

**JOB'S DAUGHTERS
INTERNATIONAL
GRAND GUARDIAN COUNCIL OF
DELMAR, INC.**

**MANUAL OF RULES AND
REGULATIONS**



INTERNATIONAL®
GRAND GUARDIAN
COUNCIL OF DELMAR

The DelMar Supplement to the Manual of Rules and Regulations was approved by the Committee on Jurisprudence of the SGC, Ms. Laura Slavik, Chairman. The action of this Committee was approved by Maureen Wise, SG on September 4, 2022.

COMMITTEE ON RULES AND REGULATIONS

Mrs. Marsha Bright, PHQ, PGG - Chairman

Mrs. Aimee Guernsey, PHQ, BG

Ms. Ashley Griffin, PHQ, PGBHQ, BG

Ms. Britney Belinski, PHQ, PGBHQ, GS

Mrs. Sue Ellen Nickerson, Grand Guardian

Mr. David Spangler, Associate Grand Guardian

Mrs. Happy Estes-Butler, PGG, Grand Secretary

GRAND CHARTER
of the
Job's Daughters International Grand Guardian Council of DelMar, Inc.

GREETING: Whereas a petition for a Grand Charter has been presented to us, as required by the Constitution and Bylaws of Job's Daughters, in the name of the Supreme Guardian Council of Job's Daughters, and by the authority vested in us by its Constitution, we do grant the prayer of:

Mrs. Sue Ellen Nickerson, Grand Guardian
Mr. David Spangler, Associate Grand Guardian
Mrs. Julie Glushakow, Vice Grand Guardian
Mrs. Michael Porter, Vice Associate Grand Guardian
Mrs. Jennifer Foster, Grand Guide
Mr. Gus Vourvoulas, Grand Inner Guard
Ms. Patricia Pelham, Grand Marshal
Mr. Kenneth Bright, Grand Outer Guard
Mrs. Happy Estes-Butler, Grand Secretary
Mrs. Chris Candler, Grand Treasurer

Granting the same under the title of the Grand Guardian Council of the Jurisdiction of DelMar.

We do further empower the above-named persons and their legal successors to do and perform all matters and things relative to the Order of Job's Daughters International, within said Grand Jurisdiction, in a manner and form prescribed by the Constitution and Laws of the Supreme Guardian Council.

Authority is granted in accordance with Bylaws, submitted and approved by the Advisory Supreme Guardian Council, and subject to the Constitution, Laws, Rules and Regulations of the Supreme Guardian Council, now in force or which may hereafter be enacted.

Given under our hands and the Seal of the Supreme Guardian Council this Fourth day of May in the year of our Lord, Two Thousand Nineteen.

/s/ PAM HENDERSON, Supreme Guardian

Attest:
SUSAN GOOLSBY, Executive Manager
(SEAL)

NOTE: BOLD TEXT ARE DELMAR'S OVERRIDES/ADDITIONS TO SUPREME

**CONSTITUTION OF JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF DELMAR, INC.**

**ARTICLE I
NAME**

Section 1.

- (a) **The name of this organization is Job's Daughters International Grand Guardian Council of DelMar, Inc.**

**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 SGC and dated May 4, 2019. The jurisdiction of this GGC shall be limited to the States of Delaware and Maryland.**
- (b) Manuals of Rules and Regulations of GGCs shall include Art. I, II, and III, Sec. 1(a) in same. The format for the Manual, and subsequent amendments thereto, shall follow the same sequence as that of this Constitution, Bylaws and Standard Operating Procedures of a GGC. (See B-GGC Art. XVII Sec. 1) for prerogatives extended to GGCs)
- (c) All amendments to Rules and Regulations and Book of Ceremonies for a GGC require approval by Supreme Jurisprudence.

Section 2.

- (a) **No committee established by this GGC shall be autonomous.**

Section 3.

