

2023 REVISED

**CONSTITUTION, BYLAWS, AND
STANDARD OPERATING PROCEDURES**

OF

JOB'S DAUGHTERS INTERNATIONAL

TRADEMARK REG. U.S. PATENT OFFICE



Revised by Authority of

JOB'S DAUGHTERS INTERNATIONAL SUPREME GUARDIAN COUNCIL

Reformatting approved at July 27, 2016 Supreme Session

LANDMARKS

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

First To be known as Job's Daughters.

Second Membership to be composed of developing girls who believe in God and bear a Masonic relationship.

Third The meeting place to be called a Bethel.

Fourth The teachings based on the "Book of Job" (with special reference to the 42nd chapter, 15th verse).

Fifth To be taught in three epochs (not degrees).

Sixth Motto "Virtue is a quality which highly adorns woman."

Seventh The emblems to be the Open Book, Horn of Plenty, and the Lily of the Valley.

Eighth Requiring all members, guardians, and visitors to assume a pledge, based on honor.

Ninth To be a democratic organization with the right of appeal to a supreme authority, with all members and guardians amenable to the laws.

Tenth A Supreme Guardian Council with Constitution and Bylaws in conformity with the landmarks governing Supreme Guardian, subordinate Guardians, and Bethel members.

Ethel T. Wead Mick - Founder

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

**ARTICLE I
NAME**

Section 1. Name

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

Section 2. Headquarters

- (a) The headquarters of the SGC shall be at a location selected by the Board of Trustees and approved by the SGC.

**ARTICLE II
OBJECT AND SCOPE**

Section 1. Object

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

Section 2. Scope

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

**ARTICLE III
AUTHORITY**

Section 1.

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

- (d) All changes to Constitutions, Bylaws and Standard Operating Procedures require approval of the appropriate Jurisprudence Committee before they become effective.

ARTICLE IV MEMBERSHIP

Section 1.

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

ARTICLE V OFFICERS AND THE BOARD OF TRUSTEES

Section 1. Officers

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

Section 2. The Board of Trustees

- (a) The Board of Trustees shall consist of thirteen (13) members.

Section 3. Executive Manager

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

ARTICLE VI ELIGIBILITY

Section 1. General

- (a) Elected and appointive officers of the SGC and members of the Board of Trustees must be members of the SGC and meet the following criteria:
- (1) Men must be Master Masons (See POL-BOT-2).
 - (2) Women must have attained the age of twenty (20) years and have the required Masonic relationship (See C-BGC Art. VI Sec. 1 (a) and (b) (2)).
 - (3) Elective officers of the SGC and members of the Board of Trustees must be CAVs.
 - (4) Appointive officers of the SGC working with JDI in the USA, Canada and Australia must be CAVs.
- (b) All elected and appointed officers and all members of the Board of Trustees shall be members of the SGC.
- (c) All elected officers and members of the Board of Trustees shall be CAVs.
- (d) Appointive officers working with JDI in the USA, Canada or Australia shall be CAVs.

Section 2. Additional Requirements

- (a) No person shall be eligible to the office of Supreme Guardian or Associate Supreme Guardian who has not served, or who is not completing service, as an elective officer of the Executive SGC for a period of one (1) term.
- (b) No person shall be eligible to the office of Supreme Guardian or Associate Supreme Guardian who has not previously served a full term in the office of Grand Guardian or Associate Grand Guardian of a GGC. or

Jurisdictional Guardian or Associate Jurisdictional Guardian of a JGC.

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

ARTICLE VII APPOINTMENTS

Section 1.

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

ARTICLE VIII TERM

Section 1.

- (a) All officers shall be elected or appointed for a term of one (1) year, or until the close of the next Annual Session. They shall continue to perform the duties of their office until their successors have been installed.
- (b) New members(s) of the Board shall be elected to serve for three (3) years or to fill vacancies.
 - (1) No person may serve more than two (2) terms as an elected member of the Board of Trustees.

ARTICLE IX DUTIES AND POWERS OF THE SUPREME GUARDIAN COUNCIL

Section 1. Duties and Powers

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

ARTICLE X THE BOARD OF TRUSTEES

Section 1. General

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

Section 2. Members

- (a) The Board shall consist of the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Vice Associate Supreme Guardian, Supreme Guide, Supreme Inner Guard and seven (7) elected members.

(See C-SGC 3, Art VI, Sec 2 (e)).

- (b) The Executive Manager shall serve as the Secretary to the Board.

ARTICLE XI
SUPREME DEPUTIES AND ASSISTING SUPREME DEPUTIES

Section 1. Eligibility/Appointment

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

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

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

Section 1. Duties and Powers

- (a) Adopt and amend Constitutions, Bylaws, and Standard Operating Procedures governing the powers and duties of officers and members of the SGC and all subordinate organizations of the Order.
- (b) Provide general direction and guidance regarding the affairs of the entire organization.
- (c) Act upon all matters arising in jurisdictions wherein no GGC exists.
- (d) Issue charters and dispensations in jurisdictions wherein no GGC exists.
- (e) Decide all questions of law and procedure which may arise under the Constitutions, Bylaws, and Standard Operating Procedures of the organization.
- (f) Prescribe by two thirds (2/3) vote of the members voting at an Annual Session or via virtual voting platform prior to the Annual Session of the SGC a Ritual, Music Ritual and Proficiency which shall remain the property of the SGC. Revisions to the Ritual, Music Ritual and Proficiency Lessons may be considered at any Annual Session. Proposed additions, deletions and changes in the above documents shall be submitted to the Revision Committee in the preferred format. (B-SGC Art. XI Sec. 5).
- (g) Prescribe by two-thirds (2/3) vote of the members voting at an Annual Session or via virtual voting platform prior to the Annual Session of the SGC, the official Book of Ceremonies of the SGC to be used by the SGC, GGCs, JGCs, and Bethels under Supreme. Revisions to the official Book of Ceremonies may be considered at any Annual Session. Proposed additions, deletions and changes in the Book of Ceremonies shall be submitted to the Revision Committee in the preferred format (Art. XI Sec. 5).
- (h) Adopt and approve changes to Rules and Regulations for:
 - (1) Supreme Bethel;
 - (2) Miss International Job's Daughter Pageant;
 - (3) Degree of Royal Purple; and
 - (4) Lily of the Valley Award.

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

Section 1. Duties

- (a) The Executive SGC shall perform such duties and exercise only those powers assigned to it by the law.
- (b) In conjunction with the Board of Trustees implement, maintain and enforce guidelines for the expansion of Job's Daughters International into other countries and territories.
- (c) Pay a fee equal to the cost of their yearly background check.
- (d) Pay a fee equal to one half (1/2) of the yearly Directors and Officers insurance.

Section 2. Meetings

- (a) A meeting of the Executive SGC may be called by the Supreme Guardian or shall be called upon the request of six (6) members of the Executive SGC. All members must have at least five (5) days' notice in writing or through electronic means of such meeting.

Section 3. Quorum

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

**ARTICLE III
DUTIES OF THE SUPREME GUARDIAN**

Section 1. General

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

Section 2. Institution, Reinstitution of Bethels

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

Section 3. Official Visit

- (a) The Supreme Guardian shall endeavor to officially visit in person or virtually all JGCs and Bethels under Supreme except Bethels which have been instituted less than three (3) months prior to the end of her term.
- (b) An official visit is defined as the period or periods of time scheduled for the Supreme Guardian to conduct official business with the Bethel members, Bethel Guardian and the BGC. An official visit shall include an appropriate ceremony or other activity that has the aim of promoting communications between the Supreme Guardian and the Bethel members.
- (c) If not already accomplished by the Supreme Deputy or Assisting Supreme Deputy immediately prior to the official visit, the Supreme Guardian shall inspect the minutes of the BGC meetings, Bethel books, records, and annual reports (See B-SGC Art. VII Sec. 1 (a) (9)). After being satisfied that the books are in order the Supreme Guardian shall attest to their condition to the BGC, Vice Supreme Guardian and Executive Manager in writing within thirty (30) days of the visit.
- (d) The Supreme Guardian, with the Bethel Guardian, shall meet in-person or virtually with the BGC.
- (e) The Supreme Guardian, or her representative, shall meet in-person or virtually with members of a JGC and review their progress in promoting the Order in their Jurisdiction. She also shall visit at least one Bethel to inspect the work and the condition of the Bethel.

Section 4. Written Report

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

Section 5. Rulings

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

Section 6. Official Seal and Records

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

**ARTICLE IV
DUTIES OF OTHER ELECTED OFFICERS**

Section 1. Reports

- (a) The following Supreme Officers shall make a brief report of her/his activities during the term at the Annual Session and filed with the Executive Manager before the close of the Annual Session.

Section 2. The Associate Supreme Guardian shall:

- (a) Assist the Supreme Guardian in the performance of the duties of her office.
- (b) Preside at meetings in the absence of the Supreme Guardian and the Vice Supreme Guardian, and at other times when requested to do so.
- (c) Serve as a member of the Board of Trustees.
- (d) Become familiar with the Constitutions, Bylaws, and Standard Operating Procedures of the Order.
- (e) Establish a connection with the Supreme bodies of other Masonic organizations:
 - (1) Advising the Supreme Guardian on all matters pertaining to subjects bearing on the relationship of the Order to Freemasonry
 - (2) Seeking opportunities for the expansion of JDI and promoting shared understanding between the Order and other Masonic organizations
 - (3) Leading the AGGs, AJGs and ABGs of Bethels under Supreme in promoting interaction with other Masonic organizations and educating Bethel members about Freemasonry
- (f) Assist the Supreme Guardian in the supervision and work of all committees of the SGC with the exception of the Appeals and Grievances Committee.

Section 3. The Vice Supreme Guardian shall:

- (a) Assist the Supreme Guardian in the performance of her duties.

- (b) Assume the duties of Supreme Guardian in case of her incapacitation or during absences where regular communication is significantly disrupted or is not possible.
- (c) In the event of the death or permanent disability of the Supreme Guardian, the Vice Supreme Guardian shall become the Acting Supreme Guardian until the next election. (See B-SGC Art. XVII Sec. 1 (a)).
- (d) Serve as a member of the Board of Trustees.
- (e) Prepare Certificates of Appointment (Form 191) for distribution to Supreme Deputies, Assisting Supreme Deputies and SGC Committee members to be sent no later than October 1 following her installation as Supreme Guardian.
- (f) As newly installed Supreme Guardian, announce Chairman/Chairmen of SGC standing committees at the Annual Session (see B-SGC Art. X).
- (g) Submit to the Supreme Guardian the name of a voting delegate of the SGC who will serve as Chairman of the Session Arrangements Committee when she is installed as Supreme Guardian. This shall be done within fifteen (15) days after her installation as Vice Supreme Guardian.
- (h) Partner with the Supreme Jurisprudence Committee to review and sign amendments to the Constitutions, Bylaws, Standard Operating Procedures and Manuals or Rules and Regulations for subordinate bodies adopted by Bethels under Supreme, JGCs and GGCs since the previous Annual Session.

Section 4. The Vice Associate Supreme Guardian shall:

- (a) Assist the Associate Supreme Guardian in the performance of his duties.
- (b) Assume the duties of Associate Supreme Guardian in case of his incapacitation or during absences where regular communication is significantly disrupted or is not possible.
- (c) In the event of the death or permanent disability of the Associate Supreme Guardian, the Vice Associate Supreme Guardian shall become the Acting Associate Supreme Guardian until the close of the next election. (See B-SGC Art. XVII Sec. 1 (b))
- (d) Serve as a member of the Board of Trustees.
- (e) Partner with Committees of the SGC to promote the growth and expansion of the Order, providing a report of his findings and recommendations at the Annual Session.

Section 5. The Supreme Guide shall:

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

Section 6. The Supreme Marshal shall:

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

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

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

**ARTICLE V
DUTIES OF APPOINTED OFFICERS**

Section 1. The Supreme Chaplain shall:

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

Section 2. The Supreme Beekeeper shall:

- (a) Oversee the programming, and promotion of 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).
- (b) Plan and carry out a Supreme Beehive for all Jobie-to-Bee(s) in attendance at the Annual Session of the Supreme Guardian Council.
- (c) Perform such duties as may be assigned to them by the Supreme Guardian.

**ARTICLE VI
THE BOARD OF TRUSTEES**

Section 1. General

- (a) The Board shall conduct the business affairs of the SGC not otherwise delegated.
- (b) A state of emergency for JDI may be declared by a majority vote of the Board of Trustees, Executive Supreme Guardian Council and Supreme Jurisprudence Committee. This action may be for all or part of JDI and may include a suspension of the applicable parts of JDI law and policies. Such an emergency shall be communicated to all Bethels, JGCs, and GGCs, affected as soon as possible and by a method deemed most practical by the Executive Manager.

Section 2. Responsibilities and Duties of the Board

- (a) It is the responsibility of the Board to hire an Executive Manager and to ensure that additional staff support is available to perform the work of the Order in an effective, efficient and timely manner.
- (b) The duties of the Board are as follows:
 - (1) Establish the business procedures and supervise the operation of the International Center.
 - (2) Determine the successful bidders for all purchases of the SGC.
 - (3) Approve the selection of a Federally insured bank(s) to handle the financial affairs of the Order. Ensure that a safe deposit box(es) is obtained to keep all securities, surety bonds, patents and copyright records and a complete file on all editions of the Ritual and other valuable documents. Access to the same shall be granted to the Executive Manager, a member of the Board and one other Officer or member of the SGC appointed by the Supreme Guardian.
 - (4) With the advice of the Finance Committee invest any surplus funds of the Order in United States Government Bonds, Treasury Notes, Treasury Bills, Federally Insured Savings Banks, Building and Loan Associations or investments recommended by the brokerage firm used by the SGC.
 - (5) With the advice of the Finance Committee approve the selling and assignment of the securities of the SGC.
 - (6) Engage the Finance Committee to perform an audit or review of all books and accounts of the Executive Manager. A detailed report of this audit shall be delivered to each member of the Board of Trustees, at least three (3) days prior to the Annual Session of the SGC.
 - (7) Maintain control of all existing and future patents, trademarks and copyrights of the IOJD/JDI. Approve or disapprove use of the trademark for commercial use. Engage legal counsel to prosecute those using the trademark without written approval.
 - [a] The Board may assess a fee to any GGC, JGC, Bethel, committee or individual who wishes to use any one of the trademarks for items ordered from any entity other than an Official Supplier.
 - [b] Use of a trademark for promotional items may be considered exempt from any fee as well as those items listed in POL-BOT-4.
 - [c] In the event items are produced using a trademark without prior approval being granted, the Board may assess the individual or group a fine for unauthorized use of a trademark.
 - (8) Supervise and administer the Ethel T. Wead Mick Fund with approval of the Finance Committee.
 - (9) Maintain control of the manufacturing and distribution of the Official jewelry and Supreme Merit awards. Approve all supplier contracts.
 - (10) Review annually all contracts and agreements with the SGC, including the copyright renewal, and report at the Annual Session of the SGC.

- (11) Engage an insurance carrier(s) to provide proper insurance for the Order. Review all insurance on an annual basis and adjust accordingly.
 - (12) To monitor communications of the official SGC website. To implement, maintain, and enforce guidelines for all websites created in the name of Job's Daughters, "IYOB FILIAE", "Daughters of Job", "International Order of Job's Daughters", "IOJD", "JDI" and "JD International".
 - (13) Appoint a Curator to preserve and manage the historical properties of the Order, and to produce a JDI History Book at regular intervals. The Curator shall work under the Curator Guidelines as approved by the Board of Trustees.
 - (14) Elect a Chairman and Vice Chairman from the seven (7) elected members of the Board.
 - (15) Maintain a Position Profile and Training Module to provide all aspiring applicants with expectations of duties and requirements to serve as a Board Member. Training module to be completed within 30 days following election.
 - (16) Implement, maintain and enforce a Youth Protection Program and Policy for JDI in the USA, Canada and Australia.
 - [a] The Board of Trustees shall establish an advisory council composed of a minimum of four (4) professionals specializing in areas relevant to youth protection and two (2) members of the Board of Trustees to develop Youth Protection Program guidelines that can be implemented in each jurisdiction in the USA, Canada, and Australia.
 - (17) To implement, maintain, and enforce guidelines for the Supreme Session Arrangements Committee.
 - (18) To implement, maintain and enforce, in conjunction with the Executive Supreme Guardian Council, guidelines for the expansion of Job's Daughters International into other countries and territories.
 - (19) Request authorization from the SGC to pursue a Policy to address an issue of concern for the operation of the business of Job's Daughters International. Upon approval, research and propose a Policy to address the issue. Upon a satisfactory review of the proposed Policy against existing Rules and Regulations by Supreme Jurisprudence, ensuring that there are no conflicts, publish the policy.
 - (20) Pay a fee equal to the cost of their yearly background check.
 - (21) Pay a fee equal to one half (1/2) of the yearly Directors and Officers insurance.
- (c) The Board of Trustees may remove any member of the Board of Trustees for cause with the exception of the Supreme Guardian, Associate Supreme Guardian, Vice Supreme Guardian, Vice Associate Supreme Guardian, Supreme Guide, and Supreme Inner Guard by a two-thirds (2/3) vote of all members of the Board. Any member removed would have the right to appeal. (See SOP-SGC-1, Sec 5, Category 7)

Section 3. Duties of the Executive Manager

- (a) Provide a method of taking accurate records of the proceedings at the Annual Session of the SGC.
- (b) See that supplies necessary and desirable for the use of the Order and its members are available through the Supreme Office, that books and forms for use and for sale are properly designed for the convenience of those using them and that the books and forms comply with the law.
- (c) Maintain an accurate record of all the transactions of the Order and report the same to the Board of Trustees.
- (d) Maintain complete files of all correspondence, responding and distributing same as required and necessary.
- (e) Maintain an accurate record of the membership of the Order and all necessary information, required by law, pertaining to the same.
- (f) Provide all other administrative support as may be required by the Board of Trustees.
- (g) Prepare the Annual Proceedings of the SGC as defined in the "Guidelines for Production of the Supreme Proceedings" as approved by the Board of Trustees.
- (h) Issue a list of CAVs for each jurisdiction in the USA.
- (i) Credential Validation for Annual Session.
 - 1. Examine carefully and pass upon the credentials of all persons claiming membership in the SGC or the right to vote therein at the Annual Session. (See C-SGC Art. IV and B-SGC Art. XV, and SOP-SGC-8)
 - 2. Prepare a complete list of all delegates present and entitled to vote and provide the information to the Session Arrangements Committee.
 - 3. If voting is conducted virtually, the Committee shall consult with the Executive Manager as to what duties she requires them to fulfill to assist in verifying voting eligibility.

**ARTICLE VII
SUPREME DEPUTIES AND ASSISTING SUPREME DEPUTIES**

Section 1. Duties

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

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

Section 1. General Guidelines

- (a) All committee appointees shall be on the current list of CAVs provided by the Executive Manager.

Section 2. Standing Committees: Appeals and Grievances, Auditing, Finance, Jurisprudence

- (a) Members serving on Standing Committees shall be members of the SGC.
- (b) No person shall serve on more than one (1) Standing Committee at any time.
- (c) The Supreme Guardian shall not appoint more than one (1) member from any GGC or JGC on any Standing Committee.
- (d) No elected member of the SGC may serve on a Standing Committee.
- (e) The spouse / partner of the Supreme Guardian and the Associate Supreme Guardian shall not serve on any Standing Committee.
- (f) Additional restrictions for appointment on a Standing Committee
- (1) Any member of the Finance Committee, having served the term to which she/he was appointed, or who resigns from that appointment or reappointment for any reason shall not be eligible for appointment or reappointment to the Finance Committee until one (1) year after her/his term has expired. This does not apply to members appointed by the Supreme Guardian to fill vacancies.
 - (2) Any member of the Jurisprudence Committee, having served the term to which she/he was appointed, or who resigns from that appointment or reappointment for any reason, shall not be eligible for appointment or reappointment to the Jurisprudence Committee until one (1) year after her/his term has expired. This does not apply to members appointed by the Supreme Guardian to fill vacancies.
 - (3) Any member of the Auditing Committee, having served the term to which she/he was appointed, or who resigns from that appointment or reappointment for any reason shall not be eligible for appointment or reappointment to the Auditing Committee until one (1) year after her/his term has expired. This does not apply to members appointed by the Supreme Guardian to fill vacancies.

Section 3. Other Committees

- (a) Session Arrangements Committee
- (1) The Chairman of the Session Arrangements Committee shall not be a member of any other committee of the SGC.
- (b) All other committees
- (1) Any Past Bethel Guardian or Past Associate Bethel Guardian may serve in any capacity on other Committees.

Section 4. Special Committees

- (a) Persons eligible to serve on a BGC, but not a Past Bethel Guardian or Past Associate Bethel Guardian, may be appointed as an "ad hoc" member of Special Committees appointed by the Supreme Guardian. There shall be no more than one (1) "ad hoc" member on any Special Committee.

**ARTICLE IX
VACANCY ON A COMMITTEE**

Section 1.

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

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

Section 1. Appeals and Grievances Committee

- (a) The committee shall be composed of three (3) members.
- (b) The duty of this committee is to investigate all appeals, complaints or grievances which may be lawfully filed with it and report its recommendations to the Executive SGC within sixty (60) days after receipt. (See SOP-

SGC-1)

- (c) No report shall be made by this committee at the Annual Session.

Section 2. Auditing Committee

- (a) The Committee shall be comprised of three (3) members.
- (b) The duty of this committee is to perform an audit or review of all books and accounts of the Executive Manager.
- (c) A detailed report of this audit shall be delivered to each member of the Board of trustees at least three (3) days prior to the Annual Session of the SGC.

Section 3. Finance Committee

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

Section 4. Jurisprudence Committee

- (a) The Committee shall be composed of six (6) members. The Chairman shall have served at least one (1) year on this Committee.
- (b) The duties of this Committee are as follows:
- (1) Give careful consideration to all properly submitted proposed amendments to the Constitution, Bylaws and Standard Operating Procedures of the SGC, Degree of Royal Purple, Lily of the Valley Award, Miss International Job's Daughter Pageant, Supreme Bethel Rules and Regulations, Alumni Association, Mothers', Fathers' and Parents' Clubs and Prospective Members Clubs. Discuss such amendments with the proposers when possible and make a detailed report with recommendations for action by the SGC at the Annual Session.
 - (2) File a copy of decisions of the SGC on amendments adopted or rejected with the Executive Manager at the close of the Annual Session for her/his use in compiling new amendments for distribution. This shall be the duty of the retiring Chairman.
 - (3) Receive and take action on all original Uniform Code for Bethels submitted by Bethels under Supreme, all original Rules and Regulations for Mothers', Fathers', or Parents' Clubs and Prospective Member Clubs under Supreme, and original Manuals submitted by GGCs.
 - (4) Receive and take action on all amendments to:

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

ARTICLE XI APPOINTMENT AND DUTIES OF OTHER COMMITTEES

Section 1. Appointment

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

Section 2. Courtesy Committee

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

Section 3. Degree of Royal Purple Committee

- (a) The Committee shall be composed of six (6) members. The Chairman shall have served at least one (1) year on this Committee.
- (b) The duties of this Committee are as follows:
 - (1) Provide each Supreme Deputy full particulars regarding the Degree and enclose an application.
 - (2) Receive recommendations from the Executive Members of JGCs and/or BGCs under Supreme.
 - (3) Determine the recipients of this award in accordance with the Rules and Regulations for the Degree.
- (c) The award shall be made in recognition of outstanding and continuous dedicated service to the Order.
- (d) The Chairman shall keep a permanent file which shall be turned over to her/his successor.

Section 4. Miss International Job's Daughter Pageant Committee

- (a) The Committee shall be composed of at least six (6) members. The Chairman shall have served at least one (1) year on this Committee and must be a member of the SGC.
- (b) The duty of this Committee is to perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Miss International Job's Daughter Pageant.

- (c) The Chairman shall keep a permanent file which shall be turned over to her/his successor.

Section 5. Revision Committee

- (a) The Committee shall be composed of at least one member from each country where Job's Daughters is located.
- (b) The duties of this Committee are as follows:
- (1) Receive and assemble each year all proposed changes to the Ritual, Music Ritual, Proficiency Lessons and SGC Book of Ceremonies.
 - (2) Revise and present, when appropriate, said revision to the SGC for consideration. (See B-SGC Art I, Sec. 1 (f)-(g))
 - (3) Create a preferred format for receiving suggested changes to the Ritual, Music Ritual, Proficiency lessons, and SGC Book of Ceremonies.
 - (4) Pass on to their successors all work in progress.
- (c) By September 1st of each year, the Committee shall make available to all Bethels, SGC members and all other GGC and JGC members the proper procedures and deadlines established for submission of suggested revisions.
- (d) A copy of all proposed changes in the Ritual or the instructions contained therein shall be posted on the JDI website not fewer than one hundred twenty (120) days prior to the Annual Session at which they are to be considered. Printed copies will be mailed to individual voting members of the SGC upon request and payment of the cost of copying and postage as determined by the Executive Manager.
- (e) Follow same procedures for the Music Ritual as provided in (c) & (d) above.
- (f) Refer all proposed changes to the SGC Book of Ceremonies to the Jurisprudence Committee.
- (g) Submit proposed changes in the Book of Ceremonies, in writing, to the Executive Manager at least ninety (90) days prior to the Annual Session. A copy of the proposed changes shall be made available to each voting member not fewer than thirty (30) days prior to the Annual Session at which they are to be considered.

Section 6. Session Arrangements Committee

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

Section 7. Supreme Bethel Committee

- (a) The Committee shall be composed of at least six (6) members who are members of the SGC. The Chairman, a woman, known as the Supreme Bethel Guardian, shall have served at least one (1) year on this Committee. At least one (1) committee member shall be a Master Mason and will be the Associate Supreme Bethel Guardian. (See POL-BOT-2)
- (b) The duty of this Committee is to perform all functions and assume all responsibilities delegated to it in the Rules and Regulations of the Supreme Bethel.
- (c) The Chairman shall keep a permanent file which shall be turned over to her successor.

Section 8. Special Committee

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

Section 9. Special Committee: Revision of the Constitution, Bylaws and Standard Operating Procedures

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

Section 10. Educational Scholarships Committee

- (a) The committee shall be composed of three (3) members. At each Annual Session, one (1) new member shall be appointed for a term of three (3) years.
- (b) The duties of this committee are set forth in SOP-SGC-6 and SOP-SGC-17.
- (c) The chairman shall keep a permanent file which shall be turned over to her/his successor.

