

**2016 REVISED
CONSTITUTION AND BYLAWS
OF
JOB'S DAUGHTERS INTERNATIONAL**

TRADEMARK REG. U.S. PATENT OFFICE



Reformatted per Strategic Plan, approved at July 27, 2016 Supreme Session
Jeannie Link-Johnson Supreme Guardian
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By the Strategic Planning Implementation Group

Revised by Authority of

**JOB'S DAUGHTERS INTERNATIONAL
SUPREME GUARDIAN COUNCIL**

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**CONSTITUTION AND BYLAWS
REVISION COMMITTEE**

1984-1987
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Mrs. Fran Harmon, PGG
Mr. A.B. "Tom" Harmon, PAGG, Chairman

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Mrs. Hazel A. Gray, Supreme Guardian
Mr. Jack Halstead, Associate Supreme Guardian
Ms. Susan M. Goolsby, MM, RP, Executive Manager

LANDMARKS

Job's Daughters was organized and consent obtained from J. B. Fradenburg, the Most Worshipful Grand Master of the Grand Lodge of Nebraska, the Worthy Grand Matron of Nebraska, Mrs. Anna J. Davis, and the Worthy Grand Patron, James E. Bednar, Order of the Eastern Star of Nebraska, to work under the following landmarks:

- First To be known as Job's Daughters.
- Second Membership to be composed of developing girls who believe in God and bear a Masonic relationship.
- Third The meeting place to be called a Bethel.
- Fourth The teachings based on the "Book of Job" (with special reference to the 42nd chapter, 15th verse).
- Fifth To be taught in three epochs (not degrees).
- Sixth Motto "Virtue is a quality which highly adorns woman."
- Seventh The emblems to be the Open Book, Horn of Plenty, and the Lily of the Valley.
- Eighth Requiring all members, guardians, and visitors to assume a pledge, based on honor.
- Ninth To be a democratic organization with the right of appeal to a supreme authority, with all members and guardians amenable to the laws.
- Tenth A Supreme Guardian Council with Constitution and Bylaws in conformity with the landmarks governing Supreme Guardian, subordinate Guardians, and Bethel members.

Ethel T. Wead Mick, Founder

**CONSTITUTION OF THE
JOB'S DAUGHTERS INTERNATIONAL
SUPREME GUARDIAN COUNCIL**

**ARTICLE I
NAME**

Section 1. Name

- (a) The name of this organization is Job's Daughters International, also known as the Supreme Guardian Council of the International Order of Job's Daughters, a non-profit organization designated tax exempt under Sec. 501(c)(3) of the Internal Revenue Code of 2000, United States Treasury Department.

Section 2. Headquarters

- (a) The headquarters of the SGC shall be at a location selected by the Board of Trustees and approved by the SGC.
(b) Keys to the office of the SGC shall be entrusted to the Executive Manager and the Chairman of the Board of Trustees.

**ARTICLE II
OBJECT AND SCOPE**

Section 1.

- (a) The object of the SGC is to have jurisdiction over JDI and to band together girls for spiritual and moral up building, to develop leadership, to seek knowledge, to teach love of God, love of Country, respect for its Flag, love of home and family, and reverence for the teachings of the Holy Scriptures.
(b) The official philanthropic project of JDI is the HIKE Fund.

Section 2. Scope

- (a) Job's Daughters International is international in scope and is composed of:
- (1) The Supreme Guardian Council
 - (2) Grand Guardian Councils
 - (3) Jurisdictional Guardian Councils
 - (4) Bethel Guardian Councils
 - (5) Bethels
 - (6) Such other groups as may be approved by the Supreme Guardian Council, which are not chartered.
 - (7) Countries or territories licensed by the Board of Trustees and the Executive Members of the Supreme Guardian Council.
- (b) Job's Daughters International shall be governed by Rules and Regulations consisting of:
- (1) The Ritual Book as approved by the SGC for the governance of Bethel meetings.
 - (a) Due to legislated time frames for the revision of the Ritual, changes to Bethel Bylaws and Standard Operating Procedures may supersede the Ritual until the next revision.
 - (2) Policy Documents issued by the Board of Trustees for governance of the business.
 - (3) Constitutions.
 - (4) Bylaws.
 - (5) Standard Operating Procedures (SOPs).

**ARTICLE III
AUTHORITY**

Section 1.

- (a) The SGC is vested with the power to legislate for and on behalf of the Order. All subordinate bodies and groups derive their power from it. The SGC does not control, manage or operate the day-to-day decisions and activities of the subordinate bodies and groups (Art II, Sec. 2 (a) (2-6)).
(b) These organizations listed in Art II Sec. 2 (a) (2-5) may adopt Rules and Regulations that are consistent with the Rules and Regulations of the SGC.
(c) Instructions for the government of such other groups approved under Art. II, Sec. 2(a)(6) are included in a separate set of Rules and Regulations consisting of Bylaws and Standard Operating Procedures for that group.
(d) All changes to Constitutions, Bylaws and Standard Operating Procedures require approval of the appropriate Jurisprudence Committee before they become effective.

Section 2. Jurisdiction

- (a) The authority to create or recognize foreign Supreme Guardian Councils or any other independent organization empowered to conduct Job's Daughters' operations is reserved to the Executive Members of the SGC and the Board of Trustees of Job's Daughters International.
- (b) The jurisdiction of Job's Daughters International includes all territories where the United States of America exercises powers of government, countries where it has established Bethels over which no other organization has been granted Job's Daughters jurisdiction, and countries where there are no Bethels.
- (c) Job's Daughters International may give or receive jurisdiction over a Bethel located outside of the United States of America to or from a regular Supreme Guardian Council or such other Job's Daughters organizations as it may deem appropriate.
- (d) Job's Daughters International may permit a regular Supreme Guardian Council or such other Job's Daughters organization as it may deem appropriate to act on its behalf outside of the United States of America, for the time and with the limitations it sets.

**ARTICLE IV
MEMBERSHIP**

Section 1.

- (a) The SGC consists of the SGC Officers, Grand Guardians, Associate Grand Guardians, Vice Grand Guardians, Vice Associate Grand Guardians, Past Grand Guardians, Past Associate Grand Guardians, Jurisdictional Guardians, Associate Jurisdictional Guardians, Past Jurisdictional Guardians and Past Associate Jurisdictional Guardians who are in good standing in their respective GGC/JGC jurisdictions.
- (b) See B-SGC, Art. XXVI Sec. 1 concerning loss of membership on the SGC.

**ARTICLE V
OFFICERS AND THE BOARD OF TRUSTEES**

Section 1. Officers

- (a) Elective Officers: The elective officers shall be the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Vice Associate Supreme Guardian, Supreme Guide, Supreme Marshal, Supreme Inner Guard, and Supreme Outer Guard.
- (b) Appointive Officers: May be any of the following: Supreme Secretary, Supreme Treasurer, Supreme Chaplain, Supreme Librarian, Supreme Director of Music, Supreme First Messenger, Supreme Second Messenger, Supreme Third Messenger, Supreme Fourth Messenger, Supreme Fifth Messenger, Supreme Senior Custodian and Supreme Junior Custodian.
- (c) Executive Officer: The Supreme Guardian shall be the Executive Officer of the SGC.
- (d) Executive SGC: The Executive SGC shall consist of the elective officers of the SGC.

Section 2. The Board of Trustees

- (a) The Board of Trustees shall consist of nine (9) members.

Section 3. Executive Manager

- (a) The Executive Manager shall be an appointee of the Board of Trustees.

**ARTICLE VI
ELIGIBILITY**

Section 1. General

- (a) To be eligible to serve as an officer of the SGC or as a member of the Board, men holding the office of Associate Supreme Guardian, Vice Associate Supreme Guardian, Supreme Inner Guard, Supreme Outer Guard, or any other office, must be Master Masons (See POL-BOT-2). Women must have attained the age of twenty (20) years and have the required Masonic relationship (See SOP-Bethel-12-1 3 (a)).

- (b) All elected and appointed officers and all members of the Board of Trustees shall be members of the SGC and all elected and appointed officers and members of the Board of Trustees shall be CAVs.

Section 2. Additional Requirements

- (a) No person shall be eligible to the office of Supreme Guardian or Associate Supreme Guardian who has not served, or who is not completing service, as an elective officer of the Executive SGC for a period of one (1) term.
- (b) No person shall be eligible to the office of Supreme Guardian or Associate Supreme Guardian who has not previously served a full term in the office of Grand Guardian or Associate Grand Guardian of a GGC.
- (c) Past Bethel Guardians and Past Associate Bethel Guardians for Bethels under Supreme who are voting delegates may be eligible to serve as appointed officers in the Supreme Guardian Council. No more than three (3) appointed offices shall be appointed from Bethels under Supreme Jurisdictions.
- (d) No Supreme Guardian or Associate Supreme Guardian shall be eligible for reelection.
- (e) No member of the SGC shall hold two (2) offices in the SGC at the same time.
- (f) No more than three (3) members of the Board of Trustees may be Past Supreme Guardians and/or Past Associate Supreme Guardians.
- (g) Any member of the Board of Trustees, having served the term for which she/he was elected, or who resigns from that office for any reason, shall be ineligible for election or reelection to the Board of Trustees until one (1) year after her/his term has expired. This does not apply to members appointed by the Supreme Guardian to fill vacancies.
- (h) A member of the SGC serving as a member of the Board of Trustees shall not be eligible for an elective office of the SGC until she/he has completed, or is completing, the term for which she/he was elected.
- (i) No two (2) members of the SGC, related by blood or marriage, shall be eligible to serve on the Board of Trustees at the same time.

ARTICLE VII ELECTION, VOTING PRIVILEGES, AND PROXY

Section 1. Election of Elective Officers (C-SGC, Art V, Sec 1 (a))

- (a) (See B-SGC Art. XXII, Sec. 1 (a))
- (b)-(c) (See SOP-SGC-8)
- (d)-(e) (See B-SGC Art. XXII, Sec. 1 (d)-(e))

Section 2. Election of New Members of the Board of Trustees (See B-SGC, Art. VI, Sec.1 (b))

- (a) (See B-SGC Art. XXII, Sec. 2 (a))
- (b) (See SOP-SGC-8)
- (c)-(d) (See B-SGC Art. XXII, Sec. 2 (c)-(d))

Section 3. Voting Privileges. (See B-SGC Art. XXII, Sec. 3 (a) – (b))

Section 4. Proxy. (See B-SGC Art. XXII, Sec. 4)

ARTICLE VIII APPOINTMENTS

Section 1.

- (a) Appointive officers shall be appointed by the incoming Supreme Guardian and announced at the Annual Session.

ARTICLE IX TERM

Section 1.

- (a) All officers shall be elected or appointed for a term of one (1) year, or until the close of the next Annual Session. They shall continue to perform the duties of their office until their successors have been installed.

- (b) New members(s) of the Board shall be elected to serve for three (3) years or to fill vacancies.

ARTICLE X INSTALLATION

Section 1. (See B-SGC Art. XXIII, Sec. 1)

ARTICLE XI VACANCIES

Section 1. Elected Officers. (See B-SGC Art. XXIV, Sec. 1)

Section 2. The Board of Trustees. (See B-SGC Art. XXIV, Sec. 2)

ARTICLE XII MEETINGS

Section 1. Frequency . (See B-SGC Art. XXV Sec. 1)

Section 2. Opening. (See B-SGC Art. XXV Sec. 2)

Section 3. Business Session. (See B-SGC Art. XXV, Sec. 3)

Section 4. Reports. (See SOP-SGC-13)

ARTICLE XIII DUTIES AND POWERS OF THE SUPREME GUARDIAN COUNCIL

Section 1. Duties and Powers

(a) – (i) (See B-SGC Art. 1 Sec. 1 (a-i))

- (j) See that all those authorized to sign checks and/or those who have access to the securities of the SGC are bonded by an acceptable surety company in such amount as may be required by the Finance Committee but not less than the amount of funds or securities in their charge at the close of the fiscal year. The premium for said bond shall be paid from the funds of the SGC. Said bond shall be approved by the Supreme Guardian and the Associate Supreme Guardian and shall be in the custody of the Board.

(k) – (l) (See SOP-SGC-5)

ARTICLE XIV THE BOARD OF TRUSTEES

Section 1. General

(a) (See B-SGC Art. VI, Sec. 1 (a))

- (b) At each Annual Session a member or members other than the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, or Vice Associate Supreme Guardian shall be elected to serve for three (3) years, or to fill vacancies.

Section 2. Members.

- (a) The Board shall consist of the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Vice Associate Supreme Guardian, and five (5) elected members. (See C-SGC 3, Art VI, Sec 2 (e)).
- (b) The Executive Manager shall serve as the Secretary to the Board.

Section 3. Responsibilities and Duties of the Board (See B-SGC Art. VI Sec. 3)

Section 4. Duties of the Executive Manager (See B-SGC Art. VI Sec. 4)

Section 5. Meetings (See SOP-SGC-13)

**ARTICLE XV
SUPREME DEPUTIES AND ASSISTING SUPREME DEPUTIES**

Section 1. Eligibility/Appointment

- (a) Supreme Deputies need not be members of the SGC but must be a PBG or PABG. An officer of the SGC may be appointed as a Supreme Deputy.
- (b) Assisting Supreme Deputies need not be members of the SGC but must possess the eligibility required for a member of a BGC. Assisting Supreme Deputies shall not be entitled to vote at the Annual Session by reason of such appointments.
- (c) Appointment of Supreme Deputies and/or Assisting Supreme Deputies shall be for one (1) year, but they are eligible for reappointment. All interim appointments shall terminate at the close of the next Annual Session.

Section 2. Duties (See B-SGC Art. VII Sec. 2)

Section 3. Expenses (See SOP-SGC-18)

Section 4. Supplies (See SOP-SGC-18)

**BYLAWS OF THE
SUPREME GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
DUTIES AND POWERS OF THE SUPREME GUARDIAN COUNCIL**

Section 1. Duties and Powers

- (a) Adopt and amend Constitutions and Bylaws governing the powers and duties of officers and members of the SGC and all subordinate organizations of the Order.
- (b) Provide general direction and guidance regarding the affairs of the entire organization.
- (c) Act upon all matters arising in jurisdictions wherein no GGC exists.
- (d) Issue charters and dispensations in jurisdictions wherein no GGC exists.
- (e) Decide all questions of law and procedure which may arise under the Constitution and Bylaws of the organization.
- (f) Vote on recommendations for location of the Annual Session.
- (g) Prescribe by two thirds (2/3) vote of the members present and voting at the designated Annual Session of the SGC a Ritual and Music Ritual for opening and closing of Bethels, conferring the epochs and other ceremonies which shall be copyrighted in the name of the SGC, all of which shall remain the property of the SGC. The next adoption of a revised Ritual and Music Ritual shall take place at the 2011 Annual Session and every fifteen (15) years thereafter. Proposed additions, deletions and changes in the Ritual shall be submitted to the Revision Committee. (B-SGC Art. XI Sec. 7).
- (h) Prescribe by two thirds (2/3rds) vote of the members present and voting at the designated Annual Session of the SGC (other than the year of the adoption of the revised Ritual and Music Ritual) the official Book of Ceremonies of the SGC to be used by the SGC, GGCs, JGCs, and Bethels under Supreme. Proposed additions, deletions and changes in the Book of Ceremonies shall be submitted to the Revision Committee (Art. XI Sec. 11).
- (i) Adopt and approve changes to Rules and Regulations for:
 - (1) Supreme Bethel;
 - (2) Miss International Job's Daughter Pageant; and
 - (3) Degree of Royal Purple.
- (j) **(See C-SGC Art. XIII Sec. 1)**
- (k)-(l) **(See SOP-SGC-5)**

**ARTICLE II
DUTIES OF THE EXECUTIVE SUPREME GUARDIAN COUNCIL**

Section 1. Duties

- (a) The Executive SGC shall perform such duties and exercise only those powers assigned to it by the law.
- (b) In conjunction with the Board of Trustees, approve the licensing of countries and territories to operate under the name of Job's Daughters International.

Section 2. Meetings

- (a) A meeting of the Executive SGC may be called by the Supreme Guardian, or shall be called upon the request of six (6) members of the Executive SGC. All members must have at least thirty (30) days notice in writing of such meeting.

Section 3. Quorum

- (a) A majority of the members of the Executive SGC shall constitute a quorum; however, a majority vote of the members of the Executive SGC shall be necessary to decide any question. At least one (1) of the first four (4) officers named in C SGC Art. V, Sec. 1 (a), must be present and preside.

**ARTICLE III
DUTIES OF THE SUPREME GUARDIAN**

Section 1. General

- (a) The Supreme Guardian is vested with the general powers of an executive officer, the following specific duties, and such other duties assigned by the Constitution and Bylaws;
- (1) Call special meetings of the Executive SGC or the SGC.
 - (2) Preside at all meetings of the Executive SGC or the SGC.
 - (3) Serve as a member of the Board of Trustees.
 - (4) Serve as a member ex officio of all committees with the right to discuss and vote on all questions. This does not include the Appeals and Grievances Committee.
 - (5) Announce, as soon as practicable after convening the Annual Session, the names of persons substituting on standing committees and such other committees as are necessary for the transaction of business during the Annual Session.
 - (6) To appoint
 - (a) Deputies and Assisting Deputies. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive manager.
 - (b) Members to all committees and designate chairman. All committee appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
 - (7) Convene any Bethel under Supreme, any GGC, or the SGC for the purpose of settling disputes, inspecting the proceedings, or requiring obedience to the Constitution and Bylaws of the SGC.
 - (8) Suspend the function and/or the Charter of any JGC and the function of any Bethel under Supreme for good and sufficient reasons.
 - (9) Suspend or revoke the Charter of any GGC for good and sufficient reasons.
 - (a) An affirmative vote of not less than six (6) members of the Executive SGC shall be required for such action.
 - (b) The Jurisprudence Committee shall notify the Supreme Guardian within sixty (60) days after her request concerning the legality of any contemplated action before that action is taken.
 - (c) Failure of the Jurisprudence Committee to comply shall immediately empower the Executive SGC to institute action on its own volition.
 - (d) If a GGC becomes inactive or its Charter is revoked or withdrawn, its paraphernalia and other property shall become the property of the SGC. The Supreme Guardian shall take any necessary action to secure the same. In the event a JGC is formed (See SOP-JGC-10) its paraphernalia and other property shall become the property of the JGC which shall be accountable for same.
 - (10) Issue dispensations to form new Bethels in jurisdictions wherein no GGC exists. (See SOP-Bethel-12)
 - (11) Issue special dispensations to Bethels under Supreme. (See SOP-Bethel-18)
 - (12) Serve as custodian of the Official Seal of the SGC.
 - (13) Review all requests from Bethels, either Grand, Jurisdictional or under Supreme, requesting that they be allowed to become a Bethel under another jurisdiction. If the geographic location is such that it allows a Bethel to participate in a more active manner in another location, the Supreme Guardian may, after advising with the Executive members of the SGC, of the GGCs and/or JGCs involved, authorize the jurisdiction to expand its authority over the Bethel(s) making this request.

Section 2. Institution, Reinstitution of Bethels

- (a) The Supreme Guardian shall personally institute/reinstitute a new Bethel under Supreme, unless she deems it advisable to delegate a Supreme Deputy to institute/reinstitute for her.
- (b) Appoint inspecting officer for instituting, reinstituting and chartering a Bethel.

Section 3. Official Visit

- (a) The Supreme Guardian shall visit officially all JGCs and Bethels under Supreme except Bethels which have been instituted less than three (3) months prior to the end of her term.

- (b) An official visit is defined as the period or periods of time scheduled for the Supreme Guardian to conduct official business with the Bethel members, Bethel Guardian and the BGC. An official visit shall include an appropriate ceremony or other activity that has the aim of promoting communications between the Supreme Guardian and the Bethel members.
- (c) If not already accomplished by the Supreme Deputy or Assisting Supreme Deputy immediately prior to the official visit, the Supreme Guardian shall inspect the minutes of the BGC meetings, Bethel books, records, and annual reports (See B-SGC Art. VII Sec. 2 (a) (9)). After being satisfied that the books are in order the Supreme Guardian shall sign attesting to their condition.
- (d) The Supreme Guardian, with the Bethel Guardian, shall meet with the BGC.
- (e) The Supreme Guardian, or her representative, shall meet with members of a JGC and review their progress in promoting the Order in their Jurisdiction. She also shall visit at least one Bethel to inspect the work and the condition of the Bethel.

Section 4. Written Report

- (a) At each Annual Session, the Supreme Guardian shall submit a written report on the condition of the Order. She shall also make recommendations for the good of the Order as she deems necessary. An itemized expense account covering transportation and lodging shall be included in her report. This report shall be referred to the Distribution Committee.

Section 5. Rulings

- (a) Rulings of the Supreme Guardian not contrary to existing law shall be in effect until the next Annual Session. Such rulings shall not become law unless presented in the form of an amendment and adopted as provided in the Constitution and Bylaws.

Section 6. Official Seal and Records

- (a) Immediately after the installation, the retiring Supreme Guardian shall turn over to her successor the Official Seal, all financial reports, business records and Bethel, GGC and JGC Bylaws which are in her possession.

ARTICLE IV DUTIES OF OTHER ELECTED OFFICERS

Section 1. Reports

- (a) At the Annual Session, the following Supreme Officers shall make a brief report of her/his activities during the term.

Section 2. The Associate Supreme Guardian shall:

- (a) Assist the Supreme Guardian in the performance of the duties of her office.
- (b) Preside at meetings in the absence of the Supreme Guardian and the Vice Supreme Guardian, and at other times when requested to do so.
- (c) Advise the Supreme Guardian on all matters pertaining to the Order and subjects bearing on the relationship of the Order to Freemasonry.
- (d) Make himself thoroughly familiar with all laws pertaining to the Order.
- (e) Serve as a member of the Board of Trustees.
- (f) Serve as a member ex officio of all committees with the right to discuss and vote on all questions. This does not include the Appeals and Grievances Committee.

Section 3. The Vice Supreme Guardian shall:

- (a) Assist the Supreme Guardian and assume her duties during her disability or absence from the United States and Canada. In the event of death or permanent disability of the Supreme Guardian, the Vice Supreme Guardian shall become the acting Supreme Guardian until the close of the next Annual Session. (See B-SGC Art. XXIV Sec. 1 (a)).
- (b) Prepare Certificates of Appointment (Form 191). After installation as Supreme Guardian, return prepared certificates to the Executive Manager with instructions for mailing originals.

- (c) Approve the Manual and any amendments thereto adopted by any GGC before they become effective, when recommended by the Jurisprudence Committee.
- (d) Approve the Uniform Code for Bethels, and any amendments thereto, for Bethels under Supreme when recommended by the Jurisprudence Committee before they become effective.
- (e) Approve the Rules and Regulations for Mothers', Fathers', or Parents' Clubs, and any amendments thereto, for Bethels under Supreme when recommended by the Jurisprudence Committee before they become effective.
- (f) Before the close of the Annual Session, as newly installed Supreme Guardian, appoint and announce the standing committees listed in B-SGC Art. X below.
- (g) Immediately after the installation, the retiring Vice Supreme Guardian shall turn over to her successor all Bethel and GGC Bylaws which are in her possession.
- (h) Serve as a member of the Board of Trustees.

Section 4. The Vice Associate Supreme Guardian shall:

- (a) Assist the Associate Supreme Guardian and assume his duties during his disability or absence from the United States and Canada. In the event of death or permanent disability of the Associate Supreme Guardian, the Vice Associate Supreme Guardian shall become the Acting Associate Supreme Guardian until the close of the next Annual Session. (See B-SGC Art. XXIV Sec. 1 (b))
- (b) Serve as a member of the Board of Trustees.

Section 5. The Supreme Guide shall:

- (a) Bring such matters before the SGC as may promote the expansion and growth of the Order. At the Annual Session, she shall make a detailed report of her findings to the proper committee(s) for final action.
- (b) Submit to the Supreme Guardian the name of a voting delegate of the SGC who will serve as Chairman of the Session Arrangements Committee when she is installed as Supreme Guardian. This shall be done within fifteen (15) days after her installation as Supreme Guide.

Section 6. The Supreme Marshal shall:

- (a) Assist the Supreme Guide.
- (b) Present National Emblems at the opening of the Annual Session.
- (c) Present at the Annual Session such patriotic ceremonies as requested by the Supreme Guardian.
- (d) Give suggestions and advice relative to special patriotic programs to Bethels under Supreme when requested by them and to GGCs when requested by the Grand Guardian.
- (e) Perform such other duties as may be assigned to her by the Supreme Guardian.

Section 7. The Supreme Inner and Supreme Outer Guards shall:

- (a) Guard the doors of the SGC room.
- (b) See that the SGC is not unduly interrupted while in session.
- (c) Assist the Supreme Marshal with the Flag Ceremony.
- (d) Perform such other duties as may be assigned to them by the Supreme Guardian.
- (e) Contact and keep in touch with the Officers and members of the Masonic Fraternity and its appendant/related organizations and endeavor to interest them in organizing Bethel.
- (f) Educate other Masonic related bodies about Job's Daughters.
- (g) Protect the interest of the Order.

**ARTICLE V
DUTIES OF APPOINTED OFFICERS**

Section 1. The Supreme Chaplain shall:

- (a) Prepare and present to the SGC a suitable memorial service for departed members of the SGC, JGCs, BGCs and Bethel members under Supreme.
- (b) **(See SOP-SGC-4)**

**ARTICLE VI
THE BOARD OF TRUSTEES**

Section 1. General

- (a) The Board shall conduct the business affairs of the SGC not otherwise delegated.
- (b) **(See C-SGC Art. XIV Sec. 1 (b))**

Section 2. Members (See C-SGC Art. XIV, Sec. 2)**Section 3. Responsibilities and Duties of the Board**

- (a) It is also the responsibility of the Board to hire an Executive Manager and to assure that additional staff support is available to perform the work of the Order in an effective, efficient and timely manner.
- (b) The duties of the Board are as follows:
 - (1) Establish the business procedures and supervise the operation of the International Center.
 - (2) Determine the successful bidders for all purchases of the SGC.
 - (3) Approve the selection of a Federally insured bank(s) to handle the financial affairs of the Order. Insure that a safe deposit box(es) is obtained to keep all securities, surety bonds, patents and copyright records and a complete file on all editions of the Ritual and other valuable documents. Access to the same shall be granted to the Executive Manager, a member of the Board and one other Officer or member of the SGC appointed by the Supreme Guardian.
 - (4) With the advice of the Finance Committee invest any surplus funds of the Order in United States Government Bonds, Treasury Notes, Treasury Bills, Federally Insured Savings Banks, Building and Loan Associations or investments recommended by the brokerage firm used by the SGC.
 - (5) With the advice of the Finance Committee approve the selling and assignment of the securities of the SGC.
 - (6) Engage a Certified Public or Chartered Accountant to perform an audit or review of all books and accounts of the Executive Manager. A detailed report of this audit shall be delivered to each member of the Board of Trustees and Finance Committee, three (3) days prior to the Annual Session of the SGC.
 - (7) Maintain control of all existing and future patents, trademarks and copyrights of the IOJD/JDI. Approve or disapprove use of the trademark for commercial use. Engage legal counsel to prosecute those using the trademark without written approval.
 - (a) The Board may assess a fee to any GGC, JGC, Bethel, committee or individual who wishes to use any one of the trademarks for items ordered from any entity other than an Official Supplier.
 - (b) Use of a trademark for promotional items may be considered exempt from any fee as well as those items listed in POL-BOT-4..
 - (c) In the event items are produced using a trademark without prior approval being granted, the Board may assess the individual or group a fine for unauthorized use of a trademark.
 - (8) Supervise and administer the Ethel T. Wead Mick Fund with approval of the Finance Committee.
 - (9) Maintain control of the manufacturing and distribution of the Official jewelry and Supreme Merit awards. Approve all supplier contracts.
 - (10) Review annually all contracts and agreements with the SGC, including the copyright renewal, and report at the Annual Session of the SGC.
 - (11) Engage an insurance carrier(s) to provide proper insurance for the Order. Review all insurance on an annual basis and adjust accordingly.
 - (12) To monitor communications of the official SGC website. To implement, maintain, and enforce guidelines for all websites created in the name of Job's Daughters, "IYOB FILIAE", "Daughters of Job", "International Order of Job's Daughters", "IOJD", "JDI" and "JD International".
 - (13) Appoint a Curator to preserve and manage the historical properties of the Order, working under the guidelines as approved by the Board of Trustees.
 - (14) Elect a Chairman and Vice Chairman from the five (5) elected members of the Board.

- (15) Implement, maintain and enforce a Youth Protection Program and Policy for JDI in the USA, Canada and Australia.
 - (a) The Board of Trustees shall establish an advisory council composed of a minimum of four (4) professionals specializing in areas relevant to youth protection and two (2) members of the Board of Trustees to develop Youth Protection Program guidelines that can be implemented in each jurisdiction in the USA, Canada, and Australia.
 - (16) To implement, maintain, and enforce guidelines for the Supreme Session Arrangements Committee.
 - (17) In conjunction with the Board of Trustees, approve the licensing of countries and territories to operate under the name of Job's Daughters International.
 - (18) Request authorization from the SGC to pursue a Policy to address an issue of concern for the operation of the business of Job's Daughters International. Upon approval, research and propose a
 - Policy to address the issue. Upon a satisfactory review of the proposed Policy against existing Rules and Regulations by Supreme Jurisprudence, assuring that there are no conflicts, publish the policy.
- (c) The Board of Trustees may remove any member of the Board of Trustees for cause with the exception of the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Vice Associate Supreme Guardian by a two-thirds (2/3) vote of all members of the Board. Any member removed would have the right to appeal. (See SOP-SGC-1, Category 7)

Section 4. Duties of the Executive Manager

- (a) Maintain a priced inventory of all supplies on hand and report same to the Board of Trustees at the Annual Meeting.
- (b) Secure competitive bids from suppliers for all printing, supplies and equipment that require approval by the Board of Trustees. Present these bids to the Finance Committee for recommendations to the Board of Trustees.
- (c) Provide a method of taking accurate records of the proceedings at the Annual Session of the SGC.
- (d) See that supplies necessary and desirable for the use of the Order and its members are available through the Supreme Office, that books and forms for use and for sale are properly designed for the convenience of those using them and that the books and forms comply with the law.
- (e) Maintain an accurate record of all the transactions of the Order and report the same to the Board of Trustees.
- (f) Maintain complete files of all correspondence, responding and distributing same as required and necessary.
- (g) Maintain an accurate record of the membership of the Order and all necessary information, required by law, pertaining to the same.
- (h) Provide all other administrative support as may be required by the Board of Trustees.
- (i) Prepare the Annual Proceedings of the SGC as defined in the "Guidelines for Production of the Supreme Proceedings" as approved by the Board of Trustees.
- (j) The Executive Manager shall be responsible for the distribution, grading, record keeping, collection of fees, and issuing of completion certificates for the voluntary JDI Knowledge Course.
- (k) Administer the JDI Youth Protection Program and Policy and collect all fees designated in the Program.
 - (1) Receive notices of CAV Training and the annually signed and completed CAV Application or CAV form from each person desiring to be a CAV in the USA with JDI.
 - (2) Issue a list of CAVs for each jurisdiction in the USA.
 - (3) Provide each CAV with a CAV card.
 - (4) Immediately notify the Supreme/Grand/Jurisdictional Guardian of any reported violation of the JDI Youth Protection Program.

Section 5. Meetings (See SOP-SGC-13)

ARTICLE VII SUPREME DEPUTIES AND ASSISTING SUPREME DEPUTIES

Section 1. Eligibility/Appointment (See C-SGC Art. XV Sec. 1)

Section 2. Duties

- (a) The duties of Supreme Deputies and Assisting Supreme Deputies are as follows:
- (1) Promote Bethels in jurisdictions where no Bethel exists.
 - (2) Promote additional Bethels in jurisdictions where one or more Bethels exist.
 - (3) Promote, in conformity with Supreme law, the organization of a GGC in jurisdictions when qualified.
 - (4) Promote, in conformity with Supreme law, the formation of a JGC in jurisdictions where four (4) or more Chartered Bethels exist
 - (5) Institute Bethels when requested to do so by the Supreme Guardian.
 - (6) Ensure that members of BGCs are installed in accordance with the Constitution and Bylaws of the Order, the Manual of Rules and Regulations and Books of Ceremonies of Supreme/Jurisdiction and the Bylaws of the Bethel.
 - (7) Instruct Bethels after institution.
 - (8) Present Charters.
 - (9) Inspect the minutes of the BGC meetings, Bethel books, records, and Annual Reports immediately prior to the official visit of the Supreme Guardian. Sufficient time shall be allocated for the inspection so that guidance and assistance may be rendered and correction be made, if necessary. After being satisfied that the books are in order, the Supreme Deputy or Assisting Supreme Deputy, except where the Assisting Supreme Deputy is PBG or PABG of the Bethel being inspected, shall sign attesting to their condition. The results of the inspection shall be presented to the Supreme Guardian during the official visit.
- (b) When authorized by the Supreme Guardian, Supreme Deputies or Assisting Supreme Deputies may grant special dispensations on short notice when necessary and report such action immediately to the Supreme Guardian. Fees collected shall be sent to the Executive Manager. (See SOP-Bethel-18)
- (c) Supreme Deputies shall report their activities and the condition of Bethels under their supervision. Such reports shall be made within thirty days (30) of visitation.
- (1) A copy of the expense report shall be sent to the Chairman of the Finance Committee.
 - (2) Copies of both reports shall be sent to the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Supreme Guide and Supreme Marshal.
 - (3) A report shall be made by November 1st and May 1st to those listed paragraph (2) above if no visitation has been made.
- (d) Supreme Deputies or Assisting Supreme Deputies shall:
- (1) Review annually the Uniform Code for Bethels;
 - (2) Within two (2) weeks of this review the Report on Uniform Code for Bethels shall be sent to the Chairman of Jurisprudence.
- (e) Assisting Supreme Deputies shall report their activities in the same manner as described in (c) above, sending said report to the Supreme Deputy on October 1st and April 1st.
- (f) When Assisting Supreme Deputies have assumed the duties of Supreme Deputies, she/he shall forward the reports to those listed in (c) above.
- (g) Arrange, with permission of the Supreme Guardian and approval of the Chairman of the Finance Committee, an organizational meeting to ascertain and report in detail on:
- (1) A census of potential Bethel members.
 - (2) The availability of a suitable meeting place.
 - (3) Adequate and proper adult supervision.
 - (4) Support from Masonic Lodges and Masonic related organizations. (Job's Daughters does not require sponsorship from these bodies.)
- (h) Upon approval from the Supreme Guardian, the Supreme Deputy may appoint a committee to coordinate events within the jurisdiction. This committee may administer funds of the jurisdiction through a separate bank account as per standard requirements for any Bethel account. The bank account name shall include "Job's Daughters International" and the jurisdiction name. The Supreme Deputy and/or an Assisting Supreme Deputy will be one of the bank account signers. The Supreme Deputy shall provide for an audit of this account annually and report findings to the Supreme Guardian and the Executive Manager. In the United States, an EIN number is required and must be on file with the Executive Manager. A form 990 must be filed annually with the Internal Revenue Service.

Section 3. Expenses (See SOP-SGC-18)**Section 4. Supplies (See SOP-SGC-18)**

**ARTICLE VIII
ELIGIBILITY/RESTRICTIONS FOR COMMITTEE APPOINTMENTS**

Section 1.

- (a) A voting member shall not serve on more than one (1) standing committee unless specifically stated by law.
- (b) The Supreme Guardian shall not appoint more than one (1) member from any GGC or JGC on any one standing committee.
- (c) Any member of the Jurisprudence Committee, having served the term to which she/he was appointed, or who resigns from that appointment or reappointment for any reason, shall not be eligible for appointment or reappointment to the Jurisprudence Committee until one (1) year after her/his term has expired. This does not apply to members appointed by the Supreme Guardian to fill vacancies.
- (d) Any member of the Finance Committee, having served the term to which she/he was appointed, or who resigns from that appointment or reappointment for any reason shall not be eligible for appointment or reappointment to the Finance Committee until one (1) year after her/his term has expired. This does not apply to members appointed by the Supreme Guardian to fill vacancies.
- (e) An elective officer of the SGC shall not serve on the Appeals and Grievances Committee.
- (f) Except for those specified in Sections (j), (k) and (l), no person shall be eligible to serve on a committee unless a member of the SGC.
- (g) Except for the Supreme Marshal and the Supreme Outer Guard, no officer of the SGC shall be eligible for appointment to any standing committee.
- (h) The spouses of the Supreme Guardian and the Associate Supreme Guardian shall not serve on the Appeals and Grievances, Jurisprudence, or Finance Committees.
- (i) The Chairman of the Session Arrangements Committee shall not be a member of any other committee of the SGC.
- (j) There are no eligibility requirements for appointment to the Session Arrangements Committee, except the Chairman who shall be a Voting Delegate of the SGC.
- (k) Executive BGC members of Bethels under Supreme and Grand Guardian Councils and Past Bethel Guardians and Past Associate Bethel Guardians under Supreme and Grand Guardian Councils are eligible to serve on other committees as listed in Art. XI, unless specifically excluded. The Chairman of Committees specified in Art. XI shall be a Voting Delegate of the SGC.
- (l) Any Past Bethel Guardian or Past Associate Bethel Guardian may serve in any capacity on the Courtesy Committee.
- (m) Persons eligible to serve on a BGC, but not a Past Bethel Guardian or Past Associate Bethel Guardian, may be appointed as an "Ad Hoc" member of Special Committees appointed by the Supreme Guardian.
 - (1) There shall be no more than one (1) "Ad Hoc" member on any Special Committee.

**ARTICLE IX
VACANCY ON A COMMITTEE**

Section 1.

- (a) Should a vacancy occur on a committee during the year, the Supreme Guardian shall appoint an eligible member to fill the vacancy.

**ARTICLE X
APPOINTMENT AND DUTIES OF STANDING COMMITTEES**

Section 1. Appeals and Grievances Committee

- (a) The committee shall be composed of three (3) members.

- (b) The duty of this committee is to investigate all appeals, complaints or grievances which may be lawfully filed with it and report its recommendations to the Executive SGC within sixty (60) days after receipt. (See SOP-SGC-1)
- (c) No report shall be made by this committee at the Annual Session.

Section 2. Educational Scholarships Committee

- (a) The committee shall be composed of three (3) members. At each Annual Session, one new member shall be appointed for a term of three (3) years.
- (b) The duties of this committee are set forth in SOP-SGC-6 and SOP-SGC-17.
- (c) The chairman shall keep a permanent file which shall be turned over to her/his successor.

Section 3. Finance Committee

- (a) The committee shall be composed of three (3) members. At each Annual Session, one (1) member shall be appointed for three (3) years.
- (b) The duties of this committee are as follows:
 - (1) Approve or disapprove, prior to obligation, any accounts which are to be presented as claims against the SGC, except those specifically authorized in these Bylaws. Invoices for supplies may be approved by the Chairman alone when necessary for prompt payment or for discount. Such invoices shall be handled in accordance with procedures agreed upon by the Board of Trustees and the Finance Committee. All accounts, invoices, and vouchers shall be returned to the Supreme Office for filing.
 - (2) Carefully investigate and report to the SGC, or if between Annual Sessions, to the Supreme Guardian and the Associate Supreme Guardian, on all proposed matters concerning disbursement of SGC funds before the same can be put in operation.
 - (3) Confer with the Supreme Guardian, Associate Supreme Guardian and the Board relative to the transfer of necessary funds from the General Fund to the Promotional Fund when in the judgment of the Finance Committee, the best interests of the Order will be served. The Finance Committee shall order the transfer when approved by a majority of those named.
 - (4) Call one (1) special meeting between annual sessions which shall not exceed three (3) days, when necessary and advisable. The Chairman, with the approval of the Supreme Guardian, shall call such meeting. This does not eliminate a special meeting prior to the Annual Session.
 - (5) Prepare and submit a budget of estimated income and disbursements for the ensuing year of the SGC. Copies of said budget shall be mailed to each Voting Delegate thirty (30) days prior to the Annual Session for adoption.
- (c) The Chairman shall receive Promotional Expense Accounts from the Supreme Deputies and/or Assisting Supreme Deputies and after a check of the activities according to law (SOP-SGC-18, Sec. 2 and SOP-SGC-3 Sec. 11), shall authorize payment.
- (d) The Chairman shall keep a permanent file which shall be turned over to her/his successor.
- (e) Consult with and advise the Board of Trustees on the investment of available funds and the selling of any investment.

Section 4. Jurisprudence Committee

- (a) The Committee shall be composed of five (5) members. New appointments shall be for a term of three (3) years.
- (b) The duties of this Committee are as follows:
 - (1) Give careful consideration to all properly submitted proposed amendments to the Constitution, Bylaws and Standard Operating Procedures of the SGC, Degree of Royal Purple, Miss International Job's Daughter Pageant, Supreme Bethel Rules and Regulations, Alumni Association, Mothers', Fathers' and Parents' Clubs and Prospective Members Clubs. Discuss such amendments with the proposers when possible, and make a detailed report with recommendations for action by the SGC at the Annual Session.
 - (2) File a copy of decisions of the SGC on amendments adopted or rejected with the Executive Manager at the close of the Annual Session for her/his use in compiling new amendments for distribution. This shall be the duty of the retiring Chairman.
 - (3) Receive and take action on all original Uniform Code for Bethels submitted by Bethels under Supreme, all original Rules and Regulations for Mothers', Fathers', or Parents' Clubs and Prospective Member Clubs under Supreme, and original Manuals submitted by GGCs.

- (4) Receive and take action on all amendments to:
 - [a] Manuals (including Rules and Regulations for Grand Bethel, Miss Job's Daughter and Degree of Royal Purple, Alumni Associations, Mothers', Fathers' and Parents Clubs and Prospective Member Clubs) of GGCs
 - [b] Uniform Code for Bethels for Bethels under Supreme
 - [c] Mothers', Fathers', and Parents' Clubs and Prospective Member Clubs under Supreme
- (5) Approve or disapprove amendments submitted where such amendments are not covered by Supreme Bylaws until such amendments are subsequently covered by SGC Bylaws. Amendments modified by the Committee need not be adopted by the GGCs unless accepted by the GGC at its next Annual Session.
- (6) Return all amendments, approved or disapproved by the committee and Vice Supreme Guardian, to the GGCs or JGCs not later than ninety (90) days following receipt of the amendments, with specific reference to the page, article and section number supporting any adverse action. If no action is taken within the specified time, the amendments will be considered legally approved as submitted by the GGC or JGC.
- (7) Advise the Supreme Guardian, at her request, concerning the legality of any action or ruling contemplated by her. (See B-SGC Art. III Sec. 5)
- (8) Approve or disapprove all GGC's Books of Ceremonies and/or any changes thereto which have not been previously approved.
- (9) Approve all updates to the JDI Knowledge Course.
- (10) Review proposed Board of Trustees Policies for potential conflict with existing Rules and Regulations.
- (c) The Committee shall not give opinions relating to the Ritual except where there is a conflict with the Law.
- (d) The Chairman shall keep a permanent file which shall be turned over to her/his successor.
- (e) Any decision relating to any portion of the Manual of any GGC or JGC, having once been rendered by this committee, shall not be subject to any subsequent adverse decision by a subsequent committee except when the law governing the particular subject has been changed by amendment or revision to the Constitution and Bylaws of the SGC.
- (f) All Committee members shall keep permanent files which shall be turned over to their successors.

Section 5. Promotion Committee

- (a) The duties of this Committee are as follows:
 - (1) Review existing and proposed promotional material. Update, withdraw, and produce new material, with the approval of the Supreme Guardian, the Board of Trustees, and the Finance Committee.
 - (2) Accept all inquiries and/or requests for new or additional promotion in any jurisdiction under Supreme and immediately confer with the Supreme Guardian.
 - (3) Initiate, promote and develop programs that will assist the growth of the membership of the Order.
 - (4) Initiate, promote and develop programs that will assist the retention of present membership.
 - (5) Send suggested membership promotional programs to GGCs, JGCs and Bethels under Supreme for their consideration and use.
 - (6) Provide Bethels under Supreme an incentive program (membership) as accepted by the Supreme Guardian and with expenses approved by the Finance Committee.
- (b) The duties of the Chairman of this committee are as follows:
 - (1) Convene, organize, and assign duties to each member of this Committee before the close of the Annual Session. Absent members shall be notified of their duties within two (2) weeks.
 - (2) Appoint a member of the Committee as Vice Chairman who will assume the duties of the Chairman in her/his absence or disability.

Section 6. Leadership Committee

- (a) The committee shall be composed of at least five (5) members. Terms shall be designated as follows; two (2) members shall be appointed for three (3) years, two (2) members shall be appointed for two (2) years and all others for one (1) year. At each Annual Session the new member(s) shall be appointed for a term not to exceed three (3) years.
- (b) The duties of the Committee are as follows:
 - (1) Initiate, promote and develop a Leadership Program that will enhance the Order's objective of the development of leadership in our membership and adult workers.

- (2) Offer effective workshops to train those who are interested in Leadership Development in our Order.
- (3) Present workshops and seminars that can be duplicated at regional, state/province and local levels within our Order.
- (4) Develop a "Training Team" of individuals in our Order who possess a level of talents and skills and are willing to present effective Leadership Programs for the Order.
- (5) Offer speakers, workshops and/or seminars at the Annual Session of the SGC.
- (6) Assist the GGCs and JGCs in the development of state, province, territory or region Leadership Programs.
- (7) Be responsible for the development of Leadership Programs in Supreme areas.
- (8) Prepare a Leadership Development Program for the next SGC year consisting of goals, objectives, implementation plans and budget. This program shall be forwarded to the Supreme Guardian, the Finance Committee and the Board of Trustees at least thirty (30) days prior to the mid-year Board meeting.

ARTICLE XI APPOINTMENT AND DUTIES OF OTHER COMMITTEES

Section 1. Appointment

- (a) Following election at each Annual Session, the newly elected Supreme Guardian shall appoint the following committees, and such other committees as are necessary, for transaction of business for the ensuing year.

Section 2. Courtesy Committee

- (a) The Committee shall be composed of three (3) Past Bethel Guardians or Past Associate Bethel Guardian.
- (b) The duties of this Committee are as follows:
 - (1) Assist in extending courtesy to visitors and members in attendance at the Annual Session and other times when occasion permits.
 - (2) At the Annual Session report on courtesies extended.