- (a) **The headquarters shall be located at the address of the Grand Secretary if he/she resides in the State of Maryland. The current Grand Secretary shall also be known as the Resident Agent as required by the State of Maryland, unless they reside outside of the State of Maryland. If the Grand Secretary resides outside the State of Maryland, then the Resident Agent shall be appointed by the Grand Guardian from one of the Executive Members of the GGC residing in Maryland.**

**ARTICLE IV
MEMBERSHIP**

Section 1.

- (a) **This GGC shall consist of the GGC officers, all past elective GGC officers, PBGs and PABGs of Bethels in this jurisdiction, the five (5) Executive members of the BGC of each chartered Bethel or Bethel under dispensation (Bethel Guardian, Associate Bethel Guardian, Guardian Secretary, Guardian Treasurer, and Guardian Director of Music or Guardian Director of Epochs or Guardian Director of Promotion).**
- (b) See B-SGC Art. XXVI Sec. 1 concerning loss of membership in the GGC.

ARTICLE V OFFICERS

Section 1. Elective Officers

- (a) **The elective officers of the GGC shall consist of a GG (a woman); AGG (a Master Mason in good standing in the Masonic jurisdiction under which he holds membership); VGG (a woman); VAGG (a Master Mason in good standing in the Masonic jurisdiction under which he holds membership); Grand Guide (a woman); Grand Marshal (a woman); Grand Secretary; Grand Treasurer ; Grand Inner Guard (a Master Mason in good standing in the Masonic jurisdiction under which he holds membership); and Grand Outer Guard (a Master Mason in good standing in the Masonic jurisdiction under which he holds membership). If the Grand Inner Guard and Grand Out Guard positions are not filled as an elected position, then those positions shall then be appointed positions.**

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, Senior Custodian, Grand Junior Custodian; Grand Bee Keeper; and the Grand Inner Guard and the Grand Outer Guard, if not filled as elected.**

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, unless no one stands that has not served as GG or AGG. (See B-GGC, Art. XVII Sec. 1.30)**
- (f) A SGC Officer may hold an office in a GGC.
- (g) **No member of the GGC shall be elected to the office of the Grand Secretary or the Grand Treasurer for more than five (5) consecutive years in each office.**
- (h) **No member of the GGC shall be eligible to serve as Grand Secretary or Grand Treasurer during the same GGC year as their spouse and/or immediate family members (mother, father, sister, brother, daughter or son) would be serving as GG or AGG.**
- (i) **No member of the GGC shall be eligible to serve as Grand Secretary/Grand Treasurer during the same GGC year as a family member in either of those positions.**

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.
- (d) **An elected GGC officer shall not serve on the Finance 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.
- (c) **The spouse and/or immediate family members (mother, father, sister, brother, daughter or son) of the GG or the AGG shall not serve on the following Standing Committees: Appeals and Grievances, Finance and Jurisprudence.**

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) A SGC officer may hold an office as a Grand Deputy.

Section 2. Deputy Grand Guardian

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

**BYLAWS FOR JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF DELMAR, INC.**

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

Section 1.

- (a) GGCs may adopt a Manual of Rules and Regulations, which shall not conflict with the laws of the SGC. (See SOP-GGC-7 and B-GGC Art. XVII Sec. 1.4)
- (b) GGCs may adopt a Book of Ceremonies, which shall not conflict with the laws of the SGC. (See SOP-GGC-2 and B-GGC Art. XVII Sec. 1.5)
- (c) **This GGC approved the formation of a Grand Bethel on May 12, 1956. Grand Bethel Bylaws shall be adopted by the GGC and included in the GGC Manual of Rules and Regulations and distributed by the Grand Bethel to all members of the Grand Bethel.**
- (d) GGCs shall obtain their supplies from the SGC.
- (e) GGCs may delegate authority to Grand Guardians to administer certain penalties and fines. (See SOP-GGC-9)
- (f) GGCs may approve the formation of an Alumni Association (See B-GGC Art. XVII Sec. 1.29) which shall not conflict with the laws of the SGC.

