read.

The Financial Secretary also enters the applicant's name, the initiation fee, and dues paid in advance, with the date of receipt in the membership ledger.

The initiation fee and dues paid in advance are refunded to an applicant whose application is rejected.

Once elected, the initiation fee is forfeited by a candidate who fails to appear for initiation within six months after election, but dues paid in advance are refunded.

Under no circumstances are the names of candidates announced publicly until after the Ceremony of Initiation has been completed.

MANUAL OF INSTRUCTION

Procedure to be Used for Dual Membership

A Member in good standing desiring Dual Membership must make a request in writing to both her Home Parlor and her intended Associate Parlor.

The Home Parlor's Recording Secretary obtains a Dual Membership Application and Dual Membership Card from the Grand Parlor Office. After the application is read in the Home Parlor, the Home Parlor's Recording Secretary verifies that all dues and assessments are current. She affixes her signature and the Seal of the Parlor to the application.

The Home Parlor's Recording Secretary retains a copy of the completed application and gives a copy to the Member along with a blank Grand Parlor Native Daughters of the Golden West Dual Membership Card. The application is valid for six months from date of issuance.

The Member gives the application and Dual Membership Card to the intended Associate Parlor's Recording Secretary along with six months dues and all other assessments required by the Associate Parlor.

After the application is read, the intended Associate Parlor votes. If the vote is favorable, the Recording Secretary then notifies both the Member requesting Dual Membership and her Home Parlor's Recording Secretary that the application process is complete. She is now a Member of the Associate Parlor. No Ceremony of Initiation, nor execution of the Obligation is required.

The Associate Parlor's Recording Secretary completes the Native Daughters of the Golden West Dual Membership Card and a Membership Activity Form on which "Dual Member" is written under "Transferred In" and sends them to

If the request for Dual Membership is not accepted, any dues or assessments paid to the intended Associate Parlor are refunded to the Member, and she retains her membership in her Home Parlor.

Procedure to be Used for Member-at-Large

A Subordinate Parlor Member-At-Large is an individual who is eligible for membership in the Native Daughters of the Golden West but resides outside of the State of California or in a community within California, but prohibitively distant from an existing Parlor. Individuals may affiliate with the Native Daughters of the Golden West through a simplified process. Said process does not require the Applicant's presence at a Ceremony of Initiation.

An Applicant for Subordinate Parlor Member-at-Large requests an Application for Membership from the Recording Secretary of the Subordinate Parlor with which she desires to affiliate. The Recording Secretary sends the Applicant the Application for Membership, information regarding the requirements of eligibility, and indicates the amount of the Affiliation Fee as established by the Subordinate Parlor. The Applicant returns the completed application, proof of eligibility, and Affiliation fee. Once the Subordinate Parlor Member-at-Large Obligation Declaration is returned to the Recording Secretary, Application for Membership is balloted upon by the Subordinate Parlor in the usual manner.

If the vote is favorable, the Recording Secretary sends a copy of the Affiliation Ceremony and Obligation Declaration to the Applicant. The Applicant signs the Obligation Declaration that states: "I am eligible for membership in the Native Daughters of the Golden West, and I wish to affiliate with the Order as a Subordinate Parlor Member-at-Large. I have read the Affiliation Ceremony and agree with the principles reflected therein." The signed Obligation Declaration accompanied by one year's dues is sent to

MANUAL OF INSTRUCTION

the Recording Secretary. Upon receipt, the Recording Secretary sends the new Member the Subordinate Parlor By-Laws and new Member packet, which includes a receipt for the dues received, membership pins, and the letter of welcome from the Grand President.

The Recording Secretary sends a copy of the completed Application for Membership, Membership Activity Form and Membership Card to the Grand Parlor Office duly noting "Member-at-Large" on the Form and Card, thus indicating the acceptance of the new Member-at-Large into the Subordinate Parlor. If the application is rejected, the Applicant and the Grand Parlor Office are so notified. The Parlor Affiliation fee and dues paid in advance are returned to the Applicant. If the Applicant fails to return the signed Obligation Declaration to the Recording Secretary of the Subordinate Parlor, the Parlor Affiliation fee is forfeited, but the dues paid in advance are refunded.

A Subordinate Parlor Member-At-Large is entitled to all the privileges of membership which include attendance at any Subordinate Parlor meeting, as well as attendance at the Grand Parlor Annual Meeting as a non-voting Member. Presentation of a current dues receipt shall entitle the Subordinate Parlor Member-At-Large to the password. She may not be appointed or elected to any position of responsibility within the Order.

The Subordinate Parlor Member-At-Large may request a change in her membership status from Subordinate Parlor Member-At-Large to regular Member by providing proof of a change of residence to a local address. She then shall be entitled to all the privileges of regular membership.

Sections 11-21 of the Constitution for the Government of Subordinate Parlors., Article Two, Membership, shall apply to Subordinate Parlors' Members-At-Large

Report of Membership Committee

Applications for Membership are read at a regular or special meeting, entered into the minutes, and referred to a Membership Committee of three Members appointed in private by the President.

This committee, individually, inquires into the character and fitness of the Applicant to become a Member and arranges a personal meeting with the applicant. Results of the inquiries and visit are reported in private to the President.

The Membership Committee is then discharged, and the President signs the Membership Committee Report on the reverse side of the application.

The President notifies the Recording Secretary of the result of the inquiries and meeting, whether favorable or unfavorable.

MANUAL OF INSTRUCTION

If the report is favorable, a ballot is taken; if the report is unfavorable, the application is declared null and void. When so declared, the application cannot be considered again for a period of six months.

The initiation fee and dues paid in advance are refunded to an Applicant whose application is rejected.

Voting or Balloting, General Information

No one is permitted to enter or leave the room during the voting or balloting on an applicant. All Applications for Membership shall be read at a regular or special meeting and entered into the minutes of the meeting. An Application for Membership that has been read in a meeting must have a report of the sponsors recommending the applicant, the initiation fee, and six months dues paid in advance. If the report from the sponsors is unfavorable no vote shall be taken. If the report of the sponsors is favorable, a vote shall be taken. Voting may be done by the voting sign of the Order, written ballot, or viva voce.

If a written ballot is requested by a Member in good standing, the Recording Secretary shall prepare the written ballots. The Marshal shall distribute the ballots and the Members shall mark the ballots.

The President reads the name(s) of the applicant(s) to be voted or balloted upon. When there is more than one applicant, the entire list may be voted or balloted upon as a whole. All Members of the Parlor present and in good standing are eligible to vote. Members who are delinquent paying dues and/or assessments for three or more months are not eligible to vote. The Financial Secretary shall give the President a list of such Members before each meeting.

If the vote is unfavorable (less than a majority), the applicant(s) is/are declared rejected and her/their initiation fee and dues paid in advance are refunded. When rejected, her Application for Membership cannot be reconsidered in the Parlor for a period of six months.

MANUAL OF INSTRUCTION

Balloting at a Concise Meeting

The following is the procedure for voting on an applicant by written ballot at a Concise Meeting.

The Marshal presents the ballot receptacle to the President who examines it to ascertain it is empty and prepared for the Ceremony of Balloting. The President then casts her ballot and raps up the Parlor. The Marshal then places the ballot receptacle at a designated location and returns to her station or seat. Each Member eligible to vote may approach the ballot receptacle in single file to cast her ballot, using her right hand, and then returns to her station or seat and remains standing. Alternatively, the Marshal may present the ballot receptacle to each Member eligible to vote, who stands to cast her ballot. When all have voted, the President declares the ballot closed, seats the Parlor with two raps of the gavel, and instructs the Marshal to take the ballot receptacle to the Chairman of the Board of Trustees. The President calls a recess and instructs the Marshal to attend to her duties at the Altar. The Board of Trustees then shall retire to count the ballots. After the Board of Trustees has determined the result of the ballot and returned to the meeting room, the President instructs the Marshal to attend to her duties at the Altar and reconvenes the meeting. The President then asks the Chairman of the Board of Trustees to announce the result of the ballot. In order to be favorable, the majority of the votes must be in the affirmative. The only response of the Chairman of the Board of Trustees is "The result is favorable (or unfavorable), Worthy President". If the result is favorable, the President announces the name(s) of those who have been elected to Membership. The ballots then are delivered to the Recording Secretary, who shall keep them for a period of six months, after which they are destroyed. Upon a favorable vote, the Recording Secretary contacts the Grand Parlor Office Support Assistant to request a new Member packet for each new Member, providing the name(s) of the new Member(s) and each sponsor. The Grand Parlor Office Support Assistant sends the packet(s) to the Recording Secretary. After an initiation, the Recording Secretary completes a Membership Activity Form, Membership Card for each new Member, and a copy of the completed Application(s) for Membership and sends them to the Grand Parlor Office.

When voting on more than one applicant, and the ballot is unfavorable (less than a majority), each applicant on the list must be balloted upon separately. After a second unfavorable ballot, the President declares the rejection(s) and requests the Recording Secretary notify each rejected applicant and enter the rejection(s) into the minutes. The initiation fee and dues paid in advance are refunded to each rejected applicant.

Balloting at a Formal Meeting

The following is the procedure for voting on an applicant by written ballot at a Formal Meeting.

MANUAL OF INSTRUCTION

The Marshal, instructed by the President, stands, takes the ballot receptacle and advances to the President's station, then places the ballot receptacle on the station. The President examines the receptacle to determine it is empty and prepared for the Ceremony of Balloting.