Section 11. Promotion Committee

- (a) The Committee shall be composed of at least six (6) members. At each Annual Session of the SGC two (2) new members shall be appointed for a term of three (3) years.
- (b) The duties of this Committee are:
 - (1) With the approval of the Supreme Guardian, Board of Trustees, and the Finance Committee.
 - [a] Review existing and proposed promotional material. Update, withdraw, and produce new material.
 - [b] Accept all inquiries and/or requests for new or additional promotion in any jurisdiction under Supreme.
 - [c] Initiate, promote and develop programs that will assist the growth of the membership of the Order.
 - [d] Initiate, promote and develop programs that will assist the retention of present membership.
 - [e] Send suggested membership promotional programs to GGCs, JGCs and Bethels under Supreme for their consideration and use.
 - [f] Provide Bethels under Supreme an incentive program (membership).
- (c) The duties of the Chairman of this committee are:
 - (1) Convene, organize, and assign duties to each member of this Committee before the close of the Annual Session. Absent members shall be notified of their duties within two (2) weeks.
 - (2) Appoint a member of the Committee as Vice Chairman who will assume the duties of the Chairman in her/his absence or disability.

Section 12. Leadership Committee

- (a) The committee shall be composed of at least six (6) members. The Chairman shall have served at least one (1) year on this Committee.
- (b) The duties of this Committee are as follows:
 - (1) Work in conjunction with the Supreme Guardian, Board of Trustees and the Finance Committee to offer Leadership Development opportunities for the year.
 - (2) Offer speakers, workshops and/or seminars at the Annual Session of the SGC if requested to do so by the Supreme Guardian.

Section 13. Lily of the Valley Committee

- (a) The Committee shall be composed of six (6) members. The Chairman shall have served at least one (1) year on this Committee.
- (b) The duties of this Committee shall be to:
 - (1) Publicize the Lily of the Valley Award by distributing information to the Bethels under Supreme and the Supreme Deputies regarding the nomination process.
 - (2) Distribute nomination forms when requested.
 - (3) Receive nominations and recommendations from the Executive Members of JGCs/BGCs under Supreme.
 - (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) Ensure the fee is submitted to the SGC Office.
 - (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.

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

Section 1. Minimum Bethels/Members Required

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

Section 2. Charter

- (a) When the Executive Manager has received all fees for each member in the jurisdiction as prescribed by the law and there are no unpaid accounts of the Bethels comprising the GGC jurisdiction, the Supreme Guardian shall authorize the Executive Manager to issue a Charter authorizing the GGC to function and perform such duties as are permissible under the laws, rules, and regulations of the SGC.
- (b) Such newly formed GGC shall be reimbursed by the SGC the amount paid by its Bethels to the SGC during the last term prior to the issuance of the Charter at the rate of twenty-five cents (\$.25) per member and seventy-five cents (\$.75) for each member initiated during that time.
- (c) After an affirmative vote of not less than six (6) members of the Executive SGC, a GGC operating with sixty (60) Bethel members or less shall have their Charter withdrawn.
- (d) If a GGC becomes inactive, and its Charter is revoked or withdrawn, the remaining Bethels from that GGC will report directly to Supreme. In the event, a Jurisdictional Guardian Council (JGC) is formed from the remaining Bethels (See SOP-JGC-10), all property and money shall become the property of the JGC. If a JGC is not formed or is formed and later discontinued, funds shall be distributed as follows:
 - (1) All funds designated as Educational Funds shall become part of the SGC Educational Fund.
 - (2) All funds designated as Promotional Funds shall become part of the SGC Promotional Fund.
 - (3) All other funds from the GGC/JGC will be distributed among the remaining Bethels that were operating under that GGC/JGC, prorated according to membership. If there are no remaining Bethels, then the funds shall become the property of the SGC.

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

Section 1. Minimum Bethels/Members Required

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

Section 2. Charter

- (a) When the Executive Manager has received all fees for each member in the jurisdiction as prescribed by law and there are no unpaid accounts of the Bethels comprising the JGC jurisdiction, the Supreme Guardian shall

authorize the Executive Manager to issue a Charter authorizing the JGC to function and perform such duties as are permissible under the laws, rules, and regulations of the SGC.

- (b) A fee of fifteen dollars (\$15.00) shall accompany the request for the Charter of each JGC.

Section 3. JGC Officers

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

Section 4. Appeal

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

ARTICLE XIV DISCIPLINE

Section 1. SGC Members

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

Section 2. GGC Officers

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

Section 3. Appeal

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

ARTICLE XV ELECTION, VOTING PRIVILEGES, AND PROXY

Section 1. Election of Elective Officers and New Members of the Board of Trustees.

- (a) Annual election of officers of the SGC and new members of the Board of Trustees shall be held via virtual platform approved by the Board of Trustees.
- (b) The election shall be by majority vote without nomination.
- (c) Election shall be from members who have submitted a letter of intent.

Section 2. Voting Privileges

- (a) Members:
- (1) All members of the SGC who have registered as a voting delegate and have voting credentials shall have the privilege of voting and taking part in discussions.
- (b) Bethels under Supreme Jurisdiction:
- (1) Bethel Guardians, Past Bethel Guardians, Associate Bethel Guardians and Past Associate Bethel Guardians who have registered as a voting delegate and have voting credentials shall have the privilege of voting and taking part in discussions.
- (c) Additional Voting Members: (See POL-BOT-5)
- (1) Each Jurisdiction shall select two (2) active Daughters to be voting delegates at Supreme Session. Selection process will be determined by the Jurisdiction.
- (2) The selected active Daughters shall be registered voting delegates per registration of the Annual Session

- (3) The active Daughters will be allowed to speak as voting delegates in conformity with the laws of the SGC and Robert's Rules of Order Revised (latest edition)
- (4) Names of Daughter Voting Delegates shall be forwarded to the Executive Manager by the Grand Secretary, Jurisdictional Secretary, and Supreme Deputies of all other Jurisdictions no later than May 31 prior to the Annual Session of the SGC.
- (d) Each voting delegate shall be entitled to only one (1) vote.

Section 3. Proxy

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

ARTICLE XVI INSTALLATION

Section 1.

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

ARTICLE XVII VACANCIES

Section 1. Elected Officers

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

Section 2. The Board of Trustees

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

ARTICLE XVIII MEETINGS

Section 1. Frequency

- (a) The SGC shall meet in Annual Session not to exceed four (4) consecutive days at such time during the month of July.
- (b) In the event of an emergency, Annual Session may be postponed, the place or method of meeting changed, or meeting canceled by a majority vote of the Board of Trustees and Executive Supreme Guardian Council. Notice of the action shall be sent immediately to the members of the Board, Jurisprudence Committee, and Finance Committee.
- (c) In the event that convention and housing facilities are not available to hold the Annual Session in the month of July, permission may be given by the Board of Trustees and Executive Supreme Guardian Council to meet during the month of August.

Section 2 Business Session

- (a) A business session shall be held during the Annual Session.
- (b) See SOP-SGC-16 for Rules of Order and Parliamentary Authority.

ARTICLE XIX
LOSS OF COUNCIL MEMBERSHIP

Section 1.

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

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

**SOP-SGC-1
APPEALS AND GRIEVANCES**

Section 1. General

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

Section 2. Specific Procedures

- (a) If a Bethel Member or Bethel/Jurisdictional/Grand/Supreme Guardian Council Member feels her/his rights have been abused, she/he may file a written grievance provided they fit into one (1) of the seven (7) categories listed below:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 3. Specific Procedures (Categories 1, 2, 4, 5 & 6):

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

- (a) Investigation of Grievance
 - (1) In Categories where the grievance is filed with the Grand Guardian, the Grand Guardian shall investigate and render her written decision to the member(s) involved within thirty (30) days after the receipt of the grievance.
 - (2) In Categories where the grievance is filed with the Supreme Guardian, the Supreme Guardian or Special Deputy appointed by the Supreme Guardian, shall investigate and render her written decision to the member(s) involved within thirty (30) days after the receipt of the grievance.
- (b) If the decision of the Supreme/Grand Guardian is considered unsatisfactory, or the Supreme/Grand Guardian fails to act within the prescribed period, an appeal may be sent to the Chairman of the Appeals and Grievances Committee of the Supreme/Grand Guardian Council within sixty (60) days after the receipt of the decision of the Supreme/Grand Guardian or her failure to act on the grievance. The Bethel member(s) or Bethel/Grand/Supreme Guardian Council Member(s) shall:
 - (1) prepare at least six (6) copies of the appeal, including the decision of the Supreme/Grand Guardian;
 - (2) send three (3) copies to the Chairman, Appeals and Grievances Committee of the SGC/GGC;
 - (3) send one (1) copy to the Supreme/Grand Guardian;
 - (4) send one (1) copy to the Executive Manager/ Grand Secretary;
 - (5) send one (1) copy to each member against whom the charge has been filed.
- (c) The Appeals and Grievances Committee shall investigate and render its written recommendation to the Executive SGC/GGC within sixty (60) days after receipt of the appeal. Such recommendation shall be sent to the Executive Manager/Grand Secretary.
- (d) The Executive SGC/GGC shall meet within thirty (30) days, in person, by conference call, or via electronic mail to vote to uphold or deny the recommendation of that committee. A majority vote of the members of the Executive SGC/GGC shall be necessary to make a final decision.
- (e) Within ten (10) days the written decision shall be sent by the Executive Manager/Grand Secretary to the member(s) involved.
- (f) The decision of the Executive GGC or the Executive SGC is final. In the case of a tie, this final decision shall go to the SGC Appeals and Grievance Committee to determine the final decision.

Section 4. Specific Procedures (Category 3):

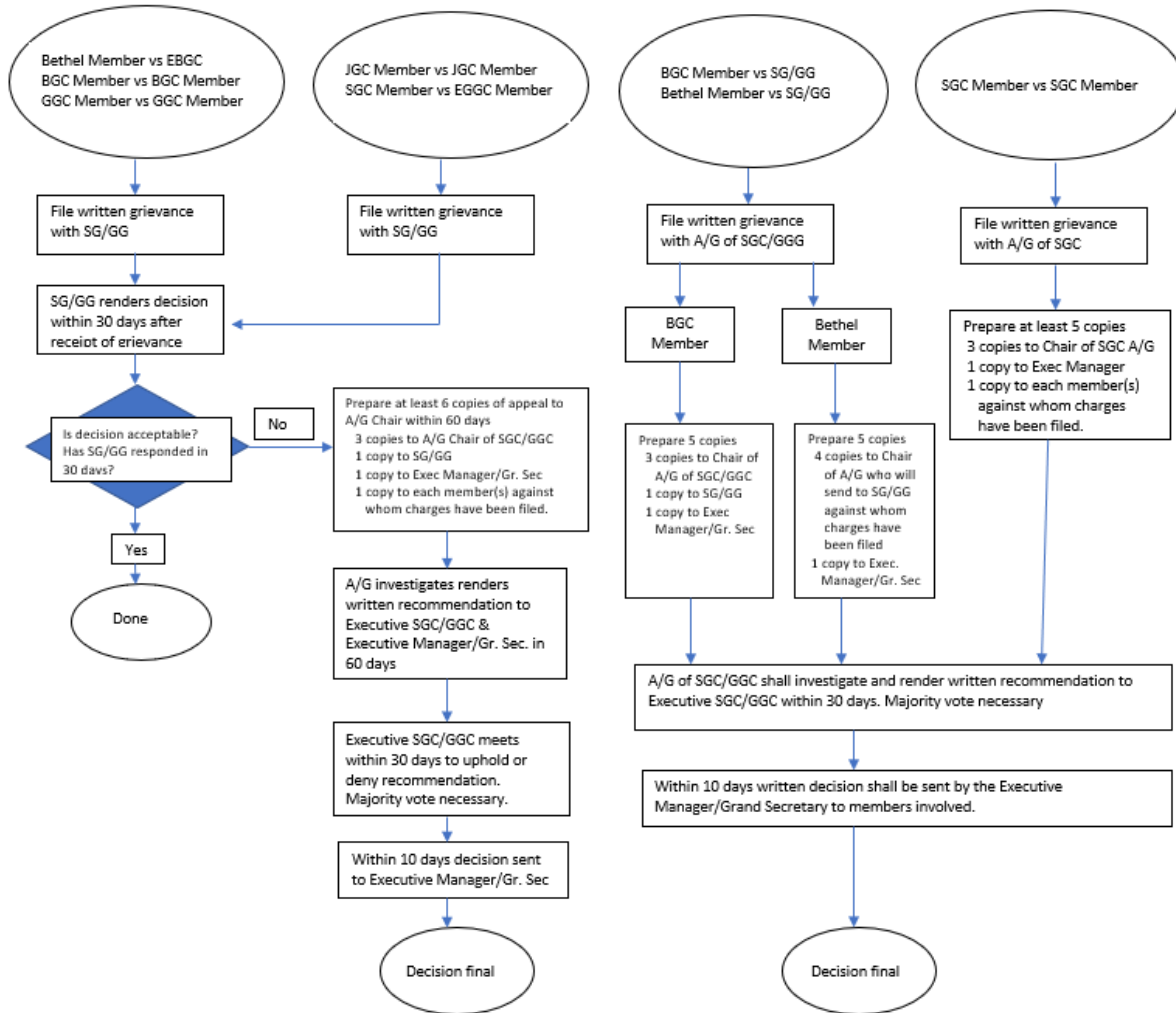
- (a) In addition to the Appeals and Grievances Committee of the SGC/GGC specified in Category 3 above, the aggrieved person(s), other than a Bethel Member, will send a copy of the grievance to the member(s) against whom the charges have been filed, stating specifically the nature of the alleged offense. The aggrieved person shall:
 - (1) prepare at least five (5) copies of the grievance;
 - (2) send three (3) copies to the Chairman of the Appeals and Grievances Committee of the SGC/GGC
 - (3) send one (1) copy to the Supreme/Grand Guardian

- (4) send one (1) copy to the Executive Manager/Grand Secretary
- (b) If the aggrieved is a Bethel Member, she shall:
 - (1) prepare five (5) copies of the grievance specifically stating the nature of the alleged offense
 - (2) send four (4) copies to the Chairman of the Appeals and Grievances Committee, who shall send a copy of the grievance to the Supreme/Grand Guardian against whom the charges have been filed
 - (3) send one (1) copy to the Executive Manager/Grand Secretary
- (c) Investigation of Grievance
 - (1) The Appeals and Grievances Committee of the SGC/GGC shall investigate and render its written recommendation to the Executive SGC/GGC within thirty (30) days after receipt of the grievance. Such recommendation shall be sent to the Executive Manager/Grand Secretary.
 - (2) The Executive SGC/GGC shall meet within thirty (30) days in person, by conference call, or via electronic mail to vote to uphold or deny the recommendation of that Committee. A majority vote of the Executive Members shall be necessary to make a final decision.
 - (3) Within ten (10) days the written decision shall be sent by the Executive Manager/ Grand Secretary to the members involved.
 - (4) The decision of the Executive SGC/ GGC is final.

Section 5. Specific Procedures (Category 7)

- (a) In addition to the Appeals and Grievances Committee of the SGC specified in Category 7 above, the aggrieved person(s) will send a copy of the grievance to the member(s) against whom the charges have been filed, stating specifically the nature of the alleged offense. The aggrieved person shall:
 - (1) prepare at least five (5) copies of the grievance;
 - (2) send three (3) copies to the chairman of the Appeals and Grievances Committee of the SGC
 - (3) send one (1) copy to the Executive Manager
- (b) The Appeals and Grievances Committee of the SGC shall investigate and render its written recommendation to the Executive SGC within thirty (30) days after receipt of the grievance. Such recommendation shall be sent to the Executive Manager.
- (c) The Executive SGC shall meet within thirty (30) days in person, by conference call, or via electronic mail to vote to uphold or deny the recommendation of that Committee. A majority vote of the Executive Members shall be necessary to make a final decision.
- (d) Within ten (10) days the written decision shall be sent by the Executive Manager to the members involved.
- (e) The decision of the Executive SGC is final.

NOTE: This diagram was added to simplify the Appeals and Grievance Procedure.



SOP-SGC-2

DESCRIPTIVE INDEX OF FORMS AND PROMOTIONAL MATERIAL

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

Please Note: The majority of the forms may now be downloaded from the JDI website at no charge.

Form No.	Description
101	Application for Dispensation to form a new Bethel
102	Dispensation for Bethel U.D., issued by Supreme or Grand Guardian to new Bethel prior to chartering
103	Application for Bethel Charter after operating under dispensation
104	Charter issued by SGC to Bethels under Supreme
105	Charter, same as Form 104 but issued by GGC
106	Charter issued by SGC to GGCs
110	Annual Return for Bethels covered by SGC insurance, furnished by the Executive Manager or the Grand Secretary to each Bethel annually to report on membership and remittance of fees.
120	Grand Guardian/Jurisdictional Guardian's Report furnished by the Executive Manager to Grand Guardians and Jurisdictional Guardians for their annual report of activities of the Order in their GGC/JGC jurisdiction.
121	Confidential Report used by Supreme/Assisting Supreme Deputies after inspecting Bethels where appointed.
122	Used for requesting approval for proposed amendments to Bethel Bylaws.
123	Annual Report of GGC/JGC consisting of three sheets, A, B, and C, furnished annually, without charge, by Executive Manager to Grand Secretaries.
130	Application for Membership used by an applicant who has never been a member of a Bethel.
131	Application for Membership by Affiliation used by a member when applying for membership in another Bethel. Must be accompanied by a Demit.
131d	Request for Dual Membership
132	Report of Visitation Committee, used by members appointed to visit applicants, filled out individually by them and returned to the Bethel Guardian.
133	Notice to appear for initiation, a postcard which is mailed to applicants who have been elected to membership by Executive Members of the BGC.
134	Request for information on Masonic Relationship, used by an Associate Bethel Guardian to check the relationship of an applicant and the standing of a Master Mason.
140	Notice of dues mailed to Bethel members whose dues are unpaid.
141	Official Receipt for Dues. This receipt, properly signed and stamped with the Bethel Seal, must be presented by a member desiring to attend another Bethel, a GGC/SGC Session.
142	Record of Dues, loose-leaf ledger sheet for recording dues paid by each Bethel member.
150	Memo of Receipts & Warrants and Order for Treasurer, and cash received. A multi-page form which provides copies for Recorder, Bethel Treasurer, Guardian Secretary and Guardian Treasurer to assist in keeping books in balance.
151	Bethel Treasurer's Report read at each regular meeting by Bethel Treasurer as report of receipts and disbursements.
161	Certificate of Majority Membership, 8x10, issued to members upon becoming twenty (20) years of age or married or pregnant under that age.
162	Certificate of Majority Membership, wallet size for same purpose as Form 161.
163	Certificate of Majority Membership, size 4x6 inches for same purpose as Form 161.
170	Member of Honor Certificate, size 4x6 inches, issued by Bethels to adults who have been elected Members of Honor in recognition of service to the Order.
172	Past Honored Queen's Certificate, wallet size.
173	Parent's Card, similar to Form 141 issued to parents on first visit to the Bethel, indicating they are eligible to visit other Bethels
174	Proficiency Certificate, given to Bethel members who have passed the Proficiency Lessons Examination.
176	Royal Purple Degree Certificate

177	Lily of the Valley Certificate
180	Credentials, issued to officers and members of the SGC, GGCs and JGCs entitled to vote at an Annual Session.
190	Certificate issued to elective and appointive SGC and GGC officers and members of committees.
191	Certificate of appointment to serve as members of BGCs in SGC and GGCs.
200	Request for a Special Dispensation
201	Special Dispensation, used by those authorized, in granting a special privilege as defined in Bylaws.
210	Demit, issued upon a member's request when desiring to transfer membership to another Bethel, or desiring to resign from membership.
211	Report on applying member who has demitted from another Bethel and now wishes to affiliate.
212	Notice of Suspension sent to Bethel members suspended for non-payment of dues.
220	Report on Ballot, the list of applicants to be read by the Recorder, who have been voted upon by the Executive Members of the BGC to become members.
221	Ballot for Executive and Associate Members of the BGC, used by Bethel members to recommend for appointment, Executive and Associate Members of the BGC. May be used BGC members for their recommendations.
222	Report of Recommendations for BGC, used in connection with Form 221 at annual meeting of BGC.
230	Ritual, the ritualistic work of the Order
231	Large Print Ritual
232	Proficiency Lessons, the confidential lesson of the Order
233	Music Ritual, the musical portion of the ritualistic work with levels of different skills for the Musician
234	Song Card, a list of words for all Bethel music
235	Book of Ceremonies
236	Constitution, Bylaws, and SOPs of JDI
237	Mothers', Fathers' and Guardians' prayer card
240	Minute/Roll Call Book
241	BGC Minute Book pages
243	Attendance Record Book
246	Financial Record Book
249	Permanent Record Book
250	Initiatory Card
251	Order Forms for ordering supplies from SGC
252	Record of Payment to SGC
253	Bible, small – Initiation Leather
258	Birthday Cards, different cards for each month (limited)
260	Binder for Constitution, Bylaws, and SOPs
262	Librarian's Report and assortment of symbolic information that may be used by the Bethel Librarian
264	Book of Job, 4.5 x 2.5
265	History of Job's Daughters – Volume 1
280	Trademark Application used to obtain permission to use the Official Trademark. Permission granted for one year only. (see POL BOT 4)
281	Expense Claim (Deputies and Assisting Deputies only), used for authorized expenses
282	Expense Claim used for authorized expenses
283	Educational Scholarship Certificate
285	Prospective Members Club, Application Form

PROMOTIONAL MATERIAL

(see JDI website)

SOP-SGC-3

DISBURSEMENTS

Section 1. General

- (a) All itemized expense accounts for the current year must be given to the Chairman of the Finance Committee for approval within thirty (30) days after the close of the Annual Session.
- (b) For the purpose of prompt payment and earning discounts, invoices for supplies shall be handled in accordance with procedure agreed upon by the Board and the Finance Committee.
- (c) No business involving expenditure of SGC monies shall be conducted at the Annual Session unless at least one (1) member of the Board of Trustees and at least one (1) member of the Finance Committee are in the SGC room.
- (d) Reimbursement to Supreme Officers listed in this SOP shall be issued after a request is submitted by the 10th of each month including receipts for the expenses. Receipts submitted more than ninety (90) days from the date of the expense shall not be eligible for reimbursement. A report of all expenditures from this allowance shall be filed with the Executive Manager and the Finance Committee at the end of the term.

Section 2. Allowance for Supreme Guardian

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

Section 3. Special Conference Expenses

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

Section 4. Allowance for the Associate Supreme Guardian

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

Section 5. Allowance for the Vice Supreme Guardian

- (a) The Vice Supreme Guardian shall be allowed the sum of one thousand dollars (\$1,000.00) annually from the General Fund to assist in defraying the expense of her office and to acquaint herself with Bethels under Supreme.

Section 6. Allowance for the Supreme Guide

- (a) The Supreme Guide shall be allowed three hundred dollars (\$300.00) annually to assist in defraying the expense of her office and to acquaint herself with Bethels under Supreme.

Section 7. Allowance for the Supreme Marshal

- (a) The Supreme Marshal shall be allowed three hundred dollars (\$300.00) annually to assist in defraying the expense of her office and to acquaint herself with Bethels under Supreme.

Section 8. Executive Manager

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

Section 9. Expense of the Annual Session

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

Section 10. Promotional Expenses

- (a) When a new Bethel is instituted:
 - (1) The necessary expenses incurred in promoting and instituting a new Bethel under Supreme shall not exceed fifteen hundred dollars (\$1,500.00) and shall be paid from the Promotional Fund.
 - (2) Said expenses shall include those of a Supreme Deputy, or other eligible persons deputized by the Supreme Guardian, and a corps of officers to exemplify the ritualistic work of the Order. An itemized statement of expense shall be submitted to the Chairman of the Finance Committee within thirty (30) days of the institution.
 - (3) Necessary authorized supplies for a new Bethel under Supreme shall be furnished gratis. (See SOP-Bethel-20)
- (b) When a new GGC or JGC is to be chartered:
 - (1) The new GGC or JGC shall be allowed one hundred fifty dollars (\$150.00) from the Promotional Fund of the SGC toward expense of chartering.
 - (2) The Supreme Guardian shall be allowed her travel and hotel expenses if a special trip is necessary to charter the new GGC or JGC.
 - (3) If it is impossible for the Supreme Guardian to act in person, she may appoint any member of the SGC in her stead. The same allowance shall be paid from the Promotional Fund to such member.
 - (4) An itemized statement of such expenses shall be submitted to the Chairman of the Finance Committee within thirty (30) days. Such funds may be advanced when authorized by the Chairman of the Finance Committee and upon approval of the Supreme Guardian. Funds advanced and not spent shall be returned to the Promotional Fund.
- (c) Growth of the Order:
 - (1) Expenses for use only in promotion of the growth of the Order shall be approved by the Chairman of the Promotion Committee and the Supreme Guardian. These approved expenses shall be submitted in detail to the Chairman of the Finance Committee for approval and prompt payment.
 - (2) Expenses of Miss IJD and the SBHQ be approved by the Finance Committee. Funds for these expenses shall be from revenue specified in SOP-SGC-15, which shall be allocated on a share and share alike basis, and allowances authorized in SOP-SGC-3. These expenses are not to be considered as expenses of the Supreme Bethel or the Miss IJD Pageant.

Section 11. Jewels

- (a) An official Past Supreme Guardian's jewel shall be purchased, to be presented to each Supreme Guardian at the conclusion of her term.
 - (1) The cost of the jewel shall not exceed the amount allocated in the SGC budget
 - (2) This jewel shall be ordered no later than ninety (90) days after the conclusion of her term
- (b) An official Past Associate Supreme Guardian's jewel shall be purchased, to be presented to each Associate Supreme Guardian at the conclusion of his term
 - (1) The cost of the jewel shall not exceed the amount allocated in the SGC budget
 - (2) This jewel shall be ordered no later than ninety (90) days after the conclusion of his term

Section 12. Allowance for Miss International Job's Daughter (Miss IJD)

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

Section 13. Allowance for Supreme Bethel Honored Queen (SBHQ)

- (a) The SBHQ shall be allowed the sum of one thousand dollars (\$1,000.00) annually from the Promotional Fund for travel expense incurred in the performance of her duties. This allowance to be issued within thirty (30) days following the Annual Session of the SGC.
 - (1) Any portion of these funds not expended for travel shall be returned to the Promotional Fund.
 - (2) The Supreme Bethel Guardian shall approve all travel plans and ensure responsible supervision during travels of the Supreme Bethel Honored Queen. The Supreme Guardian and the Executive Manager shall be advised of her itinerary.
 - (3) The SBHQ shall submit a cumulative report by the tenth (10th) day of each month beginning in September and at the end of her term listing the amount and source of all monies received and all expenditures for this travel accompanied by receipts. This report to be filed with the Executive Manager.
 - (4) For reimbursement of contributions for travel expenses (SOP-SGC-15), the SBHQ shall submit a monthly expenditure report, accompanied by original receipts, to the Executive Manager. Copies of this report shall also be sent to the Chairman of both the Supreme Bethel and Finance Committees.

