

2025 REVISED
CONSTITUTION, BYLAWS AND
STANDARD OPERATING PROCEDURES

OF

GRAND GUARDIAN COUNCIL
OF MISSOURI

JOB'S DAUGHTERS INTERNATIONAL®

TRADEMARK RE. U.S. PATENT OFFICE



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GRAND GUARDIAN COUNCIL OF MISSOURI
JOB'S DAUGHTERS INTERNATIONAL

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MO-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.
 - MO-(b) A quorum for the transaction of business of this Grand Guardian Council shall consist of ten (10) voting members representing ten (10) different open or closed Executive Bethel Guardian Councils. (See MO-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.
 - MO-(a) All members who have received voting credentials and have registered as provided in the Manual of Rules and Regulations shall have the privilege of voting and taking part in the discussions.
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.
- MO-9. Any amendments to a proposed amendment lawfully submitted and any correction, addition or deletion thereof, accepted by the proposer and approved by the Jurisprudence Committee, shall be considered a part of the original proposal.
- MO-10. A motion to lay a pending question on the table shall require a majority vote of those present and voting.
- MO-11. Any voting delegate desiring to leave the room during the election may do so by depositing her/his badge with the Grand Outer Guard. Before re-entering the Grand Guardian Council room, said delegate will reclaim her/his badge from the Grand Outer Guard.

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.
- MO-2. IMMEDIATE AMENDMENT – A bona fide member may submit an immediate amendment when signed by ten (10) delegates representing ten (10) Bethel Guardian Councils and file same with the Grand Secretary, to be read to the voting delegates. It shall then be referred to the Jurisprudence Committee for recommendation. An immediate amendment requires a unanimous vote of those present and voting.
- MO-3. AMENDMENTS – Amendments to these Constitutions or Bylaws may be made at the Annual Session by a two-thirds (2/3) affirmative vote of the members present and voting. Amendments to Standard Operating Procedures shall be made at the Annual Session by a majority affirmative vote of the members present and voting. Providing such amendments have been submitted with one signed copy to the Chairman of the Jurisprudence Committee and one signed copy to the Grand Secretary on or before April 1st.
 - MO-(a) A copy of proposed amendments shall be sent by the Grand Secretary to each voting member at least thirty (30) days prior to the Annual Session.
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.
- MO-5. Proposed amendments shall be wet or electronically signed by a bona fide member of this Grand Guardian Council and submitted in a form so as to show the Article, Section and 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 Chairman of the Jurisprudence Committee or the Grand Secretary.
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.
- MO-8. Amendments shall not become effective until approved by the Jurisprudence Committee of the Supreme Guardian Council and signed by the Vice Supreme Guardian. Upon approval, they shall be printed and distributed immediately to the members of this Grand Guardian Council.

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.

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

**ARTICLE I
NAME**

Section 1.

The name of this organization is Job's Daughters International, Grand Guardian Council of Missouri.

**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 October 4, 1924. The jurisdiction of this GGC shall be limited to the State of Missouri.
- MO-(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 MO-Bylaws-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-SGC Art. XIX Sec. 1 concerning loss of membership in the GGC

ARTICLE V OFFICERS

Section 1. Elective Officers

MO-(a) The elective officers of a GGC shall be: Grand Guardian (a woman), Associate Grand Guardian (a Master Mason, POL-BOT-2), 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 MO-Bylaws-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 the 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.
- MO-(e) No Grand Guardian or Associate Grand Guardian shall succeed herself/himself in office, (see MO-B-GGC, Art. XVII Sec. 1.30)

(f) An SCG officer may hold an office in a GGC.

MO-(g) The Grand Bethel Guardian and the Associate Grand Bethel Guardian shall not serve as a member of a Standing Committee or hold a Grand Guardian Council office. This shall not prevent them from holding an office on a Bethel Guardian Council.

MO-(h) The Grand Secretary or Grand Treasurer shall serve no more than ten (10) consecutive terms in that office and shall be ineligible for re-election in said office until after a lapse of one (1) year.

ARTICLE VII 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 are actively serving or have served for not less than one (1) complete GGC term on a BGC shall be eligible to serve on other committees.

MO-(b) An elected GGC officer shall not serve on a Standing Committee.

MO-(c) An elected Grand Guardian Council Line Officer shall not serve on other committees of this Grand Guardian Council as outlined under MO-B-GGC-Section 4 Other Committees except for the following:

- (i) Grand Marshal may serve as Chairman of the Miss Missouri Committee and shall serve as Assisting Chairman of the Marketing and Promotion Committee.
- (ii) Grand Guide shall serve as Chairman of the Marketing and Promotion 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.

MO-(c) The spouses of the Grand Guardian or Associate Grand Guardian shall not serve on the Finance Committee.

MO-(d) An Executive Grand Guardian Council Officer shall not serve on the Appeals and Grievances Committee.

ARTICLE VIII DEPUTIES

Section 1. Grand Deputy

(a) A Grand Deputy may be appointed to:

(1) Institute Bethels.

MO-(2) Instruct and/or inspect Bethels, check the Ritual work and the books of the Bethel and Bethel Guardian Council, to investigate problems and to perform such specific duties as directed by the Grand Guardian.

(3) Assist Bethels which may require help.

MO-(4) Supervise no more than two (2) Bethels.

MO-(5) Present the commission duly signed by the Grand Guardian to the Executive Council Members present on first visit to the Bethel.

MO-(6) Check the Minute Book of the Bethel Guardian Council and to attend at least one (1) Bethel Guardian Council meeting each Bethel term.

MO-(7) Submit to the Grand Guardian and the Vice Grand Guardian a written progress report of activities and conditions of Bethels under her/his supervision at least semi-annually December 31 and May 31; the latter being a comprehensive written report for current year.

MO-(8) Be assisted by the Marketing and Promotion committee when approved by the Grand Guardian.

(b) An 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.

- MO-(a) GGCs may adopt a Manual of Rules and Regulations which shall not conflict with the laws of the SGC. (See MO-B-GGC Art. XVI Sec. 1.4 and SOP-GGC-7)
- MO-(b) GGCs may adopt a Book of Ceremonies which shall not conflict with the laws of the SGC. (See MO-B-GGC Art. XVI Sec. 1.5 and SOP-GGC-2)
- MO-(c) The Grand Bethel of Missouri was authorized April 24, 1954. Grand Bethel Bylaws have been adopted by the Grand Guardian Council and included in the Grand Guardian Council 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)
- MO-(f) GGCs may approve the formation of an Alumni Association (See MO-B-GGC Art. XVI 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 or 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.
MO-(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 MO-C-Bethel Art. XIII Sec. 3)
- MO-(f) Issue special dispensations upon request and when required to comply with MO-SOP-Bethel-17.
- MO-(g) Convene any Bethel or BGC for the purpose of settling disputes, to make an Official Visit to each Bethel during her term of office or call a joint meeting of any of the Bethels for the purpose of 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 or 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.
- MO-(k) Appoint Grand Deputies and Deputy Grand Guardians, when required. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
MO-(1) Remove a Grand Deputy when duties are not fulfilled.
MO-(2) Fill vacancies during the year.
- (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.
- (o) Place a Bethel under Reorganization in any of the following circumstances with the approval of a majority vote of the EGGC:
 - (1) At the request of the BGC,
 - (2) At the request of the Grand Deputy (or its equivalent),
 - (3) When serious issues are identified within the Bethel or the BGC.
- MO-(p) Appoint and announce the following standing committee members before the close of the Annual Session Installation.
 - (1) One (1) member of the Committee on Jurisprudence to serve for a term of three (3) years.
 - (2) One (1) member of the Committee on Finance to serve for a term of three (3) years.
 - (3) Three (3) members of the Appeals and Grievances Committee appointed annually.
 - (4) No member of the foregoing committees shall succeed themselves, nor be appointed to the same committee for one (1) year.
- MO-(q) Appoint and announce before the close of the Annual Session a Parliamentarian to serve for one (1) year.

- MO-(r) Appoint and announce before the close of the Annual Session a Past Bethel Guardian or a Past Grand Guardian of Missouri to serve for a term or two (2) years, the first year as Vice Grand Bethel Guardian, the second year as Grand Bethel Guardian. She shall not succeed herself in office.
- MO-(s) Appoint and announce before the close of the Annual Session a Past Associate Bethel Guardian or a Past Associate Grand Guardian of Missouri to serve for a term of two (2) years, the first year as Vice Associate Grand Bethel Guardian and the second year as Associate Grand Bethel Guardian. He shall not succeed himself in office.
- MO-(t) Appoint and announce before the close of the Annual Session a member of the Grand Guardian Council of Missouri (see Constitution of the Grand Guardian Council Article IV, Membership Section 1(a)), to serve the Grand Bethel Guardian Council as Grand Bethel Secretary/Treasurer for a term of two (2) years, not to exceed two (2) terms.
- MO-(u) Hold at least one (1) instructional meeting in a central location for Missouri Bethels, explaining in detail the laws, Ritual, and other items as deemed advisable by the Grand Guardian. This meeting shall be held prior to Official Visits.
- MO-(v) See that all Bethels of this Grand Guardian Council jurisdiction shall unite in holding an empowerment service annually in St. Louis in the even numbered years and in Kansas City in the odd numbered years, concurrent with the weekend of the Miss Missouri Pageant.
- MO-(w) Be the Official Delegate of the Grand Guardian Council at the Annual Session of the Supreme Guardian Council, or to appoint the Vice Grand Guardian as her proxy if she cannot attend.
- MO-(x) Prepare a written report of the transactions of the Supreme Guardian Council Annual Session and submit same to the Grand Secretary's office for distribution to all Bethels and Grand Guardian Council members within sixty (60) days following the Annual Session of the Supreme Guardian Council.
- MO-(y) Appoint as soon as practicable after being installed, the persons to serve upon the following committees and such other committees as are necessary for the transaction of business during the Grand Guardian Council year.
- (1) One (1) member of the Marketing and Promotion Committee to serve for a term of three (3) years.
 - (2) One (1) member of the Educational Scholarships Committee to serve for a term of three (3) years.
 - (3) Necrology Committee composed of one (1) member.
 - (4) Ways and Means Committee composed of two (2) members.
 - (5) Correspondence Course Committee composed of one (1) member.
 - (6) Courtesy Committee composed of two (2) members.
 - (7) Appoint a Miss Missouri Job's Daughter Pageant Committee and a female individual to act as a direct contact for Miss Missouri Job's Daughter, Jr. Miss Missouri Job's Daughter and Miss Missouri Job's Daughter Congeniality during their reign.
 - (8) One (1) member of the Royal Purple Committee to serve for a term of three (3) years.
 - (9) One (1) member of the Lily of the Valley Award Committee to serve for a term of three (3) years.
 - (10) Fill any vacancy on any committee according to the eligibility requirements of said committee.
- MO-(z) Maintain a file of Uniform Code for Bethels to be turned over to her successor.
- MO-(aa) Be custodian of the Charter of this Grand Guardian Council and to see that it is present at all Grand Guardian Council meetings.

MO-(bb) Deliver all property and files belonging to the Grand Guardian Council to her successor in office within ten (10) days of completion of her term, leaving or removal from office.

MO-(cc) Inventory all property and files (paper and digital) belonging to the Grand Guardian Council in her possession upon receiving it from her predecessor. File a copy with the Grand Secretary, including pictures of all jewelry (pins, medallions, etc.).

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.
- MO-(f) Attend Masonic related events, as invited, that would serve to represent the presence and promotion of Missouri Job's Daughters. Such event could include activities held during the Annual Session of the Grand Lodge of MO AF&AM, activities held during the Annual Session of the Grand Chapter of MO Order of the Eastern Star, activities held during the Annual Session of the Order of the Amaranth, activities held during the Annual Supreme Session of Job's Daughters, etc.
- MO-(g) Select a representative to attend Masonic related events if unable to attend.
- MO-(h) Ensure the financial books of each Bethel have been audited during the Grand Guardian Council year, preferably at the Bethel's Official Visit.
- MO-(i) Ensure the financial books of Line Officer Clubs (SLALOC and KCJD Line, etc.) have been audited during the Grand Guardian Council year.
- MO-(j) See that the Grand Inner and Grand Outer Guard provide proper security at the doors of all Annual Sessions and functions of the Grand Bethel and Grand Guardian Council and at other times as needed.
- MO-(k) Inventory all property and files belonging to the Grand Guardian Council in his possession upon receiving it from his predecessor. File a copy with the Grand Secretary, including pictures of all jewelry (pins, collar, etc.).
- MO-(l) Deliver all property and files belonging to the Grand Guardian Council to his successor within ten (10) days of completion of his term, leaving, or removal from office.

Section 4. The Vice Grand Guardian shall:

- (a) Assist the Grand Guardian.
 - (b) Assume the Grand Guardian's duties during her disability.
- MO-(c) Contact the Vice Supreme Guardian in writing within thirty (30) days after being installed, suggesting an opportune time for her visit to the State during her term of office as Supreme Guardian.
- MO-(d) Notify in writing, the Grand Bethel Council by December 31st of her appointees as Vice Grand Bethel Guardian and Vice Associate Grand Bethel Guardian. The appointment shall be announced at the time of the Grand Guardian Council Officers' installation.

MO-(f) Notify in writing the Grand Bethel Guardian Council by March 1st in even numbered years of her appointee to serve on the Grand Bethel Guardian Council as Grand Bethel Guardian Secretary/Treasurer to serve for a term of two (2) years, not to exceed two (2) terms.

MO-(g) Prepare Certificates of Appointment

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. XVI 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.
- MO-(e) Receive all monies due the GGC, keeping an accurate account thereof, depositing same and turn over to the Grand Treasurer a receipt of the deposit.
- (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. A copy of Form 110 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-13)
- (i) Ensure that the latest amended copy of the Manual of Rules and Regulations is on file with the Executive Manager and the Chairman of the Jurisprudence Committee of the SGC.
- (j) Report to the Executive Manager and appropriate Grand Secretary or Jurisdictional Secretary 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.

MO-(k) Issue notices of all meetings properly authorized.

MO-(l) Receive and keep on file transactions and communications of all committees.

MO-(m) Receive all orders for supplies from Bethels and send as requested.

MO-(n) Render invoices furnished from the Grand Secretary's office covering all supplies, jewelry and special dispensations requiring fees.

MO-(o) Furnish price lists annually to all Bethels in the state covering supplies issued from the Grand Secretary's office.

MO-(p) Issue a Certificate of Appointment under the Seal as authorized by the Grand Guardian.

MO-(q) Present credentials to all active members of this Grand Guardian Council upon registration at the Annual Session. In the case of a proxy, a member of the Executive Bethel Guardian Council shall request from the Grand Secretary, at least fourteen (14) days prior to the Annual Session the appropriate form(s) necessary to obtain a proxy.

MO-(r) Strike from the mailing list the name of any voting member who has not paid the registration fee in two (2) years.

- MO-(s) Draw warrants for all budgeted expenses submitted with the due date. Draw warrants for all unbudgeted expenses and all expenses submitted past the due date, presenting them to the Finance Committee for approval.
- MO-(t) Receive one (1) copy of all proposed amendments to the Manual of Rules and Regulations (including Grand Bethel Bylaws) sixty (60) days prior to the Annual Session.
- MO-(u) Distribute a copy of properly submitted amendments to each voting delegate thirty (30) days prior to the Annual Session. A copy of same shall be sent to the webmaster to be posted on the official Missouri Job's Daughter website.
- MO-(v) Maintain a file of Uniform Code for Bethels.
- MO-(w) Forward to all voting members amendments to the Constitution and Bylaws of the Supreme Guardian Council and to the Manual of Rules and Regulations of the Grand Guardian Council after receiving approval from the Supreme Guardian Council Jurisprudence Committee.
- MO-(x) Send to all Bethels, Past Grand Guardians, Past Associate Grand Guardians, Grand Officers, and all voting delegates who are not members of an Executive Bethel Guardian Council, advance notice stating the date, time, and location of a Bethel Institution and of a Bethel Chartering.
- MO-(y) Receive a sum of four hundred dollars (\$400.00) payable monthly from the general fund.
- MO-(z) Be a non-voting ex-officio Secretary of Educational Scholarships Committee and the Marketing and Promotion Committee.
- MO-(aa) Be custodian of all paraphernalia of the Grand Guardian Council.
- MO-(bb) Notify with a memorial notice all Bethels and all voting delegates who are not members on an Executive Bethel Guardian Council of the death of a Past Grand Guardian, Past Associate Grand Guardian, or a Grand Officer.
- MO-(cc) Transfer all properties and records to her/his successor immediately upon the expiration of her/his term of office.
- MO-(dd) Notify in writing the Grand Bethel Guardian Secretary/Treasurer of all amendment proposals regarding the Rules and Regulations of the Grand Bethel of Missouri by May 1st.
- MO-(ee) Prepare and distribute the Annual Proceedings of the GGC within 90 days of the Annual Meeting.
- MO-(ff) Provide all other administrative support and other duties as may be assigned to her/him by the Grand Guardian
- MO-(gg) To prepare, distribute and coordinate the events of the Annual Session.
 - (1) Receive from committee chairperson details to include in the distribution.
 - (2) Work with the Grand Guardian for any special events she may wish to include.
 - (3) Consult with the Finance Committee regarding Session costs.
 - (4) Prepare the Annual Session budget for the following year.

Section 7. The Grand Treasurer shall:

- MO-(a) Receive from the Grand Secretary a receipt of all deposits.
- (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.
- MO-(e) Receive each month a sum of sixty dollars (\$60.00) payable monthly from the general fund.
- MO-(f) Transfer all properties and records to her/his successor immediately upon the expiration of her/his term of office.
- MO-(g) Provide all other administrative support and other duties as may be assigned to her/him by the Grand Guardian.

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.

MO-(1) Grand Guide

- (a) To serve as Chairman of the Marketing and Promotion Committee.
- (b) To maintain a permanent file of records pertaining to the Marketing and Promotion Committee and turn same over to her successor with a copy to the Grand Secretary.
- (c) To submit a written report of the Marketing and Promotion Committee at the Annual Session.
- (d) To be in charge of all floor work of this Grand Guardian Council.

MO-(2) Grand Marshal

- (a) To be in charge of all flag ceremonies.
- (b) To serve as Chairman of the Jobie to Bee Program.
- (c) To maintain a permanent file of records pertaining to the Jobie to Bee Program and turn same over to her successor with a copy to the Grand Secretary.
- (d) To submit a written report of the Jobie to Bee program at the Annual Session of the Grand Guardian Council.
- (e) To serve as Assisting Chairman of the Marketing and Promotion Committee and assume Grand Guide's duties in her absence.

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

- MO-(a) Guard the doors of the GGC and GB 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**

MO-Section 1. Eligibility

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

MO-Section 2. Restrictions

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

MO-Section 3. Standing Committees

- (a) Jurisprudence Committee
- (b) Finance Committee
- (c) Appeals and Grievance Committee

MO-Section 4. Other Committees

- (a) Educational Scholarship Committee
- (b) Necrology Committee
- (c) Miss Missouri Job's Daughter Committee

- (d) Ways and Means Committee
- (e) Correspondence Course Committee
- (f) Courtesy Committee
- (g) Marketing and Promotion Committee
- (h) Degree of Royal Purple Committee
- (i) Lily of the Valley Award Committee

MO-Section 5. Duties of Committees

- (a) **The Marketing and Promotion Committee** composed of three (3) members. At each Annual Session, one (1) new member shall be appointed for a term of three (3) years. A subcommittee will be composed of three (3) active Grand Bethel Job's Daughter members selected by the Grand Guardian to serve a one (1) year term.
 - (1) It shall be the duty of this committee to:
 - [a] Assist the Grand Guide, Grand Marshal, Grand Guardian Council, and the Bethels in promoting the Order and increasing membership.
 - [b] Review existing and proposed promotional material - Update, withdraw, and produce new material, at the direction and with the approval of the Grand Guide, Grand Marshal, and the Executive Grand Guardian Council.
 - [c] Assist with organizing state promotion activities at the direction of the Grand Guide or Grand Marshal.
 - [d] Assist with and promote programs that will assist the growth of the membership of the Order, as determined by the Executive Grand Guardian Council.
 - [e] Assist with and promote programs that will assist the retention of present membership, in partnership with the Grand Guide and Grand Marshal.
 - [f] Serve as the advisory committee for prospective members clubs in Missouri.
 - (2) The chairman of this committee shall keep a permanent file and turn same over to her successor and submit a copy of her report to the Grand Secretary.
 - (3) A vacancy in this committee shall be filled by appointment by the Grand Guardian.
- (b) **Jurisprudence Committee** composed of three (3) members.
 - (1) It shall be the duty of this Committee:
 - [a] To carefully study all questions pertaining to the matters of law and procedure.
 - [b] To make a report in detail with recommendations at the Annual Session.
 - [c] To review and act upon proposed revisions and amendments to the Uniform Code of Bylaws for Bethels, Mothers, Fathers or Parents Clubs.

