



LINE OFFICER HANDBOOK
NH Rainbow

Name / Assembly

Overview

In New Hampshire Rainbow, we aim to constantly improve leadership skills and to teach our members responsibility, as well as a long history of holding our members to a high standard. The duties and responsibilities as outlined herein are the minimal expectation that each line officer should exemplify.

These duties will help you understand your current and future responsibilities and allow you the opportunity to share the responsibilities of an Assembly. Each Assembly may also have their own individual expectations which should be clearly explained to the Top Five officers and parents before planning to take an office. Though it is 'expected' that the elected positions serve until their successor is elected and installed, it shall be dependent upon performance and dedication during the previous term for that line officer to serve another term in the same position or advance to the next position.

If it is determined by the Advisory Board that appointment into any line office might be detrimental to the girl herself, or to the Assembly in general, then they must notify their Grand Deputy and Supreme Deputy/Inspector. If all are in agreement, then the Board is given the authority to allow for the position to be vacated, without a successor in place, as the welfare of the girls should always take precedence. This is not to be done arbitrarily and much thought must be given to this position before making this decision.

This handbook includes:

- Expectations of Line Officers
- Guideline for projects
- Conducting a meeting
- Planning an Installation
- Policies of NH Rainbow

You will also note that a copy of the School of Instruction guidelines are also included to help you and your fellow officers understand how to perform the ritual appropriately.

Above all, our expectation is that you will be a role model by which to inspire your sisters to also take on leadership roles within the Assembly. By utilizing this handbook and the support of the Leadership Staff, you can learn the essential responsibilities to guide not only your Rainbow experience but also throughout life.

Line Officer Expectations

Faith

- Memorize all required ritualistic work, including Traditional Work for initiation, balloting and floor work
- Greet new initiates prior to their initiation, establishing a level of trust to ensure a pleasant experience for her initiation
- 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
- Plan and carry out a **membership project** with the approval of the Mother Advisor and Advisory Board
- Responsible for the set up of the Altar cloth, ballot box, and small Bible

Hope

- Memorize all required ritualistic work. Be sure to request instructions from Mother Advisor on the proper procedure for opening and closing the Bible
- Responsible for putting out the Bible and Emblem at each meeting
- Plan and carry out a **fundraiser to support the “Hope for the Future” scholarship fund** as well as ensure that the Assembly bank is decorated appropriately and is being used to generate funds towards this project

Charity

- Memorize all required ritualistic work. Charity's initiatory lecture is beautiful and long. It will take some energy to truly share the contents of the Pot of Gold
- Plan and carry out a **fundraising or service project for a charity** with the approval of the Mother Advisor and Advisory Board
- Responsible for the set-up of the Pot of Gold, contents, and putting out gavels at all meetings

Worthy Associate Advisor

- Memorize all required ritualistic work. Begin reviewing the ritualistic work for Worthy Advisor, including Traditional Work.

- Assist Worthy Advisor whenever possible; be prepared to fill in for the Worthy Advisor, if necessary
- Work with the Mother Advisor to plan a date for your installation and a list of tentative officers prior to elections; be prepared to make a change as a result of elections
- Oversee the setting up of the Assembly room for each meeting including the jewels on the stations. Be sure to include the rest of the officers for the color stations as well.
- Plan and carry out a **fundraising project for the Assembly** with the approval of the Mother Advisor and Advisory Board

Worthy Advisor

- Memorize all required ritualistic work for opening, closing, balloting, and initiation (including Traditional Work). Be familiar with all other ritual and floor work in order to properly guide others and be able to answer any questions they have.
- Appoint committees as necessary
- Preside over the business meeting of the Assembly each meeting, being sure to follow proper procedures
- With the Mother Advisor's help, prepare an agenda prior to each meeting
- Arrive at least 30 minutes prior to each meeting to make any last-minute changes in the agenda and to obtain all information needed to introduce any guests
- Plan and carry out a **fun project** with the approval of the Mother Advisor and Advisory Board

*** Note: Though they are 'elevated to the office for the time being', they, too shall return to the ranks. **A Past Worthy Advisor's Jewel shall not be awarded to those girls who have not:**

- Exemplified the Ritual and Traditional Work of the Order from memory
- Performed two initiations per term (mock, real or combined with another Assembly)
- Completed **all five** of the required line officer projects
- Presided over eight (8) meetings per term

Order of Business for Stated Meeting

Prior to the start of the meeting, the Mother Advisor and Worthy Advisor should review any correspondence and bills received and should go over all business for the meeting. In addition, with the help of the Worthy Associate Advisor, the Worthy Advisor and Mother Advisor should ensure that the room is properly set up and all paraphernalia is in place. This includes:

- Making sure the American Flag pedestal is in the proper position.
- The Pot of Gold contents and Color Station Ribbons are out only during Initiation.
- Making 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 Assembly charter is on display in the lodge room

The Worthy Associate Advisor should discreetly call for "Line Up" just prior to meeting time; all Officers should retire quietly to the anteroom and line up in the appropriate order (see Ritual)

START ON TIME!