The President then instructs the Members on the voting procedure and casts her ballot. The Organist always ballots immediately after the President. The Marshal does not cross between the Altar and the President to present the ballot receptacle to the Organist. After the Organist has cast her ballot, the Marshal then may present the ballot receptacle to any other Member eligible to vote who is unable to participate in the Ceremony of Balloting. (Refer to DIAGRAM SIX - SUBORDINATE PARLOR – MARCH FOR BALLOTING.) The Marshal then proceeds to place the ballot receptacle on a separate table adjacent to the Altar and returns to her station, is seated, and ballots in her turn with the Members. The President calls up the Parlor with one rap of the gavel for the Ceremony of Balloting. The left line is led by the Second Vice President followed by the Recording Secretary, the Board of Trustees, the Marshal, then the Members. The right line is led by the Third Vice President, followed by the Treasurer, Financial Secretary, Chairman, Senior Past President, Junior Past President, Past President, then the Members. The Inside Sentinel follows the last Member in line regardless of whether the last Member is in the left or right line. The Outside Sentinel and the First Vice President ballot last. While balloting, Members stay an arm's length behind one another. After casting her ballot, each Member alternates to the left first, and then to the right, and always turns the opposite direction from that taken by the preceding Member. She advances to the front of the Altar, waits until her partner is directly opposite, then both proceed to the front of the room, turn toward the sideline, and proceed to her respective seat. (Refer to DIAGRAM SIX – SUBORDINATE PARLOR – MARCH FOR BALLOTING.)

After all eligible Members have voted, the President declares the ballot closed, and seats the Parlor with two raps of the gavel. The Marshal takes the ballot receptacle, advances toward her station, then square-corners toward the Board of Trustees, where she delivers the ballot receptacle to the Chairman of the Board of Trustees and returns to her station.

The President calls a recess and instructs the Marshal to attend to her duties at the Altar. The Board of Trustees then shall retire to count the ballots.

MANUAL OF INSTRUCTION

After the Board of Trustees has determined the result of the ballot and returned to the meeting room, the President instructs the Marshal to attend to her duties at the Altar and reconvenes the meeting. The President asks the Chairman of the Board of Trustees to announce the result of the ballot. In order to be favorable, the majority of the votes must be in the affirmative. The only response of the Chairman of the Board of Trustees is "The result is favorable, (or unfavorable,) Worthy President". If the result is favorable, the President announces the name(s) of those who have been elected to Membership. The ballots then are delivered to the Recording Secretary, who shall keep them for a period of six months, after which they are destroyed. If the result of the ballot is unfavorable (less than a majority), each applicant on the list is balloted upon separately. After a second un-favorable ballot is announced by the Chairman of the Board of Trustees, the President declares the rejection(s) and requests the Recording Secretary notify each rejected applicant and enter the rejection(s) into the minutes. The initiation fee and dues paid in advance are refunded to each rejected applicant.

Initiation of Candidates

No business is conducted during the Ceremony of Initiation, and proper decorum must be observed throughout the Ceremony.

The Marshal prepares the room for the Ceremony. The Past President and Vice Presidents assume their seats at the front of the room prior to the beginning of the Ceremony of Initiation. The First Vice President is seated in front of and slightly to the right of the gold banner depicting the State of California, the Second Vice President is seated in front of and slightly to the right of the purple banner depicting the Great Seal of California, the Third Vice President is seated in front of and slightly to the left of the white banner depicting the California Poppy, and the Past President is seated in front of and slightly to the left of the red banner depicting the wagon train of pioneers.

MANUAL OF INSTRUCTION

A Member of the Parlor remains in the outer room with the Candidates to be initiated. The following points are explained to the Candidates by the Marshal or the sponsoring Member waiting with them:

1. Hats and gloves are removed except for those required for medical and/or religious reasons. Candidates' purses and other personal belongings are left in the meeting room before the Ceremony begins.
2. Instructions are followed while repeating the obligation aloud, and hands are empty.
3. The procedure for marching and lining up behind the Altar.
4. The seating arrangements after the Ceremony ends.

The President requests the Inside Sentinel to admit all Members including those waiting with the Candidates to re-enter the room in the proper manner.

The President instructs the Marshal and assistant Marshal(s) to retire; they proceed along the sidelines to the outer room. The Sign of the Order is not given to the First Vice President by the Marshal or her assistant(s).

The Candidates are escorted in a double line, the Marshal taking the first Candidate, with the assistants evenly spaced along the line of Candidates. The last Candidate should be escorted by an assistant Marshal. The Marshal and her assistants offer the left arm to the Candidates, approach the inner door, and the Marshal knocks on the door. The President calls up the Subordinate Parlor with one rap of the gavel, and the Inside Sentinel opens the door. The Marshal addresses the Inside Sentinel, and then the Marshal and Candidates enter and wait for the welcome from the Inside Sentinel. The Outside Sentinel assists by closing the door after all Candidates have entered the room. After the Inside Sentinel has extended a welcome, the Marshal and Candidates proceed around the entire room. At this time the Organist plays the "Initiation Ode".

When Candidates are taking the obligation administered by the Past President, the Marshal and her assistant(s) ascertain that the Candidates have their hands properly placed over their hearts. The Candidates lower their hands to their sides at the end of the obligation.

The Past President returns to her seat at the front of the meeting room after administering the obligation. The President announces whether "I Love You, California" or "Hymn to California" will be sung or read in unison or as a solo. Candidates and Members remain standing until the singing or reading is completed. The President seats the assembly with two raps of the gavel. After the congratulations are extended by the Junior Past President, Senior Past President, or Past Grand President and membership pins, new Member packets, and Parlor By-Laws are distributed, the President introduces the new Sisters. A recess may be called; if not, the President announces that congratulations may be offered after the meeting and instructs the Marshal to seat the new Members. After the meeting the new Members must sign the Roll Book.

At this time the Vice Presidents and the Past President return to their stations.

MANUAL OF INSTRUCTION

Announcements and Communications

The Recording Secretary stands and reads all communications received from the Grand President and the Grand Parlor Office personnel. She summarizes the letters of State Chairmen and then directs them to the respective Subordinate Parlor chairmen.

No letter or notice intended for distribution to the general public and/or to the Grand Parlor Directory referring to the Order of the Native Daughters of the Golden West, or to any Subordinate Parlor, or Members of the Order, will be sent out by any Subordinate Parlor or Member thereof, without the approval of the Grand President. Any Subordinate Parlor Recording Secretary receiving such letters without the approval of the Grand President affixed will not present them to the Subordinate Parlor without first conferring with the Grand President for instruction.

Invitations, Subordinate Parlor newsletters, letters concerning District projects, and letters endorsing Candidates for a Grand Parlor office are not subject to the provisions of this section.

No one is authorized to omit, or to order the Recording Secretary to omit, reading any portion of the Grand President's letters, unless the Grand President has ordered such omissions. No Parlor may lay such official communications "on the table" in order to evade or ignore their provisions; such action is a violation of the By-Laws of the Constitution of the Grand Parlor and the Constitution for the Government of Subordinate Parlors.

Communications referring to Candidates for public office will not be read nor considered, nor will Candidates for public office be permitted to campaign in any manner at any Subordinate Parlor meeting or event.

All communications "take their usual course" and are acted upon under New Business. Any action should be consistent with the intent of the communication.

Any Subordinate Parlor refusing or neglecting to respond within ten days to communications from the Grand President or Grand Parlor Office personnel requesting specific information, will be fined the sum of \$10.00 for the first offense, and will be held answerable to the Grand Parlor for a repetition of such offense.

Reinstatement of Resigned or Suspended Members

A Member who has resigned and wishes to again affiliate with the Order, may be reinstated by the same procedure required to accept an application for membership. She shall not be required to present a birth certificate nor pay the initiation fee, provided that not less than six months' dues are paid in advance. The complete Ceremony of Initiation is not conducted; only the obligation is required.

A Member suspended for non-payment of dues, fines, or assessments, and wishing to be restored to membership, shall make written application to her Subordinate

MANUAL OF INSTRUCTION

Parlor. After payment of all demands against her at the time of her suspension, which shall be six months' dues and any fines imposed or assessments levied within the first six months' delinquency, and which shall be refunded if the applicant is rejected, she may be reinstated by the same procedure required to accept an application for membership, except that she shall not be required to present a birth certificate nor pay the initiation fee, provided that six months' dues are paid in advance. The complete Ceremony of Initiation is not conducted; only the obligation is required.

Transfers

The Issuing Parlor's Recording Secretary completes the Application for Transfer of Membership, after verifying all dues and assessments of the Member have been paid. The application is read in the issuing Parlor. She then affixes her signature and the Seal of the Parlor to the application. The Issuing Parlor's Recording Secretary retains a copy of the completed application and gives a copy to the Member. The application is valid for six months from date of issuance.

The Member submits the application to the Recording Secretary of the Subordinate Parlor of her choice, herein designated as the "Receiving Parlor" along with six months dues.

After the application is read, the Receiving Parlor votes at the next regular or special meeting. If the vote is favorable, the Recording Secretary then notifies both the Member requesting the transfer and the Issuing Parlor's Recording Secretary that the ballot was favorable. She is now a Member of the Receiving Parlor, and her membership terminates in the Issuing Parlor. No Ceremony of Initiation, nor execution of the Obligation is required. The Receiving Parlor's Recording Secretary completes a Membership Activity Form on which "Transferred In" is checked and sends a copy to the Grand Parlor Office.

The Issuing Parlor's Recording Secretary also completes a Membership Activity Form on which "Transferred Out" is checked and sends a copy to the Grand Parlor Office. If the request for Transfer of Membership is not accepted, any dues paid to the Receiving Parlor, must be refunded, to the applicant when the transfer is not accepted.

MANUAL OF INSTRUCTION

After the Member has been accepted, the Receiving Subordinate Parlor's Recording Secretary notifies the Issuing Subordinate Parlor and the Grand Parlor Office that the Member's transfer is complete, and her name has been entered in their Roll Book.

Each of the two Subordinate Parlors involved notifies the Grand Parlor Office, as follows: the Issuing Subordinate Parlor's Recording Secretary sends a Membership Activity Form checking "Transfer Out", and the Receiving Subordinate Parlor's Recording Secretary sends a Membership Activity Form checking "Transfer In". (Refer to the Constitution for the Government of Subordinate Parlors, Article Two.) The Grand Parlor Office personnel then updates the records to reflect the transfer.

