

CALIFORNIA JURISDICTION

# GREEN BOOK

INTERNATIONAL ORDER OF THE  
RAINBOW FOR GIRLS

2020 EDITION

*California*  
**IORG**

## Welcome to Rainbow

This booklet is presented to help you achieve a better understanding of your organization so you may participate more fully in your Assembly. May you ever remember the beautiful lessons that you learned at your initiation and dedicate yourself to a life of love and service.

Your Name: \_\_\_\_\_

Date Initiated: \_\_\_\_\_

Assembly Name: \_\_\_\_\_

Meeting Place: \_\_\_\_\_

Address: \_\_\_\_\_

Regular meetings are held on:

\_\_\_\_\_  
\_\_\_\_\_

Worthy Advisor at your initiation:

\_\_\_\_\_

Faith who led you: \_\_\_\_\_

Mother Advisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Assembly Facebook Page: \_\_\_\_\_

Assembly group email: \_\_\_\_\_

The International (Supreme) website is [www.gorainbow.org](http://www.gorainbow.org)

The California Rainbow website is [www.gocarainbow.org](http://www.gocarainbow.org)

CA IORG Facebook: [CA Rainbow Girls](#)

CA IORG Instagram: [ca rainbow](#)

CA IORG Twitter account: [CARainbowGirls](#)

# **A RAINBOW GIRL'S OBLIGATION**

## **At the White Altar, I promised...**

To be obedient to God and my Country's laws.

To be loyal to my parents and my home.

To support the public schools of America.

To uphold the high standards of girlhood.

To live a life of service to humanity.

All of these, and more, I did promise.

## **RAINBOW PRAYER**

Heavenly Father, up above

Help me live the words I love.

Help my Rainbow dreams come true

In everything I say and do.

Bless those who have faith in me

That the girl they want, is the girl I'll be.

And when the sunset ends the day

Our living Rainbow will guide the way.

Amen.

**INSTRUCTIONS  
FOR CONDUCTING  
RAINBOW ASSEMBLIES  
IN CALIFORNIA**

**as set forth by**

**DANA REGIER**

**Supreme Inspector in California**



## **SUPREME ASSEMBLY/GRAND ASSEMBLY OFFICE**

**Supreme Assembly** Office phone (918) 423-1328  
Supreme Assembly Office FAX (918) 423-1329  
Supreme Assembly Supplies (800) 423-4674 (IORG)  
Supreme Assembly Office e-mail: [ssoffice@gorainbow.org](mailto:ssoffice@gorainbow.org)  
315 East Carl Albert Parkway, McAlester, OK 74501-5043

**California Grand Assembly** as designated by the [gocarainbow.org](http://gocarainbow.org) website under Contact Us.

Supreme Assembly Headquarters are in McAlester, Oklahoma. The House of Gold, which is the governing body of Supreme Assembly, is responsible for all rules, laws, and regulations on an International level. Supreme Assembly sessions are held every two years and are open to members of the Masonic Fraternity, Order of the Eastern Star, Order of the Amaranth, White Shrine of Jerusalem, International Order of the Rainbow for Girls, Majority Members of Rainbow, parents, grandparents, legal guardians of active or Majority Rainbow members, or non-affiliated spouses of members of sponsoring orders and Majority Rainbow members.

Our Supreme Officer heads the California Jurisdiction of the International Order of the Rainbow for Girls. The Grand Assembly headquarters are currently located at her home.

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## **YOUTH PROTECTION**

The International Order of the Rainbow for Girls (IORG) is committed to ensuring the safety of our members by establishing an overarching policy stating that child maltreatment in all its forms is unacceptable and will not, under any circumstances, be condoned within our organization and will not tolerate abuse of its members.

The Supreme Executive Board of IORG has adopted the IORG Youth Protection Policy Revised 2014, which includes the acknowledgement and agreement to abide by the Code of Conduct and must be signed by every adult working with Rainbow Youth in any capacity. This Policy and Code of Conduct Form are found on [www.gocarainbow.org](http://www.gocarainbow.org), under Resources, Youth Protection Forms.

All Advisors must complete a Certified California Youth Protection Program before they can be installed on an Advisory Board.

Youth Protection Training is provided annually by the California Youth Protection Team and is required for all Certified Chaperones.

Additional information about the California Rainbow Youth Protection Policy, including Youth Protection resources and forms, can be found on the California Rainbow Website at [www.gocarainbow.org](http://www.gocarainbow.org) under Resources, Youth Protection Forms.

### **CERTIFICATION OF CHAPERONES**

All adults working with Rainbow youth, Advisory Board Members, and State Level adults are to be Certified Chaperones and are required to complete the following forms:

- California Chaperone Application (Baseline for NEW, Annual for returning)
- California Code of Conduct
- Live Scan (background check) – forms and process information are on the website

#### **All men and women transporting Rainbow Girls must have:**

- A valid driver's license
- Current proof of insurance showing limits of at least \$300,000 Bodily Injury/Property Damage as required by our Insurance Company

- Driver's information
  - A copy of each adult's DMV printout is required every four (4) years (report should be no more than 90 days old when submitted)
  - Driver's license and vehicle insurance forms must be submitted for all who will be driving CAIORG members (Grand Deputy: If you have Advisory Board members who are not driving please note that on the recap sheet)

## CHAPERONE RATIO

The following guidelines are required for all Rainbow approved activities:

- A minimum of two unrelated adults, **at least one of whom is a female chaperone certified by the Advisory Board**, must accompany Rainbow Girls.
- If having a minimum of two unrelated adults present at an activity is not achievable, a special permission slip, acknowledging that less than the required minimum will be present, must be obtained from the parent or legal guardian of any Rainbow youth attending the activity.
- The size and particulars of an event may require additional adult leadership to be present. The number of Certified Chaperones is determined by the number needed to keep all girls safe.
- California standard ratio is one (1) adult chaperone for every six (6) girls. The Mother Advisor is usually not included in the count.

## TRAVEL AND TRANSPORTATION

When traveling, the following guidelines are required for all Rainbow approved chaperones:

- For overnight travel, written permission from parents and written approval of Advisory Board should be on file with the Mother Advisor of the Assembly.
- All drivers must be 18 years of age and APPROVED by the Advisory Board in order to transport Rainbow Girls to Rainbow events. (See requirements for insurance, driving record, and other documentation under CERTIFICATION OF CHAPERONES.) A signed permission slip must be completed each time transportation is provided.
- Men may drive groups of girls on day trips, leaving and returning to a specific location. There must be two girls in any car, unless they are related to the male driver. Remember a female chaperone is required.
- For overnight travel, written permission from parents and written approval of the Advisory Board must be on file with the Mother Advisor of the Assembly.
- NO girl may travel overnight with any unrelated man without a Certified female (24 years of age or older) traveling on the same trip.
- Girls cannot share a room with any adult unless the adult is an immediate female family member.



**Rainbow does not sponsor overnight co-ed events. Young men are not allowed at overnight activities.**

If a Rainbow Girl is going to attend an overnight DeMolay co-ed function, she must have the proper co-ed form completed and filed with her Area Grand Deputy during the event, and the Area Grand Deputy where the event is held. The form must be signed by the Certified Chaperone (who must be at least 24 years of age), the parents, the Mother Advisor, and the Rainbow Girl. **There is no exception to this rule.** All Mother Advisors have copies of this form in the Mother Advisor Red Binder.

The rules are for the protection of our girls and adults. It is the responsibility of the Advisory Board to inform all those who transport Rainbow Girls of this transportation rule. Keep a current Drivers Record on all those driving on any Rainbow outing.

## **CALIFORNIA IORG PATTERN FOR LIFE**

Each girl and adult are required to follow the California IORG Pattern for Life and must be provided their own copy. All Mother Advisors have copies of this form in the Mother Advisor Red Binder. (*Supreme Statutes, § 6, 26; By-Laws, § 30*)

## **GRAND EXECUTIVE COMMITTEE**

1. The Grand Executive Committee (GEC) is the “Board of Directors” for California Rainbow and answers to the Supreme Officer in California.
2. It is composed of three main groups: Permanent Members (8), Mother Advisors (MA’s) (4) known as GEC MA’s, and the Grand Officers (8). The Permanent Members are appointed and serve at the pleasure of the Supreme Officer. There is no set number of years they serve. They are composed of the Supreme Officer, a Chairman, Secretary, Treasurer, and four other members. The GEC MA’s are appointed to three-year terms that are staggered, two appointed at Grand Assembly, then two at the next Grand Assembly, and the third Grand Assembly without any appointments. The girls serve during their year as a Grand Officer. All are appointed by the Supreme Officer. (*Supreme Constitution, § 2*)
3. One of the most important functions of the Grand Executive Committee is to develop and implement policies and procedures for Grand Assembly and the local Assemblies. Per the Chain of Communication, the GEC is responsible for the Grand Assembly event including all the committees. GEC members also make sure state and federal laws are followed, such as

tax returns and filings with various state agencies. Developing and monitoring the budget is another important function.

4. Often the Supreme Officer will appoint one or more members to assist committees with their work, or to assist an Assembly to grow and succeed.
5. When the GEC is installed at Grand Assembly, they are charged with visiting Assemblies in California and listening to their concerns, as well as hearing all the good things that are happening. During GEC meetings the voice of the local Assembly is heard and can lead to positive changes in how the organization operates.
6. The GEC has five (5) official meetings each year – two (2) meetings at Grand Assembly, the First OV, during sessions at Eastern Star’s Grand Chapter, and at the reception for the Grand Worthy Advisor. Additional conference calls or virtual meetings are held at the discretion of the GEC Chairman and/or the Supreme Officer as needed.

## **ADVISORY BOARD**

*Please see Supreme Statutes, Sections 2-11, pages 1-7, regarding Sponsoring Orders, Advisory Board Eligibility, Composition of, Selection of, Conduct and Removal, Meetings, Authority, Quorum and Mother Advisor Eligibility.*

1. Who can serve on the Advisory Board: (pending changes by Supreme Assembly) Members of our Sponsoring Orders, Parents, Grandparents, Legal Guardians of active or Majority Members, Majority Members, non-affiliated spouses of members of our Sponsoring Orders and Majority Members, (all at least 25 years of age, Master Masons 25 years of age if they are married, 30 if they are not married). *(Advisory Board Rules and Regulations)*
2. The Advisory Board is recommended by the Sponsoring Order but must be approved by the Supreme Officer of the Jurisdiction. Each Member of the Advisory Board should read and study the Rituals, the Statutes of Supreme Assembly Pertaining to Subordinate Assemblies, the Uniform Code of By-Laws, the Gold Book of Instruction, and the Advisory Board Training Aids. Additionally, in California, Advisory Board Members should also read and study the California Green Book and the Advisory Board Rules and Regulations. The duties of the Advisory Board are discussed in the Statutes. *(Gold Book, pg 4) (Supreme Statutes, § 7,8)*
3. Any member of the Advisory Board may serve as Chairman provided she/he has been an active Advisory Board member for a minimum of two (2) years. *(Supreme Statutes, § 7)*
4. Only females with Masonic affiliation, or Majority Members, or mothers, grandmothers or female legal guardians of active or Majority Rainbow members who have served on an Advisory Board for a minimum of two (2) years, may serve as the Mother Advisor. *(Supreme Statutes, § 10)*

5. It is recommended that the Mother Advisor, if she is the mother of the Worthy Advisor, not occupy the Mother Advisor's station in the East during her daughter's term, and that the Assistant Mother Advisor preside. (*Advisory Board Rules and Regulations*)
6. All meetings of the Advisory Board shall be closed meetings except by invitation of the Chairman or a majority thereof. The visitor(s) will be excused upon the conclusion of the business under discussion of which said visitor(s) were invited and permitted to attend. The Supreme Officer may attend any Advisory Board meeting if deemed advisable. (*Supreme Statutes, § 7*)
7. Each Advisory Board Member must meet all the requirements set out by the Youth Protection Policy, including background checks, fingerprinting, current proof of insurance, valid driver's license, completed chaperone forms, etc.
8. The Advisory Board, including the Mother Advisor's, Term of Office is from January 1<sup>st</sup> through December 31<sup>st</sup>. The outgoing Mother Advisor is expected to help the incoming Mother Advisor through the January installation.
9. In order to receive the title of Past Mother Advisor, a Mother Advisor must serve at least one year in that position. The Mother Advisor is to memorize any and all Ritual work pertaining to her station.
10. Advisory Board Members are required to attend at least one meeting per month, and as many projects and events as possible. If you cannot attend, you must personally notify the Worthy Advisor or Mother Advisor in advance.
11. The Advisory Board Chairman will appoint Advisory Board Members to hear the Ritual work of the Officers. Ritual Proficiency Forms must be completed and given to the Grand Deputy before any girl is installed. This is to be done before the day of Installation. The Mother Advisor is responsible for qualifying the Worthy Advisor-Elect and the Sister of Faith-Elect.
12. The Mother Advisor and/or Advisory Board Chairman must make sure that the Retiring Worthy Advisor is proficient in the Ritual Work for Installation. The Advisory Board will consult with the Grand Deputy so a vote can be taken at the next Advisory Board Meeting on whether or not Past Worthy Advisor status is granted. THIS IS NOT RETROACTIVE. No Past Worthy Advisor Pin will be presented at the Installation; it will be presented at the next Assembly meeting. The time between the Installation and the presentation of the pin shall not exceed thirty (30) days.
13. The Advisory Board must approve all Installation participants, in advance, when Installation plans are presented at the Advisory Board meeting.
14. The Advisory Board can excuse the requirement of Ritual meetings (9 out of 12 for 6-month terms) by special circumstances.

15. Advisory Board Members must ensure that bank signature cards are updated in a timely manner when a change of Officers is made. Two (2) signatures, one adult and one girl, are required on every check and cannot be from the same family.
16. Advisory Board Members cannot authorize use of Assembly funds. All transactions must be voted on by the Assembly.
17. Adults are expected to follow the same dress code as the Girls.

## **MEMBERSHIP**

To join California Rainbow a girl must be:

- Between 11 and 20 years of age. (*Supreme Statutes, § 20A*)
- A daughter of a Master Mason, Eastern Star, Amaranth, White Shrine of Jerusalem, Majority Member, or a friend of a Rainbow Girl.
- Recommended by a Master Mason, Eastern Star, Amaranth, White Shrine of Jerusalem, or Majority Member; and two Rainbow Girls.
- A resident of California for at least three months within the jurisdiction of the Assembly the application is filed with. (*Supreme Statutes, § 20A*)
- She must agree to abide by the Supreme Statutes, By-Laws, and Constitution; and the Rules and Regulations of the Assembly to whom she makes an application.
- She must believe in the one, true, and living God (Supreme Being).
- She must have her parent's consent to join.