- (5) Reimbursement of travel related expenses exceeding the official allowance as outlined in paragraph (4) can include but not restricted to: Transportation expenses as follows: by train, actual fare for most direct route; by auto, twenty cents (\$.20) per mile for most direct route; by air, actual air-coach fare, parking fees and Accommodation, Event Registration fees, travel administration fees and meals and sundry charges as appropriate.
- (b) Travel by the SBHQ to the Annual Session of the SGC shall be allowed via the most economical airfare available or, if less expensive and desirable, by automobile by the most direct route at the rate of twenty cents (\$.20) per mile.
- (c) The SBHQ shall be allowed per diem at the rate of twenty dollars (\$20.00) per day for the four (4) days of the Annual Session if she does not receive complimentary lodging arranged by the Supreme Session Arrangements Committee.

Section 14. Advance for the Chairman of the Supreme Bethel Committee

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

Section 15. Advance for the Chairman of the Miss IJD Pageant Committee

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

Section 16. Advance for the Chairman of the Educational Scholarships Committee

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

SOP-SGC-4

DUTIES OF APPOINTED OFFICERS

Section 1. The Supreme Chaplain shall:

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

SOP-SGC-5

DUTIES AND POWERS OF THE SUPREME GUARDIAN COUNCIL

Section 1.

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

SOP-SGC-6**EDUCATIONAL FUND****Section 1.**

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

SOP-SGC-7

EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1. Fund-Raising Project

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

Section 2. Unused Funds

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

SOP-SGC-8

ELECTION, VOTING PRIVILEGES, AND PROXY

Section 1. Election of Elective Officers (B-SGC Art. XV Sec. 1)

- (a) Letter of Intent
- (1) Those wishing to aspire to any elective office must send a “Letter of Intent” to the Executive Manager on or before June 15.
 - (2) The “Letter of Intent” shall be limited to a maximum of five hundred (500) words and should outline the interested party’s skills and abilities, stating a reason why she/he would like to be elected as an officer of the Supreme Guardian Council. This will be the only opportunity a candidate will have to give this background to the body.
 - (3) Any “Letter of Intent” received by the deadline will be displayed alphabetically by last name of the interested party, provided to the Voting Delegates at the Annual Session of the SGC and posted on the Official Website.

Section 2. Election of New Members of the Board of Trustees (B-SGC Art. XV Sec. 2)

- (a) Letter of Intent.
- (1) Those wishing to file aspire to the Board of Trustees must send a “Letter of Intent” to the Executive Manager on or before June 15. Only those who file a “Letter of Intent” by the due date are eligible to stand for election.
 - (2) The “Letter of Intent” shall be limited to a maximum of five hundred (500) words and should outline the interested party’s skills and abilities, stating a reason why she/he would like to be elected as a member of the Board of Trustees.and acknowledgement they have read the requirements of the position as outlined in the Board of Trustees Position Profile.This will be the only opportunity a candidate will have to give this background to the body.
 - (3) Any “Letter of Intent” received by the deadline will be displayed alphabetically by last name of the interested party, provided to the Voting Delegates at the Annual Session of the SGC and posted on the Official Website.

SOP-SGC-9

ETHEL T. WEAD MICK FUND

Section 1. Name

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

Section 2. Objectives

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

Section 3. Investment of Funds

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

Section 4. Operation

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

Section 5. Distribution of Interest

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

Section 6. Use of Capital

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

Section 7. Funds and Minimum Balance

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

SOP-SGC-10**ARTICLE I
FLAG PROTOCOL****Section 1. General**

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

**ARTICLE II
CARRYING FLAGS****Section 1. United States and Possessions**

- (a) The flag is carried at a sixty (60) degree angle by holding the right hand around the staff with the thumb pointing upward toward the Flag. The right hand is placed on the staff at a height of and on a level with the left shoulder, elbow relaxed. The left hand is at the waistline, hand around the staff, with the base of the hand resting against the left hip. The Flag should never be allowed to touch anything beneath it. The eagle at the top of the staff shall face forward, including when placed in the flag holder in the East.

Section 2. Canada

- (a) The flag is carried by holding the left hand around the outside of the staff, the thumb pointing upward towards the flag, at the height of and against the right shoulder. The right hand is at the waistline with the base of the hand resting against the right hip. The staff is always carried in an upright position.

Section 3. Australia

- (a) For JDI meetings, the flag protocol for the Australian flag is very similar to the USA flag. The flag is carried/held in exactly the same way. Everyone rises as the flag enters the room and stands with hands at the side (not on the heart). The Marshal does not sing. There is no Pledge of Allegiance. The flag is not retired at any time during the meeting. The flag should not be decorated or added to in any way - no fringing or decorations on the flag stand or flagpole.

Section 4. Philippines

- (a) The flag is carried at a sixty (60) degree angle by holding the right hand around the staff with the thumb pointing upward toward the Flag. The right hand is placed on the staff at a height of and on a level with the left shoulder, elbow relaxed. The left hand is at the waistline, hand around the staff, with the base of the hand resting against the left hip. (Same as US) Everyone rises as the flag enters the room and stands with hands at the side. There is no Pledge of Allegiance.

Section 5. Brazil

- (a) The National Flag must be the first to be escorted in all ceremonies, as per Ritual. When in the Preparation Room, the Marshal holds and suspends the staff vertically, with her right hand at shoulder level, with the upper edge of the flag held by the right thumb. Then holds the staff with the left hand below the right hand, thumbs along the staff. Using both hands, lay the flag over her right shoulder, at a forty-five (45) degree angle, projecting the left elbow, keeping it parallel to the ground. Upon completion, the cloth, secure at the chest level, will naturally fall to the side covering the right arm, leaving the spotlight on the blue celestial sphere. Hold the cloth in order to not let it touch the floor. When at the west of the Altar, the Marshal, using both hands, moves the flag to a vertical position, suspended in front and center of her body, keeping the left hand at the same position, left elbow relaxed, right hand at shoulder level. The Marshal releases the upper

edge of the flag keeping the heels together, looking forward. The bottom of the staff never touches the floor. To escort the flag to the East, the Marshal will proceed the same way she did at the Preparation Room remembering to never let the staff or the cloth touch the floor.

ARTICLE III ESCORT OF FLAGS

Section 1. National Emblems

- (a) The National Emblem of the host country shall be presented first, except Brazil, followed by any others in the order of longevity (SOP-SGC-10 Art 1 (d)). Should the Supreme Guardian be present, the National Emblem of her country, if different from that of the host, shall be presented second.

Section 2. State and Provincial Flags

- (a) Following National Emblems, the State, Provincial or Territorial flag of the host Bethel, if presented, shall be first. Flags of other States, Provinces or Territories may be presented as appropriate. Alphabetical order may be followed.

Section 3. Other Flags

- (a) Then, as determined by the governing jurisdiction, other flags may be escorted (SOP-SGC-10 Art 1 (e)).

Section 4. Bethel Flag

- (a) The Bethel Flag is presented per Ritual.

ARTICLE IV HONORS

Section 1. National Anthem

- (a) The National Anthem of the country shall be played after the flag is presented west of the Altar. Citizens pay respect to their National Emblem according to the custom of their Country. Those who are not citizens of the Country whose Flag is being presented stand at attention with hands at their sides. The flag then shall be escorted to the East.

Section 2. Pledge.

- (a) Following placement in the East, in countries where there is a Pledge of Allegiance, the pledge may be given. Countries not having such a Pledge may use an inspirational pledge as determined by the governing jurisdiction.

Section 3. Tributes

- (a) Tributes may be given to the national or other flags while at the Altar or in the East during receptions and installations.

ARTICLE V DISPLAY IN THE EAST

Section 1. Flag Stands.

- (a) Flag stands shall be placed in the East prior to the meeting or event. They shall be in line with the Honored Queen and Princesses.
- (b) The stand for the National Flag of the host country shall be the farthest right of the Senior Princess.
- (c) The stand for the Bethel Flag shall be farthest left of the Junior Princess.
- (d) Other stands shall be placed and filled as per the order of flag escort.

Section 2. Placement of Flags.

- (a) National flags shall be placed to the right of the Senior Princess.
- (b) All other flags shall be placed at the left of the Junior Princess with the Bethel Flag farthest left.

**ARTICLE VI
RETIRING**

Section 1.

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

SOP-SGC-11

APPLICATION AND ANNUAL FEES

Section 1:

- (a) All funds must be remitted to the executive office shall be in U.S. Dollars at the exchange rate in effect on 31 December and shall be at a no higher exchange rate than 5.75 to one U.S. Dollar.

Section 2. Remittance by Bethels

- (a) An application fee and an annual fee will be paid by all Bethels for members initiated and members on their rolls as specified in this Instruction.
- (b) The fees shall accompany Form 110 when submitted to the Executive Manager by Bethels under Supreme or when submitted to the Grand Secretary by Bethels under a GGC.
- (c) An update of the Membership list provided by the Executive Manager shall accompany the Annual Report and fees.
- (d) For Bethels in the United States, a copy of the latest IRS Form 990 shall accompany Form 110.

Section 3. Application Fee

- (a) The application fee for each member when she joins the Order is:
 - (1) For Bethels under Supreme, fourteen point two four (14.24) USD or Equivalent Rate, and annually shall increase by five percent (5%) beginning January 1, 2023.
 - (2) For Bethels under a GGC, five point six seven (5.67) USD or Equivalent Rate, and annually shall increase by five percent (5%) beginning January 1, 2023.
- (b) This fee shall be paid by the Bethel during the month of January for all new members who joined the Order between January 1 and December 31 of the preceding year.

Section 4. Annual Dues

- (a) The annual dues shall be collected in the currency of the jurisdiction to which the member belongs
- (b) The annual dues for each member reported by chartered Bethels on December 31, 2023 is thirteen point two zero (13.20) USD or Equivalent Rate and annually shall increase by five percent (5%).
- (c) These dues shall be paid during the month of January.
- (d) The annual fee of Bethels chartered after July 1 shall be prorated from the date of chartering. Bethels chartered less than one (1) month prior to January 1, filing their first report, shall be exempt from this fee.
- (e) The Bethels, GGCs and JGCs outside of the USA and Canada shall be exempt from remittance of fees to the Insurance Fund. (See SOP-SGC-11 4 (a)).

Section 5. Insurance Fee

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

Section 6. Remittance by GGC

- (a) GGCs shall collect the application fee and the annual dues as specified above and remit them in US dollars using the exchange rate as of December 31 to the Supreme Office so that they are received no later than March 1.
- (b) The remittances shall be accompanied by an update of the Membership list as provided by the Executive Manager, and the Annual Reports on Form 123 A, B, and C as provided in B-GGC, Art III, Sec. 6 (g).
- (c) The remittance shall be accompanied by a penalty if received in the Supreme Office after the deadline date of March 1. The fine to be a percentage of the total amount owed as follows: two (2) percent for one (1) through thirty (30) days overdue, five (5) percent for thirty-one (31) through sixty (60) days overdue and seven and one half (7.5) percent for any period over sixty (60) days.
- (d) For GGCs in the United States, a copy of the latest IRS Form 990 shall accompany the Annual Report.

Section 7 Allocation of Fees

- (a) Fees from Bethels under Supreme including JGCs are allocated as follows:
- (1) From the application fee:
Seventy-five percent (75%) to the General Fund
Twenty percent (20%) to the Educational Fund
Five percent (5%) to the Promotional Fund
 - (2) From the annual dues:
Seventy-five percent (75%) to the General Fund
Twenty percent (20%) to the Promotional Fund
Five percent (5%) to the Educational Fund
- (b) Fees from GGCs are allocated as follows:
- (1) From the application fee:
Twenty-five percent (25%) to the General Fund
Twelve percent (12%) to the Educational Fund
Thirty-eight percent (38%) to the Promotional Fund
Twenty-five percent (25%) to be retained by the GGC
 - (2) From the annual dues:
Fifty percent (50%) to the General Fund
Twelve percent (12%) to the Promotional Fund
Thirteen percent (13%) to the Educational Fund
Twenty-five percent (25%) to be retained by the GGC

SOP-SGC-12

MAJORITY MEMBERS

Section 1.

- (a) Each member in good standing shall become a Majority Member upon becoming twenty (20) years of age or married or pregnant under that age, or identifies as male and shall immediately receive gratis a certificate of Majority Membership, Form 162 at the end of the term she becomes twenty (20) or immediately if marrying or becoming pregnant prior to the age of twenty (20).
- (b) The Majority Member shall be entitled to receive the Majority Ceremony at such time as may be convenient. The Ceremony may be conferred at a regular or special meeting of the Bethel. A special meeting called for this purpose may be an open meeting and may be conducted without formal opening or closing.
- (c) The Majority Member shall be entitled to all the rights and privileges of a member except voting and holding office.
 - (1) If the member turns twenty (20) the member shall be entitled to all the rights and privileges through the end of the term.
- (d) A Majority Member may enter the Messenger's semicircle, give honors and assume the Attitude of Prayer. The Majority Member may rise and sing the Bethel Flag song.
- (e) A Majority Member shall be exempt from further payment of dues.
- (f) A Majority Member shall keep the Bethel informed of any change in name or address.
- (g) A member who had demitted from the Order and has passed the age of twenty (20) years, or who has married or becomes pregnant before twenty (20), or who identifies as male may be reinstated as a Majority Member by applying in writing to the Executive members of the BGC of the Bethel of which membership was held, or if the Bethel has been closed, to the Executive Manager of the SGC or the Grand Secretary in that Jurisdiction, for consideration by the Executive members of the SGC or the Executive Members of the GGC respectively.
 - (1) Application must be accompanied by the Demit (complete form), payment of dues from the date of the Demit to date of Majority and affiliation fee equal to one-half (1/2) the application fee. (See B-GGC Art. XIII Sec. 1.20)
 - (2) It must be approved by a majority vote of the Executive Members of the BGC.
 - (3) The member shall then become a Majority Member and shall be reinstated on the next annual report sent to the Executive Manager or the Grand Secretary (Form 110).
 - (4) The Majority Member shall receive gratis a Certificate of Majority Membership and shall be entitled to receive the Majority Ceremony.
- (h) As a Majority Member, even though married, the Majority Member is privileged occasionally to fill an office for an absentee, or to act as an installing officer. The Majority Member who identifies as male 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.
- (i) Each member in good standing shall become a Majority Member upon death if under the age of twenty (20). The parent(s) or guardian(s) of the Member shall immediately receive gratis the member's Certificate of Majority Membership, Form 162.
- (j) A deceased Daughter, under the age of twenty (20), who had demitted from the Order may be reinstated as a Majority Member if her parent(s) or guardian(s) follow the procedures outlined in SOP-SGC-12, Art 7, Sec. (a), (b) and (c). Once accomplished, her parent(s) or guardian(s) shall receive gratis the Certificate of Majority Membership, Form 162.

SOP-SGC-13**MEETINGS****Section 1. Reports**

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

SOP-SGC-14

PUBLICATIONS

Section 1.

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

SOP-SGC-15

REVENUE

Section 1. Fiscal Year

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

Section 2. Receipts

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

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

- (a) a fee for each dispensation to form a new Bethel under Supreme. (See SOP-Bethel-12)
- (b) a fee for each charter issued to a Bethel under Supreme. (See SOP-Bethel-12)
- (c) a fee for each charter issued to a new GGC (See B-SGC Art. XII Sec. 1 (c)) and each JGC (See B-SGC Art. XIII Sec. 2 (b)).
- (d) fees for dispensations and charters from GGC and JGC as specified on Form 123.
- (e) a fee for each dispensation granting a special privilege to Bethels under Supreme. (See SOP-Bethel-18)
- (f) application fees and annual fees from all Bethels. (See SOP-SGC-11)
- (g) a fine of fifty dollars (\$50.00) paid by the Executive Members of BGCs under Supreme who fail to file Annual Report, Form 110, and remit fees by January 31. Extension of time may be given at the discretion of the Executive Manager.
- (h) a fine paid by each GGC which fails to submit its required fees so that they are received no later than March 1 at the Supreme Office. The fine shall be a percentage of the total amount due:
- (1) five percent (5%) for one (1) through thirty (30) days overdue, or
 - (2) seven and one-half percent (7.5%) for thirty-one (31) through sixty (60) days overdue or
 - (3) ten percent (10%) for any period over sixty (60) days.
- (i) Annual membership fee of fifty dollars (\$50.00) from each Voting Delegate of the SGC paid at the time of registration with the Session Arrangements Committee. The membership fee will provide eligibility to register with the Credentials Committee at the Annual Session, to vote at that session, to maintain active status for one year on the distribution list of the SGC, and to receive the annual directory of the SGC.
- 1) Receive the membership fees for the ensuing SGC year, forwarding them to the Supreme Office no later than thirty (30) days after the close of the Annual Session of the SGC. In the event of an emergency or other exigent circumstance, the Board of Trustees, by a majority vote, may adjust any of the fees or currency equivalents as deemed necessary.
- (j) Registration fee of five dollars (\$5.00) shall be paid to the Session Arrangements Committee by all those attending the Annual Session, except those under the age of ten (10). In the event of an emergency or other exigent circumstance, the Board of Trustees, by a majority vote, may adjust any of the fees or currency equivalents as deemed necessary.
- (k) Gifts, donations, and contributions accepted by the SGC for promotional use (which includes the defraying of travel costs) for either Miss International Job's Daughter or the Supreme Bethel Honored Queen or for both. The Executive Manager shall report the status of these funds to the Chairman of the Finance Committee, the Supreme Guardian, and the recipients. These funds are separate from and are accounted for separately than the allowances specified in SOP-SGC-3.
- (l) Commencing with the 2025 Annual Session, one half (1/2) of the profit from each Supreme Session will be paid to the SGC. This profit is defined as the Total Receipts of the Session, less all normal expenses of the Session as outlined in the current edition of the Guidelines and Suggestions for the SAC Committee document as published by the Board of Trustees. Any donation to the SGC or elsewhere, for specific items such as computers, equipment, etc., shall come after the one half (1/2) has been paid to the SGC.
- (m) a fee paid by all members of the Board of Trustees and Executive Supreme Guardian Council equal to the cost of their yearly background check.
- (n) a fee paid by all members of the Board of Trustees and Executive Supreme Guardian Council equal to one half (1/2) of the yearly Directors and Officers insurance.

Section 4. Contributions

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

SOP-SGC-16

RULES OF ORDER AND PARLIAMENTARY AUTHORITY

Section 1. Rules of Order

- (a) Quorum
 - (1) A quorum for the transaction of business of the SGC shall consist of the representatives of at least ten (10) GGCs.
 - (2) A quorum for the transaction of business of the GGC shall consist of five (5) voting members representing five (5) different Bethels. (See B-GGC, Art. XIII Sec. 1.25)
- (b) One (1) rap of the gavel calls to order or seats the assembly. Two (2) raps of the gavel calls up the officers. Three (3) raps of the gavel calls up the entire assembly.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) The ruling of the presiding officer shall be final, subject to The Law of Appeal.
- (g) The motion to adopt a proposed amendments to the Constitution, Bylaws, and/or Standard Operating Procedures may be made by any voting member present. A negative motion shall not be made.
- (h) These rules of order may be amended or suspended at any time by a two-thirds (2/3) vote of those present and voting.

Section 2. Parliamentary Authority

- (a) DEFINITION
 - (1) Rules and Regulations are defined as containing the following:
 - [a] Ritual Book
 - [b] Policy statements issued by the BOT for governance of Business.
 - [c] Constitutions
 - [d] Bylaws
 - [e] Standard Operating Procedures (SOPs)
 - (2) 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.
- (b) IMMEDIATE AMENDMENT – An immediate amendment may be presented by a member of the SGC when signed by ten (10) delegates representing ten (10) GGCs and submitted to the Presiding Officer to be read to the voting delegates. (GGC – signed by five (5)) delegates representing five (5) Bethels or as defined in GGC Rules and Regulations (see B-GGC Art. XIII Sec. 1.25). It shall then be referred to the Jurisprudence Committee for recommendation to, and action by, the voting delegates. An immediate amendment requires a unanimous vote of those present and voting.
- (c) AMENDMENTS – Landmarks, amendments to these Constitutions, Bylaws, or Policy Requests shall be approved at the Annual Session of the SGC/GGC by two thirds (2/3) affirmative vote of the members present and voting. Amendments to Standard Operating Procedures shall be approved at the Annual Session of the SGC/GGC by a majority affirmative vote of the members present and voting. Amendments shall be submitted in writing to the Executive Manager/Grand Secretary and must be received on or before March 1 of the year of the Annual Session when it is to be considered (GGC submittal date per their Rules and Regulations). A copy of proposed amendments shall be sent to each voting member and posted on applicable website on or before June 1 of the year of the Annual Session when it is to be considered (GGC amendments timing per their Rules and Regulations).
- (d) No proposed amendment shall be printed and mailed to the voting delegates of the SGC/GGC by the Executive Manager/Grand Secretary unless it has been submitted by a member of the SGC/GGC or a Daughter in good standing and signed by the proposer.

- (e) Proposed amendments shall be submitted in a form so as to show the wording of the entire paragraph as amended. Amendments which propose only to delete, insert, or substitute figures, letters, words, phrases, or sentences will not be accepted by the Executive Manager.
- (f) Proposed amendments placed on the floor of the SGC/GGC must have the proposers, or a representative speaking on behalf of the proposer, present during the discussion.
- (g) The adoption of any amendment shall automatically amend all other sections referring to the same subject.
- (h) Legislation adopted at an Annual Session of the SGC shall become effective immediately upon distribution. All amendments to Manual of Rules and Regulations and Book of Ceremonies for a GGC require approval by the Supreme Jurisprudence Committee (SJC) and shall become effective after approval by the SJC and upon distribution by the GGC.
- (i) 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 Manuals of Rules and Regulations for the GGCs or BGCs effective with notification of the publication on the SGC Website by the Grand Secretary.
- (j) The adoption by the SGC of new laws pertaining to Bethels, or the amendment of existing laws pertaining to them, automatically amends GGC Manuals 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.
- (k) The Constitution, Bylaws, Standard Operating Procedures, and Policies (Rules and Regulations) of the SGC/GGC 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. Stickers shall not be permitted.
- (l) 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, Bylaws, and SOPs shall be accompanied by a dated check list showing the number of each page affected.
- (m) 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, Art. XIII and B-JGC, Art. IX respectively.

SOP-SGC 17

SCHOLARSHIPS

Section 1. General

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

Section 2. Educational Fund Scholarships

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

Section 3. Other Scholarships

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

SOP-SGC-18

SUPREME DEPUTIES AND ASSISTING SUPREME DEPUTIES

Section 1. Expenses

- (a) The maximum amount a Supreme Deputy or Assisting Supreme Deputy may be reimbursed during the SGC year is \$200 USD or Equivalent Rate. If funds are available, this amount may be increased by a vote of the Finance Committee and Board of Trustees in extraordinary circumstances or if multiple jurisdictions are being covered by the same Deputy.
- (b) Transportation expenses for Supreme Deputies and Assisting Supreme Deputies will be paid as follows: by train, actual fare for most direct route; by auto, twenty cents (\$.20) per mile for most direct route; by air, actual air-coach fare. All transportation expenses requiring reimbursement shall be approved in advance by the Finance Committee and the Board of Trustees.
- (c) Lodging and meals for Supreme Deputies and Assisting Supreme Deputies will be allowed not to exceed thirty dollars (\$30.00) per day for the actual number of days.
- (d) If above expenses are not otherwise provided for, they shall be paid from the Promotional Fund of the SGC in the manner provided by law.

Section 2. Supplies

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

SOP-SGC-19

THE BOARD OF TRUSTEES

Section 1. Meetings

- (a) There shall be at least two (2) meetings per year. One (1) prior to the Annual Session of the SGC and one (1) held during the month of February or March. The latter will be called the mid-year meeting.
- (b) The Chairman of the Board of Trustees and/or the Supreme Guardian may call emergency or additional meetings that may be conducted by whatever technological means are deemed most efficient, or face to face.
- (c) The Chairman of the Board of Trustees and/or the Supreme Guardian may invite others to attend the meetings as necessary to report on activities for which they are responsible.
- (d) Any meeting of the Board of Trustees may be conducted virtually at the discretion of the Chairman.

**POLICIES OF THE BOARD OF TRUSTEES
JOB'S DAUGHTERS INTERNATIONAL**

**POL-BOT-1
INSURANCE POLICIES AND PROCEDURES**

Insurance is a key operational component of all programs and activities of Job’s Daughters International ® (JDI). Making sure JDI has the insurance coverage necessary to protect the Order in case of catastrophe is the responsibility of all JDI leaders at the Bethel, Jurisdictional, Grand and Supreme levels in the United States (U.S.), Canada and Australia. Reference this policy to understand what insurance coverage is carried by JDI, when supplemental coverage may be needed, and how to obtain additional coverage when required.

**COVERAGE AND PROCEDURES OVERVIEW
UNITED STATES AND CANADA**

The JDI Board of Trustees (BOT) maintains General and Corporate insurance policies for all Bethels, JGCs, and GGCs located within the U.S. and Canada.

GENERAL COVERAGE

General coverage includes those policies that provide protection against a variety of possible accidents or incidents. Some policies provide primary coverage (General Liability, Sexual Misconduct) for JDI, while others provide secondary coverage above-and-beyond claims made to primary insurance holder policies (Group Travel/Business Automobile).

The following policies and minimum coverage(s) are maintained, reviewed and renewed annually by the BOT:

INSURANCE TYPE	DESCRIPTION
General Liability	General liability coverage for standard and low-risk events and activities, slip and fall(s) by members, outside visitors and/or adult volunteers
Excess/Umbrella Liability	Supplemental liability coverage over and above General Liability policy
Group Travel/Business Automobile	Liability coverage for automobile accidents involving hired and non-owned cars, secondary coverage for JDI after driver’s personal policy is exhausted NOTE: All JDI chaperones are required to carry personal automobile liability coverage equal to or greater than the state minimum
Sexual Misconduct	Coverage in case(s) of sexual abuse
Cyber Liability	Coverage in case(s) of email, website or server hacking, etc.

Minimum coverage:

1. Comprehensive General/Public Liability for a single limit of at least two million dollars (\$2,000,000.00), Bodily Injury and Property Damage.
2. Medical Payments for limits of at least five thousand dollars (\$5,000.00) per person, ten thousand dollars (\$10,000.00) aggregate per accident.
3. Sexual Misconduct Liability Insurance of at least one million dollars (\$1,000,000.00).

CORPORATE COVERAGE

Corporate coverage includes those policies that provide protection for JDI employees and property.

The following policies and minimum coverage(s) are maintained and renewed annually by the BOT:

INSURANCE TYPE	DESCRIPTION
Commercial Property Liability	General liability, property damage coverage for the Supreme Office and owned inventory
Terrorism General and Property Coverage	Coverage in case of acts of terrorism, associated damage to person(s) or property
Worker’s Compensation	Coverage in case of bodily injury/accident to JDI employees caused or aggravated by working at the Supreme Office
Crime	Coverage in cases of employee theft, forgery, computer and/or financial fraud
Directors and Officers (D&O)	Coverage for Directors and Officers of JDI in case of legal/liability claims

Minimum coverage:

1. Fidelity Bond and Depositors Forgery for a limit of at least ten thousand dollars (\$10,000.00).

PROCEDURES

Notification of coverage:














- Each Bethel, JGC and GGC within the U.S. and Canada must annually receive and retain a Memorandum of Insurance from the Supreme Office.