Section 3. Credentials Committee

- (a) The Committee shall be composed of three (3) members.
- (b) The duties of this Committee are as follows:
 - (1) Examine carefully and pass upon the credentials of all persons claiming membership in the SGC or the right to vote therein. (See C-SGC Art. IV and B-SGC Art. XXII, and SOP-SGC-8)
 - (2) Prepare a complete list of all delegates present and entitled to vote and file same with the Executive Manager as soon as practicable after the Annual Session convenes.

Section 4. Degree of Royal Purple Committee

- (a) The Committee shall be composed of five (5) members. New appointments shall be for a term of three (3) years.
- (b) The duties of this Committee are as follows:
 - (1) Provide each Supreme Deputy full particulars regarding the Degree and enclose an application.
 - (2) Receive recommendations from the Executive members of JGCs and/or BGCs under Supreme.
 - (3) Determine the recipients of this award in accordance with the Rules and Regulations for the Degree.
- (c) The award shall be made in recognition of outstanding and continuous dedicated service to the Order.
- (d) The Chairman shall keep a permanent file which shall be turned over to her/his successor.

Section 5. Miss International Job's Daughter Pageant Committee

- (a) The Committee shall be composed of at least five (5) members. Terms shall be designated as follows: two (2) members shall be appointed for three (3) years each; two (2) members to be appointed for two (2) years; and all others for one (1) year. At each Annual Session thereafter, the new member(s) shall be appointed for a term not to exceed three (3) years. The Chairman shall have served at least one (1) year on this Committee.
- (b) The duty of this Committee is to perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Miss International Job's Daughter Pageant.
- (c) The Chairman shall keep a permanent file which shall be turned over to her/his successor.

Section 6. Revision Committee

- (a) The Committee shall be composed of at least three (3) members. Two (2) additional members may be appointed to serve on this Committee in the year preceding and the year of the Ritual Revision.
- (b) The duties of this Committee are as follows:
 - (1) Receive and assemble each year all proposed changes to the Ritual, Music Ritual and SGC Book of Ceremonies.
 - (2) Revise and present, when appropriate, said revision to the SGC for consideration. (See B-SGC Art I, Sec 1 (g)(h))
 - (3) Pass on to their successors all work in progress.
- (c) By September of the year preceding the year of revision, the Committee shall send official notice to all Bethels, SGC members and all other GGC and JGC members outlining the proper procedures and deadlines established for submission of suggested revisions.
- (d) A copy of all proposed changes in the Ritual or the instructions contained therein shall be posted on the JDI website not less than one hundred twenty (120) days prior to the Annual Session at which they are to be considered. Printed copies will be mailed to individual voting members of the SGC upon request and payment of the cost of copying and postage as determined by the Executive Manager.
- (e) Follow same procedures for the Music Ritual as provided in (c) & (d) above.
- (f) Refer all proposed changes to the SGC Book of Ceremonies to the Jurisprudence Committee.
- (g) Submit proposed changes in the Book of Ceremonies, in writing, to the Executive Manager at least ninety (90) days prior to the Annual Session. A copy of the proposed changes shall be sent to each voting member not less than thirty (30) days prior to the Annual Session at which they are to be considered.

Section 7. Session Arrangements Committee

- (a) The Committee shall be composed of at least four (4) members.
 - (1) The Chairman shall be a Voting Delegate of the SGC.
- (b) The duties of the Chairman of this Committee are as follows:
 - (1) Appoint such subcommittees as may be necessary to make arrangements for the Annual Session.
 - (2) Coordinate all contacts with SGC officers and other committees of the SGC. Chairmen of subcommittees or members of this Committee shall send all requests for information through the Chairman of this Committee.
 - (3) Obtain financial guidelines on expenses incidental to the Annual Session from the Finance Committee. Prior approval of anticipated expenditures exceeding the guidelines must be obtained from the Finance Committee to insure payment. Expenditures not approved by the Finance Committee shall be paid by the Session Arrangements Committee.
 - (4) Receive the registration fee for the current Annual Session.
- (c) The committee shall adhere to the current edition of the Guidelines and Suggestions for the SAC Committee document as approved by the Board of Trustees.

Section 8. Session Location Committee

- (a) The Committee shall consist of the newly elected Supreme Marshal and her Chairman (Chairmen) of Session Location.
- (b) The duties of this Committee are as follows:
 - (1) Read their report at the next Annual Session.
 - (2) Make a presentation in support of their recommendation before the delegates take action.

Section 9. Supreme Bethel Committee

- (a) The Committee shall be composed of at least five (5) members who are members of the SGC. The Chairman, a woman, known as the Supreme Bethel Guardian, shall have served at least one (1) year on this Committee. At least one (1) committee member shall be a Master Mason and will be the Associate Supreme Bethel Guardian.
- (b) The duty of this Committee is to perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Supreme Bethel.
- (c) The Chairman shall keep a permanent file which shall be turned over to her successor.

Section 10. Special Committee

- (a) The Supreme Guardian shall appoint committees of three (3) members each in GGCs, JGCs and for Bethels under Supreme in jurisdictions that are prohibited because of monetary regulations from paying for supplies and sending fees due the SGC. These committees shall be directed to have printed all forms necessary for use in their jurisdiction. Such forms shall be exact duplicates of forms supplied through the Supreme Office.
- (b) Such Committee shall report annually to the Executive Manager concerning its activities.

Section 11. Special Committee: Revision of the Constitution and Bylaws

- (a) Appointment of a special committee on a complete revision of this Constitution and Bylaws shall be made only upon approval by a majority vote of the delegates present and voting at an Annual Session.

**ARTICLE XII
REVENUE**

Section 1 – 4. (See SOP-SGC-15)

**ARTICLE XIII
DISBURSEMENTS**

Section 1 – 17. (See SOP-SGC-3)

**ARTICLE XIV
EDUCATIONAL FUND**

Section 1. (See SOP-SGC-6)

**ARTICLE XV
SCHOLARSHIPS**

Section 1 - 3. (See SOP-SGC-17)

**ARTICLE XVI
EDUCATIONAL AND PROMOTIONAL FUNDS PROJECT**

Section 1 - 2. (See SOP-SGC-7)

**ARTICLE XVII
ETHEL T. WEAD MICK FUND**

Section 1 - 7. (See SOP-SGC-9)

**ARTICLE XVIII
ORGANIZATION OF A GRAND GUARDIAN COUNCIL**

Section 1. Minimum Bethels/Members Required

- (a) When there is a total of one hundred and forty (140) or more Bethel members in a jurisdiction, the Supreme Guardian may call a meeting and organize a GGC. If she deems it advisable, she may delegate this authority to a Supreme Deputy.
- (b) Upon a written request presented by a majority of the Executive members of the BGCs affected in a jurisdiction where there are at least five (5) active chartered Bethels with a total of one hundred and forty (140) or more members, a GGC may be formed on approval by a majority of the members of the Executive SGC.
- (c) A fee of twelve dollars (\$12.00) shall accompany the request for the Charter of a GGC.

Section 2. Charter

- (a) When the Executive Manager has received all fees for each member in the jurisdiction as prescribed by the law and there are no unpaid accounts of the Bethels comprising the GGC jurisdiction, the Supreme Guardian shall authorize the Executive Manager to issue a Charter authorizing the GGC to function and perform such duties as are permissible under the laws, rules, and regulations of the SGC.
- (b) Such newly formed GGC shall be reimbursed by the SGC the amount paid by its Bethels to the SGC during the last term prior to the issuance of the Charter at the rate of twenty-five cents (\$.25) per member and seventy-five cents (\$.75) for each member initiated during that time.
- (c) After an affirmative vote of not less than six (6) members of the Executive SGC, a GGC operating with seventy (70) Bethel members or less shall have their Charter withdrawn.
- (d) If a GGC becomes inactive, and its Charter is revoked or withdrawn, the remaining Bethels from that GGC will report directly to Supreme. In the event, a Jurisdictional Guardian Council (JGC) is formed from the remaining Bethels (See SOP-JGC-10), all property and money shall become the property of the JGC. If a JGC is not formed or is formed and later discontinued, funds shall be distributed as follows:
 - (1) All funds designated as Educational Funds shall become part of the SGC Educational Fund.
 - (2) All funds designated as Promotional Funds shall become part of the SGC Promotional Fund.
 - (3) All other funds from the GGC/JGC will be distributed among the remaining Bethels that were operating under that GGC/JGC, prorated according to membership. If there are no remaining Bethels, then the funds shall become the property of the SGC.

**ARTICLE XIX
ORGANIZATION OF A JURISDICTIONAL GUARDIAN COUNCIL**

Section 1. Minimum Bethels/Members Required

- (a) When there are four (4) or more Chartered Bethels in a jurisdiction, the Supreme Guardian may call a meeting to organize a JGC. The object of the JGC will be to provide leadership for combined functions of the Bethels, assist in the promotion, retention of Bethel members, reinstitute Bethels and build Job's Daughters within their jurisdiction. This JGC shall function as a jurisdiction under Supreme until such time as the Executive Members of the SGC decide that it may be granted the status of a GGC.
- (b) When the membership of a Grand Jurisdiction declines to less than seventy (70) Bethel members (See B-SGC Art. XVIII Sec. 2 (c)), the Jurisdiction has four (4) or more Bethels and at the discretion of the Supreme Guardian, a JGC may be formed. The object of the JGC will be to provide leadership for combined functions of the Bethels, assist in the promotion, retention of Bethel members, reinstitute Bethels and build Job's Daughters within their jurisdiction to enable them to again become a GGC.
 - (1) As soon as the Annual Report (Form 123) is filed and the jurisdiction meets the criteria stated above in paragraph (b), they immediately shall set a date to hold a meeting and recommend, by ballots, the Officers for a JGC. These recommendations shall be sent to the Vice Supreme Guardian no later than sixty (60) days prior to the Annual Session of the SGC of the current year.
 - (2) The presiding Grand Guardian, Associate Grand Guardian and all the elected and appointed officers and committee chairmen shall continue to serve until the new officers are installed.

Section 2. Charter

- (a) When the Executive Manager has received all fees for each member in the jurisdiction as prescribed by law and there are no unpaid accounts of the Bethels comprising the JGC jurisdiction, the Supreme Guardian shall authorize the Executive Manager to issue a Charter authorizing the JGC to function and perform such duties as are permissible under the laws, rules, and regulations of the SGC.
- (b) A fee of fifteen dollars (\$15.00) shall accompany the request for the Charter of each JGC.

Section 3. JGC Officers

- (a) The Executive members of the SGC shall have the power to cite any Jurisdictional Guardian or any JGC Officer to show cause why she/he should not be disciplined.

Section 4. Appeal

- (a) The decisions of the Executive SGC on matters pertaining to Sections 1, 2 and 3 above are final.

**ARTICLE XX
PUBLICATIONS**

Section 1. (See SOP-SGC-14)

**ARTICLE XXI
DISCIPLINE**

Section 1. SGC Members

- (a) Any member of the SGC may be cited by the Supreme Guardian, or the Executive Manager if the latter is requested to do so by two (2) or more members of the Executive SGC. Member(s) so cited shall appear before a called session of the Executive SGC to show cause why she/he should not be reprimanded, removed from office, suspended, or expelled for a violation of the laws of the Order, or for conduct unbecoming an adult leader of the Order.
- (b) The citation shall be issued only after receipt of written charge(s) filed with the Supreme Guardian or Executive Manager stating specifically the nature of the charge(s). A copy of the charge(s) shall accompany the citation.
- (c) The Executive SGC shall, at a time and place designated, hear all evidence offered against and on behalf of the accused, and all arguments, and shall then determine the guilt or innocence of the accused. If the accused shall be found guilty of the charge(s), the Executive SGC shall fix the penalty. Both decisions shall require a majority vote.

Section 2. GGC Officers

- (a) The Executive SGC shall have the power to cite any Grand Guardian or any GGC officer to show cause why she/he should not be disciplined as provided in the Bylaws for GGCs.

Section 3. Appeal

- (a) The decisions of the Executive SGC on matters pertaining to Sections 1 and 2 above are final.

**ARTICLE XXII
ELECTION, VOTING PRIVILEGES, AND PROXY**

Section 1. Election of Elective Officers (C-SGC Art. V, Sec. 1 (a))

- (a) The annual election of officers of the SGC shall be held on the day preceding the final day of the Annual Session beginning at 9:00 A.M. and shall continue until election is completed.
- (b)-(c) **(See SOP-SGC-8)**
- (d) The election shall be by majority vote without nomination. If only one (1) person is aspiring to an office, the vote may be viva voce and majority vote of those present and voting shall elect. If more than one (1) person aspires to an office, there shall be a ballot.
- (e) Election shall be from members present, except in case of sickness or other unavoidable circumstance, when candidates may be excused by a majority vote of the members present.

Section 2. Election of New Members of the Board of Trustees

(See B-SGC Art. VI Sec.1 (b))

- (a) The annual election of new members of the Board of Trustees shall be held on the day preceding the final day of the Annual Session beginning at the conclusion of the election of Elective Officers of the SGC and shall continue until election is completed.
- (b) Letter of intent **(See SOP-SGC-8)**

- (c) The election shall be by majority vote without nomination. If only one (1) person is aspiring to a position, the vote may be viva voce and a majority vote of those present and voting shall elect. If more than one (1) person aspires to a position, there shall be a ballot.
- (d) Election shall be from members present, except in case of sickness or other unavoidable circumstance, when candidates may be excused by a majority vote of the members present.

Section 3. Voting Privileges

- (a) Members:
 - (1) All members of the SGC who have registered and received voting credentials shall have the privilege of voting and taking part in discussions.
 - (2) Each member, when present at a meeting, shall be entitled to one (1) vote.
 - (3) No member shall cast more than one (1) ballot.
- (b) Bethels under Supreme Jurisdiction:
 - (1) The Executive members of the BGC shall elect a delegate from their membership as the duly authorized voting delegate for each Annual Session of the SGC.
 - (2) Each BGC shall be entitled to one (1) vote at the annual election of officers of the SGC and the Board of Trustees.
 - (3) Each BGC shall be entitled to one (1) vote on any legislation pertaining with the exception of legislation pertaining to Grand Guardian Councils.
 - (4) Past Bethel Guardians and Past Associate Bethel Guardians who have registered and received voting credentials shall have the privilege of voting at the annual election of officers of the SGC, Board of Trustees and on any legislation with the exception of legislation pertaining to Grand Guardian Councils.

Section 4. Proxy

- (a) No member may have his/her vote cast by proxy except as follows:
 - (1) If a Jurisdictional Guardian cannot attend the Annual Session she may appoint the Vice Jurisdictional Guardian to represent her as her proxy at that Session.
 - (2) If an Associate Jurisdictional Guardian cannot attend the Annual Session he may appoint the Vice Associate Jurisdictional Guardian to represent him as his proxy at that Session.

ARTICLE XXIII INSTALLATION

Section 1.

- (a) Officers who are present shall be installed before the close of the Annual Session.

ARTICLE XXIV VACANCIES

Section 1. Elected Officers

- (a) If the office of Supreme Guardian becomes vacant, the Vice Supreme Guardian shall assume all duties and prerogatives pertaining to that office and shall be known as the Acting Supreme Guardian until and during the next Annual Session.
- (b) If the office of Associate Supreme Guardian becomes vacant, the Vice Associate Supreme Guardian shall assume all duties and prerogatives pertaining to that office and shall be known as the Acting Associate Supreme Guardian until and during the next Annual Session.
- (c) In the event of a vacancy in any other elective office (except a member of the Board) the Supreme Guardian shall appoint a Past Supreme Guardian or Past Associate Supreme Guardian to fill the vacancy.

Section 2. The Board of Trustees

- (a) The Supreme Guardian shall be empowered to fill vacancies on the Board of Trustees between Annual Sessions. Such appointments shall terminate at the close of the next Annual Session.

**ARTICLE XXV
MEETINGS**

Section 1. Frequency

- (a) The SGC shall meet in Annual Session not to exceed four (4) consecutive days at such time during the month of August as may be designated by the Supreme Guardian. She shall make such designation on or before January 1 following the preceding Annual Session.
- (b) In the event of an emergency, the Supreme Guardian, with the written consent of a majority of the members of the Executive SGC, may postpone, change the place of meeting, or cancel the Annual Session. Notice of the proposed action shall be sent immediately to the members of the Board, Jurisprudence Committee, and Finance Committee.
- (c) In the event that convention and housing facilities are not available to hold the Annual Session in the month of August, permission may be given by the members of the SGC to meet during the month of July.

Section 2. Opening

- (a) Formal opening of the Annual Session shall be held on Wednesday evening of each Annual Session.

Section 3. Business Session

- (a) The business session shall open Wednesday at 9:00 A.M. and shall close the following Saturday, not later than 12:00 noon, except for the Ceremony of Installation.
- (b) See SOP-SGC-16 for Rules of Order and Parliamentary Authority.

Section 4. Reports (See SOP-SGC-13)

**ARTICLE XXVI
LOSS OF COUNCIL MEMBERSHIP**

Section 1.

- (a) Except in the case of disciplinary action, a woman who is a PSG, PGG or PBG (or a man who is a PAGG or PABG if applicable) shall retain membership in the SGC, GGC or BGC. She/he shall also be eligible for appointment as an Executive Member of a BGC, if she/he meets the eligibility requirements of the JDI Youth Protection Program. (C-BGC Art. VI Sec. 1 (a)).
- (b) Any other member of the SGC, a GGC, or a BGC who loses eligibility for membership on a BGC, with the exception of the eligibility requirements of the JDI Youth Protection Program, shall be automatically suspended from membership in the SGC, GGC or BGC, subject to appeal as provided in Law of Appeals and Grievances. (See SOP-SGC-1)
- (c) The above (b) shall apply to a Master Mason who has become a non-affiliate. (See POL-BOT-2)

**STANDARD OPERATING PROCEDURES
OF SUPREME GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

SOP-SGC-1

APPEALS AND GRIEVANCES

I. GENERAL

(A) Introduction

1. Discipline of all types should be considered very carefully as the outcome and consequences will affect Daughters, adults, Bethels, Jurisdictional Guardians Councils, Grand Guardian Councils, the Supreme Guardian Council, and all those who become aware of the action.

(B) General Information

1. The purpose of our Order is to teach. It is vital that conflicts be resolved with fairness and justice, making disciplinary action a last effort, used only after all other methods have failed.
2. A Bethel Guardian, Grand Guardian, or the Supreme Guardian shall not delegate to anyone the responsibility of handling a grievance. However, the Supreme Guardian may appoint a Special Deputy to conduct an investigation for her.
3. A complete investigation shall be made for each grievance received. In all matters, the following steps shall be included in the process:
 - (a) Discussion with the person(s) filing the grievance.
 - (b) Discussion with the person(s) the grievance is filed against.
 - (c) Discussion with any other individual(s) named in the grievance.
 - (d) Consideration on all statements given by those individuals interviewed should be given in the determination of resolution of the grievance.
4. The right to appeal is lost if not initiated within sixty (60) days after the date of action or decision on the grievance.
5. The decision of the Executive GGC or the Executive SGC is final. In the case of a tie, this final decision shall go to the SGC Appeals and Grievance Committee to determine the final decision.
6. Appeals and Grievances and action on same are not reported to or acted upon at any Annual Session of a GGC or the SGC.
7. Where charges are preferred or complaints made, such charges or complaints shall not be accepted unless they are specifically set forth in writing and signed by the person making the charges or complaints.
8. Charges or complaints complying with item 7 above shall be investigated by a Bethel Guardian, Grand Guardian or the Supreme Guardian within thirty (30) days after she receives same. She shall expend her best efforts to adjust and settle the matter without necessity of further procedures.

II. SPECIFIC PROCEDURES

If a Bethel Member or Bethel/Jurisdictional/Grand/Supreme Guardian Council Member feels her/his rights have been abused, she/he may file a written grievance provided they fit into one (1) of the six (6) categories listed below:

Category 1: Bethel Member(s) vs. Executive Member(s) of Bethel Guardian Council

- (a) The Bethel Member(s) shall file a written grievance with the Supreme/Grand Guardian

Category 2: Bethel Guardian Council Member(s) vs. another Bethel Guardian Council Member(s)

- (a) The Bethel Guardian Council Member(s) shall file a written grievance with the Supreme/Grand Guardian.

Category 3: Bethel Member(s) or Bethel Guardian Council Member(s) vs. Supreme/Grand Guardian

- (a) The aggrieved person(s) shall file a written grievance with the Appeals and Grievances Committee of the Supreme/Grand Guardian Council.

Category 4: Jurisdictional Guardian Council Member(s) vs. another Jurisdictional Guardian Council Member(s).

- (a) The Jurisdictional Guardian Council Member(s) shall file a written grievance with the Supreme Guardian.

Category 5: Grand Guardian Council Member(s) vs. another Grand Guardian Council Member(s)

- (a) The Grand Guardian Council Member(s) shall file a written grievance with the Supreme/Grand Guardian.

Category 6: Supreme Guardian Council Member(s) vs. Executive Member(s) of Grand Guardian Council

- (a) The Supreme Guardian Council Member(s) will file a written grievance with the Supreme Guardian.

Category 7: Supreme Guardian Council Member(s) vs. Another Supreme Guardian Council Member(s)

- (a) The Supreme Guardian Council Member(s) will file a written grievance with the Appeals and Grievance Committee of the SGC

SPECIFIC PROCEDURES (For Categories 1, 2, 4, 5 & 6):

In addition to the Officer specified in the above Categories, the aggrieved person(s) will send a copy of the grievance to the member(s) against whom the charges have been filed, stating specifically the nature of the alleged offense.

1. Investigation of Grievance
 - (a) In Categories where the grievance is filed with the Grand Guardian, the Grand Guardian shall investigate and render her written decision to the member(s) involved within thirty (30) days after the receipt of the grievance.
 - (b) In Categories where the grievance is filed with the Supreme Guardian, the Supreme Guardian or Special Deputy appointed by the Supreme Guardian, shall investigate and render her written decision to the member(s) involved within thirty (30) days after the receipt of the grievance.
2. If the decision of the Supreme/Grand Guardian is considered unsatisfactory, or the Supreme/Grand Guardian fails to act within the prescribed period, an appeal may be sent to the Chairman of the Appeals and Grievances Committee of the Supreme/Grand Guardian Council within sixty (60) days after the receipt of the decision of the Supreme/Grand Guardian or her failure to act on the grievance. The Bethel member(s) or Bethel/Grand/Supreme Guardian Council Member(s) shall:
 - (a) prepare at least six (6) copies of the appeal, including the decision of the Supreme/Grand Guardian;
 - (b) send three (3) copies to the Chairman, Appeals and Grievances Committee of the SGC/GGC;
 - (c) send one (1) copy to the Supreme/Grand Guardian;
 - (d) send one (1) copy to the Executive Manager/ Grand Secretary;
 - (e) send one (1) copy to each member against whom the charge has been filed.
3. The Appeals and Grievances Committee shall investigate and render its written recommendation to the Executive SGC/GGC within sixty (60) days after receipt of the appeal. Such recommendation shall be sent to the Executive Manager/Grand Secretary.

4. The Executive SGC/GGC shall meet within thirty (30) days, in person, by conference call, or via electronic mail to vote to uphold or deny the recommendation of that committee. A majority vote of the members of the Executive SGC/GGC shall be necessary to make a final decision.
5. Within ten (10) days the written decision shall be sent by the Executive Manager/Grand Secretary to the member(s) involved.
6. The decision of the Executive GGC or the Executive SGC is final. In the case of a tie, this final decision shall go to the SGC Appeals and Grievance Committee to determine the final decision.

SPECIFIC PROCEDURES (For Category 3):

In addition to the Appeals and Grievances Committee of the SGC/GGC specified in Category 3 above, the aggrieved person(s), other than a Bethel Member, will send a copy of the grievance to the member(s) against whom the charges have been filed, stating specifically the nature of the alleged offense. The aggrieved person shall:

- (a) prepare at least five (5) copies of the grievance;
- (b) send three (3) copies to the Chairman of the Appeals and Grievances Committee of the SGC/GGC
- (c) send one (1) copy to the Supreme/Grand Guardian
- (d) send one (1) copy to the Executive Manager/Grand Secretary

If the aggrieved is a Bethel Member, she shall:

- (a) prepare five (5) copies of the grievance specifically stating the nature of the alleged offense
- (b) send four (4) copies to the Chairman of the Appeals and Grievances Committee, who shall send a copy of the grievance to the Supreme/Grand Guardian against whom the charges have been filed
- (c) send one (1) copy to the Executive Manager/Grand Secretary

1. Investigation of Grievance
 - (a) The Appeals and Grievances Committee of the SGC/GGC shall investigate and render its written recommendation to the Executive SGC/GGC within thirty (30) days after receipt of the grievance. Such recommendation shall be sent to the Executive Manager/Grand Secretary.
2. The Executive SGC/GGC shall meet within thirty (30) days in person, by conference call, or via electronic mail to vote to uphold or deny the recommendation of that Committee. A majority vote of the Executive Members shall be necessary to make a final decision.
3. Within ten (10) days the written decision shall be sent by the Executive Manager/ Grand Secretary to the members involved.
4. The decision of the Executive SGC/ GGC is final.

SPECIFIC PROCEDURES (For Category 7)

In addition to the Appeals and Grievances Committee of the SGC specified in Category 7 above, the aggrieved person(s) will send a copy of the grievance to the member(s) against whom the charges have been filed, stating specifically the nature of the alleged offense. The aggrieved person shall:

- (a) prepare at least five (5) copies of the grievance;
- (b) send three (3) copies to the chairman of the Appeals and Grievances Committee of the SGC
- (c) send one (1) copy to the Executive Manager
 1. The Appeals and Grievances Committee of the SGC shall investigate and render its written recommendation to the Executive SGC within thirty (30) days after receipt of the grievance. Such recommendation shall be sent to the Executive Manager.
 2. The Executive SGC shall meet within thirty (30) days in person, by conference call, or via electronic mail to vote to uphold or deny the recommendation of that Committee. A majority vote of the Executive Members shall be necessary to make a final decision.
 3. Within ten (10) days the written decision shall be sent by the Executive Manager to the members involved.
 4. The decision of the Executive SGC is final.

SOP-SGC-2

**DESCRIPTIVE INDEX OF FORMS
AND PROMOTIONAL MATERIAL**

Forms may be ordered from the Supreme Office by Bethels under Supreme, the Jurisdictional Secretary of a JGC or the Grand Secretary of a GGC. A price list or sample of any form will be furnished upon request. The use of many of these forms is OPTIONAL and not required by Supreme Law. In such cases, their use is regulated by Manuals of Regulations of GGCs or customs. For example, Petition Forms 130 and 131; Dues Receipts, Form 141 and Demit Forms 210 and 211; and some others are specified for use by Supreme Law. Forms such as 134, 140, 142, 150, 174 and 212 are made available for the convenience of GGCs and Bethels desiring to use them.

Form No.	Description
101	Application for Dispensation to form a new Bethel
102	Dispensation for Bethel U.D., issued by Supreme or Grand Guardian to new Bethel prior to chartering
103	Application for Bethel Charter after operating under dispensation
104	Charter issued by SGC to Bethels under Supreme
105	Charter, same as Form 104 but issued by GGC
106	Charter issued by SGC to GGCs
110	Annual Return for GGC Bethels covered by SGC insurance, furnished by Grand Secretary to each Bethel annually to report on membership and remittance of fees.
111	Same as Form 110 but issued to GGC Bethels covered by a GGC insurance.
112	Same as Form 110 but furnished by the Executive Manager to Bethels under Supreme covered by SGC insurance.
113	Same as Form 112 but issued to Bethels under Supreme with self insurance.
120	Grand Guardian/Jurisdictional Guardian's Report, furnished by the Executive Manager to Grand Guardians and Jurisdictional Guardians for their annual report of activities of the Order in their GGC/JGC jurisdiction.
121	Confidential Report, used by Supreme/Assisting Supreme Deputies after inspecting Bethels where appointed.
122	Used for requesting approval for proposed amendments to Bethel Bylaws.
123	Annual Report of GGC/JGC consisting of three sheets, A, B, and C, furnished annually, without charge, by Executive Manager to Grand Secretaries.
130	Petition for Membership, used by an applicant who has never been a member of a Bethel.
131	Petition for Membership by Affiliation, used by a member when applying for membership in another Bethel. Must be accompanied by a Demit.
132	Report of Investigating Committee, used by members appointed to investigate petitioners, filled out individually by them and returned to the Bethel Guardian.
133	Notice to appear for initiation, a postcard which is mailed to petitioners who have been elected to membership by Executive Members of the BGC.
134	Request for information on Masonic Relationship, used by an Associate Bethel Guardian to check the relationship of a petitioner and the standing of a Master Mason.
140	Notice of dues, mailed to Bethel members whose dues are unpaid.
141	Official Receipt for Dues. This receipt, properly signed and stamped with the Bethel Seal, must be presented by a member desiring to attend another Bethel, a GGC/SGC Session.
142	Record of Dues, loose leaf ledger sheet for recording dues paid by each Bethel member.
150	Memo of Receipts & Warrants and Order for Treasurer, and cash received. A multi-page form which provides copies for Recorder, Bethel Treasurer, Guardian Secretary and Guardian Treasurer to assist in keeping books in balance.

Form No.	Description
151	Bethel Treasurer's Report, read at each regular meeting by Bethel Treasurer as report of receipts and disbursements.
161	Certificate of Majority Membership, 8x10, issued to members upon becoming twenty (20) years of age or married under that age.
162	Certificate of Majority Membership, wallet size for same purpose as Form 161.
163	Certificate of Majority Membership, size 4x6 inches for same purpose as Form 161.
170	Member of Honor Certificate, size 4x6 inches, issued by Bethels to adults who have been elected Members of Honor in recognition of service to the Order.
172	Past Honored Queen's Certificate, wallet size.
173	Parent's Card, similar to Form 141, issued to parents on first visit to the Bethel, indicating they are eligible to visit other Bethels.
174	Proficiency Certificate, given to Bethel members who have passed the Proficiency Lessons Examination.
175	JDI Knowledge Certificate, issued to those having passed the SGC Knowledge Course.
176	Royal Purple Degree Certificate
180	Credentials, issued to officers and members of the SGC, GGCs and JGCs entitled to vote at an Annual Session.
190	Certificate, issued to elective and appointive SGC and GGC officers and members of committees.
191	Certificate of appointment to serve as members of BGCs in SGC and GGCs.
200	Request for a Special Dispensation
201	Special Dispensation, used by those authorized, in granting a special privilege as defined in Bylaws.
210	Demit, issued upon a member's request when desiring to transfer membership to another Bethel, or desiring to resign from membership.
211	Report on petitioning member who has demitted from another Bethel and now wishes to affiliate.
212	Notice of Suspension, sent to a Bethel member suspended for non-payment of dues.
220	Report on Ballot, the list of petitioners to be read by the Recorder, who have been voted upon by the Executive Members of the BGC to become members.
221	Ballot for Executive members of the BGC, used by Bethel members to recommend for appointment, Executive Members of the BGC. May be used by BGC members for their recommendations.
222	Report of Recommendations for BGC, used in connection with Form 221 at annual meeting of BGC.
230	Ritual, The ritualistic work of the Order
231	Large Print Ritual
232	Proficiency Lessons, the confidential lessons of the Order
233	Music Ritual, the musical portion of the ritualistic work with levels of different skills of Musician.
234	Song Card, a list of words for all Bethel music
235	Book of Ceremonies
236	Constitution and Bylaws of JDI
237	Mothers', Fathers', and Guardians' Prayer Card
240	Minute/Roll Call Book
241	BGC Minute Book pages, three hole punched
243	Attendance Record Book
246	Financial Record Book
249	Permanent Record Book
250	Initiatory Card
251	Order Forms, for ordering supplies from SGC
252	Record of Payments to SGC
253	Bible, small - Imitation Leather
256	Honored Queen signature sheets for Altar Bible
258	Birthday Cards, different cards for each month

Form No.	Description
260	Binder for Constitution and Bylaws
262	Librarian's Report, an assortment of symbolic information that may be used by the Bethel Librarian
264	Book of Job, 4.5x2.5
265	History of Job's Daughters - volume 1
280	Trademark Application, used to obtain permission to use the Official Trademark. Permission is granted for one year only.
281	Expense Claim (Deputies and Assisting Deputies ONLY), used for authorized expenses
282	Expense Claim, used for authorized expenses
283	Educational Scholarship Certificate

Form No.	Description
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PROMOTIONAL MATERIAL

302	<u>Attention Masons</u> , a poster for display wherever Masons meet.
303	<u>Support the Masonic Fraternity</u> , a sheet seeking sponsorship of new members into the Order.
304	<u>Parents Brochure</u> , an information pamphlet that is personalized by a Bethel for the parents, guardians, or grandparents of its members.
305	<u>What Job's Daughters IS and IS NOT</u> , a folded card of information with space for a contact name.
306	<u>Information Brochure</u> , comprehensive general information about the Order.
307	<u>Recruitment Brochure</u> , color brochure for prospective members
308	<u>JD Bookmark</u> , information on what a Daughter learns from the Order and what Masonry is.
310	Promotion folder for inserting materials

SOP-SGC-3

DISBURSEMENTS

Section 1. General

- (a) All itemized expense accounts for the current year must be given to the Chairman of the Finance Committee for approval within thirty (30) days after the close of the Annual Session.
- (b) Disbursements shall be by check of the SGC and, when accompanied by vouchers approved by a majority of the Finance Committee, shall be signed by the Executive Manager and the Chairman of the Finance Committee.
- (c) For the purpose of prompt payment and earning discounts, invoices for supplies shall be handled in accordance with procedure agreed upon by the Board and the Finance Committee.
- (d) No business involving expenditure of SGC monies shall be conducted at the Annual Session unless at least one member of the Board of Trustees and at least one (1) member of the Finance Committee are in the SGC room.

Section 2. Allowance for Supreme Guardian

- (a) Promptly after installation, the Supreme Guardian shall receive the sum of six thousand dollars (\$6,000.00) paid from the General Fund. This appropriation is intended to cover all expenses incurred during her term of office except as specified in this Sec. and Sec. 3. A report of all expenditures from this allowance shall be filed for information with the Finance Committee at the end of the term.
- (b) Travel expense to jurisdictions outside the continental US shall be allowed separately after estimates have been approved by the Finance Committee.
- (c) The expense of reorganization of weak Bethels and organization of new Bethels along the regular line of travel of the Supreme Guardian shall be paid from the appropriations provided in Sec. 2 (a) of this Art.
- (d) A need for the Supreme Guardian to retrace her steps to handle an emergency shall be paid from the Promotional Fund when an expense account is submitted and approved by the Finance Committee.
- (e) Additional funds shall be provided to cover expenses for instituting the first Bethel in a jurisdiction or for chartering a new GGC. A statement of estimated expenses shall be filed in triplicate with the Chairman of the Finance Committee.
- (f) All itemized expense accounts for the current year must be given to the Chairman of the Finance Committee for approval within thirty (30) days after the close of the Annual Session. Per diem allowances shall not exceed thirty dollars (\$30.00) per day, no matter where incurred.
- (g) The sum of three hundred dollars (\$300.00) per month shall be allowed for secretarial, telephone and postal expenses.

Section 3. Special Conference Expenses

- (a) The Supreme Guardian shall be allowed her expenses, paid from the General Fund, for necessary conferences which shall be held in the Supreme Office when the presence of the Executive Manager is required.

Section 4. Allowance for the Associate Supreme Guardian

- (a) The Associate Supreme Guardian shall be allowed the sum of five hundred dollars (\$500.00) annually from the Promotional Fund and five hundred dollars (\$500.00) annually from the General Fund for expenses incurred in the performance of his duties.
- (b) Travel expense to jurisdictions outside the US and Canada shall be allowed separately after these estimates have been approved by the Finance Committee.

Section 5. Allowance for the Vice Supreme Guardian

- (a) The Vice Supreme Guardian shall be allowed the sum of one thousand dollars (\$1,000.00) annually from the General Fund to assist in defraying the expense of her office and to acquaint herself with Bethels under Supreme. At the end of her term, a report of all expenditures from this allowance shall be filed with the Finance Committee for information.

Section 6. Allowance for the Supreme Guide

- (a) The Supreme Guide shall be allowed three hundred dollars (\$300.00) annually to assist in defraying the expense of her office and to acquaint herself with Bethels under Supreme. At the end of her term a report of all expenditures from this allowance shall be filed with the Finance Committee for information.

Section 7. Allowance for the Supreme Marshal

- (a) The Supreme Marshal shall be allowed three hundred dollars (\$300.00) annually to assist in defraying the expense of her office and to acquaint herself with Bethels under Supreme. At the end of her term a report of all expenditures from this allowance shall be filed with the Finance Committee for information.

Section 8. Executive Manager

- (a) The Executive Manager shall receive such salary as may be agreed upon by the Board of Trustees and the Finance Committee. Such salary shall be subject to all Federal, State, and local tax deductions.
- (b) The salary of the assistants shall be set by the Executive Manager with the approval of the Board of Trustees and the Finance Committee.
- (c) The Executive Manager and other full time employees in the Supreme Office shall be allowed two (2) weeks vacation, with salary, after one (1) year of continuous service. The Board of Trustees shall approve said vacation period. The Board of Trustees and the Finance Committee shall approve additional vacation time based on length of service. No vacation with pay is to be given temporary or part-time employees.

Section 9. Revolving Fund of the Executive Manager

- (a) The Executive Manager shall have a revolving fund of five thousand dollars (\$5,000.00) to meet the emergency needs of her office, carried in such depository as may be designated by the Finance Committee. Total amount of monthly receipts and disbursements of the revolving fund shall be shown on the monthly summary as specified in the duties of the Executive Manager. An adequate balance shall be maintained in this fund at all times by periodic reimbursement as required.

Section 10. Expense of the Annual Session

- (a) The registration fee paid to the Session Arrangements Committee shall be used by the Committee to help defray expenses of the Annual Session.
- (b) The Chairman of the Session Arrangements Committee shall clear through the Finance Committee all activities of the Annual Session which require expenditure of SGC funds not specifically provided for in these Bylaws/SOPs.

Section 11. Promotional Expenses

- (a) When a new Bethel is instituted:
 - (1) The necessary expenses incurred in promoting and instituting a new Bethel under Supreme shall not exceed fifteen hundred dollars (\$1,500.00) and shall be paid from the Promotional Fund.
 - (2) Said expenses shall include those of a Supreme Deputy, or other eligible persons deputized by the Supreme Guardian, and a corps of officers to exemplify the ritualistic work of the Order. An itemized statement of expense shall be submitted to the Chairman of the Finance Committee within thirty (30) days of the institution.
 - (3) Necessary authorized supplies for a new Bethel under Supreme shall be furnished gratis. (See SOP-Bethel-20)
- (b) When a new GGC or JGC is to be chartered:
 - (1) The new GGC or JGC shall be allowed one hundred fifty dollars (\$150.00) from the Promotional Fund of the SGC toward expense of chartering.

- (2) The Supreme Guardian shall be allowed her travel and hotel expenses if a special trip is necessary to charter the new GGC or JGC.
- (3) If it is impossible for the Supreme Guardian to act in person, she may appoint any member of the SGC in her stead. The same allowance shall be paid from the Promotional Fund to such member.
- (4) An itemized statement of such expenses shall be submitted to the Chairman of the Finance Committee within thirty (30) days. Such funds may be advanced when authorized by the Chairman of the Finance Committee and upon approval of the Supreme Guardian. Funds advanced and not spent shall be returned to the Promotional Fund.
- (c) Growth of the Order:
 - (1) Expenses for use only in promotion of the growth of the Order shall be approved by the Chairman of the Promotion Committee and the Supreme Guardian. These approved expenses shall be submitted in detail to the Chairman of the Finance Committee for approval and prompt payment.
 - (2) Expenses of Miss IJD and the SBHQ be approved by the Finance Committee. Funds for these expenses shall be from revenue specified in SOP-SGC-15, which shall be allocated on a share and share alike basis, and allowances authorized in SOP-SGC-3. These expenses are not to be considered as expenses of the Supreme Bethel or the Miss IJD Pageant.

Section 12. Jewels

- (a) An official Past Supreme Guardian's jewel shall be purchased, to be presented to each Supreme Guardian at the conclusion of her term.
- (b) An official Past Associate Supreme Guardian's jewel shall be purchased, to be presented to each Associate Supreme Guardian at the conclusion of his term.

Section 13. Allowance for Miss International Job's Daughter (Miss IJD)

- (a) Miss IJD shall be allowed the sum of one thousand dollars (\$1,000.00) annually from the Promotional Fund for travel expenses incurred in the performance of her duties. This allowance to be issued within thirty (30) days following the annual Supreme Session.
 - (1) Any portion of these funds not expended for travel shall be returned to the Promotional Fund.
 - (2) The Chairman of the Miss IJD Pageant Committee will approve all travel plans and insure responsible supervision during the travels of the Miss IJD. The Supreme Guardian and the Executive Manager shall be advised of her itinerary.
 - (3) Miss IJD shall submit a cumulative report by the tenth (10th) day of each month beginning in September and at the end of her term listing the amount and source of all monies received and all expenditures for this travel accompanied by receipts. This report to be filed with the Executive Manager.
 - (4) For reimbursement of contributions for travel expenses (SOP-SGC-15), the Miss IJD shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the Chairman of both the Pageant and Finance Committees.
- (b) Travel by the Miss IJD to the Annual Session of the SGC shall be allowed via the most economical airfare available or, if less expensive and desirable, by automobile by the most direct route at the rate of twenty cents (.20) per mile.
- (c) The Miss IJD shall be allowed per diem at the rate of twenty dollars (\$20.00) per day for the four (4) days of the Annual Session if she does not receive complimentary lodging arranged by the Supreme Session Arrangements Committee.
- (d) The SGC shall provide a crown designed by the official jeweler for the Miss IJD. The crown shall be passed to her successor.
- (e) Miss IJD shall receive a Past Miss IJD jewel (J-160) gold filled (as shown in the official jewelry catalog) upon completion of her term provided she has met all the requirements as outlined in the Rules and Regulations to the satisfaction of the Miss IJD Committee.
- (f) Provide suitable name badge for Miss IJD to use during her year.

Section 14. Allowance for Supreme Bethel Honored Queen (SBHQ)

- (a) The SBHQ shall be allowed the sum of one thousand dollars (\$1,000.00) annually from the Promotional Fund for travel expense incurred in the performance of her duties. This allowance to be issued within thirty (30) days following the Annual Session of the SGC.
 - (1) Any portion of these funds not expended for travel shall be returned to the Promotional Fund.
 - (2) The Supreme Bethel Guardian shall approve all travel plans and insure responsible supervision during travels of the Supreme Bethel Honored Queen. The Supreme Guardian and the Executive Manager shall be advised of her itinerary.
 - (3) The SBHQ shall submit a cumulative report by the tenth (10th) day of each month beginning in September and at the end of her term listing the amount and source of all monies received and all expenditures for this travel accompanied by receipts. This report to be filed with the Executive Manager.
 - (4) For reimbursement of contributions for travel expenses (SOP-SGC-15), the SBHQ shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the Chairman of both the Supreme Bethel and Finance Committees.
- (b) Travel by the SBHQ to the Annual Session of the SGC shall be allowed via the most economical airfare available or, if less expensive and desirable, by automobile by the most direct route at the rate of twenty cents (.20) per mile.
- (c) The SBHQ shall be allowed per diem at the rate of twenty dollars (\$20.00) per day for the four (4) days of the Annual Session if she does not receive complimentary lodging arranged by the Supreme Session Arrangements Committee.

Section 15. Advance for the Chairman of the Supreme Bethel Committee

- (a) The Chairman of the Supreme Bethel Committee, on request, shall be advanced the sum of five hundred dollars (\$500.00) for Committee expenditures. This advance is to be issued within thirty (30) days of the request. Any portion of these funds not expended shall be returned to the Supreme Office within thirty (30) days following the succeeding Annual Session. A report shall be made at the succeeding Annual Session listing all expenditures against this advance as well as all additional subsequently approved expenditures.

Section 16. Advance for the Chairman of the Miss IJD Pageant Committee

- (a) The Chairman of the Miss IJD Pageant Committee, on request, shall be advanced the sum of five hundred dollars (\$500.00) for Committee expenditures. This advance is to be issued within thirty (30) days of the request. Any portion of these funds not expended shall be returned to the Supreme Office within thirty (30) days following the succeeding Annual Session. A report shall be made at the succeeding Annual Session listing all expenditures against this advance as well as all additional subsequently approved expenditures.

Section 17. Advance for the Chairman of the Educational Scholarships Committee

- (a) The Chairman of the Educational Scholarships Committee, on request, shall be advanced the sum of three hundred fifty dollars (\$350.00) for Committee expenditures. This advance is to be issued within thirty (30) days of the request. Any portion of these funds not expended shall be returned to the Supreme Office within thirty (30) days following the succeeding Annual Session. A report shall be made at the succeeding Annual Session listing all expenditures against this advance as well as all additional subsequently approved expenditures.

SOP-SGC-4

DUTIES OF APPOINTED OFFICERS

Section 1. The Supreme Chaplain shall:

- (a) Contact Grand Secretaries, Jurisdictional Secretaries and Guardian Secretaries of Bethels under Supreme to obtain information on departed members of the SGC, JGCs, BGCs and Bethel members under Supreme.

SOP-SGC-5

DUTIES AND POWERS OF THE SUPREME GUARDIAN COUNCIL

- (a) Present the official Past Supreme Guardian's jewel to each Supreme Guardian upon completion of her term of office.
- (b) Present the official Past Associate Supreme Guardian's jewel to each Associate Supreme Guardian upon completion of his term of office.

SOP-SGC-6

EDUCATIONAL FUND

Section 1.

- (a) The fund shall be known as the SGC Educational Fund.
- (b) The fund shall consist of money and bills receivable now on hand and all money, donations, bequests, and interest that may accumulate from said fund, including interest accumulated in excess of that required to meet expenses outlined in SOP-SGC-9, Ethel T. Wead Mick Fund.
- (c) The fund shall be used for Educational Scholarships upon approval of the Finance Committee.
- (d) This fund shall be administered by the Educational Scholarships Committee.
- (e) The Educational Fund shall be maintained at a minimum of two thousand five hundred dollars (\$2,500.00).

SOP-SGC-7

EDUCATIONAL AND PROMOTIONAL FUNDS PROJECT

Section 1. Fund-raising Project

- (a) The Executive members of the BGC for each Bethel under Supreme shall insure that a fund-raising project for the benefit of the Educational and Promotional Funds is conducted during each Honored Queen's term. Monies raised shall be distributed as designated in SOP-Bethel-2.

Section 2. Unused Funds

- (a) Upon formation of a GGC or JGC, unused funds previously contributed by Bethels within that jurisdiction shall be transferred to the new GGC or JGC.

