

ELECTED AND APPOINTED GRAND OFFICERS - 2024-2025

RULES AND GUIDELINES

Your election or appointment as a Grand Officer for Texas Grand Assembly is an amazing honor, as well as a responsibility to yourself and to your assembly. Please thoroughly read and faithfully follow the rules and guidelines outlined below. If you have questions or concerns, please contact the individual designated to receive your reports or the Supreme Deputy. Congratulations and have a wonderful year!

General Requirements

1. You must attend **three (3) meetings** each month; these may include your own Assembly meetings.
2. Monthly reports are submitted online using the fillable form on the txiorg.com website found under Resources > Forms > Grand Officer Portal > Grand Officer Reporting. These reports should be completed by the last day of each month, and it is recommended you enter your meetings/events immediately upon your return home. A report is required regardless of meeting compliance. In this case, use any date and select #6 under Type of Event. Under Location of Event, indicate your reason for not attending required meetings. You are expected to make up for missed meetings later in the year. If you have a question about this, contact the Reporting Chairman or the Supreme Deputy immediately. You should also keep your Mother Advisor, Advisory Board, and members of your Assembly informed of your activities and verbally read your report each month at an assembly meeting, providing a written copy to the Mother Advisor.
Your reports are a **mandatory requirement** of your office and must not be neglected. **Mandatory!**
3. You must be present at Grand Assembly when your name is called and be present at the Installation for the appointment to be valid. You must also be present at Grand Assembly at the close of your year to be considered a Past Grand Elected or Appointed Grand Officer.
4. Grand Floor Officers and **all** Grand Appointments must attend the General Banquet and all other meal functions / events at Grand Assembly.
5. **All** Grand Appointments must earn an "A" Certificate either at Grand Assembly or another time during the year.
6. Very important: You must follow the Dress Code of the International Order of the Rainbow for Girls as adopted for the Grand Assembly of Texas and any modifications and/or supplements that may be made to that dress code, including noted items as stated in these Rules and Guidelines. Also, note special rules for Grand Officers, see # 7 below. In all cases, your clothing should be clean, neat and freshly pressed and shirts are worn "tucked in." Your appearance is a model for all Rainbow girls, and you are expected to follow the dress code implicitly.
7. **Grand Floor Officers must purchase the Grand Assembly formal.** The Grand Assembly formal is also **required** for the Flag Bearers. Other Grand Appointments may purchase the Grand Assembly formal. Formals are to be hemmed 1" from the floor with the same type of hem as the original formal. Heels should be no higher than 2". All hair must be worn back from the face and long hair worn behind the shoulders.
8. As a Grand Officer, you will be expected to fulfill certain duties related to your office that may be assigned to you for the Grand Assembly Session.
9. Inappropriate or abusive language or behavior will not be tolerated. Use of such language or behavior is a valid reason for removal from office.
10. Smoking/Vaping: Smoking or vaping is prohibited and is a valid reason for removal from office.
11. Alcohol and Illegal or Controlled Substances: Drinking is absolutely prohibited, as well as social media images, posts, or innuendos of drinking. The same is true regarding illegal or controlled substances. Any of these will result in removal from office.
12. Bullying in any form (in person, written, electronic or via social media platforms) will not be tolerated and will result in removal from office.
13. The use of Cell Phones at a Rainbow function by a Grand Officer is prohibited unless asked to do so by an adult. This is a matter of Courtesy and Respect. In case of emergency, Adults will be present and can reach your parents, otherwise there should be no reason for Cell Phone usage of any type (phone, text, etc.). It is your responsibility as a Grand Officer to participate in the event taking place with your undivided attention and energy.

Resignations and Replacement

1. Should you fail to meet any of the above requirements, you will be expected to resign your appointment. If you fail to resign, you will be removed.
2. You must return your Grand Officer sash, traveling pin and any other item of your Grand Office to the Presiding Supreme Officer or the Reporting Chairman immediately.

Attire and Appearance

1. See No. 6 and No. 7 above.
2. Invitations to special events may suggest appropriate attire.
3. Neither dresses nor formals should be strapless or "bare." **Straps should be wide enough to cover your bra strap.** No hoops dresses or petticoats are permitted.
4. No midriff (or short tops revealing "skin"), nor extremely lowcut dresses, nor too-tight clothing should be worn. Short shorts and distressed, "ragged" or "holey" jeans are never appropriate. Undergarments should not be visible. Visible tattoos or body piercings (excluding **two sets** of ear piercings) are **not** appropriate. Tattoos should be totally covered.
5. No head covering (large bows/headbands, fascinators, hats, crowns) or gloves should be worn. Headbands may be allowed if they are narrow and the color of your hair. **VERY IMPORTANT:** Your hair must be worn back from your face. You may wear barrettes to achieve this.
6. Texas Uniform (official polo shirt and black skirt) worn with black flats or heels that are no higher than 2 inches is appropriate for travel and stated meetings. Grand Floor Officers may have a special polo shirt each year which becomes part of their Texas Uniform.