- [d] To retain one (1) approved copy of Bethel bylaws in the permanent file of this committee; send one (1) approved copy to each of the following: Grand Guardian, Grand Secretary, Vice Grand Guardian, and Bethel.
- [e] To maintain a permanent file and turn same over to her/his successor.

(c) **Finance Committee** composed of three (3) members.

(1) It shall be the duty of this Committee:

- [a] To audit all books and accounts of the Grand Secretary, Grand Treasurer, and the Educational Scholarship Committee twice annually, January and no later than ten (10) days prior to the Annual Session.
- [b] To select a person(s) with a financial background and no fiduciary responsibility to the Grand Guardian Council of Missouri to perform an internal review of all books and accounts of the Grand Guardian Council each year and a report of this review made at the next Annual Meeting.
- [c] To review all proposed budgets for the Annual Session of the Grand Guardian Council in January when books and accounts are audited.
- [d] To audit the books and accounts of any officer when requested to do so by the Grand Guardian.
- [e] To review all budgeted accounts presented as claims against this Grand Guardian Council in a timely manner. A bill presented to this Grand Guardian Council shall be received by the Grand Secretary within thirty (30) days after the event concludes for which the expense was incurred or it will not be approved. The signatures of at least two (2) members of a committee shall accompany any unbudgeted item presented for approval of payment.
- [f] To carefully investigate and report on all matters which would in any manner affect the finances of this Grand Guardian Council before same can be put into operation.
- [g] To see that no money be expended from any fund of this Grand Guardian Council for educational purposes except for Active and Majority Members of the Order who are in good standing and who are not over the age of twenty-five (25) years.
 - [1] To review the balance in the Educational Scholarship accounts and determine the aggregate amount of funds to be distributed in Scholarship awards. Once determine, communicate the aggregate amount to the Educational Scholarship Committee Chairman and Grand Secretary no later than April 1 each year.
- [h] Budget
 - [1] To prepare a proposed budget of the estimated income and disbursements for the ensuing year of this Grand Guardian Council and distribute a copy of said budget to each voting delegate thirty (30) days prior to the Annual Session.
 - [2] To secure any necessary information for its work from the Grand Secretary and Grand Treasurer.
 - [3] To submit the budget to the Jurisprudence Committee for adoption by a majority vote of the members present at the Annual Session of this Grand Guardian Council.
 - [4] To make recommendations wherein the best interest of the Order shall be served.
 - [5] To notify the Chairman of all necessary committees in writing within thirty (30) days in advance as to the deadline for submitting budgets and the correct mailing address for same.

- [6] To annually review the amount allowed the Grand Secretary.
- (2) To maintain a permanent file and turn same over to her/his successor.

(d) **Educational Scholarship Committee** composed of three (3) members.

- (1) It shall be the duty of this committee:
 - [a] To notify all Bethels (no later than March 1st) through the Grand Secretary's office of the rules for applying for a scholarship.
 - [b] To process Scholarship Applications.
 - [1] To receive applications for all scholarships on forms prepared by the committee no later than sixty (60) days prior to the Annual Session.
 - [2] Evaluate and select those to be granted a scholarship based on the following criteria:
 - a) Contribution to Bethel and Community.
 - b) Contribution to and involvement in Education.
 - c) Letter of Recommendation from the Bethel Guardian Council signed by three (3) members of the Bethel Guardian Council, one (1) of which is Executive.
 - d) Response and completeness to the Scholarship Questionnaire.
 - [c] To file all papers and instructions relative to the award with the Grand Secretary before awarding a scholarship.
 - [d] To see that scholarships shall be presented at the Annual Session.
 - [e] To render a full and detailed report of all transactions at the Annual Session.

(e) **Appeals and Grievance Committee** composed of three (3) members.

- (1) It shall be the duty of this committee:
 - [a] To investigate and report on all appeals, complaints or grievances received in writing which shall be lawfully filed with this Grand Guardian Council and which have been referred to said committee and recommend to the Executive Grand Guardian Council the disposition which in its judgment should be made thereof. The report on an appeal must be made within thirty (30) days after the receipt thereof.

(f) **Necrology Committee** composed of one (1) member.

- (1) It shall be the duty of this committee to prepare and present to the Grand Guardian Council a suitable memorial service for members and their immediate families deceased during the year with this said report filed for proceedings.

- (g) **Miss Missouri Job's Daughter Committee** composed of three (3) members.
 - (1) It shall be the duty of this committee
 - (a) To organize and prepare for a Pageant to select a daughter who will best represent our state in the Miss International Job's Daughter Pageant.
 - (b) Selection shall take place at a Pageant to be held the same weekend and in the same area as the Grand Guardian Council church service for the Masonic Home.
 - (c) To notify all Bethels (no later than May 1st) through the Grand Secretary's office of the rules of participating in the Miss Missouri Job's Daughter Pageant.
 - (d) To advance two hundred dollars (\$200.00) drawn from the Miss Missouri Job's Daughter Pageant Fund to the Chairman of the Pageant for necessary expenses.

- (h) **Ways & Means Committee** composed of two (2) members.
 - (1) It shall be the duty of this committee to display and sell the Grand Guardian Council ways and means at the Annual Session of the Grand Guardian Council, all state activities, and official visits.

- (i) **Correspondence Course Committee** composed of one (1) member.
 - (1) It shall be the duty of this committee to update, promote and grade the Missouri Correspondence Course.

- (j) **Courtesy Committee** composed of two (2) members.
 - (1) It shall be the duty of this committee to receive and accommodate all visitors at the Annual Session of the Grand Guardian Council.

- (k) **Degree of Royal Purple Committee** composed of three (3) members.
 - (1) It shall be the duty of this committee to carefully study and prepare all duties and procedures outlined under the Rules and Regulations of the Degree of Royal Purple (R&R Degree of Royal Purple)
 - (2) To submit a written report at the Annual Session of the Grand Guardian Council.

- (l) **Lily of the Valley Award Committee** composed of three (3) members.
 - (1) It shall be the duty of this committee to carefully study and prepare all duties and procedures outlined under the Rules and Regulations of the Lily of the Valley Award (R&R Lily of the Valley)
 - (2) To submit a written report at the Annual Session of the Grand Guardian Council.

ARTICLE V FINANCES

Section 1. Receipts/Revenue

- (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.

MO-(b) All monies collected in the name of the Grand Bethel of Missouri shall be received by the Grand Bethel Secretary/Treasurer 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 MO-B-GGC Art XVI Sec 1.8)
- (b)-(c) (See SOP-GGC-4)

Section 3. Exemption

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

Section 4. Disbursements

(See SOP-GGC-4)

ARTICLE VI PENALTIES AND FINES

Section 1. Penalties: When authorized by a GGC, a Grand Guardian may: (See B-GGC Art XVI Sec 1.9 and MO-SOP-GGC-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)-(d)
(See MO-SOP-GGC-0)

**ARTICLE VII
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.

(See MO-SOP-GGC-3)

**ARTICLE VIII
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.

MO-Section 3.

- (a) Grand Guardians and Associate Grand Guardians shall not attain the rights and privileges of Past Grand Guardian or Past Associate Grand Guardian unless they have served one (1) complete Grand Guardian Council term in such office.
 - (1) A person who has not served one (1) complete Grand Guardian Council term, but who has served with distinction as Grand Guardian or Associate Grand Guardian may be granted the rights and privileges of a Past Grand Guardian or Past Associate Grand Guardian upon recommendation by the Executive Members of the Grand Guardian Council and a majority vote of the delegates present and voting at the Annual Session of the Grand Guardian Council.

**ARTICLE IX
APPEALS**

Section 1.
(See MO-SOP-GGC-1)

**ARTICLE X
MANUAL OF RULES AND REGULATIONS**

Section 1. Amendments
(See MO-SOP-GGC-7)

**ARTICLE XI
BOOK OF CEREMONIES**

Section 1.
(See MO-SOP-GGC-2)

**ARTICLE XII
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.
MO-(1) The election shall begin at 9:00 am at the annual meeting of the GGC.
- (b) Election shall be by ballot without nomination. (See B-GGC Art. XVI 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 XVI 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. (See POL-BOT-2)
 - [b] For any of the remaining Executive Members of a BGC, a proxy may be issued to any Associate Member of the BGC.
MO-[c] In the case of a proxy, a member of the Executive Bethel Guardian Council shall request from the Grand Secretary, at least fourteen (14) days prior to the Annual Session the appropriate form(s) necessary to obtain a proxy.
 - (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 XIII
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 or Australia shall be on the current list of CAVs provided by the Executive Manager.

**ARTICLE XIV
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 XV
INSTALLATION**

Section 1.

- (a) 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.
(See MO-SOP-GGC-6)

**ARTICLE XVI
PREROGATIVES EXTENDED TO A GGC**

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.

Section 1.

- 1 (a) Provide for the election of a Grand Inner Guard and a Grand Outer Guard (both Master Masons) and, if elected, shall be designated 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. XII 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. XII Sec. 3)
- 3.1 Make provisions for filling Elected Officer vacancies.
- 4 Adopt a Manual of Rules and Regulations. (See B-GGC Art. I Sec. 1(a))

- 4.1 Adopt Jurisdictional (local) SOPs, which do not conflict with Supreme or Jurisdictional Law, for management of the Jurisdiction including business meeting(s), Session Activities, relationships with Masonic Organizations, Special Events, Honors, etc. Jurisdictional SOPs will be numbered 101 + (1-100 reserved for Supreme) for the categories of GGC, BGC and Bethel, as appropriate.
- 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. V 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. VI Sec. 1(d) and SOP-GGC-3)
- 11 Provide for Daughters and Majority Members to be appointed and participate as members of GGC specified Committees with the understanding that they will conform to the Youth Protection Policies if they reach (or are) the age of twenty (20) while a member.
- 12 Prescribe additional instructions for BGC monthly meetings.
- 13 Prescribe a method for filling offices vacated by Executive members of a BGC. (See SOP-BGC-6)
- 14 Prescribe term of Executive Council members (MO-B-BGC Art. XI Sec. 1 (d))
- 15 Prescribe a method for automatic removal from office and for filling offices so vacated for:
- (a) Executive members of the BGC (SOP-BGC-5)
 - (b) Associate members invited to attend all BGC meetings (SOP-BGC-5)
 - (c) Associate members not invited to attend all BGC meetings (SOP-BGC-5)
- 16 Provide instruction for appointment and duties for substitute officers. (See SOP-Bethel-18 and SOP-Bethel-20 Art. V Sec. 3)
- 17 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) and SOP-Bethel-20 Art. IV Sec. 2 and B-Bethel Art. XV Sec. 1(a) and SOP-Bethel-20 Art VIII, Sec 1)
- 18 Provide for open installations and taking of pictures. (See SOP-Bethel-8 Art. X Sec. 1(f) and SOP-Bethel-20, Art. VIII Sec. 1 (f))
- 19 Provide other instructions for receiving an application at a regular Bethel meeting held previous to the Membership Ceremony meeting. (See B-Bethel Art. II Sec. 1 (b), SOP-Bethel-20 Art. III Sec. 2 (b))
- 20 Provide other instructions regarding the affiliation fee for members holding a demit. (See B-Bethel Art. II Sec. 2(b))
- 21 Provide other instructions pertaining to Bethel (See SOP-Bethel-2 and SOP-Bethel-20 Art. XI for (a)-(e))
- (a) Fees - Application 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-17) - no fee (SOP-Bethel-17)
 - (g) Dispensations (SOP-Bethel-17)
 - (h) Election Procedure (SOP-Bethel-4 and SOP-Bethel-20 Art.VI)

- 22 Provide for dual membership within the jurisdiction. (See B-Bethel Art. II Sec. 3)
- 23 Provide other instructions regarding wearing of jewelry with official regalia. (See SOP-Bethel-10 Art. VI Sec. 2(b) and SOP-Bethel-20 Art. XII Sec. 1 (d))
- 24 Provide other instructions for processing amendments to Uniform Code for Bethels. (See B-Bethel Art. IX and SOP-Bethel-20 Art XV)
- 25 Provide for a larger quorum to conduct GGC business. (See SOP-SGC-16)
- 26 Provide other arrangements for Bethel members to submit recommendations for Executive and Associate members of the BGC. (See SOP-Bethel-14)
- 27 Provide other arrangements for the reorganization of Bethels. (See B-Bethel Art. XVI Sec. 1 (e), SOP-Bethel-8, SOP-Bethel-17 #7 and SOP-Bethel-15)
- a. Provide other procedural instruction to Merge, Close, Institute or Reinstitute Bethels as long as the intent of Supreme Law is not changed. (See SOP-Bethel-6, SOP-Bethel-11, SOP-Bethel-13 and SOP-Bethel-15)
- 28 May approve the formation of an Alumni Association which shall not conflict with the R&R of the AAJDI.
- 29 Provide for the election of Past Grand Guardian or Past Associate Grand Guardian to elective line office. (MO-C-GGC Art. VI Sec. 1 MO-(e))
- 31 Provide for selection of daughters to be Additional Voting Members of the SGC during the Annual Session. (see B-SGC, Article XV, Section 2 (c))
- 32 Adopt rules and regulations allowing for Daughter Voting delegates of the GGC during the Annual Session.
- 33 Adopt rules and regulations for the selection in the GGC Jurisdiction for:
- (a) Miss [Jurisdiction] Job's Daughter,
 - (b) Junior Miss [Jurisdiction] Job's Daughter,
 - (c) Miss [Jurisdiction] Job's Daughter Congeniality,
 - (d) [Jurisdiction] Job's Daughters HIKE Coordinator, [Jurisdiction] Job's Daughters Charity Coordinator, or [Jurisdiction] Job's Daughter Philanthropic Coordinator.

**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, Bylaws, and Standard Operating Procedures of the Order may appeal in manner provided in Law of Appeals and Grievances. (See SOP-SGC-1)

MO-(b) Appeals and Grievances are not reported to or acted upon by the Grand Guardian Council.

SOP-GGC-2
BOOK OF CEREMONIES

Section 1.

- MO(a) The Book of Ceremonies adopted by the SGC shall be used as the official Book of Ceremonies. (See B-GGC Art. XVI 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. XVI Sec. 1.10)

MO-Section 2. Educational Fund

- (a) This fund shall be known as the Grand Guardian Council Educational Fund and shall consist of money and accounts receivable now on hand and all money, bequests and interest that may accumulate from this fund.
- (b) This fund shall be administered by a committee composed of three (3) members. At each Annual Session, one (1) member shall be appointed to serve for a term of three (3) years.
- (c) This fund shall be used only for granting scholarships to Daughters of Missouri Bethels who have been active members for not less than one (1) year or Majority Members who are not over twenty-five (25) years of age.
- (d) Scholarships.
 - (1) The amount of five hundred dollars (\$500.00) to one thousand dollars (\$1,000) shall be allowed for each scholarship. The number and value of scholarships to be awarded shall be determined by the Educational Scholarship Committee with final approval of the Finance Committee.
 - (2) Additional scholarships may be awarded from especially collected monies, bequests and donations designated for scholarships. Unless specifically requested by the donor, the amount of these scholarships shall not exceed one thousand dollars (\$1,000.00).

- (3) Daughters of Missouri Bethels must have been members for at least one (1) year or Majority Members not over twenty-five (25) years of age and shall not receive more than one (1) scholarship per year.
- (4) Daughters of Missouri Bethels or Majority Members of Missouri Bethels not over twenty-five (25) years of age may apply for additional scholarships for up to three (3) additional years while working toward her primary degree or professional certificate. A Daughter or Majority Member not over twenty-five (25) years of age may receive a maximum of four-thousand (\$4,000.00) dollars from this Grand Guardian Council of Missouri for the pursuit of her primary degree or professional study. These scholarships may be awarded after all eligible first-time applicants have received a scholarship. These scholarships will be awarded with the approval of the Finance Committee based on available funds.
- (5) Daughters must enroll, or be enrolled at an accredited college, vocation, or technical institution of higher learning in a course of study that will lead to a degree of professional certification. Failure to do so will result in forfeiture of the scholarship which must be returned to the Grand Guardian Council within six (6) months of receipt.
- (6) Termination of scholastic efforts for reasons other than health or physical impairments before the end of the first semester shall cause the scholarship to become forfeited and arrangements must be made with the committee to repay the full scholarship amount to the Grand Guardian Council.

MO-Section 3. Promotional Fund

- (a) This fund shall be known as the Grand Guardian Council Promotional Fund and shall consist of monies received from fundraising activities necessary to achieve expenses.
- (b) This fund shall be administered by the Marketing and Promotion Committee as defined under MO-B-GGC Article IV, MO Section 5 (a)

SOP-GGC-4 FINANCES

Section 1. Receipts/Revenue

MO-(a) Revenue may be derived from special projects selected by the Grand Guardian.

Section 2. Fees

(a) Fees so collected shall be used primarily to defray the expenses incidental to Annual Sessions

MO-(b) A registration fee of fifteen (\$15.00) shall be collected from each voting delegate at each Annual Session of the Grand Guardian Council. The fee shall entitle the voting delegate to a copy of the Annual Directory of the GGC. (See B-GGC Art. XVI Sec. 1.8)

MO-(c) A registration fee of three dollars (\$3.00) shall be collected from each non-voting delegate at the time of registration.

MO-(d) Members of a Grand Guardian Council shall not be suspended for non-payment of membership fee.

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

MO-(a) The Grand Guardian Council shall send the Grand Guardian or her proxy as its official representative to the Annual Session of the Supreme Guardian Council. She shall be allowed twenty (20) cents per mile, round trip by most direct route or the cost of air travel at coach rate. She shall be allowed forty dollars (\$40.00) per day for meals and actual expenses per day for her share of the lodging for each of the days in attendance, not to exceed six (6) nights. An itemized account of expenses shall be submitted. The Supreme Session registration fee shall be reimbursed at the least expensive Voting Adult amount and shall be included in her itemized account of expenses for the Session.

MO-(b) The Grand Guardian Council shall allow the Associate Grand Guardian, when attending the Supreme Guardian Council Session, twenty (20) cents per mile, round trip by most direct route or the cost of air travel at coach rate. He shall be allowed forty dollars (\$40.00) per day for meals and actual expenses per day for his share of the lodging for each of the days in attendance, not to exceed six (6) nights. An itemized account of expenses shall be submitted. The Supreme Session registration fee shall be reimbursed at the least expensive Voting Adult amount and shall be included in his itemized account of expenses for the Session.

MO-(c) The Grand Guardian Council shall reimburse the Vice Grand Guardian, when attending the business meetings at the annual session of the Supreme Guardian Council either in-person or remotely, as a voting delegate, the least expensive Voting Adult Registration Fee. An itemized account of such expense shall be submitted.

MO-(d) The Grand Guardian Council shall reimburse the Vice Associate Grand Guardian, when attending the business meetings at the annual session of the Supreme Guardian Council either in-person or remotely, as a voting delegate, the least expensive Voting Adult Registration Fee. An itemized account of such expense shall be submitted.

MO-(e) The Grand Guardian Council shall reimburse up to two (2) active Daughters, when attending the business meetings at the annual session of the Supreme Guardian Council in-person as a voting delegate, the least expensive Voting Daughter Registration Fee. An itemized account of such expense shall be submitted.