SOP-SGC-8**ELECTION, VOTING PRIVILEGES, AND PROXY****Section 1. Election of Elective Officers** (C-SGC Art. V Sec. 1 (a))

(a) Letter of Intent

- (1) Those wishing to file a "Letter of Intent" to aspire to the office of Supreme Marshal or Supreme Outer Guard may send a letter to the Executive Manager on or before June 15.
- (2) The "Letter of Intent" shall be limited to a maximum of five hundred (500) words and should outline the interested parties' skills and abilities, stating a reason why she/he would like to be elected as an officer of the Supreme Guardian Council. This will be the only opportunity a candidate will have to give this background to the body.
- (3) Those choosing not to file a "Letter of Intent", or those who miss the deadline, shall still be eligible to aspire to the position on the day of elections.
- (4) Any "Letter of Intent" received by the deadline shall be printed alphabetically by last name of the interested party and distributed to the Voting Delegates at the Annual Session of the SGC.

(b) Candidates aspiring to an elective office shall be requested to rise and state their name and jurisdiction.

Section 2. Election of New Members of the Board of Trustees (See B-SGC Art. VI Sec..1 (b))

(a) Candidates aspiring to the Board of Trustees shall be requested to rise and state their name and jurisdiction.

- (1) Those wishing to file a "Letter of Intent" to aspire to the Board of Trustees may send a letter to the Executive Manager on or before June 15.
- (2) The "Letter of Intent" shall be limited to a maximum of five hundred (500) words and should outline the interested parties' skills and abilities, stating a reason why she/he would like to be elected as a member of the Board of Trustees. This will be the only opportunity a candidate will have to give this background to the body.
- (3) Those choosing not to file a "Letter of Intent", or those who miss the deadline, will still be eligible to aspire to the position on the day of elections.
- (4) Any "Letter of Intent" received by the deadline will be printed alphabetically by last name of the interested party and distributed to the Voting Delegates at the Annual Session of the SGC.

SOP-SGC-9**ETHEL T. WEAD MICK FUND****Section 1. Name**

- (a) The fund shall be known as the Ethel T. Wead Mick Fund.
- (b) The fund shall consist of money and securities on hand and all money, donations, bequests, and interest that may accumulate from said fund.

Section 2. Objectives

- (a) To establish a Fund whereby members and supporters of the Order may make financial contributions, either as a donation or by providing for the same as a bequest in a Will, to JDI.
- (b) The interest from this Fund shall be used as hereafter provided to maintain the Memorial Room, site and grave of Ethel T. Wead Mick in Nebraska; to assist in providing leadership training within the Order, scientific and other programs to perpetuate the Order; and the provision of scholarships in addition to those from other sources.

Section 3. Investment of Funds

- (a) All money on hand and received shall be invested in a manner similar to that for other funds of the SGC, under the direction of the Board of Trustees.

Section 4. Operation

- (a) The Board of Trustees shall establish and approve programs as necessary to implement and foster the Fund.
- (b) It shall be a duty of the Supreme Guardian and the Associate Supreme Guardian to promote and encourage contributions to the Fund.
- (c) The goal shall be to increase donations to two hundred and fifty thousand dollars (\$250,000.00), or a higher amount, so that interest shall be sufficient to cover disbursements.
- (d) Each person or group contributing at least one hundred dollars (\$100.00) or, in the case of individuals including a bequest in her/his Will for that amount or more, shall receive a special certificate, suitable for framing.
- (e) Persons and groups may make donations to the Fund of any amount in memory of someone. Receipts shall be sent to the contributor with a card of appreciation. An appropriate card shall be sent to all persons honored and an appropriate card shall be sent to the next of kin for "in memory" contributions.
- (f) Provisions shall be made for the names of contributors of sums in excess of one hundred dollars (\$100.00) to be recorded in a permanent record book to be kept in the Ethel T. Wead Mick Memorial Room.

Section 5. Distribution of Interest

- (a) The interest accumulated from the invested securities shall be used to support the following activities which are in order of priority: Rent and maintain the Ethel T. Wead Mick Memorial Room in Nebraska, improve and maintain the grave site of our Founder in Nebraska, assist in the maintenance of the exterior and grounds of the International Center for Job's Daughters in Nebraska, assist in providing leadership training, assist in providing scientific and other programs to perpetuate the Order, assist in providing scholarships in addition to those from other sources and provide a yearly donation to the George Washington Masonic National Memorial.

Section 6. Use of Capital

- (a) The Capital in excess of one hundred thousand dollars (\$100,000.00) may be used if urgent major renovations are required for the International Center for Job's Daughters and there are insufficient funds elsewhere in the accounts of the SGC.

Section 7. Funds and Minimum Balance

- (a) The money and securities held in the Fund may be used in such manner as determined by the Supreme Guardian, the Board of Trustees, and the Finance Committee. A minimum balance of one hundred thousand dollars (\$100,000.00) shall be maintained in this fund.

SOP-SGC-10**FLAG PROTOCOL****GENERAL**

- 10.1 The minimum number of flags to be displayed at a Bethel meeting shall be two (2). They shall be the National Emblem of the host country and the Bethel Flag.
- 10.2 When flags of two (2) or more nations are displayed, they shall be flown from separate staffs of the same height and shall be of the same approximate size.
- 10.3 At no time shall the flag be allowed to touch the floor, the Altar, the Bible or any other piece of furniture.
- 10.4 The nation's order of longevity in the Job's Daughters' world is as follows: the United States, Canada, Australia, the Philippines, Brazil.
- 10.5 Other flags (Masonic, Christian, etc.) may be displayed as determined by the governing jurisdiction. Their placement shall be to the left of the Junior Princess and to the right of the Bethel and State, Province or Territory flags.
- 10.6 All flags shall be presented and displayed following correct protocol and affording respect to their meaning.
- 10.7 The National Emblem of the host country is presented at least two steps ahead of all other flags.

FLAG PROTOCOL FOR CARRYING

- 10.10 United States and Possessions – The flag is carried at a sixty (60) degree angle by holding the right hand around the staff with the thumb pointing upward toward the Flag. The right hand is placed on the staff at a height of and on a level with the left shoulder, elbow relaxed. The left hand is at the waistline, hand around the staff, with the base of the hand resting against the left hip. The Flag should never be allowed to touch anything beneath it. The eagle at the top of the staff shall face forward, including when placed in the flag holder in the East.
- 10.11 Canada – The flag is carried by holding the left hand around the outside of the staff, the thumb pointing upward towards the flag, at the height of and against the right shoulder. The right hand is at the waistline with the base of the hand resting against the right hip. The staff is always carried in an upright position.
- 10.12 Australia – For JDI meetings, the flag protocol for the Australian flag is very similar to the USA flag. The flag is carried/held in exactly the same way. Everyone rises as the flag enters the room and stands with hands at the side (not on the heart). The Marshal does not sing. There is no Pledge of Allegiance. The flag is not retired at any time during the meeting. The flag should not be decorated or added to in any way - no fringing or decorations on the flag stand or flag pole.
- 10.13 Philippines – The flag is carried at a sixty (60) degree angle by holding the right hand around the staff with the thumb pointing upward toward the Flag. The right hand is placed on the staff at a height of and on a level with the left shoulder, elbow relaxed. The left hand is at the waistline, hand around the staff, with the base of the hand resting against the left hip. (Same as US) Everyone rises as the flag enters the room and stands with hands at the side. There is no Pledge of Allegiance.

- 10.14 Brazil - The National Flag must be the first to be escorted in all ceremonies, as per Ritual. When in the Preparation Room, the Marshal holds and suspends the staff vertically, with her right hand at shoulder level, with the upper edge of the flag held by the right thumb. Then holds the staff with the left hand below the right hand, thumbs along the staff. Using both hands, **lays** the flag over her right shoulder, at a forty five (45) degree angle, projecting the left elbow, keeping it parallel to the ground. Upon completion, the cloth, secure in the chest level, will naturally fall to the side covering the right arm, leaving the spotlight on the blue celestial sphere. Hold the cloth in order to not let it touch the floor. When at the west of the Altar, the Marshal, using both hands, moves the flag **to a** vertical position, suspended in front and center of her body, keeping the left hand at the same position, left elbow relaxed, right hand at shoulder level. The Marshal releases the upper edge of the flag keeping the heels together, looking forward. The bottom of the staff never touches the floor. To escort the flag to the East, the Marshal will proceed the same way she did at the Preparation Room remembering to never let the staff or the cloth touch the floor.

ESCORT

- 10.20 The National Emblem of the host country shall be presented first, except Brazil, followed by any others in the order of longevity (See 21.4). Should the Supreme Guardian be present, the National Emblem of her country, if different from that of the host, shall be presented second.
- 10.21 Following National Emblems, the State, Provincial or Territorial flag of the host Bethel, if presented, shall be first. Flags of other States, Provinces or Territories may be presented as appropriate. Alphabetical order may be followed.
- 10.22 Then, as determined by the governing jurisdiction, other flags may be escorted (see 21.5).
- 10.23 The Bethel Flag is presented per Ritual.

HONORS

- 10.30 The National Anthem of the country shall be played after the flag is presented west of the Altar. Citizens pay respect to their National Emblem according to the custom of their Country. Those who are not citizens of the Country whose Flag is being presented stand at attention with hands at their sides. The flag then shall be escorted to the East.
- 10.31 Following placement in the East, in countries where there is a Pledge of Allegiance, the pledge may be given. Countries not having such a Pledge may use an inspirational pledge as determined by the governing jurisdiction.
- 10.32 Tributes may be given to the national or other flags while at the Altar or in the East during receptions and installations.

DISPLAY IN THE EAST

- 10.40 Flag stands shall be placed in the East prior to the meeting or event. They shall be in line with the Honored Queen and Princesses.
- 10.41 The stand for the National Flag of the host country shall be the farthest right of the Senior Princess.
- 10.42 The stand for the Bethel Flag shall be farthest left of the Junior Princess.
- 10.43 Other stands shall be placed and filled as per the order of flag escort.
- 10.44 National flags shall be placed to the right of the Senior Princess.
- 10.45 All other flags shall be placed at the left of the Junior Princess with the Bethel Flag farthest left.

RETIRING

- 10.50 In countries where the National Emblem is normally retired, only the Host Country's flag is retired. The Marshal shall retrieve the flag from the east, carrying the flag as it was carried on entry and retrace her steps to the Preparation Room for proper interim storage of the flag.

SOP-SGC-11

INITIATION AND ANNUAL FEES

1. Remittance by Bethels

- (a) An initiation fee and an annual fee will be paid by all Bethels for members initiated and members on their rolls as specified in this Instruction.
- (b) The fees shall accompany Form 112, 113 or 114 when submitted to the Executive Manager by Bethels under Supreme, and Form 110 or 111 when submitted to the Grand Secretary by Bethels under a GGC.
- (c) An update of the Membership list provided by the Executive Manager shall accompany the Annual Report and fees.

2. Initiation Fee

- (a) The initiation fee for each member when she joins the Order is:
 - (1) For Bethels under Supreme, ten (10.00) USD, CAD, AUD, PHP, BRL ...etc, and annually shall increase by two percent (2%) beginning January 1, 2004.
 - (2) For Bethels under a GGC, four (4.00) USD, CAD, AUD, PHP, BRL ...etc, and annually shall increase by two percent (2%) beginning January 1, 2004.
- (b) This fee shall be paid by the Bethel during the month of January for all new members who joined the Order between January 1 and December 31 of the preceding year.

3. Annual Dues

- (a) The annual dues shall be collected in the currency of the jurisdiction to which the member belongs
- (b) The annual dues for each member reported by chartered Bethels on December 31, 2007 is ten point one two (10.12) USD, CAD, AUD, PHP or BRL ...etc, and annually shall increase by two percent (2%).
- (c) These dues shall be paid during the month of January.
- (d) The annual fee of Bethels chartered after July 1 shall be prorated from the date of chartering. Bethels chartered less than one (1) month prior to January 1, filing their first report, shall be exempt from this fee.
- (e) The Bethels, GGCs and JGCs outside of the USA and Canada shall be exempt from remittance of fees to the Insurance Fund. (See SOP-SGC-11 4 (a)).

4. Insurance Fee

- (a) The annual fee for each member of the Bethel for the payment of liability insurance shall be the latest actual premium paid, plus ten percent (10%), divided by the total membership in the USA and Canada as of the last Annual Report. This fee is to be paid with each Annual Report.
- (b) The fee shall be prorated from the date of chartering for new Bethels chartered during a calendar year.
- (c) The Bethels, GGCs, and JGCs, outside the United States of America and Canada shall be exempt from remittance of this fee.

5. Remittance by GGC

- (a) GGCs shall collect the initiation fee and the annual dues as specified above and remit them in US dollars using the exchange rate as of December 31 to the Supreme Office so that they are received no later than March 1.
- (b) The remittances shall be accompanied by an update of the Membership list as provided by the Executive Manager, and the Annual Reports on Form 123 A, B, and C as provided in B-GGC, Art III, Sec 6(g).

- (c) The remittance shall be accompanied by a penalty if received in the Supreme Office after the deadline date of March 1. The fine to be a percentage of the total amount owed as follows: two (2) percent for one (1) through thirty (30) days over due, five (5) percent for thirty-one (31) through sixty (60) days overdue and seven and one half (7.5) percent for any period over sixty (60) days.

6. Allocation of Fees

- (a) Fees from Bethels under Supreme including JGCs are allocated as follows:

- (1) From the initiation fee:

- Seventy-five percent (75%) to the General Fund
- Twenty percent (20%) to the Educational Fund
- Five percent (5%) to the Promotional Fund

- (2) From the annual dues:

- Seventy-five percent (75%) to the General Fund
- Twenty percent (20%) to the Promotional Fund
- Five percent (5%) to the Educational Fund

- (b) Fees from GGCs are allocated as follows:

- (1) From the initiation fee:

- Twenty-five percent (25%) to the General Fund
- Twelve percent (12%) to the Educational Fund
- Thirty-eight percent (38%) to the Promotional Fund
- Twenty-five percent (25%) to be retained by the GGC

- (2) From the annual dues:

- Fifty percent (50%) to the General Fund
- Twelve percent (12%) to the Promotional Fund
- Thirteen percent (13%) to the Educational Fund
- Twenty-five percent (25%) to be retained by the GGC

SOP-SGC-12

MAJORITY MEMBERS

1. Each member in good standing shall become a Majority Member upon becoming twenty (20) years of age, or married under that age, and shall immediately receive gratis a certificate of Majority Membership, Form 162 at the end of the term if she becomes twenty (20) or immediately if marrying prior to the age of twenty (20).
2. She shall be entitled to receive the Majority Ceremony at such time as may be convenient. The Ceremony may be conferred at a regular or special meeting of the Bethel. A special meeting called for this purpose may be an open meeting and may be conducted without formal opening or closing.
3. She shall be entitled to all the right and privileges of a member except voting and holding office.
 - (a) If she turns twenty (20) she shall be entitled to all the rights and privileges through the end of the term.
 - (b) If she marries she shall be entitled to all the rights and privileges of a member except voting and holding office.
4. She may enter the Messenger's semicircle, give honors and assume the Attitude of Prayer. She will rise and sing the Bethel Flag song.
5. She shall be exempt from further payment of dues.
6. She shall keep her Bethel informed of any change in name or address.
7. A member who had demitted from the Order and has passed the age of twenty (20) years, or who has married before that age, may be reinstated as a Majority Member by applying in writing to the Executive members of the BGC of the Bethel of which she was a member; or if the Bethel has been closed, to the Executive Manager of the SGC or the Grand Secretary in her Jurisdiction, for consideration by the Executive members of the SGC or the Executive members of the GGC, respectively.
 - (a) Application must be accompanied by her Demit (complete form), payment of dues from the date of the Demit to date of Majority and affiliation fee equal to one-half (1/2) the initiation fee. (See B-GGC Art. XVII Sec. 1.21)
 - (b) It must be approved by a majority vote of the Executive members of the BGC.
 - (c) She shall then become a Majority Member and shall be reinstated on the next annual report sent to the Executive Manager (Form 112, 113 or 114) or sent to the Grand Secretary (Form 110 or 111).
 - (d) She shall receive gratis a Certificate of Majority Membership and shall be entitled to receive the Majority Ceremony.
8. As a Majority Member, even though married, she is privileged occasionally to fill an office for an absentee, or to act as an installing officer.
9. Each member in good standing shall become a Majority Member upon her death if under the age of twenty (20). Her parent(s) or guardian(s) shall immediately receive gratis her Certificate of Majority Membership, Form 162.
10. A deceased Daughter, under the age of twenty (20), who had demitted from the Order may be reinstated as a Majority Member if her parent(s) or guardian(s) follow the procedures outlined in SOP-SGC-12, Art 7, Sect (a) (b) and (c). Once accomplished, her parent(s) or guardian(s) shall receive gratis her Certificate of Majority Membership, Form 162.

SOP-SGC-13

MEETINGS

Section 1. Reports

- (a) The time allowed for reading of the report of any officer shall not exceed five (5) minutes, except for the report of the Supreme Guardian, Associate Supreme Guardian and the Executive Manager, who shall be allowed one-half hour each. Detailed reports shall be printed in the Proceedings.
- (b) The report of the Jurisprudence Committee concerning proposed amendments to the Constitution and Bylaws shall be the first order of business after the reports of the Supreme Guardian, Associate Supreme Guardian and the Finance Committee.
- (c) No items requiring action or motions within reports shall become effective unless placed at the end of the report for easy identification and voted on separately by the members.

SOP-SGC-14

PUBLICATIONS

Section 1.

- (a) All publications, other than the Proceedings, issued in the name of the SGC shall first be approved by the Supreme Guardian, Associate Supreme Guardian and the Finance Committee.

SOP-SGC-15

REVENUE

Section 1. Fiscal Year

- (a) The fiscal year of the SGC shall be from June 1 to May 31 inclusive.

Section 2. Receipts

- (a) All money collected in the name of the SGC shall be received by the Executive Manager in US dollars and accounted for as directed by the Board of Trustees.

Section 3. Sources: The SGC shall derive its revenue from the following:

- (a) a fee for each dispensation to form a new Bethel under Supreme. (See SOP-Bethel-12)
- (b) a fee for each charter issued to a Bethel under Supreme. (See SOP-Bethel-12)
- (c) a fee for each charter issued to a new GGC (See B-SGC Art. XVIII Sec. 1 (c)) and each JGC (See B-SGC Art. XIX Sec. 2 (b)).
- (d) fees for dispensations and charters from GGC and JGC as specified on Form 123.
- (e) a fee for each dispensation granting a special privilege to Bethels under Supreme. (See SOP-Bethel-18)
- (f) initiation fees and annual fees from all Bethels. (See SOP-SGC-11)
- (g) a fine of twenty dollars (\$20.00) paid by the Executive members of BGCs under Supreme who fail to file Annual Report Form 112, or 113 and remit fees by January 31. Extension of time may be given at the discretion of the Executive Manager.
- (h) a fine paid by each GGC which fails to submit its required fees so that they are received no later than March 1 at the Supreme Office. The fine shall be a percentage of the total amount due:
- (1) two percent (2%) for one (1) through thirty (30) days overdue, or
 - (2) five percent (5%) for thirty-one (31) through sixty (60) days overdue or
 - (3) seven and one half percent (7.5%) for any period over sixty (60) days.
- (i) Annual membership fee of forty dollars (\$40.00) from each Voting Delegate of the SGC paid at the time of registration with the Session Arrangements Committee. The membership fee will provide eligibility to register with the Credentials Committee at the Annual Session, to vote at that session, to maintain active status for one (1) year on the distribution list of the SGC, and to receive the annual directory of the SGC.
- (1) Receive the membership fees for the ensuing SGC year, forwarding them to the Supreme Office no later than thirty (30) days after the close of the Annual Session of the SGC.
- (j) Registration fee of two dollars (\$2.00) shall be paid to the Session Arrangements Committee by all those attending the Annual Session, except those under the age of ten (10).
- (k) Gifts, donations and contributions accepted by the SGC for promotional use (which includes the defraying of travel costs) for either Miss International Job's Daughter or the Supreme Bethel Honored Queen or for both. The Executive Manager shall report the status of these funds to the Chairman of the Promotion Committee, the Supreme Guardian and the recipients within ten (10) days after the close of the Annual Session. These funds are separate from and are accounted for separately than the allowances specified in SOP-SGC-3.
- (l) Commencing with the 2012 Annual Session, one third (1/3) of the profit from each Supreme Session will be paid to the SGC. This profit is defined as the Total Receipts of the Session, less all normal expenses of the Session as outlined in the current edition of the Guidelines and Suggestions for the SAC Committee document as published by the Board of Trustees. Any donation to the SGC or elsewhere, for specific items such as computers, equipment, etc., shall come after the one third (1/3) has been paid to the SGC.

Section 4. Contributions

- (a) Contributions to expenses of Miss International Job's Daughter
- (1) All monies solicited and received for the purpose of paying travel expenses of the Miss International Job's Daughters shall be sent directly to the Executive Manager. The monies received by the Executive Manager shall detail the source of the contribution.

- (b) Contributions to expenses of Supreme Bethel Honored Queen
 - (1) All monies solicited and received for the purpose of paying travel expenses of the Supreme Bethel Honored Queen shall be sent directly to the Executive Manager. The monies received by the Executive Manager shall detail the source of the contribution.

SOP-SGC-16

RULES OF ORDER AND PARLIAMENTARY AUTHORITY**RULES OF ORDER**

1. Quorum
 - (a) A quorum for the transaction of business of the SGC shall consist of the representatives of at least ten (10) GGCs.
 - (b) A quorum for the transaction of business of the GGC shall consist of five (5) voting members representing five (5) different Bethels. (See B-GGC, Art. XVII Sec. 1.26)
2. One rap of the gavel calls to order or seats the assembly. Two raps of the gavel calls up the officers. Three raps of the gavel calls up the entire assembly.
3. Members desiring to address the SGC or GGC shall rise, address the presiding officer, and after receiving recognition, state their name, name of the GGC/Bethel to which they belong, and then state the purpose for which they obtained the floor.
4. Unless permission is given by the assembly, no member shall speak longer than five (5) minutes, nor shall a member speak twice on any question until others who desire to speak have done so. No member shall speak more than twice on the same question except by permission.
5. Robert's Rules of Order, Revised (latest edition) shall govern this SGC and all its subordinate organizations where applicable and consistent with the Constitution, Bylaws and Standard Operating Procedures of JDI.
6. The ruling of the presiding officer shall be final, subject to The Law of Appeal.
7. The motion to adopt a proposed amendment to the Constitution, Bylaws and/or Standard Operating Procedures may be made by any voting member present. A negative motion shall not be made.
8. These rules of order may be amended or suspended at any time by a two-thirds (2/3) vote of those present and voting.

PARLIAMENTARY AUTHORITY

1. DEFINITION.
 - a. Rules and Regulations are defined as containing the following:
 - (1) Ritual Book
 - (2) Policy statements issued by the BOT for governance of the Business.
 - (3) Constitutions
 - (4) Bylaws
 - (5) Standard Operating Procedures (SOPs)
 - b. All Rules and Regulations require approval by the appropriate Jurisprudence Committee and must be published (electronic or paper) in a format suitable for printing for access by the Daughters and adults.
2. IMMEDIATE AMENDMENT – An immediate amendment may be presented by a member of the SGC when signed by ten (10) delegates representing ten (10) GGCs and submitted to the Presiding Officer to be read to the voting delegates. (GGC – signed by five (5) delegates representing five (5) Bethels or as defined in GGC Rules and Regulations – See B-GGC 6, Art. XVII). It shall then be referred to the Jurisprudence Committee for recommendation to and action by the voting delegates. An immediate amendment requires unanimous vote of those present and voting.

3. **AMENDMENTS** – Amendments to these Constitutions and Bylaws or Policy Requests shall be approved at the Annual Session of the SGC/GGC by a two thirds (2/3) affirmative vote of the members present and voting. Amendments to Standard Operating Procedures shall be approved at the Annual Session of the SGC/GGC by a majority affirmative vote of the members present and voting. Only amendments affecting the revision of Ritual shall be acted on at the Annual Session where the Ritual is being considered. No other amendment shall be acted upon when there is a revision of the Ritual. Amendments shall be submitted in writing to the Executive Manager and must be received on or before April 1 of the year of the Annual Session when it is to be considered. A copy of proposed amendments shall be sent to each voting member on or before June 1, of the year of the Annual Session when it is to be considered (GGC amendments timing per their Rules and Regulations).
4. No proposed amendment shall be printed and mailed to the voting delegates of the SGC by the Executive Manager unless it has been submitted by a member of the SGC and signed by the proposer.
5. Proposed amendments shall be submitted in a form so as to show the wording of the entire paragraph as amended. Amendments which propose only to delete, insert, or substitute figures, letters, words, phrases or sentences will not be accepted by the Executive Manager.
6. Proposed amendments placed on the floor of the SGC must have the proposers, or a representative speaking on behalf of the proposer, present during the discussion.
7. The adoption of any amendment shall automatically amend all other sections referring to the same subject.
8. Legislation adopted at an Annual Session of the SGC shall become effective immediately upon distribution.
9. The adoption by the SGC of new laws pertaining to BGCs or GGCs, or the amendment of existing laws pertaining to them, automatically amends GGC's Manual of Rules and Regulations for the GGC or BGCs effective with notification of the publication on the SGC Website by the Grand Secretary.
10. The adoption by the SGC of new laws pertaining to Bethels, or the amendment of existing laws pertaining to them, automatically amends GGC's Manual of Rules and Regulations and Bethel laws on the same subject effective with notification of the publication on the SGC Website by the Grand Secretary, or Guardian Secretary of Bethels Under Supreme, unless specifically excepted by the Rules and Regulations of the SGC.
11. The Constitution, Bylaws, Standard Operating Procedures, and Policies (Rules and Regulations) of the SGC shall be printed or reprinted (or presented in a digital form suitable for printing) for use in loose leaf form for ring binders. Any changes made in the Rules and Regulations, shall be by distributing and renumbering of pages affected, as well as the index. Sticker shall not be permitted.
12. There should be a notation at the bottom of the page in bold type opposite the binding indicating an omission. There shall be a side bar printed against the lines where a change or addition has been made. Each replacement or additional page shall include the year of issue. These changes in the Constitution and Bylaws shall be accompanied by a dated check list showing the number of each page affected.
13. Variations to the Rules and Regulations for GGCs and JGCs shall be allowed, upon approval by Supreme Jurisprudence, according to the authorizations previously approved by the SGC as specified in B-GGC 6, Art. XVII and B-JGC 5, Art. XV respectfully.

SOP-SGC-17

SCHOLARSHIPS

Section 1. General

- (a) The Educational Scholarship Committee shall receive applications for all scholarships on forms approved by the SGC from members of any Bethel in JDI, including unmarried Majority Members who have not reached the age of thirty (30) years, carefully investigate the same and recommend scholarships to be awarded at the next Annual Session.
- (b) Scholarship applications shall be postmarked no later than April 30 of the year in which applying. All applications received with a postmark later than April 30 shall be disqualified. Applicants shall be notified of Chairman's receipt of application and date thereof.
- (c) All applications shall be judged and scored by approved rules on file in the Supreme Office.
- (d) All applicants shall be considered for all available scholarships unless specifically prohibited by the rules of any scholarship offered.
- (e) Confidential information concerning applicants for scholarships shall not be disclosed to anyone other than those mentioned in paragraph (f) of this Sec.
- (f) A copy of the Committee's recommendations shall be sent to the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Vice Associate Supreme Guardian, Executive Manager and Chairman of the Finance Committee prior to the Annual Session.

Section 2. Educational Fund Scholarships

- (a) Scholarships awarded from monies in the Educational Fund shall be in the amount of seven hundred fifty dollars (\$750.00).
- (b) The recipient of a first scholarship may, at the discretion of the Committee, subsequently receive one (1) additional scholarship. Applications for renewal of scholarship shall be made on approved forms.
- (c) No applicant shall receive more than one scholarship from this Fund in any one year.

Section 3. Other Scholarships

- (a) Scholarships from monies collected for special area scholarships, bequests and/or monies from other sources that are designated for scholarships, shall be awarded according to the rules established for such special scholarships by the donors, or by the SGC.

SOP-SGC-18**SUPREME DEPUTIES AND ASSISTING SUPREME DEPUTIES****Section 1. Expenses**

- (a) Transportation expenses for Supreme Deputies and Assisting Supreme Deputies will be paid as follows: by train, actual fare for most direct route; by auto, twenty cents (\$.20) per mile for most direct route; by air, actual air-coach fare.
- (b) Lodging and meals for Supreme Deputies and Assisting Supreme Deputies will be allowed not to exceed thirty dollars (\$30.00) per day for the actual number of days.
- (c) If above expenses are not otherwise provided for, they shall be paid from the Promotional Fund of the SGC in the manner provided by law.

Section 2. Supplies

- (a) Supreme Deputies and Assisting Supreme Deputies shall order supplies, with the exception of promotional materials which shall be paid for by the Bethel/Jurisdiction, necessary to the performance of their duties from the Supreme Office.

SOP-SGC-19

THE BOARD OF TRUSTEES

Section 1. Meetings

- (a) There shall be at least two (2) meetings per year. One (1), three (3) days prior to the Annual Session of the SGC and one (1) held during the months of February or March. The latter will be called the mid-year meeting, and shall not exceed three (3) days.
- (b) The Chairman of the Board of Trustees and/or the Supreme Guardian may call emergency or additional meetings that may be conducted by whatever technological means are deemed most efficient, or face to face.
- (c) The Chairman of the Board of Trustees and/or the Supreme Guardian may invite others to attend the meetings as necessary to report on activities for which they are responsible.

**CONSTITUTION OF A
GRAND GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization is Job's Daughters International, Grand Guardian Council of _____.
(State, Province, Territory, or Country)

**ARTICLE II
OBJECT**

Section 1.

- (a) The object of the GGC is to be supreme in its jurisdiction in all matters pertaining to the Bethels, Bethel Guardian Councils and its own affairs, subject to the provisions of the laws of the Supreme Guardian Council.

**ARTICLE III
AUTHORITY**

Section 1.

- (a) This GGC operates under authority of a Charter granted by the Supreme Guardian Council and dated _____. The jurisdiction of this GGC shall be limited to the State/Province/Territory/Country of _____.
- (b) Manuals of Rules and Regulations of GGCs shall include Art. I, II, and III, Sec. 1(a) in same. The format for the Manual, and subsequent amendments thereto, shall follow the same sequence as that of this Constitution, Bylaws and Standard Operating Procedures of a GGC. (See B-GGC Art. XVII Sec. 1) for prerogatives extended to GGCs)
- (c) All amendments to Rules and Regulations and Book of Ceremonies for a GGC require approval by Supreme Jurisprudence.

**ARTICLE IV
MEMBERSHIP**

Section 1.

- (a) A GGC shall consist of the GGC Officers, Past Bethel Guardians and Past Associate Bethel Guardians of Bethels in the jurisdiction, the five (5) Executive members of the BGC, chartered and under dispensation, and all members of the SGC residing in such GGC jurisdiction who have been elected to membership in such GGC.
- (b) See B-GGC Art. XVII Sec. 1 concerning loss of membership in the GGC.

**ARTICLE V
OFFICERS**

Section 1. Elective Officers

- (a) The elective officers of a GGC shall be: Grand Guardian (a woman), Associate Grand Guardian (a Master Mason), Vice Grand Guardian (a woman), Vice Associate Grand Guardian (a Master Mason), Grand Guide (a woman), Grand Marshal (a woman), Grand Secretary, and Grand Treasurer. (See B-GGC, Art. XVII Sec. 1)

Section 2. Appointive Officers

- (a) The appointive officers may be any of the following: Grand Chaplain, Grand Librarian, Grand Director of Music, Grand First Messenger, Grand Second Messenger, Grand Third Messenger, Grand Fourth Messenger, Grand Fifth Messenger, Grand Senior Custodian, Grand Junior Custodian, and the Grand Inner Guard and the Grand Outer Guard if not designated elective officers of the GGC.

Section 3. Executive Officer

- (a) The Grand Guardian shall be the executive officer of the GGC.

Section 4. Executive GGC

- (a) The Executive GGC shall be composed of the elective officers of the GGC.

**ARTICLE VI
ELIGIBILITY**

Section 1.

- (a) No person shall be eligible for election or appointment to office of a GGC unless she/he is a voting delegate thereof. If the GGC is in the USA, Canada or Australia, the delegate shall be on the current list of CAVs provided by the Executive Manager.
- (b) In jurisdictions where Masons are prohibited from serving as Associate Grand Guardians or Vice Associate Grand Guardians, the Grand Guardian, with the advice and consent of the Executive GGC, may authorize election and installation of eligible women to serve in these offices.
- (c) After the first election of the GGC officers, no person shall be eligible to serve as an elective GGC officer, except as Grand Secretary or Grand Treasurer, who has not served at least one (1) term as a Bethel Guardian or Associate Bethel Guardian of a chartered Bethel.
- (1) Bethel Guardians and Associate Bethel Guardians who are completing their first full term in said office at the time of a GGC election shall be eligible to serve as an elective officer of the GGC.
- (d) No member shall be eligible for the office of Grand Guardian or Associate Grand Guardian who has not served, or who is not completing service, as an elective officer of the same GGC for a period of one (1) term.
- (e) No Grand Guardian or Associate Grand Guardian shall succeed herself/himself in office or be elected to the office of Grand Guardian or Associate Grand Guardian a second time in the same GGC. (See B-GGC, Art. XVII Sec. 1.30)
- (f) A SGC Officer may hold an office in a GGC.

**ARTICLE VII
ELECTION, VOTING PRIVILEGES, AND PROXY**

Section 1. Election

- (a)-(c) **(See B-GGC Art. XIII Sec. 1 (a)-(c))**

Section 2. Voting Privileges

- (a) **(See B-GGC Art. XIII Sec. 2 (a))**

Section 3. Proxy

- (a) **(See B-GGC Art. XIII Sec. 3 (a))**

**ARTICLE VIII
APPOINTMENTS**

Section 1.

- (a) **(See B-GGC Art. XIV Sec. 1 (a))**

**ARTICLE IX
TERM**

Section 1.

- (a) **(See B-GGC Art. XV Sec. 1 (a))**

**ARTICLE X
INSTALLATION**

Section 1.

- (a) **(See SOP-GGC-6)**
 (b) **(See B-GGC Art. XVI Sec. 1 (b))**
 (c) **(See SOP-GGC-6)**

**ARTICLE XI
VACANCIES**

Section 1.

- (a)-(d) **(See SOP-GGC-10)**

**ARTICLE XII
MEETINGS**

Section 1.

- (a)-(b) **(See SOP-GGC-8)**

**ARTICLE XIII
COMMITTEES**

Section 1. Eligibility

- (a) No person shall be eligible to serve on a standing committee of a GGC unless she/he is a voting delegate thereof.
 (1) Persons who have served on a BGC shall be eligible to serve on other committees.
 (b) An elected GGC officer shall not serve on the Appeals and Grievances Committee.
 (c) An elected GGC officer shall not serve on the Jurisprudence Committee.

Section 2. Restrictions

- (a) The spouses of the Grand Guardian or the Associate Grand Guardian shall not serve on either the Appeals and Grievances Committee or the Jurisprudence Committee.
 (b) The spouses and/or other family members of the Jurisprudence Committee shall not serve on the Appeals and Grievances Committee.

**ARTICLE XIV
DEPUTIES**

Section 1. Grand Deputy

- (a) A Grand Deputy may be appointed to:
 (1) Institute Bethels.
 (2) Instruct and/or inspect Bethels.
 (3) Assist Bethels which may require help.
 (b) A SGC officer may hold an office as a Grand Deputy.

Section 2. Deputy Grand Guardian

- (a) If deemed advisable for promotional purposes, the Grand Guardian may designate the title of Deputy Grand Guardian to a Grand Deputy.
 (b) An individual who makes an official inspection on behalf of a Grand Guardian shall be designated as a Deputy Grand Guardian.

**BYLAWS OF A
GRAND GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
DUTIES AND POWERS OF A GRAND GUARDIAN COUNCIL**

Section 1.

- (a) GGCs may adopt a Manual of Rules and Regulations which shall not conflict with the laws of the SGC. (See SOP-GGC-7 and B-GGC Art. XVII Sec. 1.4)
- (b) GGCs may adopt a Book of Ceremonies which shall not conflict with the laws of the SGC. (See SOP-GGC-2 and B-GGC Art. XVII Sec. 1.5)
- (c) GGCs may approve the formation of a Grand Bethel. (See B-GGC Art. XVII Sec. 1.6). In the event a Grand Bethel is formed by a GGC, Grand Bethel Rules and Regulations shall be adopted by the GGC and be included in the Manual of Rules and Regulations.
- (d) GGCs shall obtain their supplies from the SGC.
- (e) GGCs may delegate authority to Grand Guardians to administer certain penalties and fines. (See SOP-GGC-9)
- (f) GGCs may approve the formation of an Alumni Association (See B-GGC Art. XVII Sec. 1.29) which shall not conflict with the laws of the SGC.

**ARTICLE II
POWERS OF THE EXECUTIVE GRAND GUARDIAN COUNCIL**

Section 1.

- (a) The powers of the Executive GGC shall be limited to action on appeals as provided under the laws of the SGC. (See SOP-SGC-1)
- (b) The members may act in an advisory capacity on other matters when requested to do so by the Grand Guardian.

**ARTICLE III
DUTIES OF THE GRAND GUARDIAN COUNCIL OFFICERS**

Section 1. Rulings

- (a) Rulings of a Grand Guardian not contrary to existing law shall be in effect until the next Annual Session. Such decisions shall not become law unless presented in the form of an amendment and adopted as provided in the laws of the GGC.

Section 2. The Grand Guardian shall:

- (a) Preside at all regular and special meetings of the GGC and the Executive GGC.
- (b) See that the laws of the SGC and GGC are enforced.
- (c) Promote the welfare and growth of the Order.
- (d) Appoint the members of the BGCs. Appointees working with JDI in the USA, Canada and Australia shall be on the current list of CAVs provided by the Executive Manager.
- (e) Issue dispensations and charters in the name of the GGC.
 - (1) When a Bethel changes location a Charter Amendment shall be issued, under seal, to be attached to the Bethel Charter indicating the new location. This Charter Amendment shall be dated and bear the signature of the Grand Guardian and attested by the Grand Secretary. (See C-Bethel, Art. XIII, Sec. 3)
- (f) Issue special dispensations upon request and when required to comply with SOP-Bethel-18.
- (g) Convene any Bethel or BGC for the purpose of settling disputes, to make inspection, or to require obedience to the laws and rules of the Order.
- (h) Appoint committees as necessary for the transaction of the business of the GGC. Appointees working with JDI in the USA, Canada and Australia shall be on the current list of CAVs provided by the Executive Manager.
- (i) Serve as a member ex officio on all committees and the Board of Trustees, in Grand Jurisdictions where such a Board exists, with the right to discuss and vote on all questions except the Appeals and Grievances Committee.
- (j) Submit a written report at the Annual Session on the condition of the organization.
- (k) Appoint Grand Deputies and Deputy Grand Guardians, when required. Appointees working with JDI in the USA, Canada and Australia shall be on the current list of CAVs provided by the Executive Manager.

- (l) Submit a report on Form 120 at the Annual Session of the SGC about the work of the GGC jurisdiction, which shall be limited to activities of benefit to other GGCs, JGCs and Bethels. The Executive Manager shall mail Form 120 to each Grand Guardian sixty (60) days prior to the Annual Session of the SGC.
- (m) Issue a waiver of jurisdiction, under seal, to allow a resident in the jurisdiction to be initiated into a Bethel in another jurisdiction. The waiver shall be sent to the Supreme Deputy, Grand Guardian or Jurisdictional Guardian of the other jurisdiction. (See C-Bethel, Art. IV, Sec. 2 (a))
- (n) Appoint inspecting officer for instituting, reinstating and chartering a Bethel.

Section 3. The Associate Grand Guardian shall:

- (a) Assist the Grand Guardian in the performance of her duties.
- (b) Preside at the meetings in the absence of the Grand Guardian and the Vice Grand Guardian, and at other times when requested to do so.
- (c) Advise the Grand Guardian on all matters pertaining to her duties and act as liaison for the Order on subjects relating to the Masonic Fraternity.
- (d) Make himself thoroughly familiar with all laws pertaining to the Order.
- (e) Serve as a member ex officio on all committees and the Board of Trustees, in Grand Jurisdictions where such a Board exists, with the right to discuss and vote on all questions except the Appeals and Grievances Committee.

Section 4. The Vice Grand Guardian shall:

- (a) Assist the Grand Guardian.
- (b) Assume the Grand Guardian's duties during her disability.

Section 5. The Vice Associate Grand Guardian shall:

- (a) Assist the Associate Grand Guardian.
- (b) Assume the Associate Grand Guardian's duties during his disability.

Section 6. The Grand Secretary shall: (See B-GGC Art. XVII Sec. 1.7)

- (a) Attend all meetings of the Executive GGC and GGC.
- (b) Keep a record of all proceedings of the GGC.
- (c) Conduct correspondence and affix the seal of the organization when necessary.
- (d) Maintain a mailing list of all voting delegates.
- (e) Receive all monies due the GGC, turning same over to the Grand Treasurer, taking receipt therefore.
- (f) Submit a written report at the Annual Session.
- (g) Make an annual summary on Form 123 of the reports of the Bethels in the GGC, showing the membership record and other information as set forth in Form 110 or 111. A copy of Form 110 or 111 of each Bethel, an update of the Membership list provided by the Executive Manager, together with a copy of Form 123 shall be sent to the Executive Manager and shall be accompanied by remittance of fees specified in SOP-SGC-15.
- (h) Issue demits and receipts for dues to members of Bethels whose Dispensations or Charters have been revoked. (See SOP-Bethel-14)
- (i) Ensure that the latest amended copy of the Manual is on file with the Executive Manager and the Chairman of the Jurisprudence Committee of the SGC.
- (j) Report to the appropriate Grand Secretary or Jurisdictional Secretary and the Executive Manager the names and addresses of:
 - (1) All new Majority Members,
 - (2) Majority Members who have moved,
 - (3) Members and adult workers who have moved outside the jurisdiction.

Section 7. The Grand Treasurer shall:

- (a) Receive all monies from the Grand Secretary giving a receipt therefore.
- (b) Have custody of all funds and securities belonging to the GGC.
- (c) Pay out monies on warrants as directed by the GGC.
- (d) Keep a complete record of all receipts and disbursements and report same at the Annual Session.

Section 8. The Grand Guide and Grand Marshal shall:

- (a) Escort all distinguished visitors.
- (b) Assist the Grand Guardian in such duties as she may assign to them.

Section 9. The Grand Inner Guard and Grand Outer Guard shall:

- (a) Guard the doors of the GGC room.
- (b) Perform such other duties as may be assigned to them by the Grand Guardian and/or the Associate Grand Guardian.

Section 10. Other Grand Officers shall:

- (a) Perform such duties as may be assigned to them by the Grand Guardian.

**ARTICLE IV
COMMITTEES**

Section 1. Eligibility

- (a)-(c) **(See C-GGC Art. XIII Sec. 1 (a-c))**

Section 2. Restrictions

- (a)-(b) **(See C-GGC Art. XIII Sec. 2 (a-b))**

Section 3. Standing Committees**Section 4. Other Committees**

**ARTICLE V
DEPUTIES**

Section 1. Grand Deputy

- (a)-(b) **(See C-GGC Art. XIV Sec. 1 (a-b))**

Section 2. Deputy Grand Guardian

- (a)-(b) **(See C-GGC Art. XIV Sec. 2 (a-b))**

**ARTICLE VI
FINANCES**

Section 1. Receipts

- (a) All monies collected in the name of the GGC shall be received by the Grand Secretary and accounted for as shown under her/his duties.

Section 2. Fees

- (a) A GGC may fix and collect from each of its members an annual membership fee and/or registration fee, and such other fees as may be deemed necessary. (See B-GGC Art. XVII Sec. 1.8)
- (b)-(c) **(See SOP-GGC-4)**

Section 3. Exemption

- (a) **(See SOP-GGC-4)**

**ARTICLE VII
PENALTIES AND FINES**

Section 1. Penalties: When authorized by a GGC, a Grand Guardian may: (See B-GGC Art. XVII Sec. 1.9)

- (a) Impose such fines as may be prescribed by law.
- (b) Recall credentials issued by her.
- (c) Expel a member of the GGC.
- (d) Impose the same penalties as those imposed by the Executive members of a BGC.

Section 2. Fines shall be levied for:

- (a)-(c) **(See SOP-GGC-9)**

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**ARTICLE VIII
EDUCATIONAL AND PROMOTIONAL FUNDS**

Section 1.

- (a) Each GGC shall provide for an Educational Fund and adopt regulations concerning loans and/or scholarship awards from that fund. Loans and/or scholarship awards shall be at the discretion of the GGC.
- (b) Each GGC shall provide for a Promotional Fund.
- (c)-(d) **(See SOP-GGC-3)**

**ARTICLE IX
DISCIPLINE AND REMOVAL FROM OFFICE**

Section 1. Discipline

- (a) Any GGC officer may be cited by the Executive SGC to appear, at a designated time and place within her/his jurisdiction, before a committee appointed by the Supreme Guardian for that purpose, to show cause why she/he should not be reprimanded, removed from office, suspended, or expelled from the Order for violation of the laws of the Order, or for conduct unbecoming a member of the Order. The citation shall state specifically the charges preferred. At the time and place stated in the citation, the committee appointed for that purpose shall hear the evidence offered against and on behalf of the accused, and shall make findings of fact thereon and report its findings to the Executive SGC within thirty (30) days from the date of the hearing. Upon receipt of the report of said committee, the Executive SGC shall determine the guilt or innocence of the accused. If the charges are sustained, the Executive SGC shall have the power to reprimand, remove from office, suspend, or expel such GGC Officer.
- (b) Grand Guardians may be suspended for cause by the Supreme Guardian but shall have the right of appeal to the Executive SGC. (See SOP-SGC-1)

Section 2. Removal from Office:

- (a) The Grand Guardian shall have the power to remove from office any BGC officer for cause, insubordination, misconduct, or unlawful withholding or retention of any property of a Bethel. Notice of such removal shall be given in writing, stating the cause of the removal and giving complete information concerning the Law of Appeals and Grievances (SOP-SGC-1). This does not deny anyone removed the right of appeal.
- (b) Any present or past officer or Executive member of a BGC losing her/his standing therein by suspension or expulsion shall automatically lose her/his standing in the GGC or SGC until reinstated by the Executive GGC or Executive SGC.

**ARTICLE X
APPEALS**

Section 1.

