

# CHAPTER 11

## ASSEMBLY LINE OFFICERS' HANDBOOK

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*Chapter 11 - Line Officers' Handbook (much of this information has been duplicated from various sections of MA Handbook; information specific to Adults has been deleted from this Chapter.)*

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## PREFACE

This HANDBOOK FOR LINE OFFICERS is a guide. It is meant to be revised from time to time, and to be passed on to those who follow in your foot steps. There are no "secrets" in this handbook - feel free to share it with other Members and your parents. Sometimes when others understand why we need to do things in a certain way, it becomes easier to lead and to follow!

This Handbook is organized to provide a clear understanding of the various responsibilities that individuals must assume to have a well organized and functioning Assembly. While every situation can not be addressed in this handbook, it is very important to be familiar with its contents so you will know where to begin looking for assistance. Your Mother Advisors, Grand Deputy and Advisory Board are a major resource of information, assistance, ideas, and support.

It is difficult to prepare a standard guideline that will work for every situation and every term. This Handbook is a work in progress. If you have suggestions to add to this book, feel free to present the idea to your Mother Advisors/Grand Deputy and to the Supreme Officer. Every suggestion will be considered. Your input is important. You are responsible for running your assembly and you should know first-hand what will work and what won't work as well. You also will know how to give advise to the next Line Officer and how to help her have a successful term/event.

This is not our Ritual, nor is it meant to take the place of our Ritual, the floor plans, or other instructions we receive from Supreme Assembly. It is a collection of resource information to help each of us find answers quickly to some of the questions which arise during the course of a term. The Ritual is our final direction in all ritualistic and floor work.

Your office is one which you will hopefully love as many have in the past. Serving as a Line Officer will require much of your time and a great deal of your energy and patience. Your dedication to this office and your daily responses to the needs of our members will be appreciated by all. From your labors, you will have lovely memories and rewarding feelings that you have participated in LOVE and SERVICE.

We hope you will benefit from the information contained in these pages understanding your tasks as well as the duties and responsibilities of those with whom you will be working. Further, we hope you will enjoy your service to your Assembly and that your fellow members will thrive under your care and guidance.

Created by the Grand Executive Committee 1999-2000, Adult Members: Ms. Shirlee Grimsley, Mrs. Debbie VanMeter, Ms. Sherron Cantrell, Mr. Mark Mancha; Junior Members: Athena Harris, Erin Brundage, Brandy VanMeter, Lindy Jensen; revised with the latest information from the 2008 Mother Advisors' Handbook.

## SECTION 1 RAINBOW ETIQUETTE

WHAT do you need to know to act like a Rainbow Girl? Keep these ideas in mind:

- Be polite and respectful, regardless of your mood. Like smiles, respect is contagious. Lets all catch it!
- Be friendly to everyone. When attending Rainbow functions, do not visit only with those you know. Make an effort to mingle with all the girls and adults.
- Avoid cliques - they can kill even the best group! Line Officers have a special responsibility to become friends with all Rainbow members and adults. Taking sides in particular situations will complicate matters. Remember, you are a Sister to ALL parties.
- Exemplify and promote positive attitudes. When problems arise, speak directly to the one with whom there seems to be a concern or with your Mother Advisor or Grand Deputy. Under no circumstances should you broadcast the specifics of such conversations with others.
- Give praise when praise is due. A POSITIVE word about a job well done will long be remembered and appreciated. Please remember, if you have nothing positive to say, say nothing at all.
- Be attentive to the activities of the meeting; be courteous to those who have worked hard to make this a pleasant visit for you and the other guests. Visit with others before and after the meeting - - not during the meeting. Conversation is very distracting when someone is trying to conduct a meeting.
- Exercise good table manners: place your napkin on your lap; ask for things to be passed to you; say "thank you" and "you're welcome;" and never place your elbows on the table!
- Respect the bible on the Altar. When the Bible is open, the Assembly room becomes a place of worship - NEVER turn your back to the altar; NEVER walk between the open Bible and the Worthy Advisor's station; and do not take pictures during a regular meeting when the Bible is open.
- When attending a Rainbow church service, including Vespers Service at Grand Assembly, there should be no applause. Singing or a special speech is part of the service. If you want to express your appreciation, find the person after the service and do so in person, or send a gracious note when you return home.
- Don't be afraid to use a Thank You Note. Whenever you stay at someone's home or are invited for a meal, you should leave a thank you note behind. It is even more crucial when visiting in another jurisdiction.
- Gum and food are not allowed in any Rainbow Assembly Room, even during practices.
- WHEN ATTENDING DEMOLAY FUNCTIONS, REMEMBER you are there representing Nevada Rainbow - in both your dress and your behavior. Therefore, our dress guidelines apply within reason. If you are participating in a Demolay function that requires a costume of some type, remember the general guidelines of good taste and choose accordingly. When in doubt, ask an adult!

- All ritualistic prayers, as well as those presented at special occasions (blessing before a meal), are followed with "Lord, help us to keep our promise." Pray SLOWLY so God hears every word.
- When retiring for presentations, do so quietly, quickly, and in an orderly fashion. Re-enter the Assembly Room quickly so there is minimal delay to the function.

## SECTION 2 - DUTIES AND RESPONSIBILITIES

### WORTHY ADVISOR'S DUTIES AND RESPONSIBILITIES

- Must memorize all Ritual work, *The Book of Traditional Work* and floor work. This is MANDATORY. Begin, also, familiarizing yourself with the Installation Ceremony. You are now at the highest honor your assembly can bestow;
- You should be an example to everyone in and out of Rainbow;
- You should attend all assembly functions and all other assembly Installations and Official Visits in your geographic area during your term;
- Arrive early to all your meetings and events, and remain after each event to visit with your guests and to ensure the assembly room is left in good order.
- Appoint committees as necessary, i.e., paraphernalia, refreshments, clean-up, etc. You will want to appoint a Telephone Calling Committee to assist in calling the members to share important information with them; be sure the committee members call you back with information about who will be attending events, etc.
- Organize your term calendar which should have been written and approved by the Advisory Board and distributed to the assembly members, advisory board members and all other interested adults, along with a current and updated phone list.
- Carry out the plans of the term calendar with the Mother Advisor's assistance. Each term should include opportunities for fund-raising, service, and fun!
- Is responsible for contacting the Mother Advisor the Sunday before each meeting and, together, preparing the agenda for your upcoming meeting. Be prepared to discuss all business and events that pertain to the assembly so that your meetings will be well organized.
- Is responsible for notifying all Line Officers with information regarding meetings and events of the Assembly. This will typically be done at your monthly Line Officers' meeting, together with the Mother Advisors. You may also need to devote additional time when it becomes necessary to inform Assembly Members of additional information.
- Is responsible for a fund raising event for the Grand Worthy Advisor's Service Project.
- Should follow-up with and assist the Line Officers on their projects.
- Add some Rainbow fun to every event during your term, including regular meetings.
- Always thank everyone who offers help. Special recognition for participation goes a long way - be creative and sincere in the way you offer thanks.

COMMITTEES which are helpful during a term:

- Telephone Calling Committee
- Sunshine Committee
- Calling Committee for Prospective Members
- Big Sister/Little Sister Committee
- Assembly Room Set up Committee
- Skits Committee

- Assembly Room Break down Committee
- Grand Assembly Dress Committee
- Refreshment Committee

### **WORTHY ASSOCIATE ADVISOR DUTIES AND RESPONSIBILITIES**

- Will experience greater duties and responsibilities with each line office;
- Should be at all assembly meetings and projects, and support the Worthy Advisor in all aspects of her term;
- MUST memorize all ritualistic work (not optional!) Begin, also, reviewing the ritualistic work of the Worthy Advisor;
- Should assist the Worthy Advisor as needed and must be prepared to fill in for her if necessary;
- Must work with the Mother Advisor to establish a tentative list of officers prior to elections; be prepared to make changes as a result of the elections;
- Will appoint and inform the line officers of the committees each will chair, with the specific duties of each committee prior to the start of the new term; each line officer will chair several committees specific to the traditions of each assembly;
- Will finalize all aspects of your upcoming term as Worthy Advisor;
- Will meet with the Advisory Board for approval of her (WA) service project, term plan and calendar. These plans should be discussed with the Mother Advisor prior to the Advisory Board meeting. Present the term plans, etc. to the Advisory Board in typed form. Be prepared to respond to questions about your proposals and to make changes if necessary;
- Consult with the Grand Deputy regarding practice dates and times;
- Confirm your installation date and time with the Mother Advisor and the Temple calendar;
- Promote activities and events in support of the Grand Worthy Advisor's service project;
- Organize all aspects of the outgoing Worthy Advisor's farewell, including the purchase and presentation of the traditional assembly gift such as a charm, flowers, quilt, pillow case, etc.;
- As soon-to-be installed Worthy Associate Advisor, may be responsible for the Worthy Advisor's mascot presentation at her Installation IF this is the tradition of the Assembly.

## CHARITY DUTIES AND RESPONSIBILITIES

- Will experience greater duties and responsibilities with each line office;
- Should be at all assembly functions and support the Worthy Advisor in her term;
- MUST memorize all ritualistic work (not optional!) Charity's initiatory lecture is beautiful and long and includes sharing the contents of the Pot of Gold;
- Is responsible for organizing and completing all fund raising projects, including advertising, set up, clean up, and refreshments if necessary;
- Prior to Installation, Charity-elect must meet with the Mother Advisor prior to meeting with the Advisory Board regarding fund-raising events. Her proposed calendar must be incorporated smoothly into the worthy Advisor-elect's calendar. Be prepared to answer questions the Advisory Board may have;
- Must attend all fund raising events;
- As the soon-to-be installed Worthy Associate Advisor, may (by assembly tradition) be responsible for the new Worthy Advisor's mascot presentation;
- Continue to review and memorize future ritual work;
- Seek advise from your Mother Advisor and Advisory Board when needed.
- May also be responsible for another fund raising project of her own design and interest. All projects must be reviewed and approved in advance by the Mother Advisor and then the Advisory Board.

## HOPE DUTIES AND RESPONSIBILITIES

- Will experience greater duties and responsibilities with each line office;
- Should be at all assembly functions and support the Worthy Advisor in her term;
- MUST memorize all ritualistic work (not optional!) Ask the Grand Deputy to provide specific instruction regarding opening and closing the Bible;
- If it is the tradition of the assembly, organize a refreshment committee for each meeting. Be creative: rotate through various groups such as the line officers, the bow officers, the choir, the Grand Officers, the Advisory Board. If the Assembly has a budget for refreshments, ensure the bills are turned in and those entitled to repayment receive an Assembly check.
- Keep records of the Assembly members who help with refreshments and turn them into the adult who records points;
- Organize and be responsible for the kitchen clean-up committee;
- Finalize plans for your Charity fund-raising project(s). Be sure the dates fit within the Worthy Advisor-elect's term calendar.
- Must ensure that the altar cloth, Bible and altar jewel are in proper position prior to the meeting opening and are properly put away when the meeting is finished;
- Must ensure the small Bible is placed on the altar for Initiation or when a member gives her obligation;
- Responsible (by Assembly tradition) for the retiring Worthy Advisor's pillow, quilt, etc. which is presented to Installation;

- Continue working on your plans for your term as Worthy Advisor;
- Continue to review and memorize future ritual work;
- Seek advise from your Mother Advisor and Advisory Board when needed.

## FAITH DUTIES AND RESPONSIBILITIES

- By accepting your election into the Line, you have just made a major commitment for yourself and to your Assembly;
- Will experience greater duties and responsibilities with each line office;
- Should be at all assembly functions and support the Worthy Advisor in her term;
- MUST memorize all ritualist work, including *the Book of Traditional Work* and floor work (not optional!) A thorough understanding of your initiatory work is essential;
- Greet new initiates prior to their initiation, establishing a rapport and level of trust necessary to be "... a girl's best friend..." Ask to have the new members added to your phone calling responsibilities;
- Nurture the girls initiated this term. The Sister of Faith is their first contact with Rainbow and, with a little attention, a strong bond can be formed;
- By assembly tradition, may be responsible for setting up the Assembly room prior to each meeting; she can organize a committee to help her, but the ultimate responsibility to be properly set up and on time shall rest with this position;
- By assembly tradition, may be responsible for a "Faith's Tea" or other traditional function to help introduce new initiates to the Assembly and to the Board. Prospective members can also be invited to such activities
- Establish the date of her installation as Worthy Advisor, particularly in areas where the Temple calendar is busy, and work with the Mother Advisor to secure the date;
- Be responsible for the ballot box; be sure it is prepared when needed and put away when the meeting is over;
- Be sure your chair in proper position; when seated, the fingertips of your right hand should be able to touch the center front of the altar; the chair back should be in line with the front edge of the altar;
- Begin thinking about fund raising projects to be done as Charity;
- Consider preliminary term plans, including a Service Project, fun projects, etc.
- Continue working on your plans for your term as Worthy Advisor;
- Continue to review and memorize future ritual work;
- Seek advise from your Mother Advisor and Advisory Board when needed.