Insurance fees:

- Remittance of insurance fees by Bethels, JGCs and GGCs within the U.S. and Canada must follow the processes and method of payment outlined in SOP-SGC-11.
- The Supreme Office may invoice members of the BOT for remittance of insurance fees for Directors and Officers (D&O) coverage as outlined in the Bylaws and Standard Operating Procedures of JDI. (B-SGC, Art. II, Section 1; B-SGC, Art. VI, Section 2; SOP-SGC-15).

**SPECIAL EVENTS
UNITED STATES AND CANADA**

While JDI’s General liability policy covers basic day-to-day functions and activities of Bethels, JGCs and GGCs located within the U.S. and Canada, events that have increased risk always require additional documentation, and may require supplemental or Special Event coverage to make sure JDI is protected. Use the chart below to know what action is needed when planning events. Failure to follow processes and ensure the protection of JDI may result in disciplinary action.

ACTIVITY TYPE	EXAMPLES	COVERED UNDER JDI POLICY	SUPPLEMENTAL RIDER REQUIRED	PERSONAL HEALTH FORM REQUIRED	RELEASE, WAIVER, AND CONSENT FORM REQUIRED	BOT GUIDELINES PROVIDED	COMMENTS
Standard JDI activities	Standard, very-low-to-no-risk social events • Meeting(s) • Dinners, picnics • Sleepovers	YES	NO	YES 	NO	NO	JDI's General Liability policy provides blanket coverage for core activities. All members and adult volunteers must submit a Form 125a-Personal Health Form with the Bethel annually.
Low-risk events/activities	Low-risk physical events • Basketball, volleyball, kickball, softball, soccer, flag football, tennis, ice/roller skating, golf, disc golf, bicycling, fishing • Walking, running (5k/10k), hiking • Supervised swimming in a pool • Water/Amusement parks, laser tag, parade participant	YES	NO	YES 	YES 	NO	Any event including physical activity inherently comes with increased risk. In cases where physical activity is above-and-beyond social events, all participants must have BOTH a Form 125a-Personal Health Form AND must have a Form 125B-Release, Waiver, and Consent Form on file with the Bethel <i>prior to participation</i> .
High-risk events/activities	High-risk physical events • Snow – skiing, boarding, tubing, sledding, etc. • High-impact/potential injury sports/activities – Hockey, rugby, dodgeball, trampolines, rock climbing, horseback riding, gokarts/racecars • Supervised swimming in lakes, oceans, rivers, etc., white water rafting	NO 	YES 	YES 	YES 	NO	As physical activity and contact increase, so does risk. In cases where personal/physical contact and risk of injury is heightened, a supplemental rider policy covering the event/activity is required in addition to all participants having BOTH a Form 125a-Personal Health Form AND must have a Form 125B-Release, Waiver, and Consent Form on file with the Bethel <i>prior to participation</i> .
YPP-impacted events/activities	Events involving weapons/projectiles: • Archery • Axe/Knife Throwing • BB guns • Firearms/Rifery • Paintball • Fireworks/Fireworks Sales	NO 	YES 	YES 	YES 	YES 	JDI's Youth Protection Policy is intended to ensure the safety of our members and the Order itself. Events that contradict this policy require significant oversight and unique considerations. In addition to a supplemental rider policy , a Form 125a-Personal Health Form and a Form 125B-Release, Waiver, and Consent Form on file with the Bethel <i>prior to participation</i> , event planners must become familiar with and implement additional processes and risk-management controls as defined by the Board of Trustees .
Never allowed events/activities	Events involving drugs, sexual content: • Skinny dipping/Streaking • Mooning • Drugs or alcohol • Hazing	NO 	N/A	N/A	N/A	N/A	JDI does not/will not endorse activities involving drugs, alcohol, sexual content or hazing. Activities and/or interpersonal contact of this nature will result in immediate disciplinary action.

PROCEDURES

Evidentiary Forms:

- Bethels, JGCs, and GGCs within the U.S. and Canada must annually solicit and retain a Personal Health Form (Form 125a) for all members and adult volunteers.
- Release, Waiver and Consent Forms (Form 125b) must be collected by all Bethels, JGCs, and GGCs within the U.S. and Canada for any event with elevated risk. A new form must be completed and collected from each youth and adult participant prior to participation in the event.
- Forms may be accessed on the Job's Daughters website: www.jobsdaughtersinternational.org
 - [Form 125a-Personal Health Form](#)
 - [Form 125b-Release, Waiver and Consent Form](#)

Special event coverage:

- Sourcing Special Event policies and payment of associated fees are the responsibility of the Bethel, JGC, or GGC hosting the event.
- Sourcing help for Special Event policies may be available through the BOT and Supreme Office with sufficient prior notification. Bethels, JGCs, and GGCs may submit a [Request for Liability Insurance](#) a minimum of 2 weeks prior to a special event. Underwriting of a Special Event policy through the Supreme Office is not guaranteed.
- JDI must be named as an additionally insured for all supplemental insurance policies including Bethel, JGC, GGC jurisdictional policies and Special Events policies.

**COVERAGE AND PROCEDURES OVERVIEW
AUSTRALIA**

Insurance for all Bethels, JGCs, and GGCs located within Australia must be locally-held and managed per local law.

PROCEDURES

Notification of coverage:

2023

Policies – Board of Trustees 1

- Each Bethel, JGC, and GGC within Australia and the Supreme Office must annually receive and retain a Memorandum of Insurance from the jurisdictional Secretary.

Insurance fees:

- Processes for the remittance of insurance fees by Bethels, JGCs, and GGCs within Australia must be determined and communicated locally.

**COVERAGE AND PROCEDURES OVERVIEW
PHILIPPINES**

Insurance for all Bethels, JGCs, and GGCs located within the Philippines must be locally-held and managed per local law.

**COVERAGE AND PROCEDURES OVERVIEW
BRAZIL**

Insurance for all Bethels, JGCs, and GGCs located within Brazil must be locally-held and managed per local law.

**POL-BOT-2
MASTER MASON**

1. Unless otherwise specified, whenever the word MASON is used in these Constitutions and Bylaws, it shall be interpreted to refer to a man who is a Master Mason, Fellowcraft, or Entered Apprentice Masonic member in good standing, or who was in good standing at the time of his death, in a Regular Lodge operating under the jurisdiction of a Grand Lodge which is: (a) recognized by the Grand Lodge of the State, Province or Territory in which Job's Daughters has been established or is being promoted, or (b) recognized by any Grand Lodge that recognizes the Grand Lodge of the State, Province or Territory in which Job's Daughters has been established or is being promoted.

Whenever the phrase MASTER MASON is used in these Constitution and Bylaws, it shall be interpreted to refer to a man who has been raised to the sublime degree of Master Mason.

2. MASONIC is an adjective used to describe an organization, principle, or object related or pertaining to Freemasonry, a fraternity of Masons.
3. GOOD STANDING (in Masonry) is a technical term indicating that the Mason owes no money to the lodge; that he is not under charges; that he has not been censured, suspended, or expelled; and, in the case of an unaffiliated Mason, that he is still a member of the Fraternity although he belongs to no Masonic Lodge.
4. An UNAFFILIATED Mason is one who has been granted a demit from a lodge(s) and has yet to affiliate with another lodge within the time limit specified by the Grand Lodge law governing the Blue Lodge from which he demitted.
5. A NON-AFFILIATE is a Mason who, having been a member in good standing of a lodge(s), has been granted a demit from such lodge(s) and who fails to obtain membership in another lodge within the time specified by the Grand Lodge law governing the Blue Lodge from which he demitted.

NOTE: The above definitions are generalized; exact definitions should be verified with the appropriate Grand Lodge.

Copy of the LIST OF LODGES (Masonic) may be obtained with fee from Pantagraph Printing & Stationery Co., PO Box 1406, Bloomington, Illinois 61702, and may be used as a source of information.

**POL-BOT-3
OFFICIAL JEWELRY**

1. Members of the SGC, GGC, JGC, BGC, or Bethels of JDI shall buy official Job's Daughters Jewelry available online through the official jeweler. The purchase of unofficial jewelry and other items bearing an imitation of our official Trademark is not allowed or authorized. (See POL-BOT-4)
2. Jewelry sold in any other manner is unauthorized jewelry and shall not be purchased.

POL-BOT-4

OFFICIAL TRADEMARKS, THEIR USAGE AND ONLINE SALES

This policy outlines the overall requirements, guidance and procedures relating to the use of Registered and Other Trademarks throughout the organization of Job’s Daughters International including guidance and requirements relating to online sales. There are currently three (3) Registered Trademarks and seven (7) Other Trademarks approved for usage.

Section 1: Registered Trademarks

(a)



The Three Point emblem: This Trademark consists of a double triangle enclosing a replica of three girls wearing robes, capes, and crowns holding a cornucopia, dove, and urn within the inner triangle, and the words "IYOB FILIAE®" at the base between the inner and outer triangle. This is a registered trademark of Job’s Daughters International. Its use is mainly found on jewelry and official documents.



Variations of the Three Point emblem include the Registered Trademark superimposed on a background that has SEVEN POINTS which attach the Trademark to a circular band inscribed Supreme Guardian Council JDI. The use of this mark is restricted to stationary and other printed matter distributed by the SGC or as directed by the Trademark Liaison of the Board of Trustees or the Executive Manager.



The second variation of the Three Point emblem includes the Registered Trademark superimposed on a back ground that has FIVE POINTS which attach the Trademark to a circular band inscribed Grand Guardian Council. The use of this mark is restricted to stationary and other printed matter distributed by the GGC or sanctioned by the Grand Guardian.

(b)



Filhas de Jó®

The name “Job’s Daughters International®” is a Registered Trademark of Job’s Daughters International. This includes the Portuguese translation “Filhas de Jo’®”.



Variations of the name “Job’s Daughters International®” (English or Portuguese) include the three daughters silhouette brand adopted in 2017. When the word “International” is combined with this mark (i.e. “Job’s Daughters International ®” or “Filhas de Jo ®”) it becomes a Registered Trademark. When the mark is used with the three Daughters and the words “Job’s Daughters” it is still regarded as an Other Trademark.

Instructions for Usage of Registered Trademarks (a) (b) and (c) above:

Committees of the SGC, GGCs, JGCs and Bethels may use the Registered Trademarks listed in (a), (b) and (c) above without requesting permission on stationary, programs, invitations, napkins, Bylaws, forms, promotion banners, event flyers, business cards, web and social media pages.

Using the Registered Trademarks on any item, other than those listed in the above paragraph, will require permission from the Trademark Liaison of the Board of Trustees using Form 280. The information supplied on Form 280 must include details of all items where it is intended to use the Registered Trademark under the application and the approval (if given) will only be for the usage so detailed.

Supreme Session Arrangement Committees (SACs) may use Registered Trademarks of Job’s Daughters International without requesting permission.

When requesting permission to use the Registered Trademarks on jewelry items or items already produced by Doc Morgan Inc. (DMI), you must give DMI first right of refusal by requesting a bid from them.

If the GGC, JGCs and Bethels wish to use the Registered Trademarks on items that will be sold for profit, they will pay a trademark usage fee to the SGC, unless these items are ordered through Doc Morgan Inc. (DMI). Approval of the Form 280 is contingent on the receipt of the trademark usage fee. If the items are being used to promote Job’s Daughters and not sold for profit, you will still need to use Form 280 to request permission, however the trademark usage fee will be waived.

When you use DMI for your items, you will not need to seek permission from the Trademark Liaison of the Board of Trustees.

Once the trademark usage fee has been paid, and Form 280 approval given, the GGC, JGC or Bethel may contract with a vendor to produce the items. Please note that the vendor is limited to that usage only. Trademark usage is granted for one year from the date of approval. Reapplication may be made from year to year.

Usage of the three (3) Registered Trademarks must contain the ® symbol.

Requests from individuals, organizations outside JDI or vendors to use JDI Registered Trademarks for their fundraising and/or profit purposes will not be approved/authorized. Requests from individuals, organizations outside JDI or vendors to use JDI Registered Trademarks for fundraising or promotional (non-profit) events directly supporting Job’s Daughters International will be accepted and reviewed for approval. Such requests must be in writing using a signed Form 280 with specific wording confirming that their use will be totally promotional (non-profit) and/or that all sales revenues will go directly to Job’s Daughters International.

Items using Registered Trademarks will not be listed, displayed, ordered, advertised, marketed, and/or sold online (website, social media, auction sales, etc.) except by SGC, DMI or SACs unless authorized/approved in advance by the Board of Trustees. See Section 3 that outlines the minimum requirements for online sales authorization/approval.

Section 2: Other Trademarks

(a) The names “Job’s Daughters”, “IYOB FILIAE”, “Daughters of Job”, “International Order of Job’s Daughters”, “IOJD”, “JDI” and “JD International” are all Other Trademarks of Job’s Daughters International.

In addition to the names listed in (a) above, variations of these Other Trademarks include:



Instructions for Usage of the Other Trademarks:

Committees of the SGC, GGCs, JGCs and Bethels may use the seven Other Trademarks, listed in (a) above, without requesting permission.

GGCs, JGCs or Bethels may contract with a vendor to produce items with these seven Other Trademarks, however that vendor is limited to that usage only.

Requests from individuals, organizations outside JDI or vendors to use JDI Other Trademarks for their fundraising and/or profit purposes will not be approved/authorized. Requests from individuals, organizations outside JDI or vendors to use JDI Other Trademarks for fundraising or promotional (non-profit) events directly supporting Job’s Daughters International will be accepted and reviewed for approval. Such requests must be in writing using a signed Form 280 with specific wording confirming that their use will be totally promotional (non-profit) and/or that all sales revenues will go directly to Job’s Daughters International.

Online sales of items using Other Trademarks require advance written approval of the Board of Trustees. See Section 3 below for minimum requirements.

Supreme Session Arrangement Committees (SACs) may use the Other Trademarks of Job’s Daughters International without requesting permission.

Section 3. Online Sales

Items using Registered or Other Trademarks will not be listed, displayed, ordered, advertised, marketed, and/or sold online (website, social media, auction sales, etc.) except by SGC, DMI or SACs unless authorized by the Board of Trustees.

Board of Trustees authorization to advertise, market, and/or sell approved items online must be requested via letter or email to the Trademark Liaison of the Board of Trustees or the Executive Manager. Online marketing, advertising, ordering, and/or selling approval is contingent on the following minimum criteria:

- Site must be a secure site with controlled access and membership limited to a specific jurisdiction or geographic area.
- Site access must be granted to the Trademark Liaison of the Board of Trustees and the Executive Manager for periodic reviews.
- All funds pertaining to these sales must be collected by the specific JDI recognized entity (GGC, JGC, Bethel, etc.) and not an individual.

**POLICIES OF THE BOARD OF TRUSTEES
JOB'S DAUGHTERS INTERNATIONAL**

**POL-BOT-5
CODE OF CONDUCT**



The purpose of this code of conduct is to identify behaviors that protect the members/volunteers and the welfare of the organization as a whole for future generations. Everyone is expected to behave in a mature and responsible way and to respect the rights and dignity of others.

Build Trust and Credibility: The success of the organization is dependent on the trust and confidence we earn from the Daughters and volunteers. We gain credibility by adhering to our commitments, displaying honesty, and integrity and reaching organizational goals solely through honorable conduct. It is easy to say what we must do, but the proof is in our actions.

Respect for All: We all deserve to engage in an environment where we are treated with dignity and respect. Job's Daughters International is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to the success of the organization.

Professionalism at All Times: We display and promote the highest standards of professional and ethical conduct. We act with integrity and dignity as expected of our organizational position. We are courteous and considerate toward our Daughters and fellow volunteers. We are honest, fair, reliable and objective in our professional relationships.

Free from Discrimination: Job's Daughters International is an equal opportunity organization and is committed to providing an environment that is free of discrimination of all types. Any member or volunteer who feels harassed or discriminated against should report the incident immediately to the appropriate personnel at either the state or international level.

Inclusive Environment: All members and volunteers are expected to support an inclusive environment by adhering to the following conduct standards:

- Treat others with dignity and respect at all times
- Address and report inappropriate behavior and comments
- Foster teamwork and participation
- Be held accountable for their own performance and behavior
- Avoid slang or idioms that might not translate across cultures (through the appeals and grievance process).
- Be open-minded and listen when given constructive feedback regarding others' perceptions of your conduct

Job's Daughters International does not tolerate discrimination, harassment, or any behavior or language that is abusive, offensive, or unwelcome.

Create a Culture of Open and Honest Communication: in Job's Daughters, everyone should feel comfortable speaking their mind, particularly with respect to ethical concerns. Leaders have a responsibility to create an open and supportive environment where members and volunteers feel comfortable raising such questions.

All reported instances of questionable or unethical behavior will be handled through the Appeals and Grievance Process. In every instance where improper behavior is found to have occurred, the organization will take appropriate action. Retaliation against members or volunteers who raise genuine ethical concerns in good faith will not be tolerated.

Accountable for Ourselves: Each of us is responsible for knowing and adhering to the values and standards set forth in this code of conduct. It is the individual's responsibility to seek understanding if there is uncertainty surrounding organizational laws and rules. If there is a question or concern on whether the principles are being met the Bethel/Grand/Supreme Guardian should be contacted immediately.

Job's Daughters International takes the standards set forth in the Code of Conduct seriously, and violations will be appropriately addressed.

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

**ARTICLE I
NAME**

Section 1.

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

**ARTICLE II
OBJECT**

Section 1.

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

**ARTICLE III
AUTHORITY**

Section 1.

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

- (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 B-GGC, Art. XIII Sec.1 (a))

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, Grand Beekeeper and the Grand Inner Guard and the Grand Outer Guard if not designated elective officers of the GGC.

Section 3. Executive Officer

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

Section 4. Executive GGC

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

ARTICLE VI ELIGIBILITY

Section 1.

- (a) No person shall be eligible for election or appointment to office of a GGC unless she/he is a voting delegate thereof. If the GGC is in the USA, Canada or Australia, the delegate shall be on the current list of CAVs provided by the Executive Manager.
- (b) In jurisdictions where Masons are prohibited from serving as Associate Grand Guardians or Vice Associate Grand Guardians, the Grand Guardian, with the advice and consent of the Executive GGC, may authorize election and installation of eligible women to serve in these offices.
- (c) After the first election of the GGC officers, no person shall be eligible to serve as an elective GGC officer, except as Grand Secretary or Grand Treasurer, who has not served at least one (1) term as a Bethel Guardian or Associate Bethel Guardian of a chartered Bethel.
- (1) Bethel Guardians and Associate Bethel Guardians who are completing their first full term in said office at the time of a GGC election shall be eligible to serve as an elective officer of the GGC.
- (d) No member shall be eligible for the office of Grand Guardian or Associate Grand Guardian who has not served, or who is not completing service, as an elective officer of the same GGC for a period of one (1) term.
- (e) No Grand Guardian or Associate Grand Guardian shall succeed herself/himself in office or be elected to the office of Grand Guardian or Associate Grand Guardian a second time in the same GGC. (See B-GGC, Art. XIII Sec. 1.29)
- (f) An SGC Officer may hold an office in a GGC.

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 have served on a BGC shall be eligible to serve on other committees.
- (b) An elected GGC officer shall not serve on the Appeals and Grievances Committee.
- (c) An elected GGC officer shall not serve on the Jurisprudence Committee.

Section 2. Restrictions

- (a) The spouses of the Grand Guardian or the Associate Grand Guardian shall not serve on either the Appeals and Grievances Committee or the Jurisprudence Committee.
- (b) No spouses, family members, or members of the Jurisprudence Committee shall 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.
 - (2) Instruct and/or inspect Bethels.
 - (3) Assist Bethels which may require help.
- (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.

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

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

Section 1.

- (a) GGCs may adopt a Manual of Rules and Regulations which shall not conflict with the laws of the SGC. (See SOP-GGC-7 and B-GGC Art. XIII Sec. 1 (e))
- (b) GGCs may adopt a Book of Ceremonies which shall not conflict with the laws of the SGC. (See SOP-GGC-2 and B-GGC Art. XIII Sec. 1 (g))
- (c) GGCs may approve the formation of a Grand Bethel. (See B-GGC Art. XIII Sec. 1(h)). In the event a Grand Bethel is formed by a GGC, Grand Bethel Rules and Regulations shall be adopted by the GGC and be included in the Manual of Rules and Regulations.
- (d) GGCs shall obtain their supplies from the SGC.
- (e) GGCs may delegate authority to Grand Guardians to administer certain penalties and fines. (See SOP-GGC-9)
- (f) GGCs may approve the formation of an Alumni Association (See B-GGC Art. XIII Sec. 1 (dd)) 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.
 - (1) When a Bethel changes location a Charter Amendment shall be issued, under seal, to be attached to the Bethel Charter indicating the new location. This Charter Amendment shall be dated and bear the signature of the Grand Guardian and attested by the Grand Secretary (See C-Bethel Art. VI Sec. 3).
- (f) Issue special dispensations upon request and when required to comply with SOP-Bethel-18.
- (g) Convene any Bethel or BGC for the purpose of settling disputes, to make inspection, or to require obedience to the laws and rules of the Order.
- (h) Appoint committees as necessary for the transaction of the business of the GGC. Appointees working with JDI in the USA, Canada 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.
- (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.
- (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.

Section 3. The Associate Grand Guardian shall:

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

Section 4. The Vice Grand Guardian shall:

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

Section 5. The Vice Associate Grand Guardian shall:

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

Section 6. The Grand Secretary shall: (See B-GGC Art. XIII Sec. 1(i))

- (a) Attend all meetings of the Executive GGC and GGC.
- (b) Keep a record of all proceedings of the GGC.
- (c) Conduct correspondence and affix the seal of the organization when necessary.
- (d) Maintain a mailing list of all voting delegates.
- (e) Receive all monies due the GGC, turning same over to the Grand Treasurer, taking receipt, therefore.
- (f) Submit a written report at the Annual Session.
- (g) Make an annual summary on Form 123 of the reports of the Bethels in the GGC, showing the membership record and other information as set forth in Form 110. 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-14)
- (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 appropriate Grand Secretary or Jurisdictional Secretary and the Executive Manager the names and addresses of:

- (1) All new Majority Members,
- (2) Majority Members who have moved,
- (3) Members and adult workers who have moved outside the jurisdiction.

Section 7. The Grand Treasurer shall:

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

Section 8. The Grand Guide and Grand Marshal shall:

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

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

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

Section 10. Other Grand Officers shall:

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

Section 11. Grand Beekeeper

- (a) Oversee the programming and promotion of 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).
- (b) To work with the Bethel Beekeepers in the Grand jurisdictions in promoting the growth of the Beehive
- (c) Perform such duties as may be assigned to them by the Grand Guardian

ARTICLE IV COMMITTEES

Section 1. Standing Committees

Section 2. Other Committees

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.

Section 2. Fees

- (a) A GGC may fix and collect from each of its members an annual membership fee and/or registration fee, and such other fees as may be deemed necessary. (See B-GGC Art XIII Sec 1(j))

ARTICLE VI PENALTIES AND FINES

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

- (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.

**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.

**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.

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

Section 1. Election

- (a) Elective officers of the GGC shall be elected at the Annual Session from eligible members in attendance, unless unavoidably absent.
- (b) Election shall be by ballot without nomination. (See B-GGC Art. XIII Sec. 1(b))
- (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 XIII Sec 1(c))
 - (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.

- (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 X 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 XI 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 XII INSTALLATION

Section 1.

- (a) No person shall be installed in the office of Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, or Vice Associate Grand Guardian who is an Executive Member of a BGC.

ARTICLE XIII 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.

- (a)
 - (1) Provide for the election of a Grand Inner Guard and a Grand Outer Guard (both Master Masons, POL- BOT-2) and, if elected, shall be designated as members of the Executive GGC. (See C-GGC Art. V Sec. 1).
 - (2) 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.
- (b) Provide for election of GGC officers other than by ballot without nomination. (See B-GGC Art. IX Sec. 1 (b))
- (c) 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. IX Sec. 3)
- (d) Make provisions for filling Elected Officer vacancies. (SOP-GGC-10)
- (e) Adopt a Manual of Rules and Regulations. (See B-GGC Art. I Sec. 1(a))
- (f) 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.
- (g) Have their own Book of Ceremonies, in addition to the Supreme Book of Ceremonies. (See B-GGC Art. I Sec. 1 (b))
- (h) Approve the formation of a Grand Bethel. (See B-GGC Art. I Sec. 1(c))
- (i) Prescribe duties of the Grand Secretary. (See B-GGC Art. III Sec. 6)
- (j) Fix and collect annual membership, registration, and other fees. (See B-GGC Art. V Sec. 2 and SOP-GGC-4)

- (k) Delegate certain authorities to Grand Guardians. (See B-GGC Art. I Sec. 1(e))
- (l) Provide for other use of interest from Educational Fund. (See SOP-GGC-3 Sec. 1 (b))
- (m) 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.
- (n) Prescribe additional instructions for BGC monthly meetings.
- (o) Prescribe a method for filling offices vacated by Executive Members of a BGC. (See SOP-BGC-6)
- (p) Prescribe term of Executive Council Members. (B-BGC Art. VI Sec. 1 (d))
- (q) Prescribe a method for automatic removal from office and for filling offices so vacated for:
 - (1) Executive Members of the BGC (SOP-BGC-5)
 - (2) Associate Members invited to attend all BGC meetings (SOP-BGC-5)
 - (3) Associate Members not invited to attend all BGC meetings (SOP-BGC-5)
- (r) Provide instruction for appointment and duties for substitute officers. (See SOP-Bethel-19 and SOP-Bethel-21 Art. V Sec. 3)
- (s) 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-21 Art. VI Sec. 2 (a) and B-Bethel Art. X Sec. 1 (a) and SOP-Bethel-21 Art VIII, Sec 1(a))
- (t) Provide for open installations and taking of pictures. (See SOP-Bethel-8 and SOP-Bethel-21 Art. VIII Sec. 1 (f))
- (u) Provide other instructions for receiving an application at a regular Bethel meeting held previous to the initiation meeting. (See B-Bethel Art. II Sec. 1 (b) and SOP-Bethel-21 Art. III Sec. 2 (b))
- (v) Provide other instructions regarding the affiliation fee for members holding a demit. (See B-Bethel Art. II Sec. 2(b))
- (w) Provide other instructions pertaining to Bethel (See SOP-Bethel-2 and SOP-Bethel-21 Art. XI for (a)-(e))
 - (1) Fees - Application and affiliation (Sec 2)
 - (2) Annual dues (Sec 3)
 - (3) Exemption from fees (Sec 4)
 - (4) Disbursements (Sec 5)
 - (5) Educational and Promotional Fund (Sec 6)
 - (6) Special Privileges - fee (SOP-Bethel-18) - no fee (SOP-Bethel-18)
 - (7) Dispensations (SOP-Bethel-18)
 - (8) Election Procedure (SOP-Bethel-4 and SOP-Bethel-21 Art.VI)
- (x) Provide for dual membership within the jurisdiction. (See B-Bethel Art. II Sec. 3)
- (y) Provide other instructions regarding wearing of jewelry with official regalia. (See SOP-Bethel-11 Sec. 2 (d) and SOP-Bethel-21 Art. XII Sec. 2 (d))
- (z) Provide other instructions for processing amendments to Uniform Code for Bethels. (See B-Bethel Art. VI and SOP-Bethel-21 Art XV)
- (aa) Provide for a larger quorum to conduct GGC business. (See SOP-SGC-16)
- (bb) Provide other arrangements for Bethel members to submit recommendations for Executive and Associate Members of the BGC. (See SOP-Bethel-15)
- (cc) Provide other arrangements for the reorganization of Bethels. (See B-Bethel Art. XII Sec. 1 (e), SOP-Bethel-9 Sec. 1 (a), SOP-Bethel-16 and SOP-Bethel-18 Sec 7)
 - (1) 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-7, SOP-Bethel-12, SOP-Bethel-14 and SOP-Bethel-16)
- (dd) May approve the formation of an Alumni Association which shall not conflict with the R&R of the AAJDI.
- (ee) Provide for the election of Past Grand Guardian or Past Associate Grand Guardian to elective line office. (C- GGC Art. VI Sec. 1 (e))
- (ff) 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))

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

**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)

SOP-GGC-2
BOOK OF CEREMONIES

Section 1.