- (a) **(See SOP-GGC-1)**

**ARTICLE XI
MANUAL OF RULES AND REGULATIONS**

Section 1. Amendments

- (a)-(d) **(See SOP-GGC-7)**

**ARTICLE XII
BOOK OF CEREMONIES**

Section 1.

- (a)-(d) **(See SOP-GGC-2)**

**ARTICLE XIII
ELECTION, VOTING PRIVILEGES, AND PROXY**

Section 1. Election

- (a) Elective officers of the GGC shall be elected at the Annual Session from eligible members in attendance, unless unavoidably absent.
- (b) Election shall be by ballot without nomination. (See B-GGC Art. XVII Sec. 1.2)
- (c) A majority vote of those present and voting shall elect.

Section 2. Voting Privileges

- (a) Members of the GGC shall be entitled to one (1) vote each when present at a special meeting or Annual Session.

Section 3. Proxy

- (a) No member may have her/his vote cast by proxy except as follows: (See B-GGC Art. XVII Sec. 1.3)
 - (1) A proxy shall be issued to an Associate member of a BGC as follows:
 - [a] For the office of either BG or ABG, a proxy shall be issued only if the Associate Member, if a woman, has Masonic status or affiliation for eligibility to be appointed as BG or, if a man, is a Master Mason.
 - [b] For any of the remaining Executive members of a BGC, a proxy may be issued to any Associate Member of the BGC.
 - (2) A proxy shall be limited to the particular Annual Session for which it is issued and shall be duly certified by the Executive members of the BGC.
 - (3) No person shall have a proxy for more than one (1) office or be entitled to more than one (1) vote.

**ARTICLE XIV
APPOINTMENTS**

Section 1.

- (a) Appointive Officers shall be appointed by the incoming Grand Guardian at the Annual Session. Appointees working with JDI in the USA, Canada and Australia shall be on the current list of CAVs provided by the Executive Manager.

**ARTICLE XV
TERM**

Section 1.

- (a) All officers shall be elected or appointed for a term of one (1) year, or until the close of the next Annual Session, but shall continue to perform the duties of their office until their successors have been installed.

**ARTICLE XVI
INSTALLATION**

Section 1.

- (a) **(See SOP-GGC-6)**
- (b) No person shall be installed in the office of Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian who is an Executive member of a BGC.
- (c) **(See SOP-GGC-6)**

**ARTICLE XVII
PREROGATIVES EXTENDED TO A GGC**

Section 1.

(a) GGCs may provide for changes to portions of the Supreme Law in their Manuals of Rules and Regulations. Areas which may be changed are identified below.

- 1 (a) Provide for the election of a Grand Inner Guard and a Grand Outer Guard (both Master Masons) and, if elected, shall be designate as members of the Executive GGC. (See C-GGC Art. V Sec. 1)
- (b) Prescribe a procedure for those wishing to aspire to any elective office of the Grand Guardian Council by submitting a "Letter of Intent" that outlines the interested parties' skills and abilities and say she/he would like to be elected as an officer of the GGC.
- 2 Provide for election of GGC officers other than by ballot without nomination. (See B-GGC Art. XIII Sec. 1 (b))
- 3 Provide for an Executive member of the BGC, unable to attend the Annual Session of the GGC, to appoint an Associate member of the BGC as her/his proxy at that Annual Session. (B-GGC Art. XIII Sec. 3)
- 3.1 Make provisions for filling Elected Officer vacancies. (See B-GGC Art. XIII)
- 4 Adopt a Manual of Rules and Regulations. (See B-GGC Art. I Sec. 1 (a))
- 5 Have their own Book of Ceremonies, in addition to the Supreme Book of Ceremonies. (See B-GGC Art. I Sec. 1 (b))
- 6 Approve the formation of a Grand Bethel. (See B-GGC Art. I Sec. 1 (c))
- 7 Prescribe duties of the Grand Secretary. (See B-GGC Art. III Sec. 6)
- 8 Fix and collect annual membership, registration, and other fees. (See B-GGC Art. VI Sec. 2 and SOP-GGC-4)
- 9 Delegate certain authorities to Grand Guardians. (See B-GGC Art. I Sec. 1 (e))
- 10 Provide for other use of interest from Educational Fund. (See B-GGC Art. VIII Sec. 1 (d) and SOP-GGC-3)
- 11 Blank
- 12 Blank
- 13 Blank
- 14 Prescribe a method for filling offices vacated by Executive members of a BGC. (See SOP-BGC-6)
- 15 Prescribe term of Executive Council members
- 16 Prescribe a method for automatic removal from office and for filling offices so vacated for:
 - (a) Executive members of the BGC
 - (b) Associate members invited to attend all BGC meetings
 - (c) Associate members not invited to attend all BGC meetings
(See SOP-BGC-5)
- 17 Provide instruction for appointment and duties for substitute officers. (See SOP-Bethel-19 and SOP-Bethel-21)

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- 18** Provide for election and installation of Bethel officers at a time other than that specified in the Constitution of a Bethel. (See SOP-Bethel-4 Sec. 1 (a), SOP-Bethel-21 Art. VI Sec. 2, B-Bethel Art. XV Sec. 1 (d) and SOP-Bethel-21 Art. VIII Sec. 1)
- 19** Provide for open installations and taking of pictures. (See SOP-Bethel-8 Sec. 1 (c) and SOP-Bethel-21 Art. VIII Sec. 1 (f))
- 20** Provide other instructions for receiving a petition at a meeting held previous to the initiation meeting. (See B-Bethel Art. II Sec. 1 (b) and SOP-Bethel-21 Art. III Sec. 2)
- 21** Provide other instructions regarding the affiliation fee for members holding a demit. (See B-Bethel Art II Sec 2 (b))
- 22** Provide other instructions pertaining to Bethel:
 - (a) Fees - Initiation and affiliation (Sec. 1 (b)*)
 - (b) Annual dues (Sec. 1 (c)*)
 - (c) Exemption from fees (Sec. 2*)
 - (d) Disbursements (Sec. 3 (a)*)
 - (e) Educational and Promotional Fund (Sec. 4*)
 - (f) Special Privileges - fee (SOP-Bethel-18) - no fee (SOP-Bethel-18)
 - (g) Dispensations (SOP-Bethel-18)
(* See SOP-Bethel-2 and SOP-Bethel-21 Art. XI)
- 23** Provide for dual membership within the jurisdiction. (See B-Bethel Art. II Sec. 3)
- 24** Provide other instructions regarding wearing of jewelry with official regalia. (See SOP-Bethel-11 Sec. 2 (d) and SOP-Bethel-21 Art. XII Sec. 2 (d))
- 25** Provide other instructions for processing amendments to Uniform Code for Bethels. (See B-Bethel Art. IX and SOP-Bethel-21 Art. XV)
- 26** Provide for a larger quorum to conduct GGC business. (See SOP-SGC-16)
- 27** Provide other arrangements for Bethel members to submit recommendations for Executive members of the BGC. (See SOP-Bethel-15)
- 28** Provide other arrangements for the reorganization of Bethels. (See B-Bethel Art. XVI Sec. 1 (e), SOP-Bethel-9, SOP-Bethel-18 #7 and SOP-Bethel-16)
- 29** May approve the formation of an Alumni Association which shall not conflict with the R&R of the AAJDI
- 30** Provide for the election of Past Grand Guardian or Past Associate Grand Guardian to elective line office.

**STANDARD OPERATING PROCEDURES
OF A GRAND GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

SOP-GGC-1

APPEALS

Section 1.

- (a) GGC members who are dissatisfied with any act or decision of the Grand Guardian which might abrogate any rights and privileges specifically guaranteed them by the Constitution and Bylaws of the Order may appeal in manner provided in Law of Appeals and Grievances. (See SOP-SGC-1)

SOP-GGC-2

BOOK OF CEREMONIES

Section 1.

- (a) The Book of Ceremonies adopted by the SGC shall be used as the official Book of Ceremonies. (See B-GGC Art. XVII Sec. 1.5)
- (b) A Book of Ceremonies adopted by a GGC shall be approved by the voting delegates at an Annual Session. All changes to existing ceremonies and any subsequent ceremonies shall be adopted in the same manner. All ceremonies and changes shall be submitted to the Jurisprudence Committee of the SGC for approval.
- (c) The adoption by the SGC of new laws or amendments to existing laws affecting any Book of Ceremonies automatically amends same.
- (d) GGCs having Books of Ceremonies which have not been approved within the past ten (10) years shall submit same for approval to the Jurisprudence Committee of the SGC.

SOP-GGC-3

EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.

- (a) The method of raising such funds shall be left to the discretion of each GGC.
- (b) Interest from the Educational Fund may be used for scholarship awards. (See B-GGC Art. XVII Sec. 1.10)

SOP-GGC-4

FINANCES

Section 1. Fees

- (a) Fees so collected shall be used primarily to defray the expenses incidental to Annual Sessions
- (b) A GGC may make the payment of an annual membership and/or registration fee a necessary condition to vote at any meeting of the GGC, including the Annual Session. (See B-GGC Art. XVII Sec. 1.8)

Section 2. Exemption

- (a) GGCs shall be exempt from the payment of fees as specified in SOP-SGC-11 for members residing in Masonic Homes or homes sponsored by an organization based on Masonic membership or relationship.

Section 3. Exemption

- (a) GGCs shall be exempt from the payment of fees as specified in SOP-SGC-11 for members residing in Masonic Homes or homes sponsored by an organization based upon Masonic membership or relationship.

Section 4. Disbursements

SOP-GGC-5

GRAND BETHEL

1. **Regalia for Grand Bethel Officers, Representatives and Choir members**
 - (a) For the Grand Bethel meetings and installation, a jurisdiction may approve and provide:
 - [1] Crowns and capes (other than official regalia) to be worn by the Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess.
 - [2] Robes (other than official regalia) to be worn by all Grand Bethel Officers, Representatives and Choir members. If such robes are not approved and provided, approved dresses shall be worn
 - [3] Robes (official regalia) to be worn with crowns and capes as listed in (1) above.
 - [4] Official regalia of the Order. (See SOP-Bethel-11)
 - (b) When making Bethel visits and attending other functions, a jurisdiction may approve the wearing of regalia as listed in (a).
 - (c) When exemplifying Ritual work of the Order or when assisting with the institution of new Bethels, the official regalia of the Order shall be worn. (See SOP-Bethel-11)
2. **Medallions and pins for Grand Bethel Officers, Representatives and Choir members**
 - (a) A jurisdiction may approve the wearing of medallions and pins, and may approve the means of providing same.
3. Each jurisdiction shall include laws concerning regalia in the Grand Bethel Bylaws.

SOP-GGC-6

INSTALLATION

Section 1.

- (a) Officers present shall be installed before the close of the Annual Session.
- (b) Members of the SGC shall install the officers of a GGC. Members of the GGC may be appointed to assist in the ceremony.

SOP-GGC-7**MANUAL OF RULES AND REGULATIONS****Section 1. Amendments**

- (a) Amendments to the Manual of Rules and Regulations of a GGC shall be submitted to the Jurisprudence Committee of the SGC for approval or disapproval following adoption at the Annual Session of the GGC.
- (b) Amendments to the Manual of Rules and Regulations of the GGC shall be adopted by the GGC at the Annual Session. Within thirty (30) days after the close of the session, the Grand Secretary shall send one (1) electronic copy of the newly adopted amendment(s) to the Vice Supreme Guardian and the Chairman of the Supreme Jurisprudence Committee.
- (c) Following the approval of amendment(s) to the GGC Manual, the Grand Secretary shall electronically send the updated Manual, which includes said amendment(s), to the Chairman of Jurisprudence of the SGC, the Supreme Guardian, the Vice Supreme Guardian, and the Executive Manager.
- (d) The adoption by the SGC of new laws or amendments to existing laws affecting any Manual automatically amends same.

SOP-GGC-8

MEETINGS

Section 1.

- (a) The time and place of the Annual Session shall be determined by each GGC.
- (b) See SOP-SGC-16 for Rules of Order and Parliamentary Authority.

SOP-GGC-9

PENALTIES AND FINES

Section 1. Fines shall be levied for:

- (a) Failure to file annual report of Bethel conditions (Form 110 or 111) as required by law.
- (b) Failure to file Form 222 on time.
- (c) Failure to perform properly such other acts as may be specifically required of Executive members of the BGC.

SOP-GGC-10

VACANCIES

Section 1.

- (a) If the office of the Grand Guardian becomes vacant, the Vice Grand Guardian shall assume all the duties and prerogatives pertaining to that office and shall be known as the Acting Grand Guardian until and during the next Annual Session.
- (b) Such resignation and any information relative to the vacancy shall be directed to the Grand Secretary who shall notify the Supreme Guardian, Executive Manager, all GGC officers, Executive members of the BGCs, and the chairmen of all GGC committees, affixing the seal of the GGC thereto.
- (c) The same procedure shall apply to the Vice Associate Grand Guardian should the office of the Associate Grand Guardian become vacant.
- (d) In the event of a vacancy in any other elective office, except that of the Grand Secretary or Grand Treasurer, the Grand Guardian shall appoint a Past Grand Guardian or a Past Associate Grand Guardian to fill the vacancy. A Past Bethel Guardian or Past Associate Bethel Guardian may be appointed by the Grand Guardian to fill a vacancy in the offices of Grand Secretary or Grand Treasurer.

**CONSTITUTION OF A
JURISDICTIONAL GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization is Job's Daughters International, Jurisdictional Guardian Council (JGC) of _____
State/Province/Territory/Region/Country

**ARTICLE II
OBJECT**

Section 1.

- (a) The object of the JGC is to provide leadership for combined functions of the Bethels, and to promote Job's Daughters within their jurisdiction.
(b) At the request of the Supreme Guardian to provide assistance to the Bethels within their jurisdiction.
(c) To provide representation at a State, Province, or Territorial level for Job's Daughters as a recognizable body or organization.

**ARTICLE III
AUTHORITY**

Section 1.

- (a) This JGC operates under the authority of a charter granted by the SGC and dated _____. The jurisdiction of this JGC shall be limited to the State/Province/Territory/Region/Country of _____.
- (b) The Manual of Rules and Regulations of the JGC shall include Art. I, II, and III Sec. 1 (a) in same. The format for the Manual, and subsequent amendments thereto, shall follow the same sequence as that of this Constitution of a JGC and SOP-JGC-9. (See B-JGC Art. XV for prerogatives extended to JGCs)
- (c) All amendments to the Rules and Regulations for a JGC require approval by Supreme Jurisprudence.

**ARTICLE IV
MEMBERSHIP**

Section 1.

- (a) A JGC shall consist of the JGC Officers, Past Bethel Guardians and Past Associate Bethel Guardians of Bethels in this Jurisdiction, Past Bethel Guardians and Past Associate Bethel Guardians of other jurisdictions residing in this jurisdiction, the five (5) Executive members of the BGC, chartered or under dispensation.
(b) See B-SGC Art. XXVI Sec. 1 (a-c) concerning loss of membership in the JGC.

**ARTICLE V
OFFICERS**

Section 1. Officers

- (a) The officers of a JGC shall be: Jurisdictional Guardian (a woman), Associate Jurisdictional Guardian (a Master Mason), Vice Jurisdictional Guardian (a woman), Vice Associate Jurisdictional Guardian (a Master Mason), Jurisdictional Secretary and Jurisdictional Treasurer (or Jurisdictional Secretary/Treasurer).

Section 2. Executive Officer

- (a) The Jurisdictional Guardian shall be the Executive Officer of the JGC.

Section 3. Executive JGC

- (a) The Executive JGC shall be composed of the officers of the JGC. (The Supreme Guardian may appoint a designated representative as an additional member.)

**ARTICLE VI
ELIGIBILITY**

Section 1.

- (a)-(f) (See B-JGC Art. XI Sec. 1 (a)-(f))

**ARTICLE VII
APPOINTMENT, VOTING PRIVILEGES AND PROXY**

Section 1. Appointment

- (a)-(c) (See B-JGC Art. XII Sec. 1 (a)-(c))

Section 2. Election and Approval with Incorporation Requirements

- (a) (See B-JGC Art. XII Sec. 2 (a))

Section 3. Voting Privileges

- (a) (See B-JGC Art. XII Sec. 3 (a))

Section 4. Proxy

- (a) (See B-JGC Art. XII Section 4 (a))

**ARTICLE VIII
TERM**

Section 1.

- (a) (See B-JGC Art. XIII Sec. 1 (a))

Section 2.

- (a) (See B-JGC Art. XIII Sec. 2 (a))

**ARTICLE IX
INSTALLATION**

Section 1.

- (a)-(d) (See SOP-JGC-11)

**ARTICLE X
VACANCIES**

Section 1.

- (a)-(d) (See SOP-JGC-15)

**ARTICLE XI
MEETINGS**

Section 1.

- (a) (See B-JGC Art XIV Sec. 1 (a))
- (b) (See SOP-JGC-14)

**ARTICLE XII
COMMITTEES**

Section 1. Eligibility

- (a) No person shall be eligible to serve on any committee of the JGC unless she/he is a voting delegate.

**BYLAWS OF A
JURISDICTIONAL GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
DUTIES AND POWERS OF A JURISDICTIONAL GUARDIAN COUNCIL**

Section 1.

- (a) A JGC may adopt a Manual of Rules and Regulations which shall be consistent with the laws of the SGC. (See SOP-JGC-13 and B-JGC Art. XV Sec. 1 (a))
- (b) A JGC may approve the formation of a Jurisdictional Bethel (See SOP-JGC-12 Art. I Sec. 1 (a) and B-JGC Art. XV Sec. 1 (a) (3)). In the event a Jurisdictional Bethel is formed by a JGC, Jurisdictional Bethel Rules and Regulations shall be adopted by the JGC and be included in the Manual of Rules and Regulations.
- (c)-(d) **(See SOP-JGC-5)**
- (e) JGCs may approve the formation of an Alumni Association (See B-JGC Art. XV Sec. 1 (a) (8)) which shall not conflict with the laws of the SGC.

**ARTICLE II
DUTIES OF THE JURISDICTIONAL GUARDIAN COUNCIL**

Section 1. The Jurisdictional Guardian shall:

- (a) Preside at all regular and special meetings of the JGC and the Executive JGC.
- (b) See that the laws of the SGC and JGC are enforced.
- (c) Promote the welfare and growth of the Order.
- (d) Submit recommendation of members for the JGC for appointment to the Vice Supreme Guardian.
- (e) Appoint committees as necessary for the transaction of business of the JGC. Appointees working with the JDI in the USA, Canada or Australia shall be on the current list of CAV's provided by the Executive Manager.
- (f) Serve as a member ex-officio on all committees with right to discuss and vote on all questions.
- (g) Submit a written report semi-annually to the Supreme Guardian on the condition of the JGC.
- (h) Submit a written report at the Annual Session on the condition of the jurisdiction.
- (i) Submit a report on Form 120 at the Annual Session of SGC about the work of the JGC and Bethels. The Executive Manager shall mail Form 120 to each Jurisdictional Guardian sixty (60) days prior to the Annual Session of the SGC.
- (j) Shall appoint a parliamentarian.

Section 2. The Associate Jurisdictional Guardian shall:

- (a) Assist the Jurisdictional Guardian in the performances of her duties.
- (b) Preside at all meetings in the absence of the Jurisdictional Guardian and the Vice Jurisdictional Guardian, and at other times when requested to do so.
- (c) Advise the Jurisdictional Guardian on all matters pertaining to her duties and act as liaison for the Order on subjects relating to the Masonic Fraternity.
- (d) Make himself thoroughly familiar with all laws pertaining to the Order.
- (e) Serve as a member ex-officio on all committees with the right to discuss and vote on all questions.
- (f) Inform the Chairman of the SGC Fraternal Relations Committee, all special activities with other Fraternal organizations prior to occurrence.
- (g) Submit an annual report of the past year's activities sixty (60) days prior to the annual meeting of the JGC.

Section 3. The Vice Jurisdictional Guardian shall:

- (a) Assist the Jurisdictional Guardian
- (b) Assume the Jurisdictional Guardians duties during her absence or disability.

Section 4. The Vice Associate Jurisdictional Guardian shall:

- (a) Assist the Associate Jurisdictional Guardian.

- (b) Assume the Associate Jurisdictional Guardian's duties during his absence or disability.

Section 5. The Jurisdictional Secretary shall:

- (a) Attend all meetings of the Executive JGC and JGC.
- (b) Keep minutes of all meetings of the Executive JGC and JGC, sending a copy of same to the Supreme Guardian, Vice Supreme Guardian, and Supreme Deputy if one is appointed.
- (c) Conduct correspondence and affix the seal.
- (d) Maintain a mailing list of all voting members.
- (e) Receive all monies due the JGC, turning same over to the Jurisdictional Guardian Treasurer, taking a receipt therefore.
- (f) Submit a written report at the Annual Session.
- (g) Ensure that the latest amended copy of the Manual of Rules and Regulations is on file with the Executive Manager and all members of the Jurisprudence Committee of the SGC.

Section 6. The Jurisdictional Treasurer shall:

- (a) Receive all monies from the Jurisdictional Secretary giving a receipt therefore.
- (b) Have custody of all funds and securities belonging to the JGC.
- (c) Pay out monies on warrants as directed by the Executive members of the JGC.
- (d) Keep a complete record of all receipts and disbursements and report to the Supreme Guardian on a semi annual basis and annually at the Annual Session of JGC.

ARTICLE III COMMITTEES

Section 1. Eligibility

- (a) **(See C-JGC Art. XII Sec. 1 (a))**

Section 2. Committees

- (a) The JGC shall have committees for Finance, Promotion and Fraternal Relations. Additional committees may include, but are not limited to: Rally, Jurisdictional Bethel, Miss JD Pageant, Educational Scholarships, Leadership and Philanthropic.
- (b) **(See SOP-JGC-3)**

ARTICLE IV FINANCE

Section 1. Receipts

- (a) **(See SOP-JGC-7)**

Section 2. Fees

- (a)-(c) **(See SOP-JGC-7)**

Section 3. Exemption

- (a) **(See SOP-JGC-7)**

Section 4. Disbursements

- (a)-(b) **(See SOP-JGC-7)**

**ARTICLE V
EDUCATIONAL AND PROMOTIONAL FUNDS**

Section 1.

- (a) Each JGC shall provide for a Promotional Fund.
- (b) Each JGC may provide for an Educational Fund and adopt regulations concerning loans and/or scholarship awards from that fund. Loans and/or scholarship awards shall be at the discretion of the JGC.
- (c)-(d) **(See SOP-JGC-6)**

**ARTICLE VI
DISCIPLINE AND REMOVAL FROM OFFICE**

Section 1. Discipline

- (a)-(b) **(See SOP-JGC-4)**

Section 2. Removal from Office

- (a)-(b) **(See SOP-JGC-4)**

**ARTICLE VII
FINES**

Section 1. Fines

- (a) **(See SOP-JGC-8)**

**ARTICLE VIII
APPEALS**

Section 1.

- (a) **(See SOP-JGC-1)**

**ARTICLE IX
MANUAL OF RULES AND REGULATIONS**

Section 1. Amendments

- (a)-(d) **(See SOP-JGC-13)**

**ARTICLE X
BOOK OF CEREMONIES**

Section 1.

- (a) **(See SOP-JGC-2)**

**ARTICLE XI
ELIGIBILITY**

Section 1.

- (a) No person shall be eligible for an office in a JGC unless she/he is a voting delegate thereof. If the JGC is in the USA, Canada or Australia the delegate shall be on the current list of CAVs provided by the Executive Manager.
- (b) In jurisdictions where Masons are prohibited from serving as Associate Jurisdictional Guardians or Vice Associate Jurisdictional Guardians, the Supreme Guardian may authorize the installation of eligible women to serve in those offices.

- (c) After the first appointment of the JGC Officers, no person shall be eligible to serve as a JGC Officer, except as Jurisdictional Secretary or Jurisdictional Treasurer, who has not served at least one (1) term as a Bethel Guardian or Associate Bethel Guardian of a chartered Bethel.
 - (1) Bethel Guardians and Associate Bethel Guardians who are completing their first term in said office at the time of the Annual Meeting of a JGC shall be eligible to serve as an officer of the JGC.
- (d) No member shall be eligible for the office of Jurisdictional Guardian or Associate Jurisdictional Guardian who has not served, or who is not completing service, as an officer of the same JGC for a period of one (1) term.
- (e) A Jurisdictional Guardian, Associate Jurisdictional Guardian, Vice Jurisdictional Guardian and Vice Associate Jurisdictional Guardian may serve two (2) consecutive terms. A Jurisdictional Secretary, Jurisdictional Treasurer or Jurisdictional Secretary/Treasurer may serve for four (4) consecutive terms.
- (f) An elected SGC officer shall not hold an office in the JGC.

ARTICLE XII APPOINTMENT, VOTING PRIVILEGES AND PROXY

Section 1. Appointment

- (a) Officers of the JGC shall be elected for recommendation at the Annual Meeting of the JGC from eligible members in attendance, unless unavoidably absent. The name(s) of all recommended officers shall be forwarded to the Vice Supreme Guardian sixty (60) days prior to her installation for approval and appointment.
- (b) Recommendation shall be by ballot without nomination.
- (c) A majority vote of those present and voting shall recommend.

Section 2. Election and Approval with Incorporation Requirements

- (a) In jurisdictions where incorporation is mandated by governmental laws, officers of the JGC shall be elected and approved as follows:
 - (1) Officers of the JGC shall be elected at the Annual Meeting of the JGC from eligible members in attendance, unless unavoidably absent. The name(s) of all elected officers shall be forwarded to the Vice Supreme Guardian sixty (60) days prior to her installation for approval.
 - (2) Election shall be by ballot without nomination.
 - (3) A majority vote of those present and voting shall elect.

Section 3. Voting Privileges

- (a) Members of the JGC shall be entitled to one (1) vote each when present at a special meeting or Annual Meeting of the JGC.

Section 4. Proxy

- (a) No member may have her/his vote cast by proxy except as follows:
 - (1) A proxy shall be issued to an Associate member of a BGC only if the Associate member has Masonic status or affiliation for eligibility to become an Executive member of a BGC.
 - (2) A proxy shall be limited to the particular Annual Session of the JGC for which it is issued and shall be duly certified by the Executive members of the BGC.
 - (3) No person shall have a proxy for more than one (1) office or be entitled to more than one (1) vote.

ARTICLE XIII TERM

Section 1.

- (a) The term of office is one (1) year.

Section 2.

- (a) All officers shall continue to perform the duties of their office until their successors have been installed.

**ARTICLE XIV
MEETINGS**

Section 1.

- (a) The Annual Meeting of the JGC shall be held in the month of May. The time and place of the Annual Meeting of the JGC shall be determined by each JGC.

**ARTICLE XV
PREROGATIVES EXTENDED TO JGC**

Section 1.

- (a) JGCs may provide for changes to portions of the Supreme Law in their Manual of Rules and Regulations. Areas which may be changed are identified below.
- (1) Provide for an Executive member of the BGC, unable to attend the Annual Session of the JGC to appoint an Associate member of the BGC as her/his proxy at that Annual Session. (See B-JGC Art. XII Sec. 3 (a))
 - (2) Adopt a Manual of Rules and Regulations. (See B-JGC Art. I Sec. 1(a))
 - (3) Approve the formation of a Jurisdictional Bethel. (See B-JGC Art. I Sec. (b))
 - (4) Fix and collect annual membership, registration and other fees. (See SOP-JGC-7)
 - (5) (Deleted by Amendment)
 - (6) (Deleted by Amendment)
 - (7) (Deleted by Amendment)
 - (8) Approve the formation of an Alumni Association which shall not conflict with the R&R of the AAJDI.
 - (9) Provide for dual membership within the jurisdiction. (See B-Bethel Art. II Sec. 3)

**STANDARD OPERATING PROCEDURES OF A
JURISDICTIONAL GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

SOP-JGC-1

APPEALS

Section 1.

- (a) JGC members who are dissatisfied with any act or decision of the Jurisdictional Guardian which might abrogate any rights and privileges specifically guaranteed them by the Constitution and Bylaws of the SGC may appeal in a manner provided in the Law of Appeals and Grievances. (See SOP-SGC-1).

SOP-JGC-2

BOOK OF CEREMONIES

Section 1.

- (a) The Book of Ceremonies adopted by the SGC shall be used as the Official Book of Ceremonies.

SOP-JGC-3

COMMITTEES

- (a) Duties of appointed committees will be specified in the Manual of Rules and Regulations of the JGC

SOP-JGC-4

DISCIPLINE AND REMOVAL FROM OFFICE

Section 1. Discipline

- (a) Any JGC officer may be cited by the Executive SGC to appear, at a designated time and place within her/his jurisdiction, before a committee appointed by the Supreme Guardian for that purpose, to show cause why she/he should not be reprimanded, removed from office, suspended, or expelled from the Order for violation of the laws of the Order, or for conduct unbecoming a member of the Order. The citation shall state specifically the charges preferred. At the time and place stated in the citation, the committee appointed for that purpose shall hear the evidence offered against and on behalf of the accused, and shall make findings of fact thereon and report its findings to the Executive SGC within thirty (30) days from the date of the hearing. Upon receipt of the report of said committee, the Executive SGC shall determine the innocence or guilt of the accused. If the charges are sustained, the Executive SGC shall have the power to reprimand, remove from office, suspend or expel such JGC Officer.
- (b) A Jurisdictional Guardian may be suspended for cause by the Supreme Guardian but shall have the right of appeal to the Executive SGC. (See SOP-SGC-1)

Section 2. Removal from Office

- (a) Upon recommendation of the Jurisdictional Guardian, the Supreme Guardian may remove or direct the Supreme Deputy to remove from office any BGC officer for cause, insubordination, misconduct, or unlawful withholding or retention of any property of a Bethel. Notice of such removal shall be given in writing, stating the cause of the removal and complete information concerning the law of Appeals and Grievance (See SOP-SGC-1). This does not deny anyone removed the right of appeal.
- (b) Any present or past officer or Executive member of a BGC losing her/his standing therein by suspension or expulsion shall automatically lose her/his standing in the JGC until reinstated by the Executive JGC.

SOP-JGC-5

DUTIES AND POWERS OF A JURISDICTIONAL GUARDIAN COUNCIL

Section 1.

- (a) A JGC shall obtain their supplies from the SGC.
- (b) The Supreme Guardian shall authorize all penalties and fines.

SOP-JGC-6

EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.

- (a) The method of raising such funds shall be left to the discretion of each JGC.
- (b) Interest from the Educational Fund may be used for scholarship awards.

SOP-JGC-7**FINANCES****Section 1. Receipts**

- (a) All monies collected in the name of the JGC shall be received by the Jurisdictional Secretary and accounted for as shown under her/his duties.
- (b) There may be a coin march held at each meeting which shall be divided into projects.
- (c) The JGC may sponsor fundraising projects, requesting Bethel participation in same. These funds may be used to help finance the Jurisdictional Rally, Miss _____ Job's Daughter, awards, etc.

Section 2. Dues/Fees

- (a) The JGC may fix and collect from each of its members Annual Dues (SOP-JGC-7) and/or registration fee and such other fees as deemed necessary (SOP-SGC-11). These fees may include, but are not limited to fees for Rallies, Pageants, Workshop/Leadership Training, and Annual Meetings of the JGC.
 - (1) Fees so collected shall be used primarily to defray the expenses incidental to the event.
 - (2) Members of the JGC shall be suspended for non payment of membership fee.

Section 3. Exemption

- (a) A JGC shall be exempt from payment of fees as specified in SOP-Bethel-2 for members residing in Masonic Homes or homes sponsored by an organization based on Masonic membership or relationship.

Section 4. Disbursements

- (a) All checks shall be countersigned by the Jurisdictional Treasurer or other authorized Executive members of the JGC. All checks shall have two (2) signatures. When the checks have been issued the warrant shall be signed by the Jurisdictional Treasurer.
- (b) If this organization is disbanded and no GGC is formed:
 - (1) All funds designated as Educational Funds shall become part of the SGC Educational Fund.
 - (2) All Funds designated as Promotional Funds shall become part of the SGC Promotional Fund.
 - (3) All other funds from the JGC shall be distributed among the remaining Bethels that were operating under the JGC, prorated according to membership.
 - (4) If there are no remaining Bethels then all other funds shall become the property of the SGC.
- (c) Should this organization be disbanded due to formation of a GGC, all property and funds shall become the property of the GGC of _____.

Section 5.

- (a) No indebtedness shall be incurred by the JGC in excess of the funds in its treasury.

SOP-JGC-8

FINES

Section 1. Fines

- (a) Failure to file reports and forms by the deadline dates, as required by law, will necessitate the payment of a penalty as noted in SOP-SGC-11 5 (c)

SOP-JGC-9

**FORMAT FOR CONSTITUTION OF A
JURISDICTIONAL GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

The name of this organization shall be the Jurisdictional Guardian Council (JGC) of _____ (State, Province or Country) of Job's Daughters International.

**ARTICLE II
OBJECT**

Section 1.

- (a) The object of the JGC is to provide leadership for combined functions of the Bethels, and to promote and build Job's Daughters within their jurisdiction.
- (b) At the request of the Supreme Guardian, to provide assistance to the Bethels within their jurisdiction.
- (c) To provide representation at State, Province, or Territorial level for Job's Daughters as a recognizable body or organization.

**ARTICLE III
AUTHORITY**

Section 1.

- (a) This JGC operates under the authority of a charter granted by the SGC and dated _____. The jurisdiction of this JGC shall be limited to the State/Province/Territory/Region/Country of _____.
- (b) The Manual of Rules and Regulations of the JGC shall include Art. I, II, and III Section 1 (a) in same. The format for the Manual, and subsequent amendments thereto, shall follow the same sequence as that of the Constitution of a JGC, Bylaws of a JGC and SOP-JGC-9 and SOP-JGC-10. (See B-JGC Art. XV for prerogatives extended to JGCs)
- (c) All amendments to the Rules and Regulations for a JGC require approval by Supreme Jurisprudence.
- (d) This JGC shall function under the jurisdiction of the SGC.

**ARTICLE IV
MEMBERSHIP**

Section 1.

- (a) A JGC shall consist of the JGC Officers, Past Bethel Guardians and Past Associate Bethel Guardians of Bethels in this Jurisdiction, Past Bethel Guardians and Past Associate Bethel Guardians of other jurisdictions residing in this jurisdiction, the five (5) Executive members of the BGC, chartered or under dispensation.
- (b) See B-SGC Art. XXVI Sec. 1 (a-c) concerning loss of membership in the JGC.

Section 2. Dues (optional)

- (a) The dues shall be _____, per year, per person, payable in advance. Prior to suspension from membership, the Jurisdictional Secretary shall send notices to all members who have not paid for a period of one (1) year.

**ARTICLE V
OFFICERS****Section 1. Officers**

- (a) The officers of a JGC shall be: Jurisdictional Guardian (a woman), Associate Jurisdictional Guardian (a Master Mason), Vice Jurisdictional Guardian (a woman), Vice Associate Jurisdictional Guardian (a Master Mason), Jurisdictional Secretary and Jurisdictional Treasurer or Jurisdictional Secretary/Treasurer.

Section 2. Executive Officer

- (a) The Jurisdictional Guardian shall be the Executive Officer of the JGC.

Section 3. Executive JGC

- (a) The Executive JGC shall be composed of the officers of the JGC. (The Supreme Guardian may appoint a designated representative as an additional member.)

**ARTICLE VI
ELIGIBILITY****Section 1.**

- (a)-(f) **(See B-JGC Art. XI Sec. 1 (a)-(f))**

**ARTICLE VII
APPOINTMENT, VOTING PRIVILEGES AND PROXY****Section 1. Appointment**

- (a)-(c) **(See B-JGC Art. XII Sec. 1 (a)-(c))**

Section 2. Election and Approval with Incorporation Requirements

- (a) **(See B-JGC Art. XII Sec. 2 (a))**

Section 3. Voting Privileges

- (a) **(See B-JGC Art. XII Sec. 3 (a))**

Section 4. Proxy

- (a) **(See B-JGC Art. XII Section 4 (a))**

**ARTICLE VIII
TERM**

Section 1.

(a) **(See B-JGC Art. XIII Sec. 1 (a))**

Section 2.

(a) **(See B-JGC Art. XIII Sec. 2 (a))**

**ARTICLE IX
INSTALLATION**

Section 1.

(a)-(d) **(See SOP-JGC-11)**

**ARTICLE X
VACANCIES**

Section 1.

(a)-(d) **(See SOP-JGC-15)**

**ARTICLE XI
MEETINGS**

Section 1.

(a) **(See B-JGC Art XIV Sec. 1 (a))**

(b) **(See SOP-JGC-14)**

**ARTICLE XII
COMMITTEES**

Section 1. Eligibility

(a) No person shall be eligible to serve on any committee of the JGC unless she/he is a voting delegate.

APPROVED - JURISPRUDENCE COMMITTEE

Chairman	_____	Date	_____
	_____	Date	_____
	_____	Date	_____
	_____	Date	_____
	_____	Date	_____
Vice Supreme Guardian	_____	Date	_____

SOP-JGC-10

FORMAT FOR BYLAWS OF A JURISDICTIONAL GUARDIAN COUNCIL JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I DUTIES AND POWERS OF A JURISDICTIONAL GUARDIAN COUNCIL

Section 1.

- (a) A JGC may adopt a Manual of Rules and Regulations which shall be consistent with the laws of the SGC. (See SOP-JGC-13 and B-JGC Art. XV Sec. 1 (a))
- (b) A JGC may approve the formation of a Jurisdictional Bethel (See SOP-JGC-12 Art. I Sec. 1 (a) and B-JGC Art. XV Sec. 1 (a) (3)). In the event a Jurisdictional Bethel is formed by a JGC, Jurisdictional Bethel Rules and Regulations shall be adopted by the JGC and be included in the Manual of Rules and Regulations.
- (c)-(d) **(See SOP-JGC-5)**
- (e) JGCs may approve the formation of an Alumni Association (See B-JGC Art. XV Sec. 1 (a) (8)) which shall not conflict with the laws of the SGC.

ARTICLE II DUTIES OF THE JURISDICTIONAL GUARDIAN COUNCIL

Section 1. The Jurisdictional Guardian shall:

- (a) Preside at all regular and special meetings of the JGC and the Executive JGC.
- (b) See that the laws of the SGC and JGC are enforced.
- (c) Promote the welfare and growth of the Order.
- (d) Submit recommendation of members for the JGC for appointment to the Vice Supreme Guardian.
- (e) Appoint committees as necessary for the transaction of business of the JGC. Appointees working with the JDI in the USA, Canada or Australia shall be on the current list of CAV's provided by the Executive Manager.
- (f) Serve as a member ex-officio on all committees with right to discuss and vote on all questions.
- (g) Submit a written report semi-annually to the Supreme Guardian on the condition of the JGC.
- (h) Submit a written report at the Annual Session on the condition of the jurisdiction.
- (i) Submit a report on Form 120 at the Annual Session of SGC about the work of the JGC and Bethels. The Executive Manager shall mail Form 120 to each Jurisdictional Guardian sixty (60) days prior to the Annual Session of the SGC.
- (j) Shall appoint a parliamentarian.

Section 2. The Associate Jurisdictional Guardian shall:

- (a) Assist the Jurisdictional Guardian in the performances of her duties.
- (b) Preside at all meetings in the absence of the Jurisdictional Guardian and the Vice Jurisdictional Guardian, and at other times when requested to do so.
- (c) Advise the Jurisdictional Guardian on all matters pertaining to her duties and act as liaison for the Order on subjects relating to the Masonic Fraternity.
- (d) Make himself thoroughly familiar with all laws pertaining to the Order.
- (e) Serve as a member ex-officio on all committees with the right to discuss and vote on all questions.
- (f) Inform the Chairman of the SGC Fraternal Relations Committee, all special activities with other Fraternal organizations prior to occurrence.
- (g) Submit an annual report of the past year's activities sixty (60) days prior to the annual meeting of the JGC.

Section 3. The Vice Jurisdictional Guardian shall:

- (a) Assist the Jurisdictional Guardian
- (b) Assume the Jurisdictional Guardians duties during her absence or disability.

Section 4. The Vice Associate Jurisdictional Guardian shall:

- (a) Assist the Associate Jurisdictional Guardian.
- (b) Assume the Associate Jurisdictional Guardian's duties during his absence or disability.

Section 5. The Jurisdictional Secretary shall:

- (a) Attend all meetings of the Executive JGC and JGC.
- (b) Keep minutes of all meetings of the Executive JGC and JGC, sending a copy of same to the Supreme Guardian, Vice Supreme Guardian, and Supreme Deputy if one is appointed.
- (c) Conduct correspondence and affix the seal.
- (d) Maintain a mailing list of all voting members.
- (e) Receive all monies due the JGC, turning same over to the Jurisdictional Guardian Treasurer, taking a receipt therefore.
- (f) Submit a written report at the Annual Session.
- (g) Ensure that the latest amended copy of the Manual of Rules and Regulations is on file with the Executive Manager and all members of the Jurisprudence Committee of the SGC.

Section 6. The Jurisdictional Treasurer shall:

- (a) Receive all monies from the Jurisdictional Secretary giving a receipt therefore.
- (b) Have custody of all funds and securities belonging to the JGC.
- (c) Pay out monies on warrants as directed by the Executive members of the JGC.
- (d) Keep a complete record of all receipts and disbursements and report to the Supreme Guardian on a semi-annual basis and annually at the Annual Session of JGC.

ARTICLE III COMMITTEES

Do not renumber these sections. Add any new sections starting with Section 11. If your JGC does not have a particular committee, state "NONE".

Section 1. Eligibility

- (a) **(See C-JGC Art. XII Sec. 1 (a))**

Section 2. Finance Committee

- (a) The committee shall be composed of three (3) members.
- (b) The duties of this Committee are as follows:
 - (1) Assist in preparing a budget for the upcoming term, such budget to be approved at the Annual Meeting.
 - (2) Approve or disapprove any disbursements in excess of budget appropriations.
 - (3) Audit the books at the close of each term.
 - [a] Prepare an Audit Report to be submitted at the Annual Meeting of the JGC.
 - [b] Send a copy of the Audit Report to the Supreme Guardian, Supreme Deputy and/or Assisting Supreme Deputy.

Section 3. Promotion Committee

- (a) The duties of this Committee are as follows:
 - (1) Assist the Bethels in promoting the Order and increasing membership.
 - (2) Promote the programs offered by the SGC Promotion Committee.

- (3) Initiate, develop and promote programs that will assist in the retention of the present membership and aid in the reinstatement of Bethels. Co-ordinate with the Fraternal Relations Committee by communicating with the Chairman of pending promotional events.
 - [a] The Chairman shall keep a permanent file of activities and turn it over to her/his successor.

Section 4. Fraternal Relations Committee

- (a) The duties of this Committee are as follows:
 - (1) Contact and keep in touch with the officers and members of the Masonic Fraternity and its appendant/related organizations.
 - (2) Educate other Masonically related bodies about Job's Daughters.
 - (3) Assist, when requested by the Bethels, in arranging for exemplification of the ritualistic ceremonies before Masonic bodies and affiliated organizations.
 - (4) Report activities to Associate Jurisdictional Guardian of the JGC.
 - (5) Advise with the SGC Fraternal Relations Committee as necessary.
 - (6) Contact Fraternal Organizations where Bethels do not exist and endeavor to interest them in organizing or reinstating Bethels in their communities.
 - (7) Co-ordinate with the Promotion Committee in areas where promotion is needed.
 - (8) The Chairman shall keep a permanent file of activities and turn it over to her/his successor.

Section 5. Jurisdictional Rally Committee (optional)

- (a) The duties of this Committee are as follows:
 - (1) Perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Jurisdictional Rally.

Section 6. Jurisdictional Bethel Committee (optional)

- (a) The duties of this Committee are as follows:
 - (1) Perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Jurisdictional Bethel.

Section 7. Miss _____ Job's Daughter Pageant Committee (optional)

- (a) The duties of this Committee are as follows:
 - (1) Perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Miss _____ Job's Daughter Pageant.

Section 8. JDI Knowledge Committee (optional)

- (a) The duties of this Committee are as follows:
 - (1) Encourage participation in the SGC JDI Knowledge Course.

Section 9. Workshop Committee (optional)

- (a) The duties of this Committee are as follows:
 - (1) Perform all functions and assume all responsibilities of conducting a workshop for the purpose of instructing Daughters and Council members, or arrange same through the SGC.

Section 10. Philanthropic Committee (optional)

- (a) The duties of this Committee are as follows:
 - (1) To promote the philanthropic project of JDI.

**ARTICLE IV
FINANCE**

Section 1. Receipts

- (a) **(See SOP-JGC-7)**

Section 2. Fees

- (a)-(c) **(See SOP-JGC-7)**

Section 3. Exemption

- (a) **(See SOP-JGC-7)**

Section 4. Disbursements

- (a)-(b) **(See SOP-JGC-7)**

**ARTICLE V
EDUCATIONAL AND PROMOTIONAL FUNDS**

Section 1.

- (a) Each JGC shall provide for a Promotional Fund.
(b) Each JGC may provide for an Educational Fund and adopt regulations concerning loans and/or scholarship awards from that fund. Loans and/or scholarship awards shall be at the discretion of the JGC.
(c) **(See SOP-JGC-6)**
(d) **(See SOP-JGC-6)**

**ARTICLE VI
DISCIPLINE AND REMOVAL FROM OFFICE**

Section 1. Discipline

- (a)-(b) **(See SOP-JGC-4)**

Section 2. Removal from Office

- (a)-(b) **(See SOP-JGC-4)**

**ARTICLE VII
FINES**

Section 1. Fines

- (a) **(See SOP-JGC-8)**

**ARTICLE VIII
APPEALS**

Section 1.

- (a) **(See SOP-JGC-1)**

**ARTICLE IX
MANUAL OF RULES AND REGULATIONS**

Section 1. Amendments

- (a)-(d) **(See SOP-JGC-13)**

**ARTICLE X
BOOK OF CEREMONIES**

Section 1.

- (a) **(See SOP-JGC-2)**

**ARTICLE XI
ELIGIBILITY**

Section 1.