## DUTIES AND RESPONSIBILITIES OF OTHER SPECIFIC ASSEMBLY OFFICERS

### RECORDER

- Ritual and floor work must be memorized;
- Be responsible for keeping accurate notes of all Rainbow functions (i.e., meetings, Installations, Initiations, Official Visits/Receptions);
- Have the minutes of the previous meeting ready to be signed by the Worthy Advisor at the appropriate time - prior to the day of the next meeting;
- Take role at every meeting; know how to pronounce everyone's name (an attendance book will be provided to you);
- When money for dues or any other activity is given to you, you must give it to the adult Treasurer Advisor and Treasurer of the Assembly; you must keep an accurate record of all funds you receive.
- Work with the adult representative from the Advisory Board so that your records are accurate and dependable.

### CHAPLAIN

- All ritual and floor work must be memorized;
- Have a blessing prepared to be given prior to all meals;
- Be responsible for the Bible and altar jewel at every meeting; be sure they are placed on the altar appropriately and stored appropriately after the meeting;
- Take an active role in Rainbow Sunday and activities associated with this event if that is your assignment or tradition in your assembly.

### DRILL LEADER

- All ritual and floor work must be memorized; she serves as a continual example to the girls regarding graceful leadership and excellent floor work;
- Learn to carry the flag with dignity and respect as the symbol of our country; remember she does not say the Pledge, nor sing "America" while holding the flag;
- Know the name and title of everyone you will be escorting during the term;
- Know how to participate in Initiation with more than one candidate;

### LOVE

- Know how to seat the rest of the bow officers; she gives a nod for everyone to walk around their chairs and to be seated. This process needs to be conducted gracefully so that all are seated at the same time and no wave is seen.

### CONFIDENTIAL AND OUTER OBSERVERS

- All ritual and floor work must be memorized;
- Guard the doors and make sure those who entered can be vouched for;
- Utilize the correct door knocks - Confidential Observer always gives three raps; the Outer Observer always responds with four raps.
- Make sure everyone enters and exits appropriately when doing so during the time the Bible is open.

### **GENERAL DUTIES AND RESPONSIBILITIES OF ALL OFFICERS**

- All ritual and floor work must be memorized;
- Each officer is responsible for setting up and taking down her station at all assembly functions;
- Learn and sing the appropriate songs at all meetings, Installations and Initiations;
- Have fun and enjoy your Rainbow years!

**SECTION 3**  
**INSTALLATION INFORMATION FOR THE**  
**WORTHY ADVISOR-Elect**  
**AND**  
**MOTHER ADVISOR-Elect**

*This is the same information contained in the Handbook for Mother Advisors and Adults, Chapter 2.  
The "script" is included in the Mother Advisor's Handbook.*

NOTE: This (or a similar list) should be copied and given to the line officers at the beginning of each term to help them continually prepare for their installation as Worthy Advisor. Considerable revision (and suggestions) have been addressed in this section, based on our desire to accomplish several things:

- To provide for the installation of all girls and adults while the Bible is open;
- To have the Worthy Advisor-elect inside the Assembly room when her hostess greets the guests and offers congratulatory statements to her (rather than being in the ante area).
- To limit the amount of information the new WA is then responsible during Installation, i.e., the Flag Bearers are now installed by the Presiding Officer.

**Earlier versions of the script contained in this Chapter should not be used -- so that we are all experiencing the same Installation Ceremonies.**

Prior to installation, these items should be agreed upon by the Worthy Advisor-elect and the Mother Advisor **(and Assistant Mother Advisor)** with whom she will be serving:

- The Mother Advisor and Worthy Advisor-elect will discuss and review the Worthy Advisor's new responsibilities and the Mother Advisor's expectations, i.e., attendance at meetings, activities, line officer meetings, ritual work, attitude, etc.
- The term calendar must be presented to the Mother Advisor and Advisory Board for approval prior to installation. Once approved, copies of the calendar should be available to all Assembly Members, Advisory Board Members, the Grand Deputy and the Supreme Inspector.
- Prepare a list of Installing Officers. Present this list to the Grand Deputy for approval at least one month prior to Installation. Then, contact those who will be participating and advise them of the date and time of practice and Installation. Be sure the Temple and the Grand Deputy are available for practice. Discuss any special marching formations with the Grand Deputy.
- Also select as necessary:
  - host/hostess;
  - soloist, musician, music;
  - theme, colors, symbol, Scripture, etc.;
  - carrying pieces; pin-ons; (these items should not be expensive - be creative!)
  - Bible Bearer; Crown Bearer (if used);
  - refreshments, refreshment hostesses
  - set up and clean up committees

- Prepare speech(s) and have them reviewed and approved by the Grand Deputy prior to Installation practice; if practice is the same day as Installation, the Grand Deputy should establish an earlier review date.
- Prepare invitations and mail them IMMEDIATELY AFTER elections. (Typically there is a about a month between the election of officers and Installation.) Invitations should be sent to:
  - the Advisory Board, either individually or as a body;
  - the sponsoring Eastern Star or Masonic Lodge for reading during their meeting; other Assemblies (through their Mother Advisor) in your area; Grand Deputies (in your area);
  - the Supreme Inspector, Past Worthy Advisors, Past Grand Officers from your Assembly;
  - Installing Officers;
  - family members and special guests.

**PLEASE NOTE: Labels** are available from the Supreme Inspector for most of these groups; please ask for them about a week before they are needed. Additionally many of these groups are on established email lists; sending an invitation to the Supreme Inspector by email with a request to “blast” will save countless hours preparing invitations - as well as postage expense, and has proven to be a more effective and efficient tool.

- Complete programs. Be sure the Grand Deputy reviews them for completeness and correct spelling of names and titles. (See Sample Installation Program.)
- Complete memorization of all Ritual work and the *Book of Traditional Work*. Meet with the Mother Advisor, prior to Installation practice to prove your work.
- Remind Installing Officers of the date and time of practice and installation. This reminder can be placed in each Installing Officer's invitation.
- Be sure you have asked mothers (other than your own) or other adults to assist in the dining room with refreshments. In addition to what is serve (something as simple as cake and punch/coffee to finger sandwiches, etc.), be sure there is a supply of coffee, creamer, sugar, plates, napkins, cups, table cloths, etc. Check with your Mother Advisor to determine which of these items you are responsible for as your own expense.
- Arrange for someone to take pictures at Installation. Announce the time of group pictures to the Assembly Members and those participating. Remember, photographs (still or video) are allowed in the Assembly room while the Bible is open during Installation provided the photographer (or family member) does not disrupt the activity.
- Ensure you have a committee to help set up the Assembly Room and the dining room prior to Installation, as well as a committee to help clean up. **HAVE COMPASSION FOR YOUR PARENTS' ENERGY LEVEL ON THIS IMPORTANT DAY IN YOUR LIFE - choose others as the primary members of these committees.**
- With your Grand Deputy, determine who will perform the Crowning Ceremony and ensure this group is available. Your Grand Deputy will be happy to assist by contacting the requested group **at least one month in advance.**

- Be sure your parents have made arrangements for your gavel and sounding block, and that they understand they will make this presentation publicly to you during the course of Installation.
- Discuss with the Hostess what she might say in her greetings.

#### MISCELLANEOUS NOTES:

If DeMolay Members are asked to assist in the flag presentations, a DeMolay Member may not carry the Rainbow banner nor give its Tribute.

Installations are open to invited family and friends; they are not to be referred to as "open to the public."

The Installing Recorder must prepare minutes from Installation which are to be read and approved at the Assembly's next meeting, which means two sets of minutes will be read - one from the girls' farewell meeting at the close of one term and the minutes from Installation.

The Mother Advisor or Grand Deputy should invite Supreme Inspector, Grand Deputies, and Directors to sit in the East during Installation as seating permits.

The lights may be dimmed before the ritualistic work of Installation begins for march in formations, etc. (Supreme Assembly 1988). Candles are never used.

Installation ceremonies are formal.

The Worthy Advisor-elect and Mother Advisor-elect may choose someone special to install them; all others are installed by the Installing Worthy Advisor (who, of course, has been approved along with other Installing Officers by the Grand Deputy). When selecting installing officers, please utilize these guidelines, being careful to ask your own Assembly members first.

- The Installing Recorder, Chaplain and Marshal(s) preferably are Past Worthy Advisors, Grand Officers and Past Grand Officers from your Assembly. They may be Past Worthy Advisors, Grand Officers or Past Grand Officers from other assemblies, if your own officers are unavailable. They are NOT adults.
- Installing Flag Bearers preferably are Worthy Advisors or Worthy Advisors-elect from other Assemblies when they are available in your area.
- Unlike other Installing Officers, the Installing Musician does not need to have a Masonic affiliation.
- The Bible Bearer and Crown Bearer are chosen by the Worthy Advisor-elect and approved by the Grand Deputy. These selections can be relatives, children or other Rainbow Members. The Bible Bearer must be old enough to carry the Bible with dignity.

Installations costs are to be kept minimal! The elegance and beauty of a Rainbow Installation is the elegance and beauty of each Assembly Member and those who have

come to participate and support, not the glamorous and expensive decorations in the room!

During the Crowning Ceremony, (unless the crowing team is Sister Rainbow Girls) only the Worthy Advisor may be between the Bow Stations and the Altar. If a member of the Crowning Team escorts her to the altar area, he/she must stand behind the Bow Officer giving the lecture.

Installations must occur within 30-days after the election of officers. Officers and Advisory Board Members who are unable to attend Installation must be installed within the next thirty days or the appointment becomes void. If installation is scheduled after this 30-day period, a Dispensation from the Supreme Officer must be requested in advance.

Members may be installed in ONLY one jeweled office; for example, a girl can not be installed as Recorder and Love, though she may actually be elected and installed as Recorder and fill in for Love during initiation. Members may be installed as jeweled officers and a non-jeweled officers such as Flag Bearer or Bible Bearer.

All officers, girls and adults are to be installed while the Bible is open - please see revised order of Installation below. (1/08)

Officers may enter the Assembly room at the time specified in the Ritual as the Recorder reads the "Dreamboat Installation" and as the Marshal escorts them;  
OR the officers may enter with an entrance formation, ending in a semi-circle or other formation, then retire after a solo or other special musical presentation for the Worthy Advisor-elect, after which they retire to the ante room awaiting the ritualistic entrance.

At the time of the ritualistic entrance, the officers enter from the North door, beginning with Worthy Advisor-elect.