The Order of Business should be done as follows:

1. Opening of Assembly from memory.
 - a. No Ritual, either written down or open Ritual Book, should be in the Assembly Room except for the Prompter's Ritual
2. Introduction of Visitors
3. Roll Call
4. Read Minutes of Previous Meeting
5. Treasurer's Report
6. Unfinished Business
7. New Business
8. Miscellaneous Business
9. Receiving Applications
10. Balloting
11. Conferring of Degrees
12. Good of the Order
13. Formal Closing (from Memory)

**It is acceptable to change the Order of Business when there is an Initiation, however, Initiation should be done immediately after Roll Call and before the Recorder and Treasurer's Report.

Acceptable Order of Business During an Initiation Night

1. Opening of Assembly from memory.
 - a. No Ritual, either written down or open Ritual Book, should be in the Assembly Room except for the Prompter's Ritual. Note: Ritual prompts (ie. first and second word of sentence are allowed)
2. Read Dispensation if indicated
3. Receiving of Applications (list names and investigating committee)
4. Balloting (not on the person who is receiving initiation that night)
5. Conferring of Degrees (list candidates' names)
6. Introduction of Visitors
7. Roll Call
 - a. The roll call should be of all members active on the books, and those present should state briefly what kind of service they have done since the last meeting or fun question.
8. Read Minutes of Previous Meeting
9. Treasurer's Report
10. Unfinished Business
11. New Business
12. Miscellaneous Business
13. Receiving Applications
14. Balloting
15. Conferring of Degrees
16. Good of the Order
17. Formal Closing (from Memory)

Miscellaneous Meeting Instruction

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

Worthy Advisor: I will entertain a motion to _____.

Member from floor (stands): Worthy Advisor, I move we _____.

Member from floor (seated): Worthy Advisor, I second that motion.

Worthy Advisor: It has been moved and seconded that we _____. Is there any discussion?

Worthy Advisor: All in favor of this motion will signify by raising your right hand. All those opposed?

Worthy Advisor: It is a vote in the affirmative and I so declare it. (Rap)

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 should 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, do not need to 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.

While the members have the right and responsibility to expend the funds they have raised, the Mother Advisor and other adults should assist them in making fiscally sound decisions.

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.

Recorder Minutes and Treasurer Report Meeting Instruction

The Recorder Minutes and Treasurers Report should be read at each meeting. The proper wording by the Worthy Advisor is as follows:

Worthy Advisor: Sister Recorder, please read the minutes of the previous meeting.

(once the minutes are read)

Worthy Advisor: You have heard the reading of the minutes of the previous meeting, are there any errors or omissions?

(if none)

Worthy Advisor: I approve the Minutes as read. (1 rap) (the Worthy Advisor would then sign the minutes of the previous meeting)

(if there were edits, the Worthy Advisor would say:)

Worthy Advisor: I approve the Minutes as edited. (1 rap) (the Worthy Advisor would then sign the minutes of the previous meeting).

For the Treasurer's report, the following would be said by the Worthy Advisor:

Worthy Advisor: Sister Treasurer, may we have the Treasurer's Report?

(the report is given)

Worthy Advisor: The Treasurer's report will be placed on file for audit. (1 rap)

Introductions

Ritualistic introductions should be done ONCE a term and can be found on Page 7 of your Ritual. The only people that are introduced at all meetings that they attend are the Supreme Deputy/Inspector and the Grand Worthy Advisor.

Introductions at a glance are as follows:

- Supreme Officers and Inspectors at the Altar. All others back of the Bow.
- Supremes receive Supreme Honors (Good idea to instruct and practice once in a while)
- Rainbow Grands Officers, Representatives, and Grand Adults receive Grand Honors
- All others receive the Sign of Rainbow

***Note: Per Supreme 2004, the GWA, PGWA, Grand Officers, etc., at the discretion of the Supreme in the jurisdiction, can be presented before the Supreme in the jurisdiction. In NH, we generally introduce the GWA then Supremes followed by all other introductions.

Girls should be introduced first and adults second.

The Worthy Advisor should have greetings prepared for each introduction. If the Assembly does not use a Sign-In Sheet every meeting, the Mother Advisor should prepare one before every meeting for visitors to sign.

Guests should NEVER be asked to introduce themselves.

The Worthy Advisor should refer to the guests by their name, title or "our guest(s)", not by pronouns. All titles should be said in full (i.e. saying "Grand Representative" instead of "Grand Rep").

Gauge your time, and if the introductions are going to be too long, combine some groups and introduce the "Sign of the Rainbow" groups at their seats.

When you introduce guests from their seats, do NOT call up the Assembly to give the Sign of the Rainbow; just do a welcome and a round of applause. Remember, dignitaries are introduced once, by their highest or current Rainbow title.

Other titles may follow as appropriate. For example:

Mrs. Suzie Rainbow, Mother Advisor of Rainbow Assembly #1, and Past Grand Worthy Advisor in New Hampshire, International Order of the Rainbow for Girls.

Mrs. Sally Service, Past Grand Faith in New Hampshire, International Order of the Rainbow for

Girls and Worthy Matron of Eastern Chapter #1, Order of the Eastern Star, State of New Hampshire.

How to Introduce

Worthy Advisor: Sister Drill Leader, you will please present the (title of group) 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 this occasion.)

Drill Leader: Worthy Advisor, It is my (honor or pleasure) to present (title).

Worthy Advisor: Sister Drill Leader, you will escort the (title) (to or in) the East.(3 raps)

Worthy Advisor: It is my (honor or pleasure) to present (name and full title).

Worthy Advisor: Sisters, please join me in greeting the (title) with (Supreme/Grand honors or the Sign of Rainbow) and a hearty applause.