Report on Members

The Members stand to report on the health and well-being of Sisters in their Parlor and District.

Coin March

A coin march should be held at every meeting, the proceeds of which can be used for any purpose as determined by the Parlor. It is not necessary to declare a recess for a coin march.

At a Concise Meeting the Marshal collects each Member's contribution, starting with the President and moving around the room.

At a Formal Meeting the Marshal collects the contribution from the President and the Organist and advances to the station of the First Vice President where she remains standing. As in the March for Balloting, Members proceed from their stations or seats and along the sidelines, to where the Marshal is standing to contribute to the coin march.

A coin march held at an Official Visit can be conducted in either manner, and the proceeds are donated to the project or Committee designated by the Grand President. Following the coin march, the Marshal delivers the collected funds to the Financial Secretary and returns to her station or seat.

Deprivation of and/or Restoration to a Vote in a Subordinate Parlor

Prior to a Subordinate Parlor meeting the Financial Secretary prepares a list of Members in arrears for three or more months, those to be deprived of a vote, and/or those to be restored to a vote. She then delivers it to the President when requested. The President reads the list aloud during the meeting and then passes it to the Recording Secretary, who inserts it into the minutes.

If a Member is in arrears or has been suspended for non-payment of dues and/or assessments and, when informed in private by the Financial Secretary, wishes to pay the arrearage, she may do so prior to the report of the receipts of the meeting.

MANUAL OF INSTRUCTION

A Member suspended for any reason other than non-payment of dues and/or assessments is not entitled to enter the meeting.

Reports of Committees

The President calls on the Chairman of each Standing Committee and Special Committee. Standing Committees of the Subordinate Parlor must include those prescribed in the Constitution for the Government of Subordinate Parlors and Committees specified in the Subordinate Parlor By-Laws.

Action on committee reports is by motion, under either Unfinished Business or New Business.

The President is an ex-officio member of all committees.

If there is a program presented by a State Committee, the Subordinate Parlor Committee should follow, as nearly as possible, the program as presented.

A special committee may be appointed for a specific purpose. The powers of the special committee are limited by the terms prescribed in the resolution or order appointing that committee and may be increased by appropriate action of the Subordinate Parlor.

Each Subordinate Parlor Committee Chairman should keep a record of activities, one for the next Chairman of the committee, and one as the basis for a report to the State Chairman for her annual report. Reports should reach the State Chairmen by April 30 each year in order for the State Chairmen to meet the deadline of May 15 for their reports to reach the Grand Parlor Office.

The Subordinate Parlor may allow a committee to appoint sub-committees composed of Members not on that committee. The Subordinate Parlor, by motion or resolution, may increase membership of a committee, and unless the resolution or motion names the additional members thereof, the President has the power to appoint the new members. The Subordinate Parlor has power by motion or resolution, to require any of its committees to report to the Subordinate Parlor.

Each committee must meet as a body to transact business within its scope of action.

A Subordinate Parlor or an individual Member of a Subordinate Parlor may demand a detailed report from a committee, and said committee must present the report. For failure or refusal to make a report, the Subordinate Parlor may dismiss the chairman and/or the entire committee, and elect a new one by direct nomination of Members or allow the President to appoint a new chairman and/or committee.

MANUAL OF INSTRUCTION

Parlor Audits

The Quarterly Audit or the financial page of the Semi-Annual Audit is read by the Chairman of the Board of Trustees in the Parlor meeting after either has been completed. The motion to accept, record, and file the audit is recorded in the minutes. A copy of the Quarterly Audit or the full and complete Semi-Annual Audit is affixed into the Minute Book of the Parlor.

Unfinished Business

The President should be aware of any Unfinished Business or any business pending from previous meetings. The Recording Secretary includes on the agenda a list of Unfinished Business for the President for each meeting so that action may be taken.

At this time action may be taken on By-Laws or Amendments thereto, being read the second time for action, or presented for final adoption after approval by the State Committee on Laws and Supervision.

New Business

Any topics not covered by the Order of Business are taken up under the heading of "New Business."

New Business: (Listed Alphabetically)

Assessments – Grand Parlor fees or assessments, providing a bill is not presented and acted upon under "Bills Presented".

By-Laws and Standing Rules – First reading, amendments and/or substitute amendments.

Committee Reports – New Business, or any recommendations presented in a committee report for action by the membership.

MANUAL OF INSTRUCTION

Communications – President refers to communications, invitations, or civic events by title with general reference to contents, and action is taken thereon as needed.

Expulsion of Members – Refer to the Standing Rules of the By-Laws of the Constitution of the Grand Parlor and the Constitution for the Government of Subordinate Parlors.

Funds – Expenditures of any Parlor funds, such as donations or gifts, not provided for in a committee report or a bill presented.

Nominations or Elections of Officers or Delegates or Alternates to the Grand Parlor Annual Meeting – Refer to the Constitution for the Government of Subordinate Parlors.

Passwords – The password(s) for the term are sent from the Grand Parlor Office to the Grand Officers, Past Grand Presidents, Supervising District Deputy Grand Presidents, Deputy Grand Presidents, State Chairmen, and Subordinate Parlors. Passwords are shared exclusively with Members, and are used only at the Grand Parlor Annual Meeting.

Recommendations and Resolutions – The proposed legislation to be considered at the Grand Parlor Annual Meeting is reviewed and discussed at the Subordinate Parlor meeting following receipt of same.

Resignations – Action on a resignation is taken at the Subordinate Parlor meeting at which the Member's written request is received.

Suspension of Members – Providing the Member has received written notification of her indebtedness from the Financial Secretary by *Certificate of Mailing* and the receipt for the *Certificate of Mailing* is kept on file, the list of Members six months in arrears for dues, assessments, and/or other indebtedness, as prepared by the Financial Secretary, will be read by the President. The Member is then declared suspended by the President, and the Financial Secretary notifies the Member of her suspension by *Certificate of Mailing*, the receipt for which is kept on file.

Transfers – A transfer is granted at the meeting at which the request is read, providing all indebtedness has been paid.

Bills Presented

All bills must state for what the bill is rendered, be itemized, and specify the amount due. A Subordinate Parlor check is used in the settlement of all bills or claims.

A Member presenting a bill for reimbursement must state for what the bill is rendered, include an itemized receipt showing the total amount of reimbursement requested, and sign the bill.

When possible, bills should be discussed and audited by the Board of Trustees before the Opening Ceremony or Call to Order. However, the President may declare a

MANUAL OF INSTRUCTION

recess for the purpose of the Trustees auditing of the bills. If found to be in order, the bills are signed by the Trustees to authorize payment.

Expenditures provided for in the Constitution for the Government of Subordinate Parlors (e.g., Per Capita Tax and Native Daughters of the Golden West Home Assessment), those provided for in the Subordinate Parlor By-Laws or Standing Rules, and/or expenditures approved at a meeting may be presented as a bill and placed on the warrant(s). All bills and the warrant(s) are prepared by the Recording Secretary. She reads the bills listed on the warrant(s) when the President asks for them to be presented.

Expenditures not provided for in the above manner, even though budgeted, require a separate motion to place those expenditures on the warrant(s).

Recess

The President or Presiding Officer declares a recess and requests the Marshal attend to her duty at the Altar.

If a coin march is held during recess, it is suggested that the same procedure as the March for Balloting be followed. (Refer to the Manual of Instruction- Diagram – March for Balloting in a Subordinate Parlor.)

Report of Trustees

Upon request of the President, the Chairman of the Board of Trustees stands and reports the findings of the auditing of the bills. If the findings are favorable, she then moves that the warrant(s) be drawn and the bill(s) be paid. The motion may be seconded by any Member of the Subordinate Parlor, then restated by the President, and the vote taken.

The Subordinate Parlor may approve or reject the Report of Trustees. If the motion to accept the Report of Trustees is unfavorable, the Parlor determines by motion which bill(s) are to be paid and which are to be rejected. At the close of the meeting, the Recording Secretary presents the completed warrant(s) to the President for signature. She then delivers the signed warrant(s) to the Treasurer.

Good of the Order

If she is in attendance, the Grand President is the first to be called upon for a message. The Deputy Grand President, Grand Officers, Past Grand Presidents, and the Supervising District Deputy Grand President, when visiting a Subordinate Parlor, may

MANUAL OF INSTRUCTION

also be called upon for a message. Presentations of gifts to the Grand President, a Subordinate Parlor's report of activities, and any gifts or other presentations may be made at this time.

Topics for discussion may include announcements, community activities, upcoming fundraisers or events within the District or Order, and Member or family activities.

If, under Good of the Order, a subject arises that requires action, it must be taken up by a preliminary motion to return to New Business, or the President announces, "If there is no objection, we shall return to New Business." (Pause) "Hearing no objection, I declare we are now under New Business." Then a motion is made and acted upon.

Receipts of the Meeting

When the Financial Secretary is instructed by the President to report the receipts of the meeting, she enumerates all monies received by her. The Financial Secretary lists all the receipts of the meeting and turns over to the Treasurer all money she has received. The Treasurer receipts for same and reports the amount of bank interest and/or dividends to be included in the receipts of the meeting.

Closing Ode

The Closing Ode may be sung or read, but it can be omitted, if so announced by the President.

Opening and Closing Prayers

Leaving her station at the left of her seat and advancing slowly to the Altar to the accompaniment of the Organist, the Past President offers the Opening and Closing Prayers. Music is not played during the prayer.

Closing Ceremony

The President offers the Closing Charge.

In a Concise Meeting the President instructs the Marshal to collect the Officers' Regalia or a Regalia March from page 17 of the Formal Meeting Script may be used.

At the close of a Formal Meeting, the Regalia March is held. The President calls up the Subordinate Parlor for the Regalia March with one rap of the gavel. The Marshal proceeds to the President's station for her Regalia, then to the Deputy Grand President

MANUAL OF INSTRUCTION

and the Organist, after which she proceeds to a position in front of the First Vice President. (Refer to the Manual of Instruction – Diagram – Regalia March 1 – Movement of Marshal.)