- (a) No person shall be eligible for an office in a JGC unless she/he is a voting delegate thereof. If the JGC is in the USA, Canada or Australia the delegate shall be on the current list of CAVs provided by the Executive Manager.
- (b) In jurisdictions where Masons are prohibited from serving as Associate Jurisdictional Guardians or Vice Associate Jurisdictional Guardians, the Supreme Guardian may authorize the installation of eligible women to serve in those offices.
- (c) After the first appointment of the JGC Officers, no person shall be eligible to serve as a JGC Officer, except as Jurisdictional Secretary or Jurisdictional Treasurer, who has not served at least one (1) term as a Bethel Guardian or Associate Bethel Guardian of a chartered Bethel.
- (1) Bethel Guardians and Associate Bethel Guardians who are completing their first term in said office at the time of the Annual Meeting of a JGC shall be eligible to serve as an officer of the JGC.
- (d) No member shall be eligible for the office of Jurisdictional Guardian or Associate Jurisdictional Guardian who has not served, or who is not completing service, as an officer of the same JGC for a period of one (1) term.
- (e) A Jurisdictional Guardian, Associate Jurisdictional Guardian, Vice Jurisdictional Guardian and Vice Associate Jurisdictional Guardian may serve two (2) consecutive terms. A Jurisdictional Secretary, Jurisdictional Treasurer or Jurisdictional Secretary/Treasurer may serve for four (4) consecutive terms.
- (f) An elected SGC officer shall not hold an office in the JGC.

**ARTICLE XII
APPOINTMENT, VOTING PRIVILEGES AND PROXY**

Section 1. Appointment

- (a) Officers of the JGC shall be elected for recommendation at the Annual Meeting of the JGC from eligible members in attendance, unless unavoidably absent. The name(s) of all recommended officers shall be forwarded to the Vice Supreme Guardian sixty (60) days prior to her installation for approval and appointment.
- (b) Recommendation shall be by ballot without nomination.
- (c) A majority vote of those present and voting shall recommend.

Section 2. Election and Approval with Incorporation Requirements

- (a) In jurisdictions where incorporation is mandated by governmental laws, officers of the JGC shall be elected and approved as follows:
- (1) Officers of the JGC shall be elected at the Annual Meeting of the JGC from eligible members in attendance, unless unavoidably absent. The name(s) of all elected officers shall be forwarded to the Vice Supreme Guardian sixty (60) days prior to her installation for approval.
 - (2) Election shall be by ballot without nomination.
 - (3) A majority vote of those present and voting shall elect.

Section 3. Voting Privileges

- (a) Members of the JGC shall be entitled to one (1) vote each when present at a special meeting or Annual Meeting of the JGC.

Section 4. Proxy

- (a) No member may have her/his vote cast by proxy except as follows:
- (1) A proxy shall be issued to an Associate member of a BGC only if the Associate member has Masonic status or affiliation for eligibility to become an Executive member of a BGC.
 - (2) A proxy shall be limited to the particular Annual Session of the JGC for which it is issued and shall be duly certified by the Executive members of the BGC.
 - (3) No person shall have a proxy for more than one (1) office or be entitled to more than one (1) vote.

**ARTICLE XIII
TERM**

Section 1.

- (a) The term of office is one (1) year.

Section 2.

- (a) All officers shall continue to perform the duties of their office until their successors have been installed.

**ARTICLE XIV
MEETINGS**

Section 1.

- (a) The Annual Meeting of the JGC shall be held in the month of May. The time and place of the Annual Meeting of the JGC shall be determined by each JGC.

**ARTICLE XV
PREROGATIVES EXTENDED TO JGC**

Section 1.

- (a) JGCs may provide for changes to portions of the Supreme Law in their Manual of Rules and Regulations. Areas which may be changed are identified below.

Provide for an Executive member of the BGC, unable to attend the Annual Session of the JGC to appoint an Associate member of the BGC as her/his proxy at that Annual Session. (See B-JGC Art. XII Sec. 3 (a))

- (1) Adopt a Manual of Rules and Regulations. (See B-JGC Art. I Sec. 1(a))

- (2) Approve the formation of a Jurisdictional Bethel. (See B-JGC Art. I Sec. (b))
- (3) Fix and collect annual membership, registration and other fees. (See SOP-JGC-7)
- (4) (Deleted by Amendment)
- (5) (Deleted by Amendment)
- (6) (Deleted by Amendment)
- (7) Approve the formation of an Alumni Association which shall not conflict with the R&R of the AAJDI.
- (8) Provide for dual membership within the jurisdiction. (See B-Bethel Art. II Sec. 3)

APPROVED - JURISPRUDENCE COMMITTEE

Chairman _____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____
Vice Supreme Guardian _____	Date _____

**SOP-JGC-11
INSTALLATION**

Section 1.

- (a) Officers present shall be installed according to the Supreme Book of Ceremonies.
- (b) The Installation shall be held no later than October 31.
- (c) No person who is an Executive member of a BGC shall be installed into the office of Jurisdictional Guardian, Associate Jurisdictional Guardian, Vice Jurisdictional Guardian or Vice Associate Jurisdictional Guardian unless approved by the Supreme Guardian.
- (d) Members of the SGC, or a designated representative appointed by the Supreme Guardian, shall install the officers of a JGC. Members of the JGC may be appointed to assist in the ceremony.

SOP-JGC-12**JURISDICTIONAL BETHEL****ARTICLE I
AUTHORITY****Section 1.**

- (a) Authority to form a Jurisdictional Bethel is given in B-JGC, Art I, Sect 1 (b).
- (b) The Jurisdiction shall appoint a committee of not less than three (3) persons, one (1) of whom must be a Mason, to guide and counsel the Officers of the Jurisdictional Bethel.
- (c) The name of this organization shall be a Jurisdictional Bethel of JDI.

**ARTICLE II
OBJECT****Section 1.**

- (a) The object of this organization is to band together all the Job's Daughters of a jurisdiction which has a JGC for the purpose of developing leadership, promoting the interest, welfare, and growth of the Order and bringing the Daughters into closer relationship with the JGC.
- (b) To provide an organization which will assist in promoting Job's Daughters by representing the Order with the concordant Masonic and Masonically affiliated organizations. To assist with public relations within the various communities through participation in local events, when asked to do so.
- (c) To assist in instituting new Bethels within the Jurisdiction and other Jurisdictions when requested to do so. Assist small Bethels in the Ceremony of Initiation when requested to do so.

**ARTICLE III
OFFICERS AND MEMBERS****Section 1.**

- (a) All active members of the Jurisdiction shall be members of the Jurisdictional Bethel.
- (b) The Officers of the Jurisdictional Bethel shall consist of the Jurisdictional Bethel Honored Queen, Jurisdictional Bethel Senior and Junior Princesses, Jurisdictional Bethel Guide, Jurisdictional Bethel Marshal, Jurisdictional Bethel Chaplain, Jurisdictional Bethel Recorder, Jurisdictional Bethel Treasurer, Jurisdictional Bethel Librarian, Jurisdictional Bethel Musician, Jurisdictional Bethel Messengers (1st through 5th), Jurisdictional Bethel Senior Custodian, Jurisdictional Bethel Junior Custodian, Jurisdictional Bethel Inner Guard and Jurisdictional Bethel Outer Guard.
- (c) A Choir and Jurisdictional Bethel Representatives may be selected.

**ARTICLE IV
OFFICER SELECTION****Section 1.**

- (a) Methods of selection shall be recommended by the Jurisdiction and approved by the Jurisprudence Committee of the SGC.

- (b) If it is determined by the Jurisdictional Guardian that any active member of the Jurisdictional Bethel is not able to perform her duties for reasons related to personal conduct, the Jurisdictional Guardian with the consent of the Executive officers of the JGC shall remove the Daughter's name from consideration.

ARTICLE V TERM OF OFFICE

Section 1.

- (a) The term of office shall be one (1) year and begins at the Annual Meeting of the Jurisdictional Bethel.

ARTICLE VI MEETINGS

Section 1.

- (a) There shall be at least one (1) meeting of the Jurisdictional Bethel per year.

ARTICLE VII CEREMONIES

Section 1.

- (a) Each Jurisdiction may develop its own Ceremonies, based on the latest version of the Job's Daughters Ritual, the Supreme Bethel Business Meeting (see R&R - Supreme Bethel), and the Supreme Book of Ceremonies. All ceremonies shall be approved by the Jurisprudence Committee of the SGC.

ARTICLE VIII REGALIA

Section 1.

- (a) For the Jurisdictional Bethel meetings and installation, a Jurisdiction may approve and provide:
- (1) Crowns and capes (other than official regalia) to be worn by the Jurisdictional Bethel Honored Queen and the Jurisdictional Bethel Senior and Junior Princesses.
 - (2) Robes (other than official regalia) to be worn by all Jurisdictional Bethel Officers. If such robes are not approved and provided, approved dresses shall be worn.
 - (3) Robes (official regalia) to be worn with crowns and capes as listed in (1) above.
- (b) For making Bethel visits and attending other functions, a JGC may approve the wearing of regalia as listed in (a).
- (c) For exemplifying Ritual work of the Order or when assisting with the instituting of new Bethels, the official regalia of the Order shall be worn. (See SOP-Bethel-11)

Section 2.

- (a) Each Jurisdiction shall include laws concerning regalia in the Jurisdictional Bethel Bylaws.

**ARTICLE IX
MEDALLIONS AND PINS**

Section 1.

- (a) A Jurisdiction may approve the wearing of medallions and pins, and may approve the means of providing the same.

SOP-JGC-13**MANUAL OF RULES AND REGULATIONS****Section 1. Amendments**

- (a) Amendments to the Manual of a JGC shall be submitted to the Jurisprudence Committee of the SGC for approval or disapproval following adoption at the Annual Meeting of the JGC.
- (b) Amendments to the Manual of Rules and Regulations of the JGC shall be adopted by the JGC at the Annual Session. Within thirty (30) days after the close of the Session, the Jurisdictional Secretary shall send one (1) electronic copy of the newly adopted amendment(s) to the Vice Supreme Guardian and the Chairman of the Supreme Jurisprudence Committee.
- (c) Following the approval of amendments to the JGC Manual, the Jurisdictional Secretary shall electronically send the updated Manual, which includes said amendments, to the Chairman of the Jurisprudence Committee of the SGC, the Supreme Guardian, the Vice Supreme Guardian and the Executive Manager.
- (d) The adoption by the SGC of new laws or amendments to existing laws affecting any Manual automatically amends same.

SOP-JGC-14

MEETINGS

Section 1.

- (a) Meetings shall be conducted according to Rules of Order and Parliamentary Authority (See SOP-SGC-16)

SOP-JGC-15

VACANCIES

Section 1.

- (a) If the office of Jurisdictional Guardian becomes vacant, the Vice Jurisdictional Guardian shall assume all the duties and prerogatives pertaining to that office and shall be known as the Acting Jurisdictional Guardian until the close of the next Annual Session of the SGC.
- (b) Information relative to the vacancy shall be directed to the Jurisdictional Secretary who shall notify the Supreme Guardian and Executive Manager, affixing the seal of the JGC thereto.
- (c) The same procedure shall apply to the Vice Associate Jurisdictional Guardian should the office of the Associate Jurisdictional Guardian become vacant.
- (d) When a vacancy occurs in any office, or if deemed advisable by the Supreme Guardian, a special meeting shall be held to recommend name(s) to fill the vacancy.

**CONSTITUTION OF A
BETHEL GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization is Job's Daughters International, Bethel Guardian Council of Bethel Number ____,
_____ ,
(City) (State, Province, Territory, or Country)

**ARTICLE II
OBJECT**

Section 1.

- (a) The object of this Organization is to provide adult guidance and supervision of all Bethel meetings and activities held in the name of JDI by this Bethel.

**ARTICLE III
AUTHORITY**

Section 1.

- (a) This BGC operates under authority of the Dispensation or Charter granted to it by the Supreme or Grand Guardian Council.

**ARTICLE IV
MEMBERSHIP**

Section 1. Membership

- (a) The membership of a BGC shall consist of not more than nine (9) adult members, five (5) of whom will be Executive members and four (4) of whom will be Associate members.

Section 2. Loss of Membership

- (a) See B-SGC Art. XXVI Sec. 1 (a-c) concerning loss of membership in the BGC.

**ARTICLE V
COUNCIL MEMBERS**

Section 1.

- (a) The BGC shall consist of:
- (1) Executive Members of the BGC: Bethel Guardian (a woman), Associate Bethel Guardian (a Master Mason), Guardian Secretary, Guardian Treasurer and a fifth member to be named from the following: Guardian Director of Music or Director of Epochs.
 - (2) Associate members of the BGC: a minimum of two (2) adults in the position of either a Promoter of Sociability, Custodian of Paraphernalia, Director of Music, Director of Epochs or Promoter of Finance. Two (2) additional members may be named from any of the remaining positions listed above and Promoter of Hospitality, Director of Patrol, Promoter of Youth Activities, Promoter of Goodwill, Promoter of Fraternal Relations and Director of Promotion.

ARTICLE VI ELIGIBILITY

Section 1. Regular

- (a) Those eligible for appointment to a BGC shall be a least twenty (20) years of age. Appointees working with JDI in the USA, Canada or Australia shall be on the YPP current CAV list provided by the Executive Manager.
- (b) In addition,
 - (1) The Associate Bethel Guardian shall be a Master Mason in good standing in his Lodge.
 - (2) The Bethel Guardian shall be:
 - (a) a direct descendant of a Master Mason or the wife, daughter, granddaughter, great-granddaughter, adopted daughter by law, mother, grandmother, sister, half-sister, step-sister, niece, grand niece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason or
 - (b) members of an organization basing its membership requirement on Masonic relationship or
 - (c) Past Bethel Guardians or
 - (d) Majority Members of JDI.
- (c) Adults with the eligibility of (a) or (b) above, or who are the parent, grandparent, stepparent or guardian of a member of the Bethel are eligible for appointment as Executive Members, other than Bethel Guardian and Associate Bethel Guardian, or as an Associate member of the BGC.
- (d) Executive Members of a BGC who are delinquent in paying fines shall be ineligible for reappointment. (See SOP-BGC 3 Sec. 1 (b)).
- (e) A Grand Guardian, Associate Grand Guardian, Vice Grand Guardian or Vice Associate Grand Guardian shall not serve as an Executive Member of a BGC.

Section 2. Special

- (a) The Supreme Guardian, with the consent of the Executive SGC, may appoint five (5) eligible women to serve as Executive members of the BGC in jurisdictions where Masons are prohibited by Masonic law from being Associate Bethel Guardians.
- (b) When a GGC has been organized in such jurisdiction, the Grand Guardian may appoint five (5) eligible women as Executive members of the BGC.

ARTICLE VII ELECTION

Section 1. (See B-BGC Art. IX Sec. 1)

ARTICLE VIII APPOINTMENTS

Section 1.

- (a)-(c) (See B-BGC Art. X Sec. 1 (a)-(c))

ARTICLE IX TERM OF OFFICE

Section 1. Regular

- (a)-(d) (See B-BGC Art. XI Sec. 1 (a)-(d))

Section 2. Rights/Privileges - Titles

- (a)-(b) (See B-BGC Art. XI Sec. 2 (a)-(b))

ARTICLE X INSTALLATION

Section 1.

- (a)-(e) (See B-BGC Art. XIII Sec. 1 (a)-(e))

**ARTICLE XI
VACANCIES**

Section 1.

(a)-(e) **(See SOP-BGC-6)**

**ARTICLE XII
MEETINGS**

Section 1. Monthly Meetings

(a)-(e) **(See B-BGC Art. XII Sec. 1 (a)-(e))**

Section 2. Annual Meeting

(a)-(b) **(See B-BGC Art. XII Sec. 2 (a)-(b))**

Section 3. Purpose of the Annual Meeting

(a)-(e) **(See B-BGC Art. XII Sec. 3 (a)-(e))**

**BYLAWS OF A
BETHEL GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
GENERAL DUTIES OF THE EXECUTIVE MEMBERS**

Section 1. Duties of the Executive members of the BGC are as follows:

- (a) Approve the appointive officers of the Bethel before their appointment by the Honored Queen.
- (b) Decide by majority vote of those present any question concerning the eligibility of a Daughter for a Bethel office.
- (c) Send Form 110, 111, 112, 113 or 114, an annual report of Bethel conditions, to Supreme Office or Grand Secretary.
- (d) Update the membership list provided by the Executive Manager and return to the Executive Manager with the Annual Report.
- (e) Provide entertainment and instruction according to the principles of the Order at all convocations at which the ritualistic ceremony is not used.
- (f) Keep in mind the welfare of the members of the Order during periods between convocations.
- (g) Set a good example by right living and by unimpeachable deportment at all times.
- (h) See that the members of the Bethel conduct themselves according to the highest standard of deportment while attending Bethel meetings and other Job's Daughters activities.
- (i) Perform all other duties assigned them by the laws of the SGC and GGC.

Section 2. Petitioners

- (a) A majority vote of the Executive members of the BGC present at their regular or a special meeting shall elect petitioners to Bethel membership.

Section 3. Vote

- (a) Each Executive member of the BGC shall have one (1) vote at a special meeting or Annual Session of the GGC.
- (b) Bethels under Supreme refer to B-SGC Art. XXII Sec. 3 (b).

**ARTICLE II
DUTIES OF THE EXECUTIVE MEMBERS**

Section 1. The Bethel Guardian shall:

- (a) Call all meetings of the BGC, preside over same, and attend all Bethel meetings.
- (b) Supervise the transactions of the Bethel and see that the officers are proficient in their ritualistic work.
- (c) Teach the principles of the Order.
- (d) Maintain good order at all convocations of the Bethel.
- (e) See that all Bethel meetings are promptly opened and closed at a reasonable hour.
- (f) See that all petitioners for membership are properly visited, advising with the Associate Bethel Guardian and members of the Visitation Committee of the Bethel regarding same.
- (g) Serve as custodian of the Bethel Charter and all copies of the Proficiency Lessons.
- (h) Make herself thoroughly familiar with the Constitution and Bylaws of the Order and if under GGC jurisdiction, the Manual.
- (i)
 - (1) See that the Bethel possesses at least two (2) copies of the Constitution and Bylaws, Uniform Code of the Bethel, and where applicable, the Manual of RULES and REGULATIONS, for the use of the Bethel Guardian and Honored Queen.
 - (2) These copies are the property of the Bethel and shall be turned over to their successors at the time of installation.
 - (3) See that these copies are kept up to date by insertion of the amendments received from the Executive Manager or Grand Secretary.
 - (4) Additional copies may be provided for the other Executive Members and members of the Bethel as the Bethel Guardian may designate.
- (j) Strive to be a companion to the Daughters in their joys and pleasures and a safe haven in times of distress.
- (k) Contact parents or legal guardians of a Bethel member whose dues are delinquent before action is taken to suspend the member.

- (l) Contact Bethel members suspended for non-payment of dues, explaining to them and their parents or guardians the advantage of reinstatement before the end of one (1) year. This duty may be assigned to another Executive member of the BGC when necessary.
- (m) Assure that the Executive Members of the BGC establishes and provides to the Honored Queen the titles and order for Escort, Introductions and Honors, Category 20, Others (see Ritual page 53). This will be according to the Supreme Guardian's directive.
- (n) Perform such other duties as rightfully belong to her office.

Section 2. The Associate Bethel Guardian shall:

- (a) Attend all meetings of the BGC and the Bethel.
- (b) Assist the Bethel Guardian in the performance of her duties and to assume them in her absence.
- (c) Become familiar with the Constitution and Bylaws of the Order and where applicable, the Manual, and assist the Bethel Guardian in seeing that they are obeyed by the members of the BGC and of the Bethel.
- (d) Investigate the Masonic relationship of all petitioners.
- (e) See that the books of the Bethel are audited at the close of each term and that a report is made to the Bethel at the first meeting after installation.
- (f) Perform such other duties as will serve the best interest of the Bethel.

Section 3. The Guardian Secretary shall:

- (a) Attend all meetings of the BGC and of the Bethel.
- (b) Make proper record of all meetings of the BGC.
- (c) Supervise the work of the Recorder.
- (d) See that proper record is kept of the receipts of the Bethel and that the books are closed and made available together with other necessary papers to the Associate Bethel Guardian not less than ten (10) days prior to the first meeting after installation.
- (e) Report to the Grand Secretary, or Executive Manager for Bethels under Supreme, the names and addresses of:
 - (1) All new Majority Members,
 - (2) Majority Members who have moved,
 - (3) Members and adult workers who have moved outside the jurisdiction.

Section 4. The Guardian Treasurer shall:

- (a) Attend all meetings of the BGC and of the Bethel.
- (b) Supervise the work of the Bethel Treasurer and receive all money from her, giving her a receipt for same.
- (c) Supervise the work of the Librarian by carefully reading her report before it is given in a Bethel meeting.
- (d) See that proper record is kept of the disbursements of the Bethel and that the books are closed and made available together with other necessary papers to the Associate Bethel Guardian not less than ten (10) days prior to the first meeting after installation.

Section 5. The Guardian Director of Music shall:

- (a) If a member of the Executive BGC, attend all meetings of the BGC and of the Bethel.
 - (b) Have a musician proficient at all times.
 - (c) Have a chorus in readiness for all ceremonials and such musical programs as may be for the good of the Order.
- OR The Director of Epochs shall:**
- (a) If a member of the Executive BGC, attend all meetings of the BGC and of the Bethel.
 - (b) Assist the Bethel Guardian in instructing the officers in their speaking parts that the lessons they impart to the pilgrims may be given in an impressive and reverent manner.
 - (c) Prompt officers during Bethel meetings, or train one of the Daughters to do so.

**ARTICLE III
DUTIES OF THE ASSOCIATE MEMBERS**

Section 1. The Promoter of Sociability shall:

- (a) Welcome all visitors entitled to be present.
- (b) Assist the committee appointed by the Honored Queen in the preparation of candidates, as specified in the Ritual.
- (c) Perform such other duties as will add to the social activities of the Bethel.

Section 2. The Custodian of Paraphernalia shall:

- (a) See that the Bethel paraphernalia is carefully preserved and train the Marshal, Senior and Junior Custodians to properly display and remove paraphernalia, as specified in the Ritual.
- (b) Supervise the care and appearance of the robes.

Section 3. The Promoter of Finance shall:

- (a) Guard carefully the financial condition of the Bethel.
- (b) Assist the Honored Queen, or the committee appointed by her, in planning and promoting such affairs as will add to the funds of the Bethel.
- (c) Assist in the audit of the Bethel books at the conclusion of each Honored Queen's term.

Section 4. The Director of Epochs or Guardian Director of Music shall:

(See B-BGC Art. II Sec. 5)

Section 5. The Promoter of Hospitality shall:

- (a) Assist the committee appointed by the Honored Queen to provide refreshments.
- (b) Assist Bethel members in extending hospitality to members and guests.

Section 6. The Director of Patrol shall:

- (a) Supervise the activities of the drill team.
- (b) Attend all drill team meetings.
- (c) Give a detailed report of such activities when requested to do so by the Executive members of the BGC.

Section 7. The Promoter of Youth Activities shall:

- (a) Counsel and advise the younger members of the Bethel as a social group.
- (b) Encourage and foster an interest in all Bethel affairs, thus aiding the Honored Queen in the performance of her duties.

Section 8. The Promoter of Good Will shall:

- (a) Remember those who may be sick or in need, impressing upon the members the fact that a kind word brings sunshine into the lives of the afflicted.

Section 9. The Promoter of Fraternal Relations shall:

- (a) Contact various Masonic organizations and make known to the members thereof the ideals and purposes of the Order.
- (b) Arrange for the Bethel officers to exemplify the ritualistic work before Masonic bodies and affiliated organizations.

Section 10. The Director of Promotion shall:

- (a) Assist the members and BGC in promoting increased interest in Bethel activities, especially increasing membership and advising parents and eligible adults that they may attend Bethel meetings.

ARTICLE IV COMMITTEE CHAIRMAN

Section 1. Appointment

- (a) **(See SOP-BGC-2)**

Section 2. Eligibility

- (a) **(See SOP-BGC-2)**

ARTICLE V RESIGNATIONS AND REMOVALS

Section 1. Resignations

- (a) **(See SOP-BGC-5 Sec. 1 (a))**

Section 2. Removal of an Executive Member

- (a) (See SOP-BGC-5 Sec. 2 (a))

Section 3. Automatic Removal

- (a)-(c) (See SOP-BGC-5 Sec. 3 (a)-(c))

**ARTICLE VI
FINES**

Section 1.

- (a) (See SOP-BGC-4)

**ARTICLE VII
DISCIPLINE**

Section 1. Members of the BGC

- (a)-(b) (See SOP-BGC-3 Sec. 1 (a)-b))

Section 2. Bethel Members

- (a)-(c) (See SOP-BGC-3 Sec. 2 (a)-(c))

**ARTICLE VIII
APPEALS**

Section 1. Privilege

- (a) (See SOP-BGC-1 Sec. 1 (a))

Section 2. Restriction

- (a) (See SOP-BGC -1 Sec. 2 (a))

**ARTICLE IX
ELECTION**

Section 1. There is no election of members for the BGC.

**ARTICLE X
APPOINTMENTS**

Section 1.

- (a) Members of BGCs shall be appointed by the newly elected Supreme or Grand Guardian following her election at the Annual Session of the SGC or GGC, or within thirty (30) days thereafter. Certificates for all BGC members shall be forwarded to the incoming Bethel Guardian and a list of those appointments send to the Supreme/Grand Deputy.
- (b) Bethel members shall be privileged to recommend Executive Members of the BGC. (See SOP-Bethel-15)
- (c) Instructions for newly organized Bethels are contained in SOP-Bethel-12.

**ARTICLE XI
TERM OF OFFICE**

Section 1. Regular

- (a) The term of office for members of a BGC under Supreme shall run concurrently with the SGC year and shall terminate at the close of the Annual Session of the SGC.
- (b) The term of office for members of a BGC under GGC jurisdiction shall run concurrently with the GGC year and shall terminate at the close of the Annual Session of the GGC.
- (c) Members of BGCs shall continue to perform the duties of their office until their successors have been installed.
- (d) Executive Members of a BGC shall serve no more than three (3) consecutive terms in that office and shall be ineligible for reappointment in said office until after a lapse of one (1) year, unless otherwise provided for in the Manual of Rules and Regulations of the GGC or the Supreme Guardian deems it necessary for Bethels under Supreme. (See B-GGC Art XVII Sec 1.15)

Section 2. Rights/Privileges - Titles

- (a) Bethel Guardians and Associate Bethel Guardians shall not attain the rights and privileges of Past Bethel Guardian or Past Associate Bethel Guardian unless they have served at least one (1) full SGC or GGC term in such office.
- (b) One who has not served one (1) full SGC or GGC term, but who has served with distinction as Bethel Guardian or Associate Bethel Guardian may be granted the rights and privileges of a Past Bethel Guardian and/or Past Associate Bethel Guardian upon recommendation by the Executive members of the BGC or by the Executive members of the SGC or GGC and a majority vote of the delegates present and voting at the Annual Session of the SGC or GGC.

**ARTICLE XII
MEETINGS**

Section 1. Monthly Meetings

- (a) Executive members of the BGC shall hold regular monthly meetings (except during vacation) for the discussion of all matters pertaining to the Bethel and for the good of the Order.
- (b) The Associate members of the BGC and adult committee chairmen may be invited to attend the meetings.
- (c) The five (5) elective officers of the Bethel, and such persons as it may be necessary to invite, may meet with the BGC. After the matters for which their presence is required have been discussed, they shall be excused before the BGC continues with its business.
- (d) Accurate minutes of all BGC meetings shall be kept by the Guardian Secretary. These minutes shall be approved by the Supreme Guardian (or her Deputy) or the Grand Guardian (or her Deputy) at the time of official visit in their respective jurisdictions.
- (e) When attending a meeting of the BGC, Associate members and adult committee chairmen shall be entitled to vote on all business pertaining to the Bethel except on those matters specifically delegated to the Executive members.

Section 2. Annual Meeting

- (a) BGCs, including Executive and Associate members, of Bethels under Supreme, shall hold their Annual Meeting during the month of April, but no later than ninety (90) days prior to the Annual Session of the SGC.
- (b) BGCs, including Executive and Associate members, of Bethels under GGCs, shall hold their Annual Meeting at least thirty (30) days prior to the Annual Session of the GGC.

Section 3. Purpose of the Annual Meeting

- (a) At the Annual Meeting, the members of the BGC present shall recommend by secret ballot the Executive members of the BGC for the ensuing year, for consideration by the Vice Grand Guardian or Vice Supreme Guardian. The ballots shall be tabulated in the presence of those in attendance and additional ballots shall be taken until a majority recommendation appears for each office.
- (b) The Executive members present shall recommend by secret ballot not more than four (4) Associate members of the BGC.
- (c) Committee chairmen are not eligible to vote on recommendations for any members of the BGC at the Annual Meeting.
- (d) Names of those receiving a majority recommendation shall be listed on Form 222 and forwarded to the Vice Grand Guardian at least twenty (20) days prior to the Annual Session of the GGC.
- (e) Bethels under Supreme shall follow the same procedure except that Form 222 shall be mailed to the Vice Supreme Guardian at least eighty (80) days prior to the Annual Session of the SGC.

**ARTICLE XIII
INSTALLATION**

Section 1.

- (a) If appointed by the Supreme Guardian, members of a BGC, including those reappointed, shall be installed at a meeting of the Bethel.
- (b) If appointed by the Grand Guardian, members of a BGC, including those reappointed, shall be installed according to the Manual of Rules and Regulations of the GGC.
- (c) Members of a BGC appointed by a Grand Guardian shall be installed by a member of the SGC or GGC.

- (d) Members of a BGC appointed by the Supreme Guardian shall be installed no later than October 31. Those eligible to serve as the Installing Officer for these Bethels shall be members of the SGC and Assisting Supreme Deputies, or Bethel Guardians, Associate Bethel Guardians, Past Bethel Guardians, and Past Associate Bethel Guardians of a Bethel under Supreme.
- (e) Instructions for installation of newly organized Bethels are contained in SOP-Bethel-12.

**STANDARD OPERATING PROCEDURES
OF A BETHEL GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

SOP-BGC-1

APPEALS

Section 1. Privilege

- (a) In the event of a disagreement among members of a BGC which cannot be amicably reconciled by the Bethel Guardian, or if one or more members of the BGC are aggrieved by an act of the Grand Guardian, the aggrieved parties may appeal the decision or ruling in the manner provided in the Law of Appeals and Grievances. (See SOP-SGC-1)

Section 2. Restriction

- (a) If no appeal is taken within sixty (60) days after the acts or decisions, the aggrieved party or parties shall lose the right of appeal.

SOP-BGC-2**COMMITTEE CHAIRMAN****Section 1. Appointment**

- (a) Immediately after members of the BGC are installed, they may appoint adult committees. Such committees may bear the same designation as listed in Article III above, which are not held by an Associate Member of the BGC. The title of "Chairman" shall be used instead of "Promoter" or "Director". Such appointments shall be reported to the Supreme Guardian and the Supreme Deputy for Bethels under Supreme or to the Grand Guardian for Bethels under a GGC and acknowledged prior to said appointment taking effect.

Section 2. Eligibility

- (a) Those eligible for appointment as members of committees of a BGC shall have the same qualifications as for appointment to a BGC. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.

SOP-BGC-3**DISCIPLINE****Section 1. Members of the BGC**

- (a) Members of the BGC may be removed from office by the Supreme/Grand Guardian for cause, insubordination, misconduct, or unlawful withholding or retention of any property of a Bethel. Notice of such removal shall be given in writing, stating the cause of the removal and outlining the process of appeal. This does not deny anyone removed the right of appeal as elsewhere provided. (See SOP-SGC-1)
- (b) Executive members of the BGC who are delinquent in paying fines levied in SOP-BGC-4, shall lose the right of membership in the GGC.

Section 2. Bethel Members

- (a) The Executive members of the BGC shall have authority over the following:
 - (1) Suspension or expulsion of a Bethel member.
 - (2) Suspension for a definite interval of the right of any Bethel officer to function in her office.
 - (3) Removal of a Bethel officer from office.
 - (4) Reprimand of an officer or member.
 - (5) Probation for a definite period.
- (b) Notice in writing stating cause of discipline and outlining the process of appeal shall be sent to the Bethel member and her parents/guardians, (if a minor).
- (c) Discipline as described in paragraph (b) or suspension for nonpayment of dues shall not be reported to the Bethel members or discussed in a Bethel meeting.

SOP-BGC-4

FINES

Section 1.

- (a) A fine of twenty dollars (\$20.00) shall be paid by the Executive members of the BGC who fail to file the annual report on Form 110, 111, 112, 113 or 114 and remit fees by January 31. An extension of time may be given at the discretion of the Executive Manager or the Grand Secretary.

SOP-BGC-5**RESIGNATIONS AND REMOVALS****Section 1. Resignations**

- (a) A letter of resignation shall be submitted to the Guardian Secretary who shall notify the Bethel Guardian. The Bethel Guardian shall immediately call a meeting of the Executive members who shall take action on the resignation. The Bethel Guardian shall then notify the Grand Guardian, or the Supreme Guardian for Bethels under Supreme, and the member who resigned of the action taken.

Section 2. Removal of an Executive Member

- (a) In the event of the removal from office of one or more Executive members of the BGC by the Grand Guardian, or the Supreme Guardian for Bethels under Supreme, the Grand Guardian or Supreme Guardian shall select and appoint those necessary to fill vacancies caused by such removal. She shall advise the remaining members of the BGC and the Grand/Supreme Deputy of her actions.

Section 3. Automatic Removal

- (a) An Executive member who fails to attend three (3) Bethel meetings or three (3) meetings of the BGC, except in case of illness or unavoidable absence, is automatically removed. (See SOP-BGC-6 and B-GGC Art. XVII Sec. 1.16)
- (b) An Associate member who is invited to attend all meetings of the BGC and fails to attend three (3) Bethel meetings or three (3) meetings of the BGC, except in case of illness or unavoidable absence, is automatically removed. (See SOP-BGC-6 and B-GGC Art. XVII Sec. 1.16)
- (c) An Associate member who is not invited to attend all meetings of the BGC and fails to attend three (3) Bethel meetings, except in case of illness or unavoidable absence, is automatically removed. (See SOP-BGC-6 and B-GGC Art. XVII Sec. 1.16)

SOP-BGC-6**VACANCIES****Section 1.**

- (a) When any vacancy occurs on a BGC, the Bethel Guardian or the Guardian Secretary shall immediately notify the Grand Guardian and Grand Deputy for Bethels under a GGC or the Supreme Guardian and Supreme Deputy for Bethels under Supreme. If requested to do so by the Grand Guardian or Grand Deputy or Supreme Guardian or Supreme Deputy as appropriate, the remaining Executive Members of the BGC shall recommend to the Grand Guardian or the Supreme Guardian the name of an eligible person for appointment to the office vacated. (See B-GGC Art. XVII Sec. 1.14)
- (b) The Grand Guardian or the Supreme Guardian shall make appointments to fill vacancies in a BGC.
- (c) Those appointed shall be installed at the next regular Bethel meeting, or as soon as convenient, after receipt of the Certificate of Appointment.
- (d) If the office of Bethel Guardian becomes vacant for any cause, the Associate Bethel Guardian assumes her duties and responsibilities until her successor is appointed and installed.
- (e) See SOP-BGC-5, for resignation and removal procedures.

**CONSTITUTION OF A
BETHEL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization is Job's Daughters International, Bethel No. _____ of
_____.
- (City/Location) (State, Province, Territory, Country)

**ARTICLE II
OBJECT**

Section 1.

- (a) The object of this organization is to band together girls, hereinafter designated, for spiritual and moral up building, to develop leadership, to seek knowledge, to teach love of God, love of Country, respect for its Flag, love of home and family, and reverence for the teachings of the Holy Scriptures.

**ARTICLE III
AUTHORITY**

Section 1.

- (a) This Bethel was instituted (date)_____ and operates under authority of a Charter granted by the Supreme or Grand Guardian Council (date)_____.

**ARTICLE IV
MEMBERSHIP**

Section 1. Members

- (a) Girls between the ages of ten (10) and twenty (20) years who bear a Masonic relationship shall be eligible for membership. Masonic relationship shall be interpreted to mean a relationship by blood, marriage, or law to a:
- (1) Mason (See POL-BOT-2),
 - (2) his wife or widow,
 - (3) a member of Job's Daughters,
 - (4) or a Majority Member of Job's Daughters.
- (b) If, after diligent and exhaustive search, Masonic relationship cannot be verified for a Petitioner, a Majority Member and a Master Mason (other than the Bethel Guardian or Associate Bethel Guardian) may sponsor the Petitioner.
- (c) A woman under the age of twenty (20) years who has been married, divorced, whose marriage has been annulled or who is pregnant, or has ever been pregnant, except in the case of rape (or its equivalent terminology) or incest is not eligible for membership.

Section 2. Resident Requirements

- (a) A resident of a jurisdiction in which there is a Bethel, shall be eligible to membership only in the jurisdiction of her residence unless a waiver of jurisdiction is obtained from the Grand Guardian of the resident jurisdiction or the Supreme Guardian if the Bethel is under Supreme.

**ARTICLE V
OFFICERS**

Section 1. Elective

- (a) The elective officers of each chartered Bethel shall be Honored Queen, Senior Princess, Junior Princess, Guide, and Marshal.

Section 2. Appointive

- (a) The appointive officers shall be Recorder, Treasurer, Chaplain, Librarian, Musician, First Messenger, Second Messenger, Third Messenger, Fourth Messenger, Fifth Messenger, Senior Custodian, Junior Custodian, Inner Guard, and Outer Guard.

Section 3. Substitute (See SOP-Bethel-19)

**ARTICLE VI
ELIGIBILITY**

Section 1. (See SOP-Bethel-5)

**ARTICLE VII
ELECTION**

Section 1. (See SOP-Bethel-4)

**ARTICLE VIII
APPOINTMENTS**

Section 1. (See SOP-Bethel-1)

**ARTICLE IX
TERM OF OFFICE**

Section 1. (See B-Bethel Art. XIII Sec. 1)

**ARTICLE X
INSTALLATION**

Section 1. General (See B-Bethel Art. XIV Sec. 1, (a) – (c), SOP-Bethel-8)

Section 2. Installing Officers (See B-Bethel Art. XIV Sec. 2, (a) – (c), SOP-Bethel -8)

**ARTICLE XI
VACANCIES**

Section 1. Elective Office (See B-Bethel Art. XV Sec. 1)

Section 2. Appointive Office (See B-Bethel Art. XV Sec. 2)

**ARTICLE XII
MEETINGS**

Section 1. Regular (See B-Bethel Art. XVI Sec. 1 (a) – (e), (h) – (j), (n) – (o), SOP-Bethel-9)

Section 2. Open (See SOP-Bethel-9)

Section 3. General Items. (See SOP-Bethel-9)

Section 4. Attendance (See SOP-Bethel-9)

**ARTICLE XIII
GENERAL PROVISIONS**

Section 1. Birthday

- (a) The date on which a Bethel should observe its birthday is the date on which it was instituted.

Section 2. Official Seal

- (a) Each Bethel is required to have an official Bethel seal which must be purchased from the Executive Manager or Grand Secretary immediately after the Bethel is chartered.

Section 3. Move/Change of Location

- (a) When it is necessary to move from one city to another, the original Charter shall remain intact. An authorization showing date of transfer and new location of the Bethel, signed by the Supreme or Grand Guardian and attested by the Supreme or Grand Secretary, shall be attached to the original Charter.
- (b) The Bethel seal shall bear the name of the new location.

Section 4. (See B-Bethel Art. I Sec. 4)

Section 5. (See SOP-Bethel-10)

Section 6. Auxiliary Club

- (a) No auxiliary club calling for ritualistic work of the Order shall be organized from the membership of the Bethel.

**BYLAWS OF A
BETHEL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
GENERAL PROVISIONS**

Section 1. Birthday (See C-Bethel Art. XIII Sec. 1)

Section 2. Official Seal (See C-Bethel Art. XIII Sec. 2)

Section 3. Move/Change of Location (See C-Bethel Art. XIII Sec. 3)

Section 4. Bylaws

- (a) Each Bethel under Supreme shall adopt, within thirty (30) days from the date its Charter is granted, Bylaws conforming with the Uniform Code For Bethels, SOP-Bethel-21, and forward one (1) copy to the Vice Supreme Guardian and five (5) copies to the Jurisprudence Committee of the SGC for approval.
- (b) Local Rules of Operation, a Bethel may adopt local rules of operation dealing with the finances and other miscellaneous operational issues, as long as these Local Rules of Operation do not conflict with the Rules and Regulations of the SGC or GGC in which the Bethel resides. All Local Rules of Operation must be approved by the Bethel members as an amendment to their Bylaws (following the procedure for approval of amendments), approved by the appropriate Jurisprudence Committee and published as part of the Bethel's Uniform Code before they are effective.

Section 5. Member of Honor (See SOP-Bethel-10)

Section 6. Auxiliary Club (See C-Bethel Art. XIII Sec. 6)

**ARTICLE II
MEMBERSHIP**

Section 1. Petition

- (a) After the organization of a Bethel, members shall be received by petition in the form prescribed by the SGC. (Form 130)
- (b) Petitions for membership must be received and read at a regular Bethel meeting held previous to the date of the initiation. (See B-GGC Art. XVII Sec. 1.20)
- (c) Official visitation forms (Form 132) shall be referred to a Visitation Committee consisting of three (3) members of the Bethel who shall return completed report to the Bethel Guardian before the next regular meeting of the Bethel.
- (d) Election to membership shall be by majority vote of the Executive members of the BGC present at their regular or special meeting.
- (e) If a candidate is accepted for initiation and leaves the city before being initiated, a courtesy initiation may be requested in writing by the Guardian Secretary of the Bethel which received the petition, to the Guardian Secretary of the Bethel conducting the initiation. The fee shall be retained by the Bethel which received the petition and the Daughter becomes a member of that Bethel.

Section 2. Affiliation/Reinstatement

- (a) A member who has demitted from the Order may renew her membership by presenting to the Bethel with which she desires to affiliate a Petition for Membership by Affiliation (Form 131).
- (b) If application is made within the stated six (6) month period, it must be accompanied by the Demit and an affiliation fee equal to one-half (1/2) of the initiation fee. (See B-GGC Art. XVII Sec. 1.21)
- (c) If application is made at a later date, annual dues as well as a Demit and affiliation fee must accompany the petition.
- (d) The petition must be investigated in the regular manner (Art II, Sec. 1(c) above) and approved by majority vote of the Executive members of the BGC present at a regular or special meeting. After signing the Permanent Record Book, the petitioner shall be enrolled as a member.

- (e) See SOP-Bethel-14 Sec. 3 for members holding a demit from a closed Bethel and desiring to affiliate with another Bethel.

Section 3. Dual Membership

- (a) Dual membership shall be allowed the Daughter who desires to join a Bethel outside the jurisdiction of her original membership. (See SOP-Bethel-2)
 - (1) If so permitted by the Manual Rules & Regulations of a GGC or JGC, dual membership may be allowed within the jurisdiction. (See B-BGC Art. XVII Sec 1.23 or B-JGC Art. XV Sec.1 (a) (9))
 - (2) Dual membership within the jurisdiction is allowed for jurisdictions under Supreme.
- (b) The Bethel to which the member has presented her dues receipt shall contact the original Bethel for verification.
- (c) She shall be afforded all rights and privileges in each Bethel.
- (d) Dues shall be payable to each Bethel.

Section 4. Resignation from the Order

- (a) Any member of the Order, in good standing, may submit a letter of resignation to the Executive members of the BGC at any time.

ARTICLE III DEIMITS

Section 1. Issue

- (a) A member in good standing who desires to withdraw from the Order or who desires to transfer her membership for any reason, shall, upon written request to the Executive members of the BGC, be granted a Demit (Form 210) which will entitle her to the privilege of visiting Bethels for a period of six (6) months from the date of issuance.
- (b) If a member moves to a city in another jurisdiction the Guardian Secretary shall report her name and new address to the Grand Secretary if in a GGC jurisdiction, otherwise to the Executive Manager.

Section 2. Process

- (a) If, within six months, a Daughter petitions another Bethel, the Demit (complete Form 210) shall be attached to a Petition for Membership by Affiliation (Form 131). If the Daughter is elected to membership, the Guardian Secretary of the Bethel in which the Daughter is elected shall complete Form 210 and mail the sections to those designated. If the application is to another Bethel in the same State, Province, Territory or Country or to a Bethel not under GGC jurisdiction, the third copy is unnecessary and may be destroyed. The Demit shall permanently remain attached to the Petition for Membership by Affiliation and retained in the Bethel files.
- (b) See SOP-SGC-12 for information on Majority Members.

Section 3. Resignations

- (a) A Daughter who has resigned (or left for personal reasons) her Bethel may petition a Bethel to become a member.
- (b) The process to become a member shall be the same as one who has never been a member, except the petitioned BGC must assure the petitioner is clear on the books of her former Bethel, before accepting her petition for processing.
 - 1) Unpaid dues owed may not exceed one (1) year.
- (c) Upon Initiation, honors previously earned will be reinstated.

**ARTICLE IV
BETHEL FINANCES**

Section 1. Receipts (See SOP-Bethel-2)

Section 2. Exemption from Fees and Dues (See B-GGC Art XVII Sec 1.22) (See SOP-Bethel-2)

Section 3. Disbursements (See B-GGC Art XVII Sec 1.22) (See SOP-Bethel-2)

Section 4. Educational and Promotional Funds (See B-GGC Art XVII Sec 1.22) (See SOP-Bethel-2)

**ARTICLE V
RECOMMEND EXECUTIVE MEMBERS OF THE BGC**

Section 1.

- (a) Bethel members shall be privileged to submit by secret ballot recommendations concerning those to be selected as Executive members of the BGC. Refer to SOP-Bethel-15 for information and procedures.

**ARTICLE VI
OFFICIAL REGALIA**

Section 1. Description (See SOP-Bethel-11)

Section 2. Wearing of Regalia (See SOP-Bethel-11)

**ARTICLE VII
STANDING COMMITTEES**

Section 1.

- (a) After installation the Honored Queen shall appoint the following committees and such other committees as are deemed advisable by the Executive Members of the BGC:
- (1) Auditing Committee composed of three (3) members. See Ritual for explanation of duties.
 - (2) Pledge Committee, composed of three (3) members assisted by an Executive Member of the BGC, preferably the Associate Bethel Guardian. It shall be the duty of the Pledge Committee to give the Pledge of Honor to late unobligated visitors. (See Ritual)
 - (3) Proficiency Committee composed of at least three (3) members. It shall be the duty of the Proficiency Committee to assist the members in learning the information necessary to pass the Proficiency Lessons Examination.

**ARTICLE VIII
PAST HONORED QUEEN'S JEWEL**

Section 1. Regular (See SOP-Bethel-13)

Section 2. Special (See SOP-Bethel-13)

ARTICLE IX AMENDMENTS

Section 1.