Worthy Advisor: Sister Drill Leader, you will escort our guest to his/her seat.

(The Assembly is seated with 1 rap of the gavel as the guest nears their chair.)

During the business portion of the meeting, you may call upon various individuals to bring greetings on behalf of their organization. Those normally called upon include:

- Grand Worthy Advisor
- Supreme Deputy / Inspector
- State Parents
- Dignitaries from other Masonic Family bodies
- As well as anyone needing to announce events or programs

The way you would call upon an individual is to say **“(Name), (title), may we hear from you at this time?”**

Special Dispensations

Special Dispensation will be requested by the Mother Advisor from the Assembly Grand Deputy / Supreme Deputy or Inspector at least two weeks prior to the action requested.

Once granted, the Special Dispensation must be physically present where the action is to take place and should be read at the beginning of the business occurring, then attached to the minutes of that event by the Recorder.

Example: After Ritual Opening, the dispensation is the first item to be read; at Installation, it is the first item to be read before the business (Ritual) of Installation.

When the Special Dispensation relates to the changing of time or day of Assembly Meetings, each member should be advised, and a vote of the Members should be taken prior to the request for the dispensation.

A Special Dispensation is necessary when:

- An Assembly hosts an "open" meeting or an Installation
- A special meeting is held for Balloting or the Degrees
- A special election is held due to a vacancy in the Line
- The Assembly changes its meeting date, time or location

A Special Dispensation, approved by the Supreme Deputy/Inspector, is necessary when the Worthy Advisor-elect and Mother Advisor are daughter and mother

A Special Dispensation is NOT necessary to cancel a meeting provided the Assembly will hold the required 8 meetings per term (16 per year - Supreme Statutes)

Applications for Membership

A girl may obtain an Application (petition) or affiliation form from the Mother Advisor, Recorder, Advisory Board Member, or any girl in the Assembly in which she wishes to become a member.

Each Application must be filled out completely, signed by the Applicant, recommended by two Rainbow Girls, and a member in good standing of the Masonic Fraternity, Eastern Star, or Order of Amaranth.

Applications for membership are first presented to the Advisory Board for review. The Chairman will assign two members of the Board to assist the Assembly members in conducting their interview with the candidate. Those who have signed the Application may not be part of the Interview Committee.

The Application, with a check for the initiation fees and dues, is then transmitted to the Mother Advisor who, with the Worthy Advisor, determines which Assembly members will participate on the Interview Committee.

The interview meeting is scheduled when the candidate and her parents are available. Rainbow members participating in interviews should wear appropriate Rainbow Casual clothing and present the very best "first impression" to the candidate.

The Interview Committee must meet with the applicant after her Application is read in the Assembly, before it is balloted upon. Once the interview process is completed, each member of the interview committee will sign the Application and return it to the Mother Advisor.

Those participating in the interview process should be knowledgeable about Rainbow, Freemasonry, The Order of Eastern Star, etc. in order to respond to questions from the candidate or her parents.

Interview Committee

All who participate on the Interview Committee (formerly Investigating Committee) should study these suggestions and guidelines. Well-informed representatives of Rainbow promote a better understanding of our Order to the future member and her parents. Interview Committees can conduct a well-organized and informative interview when they are prepared.

It is the responsibility of the Assembly to schedule a separate and private meeting with the prospect and her parents. An adult and at least one girl from the Assembly must be present.

- Introduce yourselves and give a brief history of your involvement with the Assembly.
- Entertain a limited amount of "small" talk to ease the tension of a new situation
- Ask if the potential member knows other members in the Assembly
- Indicate the Assembly has received the Application for Membership and the anticipated date of initiation. Remind the parents a written notice will be sent to their daughter regarding the date of her initiation.

Give some historical information about Rainbow:

- Founded in Oklahoma in 1922 by Reverend W. Mark Sexson, Past Grand Master, so that young girls would have an opportunity to learn about fraternal life, could receive training in personal development, could learn to give of themselves, and could make friends with other girls with the same high standards, goals and moral values.

Discuss what Rainbow teaches:

- Service to others, love of home, parents and family, patriotism and love of one's country, a concept of the higher things of life, a belief in the existence of a Supreme Being and the greater truths of the Holy Bible, to seek dignity of character and effective leadership, cooperation, and tolerance.

Affirm the only conditions which must be met by each member are a belief in a Supreme Being and good moral standards

Explain the parents' responsibilities when their daughter joins Rainbow. For example, assist her in getting to and from meetings and activities on time; compliance with the established dress code; some expenses; etc.

Encourage the parents to attend their daughter's initiation and all other Rainbow functions

Explain the purpose of the Rainbow Ritual. Indicate that, as parents, they may read the Ritual. As officers, Rainbow members are expected to memorize their particular ritualistic parts. Parents can help with this process

Ensure the parents that Rainbow girls are always chaperoned at Rainbow functions

Explain the basic duties of the officers and adults in the Assembly. Indicate Rainbow is a non-profit charitable organization accredited with the Internal Revenue Service

Indicate Rainbow is an international organization

Rainbow is a girls' organization, supported by adults, committed toward service to the community. Discuss the Assembly's current service project and the Grand Worthy Advisor's Service Project

Discuss why Assemblies must raise funds for other than service projects: pay the rent, per capita tax to Supreme and Grand Assembly, other expenses found within the Assembly budget

Discuss some of the fun projects the Assembly has enjoyed in the past and those being planned this term

Close the meeting by explaining:

- The meeting dates and times of your Assembly
- Where the Assembly meets
- The dues
- What the candidate and her parents should wear to her initiation.
- How to contact the Mother Advisor if she has questions between now and the date of her initiation

Election of Officers

Prior to Elections being conducted, sufficient paper and pencils should be distributed. 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.