Regalia is carried with both hands, the right hand holding the loop end in an easy position slightly above the waistline, the medallion resting on the fingers of the left hand, slightly below the waistline. The left line is led by the Second Vice President, followed by the Recording Secretary, and the Trustees; the right line is led by the Third Vice President, followed by the Treasurer, Financial Secretary, Senior Past President, Junior Past President, and Past President. The Inside Sentinel joins the line of march after the Past President, then the Outside Sentinel, the First Vice President, and last, the Marshal. At the Altar each Officer alternates, beginning with the left line led by the Second Vice President, and waits beside the Altar until her partner is directly opposite her, then both march to the front of the room, and proceed to their respective stations. An Officer may need to return to her station the long way around the room. (Refer to the Manual of Instruction - Diagram - Regalia March 2 – Movement of Officers.)

After the Regalia March, the President declares the Subordinate Parlor to be duly closed, then sounds the gavel with one rap.

Adjourned Meetings

At any point in the Order of Business, an adjournment may be taken. It is suggested that a motion be made to adjourn to a definite date, time, and place. No adjourned meeting may be taken beyond the next regular meeting date, time, and place. (Refer to *Robert's Rules of Order, Newly Revised*.)

In closing a Subordinate Parlor by adjournment, the President immediately declares the meeting to be duly adjourned until _____ (date, time, and place).

In opening an adjourned meeting, the President states that the meeting is an adjourned meeting of _____ (date), and starts the meeting at the point at which adjournment was taken.

Any legal business may be taken up at the adjourned meeting providing it was not acted upon prior to adjournment and a quorum of Members in good standing is present.

If a Subordinate Parlor cannot meet at the usual meeting place, it may meet elsewhere, providing the Charter, Charter Certificate, or a photocopy thereof, is displayed at the meeting place, and that strict adherence to their Parlor By-Laws has been observed.

The Charter, the Charter Certificate, or photocopy thereof, is displayed at all regular meetings. If circumstances should prevent the display of the Charter, Charter Certificate, or photocopy thereof, upon a favorable two-thirds vote of the Members present and eligible to vote, acknowledging and approving this circumstance, all action taken at the meeting will be considered legal.

MANUAL OF INSTRUCTION

Auditing of the Parlor Books and Records

It is the duty of the Board of Trustees to audit the books and records of the Subordinate Parlor at the end of each quarter. Book Officers (Recording Secretary, Financial Secretary, Treasurer) may be present to answer questions but do not participate in the audit. The Chairman of the Board 24 of Trustees sets the date of the Semi-Annual Audit after consultation and agreement with the Deputy Grand President. The other Trustees, President, Recording and Financial Secretaries, and the Treasurer are to be notified of the date as soon as possible. The Book Officers must make all their books and records available to the Board of Trustees for the audit. The date of the audit shall be announced at a regular Parlor meeting prior to the audit.

It is the duty of the Deputy Grand President to attend and participate in the Semi-Annual Audit of the Books of the Subordinate Parlor to which she is assigned. If it is impossible for her to attend, the Supervising District Deputy Grand President or a Past President of said Subordinate Parlor represents her.

Audits may be conducted by any of the following means: in person, telephonic, electronic, video screen conferencing communication, or mail.

Books and records to be audited:

Recording Secretary – minute book, warrant book, duplicate warrants, membership activity form book

Financial Secretary – record book, membership dues ledger, official dues receipt book(s)

Treasurer – record book, checkbook(s), bank statements, deposit and withdrawal receipts for all accounts, and original warrants.

Suggested Audit Procedure - Receipts and Disbursements

One member of the Board of Trustees reads the itemized figures and totals from the Financial Secretary's receipt book; the Deputy Grand President and the other Trustees check the amounts in the books of the Recording Secretary and the Treasurer. All totals are verified, and a small check in pencil is placed by each figure to show it has been audited.

One member of the Board of Trustees reads the itemized figures and balances from the Treasurer's book. The other Trustees and the Deputy Grand President check the records of the Financial and Recording Secretaries. All totals are verified and a small check in pencil is placed by each figure to show it has been audited.

Reconciliation of Bank Statements

To reconcile, list all checks which have not cleared the bank, total and deduct the amount from the balance listed on the bank statement. This balance, plus the savings account balance, must equal the recapitulation of total Subordinate Parlor funds.

MANUAL OF INSTRUCTION

Verification of Membership Figures

Check the membership activity form book and the total membership listed in the Financial Secretary's records against the membership record in the Recording Secretary's minutes. Since the Per Capita Tax and assessments are based on Subordinate Parlor membership, it is most important that the membership figures are correct. The Deputy Grand President should check with the Financial Secretary to ascertain that delinquent dues notices and suspensions are being handled properly.

Membership activity forms indicating suspensions sent to the Grand Parlor Office will include the amount of six months' dues and/or fines and assessments due at the time the Member is suspended. In the event a Subordinate Parlor has consolidated, the Grand Parlor Office personnel advises the suspended Member as to the Subordinate Parlor to be contacted for the amount due to clear her suspension.

Correction of Errors

If an error is found, the book officer should correct her own book in ink. Erasures are never permitted in any book or record. To correct the error, one line is drawn through the wrong figure, and the correct figure inserted above it. If an error is made in writing a check, the check is not destroyed; "void" is written on the face of the check and in the checkbook register.

Completion of Audit

Quarterly Audits are completed on forms sent out from the Grand Parlor Office or available on line. When a Quarterly Audit is completed, the audit form and all books are signed by the Trustees and/or the participating Members. At the next regular meeting of the Subordinate Parlor, the Chairman of the Board of Trustees reads the report of the Quarterly Audit, and a motion to accept the report is made.

Semi-Annual Reports are completed on forms sent out from the Grand Parlor Office or obtained online from the NDGW website. The Semi-Annual Reports reflect the status of a Subordinate Parlor for the terms ending June 30 and December 31.

By-Laws, Amendments, and Standing Rules

MANUAL OF INSTRUCTION

Every Subordinate Parlor must have By-Laws to cover the rules of the Subordinate Parlor which are not covered in and do not conflict with the By-Laws of the Constitution of the Grand Parlor and the Constitution for the Government of Subordinate Parlors. For your reference and use, there are Model By-Laws posted on the Native Daughters of the Golden West website that are reviewed and revised by the State Committee on Laws and Supervision and approved by the Board of Directors. A Subordinate Parlor's By-Laws and Amendments thereto are presented at the Parlor's regular meetings.

First Presentation

Proposed By-Laws or Amendments thereto are presented by the Subordinate Parlor By-Laws Committee under New Business.

Amendments may be offered for discussion.

The President directs the Recording Secretary to notify the entire membership of the proposed change(s) to the By-Laws or Amendments thereto, and that the vote will be taken at the meeting of _____ (date).

Second Presentation

The proposed By-Laws or Amendments thereto are presented under Unfinished Business. A two-thirds vote of the Members present and eligible to vote is necessary for their adoption. They may be read in their entirety, followed by discussion and adoption, or they may be read article by article, with discussion and adoption following each article.

Amendments may be offered to the proposed By-Laws or Amendments by the following procedure:

A motion is made to amend the proposed By-Laws or Amendments, then a vote is taken on the motion. If the motion is carried, a vote on the amended document is taken. If the motion is lost, a vote on the original wording is taken.

Presentation to State Committee on Laws and Supervision

The proposed By-Laws and/or Amendments must be typed, double-spaced and may be submitted electronically to the Grand Marshal, or one copy of the proposed By-Laws and/or Amendments thereto, typed and double-spaced, may be submitted by United States Mail to the Grand Marshal, who serves as the State Chairman of the Committee on Laws and Supervision.

The proposed By-Laws and/or Amendments must be submitted by May 1 to be acted upon by the current State Committee on Laws and Supervision.

The Certification page, imprinted with the Seal of the Subordinate Parlor and indicating the date of the first and second readings and having the original signatures of the President, the Recording Secretary and three members of the By-Laws Committee,

MANUAL OF INSTRUCTION

must be sent by United States Mail to the Grand Marshal. Newly-instituted Subordinate Parlors may omit the requirement of affixing the Parlor Seal.

If the proposals are returned for rewording, they are re-submitted to the State Committee on Laws and Supervision within sixty days from the date they are returned to the Subordinate Parlor.

Final Adoption

When the proposed By-Laws and/or Amendments are approved by the State Committee on Laws and Supervision and such notice is sent to the Recording Secretary, a motion is made in a Subordinate Parlor meeting to adopt the proposals as approved. Then, the original of the page indicating the date of the final adoption of the By-Laws and/or Amendments, with the original signatures of the President and Recording Secretary is sent by United States Mail to the Grand Marshal.

After review by the State Committee, both the Certification page with the original signatures and the Final Adoption page with the original signatures submitted by the Subordinate Parlor will be returned to the Recording Secretary for filing.

Standing Rules

Standing Rules contain only such rules as may be adopted without previous notice by a majority vote of the Members present and eligible to vote at any regular Subordinate Parlor meeting.

A Standing Rule is suspended or rescinded by two-thirds vote of the Members present and eligible to vote. If previous notice is given, only a majority vote of the Members present and eligible to vote is needed.

Standing Rules are not part of the Subordinate Parlor By-Laws, and do not require approval of the State Committee on Laws and Supervision.

Appointments to Committees

The President appoints committees and their chairmen and gives a written list naming those so appointed to the Recording Secretary for inclusion in the minutes.

If a committee is set up by motion in the Subordinate Parlor meeting, the President announces the names of the appointees before the close of the meeting. She may ask permission to appoint them later, but if granted, the names of those appointed must be announced at the next regular Subordinate Parlor meeting.

Committees

Committee Chairmen ascertain that Members are notified of committee meetings. Committees hold meetings for discussion and planning. The Chairman encourages all

MANUAL OF INSTRUCTION

Members present to participate with ideas and opinions. She should guide but not dominate. Committee meetings are not conducted over the telephone nor by a discussion with only one or two Members present.