Grand Assembly Session Courtesies

As an Elected or Appointed Grand Officer of Rainbow, other Rainbow Girls are looking to you for exemplary behavior. Be a good role model. Courtesy is not limited to these few suggestions.

1. Elevators: Use utmost courtesy! There are other guests using the elevators.
2. Hotel common areas: Be conservative in your conversation and behavior. Be ladylike and a good example to strangers as to the courtesy of Rainbow Girls. You may be the first or only impression others have of Rainbow. Make sure that it is a **good** impression.
3. Check with the adult in charge before leaving your floor for any reason. You are to leave only with your Chaperone(s).
4. Curfew will be observed!
5. Do not chew gum during any Session. Sleeping during Sessions is certainly not acceptable.
6. During the Sessions: Please remain in your seat. You may leave for emergencies only.
7. For safety reasons, you should not be in a parking area, hallway or be alone at any time.
8. Any damage to a hotel room will, of course, be your responsibility. Damage will not be tolerated.
9. Your personal mascot, stuffy, or toy will not be allowed in the Grand Assembly Room.

Traveling Courtesies

Visit and mingle with everyone in the areas visited and meet all girls that you do not yet know.

1. **Always** have in your possession a signed medical release form and a telephone number in case of an emergency. This is mandatory, no exceptions! See attached form to carry with you.
2. Meet and socialize with all the girls in an Assembly and in an area. Also try to get to know other Grand Officers; do not pair off or into cliques, or always be with the same girls. Treat all Grand Officers and Rainbow Girls the same.
3. **DO NOT** tell Assemblies what to do or instruct, even when asked, and you will be asked! Be kind and gracious; refer them to the Ritual, the Mother Advisor, or Grand Deputy.
4. Always **RSVP** by the date specified on all invitations.
5. Do NOT wear short shorts. Take walking shorts, appropriate jeans, and pants to wear and comfortable colored dresses.
6. Do NOT take bikinis or one-piece swimwear with immodest cutouts. One-piece swimsuits are best. **Modest** two-piece swimsuits are acceptable. Remember to take a swimsuit cover-up.
7. Always be prompt, arriving at least 10 minutes early. Never have an activity delayed waiting on you.

4. If rooming with other girls, remember to allow plenty of time to get dressed; others also need to get dressed. If you are a slow dresser, arrange to start first.
5. Respect the people and the homes you stay in. Always try to be as neat as possible. Keep all your clothes and belongings together. Remember to always pick up behind yourself – this includes meals.
6. It would be nice to leave a small gift for your host family. This does not need to be expensive.
7. Always have sufficient money with you. The host assembly does not pay for everything. You may also want to buy special treats or keepsakes. Read your invitation for information about the cost of activities.
8. Do not presume that transportation is provided. Know your transportation to and from places before you leave your home.
9. Do not leave a meeting or function before it is over.
10. **Send thank you notes** promptly after your visit – preferably within a week!

NOTE: If you feel that you are unable to accept these Requirements and Guidelines, the Grand Office **should not** be accepted. *Please contact the Supreme Deputy immediately.*

Parent/Guardian: Please share any medical conditions, diagnoses or limitations that may hinder your daughter or limit her success in the performance of her Grand Officer duties.

My signature on the **Letter of Agreement for Grand Floor Offices and on the Contract for All Grand Officers – Elected and Appointed** will confirm our acceptance of these **Rules and Guidelines** as well as those stated in the **Contract**.

Signature of Rainbow Girl

Date

Signature of Parent/Guardian

Date

SEND ONE COPY TO SUPREME DEPUTY WITH APPOINTMENT FORMS

Rainbow Member Consent and Release Form

Last Name First Name Birth Date

Address City, State, Zip

Insurance Company Policy-ID Number/Group No.

I hereby give my consent for the above-named girl to engage in the events and activities of the International Order of the Rainbow for Girls and to accompany an Assembly, or other Rainbow group, as a member of the International Order of the Rainbow for Girls on its trips or activities. This consent is also given for participation in regularly or specially called meetings of the International Order of the Rainbow for Girls.

If emergency service involving medical attention or treatment is required, I hereby give my consent for the above-named girl to be given medical care by a licensed doctor and/or hospital selected by the group leader or leaders or emergency medical personnel, if the group leader or leaders are unable to do so.

I hereby state that I am financially responsible for the medical treatment necessary for the health and safety of the above-named girl.

I hereby release and forever hold harmless the International Order of the Rainbow for Girls, the Grand Assembly of Texas and _____ Assembly # _____, and any adults working with these groups, from all liability incurred, due to accidents, illness, injuries, damages, and losses.

Signed _____ Date _____

Address _____

Phone _____ Relationship _____

Witness _____ Witness _____

In case of emergency, please contact:

Name _____ Phone _____

Address _____

Relationship _____

Please note any special medication information, allergies, or current medications (dosage and frequency) for the above-named girl.

(This form, or a comparable medical form, should be with girl at all times when on Rainbow outings.)