1. Line Officers, pursuant to Statutes of the Supreme Assembly Pertaining to Subordinate Assemblies, Section 18: Assemblies, Election of Officers: Assemblies, by their By-Laws, must provide for election of their Officers at the first meeting in the months of January, May and September when the Assembly has three terms per year. They will occur during the first meeting of January and July when the Assembly has two terms per year. (Special exceptions can be made if necessary.) If a vacancy occurs in the Line prior to elections, please adhere to the following:
 - a) The Mother Advisor must first ask ALL Past Worthy Advisors still in good standing if they are able to and willing to fill that station. If there is more than one member available and wanting the position, there must be an election from the members of the Assembly.
 - b) If there are no Past Worthy Advisors willing to assume the responsibility, the Advisory Board should discuss the possibility of advancing the line. However, if the Advisory Board agrees that a member(s) are not ready/mature enough/willing to advance, the Mother Advisor needs to contact other assemblies or eligible member(s) to fill in pro- temp for one or more meetings.
 - c) It is customary for the line officers to advance one chair at each election as each office and term is important to their growth as a leader. These members, however, must still be elected by the Assembly. To hold the office of Worthy Advisor or Worthy Associate Advisor, a member MUST have held either the office of Charity, Hope, or Faith pursuant to Uniform Code of By-Laws for Subordinate Assemblies, Section 16: Assembly, Eligibility of Members to Hold Office. If an Advisory Board wishes to allow a girl to 'skip' either Faith, Hope, or Charity, the board must notify their Grand Deputy and Supreme Deputy/Inspector of said plans before elections for final approval. This notation is subject for further and final decision at any time from the Grand Executive Committee.
2. Office of Recorder and Treasurer, pursuant to Uniform Code of By-Laws for Subordinate Assemblies, Section 15: Assembly, Election of Officers. The Recorder and Treasurer shall be elected at the first regular meeting in January, and shall hold office for one year or until their successors are elected and installed. If there are not enough active members to fill all of the offices, Recorder and Treasurer may be filled by a Majority Member or an Advisory Board Member.
3. Order of Election

- a) Elections should be the last order of the business portion of the meeting. Elections can be done earlier if it is deemed necessary by the Worthy Advisor and Mother Advisor to do so.
 - b) Invite the Outer Observer into the Assembly Room to be seated near the Outer Door.
4. Election of any office where 2 or more members are running:
- a) The Worthy Advisor appoints two Advisory Board Members and one active member (may be a visiting member, but NOT one of the members seeking an elective office) to count the ballots.
 - b) The Drill Leader (or Page) hands out the paper and pencils to each member entitled to vote.
 - c) Candidates stand so that members will know whom they are voting for.
 - d) The Worthy Advisor declares the Ballot open(1rap)
 - e) The Drill Leader(orPage)collects the ballots.When all the ballots have been collected, the Worthy Advisor declares the Ballot closed (1 rap)
 - f) Ballots are counted, the results are given to the Worthy Advisor who announces the results (the number of votes cast for each of member is NOT announced)
 - g) The Worthy Advisor asks the officer-elect is she accepts the position
 - h) Proceed in this manner until all offices are filled
 - i) A member must receive the most amount of the votes cast to win (a simple majority is not required on the local level)

5. Election of Top Five when only one member is running:

Ritual for Election of Officers per Robert's Rules:

Worthy Advisor: Sister Chaplain, you will assist me.

Worthy Advisor: The next in line for Worthy Advisor is _____.

Chaplain: I move that the Recorder cast one ballot for _____ to hold the office of Worthy Advisor.”

(A member seconds it)

Worthy Advisor: It has been moved and seconded that the Recorder cast one ballot for _____ to hold the office of Worthy Advisor. All those in favor signify by raising your right hand.

Worthy Advisor: All those opposed?

Worthy Advisor: It is a vote in the affirmative and I so declare it. (I Rap)

Recorder: I cast one ballot for _____ to hold the office of Worthy Advisor.

Worthy Advisor: The Recorder having cast one ballot for _____ to hold the office of Worthy Advisor, I am pleased to inform you that you have elected _____ for the ensuing term.

WAA, Charity, Hope, and Faith as long as only one candidate. Elections

*Same procedure can be done by a written ballot if it is felt an office may be contested. This circumstance should be discussed with the Mother Advisor prior to the election.

Installation

Installations are a time for new beginnings, they are also a time for celebration of achievements. They are not meant to be another thing to just “go through”.

A sample checklist is included, located under Attachment 1.

Preparation as Worthy Advisor

To be done 2 months out (or earlier)

Theme

The first thing (and often the most fun) is to come up with a theme, with a goal to set the vibes of the term by. Please remember to keep the theme appropriate to Rainbow. The traditional items to include in a theme are below, as well as an example.