#### SAMPLE INSTALLATION PROGRAM

Installation programs can easily, and inexpensively, be made with two pieces of paper using a format something like this.

| <b>Cover</b> | <b>one page</b> |
|--------------|-----------------|
| Cover Design | Term Calendar   |

Be sure the DATE of Installation is included

| <b>(one sheet of paper)</b>                       |                             | <b>printed on both sides</b>                               |                                     |
|---|-----------------------------|--|-------------------------------------|
| Installing Officers<br>AB Members<br>Grand Deputy | Officer Names<br>and Titles | Term Details<br>Thank You's<br>Comments<br>Dedication, etc | Abbreviated<br>Installation Program |

\*\*The abbreviated Installation program / outline should include just enough information so your guests can follow the activities:

Entrance of the Mother Advisor, Assistant Mother Advisor, Hostess  
 Entrance of Bible (please stand)  
 Entrance of Installing Officers and Flags  
 Introductions  
 Entrance of Assembly Members  
 Welcome by Hostess  
 Installation of Officers  
 Installation of Mother Advisor (and other adults when appropriate)  
 Installation of Flag Bearers  
 Installation of Rainbow Dad  
 Crowning Ceremony  
 Worthy Advisor's Service Project Address  
 Presentations  
 Address of the Worthy Advisor  
 March Out, Rainbow Prayer, Rainbow Dreams

### CHECK LIST FOR ORGANIZING A SUCCESSFUL INSTALLATION

- Select the date, reserve the Temple      As soon as possible
- Ask those you want to participate as Installation Officers
- (Clear these selections with your Grand Deputy)
- Ask how to secure the Crowing Team
- (Clear these selections with your Grand Deputy)
- Ask a soloist to participate
- Ask a Musician
- Ask someone to install you
- (Clear these selections with your Grand Deputy)
- Ask someone to be your host/hostess
- (Clear these selections with your Grand Deputy)
- Order your gavel (usually your parents will do this for you)      about    2    months  
early
- Confirm your host/hostess

- MUST be reviewed with and approved by the Mother Advisor
- Confirm your crowning team
- MUST be reviewed with and approved by the Mother Advisor
- Confirm soloist
- Confirm Musician
- Confirm practice time/date and Installation time/date with Installing Officers
- MUST be confirmed with the Mother Advisor AND Grand Deputy
- Design the invitations to your installation
- MUST be reviewed with and approved by the Mother Advisor
- Print invitations
- MUST be reviewed with and approved by the Mother Advisor
- Mail the invitations immediately after elections
- Finalize the programs with the Mother Advisor and have them printed
- MUST be reviewed with and approved by the Mother Advisor
- Write your service project speech
- MUST be reviewed with and approved by the Mother Advisor
- Write your Worthy Advisor's message
- MUST be reviewed with and approved by the Mother Advisor
- Write your thank you notes (to installation officers and those who helped
- make this a special day for you and the assembly) immediately following Installation

DECISIONS YOU MUST MAKE WHEN PLANNING YOUR INSTALLATION AS WORTHY ADVISOR

Theme

---

Song

---

Bible Verse

---

Colors

---

Motto/Symbol

---

Flowers

---

Installing Officers:

Marshals \_\_\_\_\_ (one or two)

Chaplain \_\_\_\_\_

Recorder \_\_\_\_\_  
Marshals \_\_\_\_\_  
American Flag Bearer \_\_\_\_\_  
Christian Flag Bearer \_\_\_\_\_  
Nevada Flag Bearer \_\_\_\_\_  
Rainbow Flag Bearer \_\_\_\_\_

Bible Bearer

---

Rainbow Dad

---

(ALL MUST be reviewed with and approved by the Mother Advisor/Grand Deputy)

Crowning Team

---

Host/Hostess

---

Musician

---

### INSTALLING (or Presiding Officer) WORTHY ADVISOR

NOTE: This is your installation as Worthy Advisor, but it is an equally important day for everyone in your assembly as they are also being installed into a special office. Do not refer to this event as **my** Installation, but rather "our installation."

Your Installing Worthy Advisor, or the person who will install you should be someone close to you. A Past Worthy Advisor, current or past Grand Officer, Member of the Advisory Board or affiliated parent may perform this honor. If you are unsure if the person you have selected is qualified to perform the Installation, check with the Mother Advisor or Grand Deputy prior to asking him/her. Typically the outgoing Worthy Advisor is asked to install all other officers.

### INSTALLING OFFICERS

Installing officers are generally, but not required to be, Grand Officers from your Assembly. Do not assume they know which part you would like them to be. Ask them well in advance, and confirm their parts no later than three weeks prior to your Installation. If you want them to wear something special, be sure to bring that to their attention early.

### HOST / HOSTESS

Your host or hostess should give a short welcoming speech to the guests at your Installation. This can be anyone who is special to you (other than a boyfriend) whether

they are affiliated with our Order or not. The hostess need not be a woman, but should be someone who holds a special meaning for you and who will convey a short message you would like your guests to hear.

### MUSICIAN / SOLOIST

When selecting a musician and/or soloist, provide them with a copy of the music you have selected. Do not leave it up to them to find the music for your special day. Also, the more notice you give these individuals, the more prepared they will be at your Installation, and the more enjoyable the musical presentation will be.

### CROWNING TEAM

The Crowning Team is normally made up of Master Masons, but don't limit yourself to this single group. Your Mother Advisor's Handbook contains several alternative crowning ceremonies. Nine members are needed for most crowning teams; your Rainbow Dad and male members of the Advisory Board will usually be happy to assist. If you have the Masons perform the crowning ceremony, protocol would ensure you ask the Worshipful Master to participate in some way. You may have your father, grandfather, or close adult friend do the actual crowning. A personal invitation to the members of the Crowning Team is appropriate.

### CONFIRMATION

Confirm all your plans within one week of your installation; this is an important key to the success of your day. Make sure those you have asked to participate know what time to be at the Temple, and the specific address of the Temple. Make sure they have all the information they need to do what you have asked them to do.

### CARRYING PIECES

You will need one carrying piece for each officer. Plan to make one for everyone, whether or not she will be attending Installation. Carrying pieces make wonderful mementos of the occasion and girls like to collect them. Typically, there are 20 officers, four flag bears and a Bible Bear. There is, obviously, no need to make one for a vacant office position, or for the Treasurer and Recorder if they are not to be installed at your Installation.

### INVITATIONS

Invitations must be sent to each assembly in your geographic area, your Grand Deputy, your Advisory Board, Directors in your geographic area, the Supreme Officer and to any others you wish to attend. An invitation should also be sent to other appropriate Masonic dignitaries in your area.

### PROGRAMS

The program should contain an outline of Installation, similar to the one demonstrated earlier in this Handbook. It should list your officers, the Grand Officers and the members of the Advisory Board and Grand Deputy. You may also want to include an abbreviated term calendar, or highlight some of the more important activities of your term. You may include a brief thank you notation on the back of the program to

recognize those who have been especially helpful to you in achieving your dreams. You can also list your theme, colors, Bible verses, and service project.

BEFORE you send the program to the printer, be sure it has been proofread by the Mother Advisor. If you fail to have it checked and significant errors are discovered later, you will not be allowed to use them.

#### SERVICE PROJECT SPEECH

A short speech should be made explaining your Service Project. You should include information about why you selected this project and what kinds of activities you have planned to support it.

#### THANK YOU NOTES

Make a list of individuals you would like to thank publicly. Write them down so you will not inadvertently miss or over look anyone. You will no doubt be nervous at the podium and may have trouble remembering everyone if you do not work from prepared text. Remember to thank your soloist and musician, and others who made a special effort to help. Conclude by thanking your guests for coming to installation and invite them to stay for refreshments, if applicable. Continue gracefully into your Worthy Advisor's message.

#### WORTHY ADVISOR'S MESSAGE

You should prepare an address of two or three minutes which must be approved by the Mother Advisor prior to Installation. You can talk about a number of topics such as the importance of Rainbow in your life, the plans of the term, the friendships of Rainbow, the significance of your choice of theme, colors, symbols, etc. Your Service Project Speech and Worthy Advisor's Message can be one speech if you choose.

## SECTION 4 ORDERS OF BUSINESS

### OPENING AND CLOSING A REGULAR MEETING

#### PRIOR TO A MEETING

Mother Advisor should:

- Review any correspondence and bills received with the Recorder.
- See that the room is set up properly by the committee. All paraphernalia needed for the evening must be in place. Ensure the American Flag pedestal is in the proper position. The Pot of Gold and Color Station Ribbons should always be displayed to bring color to the room. The Pot of Gold must be empty during Open Meetings and Installations - to avoid curious people from discovering....
- Be sure the Altar is in the appropriate place allowing Hope and Charity to walk in a straight line from their stations to their positions behind the Altar.

The Worthy Advisor should

- Discretely call for "Line Up" just prior to meeting time; all Officers and Flag Bearers should retire quietly to the ante room and line up in the appropriate order (see Ritual).
  - South Door: Drill Leader, Recorder, Hope, Love, Religion, Nature, Immortality, Confidential Observer, Worthy Advisor.
  - North Door: Faith, Treasurer, Charity, Chaplain, Service, Patriotism, Fidelity, Outer Observer, Worthy Associate Advisor.

Note: The Choir Director marches in with the Choir, not with the Officers.

#### INTRODUCTION OVERVIEW

##### START ON TIME!

- See NOTE #1 and NOTE #2 below regarding initiation and elections.
- Flag Bearers enter the Assembly Room: American and Nevada from the North; Christian and Rainbow from the South. The Flag Tributes follow this Section.
- Opening (see Ritual)
- Introduction of dignitaries and visitors (Ritual - Dignitaries should be introduced (with or without honors) in this order during regular meetings. This list has been modified to include those who may visit an Assembly meeting in our State.)  
[REVISIONS BASED ON DISCUSSIONS DURING THE 8/96 SCHOOL OF INSTRUCTION AND ARE NOTED IN BOLD.] During a "regular" meeting, all introductions are made without escort. See Chapter 4 for guidelines regarding formal escort.

1. Grand Worthy Advisor (because this is a girls' organization, the GWA will always be introduced first,
2. Supreme Officers
3. Past Supreme Officers
4. Past Supreme Deputies (Mrs. Norma Campbell, Mrs. Michelle Combs)
5. Grand Worthy Advisors from other jurisdictions
6. Past Grand Worthy Advisors
7. Nevada Grand Officers, Grand Representatives

8. Adult Members of the Grand Executive Committee,
9. Grand Deputies and Directors
10. State Rainbow Dad and Past State Rainbow Dads
11. Past Grand Officers (including Past Grand Representatives)
12. Past S. Grand Deputy, Past Grand Deputies and Grand Deputies Emeritus

[The following groups of guests are given the Sign of the Rainbow.]

1. Worthy Advisors
2. Mother Advisors
3. Past Worthy Advisors
4. Past Mother Advisors
5. Visiting Members of Rainbow
6. Advisory Board Members and Assembly Rainbow Dad
7. Girls of the Year for Membership and Service
8. Grand Choir Members
9. Worthy Grand Matron, Worthy Grand Patron, Most Worshipful Grand Master
10. (Grand) (Nevada) Presiding Officers of Affiliated Masonic Orders
11. (Grand) (Nevada) Past Presiding Officers of Affiliated Masonic Orders
12. Grand Officers of all Affiliated Masonic Orders
13. Worthy Matron, Worthy Patron, Worshipful Master
14. Presiding Officers of Masonic Affiliated Orders

REMEMBER, dignitaries are introduced ONCE, by their highest CURRENT (OR "HIGHEST") Rainbow title; OTHER TITLES MAY FOLLOW AS APPROPRIATE (8/96) but we don't need to list every position ever held by an adult!

For example,

- Mrs. Susie Rainbow, Mother Advisor of \_\_\_ Assembly # \_\_, AND PAST GRAND WORTHY ADVISOR IN NEVADA, International Order of the Rainbow for Girls;
- Mrs. Sally Service, Worthy Matron of \_\_\_ Chapter # \_\_, Order of the Eastern Star, State of NV. and Past Grand Faith in Nevada, International Order of the Rainbow for Girls.

LEARN OTHER TITLES CORRECTLY:

- Mrs. \_\_\_\_\_, Worthy Grand Matron of the Grand Chapter, Order of the Eastern Star, State of Nevada
- Mr. \_\_\_\_\_, Worthy Grand Patron of the Grand Chapter, Order of the Eastern Star, State of Nevada
- Mrs. \_\_\_\_\_, Worthy Matron, \_\_\_\_\_ Chapter No. \_\_, Order of the Eastern Star;
- Mr. \_\_\_\_\_, Worthy Patron, \_\_\_\_\_ Chapter No. \_\_, Order of the Eastern Star;
- Mr. \_\_\_\_\_, Most Worshipful Grand Master of the Grand Lodge, State of Nevada, Free and Accepted Masons;
- Mr. \_\_\_\_\_, Worshipful Master, \_\_\_\_\_ Lodge No. \_\_, Free and Accepted Masons.

THE INSTRUCTIONS BETWEEN THE WORTHY ADVISOR AND THE DRILL LEADER WHEN VISITORS ARE ESCORTED ARE:

*NOTE: All guests, except a Supreme Inspector, Supreme Officer or Supreme Member of the House of Gold, are escorted behind the Bow for introductions. These Supreme Officers are escorted behind the altar (but this listing does not include a Supreme Deputy.)*

**WA:** "SISTER DRILL LEADER, YOU WILL PRESENT (title)FOR INTRODUCTION."  
(The Worthy Advisor's instruction does not indicate where that presentation will occur, i.e., behind the bow. The Drill Leader should be instructed in these locations prior to escort.)