It is suggested that a record book of the year's meetings and activities be kept and passed on each year to the incoming committee. Pertinent information should be included, such as procedure(s) followed, where and how much was purchased, and donations received.

The reports of Committee Chairmen to the Subordinate Parlor are succinct, prepared before the meeting, and presentation is limited to five minutes.

Action on Committee Reports

To receive a report is to hear it read. If a report only has factual information, no motion is needed for its disposition.

To accept a report has the effect of endorsing the statements and making the Members assembled assume responsibility for it. If action is to be taken, the motion is made by someone other than the Member giving the report.

Recommendations and resolutions are placed at the end of a report, and the proper way to accept them is by motion.

A common error is to move that a report be received; the fact that it has been read shows that it has been received. Another mistake is to vote that the report be accepted when the intention is only to consider the report and vote on its acceptance later. While the motions to accept or adopt are used indiscriminately, and the adoption of either of them has the effect of endorsing or adopting the action, recommendation, or resolution, it is preferable to use them as stated above. If only one term is used, the word "adopt" is preferable, as it is least liable to be misunderstood. (Refer to *Robert's Rules of Order, Newly Revised*).

Funds

A Subordinate Parlor may appropriate money for any project(s) sponsored by the Subordinate Parlor, but it is contrary to the best interest of the Order to exhaust the treasury for social purposes and/or payment of assessments.

Any Subordinate Parlor making investments must comply with the By-Laws of the Constitution of the Grand Parlor.

All funds raised by a special or standing committee of a Subordinate Parlor are reported in a Subordinate Parlor Meeting and are deposited in their treasury. Separate records of the funds raised by a special or standing committee are maintained by the Financial Secretary and Treasurer.

MANUAL OF INSTRUCTION

All Subordinate Parlor funds are received by the Financial Secretary, recorded in her record book, and reported at the meeting at which they are received.

The Financial Secretary does not transmit any monies between meetings to the Treasurer.

The Treasurer receives and receipts for all monies at a Subordinate Parlor Meeting, records same in the cashbook, and deposits the monies in the bank designated by the Subordinate Parlor.

The Treasurer does not deposit any monies in the bank until reported as receipts at the Subordinate Parlor meeting with the following exception: In the event a large sum of money is collected from a fundraising project or receipt of dues, arrangements are made for the Treasurer to deposit the monies in the bank designated by the Subordinate Parlor, and she then presents the deposit slip in lieu of cash at the next meeting.

All monies received at a Subordinate Parlor Meeting are deposited within seven days.

All bills against the Subordinate Parlor and special or standing committees are listed on the warrant(s), and Subordinate Parlor checks are issued for payment.

Gross receipts are deposited in the Subordinate Parlor account, all expenses are listed on the warrant, and they are paid by Subordinate Parlor check.

A warrant is drawn for Officers whose dues are paid by the Subordinate Parlor, and the checks are deposited in the Subordinate Parlor funds.

Nomination and Election of Officers

Nominations

Nominations are held for all elective offices at the last regular meeting in May and/or November. Nominations are not opened for one office, then closed, and balloted on, thereby permitting defeated nominees to be nominated for another office.

The Recording Secretary prepares and gives the President the list of nominees for each office. No motion is required to close nominations. The President asks if there are further nominations before closing nominations. Nominations may be re-opened under New Business by majority vote of Members present and eligible to vote at the meeting when the election is conducted. If nominations are re-opened, the President reads the list of nominees for each office and asks for further nominations before proceeding to the next office.

For eligibility to hold any office, refer to the Constitution for the Government of Subordinate Parlors. No Member is nominated unless present at the nomination of Officers during a Subordinate Parlor meeting, or unless written notification of her

MANUAL OF INSTRUCTION

willingness to accept a nomination for a particular office has been received by the President or Recording Secretary, except in extenuating circumstances when it may be left to the option of the Subordinate Parlor.

The President opens nominations in the same order as the Roll Call of Officers.

Elections

Elections are held on the first regular meeting of a Subordinate Parlor in June and/or December according to the Subordinate Parlor By-Laws. A plurality of votes cast is necessary for election. (Refer to Constitution for the Government of Subordinate Parlors.)

The President instructs the Recording Secretary to prepare the ballots. In order to expedite the election of Officers, it is suggested that a written ballot be prepared prior to the Subordinate Parlor Meeting, listing all nominees, leaving space to write in additional names.

Nominees who do not have opposition for office are elected by viva voce vote. The President states the name and office, takes the vote, and declares those Officers elected.

The choice of the election board by the President should be strictly impartial. Officers not aspiring to office may serve on the election board. (Refer to the Constitution for the Government of Subordinate Parlors.)

The number of ballots cast must tally with the number of Members voting. The number of votes cast, including blanks, must tally with the above, or the entire ballot is destroyed and a new ballot ordered.

The election board, when finished, presents the correct tally to the President who announces the result, giving the total vote for each nominee. The President then declares the Officers elected.

Only nominees whose names appear on the ballot may request a recount.

Vacancies

Vacancies may be filled by nomination at any regular meeting and election at the next meeting, provided the entire membership has been so notified. In the event the President or any Vice President resigns, nominations are opened for each office. Officers elected to fill vacancies are installed on the night of election by a two-thirds vote of Members present and eligible to vote or at the next regular Subordinate Parlor meeting.

No elective officer is appointed to fill a vacancy for the remainder of the term. The President (or President Pro-Tem) may appoint a Member to fill the vacancy for each Subordinate Parlor meeting, pending election.

A vacancy in the station of the Past President, or Junior or Senior Past President is filled by appointment of the President.

MANUAL OF INSTRUCTION

Installation of Officers

The Subordinate Parlor sets the date of the Installation after consultation and agreement with the President-elect and the Deputy Grand President. If a meeting place must be secured for the Installation, arrangements are made by proper motion. A date for rehearsal may be set.

The President-elect appoints Members to act as proxies for absent Officers-elect at the Installation. Officers installed by proxy are subject to the provisions of the Constitution for the Government of Subordinate Parlors, Article Seven.

The Recording Secretary provides the Grand (or Acting Grand) Secretary with a list of names of Officers-elect and proxies to be read at Roll Call during the Installation.

The Deputy Grand President selects the installing team. The Subordinate Parlor President and her committee arrange all other details.

In programming, a Subordinate Parlor may deviate from the regular procedure of introductions and presentation, but proper decorum must be observed throughout the Ceremony. Grand Officers and Past Grand Presidents residing or visiting in the area are extended the courtesy of participating in a Ceremony of Installation.

Procedure for Installation of Officers-elect not present at the Installation

The Installation may be held prior to a regular meeting, during a recess, or the Order of Business may be changed in order to have the Installation immediately following the Opening Ceremony or Call to Order. Use of chairs for Officers-elect is optional.

The opening of the Holy Bible and the prayer following the obligation may be omitted if the Installation is held during a regular meeting.

The Deputy Grand President, or other Installing Officer, selects the Grand (or Acting Grand) Marshal, Grand (or Acting Grand) Secretary, and Past Grand (or Acting Past Grand) President. The President, or Chairman appointed by the President, presides.

The procedure printed in the Ceremony of Installation is followed. If the prayer is omitted, the Past Grand President returns to her station after administering the Obligation.

The Deputy Grand President proceeds with the charges pertaining to each respective Officer-elect.

After the Installation charges, the Deputy Grand President gives the final charge.

MANUAL OF INSTRUCTION

Nominations and Election of Delegates and Alternates to the Grand Parlor Annual Meeting

Regarding election of Delegates and Alternates, refer to the Constitution for the Government of Subordinate Parlors.

Nominations are held in the Subordinate Parlor at the last meeting in March, and election is held at the first meeting in April. Nominations may be re-opened by majority vote on the night of the election. Nominations and election of Delegates and Alternates is conducted in the same manner as the nominations and election of Officers. Delegates and Alternates are elected on one ballot, or if there is no opposition, by viva voce vote. Any Delegate unable to be in attendance at the Grand Parlor Annual Meeting is to be replaced by an Alternate in the order in which the Alternates were elected.

Official Visits

General Information

The Recording Secretary notifies the Subordinate Parlor President immediately on receiving the notice of the date of the Official Visit. The Subordinate Parlor President contacts the Deputy Grand President and notifies her of the date. The Subordinate Parlor accepts the date given by the Grand President, except under extenuating circumstances when a request for a change of date may be made in writing to the Grand President, who makes the final decision regarding said request.

The Deputy Grand President is in charge of the ritualistic work at the Official Visit. The Subordinate Parlor President and her committee are in charge of all other matters pertaining to the Official Visit. (Refer to the Manual of Instruction - Diagram - Seats of Honor for Grand Officers and Visiting Dignitaries at an Official Visit.)

If the Subordinate Parlor's meeting place is not available nor large enough, a proper motion is made in the Subordinate Parlor meeting to change the venue for the Official Visit, and a suitable meeting place is secured. Arrangements may be made for a rehearsal.

It is not necessary to declare a recess for a coin march at an Official Visit.

The President appoints an Official Visit Committee from among volunteers.

The Committee is responsible for the following suggested items:

1. Venue and time
2. Theme and decorations

MANUAL OF INSTRUCTION

3. Menu and costs
4. Attire
5. Invitations (including venue, theme, attire, menu and costs, checks payable to and to whom to respond)
6. Publicity
7. Courtesy/Appreciation Gifts and corsages
8. Written script including Dignitaries to be escorted
9. Fund-raising
10. Transportation and accommodations
11. Presentation of reports and gifts
12. Set up and clean up

The President ascertains that the Grand President and Grand Parlor Office personnel are notified of all details pertaining to the Official Visit, including changes made in lodging, venue, time, and other details.

Only the current Officers of the Subordinate Parlor fill the stations or serve on an initiatory team at an Official Visit. The station of any Officer absent at the Official Visit is filled by appointment of the President.