### **Who May Attend Functions**

1. Only members in good standing of the Masonic Fraternity, Order of the Eastern Star, Order of the Amaranth, White Shrine of Jerusalem, International Order of the Rainbow for Girls, Majority Members of Rainbow, parents, grandparents or legal guardians of active or Majority Rainbow Members, or non-affiliated spouses of members of our Sponsoring Orders or Majority Rainbow Members may witness the degrees or regular ritual meetings.
2. Family members and friends are encouraged to attend special Membership (Open) Meetings, Installations, Receptions, and Assembly fun projects and service events.
3. Infants and toddlers are not allowed to attend any CLOSED meeting of Rainbow.

Any Assembly may have Honorary Members: they are not active members. Honorary memberships may NOT be conferred upon adults. This is a nice way to honor another Assembly's member who has helped your Assembly many times.

## Rainbow Pledge

- Rainbow Pledge is a program for girls between the ages of 8 and 12. On their 11<sup>th</sup> birthday, they are eligible to become a Rainbow Girl.
- A Pledge Group is sponsored by an active Rainbow Assembly.
- Pledge meetings are open to all supporters, and no affiliation is required.
- There are no membership fees or dues.
- For more information about Pledge in your area, please contact the State Pledge Director. See [www.gocarainbow.org/pledge](http://www.gocarainbow.org/pledge).

## APPLICATIONS

1. All applications and fees for Membership or Affiliation are given to the Mother Advisor, who refers them to the Advisory Board Chairman, who in turn, appoints two Advisory Board Members to visit the applicant in her home and report back to the Advisory Board. If it is favorable, the application is read at the next Assembly meeting. (*Supreme By-Laws, § 8*) The Worthy Advisor appoints an Informational Visit Committee composed of two girls, with one adult who is appointed by the Advisory Board Chairman. They visit the prospective member and her family a second time. The committee makes its report either orally or in writing to the Worthy Advisor. If favorable, the application is then balloted on by the Assembly. (California Rules governing Application for Membership supersede Supreme By-Laws)
2. If a member has an objection to an applicant, she must immediately inform the Mother Advisor and discuss it with her. If the member is still certain there is a just reason why an applicant should not be considered for membership, she must follow up immediately with a written communication to the Mother Advisor prior to the next meeting.
3. The Advisory Board Secretary is in charge of the Initiation fee until the application is presented to the Assembly. It is then given to the Recorder to include on the reconciliation form as a receipt on the date of initiation.
4. We can receive applications from deaf and/or blind girls. Braille rituals are available from Supreme Assembly for a refundable deposit. Rituals printed in Spanish are also available from Supreme Assembly.
5. The Recorder reads the application through the applicant's residence, and then says, "All questions have been properly answered." She then reads the name of the applicant, then the names of the Rainbow Girls referring the application, and Sponsoring Adult (Master Mason, Eastern Star, Amaranth, White Shrine of Jerusalem, or Majority Member) who signed the application. (See Mother Advisor Red Binder—Sample Application)
6. Applications of active members should be kept until their Majority. All other applications should be kept for at least two years.

Applications should be received at one meeting, balloted on at the next meeting and the girl initiated at the third meeting. You should not plan to combine these orders of business at one meeting. If necessary, the Mother Advisor must obtain a **Special Dispensation** with the **approval of the Grand Deputy**. The request for this Special Dispensation must be mailed to the Supreme Officer at least **ten days prior** to the meeting, with a self-addressed stamped envelope and the proper fee.

## DUES

Dues of the Assembly Members are comprised of two separate sets of cost.

1. The new member costs include: the Supreme Assembly New Initiate Fee, new member supplies, and the new member's Annual Dues.
2. The annual costs for a member include the per capita amounts for the California Jurisdiction and Supreme Assembly. See below for the recommendation for New Member Fees and Annual Dues.

### **New Member Fees and Annual Dues**

DETAIL OF NEW MEMBER FEES & ANNUAL DUES	NEW MEMBER FEES	ANNUAL DUES
Supreme Assembly New Initiate Fee	\$3.00	
New Member on-boarding costs (include Ritual, SA Statutes & Bylaws, Gold Book, CA Green Book)	\$30.00	
California annual per capita fee		\$30.00
Supreme Assembly annual per capita fee		\$20.00
<b>TOTAL New Member Fees &amp; Annual Dues</b>		<b>\$83.00</b>

### **Member Annual Dues**

DETAIL OF ANNUAL DUES	ANNUAL DUES
California annual per capita fee	\$30.00
Supreme Assembly annual per capita fee	\$20.00
<b>TOTAL Member Annual Dues</b>	<b>\$50.00</b>

Dues are paid in advance and are due by January 1<sup>st</sup> of each year. Dues are to be paid in full before any member can hold an office, Ballot, or vote during election of officers. (*Supreme By-Laws, § 10*)

These are the Annual Dues at the time of this printing. Any updated dues can be located on the Mother Advisor's page of the California website ([www.gocarainbow.org](http://www.gocarainbow.org)).

**Official Tiling Cards (Dues Cards)**- Dues cards are downloaded from the Supreme Assembly website. Once the girls have paid their annual dues and the new Dues Cards are available on the Supreme Assembly website, the Mother Advisor should download the Dues Cards, printing on both sides, number each card, type in the date, each girl's name and the Assembly information, then print the cards and give them to the Recorder who will sign and affix the Assembly's official seal and then distribute them to each member.

The **Parent Card** (for parents, grandparents, and legal guardians) and the **Non-affiliate Card** (for non-affiliated spouses of our Sponsoring Orders and Majority Members) should be downloaded from the Supreme Assembly website, printing on both sides, by the Mother Advisor, who fills in the name of the person, the Assembly name, number and state, signs and dates the card, then gives the cards to the Recorder to affix the Assembly's official seal and distribute them to each person.

Supreme Assembly supplies used in the Assembly are to be ordered from the online store on the Supreme Assembly website ([www.gorainbow.org](http://www.gorainbow.org)) or they can be purchased at our Annual Grand Assembly Sessions, First and Last Official Visits, from the vendor authorized to sell Supreme Assembly Supplies.

## FEES

There are Fees charged by Supreme Assembly for various expenses as listed in the following paragraphs.

1. **Annual Supreme Assembly Fees** - There is a **new initiate fee** due to Supreme Assembly. This fee is to be included with the Assembly's Supreme Assembly Annual Report.
2. **Annual Supreme Assembly Per Capita Fee** - (currently \$20.00) for each member in good standing as of December 31<sup>st</sup>, which is payable to Supreme Assembly and must accompany the Assembly's Supreme Assembly Report sent through California's Supreme Officer. The California Supreme Officer will validate the accuracy of this report and then forward all validated jurisdictional reports to Supreme Assembly. The Grand Deputy must verify all non-financial reports and have them to the Supreme Officer **NO LATER THAN** January 2<sup>nd</sup>.
3. **LOST CHARTER**- There is a \$45.00 charge for a lost charter. The Supreme Officer must be notified, she will then notify Supreme Assembly, providing them with the name and number of the Assembly.

4. **BOOK OF TRADITIONAL INSTRUCTIONS**- If the Book of Traditional Instructions is lost, stolen, etc., submit the proper form (*found on the CA website*) with the appropriate check and self-addressed, stamped envelope to the Supreme Officer. An explanation of the need for replacement is to be included. The replacement fee is \$20.00. The check is made payable to Supreme Assembly. (*Supreme Statutes, § 12*)
  
5. **Mutilated BOOK OF TRADITIONAL INSTRUCTIONS**- To obtain a replacement, the mutilated Book of Traditional Instructions may be returned directly to the Supreme Assembly office at 315 East Carl Albert Parkway, McAlester, OK 74501. The proper form (*found on the CA website*) is to be used for this purpose. The mutilated Book of Traditional Instructions must be sent by **Certified Mail**. The replacement fee of \$10.00 is to be included with check made payable to Supreme Assembly. Once processed, Supreme Assembly will mail the replacement Book of Traditional Instructions.
  
6. **Changes to Charter, Change in Sponsorship, Assembly Name Fees** - the following fees are charged for:
  - a. Change in Sponsorship.....\$25.00
  - b. Addendum to Charter.....\$45.00
  - c. Assembly Change of Name/Location.....\$25.00
  - d. Addendum to Original Charter.....\$45.00
  - e. Lost Charter.....\$45.00
  
7. **New Assembly Start Up Fees** - When starting a new assembly, the following fees apply:
  - a. Letters Temporary.....\$25.00
  - b. Charter.....\$50.00
  
8. **Outstanding BALANCES DUE to Supreme Assembly**- By December 31<sup>st</sup>, all Assemblies must have paid all amounts due to Supreme Assembly. When an account is past due 60 days, Supreme Assembly will add a \$10.00 late fee charge per month.
  
9. **Communicating with SUPREME ASSEMBLY**- Please make sure your identification is complete when communicating with Supreme Assembly. Provide the name and number of your Assembly, state, and zip code. The current telephone number for Supreme Assembly is 1-800-843-4674. The email address is [saoffice@gorainbow.org](mailto:saoffice@gorainbow.org).



# **DEMITTS, AFFILIATIONS, SUSPENSIONS, REINSTATEMENTS, EXPULSIONS**

## **DEMITTS**

1. Any member with dues paid to date and without any charges of misconduct against her may transfer to another Assembly or retire from Rainbow by requesting a Demit from her Assembly.
2. A Rainbow Girl may not demit from one Assembly and affiliate to another Assembly without a change of residence unless the Supreme Officer grants permission. The girl must request such permission in writing (Exception to become a Charter Member of a new Assembly).
3. A Rainbow Girl with a Demit must pay the new Assembly's fees for the Petition of Affiliation. Her previous Assembly must pay her new Assembly the remainder of her dues, pro-rated from the month of affiliation.

## **AFFILIATIONS**

1. Any member can apply to an Assembly for Affiliation.
2. An Application for Affiliation must be completed and presented to the Assembly along with her Demit.
3. An Application for Affiliation should be treated just like an Application for Membership. For additional information, see Supreme By-Laws. (*Supreme By-Laws, § 8*)

## **SUSPENSIONS AND REINSTATEMENTS**

1. Dues are due by January 1<sup>st</sup> of each year. Rainbow Girls delinquent in dues are notified on July 1<sup>st</sup>. A second notice is sent on August 1<sup>st</sup> and if dues are still unpaid by September 1<sup>st</sup>, the girl is suspended for non-payment of dues and is notified by mail. The Assembly is also notified of the suspension and it is recorded in the minutes.
2. Suspended members may be reinstated before the end of the calendar year without a vote of the Assembly. If the suspension is a longer period, a majority vote of the Assembly is required, and the request must be accompanied by one-year dues. (*Supreme By-Laws, §27*)
3. A girl over the age of majority may pay a fee of \$20.00 for each year she is delinquent and receive a Majority or Marriage Certificate unless she was expelled. (*See MAJORITY/MARRIAGE Section for further information*)

## **EXPULSIONS**

The Advisory Board will expel a girl from Rainbow for any one, or a combination of, the following reasons: refusing to abide by the Assembly rules, refusing to cooperate with adult advisors, involvement in the use of any illegal or illicit drugs or alcohol; involvement in inappropriate or illicit Internet content, images or innuendos; arrest or conviction of a felony; smoking, theft, pregnancy, or any conduct unbecoming a Rainbow Girl. The International Order of the Rainbow for Girls in California will stand behind any member accused unjustly, but we cannot justify having girls of poor character as members of the Order. (*Supreme By-Laws, § 30*)

1. All expulsions must be listed on the Annual report with the name, birthdate, initiation date, and the expulsion date of each girl.
2. An expulsion is permanent and non-reversible.
3. All membership actions – receiving of applications, affiliations, balloting, initiations, extensions, Majorities, suspensions, reinstatements, expulsions, etc. must be recorded in the minutes.

## **MAJORITY/MARRIAGE**

1. Majority Members are those girls who have remained in good standing until their 20<sup>th</sup> birthday or are not married before their 20<sup>th</sup> birthday.
2. A girl may write to the Supreme Officer, including her name, birth date, Assembly name and number, and complete mailing address before turning 20 and request permission to remain an active member until her 21<sup>st</sup> birthday. If approved, the Supreme Officer will advise the Advisory Board of the extension. (*Supreme Statutes, § 34*)
3. If a girl is appointed or elected to office and has been installed before reaching the age of twenty (20) years or twenty-one (21) and is not married, she shall be allowed to complete the term with the permission of the Supreme Officer. (*Supreme Statutes, § 35*)
4. A Majority certificate entitles the recipient admission to any Assembly for life. (*Supreme Statutes, § 24*)
5. The Majority and Marriage Degrees are NEVER open to the public and must be presented by the Mother Advisor or someone qualified and approved by her.
6. In order to participate in the Majority or Marriage Degree, the Majority Member must attend a practice under the direction of the Grand Deputy.