**DRILL LEADER:** "IT IS MY HONOR TO PRESENT (title) " *if the guest will receive Supreme or Grand Honors* or "IT IS MY PLEASURE TO PRESENT (title) " *if the guest will receive the Sign of the Rainbow.*

**WA:** " (Introductory remarks...) SISTER DRILL LEADER, YOU WILL ESCORT THE (title) TO THE EAST.  
(As the Drill Leader and Guest arrive at the northwest or southwest corner and turn toward the East.)

IT IS MY HONOR (or PLEASURE) TO PRESENT \_\_\_\_\_(name and title), IN NEVADA, INTERNATIONAL ORDER OF RAINBOW FOR GIRLS.

SISTERS, PLEASE JOIN ME IN GREETING THE (title) with (Supreme or Grand) HONORS (or the Sign of the Rainbow) AND A \_\_\_\_\_ WELCOME."

**WA:** "SISTER DRILL LEADER, YOU WILL ESCORT OUR GUEST TO HER SEAT."  
(The Assembly is seated with 1 rap of the gavel; the guest is seated by the Drill Leader.)

WORTHY ADVISOR:

"SISTER RECORDER, MAY WE HAVE THE ROLL CALL AND READING OF THE MINUTES?"

*The Recorder stands at her desk to read the roll call and minutes.*

WORTHY ADVISOR:

"ARE THERE ANY CORRECTIONS TO THE READING OF THE MINUTES AND ROLL CALL? ... HEARING NONE, STAND APPROVED AS READ."

*or* "THE MINUTES AND/OR ROLL CALL STAND APPROVED AS CORRECTED."

*Note: A soft rap of the gavel is appropriate between Orders of Business, and at the conclusion of action such as the approval of the minutes.*

The Drill Leader immediately leaves her station and carries the Minutes to the Worthy Advisor for signing. This is the official record of your Assembly; do not draw pictures, etc. (See Chapter 7, Sample Minutes of an Assembly Meeting, for guidelines regarding Minutes.)

WORTHY ADVISOR:

"SISTER TREASURER, MAY WE HAVE A TREASURER'S REPORT?"

..... THANK YOU." (A Treasurer's Report must be given at least once each month. See Chapter 7, Sample Treasurer's Report, for guidelines.)

WORTHY ADVISOR:

"UNFINISHED BUSINESS"

1. projects/activities, status reports
2. reports of committees
3. business discussed at an earlier meeting which needs further discussion
4. visiting reports (report of functions Members attended since the last meeting)

WORTHY ADVISOR:

"NEW BUSINESS"

1. upcoming projects and/or events not previously discussed
2. election of officers (at the appropriate meeting)

WORTHY ADVISOR:

"MISCELLANEOUS BUSINESS"

1. WA: "Sister Recorder, may we have the reading of the bills and correspondence. (The Recorder should read loudly and clearly.)
2. all other items

WORTHY ADVISOR:

"SISTER RECORDER, HAVE WE RECEIVED PETITIONS FOR MEMBERSHIP?"

(The Mother Advisor will previously instruct the Recorder regarding the reading of petitions.)

WORTHY ADVISOR: (AFTER the petitions have been read...)

"THE FOLLOWING PETITIONS HAVE BEEN PRESENTED FOR THE DEGREES (read names). IF THERE ARE NO OBJECTIONS, THESE PETITIONS WILL BE RECEIVED AND REFERRED TO THE VISITATION COMMITTEE..... (Identify both the adult and girl membership of the committee.)

SO ORDERED."

WORTHY ADVISOR:

"SISTER RECORDER, HAVE WE BALLOTING?" (If so, follow the instructions in the Ritual, and in this Handbook.)

WORTHY ADVISOR:

"SISTER RECORDER, HAVE WE CONFERRING OF DEGREES?"

NOTE #1: When an Assembly has candidates awaiting Initiation, the Worthy Advisor will state PRIOR to Introductions: "IF THERE ARE NO OBJECTIONS, WE WILL DISPENSE WITH THE NORMAL ORDER OF BUSINESS AND PROCEED WITH INITIATION." This is done to shorten the time the candidates await their initiation and to expose them to our business meeting sooner. Additionally, the Assembly is encouraged to not do any introductions at Initiation meetings, or minimally to introduce everyone appropriate at one time, without honors.

NOTE #2: If an Assembly must conduct elections on the same night as Initiation, elections and initiation must be completed under the proper orders of business.

## WORTHY ADVISOR:

### "GOOD OF THE ORDER "

- Birthdays, anniversaries, fines
- Coin March: The Worthy Advisor should state what the Coin March collection is for; this information should be noted in the minutes. The Recorder should also report the amount collected during the coin march in her minutes.
- Appointment of Big Sisters for new initiates
- Presentations
- Sunshine and rain/happiness and thoughtfulness
- Officers' report
- speeches (lecturer's speech following Initiation); the Worthy Advisor can give a special message or her farewell speech at her last meeting. (All messages and speeches must be approved by the Mother Advisor in advance, of course.)
- Adults in the East (visiting dignitaries and Grand Deputy) may speak
- MOTHER ADVISOR IS THE LAST TO SPEAK UNDER GOOD OF THE ORDER.

WA: "Closing." (Soft rap; see Ritual.)

WA: "MARCH OUT. PLEASE JOIN US IN THE RAINBOW PRAYER AND RAINBOW DREAMS." (and for refreshments in the dining room if appropriate)

## NOTES:

When it is necessary for the Assembly to vote on something, the following basic dialogue should occur:

- WA: The Chair will entertain a motion to .....
- Member from the floor: Worthy Advisor, I move we .....
- Member from the floor: Worthy Advisor, I second that motion.
- WA: It has been moved and seconded that we .... Is there any discussion?
- WA: All in favor of this motion will signify by saying "aye" ... all opposed will say "no" ... motion carried (or motion failed for lack of a majority)

If there is concern whether the motion passed or failed, the Worthy Advisor should call for a showing of hands. A record of all motions and their outcome must be included in the Minutes.

- If a discussion arises which will require a vote, and the matter has not been discussed by the Advisory Board, the Worthy Advisor will "table" the motion or business, indicating this matter will be considered at a later meeting. The Mother Advisor should take note of this matter and ensure the Board considers it at their next meeting and that it is placed on the Assembly's agenda at a future meeting.
- Bills and other expenditures which have been approved through the approval of the budget need not be voted on a second time when the expense occurs. These bills should be read into the record, and the Worthy Advisor should note this expenditure was approved in the budget process; no further action is required.
- While the girls have the right and responsibility to expend the funds they have raised, the Mother Advisor and Advisory Board should assist them in making fiscally sound decisions.

- Color Station pedestals should be used at all meetings. If they are electrically lighted, they may be turned on prior to the beginning of the meeting; if they are not lighted before the meeting starts, they may not be turned on during the meeting.
- The back of Faith's chair is to be in line with the front edge of the Altar. When seated, Faith's fingertips on her right hand should be able to touch the center FRONT of the altar. Faith's chair is not moved prior to the Officers' march out.
- The altar is placed so that Charity and Hope walk directly from their stations to their position behind the Altar during opening. Hope and Charity always leave their stations to the West of their pedestals.
- The Worthy Associate Advisor always leaves her station to the North of her pedestal.
- During opening, the Mother Advisor picks up the Worthy Advisor's gavel, continuing to hold it until the Worthy Advisor is in the East and assumes her position.
- When the Mother Advisor addresses the Drill Leader, the Drill Leader turns (her feet) 1/4 turn to the north, while turning her head sufficiently to make eye-contact with the Mother Advisor and awaits her instruction. She does not turn her back to the altar.
- When the Drill Leader presents the Flag in the East, she stands on the same level as the Worthy Advisor, to the right of the Chaplain, forming a straight line with the Worthy Advisor and Chaplain. When carrying the flag, the Drill Leader does not give the Pledge nor sing. She begins returning the Flag to its position as soon as the members begin singing "America."
- Hope and Charity should approach the Worthy Advisor's station close enough when receiving and returning the "Word" that no movement other than turning to face the west is necessary. No additional steps should be taken to be close enough to the Worthy Advisor so that the "Word" is transmitted in a whisper.
- No one should use her hand to shield her mouth when whispering the "Word."
- When Hope enters the Bow (at Love's Station) to open or close the Bible, all present should lower their heads reverently and look at the Bible. (Ritual)
- The Altar light is to be turned on as Hope opens the Bible and later turned off as she closes the Bible.
- During the opening and closing prayers, the Chaplain and the Mother Advisor step forward, turn to face the Worthy Advisor; the Worthy Advisor remains facing West. All members "hold" the Sign of the Rainbow until the prayer is finished. The three have formed a triangle.
- Charity WILL take the "Word" from the Choir Members to give them the experience of giving the Word (agreed to at MA/GD meeting 11/94). When the "Word" is being taken by either Charity or Hope, the entire row stands together; they sit down together when the entire row is finished.
- The Outer Observer should remain at her Station outside the closed doors during the entire Opening Ceremony. She may then return to the Assembly Room at the request of the Worthy Advisor. An female adult should be in the ante room anytime the Outer Observer is outside the closed doors.
- The Worthy Advisor and Mother Advisor do not leave their stations during meetings, unless absolutely necessary. Someone must be asked to fill these stations in their absence.

- Whenever "Rainbow Dreams" is sung, the Members form a bow behind the Bow Stations, swaying in unison to the right on the word "rainbow;" during the entire song, members will not kick or move their feet. "Rainbow Dreams" is part of our beautiful ritualistic work - not the beginning of fun time!

### **Rainbow Prayer**

We pray to you, our gracious Father  
To be your true and loving daughters.  
To live our lives happy and free  
To be the ones you wish us to be.  
To give our lives to active Service  
And fulfill our dreams so deserve-ith.  
Bless our Rainbow with its many hues,  
The ones we love so very true.  
And, when all has been said and done,  
We pray you bless us, each and every one.

### **Rainbow Dreams**

My Rainbow Dreams are calling me,  
And leading me away.  
They have a magic spell that thrills,  
And holds me day by day.  
I wonder if I'll find you there,  
Some time, some happy day...  
When all my Rainbow Dreams come true,  
Before they fade away.

## BALLOTING

Typically, a Petition will be read at the Advisory Board's Meeting, then at the Assembly's regular meeting, balloted on at the next meeting, and the candidate will be initiated at the third meeting.

DETAILED instructions for Balloting are in our Ritual.

### Additional Notes:

- Prior to Balloting, ensure the ballot box is in place on the Treasurer's desk (or the piano), at the right of the Worthy Advisor's station.
- Only Assembly Members in good standing (dues are current) are permitted to ballot. If a member's dues are not current, she may not cast a ballot though she approaches the altar, give the Sign, and retires to her station. Likewise girls who are not members of this Assembly do the same thing (approach, give the Sign, and retire) so the order of officers remains consistent. This lessens the confusion factor when we have fill-ins or others not entitled to ballot.
- If the Outer Observer has been invited into the Assembly Room after opening, she should discretely step outside the doors; the Worthy Advisor can then invite her in "...for the purpose of balloting..."
- The Recorder should have the Petition in her possession during balloting; the Worthy Advisor should make note of the candidate's name prior to the meeting so she can access it easily.
- When Faith approaches the Ballot Box (on the Treasurer's desk) she should visibly inspect it to ensure the balls and cubes are in the appropriate compartment.
- Likewise, the Worthy Advisor and Mother Advisor inspect the ballot box together prior to the first ballot being cast.
- After the Worthy Advisor casts her ballot, Faith should carry the Box in a manner which protects the drawer wherein the ballot rests. That is, she should carry the Box so that her left arm/hand is under the Box with the drawer facing her. (8/96)
- When Faith places the Ballot Box on the podium for the Worthy Advisor, she should take one step down (or away) from the Box to ensure the Worthy Advisor's privacy in casting her ballot.
- The Worthy Advisor and Drill Leader remain standing during balloting.
- Hope and Charity stand about three steps to their respective sides of the altar to protect the Ballot Box during balloting.
- When officers ballot, they remain one arm's length apart. At all times, there should be an officer balloting, one standing beside Love facing North, and one standing on the marching line facing East, others lined up on the marching line, about an arm's length apart.
- Officers enter the altar area in a straight line, close enough to the altar that no additional step to the altar is necessary.
- After Love ballots, she returns to the bow, standing behind Service's station, facing the back of the chair. As each Bow Officer ballots, this progression continues. Bow Officers remain behind their chairs until seated by the Worthy Advisor.