Joint Official Visits

If two or more Subordinate Parlors are joining together for an Official Visit, they follow the same general procedure as outlined above. Each participating Subordinate Parlor has an equal voice with respect to deciding the details of the Official Visit, the division of the Ritualistic work, and the Corps of Officers. Only one Regalia March is required. (Refer to the Manual of Instruction - Diagrams - Regalia Marches 1 and 2 – Movement of Marshal and Movement of Officers.)

Only current Officers of the participating Subordinate Parlors fill stations or serve on any initiatory team at a Joint Official Visit. In the absence of any Officer serving on the initiatory team at a Joint Official Visit, the station is filled by the respective or a current Officer of a participating Subordinate Parlor.

Courtesies

Prior to the day of an Official Visit or other event, the Grand President is notified if the Official Visit or other event is to be formal or informal, and is advised of the attire for any meeting or social event.

The Subordinate Parlor hosting an Official Visit or other event arranges transportation for the Grand President, if necessary.

MANUAL OF INSTRUCTION

A list of twenty-five, fifty, and seventy-five year Members, who are receiving their service emblems, should be given to the Grand President prior to the meeting, so she can be familiar with the names and correct pronunciations. For convenience, service emblems should be attached to ribbons or chains.

Someone should be delegated to greet the Grand President and introduce her to the Parlor Members and guests.

If arrangements have been made for a photographer to take pictures of the Grand President, she should be advised of the time and place specified for the photo session.

If changes in lodging are made, the Grand President and the Grand Parlor Office should be notified as soon as possible. A notice also should be left at the original lodging place.

Subordinate Parlors should not make definite commitments for the Grand President to participate in flag presentations, dedications, or other public appearances, without first contacting the Grand President to ascertain if tentative appointments are agreeable and would not conflict with her schedule.

When meals are scheduled, arrangements are made for special dietary needs that the Grand President may have, as well as consideration given regarding allergies she may have to flowers or plants used in a corsage or the decorations.

The Deputy Grand Presidents and Supervising District Deputy Grand Presidents introduce themselves to the Grand President on the occasion of an Official Visit.

Grand Officers and Past Grand Presidents residing or visiting in the area are extended the courtesy of participating in a Ceremony of Installation.

All invitations must contain the name, address, and phone number or electronic contact information of either the chairman of the particular event, or the person to whom replies or reservations are sent.

Special Session

A Special Session may be held, according to the Constitution for the Government of Subordinate Parlors, for the purpose of conducting a Ceremony of Initiation or a Ceremony of Installation, or to present a special program. The Recording Secretary notifies Members of a Special Session. The President calls the Special Session to order, but none of the regular business of the Subordinate Parlor is transacted.

It is important to take action at a previous meeting by motion, requiring only a majority vote, to have a Special Session. If the Special Session is to be held at a different

MANUAL OF INSTRUCTION

time or place than a regular meeting as indicated in the Subordinate Parlor By-Laws or Standing Rules, action must be taken by motion, requiring a two-thirds vote.

Parliamentary Points

Parliamentary law is plain common sense, plus courtesy, plus justice.

Points to Remember

1. Business is brought on the floor for discussion and action by motion, "I move that/to...".
2. Routine matters can be disposed of by general consent, "If there be no objection, we shall...".
3. The presiding officer does not express an opinion while in the chair. If she wishes to enter the debate, she relinquishes the gavel to the First Vice President and does not resume it until the vote on the matter is taken.
4. The majority of a committee constitutes a quorum.
5. Members may speak on any debatable motion; twice, if all have spoken who care to speak; and a third time, only by permission of the Members assembled. Members are recognized in the order in which they stand.
6. The vote on an amendment is taken first, unless the maker of the motion accepts the amendment as a part of the motion and there is no objection from the Members assembled. Amendments are in order until the negative vote is taken.
7. The presiding officer states the motion before the vote is taken, and she announces the result.
8. A request to withdraw a motion may be made at any time before the voting has commenced. Until the motion is stated by the presiding officer, the maker may withdraw it without asking the consent of anyone. If the maker wishes to withdraw it after it has been stated by the presiding officer, it cannot be withdrawn without consent of the Members assembled. A common error is to ask consent of the Member who seconded the motion.

Order of Preference of Motions

The ordinary motions rank as follows: the lowest is at the bottom of the list and the highest is at the top. When any one of them is immediately pending, the motions above it are in order, those below it are out of order. Those marked 2/3 require a 2/3 vote for adoption. Those marked with an asterisk (*) can be amended; others cannot. The top three motions are not always privileged; the motion to amend is not always debatable.

MANUAL OF INSTRUCTION

	{Fix the Time	}	
	{When to Adjourn	}	
<u>Undeatable</u>	{(When Privileged)	}	
	{Adjourn	}	
	{(When Privileged)	}	
	{Take a Recess	{	Privileged
	{(When Privileged)*	}	
	{Raise the Question of	}	
	{Privilege	}	
	{Call for the Order of	}	
	{the Day	}	
	{Lay on the Table	}	
	{Previous Question 2/3	}	
	{Limit or Extend	}	Privileged
	{Debate 2/3	}	
	<u>Debatable</u>		
	{Postpone to a	}	
	{Certain Time*	}	
	{Amend*	}	Subsidiary
	{Commit or Refer*	}	
	{Postpone Indefinitely	}	
	{Main Motion*	}	

MANUAL OF INSTRUCTION

Motions Used Most Often

Main Motion.

The object of a main motion is to introduce business, requires a second, and is debatable and amendable. It is lowest in rank, a majority vote is required, and is not in order if another motion is pending.

Motion to Amend.

The object of a motion to amend is to change or modify, requires a second, is debatable, (with debate confined to the amendment), is further amendable, and a majority vote is required.

Forms: Insert or add, strike out, strike out and insert, substitute. A motion to amend is in order until a negative vote is taken. Amendments to By-Laws require previous notice and 2/3 vote, but amendments to such amendments require only a majority vote.

Previous Question.

The object of a previous question is to stop debate and order an immediate vote. It requires a second, is not debatable, may not be amended, and requires 2/3 vote. Form: "I move the previous question." (A call for question is not moving the previous question.)

Motion to Reconsider.

The object of a motion to reconsider is to bring a question back for discussion and a new vote and can only be made at same meeting or at the next regular meeting. A motion to reconsider must be made by a Member who voted on the prevailing side, requires a second, is debatable if the motion to be reconsidered was debatable, may not be amended, and requires a majority vote.

Motion to Rescind.

The object of a motion to rescind is to annul action, requires a second, except to give notice that a motion to rescind will be offered at the next meeting. A motion to rescind is debatable, may be amended, requires a 2/3 vote without previous notice: majority vote is required if previous notice is given. (Refer to *Robert's Rules of Order, Newly Revised*.)

Supervising District Deputy Grand President

Responsibilities

The Supervising District Deputy Grand President should be thoroughly familiar with her duties and the duties of a Deputy Grand President as outlined in the By-Laws of the Constitution of the Grand Parlor and the Constitution for the Government of Subordinate Parlors. She also should be familiar with the Concise and Formal Meeting Scripts, all other Ceremonies of the Order, the Manual of Instruction, the Summary of Legislation

MANUAL OF INSTRUCTION

distributed following the most recent Grand Parlor Annual Meeting, and *Robert's Rules of Order, Newly Revised*.

The Supervising District Deputy Grand President must remember the Deputy Grand President is in charge of the ritualistic work in the Subordinate Parlor to which she is assigned, and must remember not to usurp any of the duties of the Deputy Grand President.

It is recommended that the Supervising District Deputy Grand President visit the Subordinate Parlors in the District to observe the work of the Deputy Grand Presidents. Any need for correction of the work of the Deputy Grand Presidents, whether constitutional or ritualistic, or suggestions to the Subordinate Parlors is made in private to the Deputy Grand President, who, in turn, advises the Subordinate Parlor.

It is recommended that the Supervising District Deputy Grand President keep a calendar of special events of the Subordinate Parlors in the District so as to avoid conflict of dates.

Duties

Prior to October 1, a meeting of the Deputy Grand Presidents should be arranged to thoroughly review the By-Laws of the Constitution of the Grand Parlor, the Constitution for the Government of Subordinate Parlors, the Concise and Formal Meeting Scripts, all other Ceremonies of the Order, Manual of Instruction, and the duties of the Deputy Grand Presidents. Time should be allowed for questions, comments, and discussion.

Quarterly meetings with the Deputy Grand Presidents should be held to discuss any problems. It is important that the Supervising District Deputy Grand President serve as a liaison officer between the Deputy Grand President and the Grand President and as a coordinator within the District.

The Deputy Grand Presidents are advised regarding points to be covered in planning Official Visits and Installations, so they may be sure the Subordinate Parlor President is fully aware of all details that need to be planned in advance. Caution Deputy Grand Presidents to remember the Parlor President and her committees are responsible for all planning of any activities and the Official Visit.

District meetings, under the direction of the Supervising District Deputy Grand President, should be held at least once a year. At these meetings updates and information on new procedures and scheduled activities is made available to Subordinate Parlors. Promoting effective communication within our Order must be encouraged.

If a Deputy Grand President is unavailable or incapacitated, the Deputy Grand President will so notify the Supervising District Deputy Grand President, who will assume all duties, rights, honors, and privileges of the Deputy Grand President during the Deputy Grand President's inability to serve.

MANUAL OF INSTRUCTION

If a Deputy Grand President is unable to conduct a Ceremony of Installation, it is the duty of the Supervising District Deputy Grand President to serve as the Installing Officer. In the event neither the Deputy Grand President nor the Supervising District Deputy Grand President is available to conduct the Installation, the Subordinate Parlor may extend an invitation to a Grand Officer, Past Grand President, or a Past President of their Subordinate Parlor to act as the Installing Officer.