7. The official Supreme Majority or Marriage Degree, written by Rev. W. Mark Sexson, must be used in California, and MUST BE MEMORIZED.
8. The Majority Degree given at Grand Assembly is for present and past Grand Officers. Grand Officers and Past Grand Officers do not take majority at Grand Assembly until they have reached the age of 20, or 21 if a written extension has been received and approved. If a Past Grand Officer turns 20 (or 21) during the year between Grand Assembly Sessions, she should receive her Majority Degree in her individual Assembly and may participate in the Majority Degree at the next Grand Assembly Session.
9. If a girl is delinquent in her dues at the time she reaches Majority age, she may pay a fee of \$20.00 for each year she is delinquent and receive a Majority or Marriage Certificate unless she was expelled. All Majority and Marriage Certificates must be issued through the local Assembly. This applies to adults who were Rainbow Girls. A girl who has demitted prior to reaching her Majority by age or Marriage, may upon payment of a fee of \$25.00 obtain a Majority Certificate if she has reached the age and/or qualifications for majority. If the Assembly does not have the records or has closed, or an accurate record of her delinquent dues cannot be determined, she shall pay a fixed sum of \$50.00 to Supreme Assembly and Supreme Assembly shall issue a Majority Certificate. (*Supreme Statutes, § 36*) (*Supreme By-Laws, § 14*)
10. If a member reaches her Majority or is married AFTER July 1, she shall pay a full year's dues. If she reaches Majority or is married BEFORE July 1, the Assembly may accept one-half year's dues. (*Supreme By-Laws, § 24*)

## **BALLOTING**

1. Before any member can ballot, hold office, or vote in any election, her dues must be fully paid. (*Supreme By-Laws, § 10*)
2. Before the balloting meeting the Sister of Faith should make sure the Ballot Box contains enough white balls for every member of the Assembly and seven (7) black cubes. The Ballot Box should be set on the southwest corner of the Treasurer's desk (or piano) with the drawer facing Hope's station. (*Gold Book, pg 20*)
3. When the Sister of Faith obtains the Ballot Box, she turns right to face the West, examines the Ballot Box to verify that there is nothing in the hidden compartment. She pulls out the hidden compartment, shows the Assembly that it is empty, and replaces it.
4. During Balloting, Faith steps down one step and faces West while the Worthy Advisor and Mother Advisor check the Ballot Box and Worthy Advisor casts her ballot. (*Gold Book, pg 20*)

5. Faith carries the Ballot Box with the right hand by the handle or the edge of the Ballot Box. The Ballot Box should rest on the left forearm, so the open end faces the members. She carries the box to the Musician who rises and casts her ballot. Then Faith carries the Box to the Altar, entering the Bow by the South, and places it to the left of the open Bible. Faith gives the sign of the Rainbow to the **OPEN BIBLE**, then takes one step back on her right foot and goes directly back to her station by leaving the Bow from the North. Faith gives the Sign of the Rainbow three times- when placing the Ballot Box on the Altar; when she ballots; and when she removes the Ballot Box from the Altar. (*Gold Book, pg 20-21*)
6. After Faith places the Ballot Box on the Altar, the Worthy Advisor raps the Officers up and Hope and Charity immediately proceed to the Altar to ballot—Hope first while Charity waits by Service’s station. After balloting, Hope and Charity move to three feet from the South and North of the Altar and face the West. At the same time, the Bow Stations immediately step to the back of their chairs by taking one step to the left, two steps back and one step to the right. (*Gold Book, pg 21*)
7. When balloting, Hope and Charity ensure the validity and secrecy of the ballot. Hope ensures there is only **one dues paying member** at the Altar at a time and that the hands of all voting are empty as they approach the Ballot Box. Charity checks that each member gives the Sign of the Rainbow **to the Bible** (asking for wisdom), ballots with her left hand, and steps back (to show reverence) on her right foot as she leaves the Altar. (*Gold Book, pg 21*)
8. The Sign of the Rainbow is given to the **Open Bible** and not to the Worthy Advisor. All Officers and members should enter the Bow close enough to the Altar to avoid taking an extra step forward to ballot, then give the Sign of the Rainbow. The Sign of the Rainbow is given with the right hand, returning the hand to its natural position before balloting. After balloting with the left hand, take one step back on the right foot, and leave the Bow from the North. (*Gold Book pg 21*)
9. When Faith removes the Ballot Box from the Altar and turns towards the East, Hope and Charity turn and march South and North to their stations, respectively. (*Gold Book, pg 23*)
10. See the Floor work diagrams (*Mother Advisor Blue Binder*) and the Gold Book of Instruction pages 20-23 for further details on balloting.
11. If an applicant receives two or more black cubes, the application should be referred back to the Advisory Board who will make further investigation of the applicant. At the next meeting of the Advisory Board, they will decide whether the applicant should be accepted or rejected. If the Advisory Board deems the rejection unfair, the application is referred back to the Assembly to go through the same procedure as a new application. The ballot should be made known to the Worthy Advisor and Mother Advisor; and, if unfavorable, the Worthy Advisor will state, “It is my duty as Worthy Advisor, after due consideration by the Advisory Board and pursuant to their instruction, to declare this applicant accepted for membership.” (*Supreme By-Laws, § 8*)

## INITIATION

1. On the date of Initiation, change the ORDER OF BUSINESS so Initiation comes immediately after Escort. This way the girls being initiated will not have to wait so long and may enjoy the business of the Assembly. If possible, Initiations should **not** be held the night of Elections or the night of Balloting. The regular order of the meeting must be used on either of those two nights. The initiates will have to be notified of what time they should arrive for Initiation. Please do not keep these girls waiting.
2. The **adult** who remained outside with the candidates **may quietly** enter the **SOUTH** door at the same time the candidates enter the **NORTH** door. The adult does not give the sign and should be seated in the **Southwest** corner of the room. However, if the Outer Observer remains outside during Initiation, an adult must remain with her. **All outside doors should be locked when the Outer Observer and all adults are inside the meeting room.**
3. The "Active Candidate" is conducted through the ceremony following the Obligation. (EXCEPTION: When there are six (6) or fewer candidates, the Active Candidate must be presented to the Sisters of LOVE and SERVICE, and the remaining Candidates alternate being presented to the other Bow stations. This should always be done in a fair and equitable manner. The Gold Book of Instruction also permits conducting two (2) candidates simultaneously. This arrangement and choice of trading candidates is at the discretion of the Grand Deputy. *(Gold Book, pg 25-28)*)
4. The small Bible is placed on the Northeast corner of the Altar nearest the station of Faith, for INITIATION ONLY. *(Gold Book, pg 5)*
5. A candidate may request that her book of faith other than the Holy Bible be on the Altar along with the Holy Bible at Initiation only. The request must be approved in advance by the Supreme Officer. If approved, the candidate must supply the book herself. It will be returned after initiation. The candidate and her parents **MUST** be aware that the alternate book of faith will not be opened during initiation but placed respectfully on the Altar with the Holy Bible. The Obligation will not be changed in any way.
6. Each Candidate is placed in a kneeling position at the Altar with her left hand on the shoulder of the Candidate in front of her. **AFTER** everyone is in proper position, the small Bible is placed in the right hand of the Active Candidate and she places the Bible over her heart. At the same time, all the Candidates place their right hand over their hearts. The Jewel is placed in the Active Candidate's left palm (with hand open). The Active Candidate holds the small Bible to her heart with her right hand and rests her **left hand**, which holds the **Jewel**, on the Altar, **NOT** on the Bible. *(Gold Book, pg 26)*

7. The Book of Traditional Instructions MUST be in the possession of the Mother Advisor at all times. Faith and the Worthy Advisor meet with the Mother Advisor to memorize the Traditional Instructions. RITUAL or TRADITIONAL INSTRUCTIONS are NOT TO BE COPIED.  
*(Supreme Statutes, § 12)*
  - a. As Faith walks around the room giving her Scripture recitations, she should begin by looking upward. After making the first turn at the word “fire” she should look at the Active Candidate. *Per Grand Deputy Instructional*
8. If a Musician is unable to play for Initiation, the California Rainbow Music CD, available from the Grand Assembly Office, shall be used. Each Assembly must purchase a CD player and keep it as part of their paraphernalia.
9. The Choir does not stand while singing Initiation songs. The Choir Director stands and leads the Choir.
10. The Pot of Gold and cover are placed on the pedestal at the station of Charity for **Initiation Only**. Place the cover over the Pot of Gold with the RED band to the bottom front and the stripes going across it. If a round cover is used, the RED triangle is in front. RED always faces the Altar. *(Gold Book, pg 6)*
11. The Bow Officers pick up the Ribbon in the color of their station with the ring or eyelet in their right hand at waist level across their body in a straight line on the word “color.” The left hand holds the ribbon at the waist. When the lecture says, “carry,” the Officer hands the ribbon to the Initiate. The Bow Officer does not let go of the ribbon until the Initiate attaches it on the Altar. *(Gold Book, pg 28-29)*
12. In retiring the Ribbons, Love, Religion, Nature, and Immortality step to the right of their pedestals and Fidelity, Patriotism and Service step to the left of their pedestals. All Bow Officers step toward the Altar together (check with the Grand Deputy or Mother Advisor). Love and Service retire their colors together and return to the point where all Bow Officers stopped. They are followed by Religion and Patriotism, Nature and Fidelity, and finally Immortality. All Bow Officers then return to their seats together and, when Love nods, are seated together. *(Gold Book, pg 33)*

## CAUCUS COMMITTEE

1. **The Mother Advisor will read these Caucus Instructions from the Green Book at the beginning of each Caucus Committee meeting.** The Worthy Advisor selects the Caucus Committee (with approval of the Mother Advisor) which is composed of a **Past Worthy Advisor, a Line Officer, a Member, the Mother Advisor and one Advisory Board Member** (the Advisory Board member is selected by the Chairman of the Advisory Board). Members of the Caucus Committee are known ONLY to the Worthy Advisor and the Mother Advisor and are **NOT** announced in Open Assembly. If the Worthy Advisor cannot get a Past Worthy Advisor to be on the Committee, she herself may serve on the Committee. There should be NO two relatives serving on the Committee. If the Mother Advisor is the mother of a girl eligible for election, she should abstain from voting.
2. The Committee ideally meets one and one-half hours prior to the first Assembly meeting in June and December to discourage electioneering. One girl, preferably the Past Worthy Advisor, is selected to act as Chairman. She presents the report at the Assembly Meeting when called by the Worthy Advisor.
3. The Mother Advisor brings the History Ledger, with the records of each girl in the Assembly, to the Caucus Committee meeting. She will read the names of all the girls summarizing the service they have given to Rainbow. Things to be considered include age, number of years in Rainbow, participation in all events, etc. After the merits of the possible candidates have been discussed, final selections are decided by a **SECRET BALLOT** of the members of the Caucus Committee including the adults. Every decision must be made with fairness and justice for all.
4. If a girl declines the nomination, only the remaining names are considered. If only one name is left, the Caucus Committee may retire, if necessary, or in a small Assembly, they may proceed with a YES or NO secret ballot. Nominations are never made or accepted from the floor.
5. SPECIAL NOTE: If your Assembly is small and you do not have more than one girl to put up for election, or all have declined except one girl, a secret ballot is still taken on a YES or NO basis. When possible, there should be more than one candidate selected.
6. Past Worthy Advisors are not nominated for a Line Office unless there are no other girls eligible to be nominated. If Past Worthy Advisors are nominated, then ALL ACTIVE Past Worthy Advisors are to be nominated.
7. If anyone on the Caucus Committee talks about the Committee's meeting or discussion, that person will not serve on a Caucus Committee again.

## ELECTION OF OFFICERS

1. Before any member can hold office or vote in an election, her dues must be paid and current. Every member in the Assembly who has her current year's dues paid to the Assembly, provided she fulfills the requirement of her own Assembly's regulations, is eligible to fill any office in the Assembly, except the office of Worthy Advisor and Worthy Associate Advisor. Before a member is eligible to fill either of these offices, she must have been elected and served as Charity or Hope or Faith. (*Supreme Statutes, § 10, 16*)
2. Assemblies by their By-Laws MUST provide for election of their officers at the FIRST regular meeting in the months of JUNE and DECEMBER. NO election can be held BEFORE the FIRST regular meeting in JUNE and/or DECEMBER. (*Supreme Statutes, § 18*)
3. When the Election Meeting (June or December) falls on a holiday, a SPECIAL DISPENSTAIION must be secured to hold elections on another date.
4. The Worthy Advisor appoints Tellers for the election, who consist of THREE girls and ONE Advisory Board member who will assist. They use a small table near the Recorder's desk. Only members in good standing count off in officer order, to determine the number of votes to be cast. ONE VOTE OVER HALF the number cast is needed for election to office. BLANKS are DEDUCTED FROM THE TOTAL VOTES CAST. The Worthy Advisor does not leave her station. Should a majority NOT be reached, the Worthy Advisor will so advise, and additional ballots will be taken until a majority is obtained. No name can be dropped, but a girl may withdraw.
5. If a girl is nominated and she knows of any reason why she cannot serve, she should decline. If she is not sure, she should be allowed to call her family to verify that she can indeed run **before** the election is held. A girl does not have to be in the Assembly Room to be elected to an office. She should be contacted, as soon as possible, to see if she accepts the nomination. If it is not possible, the vote can continue in the hope that the absent girl will accept if elected.
6. For each elected officer, the Worthy Advisor asks the Chairman of the Caucus Committee for their recommendations. Afterward, for all Line Offices **except Faith**, the Worthy Advisor says, "*If there are no objections, the Recorder will be instructed to cast a unanimous ballot of the Assembly for (name) for the office of (office).*" The Worthy Advisor pauses (listening for objections), then continues, saying, "*Sister Recorder, you will cast a unanimous ballot of the Assembly for (name) for the office of (office).*" The Recorder does not speak and casts a written unanimous ballot by CARRYING IT to the Teller table. One of the Tellers reads the unanimous ballot aloud to the Assembly.



7. If an objection is raised to a unanimous ballot, the Worthy Advisor will then say, "You will prepare your ballots to vote YES or NO on the name proposed." If the resulting vote is "NO," the Caucus Committee will retire and bring in more names for the position. ANY OBJECTIONS MUST BE PRESENTED IN WRITING, SIGNED, AND DATED, TO THE MOTHER ADVISOR NO LATER THAN TWO WEEKS (14 DAYS) PRIOR TO THE ELECTION MEETING. **The Worthy Advisor should so state the above at the meeting prior to Elections.**
8. If the Mother Advisor receives an objection, she should discuss the situation with the girl writing the letter. The Mother Advisor will call a meeting with the Advisory Board. If necessary, they will investigate the objection with the girl in question.
9. For the election of Faith, Recorder, and Treasurer, after the Chairman of the Caucus Committee has read the recommendations, (and phone calls home are made if needed) the Worthy Advisor will direct the members to prepare their ballots. If there is only one candidate, the members will vote YES or NO.
10. Two of the Tellers will pass and collect ballots. Tellers count all ballots BEFORE calling the vote. The name on the ballot (or "YES" or "NO") is read aloud by one Teller and verified by the other two (one of whom is keeping a tally). The Recorder also keeps a tally. **No one except the Recorder and one Teller may keep a tally of the votes.** When five votes for one person are received, both the Teller and the Recorder say "tally" and repeat for all additional five votes. When all votes are processed, the Teller and Recorder take ONLY the tally sheets to the Mother Advisor and the Worthy Advisor to check the final tally. If a majority has been reached, and tallies agree, the Worthy Advisor will announce the WINNER BY NAME ONLY. She will not read the number of votes received.
11. If the Worthy Advisor resigns the Advisory Board shall appoint a Past Worthy Advisor, who is a member in good standing, to fill out the unexpired term without installation. If a vacancy occurs in a line office, the Line Officers shall automatically advance without installation. The station of **FAITH** shall be filled by election **with special dispensation.**  
*(Supreme By-Laws, § 22)*
12. In the case of a vacancy during the term, a Special Dispensation is necessary for the election of FAITH, RECORDER, or TREASURER. There is no charge for this dispensation. *(Supreme By-Laws, § 23)*
13. In cases where an Assembly is very small, **one** Past Worthy Advisor MUST be elected and installed to perform the ritual part of each meeting for the term. Other leadership tasks can be shared with Line Officers or another designated Past Worthy Advisor if absolutely necessary and approved by the Grand Deputy and Advisory Board.