- When Service is behind Immortality's station, Faith, Treasurer and Chaplain leave their stations to ballot. Chaplain is responsible for initiating this movement since Faith is unable to see behind her to know when to start. Faith ballots first, followed by the Treasurer and Chaplain.
- If your Assembly has a Choir Director and Choir Members, they fall into this line after the Chaplain. The Outer Observer steps into the line after the Choir Director and before the Choir.
- When the membership is conducted to ballot, the Drill Leader follows the line of march to the southwest corner of the room, stops in the line of march, turns facing south and bows. All members seated in this section (from Hope's station to the back of the room) stand together, and follow the drill leader into the line of march to ballot. The Drill Leader remains beside Love's station, facing East, while this section of members ballot. These members will return to their seats and remain standing until that section has balloted; they will sit together, while the Drill Leader proceeds to the next section of members. The Drill Leader does not seat each section. (The membership is conducted to ballot in this order: Southwest (Hope's station to the doors); Southeast (Hope's station toward the East, including the Flag Bearers); Northwest (Charity's station to the doors); and Northeast (Charity's station toward the East, including the American Flag Bearer).
- When all have balloted, the Drill Leader returns to her station.
- The Mother Advisor will ensure the Recorder mails notice to the candidate of her election to receive the Degrees and the date of her initiation. Be sure to use the Assembly's seal on this document (See Chapter 8, Notice of Election).
- The Mother Advisor should telephone the candidate's parent prior to initiation to ensure the candidate is prepared.

## INITIATION

### Initiation Preparation:

- If you have more than one initiate, practice with that number of “candidates” so the girls are all familiar with rotating candidates and you can see the space available within your bow area for two candidates.
- It is best to conduct this practice from start to finish, having someone play the role of the candidate(s).
- The Recorder should complete the initiate's dues card prior to her initiation; it is given to the initiate as she signs the By-laws.
- Alternate Books of Faith (1) may be placed on the altar (closed) for Initiation if requested by the initiate or her family. The candidate should provide her Book of Faith.
- Faith and the Drill Leader arrange the initiation class "protecting" the class between them: Faith remains on the first candidate's left side while the Drill Leader remains on the right side of the last candidate.
- The Lambskin Apron is tied on the initiate's left wrist with the ribbon closest to the wrist.
- When Initiation is finished, Charity and the Bow Stations are instructed by the Worthy Advisor to recover the Pot of Gold and to retire the color ribbons; the Bow Officers will retire their colors AFTER Charity recovers the Pot of Gold. The Bow Officers "split" both when kneeling for the Initiation prayer and when retrieving their color ribbons.
- The active candidate will be determined through drawing.
- During Initiation, officers, such as Hope and Charity, wait until the candidate is in front of their Station to rise, and wait until the entire class has passed by to be seated. (Note in the Ritual, the exception for Hope and the WAA during their final speeches.)
- When the Bow Officers pick up their ribbons, they should imagine holding a pencil in each hand; that is, the hands are not palm down nor are they palm up.
- Songs for each Bow Station are sung before Faith and the candidate reach that station.
- The Choir does not stand to sing during initiation songs.

## ELECTION OF OFFICERS revised, January, 2004

The election of officers will occur at the first meeting in the months of January, May and September when the Assembly has three terms per year. (Supreme Statute) They will occur during the first meeting of January and July when the Assembly has two terms per year. If a vacancy occurs in the Line prior to elections, a Special Dispensation must be requested from the Supreme Officer and the entire Assembly membership must be notified that a special election will be held.

Prior to elections being conducted, sufficient paper and pencils should be distributed to each member entitled to vote. A container in which to collect the ballots should be available.

Only Members in good standing (dues are current) are permitted to participate by voting or to stand for election.

The Worthy Advisor will appoint two Assembly members to serve as Tellers and two Advisory Board Members (or other adults) to assist. One Teller and one adult will be seated at the Recorder's desk; the second Teller and adult will be seated at the Treasurer's desk.

The voting Members will "count off" to determine the number of votes required for majority. Majority is one vote more than half of those entitled to vote.

There are three methods for conducting elections:

**OPTION #1 must be utilized for the election of Faith, Recorder and Treasurer**

Sufficient blank paper is distributed to the members.

- The Worthy Advisor will announce who is eligible to run for the Station of Worthy Advisor. Typically only the Worthy Associate Advisor is eligible to progress.
- After the Members vote, the ballots will be collected and presented to the Tellers. The tellers will count the number of ballots collected prior to reading them. If there are either insufficient or excess ballots, the ballot must be re-cast.
- Teller #1 will read each ballot aloud while the adult teller observes the name being read.
- Teller #2 will make an appropriate check mark and repeat the name while the adult teller observes the tally being made.
- Once all ballots are read and counted, Teller #2 will hand the tally sheet to the Worthy Advisor who will review it with the Mother Advisor; the WA will make the following announcement.

A MAJORITY HAS BEEN REACHED. IT IS MY PLEASURE TO ANNOUNCE THAT YOU HAVE ELECTED \_\_\_\_\_ FOR THE OFFICE OF \_\_\_\_\_. \_\_\_\_\_, WILL YOU ACCEPT THIS OFFICE?

This process is repeated for every vacancy.

**OPTION #2** - Assemblies may utilize the Australian or Collective Ballot for the election of Worthy Advisor, Worthy Associate Advisor, Hope and Charity, but not for Faith, Recorder, and Treasurer.

- Ballots are prepared in advance of the meeting listing the titles of those officers who will progress to another chair (by the Mother Advisor or her adult designee): Worthy Advisor, Worthy Associate Advisor, Charity, and Hope.
- The Worthy Advisor will appoint two Assembly members to serve as Tellers and two Advisory Board Members (or other adults) to assist. One Teller and one adult will be seated at the Recorder's desk; the second Teller and adult will be seated at the Treasurer's desk.
- The Worthy Advisor will announce the name(s) of those eligible for each office and instruct the membership to write their choices next to the appropriate office titles.
- The ballots are collected and given to the Tellers; the Tellers, after ensuring sufficient ballots have been collected, will read each ballot aloud, using one of the two formats below:

(A) Teller #1 announces: "Worthy Advisor \_\_\_\_\_; Worthy Associate Advisor \_\_\_\_\_; Charity \_\_\_\_\_; Hope \_\_\_\_\_."

Teller #2 will record each ballot as it is read. All ballots must be read aloud. The adult tellers observe as in the earlier example. or

(B) All votes for one office are read. The Tellers then continue with the next office.

- Once all votes are read, the Worthy Advisor will ask each newly elected officer if she will accept this office, as in Option #1.
- If an officer does not reach majority using this method of balloting, the ballot must be distributed again, but only for the office which did not receive a majority of votes.

**OPTION #3** - Assemblies may utilize a form of balloting known as "voting by acclamation" which is a process of "acclaiming" an election victory, without balloting on the issue - because no one objected to the process. More simply stated, the following script outline should be used:

Mother Advisor: This evening we will be voting in a process called "voting by acclamation" for the offices of Worthy Advisor, Worthy Associate Advisor, Charity, and Hope. A "yes" vote "by acclamation" simply means you, as members, are willing to cast a show of hands for those who should progress to the next highest office. A "no" vote does not mean you want to vote against someone; it simply means you would like to have a written ballot for a particular office.

Worthy Advisor: The Chair will entertain a motion to elect \_\_\_\_\_ to the office of [Worthy Advisor] by acclamation."

Member: Worthy Advisor, I move we elect \_\_\_\_\_ as [Worthy Advisor] by acclamation.

Second Member: Worthy Advisor, I second that motion.

Worthy Advisor: It has been moved and seconded that \_\_\_\_\_ be elected [Worthy Advisor] by acclamation. All in favor, signify by raising your right hand. [pause] All opposed, raise your right hand.

*NOTE: An opposition or "no" vote at this time does not defeat the election of the officer; rather it is an indication that those voting prefer to have a written ballot taken. If a single "no" vote is offered, the members must proceed to fill this office by written ballot.*

If the vote is clear,

Worthy Advisor: Motion carried. \_\_\_\_\_ you have been elected as [Worthy Advisor] of this Assembly. Do you accept this office?

Officer: Thank you, Worthy Advisor, I do – and I would like to thank the members of the assembly for their continued support (or some similar gracious comment).

Proceed with Option #1 to elect Faith, Recorder and Treasurer, utilizing the tally-team who are already in place.

NOTES:

- Those determined by the Advisory Board to be eligible to run for the office of Faith will be announced by the Mother Advisor.
- If too many or too few ballots are collected, the ballots must be destroyed without being read, and the members must vote again.
- A verbal running tally is not announced. Additionally, members and adults should not tally votes from their seats.
- At no time are the tally totals reported to the membership or included in the Minutes.
- Blank ballots are count as a "no vote" and reduce the number required for majority.
- Regardless of the method used to ballot, the Mother Advisor or Grand Deputy will personally destroy the ballots.
- To decrease confusion, the style of Option #1 must be used to elect Faith, Recorder and Treasurer.

## SECTION 5 GUIDELINES FOR THE OFFICIAL VISIT OF THE GRAND WORTHY ADVISOR

### NOTES:

- Mother Advisors are encouraged to make copies of these guidelines and the "script" which follows. Feel free to "cut and paste" the script, inserting the Worthy Advisor's remarks in the appropriate places, etc. You will want to avoid a situation wherein the Worthy Advisor must sort through several pieces of paper to accomplish each introduction at the Official Visit.
- Prior to each Official Visit, the Supreme Inspector will mail the Mother Advisor (1) an Honorary Membership certificate which can be presented by the Assembly to the Grand Worthy Advisor; and (2) labels appropriate for mailing invitations to your special event, along with the current "email blast" listing. The assembly should first email the invitation to the Supreme Inspector for "blasting" and then mail it only to those who are not on the "email blast" list.
- Prior to each Official Visit, the Supreme Inspector will email the Mother Advisor and Grand Deputy a current listing of dignitaries with appropriate titles to be used at the guest table as the Sign In Sheets. The Mother Advisor should ensure a highlighter pen is available for guests to highlight their names upon arrival. The highlighted list can then be used by the Worthy Advisor as she conducts formal escort. When time allows, the names highlighted by attendees on the sign in sheet should be transferred to the podium copy of the script so the Worthy Advisor is not shuffling through papers to keep track of who she is introducing.
- Please use this document as a guideline, adjusting it to fit the size of your Assembly membership, your Assembly Room, and the number of Assemblies hosting the Official Visit. Remember Grand Officers are prepared to fill their stations at all times should you have a vacancy; however, using members from other assemblies is a great opportunity for younger girls to be more involved.

### When TWO ASSEMBLIES HOSTING AN OFFICIAL VISIT

- The "Closing Assembly" Mother Advisor, Drill Leader and Musician enter. This Mother Advisor gives the "All persons...." ritualistic message and instructs the Drill Leader to invite the Officers of her Assembly to enter the Assembly room.
- The "Closing Assembly" enters utilizing a normal march-in; the Mother Advisor instructs the Drill Leader to escort the Worthy Advisor to the East.
- The "Closing Assembly" Mother Advisor introduces her Worthy Advisor; the Worthy Advisor introduces her Mother Advisor.
- The "Closing Assembly" Worthy Advisor instructs her officers to assume their seats on the sidelines. The "Closing Assembly" Worthy Advisor will be seated in the East. The Drill Leader will be seated to the left of the seat which will be occupied by the "Opening Assembly" Drill Leader. ALL REMAIN STANDING UNTIL SEATED BY THE "OPENING ASSEMBLY" WORTHY ADVISOR.

- The "Opening Assembly" Mother Advisor and Drill Leader enter; this Mother Advisor DOES NOT GIVE the "All persons..." ritualistic message, but DOES instruct the Drill Leader to invite the Officers of her Assembly to enter the Assembly room.
- The "Opening Assembly" enters utilizing a normal march-in.
- The Flag Bearers enter with the flags and give their tributes.
- The Mother Advisor instructs the Drill Leader to escort the Worthy Advisor to the East.
- The "Opening Assembly" Mother Advisor introduces her Worthy Advisor; the Worthy Advisor introduces her Mother Advisor.
- The Worthy Advisor instructs her officers to assume their stations. The meeting is opened in ritualistic form.