Upon invitation, a ritualistic team composed of Subordinate Parlor Members in the District, under the supervision of the Supervising District Deputy Grand President, may be formed to visit Subordinate Parlors to exemplify the Concise and Formal Meeting Scripts, and all other Ceremonies of the Order.

Deputy Grand President

Responsibilities

A Deputy Grand President serves as the representative of the Grand President and acts accordingly. A Deputy Grand President studies the By-Laws of the Constitution of the Grand Parlor, the Constitution for the Government of Subordinate Parlors, the Concise and Formal Meeting Scripts, all other Ceremonies of the Order, and the Manual of Instruction to be thoroughly familiar with her duties. She also should be familiar with the Summary of Legislation distributed following the most recent Grand Parlor Annual Meeting and *Robert's Rules of Order, Newly Revised*.

Any problems concerning the Subordinate Parlor under the jurisdiction of a Deputy Grand President should be discussed with the Supervising District Deputy Grand President.

The Deputy Grand President is in an advisory position with regard to the Concise and Formal Meeting Scripts, all other Ceremonies of the Order, the By-Laws of the Constitution of the Grand Parlor, and the Constitution for the Government of Subordinate Parlors. However, the Subordinate Parlor President and her committees are responsible for the activities of the Subordinate Parlor.

In Subordinate Parlor or Officers' meetings, the Deputy Grand President gives advice regarding activities, only if she is asked to do so. If necessary she reminds Officers that at Officers' meetings there may be discussion, only, but no action is taken.

A Deputy Grand President must be factual and neutral, and she must not exercise undue influence.

The Subordinate Parlor under her jurisdiction is to be visited at least quarterly, and a report on the condition of that Subordinate Parlor is made to the Grand President each October and April, or more often if so requested.

MANUAL OF INSTRUCTION

Duties

At the beginning of the term, the Deputy Grand President checks the Subordinate Parlor By-Laws to ascertain that they do not conflict with the By-Laws of the Constitution of the Grand Parlor and the Constitution for the Government of Subordinate Parlors. She also ascertains that copies of the Subordinate Parlor By-Laws are available for each Member.

The Deputy Grand President instructs the President in the secret work and gives her the current password.

The Deputy Grand President attends all meetings called by the Supervising District Deputy Grand President, and she attends and participates in the Semi-Annual Audits of Subordinate Parlor books and signs the audit form and the audited books.

If a Deputy Grand President is unavailable or incapacitated, the Deputy Grand President will so notify the Supervising District Deputy Grand President, who will assume all duties, rights, honors, and privileges of the Deputy Grand President during the Deputy Grand President's inability to serve.

The Subordinate Parlor President is to be urged to appoint a committee for each Grand Parlor project, to use active membership and lapsation committees, and to ascertain that dues and delinquent notices are sent at the proper times.

The Deputy Grand President should insist on punctuality in the opening of meetings as specified in the Subordinate Parlor By-Laws.

The Deputy Grand President is charged with the responsibility of having the ritualistic work performed correctly. She should urge Officers to become familiar with the charges they deliver during the Ceremony of Initiation, to pronounce words correctly, and to speak clearly and loudly enough so that all assembled may hear. She is to ascertain the Subordinate Parlor conducts the Ceremony of Initiation quarterly, in accordance with the Constitution for the Government of Subordinate Parlors.

When speaking under Good of the Order, a Deputy Grand President should be friendly, generous in praise when and where merited, and offer general constructive criticism. She should never single out a Member or Officer with criticism during the meeting. If mistakes are made, it is recommended she speak with the Member in private after the meeting to give the correction as tactfully as possible to avoid embarrassment.

If the newly appointed Deputy Grand President is present at the Ceremony of Installation, the Deputy Grand President asks the Marshal to escort the newly-appointed Deputy Grand President to the Altar, where she is introduced. The Marshal then escorts the new Deputy Grand President to her seat of honor, and the President instructs her to escort the retiring Deputy Grand President to her seat of honor, which is the chair to the immediate left of the Chairman of the Board of Trustees. The Marshal then returns to her own station.

MANUAL OF INSTRUCTION

Duties of Subordinate Parlor Officers

President

The President studies the Parlor By-Laws and Standing Rules, the By-Laws of the Constitution of the Grand Parlor, the Constitution for the Government of Subordinate Parlors, the Concise and Formal Meeting Scripts, all of the Ceremonies of the Order, and the Manual of Instruction to be thoroughly familiar with her duties. She also should be familiar with the Summary of Legislation distributed following the most recent Grand Parlor Annual Meeting, and *Robert's Rules of Order, Newly Revised*. In addition, it is suggested that the President have complete and updated Books of the Order available at each meeting for reference purposes. In a Subordinate Parlor meeting the President uses the following procedure to call for a vote: "It has been moved and seconded that _____ . Is there any discussion? If not, those in favor signify by the Voting Sign of the Order; those opposed, the same sign. The motion is carried and so ordered. (One rap indicates the motion is carried.) OR "The motion is lost." (One rap indicates the motion is lost.)

The President appoints committees as required and outlined in the Constitution for the Government of Subordinate Parlors and the Subordinate Parlor's By-Laws. The Subordinate Parlor will have active Lapsation, Hospitality, and Membership Committees. If the Subordinate Parlor membership is small, committees may be combined under one chairman.

It is advisable, soon after the Parlor Installation, to have Officers and committee chairmen meet to establish goals for the term subject to approval by the Members of the Subordinate Parlor.

Subordinate Parlor business is acted upon in the meeting and is not the decision of a few Members, nor is it discussed in public places. The President shall encourage Officers and Members to take an active part in Subordinate Parlor meetings and activities.

The President will be available for consultation but shall not allow personalities nor discourtesies in the meeting, or elsewhere, to disrupt the Subordinate Parlor.

She will be friendly and allow time to visit with Members before and after meetings. She will not conduct small impromptu Officers' meetings at the President's station prior to the meeting, but visit around the room and make all in attendance feel welcome.

She will encourage Members to visit other Subordinate Parlors in the District and to be considerate, tolerant, and courteous at all times.

She will keep the Deputy Grand President advised of, and invite her to attend, special events and planned activities in the Subordinate Parlor.

MANUAL OF INSTRUCTION

She will keep in close touch with the Recording Secretary, consult with her regarding all business, and be certain that an agenda is prepared for each meeting.

She will ascertain that the Chairman of the Board of Trustees contacts the Deputy Grand President before setting the date of an audit.

She will be neutral and factual while presiding and encourage adherence to the agenda. If it is necessary for the President to enter debate, she relinquishes the gavel to the First Vice President until after the vote is taken on the matter, at which time she resumes the gavel.

Subordinate Parlor questions or concerns are referred to the Deputy Grand President. If the Deputy Grand President needs advice, she contacts the Supervising District Deputy Grand President.

It is considerate and helpful to maintain a record of information vital to a President and to pass it on to the incoming President at the end of the term.

The President represents the Subordinate Parlor and must act accordingly.

Past President

The Past President of the Subordinate Parlor studies the Parlor By-Laws and Standing Rules, the By-Laws of the Constitution of the Grand Parlor, the Constitution for the Government of Subordinate Parlors, the Concise and Formal Meeting Scripts, all of the Ceremonies of the Order, and the Manual of Instruction to be thoroughly familiar with her duties. She also should be familiar with the Summary of Legislation distributed following the most recent Grand Parlor Annual Meeting, and *Robert's Rules of Order, Newly Revised*. She conducts the Devotional Ceremonies at each meeting. She is in a position of merited honor and dignity and is looked upon as the confidential advisor and mentor of the Parlor.

She has important duties in the Ceremony of Initiation and is charged with instructing new Members in learning the Passwords and Signs of the Order and their proper usage.

Vice Presidents

The Vice Presidents study the Parlor By-Laws and Standing Rules, the By-Laws of the Constitution of the Grand Parlor, the Constitution for the Government of Subordinate Parlors, the Concise and Formal Meeting Scripts, all of the Ceremonies of the Order, and the Manual of Instruction to be thoroughly familiar with their duties. They also should be familiar with the Summary of Legislation distributed following the most recent Grand Parlor Annual Meeting, and *Robert's Rules of Order, Newly Revised*, so that they may be prepared to advance to a higher office.

MANUAL OF INSTRUCTION

The Vice Presidents should automatically advance to the next higher office and perform the duties of that office in the event the President or any Vice President is absent or unable to perform. On the occasion of the Official Visit or a Ceremony of Initiation, the Vice Presidents have the option of remaining in their respective offices.

They should pay particular attention to learning the rules and procedure for admitting Members and guests after the Parlor meeting has begun and to the manner of instructing Members in giving the Signs of the Order.

They should be friendly and take time to greet Members and guests prior to the meeting.

The First Vice President assists new Members in learning the Passwords and Signs of the Order and their proper usage.

Marshal

The Marshal should study the Parlor By-Laws and Standing Rules, the By-Laws of the Constitution of the Grand Parlor, the Constitution for the Government of Subordinate Parlors, the Concise and Formal Meeting Scripts, all of the Ceremonies of the Order, and the Manual of Instruction to be thoroughly familiar with her duties. She also should be familiar with the Summary of Legislation distributed following the most recent Grand Parlor Annual Meeting, and *Robert's Rules of Order, Newly Revised* to be familiar with her various duties as outlined therein.

She is responsible for all the Subordinate Parlor property and for arranging the room with the Flags, Banners, Holy Bible, Charter, and Altar for the meeting and for distributing and collecting the Regalia.

It is the Marshal's duty to privately instruct new Members in the procedure for balloting.

Recording Secretary

The Recording Secretary should study the Parlor By-Laws and Standing Rules, the By-Laws of the Constitution of the Grand Parlor, the Constitution for the Government of Subordinate Parlors, the Concise and Formal Meeting Scripts, all of the Ceremonies of the Order, and the Manual of Instruction. She also should be familiar with the Summary of Legislation distributed following the most recent Grand Parlor Annual Meeting and *Robert's Rules of Order, Newly Revised* to be thoroughly familiar with her duties.