- (a) The Constitution and Bylaws of a Bethel may be amended by following the procedures outlined in SOP-SGC-16, No. 2 Amendments. (For Prerogatives of a GGC, see B-GGC Art. XVII Sec. 1.25, and procedure given in SOP-GGC-7)
- (b) Approved amendments shall also amend any sections of SOP-Bethel-21, Uniform Code for Bethels, pertaining to the same subject.
- (c) Bethels may amend their Uniform Code for Bethels by following the procedure under prerogatives of a Bethel, SOP-Bethel-21, Art. XV, Sec. 2

ARTICLE X DISCIPLINE

Section 1. Supervision (See SOP-Bethel-3)

Section 2. Hearing (See SOP-Bethel-3)

Section 3. Course of Action (See SOP-Bethel-3)

Section 4. Notice (See SOP-Bethel -3)

Section 5. Reinstatement (See SOP-Bethel -3)

ARTICLE XI APPEALS

Section 1.

- (a) Bethel members shall have the right to appeal against any act or decision of the Executive members of the BGC which may abrogate any rights and privileges specifically guaranteed them by their Bethel Bylaws, the Constitution and Bylaws of the SGC or the Manual of the GGC.
- (b) If no appeal is taken within sixty (60) days after the act or decision, the aggrieved parties shall lose the right to appeal.

ARTICLE XII LOSS OF HONORS

Section 1.

- (a) Bethel members who have resigned, or have been suspended, expelled or granted a demit which has expired, shall lose the right to be introduced by, or to use, any titles earned during their time of membership.
- (b) Reinstatement to membership shall automatically reinstate the right to the use of titles previously earned.

**ARTICLE XIII
TERM OF OFFICE**

Section 1.

- (a) The term of office shall be six (6) months. If the Bethel's Uniform Code for Bethels provides for a vacation period, the remaining months may be divided into two equal terms affording each Honored Queen the same number of meetings.
- (b) All officers shall serve the term of office to which they were elected or appointed even though they become twenty (20) years of age before the next election.

**ARTICLE XIV
INSTALLATION**

Section 1. General

- (a) The installation shall take place during the months of June and December. The first or second meeting in June and December may be for the purpose of installation without formal opening and closing. Bethels under Supreme may install at another time by amendment to their Uniform Code for Bethels (See B-GGC Art. XVII Sec. 1.18)
- (b) An officer, elected or appointed, not present at the time the officers were installed, shall be installed at the next regular meeting of the Bethel unless excused by the Executive members of the BGC.
- (c) A Daughter shall not be installed into office unless her dues are paid to the end of the ensuing term.

Section 2. Installing Officers

- (a) The Installing Officer of a Bethel shall be its own retiring Honored Queen.
- (b) The other installing officers shall be Past Honored Queens of the Bethel. Where Past Honored Queens cannot serve, Majority Members may be asked to act as installing officers.
- (c) The Executive members of the BGC shall approve the selection of all other installing officers.

**ARTICLE XV
VACANCIES**

Section 1. Elective Office

- (a) Should the Honored Queen's station become vacant during the term of office, the Executive members of the BGC shall appoint a substitute in the office. A Past Honored Queen, or if no Past Honored Queen is available, a Majority Member, neither of whom has been married or pregnant, shall be appointed to fill the vacancy.
- (b) However, when a vacancy occurs in any elective office, and if deemed advisable by the Executive members of the BGC, a special election may be held to fill such vacancy.
- (c) Notice of a special election shall be mailed to all members of the Bethel at least one week prior to the date thereof.
- (d) Officers who have been newly elected shall be installed not later than the first meeting following the election. (See SOP-Bethel-18)

Section 2. Appointive Office

- (a) A vacancy in an appointive office shall be filled by a member appointed by the Honored Queen and approved by the Executive members of the BGC.
- (b) Any officer so appointed shall be installed at the next regular meeting of the Bethel by the Honored Queen.

**ARTICLE XVI
MEETINGS**

Section 1. Regular

- (a) There shall be two (2) regular meetings a month except during vacation period.
- (b) Special meetings may be held by dispensation granted by the Supreme or Grand Guardian. (See SOP-Bethel-18)
- (c) A Bethel cannot be opened unless there be present seven (7) members of the Bethel including one (1) of the first three (3) officers, at least one (1) Executive member of the BGC, or the Deputy, or an officer of the SGC or GGC, and the Dispensation or Bethel Charter.
- (d) In the event a Bethel's membership has declined to the point where the required seven (7) members are not available, a meeting may be held for the purpose of reading petitions, initiating, processing affiliates, voting to move or merge, installing members of the BGC and conducting the necessary business of the Bethel. Present at the meeting must be:
 - (1) at least one (1) of the first three (3) officers;
 - (2) at least one (1) Executive member of the BGC, or the Deputy, or an officer of the SGC or the GGC;
 - (3) the Dispensation or Charter.
- (e) In the event a Bethel's membership has declined to a point where the Bethel is unable to hold three (3) consecutive meetings, the Bethel shall be placed under reorganization by the Supreme or Grand Guardian (see SOP-Bethel 9 Sec. 1 (a)).
- (f) **(See SOP-Bethel-9 Sec. 1 (b)).**
- (g) **(See SOP-Bethel-9 Sec. 1 (c)).**
- (h) The Honored Queen shall preside during the regular meetings of the Bethel. In case of emergency, the position of Honored Queen may be filled by an active Past Honored Queen. In the event there is no active Past Honored Queen present, the succession of officers shall be Senior Princess, Junior Princess, Guide, and Marshal.
- (i) The Ritual prescribed by the SGC shall be used without alteration for opening and closing each Bethel, for conferring the Epochs and for other ceremonies. No short form shall be used.
- (j) Bethel meetings shall be conducted in accordance with the Ritual of the Order and in conformity with the laws of the SGC and Robert's Rules of Order Revised (latest edition).
- (k) **(See SOP-Bethel-9 Sec. 1 (d)).**
- (l) **(See SOP-Bethel-9 Sec. 1 (e)).**
- (m) **(See SOP-Bethel-9 Sec. 1 (f)).**
- (n) The Bethel shall exemplify the Initiation Ceremony at least one (1) time each term. If no candidate is available, a previously initiated Job's Daughter shall be used.
- (o) The Bethel shall perform the Majority Ceremony and/or the Obligation Ceremony at a regular (or special) meeting one (1) time during the year.
- (p) **(See SOP-Bethel-9 Sec. 1 (g)).**
- (q) **(See SOP-Bethel-9 Sec. 1 (h)).**

Section 2. Open (See SOP-Bethel-9)

Section 3. General Items (See SOP-Bethel-9)

Section 4. Attendance (See SOP-Bethel-9)

**STANDARD OPERATING PROCEDURES
OF A BETHEL
JOB'S DAUGHTERS INTERNATIONAL**

**SOP-BETHEL-1
APPOINTMENTS**

- (a) Appointive officers shall be appointed by the Honored Queen-elect with the approval of the Executive members of the BGC.

**SOP-BETHEL-2
BETHEL FINANCES**

Section 1. Receipts

- (a) All monies collected in the name of a Bethel shall be received by the Bethel Recorder/Guardian Secretary and turned over to the Bethel Treasurer/Guardian Treasurer.
- (b) Fees: (See SOP-SGC-11)
 - (1) The initiation fee for each member when she joins the Order is:
 - [a] For Bethels under Supreme, ten (10.00) USD, CAD, AUD, PHP, BRL, ... etc and annually shall increase by two percent (2%) beginning January 1, 2004.
 - [b] For Bethels under a GGC, four (4.00) USD, CAD, AUD, PHP, BRL ... etc., and annually shall increase by two percent (2%) beginning January 1, 2004.
If the petitioner is rejected the fee shall be returned.
 - (2) The affiliation fee shall be one-half the initiation fee.
- (c) Annual Dues: (See B-GGC Art. XVII Sec. 1.22)
 - (1) The annual dues for each member reported by chartered Bethels on December 31 is ten point one two (10.12) USD, CAD, AUD, PHP or BRL ...etc, and annually shall increase by two percent (2%) beginning December 31, 2007. Dues are payable in advance on January 1st of each year.
 - (2) Members whose dues have not been paid for a period of one (1) year shall be considered delinquent.

Section 2. Exemption from Fees and Dues (See B-GGC Art. XVII Sec. 1.22)

- (a) Petitioners and members residing in Masonic Homes or homes sponsored by an organization based on Masonic membership or relationship shall not be required to pay initiation fees or dues.

Section 3. Disbursements (See B-GGC Art. XVII Sec. 1.22)

- (a) Monies shall be expended only by a majority vote of the members present at a regular meeting and by and with the consent of the Executive members of the BGC. When duly authorized a warrant shall be issued which shall be signed by the Bethel Guardian, Recorder and Honored Queen. Upon receipt of the properly signed warrant the Bethel Treasurer, or Guardian Treasurer shall write and sign checks. All checks shall be countersigned by the Guardian Treasurer or other authorized Executive Member of the BGC. All checks shall have two (2) signatures. When the checks have been issued the warrant shall be signed by the Guardian Treasurer.
- (b) Fees:
 - (1) Initiation and annual fees shall be paid by Bethels.(See SOP-SGC-11)
- (c) Special Privileges:
 - (1) Bethels shall pay a designated fee which shall accompany the request for dispensation for special privileges. Special privileges and designated fee are shown in SOP-Bethel-18.

Section 4. Educational and Promotional Funds (See B-GGC Art. XVII Sec. 1.22)

- (a) Within thirty (30) days after the new officers are installed in a chartered Bethel, the Honored Queen and members shall plan a financial affair, two (2) affairs each year, for the benefit of the Educational and Promotional Funds.
- (b) One-third (1/3) of the monies raised shall be retained by the Bethel, one-third (1/3) forwarded to the Educational Fund and one-third (1/3) forwarded to the Promotional Fund.
- (c) These monies, except that portion to be retained by the Bethel, shall be mailed to the Grand Secretary or the Executive Manager for Bethels under Supreme, for use in education and promotion in the jurisdiction wherein such Bethel exists.

**SOP-BETHEL-3
DISCIPLINE**

Section 1. Supervision

- (a) All members shall be under the direct supervision of the Executive members of the BGC, who shall have the power to investigate, reprimand, suspend or expel officers or members for cause.

Section 2. Hearing

- (a) No member of JDI can be suspended or expelled without a hearing before the Executive members of the BGC.
- (b) Not less than two (2) weeks before the hearing, the member shall be advised of the charges against her.

Section 3. Course of Action

- (a) The discipline of a member shall be the responsibility of the Executive Members of the BGC and is to be undertaken in accordance with the Constitution and Bylaws of JDI and governmental laws.
- (1) Such discipline shall be supervised as indicated in Sec 1. If further advice is deemed necessary, the Supreme Guardian or Supreme Deputy, Grand Guardian, Grand Deputy, or Jurisdictional Guardian shall be consulted.
- (b) Loss of office:
- (1) A Bethel officer shall lose her office and the honors thereof if absent from three (3) regular Bethel meetings without good and sufficient cause. The Executive members of the BGC shall determine the validity of the cause.
- (c) Suspension:
- (1) Insubordination, non-payment of dues or the retention of money or property of the Bethel shall be considered cause for reprimand or suspension.
- (2) Suspension, except for the non-payment of dues, shall not exceed a period of six (6) months. After that period of time the suspended member shall be reinstated or expelled by a majority vote of the Executive members of the BGC.
- (d) Expulsion:
- (1) Conduct that reflects discredit upon the Order or flagrant or deliberate disobedience to the laws of the Order shall be considered cause for expulsion.
- (2) A Daughter who marries or becomes pregnant while holding a Bethel office shall immediately resign from such office. Failure to do so shall be cause for expulsion from the Order.

Section 4. Notice

- (a) Notice in writing stating cause of discipline and outlining the process of appeal shall be sent to the Bethel Member and her parents/guardian (if a minor).

Section 5. Reinstatement

- (a) Reinstatement from suspension:
- (1) A member who has been suspended from the Order not more than one (1) year for non-payment of dues may be reinstated by paying all unpaid dues to the date of suspension.
- (2) An application for reinstatement after one (1) year must be accompanied by a fee equal to one-half (1/2) of the initiation fee and all unpaid dues to the date of suspension.
- (3) Reinstatement shall be by a majority vote of the Executive members of the BGC.
- (b) Reinstatement from expulsion:
- (1) A member who has been expelled from the Order may apply for reinstatement three (3) months or more after final action is taken in her case, by written application to the Executive members of the

BGC of the Bethel from which she was expelled. Such application shall be in duplicate and mailed to the Guardian Secretary who shall notify all concerned.

- (2) The Executive members of the BGC shall act upon the application at a meeting held not later than thirty (30) days after receipt of same.
- (3) If the applicant is not satisfied with the action of the Executive members of the BGC, an appeal may be made as provided in Law of Appeals and Grievances. (See SOP-SGC-1)

**SOP-BETHEL-4
ELECTION**

- (a) The election of officers shall be held at the second meeting in the months of May and November. Bethels under Supreme and Grand may hold election at another time by amendment to their Bylaws. (See B-GGC Art. XVII Sec. 1.18)
- (b) The election may be by ballot without nomination or candidates aspiring to an elective office shall be requested to rise and state their name. A majority vote shall elect.
- (c) The method of balloting shall be:
 - (1) secret ballot, or
 - (2) viva voce
- (d) Each GGC shall determine the method to be used in its jurisdiction and it shall be the only method used in the jurisdiction.
- (e) Bethels under Supreme shall use the method specified in their Bethel Bylaws.
- (f) Detailed procedure to be followed in conducting the election shall be as determined by Executive members of the BGC.
- (g) Election shall be from members present, except in case of sickness or other unavoidable absence. The Executive members of the BGC present shall decide upon and announce the eligibility of the absentee.
- (h) All members shall be entitled to vote until the end of the term even though they become twenty (20) years of age before the next election.
- (i) See SOP-Bethel-18 for information on special dispensations.

**SOP-BETHEL-5
ELIGIBILITY**

- (a) To be eligible for election or appointment to any elective office, a Daughter shall have satisfactorily passed the Proficiency Lessons Examination, current edition of the Ritual. Also, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held to be eligible for election, except in the case of a new Bethel or a Bethel under Reorganization.
- (b) Regular attendance shall be interpreted to mean present at all regular meetings of the Bethel unless excused by the Executive members of the BGC for good and sufficient reasons.

**SOP-BETHEL-6
ESCORT, INTRODUCTIONS, AND HONORS**

The following shall be used for Escort, Introductions and Honors, Category 20, Other (Ritual page 53):

If the Honored Queen and the Executive Members of the BGC wish to introduce any additional people under Category 20, the following order shall be used for those in attendance:

- Past Supreme Guardian/Past Associate Supreme Guardian
- Supreme Officers
- Past Grand Guardians/Past Associate Grand Guardians
- Past Jurisdictional Guardians/Past Associate Jurisdictional Guardians
- Grand Officers
- Jurisdictional Officers
- Bethel Guardians/Associate Bethels Guardians
- Past Bethel Guardians/Past Associate Bethel Guardians
- Council Members
- District Deputy Grand Master (or equivalent)
- Presiding Supreme or Grand Officers of other Masonic Family Organizations
- Presiding Officers of other Masonic Family Organizations
- Any others, at the discretion of the Honored Queen and the Executive Members of the BGC

(See Ritual pages 49 and 53 for proper Honors)

SOP-BETHEL-7
GUIDELINES FOR BETHEL INSPECTION
PRIOR TO CHARTERING

Bethels U.D and Bethels operating under a Petition to Reinstitute desiring to receive a Charter must pass an inspection prior to chartering. The Inspecting Officer must inspect and find all of the following complete and in proper order before a Charter can be granted. The time between Instituting/Reinstituting and Chartering will be no more than twelve (12) months.

1. Bethels being Reinstated shall have a minimum of ten (10) members and five (5) Executive Council Members and four (4) Associate Council Members.
2. BGC meetings held monthly, with proper minutes being recorded and signed by the Bethel Guardian and Guardian Secretary. A copy sent to the Supreme/Grand Guardian and Supreme/Grand Deputy and Jurisdictional Guardian (if applicable).
3. Two (2) Bethel meetings held monthly, with the following being done according to the Ritual and Constitution & Bylaws.
 - (a) Bethel Minutes being kept by the Bethel Recorder or Bethel Recorder Protem, read at each meeting and signed by the Honored Queen and Bethel Recorder or Bethel Recorder Protem.
 - (b) Treasurer's Report read at each meeting, signed by the Bethel Treasurer or Bethel Treasurer Protem.
 - (c) Bills audited, properly signed by the Audit Committee and read at Bethel meetings.
 - (d) Reports given by the Daughters on all activities attended.
 - (e) Roll Call of Bethel Officers, installed Choir members and BGC and Committee taken.
 - (f) Escort, Introductions and Honors being done properly.
 - (g) Motions being made and completed in proper manner.
 - (h) Honored Queen conducting meetings according to the Ritual and Constitution & Bylaws.
 - (i) Bethel Room set up according to the Ritual.
4. All required Bethel Committees in place and knowledgeable about their duties.
5. Inventory of all Bethel paraphernalia and property completed and a copy sent to the Executive Manager/Grand Secretary/Jurisdictional Secretary. The original shall be recorded in or attached to the proper Bethel Minute Book.
6. Bethel Cash books properly completed following each meeting with special attention given to the following:
 - (a) Receipts of each meeting deposited in a timely manner.
 - (b) Checks for bills approved for payment at each meeting being promptly issued.
7. Official Regalia, as per Constitution and Bylaws being worn by all Daughters.
8. Prior to Chartering, the Bethel shall ensure that five (5) or more Daughters have passed the Proficiency Lessons Examination to allow an election of Officers to take place.
9. All Bethel paraphernalia according to the Constitution and Bylaws.
10. Officers proficient in the Ritual work of their stations.
11. At a meeting, including Initiation, the following must be done correctly by the Officers:
 - (a) Floor Work

- (b) Music
 - (c) Memorization
12. Term plans in place according to the Constitution, Bylaws and Standard Operating Procedures to include Initiation, Service Projects, Fundraisers, Religious Observance and Fun Activities.
 13. A fundraiser to comply with SOP-Bethel-2, Educational and Promotional Funds.
 14. Uniform Code for Bethels must be completed and ready to be sent to the appropriate Jurisprudence Committee within thirty (30) days from the date of Chartering in accordance with B-Bethel Art. XIII Sec. 4.
 15. The Permanent Record Book to be completed correctly. Form 142, Record of Dues, must be maintained for each Daughter. Procedures should be in place to properly maintain every petition and to have an accurate record of every Daughter.
 16. The Bethel must be free and clear on the books of the Grand or Supreme Office. The Annual Report filed with fees paid and no outstanding invoices.

**SOP-BETHEL-8
INSTALLATION****Section 1. General**

- (a) No officer shall be installed by proxy.
- (b) There shall be no open flame equipment used, such as candles and/or candelabra, at any Bethel installation. Electrified candles and candelabra may be used.
- (c) Bethels under Supreme shall allow open installations and permit the taking of pictures if it does not in any way detract from the ceremony. (See B-GGC Art. XVII Sec. 1.19)
- (d) See SOP-Bethel-18 for information on special dispensations.

Section 2. Installing Officers

- (a) If an Honored Queen-elect has a special relative or friend who is a Past Honored Queen or Majority Member of another Bethel, she may, with the approval of the Executive members of the BGC, invite not more than one (1) such person to serve as one of the installing officers, but not the Installing Officer.
- (b) Where there are not enough Past Honored Queens or Majority Members of a Bethel to act as installing officers, Honored Queens and Past Honored Queens of other Bethels may be asked to serve.
- (c) When it is impossible to fill the station of Installing Musician according to the above requirements, a musician without these qualifications may serve.
- (d) Whenever possible assisting installing officers, i.e., Hostess, Flag Bearer, Narrator, Bible Escort, etc., shall be members of JDI. Adults with proper Masonic relationship may be used as Master and Mistress of Ceremonies, or as Host and Hostess.

**SOP-BETHEL-9
MEETINGS**

Section 1. Regular

- (a) In the event a Bethel's membership has declined to a point where the Bethel is unable to hold three (3) consecutive meetings, the Bethel shall be placed under reorganization by the Supreme or Grand Guardian. The following procedure shall be used:
- (1) The initial period of reorganization shall not exceed two (2) years.
 - (2) The Supreme or Grand Guardian shall issue a dispensation to place a Bethel under reorganization for a period not to exceed her term of office.
 - (3) Subsequent Supreme or Grand Guardians shall issue, if necessary, further dispensations to allow the Bethel to operate for additional periods up to the total of two (2) years.
 - (4) Bethel meetings shall be held according to the Constitution, Bylaws, Standard Operating Procedures and the Ritual of JDI.
 - (5) The Bethel members shall dress in official regalia at least one (1) meeting a month.
 - (6) A Deputy or Assisting Deputy shall be appointed to monitor and assist the Bethel.
 - (7) Vacant stations in the Bethel may be filled by Majority Members and visiting members.
 - (8) A Bethel under reorganization shall not hold election of officers. Should a vacancy occur in a line office, the Executive members of the BGC may appoint a substitute officer. Should a vacancy occur in an appointive office, it may be filled by a member recommended by the Honored Queen and approved by the Executive members of the BGC.
 - (9) Honored Queens appointed by the Executive members of the BGC shall be eligible for a PHQ's jewel as outlined in SOP-Bethel-13 provided they have served for at least six (6) months.
 - (10)
 - [a] If a Bethel under Supreme has been under reorganization for the two (2) year period, at least six (6) Executive members of the SGC shall by an affirmative vote, determine if the Charter should be revoked or another dispensation issued. (B-SGC, Art. II)
 - [b] If a Bethel under GGC jurisdiction has been under reorganization for a two (2) year period, the Grand Guardian after advising with at least six (6) members of the Executive GGC, shall determine if the Charter should be revoked or another dispensation issued. (See SOP-Bethel-18 7, B-GGC Art. XVII Sec. 1.28 and SOP-Bethel-16)
 - (11) Removal from Reorganization
 - [a] Guidelines shall be followed as outlined in SOP-Bethel-16.2
- (b) When the doors are open at regular meetings, anyone may view the Opening Ceremony through the Bethel Flag presentation and during the Closing Formations. The ritualistic work is confidential from the end of the Bethel Flag presentation until the Honored Queen instructs the Inner Guard to inform the Outer Guard that the Bethel is closed.
- (c) Supreme, Grand, or Bethel Honors and other proficiency lessons shall be given by Bethel Daughters only at a closed Bethel meeting or exemplification of ritualistic work.
- (d) There shall be no pictures taken at a closed meeting.
- (e) The vacation period for a Bethel shall not exceed two (2) months.
- (f) Bethels may dispense with their meetings during the Annual Session of the SGC.
- (g) No more than one (1) Ritual should be open during a Bethel meeting.
- (h) Escort, Introductions and Honors shall follow the Ritual for categories 1-19 (page 51). The Executive Members of the BGC shall approve and provide the Honored Queen the titles and order for Category 20, Other (see Ritual page 53) according to the SOP-Bethel-6.

Section 2. Open

- (a) At open meetings for installation or other purposes, the signs and other proficiency lessons of the Order shall not be used.

- (b) The Cross, Square and Compass or Triangle Formation may be formed at an open meeting.

Section 3. General Items

- (a) Exemplification:
- (1) Under a special dispensation to exemplify the ritualistic work of the Order for adult bodies, all business, Escort, Introductions, and Honors may be omitted at the discretion of the Executive members of the BGC and only Opening, Initiation and Closing Ceremonies exemplified. (See SOP-Bethel-18)
 - (2) The Majority Ceremony, Obligation Ceremony, or other appropriate ceremonies in keeping with the ideals of the Order, may be substituted for Initiation at the discretion of the Executive Members of the BGC.
- (b) Every Bethel shall honor Mrs. Ethel T. Wead Mick, the founder of Job's Daughters, with a suitable ceremony during March, the month of her birth.
- (c) There shall be an official Worship Service during each Bethel term. This service shall be held in an appropriate place of worship to be chosen by the Honored Queen and approved by the Executive members of the BGC.
- (d) There shall be no open flame equipment used, such as candles and/or candelabra, at any Bethel meeting. Electrified candles and candelabra may be used.

Section 4. Attendance

- (a) Attendance of adults:
- (1) Every adult witnessing the ritualistic ceremony or attending a Bethel meeting must be twenty (20) years of age unless otherwise specified and
 - (a) a Master Mason in good standing, including under the age of 20 or
 - (b) a direct descendent of a Master Mason or
 - (c) the wife, daughter, granddaughter, great-granddaughter, adopted daughter by law, mother, grandmother, sister, half-sister, step-sister, niece, grand-niece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason or
 - (d) members of an organization basing its membership requirement on Masonic relationship or
 - (e) Past Bethel Guardians or
 - (f) Majority Members of JDI or
 - (g) the parent, grandparent, step-parent, or guardian of a member of the Bethel or
 - (h) a woman under the age of twenty (20) who is a member of an organization basing its membership requirements on Masonic relationship, or if married, is eligible to membership in such an organization, or
 - (i) the husband of a Majority Member.
 - (2) Attendance of adults at Bethel meetings is a privilege which is given by and may be withdrawn by the Executive members of the BGC.
 - (3) An adult is not entitled to debate questions arising in a Bethel meeting unless an Executive Member of the BGC or a Majority Member of the Bethel.
- (b) Pledge of Honor for Adults:
- (1) Unobligated visitors shall assume the Pledge of Honor for Adults found in the Ritual. During a meeting, the Pledge is given by the Chaplain at the Altar with the Bible open. Late unobligated visitors shall be given the Pledge in the anteroom by a member of the Pledge Committee. A Bible shall be open for the Pledge. An Executive Member of the BGC shall work with the Pledge Committee.

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- (c) Bethel members shall:
- (1) Enter the Messengers' semicircle when entering or retiring from a Bethel while it is in session.
 - (2) Give honors and other proficiency lessons only in closed Bethel meetings or exemplification of the ritualistic work.
 - (3) Assume the Attitude of Prayer while the Chaplain is at the Altar.
 - (4) Show a receipt for dues and be examined when visiting another Bethel unless vouched for by a Bethel member, Majority Member, or a member of the SGC, GGC, or BGC.

**SOP-BETHEL-10
MEMBER OF HONOR**

- (a) An adult who has given outstanding meritorious service to the Order may be elected as a Member of Honor of the Bethel and given a Member of Honor Certificate (Form 170) by a majority vote of the members of the Bethel and upon approval of the Executive members of the BGC.

SOP-BETHEL-11
OFFICIAL REGALIA

Section 1. Description

- (a) The official regalia of the Order shall be worn by Officers and Bethel Choir at all meetings. It shall consist of the white Grecian robe, long white slip which may be full or half, white hose which may be long or knee high, white flat shoes or white sandals without color, capes and crowns for Honored Queen, Senior and Junior Princesses, headbands for all other Officers. Headbands shall be worn by the Bethel Choir.
- (b) The robe shall be of light or heavy material, with white cords for Officers, except Honored Queen, Senior and Junior Princesses, and purple cords for Bethel Choir members. It shall be made with wing sleeves and yoke dimensions according to the pattern approved by the Board of Trustees and Executive SGC Officers.
 - (1) Cords shall be tacked along the bottom of the yoke seam to within three (3) inches of each side of center front (measured on the curve of the yoke), crossed at center front three (3) times, then passed around the waist once and tied at center front with a square knot one (1) inch below natural waistline. The seam at the yoke shoulder may be taped to the undergarment if desired.
 - (2) Robes shall be a length of three (3) inches from the floor, with a four (4) inch hem, and the underslip a length of four (4) to six (6) inches from the floor.
- (c) Crowns, capes, cords and headbands shall be as prescribed by the SGC, the official capes to be of purple velvet or velveteen, trimmed with white Grecian design, or if not available, white trim as approved by the Board of Trustees, lined with purple material, or unlined as desired. No additional trimming shall be used on capes.

Section 2. Wearing of Regalia

- (a) Officers and Bethel Choir shall wear official robes at all meetings.
- (b) Members to be installed into office or into the Bethel Choir shall wear official robes for the Ceremony of Installation except that members serving as Installing Officers may be installed while wearing their dress with the following limitations:
 - (1) The Installing Officer shall not install herself into any office or the Bethel Choir.
 - (2) Any member being installed as the Honored Queen or Princess shall wear an official robe.
- (c) Official capes, crowns and headbands shall be worn by Bethel members only with official robes.
- (d) Jewelry worn with official robes shall be limited to regulation membership and/or officer's jewels, awards, a wrist watch and one additional piece of jewelry in keeping with the regalia of our Order and approved by the Executive members of the BGC. (See B-GGC Art. XVII Sec. 1.24)
- (e) The wearing of the official regalia of the Order in public is permissible for promotional purposes only and only with the consent of the Executive members of the BGC.

SOP-BETHEL-12
ORGANIZATION OF A BETHEL

1. General

- (a) A Bethel is created by associating not less than fifteen (15) eligible young women. Investigation of Masonic relationship of all petitioners shall be completed by the Supreme/Grand Guardian or the person appointed to act on her behalf. The ages, primary home address, number of dual members and number of members applying by demit will be taken into consideration before the Dispensation is issued. The Application will be made on official Application for Dispensation Form, 101. This Application must be witnessed and approved by nine (9) adults, at least one of whom shall be a Master Mason. (See POL-BOT-2).
- (b) Form 101 may be ordered from the Grand Secretary if the Bethel is under a Grand Guardian Council (GGC) jurisdiction, otherwise, Form 101 may be ordered from the Executive Manager in the Office of the Supreme Guardian Council (SGC).

2. Eligibility for Bethel Membership

- (a) Girls between the ages of ten (10) and twenty (20) years who bear a Masonic relationship shall be eligible for membership. Masonic relationship shall be interpreted to mean a relationship by blood, marriage, or law to a:
 - (1) Mason (See POL-BOT-2)
 - (2) His wife or widow
 - (3) A member of Job's Daughters,
 - (4) Or a Majority Member of Job's Daughters.
- (b) If, after diligent and exhaustive search, Masonic relationship cannot be verified for a Petitioner, a Majority Member and a Master Mason (other than the Bethel Guardian or Associate Bethel Guardian) may sponsor the Petitioner.
- (c) A woman under the age of twenty (20) years who has been married, divorced, whose marriage has been annulled or who is pregnant, or has ever been pregnant, except in the case of rape (or its equivalent terminology) or incest is not eligible for membership.

3. Eligibility for Appointment to Bethel Guardian Council (BGC)

Section 1. Regular

- (a) Those eligible for appointment to a Bethel Guardian Council shall be at least twenty (20) years of age. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
- (b) The Associate Bethel Guardian shall be a Master Mason in good standing in his Lodge.
- (c) The Bethel Guardian shall be:
 - (1) a direct descendant of a Master Mason or the wife, daughter, granddaughter, great-granddaughter, adopted daughter by law, mother, grandmother, sister, half-sister, step-sister, niece, grand niece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason or
 - (2) members of an organization basing its membership requirement on Masonic relationship or
 - (3) Past Bethel Guardians or
 - (4) Majority Members of the JDI.
- (d) Adults having the above eligibility or who are the parent, grandparent, stepparent or guardian of a member of the Bethel are eligible for appointment as Executive Members, other than Bethel Guardian and Associate Bethel Guardian, or as an Associate member of the BGC.

- (e) Executive members of a BGC who are delinquent in paying fines shall be ineligible for reappointment. (See SOP-BGC-3).
- (f) A Grand Guardian, Associate Grand Guardian, Vice Grand Guardian or Vice Associate Grand Guardian shall not serve as an Executive Member of a BGC.

Section 2. Special

- (a) The Supreme Guardian, with the consent of the Executive SGC, may appoint five (5) eligible women to serve as Executive members of the BGC in jurisdictions where Masons are prohibited by Masonic law from being Associate Bethel Guardians.
- (b) When a GGC has been organized in such jurisdiction, the Grand Guardian may appoint five (5) eligible women as Executive members of the BGC.
- (c) These adults must agree in writing to serve actively on the BGC until the next Annual Session of the SGC or GGC or until their successors are appointed and installed except in case of removal.

4. Meeting Place

- (a) Each Bethel shall provide itself with a suitable meeting place, official paraphernalia and supplies to enable it to function properly.

5. Supplies

- (a) The Executive members of the BGC shall use the supplies and paraphernalia as prescribed by the SGC, the list of which shall be obtained from the Executive Manager or Grand Secretary.
- (b) To aid in instituting a Bethel under Supreme certain supplies shall be furnished gratis. (See SOP-Bethel-20)

6. Dispensation

- (a) The Application for Dispensation shall be forwarded to the Executive Manager or Grand Secretary accompanied by a payment of seventy five (75.00) USD, CAD, AUD, PHP, BRL...etc.
 - (1) For Bethels under Supreme the payment shall be forwarded with the application to the Executive Manager in US dollars.
 - (2) For Bethels under GGC the payment shall be forwarded with the application the Grand Secretary.
- (b) Upon approval of the Application by the Supreme Guardian and attested by the Executive Manager or the Grand Guardian and attested by the Grand Secretary, a Dispensation (Form 102) shall be issued.
- (c) The Dispensation to institute a Bethel shall bear the date the Bethel is instituted.
- (d) The Dispensation shall be surrendered when its Bethel Charter (Form 104 or 105) is presented. The Dispensation shall be filed in the Supreme Office or with the Grand Secretary.

7. Petition to Reinstitute

- (a) The Application for Petition to Reinstitute, Form 101a shall be forwarded to the Executive Manager or Grand Secretary accompanied by a payment of seventy five (75.00) USD, CAD, AUD, PHP, BRL...etc.
 - (1) For Bethels under Supreme the payment shall be forwarded with the application to the Executive Manager in US dollars.
 - (2) For Bethels under GGC the payment shall be forwarded with the application to the Grand Secretary.
- (b) Upon approval of the Application by the Supreme Guardian and attested by the Executive Manager or the Grand Guardian and attested by the Grand Secretary, the Petition for Reinstitution Form 102a shall be issued bearing the date the Bethel is reinstated.
- (c) The Petition for Reinstitution shall be surrendered when the original Charter is presented and shall be filed in the Supreme Office or with the Grand Secretary.

8. Appointment of Bethel Guardian Council

- (a) In jurisdictions having a GGC, the Grand Guardian or her appointed Deputy shall meet with the adults who requested the Dispensation. They shall recommend and the Grand Guardian shall appoint the BGC consisting of five (5) Executive Members and four (4) Associate Members for new Bethels or five (5) Executive Members for Bethels being reinstated. Appointees working with JDI in USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
- (b) In jurisdictions not having a GGC, the Supreme Guardian or her appointed Deputy will follow the procedure outlined in 8(a) above and the Supreme Guardian shall appoint the members of the BGC.

9. Appointment of Bethel Officers

- (a) Officers shall bear the same title as those listed for chartered Bethels. The first corps of officers shall be appointed by the Executive members of the BGC, working with the Supreme or Grand Guardian and/or Deputy appointed by her, preference being given to older girls unless otherwise deemed advisable.
- (b) A Bethel Under Dispensation (Bethel UD) shall not hold election of officers. The original corps of officers in a Bethel UD shall continue to serve until the regular time for election after Charter is granted unless a vacancy shall occur. Should the vacancy be an elective office, the Executive members of the BGC may appoint a substitute in the vacancy. A vacancy in an appointive office shall be filled by a member appointed by the Honored Queen, subject to the approval of the Executive members of the BGC.

10. Institution / Reinstitution and Installation

- (a) The Supreme Guardian shall personally institute/reinstitute a new Bethel under Supreme unless she deems it advisable to delegate a Supreme Deputy to institute/reinstitute for her. (See B-SGC Art. III Sec. 2 (a))
- (b) When a Bethel is instituted/reinstituted, all members of the BGC shall be installed immediately after the institution/reinstitution and preceding the installation of Officers and Bethel Choir.
- (c) The Book of Ceremonies adopted by the SGC (and modified to reinstitute/reinstituting/reinstitution) shall be used by all Bethels under Supreme and by GGCs not having a Book of Ceremonies.

11. Charter

- (a) Following the "Guidelines for Bethel Inspection prior to Chartering" (See SOP-Bethel-7). The Inspecting Officer shall recommend the Charter be issued to a Bethel U.D. immediately. The Inspecting Officer shall recommend the original Charter be returned to the reinstated Bethel.
- (b) A fee of twenty five (25.00) USD, CAD, AUD, PHP, BRL,...etc for the Charter shall be paid to the Executive Manager or Grand Secretary.
 - (1) For Bethels under Supreme the payment in US dollars shall be paid to the Executive Manager.
 - (2) For Bethels under a GGC the payment shall be paid to the Grand Secretary.
- (c) The Charter of a Bethel shall bear the date the Charter is granted.
- (d) Chartered Bethels shall be numbered consecutively, beginning with the number one (1) in each jurisdiction and in no case shall a distinctive name be applied to any Bethel except for designation of location.
- (e) The Charter shall bear the names of the Daughters appearing on the Application for Dispensation and those initiated and affiliated before the Charter is granted.

12. Special Assistance

- (a) At the request of a GGC, the SGC may appoint a member of the SGC residing in a nearby jurisdiction, who has had experience in instituting Bethels, to assist Grand Officers in organizing and instituting/reinstituting new Bethels.
- (b) Expenses of the member performing this service shall be prorated between the GGC and the SGC on basis agreed upon by the Supreme Guardian and the Grand Guardian. The Finance Committee of the SGC shall be notified in advance as to the approximate expense involved.

SOP-BETHEL-13
PAST HONORED QUEEN’S JEWEL

Section 1. Regular

- (a) Each Honored Queen who has faithfully served the Bethel for the period for which she was elected shall be presented a wallet-size Past Honored Queen’s Certificate (Form 172) and an official Past Honored Queen’s Jewel.
- (b) If repeating a full term as Honored Queen, a gift may be presented in recognition for services rendered, in lieu of a Past Honored Queen’s jewel.

Section 2. Special

- (a) Each Honored Queen whose resignation from office becomes necessary due to unforeseen circumstances shall be known as Past Honored Queen and entitled to all honors, including a wallet-size Past Honored Queen’s Certificate (Form 172) and an official Past Honored Queen’s Jewel in recognition for services rendered, provided she has qualified for the office to the satisfaction of the Executive members of the BGC.
 - (1) The decision, with supporting reasons, shall be issued in writing.
 - (2) In the case of a negative decision, the Honored Queen shall be informed of the process for an appeal (SOP-SGC-1).

SOP-BETHEL-14
PROCEDURE TO MERGE, CLOSE, OR REINSTITUTE BETHELs

1. Merge of Bethels

- (a) The Supreme or Grand Guardian, with the written consent of a majority of the Executive Supreme or Executive Grand Guardian Council, excluding the Supreme/Grand Secretary and Treasurer, may issue a dispensation for two (2) or more Bethels to merge, or may instruct them in writing to do so.
- (b) When the merger is accomplished, the funds, regalia, and other property of merging Bethels shall become the property of the merged Bethel.
- (c) When Bethels are merged, the number to be assigned to the merged Bethel shall be determined by mutual agreement of the Bethels concerned. When agreement cannot be achieved, the Supreme or Grand Guardian shall make the final decision. She may assign a new consecutive number or may assign a previously used number, in which case a Charter shall be issued immediately with the date of the merger, the new number, and bear the names of the Daughters of the merging Bethels.
- (d) An Honored Queen or a Princess of a merging Bethel who does not continue as one of the five (5) elective officers of the merged Bethel shall be known as a Past Honored Queen or a Past Senior Princess or a Past Junior Princess of one of the original Bethels and entitled to all honors provided she has qualified for the office to the satisfaction of the Executive members of the BGC of her original Bethel.

2. Close of a Bethel

- (a) When the Dispensation or Charter of a Bethel is revoked or relinquished, its funds, regalia, and other property shall become the property of the Supreme or Grand Guardian Council.
- (b) The Supreme or Grand Guardian, with the written consent of a majority of the Executive members of the SGC or GGC, excluding the Supreme/Grand Secretary and Treasurer, may dispose of the property.

3. Members of a Closed Bethel

- (a) Members of a closed Bethel, under dispensation or chartered, shall retain their good standing in the Order for a period of six (6) months thereafter, unless suspended prior to such revocation.
- (b) Members shall be entitled to visit other Bethels during the six (6) month period and may apply for membership therein. Their Petitions for Affiliation must be accompanied by a receipt from the Executive Manager or Grand Secretary for all dues payable to the Order up to the date of revocation of the Dispensation or Charter of the Bethel. If such petitions are made within the stated six (6) month period, no affiliation fee will be required. The petition shall be signed by a member of the Bethel and referred to the Executive members of the BGC for action.
- (c) Members who do not affiliate within the six (6) month period and whose dues are paid up to the revocation of the Dispensation or Charter, shall be issued demits by the Executive Manager or Grand Secretary, or may continue their membership in the Order by payment of annual dues to the Executive Manager or Grand Secretary.

4. Reconstitute a Bethel

- (a) A closed Bethel shall only be restituted in the location of the original charter.
 - (1) To reinstitute a closed Bethel the Supreme/Grand Guardian shall receive Petition to Reconstitute, Form 102 accompanied by a payment of seventy five (75.00) USD, CAD, AUD, PHP or BRL ...etc., to provide supplies as outlined in SOP-Bethel-20.
 - (2) A minimum of either eight (8) Job's Daughters and/or petitions for Membership is necessary to reinstitute. A minimum of five (5) Executive Council Members is also necessary to reinstitute. Nine (9) council members, five (5) Executive and four (4) Associate, will be required prior to chartering.

- (b) To reinstitute a closed Bethel, the procedures set out in SOP-Bethel-12.1 Sections 2 through 9, Section 10 (a) & (b) and Section 11 shall apply. Following the “Guidelines for Bethel Inspection prior to Chartering” (SOP-Bethel-7), the Inspecting Deputy shall recommend the Bethel be re-chartered. The original Charter shall be used.
- (c) The following procedures shall apply:
 - SOP-Bethel-12.1 2. Eligibility for Bethel Membership
 - SOP-Bethel-12.1 3. Eligibility for Appointment to Bethel Guardian Council (BGC) Sec. 1 and Sec. 2
 - SOP-Bethel-12.1 4. Meeting Place
 - SOP-Bethel-12.1 5. Supplies
 - SOP-Bethel-12.1 6. Dispensation
 - SOP-Bethel-12.1 7. Petition to Reinstate
 - SOP-Bethel-12.1 8. Appointment of Bethel Guardian Council
 - SOP-Bethel-12.1 9. Appointment of Bethel Officers
 - SOP-Bethel-12.1 10. Institution and Installation
 - SOP-Bethel-12.1 11. Charter

SOP-BETHEL-15
RECOMMENDATION FOR EXECUTIVE MEMBERS OF THE BETHEL
GUARDIAN COUNCIL BY BETHEL MEMBERS

1. Bethel members shall be privileged to submit by secret ballot recommendations concerning those to be selected as Executive members of the BGC.
2. The ballots shall be collected and sealed in an envelope in the presence of the Bethel members by the Recorder who shall mail them to the Vice Supreme Guardian for Bethels under Supreme or to the Vice Grand Guardian in GGC jurisdictions.
3. At least thirty (30) days before such action, the Bethel Guardian or Associate Bethel Guardian shall notify the Bethel members the date of such ballot and read paragraphs 1 and 2 of this SOP to them.
4. In Bethels under Supreme, ballots shall be taken on Form 221 at a meeting held during the month of April, but no later than ninety (90) days prior to the Annual Session of the SGC, and in Bethels under GGC, on Form 221 at least thirty (30) days prior to the Annual Session of the GGC.
5. A fine of fifty (50.00) USD, CAD, AUD, PHP, or BRL, etc. shall be paid by the Executive Members of BGCs under Supreme who fail to file Form 221 and Form 222 with the Vice Supreme Guardian at least fifty (50) days before the Annual Session of the SGC.
6. The above provision shall be included in the Bylaws of all Bethels. (See B-GGC Art. XVII Sec. 1.27)

SOP-BETHEL-16
REORGANIZATION OF A BETHEL

1. In the event a Bethel's membership has declined to a point where the Bethel is unable to hold three (3) consecutive meetings, the Bethel shall be placed under reorganization by the Supreme or Grand Guardian. The following procedure shall be used:
 - (a) The initial period of reorganization shall not exceed two (2) years.
 - (b) The Supreme or Grand Guardian shall issue a dispensation to place a Bethel under reorganization for a period not to exceed her term of office.
 - (c) Subsequent Supreme or Grand Guardians shall issue, if necessary further dispensations to allow the Bethel to operate for additional periods up to the total of two (2) years.
 - (d) Bethel meetings shall be held according to the Constitution and Bylaws and the Ritual of JDI.
 - (e) The Bethel members shall dress in official regalia at least one (1) meeting a month.
 - (f) A Deputy or Assisting Deputy shall be appointed to monitor and assist the Bethel.
 - (g) Vacant stations in the Bethel may be filled by Majority Members and visiting members.
 - (h)
 - [1] A Bethel under reorganization shall not hold election of officers. Should a vacancy occur in a line office, the Executive members of the BGC may appoint a substitute officer. Should a vacancy occur in an appointive office, it may be filled by a member recommended by the Honored Queen and approved by the Executive members of the BGC.
 - [2] The Executive BGC of a Bethel under reorganization may appoint all Bethel Officers, including Line Officers, for the ensuing term. All Officers having been appointed shall be installed at a Bethel Installation at the time, date and place prescribed in the Bylaws of that Bethel. If the Honored Queen is serving consecutive terms, she shall be reinstalled by a PHQ of the Bethel or another PHQ.
 - (i) Honored Queens appointed by the Executive members of the BGC shall be eligible for a PHQ's jewel as outlined in SOP-Bethel-13 provided they have served for at least six (6) months.
 - (j)
 - [1] If a Bethel under Supreme has been under reorganization for a two (2) year period, at least six (6) members of the Executive SGC shall by an affirmative vote, determine if the Charter should be revoked or another dispensation issued.
2. If a Bethel under GGC jurisdiction has been under reorganization for a two (2) year period, the Grand Guardian, after advising with at least six (6) members of the Executive GGC, shall determine if the Charter should be revoked or another dispensation issued. (See SOP-Bethel-9, SOP-Bethel-18 7 and B-GGC Art. XVII Sec. 1.28)

SOP-BETHEL-17
REORGANIZATION- GUIDELINES FOR REMOVAL

1. The main focus of reorganization is an increase in membership since the reason for this action was the decline of membership below the required seven (7) members for a quorum. It is important to remember that a Bethel must continue to function in the manner set forth for all active Bethels. The decision to remove a Bethel from reorganization status is always at the discretion of the Supreme/Grand Guardian upon review of the status of the Bethel. The following guidelines shall be considered:
 - (a) A quorum of seven (7) members is required to open a meeting with the exceptions listed in B-Bethel Art. XVI Sec. 1 (d). An active membership of as least ten (10) members at no less than three (3) consecutive meetings would be recommended to lift that dispensation.
 - (b) BGC meetings held monthly, with proper minutes being recorded and signed by the Bethel Guardian and Guardian Secretary. (Copies shall be sent to the Supreme/Grand Guardian, Supreme/Grand Deputy and Jurisdictional Guardian (if applicable).
 - (c) SOP-Bethel-9. Bethel members shall dress in official regalia at least one (1) meeting a month.
 - (1) As membership rises it is recommended that the Bethel resume two (2) meetings a month in official regalia.
 - (2) Bethel minutes being kept by Bethel Recorder or Bethel Recorder Pro-tem, read at each meeting and signed by the Honored Queen and Bethel Recorder or Bethel Recorder Pro-tem.
 - (3) Treasurer's Report read at each meeting, signed by the Bethel Treasurer or Bethel Treasurer Pro-tem.
 - (4) Bills audited, properly signed by the Audit Committee and read at Bethel meeting.
 - (5) Reports given by the Daughters on all activities attended.
 - (6) Roll Call of Bethel Officers, Choir and BGC taken.
 - (7) Escort, Introductions and Honors being done properly.
 - (8) Motions being made and completed in proper manner.
 - (9) Honored Queen conducting meetings according to the Ritual, Constitution and Bylaws
 - (10) Bethel room set up according to the Ritual.
 - (d) All required Bethel committees in place and knowledgeable about their duties.
 - (e) Inventory of all Bethel paraphernalia and property completed and copy sent to the Executive Manager/Grand Secretary and the original recorded in or attached to the proper Bethel Minute Book.
 - (f) Bethel cash books properly completed for each meeting with special attention given to the following:
 - (1) Receipts of each meeting deposited in a timely manner.
 - (2) Checks for bills approved for payment being immediately issued.
 - (g) Official Regalia, as per the Constitution and Bylaws being worn by all Daughters.
 - (h) Newly initiated Daughters passing the Proficiency Lessons examination within a reasonable length of time.
 - (i) Officers proficient in the Ritual work of their stations.
 - (j) Term plans being carried out including Initiation, Service Projects, Fundraisers, Religious Observance and Fun Projects. A fundraiser to comply with SOP-Bethel-2, Educational and Promotional Fund shall be held.
 - (k) Monthly check list for Bethels under Reorganization to be filled in and sent to the Supreme/Grand Guardian, Supreme/Grand Deputy and Jurisdictional Guardian (if applicable).