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

**SOP-GGC-4
FINANCES**

Section 1. Receipts/Revenue

Section 2. Fees

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

Section 3. Exemption

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

Section 4. Disbursements

**SOP-GGC-5
GRAND BETHEL**

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-11)
- (b) When making Bethel visits and attending other functions, a jurisdiction may approve the wearing of regalia as listed in (a).
- (c) When exemplifying Ritual work of the Order or when assisting with the institution of new Bethels, the official regalia of the Order shall be worn. (See SOP-Bethel-11)

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

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

**SOP-GGC-8
MEETINGS**

Section 1.

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

**SOP-GGC-9
PENALTIES AND FINES**

Section 1. Fines shall be levied for:

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

**SOP-GGC-10
VACANCIES**

Section 1.

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

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

**ARTICLE I
NAME**

Section 1.

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

**ARTICLE II
OBJECT**

Section 1.

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

**ARTICLE III
AUTHORITY**

Section 1.

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

**ARTICLE IV
MEMBERSHIP**

Section 1.

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

**ARTICLE V
OFFICERS**

Section 1. Officers

- (a) The officers of a JGC shall be: Jurisdictional Guardian (a woman), Associate Jurisdictional Guardian (a Master Mason, (See POL-BOT-2)), Vice Jurisdictional Guardian (a woman), Vice Associate Jurisdictional Guardian (a Master Mason, (See POL-BOT-2)), Jurisdictional Secretary and Jurisdictional Treasurer (or Jurisdictional Secretary/Treasurer).

Section 2. Executive Officer

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

Section 3. Executive JGC

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

**ARTICLE VI
COMMITTEES**

Section 1. Eligibility

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

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

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

Section 1.

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

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

Section 1. The Jurisdictional Guardian shall:

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

Section 2. The Associate Jurisdictional Guardian shall:

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

Section 3. The Vice Jurisdictional Guardian shall:

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

Section 4. The Vice Associate Jurisdictional Guardian shall:

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

Section 5. The Jurisdictional Secretary shall:

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

Section 6. The Jurisdictional Treasurer shall:

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

ARTICLE III COMMITTEES

Section 1. Committees

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

Section 2. Finance Committee

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

Section 3. Promotion Committee

- (a) The duties of this Committee are as follows:
 - (1) Assist the Bethels in promoting the Order and increasing membership.
 - (2) Promote the programs offered by the SGC Promotion Committee.
 - (3) Initiate, develop and promote programs that will assist in the retention of the present membership and aid in the reinstatement of Bethels. Co-ordinate with the Fraternal Relations Committee by communicating with the Chairman of pending promotional events.
 - [a] The Chairman shall keep a permanent file of activities and turn it over to her/his successor.

Section 4. Fraternal Relations Committee

- (a) The duties of this Committee are as follows:
 - (1) Contact and keep in touch with the officers and members of the Masonic Fraternity and its appendant/related organizations.
 - (2) Educate other Masonically related bodies about Job's Daughters.
 - (3) Assist, when requested by the Bethels, in arranging for exemplification of the ritualistic ceremonies before Masonic bodies and affiliated organizations.
 - (4) Report activities to Associate Jurisdictional Guardian of the JGC.

- (5) Contact Fraternal Organizations where Bethels do not exist and endeavor to interest them in organizing or reinstating Bethels in their communities.
- (6) Co-ordinate with the Promotion Committee in areas where promotion is needed.
- (7) The Chairman shall keep a permanent file of activities and turn it over to her/his successor.

Section 5. Jurisdictional Rally Committee (optional)

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

Section 6. Jurisdictional Bethel Committee (optional)

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

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

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

Section 8. Workshop Committee (optional)

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

Section 9. Philanthropic Committee (optional)

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

**ARTICLE IV
EDUCATIONAL AND PROMOTIONAL FUNDS**

Section 1.

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

**ARTICLE V
ELIGIBILITY**

Section 1.

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

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

ARTICLE VI APPOINTMENT, VOTING PRIVILEGES AND PROXY

Section 1. Appointment

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

Section 2. Election and Approval with Incorporation Requirements

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

Section 3. Voting Privileges

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

Section 4. Proxy

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

ARTICLE VII TERM

Section 1.

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

Section 2.

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

**ARTICLE VIII
MEETINGS**

Section 1.

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

**ARTICLE IX
PREROGATIVES EXTENDED TO JGC**

Section 1.

- (a) JGCs may provide for changes to portions of the Supreme Law in their Manual of Rules and Regulations. Areas which may be changed are identified below.
- (1) Provide for an Executive Member of the BGC, unable to attend the Annual Session of the JGC to appoint an Associate Member of the BGC as her/his proxy at that Annual Session. (See B-JGC Art. VI Sec. 4 (a))
 - (2) Adopt a Manual of Rules and Regulations. (See B-JGC Art. I Sec. 1(a))
 - (3) Approve the formation of a Jurisdictional Bethel. (See B-JGC Art. I Sec. 1(b))
 - [a] Determine the maximum age for members of the Jurisdictional Bethel.
 - (4) Fix and collect annual membership, registration and other fees. (See SOP-JGC-7)
 - (5) Approve the formation of an Alumni Association which shall not conflict with the R&R of the AAJDI.
 - (6) Provide for dual membership within the jurisdiction. (See B-Bethel Art. II Sec. 3)
- (b) Provide for selection of daughters to be Additional Voting Members of the SGC for the Annual Session. (see B-SGC, Article XV, Section 2 (c))

**ARTICLE X
MERGING TWO JURISDICTIONAL GUARDIAN COUNCILS**

Section 1. Merging

- (a) Two adjacent Jurisdictional Guardian Councils may elect to jointly petition the Supreme Guardian Council to affiliate into a Grand Guardian Council provided the requirements of Article XVIII, Section 1 of the Bylaws of the Supreme Guardian Council are met.
- (b) The resultant Grand Guardian Council shall not separate back into two Jurisdictional Guardian Councils nor into one Grand Guardian Council and one Jurisdictional Guardian Council.
- (c) When the requirements of Article XVIII, Section 1 of the Bylaws of the Supreme Guardian Council are met by both jurisdictions of the resultant Grand Guardian Council they may petition the Supreme Guardian Council to separate into two Grand Guardian Councils.

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

**SOP-JGC-1
APPEALS**

Section 1.

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

SOP-JGC-2
BOOK OF CEREMONIES

Section 1.

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

**SOP-JGC-3
COMMITTEES**

Section 1.

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

SOP-JGC-4
DISCIPLINE AND REMOVAL FROM OFFICE

Section 1. Discipline

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

Section 2. Removal from Office

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

SOP-JGC-5
DUTIES AND POWERS OF A JURISDICTIONAL GUARDIAN COUNCIL

Section 1.

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

SOP-JGC-6
EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.

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

**SOP-JGC-7
FINANCES**

Section 1. Receipts/Revenue

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

Section 2. Fees

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

Section 3. Exemption

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

Section 4. Disbursements

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

Section 5.

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

SOP-JGC-8
FINES

Section 1. Fines

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

**SOP-JGC-9
FORMAT FOR CONSTITUTION OF A
JURISDICTIONAL GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

Section 1.

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

**ARTICLE II
OBJECT**

Section 1.

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

**ARTICLE III
AUTHORITY**

Section 1.

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

**ARTICLE IV
MEMBERSHIP**

Section 1.

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

Section 2. Dues (optional)

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

**ARTICLE V
OFFICERS**

Section 1. Officers

(a) The officers of a JGC shall be: Jurisdictional Guardian (a woman), Associate Jurisdictional Guardian (a Master Mason, (See POL-BOT-2)), Vice Jurisdictional Guardian (a woman), Vice Associate Jurisdictional Guardian (a Master Mason, (See POL-BOT-2)), Jurisdictional Secretary and Jurisdictional Treasurer or Jurisdictional Secretary/Treasurer.

Section 2. Executive Officer

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

Section 3. Executive JGC

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

**ARTICLE VI
COMMITTEES**

Section 1. Eligibility

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

APPROVED - JURISPRUDENCE COMMITTEE

Chairman _____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

Vice Supreme Guardian _____ Date _____

**SOP-JGC-10
FORMAT FOR BYLAWS OF A
JURISDICTIONAL GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL**

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

Section 1.

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

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

Section 1. The Jurisdictional Guardian shall:

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

Section 2. The Associate Jurisdictional Guardian shall:

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

Section 3. The Vice Jurisdictional Guardian shall:

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

Section 4. The Vice Associate Jurisdictional Guardian shall:

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

Section 5. The Jurisdictional Secretary shall:

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

Section 6. The Jurisdictional Treasurer shall:

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

**ARTICLE III
COMMITTEES**

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

Section 1. Committees

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

Section 2. Finance Committee

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

Section 3. Promotion Committee

- (a) The duties of this Committee are as follows:
 - (1) Assist the Bethels in promoting the Order and increasing membership.
 - (2) Promote the programs offered by the SGC Promotion Committee.
 - (3) Initiate, develop and promote programs that will assist in the retention of the present membership and aid in the reinstatement of Bethels. Co-ordinate with the Fraternal Relations Committee by communicating with the Chairman of pending promotional events.
 - [a] The Chairman shall keep a permanent file of activities and turn it over to her/his successor.

Section 4. Fraternal Relations Committee

- (a) The duties of this Committee are as follows:
 - (1) Contact and keep in touch with the officers and members of the Masonic Fraternity and its appendant/related organizations.
 - (2) Educate other Masonically related bodies about Job's Daughters.
 - (3) Assist, when requested by the Bethels, in arranging for exemplification of the ritualistic ceremonies before Masonic bodies and affiliated organizations.

- (4) Report activities to Associate Jurisdictional Guardian of the JGC.
- (5) Contact Fraternal Organizations where Bethels do not exist and endeavor to interest them in organizing or reinstating Bethels in their communities.
- (6) Co-ordinate with the Promotion Committee in areas where promotion is needed.
- (7) The Chairman shall keep a permanent file of activities and turn it over to her/his successor.

Section 5. Jurisdictional Rally Committee (optional)

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

Section 6. Jurisdictional Bethel Committee (optional)

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

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

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

Section 8. Workshop Committee (optional)

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

Section 9. Philanthropic Committee (optional)

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

**ARTICLE IV
EDUCATIONAL AND PROMOTIONAL FUNDS**

Section 1.

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

**ARTICLE V
ELIGIBILITY**

Section 1.

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

- (e) A Jurisdictional Guardian, Associate Jurisdictional Guardian, Vice Jurisdictional Guardian and Vice Associate Jurisdictional Guardian may serve two (2) consecutive terms. A Jurisdictional Secretary, Jurisdictional Treasurer or Jurisdictional Secretary/Treasurer may serve for four (4) consecutive terms.
- (f) An elected SGC officer shall not hold an office in the JGC.

ARTICLE VI APPOINTMENT, VOTING PRIVILEGES AND PROXY

Section 1. Appointment

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

Section 2. Election and Approval with Incorporation Requirements

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

Section 3. Voting Privileges

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

Section 4. Proxy

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

ARTICLE VII TERM

Section 1.

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

Section 2.

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

ARTICLE VIII MEETINGS

Section 1.

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

ARTICLE IX PREROGATIVES EXTENDED TO JGC

Section 1.

- (a) JGCs may provide for changes to portions of the Supreme Law in their Manual of Rules and Regulations. Areas which may be changed are identified below.
 - (1) Provide for an Executive Member of the BGC, unable to attend the Annual Session of the JGC to appoint an Associate Member of the BGC as her/his proxy at that Annual Session. (See B-JGC Art. VI Sec. 4 (a))
 - (2) Adopt a Manual of Rules and Regulations. (See B-JGC Art. I Sec. 1(a))
 - (3) Approve the formation of a Jurisdictional Bethel. (See B-JGC Art. I Sec. (b))
 - [a] Determine the maximum age for members of the Jurisdictional Bethel.
 - (4) Fix and collect annual membership, registration and other fees. (See SOP-JGC-7)
 - (5) Approve the formation of an Alumni Association which shall not conflict with the R&R of the AAJDI.
 - (6) Provide for dual membership within the jurisdiction. (See B-Bethel Art. II Sec. 3)
- (b) Provide for selection of daughters to be Additional Voting Members of the SGC for the Annual Session. (see B-SGC, Article XV, Section 2 (c)) (Also see POL-BOT-5)

APPROVED - JURISPRUDENCE COMMITTEE

Chairman _____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

Vice Supreme Guardian _____ Date _____

**SOP-JGC-11
INSTALLATION**

Section 1.

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

**SOP-JGC-12
JURISDICTIONAL BETHEL**

**ARTICLE I
AUTHORITY**

Section 1.

- (a) Authority to form a Jurisdictional Bethel is given in B-JGC, Art I, Sec 1 (b).
- (b) The Jurisdiction shall appoint a committee of not less than three (3) persons, one (1) of whom must be a Mason, to guide and counsel the Officers of the Jurisdictional Bethel. (See POL-BOT-2)
- (c) The name of this organization shall be a Jurisdictional Bethel of JDI.

**ARTICLE II
OBJECT**

Section 1.

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

**ARTICLE III
OFFICERS AND MEMBERS**

Section 1.

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

**ARTICLE IV
OFFICER SELECTION**

Section 1.

- (a) Methods of selection shall be recommended by the Jurisdiction and approved by the Jurisprudence Committee of the SGC.
- (b) If it is determined by the Jurisdictional Guardian that any active member of the Jurisdictional Bethel is not able to perform her duties for reasons related to personal conduct, the Jurisdictional Guardian with the consent of the Executive Officers of the JGC shall remove the Daughter's name from consideration.

**ARTICLE V
TERM OF OFFICE**

Section 1.

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

**ARTICLE VI
MEETINGS****Section 1.**

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

**ARTICLE VII
CEREMONIES****Section 1.**

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

**ARTICLE VIII
REGALIA****Section 1.**

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

Section 2.

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

**ARTICLE IX
MEDALLIONS AND PINS****Section 1.**

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

SOP-JGC-13
MANUAL OF RULES AND REGULATIONS

Section 1. Amendments

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

**SOP-JGC-14
MEETINGS**

Section 1.

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

**SOP-JGC-15
VACANCIES**

Section 1.

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

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

**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 at 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 Member of JDI
 - [e] a mother, grandmother, or guardian of a Daughter in good standing.
- (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.
- (d) Executive Members of a BGC who are delinquent in paying fines shall be ineligible for reappointment. (See SOP-BGC 3 Sec. 1 (b)).
- (e) A Grand Guardian, Associate Grand Guardian, Vice Grand Guardian or Vice Associate Grand Guardian shall not serve as an Executive Member of a BGC.

Section 2. Special

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

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

**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.

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 Constitutions, 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 Constitutions, 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.
- (j) Contact parents or legal guardians of a Bethel member whose dues are delinquent before action is taken to suspend the member.
- (k) 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.
- (l) Ensure that the Executive Members of the BGC establish and provide to the Honored Queen the titles and order for Escort, Introductions and Honors, Category 20, Others (see Ritual page 53). This will be according to the Supreme Guardian's directive.
- (m) Perform such other duties as rightfully belong to her office.

Section 2. The Associate Bethel Guardian shall:

- (a) Attend all meetings of the BGC and the Bethel.
- (b) Assist the Bethel Guardian in the performance of her duties and to assume them in her absence.
- (c) Become familiar with the Constitutions, 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.
- (e) See that the books of the Bethel are audited at the close of each term and that a report is made to the Bethel at the first meeting after installation.
- (f) Perform such other duties as will serve the best interest of the Bethel.

Section 3. The Guardian Secretary shall:

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

Section 4. The Guardian Treasurer shall:

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

Section 5. The Guardian Director of Music shall:

- (a) 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.

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 the 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 Bethel books at the conclusion of each term.
- (d) Partner with members and 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).

ARTICLE IV ELECTION

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

ARTICLE V APPOINTMENTS

Section 1.

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

ARTICLE VI TERM OF OFFICE

Section 1. Regular

- (a) The term of office for members of a BGC under Supreme shall run concurrently with the SGC year and shall terminate at the close of the Annual Session of the SGC.
- (b) The term of office for members of a BGC under GGC jurisdiction shall run concurrently with the GGC year and shall terminate at the close of the Annual Session of the GGC.
- (c) Members of BGCs shall continue to perform the duties of their office until their successors have been installed.
- (d) Executive Members of a BGC shall serve no more than three (3) consecutive terms in that office and shall be ineligible for reappointment in said office until after a lapse of one (1) year, unless otherwise provided for in the Manual of Rules and Regulations of the GGC or the Supreme Guardian deems it necessary for Bethels under Supreme. (See B-GGC Art XIII Sec 1.14)

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 VII
MEETINGS**

Section 1. Monthly Meetings

- (a) Executive Members of the BGC shall hold regular monthly meetings (except during vacation) for the discussion of all matters pertaining to the Bethel and for the good of the Order.
- (b) The Associate Members of the BGC and adult committee chairmen may be invited to attend the meetings.
- (c) The five (5) elective officers of the Bethel 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 VIII
INSTALLATION**

Section 1.

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

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

**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

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

**SOP-BGC-2
COMMITTEE CHAIRMEN**

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 SOP-BGC-4, shall lose the right of membership in the GGC.

Section 2. Bethel Members

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

**SOP-BGC-4
FINES**

Section 1.

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

SOP-BGC-5
RESIGNATIONS AND REMOVALS

Section 1. Resignations

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

Section 2. Removal of an Executive Member

- (a) In the event of the removal from office of one (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 SOP-BGC-6 and B-GGC Art. XIII Sec. 1(q)).
- (b) An Associate Member who is invited to attend all meetings of the BGC and fails to attend three (3) Bethel meetings or three (3) meetings of the BGC, except in case of illness or unavoidable absence, is automatically removed. (See SOP-BGC-6 and B-GGC Art. XIII Sec. 1(q)).
- (c) An Associate Member who is not invited to attend all meetings of the BGC and fails to attend three (3) Bethel meetings, except in case of illness or unavoidable absence, is automatically removed. (See SOP-BGC-6 and B- GGC Art. XIII Sec. 1(q)).

**SOP-BGC-6
VACANCIES**

Section 1.

- (a) When any vacancy occurs on a BGC, the Bethel Guardian or the Guardian Secretary shall immediately notify the Grand Guardian and Grand Deputy for Bethels under a GGC or the Supreme Guardian and Supreme Deputy for Bethels under Supreme. If requested to do so by the Grand Guardian or Grand Deputy or Supreme Guardian or Supreme Deputy as appropriate, the remaining Executive Members of the BGC shall recommend to the Grand Guardian or the Supreme Guardian the name of an eligible person for appointment to the office vacated. (See B-GGC Art. XIII Sec. 1.13)
- (b) The Grand Guardian or the Supreme Guardian shall make appointments to fill vacancies in a BGC.
- (c) Those appointed shall be installed at the next regular Bethel meeting, or as soon as convenient, after receipt of the Certificate of Appointment.
- (d) If the office of Bethel Guardian becomes vacant for any cause, the Associate Bethel Guardian assumes her duties and responsibilities until her successor is appointed and installed.
- (e) See SOP-BGC-5, for resignation and removal procedures.

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

**ARTICLE I
NAME**

Section 1.

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

**ARTICLE II
OBJECT**

Section 1.

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

**ARTICLE III
AUTHORITY**

Section 1.

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

**ARTICLE IV
MEMBERSHIP**

Section 1. Members

- (a) Girls between the ages of ten (10) and twenty (20) years who bear a Masonic relationship shall be eligible for membership. Masonic relationship shall be interpreted to mean a relationship by blood, marriage, or law to a:
- (1) Mason (See POL-BOT-2),
 - (2) his wife or widow,
 - (3) a member of Job's Daughters,
 - (4) or a Majority Member of Job's Daughters.
- (b) If, after diligent and exhaustive search, Masonic relationship cannot be verified for 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.

ARTICLE VI 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. 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. Bylaws

- (a) Each Bethel under Supreme shall adopt, within thirty (30) days from the date its Charter is granted, Bylaws conforming with the Uniform Code for Bethels, SOP-Bethel-21, and forward one (1) electronic copy to the Vice Supreme Guardian and one (1) electronic 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.

**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 and read at a regular Bethel meeting held previous to the date of the initiation. (See B-GGC Art. XIII Sec. 1.19)
- (c) Official visitation forms (Form 132) shall be referred to a Visitation Committee consisting of three (3) members of the Bethel who shall return completed report to the Bethel Guardian before the next regular meeting of the Bethel.
- (d) Election to membership shall be by majority vote of the Executive Members of the BGC present at their regular or special meeting.
- (e) If a candidate is accepted for initiation and leaves the city before being initiated, a courtesy initiation may be requested in writing by the Guardian Secretary of the Bethel which received the application, to the Guardian Secretary of the Bethel conducting the initiation. 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 application fee. (See B-GGC Art. XIII Sec. 1.20)
- (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 (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 SOP-Bethel-14 Sec. 3 for members holding a demit from a closed Bethel and desiring to affiliate with another Bethel.

Section 3. Dual Membership

- (a) 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 (see SOP-Bethel-2);

- (2) within the jurisdiction if so permitted by the Manual of Rules and Regulations of a GGC or JGC (see B-GGC Art. XIII, 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 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 Initiation, honors previously earned will be reinstated.

ARTICLE IV 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 SOP-Bethel-15 for information and procedures.

ARTICLE V COMMITTEES

Section 1.

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

ARTICLE VI 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 B-GGC Art. XIII Sec. 1.24, and procedure given in SOP-GGC-7)
- (b) Approved amendments shall also amend any sections of SOP-Bethel-21, Uniform Code for Bethels, pertaining to the same subject.
- (c) Bethels may amend their Uniform Code for Bethels by following the procedure under prerogatives of a Bethel, SOP-Bethel-21, Art. XV, Sec. 2.

ARTICLE VII 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 VIII 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 IX 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 X INSTALLATION

Section 1. General

- (a) The installation shall take place during the months of June and December. The first or second meeting in June and December may be for the purpose of installation without formal opening and closing. Bethels under Supreme may install at another time by amendment to their Uniform Code for Bethels (See B-GGC Art. XIII Sec. 1.17)
- (b) An officer, elected or appointed, not present at the time the officers were installed, shall be installed at the next regular meeting of the Bethel unless excused by the Executive Members of the BGC.
- (c) A Daughter shall not be installed into office unless her dues are paid to the end of the ensuing term

Section 2. Installing Officers

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

ARTICLE XI VACANCIES

Section 1. Elective Office

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

Section 2. Appointive Office

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

ARTICLE XII MEETINGS

Section 1. Regular

- (a) There shall be two (2) regular meetings a month except during vacation period.
- (b) Special meetings may be held by dispensation granted by the Supreme or Grand Guardian. (See SOP-Bethel-18)
- (c) A Bethel cannot be opened unless there be present 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, initiating, processing affiliates, voting to move or merge, installing members of the BGC and conducting the necessary business of the Bethel. Present at the meeting must be:
 - (1) at least one (1) of the line offices (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 may be placed under reorganization by the Supreme or Grand Guardian (see SOP-Bethel 9 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 (2) two types of Bethel Meetings allowed: "Formal" Bethel Meetings and "Business" Meetings. The "Business" Meeting is an optional meeting format to 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) shall be conducted in accordance with Robert's Rules of Order Revised (latest edition).
 - (1) No more than 1 per month and 4 (or 5) per term
 - (2) May be conducted in accordance with the Ritual if desired
- (k) The Bethel shall exemplify the Initiation Ceremony at least one (1) time each term. If no candidate is available, a previously initiated Job's Daughter shall be used.
- (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 XIII 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 ___ of (no.) _____ of the jurisdiction of _____ of _____.
(city) (state, province, etc.) (state, province, etc..)
- (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**

Section 1.

- (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 two four (14.24) USD or Equivalent Rate and annually shall increase by five percent (5%) beginning January 1, 2023.
 - [b] For Bethels under a GGC, five point six seven percent (5.67) USD or Equivalent Rate and annually shall increase by five percent (2%) 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, 2023 is thirteen point two zero (13.20) USD or Equivalent Rate and annually shall increase by five percent (5%). 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 B-GGC Art. XIII Sec. 1(w))

- (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 application fees or dues.

Section 3. Disbursements (See B-GGC Art. XIII Sec. 1(w))

- (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 SOP-Bethel-18.

Section 4. Educational and Promotional Funds (See B-GGC Art. XIII Sec. 1(w))

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

SOP-BETHEL-3 DISCIPLINE

Section 1. Supervision

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

Section 2. Hearing

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

Section 3. Course of Action

- (a) The discipline of a member shall be the responsibility of the Executive Members of the BGC and is to be undertaken in accordance with the Constitution, Bylaws, and Standard Operating Procedures 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.