The most important duty of the Recording Secretary is to record the proceedings of the Subordinate Parlor meetings. Accuracy in recording the business of the Subordinate Parlor is essential. She is required to keep a permanent record of the attendance of all Members.

MANUAL OF INSTRUCTION

She should provide the President with an agenda listing items for unfinished business, new business, and items from the communications which need action.

Supplies are ordered on supply order forms available online and from the Grand Parlor Office, and Subordinate Parlor checks must accompany all orders. All properties and supplies required for the work and ceremonies of Subordinate Parlors, with the exception of the Treasurer's ledger, the Financial Secretary's ledger, the Roll Book, and the Minute Book, must be procured from the Grand Parlor Office.

She has custody of the Subordinate Parlor Seal. The imprint of the Subordinate Parlor Seal must be affixed to all correspondence and documents of the Subordinate Parlor, except postcards. Nothing is written over the imprint of the Seal.

She should never abbreviate the word "California" in writing or speaking, except where necessary to conform to United States Postal Regulations.

The letters P.D.F.A. are used in closing Subordinate Parlor correspondence within the Order. The proper form for closing is: "Sincerely and fraternally yours in P.D.F.A."

She, or her assistant, reads the communications in the Subordinate Parlor meeting and summarizes the letters of State Chairmen, which are directed to the respective Subordinate Parlor chairmen. Letters from the Grand President and Grand Parlor Office personnel must be read in their entirety.

She must observe deadlines for reports and other Grand Parlor requirements, as prescribed in the Books of the Order. The Recording Secretary must include the current closing balances of all bank accounts held in the Subordinate Parlor's name and any interest on bank accounts and dividends earned on investments as announced by the Treasurer at the Subordinate Parlor meeting.

These reports must be complete and include the following: the audit form listing the Subordinate Parlor's financial information, the summary of membership form including all gains and losses, a list of Subordinate Parlor 25 Officers, and a complete and accurate Subordinate Parlor Roster of names, addresses, and contact information of all Subordinate Parlor Members in good standing.

(Refer to the Constitution for the Government of Subordinate Parlors, Article Eight.)

Financial Secretary

The Financial Secretary should study the Parlor By-Laws and Standing Rules, the By-Laws of the Constitution of the Grand Parlor, the Constitution for the Government of Subordinate Parlors, the Concise and Formal Meeting Scripts, all of the Ceremonies of the Order, and the Manual of Instruction. She also should be familiar with the Summary of Legislation distributed following the most recent Grand Parlor Annual Meeting and *Robert's Rules of Order, Newly Revised* to be thoroughly familiar with her duties. She also should be thoroughly familiar with all procedures regarding membership records and duties.

She sends delinquent notices and letters with *Certificate of Mailing* to Members liable for suspension. She must be accurate in entering all dues and assessments in the Members' accounts as well as in all other books and records in her possession.

She receives all monies in the Subordinate Parlor meetings and delivers same to the Treasurer. When the Treasurer reports interest on savings accounts and dividends earned on investments, the Financial Secretary enters such interest in the receipts of the meeting.

MANUAL OF INSTRUCTION

Prior to the opening of each Subordinate Parlor meeting, she furnishes the President with a list of Parlor Members who are three months or more in arrears and those liable for suspension.

Treasurer

The Treasurer should study the Parlor By-Laws and Standing Rules, the By-Laws of the Constitution of the Grand Parlor, the Constitution for the Government of Subordinate Parlors, the Concise and Formal Meeting Scripts, all of the Ceremonies of the Order, and the Manual of Instruction. She also should be familiar with the Summary of Legislation distributed following the most recent Grand Parlor Annual Meeting and *Robert's Rules of Order, Newly Revised* to be thoroughly familiar with her duties relative to the management and disbursement of Subordinate Parlor funds.

When forwarding remittances to the Grand Parlor Office, she is required to specify the fund to which those monies apply and to draw separate checks for each specific fund. At the Subordinate Parlor meetings, the Treasurer must announce the current closing balances of all bank accounts held in the Subordinate Parlor's name and any interest on bank accounts and dividends earned on investments.

The forms are completed by the Recording Secretary. When the Semi-Annual Audit is concluded, the Deputy Grand President, the President, the Trustees, the Recording Secretary, and other Members participating in the audit sign the audit forms, and sign and note the date of the audit on the last page reviewed in the books of the Subordinate Parlor.

The Subordinate Parlor Seal is affixed to the Subordinate Parlor's Semi-Annual Report before mailing it to the Grand Parlor Office, and a copy of the complete Semi-Annual Report is affixed to the Minute Book of the Subordinate Parlor.

The Treasurer aids in preparing a budget for the Subordinate Parlor.

Trustees

The Trustees should study the Parlor By-Laws and Standing Rules, the By-Laws of the Constitution of the Grand Parlor, the Constitution for the Government of Subordinate Parlors, the Concise and Formal Meeting Scripts, all of the Ceremonies of the Order, and the Manual of Instruction. They also should be familiar with the Summary of Legislation distributed following the most recent Grand Parlor Annual Meeting and *Robert's Rules of Order, Newly Revised* to be thoroughly familiar with their duties.

They should be aware of the location and security of all Subordinate Parlor property.

All bills are itemized and the Trustees must question any bills about which they have any doubt.

When possible, bills should be discussed and audited by the Board of Trustees before the Opening Ceremony or Call to Order. However, the President may announce there will be a recess for the purpose of the Trustees auditing of the bills. If found to be in order, the bills are signed by Trustees to authorize payment.

The Chairman sets the date of the Quarterly and Semi-Annual Audits of the Subordinate Parlor books after consultation and agreement with the Deputy Grand President.

It is the duty of the Board of Trustees to dispose of correspondence and circulars that have been retained for a period of two or more years. (Refer to the Constitution for the Government of Subordinate Parlors, Article Fourteen.)

MANUAL OF INSTRUCTION

Organist

The Organist adds a great deal to the Subordinate Parlor meetings. She should be familiar with the Odes of the Order and the tempo at which they should be played.

Appropriate music should be played as the Past President approaches the Altar and returns to her seat, but no music is played during the prayer. It is suggested to slow and soften the music as the Marshal attends to her duties at the Altar.

Songs such as "I Love You, California" may be used for coin marches so that Members may sing as they march, thus adding much to the congeniality of the meeting.

Inside and Outside Sentinels

The Sentinels should study the Parlor By-Laws and Standing Rules, the By-Laws of the Constitution of the Grand Parlor, the Constitution for the Government of Subordinate Parlors, the Concise and Formal Meeting Scripts, all of the Ceremonies of the Order, and the Manual of Instruction. They also should be familiar with the Summary of Legislation distributed following the most recent Grand Parlor Annual Meeting and *Robert's Rules of Order, Newly Revised* to be thoroughly familiar with their duties.

The Sentinels are the guardians of the door(s). They should pay particular attention to learning the rules and procedures for admitting Members and guests after the Parlor meeting has begun.

When the Door Signal is given to gain admission during the Opening Ceremony, Call to Order, Balloting March, or a Ceremony of Initiation, the Outside Sentinel answers the door.

In a meeting hall where there is an outer room, the Outside Sentinel answers the outer door, and the Inside Sentinel answers the inner door. If both Sentinels are in the room, and there is only one door, the Outside Sentinel answers the door.

During a Ceremony of Initiation, the Inside Sentinel admits the Marshal and Candidates.

INDEX TO THE MANUAL OF INSTRUCTION

Section	Page
Adjourned Meetings	47
Announcements and Communications	38
Applications for Membership	29
Appointments to Committees	51
Auditing of the Parlor Books and Records	47
Suggested Audit Procedure - Receipts and Disbursements	48
Reconciliation of Bank Statements	48
Verification of Membership Figures	48
Correction of Errors	49
Completion of Audit	49
Balloting	33
Basic Rules	18
Bills Presented	44
By-Laws, Amendments and Standing Rules	49
First Presentation	49
Second Presentation	50
Presentation to State Committee on Laws and Supervision	50
Final Adoption	50
Standing Rules	51
Changing the Order of Business	25
Closing Ceremony	46
Committees	51
Action on Committee Reports	41, 52
Courtesies	57
Deprivation of and/or Restoration to a Vote in the Subordinate Parlor	41

MANUAL OF INSTRUCTION

Deputy Grand President	63
Responsibilities	63
Duties	64
Draping of the Charter	25
Duties of Subordinate Parlor Officers	65
President	65
Past President	66
Vice Presidents	66
Marshal	67
Organist	70
Recording Secretary	67
Financial Secretary	68
Treasurer	69
Trustees	69
Inside and Outside Sentinels	70
Escort	22
Funds	52
Good of the Order	45
Initiation of Candidates	36
Installation of Officers	55
Procedure for Installation of Officers-elect not Present at the Installation of Officers	55
Minutes	27
New Business	43
Nominations and Election of Delegates and Alternates to Grand Parlor Annual Meeting	56
Nomination and Election of Officers	53
Nominations	53

MANUAL OF INSTRUCTION

Elections	54
Vacancies	54
Official Visits	56
Joint Official Visits	56
Opening Ceremony	18
Order of Escort – Grand Officers	22
Parliamentary Points	59
Points to Remember	59
Order of Preference of Motions	59
Motions Used Most Often	61
Pledge of Allegiance to the Flag	21
Procedure to be used for Member-at-Large	31
Procedure to be used for Dual Membership	30
Recess	44
Reinstatement of Resigned or Suspended Members	39
Report of Membership Committee	32
Report of Trustees	44
Report on Members	40
Reports of Committees	41
Requests for Transfers and Procedure for Issuing and Processing Transfers	39, 43
Roll Call of Officers	26
Seats of Honor	22
Sentinel Instructions	21
Special Session	58
Supervising District Deputy Grand President	61
Responsibilities	61
Duties	66

MANUAL OF INSTRUCTION

To Enter a Subordinate Parlor While in Session	21
Trustees' Report of Quarterly Audit	42
Unfinished Business	42