## INSTALLATION OF OFFICERS

1. Officers elected and appointed must be installed within thirty days after their election. The Worthy Advisor Elect, subject to the approval of the Mother Advisor, is to have charge of the installation and selection of the Installing Officers. The Grand Deputy conducts the practice. (*Supreme By-Laws, § 17*)
2. Invitations are NOT to be distributed until AFTER the Elections meeting. If it is necessary to send invitations earlier, they must list the current Worthy Advisor or current Worthy Associate Advisor. This can be done only with the approval of the Grand Deputy and the Advisory Board. If a term must be shared, then only ONE Worthy Advisor is to be installed and listed on the invitation as Worthy Advisor- Elect.
3. Officers **MUST know the Ritual work** of the next station **BEFORE** they are **installed**. The Advisory Board Chairman will appoint Advisory Board Members to hear the work of these officers. Ritual Proficiency forms must be used and given to the Grand Deputy before any girl may be installed. This is to be done **BEFORE the DAY of INSTALLATION**. The Mother Advisor is responsible for qualifying the Worthy Advisor-Elect and the Sister of Faith-Elect.
4. In addition to the "Ritual Work Proficiency Form", Line Officers must have submitted the appropriate forms found in the Beyond the Line materials including parent signature before Installation practice. In this way, you presume the parents are aware of what is required of their daughter during the term of each office. These electronic signatures are to be kept in a file (paper file or in a storage media, e.g. flash drive, separate from the computer) by the Mother Advisor to be available to the Grand Deputy or the Supreme Officer to peruse.
5. The Mother Advisor and/or the Advisory Board Chairman must make sure that the **Retiring Worthy Advisor is proficient in the Ritual work for installation**. The retiring Worthy Advisor must have **ALL** Ritual work memorized and be able to present it fluently to the best of her ability to be considered for Past Worthy Advisor status. **THIS IS NOT RETROACTIVE**. No Past Worthy Advisor Pin may be presented at the Installation. The Advisory Board will consult with the Grand Deputy so a vote can be taken at the next Advisory Board meeting on whether or not Past Worthy Advisor status is granted. If positive, the Past Worthy Advisor Pin may be presented at the next Assembly meeting. If an Assembly tradition, the retiring Worthy Advisor may sign the Bible at Installation.
6. As long as the Bible is OPEN, **no one may be installed except Officers named in the Ritual**.

7. **All Officers and Installing Officers MUST attend practice** and all Ritual work must be memorized. Installing Officers will be Past Worthy Advisors of the Assembly or District (if the Assembly does not have enough Past Worthy Advisors). The Host/Hostess/Hostesses (maximum of two total) must be at least of Majority age. Bible Bearer must be a girl at least 8 years of age. Any exception to this **MUST** be approved by the AREA Grand Deputy in advance.
  - a. Adults are allowed to install (although suggested they only install other Adults).  
*(Supreme By-Laws, § 17)*
8. Dues must be paid in advance to be installed, hold an office, Ballot, or vote in elections.  
*(Supreme By-Laws, § 10)*
9. **All Installation Participants, including Installing Officers, Host/Hostess, Soloist (and music), Bible Bearer, Rainbow Beau, Rainbow Dad, Special Installing Officer, etc. MUST be approved in advance by the Advisory Board when Installation Plans are presented at the Advisory Board Meeting.**
10. The Host/Hostess address of welcome must be submitted to and approved by the Grand Deputy in **ADVANCE**.
  - a. The Worthy Advisor's speech **MUST** be approved in advance by the Mother Advisor and **GIVEN FROM MEMORY**.
11. **All Installation Participants**, including Hosts/Hostesses, Bible Bearer, Rainbow Beau and Rainbow Dad **MUST abide by the FORMAL dress code** as presented on the California Rainbow website ([www.gocarainbow.org](http://www.gocarainbow.org)). The Mother Advisor should have confirmation from the Worthy Advisor-Elect a minimum of two weeks before Installation that all are aware of our dress code and have appropriate attire. This is to avoid embarrassing our non-Rainbow participants.
12. **NO FLASH PHOTOS ARE TO BE TAKEN WHILE THE BIBLE IS OPEN.**  
Videography/photography without flash is permissible during Installation if the photographer/videographer is stationary and not on the floor during the ceremony and does not impede or interrupt the ceremony. *(Gold Book, pg 33)*
13. A complete description of Installation Guidelines is in the "Beyond the Line" Line Officers materials which can also be found online at [www.gocarainbow.org](http://www.gocarainbow.org) under Resources/Mother Advisor Forms. These guidelines are to be studied by each Line Officer well in advance of her Installation as Worthy Advisor. These will also be helpful to the parents of Line Officers. The "Beyond the Line" materials, as well as a guide for adults/parents titled "The Playbook", are also available on the website.

## RITUAL/FLOORWORK

### Requirements for Ritual work for all members:

#### **ALL RITUAL WORK IS TO BE GIVEN FROM MEMORY**

1. All Officers will memorize their Ritual work to the best of their ability. The Advisory Board Chairman will appoint Advisory Board Members to hear the work of the Officers. A completed “**RITUAL WORK PROFICIENCY FORM**” must be presented by the Advisory Board to the Grand Deputy before any Officer can be installed. The Grand Deputy has the authority to refuse to allow an officer to participate in ritual work until she can present her work properly.
2. No Rituals are open during ceremonies or ritual work except the one used by the Prompter.
3. The lights are never to be dimmed. They are left on at all times in Rainbow. (*Gold Book, pg 15 and 24*)
4. All presentations, skits, etc., should take place after Closing so that it will not be necessary to close the Bible during a meeting.
5. There are to be no special ceremonies given in this Jurisdiction without approval of the Supreme Officer. The exceptions are those ceremonies in the Mother Advisor’s White Ceremony Binder that have been previously approved. (*Supreme Statutes, § 31*)
6. **NO ONE** is to enter or retire from the Assembly room during Opening, Balloting, Initiation, Elections, Majority or Closing. The Confidential Observer will not answer the alarm during these times. (Exceptions: Medical Emergencies, Caucus Committee to resume deliberations, or a nominee for Faith to call her parents/legal guardians.)
7. There shall be no excessive laughing or talking and **NO CHEWING OF GUM**. The Officers should be an example to the members of the Assembly. (*Gold Book, pg 12*)
8. Officers will sit with both feet flat on the ground and hands folded in their laps. When rapped up, they stand erect (straight and tall), with hands down at their sides. Clasped hands are not held in front of the body at any time. (*Gold Book, pg 11*)

### Requirements for Line Officers, PWA and PMA

#### **ALL RITUAL WORK IS TO BE GIVEN FROM MEMORY**

9. The Advisory Board Chairman will appoint Advisory Board Members to hear the work of the Officers as mentioned above. The Mother Advisor is responsible for qualifying the Worthy Advisor-elect and the Sister of Faith-elect. A completed “**RITUAL WORK PROFICIENCY**

FORM” must be presented by the Advisory Board members to the Grand Deputy before any Officer can be installed. All **Line Officers** fill their stations for at least nine (9) Ritual/legal meetings in order to advance.

10. Line Officers who do not qualify as above and fail to cooperate with the Advisory Board and the Mother Advisor, may be removed from office by the Advisory Board. This is done only after a warning has been given.
  - a. Every member in the Assembly who has her current year's dues paid to the Assembly, provided she fulfills the requirements of her own Assembly's regulations, is eligible to fill any office, except the office of Worthy Advisor and Worthy Associate Advisor. Before a member is eligible to fill either of these offices, she must have been elected and served one of the following: Charity, Hope or Faith. (*Supreme By-Laws, § 16*) (*Gold Book, pg 37*)
11. To receive the honor of **PWA**, a WA must present Opening, Balloting, Initiation, Closing and ALL OF INSTALLATION (even if stations are not filled), as well as any other parts assigned, from memory during her term of office, along with fulfilling her leadership duties as outlined in the “Beyond the Line” Line Officer book, the Supreme Statutes, the Gold Book, and the California Green Book. The **PWA honor may not be conferred retroactively**. PWA status is determined by vote of the Advisory Board and is **not automatic**.
12. A PWA pin is not to be presented at Installation. This will allow the Advisory Board and the Grand Deputy time to determine if a girl is eligible. If eligible, the PWA pin is then presented at the next Assembly meeting. The time between Installation and the presentation of the pin shall not exceed thirty (30) days. The retiring WA may sign the Bible at Installation if it is an Assembly’s tradition.
13. In addition, a WA must officiate at least nine (9) Ritual/legal meetings of the twelve (12) meetings during her term of office, unless excused by unanimous vote of the Advisory Board as in the case of illness or unavoidable circumstances. A membership meeting DOES NOT COUNT as a Ritual/legal meeting. All other **Line Officers** fill their station for at least nine (9) Ritual/legal meetings in order to advance.
14. It is strongly recommended that the Installation work be learned during the terms preceding the WA term in the following manner:
  - a. Faith.....Installation work through WA
  - b. Hope.....Installation through Treasurer
  - c. Charity.....Installation through Confidential Observer
  - d. WAA.....Complete Installation
15. The Book of Traditional Instructions **MUST** be in the possession of the Mother Advisor at all times. Faith and the Worthy Advisor meet with the Mother Advisor to memorize the Traditional Instructions. Ritual or Traditional Instructions are **NOT TO BE COPIED IN ANY FORM**. (*Gold Book, pg 8/ Supreme Statutes, § 12*)

16. In order to receive the title of Past Mother Advisor, a Mother Advisor must serve at least one year in that position. The Mother Advisor is to memorize any and all Ritual work pertaining to her office.

### **GENERAL FLOORWORK INFORMATION and ASSEMBLY ROOM SET-UP**

1. ALTAR JEWEL- Before Opening of an Assembly meeting, the Altar jewel is placed to the RIGHT of the Bible (lower right-hand corner of the Altar). The Altar jewel should not be placed on the Altar for Installations, Open membership meetings or Receptions. (*Gold Book, pg 5*)
2. AREA OF REVERENCE- Whenever someone is within the “area of reverence” (extending from the East to the Altar and from the Altar to the Bow pedestals), she should take smaller steps, still in time to the music, to indicate that this is in a special place that deserves more care.
3. The Bible is opened to EZEKIAL 1:28. Nothing is ever placed on the Bible except the jewel (Exceptions: Mother’s Degree and Father’s Degree). (*Gold book, pg 34*) (*Traditional Ritual, pg 43*)
4. The Bible never leaves the surface of the Altar during the opening or closing of the Bible. It is reverently slid into position to be opened and slid back after it has been closed. After the Bible is opened at the Altar, no one may pass between the Altar and the East except during Initiation and approved ceremonies. (*Gold book, pg 16*)
5. FLAGS- Proper order of placement of the flags in the East, starting close to the Worthy Advisor’s podium on the South side and behind the Recorder's desk as close to the back wall as possible, is as follows: California Flag, Jurisdictional Flags in alphabetical order by country and then by state, Christian Flag, Rainbow Flag. **No Flag is to be on a higher level than the American Flag in the East.** There must be an American Flag posted in the East on the North side of the Presiding Officer at all Rainbow meetings. It is this American Flag that must be taller/higher than any other flag in the Assembly room. So—there are TWO American Flags. One is always posted in the East. The other is escorted to and from the back of Patriotism’s station. (*Gold Book, pg 7, 12, 33-34*)
6. Bow pedestals are to be used at all meetings (Exceptions: Installations, Receptions and Official Visits IF your room is too small). Pedestals should be placed in front of each Bow chair. If they are electrically lighted and you wish to have them lit, they MUST be on at the beginning of the meeting and remain on until the meeting is over. (If the pedestals are not lit at the beginning of the meeting, they must remain dark for the entire meeting.)
7. Faith’s chair should be placed so that when she is seated, the back of her chair is on a line with the front edge of the Altar, approximately three (3) inches from the northeast corner, and her hand should be able to reach the front of the Altar Cloth. (*Gold Book, pg 6*)

8. There should be no applause for any officer or ritual work including the escort of the Worthy Advisor.
9. Whenever two or more officers are moving on the floor, they should coordinate their steps so that they mirror each other and/or arrive at key marks simultaneously.
10. The Worthy Associate Advisor always leaves and returns to her station from the NORTH of her pedestal.
11. Hope and Charity always leave and return to their stations from the WEST of their pedestals. (*Gold Book, pg 6*)
12. Whenever Hope, Charity (or anyone) leaves the Altar, they take one small step back on the right foot, turn and then proceed (exception: Flag does not retreat). During Opening and Closing Prayer, everyone faces the Worthy Advisor. The Worthy Advisor faces the Altar. Everyone holds the Sign of the Rainbow during the prayer. The Mother Advisor and Chaplain take the necessary steps to place themselves on either side of the podium. They face each other, thus forming a triangle with the Worthy Advisor. (*Gold Book, pg 15*)
13. Officers, members, and guests do not face the Worthy Advisor's station for prayer until Hope or Charity is finished speaking.
14. For instructions on receiving Rainbow Girls and entitled adults after the Assembly has been opened, please refer to the Ritual. This should be rehearsed at a regular practice or meeting. (*Gold Book, pg 14*)
15. The Worthy Advisor or Mother Advisor should never leave their stations unless absolutely necessary. If either one of them must leave, they should ask someone to preside in their place. (*Gold Book, pg 12*)