**SOP-BETHEL-18
SPECIAL PRIVILEGES**

1. **Definition**
 - (a) A special dispensation may be granted to a Bethel by the Supreme Guardian for Bethels under Supreme, or the Grand Guardian to permit a deviation from or a temporary suspension of a portion of the Bethel's Bylaws. Approval of this request results in the issuance of a special dispensation.

2. **Request and Filing** - (See B-GGC Art. XVII Sec. 1.22)
 - (a) A special dispensation shall be requested by a majority vote at a Bethel meeting, except in case of an emergency, in which case the Bethel Guardian shall consult with the elective officers of the Bethel and Executive members of the BGC.
 - (b) Requests from Bethels under Supreme shall be submitted on Form 200 and sent to their Supreme Deputy.
 - (c) Special dispensations granted shall be attached to the minutes of the Bethel meeting affected by the privilege.

3. **Special Privileges with Fee** - (See B-GGC Art. XVII Sec. 1.22)
A fee of two dollars (\$2.00) shall accompany the request for a special dispensation to:
 - (a) dispense with regular meetings for a vacation period, or the extension of such vacation period, when no vacation period is provided for in the Bethel's Bylaws.
 - (b) elect officers at a time other than provided in the Bethel's Bylaws.
 - (c) install officers at a time other than provided in the Bethel's Bylaws.
 - (d) dispense with regular meetings.
 - (e) hold special meetings.
 - (f) change meeting place.
 - (g) change hour of meeting.
 - (h) change date of meeting.

4. **Special Privileges without Fee** - (See B-GGC Art. XVII Sec. 1.22)
No fee shall be charged for a special dispensation to:
 - (a) hold a special election to fill a vacancy in an elective Bethel office and to install officers so elected.
 - (b) exemplify the ritualistic ceremony for Masonic or appendant orders.
 - (c) hold meeting for official visits of the Supreme or Grand Guardian.
 - (d) change date or hour of meeting when the meeting:
 - (1) falls on a legal holiday
 - (2) falls during the week of the Annual Session of the SGC or GGC
 - (3) place is required for other purposes.

5. **A Special Dispensation is not required to:**
 - (a) Install an officer in an appointed office to fill a vacancy.
 - (b) Install a Bethel Choir member.
 - (c) Install members of a BGC at a Bethel meeting.

6. The Supreme Guardian may issue a special dispensation for the purpose of permitting:
 - (a) Bethel members in one state to assist in instituting Bethels in a state not under GGC jurisdiction.
 - (b) Election and installation of Bethel Officers and Choir at a time other than specified in the Constitution of a Bethel.

7. The Supreme or Grand Guardian shall issue, for her term of office, a Special Dispensation to place a Bethel under reorganization. (See SOP-Bethel-9, B-GGC Art. XVII Sec. 1.28 and SOP-Bethel-16)

SOP-BETHEL-19
SUBSTITUTE OFFICERS

- (a) The Honored Queen, with the approval of the Executive members of the BGC, may appoint substitute officers to learn the ritualistic work of the offices to which they are appointed to pro tem for absentee officers. (See B-GGC Art. XVII Sec. 1.17).
- (b) In the absence of both a regular and the substitute officer, a member requested to serve pro tem may read the work.

SOP-BETHEL-20
SUPPLIES FURNISHED GRATIS TO INSTITUTED BETHEL

1. To aid in instituting a Bethel under Supreme, the following supplies shall be furnished gratis:

<u>Quantity</u>	<u>Form #</u>	
1	236	Constitution and Bylaws of JDI (on website)
1	240	Minute/Roll Call Book
1	241	Minute Book – BGC
1	249	Permanent Record Book

2. In instituting a Bethel under Supreme, the following supplies shall be obtained by donation or purchased at the list price.

15	230	Rituals
6	232	Proficiency Lessons
1	233	Music Ritual
6	234	Song Cards (on website)
1	235	Book of Ceremonies (on website)
3	236	Constitution and Bylaws of JDI (on website)
1	243	Attendance Record Book
2	246	Financial Record Book
1	254	Bible (small)

SOP-BETHEL-21
UNIFORM CODE FOR BETHEL

ARTICLE I
NAME

Section 1.

- (a) The name of this organization is Bethel No. _____ of _____ of
JDI.
(City/Location) (State, Province, Territory, Country)

Section 2.

- (a) This Bethel was instituted on (date)_____ and operates under a Charter granted by the
Supreme/Grand Guardian Council on (date)_____.

ARTICLE II
OBJECT

Section 1.

- (a) The object of this organization is to band together girls, hereinafter designated, for spiritual and moral
upbuilding, to develop leadership, to seek knowledge, to teach love of God, love of Country, respect for its
Flag, love of home and family, and reverence for the teachings of the Holy Scriptures.

ARTICLE III
MEMBERSHIP

Section 1. Eligibility for Bethel Membership

- (a) Girls between the ages of ten (10) and twenty (20) years who bear a Masonic relationship shall be
eligible for membership. Masonic relationship shall be interpreted to mean a relationship by
blood, marriage, or law to a:
- (1) Mason (See POL-BOT-2)
 - (2) His wife or widow
 - (3) A member of Job's Daughters,
 - (4) Or a Majority Member of Job's Daughters.
- (b) If, after diligent and exhaustive search, Masonic relationship cannot be verified for a Petitioner, a
Majority Member and a Master Mason (other than the Bethel Guardian or Associate Bethel
Guardian) may sponsor the Petitioner.
- (c) A woman under the age of twenty (20) years who has been married, divorced, whose marriage has
been annulled or who is pregnant, or has ever been pregnant, except in the case of rape (or its
equivalent terminology) or incest is not eligible for membership.

Section 2. Petitions

- (a) Members shall be received by Petition for Membership (Form 130). Members may also be received by
Petition for Affiliation (Form 131) when accompanied by a Demit (Form 210).
- (b) Petitions for Membership must be received and read at a regular Bethel meeting held previous to the date of
the initiation. (See B-GGC Art. XVII Sec. 1.20)

- (j) There shall be no open flame equipment, such as candles and/or candelabra, at any Bethel meeting. Electrified candles and candelabra may be used.
- (k) There shall be an official Worship Service during each Bethel term. This service shall be held in an appropriate place of worship to be chosen by the Honored Queen and approved by the Executive Members of the BGC.
- (l) A suitable ceremony honoring Mrs. Ethel T. Wead Mick, the Founder of the International Order of Job's Daughters, shall be held by this Bethel during March, the month of her birth.
- (m) Bethel members shall:
 - (1) Enter the Messengers' semicircle when entering or retiring from a Bethel while it is in session.
 - (2) Give honors and other Proficiency Lessons only in closed Bethel meetings or exemplification of the ritualistic work.
 - (3) Assume the Attitude of Prayer while the Chaplain is at the Altar.
 - (4) Show a receipt for dues and be examined unless vouched for by a Bethel member, Majority Member, or a member of the Supreme, Grand or Bethel Guardian Councils.

Section 3. Attendance

- (a) Attendance of adults:
 - (1) Every adult witnessing the ritualistic ceremony or attending a Bethel meeting must be twenty (20) years of age unless otherwise specified and
 - (a) a Master Mason in good standing, including under the age of 20 or
 - (b) a direct descendent of a Master Mason or
 - (c) the wife, daughter, granddaughter, great-granddaughter, adopted daughter by law, mother, grandmother, sister, half-sister, step-sister, niece, grand-niece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason or
 - (d) members of an organization basing its membership requirement on Masonic relationship or
 - (e) Past Bethel Guardians or
 - (f) Majority Members of JDI or
 - (g) the parent, grandparent, step-parent, or guardian of a member of the Bethel or
 - (h) a woman under the age of twenty (20) who is a member of an organization basing its membership requirements on Masonic relationship, or if married, is eligible to membership in such an organization, or
 - (i) the husband of a Majority Member.
 - (2) Attendance of adults at Bethel meetings is a privilege which is given by and may be withdrawn by the Executive members of the BGC.
 - (3) An adult is not entitled to debate questions arising in a Bethel meeting unless an Executive Member of the BGC or a Majority Member of the Bethel.

ARTICLE V OFFICERS

Section 1. Elective

- (a) The elective officers shall be Honored Queen, Senior Princess, Junior Princess, Guide, and Marshal.

Section 2. Appointive

- (a) The appointive officers shall be Recorder, Treasurer, Chaplain, Librarian, Musician, First Messenger, Second Messenger, Third Messenger, Fourth Messenger, Fifth Messenger, Senior Custodian, Junior Custodian, Inner Guard, and Outer Guard.

Section 3. Substitute

- (a) The Honored Queen, with the approval of the Executive members of the BGC, may appoint substitute officers to learn the ritualistic work of the offices to which they are appointed, and to pro tem for absentee officers. In an emergency arising from the absence of both the regular officer and the substitute officer, a member requested to serve pro tem may read the work.

**ARTICLE VI
ELECTION/APPOINTMENT OF OFFICERS**

Section 1. Eligibility for Election

- (a) To be eligible for election or appointment to any elective office, a Daughter shall have satisfactorily passed the Proficiency Lessons Examination, current edition of the Ritual. Also, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held, to be eligible for election, except in the case of a new Bethel or a Bethel under Reorganization.
- (b) Regular attendance shall be interpreted to mean present at all regular meetings of the Bethel unless excused by the Executive members of the BGC for good and sufficient reasons.

Section 2. Election

- (a) Election of officers shall be held at the second meeting in the months of May and November (or, if changed by amendment, in the months of _____ and _____).
- (b) The election shall be by ballot without nomination. A majority vote shall elect.
- (c) The method of balloting shall be:
- (1) secret ballot
 - (2) viva voce
- (d) Detailed procedure to be followed in conducting the election shall be determined by the Executive members of the BGC.
- (e) Election shall be from members present, except in case of sickness or other unavoidable absence. The Executive members of the BGC present shall decide upon and announce the eligibility of the absentee.
- (f) All members shall be entitled to vote until the end of the term even though they become twenty (20) years of age during the term.
- (g) By special dispensation given by the Supreme/Grand Guardian, the Bethel may elect officers at a time other than that prescribed in Sec. 1(a) of this Article. Requests for Special Dispensations from Bethels under Supreme shall be submitted on Form 200 and sent to their Supreme Deputy.

Section 3. Appointment

- (a) Appointive officers shall be appointed by the Honored Queen-elect, with the approval of the Executive members of the BGC.

**ARTICLE VII
TERM OF OFFICE**

Section 1.

- (a) The term of office shall be six (6) months.
- (b) Any officer becoming twenty (20) years of age after she has been elected or appointed to an office, shall complete her term of office but shall not be reelected or reappointed.

**ARTICLE VIII
INSTALLATION**

Section 1.

- (a) The installation shall take place during the months of June and December (or, if changed by amendment, in the months of _____ and _____). The first or second meeting in June and December (or, if changed by amendment, the months of _____ and _____) may be for the purpose of installation without formal opening and closing.
- (b) An officer, elected or appointed, not present at the time the officers were installed, shall be installed at the next regular meeting of the Bethel unless excused by the Executive members of the BGC.
- (c) A Daughter shall not be installed into office unless her dues are paid to the end of the ensuing term.
- (d) No officer shall be installed by proxy.
- (e) There shall be no open flame equipment, such as candles and/or candelabra, at any Bethel installation. Electrified candles and candelabra may be used.
- (f) Officers may be installed at open installations and the taking of pictures at such installation may be permitted if it does not in any way detract from the ceremony.
- (g) By special dispensation of the Supreme/Grand Guardian, the Bethel may install officers at a time other than that prescribed in Sec. 1 (a) above.

**ARTICLE IX
COMMITTEES**

Section 1.

- (a) After installation, the Honored queen shall appoint the following committees and such other committees as are deemed advisable by the Executive Members of the BGC:
 - (1) Auditing Committee, composed of three (3) members. Refer to the Ritual for an explanation of duties.
 - (2) Pledge Committee, composed of three (3) members assisted by an Executive Member of the BGC, preferably the Associate Bethel Guardian. It shall be the duty of this committee to give the Pledge of Honor to late unobligated visitors (see Ritual).
 - (3) Proficiency Committee, composed of at least (3) members. It shall be the duty of this committee to assist the members in learning the information necessary to pass the Proficiency Lessons Examination.

**ARTICLE X
VACANCIES**

Section 1.

- (a) Should the Honored Queen's station become vacant during the term of office, the Executive Members of the BGC shall appoint a substitute in the office. A Past Honored Queen, or if no Past Honored Queen is available, a Majority Member, neither of whom as been married or pregnant, shall be appointed to fill such vacancy.
- (b) However, when a vacancy occurs in any elective office, and if deemed advisable by the Executive members of the BGC, a special election may be held to fill such vacancy.
- (c) A vacancy in an appointive office shall be filled by a member appointed by the Honored Queen and approved by the Executive members of the BGC

**ARTICLE XI
FINANCES**

Section 1. Receipts

- (a) All monies collected in the name of the Bethel shall be received by the Bethel Recorder/Guardian Secretary and turned over to the Bethel Treasurer/Guardian Treasurer.

Section 2. Fees

- (a) The initiation fee shall be _____.
- (b) The affiliation fee shall be one-half (1/2) the initiation fee.

Section 3. Annual Dues

- (a) The fee for each member shall be _____ per year, plus ten point one two (10.12) USD, CAD, AUD, PHP, BRL...etc. and annually shall increase by two percent (2%) beginning December 31, 2007. Dues are payable in advance on January 1st of each year. Members whose fees have not been paid for a period of one (1) year shall be considered delinquent.

Section 4. Exemption from Fees and Dues (See B-GGC Art. XVII Sec. 1.22)

- (a) Petitioners and members residing in Masonic Homes or homes sponsored by an organization based on Masonic membership or Masonic relationship shall not be required to pay initiation fees or dues.

Section 5. Disbursements

- (a) Monies shall be expended only by a majority vote of the members present at a regular meeting and by and with the consent of the Executive Members of the BGC. When duly authorized a warrant shall be issued which shall be signed by the Bethel Guardian, Recorder and Honored Queen. Upon receipt of the properly signed warrant the Bethel Treasurer/Guardian Treasurer shall write and sign checks. All checks shall be countersigned by the Guardian Treasurer or other authorized Executive Member of the BGC. All checks shall have two (2) signatures. When the checks have been issued the warrant shall be signed by the Guardian Treasurer.

**ARTICLE XII
OFFICIAL REGALIA**

Section 1. Description

- (a) The official regalia of the Order shall be worn by Officers and Bethel Choir at all meetings. It shall consist of the white Grecian robe, long white slip which may be full or half, white hose which may be long or knee high, white flat shoes or white sandals without color, capes and crowns for Honored Queen, Senior and Junior Princesses, headbands for all other Officers. Headbands shall be worn by the Bethel Choir.
- (b) The robe shall be of light or heavy material, with white cords for Officers, except Honored Queen, Senior and Junior Princesses, and purple cords for Bethel Choir members. It shall be made with wing sleeves and yoke dimensions according to the pattern approved by the Board of Trustees and Executive SGC Officers.
- (1) Cords shall be tacked along the bottom of the yoke seam to within three (3) inches of each side of center front (measured on the curve of the yoke), crossed at center front three (3) times, then passed around the waist once and tied at center front with a square knot one (1) inch below natural waistline. The seam at the yoke shoulder may be taped to the undergarment if desired.
- (2) Robes shall be a length of three (3) inches from the floor, with a four (4) inch hem, and the underslip a length of four (4) to six (6) inches from the floor.
- (c) Crowns, capes, cords and headbands shall be as prescribed by the SGC, the official capes to be of purple velvet or velveteen, trimmed with white Grecian design, or if not available, white trim as approved by the Board of Trustees, lined with purple material, or unlined as desired. No additional trimming shall be used on capes.

Section 2. Wearing of Regalia

- (a) Officers and Bethel Choir shall wear official robes at all meetings.
- (b) Members to be installed into office or into the Bethel Choir shall wear official robes for the Ceremony of Installation except that members serving as Installing Officers may be installed while wearing their dress with the following limitations:
 - (1) The Installing Officer shall not install herself into any office or the Bethel Choir.
 - (2) Any member being installed as the Honored Queen or Princess shall wear an official robe
- (c) Official capes, crowns and headbands shall be worn by Bethel members only with official robes.
- (d) Jewelry worn with official robes shall be limited to regulation membership and/or officer's jewels, awards, a wrist watch and one additional piece of jewelry in keeping with the regalia of our Order and approved by the Executive members of the BGC. (See B-GGC Art. XVII Sec. 1.24)
- (e) The wearing of the official regalia of the Order in public is permissible for promotional purposes only and only with the consent of the Executive members of the BGC.

**ARTICLE XIII
DISCIPLINE**

Section 1. Supervision

- (a) All members shall be under the direct supervision of the Executive members of the BGC who shall have the power to investigate, reprimand, suspend or expel officers or members for cause.

Section 2. Loss of Office

- (a) A Bethel officer shall lose her office and the honors thereof if absent from three (3) regular Bethel meetings without good and sufficient cause. The Executive members of the BGC shall determine the validity of the cause.

Section 3. Suspension

- (a) Insubordination, non-payment of dues, or the retention of money or property of the Bethel shall be considered cause for reprimand or suspension.
- (b) Suspension, except for the non-payment of dues, shall not exceed a period of six (6) months. After that period of time the suspended member shall be reinstated or expelled by a majority vote of the Executive members of the BGC.

Section 4. Expulsion

- (a) Conduct that reflects discredit upon the Order or flagrant or deliberate disobedience to the laws of the Order shall be considered cause for expulsion.
- (b) A Daughter who marries or becomes pregnant while holding a Bethel office shall immediately resign from such office. Failure to do so shall be cause for expulsion from the Order.

Section 5. Appeal

- (a) Bethel members shall have the right to appeal against any act or decision of the Executive members of the BGC which may abrogate any rights and privileges specifically guaranteed them by these Bethel Bylaws and the Constitution and Bylaws of the SGC.
- (b) If no appeal is taken within sixty (60) days after the act or decision, the aggrieved parties shall lose the right of appeal.

**ARTICLE XIV
DEIMITS**

Section 1. General (See B-Bethel Art. III for a complete details)

- (a) A member in good standing and clear on the books who desire to withdraw from the Order or who desires to transfer membership for any reason shall, upon written request to the Executive member of the BGC, be granted a Demit (Form 210) which will entitle her to the privilege of visiting Bethels for a period of six (6) months from the date of issuance.

Section 3. Resignations

- (a) A Daughter who has resigned (or left for personal reasons) her Bethel may petition a Bethel to become a member. (See B-Bethel Art. III Sec. 3)

**ARTICLE XV
AMENDMENTS**

Section 1.

- (a) The Uniform Code for Bethels may be amended by following the procedures given in SOP-SGC-16, #2 Amendments.

Section 2. Prerogatives of a Bethel

- (a) The following portions of this Uniform Code may be amended by a Bethel:
- (1) Art. 1 Sec. 1 City/Location(s) in which the Bethel meets.
 - (2) Art. IV Sec. 1. Week, day, time and place of regular meetings, and Sec 2, vacation period.
 - (3) Art. VI Sec. 2. Months in which election is held
 - (4) Art. VIII Sec. 1. Months in which installation is held.
 - (5) Art. XI Sec. 2 & 3. Amount of initiation fee and dues.
 - (6) Art. XX Sec. 1 (b). Local Rules of Operation.
- (b) Amendments shall be made by presenting to the Bethel in writing the proposed amendment, and a copy of the proposed amendment sent to each member of the Bethel, each Executive Member of the BGC and the Supreme/Grand Deputy after which it shall lay over at least one (1) regular meeting of the Bethel before action thereon. A two-thirds (2/3) affirmative vote of the Bethel members voting shall be necessary to adopt such amendment(s).
- (c) At least seven (7) copies of Form 122, complete with Bethel seal, shall be submitted by the Guardian Secretary to the Chairman of the Jurisprudence Committee of the SGC/GGC who shall pass same on for approval.
- (d) Copies of amendment(s) submitted by Bethels under Supreme, when approved and signed by the Vice Supreme Guardian and the Chairman of the Jurisprudence Committee of the SGC, shall be distributed as follows:
- (1) One (1) copy to the Supreme Guardian;
 - (2) One (1) copy to the Vice Supreme Guardian;
 - (3) One (1) copy to the office of the SGC
 - (4) One (1) copy to Chairman of the SGC Jurisprudence Committee
 - (5) One (1) copy to the Supreme Deputy
 - (6) Two (2) or more copies to be returned to the Bethel.
- (e) Copies of amendments submitted by Bethels in a Grand Jurisdiction, when approved and signed in accordance with the GGC Manual of Rules and Regulations, shall be distributed in accordance with said Manual of rules and Regulations.
- (f) Amendments shall not become effective until notice of approval has been sent to the Bethel by the Jurisprudence Committee of the SGC/GGC. Said amendments to the Uniform code of Bylaws shall be returned to the Bethel within sixty (60) days after receipt.

**ARTICLE XVI
RECOMMENDATIONS FOR EXECUTIVE MEMBERS OF THE BGC**

Section 1.

- (a) Bethel members shall be privileged to submit by secret ballot recommendations concerning those to be selected as Executive members of the BGC.
- (b) The ballot shall be collected and sealed in an envelope in the presence of the Bethel members by the Recorder who shall mail them to the Vice Supreme/Grand Guardian.

**ARTICLE XVII
PAST HONORED QUEEN'S JEWEL**

Section 1. Regular

- (a) Each Honored Queen who has faithfully served the Bethel for the period for which she was elected shall be presented a wallet-size Past Honored Queen's Certificate (Form 172) and an official Past Honored Queen's Jewel.
- (b) If repeating a full term as Honored Queen, a gift may be presented in recognition for services rendered, in lieu of a Past Honored Queen's Jewel.

Section 2. Special

- (a) Each Honored Queen whose resignation from office becomes necessary due to unforeseen circumstances shall be known as a Past Honored Queen and entitled to all honors, including a wallet-size Past Honored Queen's Certificate (Form 172) and an official Past Honored Queen's Jewel in recognition for services rendered, provided she has qualified for the office to the satisfaction of the Executive members of the BGC.
 - (1) The decision with supporting reasons shall be issued in writing.
 - (2) In the case of a negative decision, the Honored Queen shall be informed of the process for an appeal (SOP-SGC-1 Sec. 1 & 2).

**ARTICLE XVIII
SPECIAL MEMBERS**

Section 1. Majority Member

- (a) Upon becoming twenty (20) years of age, or married prior to that age, each member in good standing shall become a Majority Member. She shall immediately receive gratis a certificate of Majority Membership at the end of the term and shall be entitled to receive the Majority Ceremony at such time as may be convenient.
 - (1) If she turns twenty (20) she shall be entitled to all the rights and privileges through the end of the term.
 - (2) If she marries she shall be entitled to all the rights and privileges of a member except voting and holding office.
- (b) She shall be exempt from further payment of dues.

Section 2. Member of Honor

- (a) An adult who has given outstanding meritorious service to the Order may be elected as a Member of Honor of the Bethel and given a Member of Honor Certificate (Form 170) by a majority vote of the members of the Bethel and upon approval of the Executive members of the BGC.

**ARTICLE XIX
LOSS OF HONORS**

Section 1.

- (a) Bethel members who have resigned, or have been suspended, expelled or granted a demit which has expired, shall lose the right to be introduced by, or to use, any titles earned during their time of membership.
- (b) Reinstatement to membership shall automatically reinstate the right to the use of titles previously earned.

**ARTICLE XX
GENERAL PROVISIONS**

Section 1. General Provisions.

- (a) Local Rules of Operation - A Bethel may adopt local rules of operation dealing with the finances and other miscellaneous operational issues, as long as these Local Rules of Operation do not conflict with the Rules and Regulations of the SGC or GGC in which the Bethel resides. All Local Rules of Operation must be approved by the Bethel members as an amendment to their Bylaws (following the procedure for approval of amendments), approved by the appropriate Jurisprudence Committee and published as part of the Bethel's Uniform Code before they are effective.
- (b) The Following are the Local Rules of Operation:

APPROVED:

Vice Supreme Guardian _____ Date _____

Chairman Jurisprudence _____ Date _____

Member Jurisprudence _____ Date _____

Member Jurisprudence _____ Date _____

Member Jurisprudence _____ Date _____

Member Jurisprudence _____ Date _____

VERIFIED:

Supreme Deputy _____ Date _____

Supreme Deputy _____ Date _____

**RULES AND REGULATIONS
ALUMNI ASSOCIATION
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization shall be the Alumni Association of the Job's Daughters International (AAJDI).

**ARTICLE II
PURPOSE**

Section 1.

- (a) The purpose of this organization is to provide resources to assist in perpetuating JDI.
- (1) Resources may be defined as increasing Bethel membership, identifying future BGC members, providing additional financial resources and identifying special skills that may be utilized to enhance JDI.

Section 2.

- (a) This organization shall function under the direction of the Supreme Guardian and the SGC.

**ARTICLE III
MEMBERSHIP**

Section 1. Membership

- (a) The eligibility for membership of this organization shall consist of Majority Members of JDI and all adults who have worked with a Bethel for a minimum of one (1) years.
- (1) Charter Membership was granted to all members joining the Alumni Association from August 1, 1992 until August 8, 1993.
- (2) Life Membership shall be granted to each contributor of a minimum of thirty-five dollars (\$35.00).

**ARTICLE IV
ALUMNI COMMITTEE**

Section 1. Members

- (a) The members of the Alumni Committee shall be selected by the Supreme Guardian.
- (1) The Committee shall consist of at least three (3) members.

Section 2. Duties

- (a) Plan the annual reunion of the AAJDI.
- (b) Encourage communication of members of the AAJDI.
- (c) Create at least one page of news items for the SNE per year.
- (d) Provide assistance in creating Alumni Associations for GGCs and JGCs when requested.
- (e) Give a report of the Committee's accomplishments during the Annual Session of the SGC.
- (f) Award scholarships subject to the availability of funds in this Alumni account.

**ARTICLE V
FINANCES****Section 1. Receipts**

- (a) All membership applications and contributions shall be sent to the office of the Executive Manager of the SGC.
- (b) All funds shall be deposited in the General Fund of the SGC for Alumni Association expenses.

Section 2. Disbursements

- (a) Printing and mailing information concerning the AAJDI.
- (b) Secretarial assistance from the Supreme Office.
- (c) Membership pin and certificate of membership to all members of the AAJDI.
- (d) Annual Reunion expenses.
- (e) Scholarship award.

**ARTICLE VI
REUNION****Section 1.**

- (a) The Annual Reunion of the Association shall take place during the annual Session of the SGC.

**ARTICLE VII
AMENDMENTS****Section 1.**

- (a) Amendments to these Rules and Regulations shall be made at the Annual Session of the SGC by a two-thirds (2/3) affirmative vote of the members present and voting. No amendment shall be acted upon when there is to be a revision of the Ritual. Amendments shall be submitted in writing to the Executive Manager and must be received on or before April 1 of the year of the Annual Session when it is to be considered. A copy of proposed amendments shall be sent to each voting member on or before June 1 of the year of the Annual Session when it is to be considered. No proposed amendment shall be printed and mailed to the voting delegates of the SGC by the Executive Manager unless it has been submitted by a member of the SGC and signed by the proposer(s).

**RULES AND REGULATIONS
DEGREE OF ROYAL PURPLE
JOB'S DAUGHTERS INTERNATIONAL**

HISTORY: The Degree of Royal Purple is the result of the dream of the late Ellen Stinson Amick, PHQ of Wyoming and PSBHQ. Ellen and a group of Nebraska Job's Daughters determined the guidelines for nomination and developed the ceremony for the conferring of the degree. The first degrees were awarded at the Nebraska GGC Session in June of 1974. Mrs. Amick was the first individual to receive the degree. The degree was first conferred upon Daughters under Supreme Jurisdiction at the 1977 SGC Session in Hershey, PA.

**ARTICLE I
TITLE**

Section 1.

- (a) A Majority Member who is chosen to receive this honor shall be known as a recipient of the Degree of Royal Purple.

**ARTICLE II
OBJECT**

Section 1.

- (a) The Degree of Royal Purple is awarded in recognition of outstanding and dedicated service by a Majority Member to JDI. It is intended to recognize a Majority Member who has given to the Order in a capacity above and beyond the normal call of duty: an outstanding contributor to the organization.

**ARTICLE III
QUALIFICATIONS**

Section 1.

- (a) To be nominated for the degree a Majority Member shall have made major contributions toward the good of the Order and/or to a specific Bethel.
- (1) The Majority Member shall have accepted an appointment as a member of a BGC and have made an outstanding contribution to that BGC above and beyond the usual BGC responsibilities.
- (b) Service as a Bethel Majority Member shall not be considered in making the selection.
- (c) Service to other Masonic organizations and to the community are support material only; specific criteria is for outstanding service to the Order.

**ARTICLE IV
ELIGIBILITY**

Section 1.

- (a) The nominee must be a Majority Member of JDI.
- (b) At the time of nomination she must be at least twenty five (25).

**ARTICLE V
NOMINATION AND SELECTION**

Section 1. Nomination

- (a) Nomination shall be made by Executive Members of the BGC without the knowledge of the nominee.
- (b) Nomination shall include specific examples of outstanding service to the Order. In addition to the nomination, recommendations in writing from four (4) adults not related to the nominee who have first-hand knowledge of her contribution to the Order, shall be submitted. Bethels under Supreme must include one (1) recommendation from either the Supreme Deputy or the Assisting Supreme Deputy.

- (c) Nominees who have been with the Bethel for less than four (4) years require additional recommendations from their previous Bethel and/or Jurisdiction.
- (d) Nomination may be by the nominee's home Bethel or by a Bethel to which she has contributed outstanding service to merit the nomination.
- (e) Completed nomination and recommendation forms must be sent to the Chairman of the Committee by April 15.

Section 2. Selection

- (a) The members of the Committee shall review the nomination and recommendations. A majority shall be necessary to approve (or disapprove) the nomination. The decision of the Committee shall be final.
- (b) The recipient and the BGC nominating her shall be notified of her selection on or before May 15 by the Chairman of the Committee.

**ARTICLE VI
CONFERRING OF DEGREE**

Section 1.

- (a) The recipient shall attend the Annual Session of the SGC to receive the Degree.
- (b) In the event that it is absolutely impossible for the recipient to attend an Annual Session of the SGC, other arrangements for presentation of the Degree may be made by the Supreme Guardian and the Committee.
- (c) A fee amounting to the cost of the medallion shall be paid by the recipient's family, a Bethel or anyone else who wishes to contribute. Payment shall be made to the Chairman of the Committee by June 1.
- (d) The Committee shall be responsible for providing the recipient with a rose and a certificate and for having her name, date of ceremony and jurisdiction of the Annual Session of the SGC, engraved on the reverse side of the medallion.
- (e) The Chairman of the Committee shall cooperate with the Supreme Bethel Guardian, who will oversee the Supreme Bethel Officers in the conferring of the Degree.

**ARTICLE VII
DEGREE OF ROYAL PURPLE COMMITTEE**

Section 1. Members

- (a) The Degree of Royal Purple Committee is appointed by the Supreme Guardian (Bylaws, SGC, Art. XI, Sec. 5).

Section 2. Duties of the Committee

- (a) The duties of this Committee shall be to:
 - (1) Publicize the Degree of Royal Purple by distributing information to the Bethels under Supreme and the Supreme Deputies regarding the nomination process.
 - (2) Distribute nomination forms when requested.
 - (3) Receive nominations and recommendations from the Executive Members of Bethel Guardian Councils under Supreme.
 - (4) Determine the recipient(s) of the award in accordance with the eligibility as outlined in Articles III, IV and V.
 - (5) Make arrangements for the conferral of the degree at Annual Session of the SGC.
 - (6) Maintain a permanent file which the Chairman shall turn over to his/her successor.
 - (7) Destroy all nominations and recommendations following determination of the recipient(s).

**FORMAT FOR RULES AND REGULATIONS
MOTHERS', FATHERS', OR PARENTS' CLUB
JOB'S DAUGHTERS INTERNATIONAL**

(Location _____)

(Note: These Rules and Regulations shall be submitted to the Jurisprudence Committee of the SGC by Clubs associated with Bethels under Supreme. GGCs may use these Rules and Regulations if desired. No changes are to be made in these Rules and Regulations as printed, except to delete words "Mothers'", "Fathers'", or "Parents'" as appropriate.)

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization shall be the Mothers', Fathers', or Parents' Club of Bethel No. ____ located in _____, _____, JDI.

**ARTICLE II
PURPOSE AND POLICIES**

Section 1.

- (a) The sole purposes of this organization are to be of service to the members of Bethel No. _____, at _____, in all ways possible and to further any activity approved by the BGC that the members of this Bethel should vote to undertake.

Section 2.

- (a) This organization shall function under Supreme jurisdiction for Bethels under Supreme, otherwise under the GGC jurisdiction in which it is located.

Section 3.

- (a) No indebtedness shall be incurred by the Mothers', Fathers', or Parents' Club of Bethel No. _____ in excess of the funds in its Treasury, unless written consent has been obtained from the Executive members of the BGC of Bethel No. _____.

Section 4.

- (a) At such time as it is proven that said organization is no longer functioning for the good of the Bethel, this organization may be disbanded by a majority vote of the Executive members of the BGC of Bethel No. _____ and with the approval of the Supreme Guardian or the Grand Guardian in whose jurisdiction it has functioned.

Section 5.

- (a) If this organization is disbanded, all rights and title to its money and property shall be vested in Bethel No. _____. If the Bethel Charter has been revoked, all rights and title to money and property shall be vested in the SGC or the GGC under which it has functioned.

**ARTICLE III
MEMBERSHIP AND DUES**

Section 1. Membership

- (a) The membership of this organization shall consist of Mothers, Fathers, and Guardians of the members of Bethel No. ____ and members of the BGC who are willing to abide by and conform to those policies as described in Art. II above.

Section 2. Dues

- (a) The dues shall be \$ _____ per year, payable in advance.

**ARTICLE IV
OFFICERS**

Section 1.

(a) The elective officers of the organization shall consist of a President, Vice President, Secretary, and Treasurer. If the club is in the USA, Canada or Australia, the officer shall be on the current list of CAVs provided by the Executive Manager. These offices shall be held by members of this organization who are not Executive members of the BGC of Bethel No. _____. The term of office shall be _____ or until a successor has been elected to fill the vacancy. In addition to these elective officers, the Bethel Guardian shall be the Counselor to the Mothers' Club. The Associate Bethel Guardian shall be the Counselor to the Fathers' Club. The Bethel Guardian and the Associate Bethel Guardian shall be the Counselors to the Parents' Club.

**ARTICLE V
DUTIES OF OFFICERS**

Section 1. President

- (a) It shall be the duty of the President to preside at all meetings, to appoint standing committees and such other committees as may be deemed necessary, and to serve as member ex officio of all committees other than the nominating committee.

Section 2. Vice President

- (a) In the absence of the President, the Vice President shall preside and assume the duties of the President.

Section 3. Secretary

- (a) It shall be the duty of the Secretary to keep accurate account of all the meetings and be prepared to read on call the records of the previous meeting.

Section 4. Treasurer

- (a) It shall be the duty of the Treasurer to receive dues and all other monies for the Club and pay all outstanding bills when approved by the Auditing Committee and by a majority vote of the members present at the meeting.

**ARTICLE VI
MEETINGS**

Section 1.

- (a) Business meetings shall be held on the ____ of each month at _____ o'clock (July and/or August excepted) unless members are otherwise notified fifteen (15) days before said meeting date. The place of the meeting shall be determined by the members present at each previous meeting.
- (b) No meeting shall be held while a regular meeting of the Bethel is in session.

Section 2.

- (a) A quorum shall consist of _____ members.

**ARTICLE VII
NOMINATIONS AND ELECTIONS**

Section 1.

- (a) In _____ of each year a nominating committee of three (3) members shall be elected by the members present who will make their report in _____. Following the report of the nominating committee, nominations may be made from the floor, provided the consent of the nominee has been obtained.

Section 2.

(a) Election shall be held in _____, following the report of the nominating committee, and shall be by ballot.

Section 3.

(a) In the event of a vacancy in the office of President, the Vice President shall assume the office and the duties thereof, and a special election shall be held for the purpose of electing a Vice President.

Section 4.

(a) In the event of a vacancy in any elective office, except in the case of the President, a special election shall be held to fill the vacancy.

Section 5.

(a) All members shall be notified of any special election fifteen (15) days prior to date of meeting for special election.

**ARTICLE VIII
COMMITTEES**

Section 1.

(a) Immediately following election in _____, the President shall appoint the following committees: Publicity, Membership, Auditing (each consisting of three (3) members), Sunshine and such other committees as may be necessary. The President shall also appoint a Chaplain and a Parliamentarian.

Section 2.

(a) It shall be the duty of the Auditing Committee to act upon all bills and approve such bills as are just claims against this organization and to audit the books at the close of each term. The Chairman of the committee shall make a report of all receipts and disbursements at the close of each term.

**ARTICLE IX
AMENDMENTS**

Section 1.

(a) These Rules and Regulations may be amended at any regular meeting at which a quorum is present by a two-thirds (2/3) affirmative vote of members voting, provided the proposed amendment has been read at the meeting preceding the one at which the voting is to take place. Five (5) copies of the proposed amendment shall be mailed to the Chairman of the Jurisprudence Committee of the SGC or the GGC as appropriate, using the proper form as illustrated. Upon receipt of approval of the amendments by the said Committee and the Vice Supreme or Grand Guardian, it becomes effective.

**AMENDMENTS to the RULES AND REGULATIONS of
MOTHERS', FATHERS', or PARENTS' CLUB**

(Note: Delete Mothers', Fathers', or Parents' as necessary) of Bethel No. ____ at _____, _____.

We the undersigned hereby certify that the minutes of the Mothers' (Fathers' or Parents') Club of Bethel No. _____ show that:

At a regular meeting of the Club held on the ____ day of _____ 20__ at which a quorum was present, a proposed amendment was presented in writing that Article No. ____ of the Rules and Regulations which reads as follows: (copy from present Rules and Regulations or attach signed sheets if necessary) _____

_____ be amended to read as follows: (or attach extra signed sheets if necessary) _____

That the proposed amendment was again read at a regular meeting of the Club held on _____ of _____ at which a quorum was present. The proposed amendment was presented for action before the Club, and was adopted by a two-thirds (2/3) vote of all present and voting.

We certify that the foregoing is a true and correct record from the minutes of the Club so far as the same affects the foregoing amendment.

President

Secretary

APPROVED: Jurisprudence Committee

Chairman

Date

Vice Supreme/Grand Guardian)

Date

Notice: Five (5) copies must be mailed to the Chairman of the Jurisprudence Committee and one (1) copy must be mailed to the Grand Guardian or to the Vice Supreme Guardian for Clubs under Supreme.

FORMAT FOR RULES AND REGULATIONS
THE _____ (location) PROSPECTIVE MEMBERS CLUB
JOB'S DAUGHTERS INTERNATIONAL

Note: These Rules and Regulations shall be submitted to the Jurisprudence Committee of the SGC by Clubs associated with Bethels under Supreme. GGCs may use these Rules and Regulations if desired. No changes are to be made in these Rules and Regulations as printed.

ARTICLE I
NAME

Section 1 Name

The name of the prospective members club shall be the _____ (location) Prospective Members Club of Job's Daughters International, in _____ (state/province).

ARTICLE II
PURPOSE AND POLICIES

Section 1 Purpose and Policies

- (a) The purpose of this club is to enable the development of a Bethel to be instituted/reinstituted.
- (b) To foster fraternal relations of all prospective members, enabling fellowship, promotion and fundraising until the membership meets the requirements to institute/reinstitute a Bethel.

Section 2 Authority

- (a) This club shall function under the authority of the SGC/GGC of _____ (state/province) of JDI.
- (b) A letter of intent to form a Prospective Members Club (Form 285) shall be sent to the SGC/GGC. If applicable, a courtesy copy shall be sent to the JGC. The Executive members of the SGC/GGC shall vote on the request to form the Prospective Members Club within thirty (30) days of the receipt of the letter.

Section 3 Finances

- (a) No indebtedness shall be incurred by this Club, in excess of the funds in its treasury.
- (b) All checks require two (2) signatures.

Section 4 Dissolution

- (a) When this club is disbanded to form a Bethel, all rights and title to its money and property shall be transferred to the newly instituted/ reinstituted Bethel.
- (b) At such time as it is proven that the said club is no longer functioning for the good of the Order, this club may be disbanded by a majority vote of the Executive Members of the SGC/GGC of _____ (state/province) of JDI.
- (c) If this club is disbanded and no Bethel formed, all rights and title to its money and property shall be transferred to the SGC/GGC of _____ (state/province) of JDI.

ARTICLE III
MEMBERSHIP AND FEES

Section 1 Members

The membership of this club shall consist of girls and adults with the intent to institute/reinstitute a Bethel, and who are willing to abide by and conform to the policies in Article II.

Section 2 Fees

The membership fee shall be as determined by the adult membership.

**ARTICLE IV
OFFICERS**

Section 1 Adult Officers

- (a) The elective officers of this club shall consist of a:
- (i) President
 - (ii) Secretary
 - (iii) Treasurer, OR
 - (iv) Secretary/Treasurer
- (b) One of which shall be a Majority Member of JDI, a Master Mason or a member of a Masonic Family.
- (c) The officers of clubs in Australia, Canada, and the USA shall be on the current list of CAVs provided by the Executive Manager.

**ARTICLE V
DUTIES OF OFFICERS**

Section 1 The President shall:

Preside at all meetings and be proactive in promotional activities to develop girl and adult membership.

Section 2 The Secretary shall:

Keep an accurate account of all meetings and correspondence.

Section 3 The Treasurer shall:

Receive all monies and pay all approved bills.

**ARTICLE VI
MEETINGS**

Section 1 Meetings

Meeting time, date and venue shall be determined by the members.

**ARTICLE VII
AMENDMENTS**

Section 1.

- (a) These Rules and Regulations may be amended at any regular meeting at which a quorum is present by a two-thirds (2/3) affirmative vote of members voting, provided the proposed amendment has been read at the meeting preceding the one at which the voting is to take place. Five (5) copies of the proposed amendment shall be mailed to the Chairman of the Jurisprudence Committee of the SGC or the GGC as appropriate, using the proper form as illustrated. Upon receipt of approval of the amendments by the said Committee and the Vice Supreme or Grand Guardian, it becomes effective.

**AMENDMENTS to the RULES AND REGULATIONS of
PROSPECTIVE MEMBERS CLUB**

At a regular meeting of the Club held on the ____ day of _____ 20__ at which a quorum was present, a proposed amendment was presented in writing that Article No. ____ of the Rules and Regulations which reads as follows:

(copy from present Rules and Regulations or attach signed sheets if necessary) _____
 _____ be amended to read as follows: (or attach
 extra signed sheets if necessary) _____

That the proposed amendment was again read at a regular meeting of the Club held on _____ of _____ at
 which a quorum was present. The proposed amendment was presented for action before the Club, and was adopted by a
 two-thirds (2/3) vote of all present and voting.

We certify that the foregoing is a true and correct record from the minutes of the Club so far as the same affects the
 foregoing amendment.

 President Secretary

APPROVED: Jurisprudence Committee

 Chairman Date

 Vice Supreme/Grand Guardian Date

Notice: Five (5) copies must be mailed to the Chairman of the Jurisprudence Committee and one (1) copy must be mailed
 to the Grand Guardian or to the Vice Supreme Guardian for Clubs under Supreme.

**RULES AND REGULATIONS
SUPREME BETHEL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization shall be the Supreme Bethel (SB) of JDI.

**ARTICLE II
OBJECT**

Section 1.

- (a) The object of this organization is to band together all the members of Job's Daughters for the purpose of developing leadership; promoting the interest, welfare, and growth of the Order; and bringing the Daughters into a closer relationship with the SGC and with Daughters of all jurisdictions.

**ARTICLE III
JURISDICTION**

Section 1.

- (a) The Supreme Bethel of JDI shall be under the supervision of the SGC.