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

Section 1.

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

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

Section 1. Rulings

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

Section 2. The Grand Guardian shall:

- (a) Preside at all regular and special meetings of the GGC and the Executive GGC.
- (b) See that the laws of the SGC and GGC are enforced.
- (c) Promote the welfare and growth of the Order.
- (d) **Appoint the members of the BGCs. All BGC appointments shall be persons on the current list of CAVs provided by the Executive Manager, and who shall pay to the Grand Secretary the current membership fee no later than June 30. Only Executive BGC members shall pay membership dues.**
- (e) Issue dispensations and charters in the name of the GGC.
 - (1) When a Bethel changes location a Charter Amendment shall be issued, under seal, to be attached to the Bethel Charter indicating the new location. This Charter Amendment shall be dated and bear the signature of the Grand Guardian and attested by the Grand Secretary. (See C-Bethel, Art. XIII, Sec. 3)
- (f) Issue special dispensations upon request and when required to comply with SOP-Bethel-18.
- (g) Convene any Bethel or BGC for the purpose of settling disputes, to make inspection, or to require obedience to the laws and rules of the Order.
- (h) Appoint committees as necessary for the transaction of the business of the GGC. Appointees working with JDI in the USA, Canada and Australia shall be on the current list of CAVs provided by the Executive Manager.
- (i) Serve as a member ex officio on all committees and the Board of Trustees, in Grand Jurisdictions where such a Board exists, with the right to discuss and vote on all questions except the Appeals and Grievances Committee.

- (j) Submit a written report at the Annual Session on the condition of the organization.
- (k) 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.
- (l) 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))
- (m) Appoint inspecting officer for instituting, reinstating and chartering a Bethel
- (n) **Make scheduled Grand Visits to each Bethel during each HQ's term of office; she may make scheduled Joint Grand Visitations and she may make such other Grand Visits as circumstances may require.**
- (o) **Refer all requests for new Bethel activity to the Promotion Committee for investigation and recommendation. The Promotion Committee shall make its investigation and submit its report in writing to the GG not later than thirty (30) days after receipt. In the event that the Promotion Committee fails to report within the time prescribed, the GG shall within fifteen (15) days accept or reject the request for new Bethel activity.**
- (p) **Appoint before the close of each Annual Session the following standing committees and name the chairman for each.**
 - (1) **Jurisprudence Committee composed of five (5) members;**
 - (2) **Finance Committee, composed of three (3) members;**
 - (3) **Appeals and Grievances Committee, composed of three (3) members;**
 - (4) **Publicity and Promotion Committee, composed of five (5) members;**
 - (5) **Uniform Code of Bethel Committee, composed of three (3) members;**
 - (6) **Scholarship Committee composed of three (3) members.**
- (q) **Appoint immediately after the Annual Session the following committees and name the chairman for each:**
 - (1) **Credentials Committee, composed of three (3) members;**
 - (2) **The Ways and Means Committee, composed of three (3) members, including VGG or VAGG; Grand Guide or Grand Inner Guard; Grand Marshal or Grand Outer Guard; and three (3) additional members;**
 - (3) **Annual Session Committee composed of five (5) members;**
 - (4) **Security Committee composed of at least three (3) members consisting of VAGG, Grand Inner Guard and Grand Outer Guard;**
 - (5) **Proceedings Committee composed of three (3) members, which is to include the retiring GG, and the Grand Secretary, who will serve as Chairman;**
- (r) **Appoint committee members whose membership fees are current. Any other committees appointed by the GG shall also meet the above requirements.**
- (s) **Furnish the Executive GGC with certification by July 31 that all elected and appointed GGC Officers, Executive Members of the BGC, Grand Deputies, Deputy Grand Guardians and Committee Appointees are members in good standing in the GGC.**
- (t) **Inform the Executive GGC and Publicity and Promotion Committee when the merger of one (1) or more Bethels or the revocation of a Bethel Charter is imminent.**
 - (1) **Inform the GGC membership upon the completion of such merger or Charter revocation.**
- (u) **Advise the Finance Committee before legal council is to be retained in the name of this GGC.**
- (v) **Place Bethels low in membership under Reorganization.**
- (w) **Submit to the Grand Secretary by the tenth day of each month all fees collected for Special Dispensations and a monthly Summary Sheet for Special Dispensations. This sheet shall include the Bethels requesting the dispensation, method of payment, and the total number of fees and without fee dispensations issued. At the conclusion of the respective GGC year, the GG shall submit the stub portion of Form 201 to the Grand Secretary to be filed until the final audit of the following GGC year.**
- (x) **Recall credentials issued by her for just cause. Notice of such action shall be given in writing, stating the cause and giving complete information concerning the Law of Appeals and Grievances.**
- (y) **Expel or suspend a member of the GGC for cause. Notice of such action shall be given in writing, stating the cause and giving complete information concerning the Law of Appeals and Grievances.**
- (z) **Submit to the incoming GG copies of BGC minutes received during her term. Copies of prior BGC minutes shall be placed on file in the office of the Grand Secretary**
- (aa) **Be a representative of this GGC at the Annual Session of the SGC.**