- MO-(f) A revolving fund of one hundred dollars (\$100.00) is available to the Grand Guardian to cover necessary expenses incurred in the performance of her duties.
- MO-(g) In the performance of her duties, the Grand Guardian shall be allowed and limited to round trip mileage expenses for the following purposes: Official Visits, meetings to establish new Bethels, Missouri Grand Chapter Order of the Eastern Star, Grand Lodge of Missouri, A.F.&A.M., annual session of other Missouri Masonic Family organizations if invited, and other necessary expenses as approved by the Finance Committee. Mileage will be reimbursed in full at the rate of twenty (20) cents per mile. An itemized account of mileage shall be submitted.
- MO-(h) In the performance of his duties, the Associate Grand Guardian shall be allowed and limited to round trip mileage expenses for the following purposes: Official Visits, meetings to establish new Bethels, Missouri Grand Chapter Order of the Eastern Star, Grand Lodge of Missouri, A.F.&A.M., annual session of other Missouri Masonic Family organizations if invited, and other necessary expenses as approved by the Finance Committee. Mileage will be reimbursed in full at the rate of twenty (20) cents per mile up to five hundred (\$500) dollars. An itemized account of mileage shall be submitted.
- MO-(i) The Grand Guardian, when making Official Visits, shall be allowed lodging if the official visit is greater than three hundred (300) miles round trip. An itemized account shall be submitted.
- MO-(j) The Associate Grand Guardian, when making Official Visits, shall be allowed lodging if the official visit is greater than three hundred (300) miles round trip. An itemized account shall be submitted.
- MO-(k) Annual Session.
- (1) The expenses of the Annual Session shall be remitted from the Grand Session Fund. If said fund is insufficient to defray necessary expenses, all Chartered Bethels within this jurisdiction attending Grand Session shall pay their pro rata share. All expenses shall be submitted, prior to the session, to the Finance Committee for their approval.
 - (2) A sum, not to exceed one hundred fifty dollars (\$150.00) each, shall be advanced to the Chairman of the Breakfast Committee and the Chairman of the Banquet Committee. Each Chairman shall submit to the Grand Secretary an itemized statement of expenses incurred.
- MO-(l) In the event of a visit or visits to Missouri, individually or in combination, by members of the Supreme Team (Supreme Guardian, Associate Supreme Guardian, Miss International Job's Daughter, Supreme Bethel Honored Queen), the Grand guardian and/or hosting individual(s), arranged by the Grand Guardian, shall be reimbursed for expenses approved by the Executive Grand guardian Council, during said visit(s). Reimbursement shall not exceed \$400.00 for all of the visits combined. An itemized list of expenses is to be submitted to the Grand Secretary within 30 days after the conclusion of the visit(s).
- (1) A twenty-five-dollar (\$25.00) donation to the Supreme Guardian's charity project shall be presented during her visit.
- MO-(m) In the event of the death of a Past Grand Guardian, Past Associate Grand Guardian or Grand Officer, a memorial shall be sent to the Grand Guardian Council of Missouri Promotion Fund, not to exceed ten dollars (\$10.00)
- MO-(n) Miss Missouri Job's Daughter
- (1) The Grand Guardian Council shall pay the registration fee for the Miss Missouri Job's Daughter delegate to the Miss International Job's Daughter Pageant, held annually at the Supreme Session.

- (2) The Grand Guardian Council shall send the Miss Missouri Job's Daughter as the official representative to the Miss International Pageant at Supreme Session. She shall be allowed twenty (20) cents per mile by the most direct route round trip, or air travel at coach rate. She shall be allowed forty dollars (\$40.00) per day for meals and actual expenses per day for her share of the lodging for each of the days in attendance, not to exceed six (6) nights. An itemized account of expenses shall be submitted in writing within thirty (30) days after the Session. The Supreme Session registration fee shall be reimbursed at the least expensive amount for her category and shall be included in her itemized account of expenses for the Session.
- (3) The Grand Guardian Council shall allow the chaperone for the Miss Missouri Job's Daughter actual expenses per day for her share of the lodging for each of the days in attendance, not to exceed six (6) nights at Supreme Session. Said chaperone shall lodge in the same room as the Miss Missouri Job's Daughter. If said chaperone does not, the chaperone's reimbursement shall be actual expenses per day for her share of the lodging for each day in attendance, not to exceed six (6) nights at Supreme Session, and shall not exceed one-half (1/2) of actual lodging expenses. The Miss Missouri Job's Daughter chaperone shall be allowed forty dollars (\$40.00) per day for meals for each of the days in attendance not to exceed six (6) days at Supreme Session, as long as the GGC budget has funds for this expense.
- (4) In the event the Missouri participant in the pageant is selected as Miss International Job's Daughter, the Grand Guardian Council shall provide her with expenses to return to the next Supreme Session, if not provided by the Supreme Guardian Council. She shall be allowed twenty (20) cents per mile by the most direct route round trip, or air travel at coach rate. She shall be allowed forty dollars (\$40.00) per day for meals and actual expenses per day for her share of the lodging for each of the days she is participating in pageant activities, not to exceed six (6) nights. An itemized account of expenses shall be submitted within thirty (30) days after the Session. The Supreme Session registration fee shall be reimbursed at the least expensive amount for her category and shall be included in her itemized account of expenses for the Session.
- (5) In the event the Missouri participant in the pageant is selected as Miss International Job's Daughter, the Grand Guardian Council shall allow the chaperone for the Miss International Job's Daughter actual expenses per day for her share of the lodging for each of the days in attendance, not to exceed six (6) nights at Supreme Session, if not provided by the Supreme Guardian Council. Said chaperone shall lodge in the same room as the Miss International Job's Daughter. If said chaperone does not, the chaperone's reimbursement shall be actual expenses per day of her share of the lodging for each day in attendance, not to exceed six (6) nights at Supreme Session, and shall not exceed one-half (1/2) of actual lodging expenses. The Miss International Job's Daughter chaperone shall be allowed forty dollars (\$40.00) per day for meals for each of the days in attendance, not to exceed six (6) days at Supreme Session, as long as the GGC Budget has funds for this expense.
- (6) To advance two hundred dollars (\$200.00) drawn from the Miss Missouri Job's Daughter Pageant Fund to the Chairman of the Pageant for necessary expenses.

MO-(o) Each Grand Guardian and Associate Grand Guardian who has faithfully served for the period in which they were elected will be presented a Past Grand Guardian Jewel, J-84-Vermeil metal and Past Associate Grand Guardian Jewel, JG-12WP-Vermeil metal.

- MO-(p) The Grand Guardian Council shall carry adequate insurance covering all facets of the organization.
- MO-(q) Any contract obligating this Grand Guardian Council to payment of more than one thousand dollars (\$1,000.00) shall be binding upon the Grand Guardian Council only if signed by the Grand Guardian (in her absence or disability the Vice Grand Guardian) and one of the following officers: Associate Grand Guardian or Grand Secretary. Otherwise, the agreement shall be binding only upon the signer(s) of the contract.
- MO-(r) In the event a member of this Grand Guardian Council is elected to the office of Supreme Guardian or Associate Supreme Guardian, a five-hundred dollar (\$500.00) monetary gift shall be presented to the Supreme Guardian or Associate Supreme Guardian at their Installation.
- MO-(s) In the event a Missouri Daughter is selected as Miss International Job's Daughter or Supreme Bethel Honored Queen, a five-hundred-dollar (\$500.00) monetary gift shall be sent to the Executive Manager of Job's Daughters International within thirty (30) days following her selection to assist with her travel expenses.
- MO-(t) No individual will be reimbursed for mileage if another individual in the same vehicle is reimbursed.
- MO-(u) All expenses referred to in this SOP-GGC-4 shall be submitted in an itemized statement rendered to the Grand Secretary and remitted from funds of this Grand Guardian Council.

MO-Section 5. Fiscal Year

- (a) The fiscal year of the Grand Guardian Council shall be from June 1st through May 31st, inclusive.

MO-Section 6. Fundraisers

- (a) Any proposed fundraiser of the Grand Guardian Council or its Committees which entail an expense must be approved by the Finance Committee prior to expenditure.

SOP-GGC-5
GRAND BETHELS

Section 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-10)

Section 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.

Section 3. Each jurisdiction shall include laws concerning regalia in the Grand Bethel Bylaws.

Section 4. Age Eligibility

- (a) A Grand Bethel Daughter who is nineteen (19) years of age at the time of her election/selection for a Grand Bethel position may complete her term without being a CAV, although she may turn twenty (20) years of age during her term. A Grand Bethel Daughter twenty (20) years of age or older at the time of election/selection for a Grand Bethel position must be a CAV.

**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

- (b) 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.
- MO-(e) The Constitution, Bylaws and SOPs of Job's Daughters International, Rules and Regulations of Missouri Grand Guardian Council, and Grand Bethel Book of Ceremonies must be submitted in proper form and be approved by the Jurisprudence Committee before distribution.

SOP-GGC-8
MEETINGS

Section 1.

- MO-(a) The Annual Session of the Grand Guardian Council shall convene during the month of June of each year in the third or fourth week. The exact date and location shall be left to the discretion of the Grand Guardian, Associate Grand Guardian, and Grand Secretary. Such meetings, to begin on Thursday, shall continue in session, with suitable recesses, until the meeting is concluded on Saturday.
- (1) A Bethel may dispense with its meeting during the Annual Session of the Grand Guardian Council. It is recommended that during the Annual Session of the GGC of Missouri, there be no Bethel meetings, installations, or activities, with the exception of the Grand Bethel of Missouri.
- (b) See SOP-SGC-16 for Rules of Order and Parliamentary Authority.
- MO-(c) Special meetings may be called by the Grand Guardian, after consulting with the Associate Grand Guardian and Vice Grand Guardian, whenever deemed necessary. The entire membership shall be notified by electronic means or in writing of the meeting, with special emphasis on the reason for the call.
- MO-(d) Meetings of the Executive Grand Guardian Council may be called by the Grand Guardian after consulting with the Associate Grand Guardian and the Vice Grand Guardian. The officers shall be notified in writing of the meeting with special emphasis on the reason for call.

SOP-GGC-9
PENALTIES AND FINES

Section 1. Fines shall be levied for:

- (a) Failure to file annual report of Bethel conditions (Form 110) as required by law.
MO-(1) Five-dollar (\$5.00) personal fine against each of the Executive Members of the Bethel Guardian Council for failure to file the Annual Report for Bethels.
- (b) Failure to file Form 222 on time.
MO-(1) Ten-dollar (\$10.00) personal fine against each of the Executive Members of the Bethel Guardian Council for failure to file report of recommendations for Bethel Guardian Council (Form 222) twenty (20) days prior to the Annual Session.
- (c) Failure to perform properly such other acts as may be specifically required of Executive members of the BGC.
- MO-(d) Three-dollar (\$3.00) fine for failure to obtain Special Dispensation in addition to fee as designated in MO-SOP-Bethel-17.

MO-Section 2. Penalties: A Grand Guardian May: (See MO-B-GGC Art. XVI 1.9)

- (a) Impose such fines as may be prescribed by law.
- (b) Recall credentials issued by her.
- (c) Expel a member of the Grand Guardian Council.
- (d) Impose the same penalties as those imposed by the Executive Members of the Bethel Guardian Council.

**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.

SOP-GGC-11**GRAND GUARDIAN COUNCIL BECOMING JURISDICTIONAL GUARDIAN COUNCIL****Section 1. Process**

In the event that a Grand Guardian Council's membership has declined to a point below the required minimum number of members, the GGC may become a Jurisdictional Guardian Council by a vote of the Executive Supreme Guardian Council.

- (1) The following procedure shall be used:
 - (a) A Jurisdictional Guardian Council shall receive a new Charter (see Constitution-JGC)
 - (b) The Supreme Guardian will appoint a Supreme Deputy if one has not already been appointed to monitor and assist the Jurisdiction.
 - (c) JGC Officers will be appointed by the Supreme Guardian. (see C-JGC-1)
 1. Committees will be established. (see B-JGC)
 2. The Manual of Rules and Regulations will be completed. (see B-JGC)
 - (d) Bethel meetings shall be held according to the Constitution, Bylaws, Standard Operating Procedures, and the Ritual of JDI.

Section 2.

- (1) If the GGC jurisdiction has continued as a JGC for a five (5) year period, the Supreme Guardian, after advising with at least six (6) members of the Executive SGC, shall determine if the JGC Charter should be revoked or they be allowed to continue as a JGC.

SOP-GGC-12
GRAND GUARDIAN COUNCIL CHARTER REINSTITUTION
FROM JURISDICTIONAL GUARDIAN COUNCIL

Section 1.

- (1) The main focus of Jurisdictional reorganization is an increase in membership since the reason for this action was the decline of membership below the required minimum number of members. It is important to remember that a Jurisdiction must continue to function in the manner set forth for all active Bethels. The decision to return a Jurisdiction from JGC to GGC status is always at the discretion of the Supreme Guardian upon review of the status of the Jurisdiction. The following guidelines shall be considered.
- (a) A quorum of seventy-five (75) Daughters is required to be considered for GGC charter reissue.
 - (b) JGC Officer meetings held monthly, with proper minutes being recorded and signed by the Jurisdictional Guardian and Jurisdictional Secretary. (Copies shall be sent to the Supreme Guardian and Supreme Deputy.)

Section 2.

- (1) JGC ensures the following:
- (a) All Bethels are holding official meetings. (See Bylaws-Bethel)
 - (b) All Officers of the JGC are completing duties as outlined in the Bylaws of a Jurisdictional Guardian Council. (see Bylaws-JGC)
 - (c) Committees are established and duties are followed per Bylaws of a Jurisdictional Guardian Council. (See Bylaws-JGC)
 - (d) Jurisdiction events are planned and executed for the purpose of promotion and growth.
 - (e) A report of progress submitted to the Supreme Deputy twice a SGC year.
 - (1) First report due by December 31.
 - (2) Second report due by May 31.

**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. XIX 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, see POL-BOT-2), Guardian Secretary, Guardian Treasurer and a fifth member to be named from the following: Guardian Director of Epochs, or Guardian Director of Music, or Guardian Director of Promotion.
 - (2) Associate members of the BGC may include any four (4) of the following: Promoter of Sociability, Custodian of Paraphernalia, Director of Music, Director of Epochs, Promoter of Finance, Promoter of Hospitality, Director of Patrol, Promoter of Youth Activities, Promoter of Goodwill, Promoter of Fraternal Relations, Director of Promotion and Bethel Beekeeper.

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 (See POL-BOT-2) 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] a member of an organization basing its membership requirement on Masonic relationship or
 - [c] a Past Bethel Guardian or
 - [d] a Majority Members of JDI
 - [e] a mother, grandmother, or guardian of a Daughter in good standing.
 - (3) The Bethel Beekeeper shall be a woman.
- (c) Adults with the eligibility of (a) above, or who are Masons, the parent, grandparent, stepparent, or guardian of a member of the Bethel are eligible for appointment as Executive or Associate Members of the BGC, other than Bethel Guardian and Associate Bethel Guardian.
- MO-(d) Executive members of a BGC who are delinquent in paying fines or funds (fund raising, Grand Session, etc.) shall be ineligible for appointment or reappointment. (See MO-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.
- MO-(f) Associate members, and Committee Members of a BGC who are delinquent in paying funds (fund raising, Grand Session, etc.) shall be ineligible for appointment or reappointment.

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 MO-B-BGC Art. IX Sec. 1)

**ARTICLE VIII
APPOINTMENTS**

Section 1.

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

**ARTICLE IX
TERM OF OFFICE**

Section 1. Regular

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

Section 2. Rights/Privileges - Titles

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

**ARTICLE X
INSTALLATION**

Section 1.

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

**ARTICLE XI
VACANCIES**

Section 1.

- (a)-(e) (See MO-B-BGC-6)

**ARTICLE XII
MEETINGS**

Section 1. Monthly Meetings

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

Section 2. Annual Meeting

(a)-(b) (See MO-B-BGC Art. XII Sec. 1 (a)-(b))

Section 3. Purpose of the Annual Meeting

(a)-(e) (See MO-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) Teach and support the members of the Bethel in the planning and execution of all Bethel meetings, events, and activities.
- (b) Become familiar with and reference the Constitution, Bylaws, and Standard Operating Procedures of JDI in the performance and execution of all roles and responsibilities supporting the Bethel.
- (c) Attend all Bethel and BGC meetings unless prevented by a reasonable excuse.
- (d) Review and provide feedback on the appointive officers of the Bethel before their appointment by the Honored Queen.
- (e) Decide by majority vote of those present any question concerning the eligibility of a Daughter for an elective Bethel office.
- (f) Complete and send an Annual Report of the Bethel using Form 110 (see SOP-SGC-2) as determined by the source of Bethel insurance coverage, to the Supreme Office or Grand Secretary no later than January 31 annually.
- (g) Update and return with the Annual Report the membership list provided by the Executive Manager.
- (h) Perform all other duties assigned them by the laws of the SGC and/or GGC.
- MO(i) Attend activities of the Bethel.
- MO-(j) See that all applicants receive the Membership Ceremony within thirty (30) days of approval.

Section 2. Applicants

- (a) A majority vote of the Executive members of the BGC present at their regular or a special meeting shall elect applicants 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. XV 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 applicants 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, Bylaws, and Standard Operating Procedures of the Order and if under GGC jurisdiction, the Manual.
 - (1) See that the Bethel possesses at least two (2) copies of the Constitution, Bylaws, Standard Operating Procedures and 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.
- (i) 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, Others (see Ritual page 26-27). This will be according to the Supreme Guardian's directive.
- (n) Perform such other duties as rightfully belong to her office.

MO-(o) See that all members of the Bethel Guardian Council, without exception, be installed within ninety (90) days after the close of the Annual Session.

MO-(p) Notify the Grand Guardian and Grand Secretary of the date of the installation of the Bethel Guardian Council and the name of the Installing Officer.

MO-(q) Promote Educational Scholarships, keeping a supply on hand.

MO-(r) See that the Proficiency Committee assist the members in learning the information necessary to pass the Proficiency Lessons Examination.

MO-(s) Encourage use of the Correspondence Course. (A course written by the Correspondence Course Committee (see MO-Bylaws-GGC Art. III Sec. 2 MO-(x) (5))

MO-(t) Present the amendments for the Rules and Regulations Grand Bethel of Missouri to the Bethel members at a regular Bethel meeting.

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, Bylaws, and Standard Operating Procedures 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 applicants.
- MO-(e) See that the books of the Guardian Secretary and Guardian Treasurer are audited at the close of each term and that a report is made to the Bethel at the first meeting after installation.
- (1) See when making the audit that the Guardian Secretary and Guardian Treasurer have kept identical records, namely warrant numbers, check numbers and amounts.
 - (2) Reconcile bank statements to cash books and to receive paid bills for verification.
- (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.

MO-(c) Supervise the work of the Bethel Recorder.

- (1) See that the Bethel Recorder keeps accurate records in the Roll Call Book.
- (2) Instruct the Bethel Recorder in the proper preparation of minutes.

- (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.

MO-(f) Order all supplies from the Grand Secretary's office.

MO-(g) Keep a permanent record of all applications received, transfers, and demits of the Bethel Daughters.

MO-(h) Conduct the correspondence of the Bethel and affix its seal when necessary.

MO-(i) File in the office of the Grand Secretary two (2) copies of the Annual Report (Form 110) by January 31st.

MO-(j) Keep a permanent file of all Bethel and Guardian Council transactions and turn same over to her/his successor.

MO-(k) Request dispensations from the Grand Guardian, stating reason for change of date or time. (See MO-SOP-Bethel-17)

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.

MO-(e) Keep a record of money collected and expended.

Section 5. The Guardian Director of Music shall:

- (a) Attend all Bethel meetings, and if an Executive BGC Member, also attend all meetings of the BGC. (See SOP-BGC-5, Sec. 3).
- (b) Partner with the Bethel Guardian to see that music is available and played during all Bethel Meetings and ceremonials as needed.

MO-(c) Sit in a convenient position to assist the Musician and direct the Choir and have an adult assistant when necessary.

OR The Guardian Director of Epochs shall:

- (a) Attend all Bethel meetings, and if an Executive BGC Member, also attend all meetings of the BGC. (See SOP-BGC-5, Sec. 3).
- (b) Partner with the Bethel Guardian in coaching the officers in their Ritual work.
- (c) Prompt officers during Bethel meetings or designate one of the Daughters to do so.

OR The Guardian Director of Promotion shall:

- (a) Attend all Bethel meetings, and if an Executive BGC Member, also attend all meetings of the BGC. (See SOP-BGC-5, Sec. 3).
- (b) Partner with members and BGC in developing and implementing promotional and marketing campaigns, projects and events aimed at increasing Bethel membership and participation in Bethel activities.
- (c) If there is no Promoter of Youth Activities assume all roles and responsibilities of that position.

**ARTICLE III
DUTIES OF THE ASSOCIATE MEMBERS**

Section 1. The Promoter of Sociability shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited (See SOP-BGC-5, Sec. 3)
- (b) Create a welcoming atmosphere by greeting visitors and encouraging socializing at Bethel meetings and events.
- (c) Assist the Preparation Committee in the preparation of candidates per the Ritual.
- (d) If there is no Promoter of Hospitality assume all roles and responsibilities of that position.

Section 2. The Custodian of Paraphernalia shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited (See SOP-BGC-5, Sec. 3)
- (b) See that the Bethel paraphernalia is carefully accounted for and maintained.
- (c) Conduct an annual inventory of all Bethel belongings providing a report to the BGC.
- (d) Train and support the Marshal, Senior and Junior Custodians in the proper care of Bethel paraphernalia and display during Bethel meetings per the Ritual.
- (e) Provide appropriate robe cleaning and care instructions to new members and their parents or guardians as needed.