## **OPENING FLOORWORK**

1. When the Mother Advisor ascends to the East, she picks up the gavel, nods to the Drill Leader and Musician to take their stations and lightly raps the gavel. The Musician takes her seat, but the Drill Leader remains standing, facing the West. If the Assembly does not have a Musician, the Sister of Faith or another girl will fulfill this responsibility. The Sister of Faith will return to her place in the line up outside the Preparation Room door. The Mother Advisor holds the gavel until she presents it to the Worthy Advisor with the handle towards the Worthy Advisor. Please see 2018 Update for Ritual wording changes for proving the Assembly. (*Gold Book, pg 10*) (*Traditional Ritual pg 26, Contemporary Ritual pg 23*)

2. During the Opening March, whenever the Officers pass between the East and the Altar, they should continue to walk in time to the music but take smaller steps to show reverence.
3. FLAG -When the Drill Leader presents the Flag in the East, she stands to the RIGHT of and in a straight line with the Chaplain, on the same level as the Worthy Advisor and the Mother Advisor, holding the Flag at a slight angle toward the Altar. The Mother Advisor should step forward so there is a straight line. One verse of "America" is sung immediately after the Pledge of Allegiance. Drill Leader begins retiring the Flag on the first word of the song. She should time her movements to complete the Flag retirement on the last note of the song. *(Gold Book, pg 12)*
4. When receiving the WORD from the Worthy Advisor, Charity and Hope approach the East as close to the dais as possible and stand looking West. The Worthy Advisor communicates the WORD to Charity and then to Hope. They descend the steps together and on the East marching line (which at this point is only one step in front of Drill Leader's and Treasurer's chairs) they turn North and South respectively and return to the Altar. They then proceed to the area in the West in front of the doors. Charity then asks the Mother Advisor to report on adults present. *(Gold Book, pg 13)*
5. Charity and Hope take up the WORD from each member present. This does not include the Officers or Choir members. An entire row stands together until everyone in the row has communicated the WORD to either Charity or Hope, at which time they are all seated. *(Gold Book, pg 13)*
6. After Charity and Hope have returned the WORD to the Worthy Advisor and have returned to the Altar and reported, they give the Sign of the Rainbow to the Worthy Advisor after instruction. They take one step back on their right foot, turn and return to their stations. *(Gold Book, pg 13)*
7. Faith's feet and body should be facing East. She turns her upper body and head to the right and bows her head at the appropriate time during the opening and closing of the Bible. Faith also follows the Flag with her upper body and head whenever the Flag is moving on the floor, but her feet are facing East. The only time Faith's feet face any other direction is when her feet face South and she turns her head to the West during her opening part of the ritual. *(Gold Book, pg 15)*
8. When Hope enters the Bow to open the Bible, as she reaches Love's station, all present should bow their heads (with eyes focusing on the Bible) and remain so until she leaves the Bow. While in the Area of Reverence, she should take smaller steps, still in time to the music, to show reverence.
9. Hope gives a slight bow to the Worthy Advisor in recognition of the instruction to attend the Altar (both before opening and after closing the Bible). The Sign is only given to the OPEN Bible. *(Gold Book, pg 16)*



10. Hope's hands are poised to open the Bible-with her left thumb holding the ribbon in place (so it will cross the left side of the open Bible), on "Open now." She slides the spine of the Bible to the center of the Altar on "the Book divine." Hope opens the Bible on "That its rays on" and places the edges of the Bible on the Altar on "us may shine." The Altar light is lit on the word "shine." Hope returns her hands to her sides, then reverently places the jewel on the lower right-hand corner of the open Bible. Her hands again go to her sides and she then gives the Sign of the Rainbow to the Open Bible. She steps back and turns on her right foot on the word "penetrate" and with small steps leaves the "area of reverence" and then proceeds to her station with a regular stride, timing her steps to arrive with the end of the music if possible. (*Gold Book, pg 16*)

11. Bold in Lyrics corresponds with bold in Actions:

"On the Altar, pure and white" (*Hope approaches Bow-regular steps*)  
"Lies the symbol of White **Light**" (*to Altar — smaller steps*) (*Slight **bow***)  
"**Open** now the **Book** Divine" (*hands on Bible, slide Bible upright*)  
"That its **rays** on us may **shine**" (*Open Bible, cover touches Altar*)  
"**Holy** Bible, Book of **Faith**" (*hands at sides, place Jewel on Bible*)  
"**May** Thy **White** Light **penetrate**" (*hands at sides, Sign, step back & turn*)  
"Every Listening heart today" (*from Altar — smaller steps*)  
"Lead us in Thy righteous way." (*to Station — regular steps*)

12. The Outer Observer remains at her station (outside the doors) until the entire Opening ceremony is completed. She will then be invited into the Assembly Room. There are no words in the Ritual, but it is suggested that the Confidential Observer says, "You are invited to enter and be seated by the door." The Outer Observer will enter the room and be seated near the door. The Outer Observer does not give the Sign. The adult, who remained outside with the Outer Observer, may quietly enter the SOUTH door after the Outer Observer has entered and be seated in the Southwest corner of the room. An adult must always accompany a girl stationed outside the door for safety reasons. All outside doors should be locked when the Outer Observer and all adults are in the meeting room.

## ESCORT FLOORWORK

1. Guests are “presented” in the West and “introduced” in the East. See the “Beyond The Line” book for further instructions. (*Gold Book, pg 17*)
2. An obviously pregnant woman may take escort, but she may not hold an office on the floor for Installations or Receptions.
3. The WA should always have some escort greetings prepared so she may graciously thank her guests for attending. A short quote or poem, perhaps related to the theme of the evening, is a way to make your guests feel special. “Thank you for coming” is not enough.
4. If “Grand” is in the title, the WA uses “In California, International Order of the Rainbow for Girls” (“and Other Jurisdictions” as applies). If “Grand” is not in the title, this is omitted.
5. General information- “Warm welcome” is **always** given at Open meetings.
6. Sign of the Rainbow is **only** given during Closed meetings.
7. Grand Honors given to those with Supreme or Grand titles at Open meetings.
8. Supreme Honors are given **only** at closed meetings

## ESCORT AND INTRODUCTIONS

- See Escort 101 in Beyond The Line under WA Appendix.
- Grand Deputy Floorwork
- Meeting Agendas (Mother Advisor Red Binder)
- (*Gold Book, pgs 16-18*)

## CLOSING FLOORWORK

1. Hope enters the Bow to close the Bible, as she reaches Love’s station, all present should bow their heads (with eyes focusing on the Bible) and remain so until she leaves the Bow. As Hope enters, she takes smaller steps, still in time to the music, to show reverence. Hope gives the Sign of the Rainbow (“Pray thy penetrating light”) to the OPEN Bible. She returns her hands to her sides. Hope removes the Jewel from the Bible and places it on the lower right (southwest) corner of the Altar on “will lead us safely.” She returns her hands to her sides. Hope places her hands on the edges of the cover of the Bible at halfway on the word “night” and are poised to close the Bible with her left thumb holding the ribbon in place. She closes the Bible on “Holy Bible” and slides the CLOSED Bible into place on “Book

Divine". The Altar light is extinguished on the word "Book." Hope returns her hands to her sides, bows lightly to the WA on "White", then steps back on her right foot on the word "shine" and with small steps leaves the "area of reverence" and then proceeds to her station, timing her steps to arrive with the end of the music if possible.

2. Bold in Lyrics corresponds with bold in Actions:

"Book of Faith we close Thee now" (*Hope approaches Bow-regular steps*)

"While in reverence we bow" (*to Altar — smaller steps*)

"**Pray** Thy penetrating **Light**" (*Sign of the Rainbow, hands at **sides***)

"**Will** lead us **safely** through the **night**" (*jewel moved to **Altar**, hands on **Bible***)

"**Holy** Bible, Book **Divine**" (*Close Bible, Slide & Set Bible on Altar*)

"**May** Thy **White** Light ever **shine**" (*hands at sides, **bow**, step **back** on right*)

"Through our lives that all may see" (*from Altar — smaller steps*)

"In Love and Service we follow Thee." (*to Station — regular steps*)

3. Officers do not leave their stations during "Blest Be the Tie That Binds."
4. Only Drill Leader and Confidential Observer remove their jewels at the beginning of the Retiring March and meet on the south marching line, even with the presentation line.
5. Confidential Observer faces East behind the Bow until the Flag is at the Altar.
6. Worthy Advisor and all other officers remove their jewels together and hold them shoulder high in a triangle after the Flag is at the Altar.
7. Officers meet in pairs in the West and move up, shoulder to shoulder, to Confidential Observer and wait for each other as they retire their jewels, then turn and continue to march at the same time.
8. Officers salute the Flag as it enters the Bow in the East.
9. Officers DO NOT salute the Flag as it leaves the Bow in the East as they are part of the Flag's honor guard.

## DISPENSATIONS

1. The Mother Advisor must make all requests for Dispensations on the appropriate form and include a **self-addressed, stamped** envelope. These requests, including the fee when indicated, must reach the Supreme Officer **10 to 14 days prior to the event.** (*Supreme Statutes, § 19*)
2. All Dispensations MUST be in the room and MUST BE READ upon the occasion for which they were requested.
3. There are NO charges for the following Dispensations:
  - a. To exemplify ritual work and other Rainbow ceremonies (request must be signed by the Grand Deputy).
  - b. Special meetings for more degrees.
  - c. Special election of Faith, in case of a vacancy in the line.
  - d. Special election of Recorder and/or Treasurer in case of a vacancy during the term. No Special Dispensation is needed if the vacancy occurs at the time of a regular election meeting.
  - e. Installation of Officers more than 30 days following election of officers.
4. There is a \$1.00 charge for the following Dispensations:
  - a. To receive and ballot on an application at the same meeting.
  - b. To ballot and initiate at the same meeting.
  - c. To receive, ballot and initiate at the same meeting.  
**(a, b, or c must have the Grand Deputy's approval and signature.)**
  - d. To change the meeting night (Exception: When the regular meeting falls on legal holiday, during Grand Assembly or an Official Visit, there is no charge).
  - e. To elect officers at a special meeting other than the first meeting of June and December. Elections **CANNOT be held BEFORE** these regular days. (*Supreme Statutes, § 18*)
5. To set aside any rules not adequately covered by the Supreme Statutes, Supreme By-Laws, the Gold Book of Instruction, or the California Green Book.
6. The Advisory Board may declare a dark meeting with a vote of the Girls. A Dispensation is not required to change the hour of the meeting; however, the Grand Assembly Office must be notified.
7. The Grand Assembly Office must be notified in writing, email, or fax of a Membership (Open) meeting.
8. The Assembly MUST have a minimum of **nine (9) RITUAL/LEGAL meetings** in a term. **All Line Officers must fill their station for at least nine (9) Ritual/Legal meetings to advance, (unless excused by the Advisory Board with special circumstances).**

## **PROFICIENCY CERTIFICATE AND PIN**

1. All Rainbow Girls and Adults are encouraged to take this examination to show they are proficient in California Rainbow operations and history.
2. The examination questions will be provided by Grand Assembly and available from the Mother Advisor. This exam, and only this one, is to be used for the Grand Assembly Proficiency Certificate and Proficiency Pin. All examination questions are available to review and study. When a Girl or Adult feel they are proficient in this knowledge they can ask the Assembly Proficiency Committee to conduct the Proficiency Examination.
3. The examination: to earn the Proficiency Certificate, the Proficiency Committee will randomly choose ten (10) questions. The Girl or Adult must answer at least 9 of the 10 questions correctly. To earn the Proficiency Pin, all 80 questions must be answered correctly.
4. When a Girl or Adult is found to be proficient, the Proficiency Committee will confirm to the Assembly, in writing, that the person has earned a Certificate of Proficiency and/or a Proficiency Pin.
5. Certification will then be forwarded by the Mother Advisor to the Secretary of the Grand Executive Committee for issuance of a certificate in the person's name. Said certificate will then be sent to the Mother Advisor or Grand Deputy for presentation.
6. If all questions have been answered correctly, a Proficiency Pin will be ordered by the Mother Advisor or Grand Deputy.
7. Proficiency Pins can only be ordered by the Mother Advisor or Grand Deputy. *(See Proficiency Pin Order Form in Mother Advisor Red Binder)*

## **GRAND OFFICER RECOMMENDATIONS**

*(Constitution of the Grand Assembly of California, Article II)*

Each spring a new corps of state Grand Officers are announced at California's annual Grand Assembly Sessions. These girls usually serve a one-year term.

Potential Grand Officers are recommended by their local Advisory Boards at the conclusion of each calendar year. The names are submitted to the Supreme Officer for consideration and she makes the final selections.

The following guidelines are used when an Advisory Board recommends a girl to the Supreme Officer for a Grand Office:

1. A girl should be at least 17 years of age. She should not turn 20 before the start of the upcoming Grand Assembly, or if she has extended her membership, 21 before the next year's Grand Assembly.
2. A girl must be a Past Worthy Advisor by October 15<sup>th</sup> of the current year.
3. A girl away at college, or one who has affiliated from another assembly, may be recommended to the Supreme Officer.
4. Her dues must be current. *(Uniform Code of By-laws for the Government of Grand Assemblies, Article III, § 1)*

## **GRAND CROSS OF COLOR**

1. This Honorary Degree was created by our founder, Rev. W. Mark Sexson, to recognize those who have given their time, talent, and effort unselfishly beyond the call of duty for the advancement of our Order. This is the highest honor which may be conferred upon deserving Rainbow Girls, Eastern Star members, Master Masons, Amaranth, White Shrine of Jerusalem, and Majority Members. Majority Members must be serving on an Advisory Board to receive the Grand Cross of Color. It is awarded to individuals who have put Rainbow and service at the top of their priority list for their entire Rainbow career.
2. The Advisory Board makes recommendations for Masters of the Grand Cross of Color to the Supreme Assembly via the Supreme Officer at THE END OF EACH CALENDAR YEAR.
3. There are no holdovers from year to year. Each recommendation must be supported with a complete resume of that person's service.
4. Assemblies are entitled to one (1) designate for every three (3) members initiated during the calendar year. *(Supreme Statutes, § 29)*

5. To receive this honor, a girl must have belonged to a Rainbow Assembly a minimum of three (3) years and be at least 15 years of age. In rare instances a 14-year old girl might be considered but approval is doubtful. An Advisory Board Member must have served at least three (3) years on an Advisory Board.
6. The number of adults recommended MAY NOT EXCEED THE NUMBER OF GIRLS recommended. (*Supreme Statutes, § 29*)
7. A girl who is reaching her Majority by age or marriage may receive the Grand Cross of Color during the year she reaches her majority.
8. Recommendations of a non-Board Member requires a letter signed by ALL Advisory Board Members (must be Eastern Star, Master Mason, Amaranth, White Shrine of Jerusalem, or Majority Member) and must have given exceptional service. This is our highest honor and should not be given lightly.
9. ADVISORY BOARD LEAKS WILL DISQUALIFY ASSEMBLY DESIGNATES!
10. An Assembly must be legally chartered to award a Grand Cross of Color; Assemblies under "Letters Temporary" are not eligible to nominate anyone. (*Supreme Statutes, § 29*)
11. All recommendations and Annual Reports must go to the Grand Deputy by the 2<sup>nd</sup> of January and she/he will forward them to the Supreme Officer.
12. There is a registration fee of \$15.00 for each Grand Cross of Color Designate. This includes a medallion and an identification card.
13. If either the medallion or the card is lost, you must order them from Supreme Assembly. (*Form is on [www.gocarainbow.org](http://www.gocarainbow.org)*) The cost for the replacement of a medallion is \$20.00 each plus postage, and a replacement card will be \$20.00. You will need to give your name, Assembly name and number and the year in which the Grand Cross of Color was granted. (*Supreme Statutes, § 29*)
14. Announcement of the award is made each year at the Assembly meeting just prior to Grand Assembly. Names of the designates are to be read at this time and cards given to them. Medallions are given to the Grand Deputies at Grand Assembly for distribution at that time. Designates should carry their medallions in their hand to the ceremony. They will be invested by the Supreme Officer and the Area Grand Deputies.
15. Only Masters of the Grand Cross of Color and/or new designates may attend the degree at Grand Assembly. Admission is by identification card only. The new designates may wear their medallion after they have taken the degree. If unable to attend Grand Assembly, a new designate may attend an Area Grand Cross of Color Degree, take the obligation, and then wear their medallion.

