

INSTRUCTIONS FOR ASSOCIATE CONDUCTRESS

GENERAL INFORMATION:

- ❖ The Conductress acts as the “lead” in marching and floorwork. The Associate Conductress follows the lead of the Conductress and tries without drawing attention to herself to mirror and follow the Conductress’ movements.
- ❖ The Associate Conductress observes square corners unless specified by the diagrams in the Ritual and Book of Instruction. Refer to Diagrams.
- ❖ The Associate Conductress stands in front of her chair.

OPENING

- ❖ Prior to the Opening of Chapter, the Conductress and Associate Conductress determine if there is a visitor that neither of them can vouch for. If there is, they verify that some member can vouch for the visitor.
- ❖ If no member of the Chapter can vouch for the visitor, the Worthy Matron appoints an Examining Committee to examine the visitor, preferably before the Opening.
- ❖ The Conductress and Associate Conductress each leads a line of Officers as they enter the Chapter room.
- ❖ After the Conductress escorts the Worthy Matron to the East, she and the Associate Conductress continue the march to seat all Officers observing square corners.

PROVING CHAPTER Ritual pages 26-27; Law Book, Sections 134-135, 158; Book of Instruction, pages 15-16

- ❖ When directed to do so, the Conductress and Associate Conductress rise and march to the East, turning toward the sidelines to face the West when they reach the East. They wait for Associate Matron’s instructions to visitors.
- ❖ The Conductress and Associate Conductress work independently to vouch for the visitors.
 - The term “visitor” is used until the person is vouched for, then s/he is referred to as a “member”.
- ❖ The Associate Conductress vouches for a visitor by nodding to them as she approaches them. If the Associate Conductress can vouch for a visitor seated on the Conductress’ side of the room, she responds as any member to the Associate Matron with her avouchment.
- ❖ When both the Conductress and Associate Conductress arrive in the West, the Associate Conductress reports to the Conductress who then reports to the Associate Matron.
- ❖ After the Conductress reports, she and Associate Conductress turn toward each other to face the East and then return to their stations when the Worthy Matron responds to the Associate Matron.

BALLOTING Book of Instruction pages 50-56

- ❖ When instructed to do so by the Worthy Matron, the Associate Conductress retrieves the ballot box, goes on the marching line to the northeast corner, faces West, and opens the drawer to inspect it.
- ❖ In the East and in the West, the Associate Conductress stands either on the floor or on the dais but never on the steps.
- ❖ After the Worthy Matron and Worthy Patron have inspected the ballot box, the Associate Conductress offers the ballot box first to the Worthy Matron, then to the Worthy Patron. She places it on the pedestal and ballots herself.
- ❖ The Associate Conductress presents the ballot box by sliding the box over her left hand and securing the drawer with her left thumb. She extends the ballot box to each officer and member in the same manner.
- ❖ If a member is unable to come to the marching line, the Associate Conductress approached her/him and extends the ballot box, returning to the marching line.
- ❖ The Associate Conductress follows the marching line, traveling first toward the West, the South and then to the East,
- ❖ Instructions for Carrying the Ballot Box
 - The Associate Conductress rests the Ballot Box on her left forearm with her fingers of the left hand securing it on the front edge.
 - Her right hand grasps the handle.
 - When she extends the ballot box to a member, she draws her hand backward and secures the drawer with her thumb.
 - As she walks around the room, she secures the box against her body.
- ❖ When all officers and members have balloted, the Associate Conductress returns to the west marching line to the right of Esther's Station, faces north, and waits to present the ballot box to the Sentinel.
- ❖ After the Sentinel has balloted, and when directed to do so by the Worthy Matron, the Associate Conductress places the ballot box on the pedestal in the west, stands to the right of the Associate Matron and faces east.
- ❖ When directed to do so by the Worthy Matron, the Associate Conductress marches to the East, places the ballot box on the pedestal, stands to the right of the Worthy Matron and faces west.
- ❖ After the Worthy Matron announces the result and destroys the ballot, the Associate Conductress places the ballot box back on the north side of the pedestal with the drawer facing west and returns to her station.