Section 3. The Promoter of Finance shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited (See SOP-BGC-5, Sec. 3)
- (b) Partner with the Bethel and Guardian Treasurer to understand the Bethel's finances and needs.
- (c) Assist in the audit of the Bethel books at the conclusion of each term.
- (d) Partner with members of the BGC in planning and promoting fund-raising events and activities for the Bethel.

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

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

Section 5. The Promoter of Hospitality shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited (See SOP-BGC-5, Sec. 3.
- (b) Create a welcoming atmosphere by greeting visitors and encouraging participation in Bethel meeting and events.
- (c) Assist the Hospitality Committee in planning and providing refreshments when requested.
- (d) If there is no Promoter of Sociability assume all roles and responsibilities of that position.

Section 6. The Director of Patrol shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited (See SOP-BGC-5, Sec. 3.
- (b) Partner with the members and BGC to establish and/or promote a drill team.
- (c) Attend all drill team meetings providing coaching and supervision.

Section 7. The Promoter of Youth Activities shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited (See SOP-BGC-5, Sec. 3.
- (b) Partner with the members, BGC and Director of Promotion to establish and/or promote a prospective member program.
- (c) Partner with members, BGC and Director of Promotion in planning and promoting events and activities that encourage participation in the Bethel, especially younger and potential members.
- (d) Encourage and manage the Daughters participation in all competitions.

Section 8. The Promoter of Good Will shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited (See SOP-BGC-5, Sec. 3.
- (b) Create and/or maintain a list of Bethel members and BGC birthdays, anniversaries, and other special dates, making sure the Bethel observes or recognizes moments that create personal connection.
- (c) See that the Bethel appropriately recognizes when members, BGC members and other special people are ill or experience a personal loss.

Section 9. The Promoter of Fraternal Relations shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited (See SOP-BGC-5, Sec. 3.
- (b) Serve as the Bethel's emissary, establishing and maintaining a close relationship with all Masonic and affiliated bodies supporting the Bethel.
- (c) Regularly provide supporting Masonic and affiliated bodies with information and invitations to Bethel events to encourage interaction between the organizations and promote understanding.
- (d) Partner with the members and BGC in planning and promoting the exemplification of Ritual work for Masonic and affiliated bodies.

Section 10. The Bethel Beekeeper shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited (See SOP-BGC-5, Sec. 3.
- (b) Oversee the development, programming, and promotion of an introduction to the "Beehive" program for interested girls who have not yet reached the age for Job's Daughters membership (also known as a Jobie to Bee, JD to Bee, or Bee).
- (c) The Bethel Beekeeper shall be a woman.

ARTICLE IV COMMITTEE CHAIRMAN

Section 1. Appointment

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

Section 2. Eligibility

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

ARTICLE V RESIGNATIONS AND REMOVALS

Section 1. Resignations

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

Section 2. Removal of an Executive Member

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

Section 3. Automatic Removal

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

ARTICLE VI FINES

Section 1.

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

ARTICLE VII DISCIPLINE

Section 1. Members of the BGC

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

Section 2. Bethel Members

- (a) (See MO-SOP-BGC-3 Sec. 2 (a))
 (1)–(5) (See MO-SOP-BGC-3 Sec. 2 (a) (1)-(5))
 (b) - (c) (See MO-SOP-BGC-3 Sec. 2 (b)-(c))

ARTICLE VIII APPEALS

Section 1. Privilege

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

Section 2. Restriction

- (a) (See MO-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.

- MO-(a) Members of BGCs shall be appointed by the newly elected Grand Guardian following her election at the Annual Session of the 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 sent to the Grand Secretary and Grand Deputy within thirty (30) days of the appointments.
- (b) Bethel members shall be privileged to recommend Executive and Associate members of the BGC (See MO-SOP- Bethel-15)
- (c) Instructions for newly organized Bethels are contained in MO-SOP-Bethel-11.

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.
- MO-(d) Executive members of the BGC, shall serve no more than ten (10) consecutive terms in the same office. The Grand Guardian may waive this provision and appoint an executive member to continue to serve beyond ten (10) consecutive terms in the same office if she deems it appropriate to do so.

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 and Associate 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.
 - (1) Executive Members of the BGC may meet without Associate Members in cases of Emergency.
- (b) Adult committee chairmen may be invited to attend the meetings.
- (c) The five (5) elective officers of the Bethel shall be invited to meet with the BGC to discuss all business pertaining to the Bethel except those items related to disciplinary action or other sensitive topics as determined by the Executive Members of the BGC.
- (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 and Associate 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) Committee chairmen are not eligible to vote on recommendations for any members of the BGC at the Annual Meeting.
- (c) 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.
- (d) 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 the BGC appointed by the 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.

MO-(e) Instructions for installation of newly organized Bethels are contained in MO-SOP-Bethel-11.

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

**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 Supreme Guardian (for BGCs under Supreme) or the Grand Guardian (for BGCs under a GGC), 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

- (b) 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 B-BGC Article III, 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 MO-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.

- MO-(a) A fine of five-dollars (\$5.00) personal fine against each of the Executive members of the BGC who fail to file the annual report on Form 110 and remit fees by January 31. An extension of time may be given at the discretion of the Executive Manager or the Grand Secretary.
- MO-(b) Ten-dollar (\$10.00) personal fine against each of the Executive Members of the BGC for failure to file Form 222 Report of Recommendations for BGC twenty (20) days prior to the Annual Session.
- MO-(c) Three-dollar (\$3.00) fine for failure to obtain Special Dispensation in addition to fee as designated in MO-SOP-Bethel-17.

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 (1) 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 MO-SOP-BGC-6 and MO-B-GGC Art. XVI 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 MO-SOP-BGC-6 and MO-B-GGC Art. XVI 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 MO-SOP-BGC-6 and MO-B-GGC Art. XVI 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 MO-B-GGC Art. XVI 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 MO-SOP-BGC-5, for resignation and removal procedures.

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

**ARTICLE I
NAME**

Section 1.

MO-(a)The name of this organization is Job's Daughters International, Bethel No. _____ of _____, Missouri, USA.
(City/Location) (State,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 an Applicant, a Majority Member, and a Master Mason (other than the Bethel Guardian or Associate Bethel Guardian) may sponsor the Applicant.
- (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 MO-SOP-Bethel-18)

**ARTICLE VI
ELIGIBILITY**

Section 1. (See MO-SOP-Bethel-5)

**ARTICLE VII
ELECTION**

Section 1. (See MO-SOP-Bethel-4)

**ARTICLE VIII
APPOINTMENTS**

Section 1. (See MO-SOP-Bethel-1)

**ARTICLE IX
TERM OF OFFICE**

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

**ARTICLE X
INSTALLATION**

Section 1. General (See MO-B-Bethel Art. XIV Sec. 1 (a)-(c), MO-SOP-Bethel-7)**Section 2. Installing Officers** (See MO-B-Bethel Art. XIV Sec. 2 (a)-(c), MO-SOP-Bethel-7)

ARTICLE XI VACANCIES

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

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

ARTICLE XII MEETINGS

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

Section 2. Open (See MO-SOP-Bethel-8)

Section 3. General Items. (See MO-SOP-Bethel-8)

Section 4. Attendance (See MO-SOP-Bethel-8)

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. Bylaws (See MO-B-Bethel Art. 1 Sec. 4)

Section 5. Member of Honor (See MO-SOP-Bethel-9)

Section 6. Auxiliary Club

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

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

**ARTICLE I
GENERAL PROVISIONS**

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

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

Section 3. Move/Change of Location (See MO-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-20, and forward one (1) electronic copy to the Vice Supreme Guardian and one (1) copy 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 MO-SOP-Bethel-9)

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

**ARTICLE II
MEMBERSHIP**

Section 1. Application

- (a) After the organization of a Bethel, members shall be received by application in the form prescribed by the SGC. (Form 130)
- (b) Applications for membership must be received, approved by the Bethel Guardian Council and read at a regular Bethel meeting prior to the Membership Ceremony. (See MO-B-GGC Art. XVI 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 membership and leaves the city before the Membership Ceremony, a courtesy Membership Ceremony may be requested in writing by the Guardian Secretary of the Bethel which received the application, to the Guardian Secretary of the Bethel conducting the Ceremony. The fee shall be retained by the Bethel which received the application 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 an Application 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 MO-B-GGC Art. XVI 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 application.
- (d) The Application must be investigated in the regular manner (See 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 applicant shall be enrolled as a member.
- (e) See MO-SOP-Bethel-13 Sec. 3 for members holding a demit from a closed Bethel and desiring to affiliate with another Bethel.

Section 3. Dual Membership

- (a) A Daughter shall be allowed dual membership, interpreted to mean the original Bethel plus one (1) other Bethel that is:
 - (1) Outside the jurisdiction of her original membership;
 - (2) Within the jurisdiction if so permitted by the Manual of Rules and Regulations of a GGC or JGC (see B-GGC Art. XVI, Sec. 1.22 or B-JGC Art. IX, Sec. 1 (a) (6)); or
 - (3) within the jurisdiction for jurisdictions under Supreme.
- (b) Upon submission of Form 131d, Request for Dual Membership and a current dues receipt and upon the approval of the members of the Executive Bethel Guardian Council the Daughter may be admitted to the Bethel as a dual member.
- (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 DEMITTS

Section 1. Issue

- (a) A member in good standing and clear on the books 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 applies to another Bethel, the Demit (complete Form 210) shall be attached to an Application 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 Application for Membership by Affiliation and retained in the Bethel files.
- (b) See MO-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 apply to 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 BGC applied to must assure the applicant is clear on the books of her former Bethel, before accepting her application for processing.
 - (1) Unpaid dues owed may not exceed one (1) year.
- (c) Upon Membership Ceremony, honors previously earned will be reinstated.

**ARTICLE IV
BETHEL FINANCES**

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

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

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

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

**ARTICLE V
RECOMMEND EXECUTIVE AND ASSOCIATE 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 and Associate Members of the BGC. (Refer to MO-SOP-Bethel-14 for information and procedures.)

**ARTICLE VI
OFFICIAL REGALIA**

Section 1. Description (See MO-SOP-Bethel-10)

Section 2. Wearing of Regalia (See MO-SOP-Bethel-10)

ARTICLE VII 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 Adult Pledge based on 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 MO-SOP-Bethel-12)

Section 2. Special (See MO-SOP-Bethel-12)

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. 3 Amendments. (For Prerogatives of a GGC, see MO-B-GGC Art. XVI Sec. 1.25, and procedure given in MO-SOP-GGC-7)
- (b) Approved amendments shall also amend any sections of MO-SOP-Bethel-20, 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, MO-SOP-Bethel-20, Art. XV, Sec. 2

ARTICLE X DISCIPLINE

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

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

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

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

Section 5. Reinstatement (See MO-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, Bylaws, and Standard Operating Procedures 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) 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 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 MO-B-GGC Art. XVI 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.

MO-(d) Bethel under Missouri GGC shall allow open installations and the Executive Bethel Guardian Council may grant permission for pictures to be taken at Bethel Installations if it does not in any way detract from the ceremony.

MO-(e) Mascots shall not exceed two feet in length, width, or height.

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 MO-SOP-Bethel-17)

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 (See MO-SOP-Bethel-8 Sec. 1)

- (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 MO-SOP- Bethel-17)
- (c) A Bethel cannot be opened unless there be present five (5) members of the Bethel including one (1) of the line officers (HQ, SP, JP, Guide or Marshal), 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 five (5) members are not available, a meeting may be held for the purpose of reading applications, Membership Ceremony, 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 line officers (HQ, SP, JP, Guide or Marshal).
 - (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 MO-SOP-Bethel 8 Sec. 1 (a)).
- (f) 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.
- (g) 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.
- (h) There shall be two (2) types of Bethel Meetings allowed. “Formal” Bethel Meetings and “Business” Meetings. The “Business” Meeting is an optional meeting format **for Bethels not under reorganization**.
- (i) “Formal” Bethel Meetings (robes, etc.) 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).
- (j) “Business” Meetings (business professional attire) with the approval of the EBGC, Bethel Members may vote to wear attire other than the official regalia (1 meeting a month) with the vote cast at a previous meeting. Meetings shall be conducted in conformity with Robert’s Rules of Order Revised (latest edition).
 - (1) Special Dispensation Required
 - (2) No more than 1 per month and 4 (or 5) per term
 - (3) May be conducted in accordance with the ritual if desired
- (k) The Bethel shall exemplify the Membership Ceremony at least one (1) time each term. If no candidate is available, a previously initiated Job’s Daughter shall be used.
- (l) The Bethel shall perform the Majority Ceremony and/or the Obligation Ceremony at a regular (or special) meeting one (1) time during the year.

ARTICLE XVII AFFILIATION

Section 1. Affiliation

- (a) A Bethel under Supreme may, after a majority vote of the Bethel, request to affiliate with a Grand Guardian Council, in close proximity of the requesting Bethel.
 - (1) The ESGC must approve this affiliation.
- (b) Upon acceptance by a Grand Guardian Council it shall be titled Bethel (no.) ____ of the jurisdiction of _____ of _____.
- (c) A Bethel within a host jurisdiction of a Grand Guardian Council may request to affiliate with a different GGC, within close proximity, upon approval of the members of the Bethel and the EGGC. If a disagreement between the Bethel and the EGGC exists, the ESGC shall make the final decision.
- (d) A Bethel so affiliated from an outside jurisdiction may petition to withdraw from a Grand Guardian Council.
 - (1) A Bethel withdrawing from a Grand Guardian Council may not petition any Grand Guardian Council for affiliation until after one year has passed.

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

**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) All monies collected, whether electronically or physically, shall be included on the Bethel Meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts.
- (c) Fees: (See SOP-SGC-11)
 - (1) The application fee for each member when she joins the Order is:
 - (a) For Bethels under Supreme, fourteen point fifty-two (14.52) USD or Equivalent Rate and annually shall increase by five percent (5%) beginning January 1, 2023.
 - (b) For Bethels under a GGC, five point seventy-eight (5.78) USD or Equivalent Rate annually shall increase by five percent (5%) beginning January 1, 2023.
 - (c) If the applicant is rejected the fee shall be returned.
 - (2) The affiliation fee shall be one-half the application fee.
- (d) Annual Dues: (See B-GGC Art. XIII Sec. 1(w))
 - (1) The annual dues for each member reported by chartered Bethels on December 31, 2022 is thirteen point forty-six (13.46) USD or Equivalent Rate and annually shall increase by five percent (5%) beginning January 1, 2023. Dues are payable in advance on January 1st of each year.
- (e) 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 MO-B-GGC Art. XVI Sec. 1.22)

- (a) Applicants 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 MO-B-GGC Art. XVI 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.

- (1) Upon receipt of the properly signed warrant the Bethel Treasurer or Guardian Treasurer shall write checks. All checks shall be signed and countersigned by the Guardian Treasurer and/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. Or
 - (2) Monies electronically transferred from a Bethel's financial accounts shall be included on the Bethel Meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts. Additionally, minutes of the Bethel Guardian Council meeting and Bethel meeting shall reflect an approved transfer of the funds by the Executive members of the BGC and the Bethel Daughters.
- (b) Fees:
- (1) Application 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 MO-SOP-Bethel-17.

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.

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 application 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

Section 1. 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 MO-B-GGC Art. XVI 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.
- MO-(c) The method of balloting shall be:
 - (1) Secret ballot.
 - (2) Daughters in good standing shall be able to vote by secret ballot if attending the election meeting. In good standing means, not under suspension and they were initiated and signed the permanent record book.
- (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 during the term.
- (i) See MO-SOP-Bethel-17 for information on special dispensations.

MO-Section 2. Election Procedure

The election shall be by ballot without nomination and a majority vote shall elect. (A majority is ONE MORE THAN HALF, ignoring blanks.)

HONORED QUEEN: We will now have the election of Officers.

1. Honored Queen invites the Outer Guard to enter for Election of Officers. Ask a qualified adult to guard the door.
2. Honored Queen shall read to the Bethel members:
SOP-BETHEL-5 (Eligibility) and these Election Procedures
3. Honored Queen asks the Bethel Guardian to read the list of daughters who are eligible for election to office, who shall stand as name is read. Any member shall have the right to question her ineligibility if she so desires.
4. H.Q. says, "Members will number off." "Please stand and remain standing as you number off." H.Q. rises, and says, "One" (1), Sr. Princess rise and says, "Two" (2), Jr. Princess rises and says, "Three" (3), etc. until all have counted. Same procedure to be seated, as a double check. (Associate Bethel Guardian checks as counting proceeds.)

5. H.Q. announces, "There are members entitled to vote. A majority of the votes cast for each office, is necessary for election. Blanks are NOT counted as votes. However, there is no rule against casting a blank ballot or not voting if a member so desires." MAJORITY MAY VARY, DEPENDING ON THE NUMBER OF VOTES CAST FOR EACH OFFICE.
6. The H.Q. appoints two (2), tellers to count the ballots along with the Associate Bethel Guardian. NO MEMBER ELIGIBLE FOR ELECTION SHALL BE APPOINTED.
7. H.Q. announces, "The elective officers of the Bethel are Honored Queen, Sr. Princess, Jr. Princess, Guide and Marshal."
8. H.Q. announces, "Tellers pass out the ballots to all eligible voters." (several to each member)
9. H.Q. announces, "You will now cast your ballot for the office of Honored Queen (or Marshal.)" Honored Queen writes her ballot, then after checking to see that all are through writing, says, "The Tellers will collect the ballots." (use coin dishes, boxes, etc.)
10. H.Q. says, "Have all the ballots been collected? (Pause) If so, Tellers, you will count the ballots." The Recorder or Guardian Secretary records the names and votes for each.
11. The Recorder or Guardian Sectary will announce whether there has been an election or not.
12. By your vote you have elected (name of Daughter elected) to the office of (Office voted on.)
13. H.Q. asked Daughter if she accepts the office (if the answer is Yes) the H.Q. declares her newly elected officer.
14. Repeat steps nine (9) to thirteen (13) until all officers elected.
15. Honored Queen asks for a motion to destroy the ballots. She then excuses the Tellers, thanks the Tellers, and asks the Outer Guard to return to her station and says, "This concludes the election of officers." Raps gavel once.

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
GUIDELINES FOR BETHEL INSPECTION
PRIOR TO CHARTERING

Bethels U.D. and Bethels operating under a Petition to Reconstitute 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/ Reconstituting and Chartering will be no more than twelve (12) months.

1. Bethels being Reconstituted shall have a minimum of seven (7) members and five (5) Executive Council Members and may have 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, Bylaws, and Standard Operating Procedures being worn by all Daughters.
8. Prior to Chartering, the Bethel shall ensure that three (3) 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, Bylaws, and Standard Operating Procedures.
10. Officers proficient in the Ritual work of their stations.
11. At a meeting, including Membership Ceremony 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 Membership Ceremony, Service Projects, Fundraisers, Religious Observance and Fun Activities.
13. 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 MO-B-Bethel Art. I Sec. 4.
14. 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 application and to have an accurate record of every Daughter.
15. 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-7 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.
- MO-(c) Bethel under Missouri GGC shall allow open installations and the Executive Bethel Guardian Council may grant permission for pictures to be taken at Bethel Installations if it does not in any way detract from the ceremony.
- (d) See MO-SOP-Bethel-17 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-8 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 MO-SOP-Bethel-12 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 MO-SOP-Bethel-17 7, MO-B-GGC Art. XVI Sec. 1.28 and MO-SOP-Bethel-15)
 - (11) Removal from Reorganization
 - [a] Guidelines shall be followed as outlined in MO-SOP-Bethel-16
- (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) A Bethel may dispense with their meetings during the Annual Session of the Supreme/Grand Guardian Council.

- (g) No more than one (1) Ritual should be open during a Bethel meeting.
- (h) Escort, Introductions and Honors shall follow the Ritual (pages 26-27). The Honored Queen shall only call on the categories that she knows are in attendance, at her discretion and only when approved by the Executive Bethel guardian Council.

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, Membership Ceremony and Closing Ceremonies exemplified. (See MO-SOP-Bethel-17)
 - (2) The Majority Ceremony, Obligation Ceremony, or other appropriate ceremonies in keeping with the ideals of the Order, may be substituted for Membership Ceremony 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 Reflection Service during each Bethel term. This service shall be held in an appropriate place of worship or location that allows for reflection or meditation to be chosen by the Honored Queen or a designated member of the Bethel and approved by the Executive members of the BGC.
- (d) There shall be an official Service Project each term as determined by the members of the Bethel and approved by the Executive members of the BGC.
- (e) 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.
- MO-(f) Mascots shall not exceed two feet in length, width or height.