**ARTICLE IV
MEMBERSHIP AND REGISTRATION**

Section 1. Membership

- (a) The Supreme Bethel shall consist of all members of the Order who have registered for the Annual Session of the SGC.

Section 2. Registration

- (a) Registration for Supreme Bethel may be conducted in advance through the SGC Session Arrangements Committee or by the SB Committee at the Session.

**ARTICLE V
MEETINGS**

Section 1. Business

- (a) The Supreme Bethel shall hold its Annual Meeting during and independent of the Annual Session of the SGC with the consent and under authorization of the SGC.
- (b) Those entitled to be in attendance shall present their official name badge, or show a current Bethel dues receipt (Form 141) or be vouched for by a member of their BGC.
- (c) Escort and Introductions may include: Honored Queens, Past Honored Queens, Princesses, Supreme Guardian, Associate Supreme Guardian, and the Supreme Bethel Committee.
- (d) The business session may consist of reports, SB Representatives reports, drawing for the selection of Officers and Representatives, recommendations, and such other business as the SB Committee and the SBHQ may deem necessary. Awards and Merits may be presented at this meeting. Proposed amendments to these Rules and Regulations shall be acted upon under the order of New Business.
- (e) A report of this business session may be included in the Supreme Proceedings.

Section 2. Installation

- (a) The Supreme Bethel shall conduct its Installation of Officers and Representatives at a time selected by the Supreme Guardian.
- (b) The Installing Officers, with the exception of the Installing Officer who shall be the Supreme Bethel Honored Queen (SBHQ), and the Installing Musician, shall be selected from Honored Queens and Past Honored Queens, who have not reached majority and who have registered to be eligible for this drawing. The drawing shall be held immediately following the completion of the drawing for SB Officers and Representatives. A separate container shall be provided for these names.

**ARTICLE VI
OFFICERS AND REPRESENTATIVES**

Section 1. Officers

- (a) There shall be nineteen (19) Officers of the Supreme Bethel bearing the same titles as the officers of a Bethel preceded by "Supreme Bethel".
- (b) Supreme Bethel Line Officers shall be from registered Honored Queens and Past Honored Queens who are at least sixteen (16) years of age and have not reached their majority, by the date of the Supreme Bethel Installation.
- (c) Other Officers, including Installing Officers, shall be selected from registered members who are at least sixteen (16) years of age and have not reached their majority, by the date of the Supreme Bethel Installation. This includes Daughters not selected under para. (b) above.

Section 2. Representatives

- (a) There shall be at least one (1) Representative of the Supreme Bethel to each State, Province, Territory, Region or Country where JDI is organized. The SB Committee shall determine the number of representatives per jurisdiction and obtain the necessary medallions.
- (b) Representatives shall be selected from all members who have not reached their majority. This includes members not previously selected under Sec. 1, para. (b) and (c) above.

**ARTICLE VII
ELIGIBILITY AND RESTRICTIONS**

Section 1. Eligibility

- (a) A Daughter shall be a member in good standing in her Bethel and shall be registered for the Annual Session of the SGC and the Supreme Bethel drawing, and be in attendance at the Supreme Bethel meeting to be eligible for selection as a Supreme Bethel Officer or Representative.
- (b) Honored Queens and Past Honored Queens aspiring to the position of SBHQ shall complete a Letter of Intent stating that she and her parent(s) or guardian(s) are aware of the responsibilities as outlined in SB, Art XI, Sec 1. The Letter of Intent for the position of SBHQ shall be signed by the Daughters, a parent or legal guardian and either a members of the Executive BGC, Deputy or Grand Guardian (none of whom is related to the Daughter) and submitted to the Supreme Bethel Committee and postmarked no later than forty-five (45) days prior to the Formal Opening of the forthcoming Supreme Session.
- (c) Daughters who have submitted a letter of intent for the position of SBHQ shall be required to pass a minimum standard of Ritual performance and knowledge of the Order.
 - (1) The Supreme Bethel Committee shall determine the appropriate method of assessing the above requirements.
 - (2) The Supreme Bethel Committee shall appoint a panel to conduct the assessments. The panel shall consist of five (5) to seven (7) individuals including two (2) members of the Supreme Bethel Committee and the Supreme Bethel Honored Queen.
 - (3) "A minimum standard" shall be all Daughters achieving an average score of 75% or higher in two (2) categories.

- (4) Ritual performance and general knowledge assessments shall be conducted prior to the Formal Opening of the Supreme Session.
- (5) All Daughters achieving the minimum standard shall have their names entered for the random selection of the Supreme Bethel Honored Queen as outlined in SB Art. VIII Drawing Sec. 3.
- (d) Honored Queens and Past Honored Queens aspiring to any other line office of the Supreme Bethel shall complete a Letter of Intent stating that she and her parent(s) or guardian(s) are aware of the responsibilities as outlined in SB Art. XI Sec. 1. The Letter of Intent for any other line office of the Supreme Bethel shall be signed by the Daughter, a parent or legal guardian and either a member of the Executive BGC, Deputy or Grand Guardian (none of which is related to the Daughter) and submitted to the SB Committee when registering for Supreme Bethel during the Supreme Session
- (e) A SB Officer or Representative who has been suspended or expelled from her Bethel shall lose her office and/or honors in the Supreme Bethel.

Section 2. Restrictions

- (a) No State, Province, Territory, Region or Country shall have more than one (1) SB Officer or Representative during a given year unless there are not enough States, Provinces, Territories, or Countries represented at the Annual Meeting.

ARTICLE VIII DRAWING

Section 1.

- (a) The drawing for Supreme Bethel shall be performed manually.

Section 2. Materials Preparation

- (a) Each Daughter shall complete a Supreme Bethel registration card, which is signed by a confirming adult.
- (b) Registration cards are reviewed for readability and completion by the SB Committee. A valid dues card is required for acceptance of the registration card. In years when pre-registration is accepted, the Daughter must still visit the Supreme Bethel registration table to have her dues card verified and her card reviewed and entered into the drawing.
- (c) Container #1 (card file) shall contain all of the registration cards verified at the Annual Session of the SGC, filed by Jurisdiction. Each card shall have the requested and approved drawing categories clearly identified.
- (d) Container #2 shall contain a disc with the name of each Jurisdiction which has a Daughter registered for the Supreme Bethel Drawing.
- (e) A list of all of the SB Officers, SB Representatives and SB Installing Officers positions shall be provided to the SBHQ to be used to identify positions to be drawn. A label for each position shall be provided for the SB Committee to identify each card with the position drawn.
- (f) Three (3) additional containers shall be provided for:
 - (1) Drawing of registration card for eligible Daughters qualified to register for the position of Supreme Bethel Honored Queen as outlined in Article VII, Eligibility and Restrictions, Section 1. Eligibility (Container #5)
 - (2) Drawing of registration cards for all Daughters qualified to register for all other Supreme Bethel positions (Container #3)
 - (3) Jurisdiction discs already selected (Container #4)

Section 3. Drawing

- (a) The Drawing preparation shall proceed as follows:
 - (1) The SBHQ will inform the Daughters that the drawing will begin and each Daughter selected will announce if they accept or decline the position. If they accept, they will come forward to meet the newly selected SBHQ and have their name verified for the Installation Program.

- (b) The Drawing of SBHQ shall proceed as follows:
- (1) The SBHQ will announce the drawing of the SBHQ.
 - (2) The SBHQ will select from Container #5, the name of the Daughter to become the Supreme Bethel Honored Queen for the ensuing term.
 - (3) The selected Daughter will state her acceptance or decline of the position. If it is declined, another Daughter shall be selected from Container #5 until such time as a Daughter accepts the position of "SBHQ select".
 - (4) The jurisdiction disc for the Daughter drawn (and accepted) shall be removed from Container #2 and shall be placed in Container #4 for future draws.
- (c) The Drawing of the remaining Supreme Bethel Positions shall proceed as follows:
- (1) The SBHQ will announce the position to be filled. The sequence shall be Senior Princess, Junior Princess, Guide, Marshal, Musician, Floor Officers, Representatives, Installing Musician and Installing Officers.
 - (2) The SBHQ will select a Jurisdiction disc from Container #2.
 - (3) The SB Committee will select all of the qualifying cards for the announced position from the selected Jurisdiction in Container #1. These cards will be placed in Container #3. If there are no qualifying Daughters from this Jurisdiction for this position, the Jurisdiction disc will be returned to Container #2, after a second Jurisdiction disc is selected and the qualifying cards placed in Container #1.
 - (4) The SBHQ will select a card from Container #3 and announce the name.
 - (5) The selected Daughter will state her acceptance or decline of the position. If it is declined, another Daughter from the selected Jurisdiction shall be selected. The remaining cards will be returned to Container #1. The used Jurisdictional disc shall be placed in Container #4 for future draws.
 - (6) The SB Committee shall place the label for the position announced on the back of the Daughter's card that has accepted. The labeled card shall be passed to the verification table where each selected Daughter is verified and posted to the Installation Program list.
 - (7) When there are no more cards for a given jurisdiction, its Jurisdictional disc is removed from Container #2. When Container #2 is empty and there are still positions to be filled, Jurisdiction discs in Container #4 (previously selected Jurisdictions) are returned to Container #2 and the process continues.
 - (8) If a Daughter declines a position, her card is removed from subsequent draws except for Installing Officers.
 - (9) No Daughter shall be the SB Representative to her own Jurisdiction. If the Jurisdiction disc drawn is the same as the next Jurisdiction to be assigned, the first selected Jurisdiction disc shall be held for the next Jurisdiction Representative to be selected. A second Jurisdiction disc shall be drawn for the original Jurisdiction Representative. When there are only two (2) Jurisdictions left to be assigned a Representative, the SBHQ shall draw two (2) Jurisdiction discs from Container #2 to assure no Daughter is asked to be a Representative to her own Jurisdiction.
 - (10) The SB Committee will assure that a qualified musician is available for the Supreme Bethel Installation, in the case a qualified Daughter Musician is not available to serve as Installing Musician. If no Daughter, not previously selected, has registered as Installing Musician, another Daughter registered for an Installing Officer position shall be given the honor of being selected Installing Musician.

ARTICLE IX FINANCES

Section 1. Receipts

- (a) A registration fee of ten dollars (\$10.00) shall be paid at the time of registration.
- (b) Registration fees shall be forwarded to the Supreme Office at the close of the Annual Session.
- (c) Funds from registration for Supreme Bethel shall be used to pay Supreme Bethel expenses. The remaining balance shall accumulate in the Supreme Bethel account.
- (d) Contributions and donations shall be made payable to the Supreme Bethel defining the particular use and sent to the Supreme Office. Contributions and donations falling under the definition of Revenue, SOP-SGC-15, Sec. 3 (k) shall be so identified and sent to the Supreme Office for that particular intended use.

- (e) All monies solicited and received for the purpose of paying travel expenses of the SBHQ shall be sent directly to the Executive Manager. The monies received by the Executive Manager shall detail the source of the contribution.

Section 2. Coin March

- (a) Coin march monies from the Supreme Bethel meeting and Installation shall be sent to the Supreme Office for distribution. Such monies shall be identified as contributions as defined in SOP-SGC-15 Sec. 3 (k).
- (b) Such monies, along with the collection from the Miss IJD Pageant, shall be equally divided between Miss IJD and the SBHQ. The money shall be given to the SBHQ for the purpose of funding traveling during her term.

Section 3. Disbursements

- (a) The SBHQ shall be promptly issued a check by the Executive Manager for approved promotional expenses as defined in SOP-SGC-3 Sec. 14, upon presentation of a voucher.
 - (1) Any portion of these funds not expended for promotional use shall be returned to the Supreme Office and be retained for similar use the following year.
- (b) For reimbursement of travel expenses the SBHQ shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the Supreme Bethel Guardian and the Chairman of the Finance Committee.
- (c) The SBHQ receive a Past SBHQ's jewel (J-162 gold-filled as shown in the official jewelry catalog) upon completion of her term provided she has met all the requirements as outlined in these Rules and Regulations to the satisfaction of the SB Committee.
- (d) Additional disbursements are as follows:
 - (1) Medallions for SB Officers and Representatives
 - (2) Printed programs for Installation
 - (3) Installation carrying pieces
 - (4) Installation decorations
 - (5) Sash for the new SBHQ
 - (6) Name badge for the new SBHQ for her use during the year.
 - (7) Committee postage and expenses
- (e) Expenses of the Supreme Bethel shall be paid by the SGC through the use of the regular expense voucher form issued through the Finance Committee. Such expense shall be approved by the SB Committee and sent to the Chairman of the Finance Committee.
- (f) The total expenses for (b) and (c) above shall not exceed the amount of the accumulated funds collected for the operation of the Supreme Bethel excluding the coin march and contributions designated for promotional use as earlier defined.
- (g) The SB Guardian (Chairman of the Supreme Bethel Committee), on request, shall be advanced the sum of five hundred dollars (\$500.00) for Committee expenditures. This advance is to be issued within thirty (30) days of the request. Any portion of these funds not expended shall be returned to the Supreme Office within (30) days following the succeeding Annual Session listing all the expenditures against this advance as well as any additional subsequently approved expenditures.

ARTICLE X VACANCIES

Section 1.

- (a) In the event that the SBHQ cannot fulfill her term, the SB Senior Princess will become the SBHQ. If the SB Senior Princess is unable to accept, selection shall be made in succession from the SB Junior Princess, SB Guide and SB Marshal. When she resigns her office, the SBHQ shall return all unexpended promotional funds to the Supreme Office within fifteen (15) days for redistribution to the next Daughter in succession for her use.

Section 2.

- (a) A SBHQ or other SB Officer or Representative who marries during her term of office shall forfeit her Supreme Bethel position.

**ARTICLE XI
DUTIES OF THE SUPREME BETHEL HONORED QUEEN**

Section 1.

- (a) The SBHQ shall:
- (1) Preside over all convocations of the Supreme Bethel and at other ceremonies when requested to do so by the Supreme Guardian and the SB Committee.
 - (2) Conduct the drawing for the selection of Officers and Representatives of the Supreme Bethel for the ensuing term, with the assistance of the SB Committee.
 - (3) Serve as the Installing Officer of the Supreme Bethel Installation.
 - (4) Submit a cumulative report by the tenth (10th) day of each month beginning in September and at the end of her term listing the amount and source of all monies received and expenditures from travel monies, attaching supporting receipts. This report shall be filed with the Executive Manager.
 - (5) Whenever possible visit Bethels to promote goodwill for the Order.
 - (6) Report to the SB Guardian concerning her travel arrangements and fund raising.
 - (7) For reimbursement of travel expenses, the SBHQ shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the SB Guardian and the Chairman of the Finance Committee.

**ARTICLE XII
SUPERVISION & TRAVEL AUTHORIZATION**

Section 1. Supervision

- (a) When traveling, The SBHQ shall be accompanied where possible by a chaperone who shall be in charge of her care. If the SBHQ is under eighteen (18) years of age, she shall arrange for her chaperone in accordance with the JDI Youth Protection Program and Policy.
- (b) If this chaperone is not her parent(s) or legal guardian(s), a medical release form shall be provided listing the following:
- (1) All medical conditions
 - (2) All medication currently taken
 - (3) Authorization for the chaperone to arrange emergency medical treatment
 - (4) Name and policy number of health insurance
 - (5) Telephone number at which parent(s) or guardian(s) can be reached at all times
- This form or a copy shall be in the possession of the chaperone at all times.
- (c) The details of travel will be arranged by the adult volunteers in JDI. At times the Daughter may be traveling alone, without a chaperone. Where practical, an adult shall provide transportation for the Daughter to or from an airport or other common carrier. The adult providing transportation shall be a CAV, if in the USA, Canada or Australia.
- (d) Her conduct shall be in accordance with the teachings and principles of our Order.

Section 2. Travel Authorization

- (a) Immediately following her installation, the SBHQ shall be issued by the Executive Manager with a letter of authorization for travels. The purpose of the letter of authorization shall be to describe her role and explain the volume and purpose of travel she may undertake for customs and/or immigration and/or merchants of travel services. The letter should also provide emergency contact details for next of kin and the Supreme Office in case of an emergency.

**ARTICLE XIII
ORDER OF ESCORT**

Section 1.

- (a) SB Officers and Representatives shall be accorded recognition as provided in the Ritual under "Order of Escort".

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ARTICLE XIV REGALIA AND MEDALLIONS

Section 1. Regalia

- (a) At the SB meeting and the SB Installation, the Honored Queen and Princesses of the Supreme Bethel shall wear the approved SB capes and crowns designed by the official jeweler. They shall provide their own Official Regalia of the Order consisting of a white Grecian robe, long white slip, white hose, and white flat shoes or sandals.
- (b) Other SB Officers and Representatives shall provide their own Official Regalia of the Order to be worn at the SB meeting and installation. It shall consist of a white Grecian robe, long white slip, white hose, white flat shoes or sandals, and headbands as required.
- (c) When making Bethel visits, attending Formal functions, or when authorized by the Supreme Guardian or the SB Guardian, the SB Officers and Representatives shall wear nice dresses that are modest and appropriately reflect the teachings of JDI. The SB Officers and Representatives may wear their sash and/or medallion when representing the Supreme Bethel.
- (d) The SBHQ and SB Princesses shall only wear the approved SB travel crowns with their travel cape or dress.
- (e) If it is appropriate for the Honored Queen and Princesses of the SB to wear their Official Regalia they shall wear the official purple capes, official Bethel crowns and their official white Job's Daughters robe with long white slip, white hose and flat white shoes. They may not wear their sashes with the official regalia.
- (f) If it is appropriate for the Honored Queen and Princesses to wear their travel capes they shall wear a long white dress that is age appropriate with shoes that suit the dress. The dress and shoes must be approved the SB Guardian and/or Supreme Guardian.
- (g) The SBHQ and Princesses may wear their sashes while wearing their travel capes and crowns.
- (h) When exemplifying Ritual work of the Order or when assisting with the Institution of new Bethel, the official regalia of the Order shall be worn as provided in SOP-Bethel-11.

Section 2. Medallions

- (a) The SB Officers and Representatives shall be presented medallions designating their offices.

ARTICLE XV AMENDMENTS

Section 1. Submission

- (a) Proposed amendments to these Rules and Regulations shall be submitted by:
 - (1) Members of the SGC.
 - (2) Members of the Supreme Bethel.
- (b) Amendments proposed by a member of the Supreme Bethel shall be sent to the SB Guardian who, as a member of the SGC and over her signature, shall submit same to the Executive Manager.
- (c) Amendments to these Rules and Regulations shall be made at the Annual Session of the SGC by a two-thirds (2/3) affirmative vote of the members present and voting. No amendment shall be acted upon when there is to be a revision of the Ritual. Amendments shall be submitted in writing to the Executive Manager and must be received on or before April 1 of the year of the Annual Session when it is to be considered. A copy of proposed amendments shall be sent to each voting member on or before June 1 of the year of the Annual Session when it is to be considered. No proposed amendment shall be printed and mailed to the Voting Delegates of the SGC by the Executive Manager unless it has been submitted by a member of the SGC and signed by the proposer(s).

Section 2. Adoption

- (a) Amendments shall be acted upon by the Supreme Bethel after which they will be referred to the SGC for action.
- (b) Legislation adopted by (a) above shall become effective immediately upon distribution by the Supreme Office.

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**ARTICLE XVI
SUPREME BETHEL COMMITTEE**

Section 1.

- (a) The SB Committee is appointed by the Supreme Guardian, B-SGC Art. XI Sec. 1 & Sec. 9.

**ARTICLE XVII
DUTIES OF THE CHAIRMAN, SUPREME BETHEL COMMITTEE**

Section 1.

- (a) The duties of the Chairman are as follows:
 - (1) Collect all monies from the Annual Supreme Bethel functions, including both coin marches and any registration fees collected at the Annual Session, and deposit them with the Executive Manager before the conclusion of the Annual Session of the SGC.
 - (2) Assign the duties listed in Sec.1 above to members of the Committee.
 - (3) Confer with the SGC Session Arrangement Committee to determine:
 - [a] The closing hour for SB registration
 - [b] A suitable hour and place for the SB meeting, at which time the selection of Officers and Representatives takes place.
 - [c] The information on [a] and [b] above shall be included in the first mailing pertaining to the Annual Session of the SGC.
 - (4) Comply with B-SGC Art. XI Sec. 9.

**ARTICLE XVIII
DUTIES OF THE SUPREME BETHEL COMMITTEE**

Section 1.

- (a) The duties of the Committee are as follows.
 - (1) Prepare material and supervise the drawing of the SB Officers and Representatives.
 - (2) Prepare materials for the selection of the Installing Officers, other than the Installing Officer and the Installing Musician.
 - (3) Insure that a proficient musician and soloist are available for the Supreme Bethel meeting and Supreme Bethel Installation.
 - (4) Supervise the Installation of SB Officers and the Representatives according to the Book of Ceremonies adopted by the SGC.
 - (5) Obtain decorations for the Installation.
 - (6) Furnish the SBHQ a copy of the Book of Ceremonies at least thirty (30) days before the Annual Session of the SGC.
 - (7) Obtain a sash for the new SBHQ.
 - (8) Supervise all meetings and practices of the Supreme Bethel.
 - (9) Order medallions for the new SB Officers and Representatives and prepare Certificates of Participation.
 - (10) Prepare six (6) copies of the names and addresses of all SB Officers and Representatives for the following people:
 - [a] Supreme Guardian
 - [b] Associate Supreme Guardian

- [c] Executive Manager
- [d] Chairman, Supreme Bethel Committee
- [e] Supreme Bethel Honored Queen

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- (11) Insure that the capes and crowns of the SBHQ and Princesses are cleaned and restored prior to the Annual Session of the SGC.
- (12) Insure that any unexpended funds issued to the SBHQ for promotional purposes are returned to the Executive Manager by the close of the Annual Session at which she presides.
- (13) Provide a suitable name badge for the SBHQ for her use during the year.

SUPREME BETHEL BUSINESS MEETING

The Supreme Bethel is opened in the same manner as a regular Bethel as per Ritual.

SBHQ: The Supreme Bethel Officers will take their stations.

PRESENTATION OF FLAGS

SBHQ: Supreme Bethel Marshal, you will display the National Emblem. As SB Marshal enters the room, three raps of gavel (***) . When the flag of the host country is west of the Altar, the National Anthem is sung. Order of escort may vary, with host country's flag being presented first and the others being placed in the order in which they entered the Order.

SBHQ: Supreme Bethel Marshal, you will escort the _____ Flag to the East. All citizens of _____ will repeat the Pledge of Allegiance (if applicable).

United States, to Altar, sing "Star Spangled Banner", then to East.

Canadian Flag, to Altar, sing "O Canada" then to East.

Australian Flag, to Altar, sing "Advance Australia Fair" then to East.

Philippines Flag, to Altar, sing "Commonwealth of the Philippines" then to East.

Brazilian Flag, to Altar, sing "Hail Brazil" then to East.

These flags are placed to the right of the Supreme Bethel Senior Princess.

Job's Daughters' Flag, to Altar, sing "Bethel Flag Song" then to East and placed at the left of the Supreme Bethel Junior Princess.

SBHQ: We are again assembled to impress more deeply upon our hearts and minds the lessons of love, honor, faith, trust and hope. It is a privilege and an honor to serve in the Supreme Bethel, to cherish and preserve the high ideals and principles of Job's Daughters and to promote the friendship, welfare, interest and growth of our beloved Order.

That the teachings of our Creator may be more deeply impressed on our hearts and minds, let us be attentive while the Officers explain their duties, each with a lesson of international friendship. Supreme Bethel Honored Queen is seated. All Daughters sing, "Behold, We Are the Daughters of Job".

SB HONORED QUEEN: Supreme Bethel Outer Guard.

SB OUTER GUARD (rises and bows): **Supreme Bethel Honored Queen.**

SBHQ: Where is your station in the Supreme Bethel and what is your duty?

SB OUTER GUARD: Supreme Bethel Honored Queen, my station is to the left of the Supreme Bethel Marshal at the entrance of the outer door. I represent the Outer Guards of our Order who graciously serve outside the closed doors. They are ambassadors of goodwill and protection.

SBHQ: Supreme Bethel Inner Guard.

SB INNER GUARD: (rises and bows): **Supreme Bethel Honored Queen, my station is to the right of the Supreme Bethel Guide and at the entrance of our Supreme Bethel. I represent the Inner Guards of our Order who are alert and watchful, ever protecting the interests of our Order.**

SBHQ: Supreme Bethel Junior Custodian.

SB JUNIOR CUSTODIAN: (rises, faces SBHQ and bows) **Supreme Bethel Honored Queen, my station is at the left and west of the Supreme Bethel Junior Princess. (faces west) I represent the Junior Custodians of our Order who willingly perform special duties assigned to them by their presiding officers.**

SBHQ: Supreme Bethel Senior Custodian.

SB SENIOR CUSTODIAN: (rises, faces SBHQ and bows) **Supreme Bethel Honored Queen, my station is at**

the right and west of the Supreme Bethel Senior Princess. (faces west) I represent the Senior Custodians of our Order who assist in various ceremonies and work in harmony with the Junior Custodians.

SBHQ: Supreme Bethel First Messenger.

SB FIRST MESSENGER: (rises and bows Supreme Bethel Honored Queen, my station is in the Messengers' R&R - Supreme Bethel

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semicircle between the Supreme Bethel Treasurer and the Supreme Bethel Second Messenger and facing the Supreme Bethel Honored Queen. I represent the First Messengers of our Order who through the first message of Job's life teach obedience to parents and guardians.

SBHQ: Supreme Bethel Second Messenger.

SB SECOND MESSENGER: (rises and bows) Supreme Bethel Honored Queen, my station is in the Messengers' semicircle between the Supreme Bethel First Messenger and the Supreme Bethel Fifth Messenger and facing the Supreme Bethel Honored Queen. I represent the Second Messengers of our Order who continue the story of Job's life teaching patience and a respect for knowledge.

SBHQ: Supreme Bethel Third Messenger.

SB THIRD MESSENGER: (rise and bows) Supreme Bethel Honored Queen, my station is in the Messengers' semicircle between the Supreme Bethel Chaplain and the Supreme Bethel Fourth Messenger and facing the Supreme Bethel Honored Queen. I represent the Third Messengers of our Order who relate the temptations of Job and teach the value of responsibility to our Creator and to all mankind.

SBHQ: Supreme Bethel Fourth Messenger.

SB FOURTH MESSENGER: (rises and bows) Supreme Bethel Honored Queen, my station is in the Messengers' semicircle between the Supreme Bethel Third Messenger and the Supreme Bethel Fifth Messenger and facing the Supreme Bethel Honored Queen. I represent the Fourth Messengers of our Order who relate the triumph of Job and the reward for his faith in our Creator.

SBHQ: Supreme Bethel Fifth Messenger.

SB FIFTH MESSENGER: (rises and bows) Supreme Bethel Honored Queen, my station is in the center of the Messengers' semicircle facing the Supreme Bethel Honored Queen. I represent the Fifth Messengers of our Order who teach that "In all the land were no women found so fair as the Daughters of Job".

SBHQ: Supreme Bethel Librarian.

SB LIBRARIAN: (rises, faces the SBHQ and bows) Supreme Bethel Honored Queen, my station is at the right and west of the Supreme Bethel Senior Princess. (faces west) I represent the Librarians of our Order who, by aiding the selection of good literature, arts and sciences, give to all a challenge, knowledge and great pleasure.

SBHQ: Supreme Bethel Musician.

SB MUSICIAN: (rises, faces the SBHQ and bows) Supreme Bethel Honored Queen, my station is at the instrument. (faces west) I represent the Musicians of our Order who exemplify harmony expressed through accompaniment and song.

SBHQ: Supreme Bethel Recorder.

SB RECORDER: (rises, faces the SBHQ and bows) Supreme Bethel Honored Queen, my station is at the left and west of the Supreme Bethel Junior Princess. (faces west) I represent the Recorders of our Order who record the Bethel activities in accurate form and leave histories of progress and good works.

SBHQ: Supreme Bethel Treasurer.

SB TREASURER: (rises and bows) Supreme Bethel Honored Queen, my station is south of the Altar. My duty is to give an annual report of the disposition of the Supreme Bethel funds. I represent the Treasurers of our Order who occupy positions of honor and truth.

SBHQ: Supreme Bethel Chaplain.

SB CHAPLAIN: (rises and bows) Supreme Bethel Honored Queen, my station is north of the Altar. It is my duty to lead the devotions of our Supreme Bethel, to thank our Heavenly Father for our Order and our Masonic Heritage and to ask Him to bless and guide us. I represent the Chaplains of our Order who lead our Bethel Daughters in prayer.

SBHQ: Supreme Bethel Marshal.

SB MARSHAL: (rises and bows) Supreme Bethel Honored Queen, my station is at the northwest entrance of the Supreme Bethel. I represent the Marshals of our Order who display and care for the flags of their countries and who assist the Guides in escorting and initiation.

SBHQ: Supreme Bethel Guide.

SB GUIDE: (rises and bows): Supreme Bethel Honored Queen, my station is at the southwest entrance of the Supreme Bethel. I represent the Guides of our Order who escort members and guests, conduct pilgrims during initiation and who work for the good of our Order.

SBHQ: Supreme Bethel Junior Princess.

SB JUNIOR PRINCESS: (rises, faces the SBHQ and bows): **Supreme Bethel Honored Queen, my station is at your left.** (faces west) **I represent the Junior Princesses of our Order who preside during the ceremony of the First Epoch and assist their Honored Queens in promoting the welfare of their Bethels.**

SBHQ: Supreme Bethel Senior Princess.

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SB SENIOR PRINCESS: (rises, faces the SBHQ and bows): **Supreme Bethel Honored Queen, my station is at your right.** (faces west) **My duty is to promote friendship in the Supreme Bethel and to assist the Supreme Bethel Honored Queen. I represent the Senior Princesses of our Order who preside during the ceremony of the Second Epoch and stand prepared at all times to assist their Honored Queens.**

SBHQ: My station is in the East. It is my duty to appoint committees approved by the Chairman of the Supreme Bethel Committee and to preside over such other affairs as designated by the Supreme Bethel Committee and the Supreme Guardian. I represent the Honored Queens of Job's Daughters International who preside with dignity, courage, wisdom and grace.

SBHQ: Due to the security in the building, we will omit the signs and responses.

Our Supreme Bethel Chaplain will lead us in prayer. Three raps of gavel (***) . Musician plays appropriate music as SB Chaplain approaches the Altar and opens the Bible.

SB CHAPLAIN: Our Heavenly Father, we thank You for the privilege of meeting once more. Guide and protect us throughout this session. We ask this in the name of our Father who has taught us to pray... Our Father, which art in Heaven... All repeat the Lord's Prayer. Musician plays as SB Chaplain returns to her station. One rap of gavel (*).

SBHQ: In the name of our Lord and by virtue of the power vested in me by the Supreme Guardian Council, I now declare the Supreme Bethel, Job's Daughters International, in session.

ESCORT AND INTRODUCTIONS

Those who have served as SBHQ

Honored Queens – Escorted

Past Honored Queens - Rise and welcomed

Princesses and Past Princesses - Rise and welcomed

Miss IJD - Escorted and welcomed

Supreme Bethel Guardian and Associate Supreme Bethel Guardian - Rise and introduced

Supreme Bethel Committee - Rise and introduced

SBHQ: This completes Escort and Introductions.

ROLL CALL

SBHQ: Supreme Bethel Recorder, you will call the roll.

SB RECORDER: (Reads from list)

MINUTES

SBHQ: Supreme Bethel Recorder, you will read the minutes.

SB RECORDER: I move the minutes be approved as printed and distributed.

TREASURER'S REPORT

SBHQ: Supreme Bethel Treasurer, you will give your report.

SB TREASURER: There are approximately _____ Daughters present at this ____ Annual Session and their dues of \$_____ per Daughter will be paid to the Supreme Guardian Council. These monies will be used by the Supreme Guardian Council Finance Committee to pay any expenses incurred by Supreme Bethel.

DEGREE OF ROYAL PURPLE CEREMONY

MAJORITY CEREMONY

COMMUNICATIONS

SBHQ: Supreme Bethel Recorder, you will read the communications.

SB RECORDER: **Supreme Bethel Honored Queen**, (reads the communications or states) **there are none.**

REPORTS

Supreme Bethel Honored Queen

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COIN MARCH

SBHQ: **We will now have our coin march.**

REPORTS (CONTINUED)

Supreme Bethel Officers

Supreme Bethel Representatives

NEW BUSINESS

Drawing for Supreme Bethel Officers and Representatives

OTHER BUSINESS

RECEIPTS OF THE MEETING

SBHQ: **Supreme Bethel Treasurer, you will read the receipts of the meeting.**

SB TREASURER: **The coin march monies will be used to defray the travel expenses of the Supreme Bethel Honored Queen and Miss International Job's Daughter.**

BILLS

SBHQ: **Supreme Bethel Recorder, you will read the bills.**

SB RECORDER: **The disbursements have been handled as listed in the Bylaws.**

LIBRARIAN'S REPORT

SBHQ: **Supreme Bethel Librarian, you will give your report.** SB Librarian reads the Librarian's Report.

MOTHERS', FATHERS' AND GUARDIANS' PRAYER

SBHQ: **Daughters you will rise. Supreme Bethel Chaplain, you will attend at the Altar.** Altar music. When SB Chaplain has knelt at the Altar all Daughters repeat the prayer. All Daughters sing the Mothers', Fathers' and Guardians' song. SB Chaplain returns to station. One rap of gavel (*).

PRESENTATIONS

Awards

OTHER APPROVED PRESENTATIONS

REMARKS

Supreme Bethel Guardian

Associate Supreme Bethel Guardian

Supreme Bethel Honored Queen

CLOSING CEREMONY

SBHQ: **Throughout the past twelve months, we in Supreme Bethel have strived to promote friendship and interest among the Job's Daughters everywhere. Now as our year comes to a close, we separate with the hope that in the coming year all the Daughters will rededicate themselves to the principles and high ideals of this beloved Order.**

Our Supreme Bethel Chaplain will lead us in prayer. Three raps of gavel (***) . Altar music as SB Chaplain approaches the Altar.

SB CHAPLAIN: **O Lord, we beseech You to bless the work of our Order. May the lessons we here teach be the means of making us better in Your sight. Bless the Daughters as they rededicate themselves to this**

organization and to You. We ask this in Your name's sake. Amen. "Now Our Work is Over" is sung here. SB Chaplain closes Bible as per Ritual and returns to station. One rap of gavel (*).

SBHQ: All present, except the Supreme Bethel Officers and Representatives, will be seated until the Supreme Bethel Officers and Representatives have retired. SB Custodians remove chairs.
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RETIRING MARCH AND MUSIC AS PER RITUAL

CLOSING FORMATION AND MUSIC AS PER RITUAL

**POLICIES
OF THE BOARD OF TRUSTEES
JOB'S DAUGHTERS INTERNATIONAL**

POL-BOT-1

INSURANCE

1. All GGCs, JGCs and Bethels under their respective jurisdictions and Bethels under Supreme located in the United States of America and Canada shall be covered under a nation-wide program of insurance outlined as follows:
 - (a) Comprehensive Public Liability for a single limit of two million dollars (\$2,000,000.00), Bodily Injury and Property Damage.
 - (b) Medical Payments for limits of five thousand dollars (\$5000.00) per person, ten thousand dollars (\$10,000.00) aggregate per accident.
 - (c) Fidelity Bond and Depositors Forgery for a limit of ten thousand dollars (\$10,000.00).
 - (d) Sexual Misconduct Liability Insurance.
2. The insurances listed in paragraph 1. (a) (b) (c) and (d) above, are to be written in a Master Contract. Each jurisdiction and Bethel shall receive a self-explanatory Memorandum of Insurance.
3. See SOP-SGC-11 for method of payment.
4. All Bethels of JDI not located in the United States of America or Canada and not covered by the National Insurance program adopted by the SGC may carry insurance coverage approved by the Board of Trustees of the SGC. This coverage must be limited to those items applicable in each Country. Copies of such policies shall be on file in the office of the Executive Manager.

POL-BOT-2**MASTER MASON**

1. Whenever the words MASTER MASON or MASON are used in these Constitutions and Bylaws, it shall be interpreted to refer to a man who is a member in good standing, or who was in good standing at the time of his death, in a Regular Lodge operating under the jurisdiction of a Grand Lodge which is:
 - (a) recognized by the Grand Lodge of the State, Province or Territory in which Job's Daughters has been established or is being promoted.
or
 - (b) recognized by any Grand Lodge that recognizes the Grand Lodge of the State, Province or Territory in which Job's Daughters has been established, or is being promoted.
2. MASONIC is an adjective used to describe an organization, principle, or object related or pertaining to Freemasonry, a fraternity of Masons.
3. GOOD STANDING (in Masonry) is a technical term indicating that the Mason owes no money to the lodge; that he is not under charges; that he has not been censored, suspended, or expelled; and, in the case of an unaffiliated Mason, that he is still a member of the Fraternity although he belongs to no Masonic Lodge.
4. An UNAFFILIATED Mason is one who has been granted a demit from a lodge(s) and has yet to affiliate with another lodge within the time limit specified by the Grand Lodge law governing the Blue Lodge from which he demits.
5. A NON-AFFILIATE is a Mason who, having been a member in good standing of a lodge(s), has been granted a demit from such lodge(s) and who fails to obtain membership in another lodge within the time specified by the Grand Lodge law governing the Blue Lodge from which he demits.

NOTE: The above definitions are generalized, exact definitions should be verified with the appropriate Grand Lodge.

Copy of the LIST OF LODGES (Masonic) may be obtained with fee from Pantagraph Printing & Stationary Co., PO Box 1406, Bloomington, Illinois 61701, and may be used as a source of information.

POL-BOT-3

OFFICIAL JEWELRY

1. Members of the SGC, GGC, BGC, or Bethels of JDI shall buy official Job's Daughters Jewelry available online through the official jeweler or through the Guardian Secretary or the Grand Secretary. The purchase of unofficial jewelry and other items bearing an imitation of our official Trademark shall be discouraged. (See POL-BOT-4)

2. Jewelry sold in any other manner is unauthorized jewelry and should not be purchased .

POL-BOT-4

OFFICIAL TRADEMARK AND ITS USE

Section 1

- a) The **THREE POINT** emblem - Trademark of our Order: The Trademark referred to consists of a double triangle enclosing a replica of three girls wearing robes, capes, and crowns holding a cornucopia, dove, and urn within the inner triangle, and the words "IYOB FILIAE" at the base between the inner and outer triangle. This is the OFFICIAL EMBLEM and is a registered trademark of Job's Daughters International.
- b) The **JDI Emblem** - Trademark of Job's Daughters International: The Trademark referred to consists of a double triangle enclosing the letters J and D and the word "International" at the base of the triangle. This is a registered trademark of Job's Daughters International.
- (c) The name "**Job's Daughters International**" is a registered Trademark of Job's Daughters International.
- (d) "Job's Daughters", "IYOB FILIAE", "Daughters of Job", "International Order of Job's Daughters", "IOJD", "JDI" and "JD International" are all trademarks of Job's Daughters International.

Instructions for Use.

Committees of the SGC, GGCs, JGCs, and Bethels may use the Three Point emblem, the JDI Logo, the Name "Job's Daughters International" or the trademarks set forth in 1 (d) above for printing purposes without applying for permission. Examples of printing purposes include stationery, business cards, programs, invitations, napkins, Bylaws, jurisdiction publications, forms, promotion banners, event flyers, and graphics/banners on officially sanctioned web and social media pages.

For use of the Three Point emblem, the JDI Logo, the Name "Job's Daughters International", by GGCs, JGCs or Bethels for other than printing purposes outlined above, permission from the Board of Trustees must be obtained through Form 280.

Trademarks set forth in 1 (d) above may be used on by the SGC, GGCs, JGCs, or Bethels for official purposes of those organizations without applying for permission.

No individual or outside group may use the Three Point emblem, JDI Logo, the name "Job's Daughters International" or trademarks set forth in 1(d) above without specific permission from the Board of trustees through Form 280.

Permission is granted by a member of the Board of Trustees so designated **the Trademark Liaison** (listed annually in the Supreme Directory) when in compliance with the accepted rules and regulations of the Board of Trustees. Permission shall expire one (1) year following the date of the approved Form 280. Reapplication may be made from year to year.

Items bearing the Three Point emblem, JDI Logo, the name “Job’s Daughters International” or trademarks set forth in 1(d) above may not be sold online (websites, social media, auction sites) unless authorized by the SGC. Items on auction that are designated as previously owned are allowed.



(a) The **THREE POINT** emblem - Trademark of our Order: The Trademark referred to consists of a double triangle enclosing a replica of three girls wearing robes, capes, and crowns holding a cornucopia, dove, and urn within the inner triangle, and the words "IYOB FILIAE" at the base between the inner and outer triangle. This is the OFFICIAL EMBLEM and is a registered trademark of Job’s Daughters International.



(b) The **JDI Logo** - Corporate emblem of Job’s Daughters International: The Trademark referred to consists of a double triangle enclosing the letters J and D and the word “International” at the base of the triangle. This is the Corporate Logo and is a registered trademark of Job’s Daughters International.

(c) The name “**Job’s Daughters International**” is a registered Trademark of Job’s Daughters International.

(d) “Job’s Daughters”, “IYOB FILIAE”, “Daughters of Job”, “International Order of Job’s Daughters”, “IOJD”, “JDI” and “JD International” are all trademarks of Job’s Daughters International and shall not be used without permission from the Board of Trustees.

Bethels may use the Three Point emblem, the JDI Logo or the Name “Job’s Daughters International” for printing stationary, programs, invitations, napkins, and Bylaws without applying for permission.

GGCs and JGCs may use the Three Point emblem, the JDI Logo or the Name “Job’s Daughters International” on stationery, programs, invitations, napkins, state and province publications, Manuals, and forms for use and for sale to Bethels within their jurisdiction without applying for permission.

For use of the Three Point emblem, the JDI Logo, the Name “Job’s Daughters International”, and/or the trademarks set forth in 1 (d) above, by Bethels, GGCs, and JGCs for purposes other than those specified above, Form 280 must be used to request permission.

Permission is granted by a member of the Board so designated as Chairman of Trademark (listed annually in the Supreme Directory) when in compliance with the accepted rules and regulations of the Board. Permission shall expire on August 1st following the date of the approved Form 280. Reapplication may be made from year to year.

2. The **SEVEN POINT** seal of the SUPREME GUARDIAN COUNCIL:

The Trademark is superimposed on a background that has SEVEN POINTS which attach this portion to a circular band inscribed **JDI**.

Its use is restricted to stationery and other printed matter distributed by the SGC as directed by the Supreme Guardian and Board of Trustees.



3. The **FIVE POINT** seal of GRAND GUARDIAN COUNCILS:



The Trademark is superimposed on a background that has FIVE POINTS which attach this portion to a circular band inscribed over the top GRAND GUARDIAN COUNCIL, and at the bottom, the name of the GGC.

Its use is restricted to stationery and other printed matter distributed by the GGC, named, and considered official or sanctioned by the Grand Guardian.

GLOSSARY OF TERMS AND ABBREVIATIONS

<u>Term/Abbreviation</u>	<u>Explanation</u>
Annual Session (AS)	The annual business meeting of the Supreme or a Grand Guardian Council
Annual Meeting (AM)	The annual business meeting of the Supreme Bethel, JGC, Jurisdictional Bethel or Grand Bethel
Art.	Article
AUD	Australian dollars
B-	Referring to the Bylaws of an entity
Bethels under Supreme (BUS)	all Bethels not located within a GGC
BGC	Bethel Guardian Council
Board (BOT)	The Board of Trustees of the SGC
BRL	Brazilian Reais
Bylaws of a Bethel	A component part of the Supreme Constitution and Bylaws document applying to all Bethels
C-	Referring to the Constitution of an entity
CAD	Canadian dollars
CAV	Certified Adult Volunteer. An adult who has completed the JDI Adult Volunteer Training Program and is registered through Job's Daughters International.
Const.	Constitution
daughter	a girl or woman as she is related to her parents
Daughter	a member of the Job's Daughters International
Direct descendent	a female descendant (in the case of a Job's Daughter) who is the daughter, granddaughter, great granddaughter, etc of a Master Mason
double knot	square knot
Executive Manager	Administrator of the Supreme Office
FILIAE	daughters (Latin)
GGC	Grand Guardian Council
Grand jurisdiction	A jurisdiction in which a GGC has been established
In good standing	owes no monies to the Order and is not under disciplinary action
IOJD	International Order of Job's Daughters
IYOB	Job (Greek)
JDI	Job's Daughters International
JGC	Jurisdictional Guardian Council
jurisdiction	A State, Province, Territory, Region or Country
Jurisdiction Under Supreme	A jurisdiction which has not attained the level of one hundred forty (140) members but has two (2) active and Chartered Bethels and has not established a GGC.
Manual	Manual of Rules and Regulations of a GGC
Master Mason	see POL-BOT 2

GLOSSARY OF TERMS AND ABBREVIATIONS

<u>Term/Abbreviation</u>	<u>Explanation</u>
member	see Daughter
MIJD	Miss International Job's Daughter
Order	see IOJD / JDI
PHP	Philippines Peso
POL-BOT	Policies of the Board of Trustees used to manage the business of JDI.
Region	Jurisdictions which are expanded to include geographic areas and/or Bethels from contiguous jurisdictions thus forming a region.
Revoke (GGC Charter)	To remove a Charter for cause, i.e., a GGC which is dysfunctional or inactive without hope of recovery or a GGC which is operating contrary to the interest of JDI.
SB	Supreme Bethel
SBHQ	Supreme Bethel Honored Queen
Sec.	Section
SGC	Supreme Guardian Council
SOP	Standard Operating Procedures for a particular group
Supreme Jurisdiction	All jurisdictions for which a GGC or a JGC has not been established
Supreme Office	International Center for Job's Daughters Job's Daughters International, Supreme Guardian Council, 233 W. 6th Street Papillion, NE 68046-2210 402-592-7987 sgc@iojd.org
Suspend (GGC Charter)	To temporarily remove a charter and hold a Grand Council in its existing status to allow for correction of problems within a specified time.
Tax Exempt	JDI (SGC, GGCs, JGCs and Bethels) is exempt from payment of Federal income tax. It is not exempt from payment of sales tax. GGCs and Bethels with gross receipts in excess of \$25,000.00 are required to file Form-990 each year.
Uniform Code for Bethels	The bylaws provided to Daughters and tailored to their Bethel (See SOP-Bethel 21)
USD	United States dollars
Withdraw	(GGC Charter) To take back a Charter when a Jurisdiction no longer meets the requirements to be a Grand Jurisdiction due to loss of membership.
YPP	Youth Protection Program