Theme / Motto	Theme: Percy Jackson and the Olympians
Symbols	Symbols: Tridents, Lightning Bolts, and Owls
Colors	Colors: Sea Green, Athena Grey, Camp Half-Blood Orange
Mascot	Mascot: Blackjack the Pegasus
Quote	Quote: "Being a hero doesn't mean you're invincible, it means you're brave enough to stand up and do what's right."
Flower	~Rick Riordan, <i>author of the Percy Jackson series</i>
Charity	Flower: Iris
Service Project	Charity: Dyslexia Center
Song	

Once you have a theme chosen, you must present it to your advisory board in addition to your proposed installing suite, plans and needs for the installation, and plans for the term.

Installing Suite

The installing suite should be composed of the following:

<u>Offices:</u>	<u>Notes on who can hold any offices:</u>
Installing Officer	Installing Officer, Chaplain and Marshal should be current Worthy Advisors or Past Worthy Advisors.
Installing WA	Installing WA and Crowning Ceremony, in addition to the above, can also be majority members or other adults special to the incoming Worthy Advisor.
Chaplain	
Marshal	
Recorder	
Musician	

Flag Tribute
Crowning Ceremony
Benediction
Gavel Ceremony
Installing MA/DA/Board

Recorder, Musician, Flag Tribute can be a member of Rainbow (not necessarily a WA or PWA) but should be able to efficiently carry out the duties of these positions

Gavel Ceremony and Benediction are generally done by adults special to the incoming Worthy Advisor

Installing MA/DA/Board is only required at the Jan. installation

The installing suite form is provided as Attachment 2 and can also be found on the website under "Meetings" in the Member Section.

Plans for the Installation / Term

Plans and needs for the installation can include what you would like for food and if you need their help prepping it, decoration and gift ideas for your members and installing suite. If you feel like it would be helpful to ask for monetary assistance from the assembly, do not be afraid to ask. In the past, assemblies have provided between \$50-\$100 to offset costs for decorations, gifts, etc.

Ideas to include during your term could include

- Joint meeting with Pledge
- Princess lessons
- Holiday party (Halloween, Christmas, St. Patrick's Day)
- Cookie Swap
- Costume Meeting
- Masonic Family Game Night
- Potluck Dinner Before
- Rehearsals / Mock Initiations
- Things to encourage members to attend (Birthday Basket etc)
- An open meeting
- Presentation at local library
- Scrapbook / Project Meeting
- Top 5 Night - discuss term activities
- Majority Night

Once you present your ideas and receive approval from your Advisory Board (at least 2 months in advance), you must ask your installing suite as soon as possible and make sure that you have locked down installation date and time.

Crown, Gown, and Gavel

Other things special to the Worthy Advisor that you are allowed to prepare is a special gown to be installed in (all other officers must be in white) as well as a crown and gavel if you want. It is not a requirement.

To be done 1 month out

Installation Invite Flyer

Create an invite inclusive of the date, time, dresscode, and if you are collecting anything as part of your charity at your installation. Include the fact that it is an open installation so friends, family, and prospects are invited to attend. Send it to your Advisory Board to approve and proofread it before sending it out to other assemblies, local Masonic bodies, and on social media. Send to the NH Rainbow marketing team and GWA to ensure it is marketed to the Assemblies and Masonic Family as well.

Podium Book

Create your own mini podium book, inclusive of the following items:

- Rough outline of installation as detailed below
- Order of presentations
- Your theme speech
- Introduction of your family and friends
- Remarks (in order) from visitors, including their title
- The count
- Thank yous
- Final announcements
- Benediction

A more detailed example of the podium book is located under Attachment 3.

Installation Program

Design your program handout. It will not be able to be finished until after elections but you can get most of it done prior. Things to include in your program include:

- Front cover design with date and theme
- Term details
- Installing Suite (in order) with their titles
- Incoming Assembly Officers (in order) including if they are a PWA
- The members of the advisory board and their roles if specified
- Installation program outline
- Term calendar

An example program handout is located under Attachment 4.

Installing Suite / Officer Gifts

Organize your installing suite / officer gifts. These can be small tokens of appreciation for your suite, to thank them for taking the time to memorize the ritual and perform a well run installation. You can also thank your incoming officers for taking the time to dedicate themselves to their office for the coming term. Some examples of gifts have been:

- Socks / Footwear related to your theme
- \$5 Dunkin Gift Cards
- Handmade jewelry related to your theme
- Cups / Mugs filled with candy
- A little pouch of stuff related to your theme
- Mascots related to your theme (for your officers)

To be done 2 weeks out

Make Decorations

Gather your decorations! If you plan to make them, it is suggested that you start prior to 2 weeks out but this should be the latest you start so you don't overwhelm yourself. These are your responsibility to do but that doesn't mean you can't ask for help. Reach out to other members, advisors to see if they can lend any assistance you may need, many hands make light work after all!

Some things to think about when it comes to decorations:

- What will be in the East, in front of the podium?
- Can you add things to the other Top 5 places?
- Can you decorate the bow stations with streamers or other decorations?
- Can you put anything on the wall within the Assembly Room? Or other unique places?
- How will you decorate the dining area where refreshments will be? The table decorations? The walls? Do you want to do small favors at each place setting?

It is also highly encouraged to do some sort of hairpiece or corsage for the ingoing officers and installing suite, it can be a nice keepsake for them from the term.