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 Mason (see POL-BOT-2) in good standing, including under the age of twenty (20) or
 - (b) a direct descendent of a Mason (see POL-BOT-2) 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 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) Adult relatives and/or legal guardians of a member of the Bethel or
 - (h) Adults who hold a familial position of authority over a member of the Bethel, regardless of legal status, with permission of the parent or legal guardian or
 - (i) 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
 - (j) the partner 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.
- (2) 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-9
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-10
OFFICIAL REGALIA

Section 1. Description

- (a) The official regalia of the Order 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 two (2) to 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 Regalia at meetings as outlined below:
 - (1) Official Regalia shall be worn at meetings with a Membership Ceremony.
 - (2) All other meetings, with the approval of the EBGC, Bethel members may vote to wear attire other than the official regalia (1 meeting a month) with the vote cast at a previous meeting. (See MO-B-Bethel Art. XVI Sec. 1 (h-j))
- (b) Members to be installed into office or into the Bethel Choir shall wear official robes for the Ceremony of Installation. 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. XVI 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-11
ORGANIZATION OF A BETHEL

Section 1. General

- (a) A Bethel is created by associating not less than seven (7) eligible young women. Investigation of Masonic relationship of all applicants 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 five (5) 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).

Section 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 an Applicant, a Majority Member and a Master Mason (other than the Bethel Guardian or Associate Bethel Guardian) may sponsor the Applicant.
- (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 3. Eligibility for Appointment to Bethel Guardian Council (BGC)

- (a) Regular
 - (1) 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, Canda or Australia shall be on the current list of CAVs provided by the Executive Manager.
 - (2) The Associate Bethel Guardian shall be a Master Mason (POL-BOT-2) in good standing in his Lodge.
 - (3) The Bethel Guardian shall be:
 - [a] A direct descendant (see Glossary 1 Direct descendent) of a Master Mason (See POL-BOT-2) 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 (See POL-BOT-2) or
 - [b] a member of an organization basing its membership requirement on Masonic relationship or
 - [c] a Past Bethel Guardian or
 - [d] a Majority Member of JDI or
 - [e] a mother, grandmother, or guardian of a Daughter in good standing.

- (4) Executive members of a BGC who are delinquent in paying fines shall be ineligible for reappointment. (See MO-SOP-BGC-3).
 - (5) A Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, or Vice Associate Grand Guardian shall not serve as an Executive Member of a BGC.
- (b) Special
- (1) 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.
 - (2) When a GGC has been organized in such jurisdiction, the Grand Guardian may appoint five (5) eligible women as Executive members of the BGC.
 - (3) 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.

Section 4. Meeting Place

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

Section 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-19)

Section 6. Dispensation

- (a) The Application for Dispensation, Form 101, shall be forwarded to the Executive Manager or Grand Secretary accompanied by a payment of seventy-five (75.00) USD or Equivalent Rate.
 - (1) For Bethels under Supreme the payment shall be forwarded with the application to the Executive Manager in USD or Equivalent Rate.
 - (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, 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.

Section 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 or Equivalent Rate.
 - (1) For Bethels under Supreme the payment shall be forwarded with the application to the Executive Manager in USD or Equivalent Rate.
 - (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.

Section 8. Appointment of Bethel Guardian Council

- (a) In jurisdictions Under Supreme, the Supreme Guardian or her appointed Deputy shall meet with the adults who requested the Dispensation. They shall recommend, and the Supreme Guardian shall appoint the BGC consisting of a minimum of five (5) Executive Members and may appoint four (4) Associate Members for new Bethels. 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 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 a minimum of five (5) Executive Members and may appoint four (4) Associate Members for new Bethels. Appointees working with JDI in USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.

Section 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 U.D.) shall not hold election of officers. Officers may change after a six (6) month term, appointed as per Subsection (a) above. Should the vacancy be an elective office during the term, the Executive members of the BGC may appoint a substitute in the vacancy. A vacancy in an appointive office during the term shall be filled by a member appointed by the Honored Queen, subject to the approval of the Executive members of the BGC.

Section 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/reinstated, 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 (modified to reinstate/reinstituting/reinstitution) shall be used by all Bethels under Supreme and by GGCs not having a Book of Ceremonies.

Section 11. Charter

- (a) Following the “Guidelines for Bethel Inspection prior to Chartering” (See MO-SOP-Bethel-6). 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 or Equivalent Rate for the Charter shall be paid to the Executive Manager or Grand Secretary.
 - (1) For Bethels under Supreme the payment in USD or Equivalent Rate 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.

Section 12. Special Assistance

- (a) At the request of a GGC, the SG 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 the 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-12
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-13
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) No charter will be issued until all financial obligations and IRS concerns within the USA have been finalized.
- (e) For Bethels merging in the USA, a final 990 must be filed with the IRS. The Supreme Office must be notified to remove the Bethel's EIN from the JDI master and notify the IRS of closure.
- (f) Daughters of the Bethel merging to another Bethel can vote to pay dues to age of Majority of a Daughter (or all active Daughters) prior to the date of merging.
- (g) If merging, all money of the closing Bethel goes to the new Bethel.
- (h) 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) For Bethels closing in the USA, a final 990 must be filed with the IRS. The Supreme Office must be notified to take the Bethel's EIN off the JDI master and notify the IRS of closure.

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 Applications 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 applications are made within the stated six (6) month period, no affiliation fee will be required. The Application 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.
- (d) Daughters of a Bethel closing can vote to pay dues to age of Majority for any Daughter who so desires. The Bethel monies would then go to the GGC Grand Secretary or the SGC Executive Manager for Bethels under Supreme (BUS) to file annual reports until the Daughters reach the age of Majority. Property of the Bethel transfers to the GGC or the SGC per law.

4. Reinstitute 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 Reinstitute, Form 102a accompanied by a payment of seventy-five (75.00) USD or Equivalent Rate to provide supplies as outlined in MO-SOP-Bethel-19.
 - (2) A minimum of either eight (8) Job’s Daughters and/or Applications 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 MO-SOP-Bethel-11.1 Sections 2 through 9, Section 10 (a) & (b) and Section 11 shall apply. Following the “Guidelines for Bethel Inspection prior to Chartering” (MO-SOP-Bethel-6), the Inspecting Deputy shall recommend the Bethel be re-chartered. The original Charter shall be used.
- (c) The following procedures shall apply:

- MO-SOP-Bethel-11.1 2. Eligibility for Bethel Membership
- MO-SOP-Bethel-11.1 3. Eligibility for Appointment to Bethel Guardian Council (BGC) (a) (1) and (2)
- MO-SOP-Bethel-11.1 4. Meeting Place
- MO-SOP-Bethel-11.1 5. Supplies
- MO-SOP-Bethel-11.1 6. Dispensation
- MO-SOP-Bethel-11.1 7. Petition to Reinstate
- MO-SOP-Bethel-11.1 8. Appointment of Bethel Guardian Council for New or Reinstated Bethels
- MO-SOP-Bethel-11.1 9. Appointment of Bethel Officers
- MO-SOP-Bethel-11.1 10. Institution/Reinstitution and Installation
- MO-SOP-Bethel-11.1 11. Charter
- MO-SOP-Bethel-11.1 12 Special Assistance

SOP-BETHEL-14
RECOMMENDATION FOR EXECUTIVE AND ASSOCIATE MEMBERS
OF THE BETHEL GUARDIAN COUNCIL BY BETHEL MEMBERS

Section 1. Process

- (a) Bethel members shall be privileged to submit by secret ballot recommendations concerning those to be selected as Executive and Associate Members of the BGC.
 - (1) The BG/ABG shall announce the names of adults known to be willing to serve on the BGC.
 - (2) Prior to balloting, Bethel members may ask adults if they would be willing to serve on the BGC.
- (b) The ballots shall be collected and sealed in an envelope in the presence of the Bethel members by a Daughter which is to be mailed to the Vice Supreme Guardian for Bethels under Supreme or to the Vice Grand Guardian in GGC jurisdictions.
- (c) A fine of fifty (50.00) USD or Equivalent Rate 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.
- (d) The above provision shall be included in the Bylaws of all Bethels. (See B-GGC Art. XIII Sec. 1(bb))
- (e) For Bethels in GGC jurisdictions the ballots (Form 221) shall be collected and sealed in an envelope in the presence of the Bethel members by a Daughter to be mailed to the Vice Grand Guardian in GGC jurisdictions. Alternatively, the Bethel may recommend in a virtual format as designated by the Executive Grand Guardian Council.
- (f) For Bethels in SGC jurisdictions the ballots shall be made on the virtual format provided by the SGC adhering to the time frame determined by the SGC. The SGC will provide the voting system and time limit to the Bethels sixty (60) days prior to the start of the balloting system.

SOP-BETHEL-15
REORGANIZATION OF A BETHEL

Section 1. Process

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, Bylaws, Standard Operating Procedures, 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.
 - (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.
- (h) Honored Queens appointed by the Executive members of the BGC shall be eligible for a PHQ's jewel as outlined in MO-SOP-Bethel-12 provided they have served for at least six (6) months.
- (i) 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 affirmative vote, determine if the Charter should be revoked or another dispensation issued.

Section 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 MO-SOP-Bethel-8, MO-SOP-Bethel-17 7 and MO-B-GGC Art. XVI Sec. 1.28)

SOP-BETHEL-16
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 five (5) 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 five (5) members is required to open a meeting with the exceptions listed in MO-B- Bethel Art. XVI Sec. 1 (d). An active membership of as least seven (7) 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) 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, Bylaws, and Standard Operating Procedures.
 - (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, Bylaws, and Standard Operating Procedures being worn by all Daughters.
 - (h) Newly initiated Daughters passing the Proficiency Lessons Demonstration within a reasonable length of time.
 - (i) Officers proficient in the Ritual work of their stations.

- (j) Term plans being carried out including Membership Ceremony, Service Projects, Fundraisers, Religious Observance and Fun Projects.
- (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-17
SPECIAL PRIVILEGES

Section 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.

Section 2. Request and Filing - (See MO-B-GGC Art. XVI 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.

Section 3. Special Privileges with Fee - (See MO-B-GGC Art. XVI Sec. 1.22)

- (a) A fee of two dollars (\$2.00) shall accompany the request for a special dispensation to:
 - (1) 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.
 - (2) elect officers at a time other than provided in the Bethel's Bylaws.
 - (3) install officers at a time other than provided in the Bethel's Bylaws.
 - (4) dispense with regular meetings.
 - (5) hold special meetings.
 - (6) change meeting place.
 - (7) change hour of meeting.
 - (8) change date of meeting.

Section 4. Special Privileges without Fee - (See MO-B-GGC Art. XVI Sec. 1.22)

- (a) No fee shall be charged for a special dispensation to:
 - (1) hold a special election to fill a vacancy in an elective Bethel office and to install officers so elected.
 - (2) exemplify the ritualistic ceremony for Masonic or appendant orders.
 - (3) hold meeting for official visits of the Supreme or Grand Guardian.
 - (4) change date or hour of meeting.
 - [a] falls on a legal holiday
 - [b] falls during the week of the Annual Session of the SGC or GGC
 - [c] place is required for other purposes.

Section 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.

Section 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.

Section 7. The Supreme or Grand Guardian shall issue, for her term of office, a Special Dispensation to place a Bethel under reorganization. (See MO-SOP-Bethel-8, MO-B-GGC Art. XVI Sec. 1.28 and MO-SOP-Bethel-15)

SOP-BETHEL-18
SUBSTITUTE OFFICERS

Section 1.

- (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 MO-B-GGC Art. XVI 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-19
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, Bylaws, and Standard Operating Procedures of JDI (on website)
1	243	Attendance Record Book
2	246	Financial Record Book
1	253	Bible (small)

SOP-BETHEL-20
UNIFORM CODE FOR BETHELS

ARTICLE I
NAME

Section 1.

- (a) The name of this organization is Bethel No. _____ of _____, Missouri, USA of JDI. (City/Location)

Section 2.

- (a) This Bethel was instituted on (date) _____ and operates under a Charter granted by the 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 an Applicant, a Majority Member and a Master Mason (other than the Bethel Guardian or Associate Bethel Guardian) may sponsor the Applicant.
- (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. Applications

- (a) Members shall be received by Application for Membership (Form 130). Members may also be received by Application for Affiliation (Form 131) when accompanied by a Demit (Form 210).
- (1) Or by submitting an Application for Dual Membership (Form 131d)
- (b) Applications for Membership must be received and read at a regular Bethel meeting held previous to the date of the initiation. (See MO-B-GGC Art. XVI Sec. 1.20)

- (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) There shall be no pictures taken at a closed meeting.
- (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 Reflection Service during each Bethel term. This service shall be held in an appropriate place of worship or a location that allows for reflection or meditation to be chosen by the Honored Queen or a designated member of the Bethel and approved by the Executive Members of the BGC.
- (l) This 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.
- (m) There shall be an official Service Project each term as determined by the members of the Bethel and approved by the Executive members of the BGC.
- (n) 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 Mason (see POL-BOT-2) in good standing, including under the age of twenty (20) or
 - [b] a direct descendant (see Glossary Direct Descendant) of a Mason (see POL-BOT-2) 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 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] Adult relatives and/or legal guardians of a member of the Bethel or
 - [h] Adults who hold a familial position of authority over a member of the Bethel, regardless of legal status, with permission of the parent or legal guardian or
 - [i] 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
 - [j] the partner 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.
- (b) In the absence of both a 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

- MO(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 _____).
- MO(b) The election shall be by ballot without nomination. A majority vote shall elect.
- MO(c) The method of balloting shall be by secret ballot.
- MO(d) See MO-SOP-Bethel-4 for detailed election procedure in Missouri.
- MO(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.
- MO(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.
- MO(g) By special dispensation given by the Supreme/Grand Guardian, the Bethel may elect officers at a time other than that prescribed in Sec. 2 (a) of the article. Requests for Special Dispensations from Bethels under Supreme shall be submitted on Form 200 and sent to their Supreme Deputy.
- (h) 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.
- MO(i) By special dispensation given by the Grand Guardian, the Bethel may elect officers at a time other than that prescribed in Sec. 2 (a) of this Article.

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, during the months of _____ and _____) 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.
- MO-(f) Bethel under Missouri GGC shall allow open installations and the Executive Bethel Guardian Council may grant permission for pictures to be taken at Bethel Installations if it does not in any way detract from the ceremony.
- MO-(g) By special dispensation of the 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 has 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.
- (b) All monies collected, whether electronically or physically, shall be included on the Bethel meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts.

Section 2. Fees

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

Section 3. Annual Dues

MO-(a) The fee for each member shall be \$_____ per year, plus thirteen point forty-six (\$13.46) USD or Equivalent Rate and annually shall increase by five percent (5%) beginning January 1, 2023. 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 MO-B-GGC Art. XVI Sec. 1.22)

- (a) Applicants 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.
 - (1) Upon receipt of the properly signed warrant the Bethel Treasurer or Guardian Treasurer write checks. All checks shall be signed and countersigned by the Guardian Treasurer and/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. Or
 - (2) Monies electronically transferred from a Bethel's financial accounts shall be included on the Bethel Meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts. Additionally, minutes of the Bethel Guardian Council meeting and the Bethel meeting shall reflect an approved transfer of the funds by the Executive members of the BGC and the Bethel Daughters

ARTICLE XII OFFICIAL REGALIA

Section 1. Description

- (a) The official regalia of the Order 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 two (2) to 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 under-slip 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 Regalia at meetings as outlined below:
 - (1) Official Regalia shall be worn at meetings with a Membership ceremony.
 - (2) All other meetings, with the approval of the EBGC, Bethel members may vote to wear attire other than the Official Regalia (1 meeting a month) with the vote cast at a previous meeting. (see B-Bethel Art. XVI Sec. 1 (h-j))
- (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 (1) additional piece of jewelry in keeping with the regalia of our Order and approved by the Executive members of the BGC. (See MO-B-GGC Art. XVI 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.

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 DEMITTS

Section 1. General (See MO-B-Bethel Art. III for 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 2. Process

- (a) If, within six months, a Daughter applies to another Bethel, the Demit (complete Form 210) shall be attached to an Application 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 Application for Membership by Affiliation and retained in the Bethel files.

Section 3. Resignations

- (a) A Daughter who has resigned (or left for personal reasons) her Bethel may apply to a Bethel to become a member. (See MO-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 MO-SOP-SGC-16, MO-3. 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, and Sec. 2 dates Bethel was instituted and chartered.
 - (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 application 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 six (6) copies of Form 122, complete with Bethel seal, shall be submitted by the Guardian Secretary to the Chairman of the Jurisprudence Committee of the 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) electronic copy to the Supreme Guardian;
 - (2) One (1) electronic copy to the Vice Supreme Guardian;
 - (3) One (1) electronic copy to the office of the SGC
 - (4) One (1) electronic copy to Chairman of the SGC Jurisprudence Committee
 - (5) One (1) electronic copy to the Supreme Deputy
 - (6) One (1) electronic copy 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 for Bethels shall be returned to the Bethel within sixty (60) days after receipt.

ARTICLE XVI

RECOMMENDATIONS FOR EXECUTIVE AND ASSOCIATE 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 and Associate Members of the BGC.

MO-(b) The ballot shall be collected and sealed in an envelope in the presence of the Bethel members by a Daughter who shall mail them to the Vice 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) Each member in good standing shall become a Majority Member upon becoming twenty (20) years of age, or is married, pregnant, or identifies as a male prior to that age. 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 identifying as a male, they may not substitute/pro-tem as a Bethel Officer or may not serve as the Installing Officer, but may serve in other Installing Officer positions.
- (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:

Chairman Jurisprudence _____

Date

Member Jurisprudence _____

Date

Member Jurisprudence _____

Date

Grand Guardian _____

Date

**RULES AND REGULATIONS
GRAND BETHEL OF MISSOURI
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME AND AUTHORITY**

Section 1.

The name of this organization shall be the Grand Bethel of Missouri, Job's Daughters International.

- (a) This Grand Bethel was authorized April 24, 1954 by the Grand Guardian Council of Missouri, Job's Daughters International.
- (b) The jurisdiction of this Grand Bethel shall be limited to the State of Missouri.

**ARTICLE II
OBJECT**

Section 1.

- (a) The object of this organization is to band together Honored Queens, Past Honored Queens, Majority Members and active members in good standing in Missouri Bethels of Job's Daughters International, to promote the interest, welfare and growth of the Order; to keep the interest of those experienced members centered in the organization by giving them the responsibility of the Grand Bethel, with proper supervision; and to offer a further goal to strive for after their years of active Bethel membership have been completed.
- (b) The Grand Bethel Honored Queen shall be known and recognized as the official representative of the Grand Bethel in the State of Missouri.

**ARTICLE III
MEMBERSHIP**

Section 1.

- (a) Membership in this Grand Bethel shall be open to all active members and Majority Members of all Bethels in the State of Missouri who have not served on a Bethel Guardian Council.
- (b) Majority Members under the age of twenty-five (25) at the time of the Annual Grand Bethel Meeting who have never been married are eligible for membership in this Grand Bethel.
 - (1) Grand Bethel membership shall be in compliance with the Youth Protection Program of Job's Daughters International and the current version of the policy document.
- (c) A member who has demitted from a Bethel shall be eligible to remain a member of this Grand Bethel and to be elected or selected as a Grand Bethel Officer or Representative even though not affiliated with a Bethel at the time of selection. However, if she does not affiliate with another Missouri Bethel prior to the time her demit expires, she shall resign such office or the position of Representative.

**ARTICLE IV
GRAND BETHEL OFFICERS AND REPRESENTATIVES**

Section 1. Elective Officers

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

Section 2. Selective Officers

- (a) The selective Officers shall be Grand Bethel Guide, Grand Bethel Marshal, Grand Bethel Chaplain, Grand Bethel Recorder, Grand Bethel Treasurer, Grand Bethel Librarian, Grand Bethel Musician, Grand Bethel First Messenger, Grand Bethel Second Messenger, Grand Bethel Third Messenger, Grand Bethel Fourth Messenger, Grand Bethel Fifth Messenger, Grand Bethel Senior Custodian, Grand Bethel Junior Custodian, Grand Bethel Inner Guard and Grand Bethel Outer Guard.

Section 3. Grand Bethel Representatives

- (a) A Grand Bethel Representative shall be selected for each jurisdiction having a Grand Guardian Council or states, provinces, territories and countries having Bethels not under Grand Guardian Council Jurisdiction.
- (b) The Grand Bethel Senior Princess shall determine the number of Bethels assigned to each Grand Bethel Representative with the approval of the Grand Bethel Guardian Council.
- (1) No Grand Bethel Representative shall have more than fifty (50) Bethels.
 - (2) For Jurisdictions having more than fifty (50) Bethels, additional Grand Bethel Representatives shall be selected to share the number of Bethels.

Section 4. Substitute Officers

- (a) In the event of a vacancy in office, the Grand Bethel Honored Queen shall, with the approval of the Grand Bethel Guardian, appoint a substitute officer to serve at the Annual Meeting.