OR

- All officers (and adults) can enter mixing the girls who will fill stations from each office; where girls are available from both Assemblies for the same office, the "closing" assembly officer will be seated in a reserved section of the Assembly Room until it is time for her to assume her station and the "opening" assembly officer will trade places with her.
- This is probably the more efficient and effective method; typically we are sharing an Official Visit because of Assembly size, not lack of calendar space.

Officers from the "Opening Assembly" are responsible for introductions through the Grand Executive Board, Grand Assembly Committee, and Grand Deputies (see notation in script). When the "Opening Assembly" Drill Leader returns to her station she remains standing. The "Opening Assembly" Worthy Advisor will rap 2 times, raising the officers of her Assembly AND those of the "Closing Assembly" and instructs: "The Officers of \_\_\_\_\_ Assembly # \_\_\_\_ will retire to the sidelines; the Officers of \_\_\_\_\_ Assembly # \_\_\_\_ will assume their stations."

The "Closing Assembly" Worthy Advisor will assume her station and seat the Officers. She and her Drill Leader will resume formal escort.

### THREE ASSEMBLIES HOSTING AN OFFICIAL VISIT

- The "Closing Assembly" Mother Advisor, Drill Leader and Musician enter; this Mother Advisor gives the "All persons...." ritualistic message and instructs the Drill Leader to invite the Officers of her Assembly to enter the Assembly room. ALL REMAIN STANDING UNTIL SEATED BY THE "OPENING ASSEMBLY" WORTHY ADVISOR.
- The "Closing Assembly" enters utilizing a normal march-in; the Mother Advisor instructs the Drill Leader to escort the Worthy Advisor to the East.
- The "Closing Assembly" Mother Advisor introduces her Worthy Advisor; the Worthy Advisor introduces her Mother Advisor.
- The "Closing Assembly" Worthy Advisor instructs her officers to assume their positions on the sidelines. The "Closing Assembly" Worthy Advisor will be seated in the East and the Drill Leader will be seated to the left of the seat which will be occupied by the "Opening Assembly" Drill Leader.

- The "Introduction Assembly" Mother Advisor, Drill Leader and Musician enter the Assembly room without invitation or instruction. The Mother Advisor DOES NOT GIVE the "All persons...." ritualistic message; she DOES instruct the Drill Leader to invite the Officers of her Assembly to enter the Assembly room.
- The "Introduction Assembly" enters utilizing a normal march-in; the Mother Advisor instructs the Drill Leader to escort the Worthy Advisor to the East.
- The "Introduction Assembly" Mother Advisor introduces her Worthy Advisor; the Worthy Advisor introduces her Mother Advisor.
- The "Introduction Assembly" Worthy Advisor instructs her officers to assume their positions on the sidelines. The "Introduction Assembly" Worthy Advisor will be seated in the East and the Drill Leader will be seated to the left of the seat which will be occupied by the "Opening Assembly" Drill Leader.
- The "Opening Assembly" Mother Advisor, Drill Leader and Musician enter the Assembly room without invitation or instruction. The Mother Advisor DOES NOT GIVE the "All persons..." ritualistic message, but DOES instruct the Drill Leader to invite the Officers of her Assembly to enter the Assembly room.
- The "Opening Assembly" enters utilizing a normal march-in.
- The Flag Bearers enter with the flags and give their tributes.
- The Mother Advisor instructs the Drill Leader to escort the Worthy Advisor to the East.
- The "Opening Assembly" Mother Advisor introduces her Worthy Advisor; the Worthy Advisor introduces her Mother Advisor.
- The Worthy Advisor instructs her officers to assume their stations. THE ASSEMBLY IS SEATED NOW. The meeting is opened in ritualistic form.
- CHOIR Members from each Assembly may enter together upon the invitation of the "Opening Assembly" Mother Advisor.

OR

- All officers (and adults) can enter mixing the girls who will fill stations from each office; where girls are available from more than one Assembly for the same office, the other assembly officer(s) will be seated in a reserved section of the Assembly Room until it is time for her to assume her station and the "opening" assembly officer will trade places with her.
- This is probably the more efficient and effective method; typically we are sharing an Official Visit because of Assembly size, not lack of calendar space.

Officers from the "Opening Assembly" are responsible for ritualistic opening, including the introduction of the Grand Worthy Advisor.

Following opening, the Worthy Advisor will rap 2 times, raising the officers of her Assembly AND those of the "Introduction Assembly" and will instruct: "The Officers of \_\_\_\_\_ Assembly # \_\_\_\_\_ will retire to the sidelines; the Officers of \_\_\_\_\_ Assembly # \_\_\_\_\_ will assume their stations."

The "Introduction Assembly" Worthy Advisor will assume her station and seat the Officers. She and her Drill Leader will proceed with Formal Escort. Officers from the "Introduction Assembly" are responsible for all introductions, including escort of the Grand Worthy Advisor's parents.

When the "Introduction Assembly" Drill Leader returns to her station, after escorting the Grand Worthy Advisor's parents, she remains standing. The "Introduction Assembly" Worthy Advisor will rap 2 times, raising the officers of her Assembly AND those of the "Closing Assembly" and will instruct: "The Officers of \_\_\_\_\_ Assembly # \_\_\_\_ will retire to the sidelines; the Officers of \_\_\_\_\_ Assembly # \_\_\_\_ will assume their stations."

The "Closing Assembly" Worthy Advisor will assume her station and seat the Officers. She will preside for the remainder of the visit.

FOLLOWING FORMAL ESCORT, THE INTRODUCTION OF EACH ASSEMBLIES' MEMBERS AND ADVISORY BOARD SHOULD BE DONE BY ITS WORTHY ADVISOR, WITH THE PRESIDING WORTHY ADVISOR BEGINNING, THEN ASKING THE "INTRODUCTION ASSEMBLY" (if there were three Assemblies participating) OR THE "OPENING ASSEMBLY" WORTHY ADVISOR.

LIKEWISE, HONORARY MEMBERSHIPS, WHEN GIVEN, MAY BE GIVEN IN THIS ORDER.

SKITS AND PRESENTATIONS, IF DONE INDIVIDUALLY BY EACH ASSEMBLY, MAY ALSO BE ACCOMPLISHED IN THIS ORDER. HOWEVER, when more than one Assembly is hosting the Official Visit, it is appropriate for the Officers of each to work cooperatively when planning the overall visit, including participating jointly in the skit and presentations.

#### INSTRUCTIONS:

This document will be emailed to the Assembly Mother Advisor and Grand Deputy in both Word and pdf about one month before your event with the most current names/titles so the Worthy Advisor's introductions and comments can be added directly to the document.

**THE BASIC FORMAT (script) FOR INTRODUCTIONS**  
updated each year with names and titles  
is provided to the Grand Deputy prior to the Assembly's Official Visit  
for distribution to the Officers and adults who need it within the Assembly.

## SECTION 6 MISCELLANEOUS INFORMATION / INSTRUCTION

### SAMPLE MINUTES OF AN ASSEMBLY MEETING

NOTE: This is offered as a guideline for Assembly Minutes. The Recorder's Advisor should review these materials with the Recorder, upon her election, and counsel her in ways that will ensure the activities of the Assembly are recorded clearly and accurately. While the Recorder is encouraged to be creative and interesting in her writing style, the Minutes are the Assembly's permanent record.

When recording motions, the Recorder should note: "The Assembly approved, by vote, a motion to ...." or wording equally clear that a formal motion was introduced and approved by vote.

(date)

The above meeting was opened in Ritualistic form with Worthy Advisor \_\_\_\_\_ presiding. The following were introduced: \_\_\_\_\_

NOTE: When reading these minutes at the next meeting, it is acceptable for the Recorder to say "Introductions were made" without re-reading the entire list.

The Roll Call was taken. The Minutes from the (date) meeting were read and approved (or corrected). The Treasurer's Report was given.

Under Unfinished Business, the Assembly discussed ... (projects, activities, status reports, reports of committees, business discussed at an earlier meeting, etc.)

Under New Business, the Assembly discussed ... (upcoming projects and events, election of officers, etc.)

Under Miscellaneous Business . . .

Bills and Correspondence: Bills should be read into the record. Items which were approved through the budget do not need to be approved again. Expenses not included in the budget, or which may exceed the budgeted amount, require a vote by the membership.

Happiness and thoughtfulness

Etc....

The Petition for Membership for \_\_\_\_\_ was read and referred to an Visitation Committee.

The Petition for Membership of \_\_\_\_\_ was approved by ballot.

Initiation was held for \_\_\_\_\_.

Good of the Order

Coin March - be sure to identify what the Coin March was for and how much was collected each week.

Birthdays, etc.

There being no further business, the meeting was closed in Ritualistic form. Refreshments were enjoyed in the Dining Room.

Respectfully submitted, \_\_\_\_\_, Recorder \_\_\_\_\_, Worthy Advisor

**SAMPLE -- TREASURER'S REPORT FOR \_\_\_\_\_ ASSEMBLY # \_\_\_\_**

A Treasurer's Report should be offered by the Assembly Treasurer at least once each month. A simple recording of the receipts and disbursements, such as this sample report, can be used. This information should also be reviewed monthly by the Advisor Board. This document also becomes helpful during budget preparation and auditing procedures.

As of (date) \_\_\_\_\_, the checking account had a balance of \$ \_\_\_\_\_.

We had the following disbursements (use the back of this page if necessary):

| (check #) | \$ _____<br>(amount of check) | TO _____<br>(payee) | FOR _____<br>(reason check written) |
|-----------|-------------------------------|---------------------|-------------------------------------|
| _____     | \$ _____                      | TO _____            | FOR _____                           |
| _____     | \$ _____                      | TO _____            | FOR _____                           |
| _____     | \$ _____                      | TO _____            | FOR _____                           |
| _____     | \$ _____                      | TO _____            | FOR _____                           |
| _____     | \$ _____                      | TO _____            | FOR _____                           |

For a TOTAL DISBURSEMENT OF: \_\_\_\_\_

We had the following income (use the back of this page if necessary):

|          |            |           |
|----------|------------|-----------|
| \$ _____ | FROM _____ | FOR _____ |
| \$ _____ | FROM _____ | FOR _____ |
| \$ _____ | FROM _____ | FOR _____ |
| \$ _____ | FROM _____ | FOR _____ |

For a TOTAL INCOME OF: \_\_\_\_\_

**SUMMARY:**

As of (date) \_\_\_\_\_, the checking account has a balance of \$ \_\_\_\_\_  
 the savings account has a balance of \$ \_\_\_\_\_  
 for a total balance of \$ \_\_\_\_\_

Respectfully submitted,

\_\_\_\_\_ Treasurer, \_\_\_\_\_ Assembly # \_\_\_\_

## **SERVICE HOURS**

When members join Rainbow, each dedicates herself to a life of Service to her Assembly and community. Members are recognized for devotion to Rainbow and to the community in two ways.

The first method is by rewarding "points" which are given for contributions to the Assembly. It is the Assistant Mother Advisor's job to keep track of points. Merit Service Bars are awarded for points earned.

Service hours are recognized for gifts of time and effort toward others who may benefit from these gifts. Payment may not be accepted by a member for service provided, either as money or as an exchange of one service for another. For example, babysitting in exchange for someone sewing a dress is not service. Members give of themselves to others who may be less fortunate, or in need of assistance, and in return, the member receives a feeling of good will and appreciation.

When fulfilling family duties and responsibilities, girls are not earning service hours. Family duties and responsibilities may include babysitting younger siblings, elderly relatives, cousins, helping with household chores, etc. Reward for these efforts is the love and support of our family.

Service hours are submitted to a designated adult in the Assembly; she, in turn, compiles this information and submits it to Grand Assembly for an annual tabulation toward the state-wide goal of service, a by-word of all Rainbow girls.

Each Rainbow girl is responsible for keeping an accurate account of the hours she provides in service to her community and to her Assembly. Some Assemblies do this by placing a note in the "Service Box" at the Worthy Associate Advisor's station prior to the meeting, or by announcing the number of hours of service provided between meetings and the service itself as part of roll call. Non-Assembly service hours require some form of verification that the service was rendered, such as a note from the person receiving the gift. Rainbow members should follow the specific guidelines in this area from their own Assembly.