16. The Grand Cross of Color is worn around the neck on an indigo ribbon. Nothing else is worn on the ribbon. It is not to be worn in public. (*Gold Book, pg 34*) All Masters of the Grand Cross of Color are permitted to wear the Grand Cross of Color Medallion inside Masonic Centers to the following events:
  - a. Rainbow meetings.
  - b. Meetings for the Eastern Star, the Masonic Fraternity, the Amaranth, White Shrine of Jerusalem, Job's Daughters, DeMolay and luncheons or dinners following these meetings.
  - c. Supreme and Grand Assembly.
  - d. Grand Assembly Receptions or other related Grand Assembly formal functions.
  
17. In respect to the Grand Cross of Color, the highest honor to the International Order of the Rainbow for Girls, it should be worn, when appropriate, with formal attire or business casual for women, and dress shirt or polo shirt and slacks for men. Grand Officers should follow Grand Officer attire.

### **SERVICE TO RAINBOW AWARD** (Recognition)

*(Supreme Statutes, § 30)*

1. The Service to Rainbow Recognition is to be given to non-Masonic affiliated Rainbow supporters such as Parent(s), Grandparent(s), or Legal Guardians(s) who have contributed three (3) or more years of service to a local Rainbow Assembly.
2. Assemblies are entitled to one (1) recommendation for the Service to Rainbow Award for every three (3) Rainbow members initiated in the calendar year. (*Supreme Statutes, § 30*)
3. Assemblies may recommend an adult for the Grand Cross of Color and another adult for the Service to Rainbow Recognition within the same year. Each recommendation must be supported with a complete resume of that person's service.
4. ADVISORY BOARD LEAKS WILL DISQUALIFY ASSEMBLY DESIGNATES!
5. All recommendations must go with the Annual Reports to the Grand Deputy by the 2<sup>nd</sup> of January and she/he will forward them to the Supreme Officer.
6. The fee for each designate for the "Service to Rainbow Recognition" will be the same as for the fee for the Grand Cross of Color (\$15.00). This fee will include the price of the medallion and the identification card that is given to the designate.



7. It is recommended that the presentation of this award and the accompanying ceremony be done at an OPEN meeting or at a special dinner followed by the ceremony provided in the Mother Advisor's White Ceremony Binder. Invitations to family and friends of the recipient are encouraged. This event should be done no later than one month after Grand Assembly. All parts must be memorized.
8. The award is worn around the neck on a violet ribbon. Nothing else is worn on the ribbon. It is not to be worn in public. All designees are permitted to wear the Service to Rainbow Award inside Masonic Centers to those events where the Grand Cross of Color is allowed. It should be worn with formal attire or business casual for women, and dress shirt or polo shirt and slacks for men.

### **OFFICIAL VISIT OF THE GRAND WORTHY ADVISOR**

1. The GIRLS of the District(s)/Area(s) are to choose and carry out the theme of the Official Visit of the Grand Worthy Advisor. The Area Grand Deputy will coordinate the event and be General Chairman.
2. The Grand Worthy Advisor is seated in the East informally until the Officers are seated in the Assembly. She is then asked to retire for Special Escort. The Worthy Advisor instructs the Drill Leader to retire and escort the Grand Worthy Advisor into the Assembly Room. The Outer Observer hands the carrying piece to the Grand Worthy Advisor and the Drill Leader PRESENTS the Grand Worthy Advisor behind the bow. The presiding Worthy Advisor greets her and then instructs the Drill Leader to escort the Grand Worthy Advisor to the East, where she is INTRODUCED and given Grand Honors.
3. The Grand Deputy(s) of the District(s)/Area(s) hosting the Official Visit, the Supreme Officer, and the Grand Worthy Advisor (in this order) are the only ones called on to speak under "Good of the Order."
4. The Assemblies should combine to present ONE card and monetary donation to the Grand Worthy Advisor and the Supreme Officer. The girls of the District(s)/Area(s) should get together to create ONE presentation.
5. The Assemblies' Grand Service donations are to be combined into one card, and the **TOTAL** for all checks should be clearly written inside the card for the Grand Worthy Advisor to read. The Grand Worthy Advisor will ask the Charity (or a representative) from each Assembly to give a brief description of how they earned the monies for their Grand Service donation. Please be sure the girls are prepared to answer her request.
6. The **check** for the **Grand Service Project donation** is to be **made payable** to: **"CALIFORNIA RAINBOW FOR GIRLS FOUNDATION"** (CRFGF). (See GWA OV Agenda)

## **OFFICIAL VISIT OF THE GRAND DEPUTY**

1. The Grand Deputy MUST make an OFFICIAL VISIT to each Assembly in her district every year before September 30th. It is appropriate to recognize the many hours of service that the Grand Deputy has given by presenting her with a card signed by the girls (and adults) and a small gift. The Assembly should plan and budget for this event.
2. The Grand Deputy Binder and Mother Advisor's Binder have complete information and a checklist of the instructions for the Official Visit of the Grand Deputy. Please follow the checklist.
3. The Grand Deputy MUST SEE ALL BOOKS of the Assembly at the time of her Official Visit or by special arrangement made with the Mother Advisor. This means the financial records, Assembly Event Binder, 501(c)(3) Binder, History Ledgers (membership records), receipt books, checkbooks, bank statements, inventory of supplies, signed/completed Line Officer forms from the "Beyond the Line" series, etc., of the Assembly. (As per the GD Checklist.)

## **GRAND ASSEMBLY SESSIONS**

1. GRAND ASSEMBLY sessions are annual and traditionally held on the weekend before Easter with the Grand Officers presiding. Grand Assembly is open to active and Majority Members of the International Order of the Rainbow for Girls in good standing; Master Masons, members of the Order of the Eastern Star, Order of the Amaranth, Order of the White Shrine of Jerusalem in good standing; parents, grandparents, and legal guardians of active and Majority Rainbow members in good standing; and non-affiliated spouses of our Sponsoring Orders and Majority Rainbow members. Many non-ritualistic sessions are open to non-affiliates who are more than welcome to attend those events.
2. Registration for Grand Assembly is required for all attendees. No one will be allowed into any sessions without registering and wearing a badge. Current dues cards of affiliated members will be required for all attendees.
3. Events at Grand Assembly include Informal Opening (Masonic Youth Session), Formal Opening (Masonic Family Session), Initiation, Majority ceremony, In Memorium, Grand Cross of Color and Service to Rainbow Ceremonies, Revelations, Formal Closing and Installation. Other events a girl may enter at Grand Assembly include talent/sewing/poetry/essay/arts and crafts competition. There are awards given for those Assemblies showing great spirit and a sports event competition is held; volleyball and obstacle course races have been held in the past.

4. Ritual competitions are held with various categories and different competitions. Check with your Mother Advisor and/or Area Grand Deputy to enter your local competition. Winners of the local area competitions will compete at Grand Assembly.
5. The “Miss Service” award is given each year at Grand Assembly to the most outstanding Rainbow Girl in the state. Each Assembly votes on who they feel has given the most outstanding “Service” in their Assembly or Community. The winner then writes an essay about Service and what it means to them and emails it to their Area Grand Deputy. These essays are not judged on punctuation, grammar or spelling but strictly on the content. The Area Grand Deputy removes the names on the essays and the Grand Deputies in that area vote on which essay they feel best exemplifies Service. The only one who knows the name of the essay writer is the Area Grand Deputy who then forwards it on the Supreme Officer. Grand Service and the Supreme Officer makes the final decision of “Miss Service” and the Service Court.

### **POT OF GOLD - CALIFORNIA’S STATE NEWSPAPER**

1. The official publication of this Grand Jurisdiction is the *POT OF GOLD*. It is your state newspaper. All Assemblies should choose a *POT OF GOLD* reporter following Grand Assembly for the ensuing year.
2. All articles are to be submitted via the Mother Advisor or her assigned adult to the *POT OF GOLD* designated email. Deadline dates are given at Grand Assembly and can be found on the [www.gocarainbow.org](http://www.gocarainbow.org) website.
3. The *POT OF GOLD* is published four times each year. There is a souvenir edition published for Grand Assembly attendees.
4. Subscriptions are available for a nominal fee. All Assemblies are encouraged to have all their Assembly members and adults subscribe to the paper.
5. The *POT OF GOLD* is a great membership tool to show prospective Rainbow Girls and their parents what California Rainbow does throughout the state. The interview committee should take an edition to the informational visit and leave it with the family.

*THE REASON FOR SUBSCRIBING TO THE **POT OF GOLD** IS TO SHARE IDEAS AND CREATE ENTHUSIASM FOR RAINBOW.*

## SOCIAL MEDIA GUIDELINES

**NO PICTURES ARE TO BE TAKEN WHILE THE BIBLE IS OPEN DURING MEETINGS AND OFFICIAL VISITS.** Videography and photography without flash are allowed while the Bible is open on the Altar at Installations and Receptions **ONLY; however**, photographers should remain seated during ritual work. No photography may distract from the ceremony. *(Gold Book, pg 33)*

### **Social Media Guidelines**

1. New technology has been embraced by the majority of people in our society and by the younger generations in particular. This technology includes social networking sites such as Instagram, Facebook, Twitter, Snapchat, TikTok and YouTube. They are considered to be an effective way to stay connected with one another as well as with prospective members and their families. Social media can be used to portray a positive image of the International Order of the Rainbow for Girls. It is a means of communication that can be used to promote the lessons of our organization across the world; however, it should be noted that the use of these sites for Assembly communications is allowed by the Grand Assembly of California **only** with strict approval, monitoring and regulation by the Advisory Board of an Assembly.
2. It should also be noted that for the purpose of these guidelines, “social media” includes any web-based medium that allows for communication in the open, including but not limited to blogs, wikis, social networking sites, weblogs or blogs hosted by traditional media publications, forums and discussion boards, video and photo sharing sites, other web sites that allow individual users or entities to use simple publishing tools, etc., and other publication medias yet to be developed.
3. In accordance with the California IORG’s Pattern for Life, girls should remember that they have signed a form that indicates that they have committed to the highest standards of character and conduct. Therefore, in using your **personal social media accounts** it should be remembered that:
  - Social networking sites should be used in a positive manner, remembering to be honest and respectful in all communications
  - All information posted should be Rainbow appropriate and accurate.
  - That all content posted will not prove embarrassing in the future, as social sites are now frequently looked at by people seeking to hire people, and by colleges as part of entrance procedures. Therefore, you should never post anything that you would not want brought up in a public meeting.
  - Members should know that these sites should not contain defamatory comments, personal insults, inappropriate language, and that failure to abide by these rules can be used to remove girls from a Grand Office or even membership in the Order.

4. Any **Assembly-owned social media accounts** in California must conform to the standards set by the Supreme Assembly and our California Grand Assembly. A Rainbow Girl or Adult who is setting up a social media account for an Assembly must follow the procedures listed in the Social Media Checklist (**Full checklist available on our website**). Additionally, on all Rainbow Assembly social media accounts our state website should be linked: [www.gocarainbow.org](http://www.gocarainbow.org).

### **California Social Media Policy Checklist for Public Assembly Accounts**

1. Do not post any photos or videos with only one (1) girl in the photo or video. It is okay to post solo photos of adults/majority members.
2. Do not post the last names of girls nor say their last names audibly in any videos. Be aware of your photos/videos that they do not include any name tags with last names.
3. Do not tag any active girls in any photos or posts.
4. Do not post any personal information of any girl including birthdays, email, address, phone, etc. For adults, please ask permission before posting any phone or email addresses.
5. Never post full addresses of where Rainbow Girls are going to be for events on any public pages. Instead you may use a general city. Addresses are posted on our state website. You can refer people there for more information.
6. Keep content relevant, interesting, and entertaining. Consider the audience and purpose of your post and adjust accordingly.
7. Make sure the content has a positive Rainbow image and is in good taste.
8. Please use the logos created by our PR Team, which can be downloaded from the website [www.gocarainbow.org/resources/public-relations-team/](http://www.gocarainbow.org/resources/public-relations-team/). Consistent branding is key to both our state-wide and local image.
9. Be aware and careful of the environment - double check photos/videos for inappropriate language or content (audio or visual) in the background, on clothing, etc.
10. Double check all posts, text and overlays for spelling and grammar.
11. Check with Mother Advisors/Grand Deputies to see if the girls have signed photo permission slips before posting photos/videos. Grand Assembly and some other events have blanketed permission slips. Grand Officers are always okay to post.
12. Before pulling any photos not taken by yourself, please ask permission to use. Avoid the use of any copyrighted images, writing, or audio (including music). It is better to use your own original images or content made by our Graphics Team rather than risk having a post flagged for copyright or plagiarism.