**ARTICLE V
TERM OF OFFICE**

Section 1.

- (a) All Grand Bethel Officers and Representatives shall serve one (1) year, or until the close of the next Annual Meeting, and their successors have been installed.
- (b) In the event that a Grand Bethel Officer, elective or selective, or a Grand Bethel Representative should marry or become pregnant during her term of office, she shall immediately submit a letter of resignation to the Grand Bethel Guardian.

**ARTICLE VI
MEETINGS**

Section 1. Annual Meeting

- (a) This Grand Bethel shall have an Annual Meeting at which time officers and representatives are elected and selected. This Annual Meeting shall be held at the same location and in conjunction with the Annual Meeting of the Grand Guardian Council of Missouri.

Section 2. Special Meeting

- (a) Special meetings may be held during the year when deemed advisable by the Grand Bethel Guardian Council.

ARTICLE VII
ELECTION AND SELECTION OF GRAND BETHEL OFFICERS

Section 1. Election

- (a) The election and selection of all officers and representatives shall begin one (1) hour after the beginning of the Annual Meeting.
- (b) Past Honored Queens and Majority Members who are members of this Grand Bethel *and who are at least sixteen (16) years of age* are eligible to hold elective offices in the Grand Bethel of Missouri if they are present at the time of the election. In case of sickness or other unavoidable absence, the Grand Bethel Guardian Council present shall decide upon and announce the eligibility of the absentee.
- (c) The Grand Bethel Senior Princess shall advance to the office of Grand Bethel Honored Queen and the Grand Bethel Junior Princess shall advance to the office of Grand Bethel Senior Princess.
- (d) The election of the Grand Bethel Junior Princess shall be by secret ballot without nomination. A simple majority shall elect.
- (e) In the event the Grand Bethel Senior Princess or Grand Bethel Junior Princess are unable to be present at the Annual Meeting or at the time of election because of illness or other unavoidable absence, she shall immediately notify the Grand Bethel Guardian stating the reason for her absence. In such case, she shall indicate to the Grand Bethel Guardian her acceptance of the office to which she would advance.
- (f) In the event any of the three elected offices becomes vacant during the term of office, the Grand Bethel Guardian Council shall select a Past Grand Bethel Honored Queen to serve in the vacant office at the Annual Meeting.
- (g) If a vacancy occurs in the office of the Grand Bethel Senior Princess, the Grand Bethel Junior Princess shall be given the option by the Grand Bethel Guardian Council to advance to the office of Grand Bethel Honored Queen or advance to the office of Grand Bethel Senior Princess at the Annual Meeting.
 - (1) If the Grand Bethel Junior Princess advances to the Office of Grand Bethel Honored Queen, then the election at the Annual Meeting will be conducted for Grand Bethel Senior Princess and Grand Bethel Junior Princess in that order.
 - (2) If the Grand Bethel Junior Princess advances to the office of Grand Bethel Senior Princess, then the election at the Annual Meeting will be conducted for Grand Bethel Honored Queen and Grand Bethel Junior Princess in that order.
- (h) In the event all three elective offices become vacant during the same term of office, the three officers shall be elected in the regular manner beginning with the highest office.

Section 2. Selection of Grand Bethel Officers and Representatives

- (a) Selection of Grand Bethel Officers and Representatives, other than the three (3) elective officers, shall be by drawing beginning with the Grand Bethel Musician followed by the selected Officers as stated in Article IV Section 2a, ending with Representatives.
- (b) Honored Queens, Honored Queens-elect, Past Honored Queens and Majority Members present shall be given first consideration for selective offices. Unfilled selective offices may then be available to the remaining members of this Grand Bethel.
- (c) Not more than two (2) members from the same Bethel, as declared on Grand Bethel dues registration, shall hold an elective office.

- (d) Not more than one (1) member from the same Bethel, as declared on Grand Bethel dues registration, shall hold a selective office until all Bethels with eligible members present are represented.
- (e) Not more than one (1) member from the same Bethel, as declared on Grand Bethel dues registration, shall be selected as a Grand Bethel Representative until all Bethels present are represented. Bethels not having a Grand Bethel Officer shall have first selection.
- (f) A member drawn to hold a Grand Bethel Office or Grand Bethel Representative shall be willing to fulfill each of the duties outlined in Article IX and Article X before accepting the office for which she is drawn. If the member is unwilling to fulfill these responsibilities, she should decline the office.
- (g) A Grand Bethel Officer or Grand Bethel Representative who fails to fulfill her duties and/or who fails to attend the Annual Meeting forfeits her eligibility to hold a Grand Bethel Office or to be selected as a Grand Bethel Representative for the following term unless excused by the Grand Bethel Guardian Council.
- (h) No member shall hold two (2) offices or positions as a Grand Bethel Representative at one time. Neither shall she hold office and serve as a Grand Bethel Representative at the same time.

ARTICLE VIII INSTALLATION OF OFFICERS

Section 1. Location

- (a) Installation of the Grand Bethel Officers and Representatives shall be held at the Annual Session of the Grand Guardian Council. The time of the Installation shall be determined by the Grand Bethel Senior Princess with the approval of the Grand Bethel Guardian Council.

Section 2. Installation

- (a) Installing Officers, with the exception of the Installing Musician, shall be selected from Past Grand Bethel Honored Queens or Past Grand Bethel Princesses. In the event Past Grand Bethel Honored Queens or Past Grand Bethel Princesses are unable to serve, Past Honored Queens and Majority Members who are members of this Grand Bethel may serve as Installing Officers. The Retiring Grand Bethel Honored Queen shall serve as the Installing Officer.
 - (1) All newly elected and selected Grand Bethel Officers and Representatives must attend the Grand Bethel Installation unless excused by the Grand Bethel Guardian Council in the event of an illness or emergency.

ARTICLE IX DUTIES OF OFFICERS

Section 1. Grand Bethel Officers

The duties of the Grand Bethel Officers shall be as follows:

- (a) To assist the Grand Bethel Honored Queen when requested to do so.
- (b) To attend the Statewide Initiation, unless properly excused by the Grand Bethel Guardian Council.
- (c) To perform such duties as outlined in the Book of Ceremonies of this Grand Bethel.
- (d) To attend workshops or events where the Grand Bethel will be exemplifying or performing the ritualistic work whenever possible.

- (d) To attend the reception of the Grand Bethel Honored Queen if possible.
- (e) To attend the Annual Meeting and events of the Grand Bethel if possible.
- (f) To attend the Spring State Officers Reception in Kansas City if possible.
- (g) To promote the good of the Order at all times.
- (h) To render assistance to the Bethels in the state of Missouri whenever possible.
- (i) Represent the Grand Bethel at all other State events whenever possible.
- (j) Become CAV when reaching the age of twenty (20) and maintain the certification renewing annually. Grand Bethel members twenty (20) years of age or older shall be on the current list of CAV's provided by the Executive Manager.

Section 2. Grand Bethel Honored Queen

The duties of the Grand Bethel Honored Queen shall be as follows:

- (a) To preside over all convocations of the Grand Bethel of Missouri.
- (b) To supervise its activities.
- (c) To promote the good of the Order at all times.
- (d) To see that she and all Grand Bethel Officers and Grand Bethel Representatives render assistance to the Bethels in the State of Missouri whenever possible.
- (e) To appoint committees deemed necessary to function until the next corps of officers is installed.
- (f) To assist the Grand Guardian Council of Missouri in instituting new Bethels; to plan entertainment for the Bethel Daughters during the Annual Session of the Grand Guardian Council of Missouri; and to assist the Grand Guardian Council of Missouri in any way possible upon the request of the Grand Guardian.
- (g) To submit a written report of her activities during the year at the Annual Meeting of the Grand Bethel.
- (h) To have the prerogative of calling events or meetings during her term for the purpose of promoting friendship among Grand Bethel members.
- (i) Notice of events shall be communicated to each Bethel at least sixty (60) days prior to the event.
- (j) To hold at least one (1) Statewide initiation during term of office with or without candidates.
- (k) To attend official visits whenever possible.
- (l) To work together with the Grand Guardian and Associate Grand Guardian in promoting their term calendar.
- (m) Attend Masonic body related events, as invited and approved by the Grand Bethel Guardian Council that would serve to represent the presence and promotion of Missouri Job's Daughters. Such events could include activities held during the Annual Session of the Grand Lodge of Missouri, AF&AM, Order of the Eastern Star, activities held during the Annual Session of the Order of the Amaranth, etc.
- (n) Attend Masonic Youth related events, as invited and approved by the Grand Bethel Guardian Council that would serve to represent the presence and promotion of Missouri Job's Daughters. Such events could include DeMolay Conclave, DeMolay State Officers Reception, and Rainbow Grand Assembly, etc.

Section 3. Grand Bethel Senior Princess

The duties of the Grand Bethel Senior Princess shall be as follows:

- (a) To prepare a balanced budget for the following Grand Bethel term and to submit it to the Grand Bethel Guardian Council for approval by January 31st.
- (b) To determine how many Grand Bethel Representatives are selected at the next Annual Meeting with the approval of the Grand Bethel Guardian Council.

- (c) To submit a written report of her activities at the next Annual Meeting.
- (d) To appoint one (1) member to the Ruth Mary Leavitt Memorial Scholarship Fund Raising Committee.
- (e) To work together with the Vice Grand Guardian and Vice Associate Grand Guardian in making the calendar for the year.

Section 4. Grand Bethel Junior Princess

The duties of the Grand Bethel Junior Princess shall be as follows:

- (a) To submit a written report of her activities at the next Annual Meeting of the Grand Bethel of Missouri.
- (b) Provide the Grand Bethel Guardian Council with a maximum of three (3) names of Majority Members as recommendations to serve on the Grand Bethel Advisory Board by July 31st.
- (c) Provide the Vice Grand Guardian and Vice Associate Grand Guardian of Missouri with three (3) eligible candidates for Vice Grand Bethel Guardian and three (3) eligible candidates for Vice Associate Grand Bethel Guardian by October 31st.
- (d) To recommend one (1) member for the Ruth Mary Leavitt Memorial Scholarship Fund Raising Committee to the Grand Bethel Guardian Council by March 1st.
- (e) Work with the Grand Bethel Guardian and Vice Associate Grand Bethel Guardian on the selection of locations, cost and all budgeted details of events (i.e. mini-session, retreat, etc.) planned for her Grand Bethel Honored Queen term.

Section 5. Grand Bethel Recorder

The duties of the Grand Bethel Recorder shall be as follows:

- (a) To keep proper minutes of the Annual Meeting of this Grand Bethel and forward a typed copy to the Grand Bethel Guardian Secretary /Treasurer within ten (10) days.

Section 6. Grand Bethel Treasurer

The duties of the Grand Bethel Treasurer shall be as follows:

- (a) To work with the Grand Bethel Guardian Secretary/Treasurer in preparing a report of all funds of the Grand Bethel of Missouri and read such report at the Annual Meeting of the Grand Bethel.

Section 7. Grand Bethel Librarian

The duties of the Grand Bethel Librarian shall be as follows:

- (a) To plan a report to be given at the Annual Meeting or a mini-session meeting as requested by the Grand Bethel Honored Queen.

Section 8. Grand Bethel Senior and Junior Custodian

The duties of the Grand Bethel Senior and Junior Custodians shall be as follows:

- (a) To assist the Grand Bethel Associate Guardian in setting up and removing all paraphernalia at any Grand Bethel meeting as necessary.

Section 9. Chairwoman (or Chairwomen) of Grand Bethel Representatives

The duties of the Chairwoman (or Chairwomen) of Grand Bethel Representatives shall be as follows:

- (a) To oversee the Grand Bethel Representatives.
- (b) To encourage the Representatives to correspond with their jurisdictions.
- (c) To submit a full report of all reports from Grand Bethel Representatives at the Annual Meeting.

- (e) To see that a copy of said report is given to the Grand Bethel Honored Queen and Grand Bethel Guardian Secretary/Treasurer.
- (d) To select a minimum of three (3) up to a maximum of eight (8) submitted reports to be read at the Annual Meeting.

ARTICLE IX
DUTIES OF GRAND BETHEL REPRESENTATIVES

Section 1.

The duties of each Grand Bethel Representative shall be as follows:

- (a) To assist the Grand Bethel Honored Queen whenever possible and when requested to do so.
- (b) To contact Bethels in the jurisdiction to which she is a Grand Bethel Representative and to conduct correspondence with said Bethels. The purpose of this correspondence is to exchange ideas for promotion of the Order, of activities of the Grand Bethels in their state, territory or province and for a closer fraternal bond between the various Grand Bethels and the Bethels under Supreme and Grand jurisdictions.
- (c) To submit a written report of her activities and responses from the Bethels in the jurisdiction(s) she represents, including a copy of her correspondence sent. If no reply is received to her correspondence this shall be so stated in her report.
- (1) The written report will be submitted to the Chairwoman (or Chairwomen) of the Grand Bethel Representatives and the Vice Associate Grand Bethel Guardian no later than fifteen (15) days before the start of the Annual Meeting.
- (d) To promote the good of the Order at all times.
- (e) To render assistance to the Bethels in the state of Missouri whenever possible.
- (f) To represent the Grand Bethel at all other State events whenever possible.
- (g) To become CAV when reaching the age of twenty (20) and maintain the certification, renewing annually, Grand Bethel members twenty (20) years of age or older shall be on the current list of current CAVs provided by the Executive Manager.

**ARTICLE X
GRAND BETHEL GUARDIAN COUNCIL**

Section 1. Eligibility

- (a) The Grand Bethel Guardian Council shall consist of five (5) members, namely: Grand Bethel Guardian (a Past Bethel Guardian or Past Grand Guardian of Missouri), Associate Grand Bethel Guardian (a Past Associate Bethel Guardian or Past Associate Grand Guardian of Missouri who shall be a Master Mason in good standing in the Masonic jurisdiction in which he holds membership), Vice Grand Bethel Guardian (a Past Bethel Guardian or Past Grand Guardian of Missouri at time of appointment, not recommendation), Vice Associate Grand Bethel Guardian (a Past Associate Bethel Guardian or Past Associate Grand Guardian of Missouri at time of appointment, not recommendation, who shall be a Master Mason in good standing in the Masonic jurisdiction in which he holds membership), and Grand Bethel Guardian Secretary/Treasurer, who shall be a member of the Grand Guardian Council of Missouri (see MO- C-GGC Article IV, Membership, Section 1(a)).

Section 2. Appointments

- (a) The Vice Grand Bethel Guardian and Vice Associate Grand Bethel Guardian shall be recommended by the Grand Bethel Junior Princess who shall submit the names of three (3) eligible candidates for Vice Grand Bethel Guardian and three (3) eligible candidates for Vice Associate Grand Bethel Guardian to serve for terms of up to two (2) years as appointed by the Grand Guardian at the Annual Installation of the Grand Guardian Council; the first year as Vice Grand Bethel Guardian and Vice Associate Grand Bethel Guardian, the second year as Grand Bethel Guardian and Grand Bethel Associate Guardian. Recommendations shall be submitted in writing to the Vice Grand Guardian by January 31st.
- (b) The Grand Bethel Guardian Secretary/Treasurer shall be recommended by the Grand Bethel Senior Princess, Grand Bethel Junior Princess, Vice Grand Bethel Guardian, Vice Associate Grand Bethel Guardian, and Grand Bethel Guardian Secretary/Treasurer who shall submit the names of three (3) eligible candidates to serve for a term up to two (2) years, not to exceed two (2) terms, as appointed by the Grand Guardian at the Annual Installation of the Grand Guardian Council. Recommendations shall be submitted in writing to the Vice Grand Guardian by January 31st.

Section 3. Vacancies

- (a) In the event of a vacancy in the office of a Grand Bethel Guardian Council member, the Grand Guardian with recommendations of the Grand Bethel Honored Queen, Grand Bethel Senior Princess, Grand Bethel Junior Princess, and Grand Bethel Guardian Council shall appoint a Past Grand Bethel Council Member to fill the unexpired term.

Section 4. Term of Office

- (a) The term of office of the Grand Bethel Guardian Council shall run concurrently with the Grand Guardian Council of Missouri.

Section 5.

- (a) No member of the Grand Bethel Guardian Council shall serve in any other office or capacity of this Grand Bethel during their term of office.

ARTICLE XI
DUTIES OF GRAND BETHEL GUARDIAN COUNCIL

Section 1.

- (a) The duties of the Grand Bethel Guardian Council shall be to give advice and assistance to the Grand Bethel Officers and Representatives regarding all Grand Bethel activities.
- (b) To approve all activities of the Grand Bethel and specifically the following:
 - (1) Location, cost, and all details of events (i.e. mini-session, retreat, etc.)
 - (2) All Grand Bethel activities at the Annual Session of the Grand Guardian Council.
 - (3) All fund raising and charity projects.
 - (4) All expenses of this Grand Bethel.
 - (5) All bills to be submitted to the Grand Bethel for payment.
 - (6) Determine the cost for the Grand Bethel medallions.
 - (7) Approve the budget submitted by the Grand Bethel Senior Princess no later than February 15th.
- (c) To appoint a Majority Member of a Missouri Bethel to serve a three (3) year term on the Grand Bethel Advisory Board.
 - (1) Selection shall be made from a maximum of three (3) recommendations of the Grand Bethel Junior Princess.
 - (2) The announcement of the new advisory board member shall be made by August 15th.
- (d) To approve the Grand Bethel Senior Princess method of selecting the Grand Bethel Representatives for the Annual Meeting.

Section 2. Grand Bethel Guardian

- (a) The duties of the Grand Bethel Guardian shall be:
 - (1) To call all meetings of the Grand Bethel Council, to preside over same and to supervise all activities of the Grand Bethel
 - (2) To assist the Vice Grand Bethel Guardian and Grand Bethel Senior Princess with the planning of the following Grand Bethel term.
 - (3) To assist the Vice Associate Grand Bethel Guardian and the Grand Bethel Junior Princess with the planning of events that would occur during a future term when the Grand Bethel Junior Princess becomes Grand Bethel Honored Queen.
 - (4) To approve all correspondence of the Grand Bethel.
 - (5) To ensure the Grand Bethel Honored Queen has an appropriate chaperone at all events.
 - (6) To assist and supervise the Grand Bethel in all duties.

Section 3. Associate Grand Bethel Guardian

- (a) The duties of the Associate Grand Bethel Guardian shall be:
 - (1) To serve as custodian of paraphernalia of this Grand Bethel.
 - (2) To assist the Grand Bethel Guardian in the performance of her duties.
 - (3) To assume the Grand Bethel Guardian's duties in her absence.
 - (4) To supervise the election and selection of Officers and Representatives at the Annual Meeting.
 - (5) To see that the books of the Grand Bethel are audited each year after May 31st, but no later than ten (10) days prior to the Annual Meeting.

Section 4. Vice Grand Bethel Guardian

- (a) The duties of the Vice Grand Bethel Guardian shall be:
- (1) To assist the Grand Bethel Senior Princess in preparation of the balanced budget for the following year and to submit the same for approval by the last day of December.
 - (2) To assist the Grand Bethel Senior Princess in planning for the following Grand Bethel term, in all aspects of planning, preparing and carrying out the entertainment of the Bethel Daughters during the Annual Session of the Grand Guardian Council of Missouri, and to attend and supervise such entertainment.
 - (3) To assist the Grand Bethel Officers in their ritualistic work when necessary.
 - (4) To notify all Bethels (no later than March 1) of the rules for applying for the Ruth Mary Leavitt Memorial Scholarship including a return postmark date of April 15.
 - (5) To process such scholarship applications by:
 - [a] Selecting a panel of individuals of not less than three (3) and no more than five (5), who have served the Grand Bethel of Missouri in the past as a Grand Bethel Honored Queen, Grand Bethel Guardian, Grand Bethel Associate Guardian, Grand Bethel Secretary/Treasurer, or Grand Bethel Advisory Board member.
 - [b] Forwarding copies of all applications to each member of the panel for their evaluation and instructing the panel to return their evaluations to her no later than thirty (30) days prior to the Grand Bethel meeting.
 - [c] Second time applications will be considered if funds will allow.
 - [d] Totaling and averaging the scores so that the scholarship will be awarded to the daughters receiving the highest scores.
 - [e] Preparing scholarship certificates for presentation at the Annual Meeting of the Grand Bethel to scholarship recipients.
 - (6) Assume the Grand Bethel Guardian's duties during her disability.