Music Playlist

Make your playlist! Don't let your officers walk around in silence on this joyous day. Get some funky grooves going, whether related to your theme or even the officer being installed. A list of times you need songs for are included in Attachment 1.

**Reminder to have the list of songs and which times you want them played printed out for the musician to have during installation.

Food Sign Up

Based on the discussions with the Advisory Board when you presented your theme and needs for installation, make sure that what food you want is being signed up for and that there is enough. Send out a reminder so that everyone remembers what they signed up to bring and have time to make or purchase it before the installation.

To be done the day of (or right before)

Rehearsal

Run rehearsals. This is essential for any first time WA, officer, and installing suite member and even a seasoned Rainbow Girl benefits from a well run rehearsal. If you want the installation to go smoothly, run through every bit and check in with those you will be participating to make sure they know when they'll be asked to present, speak, perform ritual etc. Have your IO, Marshal, and officers run through the floorwork of installation so that they know what to expect and can be confident and graceful when the time comes to be installed. We all want the girls of Rainbow to enjoy their time and practice is what makes that happen!

Decorations

Make sure you have time to decorate as well, this may be done earlier in the day, before rehearsals are set to start or even the night before if possible. Delegating and help from others makes things quick and efficient so make sure you have a clear plan that you can share with others, and all the supplies needed to put up your decorations (tape, scissors, etc)

Preparation as an Assembly when no Worthy Advisor will be installed

Just because your assembly doesn't have an ingoing Worthy Advisor doesn't mean that you and your sisters can't prepare an installation by yourselves. Much of the preparation is the same as described above, with some key differences.

1. You are encouraged to have a brainstorm meeting a couple months prior to the installation to determine the theme, plans for the term, and the installing suite as a group. With no official WA, you must make these decisions as a group!
2. The installing suite should still consist of all the offices mentioned above, without Installing WA and Gavel Ceremony. You should still have the crowning ceremony performed (or a shortened version of it) if there are officers being installed into the Top 5.
3. Delegate who will be communicating with the Installing Suite with any questions they have or letting them know who the incoming officers are. This can be the highest ranking officer or MA if necessary.
4. Delegate who's doing the decorations, making the playlist, the program handout, and organizing food and the gifts/thankyou cards for the installing suite.

5. Delegate who will be running the installation after the ritual portion is done, this includes explaining the theme, calling on guests for presentations and remarks, etc. Again, this is traditionally done by the highest ranking officer or MA if necessary. They will need to make the mini podium book to follow, the assembly can assist as well.

NH Rainbow Policies

The following NH Rainbow Policies have been included in the Line Officer Handbook to ensure that all leaders within NH Rainbow understand the policies in our jurisdiction and can be a proper role model for the members of NH Rainbow. Any questions on these policies should be directed to your Mother Advisor or the Supreme Deputy / Inspector.

Dress Code

Formal Dress

- Gowns **must have straps** (spaghetti straps are acceptable in New Hampshire; for out-of-state, check with the Supreme Deputy) and be **floor length**. Bodice should fit correctly!
- Open or lace-up backs that are open below the normal bra line are **not acceptable**
- Dresses made to be worn off the shoulder are acceptable if the edge of the dress shoulder rests where your arm and shoulder meet
- Formal dresses may not be black or brown (except for banquets and dances)
- **Strapless** dresses are **never appropriate** at Rainbow Functions

Semi Formal Dress

- Same as above but dresses may be above knee length or longer. A good rule of thumb- skirts should never be any more than Mom Stacy's hand width above your knee.

Semi Casual Dress

- A skirt, dress, or khaki /black skirt and white shirt (no writing or designs unless it is the Rainbow shirt)
- Skirts or dresses must reach below your fingers when arms are at your sides. A good rule of thumb- skirts should never be any more than **Mom Stacy's hand width** above your knee.
- No more than 50 percent of your attire should be black or brown

Rainbow Casual

- Khaki pants (no jeans) or black pants, or appropriate length shorts
- White top (no writing or designs unless it is the Rainbow shirt) or GWA t-shirt, or shirt of color requested by GWA
- Grand Officer sweatshirts (no regular sweatshirts) or nice sweater/shrug may be used
- **Grand Officer Sweatshirts** may **not** be worn when you are a jeweled officer on the floor, or are being introduced. You may wear them when sitting on the sidelines.

Casual Dress

- Only outdoor or messy activities etc. This allows for jeans and footwear of your choice.

Basic Rules

- No midriiffs (showing belly)
- No excessive cleavage (should all fit inside the bodice- no overflow) or low open backs
- No Strapless dresses
- No hint of your butt showing

Shoes

- Formal, semi-formal, and semi- casual should be dress shoes of your choice.
- Wear only white shoes, white ballet style slippers with white gowns.
- **No** blinking shoes or noisy, floppy shoes. Shoes must have 'backs' to avoid flip flop sound.
- **No** sneakers, flip-flops, or fuzzy slippers (fuzzy slippers are for bedtime!).
- Flat, soft-soled shoes or slippers (not tennis shoes) are appropriate for officers during meetings.
- For Rainbow casual and casual, it is okay to wear sneakers.