- (a) The election of officers shall be held at the first or second meeting in the months of May and November. Bethels under Supreme and Grand may hold election at another time by amendment to their Bylaws. (See B-GGC Art. XIII Sec. 1(s))
- (b) The election may be by ballot without nomination or candidates aspiring to an elective office shall be requested to rise and state their name. A majority vote shall elect.
- (c) The method of balloting shall be:
 - (1) secret ballot, or
 - (2) viva voce
- (d) Each GGC shall determine the method to be used in its jurisdiction and it shall be the only method used in the jurisdiction.
- (e) Bethels under Supreme shall use the method specified in their Bethel Bylaws.
- (f) Detailed procedure to be followed in conducting the election shall be as determined by Executive Members of the BGC.
- (g) Election shall be from members present, except in case of sickness or other unavoidable absence. The Executive Members of the BGC present shall decide upon and announce the eligibility of the absentee.
- (h) All members shall be entitled to vote until the end of the term even though they become twenty (20) years of age during the term.
- (i) By special dispensation given by the Supreme/Grand Guardian, the Bethel may elect officers at a time other than that prescribed in (a) of this SOP. Requests for Special Dispensation from Bethels under Supreme shall be submitted on Form 200 and sent to their Supreme Deputy. (See SOP-Bethel-18)

SOP-BETHEL-5
ELIGIBILITY

Section 1.

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

SOP-BETHEL-6
ESCORT, INTRODUCTIONS, AND HONORS

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

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

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

(See Ritual pages 49 and 53 for proper Honors)

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

Bethels U.D. and Bethels operating under a Petition to 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.

Section 1. Requirements

- (a) Bethels being Reconstituted shall have a minimum of ten (10) members and five (5) Executive Council Members and four (4) Associate Council Members.
- (b) 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).
- (c) Two (2) Bethel meetings held monthly, with the following being done according to the Ritual and Constitution, Bylaws, and Standard Operating Procedures.
 - (1) Bethel Minutes being kept by the 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.
 - (2) Treasurer's Report read at each meeting, signed by the Bethel Treasurer or Bethel Treasurer pro tem.
 - (3) Bills audited, properly signed by the Audit Committee and read at Bethel meetings.
 - (4) Reports given by the Daughters on all activities attended.
 - (5) Roll Call of Bethel Officers, installed Choir members and BGC and Committee taken.
 - (6) Escort, Introductions and Honors being done properly.
 - (7) Motions being made and completed in proper manner.
 - (8) Honored Queen conducting meetings according to the Ritual, Constitution, Bylaws, and Standard Operating Procedures.
 - (9) 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 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.
- (f) Bethel Cash books properly completed following 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 at each meeting being promptly issued.
- (g) Official Regalia, as per Constitution, Bylaws, and Standard Operating Procedures being worn by all Daughters.
- (h) Prior to Chartering, the Bethel shall ensure that five (5) or more Daughters have passed the Proficiency Lessons Examination to allow an election of Officers to take place.
- (i) All Bethel paraphernalia according to the Constitution, Bylaws, and Standard Operating Procedures.
- (j) Officers proficient in the Ritual work of their stations.
- (k) At a meeting, including Initiation, the following must be done correctly by the Officers:
 - (1) Floor Work
 - (2) Music
 - (3) Memorization
- (l) Term plans in place according to the Constitution, Bylaws and Standard Operating Procedures to include Initiation, Service Projects, Fundraisers, Religious Observance and Fun Activities.
- (m) A fundraiser to comply with SOP-Bethel-2, Educational and Promotional Funds.
- (n) Uniform Code for Bethels must be completed and ready to be sent to the appropriate Jurisprudence Committee within thirty (30) days from the date of Chartering in accordance with B-Bethel Art. I Sec. 1.
- (o) 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.
- (p) The Bethel must be free and clear on the books of the Grand or Supreme Office. The Annual Report filed with fees paid and no outstanding invoices.

SOP-BETHEL-8 INSTALLATION

Section 1. General

- (a) No officer shall be installed by proxy.
- (b) There shall be no open flame equipment used, such as candles and/or candelabra, at any Bethel installation. Electrified candles and candelabra may be used.
- (c) Bethels under Supreme shall allow open installations and permit the taking of pictures if it does not in any way detract from the ceremony. (See B-GGC Art. XIII Sec. 1(t))
- (d) See SOP-Bethel-18 for information on special dispensations.

Section 2. Installing Officers

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

SOP-BETHEL-9 MEETINGS

Section 1. Regular

- (a) In the event a Bethel's membership has declined to a point where the Bethel is unable to hold three (3) consecutive meetings, the Bethel shall be placed under reorganization by the Supreme or Grand Guardian. The following procedure shall be used:
- (1) The initial period of reorganization shall not exceed two (2) years.
 - (2) The Supreme or Grand Guardian shall issue a dispensation to place a Bethel under reorganization for a period not to exceed her term of office.
 - (3) Subsequent Supreme or Grand Guardians shall issue, if necessary, further dispensations to allow the Bethel to operate for additional periods up to the total of two (2) years.
 - (4) Bethel meetings shall be held according to the Constitution, Bylaws, Standard Operating Procedures and the Ritual of JDI.
 - (5) The Bethel members shall dress in official regalia at least one (1) meeting a month.
 - (6) A Deputy or Assisting Deputy shall be appointed to monitor and assist the Bethel.
 - (7) Vacant stations in the Bethel may be filled by Majority Members and visiting members.
 - (8) A Bethel under reorganization shall not hold election of officers. Should a vacancy occur in a line office, the Executive Members of the BGC may appoint a substitute officer. Should a vacancy occur in an appointive office, it may be filled by a member recommended by the Honored Queen and approved by the Executive Members of the BGC.
 - (9) Honored Queens appointed by the Executive Members of the BGC shall be eligible for a PHQ's jewel as outlined in SOP-Bethel-13 provided they have served for at least six (6) months.
 - (10)
 - [a] If a Bethel under Supreme has been under reorganization for the two (2) year period, at least six (6) Executive Members of the SGC shall by an affirmative vote, determine if the Charter should be revoked or another dispensation issued. (SOP-Bethel-16 1. (j))
 - [b] If a Bethel under GGC jurisdiction has been under reorganization for a two (2) year period, the Grand Guardian after advising with at least six (6) members of the Executive GGC, shall determine if the Charter should be revoked or another dispensation issued. (See SOP-Bethel- 18 Sec 7, B-GGC Art. XIII Sec. 1(cc) and SOP-Bethel-16)
 - (11) Removal from Reorganization
 - [a] Guidelines shall be followed as outlined in SOP-Bethel-17
- (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 its meeting 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 for categories 1-19 (page 51). The Executive Members of the BGC shall approve and provide the Honored Queen the titles and order for Category 20, Other (see Ritual page 53) according to the SOP-Bethel-6.

Section 2. Open

- (a) At open meetings for installation or other purposes, the signs and other Proficiency Lessons of the Order shall not be used.
- (b) The Cross, Square and Compass or Triangle Formation may be formed at an open meeting.

Section 3. General Items

- (a) Exemplification:
- (1) Under a special dispensation to exemplify the ritualistic work of the Order for adult bodies, all business, Escort, Introductions, and Honors may be omitted at the discretion of the Executive

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

Section 4. Attendance

- (a) Attendance of adults:
 - (1) Every adult witnessing the ritualistic ceremony or attending a Bethel meeting must be twenty (20) years of age unless otherwise specified and
 - [a] a Mason in good standing, including under the age of twenty (20) or
 - [b] a direct descendant of a Master 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 members of an organization basing its membership requirement on Masonic relationship or
 - [e] Past Bethel Guardians or
 - [f] Majority Members of JDI or
 - [g] the parent, grandparent, step-parent, or guardian of a member of the Bethel or
 - [h] a woman under the age of twenty (20) who is a member of an organization basing its membership requirements on Masonic relationship, or if married, is eligible to membership in such an organization, or
 - [i] the husband of a Majority Member.
 - (2) Attendance of adults at Bethel meetings is a privilege which is given by and may be withdrawn by the Executive Members of the BGC.
 - (3) An adult is not entitled to debate questions arising in a Bethel meeting unless an Executive Member of the BGC or a Majority Member of the Bethel.
- (b) Pledge of Honor for Adults:
 - (1) Unobligated visitors shall assume the Pledge of Honor for Adults found in the Ritual. During a meeting, the Pledge is given by the Chaplain at the Altar with the Bible open. Late unobligated visitors shall be given the Pledge in the anteroom by a member of the Pledge Committee. A Bible shall be open for the Pledge. An Executive Member of the BGC shall work with the Pledge Committee.
- (c) Bethel members shall:
 - (1) Enter the Messengers' semicircle when entering or retiring from a Bethel while it is in session.
 - (2) Give honors and other Proficiency Lessons only in closed Bethel meetings or exemplification of the ritualistic work.
 - (3) Assume the Attitude of Prayer while the Chaplain is at the Altar.
 - (4) Show a receipt for dues and be examined when visiting another Bethel unless vouched for by a Bethel member, Majority Member, or a member of the SGC, GGC, or BGC.

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

Section 1.

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

SOP-BETHEL-11
OFFICIAL REGALIA

Section 1. Description

- (a) The official regalia of the Order shall 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 an Initiation ceremony.
 - (2) All other meetings, with the approval of the EBGC, Bethel members may vote to wear attire other than the official regalia with the vote cast prior to the meeting
- (b) Members to be installed into office or into the Bethel Choir shall wear official regalia 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 wristwatch 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 B-GGC Art. XIII Sec. 1(x))
- (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.
- (f) If the Bethel members do not have access to their regalia, or if restrictions prevent members from changing into their regalia, members may wear acceptable attire for the meetings as determined by their EBGC

SOP-BETHEL-12
ORGANIZATION OF A BETHEL

Section 1. General

- (a) A Bethel is created by associating not less than ten (10) 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 nine (9) adults, at least one of whom shall be a Master Mason. (See POL-BOT-2).
- (b) Form 101 may be ordered from the Grand Secretary if the Bethel is under a Grand Guardian Council (GGC) jurisdiction, otherwise, Form 101 may be ordered from the Executive Manager in the Office of the Supreme Guardian Council (SGC).

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, Canada 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 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 Member of JDI.
 - [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 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-20)

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

Section 8. Appointment of Bethel Guardian Council for New or Reinstated Bethels

- (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 an additional 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 UD) 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/reinstituted, all members of the BGC shall be installed immediately after the institution/reinstitution and preceding the installation of Officers and Bethel Choir.
- (c) The Book of Ceremonies adopted by the SGC (modified to reinstitute/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 SOP-Bethel-7). The Inspecting Officer shall recommend the Charter be issued to a Bethel U.D. immediately. The Inspecting Officer shall recommend the original Charter be returned to the reinstated Bethel.
- (b) A fee of twenty-five (25.00) USD or Equivalent Rate for the Charter shall be paid to the Executive Manager or Grand Secretary.
 - (1) For Bethels under Supreme the payment in US dollars shall be paid to the Executive Manager.
 - (2) For Bethels under a GGC the payment shall be paid to the Grand Secretary.
- (c) The Charter of a Bethel shall bear the date the Charter is granted.
- (d) Chartered Bethels shall be numbered consecutively, beginning with the number one (1) in each jurisdiction and in no case shall a distinctive name be applied to any Bethel except for designation of location.
- (e) The Charter shall bear the names of the Daughters appearing on the Application for Dispensation and those initiated and affiliated before the Charter is granted.

Section 12. Special Assistance

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

SOP-BETHEL-13
PAST HONORED QUEEN'S JEWEL

Section 1. Regular

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

Section 2. Special

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

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

Section 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.

Section 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.

Section 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.

Section 4. Reinstitute a Bethel

- (a) A closed Bethel shall only be reinstated 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 SOP-Bethel-20.
 - (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 SOP-Bethel-12 Sections 2 through 9, Section 10 (a) & (b) and Section 11 shall apply. Following the "Guidelines for Bethel Inspection prior to Chartering" (SOP-Bethel-7), the Inspecting Deputy shall recommend the Bethel be re-chartered. The original Charter shall be used.
- (c) The following procedures shall apply:
- | | |
|-------------------|--|
| SOP-Bethel-12 2. | Eligibility for Bethel Membership |
| SOP-Bethel-12 3. | Eligibility for Appointment to Bethel Guardian Council (BGC) Sec. 1 and Sec. 2 |
| SOP-Bethel-12 4. | Meeting Place |
| SOP-Bethel-12 5. | Supplies |
| SOP-Bethel-12 6. | Dispensation |
| SOP-Bethel-12 7. | Petition to Reinstitute |
| SOP-Bethel-12 8. | Appointment of Bethel Guardian Council |
| SOP-Bethel-12 9. | Appointment of Bethel Officers |
| SOP-Bethel-12 10. | Institution / Reinstitution and Installation |
| SOP-Bethel-12 11. | Charter |

SOP-BETHEL-15
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-16
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 SOP-Bethel-13 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 an 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 SOP-Bethel-9, SOP-Bethel-18 Sec 7 and B-GGC Art. XIII Sec. 1(cc))

SOP-BETHEL-17
REORGANIZATION- GUIDELINES FOR REMOVAL

Section 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 B-Bethel Art. XII Sec. 1 (d). An active membership of at least ten (10) members at no less than three (3) consecutive meetings would be recommended to lift that dispensation.
- (b) BGC meetings held monthly, with proper minutes being recorded and signed by the Bethel Guardian and Guardian Secretary. (Copies shall be sent to the Supreme/Grand Guardian, Supreme/Grand Deputy and Jurisdictional Guardian (if applicable).
- (c) 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 properly 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 examination within a reasonable length of time.
- (i) Officers proficient in the Ritual work of their stations.
- (j) Term plans being carried out including Initiation, Service Projects, Fundraisers, Religious Observance and Fun Projects. A fundraiser to comply with SOP-Bethel-2, Educational and Promotional Fund shall be held.
- (k) Monthly check list for Bethels under Reorganization to be filled in and sent to the Supreme/Grand Guardian, Supreme/Grand Deputy and Jurisdictional Guardian (if applicable).

**SOP-BETHEL-18
SPECIAL PRIVILEGES**

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 B-GGC Art. XIII Sec. 1(w))

- (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 B-GGC Art. XIII Sec. 1(w))

- (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 B-GGC Art. XIII Sec. 1(w))

- (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 when the 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 Standard Operating Procedures and Bylaws 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 SOP-Bethel-9, B-GGC Art. XIII Sec. 1(w) and SOP-Bethel-16)

SOP-BETHEL-19
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 B- GGC Art. XIII Sec. 1(r)).
- (b) In the absence of both a regular and the substitute officer, a member requested to serve pro tem may read the work.

SOP-BETHEL-20
SUPPLIES FURNISHED GRATIS TO INSTITUTED BETHEL

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

<u>Quantity</u>	<u>Form No.</u>	
1	236	Constitution, Bylaws, and Standard Operating Procedures 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-21
UNIFORM CODE FOR BETHEL

ARTICLE I
NAME

Section 1.

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

Section 2.

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

ARTICLE II
OBJECT

Section 1.

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

ARTICLE III
MEMBERSHIP

Section 1. Eligibility for Bethel Membership

- (a) Girls between the ages of ten (10) and twenty (20) years who bear a Masonic relationship shall be eligible for membership. Masonic relationship shall be interpreted to mean a relationship by blood, marriage, or law to a:
- (1) Mason (See POL-BOT-2)
 - (2) His wife or widow
 - (3) A member of Job's Daughters,
 - (4) Or a Majority Member of Job's Daughters.
- (b) If, after diligent and exhaustive search, Masonic relationship cannot be verified for 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 B-GGC Art. XIII Sec. 1(u))

Section 3. Visitation

- (a) Official Visitation forms (Form 132) shall be given 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.

**ARTICLE IV
MEETINGS**

Section 1. Time and Place

- (a) The regular meetings of this Bethel shall be held on the:
 _____ at _____ and the
 (week and day) (time)
 _____ at _____ of each month.
 (week and day) (time)

- (b) The place of meeting shall be at:

 (address)

 (City, State, Territory, Province, Country)

Section 2.

- (a) The meetings of this Bethel shall be conducted in accordance with the Ritual of the Order and in conformity with the laws of the Supreme/Grand Guardian Council and the latest edition of Robert’s Rules of Order Revised. Escort, Introductions and Honors shall follow the Ritual for categories 1-19 (page 51). The Executive Members of the BGC shall approve and provide the Honored Queen the titles and order for Category 20, Other (see Ritual page 53) according to SOP-Bethel-6.
- (b) No meeting can be opened without the presence of the Dispensation or Charter and seven (7) members of the Bethel, including one (1) of the line officers (Honored Queen, Senior Princess, Junior Princess, Guide or Marshal). There shall also be present at least one (1) Executive Member of the BGC, or an officer of the Supreme/Grand Guardian Council, or a Supreme/Grand Deputy.
- (c) In the event membership has declined to the point where the required seven (7) members are not available, a meeting for the purpose of reading applications, initiating, processing affiliates, voting to move or merge, or installing members of the BGC, may be held with a lesser number providing at least one (1) of the first three (3) officers, at least one (1) Executive Member of the BGC, or the Deputy, or an officer of the Supreme/Grand Guardian Council, and the Charter be present.
- (d) The vacation period for this Bethel shall not exceed two (2) months and shall be:
 _____ (not to exceed two months).
- (e) A Bethel may dispense with its meeting during the Annual Session of the Supreme/Grand Guardian Council.
- (f) At regular meetings, when the doors are open, 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.
- (g) 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.
- (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 Worship Service during each Bethel term. This service shall be held in an appropriate place of worship to be chosen by the Honored Queen and approved by the Executive Members of the BGC.
- (l) 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) 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 in good standing, including under the age of twenty (20) or
 - [b] a direct descendant of a Master Mason (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 members of an organization basing its membership requirement on Masonic relationship or
 - [e] Past Bethel Guardians or
 - [f] Majority Members of JDI or
 - [g] the parent, grandparent, step-parent, or guardian of a member of the Bethel or
 - [h] a woman under the age of twenty (20) who is a member of an organization basing its membership requirements on Masonic relationship, or if married, is eligible to membership in such an organization, or
 - [i] the husband of a Majority Member.
 - (2) Attendance of adults at Bethel meetings is a privilege which is given by and may be withdrawn by the Executive Members of the BGC.
 - (3) An adult is not entitled to debate questions arising in a Bethel meeting unless an Executive Member of the BGC or a Majority Member of the Bethel.

ARTICLE V OFFICERS

Section 1. Elective

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

Section 2. Appointive

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

Section 3. Substitute

- (a) The Honored Queen, with the approval of the Executive Members of the BGC, may appoint substitute officers to learn the ritualistic work of the offices to which they are appointed 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

- (a) Election of officers shall be held at the first or second meeting in the months of May and November (or, if changed by amendment, in the months of _____ and _____). Bethels under Supreme and Grand may hold election at another time by amendment to their Bylaws. (See B- GGC Art. XIII Sec. 1(s))
- (b) The election may be by ballot without nomination or candidates aspiring to an elective office shall be requested to rise and state their name. A majority vote shall elect.
- (c) The method of balloting shall be:
 - (1) secret ballot, or
 - (2) viva voce
- (d) Each GGC shall determine the method to be used in its jurisdiction and it shall be the only method used in the jurisdiction.
- (e) Bethels under Supreme shall use the method specified in their Bethel Bylaws.
- (f) Detailed procedure to be followed in conducting the election shall be as determined by Executive Members of the BGC.
- (g) Election shall be from members present, except in case of sickness or other unavoidable absence. The Executive Members of the BGC present shall decide upon and announce the eligibility of the absentee.
- (h) All members shall be entitled to vote until the end of the term even though they become twenty (20) years of age during the term.
- (i) 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 this Article. Requests for Special Dispensations from Bethels under Supreme shall be submitted on Form 200 and sent to their Supreme Deputy.

Section 3. Appointment

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

ARTICLE VII TERM OF OFFICE

Section 1.

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

ARTICLE VIII INSTALLATION

Section 1.

- (a) The installation shall take place during the months of June and December. Or, if changed by amendment, 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.
- (f) Bethels under Supreme shall allow open installations and permit the taking of pictures if it does not in any way detract from the ceremony. (See B-GGC Art. XIII Sec. 1(t))
- (g) By special dispensation of the Supreme/Grand Guardian, the Bethel may install officers at a time other than that prescribed in Sec. 1 (a) above.

ARTICLE IX COMMITTEES

Section 1.

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

ARTICLE X VACANCIES

Section 1.

- (a) Should the Honored Queen's station become vacant during the term of office, the Executive Members of the BGC shall appoint a substitute in the office. A Past Honored Queen, or if no Past Honored Queen is available, a Majority Member, neither of whom 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

- (a) The fee for each member shall be _____ per year, plus thirteen point two zero (13.20) USD or Equivalent Rate and annually shall increase by five percent (5%) beginning December 31, 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 B-GGC Art. XIII Sec. 1(w))

- (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 application 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 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 the Bethel meeting shall reflect an approved transfer of the funds by the Executive Members of the BGC and the Bethel Daughters.

Section 6. Educational and Promotional Funds (See B-GGC Art. XIII Sec. 1(w))

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

**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 cord for Officers, except Honored Queen, Senior and Junior Princesses, and purple cord 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:
 - (2) Official Regalia shall be worn at meetings with an Initiation ceremony.
 - (3) All other meetings, with the approval of the EBGC, Bethel members may vote to wear attire other than the official regalia with the vote cast prior to the meeting.
- (b) Members to be installed into office or into the Bethel Choir shall wear official regalia 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 wristwatch 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 B-GGC Art. XIII Sec. 1(x))
- (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.
- (f) If the Bethel members do not have access to their regalia, or if restrictions prevent members from changing into their regalia, members may wear acceptable attire for the meetings as determined by their EBGC

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, Bylaws, and Standard Operating Procedures 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 B-Bethel Art. III for complete details)

- (a) A member in good standing and clear on the books who desires 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 B-Bethel Art. III Sec. 3)

**ARTICLE XV
AMENDMENTS**

Section 1.

- (a) The Uniform Code for Bethels may be amended by following the procedures given in SOP-SGC-16, 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 annual 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 one (1) electronic copy of form 122, complete with Bethel seal, shall be submitted by the Bethel Secretary/Grand Secretary to the Chairman of the Jurisprudence Committee of the SGC/GGC who shall pass same on for approval.
- (d) Copies of amendment(s) submitted by Bethels under Supreme, when approved and signed by the Vice Supreme Guardian and the Chairman of the Jurisprudence Committee of the SGC, shall be distributed as follows:
- (1) One (1) 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.
- (b) The ballot shall be collected and sealed in an envelope in the presence of the Bethel members by the Recorder who shall mail them to the Vice Supreme/Grand Guardian.

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

Section 1. Regular

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

Section 2. Special

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

**ARTICLE XVIII
SPECIAL MEMBERS**

Section 1. Majority Member

- (a) 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:

Vice Supreme Guardian _____ Date _____

Chairman Jurisprudence _____ Date _____

Member Jurisprudence _____ Date _____

Member Jurisprudence _____ Date _____

Member Jurisprudence _____ Date _____

Member Jurisprudence _____ Date _____

VERIFIED:

Supreme Deputy _____ Date _____

Supreme Deputy _____ Date _____

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

**ARTICLE I
NAME**

Section 1.

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

**ARTICLE II
PURPOSE**

Section 1.

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

Section 2.

- (a) This organization shall function under the direction of the Board of Trustees.

**ARTICLE III
MEMBERSHIP**

Section 1. Membership

- (a) The eligibility for membership of this organization shall consist of:
- (1) Majority Members of JDI
- (2) Adults who have worked with a Bethel in any capacity for a minimum of one (1) year.

**ARTICLE IV
ALUMNI COMMITTEE**

Section 1. Members

- (a) This Committee shall consist of at least five (5) members.
- (1) Three (3) members of the Alumni Committee shall be selected by the Supreme Guardian.
- (2) Remaining members selected by appointment of the Board of Trustees.
- (b) The Chairman of the committee:
- (1) shall have been a member of this committee for at least 1 year
- (2) a member of the association
- (3) a member of the SGC
- (4) chosen by a vote of the committee with notification sent to the Supreme Guardian, the Chair of the Board of Trustees and the Supreme Office.

Section 2. Duties

- (a) Plan the annual reunion of the AAJDI.
- (b) Encourage communication of members of the AAJDI.
- (c) Provide assistance in creating Alumni Associations for GGCs and JGCs when requested.
- (d) Give a yearly report of the Committee's accomplishments to the Chairman of the Board and the Supreme Office no later than July 1. Such report to be published in the Annual Proceedings of the SGC.
- (e) Assist in the fundraising efforts of Job’s Daughters International under the direction of the Board of Trustees and the Finance Committee.
- (f) Foster mentoring opportunities between association members and members of Job’s Daughters

- (g) Promote the association to increase its membership

ARTICLE V FINANCES

Section 1. Receipts

- (a) All membership applications and contributions shall be sent to the office of the Executive Manager of the SGC.
- (b) All funds shall be deposited in the General Fund of the SGC for Alumni Association expenses.
- (c) Yearly membership dues shall be \$15 USD or Equivalent Rate.

Section 2. Disbursements

- (a) Disbursement requests shall be approved by the Board of Trustees and the Finance Committee. Expenses may be, but are not limited to, the following areas:
 - (1) Printing and mailing information concerning the AAJDI.
 - (2) Secretarial assistance from the Supreme Office.
 - (3) Membership pin and certificate of membership to all members of the AAJDI.
 - (4) Annual Reunion expenses.
 - (5) Scholarship award.
 - (6) Fundraising expenses

ARTICLE VI REUNION

Section 1.

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

ARTICLE VII AMENDMENTS

Section 1.

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

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

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

**ARTICLE I
TITLE**

Section 1.

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

**ARTICLE II
OBJECT**

Section 1.

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

**ARTICLE III
QUALIFICATIONS**

Section 1.

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

**ARTICLE IV
ELIGIBILITY**

Section 1.

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

**ARTICLE V
NOMINATION AND SELECTION**

Section 1. Nomination

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

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

Section 2. Selection

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

ARTICLE VI CONFERRING OF DEGREE

Section 1.

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

ARTICLE VII DEGREE OF ROYAL PURPLE COMMITTEE

Section 1. Members

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

**JOB'S DAUGHTERS INTERNATIONAL
RULES AND REGULATIONS
LILY OF THE VALLEY AWARD**

HISTORY: The Lily of the Valley Award is the result of the desire of the 1987-1988 Arizona GGC Officers to encourage Past Honored Queens and Majority Members to continue their support of their Bethels and JDI. Arizona's GG, Mrs. Mary Badger, and her Officers developed the criteria and ceremony for the Lily of the Valley Award. Mrs. Patti Munson, Grand Marshal, suggested the name of the award. The ceremony was first exemplified at the Annual Session of the SGC in Maryland in July 1988. Miss Melissa Sailors, PHQ and Miss Arizona Job's Daughter 1980-81, received the first award at the Annual Session of the GGC of Arizona in November 1988.

**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-four (24) 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.
 (b) 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. Bethels under Supreme must include one (1) recommendation from either the Supreme Deputy or the Assisting Supreme Deputy.