Section 5. Vice Associate Grand Bethel Guardian

- (a) The duties of the Vice Associate Grand Bethel Guardian shall be to supervise the work of the Grand Bethel Advisory Board at Grand Session for the drawing of officers and representatives, the issuance of Grand Bethel medallions and dues cards, and to assist the Grand Bethel Guardian and Grand Bethel Junior Princess with the planning of the following events that would occur during the future term when the Grand Bethel Junior Princess becomes Grand Bethel Honored Queen:
- (1) Selection of an appropriate site for the annual mini-session.
 - (2) Selection of an appropriate activity for the Grand Bethel for Saturday morning of the annual Grand Session.
- (b) To assist the Associate Grand Bethel Guardian in the audit of the books of the Grand Bethel of Missouri after May 31 and no later than ten (10) days prior to the Annual Meeting.
- (c) To assist the Vice Grand Bethel Guardian in the performance of her duties.
- (d) To assume the Associate Grand Bethel Guardian's duties during his disability.
- (e) Supervise the work of the Chairman (or Chairperson) of the Grand Bethel Representatives.

Section 6. Grand Bethel Guardian Secretary/Treasurer

- (a) The duties of the Grand Bethel Guardian Secretary/Treasurer shall be:
- (1) To keep a record of all Grand Bethel Guardian Council meetings.

- (2) To supervise the work of the Grand Bethel Recorder and receive typed minutes of all Grand Bethel meetings and installations within ten (10) days of the meeting or installation. A copy of same shall be forwarded by the Grand Bethel Guardian Secretary/Treasurer to the Grand Secretary of the Grand Guardian Council of Missouri for the Proceedings.
- (3) To receive all reservations, registrations and funds for the Annual Meeting and all other Grand Bethel events.
- (4) To receive and deposit within ten (10) days all funds due the Grand Bethel, keeping a detailed record of same.
- (5) To receive and pay all bills of the Grand Bethel after approval by a majority vote of the Grand Bethel Guardian Council.
- (6) To provide the Grand Bethel Treasurer a Treasurer's Report to be given at the Annual Meeting.
- (7) To receive money/funds collected and issue medallions to new Grand Bethel Officers and Representatives after election and selection at the Annual Meeting.
- (8) To issue scholarship checks to recipients immediately upon receipt of confirmation of enrollment to an accredited college/university, vocation, or technical institution of higher learning in the fall of the year of the scholarship.
- (9) To mail a copy of the properly submitted amendments for the Rules and Regulations Grand Bethel of Missouri to Bethel Guardians at least thirty (30) days prior to the Annual Meeting of the Grand Bethel of Missouri for presentation to the Bethel members at a regular Bethel meeting. In addition, a copy of the properly submitted proposed amendments for the Rules and Regulations Grand Bethel of Missouri shall be distributed to all Grand Bethel members in attendance at the Annual Grand Bethel meeting.
- (10) In the event of a disability, the Vice Associate Grand Bethel Guardian will undertake the duties until the Grand Bethel Secretary/Treasurer is able to resume his/her duties.

ARTICLE XII GRAND BETHEL ADVISORY BOARD

Section 1. Eligibility

- (a) The Grand Bethel Advisory Board shall consist of three (3) Majority Members of Missouri Bethels.
- (b) The Grand Bethel Advisory Board shall be appointed by the Grand Bethel Guardian Council for a term of three (3) years. Said appointment shall be from a maximum of three (3) recommendations from the Grand Bethel Junior Princess and shall be announced by the Grand Bethel Guardian Council.
 - (1) No member of the Grand Bethel Advisory Board shall succeed herself in office.
- (c) The Grand Bethel Advisory Board members may serve on a Bethel Guardian Council as an Associate Member but shall not serve as an Executive Member of a Bethel Guardian Council.

Section 2. Term of Office

- (a) The term of office of the Grand Bethel Advisory Board shall run concurrently with the term of office of the Grand Bethel of Missouri.

Section 3. Vacancies

- (a) In the event of a vacancy in office of a Grand Bethel Advisory Board member, the Grand Bethel Guardian Council shall appoint an eligible person to fill the unexpired term from recommendations received from the corresponding Grand Bethel Officer.

Section 4. Duties of Grand Bethel Advisory Board

- (a) The Grand Bethel Advisory Board should attend all meetings of the Grand Bethel Guardian Council and all Grand Bethel events.
- (b) To register all eligible Grand Bethel members prior to the Annual Meeting for the drawing of Officers and Representatives.
- (c) To ensure that all members of the Grand Bethel have access to the updated bylaws.
- (d) To issue dues cards to all members of the Grand Bethel as directed by the Vice Associate Grand Bethel Guardian.
- (e) To assist with Grand Bethel events as requested by the Grand Bethel Honored Queen.

**ARTICLE XIII
FINANCE**

Section 1. Annual Dues

- (a) The annual dues of this Grand Bethel shall be five dollars (\$5.00).

Section 2. Receipts

- (a) All funds belonging to the Grand Bethel shall be received by the Grand Bethel Guardian Secretary/Treasurer who shall make a record of the same and deposit them in the Grand Bethel account within ten (10) days.

Section 3. Disbursements

- (a) All disbursements shall be approved by the Grand Bethel Guardian Council and submitted to the Grand Bethel Guardian Secretary/Treasurer for payment from the Grand Bethel of Missouri account.
- (1) In performance of her duties, the Grand Bethel Honored Queen shall be allowed a sum not to exceed one thousand dollars (\$1,000) for attendance at the following:
- Official Visits
 - Official Workshop (if the Grand Bethel is asked to take part or perform the Ritual)
 - Institution of new Bethel (if Grand Bethel is asked to take part)
 - Grand Chapter, Order of the Eastern Star of Missouri
 - Grand Lodge of Missouri, A.F. & A.M.
- An itemized account of expenses for the above shall be submitted to the Grand Bethel Guardian Council Secretary/Treasurer prior to May 1 for approval by the Grand Bethel Guardian Council. A short report of activities attended shall be attached to the request.
- (2) The Grand Bethel Senior and Junior Princesses shall be allowed a sum not to exceed three hundred dollars (\$300.00) each as traveling expenses within the State of Missouri during their terms of office. These traveling expenses shall not include the Annual Meeting or a

Mini-Session. An itemized account of expenses for the above shall be submitted to the Grand Bethel Guardian Council Secretary/Treasurer prior to May 1st for approval by the Grand Bethel Guardian Council. A short report of activities attended shall be attached to the request.

- (3) The Grand Bethel Honored Queen shall be the official Grand Bethel representative to Supreme Session.
 - a. She shall be allowed twenty (20) cents per mile by the most direct route round trip, or air travel at coach rate.
 - b. She shall be allowed forty dollars (\$40.00) per day for meals.
 - c. She shall be allowed the difference in reimbursement of the formal banquet fee and awards banquet fee, if they exceed the daily allowance for meals.
 - d. The Supreme Session registration fee shall be reimbursed to the Grand Bethel Honored Queen at the least expensive amount for her category and shall be included in her itemized account of expenses for the Session.
 - e. An itemized account of expenses shall be submitted to the Grand Bethel Guardian Council Secretary/Treasurer for approval by the Grand Bethel Guardian Council within sixty (60) days after the Session with a short report of activities attended.
- (4) The Past Grand Bethel Honored Queen's jewel (J99PHQ pin HGE, Year Guard JNG4-GF) shall be furnished and presented to each regularly installed Grand Bethel Honored Queen upon the completion of her term of office at the Installation of the Grand Bethel Officers and Representatives after her successor has been installed.
- (5) If the outgoing Grand Bethel Honored Queen desires a jewel other than what is designated in Article XIV Sec. 4(a), she shall be allowed up to the amount of the designated jewel toward the jewel or ring of her choice upon receipt of payment. If the amount exceeds the designated jewel amount, the outgoing Grand Bethel Honored Queen will bear the difference in cost between the approved jewel and her jewel of choice.
- (6) The Grand Bethel Honored Queen shall be allowed a sum not to exceed one hundred twenty-five dollars (\$125.00) to pay for awards approved by the Grand Bethel Guardian Council given during her term.
- (7) The Grand Bethel Honored Queen and her chaperone shall be allowed actual expenses per day for their lodging based on actual expenses per day of their share of the lodging for each of the days in attendance, not to exceed six (6) nights at Supreme Session and shall not exceed the rate of two (2) people in a room. If said chaperone does not room with the Grand Bethel Honored Queen, the chaperone's reimbursement shall be actual expenses per day of her/his share of the lodging for each day in attendance, not to exceed six (6) days at Supreme Session, and shall not exceed one-half (1/2) of actual lodging expenses. An itemized account of expenses shall be submitted to the Grand Bethel Guardian Council Secretary/Treasurer for approval by the Grand Bethel Guardian Council within sixty (60) days after the Session with a short report explaining the expenses.
- (8) The Grand Bethel Honored Queen's chaperone shall be allowed forty dollars (\$40.00) per day for meals for each of the days in attendance, not to exceed six (6) days at Supreme Session if the Grand Bethel budget has enough money to cover this expense and there is a profit shown when the budget is submitted to the Grand Bethel Guardian Council.
- (b) All checks issued by the Grand Bethel of Missouri shall have two (2) authorized signatures.
 - (1) Authorized signers include Grand Bethel Guardian, Associate Grand Bethel Guardian, Vice Grand Bethel Guardian, Vice Associate Grand Bethel Guardian, and Grand Bethel Secretary/Treasurer.

- (2) All authorized signers must be listed on the Grand Bethel account signature cards held with the financial institution.

Section 5. Audit of Grand Bethel Books

- (a) The Grand Bethel books shall be audited by the Associate Grand Bethel Guardian and the Vice Associate Grand Bethel Guardian after May 31 of each year and no later than ten (10) days prior to the annual Grand Bethel meeting. A report of the audit shall be prepared and read at the Grand Bethel meeting. The Grand Bethel Guardian Secretary/Treasurer shall submit all records as requested by the Associate Grand Bethel Guardian and the Vice Associate Grand Bethel Guardian.

ARTICLE XIV BOOK OF CEREMONIES

Section 1.

- (1) The Book of Ceremonies of this Grand Bethel shall be subject to revision when deemed advisable by the Grand Bethel Guardian Council and the Grand Bethel elected officers. A committee shall be appointed for this purpose.

Section 2. Revision Committee

- (a) The Book of Ceremonies Committee shall be composed of five (5) members appointed by the Grand Bethel Guardian Council.
- (b) The members of this committee shall be Past Grand Bethel Honored Queens, Grand Bethel Officers, Majority Members, Past Grand Bethel Guardians and Past Associate Grand Bethel Guardians.
- (c) It shall be the duty of the Committee to present five (5) copies of the revision of the Book of Ceremonies to the Grand Bethel Guardian before March 1. The Grand Bethel Guardian shall forward one (1) copy to each member of the Grand Bethel Guardian Council.
- (d) Pending approval by the Grand Bethel Guardian Council, a copy of the proposed revisions will be sent to each Bethel for distribution to all members of the Grand Bethel after which it shall lay over thirty (30) days prior to the Annual Meeting. A two-thirds (2/3) affirmative vote of the Grand Bethel members voting shall be necessary to adopt such revision.
 - (1) One (1) copy shall be submitted by the Grand Bethel Guardian Secretary/Treasurer to the Chairman of the Jurisprudence Committee of the Grand Guardian Council. Upon approval of the Jurisprudence Committee, it shall be forwarded to the Supreme Jurisprudence Committee for approval.
 - (2) The Book of Ceremonies revision shall not become effective until notice of approval has been sent to the Grand Bethel Guardian Council by the Jurisprudence Committee of the Grand Guardian Council.
 - (3) Following approval of the Supreme Jurisprudence Committee, the Book of Ceremonies, as revised, shall be distributed to the members of the Grand Bethel within thirty (30) days of notice of approval.

ARTICLE XV JEWELRY

Section 1.

- (a) Each Officer and Representative shall be invested with her medallion.

- (b) Each selected Officer and Representative shall pay a fee to the Grand Bethel Guardian Secretary/Treasurer for the cost of her medallion. The medallions are to be kept by the Grand Bethel Officer or Representative.
- (c) The Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess shall have metal triangle medallions to be turned in to the Associate Grand Bethel Guardian after the close of the Annual Meeting in order that they may be passed down at the Grand Bethel Installation.
- (d) In the event an Elected Grand Bethel Officer medallion is stolen, a police report must be filed, and the report number given to the Grand Bethel Guardian Secretary/Treasurer in order for the Grand Bethel to cover expenses of the missing item. If the item is lost or no report has been completed, it is the responsibility of the Elected Officer to pay for the replacement.

ARTICLE XVI OFFICIAL DRESS

Section 1. Annual Meeting and Special Meetings

- (a) The official dress for the elected Grand Bethel Officers shall be gold robes, white capes, white flat shoes, Grand Bethel crowns and long white slips. The official dress for the selected Grand Bethel Officers, Grand Bethel Representatives, and all other Grand Bethel Members shall be approved by the Grand Bethel Guardian Council.

Section 2. Installation of Grand Bethel Officers and Representatives.

- (a) Grand Bethel Officers and Representatives shall wear tasteful evening gowns or afternoon tea length dresses for the Installation of Officers at the Annual Session of the Grand Guardian Council.

Section 3. Exemplifications, Institutions, and Other Ritual Work.

- (a) For exemplifications, institutions of new Bethels and other Ritual work, the Grand Bethel Officers shall wear official regalia as specified in MO-SOP-Bethel-10.
- (b) Grand Bethel Officers and Representatives shall wear appropriate formal attire for the Installation of Officers at the Annual Session of the Grand Guardian Council.

ARTICLE XVII OFFICIAL COLORS

Section 1.

- (a) The colors of this Grand Bethel shall be white and gold.

ARTICLE XIII AMENDMENTS

Section 1.

- (a) Amendments to these Bylaws may be made by submitting one signed copy, wet or electronic, to the chairman of the Jurisprudence Committee, one signed copy, wet or electronic, to the Grand Secretary and one signed copy, wet or electronic, to the Grand Bethel Secretary on or before April 1st. They will be voted on by the Grand Bethel at their Annual Meeting.
 - (1) If passed they will then be voted on by the Grand Guardian Council at their Annual Meeting. (See SOP-GGC MO-SOP-SGC-16 Section 2 MO-(c) AMENDMENTS)
 - (2) If failed, it will be at the discretion of the makers of the proposed amendments to withdraw the amendments before the Annual Meeting of the Grand Guardian Council.

Section 2. Immediate Amendments

- (a) An immediate amendment may be made and submitting it to the Grand Secretary and Grand Bethel Secretary to be read at the Annual Meeting. If passed by the Grand Bethel, then it will be voted on by the Grand Guardian Council. (See SOP-GGC MO-SOP-SGC-16 Section 2 MO-(b) IMMEDIATE AMENDMENTS).

**ARTICLE XIX
ORDER OF BUSINESS**

Section 1.

- (a) The order of business for this Grand Bethel shall be as follows:
- (1) Opening Ceremony
 - (2) Introductions
 - (3) Reading of Minutes
 - (4) Treasurer's Report
 - (5) Welcome Ceremony
 - (6) Reports of Grand Bethel Representatives and Committees
 - (7) Unfinished Business
 - (8) New Business
 - (9) Report of the Grand Bethel Librarian
 - (10) Report of the Grand Bethel HQ, Grand Bethel Sr Princess, and Grand Bethel Jr Princess
 - (11) Presentations
 - (12) Remarks
 - (13) Degree of Royal Purple Ceremony (optional)
 - (14) Lily of the Valley Award Ceremony (optional)
 - (15) Memorial Ceremony (optional)
 - (16) Closing Ceremony
- (b) The election and selection of all Grand Bethel Officers and Representatives shall begin one (1) hour after the beginning of the Annual Meeting.

**ARTICLE XX
PARLIAMENTARY AUTHORITY**

Section 1.

- (a) Robert's Rules of Order Revised (current edition) shall be the Parliamentary Authority. (See MO-SOP-SGC-16)

**ARTICLE XXI
RUTH MARY LEAVITT MEMORIAL SCHOLARSHIP FUND**

Section 1.

- (a) The scholarship fund shall be called the Ruth Mary Leavitt Memorial Scholarship Fund.

Section 2.

- (a) The purpose of this fund shall be to present two (2) or more scholarships per year, not to exceed seven hundred fifty dollars (\$750.00) each. The amount of the scholarship will be determined by the Grand Bethel Honored Queen, Grand Bethel Senior Princess, Grand Bethel Junior Princess, Grand Bethel Advisory Board, and the Grand Bethel Council.

- (b) A minimum balance of one hundred dollars (\$100.00) shall remain in the fund each year.

Section 3.

- (a) The scholarships shall be announced, and an award certificate given at the annual Grand Bethel meeting at Grand Session. Upon receipt of enrollment confirmation, a check will be distributed to the Daughter recipient by the Grand Bethel Secretary/Treasurer.

Section 4.

- (a) All of the following eligibility requirements must be met:
- (1) The Daughter shall be a member in good standing or a majority member of her Bethel.
 - (2) The Daughter shall be a member of the Grand Bethel of Missouri.
 - (3) The Daughter must have been a member of the Order for at least one (1) year since initiated.
 - (4) The Daughter must be a senior graduating from high school and/or attending an accredited college/university, vocational, or technical institution of higher learning in the fall of the year of the scholarship. If the Daughter fails to attend, the scholarship is forfeited, and the funds awarded must be returned to the Grand Bethel of Missouri within six (6) months of receipt.
 - (5) Total scholarships per Daughter will be two (2) scholarships, receiving one (1) scholarship per GGC year.

Section 5. Committee

- (a) Ruth Mary Leavitt Memorial Scholarship Fund Raising Committee:
- (1) Shall consist of two (2) Grand Bethel members.
 - (2) Appointment to this committee will be for a two (2) year term.
 - (3) The Grand Bethel Senior Princess shall appoint one (1) member to the committee.
 - (4) Shall assist the Vice Grand Bethel Guardian in raising money for the Ruth Mary Leavitt Memorial Scholarship Fund.

ARTICLE XXII SUPERVISION

Section 1. Supervision

- (a) Grand Bethel Honored Queen, Grand Bethel Senior Princess, Grand Bethel Junior Princess, Grand Bethel Officers and Representatives shall be under the general supervision of the Grand Bethel Guardian Council. The adult providing supervision shall be a CAV in accordance with the JDI Youth Protection Program and Policy.
- (b) When traveling, Grand Bethel Honored Queen, Grand Bethel Senior Princess, Grand Bethel Junior Princess, Grand Bethel Officers and Representatives shall be accompanied where possible by a chaperone who shall be in charge of her care. If Grand Bethel Honored Queen, Grand Bethel Senior Princess, Grand Bethel Junior Princess, Grand Bethel Officers and Representatives under eighteen (18) years of age, she shall arrange for her chaperone in accordance with the JDI Youth Protection Program and Policy.
- (c) 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.

- (d) At times the Daughter may be traveling alone, without a chaperone. Where practical, an adult will provide transportation for the Daughter to or from an airport or other common carrier. The adult providing transportation shall be a CAV.
- (e) Her conduct shall be in accordance with the teachings and principles of our Order.

**RULES AND REGULATIONS
MISS MISSOURI JOB'S DAUGHTER PAGEANT**

**ARTICLE I
TITLE**

Section 1.

- (a) The Daughter selected shall be known as Miss Missouri Job's Daughter of JDI.

**ARTICLE II
OBJECT**

Section 1.

- (a) Miss Missouri Job's Daughter is a representative of JDI for the purposes of promoting the interest, welfare, and growth of the Order; bringing the Daughters of all Bethels into a closer relationship with each other and the Grand Guardian Council, and serving as a Daughter public relations emissary to adult organizations of the Masonic family and the public in general.

**ARTICLE III
SUPERVISION & TRAVEL AUTHORIZATION**

Section 1. Supervision

- (a) Miss Missouri Job's Daughter, Jr. Miss Missouri Job's Daughter and Miss Missouri Job's Daughter Congeniality shall be under the general supervision of the Grand Guardian of Missouri and under the direct supervision of another person (female) appointed by the Grand Guardian to act on her behalf. The adult providing supervision shall be a CAV in accordance with the JDI Youth Protection Program and Policy.
- (b) When traveling, Miss Missouri Job's Daughter, Jr. Miss Missouri Job's Daughter and Miss Missouri Job's Daughter Congeniality shall be accompanied where possible by a chaperone who shall be in charge of her care. If Miss Missouri Job's Daughter, Jr. Miss Missouri Job's Daughter or Miss Missouri Job's Daughter Congeniality is under eighteen (18) years of age, she shall arrange for her chaperone in accordance with the JDI Youth Protection Program and Policy.
- (c) 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.

- (d) 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 will provide transportation for the Daughter to or from an airport or other common carrier. The adult providing transportation shall be a CAV.