13. Monitor comments on posts. If a comment is hurtful to our girls, is trying to sell something or spam the comments, or portrays a very negative image of Rainbow, please delete it right away and/or bring it to the Advisory Board's attention.
14. Monitor followers on both public and private Assembly Social Media Accounts. If you see that someone has "liked" or followed and the account looks fake, scary or suspicious in any way, please bring it to the attention of the Advisory Board.
15. When in doubt, do not post. Ask first.

For more details on branding, social media safety, or help building your Assembly Social Media Page, please reach out to our PR Team and Directors and visit [www.gocarainbow.org/resources/public-relations-team/](http://www.gocarainbow.org/resources/public-relations-team/) .

### **Video Conference Guidelines**

Video conferencing, such as Zoom, Microsoft Teams, and Google Hangouts, are a valuable means of communication. We encourage Assemblies to use them for a variety of purposes including, but not limited to: fun events for prospective members, Line Officer or Advisory Board meetings, OV planning meetings, or any time when meeting in person may be difficult or impossible. Please keep the following guidelines in mind when using this technology.

- Please dress appropriately for the meeting. Rainbow casual is fine unless instructed otherwise.
- Please have your video turned on if possible - we love to see your smiling faces!
- Please be seated in front of your computer/iPad/phone. Do not lay down on the floor or a bed during a meeting.
- Please consider your background and be sure it is Rainbow appropriate.
- No eating during a virtual meeting unless instructed otherwise.
- Please mute your audio unless asked to speak. This prevents background noise from distracting others.

### **Cell Phone Policy**

#### **Overall Guidelines:**

1. Cell phone use should be balanced with real life engagement.
2. Cell phone use is a privilege that impacts our interactions with others.
3. Care should be used in sharing information with others.
4. Time spent on screen should be balanced with face-to-face interaction.

### **Meeting Guidelines:**

1. Cell phones should be muted and put away when the Bible is open and/or the Assembly is performing ceremonies.
2. Cell phones can be used during the business portion of the meeting ONLY to add upcoming events to calendars.
3. Cell phones may be used after Closing and during refreshments (for social media and photography purposes).

### **Travel and Fun events:**

1. Cell phones may be used while exchanging contact information with Rainbow Girls and Rainbow Adults.
2. Cell phones may be used to responsibly share what they are doing on social media.
3. Cell phones may be used to keep in contact with parents.

### **Grand Assembly:**

1. Girls and adults will be allowed to bring their cell phones to Grand Assembly.
2. Cell phones for girls and adults will be placed in Airplane mode during sessions (this limits the phone to taking photos and other non-internet uses such as calendars and does not permit calls, texts, messages, or apps that require internet).
3. Cell Phones are the only electronic device allowed at Grand Assembly. Girls should not bring laptops, iPads, or any other electronic devices (unless they are needed for schoolwork, in which case, discuss this with your Mother Advisor/Grand Deputy beforehand).

## **CALIFORNIA RAINBOW FOR GIRLS FOUNDATION (CRFGF)**

The California Rainbow for Girls Foundation, Inc. (CRFGF) is an Internal Revenue Code § 501(c)(3) Public Charity. The Federal Tax Identification No. is 33-093739. All donations to the Foundation are tax deductible to the full extent of the income tax law.

Donations may be made to the Foundation in **memory** or **in honor** of a loved one or a special person. Notification of the donation will be mailed to the recipient as well as the donor. Checks are made payable to the **California Rainbow for Girls Foundation, Inc.** or to **CRFGF**. Donations can be made through the California website at [www.gocarainbow.org](http://www.gocarainbow.org), click on the donate button. The donation form can be printed, filled in, and mailed with a check to the address of the Supreme Officer. You may want to select one of the following funds for your donation to go to. If so, write the name of the fund on the memo line of your check. These funds are the California Rainbow for Girls General Fund, Rainbow Scholarship Fund (General and Continuing), Anna Lind Memorial Scholarship Fund, Sara Lee and Glenn Martin Educational Memorial Scholarship Fund, McDonald Music Scholarship Fund, Grand Service Project, and Camp Harmony.

For more information about the California Rainbow for Girls Foundation, Inc., please go to the California website at [www.gocarainbow.org/crfgf/](http://www.gocarainbow.org/crfgf/).

## **CALIFORNIA RAINBOW FOR GIRLS FOUNDATION SCHOLARSHIPS**

1. Any Rainbow Girl in good standing who needs financial assistance to attend college or prepare for a particular career may apply for a scholarship. Applicants must not have attained their majority and must be current in Assembly dues as of the date scholarships are announced. Date varies by year.
2. This award is open to those who attend community college, university, or vocational school. The institution must be accredited by the U.S. Department of Education. Scholarships are paid directly to the institution, in the student's name. Funds are never disbursed to an individual student.
3. In the event a recipient does not attend an accredited school beginning the fall semester/quarter immediately following the Grand Assembly in which the scholarship was awarded, the scholarship is forfeited. Rare exceptions to this rule may be granted by the Chairman of the Scholarship Committee.
4. Scholarships are awarded for a variety of reasons including excellent GPA, financial need, participation with local Assemblies, and leadership skills. Some scholarships require applicants to study in a particular field. Applicants must carry a full-time course load (12+ units) and have a 2.8 GPA or higher. Requirements for each scholarship can be found at [www.gocarainbow.org/all-about-ca-rainbow/scholarships/](http://www.gocarainbow.org/all-about-ca-rainbow/scholarships/).
5. The California Rainbow for Girls Scholarship program aims to provide aid to those students entering community college/university/vocational school as a Freshman. Students continuing their education may be awarded scholarships if funds are available.
6. All applications must be completed by the Rainbow Girl herself. These applications can be found at the scholarship link above. Late applications will not be considered.
7. There are fraternal scholarships available to Rainbow Girls through local Masonic Lodges, Eastern Star, and other Fraternal Organizations. Visit [www.freemason.org/masonic-charities/scholarships/](http://www.freemason.org/masonic-charities/scholarships/) for more information.

## **FINANCIAL REPORTS AND REGULATIONS**

1. All Assemblies are required to maintain a complete set of financial books and records and all tax related forms for ten years. The minutes of the Assembly are to be kept forever.
2. As a charitable organization authorized under the Internal Revenue Service Code § 501(c)(3), the Assemblies can ONLY donate to another authorized IRS Code §501(c)(3) charitable organization. Under the IRS Code §501(c)(3), payments to an individual are not allowed.



3. Checks for the Assembly should be in a binder, three checks to a page, and with a carbon copy. The checks must be printed with the ASSEMBLY NAME and NUMBER and below the name written in smaller letters International Order of the Rainbow for Girls. The bank signature cards are to be updated as soon as any signer is no longer on the Advisory Board or there is a change in the Grand Deputy.
4. **REMEMBER: All Assembly checks are to be signed by ONE GIRL and ONE ADULT.** Two people from the same family are **not allowed** to sign the same check. The Grand Deputy is **not** to sign checks unless authorized to do so by the Supreme Officer.
5. If any Assembly is in possession of an Assembly Debit Card, the Assembly Debit cards **are not** to be used to make any purchases or payments for anything except for the Grand Assembly Event hotel. Please refer to the 501(c)(3) Policy and Procedure Binder for more details.
6. The **Budget Committee** is composed of **TWO RAINBOW GIRLS and TWO ADVISORY BOARD MEMBERS**. All Assemblies must operate on a budget and the budget should be reviewed and updated annually in January. The girls must approve the budget of the Assembly and each girl and Advisory Board member in the Assembly should have a copy. A copy is to be mailed to the Supreme Officer, your Area Grand Deputy, and your Grand Deputy. A copy is kept with the financial records for the year.
7. The **Audit Committee** is composed of **TWO RAINBOW GIRLS and ONE ADVISORY BOARD MEMBER**. The Audit Committee approves all bills presented at each meeting. Any bill submitted for reimbursement not on the budget must be present to the Assembly girls. They vote whether to pay the bill. The Audit Committee audits the books of the Assembly at the end of each term.
8. During the business portion of the meeting, any bills presented to the Assembly for payment not on the budget **MUST** be discussed and voted on by the girls. Advisory Board members **CANNOT** vote to spend or take money from the Assembly funds. **ANY** money made in the name of Rainbow, by **ANY** group, including parents, etc. **MUST BE DEPOSITED** into the Assembly treasury. All monies are to be turned in as **EARNED**, and **NOT HELD IN PRIVATE/PERSONAL ACCOUNTS**. Any checks written should be made payable to the Assembly.
9. **THE PURPOSE OF EACH FUND-RAISER MUST BE SO STATED ON THE FLYER AND ON ANY TICKETS SOLD.** All the proceeds, cash, and check payments are to go into the Assembly treasury. **ALL** expenses are paid by written check from the Assembly treasury. (“Bakeless Bake Sales” and “Phantom Events” are not approved as fundraisers for Rainbow Girls in California.)

10. At the end of the Term, the Recorder and Treasurer give their written reports to be used for the audit to prepare the Term Report. During the Term, if there is a change in the Mother Advisor, the Recorder, or the Treasurer, an audit report should be prepared and sent to all appropriate designees.
11. A **“Financial Report of Organization Exempt from Income Tax”** is due by **January 15<sup>th</sup>**. The timeliness and accuracy of this Report is the responsibility of the Advisory Board Chairman with the assistance of an Advisory Board Member. Any **“Financial Report of Organization Exempt from Income Tax”** is considered late starting January 22<sup>nd</sup>. There is a late filing penalty of \$10.00 per day until the report is received. The Assembly **will not** pay the penalized amount – it is the responsibility of the Advisory Board Chairman. Always keep a copy of this report for the Assembly’s records. For distribution of this Report, please refer to the instructions and the Report form.

### **501(c)(3) Charitable Organization**

1. The Grand Assembly of California and all Subordinate Assemblies of Supreme Assembly are classified under the Internal Revenue Code § 501(c)(3) as a charitable organization and under the Supreme Assembly IRS Group Exemption No.5329. The California Grand Assembly and each Assembly have been assigned their own Federal Tax Identification Number and are required to file all required Federal and State tax forms.
2. All donations to Grand Assembly or to an Assembly are tax deductible to the full extent of the income tax law. In California, all Assemblies are not incorporated in the state, they are an unaffiliated association.
3. Every Assembly has been provided with a white 501(c)(3) Policy and Procedure Binder, Revised 2020, and comprehensive training. The Advisory Board Chairman oversees updating the binder as well as assuring the Assembly complies to all the Federal and State Agency regulations and California Jurisdiction’s 501(c)(3) Policy and Procedures. The Advisory Board Chairman is required to keep a record of who is in possession of the Assembly’s 501(c)(3) Policy and Procedure Binder. Every Assembly must keep a Current Event Binder available for Fraternal or public viewing for ten years.
4. All quid pro quo payments to an Assembly or Grand Assembly are NOT tax deductible. For more information, please refer to 501(c)(3) Policy and Procedure Binder.

## **RECORDER AND TREASURER**

1. Both the **Recorder** and the **Treasurer** should each have an adult working with them, not for them. The adults may help with note taking, verifying the deposit, and instructing with check writing. Detail of your offices and samples of forms are available in the Mother Advisor's Red Binder or can be obtained by attending the Recorder/Treasurer workshop held in January and February.
2. The **Recorder** should be dressed and at her desk thirty (30) minutes prior to the start of the meeting ready to receive money and bills, prepare the triplicate form and put correspondence in order. Take accurate minutes of the meeting, entering bullet points for elections, initiations, balloting, and awards. Membership actions also need to be recorded such as: applications, affiliations, balloting, initiation, suspension, reinstatements, majority, and expulsions.
3. The **Treasurer** should receive the triplicate copy from the Recorder, verify the money, prepare the deposit, and write the checks. She will be responsible, with an adult, to make the bank deposit. It is also your responsibility to balance the bank statements.

## **YEAR-END REPORTS (Non-Financial)**

1. The Mother Advisor should receive the Grand Assembly "Fall" packet by October/November of each year. An Instruction Letter from the Supreme Officer to the Mother Advisors will be included that **MUST BE READ TO THE ADVISORY BOARD**. Notify your Grand Deputy **IMMEDIATELY** if all forms are not received.
2. The Assembly's account with Supreme Assembly **MUST BE** paid in full before the packet is mailed.
3. The Mother Advisors will receive an Annual Report Checklist included in the packet. It is **VERY IMPORTANT** that the Mother Advisor review the checklist with her Grand Deputy **BEFORE** starting the Annual Report.
4. Supreme Annual Reports are to be completed online and the hard copy is sent under seal with the Mother Advisor, Advisory Board Chairman, and Grand Deputy signatures to the Grand Assembly office.
5. All Annual Reports are to be completed and delivered to your Grand Deputy **NO LATER THAN** January 2, who will verify and sign them and mail the hard copies to the Supreme Officer.
6. Grand Assembly Registration packets are mailed based upon the date that your year-end reports are received complete and correct.

## DRESS CODE

For a full description of the California Rainbow for Girls Dress Code, please refer to the California Rainbow for Girls website [www.gocarainbow.org](http://www.gocarainbow.org).

1. All Rainbow girls and adults are expected to follow the approved dress code for California Rainbow.
2. A hoop or a slip must be worn under all formals. Crinolines are preferred. Pantaloon must be worn under a hoop and are optional under a crinoline. A few things that apply to everyone who attends our meetings, Installations or Receptions are:
  - a. Headscarves and hats (except for religious reasons), or gloves are not worn at any Rainbow meeting, Installation or Reception. It is suggested that the following be included on all invitations:  
  
**“Ladies, floor length or tea length dresses are requested. Gentlemen, please wear dress pants with shirt and tie. A jacket is optional. Thank you.”**
3. There are to be no athletic shoes or boots worn in the Assembly room.
4. Rainbow girls are encouraged to wear merit bars or officer pins; however, they are not to be put on mascots or Grand Cross of Color medallion ribbons.
5. Jackets or sweaters are not to be worn for any floor work, as arms should be free and held close to the body unless carrying flowers, a carry-in or the Bible for an Installation or a Reception.
6. Rainbow crowns are not approved for use in California.
7. No costumes of any kind are to be worn during any Rainbow meeting as long as the Bible is open or any business is being transacted. Special costumes are permitted only after the entire meeting is completed.

