

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. The Board of Relief shall have supervision over the Relief Fund and will consist of "Five" (5) members: two (2) from the Board of Grand Trustees (President and Vice-President), Worthy Grand Matron, Worthy Grand Patron, and Grand Treasurer.
2. All cases for relief shall be referred to the Board of Relief. 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 acceptable.
3. The 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 Chapter.
6. The Chairman of this 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 President and Vice President of the Board of Grand Trustees will serve two-year terms on this board to provide greater continuity for this Board. The Chairman of the Board of Relief will be the Vice President of the Board of Grand Trustees. She/He shall hold office until after the following Grand Chapter session.
2. Meetings of this Board may be held at the request of the Chairman or upon the request of any three (3) members.

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, Worthy Matron or Secretary shall receive all requests for relief. The Board of Relief of Subordinate Chapters will investigate and decide on the merit of the case.
2. Having found a need, the Chairman of the Board of Relief of the Chapter, Worthy Matron or Secretary will submit a written letter of application to the Grand Chapter of Iowa Board of Relief and will sign this application with her/his **name and title**.
3. The Chairman after receiving the application will reach out to the members (this may be by email) including information that has been provided and asking for their input about the case. The members should “reply all” so everyone can see their determination.
4. The Grand Chapter Board of Relief may, if it so decides, request additional information from the chapter regarding the applicant.
5. The Grand Chapter of Iowa Board of Relief will determine the amount of relief for each applicant on an individual basis.
6. Upon approval of an application for relief, the Chairman will let the Grand Secretary know the results of the determination of the award and the amount. A copy of the application will be sent to the Grand Secretary and the Grand Secretary will issue a check.
7. All checks for relief will be mailed to the Worthy Matron of the Chapter submitting the application. 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.
8. The Grand Secretary will keep all applications for relief and action thereon on file for a period of five (5) years.

CONSTITUTION AND CODE
BOARD OF RELIEF – RELEVANT SECTIONS

Section 64. Distribution of Dues (page 27)

(2019) Chapters shall pay such per capita annual dues to the Grand Chapter as may by law be authorized by the Grand Chapter. The Grand Chapter shall determine by law what portion of annual dues shall be apportioned to the Eastern Star Board of Relief, and for Grand Chapter purposes.

Section 122. Grand Chapter Dues (page 52)

(2023) The Grand Chapter dues shall be due on the first day of January each year. Each Chapter shall pay as Grand Chapter dues for all members upon its roll for the year ending December 31st preceding, including affiliates and initiates (except those whose dues have been remitted, those who hold life certificates, and those entitled to prepaid credit for dues paid before the transfer of membership) a per capita tax of thirty four dollars (\$34.00) per member plus the General Grand Chapter Per Capita amount, which sum shall be apportioned as follows: fifty cents (\$0.50) for the Eastern Star Board of Relief, the payment of the General Grand Chapter Per Capita and the balance for the maintenance of Grand Chapter.

DIVISION V THE CODE

EASTERN STAR BOARD OF RELIEF

Section 209. Trustees (page 82)

(2023) The Eastern Star Board of Relief shall consist of five (5) members. These members shall be selected as follows: Two (2) members from the Board of Grand Trustees, the Worthy Grand Matron, the Worthy Grand Patron, and the Grand Treasurer. Said Board shall have supervision over the relief fund. All cases for relief shall be referred to this 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. Said Board of Relief shall make rules and regulations necessary for the administration of the relief and all expenses connected with its work shall be paid from the Relief Fund. 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. The President of the Board of Relief 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. The names of persons to whom relief is granted shall not be required to be given as part of the report.