

HELPFUL HINTS FOR THE ASSOCIATE MATRON

- Communications are so valuable. Share the communications you receive about events, projects, and other opportunities for your members so that you and your chapter are able to be a part of the broader circle of our Order. Encourage participation and communication among your members. You are a vital force in the tone of your Chapter.
- Be an actively engaged supporter of the Worthy Matron. Assist, encourage, and respond to her needs and requests. Embrace the projects, events, and calendar of your Chapter.
- Be in preparation as your term as Worthy Matron is coming very soon. Use this year as a time to listen and observe your Chapter. Attempt to determine how you can address the members' needs now and plan for the coming year to be one of energy, enthusiasm, and success for your members and Chapter.
- Know the exact wording for your office for Proving of Chapter. Practice with Conductresses to prepare for comfort and proficiency.
- Greet visitors and members as they arrive for your Chapter's stated meetings. This will give you the opportunity to get acquainted and help you be aware of anyone in attendance who may need an avouchment. This will allow you and the Conductresses to determine if someone can vouch for the visitor or if examination is needed. Attempt to prevent a visitor from needing to be examined and if needed, ensure the examination takes place prior to the meeting.
- Awareness of Ritual, Law, Book of Instructions, and Chapter Bylaws is so important for you. Continue to study and learn. Review and refer to these documents when questions arise.
- You have a Red Book provided to your Chapter from Grand Chapter. You may make notes in it, tab, and copy from it. The Red Book is also available online (www.neoes.org). It is password protected. Use the words of Electa's pass (no spaces and all lower case) for the password. When accessing the Red Book you can choose to see the current updates or the complete book.
 - **HELPFUL HINT: when using the complete online book, choose "command F" and in the lower left corner of the window you can utilize a word search function. This helps you find each and every entry in the Law and BOI regarding your subject or search.**

INSTRUCTIONS FOR ASSOCIATE MATRON

PROVING CHAPTER

Ritual pages 26-27 (fine print); Book of Instruction pages 14-17

- ❖ Visitors are called “Visitors” until they are vouched for and after they are vouched for, they are called “Sisters or Brothers”.
- ❖ Associate Matron and Conductresses use exact wording when Proving Chapter. (Ritual page 26-27)
- ❖ The Associate Matron always instructs the Conductresses before either Conductress nods the Sister/Brother down, even though the Conductresses have heard the avouchment.
- ❖ When vouching, the member making an avouchment addresses only the Associate Matron beginning “Sister Associate Matron,...”.
- ❖ Associate Matron instructs Conductresses to determine if all present are members Ritual, pg. 26).
- ❖ When Conductresses reach the East, the Associate Matron says, “**Will all visitors please rise?**” (BOI page 16).
- ❖ If the Conductress or Associate Conductress cannot vouch for a visitor, she addresses the Associate Matron, Ritual page 26 using exact wording.
- ❖ If the Associate Matron can vouch for the visitor, she responds using exact wording found on page 26 of the Ritual, without saying “...in the north or south”.
- ❖ If the Associate Matron cannot vouch for the visitor, she asks (using the exact wording, Ritual page 26) if a member can vouch.
- ❖ A member responds by saying, “**Sister Associate Matron, I vouch for Sister/Brother _____, a member of _____ Chapter No. ____, (town) _____, (state) _____.** B.O.I. p16
- ❖ The Associate Matron addresses the appropriate Conductress using the exact wording Ritual page 26, including using north or south and “Sister” or “Brother”.
- ❖ The appropriate Conductress nods Sister/Brother down.

AVOUCHMENT BY EXAMINING COMMITTEE:

- If the Chairman of the Examining Committee is vouching for a member who has been examined, the wording is found in BOI page 17.
- The response from the Associate Matron is the same as for any other visitor vouched for by a member. (Ritual page 26)
- If no one can vouch for a visitor during proving of Chapter and it is necessary to examine a visitor, the Worthy Matron handles the matter. (B.O.I. page 16-17) The Associate Matron is not involved.

TO COMPLETE PROVING OF CHAPTER:

- ❖ The Conductresses meet in the West in front of the Associate Matron and face each other leaving a space between them.
- ❖ After the Associate Conductress reports to the Conductress, they both turn toward the West and the Conductress reports to the Associate Matron.
- ❖ The Associate Matron reports to the Worthy Matron after the Conductress and Associate Conductress turn inward and face the East.
- ❖ When the Conductress and Associate Conductress return to their stations, the Associate Matron, Conductress, and Associate Conductress remain standing.

BALLOTING

- ❖ The Associate Matron step down from the dais and comes to the West marching line to ballot, arriving so she is waiting when the Associate Conductress reaches her to present the ballot box. She ballots immediately after the Associate Patron.
- ❖ When examining the ballot, only the Associate Matron touches the Ballot Box.
- ❖ The Associate Matron remains standing until the Associate Conductress receives instruction from the Worthy Matron and returns to the East.

INITIATION

- ❖ The Associate Patron and Associate Matron step down off the dais together.
- ❖ The Associate Matron enters the Prayer Circle between Ruth and Esther
- ❖ All officers in the Prayer Circle (other than the Chaplain) should enter the Labyrinth (an imaginary line around the outside legs of the Star Point chairs) at the same time.
- ❖ Following the prayer and singing of “Bless Be the Tie that Binds”, all officers drop the Reverent Attitude, back to the edge of the Labyrinth, and return to their stations. All are seated at the sound of the gavel.

CLOSING

- ❖ When preparing to close the Chapter, the Associate Matron responds to the Worthy Matron’s question concerning further Chapter business.
- ❖ If additional business is conducted, the Worthy Matron repeats the question to the Associate Matron.