## GENERAL INFORMATION

1. NO SMOKING will be permitted with 25 feet of any Masonic Center entrance where girls are present.
2. All movies selected for a Rainbow Activity are to be rated "G" or "PG".
3. All Assemblies will use the "**Official Visitors Register**" supplied by Supreme Assembly.
4. Mascots must be placed in the designated area in the Assembly Room. DO NOT place them on the piano, as they obstruct the Musician's view and DO NOT put them under the officer chairs or on the pedestals.
5. Officers may have a small calendar and pen/pencil or cell phone for the business portion of the meeting ONLY to add upcoming events to the calendar. These items should be put away and cell phones muted when the Bible is open and/or the Assembly is performing ceremonies.
6. A Rainbow Girl may not serve as a Worthy Advisor or a Grand Officer and DeMolay Sweetheart or Princess at the same time, nor is it advisable for Line Officers to serve as Sweetheart or Princess concurrently. ALL Rainbow Girls need to remember that they are representing Rainbow wherever they go. Rainbow rules for conduct and dress code applies at all times, even if you belong to Jobs Daughters and/or if you are a DeMolay Sweetheart or Princess.
7. In order to foster cooperation and communication within our Masonic Family, any Rainbow Girl applying for any elective position such as Sweetheart or Princess for DeMolay at the local, divisional or jurisdiction level or Marshal for Job's Daughters shall complete form MFC (Masonic Family Communication) and present it to the Mother Advisor at least seven (7) days prior to the election.
8. It is forbidden to burn candles in ANY Rainbow ceremony. (*Gold Book, pg 34*)
9. **Meetings are not to be held on a Sunday morning.** It is recommended that NO Rainbow function be held on a Sunday morning (Exception: "Go to Church Sunday"). Installations, Receptions, and other social functions may be held on Sunday afternoons. When weekend events are scheduled covering Saturday night and Sunday morning, the girls are to provide an appropriate Devotional Service.
10. Lambskin aprons are worn on the anniversary of Rainbow (April 6<sup>th</sup>), a Rainbow funeral, the laying of a cornerstone of a Masonic Center, or wherever the girls attend in a group. They may also be worn at initiations and when exemplifying degrees for the Masonic, Easter Star, Amaranth, or White Shrine of Jerusalem groups during closed meetings. (*Gold Book, pg 8*)

## MERIT SYSTEM CHECKLIST

### ATTENDANCE

**Practices:** 5 points each (Official Visit, Initiation, Installation, Choir, Reception, Balloting, etc.)

**Visiting Other Assemblies:** 5 points each (Installations, OV, Receptions, Initiation, and Regular meetings.

These points are not to be taken if claiming points for "ProTem" Officer at same meeting)

**Area Instructionals and Leadership Trainings/Events:** 10 points

**ProTem Officer:** 15 points each (ProTem Officer in own Assembly, and others; Tributes)

Note: MUST MEMORIZE part and/or floor work

**Bring 1st Time Adult to Meeting:** 10 points each (Parent, OES, Mason, Amaranth, White Shrine of Jerusalem, Legal Guardian)

**Signing Register:** 1 point per meeting

**Wear Merit Bars:** 2 points per meeting

**Perfect Attendance for the term:** 15 points (Must have dates entered above)

**BONUS 10 points for attending ALL term events in addition to meetings**

**Grand Assembly and Supreme Assembly:** 5 points per day or 25 points for FULL Attendance. (California, Other Jurisdictions and Supreme)

### SERVICE TO YOUR ASSEMBLY

**Interview Committee:** 10 points each

**Audit/Budget Committee:** 10 points each

**Other Committees:** Chairman 10 points each - Member of Committee 5 points each

MUST WORK 75% of total committee meeting time

**Time Spent in Support of Your Assembly:** 5 points per hour

(Servings, Yard Sale, Breakfasts, Car Wash, Food Booth, etc.)

NOTE: If taking points for money, points for service hours CAN NOT be claimed as well.

Hours: \_\_\_\_\_ x 5 points per hour = \_\_\_\_\_ points

**Sales:** 1 point per \$1 sold (your own ticket sales or sale of items)

(Breakfast tickets, Candy sales, Dinner tickets, etc.)

Total \$ Sold: \_\_\_\_\_ x 1 point = \_\_\_\_\_ points

Note: Maximum 100 points

### SERVICE TO OTHER MASONIC GROUPS

**Masonic Lodges, OES, Amaranth, etc.:** 5 points per hour (without pay, unless all money is for service projects)

NOTE: If taking points for money, points for Service Hours CAN NOT be claimed as well.

Hours: \_\_\_\_\_ x 5 points per hour = \_\_\_\_\_

**Sales:** 1 point per \$1 sold (your own ticket sales or sale of items)

## **SERVICE TO YOUR COMMUNITY**

**Assembly Community Service:** 5 points per hour (city projects, tray favors, volunteer work, etc.)

NOTE: Counts only if open to ALL girls in the Assembly.

NOTE: If taking points for money, points for service hours CAN NOT be claimed as well.

**Outside Community Service:** 5 points per hour (service opportunities outside of scheduled Assembly Service events). This is for service hours ONLY.

NOTE: Verification of hours must be turned in with your Point Sheet.

NOTE: Maximum 50 points per term

## **MEMBERSHIP**

**Dues Paid on or before 1st meeting in January:** 10 points per year

**Turn In an Application for Membership to the Assembly:** 50 points each

NOTE: Points given to First Line Signer only after new member is initiated.

**New Pledge Group Member:** 15 points each

NOTE: Girl must join pledge group before points are given.

**Pot of Gold Reporter:** 10 points per article submitted on time

**Local Paper Submission:** 10 points per article published

**Masonic Groups Newsletter Submission:** 10 points per article published

## **MERIT BARS TO BE EARNED**

Merit Bars are awarded in the following order in all Assemblies:

1. **MERIT PIN** .....150 points
2. **MERIT BARS** .....100 points each
3. **POT OF GOLD** .....150 points
4. **GOLD WREATH** .....150 points

Note: Additional awards to be earned (bracelet, charms, Bible, etc.) are at the discretion of each Assembly/Advisory Board/Mother Advisor. When a girl transfers to another Assembly, her points record/History Ledger is sent with her. The Assembly receiving the affiliate should allow carry over and current points earned.

**NOTE: Turning in Point Sheet AFTER Due Date = All points NULL for that term.**

## RAINBOW SONGS

### **ONWARD CHRISTIAN SOLDIERS**

Onward Christian Soldiers, marching as to war,  
With the cross of Jesus going on before.  
Christ the Royal Master, leads against the foe:  
Forward into battle, see his banner go!  
Onward Christian soldiers, marching as to war,  
With the cross of Jesus going on before.

### **OPENING BIBLE SONG (to the tune of "Love Divine")**

On the Altar, pure and white; lies the symbol of White Light  
Open now the Book Divine, that its rays on us may shine.  
Holy Bible, Book of Faith; May Thy White Light penetrate  
Every listening heart today, lead us in Thy righteous way.

### **AMERICA**

My country 'tis of thee,  
Sweet land of Liberty, of thee I sing.  
Land where my fathers died. Land of the Pilgrim's pride.  
From every mountainside, let Freedom ring!

### **CLOSING BIBLE SONG**

Book of Faith we close Thee now; While in reverence we bow,  
Pray Thy penetrating Light will lead us safely through the night.  
Holy Bible, Book Divine, May Thy White Light ever shine  
Through our lives that all may see  
In Love and Service, we follow Thee.

### **BLEST BE THE TIE THAT BINDS**

Blest be the tie that binds  
Our hearts in Rainbow Love.  
The fellowship of kindred minds  
Is like to that above.



### **GOD BLESS AMERICA**

God bless America, land that I love  
Stand beside her and guide her  
Through the night with the light from above.  
From the mountains to the prairies,  
To the oceans white with foam.  
God bless America, my home sweet home.

### **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, sometime, some happy day.  
When all my Rainbow Dreams come true before they fade away.

### **THE STAR-SPANGLED BANNER**

Oh, say can you see by the dawn's early light  
What so proudly we hailed at the twilight's last gleaming.  
Whose broad stripes and bright stars through the perilous fight  
O'er the ramparts we watched, were so gallantly streaming.  
And the rocket's red glare, the bombs bursting in air,  
Gave proof through the night that our Flag was still there.  
Oh, say does that star-spangled banner yet wave  
O'er the land of the free and the home of the brave!

### **RAINBOW PEP SONG**

Now when a Rainbow Girl walks down the street  
She's like a million dollars from head to feet.  
She has that winning smile, she has that winning way;  
And when you see her you want to say,  
"There goes a girl I'd like to meet and know.  
She has that Rainbow spirit, pep and go."  
And when you know her, then your heart's in a twirl.  
It's hard to beat a Rainbow Girl!

## **SONGS FOR INITIATION**

### **MY FAITH LOOKS UP TO THEE**

*(Sung after Faith's first talk to the candidates inside the room)*

My Faith looks up to Thee, Thou Lamb of Calvary, Savior Divine  
Now hear me while I pray, Take all my sins away,  
O let me from this day be wholly Thine.

### **HAVE THINE OWN WAY, LORD**

*(as Faith takes the candidates to the Altar for the obligation)*

Have Thine own way, Lord; Have Thine own way.  
Thou art the Potter, I am the clay.  
Mold me and make me after Thy will.  
While I am waiting; yielded and still.

### **NEARER MY GOD TO THEE**

*(at the Altar after WA says "Arise, My **Sister**")*

Nearer my God, to Thee, Nearer to Thee!  
E'en though it be a Cross that raiseth me.  
Still all my song shall be, Nearer my God to Thee  
Nearer my God, to Thee. Nearer to Thee!

### **LOVE**

Love is the pulse that warms us all life through  
Shown by the RED ray of our Rainbow hue  
Love dwelling in our home, Love for our friends,  
Love which makes the rosy glow at Rainbow's end.

### **RELIGION**

From the heart of God above  
Comes the Orange hue so bright  
And our souls would rise in love  
Toward Religion's gift of light.

## **NATURE**

Golden Yellow is the sunshine of each day,  
Beauty grows in flowers bright and in songs gay,  
In the fluttering butterfly,  
In the clouds drifting through the sky,  
Nature gives to each girl some of her treasures.

## **IMMORTALITY**

In the ages long ago, and in the future yet to be  
Green light of everlasting life reveals Immortality.

## **FIDELITY**

Truth and Faith and honor make Fidelity.  
Blue light of devotion asks our loyalty.

## **PATRIOTISM**

America, we hail thou land of patriots true.  
We give our pledge to always serve  
The Red, the White, the Blue.

## **SERVICE**

Thus, all our Rainbow dreams help us each day, it seems.  
While on the Rainbow trail for Service stand.  
When violet shadows fall Rainbow Girls hear the call,  
"Come, maiden, each and all, give us your hand."

## GLOSSARY

### Often Mispronounced and Misunderstood Words

For more words from the Ritual and to hear the words pronounced, please go to the California Rainbow website, [www.gocarainbow.org](http://www.gocarainbow.org).

<b>Word</b>	<b>Pronunciation</b>	<b>Definition</b>
abide	<i>uh-bahyd</i>	to endure without giving in
admonition	<i>ad-muh-nish-uh n</i>	a warning
ascertain	<i>as-er-teyn</i>	to find out with certainty
asunder	<i>uh-suhn-der</i>	into parts; divided
begotten	<i>bih-got-n</i>	bring a child into existence through reproduction
bereavement	<i>bih-reev-muh nt</i>	the state of being deprived of someone especially by death
candidate	<i>kan-di-deyt</i>	one who applies for a position
cordial (adj.)	<i>kor-juhl</i>	showing warm friendliness
culled	<i>kuhld</i>	selected; chosen
decorum	<i>dih-kor-uhm</i>	good taste in conduct and appearance; orderliness
deliberation	<i>dih-lib-uh-rey-shuhn</i>	the act of thinking about or discussing things carefully
designate (noun; e.g., a person)	<i>dez-ig-neyt</i>	a person chosen but not yet installed
designate (verb; to designate the Holy Bible)	<i>dez-ig-neyt</i>	to call by a distinctive title
emulate	<i>em-yuh-leyt</i>	imitate; to strive to equal
endeavor	<i>en-dev-er</i>	strive to achieve

<b>Word</b>	<b>Pronunciation</b>	<b>Definition</b>
ensuing	<i>en-soo-ing</i>	taking place afterwards
exemplify	<i>ig-zem-pluh-fahy</i>	to show by example; to serve as an example
fidelity	<i>fuh-del-i-tee</i>	loyalty; the state of being faithful
firmament	<i>fur-muh-muh nt</i>	the sky or heavens
heed	<i>heed</i>	pay attention to; take notice of
imperishable	<i>im-per-i-shuh-buh l</i>	lasting forever
indelibly	<i>in-del-uhb-ly</i>	cannot be removed or erased
laudable	<i>law-duh-buh l</i>	worthy of praise; Praiseworthy
manifestation	<i>man-uh-fuh-stey-shuhn</i>	an outward or visible expression; a display
martial strains	<i>mahr-shuhl</i>	military songs, usually for marching
paraphernalia	<i>par-uh-fer-neyl-yuh</i>	equipment or furnishing used in or necessary for a particular activity
perpetual	<i>per-pech-oo-uhl</i>	continuing or continued without intermission or interruption; ceaseless
realm	<i>relm</i>	a kingdom
recompense (n.)	<i>rek-om-pens</i>	an equivalent return for something done
resurrection	<i>rez-uh-rek-shuh n</i>	the act of rising from the dead; the rising of Christ after His death and burial
solemnity	<i>sol-lim-nuh-tee</i>	formal or ceremonious event

<b>Word</b>	<b>Pronunciation</b>	<b>Definition</b>
sublime (adj.)	<i>suh-blahym</i>	lofty or grand in thought or manner; tending to inspire awe because of beauty, nobility, or grandeur
suppliant (n.)	<i>suhp-lee-uh nt</i>	one who earnestly and humbly asks, (especially prays to God)
undefiled	<i>un-dih-fahyl d</i>	pure
whence	<i>wenz</i>	from what place or source
whither	<i>whith-er</i>	to what place, end, point, action, or the like? to what?
wield	<i>wee-ld</i>	to govern, or rule

Common words usually not pronounced correctly for formal settings: **because, organization, our, and presentation.** Please check the website for proper pronunciation.

Green Book 2020 Edition Committee

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