- (c) Nomination may be by the nominee's home Bethel or a Bethel to which she has contributed outstanding service to merit the nomination.
- (d) The completed nomination packet and recommendations must be submitted to the Committee Chairman by April 15.

Section 2. Selection

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

**ARTICLE VI
CONFERRING OF AWARD**

Section 1.

- (a) The BG of the nominating Bethel shall ensure the recipient receives the award within two (2) years of her approval.
- (b) The Supreme Bethel Officers may confer the award at the Annual Session of the SGC during the Supreme Bethel Meeting, or, if the recipient is unable to attend the Annual Session of the SGC, 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 shall be paid by the recipient's family, a Bethel, or anyone else who wishes to contribute. Payment shall be made to the Chairman of the Committee by June 1.
- (d) The Committee shall be responsible for providing the recipient with a stem of lily of the valley and a certificate and for having her name, date of ceremony, and jurisdiction engraved on the reverse side of the medallion (JSP-70).
- (e) The Chairman of the Committee shall cooperate with the Supreme Bethel Guardian who will oversee the Supreme Bethel Officers in conferring the award.

**ARTICLE VII
LILY OF THE VALLEY COMMITTEE**

Section 1. Members

- (a) The Lily of the Valley Committee is appointed by the Supreme Guardian (Bylaws, SGC, Art. XI Sec. 15).

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 under Supreme and the Supreme Deputies regarding the nomination process.
 - (2) Distribute nomination forms when requested.
 - (3) Receive nominations and recommendations from the Executive Members of JGCs/BGCs under Supreme.
 - (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) Ensure the fee is submitted to the SGC Office.
 - (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.

**JOB'S DAUGHTERS INTERNATIONAL
RULES AND REGULATIONS
MISS INTERNATIONAL JOB'S DAUGHTER PAGEANT**

**ARTICLE I
TITLE**

Section 1.

- (a) The Daughter selected shall be known as MISS INTERNATIONAL JOB'S DAUGHTER (Miss IJD) of JDI.

**ARTICLE II
OBJECT**

Section 1.

- (a) Miss IJD is a representative of JDI for the purposes of promoting the interest, welfare, and growth of the Order; bringing the Daughters of all jurisdictions into a closer relationship with each other and the SGC; 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) When traveling, Miss IJD shall be accompanied where possible by a chaperone who shall be in charge of her care. If Miss IJD is under eighteen (18) years of age, she shall arrange for her chaperone in accordance with the JDI Youth Protection Program and Policy.
- (b) If this chaperone is not her parent(s) or legal guardian(s), a medical release form shall be provided listing the following:
- (1) All medical conditions
 - (2) All medication currently taken
 - (3) Authorization for the chaperone to arrange emergency medical treatment
 - (4) Name and policy number of health insurance
 - (5) Telephone number at which parent(s) or guardian(s) can be reached at all times
- This form or a copy shall be in the possession of the chaperone at all times.
- (c) The details of travel will be arranged by the adult volunteers in JDI. At times the Daughter may be traveling alone, without a chaperone. Where practical, an adult will provide transportation for the Daughter to or from an airport or other common carrier. If in the USA, Canada or Australia, the adult providing transportation shall be a CAV.
- (d) Her conduct shall be in accordance with the teachings and principles of our Order.
- (e) Miss IJD shall inform the Supreme Guardian, the Chairman of the Miss IJD Pageant Committee and the Executive Manager of her itinerary.
- (f) A copy of the Guidelines for supervision shall be signed by the Daughter and the Daughter's parent(s) or legal guardian(s) and placed on file with the Chairman of the Miss IJD Pageant, with a copy for the Supreme Guardian and the Executive Manager.

Section 2. Travel Authorization

- (a) Immediately following her crowning, the MIJD shall be issued by the Executive Manager a letter of authorization for travels. The purpose of the letter of authorization shall be to describe her role and explain the volume and purpose of travel she may undertake for customs and/or immigration and/or merchants of travel services. The letter should also provide emergency contact details for next of kin and the Supreme Office in case of an emergency.

ARTICLE IV QUALIFICATIONS

Section 1.

- (a) Miss IJD 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. Contestant

- (a) A Daughter must be:
- (1) a member in good standing in her Bethel, and
 - (2) at least sixteen (16) years of age by the date of the Miss IJD Pageant, and
 - (3) less than twenty (20) years of age at the time of her selection to represent her jurisdiction.
- (b) A consent form shall be signed by each Daughter and her parent(s) or legal guardian(s).
- (c) A Daughter shall be eligible to compete in only one (1) Pageant for the title of Miss IJD.

Section 2. Jurisdictional

- (a) Each State, Province, Territory, Region or Country shall have the right to send one (1) Daughter to compete in the Miss IJD Pageant.
- (b) Each State, Province, Territory, Region or Country shall establish rules and regulations to select a Daughter to represent them in the International Pageant.
- (c) A State, Province, Territory, Region or Country may present a Past Miss Job's Daughter jewel (as shown in the official catalog) provided she has completed the necessary requirements.
- (d) Each State, Province, Territory, Region or Country shall ensure that no Daughter shall be eligible to compete in the Miss International Pageant who has been selected more than twelve (12) months prior to the Miss International Pageant competition activities (July 1).

ARTICLE VI SELECTION

Section 1. General

- (a) Miss IJD shall be selected by competition at a pageant to be held in conjunction with the Annual Session of the SGC
- (b) The administration, production, and direction of the Pageant is the responsibility of the Miss IJD Pageant Committee.
- (c) Pageant judges will be designated for each of the requirements listed below.
- (d) Scores for all categories of judging shall be cumulative.
- (e) In the event of a tie, it will be broken by referring to the combined written test and the recitation scores for the tied contestants. The contestant with the highest score will be declared the winner.

Section 2. Requirements for Judging

- (a) Test
- (1) The test will be based on a general knowledge of the Supreme Book of Ceremonies, Constitution, Bylaws and Standard Operating Procedures, history and Ritual of JDI.
- (b) Ritual Recitation
- (1) The recitation will be given in official Bethel officer regalia.
 - (2) The Daughter will recite a lecture from the current edition of the JDI Ritual as selected by the Pageant Committee. Judging will be on accuracy and presentation.
- (c) Personal Interview
- (1) Each contestant will have a private interview with a panel of Pageant judges.
 - [a] Interview time shall be limited to five (5) minutes per Contestant
 - [b] An additional two (2) minutes may be allotted to the interview in cases where translation is requested.

- (2) Contestants will submit a fact sheet (resume) 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 general impression.
- (d) Event Presentation
 - (1) Pageant event dress will be formal.
 - (2) Judging will encompass the total picture the contestant presents, considering her personality, poise, authenticity, confidence and general comfort presenting herself.
- (e) Extemporaneous question
 - (1) Contestants will be judged on their extemporaneous response to a question determined by the MIJD Pageant Committee.
 - (2) Judging will encompass the overall impression the contestant presents, considering her personality, answer content and confidence speaking in front of an audience.

ARTICLE VII SUCCESSION

Section 1.

- (a) In the event that Miss IJD cannot fulfill her term, the 1st runner-up will become Miss IJD. If unable to accept, selection shall be made in succession from the runners-up. When she relinquishes her title, Miss IJD shall return all unexpended funds provided for promotional use to the Supreme Office within fifteen (15) days for redistribution as appropriate.
- (b) A Miss IJD who marries while reigning shall forfeit her title as Miss IJD.

ARTICLE VIII DUTIES OF MISS INTERNATIONAL JOB'S DAUGHTER

Section 1.

- (a) Miss IJD shall:
 - (1) whenever possible visit State Pageants, Grand Bethels, Bethels, and other Daughter related activities to promote the good of the Order,
 - (2) represent the ideals of Job's Daughters at Masonic and Masonic related functions and other events when requested to do so by the Supreme Guardian,
 - (3) work in conjunction with the Pageant Committee in preparing for the Annual Pageant,
 - (4) submit an accurate itinerary to the Supreme Guardian, the Pageant Chairman and the Executive Manager well in advance of travel,
 - (5) For reimbursement of travel expenses, Miss IJD shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the Chairman of both the Pageant and the Finance Committee.
 - (6) submit a cumulative report by the tenth (10th) day of each month beginning in September and at the end of her term listing the amount and source of all monies received and expenditures from travel monies, attaching supporting receipts. This report shall be filed with the Executive Manager.

ARTICLE IX FINANCES

Section 1. Receipts.

- (a) Registration fee to be determined by Pageant Committee.
- (b) Contributions and donations falling under the definition of REVENUE under SOP-SGC-15, Sec. 3 (k).
- (c) Funds from registration fees and donations received at the Annual Session of the SGC shall be forwarded to the Executive Manager on receipt.
- (d) All monies solicited and received for the purpose of paying travel expenses of the Miss IJD shall be sent directly to the Executive Manager. The monies received by the Executive Manager shall detail the source of the contribution.

Section 2. Coin March

- (a) Coin march monies from the Pageant shall be turned over to the Executive Manager.
- (b) Such monies shall be identified as a contribution as defined in SOP-SGC-15, Sec. 3, (k). Such monies, along with the collection from the Supreme Bethel meeting and Installation shall be equally divided between Miss IJD and the SBHQ. The money shall be given to the Miss IJD for the purpose of funding travel during her term.

Section 3. Disbursements

- (a) Miss IJD shall be promptly issued a check by the Executive Manager for approved promotional expenses as defined in SOP-SGC-3, Sec. 13 (a).
 - (1) Any portion of these funds not expended for promotional use shall be returned to the Supreme Office.
- (b) For reimbursement of travel expenses, Miss IJD shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the Chairman of both the Pageant and the Finance Committees.
- (c) The Miss IJD shall receive a Past Miss IJD jewel (J-160) (See SOP-SGC-3, Sec. 13 (e)) upon completion of her term provided she has met all the requirements as outlined in these Rules and Regulations to the satisfaction of the Pageant Committee.
- (d) Additional disbursements may include the following:
 - (1) Badges, carrying-pieces, gifts for contestants
 - (2) Sash and flowers for the new Miss IJD
 - (3) Luncheon to include all contestants, Miss IJD, Past Miss IJDs and others as determined by the Pageant Committee
 - (4) Programs for Pageant night
 - (5) Committee expense and postage
 - (6) Decorations for luncheon
 - (7) Stage decorations
 - (8) Awards for high scores, runners-up, MIJD
 - (9) Fees related to technical needs or requirements.
- (e) Expenses of the Pageant shall be paid by the SGC through use of the regular voucher form issued through the Finance Committee and sent to the Chairman, Finance Committee.
- (f) The total expenses for (a) above shall not exceed the amount of the accumulated funds collected for the operation of the Pageant, excluding the coin march and contributions designated for promotional use as earlier defined. The remaining balance shall be accumulated in the Pageant account.
- (g) The Chairman of the Miss IJD Pageant, on request, shall be advanced the sum of five hundred dollars (\$500.00) for Committee expenditures. This advance is to be issued within thirty (30) days of the request. Any portion of these funds not expended shall be returned to the Supreme Office within thirty (30) days following the Annual Session. A report shall be made at the succeeding Annual Session listing all the expenditures against this advance as well as any additional subsequently approved expenditures.

ARTICLE X

MISS INTERNATIONAL JOB'S DAUGHTER COMMITTEE

Section 1. Members

- (a) The membership of this Committee is defined in B-SGC, Art. XI, Sec. 5.

Section 2. Duties of the Committee

- (a) The authority and duties of this Committee shall encompass the total administration, including promotion and production, of the Miss IJD Pageant.
 - (1) Prepare and send information and registration forms regarding the Pageant to all Grand Jurisdictions and Supreme Deputies.
 - (2) Send questionnaires for personal information to all contestants.
 - (3) Determine number of semi-finalists based on number of contestants, approximately one-third (1/3) the number of contestants.
 - (4) Prepare question(s) for semi-finalists.

- (5) Obtain at sufficient Pageant judges to efficiently judge each Pageant competition. Preference for judges shall be given to Past Miss IJDs, adult representatives of Masonic Family Organizations and adults from jurisdictions not represented by a contestant in the Pageant.
- (6) Instruct judges on all aspects of the competition.
- (7) Determine the Pageant registration fee, bearing in mind that the Pageant is self-supporting.
- (8) Obtain badges, carrying-pieces and/or gifts for contestants.
- (9) Obtain a sash, and flowers for the new Miss IJD. (A crown to be passed down, shall be provided by the SGC. See SOP-SGC-3, Sec. 13 (d)).
- (10) Obtain awards for high scores, runners-up, MIJD Ritual.
- (11) Order a Past Miss IJD Jewel (J-160 gold-filled as shown in the official jewelry catalog). See SOP-SGC-3, Sec. 13 (e)
- (12) Plan and hold a luncheon for all contestants, the judges, the Master/Mistress of Ceremonies, Miss IJD, and the Pageant Committee.
- (13) Have programs created for Pageant event.
- (14) Ensure that the cape and crown of the Miss International Job's Daughter are cleaned and restored prior to the Annual Session of the SGC.
- (15) Ensure that the unexpended funds issued to Miss IJD for promotional purposes are returned to the Executive Manager by the close of the Annual Session at which she reigns.

ARTICLE XI AMENDMENTS

Section 1.

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

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

(Location _____)

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

**ARTICLE I
NAME**

Section 1.

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

**ARTICLE II
PURPOSE AND POLICIES**

Section 1.

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

Section 2.

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

Section 3.

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

Section 4.

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

Section 5.

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

**ARTICLE III
MEMBERSHIP AND DUES**

Section 1. Membership

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

Section 2. Dues

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

**ARTICLE IV
OFFICERS**

Section 1.

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

**ARTICLE V
DUTIES OF OFFICERS**

Section 1. President

- (a) It shall be the duty of the President to preside at all meetings, to appoint standing committees and such other committees as may be deemed necessary, and to serve as member ex officio of all committees other than the nominating committee.

Section 2. Vice President

- (a) In the absence of the President, the Vice President shall preside and assume the duties of the President.

Section 3. Secretary

- (a) It shall be the duty of the Secretary to keep accurate account of all the meetings and be prepared to read on call the records of the previous meeting.

Section 4. Treasurer

- (a) It shall be the duty of the Treasurer to receive dues and all other monies for the Club and pay all outstanding bills when approved by the Auditing Committee and by a majority vote of the members present at the meeting.

**ARTICLE VI
MEETINGS**

Section 1.

- (a) Business meetings shall be held on the _____ of each month at _____ o'clock (July and/or August excepted) unless members are otherwise notified fifteen (15) days before said meeting date. The place of the meeting shall be determined by the members present at each previous meeting.
- (b) No meeting shall be held while a regular meeting of the Bethel is in session.

Section 2.

- (a) A quorum shall consist of _____ members.

**ARTICLE VII
NOMINATIONS AND ELECTIONS**

Section 1.

- (a) In _____ of each year a nominating committee of three (3) members shall be elected by the members present who will make their report in _____. Following the report of the nominating committee, nominations may be made from the floor, provided the consent of the nominee has been obtained.

Section 2.

- (a) Election shall be held in _____, following the report of the nominating committee, and shall be by ballot.

Section 3.

- (a) In the event of a vacancy in the office of President, the Vice President shall assume the office and the duties thereof, and a special election shall be held for the purpose of electing a Vice President.

Section 4.

- (a) In the event of a vacancy in any elective office, except in the case of the President, a special election shall be held to fill the vacancy.

Section 5.

- (a) All members shall be notified of any special election fifteen (15) days prior to date of meeting for special election.

ARTICLE VIII COMMITTEES

Section 1.

- (a) Immediately following election in _____, the President shall appoint the following committees: Publicity, Membership, Auditing (each consisting of three (3) members), Sunshine and such other committees as may be necessary. The President shall also appoint a Chaplain and a Parliamentarian.

Section 2.

- (a) It shall be the duty of the Auditing Committee to act upon all bills and approve such bills as are just claims against this organization and to audit the books at the close of each term. The Chairman of the committee shall make a report of all receipts and disbursements at the close of each term.

ARTICLE IX AMENDMENTS

Section 1.

- (a) These Rules and Regulations may be amended at any regular meeting at which a quorum is present by a two-thirds (2/3) affirmative vote of members voting, provided the proposed amendment has been read at the meeting preceding the one at which the voting is to take place. Five (5) copies of the proposed amendment shall be mailed to the Chairman of the Jurisprudence Committee of the SGC or the GGC as appropriate, using the proper form as illustrated. Upon receipt of approval of the amendments by the said Committee and the Vice Supreme or Grand Guardian, it becomes effective.

**AMENDMENTS to the RULES AND REGULATIONS of
MOTHERS', FATHERS', or PARENTS' CLUB**

(Note: Delete Mothers', Fathers', or Parents' as necessary) of Bethel No. _____ at _____,
_____.

We the undersigned hereby certify that the minutes of the Mothers' (Fathers' or Parents') Club of Bethel No. _____
show that:

At a regular meeting of the Club held on the _____ day of _____ 20__ at which a quorum was present, a
proposed amendment was presented in writing that Article No. _____ of the Rules and Regulations which reads as
follows: (copy from present Rules and Regulations or attach signed sheets if necessary) _____

be amended to read as follows: (or attach extra signed sheets if necessary) _____

That the proposed amendment was again read at a regular meeting of the Club held on _____ of _____ at
which a quorum was present. The proposed amendment was presented for action before the Club and was adopted by
a two-thirds (2/3) vote of all present and voting.

We certify that the foregoing is a true and correct record from the minutes of the Club so far as the same affects the
foregoing amendment.

President

Secretary

APPROVED: Jurisprudence Committee

Chairman

Date

Date

Date

Date

Date

Vice Supreme/Grand Guardian)

Date

Notice: Five (5) copies must be mailed to the Chairman of the Jurisprudence Committee and one (1) copy must be
mailed to the Grand Guardian or to the Vice Supreme Guardian for Clubs under Supreme.

**JOB'S DAUGHTERS INTERNATIONAL
FORMAT FOR RULES AND REGULATIONS
THE _____(location) PROSPECTIVE MEMBERS CLUB**

Note: These Rules and Regulations shall be submitted to the Jurisprudence Committee of the SGC by Clubs associated with Bethels under Supreme. GGCs may use these Rules and Regulations if desired. No changes are to be made in these Rules and Regulations as printed.

**ARTICLE I
NAME**

Section 1. Name

- (a) The name of the prospective members club shall be the _____(location) Prospective Members Club of Job's Daughters International, in _____(state/province).

**ARTICLE II
PURPOSE AND POLICIES**

Section 1. Purpose and Policies

- (a) The purpose of this club is to enable the development of a Bethel to be instituted/reinstated.
(b) To foster fraternal relations of all prospective members, enabling fellowship, promotion and fundraising until the membership meets the requirements to institute/reinstitute a Bethel.

Section 2. Authority

- (a) This club shall function under the authority of the SGC/GGC of _____(state/province) of JDI.
(b) An application to form a Prospective Members Club (Form 285) shall be sent to the SGC/GGC. If applicable, a courtesy copy shall be sent to the JGC. The Executive members of the SGC/GGC shall vote on the request to form the Prospective Members Club within thirty (30) days of the receipt of the letter.

Section 3. Finances

- (a) No indebtedness shall be incurred by this Club, in excess of the funds in its treasury.
(b) All checks require two (2) signatures.

Section 4. Dissolution

- (a) When this club is disbanded to form a Bethel, all rights and title to its money and property shall be transferred to the newly instituted/ reinstated Bethel.
(b) At such time as it is proven that the said club is no longer functioning for the good of the Order, this club may be disbanded by a majority vote of the Executive Members of the SGC/GGC of _____(state/province) of JDI.
(c) If this club is disbanded and no Bethel formed, all rights and title to its money and property shall be transferred to the SGC/GGC of _____(state/province) of JDI.

**ARTICLE III
MEMBERSHIP AND FEES**

Section 1. Members

- (a) The membership of this club shall consist of girls and adults with the intent to institute/reinstitute a Bethel, and who are willing to abide by and conform to the policies in Article II.

Section 2. Fees

- (a) The membership fee shall be as determined by the adult membership.

ARTICLE IV OFFICERS

Section 1. Adult Officers

- (a) The elective officers of this club shall consist of a:
 - (1) President
 - (2) Secretary
 - (3) Treasurer
- (b) One of which shall be a Majority Member of JDI, a Master Mason or a member of a Masonic Family and at least one of which shall be female.
- (c) The officers of clubs in Australia, Canada, and the USA shall be on the current list of CAVs provided by the Executive Manager.

ARTICLE V DUTIES OF OFFICERS

Section 1. The President shall:

- (a) Preside at all meetings and be proactive in promotional activities to develop girl and adult membership.

Section 2. The Secretary shall:

- (a) Keep an accurate account of all meetings and correspondence.

Section 3. The Treasurer shall:

- (a) Receive all monies and pay all approved bills.

ARTICLE VI MEETINGS

Section 1. Meetings

- (a) Meeting time, date and venue shall be determined by the members.

ARTICLE VII AMENDMENTS

Section 1.

- (a) These Rules and Regulations may be amended at any regular meeting at which a quorum is present by a two-thirds (2/3) affirmative vote of members voting, provided the proposed amendment has been read at the meeting preceding the one at which the voting is to take place. Five (5) copies of the proposed amendment shall be mailed to the Chairman of the Jurisprudence Committee of the SGC or the GGC as appropriate, using the proper form as illustrated. Upon receipt of approval of the amendments by the said Committee and the Vice Supreme or Grand Guardian, it becomes effective.

**AMENDMENTS to the RULES AND REGULATIONS of
PROSPECTIVE MEMBERS CLUB**

At a regular meeting of the Club held on the ____ day of _____ 20____ at which a quorum was present, a proposed amendment was presented in writing that Article No. ____ of the Rules and Regulations which reads as follows:

(copy from present Rules and Regulations or attach signed sheets if necessary) _____

be amended to read as follows: (or attach extra signed sheets if necessary) _____

That the proposed amendment was again read at a regular meeting of the Club held on ____ of _____ at which a quorum was present. The proposed amendment was presented for action before the Club and was adopted by a two-thirds (2/3) vote of all present and voting.

We certify that the foregoing is a true and correct record from the minutes of the Club so far as the same affects the foregoing amendment.

President

Secretary

APPROVED: Jurisprudence Committee

Chairman

Date

Date

Date

Date

Date

Vice Supreme/Grand Guardian)

Date

Notice: Five (5) copies must be mailed to the Chairman of the Jurisprudence Committee and one (1) copy must be mailed to the Grand Guardian or to the Vice Supreme Guardian for Clubs under Supreme.

**JOB'S DAUGHTERS INTERNATIONAL
RULES AND REGULATIONS SUPREME BETHEL
SUPREME BETHEL**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization shall be the Supreme Bethel (SB) of JDI.

**ARTICLE II
OBJECT**

Section 1.

- (a) The object of this organization is to band together all the members of Job's Daughters for the purpose of developing leadership; promoting the interest, welfare, and growth of the Order; and bringing the Daughters into a closer relationship with the SGC and with Daughters of all jurisdictions.

**ARTICLE III
JURISDICTION**

Section 1.

- (a) The Supreme Bethel of JDI shall be under the supervision of the SGC.

**ARTICLE IV
MEMBERSHIP AND REGISTRATION**

Section 1. Membership

- (a) The Supreme Bethel shall consist of all members of the Order who have registered for the Annual Session of the SGC.

Section 2. Registration

- (a) Registration for Supreme Bethel may be conducted in advance through the SGC Session Arrangements Committee or by the SB Committee at the Session.

**ARTICLE V
MEETINGS**

Section 1. Business

- (a) The Supreme Bethel shall hold its Annual Meeting during and independent of the Annual Session of the SGC with the consent and under authorization of the SGC.
- (b) Escort and Introductions may include: Honored Queens, Past Honored Queens, Princesses, Supreme Guardian, Associate Supreme Guardian, and the Supreme Bethel Committee.
- (c) The business session may consist of reports, SB Representatives reports, drawing for the selection of Officers and Representatives, recommendations, and such other business as the SB Committee and the SBHQ may deem necessary. Awards and Merits may be presented at this meeting. Proposed amendments to these Rules and Regulations shall be acted upon under the order of New Business or at a time and method designated by the SGC.
- (d) A report of this business session may be included in the Supreme Proceedings.
- (e) During the year one (1) or more virtual meetings or activities of the Supreme Bethel Officers and Representatives may occur under the guidance of the Supreme Bethel Committee.

Section 2. Installation

- (a) The Supreme Bethel shall conduct its Installation of Officers and Representatives at a time and method selected by the Supreme Guardian and the Supreme Bethel Committee.
- (b) The Installing Officers, except for the Installing Officer who shall be the Supreme Bethel Honored Queen (SBHQ), and the Installing Musician, shall be selected from Honored Queens and Past Honored Queens, who have not reached majority and who have registered to be eligible for this drawing. The drawing shall be held immediately following the completion of the drawing for SB Officers and Representatives. A separate container shall be provided for these names.

**ARTICLE VI
OFFICERS AND REPRESENTATIVES**

Section 1. Officers

- (a) There shall be nineteen (19) Officers of the Supreme Bethel bearing the same titles as the officers of a Bethel preceded by "Supreme Bethel".
- (b) The Supreme Bethel Line Officers (SBHQ, SBSP, SBJP, SB Guide, and SB Marshal) shall be selected from registered Honored Queens and Past Honored Queens who are at least sixteen (16) years of age and have not reached their majority, by the date of the Supreme Bethel Installation.
- (c) Other Officers, including Installing Officers, shall be selected from registered members who are at least sixteen (16) years of age and have not reached their majority, by the date of the Supreme Bethel Installation. This includes Daughters not selected under paragraph (b) above.

Section 2. Representatives

- (a) There shall be at least one (1) Representative of the Supreme Bethel to each State, Province, Territory, Region or Country where JDI is organized. The SB Committee shall determine the number of representatives per jurisdiction and obtain the necessary medallions.
- (b) Representatives shall be selected from all members who have not reached their majority. This includes members not previously selected under Sec. 1, para. (b) and (c) above.

**ARTICLE VII
ELIGIBILITY AND RESTRICTIONS**

Section 1. Eligibility

- (a) A Daughter shall be a member in good standing in her Bethel, shall be registered for the Annual Session of the SGC and the Supreme Bethel drawing and be in attendance at the Supreme Bethel meeting or registered as a virtual Daughter attendee to be eligible for selection as a Supreme Bethel Officer or Representative.
- (b) Honored Queens and Past Honored Queens aspiring to the position of SBHQ and/or SBSP shall complete a Letter of Intent stating that she and her parent(s) or guardian(s) are aware of the responsibilities as outlined in SB, Art XI, Sec 1. The Letter of Intent for the position of SBHQ and/or SBSP shall be signed by the Daughter, a parent or legal guardian and either a member of the Executive BGC, Deputy or Grand Guardian (none of whom is related to the Daughter) and submitted to the Supreme Bethel Committee no later than forty-five (45) days prior to Supreme Bethel drawing.
- (c) Daughters who have submitted a letter of intent for the position of SBHQ and/or SBSP shall be required to pass a minimum standard of Ritual performance from either the Ritual or SGC Book of Ceremonies and knowledge of the Order.
 - (1) The Supreme Bethel Committee shall determine the appropriate method of assessing the above requirements.
 - (2) The Supreme Bethel Committee shall appoint a panel to conduct the assessments. The panel shall consist of five (5) to seven (7) individuals including two (2) members of the Supreme Bethel Committee and the Supreme Bethel Honored Queen.
 - (3) "A minimum standard" shall be all Daughters achieving a score of seventy-five percent (75%) or higher in each category.
 - (4) Ritual performance and general knowledge assessments shall be conducted prior to the Supreme Bethel drawing and may be held in-person or virtually.