Attached is an example listing of some activities which are considered service in the Rainbow tradition, divided into two major classifications: Rainbow/Fraternal and Non-Rainbow. Rainbow girls are encouraged to discuss their particular service efforts with the Mother Advisor if there are questions regarding how to record or verify her efforts.

Rainbow members are encouraged to provide service each day. It is not difficult to find opportunities of service. Service is one of the most important lessons our Order teaches.

## RAINBOW / FRATERNAL SERVICE

- Fund raising projects to earn money for annual Grand Assembly expenses. This does not include expenses for your Assembly to attend Grand Assembly
- Fund raising projects for Rainbow scholarship programs
- Working on decorations for Grand Assembly
- Special projects designated by the Supreme Officer including, but not limited to making corsages, assisting with Rainbow Trails by selling advertising or coloring covers, helping with hospitality bags for dignitaries at Grand Assembly and other tasks as requested
- Working on the Grand Worthy Advisor's service project
- Working on floats and other projects which promote Rainbow
- Attending installations of other fraternal groups
- Entertainment; making and serving refreshments
- Attending or assisting with Eastern Star or Masonic Services

## NON-RAINBOW SERVICES

For your church (Church attendance is not considered Service hours; attendance is recognized and rewarded with points toward with Merit Bars.)

- Preparing for, assisting, or teaching Sunday School or other church-sponsored classes
- Babysitting for church activities, without compensation
- Choir practices and performances at services
- Camp counselor or aid (8 hours per day maximum)
- Bible school assistance
- Attendance at seminars, teachers' training, church activities

For your community

- Collecting canned goods for the community chest/food distribution center
- Collecting funds/goods for charitable organizations
- Volunteering at a hospital or nursing home, such as Candy Striping
- Making tray decorations for hospitals, nursing homes, meals-on-wheels, etc.
- Babysitting for non-related families, without compensation
- Elder sitting with non-related sick or elderly people. This could include reading to them, playing cards, visiting.
- Shoveling sidewalks after winter storms, yard clean-up projects, such as raking leaves and pulling weeds

For your school - Service hours are not awarded for participation in school projects where grades will be given, or when working on special projects for a teacher or coach.

- Tutoring a student, without compensation
- Assisting a teacher whose class, sport, or activity you have no participation in.

Some form of verification is necessary for all non-Rainbow/Fraternal service hours.

## **GRAND CROSS OF COLOR**

The Grand Cross of Color is the highest honor which can be conferred by the Supreme Assembly. This honor is given for exceptional service to Rainbow. The Degree is to be conferred sparingly and only upon those who have earned it through their dedicated service to the Order. The Grand Cross is awarded with the expectation that one will continue to provide extraordinary support of our Order.

## **INTERNATIONAL ORDER OF THE RAINBOW FOR GIRLS STATE OF NEVADA CLOTHING GUIDELINES Posted and updated on our Website.**

## **HISTORY OF RAINBOW IN NEVADA Written by Mrs. Becky Eminger, Past Grand Deputy Henderson Assembly #17**

The Reverend W. Mark Sexson started Rainbow in McAlester, Oklahoma in 1922, with Mother Assembly No. 1, and one hundred and 70 girls as the first members.

At Nevada Grand Chapter in 1924, Judge Maestretti approached the group regarding sponsoring a youth group; he suggested either Rainbow Girls or Jobs Daughters. The committee returned with the decision that in Nevada, Rainbow would be the most logical group to sponsor and support. The committee consisted of Hattie Downey, Worthy Grand Matron, and Clarence Young, Worthy Grand Patron, W.M. David, J.M., Rhodesand, and G. L. Swartz.

The age for Rainbow was then 14 to 18. The work was exemplified at Grand Chapter, and was called Nevada Assembly (I believe this took place in 1927). The Nevada assemblies worked "under, or closely with" California Rainbow, as Nevada did not have enough assemblies to hold its own Grand Assembly. The first Worthy Advisor was Ethel Leanord; the first Mother Advisor was Tecia Caender; and Past Grand Matron Iva Rhodes was the first Supreme Deputy.

In 1924 Supreme Assembly was held in Tacoma, Washington. The Nevada Grand Chapter send Iva Rhodes, Worthy Grand Matron, and Mrs. Ruth Mattews to Tacoma, along with Mrs. Caender, to witness their first Supreme Session. At that time,

Mrs. Ceander was appointed Supreme Deputy by Reverend Sexson, who was in attendance at this Supreme Session. After the sessions in Tacoma, Reverend Sexson and his wife, son and secretary, Leta Summers, came through Reno where a picnic at Lake Tahoe was held in his honor. Mrs. Donna Matthews Bovett took them all to the Lake, and because they requested an opportunity to see Virginia City, went that route, which, of course, made them late for the picnic. According to Donna, Rev. Sexson was dressed in white, with a white panama hat.

The next day, Nevada Rainbow held a reception in the Red Room of the Masonic Temple in Reno. Donna Bovett is one of the few still living who received the Grand Cross of Color at that time.

Through the dedication of Iva Rhodes and many others at the time, Nevada Rainbow grew and in 1935 had ten assemblies, enough to organize our first Grand Assembly. (I believe number 7 through 10 were under Letters Temporary.)

The following are some of the highlights taken from the third issue of the Grand Assembly Rainbow Trails dated May 18, 1935. Miss Elizabeth Juniper (Carr) of Reno Assembly was the first Grand Worthy Advisor; Ruth Bails was the Grand Associate Worthy Advisor; and Patricia Rathbun was Grand Inner Observer. All other Grand Officers had the same titles as they do today. Six Nevada cities were represented at that first Grand Assembly Session; Elko, Ely, Fallon, Yerington, Sparks and Reno.

The Grand Session began Friday evening with the entrance of combined choirs of Reno and Sparks, and presentation and escort of dignitaries. Welcomes were given on behalf of Rainbow Girls, Masons, Eastern Star, and Mother Advisors; tributes to the American Flag and the Rainbow Flag were given; formal opening was performed by Fallon Assembly.

Announcement of the 1935 Grand Officers were made, along with announcement of the designees for the Grand Cross of Color; formal closing was performed, along with a play, "Just a Little Coo-Coo." Saturday morning had a meeting of the Sub Deputies and Mother Advisors and practice for Grand Installation. That afternoon, Elko, Ely and Yerington exemplified the Initiatory work with balloting by Sparks Assembly and the Majority Degree performed by Reno Assembly. On Saturday evening the banquet was held, followed by the Grand Cross Degree and Grand Installation.

Taken from the article on the Grand Cross of Color were these thoughts: "No fixed formula can be set down as a method for earning the honor. The Grand Cross of color does not come because you are working for it, but because you do things for Rainbow and your Assembly." In the article titled Grand Assembly, the following was written:

An open book lies before us now; it is our duty to write indelible lines upon its pages. On the first white page is the unwritten constitution of our Assemblies. We turn the page and at the top of the sheet is written a date, May 17, 1935, the opening date of Grand Assembly. Our history will be written by these Grand Officers. They have

nothing behind them for a guide, but they have the future before them to plan and establish, and they need the help of each Rainbow Girl to succeed. Rainbow was established for the girls and it is the girls who must make it a success, not the officers alone. They have in the past, and now they can make the future even better.

Things have not changed that much in the past 56 years, have they?

The first notation of Grand Representatives was in the 1943 Rainbow Trails. They were printed on construction paper, contrary to earlier editions which were professionally printed on heavy, high gloss paper. Fashions, hairdos and popular activities were included in the Rainbow Trails, along with patriotic messages, words of encouragement, and photos and stories of Rainbow Girls who had joined the service.

World War II changed every aspect of the average American's life - including Nevada Rainbow Girls. In 1943, just 8 short years from our first Grand Assembly, it was announced there would be no Grand Assembly. Gas was a rationed item, very precious, and it was unheard of to waste it. The newly announced Grand Worthy Advisor, Marjorie Iverson, was installed as GWA in her own Assembly.

The Annual Report for Nevada showed state membership in Rainbow to be 700 members strong, with a gain of 63 girls! In 1942, Doris Bond of Las Vegas No. 9 was announced the first GWA from the south. However, the first Grand Assembly held in the south was not until 1950. During these early days of Grand Assembly, those privileged to attend did not stay in hotels; they were housed in Masonic and Eastern Star homes, as well as in the homes of Rainbow Girls. Grand Assembly even then might have lasted an entire 2 ½ days.

It is difficult to determine when grand officer mascots come into being. Jennilee Gibson remembers the Official Visits back as far as 1944, and the GWA having her mascot as a traveling companion. Apparently, a rabbit named Flopsy was the first grandie mascot. Yes, there was only one, and Flopsy was handed down year after year, until he apparently was too floppy to stand. Then, the newly appointed Grand Worthy Advisor Patsy Graham was the first to sport a new teddy bear, named Buck; they traveled throughout the State in 1954. Nita Kay Layton was the first GWA to have a new mascot each year - that was 1954, however the GWA was still the only Grand Officer to have a mascot.

In 1951, Grand Officers wore dresses of their choice, usually in ballerina length and often strapless. Grand Worthy Advisor Jennilee Gibson and her officers attended California Grand Assembly and were impressed with the matching Grand Officer dresses. They asked and received permission to have the first matching Grand Assembly dresses; these dresses were aqua taffeta with a white organdy over skirt. GWA Jennilee made up to 15 of these dresses herself for her Grand Officers.

In 1952, with the death of Tecia Ceander, Merville Payne Ross was appointed Supreme Deputy, however she resigned this appointment in a short time due to the fact

she was going through the chairs in Grand chapter. Mrs. Margaret Kofoed was appointed Supreme Deputy. A short time after Mrs. Kofoed's appointment, the Rev. Sexson passed away, however, Mrs. Kofoed always noted she felt fortunate to have known this great man.

According to Mrs. Kofoed, one of the first Grand Assemblies held in Las Vegas also hosted a torrential rain. The committee had planned a day at Twin Lake with a picnic, boating, swimming and games. While almost everyone was having a great time, some had already left the picnic to prepare for the church service at Grand Assembly. With the church service came the rain – in sheets! Not only were the streets flooded, cars were sinking through the street on the strip. Mother Advisors were worried when their girls did not return from the picnic. The roads were closed, but Mrs. Kofoed assured everyone she had left the girls at the Lake with her hubbie, Ernie, and another adult. A bus driver knew a back road between the Lake and Grand Assembly that was “high and dry” so the day was saved!

However, the musician and the music were stranded in Boulder City so they “scraped up some music and a musician .. Started the church service and low and behold... the girls showed up .... safe and sound.”

In 1952, the girls chose Ernie Kofoed as their State Rainbow Dad. He and Gordon Bovett worked so hard helping get Grand Assembly ready each year, all behind the scenes, and for such long hours. After Mr. Kofoed's death in 1978, the girls chose Mr. Bovett as their State Rainbow Dad. According to Mrs. Kofoed, no one was more deserving of this title than these two men. Mr. Bovett continued to work for many years with every Grand Assembly with the help of Mr. Gordon Wessell and Mr. Charles Middleton helping especially with the sound.

Mrs. Kofoed's beloved Ernie was her constant companion, dedicated to Nevada Rainbow and its members. Being a skilled pilot, he, Mrs. Kofoed, and the Grand Worthy Advisor would pack up, board his airplane, and off they would go. In the early days of Nevada Grand Assembly, only the GWA traveled to Official Visits with the Supreme Deputy as her chaperone. Flying from town to town, this tradition continued for many years.

In 1958, Mrs. Kofoed was elected Associate Grand Conductress of the Grand chapter. She was installed Worthy Grand Matron in 1961. Mrs. Maxine Anderson was appointed Acting Supreme Deputy for 1961 and 1962 while Mrs. Kofoed assumed her obligation as the chief officer of Nevada Grand Chapter.

In 1984, at the 50th anniversary of Rainbow, Mrs. Kofoed resigned her position as our Supreme Inspector, after 32 years of faithful service to the many girls who knew and loved her as “Margaret.” She was fortunate to have many dedicated men and women to assist her in the tremendous task of “running” Nevada Rainbow. Some of those adults included Polly Norton, Kay Williams, Mitzi Lani, Florence Martin, Clara Stoker, Eunice Layton, Mayme Iverson, Maxine Anderson and Esther Allison. In 1966

Mrs. Kofoed created the position of State Grand Deputy and appointed Esther Allison; Mrs. Allison and Mrs. Kofoed became constant companions until their retirement in 1984.