- (e) Her conduct shall be in accordance with the teachings and principles of our Order.
- (f) Miss Missouri Job's Daughter, Jr. Miss Missouri Job's Daughter and Miss Missouri Job's Daughter Congeniality shall inform the Grand Guardian and the Chairman of the Miss Missouri Pageant Committee of their itinerary.
- (g) A copy of the Guidelines for supervision shall be signed by the Miss Missouri Job's Daughter, Jr. Miss Missouri Job's Daughter and Miss Missouri Job's Daughter Congeniality and their parent(s) or legal guardian(s) and placed on file with the Chairman of the Miss Missouri Pageant, with a copy for the Grand Guardian and the Grand Secretary.

ARTICLE IV QUALIFICATIONS

Section 1.

- (a) Miss Missouri Job's Daughter shall be a young woman who possesses a thorough knowledge of the Order, dignity, poise, charm, good manners, and that intangible quality called personality. She must be able to meet the public, speak extemporaneously and represent the Order with dignity and youthful charm.

ARTICLE V ELIGIBILITY

Section 1.

- (a) The Daughter must be a member in good standing in her Bethel, her age shall be compatible with Supreme Guardian Council rules. (See R&R-Pageant Article V Section 1(a))
- (b) Each Bethel shall have the right to send two (2) Daughters to compete in the State Pageant.
- (c) Former contestants may compete again except for those who have been selected and/or served as Miss Missouri Job's Daughter.
- (d) A Daughter may not compete for both the Miss Missouri Job's Daughter and Jr. Miss Missouri Job's Daughter in the same Pageant.

ARTICLE VI SELECTION

Section 1. General

- (a) Miss Missouri Job's Daughter shall be selected by competition at a pageant to be held the same weekend and in the same area as the Grand Guardian Council Worship Service.
- (b) The administration, production, and direction of the Pageant is the responsibility of the Miss Missouri Job's Daughter Pageant Committee.
- (c) Pageant judges will be designated for each of the requirements listed below.
 - (1) Judges shall be at least three (3) years removed from active Grand Bethel.
 - (2) Two (2) judges per category shall not be from the same family.
 - (3) Judges shall not be related to any contestants.
- (d) Scores for all categories of judging shall be cumulative.
- (e) In the event of a tie, it will be broken by a method selected by the Miss Missouri Job's Daughter Pageant Committee. The contestant with the highest score will be declared the winner.

Section 2. Requirements for Judging

- (a) Written Essay
 - (1) Each contestant shall be required to write an essay on a topic selected by the Pageant Committee. Said essay shall not exceed two-hundred (200) words.
- (b) Written Test
 - (1) The test will consist of a written examination based on a general knowledge of the JDI and the Ritual. Completed test papers will be identified only by contestant's number, not by contestant's name.
- (c) Ritual Recitation (oral)
 - (1) The recitation will be given in Bethel robe and complete regalia.
 - (2) The Daughter will recite any lecture from the Membership Ceremony as selected by the Pageant Committee. Judging will be on accuracy and presentation.
 - (3) Robe with white cord and other official regalia will be inspected for conformity to rules and regulations either before or after the recitation, not during.
- (d) Interview
 - (1) Each contestant will have a private interview with a panel of Pageant judges.
 - (2) Judges will have received a fact sheet on each contestant giving age, education, training, interest, ambitions, and Job's Daughter achievements.
 - (3) The Daughter will be judged on her personality, diction, sincerity, manners, adaptability to the situation, and the general impression she makes.
- (e) Stage Appearance
 - (1) Contestants shall wear appropriate formal attire.
 - (2) Judging will encompass the total picture the contestant presents, considering her personality, posture, poise, grace of movement, appropriate (for her) hair style, and personal grooming.
 - (3) Semi-finalists will be judged not only on the response to a question but on the overall impression the contestant makes as she responds.

**ARTICLE VII
SUCCESSION**

Section 1.

- (a) In the event that Miss Missouri Job's Daughter cannot fulfill her term, the 1st runner-up will become Miss Missouri Job's Daughter. If unable to accept, selection shall be made in succession from the runners-up.
- (b) A Miss Missouri Job's Daughter who marries while reigning, or is removed for sufficient cause, shall forfeit her title as Miss Missouri Job's Daughter.

**ARTICLE VIII
DUTIES OF MISS MISSOURI JOB'S DAUGHTER**

Section 1.

- (a) Miss Missouri Job's Daughter shall be encouraged to travel throughout Missouri for the next year, whenever possible, promoting Job's Daughters.

- (b) The Miss Missouri Job's Daughter shall be the Missouri State Contestant in the Miss International Job's Daughter Pageant held at the Annual Session of the Supreme Guardian Council.
 - (1) If unable to attend, selection shall be made in succession from the runners-up.

ARTICLE IX MISS CONGENIALITY

Section 1. Selection.

- (a) Selection of Miss Congeniality shall be by secret ballot by both the Senior and Junior Contestants at a time arranged by the Pageant Committee on the day of the pageant. All contestants except those who have been selected and/or served as Miss Congeniality shall be eligible.
- (b) A former Miss Congeniality may not serve a second term.
- (c) A Miss Congeniality who marries while reigning, or is removed for sufficient cause, shall forfeit her title as Miss Congeniality.

ARTICLE X JUNIOR MISS MISSOURI JOB'S DAUGHTER

Section 1. Eligibility

- (a) The Daughter must be a member in good standing in her Bethel and not have attained the age of sixteen (16) prior to the date of the Pageant.
- (b) See Article V, Section 1 (b)
- (c) Former contestants may compete again except for those who have been selected and/or served as Jr. Miss Missouri Job's Daughter.
- (d) A Daughter may not compete for both the Miss Missouri Job's Daughter and Jr. Miss Missouri Job's Daughter in the same Pageant.

Section 2. Selection

- (a) See Article VI, Section 1(a)
- (b) See Article VI, Section 1(b)
- (c) See Article VI, Section 1(c)
- (d) See Article VI, Section 1(d)
- (e) See Article VI, Section 1(e)

Section 3. Requirements for Judging

- (a) See Article VI, Section 2(a)(1)
- (b) See Article VI, Section 2(c)(1)
- (c) See Article VI, Section 2(c)(2)
- (d) See Article VI, Section 2(c)(3)
- (e) See Article VI, Section 2(d)(1)
- (f) See Article VI, Section 2(d)(2)
- (g) See Article VI, Section 2(d)(3)
- (h) See Article VI, Section 2(e)(1)
- (i) See Article VI, Section 2(e)(2)

Section 4. Succession

- (a) In the event that the Junior Miss Missouri Job's Daughter cannot fulfill her term, the first runner-up shall become Junior Miss Missouri Job's Daughter. If unable to accept, selection shall be made in succession from the runners-up.
- (b) A Junior Miss Missouri Job's Daughter who marries while reigning, or is removed for sufficient cause, shall forfeit her title as Junior Miss Missouri Job's Daughter.

Section 5. Duties

- (a) The Junior Miss Missouri Job's Daughter shall be encouraged to travel throughout Missouri for the next year, whenever possible, promoting Job's Daughters.

ARTICLE XI FINANCES

Section 1. Funds

- (a) All funds of the Miss Missouri Job's Daughter Pageant shall be deposited with the Grand Secretary, who shall enter same in the name of the Miss Missouri Job's Daughter Pageant. All bills pertaining to the Pageant shall be approved by the Finance Committee and submitted promptly to be paid by the Grand Secretary within thirty (30) days following the Pageant. All expenses listed in Article XII shall be paid from the Pageant fund.

Section 2. Receipts.

- (a) An entry fee shall be required for each contestant; bearing in mind the Pageant is self-supporting. This may be paid by Bethel, an individual, or sponsor, and forwarded to the Chairman of the Pageant Committee. Entry fee shall include contestant's lunch, banquet, and Pageant costs.
- (b) Advertisements, sponsors, patrons, and other appropriate means of increasing the revenue of the Pageant may be implemented if the Committee deems it necessary.

Section 3. Love Offering

- (a) A love offering may be taken during the Pageant for the purpose of expenses incurred over and above expenses provided for in Article XI Section 4. These funds shall be gifted to Miss Missouri Job's Daughter, Jr. Miss Missouri Job's Daughter and Miss Missouri Job's Daughter Congeniality in equal amounts per Daughter for use during their reign. If any one (1) of these Daughters does not complete her term of office, the amount of the gift shall be prorated by month and any remaining funds returned to the Grand Guardian Council to be distributed to her successor.

Section 4. Disbursements

- (a) The Grand Guardian Council shall pay the registration fee for the Miss Missouri Job's Daughter delegate to the Miss International Job's Daughter Pageant, held annually at Supreme Session.
- (b) The Grand Guardian Council shall send the Miss Missouri Job's Daughter delegate as the official representative to the Miss International Job's Daughter Pageant at Supreme Session. She shall be allowed twenty (20) cents per mile by the most direct route round trip, or air travel at coach rate. She shall be allowed forty dollars (\$40.00) per day for meals and actual expenses per day for her share of the lodging for each of the days in attendance, not to exceed six (6) nights. The Supreme Session registration fee shall be reimbursed at the least expensive amount in her category and shall be included in her itemized account of expenses for the Session. An itemized account of expenses shall be submitted within thirty (30) days after the session.

- (c) The Grand Guardian Council shall allow the chaperone for the Miss Missouri Job's Daughter actual expenses per day for their share of the lodging for each of the days in attendance, not to exceed six (6) nights at Supreme Session. Said chaperone shall lodge in the same room as the Miss Missouri Job's Daughter. If said chaperone does not, the chaperone's reimbursement shall be actual expenses per day of their share of the lodging for each day in attendance, not to exceed six (6) nights at Supreme Session and shall not exceed one-half (1/2) of actual lodging expenses. The Miss Missouri Job's Daughter chaperone shall be allowed forty dollars (\$40.00) per day for meals for each of the days in attendance not to exceed six (6) days at Supreme Session, as long as the Grand Guardian Council Budget has funds for this expense.
- (d) In the event the Missouri participant in the Pageant is selected as Miss International Job's Daughter, the Grand Guardian Council shall provide her with expenses to return to the next Supreme Session if not provided by the Supreme Guardian Council. She shall be allowed twenty (20) cents per mile by the most direct route round trip, or air travel at coach rate. She shall be allowed forty dollars (\$40.00) per day for meals and actual expenses per day for her share of the lodging for each of the days she is participating in Pageant activities not to exceed six (6) nights. The Supreme Session Registration Fee shall be reimbursed at the least expensive amount in her category and shall be included in her itemized account of expenses for the Session. An itemized account of expenses shall be submitted within thirty (30) days after the Session.
- (e) In the event the Missouri participant in the Pageant is selected as Miss International Job's Daughter, the Grand Guardian Council shall allow the chaperone for the Miss International Job's Daughter actual expenses per day for their share of the lodging for each of the days in attendance, not to exceed six (6) nights at Supreme Session, if not provided by the Supreme Guardian Council. Said chaperone shall lodge in the same room as the Miss International Job's Daughter. If said chaperone does not, the chaperone's reimbursement shall be actual expenses per day of their share of the lodging for each day in attendance, not to exceed six (6) nights at Supreme Session, and shall not exceed one-half (1/2) of actual lodging expenses. The Miss International Job's Daughter chaperone shall be allowed forty dollars (\$40.00) per day for meals for each of the days in attendance, not to exceed six (6) days at Supreme Session, as long as the Grand Guardian Council Budget has funds for this expense.
- (f) The Miss Missouri Job's Daughter's entry fee for the International Pageant shall be paid from the pageant fund.

Section 5. Budget

- (a) Chairman of Pageant Committee shall submit a budget for Pageant by December 31 to the Finance Committee.

Section 6. Fundraising

- (a) All fundraising opportunities for the Miss Missouri Trio shall be presented to the Miss Missouri Pageant committee and then sent to the Executive GGC for approval.
- (b) All fundraising opportunities the Miss Missouri Trio shall choose to facilitate (including but not limited to charity, love fund, travel fund, raffles, etc.) shall be received and disbursed through the Grand Secretary of the GGC.

ARTICLE XII

MISS MISSOURI JOB'S DAUGHTER PAGEANT COMMITTEE

Section 1. Members

- (a) The membership of this Committee shall be appointed by the Grand Guardian.

Section 2. Duties of the Committee

- (a) The authority and duties of the Committee shall encompass the total administration, including promotion and production of the Pageant.
- (1) Provide information and registration forms regarding the Pageant to all Bethels in this jurisdiction no later than May 1.
 - (2) The initial information and registration forms shall include the selection of the ritual recitation for the Jr. Miss Missouri candidates.
 - (3) Prepare the question(s) for the semi-finalists.
 - (4) Obtain at least six (6) adult individual judges to judge both for the interview and stage appearance categories. Three (3) will judge the Miss Missouri interviews and the other three (3) will judge the Jr. Miss Missouri interviews. All six (6) will judge the Stage Appearance for all candidates.
 - (5) Obtain at least two (2) judges for the Ritual recitation.
 - (6) Obtain at least two (2) judges for the regalia inspection.
 - (7) Instruct judges on all aspects of the competition.
 - (8) Obtain a Master or Mistress of Ceremonies for the Pageant and inform her/him of the Committee's desires regarding production of the Pageant.
 - (9) Provide a blue beaded crown, sash, trophy, and flowers (to be considered as gifts) for the new Miss Missouri Job's Daughter and Junior Miss Missouri Job's Daughter.
 - (10) Provide a sash, trophy, and flowers (to be considered as gifts) for Miss Congeniality.
 - (11) Provide flowers for the retiring Miss Missouri Job's Daughter, Junior Miss Missouri Job's Daughter and Miss Missouri Congeniality.
 - (12) Provide all runners-up with a trophy and flowers.
 - (13) Provide awards for first, second and third place winners of the written test, the Ritual recitation, and the written essay.
 - (14) Provide all contestants with a contestant charm.
 - (15) Provide a luncheon for all contestants, judges, Mistress/Master of Ceremonies, Miss Missouri, Junior Miss Missouri, Miss Congeniality and Pageant Committee.
 - (16) Provide appropriate printed programs for the Pageant. Such programs may include advertisement, sponsors, patrons, and other appropriate means of increasing Pageant revenue.
 - (17) Provide entertainment for lapse time during the pageant.
 - (18) Provide, if desired, a banquet to be held prior to the Pageant. Said banquet shall be self-supporting.

**ARTICLE XIII
AMENDMENTS**

Section 1.

- (a) Amendments to these Bylaws may be made as outlined in the Standard Operating Procedures-GGC of the Grand Guardian Council of Missouri on or before April 1. (See SOP-SGC-16)

Section 2. Immediate Amendments

- (a) An immediate amendment may be made as outlined in the Standard Operating Procedures-GGC of the Guardian Council of Missouri. An immediate amendment requires unanimous vote of those present and voting. (See SOP-GGC SOP-SGC-16)

**RULES AND REGULATIONS
DEGREE OF ROYAL PURPLE**

**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) years of age.

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.
- (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) The completed nomination and recommendation forms must be sent to the Committee Chairman by February 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 Committee Chairman shall notify an Executive member of the BGC nominating her of the decision of the Committee on or before March 1.

ARTICLE VI CONFERRING OF DEGREE

Section 1.

- (a) The recipient shall attend the Annual Session of the GGC to receive the Degree.
- (b) In the event that it is absolutely impossible for the recipient to attend an Annual Session of the GGC, other arrangements for presentation of the Degree may be made by the Grand Guardian and the Committee.
- (c) A fee amounting to the cost of the medallion (current Doc Morgan catalog) shall be paid by the recipient's family, a Bethel or anyone else who wishes to contribute. Payment shall be made to the Grand Secretary by April 1.
- (d) The Committee will work with the Grand Secretary to see that a rose, certificate, and engraved medallion is provided prior to the conferring of the ceremony.
- (e) The Chairman of the Committee shall cooperate with the Grand Bethel Guardian, who will oversee the Grand Bethel Officers in the conferring of the Degree. The Degree parts are outlined in the Supreme Book of Ceremonies.

ARTICLE VII
DEGREE OF ROYAL PURPLE COMMITTEE

Section 1. Members

(a) The Degree of Royal Purple Committee is appointed by the Grand Guardian (Bylaws-GGC, Art. IV, Sec. 4).

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 regarding the nomination process no later than December 1 each year.
- (2) Distribute nomination form when requested.
- (3) Receive nominations and recommendations from the Executive Members of Bethel Guardian Councils.
- (4) Determine the recipient(s) of the award in accordance with the eligibility as outlined in Article III, IV and V.
- (5) Provide, to the Grand Secretary, the name of the recipient, date of ceremony, jurisdiction, and Bethel number to be engraved on the reverse side of the medallion requesting that he/she order medallion (J136/J172).
- (6) Make arrangements for the conferral of the Degree at the Annual Session of the GGC.
- (7) Maintain a permanent file which the Chairman shall turn over to his/her successor.
- (8) Destroy all nominations and recommendations following determination of the recipient(s).

**RULES AND REGULATIONS
LILY OF THE VALLEY AWARD**

**ARTICLE I
TITLE**

Section 1.

- (a) A Daughter or Majority Member selected to receive this honor shall be known as a recipient of the Lily of the Valley Award.

ARTICLE II OBJECT

Section 1.

- (a) The purpose of this award is to pay special honor to those Daughters and Majority Members who have continued to show active support of their Bethel and JDI by unselfish effort and commitment.

ARTICLE III QUALIFICATIONS

Section 1.

- (a) To be nominated for the award, a Daughter or Majority Member shall have shown outstanding dedication to both her home Bethel and JDI by continuous, meritorious service to the Order.

ARTICLE IV ELIGIBILITY

Section 1.

- (a) The nominee must be either an active member or a Majority Member of JDI.
- (b) At the time of her nomination, she must be at least eighteen (18) years of age and not older than twenty-five (25) years of age.
- (c) If the nominee is a PHQ, she must have completed her term as HQ at least two (2) years prior to her nomination to receive the Lily of the Valley Award.

**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. Any Bethel member may recommend a recipient to her Bethel Guardian or other Executive Member of the BGC.
 - (1) Nomination shall include specific examples of outstanding service to the Bethel. In addition to the nomination, recommendations in writing from four (4) adults not related to the nominee, who have first-hand knowledge of her contributions to the Bethel, shall be submitted.
- (b) Nomination may be by the nominee’s home Bethel or a Bethel to which she has contributed outstanding service to merit the nomination.
- (c) The completed nomination and recommendation forms must be submitted to the Committee Chairman by February 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 Committee Chairman shall notify an Executive member of the BGC nominating her of the decision of the Committee on or before March 1.

**ARTICLE VI
CONFERRING OF AWARD**

Section 1.

- (a) The Bethel Guardian of the nominating Bethel shall ensure the recipient receives the award within two (2) years of her approval.
- (b) The Grand Bethel Officers may confer the award at the Annual Session of the GGC during the Grand Bethel Meeting, or, if the recipient is unable to attend the Annual Session of the GGC, the Bethel that nominated her may confer the award at a regular Bethel meeting, jurisdictional or open event.
- (c) A fee amounting to the cost of the medallion (current Doc Morgan catalog) shall be paid by the recipient's family, a Bethel, or anyone else who wishes to contribute. Payment shall be made to the Grand Secretary by April 1.
- (d) The Committee will work with the Grand Secretary to see that a stem of lily of the valley, a certificate and engraved medallion is provided prior to the conferring of the ceremony.
- (e) The Chairman of the Committee shall cooperate with the Grand Bethel Guardian, who will oversee the Grand Bethel Officers in conferring the award ceremony as outlined in the Supreme Book of Ceremonies or with the Bethel Guardian should the Bethel confer the award as outlined in (b) above.

**ARTICLE VII
LILY OF THE VALLEY AWARD COMMITTEE**

Section 1. Members

- (a) The Lily of the Valley Award Committee is appointed by the Grand Guardian (Bylaws, GGC, Art. IV Sec. 4).

Section 2. Duties of this Committee

- (a) The duties of this Committee shall be to:
 - (1) Publicize the Lily of the Valley Award by distributing information to the Bethels regarding the nomination process no later than December 1 each year.
 - (2) Distribute the nomination form when requested.
 - (3) Receive nominations and recommendations from the Executive Members of Bethel Guardian Councils.
 - (4) Determine the recipient(s) of the award in accordance with the eligibility as outlined in Lily of the Valley Award Articles III, IV, and V.
 - (5) Provide, to the Grand Secretary, the name of the recipient, date of ceremony, jurisdiction, and Bethel number to be engraved on the reverse side of the medallion requesting that he/she order medallion (JSP-70).
 - (6) Make arrangements for the conferral of the award.
 - (7) Maintain a permanent file that the Chairman shall turn over to his/her successor.
 - (8) Destroy all nominations and recommendations following determination of the recipients.