

PURPOSES AND GUIDELINES OF THE BOARD OF RELIEF

In accordance with Section 209 of the Code of the Grand Chapter of Iowa, Order of the Eastern Star, the following shall be the guidelines of the Eastern Star Board of Relief.

1. Said Board shall have supervision over the Relief Fund.
2. All cases for relief shall be referred to said Board and after investigation the Board may by majority vote, extend relief wholly or in conjunction with the Chapter reporting, the city, county, state, or federal government as such relief is deemed expedient.
3. Said Board of Relief shall make rules and regulations necessary for the administration of the relief and all expenses connected with their work shall be paid from the Relief Fund.
4. Relief shall be paid from the Relief Fund.
5. Relief shall be limited to members of Chapters within this Jurisdiction, or dependent children of such members who are of good moral character and recommended for assistance by the Relief Committee of their Respective Chapters.
6. The Secretary of the Board shall annually make a report to the Grand Chapter of all receipts and disbursements, the numbers aided and other information, which may be requested by the Worthy Grand Matron or Worthy Grand Patron.
7. The names of persons to whom relief is granted shall not be required to be given as part of the report.

In addition to the guidelines described in the Code, the Board of Relief has developed the following guidelines:

1. The Worthy Grand Matron shall schedule the first meeting of the Board of Relief, as soon as possible after the Grand Chapter Session, at which time a Chairman and Secretary shall be elected. They shall hold office until the Board elects their successors.
2. To provide the Board of Relief with greater continuity, it is suggested that the members selected from the Board of Grand Trustees, Boone Home Board and the Barthell Board be selected to serve a two- year term.
3. The Board of Relief shall hold its annual meeting on the Third Saturday of July following the meeting of the Board of Grand Trustees. Other meetings shall be held at the request of the Chairman or upon the request of any three members.

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FUNDING AND PURPOSE OF THE RELIEF FUND

The Relief Fund will be supported in accordance with Section 122 of the Code and by gifts and contributions designated for the Relief Fund.

The Relief Fund is created and maintained for the relief of distressed members of the Order of the Eastern Star and for members of their immediate families who are also members of their household or dependent upon them for support, and in order to assist Chapters and other Grand Jurisdictions in matters of relief on approval of the Board of Relief.

**PROCEDURES, RULES AND REGULATIONS
OF THE
EASTERN STAR BOARD OF RELIEF**

1. The Board of Relief of Subordinate Chapters shall receive all requests for relief. This Board will investigate and decide on the merit of the case.
2. Having found a need, the Board of Relief of the Chapter will submit a written letter of application to the Grand Chapter of Iowa Board of Relief.
3. The Grand Chapter Board of Relief may, if it so decides, request additional information from the applicant.
4. The Grand Chapter of Iowa Board of Relief will determine the amount of relief for each applicant on an individual basis.
5. Upon approval of an application for relief, a warrant will be issued and signed by the Chairman and the Secretary of the Board of Relief. The warrant will be presented to the Grand Secretary and a check will be issued.
6. All checks for relief will be mailed to the Worthy Matron of the Chapter submitting the application and the Chapter Board of Relief will deliver the check to the applicant in person. The Secretary of the Chapter will make appropriate mention of the gift in the records of the Chapter.
7. The Secretary of the Board of Relief will keep all applications for relief on file for a period of five (5) years.