Mrs. Kofoed appointed Mrs. Betty Buxton Supreme Deputy, with Mrs. Georgia Wacker at her side as the State Grand Deputy. These two ladies served Nevada Grand Assembly for two and one-half years. Mrs. Kofoed was later quoted in her memoirs, "In 1986, Mrs. Norma Campbell was appointed Supreme Deputy and was assisted by Mrs. Dee Talbutt as the State Grand Deputy; they have added love, dedication, and success; I just don't have enough words of praise to say to these two ladies who have given so much to our Rainbow!

In 1967, Nevada Rainbow had a membership of 1,386, with a net gain of 117 members in 1968, bringing the total membership in 1968 to 1,503. The Annual Report of December 31, 1981 reflected a gain of 22 members, bringing the total membership to 837. In 1982, we suffered another severe loss in membership; as of December 31, 1983, we gained 48 members, showing a total membership of only 372. Do you remember the quote from the 1935 Rainbow Trail at the onset of our first Grand Assembly? "They have the future before them, to plan and establish, and they need the help of each Rainbow Girl to succeed." Adult leaders can not make Rainbow work alone, and neither can a handful of members do it by themselves. It is up to each of us to strive for the best interest and increase in membership of our beloved Rainbow. Girls are experts when it comes to talking. Talk Rainbow; wear your t-shirts; ask your friends to join. You will be surprised at the interest you can generate simply by talking about something you love and enjoy.

In some ways, Rainbow history in Nevada has seen many changes, and in other ways, things are surprisingly similar. This weekend is yet another milestone in our history, and you have been a part of it, our first Rainbow Camp! We pray for your safe return home, and hope you leave renewed in love and service. May the fellowship of this weekend be a wonderful memory for all of us. Now it is your turn to start another page in Nevada Rainbow history! I hope to see you in Winnemucca for our final official visit of the year, and in Las Vegas in June for Grand Assembly.

In closing, I would like to quote Flopsy, the Grand mascot, from an article in the 1953 Rainbow Trails entitled "Here an'Thar." "Lord, fill my mouth with worthwhile stuff and nudge me when I've said enough! Well, I just felt a nudge!"  
Respectfully Submitted     Becky Eminger, Grand Deputy, April 1991

**LOOK LIKE A RAINBOW GIRL**

Part of the magic of being a Rainbow Girl is looking like a Rainbow Girl. If you're in a room full of people, it is very easy to pick out the Rainbow Girls - even when they are not in formals.

**Sitting:** Sit gracefully AND quietly. Do not visit during meetings. Keep your feet flat on the floor, knees together; sit straight and tall. You don't have to have your back touch the chair at all times, but you also don't want to slouch. Keep your hands folded in your lap. Sitting properly makes it easier to sit through meetings with less strain and discomfort. Of course, if you need to, a quick cross of the ankles is okay, but NEVER cross your legs when sitting in any Rainbow Assembly Room.

**Walking and Standing:** Walk and stand like you have a book balanced on top of your head. Your eyes should be forward, head up, shoulders square. Keep your arms relaxed at your sides in a natural position, not behind your back. Do not swing your arms, and, if you wear a hoop in the future, make sure not to push it on the sides or from the back. Remember to square your corners at all times. While standing and speaking, remember not to grip the podium in front of you; let your hands relax at your sides.

**Smile:** Being a Rainbow Girl is FUN! Keep a smile on your face and everyone will know you are having a great time. A smile is contagious! It's a gift that costs nothing .... and can always be returned.

## KNOW YOUR RAINBOW

### About Membership

- To join Rainbow, a girl must be between the ages of 11 and 20, the daughter of a Master Mason, and Eastern Star member, or the friend of a Rainbow girl. All girls must be recommended by a Mason or an Eastern Star member.
- Majority members are girls who have remained active and are in good standing until their 20th birthday, or are married before their 20th birthday. Majority certificates are issued so majority members can be admitted into an assembly meeting in later years.
- Members in good standing in the Order of the Eastern Star, the Masonic Lodge, the Order of the Amaranth, the International Order of the Rainbow for Girls, majority members, parents, grandparents and legal guardians of active Rainbow Girls may witness the degrees and regular work of an assembly.
- A member who finds she is too busy or does not wish to continue her active membership may secure a demit, upon application, if her dues are paid and there are no charges of misconduct against her. A demit entitles her to rejoin or renew her membership at a later date upon fulfilling certain conditions of the assembly. A member may attend assembly meetings on a demit for six months.

### To hold a meeting

- A quorum necessary to conduct business is 7 members of the Assembly, three of whom must be line officers.
- One Mason must be present at each meeting.

#### Holding an Office

- Officers appointed by the Worthy Advisor are Chaplain, Drill Leader, Love, Religion, Nature, Immortality, Fidelity, Patriotism, and Service, Musician and Choir Director, Confidential and Outer Observers. The Flag Bearers, Committee Chairpersons and Choir Members are also appointed.
- The officers that are elected are Faith, Hope, Charity, Worthy Associate Advisor and Worthy Advisor; Treasurer and Recorder are also elected for one-year terms beginning in January. All other officers are either elected or appointed for a four or six-month term, depending on the length of the assembly's term. Once elected Faith, that officer must resign if she had previously been elected either Treasurer or Recorder. A replacement is then elected for the balance of the calendar year.
- No girl may be elected Worthy Advisor or Worthy Associate Advisor unless she has been elected and served her Assembly as either Faith, Hope or Charity. In order to run for Faith, a girl must have fulfilled her assembly's requirements which usually requires that she has held three speaking parts, is a minimum age, and has earned a certain number of bars and service awards.
- Each line officer is advanced if she faithfully performs her duties. When a girl is elected Faith, she accepts with the understanding she will continue through the office of Worthy Advisor, performing all the responsibilities of each office as she is elected.

#### Dues

- Dues in most assemblies are \$10, a portion of which is forwarded to the Supreme Assembly and a portion of which is forwarded to Nevada Grand Assembly; dues are due before the first of January and must be paid in order to vote or hold an office.
- Girls delinquent in their dues are notified by the Recorder on July 1st. A second notice is sent on August 1st if the dues remain unpaid. A third notice, this time a notice of suspension, is sent on September 1st if the girl's dues remain unpaid. The Assembly members are notified of this action and it is recorded in the Assembly's records.
- Suspended members may be reinstated before the end of the year without a vote of the Assembly. If a member's suspension goes beyond the end of the calendar year, a majority of the Assembly is required for reinstatement.
- Girls should carry their dues cards when visiting another assembly and when attending Grand Assembly.

#### Raps of the Gavel

- Two raps brings officers to their feet
- Three raps brings everyone to their feet
- One rap seats all who are standing

### About the Signs and Passwords

- Grand Honors are given to Grand Officers and Past Grand Officers (and adults) who are introduced by the Worthy Advisor;
- the Sign of Rainbow and Supreme Honors are never given at “open” affairs;
- Rainbow Girls wear their miniature lambskin aprons only at the anniversary of Rainbow (Rainbow Sunday) and at Rainbow funerals. A Rainbow Girl should take good care of her lambskin apron and keep it always.
- Learn the (secret) Word and the signs. When giving the Word to either Hope or Charity, rise and whisper it to her in her ear; do not use your hand and do not give another word as a way of being funny.

### Rainbow Organization

- The Supreme Assembly is headquartered in McAlester, Oklahoma. It is responsible for all laws, rules, and regulations governing Rainbow. Each state is led by a Supreme Deputy or Supreme Inspector.
- The Supreme Officer is responsible for the organization of Rainbow in her jurisdiction.
- Grand Deputies are appointed by the Supreme Officer and supervise floor work, the rules and regulations of Rainbow, and assist at Grand Assembly and at other times when called upon.
- The Mother Advisor is the assembly “mom.” It is your privilege to seek her advise at any time. The Mother Advisor is elected by the Advisory Board.
- Grand Officers are usually appointed from among those who have served their assembly as a Worthy Advisor. The Supreme Officer makes these appointments based on recommendations by the Advisory Boards. Grand Officers serve from one Grand Assembly through the next Grand Assembly. With appropriate recommendations, a girl may be appointed as a Grand Representative, Grand Flag Bearer or other specialty officer without having served as a Worthy Advisor.
- The Advisory Board consists of members of the Order of the Eastern Star, the Masonic Lodge, majority Rainbow members, and parents of active and majority Rainbow Girls. It is their responsibility to see that the assembly is operating in accordance with the rules and regulations established for assemblies in Nevada.

### Parliamentary Procedure

- When called upon, or when wishing to speak, stand and respond, “Thank you Worthy Advisor” before proceeding with your presentation. Only one person may speak at a time.

### **SECRET SISTER GUIDELINES**

Many assemblies enjoy a secret sister program during most terms. If your assembly does, establish the guidelines for the term and help others follow them by setting a good example. You may want to consider the following as guidelines:

- Participation is voluntary;
- Do not tell others who your secret sister is - it's a secret!
- You do not need to purchase gifts; if you choose to purchase a gift, the price should be in the \$\_\_\_ range. Fun gifts are candy, cookies and stuffed animals.
- You should send (or have delivered at your meeting) simple cards. Don't sign your name yet - its still a secret!
- Establish a place in your assembly room where girls can deliver their secret sister gifts anonymously and where the girls know to check to see if she was remembered by her secret sister.
- Establish the meeting at which the secrets will be revealed perhaps with some special event.
- Remember, this is a game; it is meant to be fun; it is supposed to let us get to know each other better.
- If you have difficulty, call your Mother Advisor.

### NINE STEPS TO PLANNING A SUCCESSFUL PROJECT

3. PURPOSE: Have a specific purpose in mind, and take time to prepare a written statement of this purpose - this is helpful to refer to if planning "gets out of control" ....
4. BUDGET: Always check with the Mother Advisor to make sure there are sufficient funds to cover the project's anticipated expenses.
5. TIME ALLOTMENT: A BIG project takes at least a month of planning; establish due dates for different steps toward reaching the goal; be finished with everything about two days before the event - so you can enjoy the function.
6. WHEN - WHERE - COST: Be sure to include in your flyer or announcement
  - The exact date and time of the event
  - the place where the event will occur
  - the exact cost to each person
7. INVOLVES WHO? Things to include for publicity/announcements
  - who is sponsoring the event
  - who is invited to the event
  - who will be appearing at the event
8. COMMITTEES: Delegate responsibilities to your committee members; make sure they do their jobs and report back to you regarding their progress or obstacles they may be experiencing on a regular basis.
9. PUBLICITY
  - Flyers to nearby assemblies
  - Contact NOAH members to announce your event to our "oldies"
  - have a contest, like the 30th person to enter wins a prize
10. THANK YOU NOTES: Be sure to send them to your advisors and those who assisted; send them to committee members; send them to those who sponsored the event.
11. EVALUATION: To build on this success or to learn where the project could have been handled better, evaluate the event: by the assemblies; by the Board; from other participants.

### HOW TO WORK SUCCESSFULLY WITH ADULTS

- Demonstrate proper actions and politeness at all times;
- Show your appreciation;
- Present ideas with enthusiasm; be willing to negotiate and compromise if it means a better project, for example;
- Be organized when you present your ideas;
- Be honest;
- Follow up with appropriate thank you notes;
- Be respectful, positive and flexible;
- Involve your Mother Advisors, Advisory Board and Grand Deputy in the planning aspect of activities - many times they have some really good ideas!
- Don't judge others by the actions of one;
- Remember that your adults are all volunteers and have another life outside Rainbow - just like you do.
- Clear all activities through the proper channels;

- Don't hesitate to ask for help.

### **REFLECTION - WHY AM I INVOLVED IN RAINBOW?**

Consider these thoughts, jotting down your answers. Renew your commitment to be a better person through your Rainbow experiences, to bring others in as new members, and to promote the teachings and values of Rainbow - every day!

- What was my "original" reason for joining Rainbow?
- What are the contributions I have made - or wanted to make - in Rainbow?
- What are the high points of my involvement?
- What are some of the challenges I have faced?
- What are the key lessons I have learned from my involvement in Rainbow?
- What rewards might I receive from this experience?