Hair

For formal or semi-casual dress (except banquets, dinners, and dances), Grand Officer's and Grand Representative's or jeweled officers should wear their hair **neatly**. This year we will try to allow for long hair to be down, as long as it is clean, nicely and neatly combed/brushed, and off the face- preferably in a braid. It is imperative that all Grand Officers follow this expectation. If Mom Stacy sees anyone with '**Bed Hair**' at a meeting or event- this privilege will be **rescinded**. Do not do a crazy coloring job or crazy hair style for any event in which you represent Rainbow. Hair coloring changes should be discussed with Mom Stacy in advance.

Undergarments

- Be sure you are wearing an appropriate bra for the dress; it is very unattractive to see bra straps hanging out of a dress or blouse, or to watch someone constantly adjusting her clothing because of improper undergarments.
- Do not wear dark undergarments with a white or pastel gown.
- If your gown is not lined, be sure you are wearing a slip.

Makeup

Moderate amounts of makeup can provide a finishing touch for all women. Do not over do it! It should be natural or soft colors. Let your inner glow shine by not concealing with various makeup products.

Jewelry

Again, moderation is always good. Do not wear every earring, necklace, or bracelet you own. When in white gowns or formal attire for meetings, studs **only** may be worn in your ears. At all Rainbow functions, you must remove facial piercings and limit earrings to two per ear.

Sweaters / Shawls

- If cover-ups are to be worn over a gown or dress, they must be clean and nice looking. A plain cardigan sweater or dressy jacket is fine (no hoods).
- No sweatshirts, button up blouses, or pull over shirts are allowed with dresses. This applies to formal and semi-formal dress only.

Dress Code for Men

- **Formal or semi-formal:** tux or suit
- **Semi-casual:** shirt and tie, no suit coat required
- **Rainbow casual:** same as everyone else
- **Casual:** same as everyone else

Grand Officers: Be sure to bring your mascots to all events and meetings when introductions will be done. Also, wear your crown if your office requires one. Always bring a white gown when visiting other Assemblies in case you are needed to fill in for initiation at the last minute.

Grand Representatives: Be sure to wear your sashes and bring your mascots to all events and meetings when introductions will be done.

When Traveling Out-of-State

- Remember **FIRST** and **FOREMOST** that you are a member of the International Order of Rainbow for Girls and will conduct yourself in a manner that will not bring any discredit to the Order. Always inform the Supreme Deputy where and when you will be traveling.
- When traveling out-of-state, jeans of any kind (skirts, jumpers, pants, shorts, and shorts) are not permitted. Dress slacks, dress shorts, and Capri pants may be packed. These items **ARE NOT** to be worn in or around the Grand Assembly area. Casual wear is for sightseeing, etc. **ONLY**.
- Going to the pool? Be sure you bring an appropriate “cover-up” and footgear to wear to and from the pool area.
- Gowns, gowns and more gowns! Same rules that apply in New Hampshire – **NO ALL BLACK** shall be worn, no strapless, or open back gowns may be worn for any sessions. Please be sure that your hair is up and off your neck, unless otherwise authorized by the Supreme Deputy.
- Check with the Supreme Deputy about crowns (if applicable) and mascots before traveling. Some states do not allow these.
- **NEVER, NEVER** discuss an out-of-state function in a negative manner. You never know when someone may be listening and pass on what you said. Keep in mind that every place is different and that’s what makes visiting so much fun!

- Pay attention during sessions or meetings. Be respectful to those who are running the meeting or speaking.
- If you are the Grand Worthy Advisor or are the Grand Representative to the state you are visiting, please be prepared to speak on behalf of New Hampshire Rainbow. Please prepare a BRIEF, yet enthusiastic speech. This is to be approved by your Supreme Deputy prior to you leaving. Grand Representatives, it is always nice to bring gifts from New Hampshire to your counterpart and new appointee. Grand Worthy Advisors should bring a gift for the Grand Worthy Advisor and the Supreme Officer.

Alcohol and Illegal Substances Policy

Any girl or adult who suspects the use of drugs or alcohol at any local or state function should report the offense immediately to their Mother Advisor, a member of the Sr. Grand Executive Committee, a Grand Deputy, the Supreme Deputy, or other appropriate advisor present.

Any person arriving at a Rainbow function obviously under the influence of drugs or alcohol will be requested to leave the premises **immediately**.

The use of drugs and/or alcohol by either adults or members is strictly prohibited at any local and state functions. This **includes** the use of drugs and/or alcohol by either adults or members while representing New Hampshire Rainbow at any out of state function.

Repercussions will be as follows:

Members (under 21-22 years of age)

As both alcohol and drugs are illegal for this age group, the use of either will not be tolerated and action will be taken as follows:

- Immediate dismissal from function
- Dismissal to be followed by a meeting with at least one member of the Grand Executive Committee, the Mother Advisor of the member's Assembly, the member involved, and at least one parent/guardian. At this time, appropriate actions will be discussed and administered.

Adults (over 21 years of age)

Although legal, drinking and being under the influence of alcohol will not be permitted at any Rainbow function (even in the privacy of a personal or hotel room, if an overnight function). This does not set an appropriate example for Rainbow Girls and adult advisors are there as a chaperone for the members. If at a function for Eastern Star or Masonry where there may be alcohol served, advisors are asked to use their best judgment in the presence of Rainbow Girls if not a chaperone of said Rainbow Girls, or to refrain entirely while a chaperone of Rainbow Girls.

After immediate dismissal from the function, a private meeting will be established with the Supreme Deputy, at least one member of the GEC, and the offender.