- (5) All Daughters achieving the minimum standard shall have their names entered for the random selection of the Supreme Bethel Honored Queen and/or SBSP as outlined in SB Art. VIII Drawing Sec. 3.
- (d) Honored Queens and Past Honored Queens aspiring to any other line office of the Supreme Bethel shall complete a Letter of Intent stating that she and her parent(s) or guardian(s) are aware of the responsibilities as outlined in SB Art. XI Sec. 1. The Letter of Intent for any other line office of the Supreme Bethel shall be signed by the Daughter, a parent or legal guardian and either a member of the Executive BGC, Deputy or Grand Guardian (none of which is related to the Daughter) and submitted to the SB Committee.
- (e) A SB Officer or Representative who has been suspended or expelled from her Bethel shall lose her office and/or honors in the Supreme Bethel.

Section 2. Restrictions

- (a) No State, Province, Territory, Region or Country shall have more than one (1) SB Officer or Representative during a given year unless there are not enough States, Provinces, Territories, or Countries represented at the Annual Meeting.

ARTICLE VIII DRAWING

Section 1.

- (a) The drawing for Supreme Bethel Officers shall be performed manually. The drawing for Supreme Bethel Representatives may be performed electronically.

Section 2. Materials Preparation

- (a) Each Daughter shall be registered and complete Supreme Bethel registration card.
- (b) Registrations are reviewed for completion by the SB Committee.
- (c) The Supreme Bethel Committee will create a card for each verified registration and place it in Container No. 1 (card file) filed by Jurisdiction. Each card shall have the requested and approved drawing categories clearly identified.
- (d) Container No. 2 shall contain a disc with the name of each Jurisdiction which has a Daughter registered for the Supreme Bethel Drawing.
- (e) A list of all of the SB Officers and SB Representatives shall be provided to the SBHQ to be used to identify positions to be drawn. A label for each position shall be provided for the SB Committee to identify each card with the position drawn.
- (f) Three (3) additional containers shall be provided for the Supreme Bethel Officer manual draw:
 - (1) Drawing of registration card for eligible Daughters qualified to register for the position of Supreme Bethel Honored Queen as outlined in Article VII, Eligibility and Restrictions, Section 1. Eligibility (Container No. 5)
 - (2) Drawing of registration cards for all Daughters qualified to register for all other Supreme Bethel positions (Container No. 3)
 - (3) Jurisdiction discs already selected (Container No. 4)
- (g) For electronic draw of the Supreme Bethel Representatives:
 - (1) Electronic database program contains all Supreme Bethel Representative positions.
 - (2) Electronic database is populated from the Supreme Bethel registration card information.
 - (3) Database shall be programmed for random selection of eligible Jurisdictions and Daughters in accordance with Supreme Bethel rules.

Section 3. Drawing

- (a) The Drawing preparation shall proceed as follows:
 - (1) The SBHQ will inform the Daughters that the drawing will begin. Each Supreme Bethel registration will indicate the Daughter accepts any position she is drawn for.
- (b) The Drawing of SBHQ shall proceed as follows:
 - (1) The SBHQ will announce the drawing of the SBHQ.
 - (2) The SBHQ will select from Container No. 5, the name of the Daughter to become the Supreme Bethel Honored Queen for the ensuing term.

- (3) The selected Daughter will state her acceptance or decline of the position. If it is declined, another Daughter shall be selected from Container No. 5 until such time as a Daughter accepts the position of SBHQ.
 - (4) All registration cards from the same jurisdiction as the newly selected SBHQ shall be removed from Container 5.
 - (5) The SBHQ will announce the drawing of the SBSP.
 - (6) The SBHQ will select from Container No. 5, the name of the Daughter to become the Supreme Bethel Sr. Princess for the ensuing term.
 - (7) The selected Daughter will state her acceptance or decline of the position. If it is declined, another Daughter shall be selected from Container No. 5 until such time as a Daughter accepts the position of SBSP.
 - (8) If no remaining cards are in Container No. 5 for the selection of SBSP, the SBSP will be drawn in the same manner as the other Supreme Bethel line officers.
 - (9) The jurisdiction discs for the Daughters drawn (and accepted) for SBHQ and SBSP shall be removed from Container No. 2 and shall be placed in Container No. 4 for future Officer draws.
- (c) The drawing of the remaining Supreme Bethel Positions shall proceed as follows:
- (1) The SBHQ will announce the position to be filled. The sequence shall be Senior Princess (if necessary and not drawn during section b, above), Junior Princess, Guide, Marshal, Musician, and Floor Officers.
 - (2) The SBHQ will select a Jurisdiction disc from Container No. 2 and announces the Jurisdiction.
 - (3) The SB Committee will select all the qualifying cards for the announced position from the selected Jurisdiction in Container No. 1. These cards will be placed in Container No. 3. If there are no qualifying Daughters from this Jurisdiction for this position, the Jurisdiction disc will be returned to Container No. 2, after a second Jurisdiction disc is selected and the qualifying cards placed in Container No. 1.
 - (4) The SBHQ will select a card from Container No. 3 and announce the name.
 - (5) The SB Committee shall place the label for the position announced on the back of the Daughter's card that has accepted. The labeled card shall be passed to the verification table where each selected Daughter is verified and posted to the Installation Program list.
 - (6) When there are no more cards for a given jurisdiction, its Jurisdictional disc is removed from Container No. 2. When Container No. 2 is empty and there are still positions to be filled, Jurisdiction discs in Container No. 4 (previously selected Jurisdictions) are returned to Container No. 2 and the process continues.
- (d) The drawing for the Supreme Bethel Representatives shall proceed as follows:
- (1) The SBHQ will announce the Supreme Bethel Representative positions to be filled:
 - (2) The database program will select a Jurisdiction and the SBHQ will announce.
 - (3) The database program will randomly pull from only those Daughters eligible for the drawn position.
 - (4) The SBHQ will announce the name of the Daughter selected.
 - (5) The Supreme Bethel Committee shall place the label for the position announced on the back of the Daughter's card that has accepted. The labeled card shall be passed to the verification table where each selected Daughter is verified and posted to the Installation Program list.
 - (6) The database program shall remove a Jurisdiction when there are no more eligible Daughters. When all Jurisdictions are exhausted the database program will reload all eligible Jurisdictions and eligible Daughters.
 - (7) The database will not allow a Daughter to be selected to represent her own Jurisdiction.

ARTICLE IX FINANCES

Section 1. Receipts

- (a) A registration fee of fifteen dollars (\$15) USD or Equivalent Rate shall be paid at the time of registration by all Daughters.
- (b) An additional registration fee for Supreme Bethel Honored Queen candidates to be determined by the Supreme Bethel Committee.
- (c) Registration for Supreme Bethel shall be conducted by the Supreme Arrangements Committee and

- registration fees shall be forwarded to the Supreme Office at the close of the Annual Session.
- (d) Registration and fee collection for Supreme Bethel Honored Queen candidates will be overseen by the Supreme Bethel Committee and conducted by the Executive Manager.
 - (e) Funds from registration shall be used to pay Supreme Bethel expenses. The remaining balance shall accumulate in the Supreme Bethel account.
 - (f) Contributions and donations shall be made payable to the Supreme Bethel defining the particular use and sent to the Supreme Office. Contributions and donations falling under the definition of Revenue, SOP-SGC-15, Sec. 3 (k) shall be so identified and sent to the Supreme Office for that intended use.
 - (g) All monies solicited and received for the purpose of paying travel expenses of the SBHQ shall be sent directly to the Executive Manager. The monies received by the Executive Manager shall detail the source of the contribution.

Section 2. Coin March

- (a) Coin march monies from the Supreme Bethel meeting and Installation shall be sent to the Supreme Office for distribution. Such monies shall be identified as contributions as defined in SOP-SGC-15 Sec. 3 (k).
- (b) Such monies, along with the collection from the Miss IJD Pageant, shall be equally divided between Miss IJD and the SBHQ. The money shall be given to the SBHQ for the purpose of funding traveling during her term.

Section 3. Disbursements

- (a) The SBHQ shall be promptly issued a check by the Executive Manager for approved promotional or travel expenses as defined in SOP-SGC-3 Sec. 14.
 - (1) Any portion of these funds not expended for promotional use shall be returned to the Supreme Office.
- (b) For reimbursement of travel expenses, the SBHQ shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the Supreme Bethel Guardian and the Chairman of the Finance Committee.
- (c) The SBHQ shall receive a Past SBHQ's jewel (J-162 gold-filled as shown in the official jewelry catalog) upon completion of her term provided she has met all the requirements as outlined in these Rules and Regulations to the satisfaction of the SB Committee.
- (d) Additional disbursements are as follows:
 - (1) Medallions for SB Officers and Representatives
 - (2) Printed programs for Installation
 - (3) Installation carrying pieces
 - (4) Installation decorations
 - (5) Sash for the new SBHQ
 - (6) Name badge for the new SBHQ for her use during the year.
 - (7) Committee postage and expenses
 - (8) Luncheon to include all SBHQ Candidates; SBHQ and others as determined by the Supreme Bethel Committee.
- (e) Expenses of the Supreme Bethel shall be paid by the SGC using the regular expense voucher form issued through the Finance Committee. Such expense shall be approved by the SB Committee and sent to the Chairman of the Finance Committee.
- (f) The total expenses for (c) and (d) above shall not exceed the amount of the accumulated funds collected for the operation of the Supreme Bethel excluding the coin march and contributions designated for promotional use as earlier defined.
- (g) The SB Guardian (Chairman of the Supreme Bethel Committee), on request, shall be advanced the sum of five hundred dollars (\$500.00) for Committee expenditures. This advance is to be issued within thirty (30) days of the request. Any portion of these funds not expended shall be returned to the Supreme Office within thirty (30) days following the succeeding Annual Session listing all the expenditures against this advance as well as any additional subsequently approved expenditures.

ARTICLE X VACANCIES

Section 1.

- (a) In the event that the SBHQ cannot fulfill her term, the SB Senior Princess will become the SBHQ. If the SB Senior Princess is unable to accept, selection shall be made in succession from the SB Junior Princess, SB Guide and SB Marshal. When she resigns her office, the SBHQ shall return all unexpended promotional funds to the Supreme Office within fifteen (15) days for redistribution to the next Daughter in succession for her use.

Section 2.

- (a) A SBHQ or other SB Officer or Representative who marries during her term of office shall forfeit her Supreme Bethel position.

ARTICLE XI DUTIES OF THE SUPREME BETHEL HONORED QUEEN

Section 1.

- (a) The SBHQ shall:
- (1) Preside over all convocations of the Supreme Bethel and at other ceremonies when requested to do so by the Supreme Guardian and the SB Committee.
 - (2) Conduct the drawing for the selection of Officers and Representatives of the Supreme Bethel for the ensuing term, with the assistance of the SB Committee.
 - (3) Serve as the Installing Officer of the Supreme Bethel Installation.
 - (4) Submit a cumulative report by the tenth (10th) day of each month beginning in September and at the end of her term listing the amount and source of all monies received and expenditures from travel monies, attaching supporting receipts. This report shall be filed with the Executive Manager.
 - (5) Whenever possible visit Bethels to promote goodwill for the Order.
 - (6) Report to the SB Guardian concerning her travel arrangements and fund raising.
 - (7) For reimbursement of travel expenses, the SBHQ shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the SB Guardian and the Chairman of the Finance Committee.

ARTICLE XII SUPERVISION & TRAVEL AUTHORIZATION

Section 1. Supervision

- (a) When traveling, The SBHQ shall be accompanied where possible by a chaperone who shall oversee her care. If the SBHQ is under eighteen (18) years of age, she shall arrange for her chaperone in accordance with the JDI Youth Protection Program and Policy.
- (b) If this chaperone is not her parent(s) or legal guardian(s), a medical release form shall be provided listing the following:
- (1) All medical conditions
 - (2) All medication currently taken
 - (3) Authorization for the chaperone to arrange emergency medical treatment
 - (4) Name and policy number of health insurance
 - (5) Telephone number at which parent(s) or guardian(s) can be always reached. This form or a copy shall be in the possession of the chaperone at all times.
- (c) The details of travel will be arranged by the adult volunteers in JDI. At times the Daughter may be traveling alone, without a chaperone. Where practical, an adult shall provide transportation for the Daughter to or from an airport or other common carrier. The adult providing transportation shall be a CAV, if in the USA, Canada or Australia.
- (d) Her conduct shall be in accordance with the teachings and principles of our Order.

Section 2. Travel Authorization

- (a) Immediately following her installation, the SBHQ shall be issued by the Executive Manager a letter of authorization for travels. The purpose of the letter of authorization shall be to describe her role and explain the volume and purpose of travel she may undertake for customs and/or immigration and/or merchants of travel services. The letter should also provide emergency contact details for next of kin and the Supreme Office in case of an emergency.

**ARTICLE XIII
ORDER OF ESCORT**

Section 1.

- (a) SB Officers and Representatives shall be accorded recognition as provided in the Ritual under "Order of Escort".

**ARTICLE XIV
REGALIA AND MEDALLIONS**

Section 1. Regalia

- (a) At the SB meeting and the SB Installation, the Honored Queen and Princesses of the Supreme Bethel shall wear the approved SB capes and crowns designed by the official jeweler. They shall provide their own Official Regalia of the Order consisting of a white Grecian robe, long white slip, white hose, and white flat shoes or sandals.
- (b) Other SB Officers and Representatives shall provide their own Official Regalia of the Order to be worn at the SB meeting and installation. It shall consist of a white Grecian robe, long white slip, white hose, white flat shoes or sandals, and headbands as required.
- (c) When making Bethel visits, attending Formal functions, or when authorized by the Supreme Guardian or the SB Guardian, the SB Officers and Representatives shall wear nice dresses that are modest and appropriately reflect the teachings of JDI. The SB Officers and Representatives may wear their sash and/or medallion when representing the Supreme Bethel.
- (d) The SBHQ and SB Princesses shall only wear the approved SB travel crowns with their travel cape or dress.
- (e) If it is appropriate for the Honored Queen and Princesses of the SB to wear their Official Regalia they shall wear the official purple capes, official Bethel crowns and their official white Job's Daughters robe with long white slip, white hose and flat white shoes. They may not wear their sashes with the official regalia.
- (f) If it is appropriate for the Honored Queen and Princesses to wear their travel capes, they shall wear a long white dress that is age appropriate with shoes that suit the dress. The dress and shoes must be approved by the SB Guardian and/or Supreme Guardian.
- (g) The SBHQ and Princesses may wear their sashes while wearing their travel capes and crowns.
- (h) When exemplifying Ritual work of the Order or when assisting with the Institution of new Bethel, the official regalia of the Order shall be worn as provided in SOP-Bethel-11.

Section 2. Medallions

- (a) The SB Officers and Representatives shall be presented medallions designating their offices.

**ARTICLE XV
AMENDMENTS**

Section 1. Submission

- (a) Proposed amendments to these Rules and Regulations shall be submitted by:
- (1) Members of the SGC.
 - (2) Members of the Supreme Bethel.
- (b) Amendments proposed by a member of the Supreme Bethel shall be sent to the SB Guardian who, as a member of the SGC and over her signature, shall submit same to the Executive Manager.
- (c) Amendments to these Rules and Regulations shall be made at the Annual Session of the SGC by a two-thirds (2/3) affirmative vote of the members present and voting. No amendment shall be acted upon when there is to be a revision of the Ritual. Amendments shall be submitted in writing to the Executive Manager and must be received on or before March 1 of the year of the Annual Session when it is to be considered. A copy of

proposed amendments shall be sent to each voting member on or before June 1 of the year of the Annual Session when it is to be considered. No proposed amendment shall be printed and mailed to the Voting Delegates of the SGC by the Executive Manager unless it has been submitted by a member of the SGC and signed by the proposer(s).

Section 2. Adoption

- (a) Amendments shall be acted upon by the Supreme Bethel after which they will be referred to the SGC for action.
- (b) Legislation adopted by (a) above shall become effective immediately upon distribution by the Supreme Office.

ARTICLE XVI SUPREME BETHEL COMMITTEE

Section 1.

- (a) The SB Committee is appointed by the Supreme Guardian, B-SGC Art. XI Sec. 1 and Sec. 9.

ARTICLE XVII DUTIES OF THE SUPREME BETHEL COMMITTEE

Section 1.

- (a) The duties of the Committee are as follows.
 - (1) Prepare material and supervise the drawing of the SB Officers and Representatives.
 - (2) Ensure that a proficient musician and soloist are available for the Supreme Bethel meeting and Supreme Bethel Installation.
 - (3) Supervise the Installation of SB Officers and the SB Representatives according to the Book of Ceremonies adopted by the SGC.
 - (4) Obtain decorations for the Installation.
 - (5) Furnish the SBHQ a copy of the Book of Ceremonies at least thirty (30) days before the Annual Session of the SGC.
 - (6) Obtain a sash for the new SBHQ.
 - (7) Supervise all meetings and practices of the Supreme Bethel.
 - (8) Order medallions for the new SB Officers and Representatives and prepare Certificates of Participation.
 - (9) Prepare three (3) copies of the names and addresses of all SB Officers and Representatives for the following people:
 - [a] Executive Manager
 - [b] Chairman, Supreme Bethel Committee
 - [c] Supreme Bethel Honored Queen
 - (10) Ensure that the travel and formal capes and crowns of the SBHQ and Princesses are cleaned and restored prior to the Annual Session of the SGC.
 - (11) Ensure that any unexpended funds issued to the SBHQ for promotional purposes are returned to the Executive Manager by the close of the Annual Session at which she presides.
 - (12) Provide a suitable name badge for the SBHQ for her use during the year.
 - (13) Prepare and send information and registration forms regarding Supreme Bethel Honored Queen selection to the Executive Manager for distribution.
 - (14) Determine the supreme Bethel Honored Queen candidate registration fee, bearing in mind that the Supreme Bethel is self-supporting.
 - (15) Arrange for a SBHQ candidate luncheon. This may be inclusion in a previously planned luncheon at Supreme Session or a separate SBHQ candidate luncheon.

Section 2.

- (a) The duties of the Chairman are as follows:
 - (1) Collect all monies from Supreme Bethel functions, including both coin marches and any fees collected at the Annual Session. Deposit collected monies with the Executive Manager.
 - (2) Assign the duties listed in Sec.1 above to members of the Committee.

- (3) Confer with the SGC Session Arrangement Committee to determine:
 - [a] The closing hour for SB registration
 - [b] A suitable hour, method, and place for the SB meeting, at which time the selection of Officers and Representatives takes place.
 - [c] The information on [a] and [b] above shall be included in the first mailing pertaining to the Annual Session of the SGC.
- (4) Comply with B-SGC Art. XI Sec. 9.
- (5) Ensure the Supreme Bethel Meeting paraphernalia, including the formal meeting capes and crowns are returned to the supreme Office at the close of the Annual Session.
- (6) Work with the Board of Trustees to determine how to provide necessary travel paraphernalia for the newly selected SBHQ, SBSP, and SBJP who may have been registered remotely.

**FORMAT FOR RULES AND REGULATIONS
JOBIE-TO-BEE BEEHIVE
JOB'S DAUGHTERS INTERNATIONAL
(Location _____)**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization shall be Job's Daughters International Beehive of Bethel No. ____ located in _____, _____, or _____ (location) Prospective Members Club in _____ (state/province).

**ARTICLE II
PURPOSE AND POLICIES**

Section 1. Purpose

- (a) The sole purpose of this organization is to inspire future members of Bethel No. _____, (or Prospective Members' Club) at _____, and to forge a relationship with the members of this Bethel/Prospective Members Club.

Section 2. Policies

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

Section 3. Organization

- (a) The Beehive shall be formed by the Executive Members of the Bethel Guardian Council or the adult officers of the Prospective Members Club.

Section 4. Duties

- (a) The Beekeeper will perform their duties as outlined in Bylaws - BGC, Article III, Section 10.
(b) The officers of Beehives in Australia, Canada, and the USA shall be on the current list of CAVs provided by the Executive Manager.

Section 5. Treasury

- (a) No indebtedness shall be incurred by the Beehive, and its activities shall be funded by the Bethel/Prospective Members Club.

Section 5. Dissolution

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

**ARTICLE III
MEMBERSHIP AND FEES**

Section 1. Membership

- (a) The membership of this organization shall consist of girls below the age of ten (10), that are interested in future membership in Bethel No. _____ or the Prospective Members' Club. located at _____.

Section 2. Fees

- (a) The membership fee (if any) shall be as determined by the Executive Bethel Guardian Council (or adult officers of the Prospective Members Club).

**ARTICLE IV
OFFICERS**

Section 1. Adult Officer(s)

- (a) The Beehive will be supervised by the Bethel Beekeeper, Chairman, or individuals appointed by the Executive Bethel Guardian Council (or Adult Officers of the Prospective Members Club)

**ARTICLE VI
MEETINGS**

Section 1. Meetings

- (a) Meeting time, date and venue shall be determined by the Bethel Beekeeper and approved by the Executive Bethel Guardian Council.

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GLOSSARY OF TERMS AND ABBREVIATIONS

<u>Term/Abbreviation</u>	<u>Explanation</u>
Annual Session (AS)	The annual business meeting of the Supreme or a Grand Guardian Council
Annual Meeting (AM)	The annual business meeting of the Supreme Bethel, JGC, Jurisdictional Bethel or Grand Bethel
Applicant	A girl who wishes to join JDI and has submitted an application (formerly petitioner)
Application	The form completed when applying for membership in JDI (formerly petition)
Art.	Article
AUD	Australian dollars
B-	Referring to the Bylaws of an entity Bethels under Supreme (BUS) all Bethels not located within a GGC BGC
Board (BOT)	Bethel Guardian Council
BRL	The Board of Trustees of the SGC
Bylaws of a Bethel	Brazilian Reais
C-	A component part of the Supreme Constitution and Bylaws document applying to all Bethels
CAD	Referring to the Constitution of an entity
CAV	Canadian dollars
Const.	Certified Adult Volunteer. An adult who has completed the JDI Adult Volunteer Training Program and is registered through Job's Daughters International.
daughter	Constitution
Daughter	a girl or woman as she is related to her parents
Direct descendant	a member of the Job's Daughters International
double knot	a female descendant (in the case of a Job's Daughter) who is the daughter, granddaughter, great granddaughter, etc of a Master Mason
Equivalent Rate	square knot
Executive Manager	Annually on the 31 st of December, the Executive Manager establishes an equivalency rate of exchange between the US Dollar [USD] and other currencies (Canadian dollar [CAD], Australian dollar [AUD], Philippine Peso [PHP] and Brazilian Reais [BRI]) for the purpose of paying membership dues, various fees and fines in the succeeding year as required in the Constitution, Bylaws, and Standard Operating Procedures.
FILIAE	Administrator of the Supreme Office
GGC	daughters (Latin)
Grand jurisdiction	Grand Guardian Council
In good standing	A jurisdiction in which a GGC has been established
IYOB	owes no monies to the Order and is not under disciplinary action IOJD
JDI	International Order of Job's Daughters
	Job (Greek)
	Job's Daughters International

JGC	Jurisdictional Guardian Council
jurisdiction	A State, Province, Territory, Region or Country
Jurisdiction Under Supreme	A jurisdiction which has not attained the level of one hundred forty (140) members but has two (2) active and Chartered Bethels and has not established a GGC.
Line Officer/Line Manual	an elective Officer who is part of the progressive line in a Bethel, SGC, GGC, or JGC Manual of Rules and Regulations of a GGC
Mason	see POL-BOT 2
Master Mason	see POL-BOT 2
member	see Daughter
method of meeting	A regularly scheduled or special meeting may be conducted in-person and/or virtually. The place, time and method will be determined by the BOT, ESGC, EGGC, EJGC, or EBGC. If held in-person an additional virtual option to attend may be offered to members who cannot attend in-person. If held virtually the dispensation or charter is not required to be present. A virtual option applies to all events which have historically been held in-person. These events may include, but are not limited to such things as Bethel meetings, council meetings, meetings during an Annual Session, Installations, Ceremonies, and Pageants. If business is conducted which requires an election or vote at or before a meeting with a virtual option the BOT, ESGC, EGGC, EJGC, or EBGC will provide a virtual method of voting.
MIJD	Miss International Job's Daughter
Order	see IOJD / JDI
PHP	Philippines Peso
POL-BOT	Policies of the Board of Trustees used to manage the business of JDI.
Region	Jurisdictions which are expanded to include geographic areas and/or Bethels from contiguous jurisdictions thus forming a region.
Revoke (GGC Charter)	To remove a Charter for cause, i.e., a GGC which is dysfunctional or inactive without hope of recovery or a GGC which is operating contrary to the interest of JDI.
SB	Supreme Bethel
SBHQ	Supreme Bethel Honored Queen
Sec.	Section
SGC	Supreme Guardian Council
SOP	Standard Operating Procedures for a particular group
Supreme Jurisdiction	All jurisdictions for which a GGC or a JGC has not been established Supreme Office International Center for Job's Daughters Job's Daughters International, Supreme Guardian Council, 233 W. 6th Street Papillion, NE 68046-2210 402-592-7987 sgc@iojd.org
Suspend (GGC Charter)	To temporarily remove a charter and hold a Grand Council in its existing status to allow for correction of problems within a specified time.
Tax Exempt	JDI (SGC, GGCs, JGCs and Bethels) is exempt from payment of Federal income tax. It is not exempt from payment of sales tax. Form 990 is required to be completed by all GGCs, JGCs, and Bethels, in the United States, each year. Any GGCs, JGCs, and Bethels with gross receipts of \$50,000.00 or more file the long Form 990. All GGCs, JGCs, Bethels, and subordinate clubs with gross receipts less than \$50,000.00 file the

	easy Form 990EZ.
Uniform Code for Bethels	The bylaws provided to Daughters and tailored to their Bethel (See SOP-Bethel 21)
USD	United States dollars
Virtual meeting	Conducted using computer or telephone technology so attendees may participate in real-time without being physically located together.
Withdraw	(GGC Charter) To take back a Charter when a Jurisdiction no longer meets the requirements to be a Grand Jurisdiction due to loss of membership.
YPP	Youth Protection Program