INITIATION Book of Instruction pages 56-67

- ❖ Before the Opening, the Associate Conductress inspects the preparation room to ensure the room is tidy and the light are on.
- ❖ The Associate Conductress introduces herself to candidates in a friendly reassuring manner, telling the Candidates that:
 - There is nothing to be afraid of, and nothing done to embarrass them.
 - Initiation is a beautiful, yet serious ceremony.
 - Hats and gloves are worn in the Chapter room for religious or health purposes only.
 - They will walk in couples and will be escorted.
 - They should not touch the large Bible when at the Altar.
 - They will be asked two questions they will be expected to answer aloud.
- ❖ The Conductresses ask each candidate if s/he is able to kneel at the altar.
- ❖ The Associate Conductress lecture is always given outside the Chapter room except during a School of Instruction.
- ❖ Prior to giving the alarm at the Preparation Room door, the Associate Conductress lines up the candidates in couples. They are in the order that the Conductress gives their names to the Associate Matron in the West.
- ❖ In bringing the candidates into the Chapter room:
 - If there is only one candidate, the Conductress escorts her/him on her left arm while the Associate Conductress closes the door and then stands to the left of the candidate.
 - If there is an even number of candidates, the Conductress escorts the first one on her left arm. The Associate Conductress escorts the last one on her right arm, stand to her/his left forming a straight line, then returns to close the door.
 - If there is an odd number of candidates, the Conductress escorts the first one on her left arm and the others will form couples. The Associate Conductress follows behind the last couple and stands to their left. She then returns to close the door and retakes her place in the line.
- ❖ Following the Conductress' lecture,
 - If the Associate Conductress is conducting a candidate in the Chapter room, she offers the candidate her left arm.
 - If there is only one candidate, the Associate Conductress follows behind the Conductress until she reaches her station and then is seated.

- ❖ In preparing multiple candidates for the Obligation:
 - Both the Conductress and the Associate Conductress demonstrate how to hold the small Bible at the Altar.
 - To place the Bibles, the Conductresses work from the east side to the west, placing the Bible from the new members' right side with the right hand. This may also be visualized as working from the outside candidate to the inside/center candidate.
 - To remove the Bibles, the Conductresses work from the west side to the east, removing the Bible from the new members' left side with the left hand. This may also be visualized as working from the inside/center candidate to the outside candidate.
- Book of Instruction, Page 60.**

PRAYER CIRCLE

- ❖ If the Associate Conductress is not escorting new members, she enters the Prayer Circle behind Martha's chair and standing between Martha and the Associate Patron.
- ❖ The Associate Conductress takes the left hand of the Associate Patron and the right hand of Martha.
- ❖ If the Associate Conductress is escorting new members, she follows at the end of the line as the Conductress countermarches the new members and then marches abreast into the Prayer Circle, standing to the Worthy Matron.
 - She takes the left hand of the Worthy Matron but does not take the right hand of the new member next to her until the Chaplain says, "Oh may the golden...".
- ❖ When the hands are lowered to the Reverent Attitude, the Conductresses assume the Reverent Attitude in turn and assist the new members to do so also.
- ❖ After the Worthy Matron has passed, the Conductress countermarches the new member(s) and the Associate Conductress to face the East, then marches abreast to the East.

BY-LAWS

- ❖ If there is more than one new member to sign the by-laws, the Conductress asks the new members to follow her in couples.
- ❖ The Associate Conductress:
 - Follows with a new member on her left arm or behind the new members.
 - Waits with the new members as the Conductress escorts the first new members to the Secretary's desk.
 - Offers her left arm to the last new member and escorts her/him to the Secretary's desk and waits, facing South.
 - After the last new member has signed, offers her left arm to the new member and escorts her/him to the marching line.
- ❖ The Associate Conductress follows the Conductress and new members in the circuit of the Chapter Room to the East facing West.