In the case of a member or adult being arrested and charged with an alcohol or illegal drug offense, they will be immediately asked to refrain from attendance at Rainbow functions pending a court decision. If convicted in a court of law, they will receive an immediate expulsion from the Order.

This is **not** a ruling of the Supreme Assembly but of the Supreme Deputy and the Grand Executive Committee in New Hampshire in order to secure and protect the welfare of the members of the New Hampshire Grand Jurisdiction.

(Revised 2008)

Smoking / Vaping Policy

Smoking / vaping is not permitted at any local or state Rainbow function by members or advisors. Rainbow girls and adult advisors are not allowed to smoke / vape while attending a Rainbow function or during transportation to and from said function.

This is **not** a ruling of the Supreme Assembly but of the Supreme Deputy and the Grand Executive Committee in New Hampshire to secure and protect the welfare of the members of the New Hampshire Grand Jurisdiction.

(Revised 2008)

Cohabitation Policy

No Rainbow Girl will be allowed to remain active while cohabitating with a male or female with which they are engaged in a sexual relationship. This activity is a choice of a mature adult and not of a girl (Uniform Code of By-Laws, Section 30, p.46).

Residences where an active Rainbow Girl may be housed with males and females other than a relative (i.e., co-ed dormitories, co-ed apartments) are recognized and permitted **only** if the Rainbow Girl is **not** engaged in a sexual relationship with a male or female within the same residence.

Pursuant to NH Law RSA 457A, NH Rainbow recognizes that civil unions are legal and thus same gender couples have the same rights, privileges, obligations, and responsibilities as married couples. Partners in civil union are therefore entitled to the same rights as spouses in marriages.

All adults in an advisory capacity, whether married, single, divorced or in a civil union should use discretion in their personal relationships and keep their personal lives private. Any adult found to boast or flaunt their cohabitation in a way that would be detrimental to the members of the NH International Order of the Rainbow for Girls (counteracting the teachings of Rainbow) will be asked to remove himself or herself from an advisory capacity.

This is **not** a ruling of the Supreme Assembly but of the Supreme Deputy and the Grand Executive Committee in New Hampshire in order to secure and protect the welfare or the members of the New Hampshire Grand Jurisdiction.

(Revised 2008)

Pregnancy Policy

No Rainbow Girl will be allowed to remain active if she becomes pregnant, except in the case of legally proven rape or incest (Uniform Code of By-Laws, Section 30, p.42). If the same Rainbow Girl has a miscarriage or abortion of the fetus, she will still be required to demit from active status. Becoming pregnant is a choice of a mature adult and not of a girl (Uniform Code of By-Laws, Section 30, p.46).

Based upon the approval of the Supreme Deputy, with input from the Mother Advisor and Advisory Board members of the members' home Assembly, it will be decided whether a girl is to remain active or expelled from the Order depending on the circumstances by which she became pregnant. This decision shall be based on the years of active service of the member.

NH Rainbow recognizes that a mature female adult may become pregnant using scientific advances in medicine such as artificial insemination or In-Vitro Fertilization or that a mature female or male adult may adopt a child nationally or internationally regardless of marital status. Therefore, all adults in an advisory capacity, whether married, single, divorced or in a civil union should use personal discretion in deciding to serve the International Order of the Rainbow for Girls should they make the decision to become pregnant or to adopt a child.

Based upon the approval of the Supreme Deputy, with input from the Mother Advisor and Advisory Board members of the Majority members' home Assembly, it will be decided whether a Majority Rainbow girl is to be allowed to participate in local or state Assembly events or degrees depending on the circumstances by which she became pregnant after she attained her Majority. This decision shall be based on the years of active service of the Majority member and the years of service after attaining her Majority.

This is **not** a ruling of the Supreme Assembly but of the Supreme Deputy and the Grand Executive Committee in New Hampshire in order to secure and protect the welfare or the members of the New Hampshire Grand Jurisdiction.

(Revised 2008)

Internet Policy

No New Hampshire Rainbow girl will be allowed to post non-Rainbow appropriate photos or use non-Rainbow appropriate language on their website (Instagram, Facebook, etc.). There shall be no derogatory remarks about Rainbow or any Rainbow Girl listed. Any Grand Officer found to have inappropriate written or verbal material or media on any internet website will be removed from her Grand Officer and face possible suspension from the International Order of the Rainbow for Girls.

Inappropriate written or verbal material or media includes, but is not limited to: Abusive language (swearing, name-calling, etc.), Malicious remarks about an individual or group, Prejudiced remarks about an individual or group, Threats (of abuse or otherwise), Videographic or Photographic Nudity, Videographic or Photographic Destruction, Videographic or Photographic Abuse, or other offensive material or media that can be construed as harmful to themselves and to others and would defame the International Order of the Rainbow for Girls.

Currently, this policy extends to Grand Officers, however, each Mother Advisor and Advisory Board member is highly encouraged to speak to their Assemblies and discuss the policy as well as use their discretion in similar incidents in their local Assembly.

This is **not** a ruling of the Supreme Assembly but of the Supreme Deputy and the Grand Executive Committee in New Hampshire in order to secure and protect the welfare of the members of the New Hampshire Grand Jurisdiction. The Supreme Deputy and the Grand Executive Committee do **not** expect the Mother Advisor and Advisory Board to police these websites, but to ask their members to remove inappropriate conduct if it is brought to their attention.

(Revised 2008)