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.
- (f) **Discharge all other duties assigned to him by this GGC.**
- (g) **Be a representative of this GGC at the Annual Session of the SGC.**

Section 4. The Vice Grand Guardian shall:

- (a) Assist the Grand Guardian.
- (b) Assume the Grand Guardian's duties during her disability.
- (c) **Be a representative of this GGC at the Annual Session of the SGC.**

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.
- (c) **Be a representative of this GGC at the Annual Session of the SGC**

Section 6. The Grand Secretary shall:

- (a) Attend all meetings of the Executive GGC and GGC.
- (b) (1) **Compile the proceedings of all meetings of the GGC from the minutes, tape recordings, and reports of the session.**
- (c) Conduct correspondence and affix the seal of the organization when necessary.
- (d) **Keep an accurate up-to-date mailing list of all members in good standing of this GGC and issue a wallet-size voting card at the Annual Meeting.**
 - (1) **A voting member in good standing is defined as a delegate who has paid the required membership fee. The membership fee entitles the member to the following privileges.**
 - (a) **voting rights at any GGC meeting, including Annual Session**
 - (b) **active status for one (1) year on the mailing list of this GGC**
 - (2) **Restore to the mailing list the name of all members of this GGC who submit to the Grand Secretary a written request for reinstatement accompanied by one (1) years membership fee.**
- (e) **Receive all money and make a detailed report of same at the Annual Session of the GGC and pay all money received to the Grand Treasurer within fifteen (15) days of receipt.**
- (f) Submit a written report at the Annual Session.
- (g) Make an annual summary on Form 123 of the reports of the Bethels in the GGC, showing the membership record and other information as set forth in Form 110 or 111. A copy of Form 110 or 111 of each Bethel, an update of the Membership list provided by the Executive Manager, together with a copy of Form 123 shall be sent to the Executive Manager and shall be accompanied by remittance of fees specified in SOP-SGC-15.
- (h) Issue demits and receipts for dues to members of Bethels whose Dispensations or Charters have been revoked. (See SOP-Bethel-14)
- (i) Ensure that the latest amended copy of the Manual is on file with the Executive Manager and the Chairman of the Jurisprudence Committee of the SGC.
- (j) Report to the appropriate Grand Secretary or Jurisdictional Secretary and the Executive Manager the names and addresses of:
 - (1) All new Majority Members,
 - (2) Majority Members who have moved,
 - (3) Members and adult workers who have moved outside the jurisdiction.
- (k) **Sell or assign the securities of the GGC upon authorization of the Finance Committee and upon approval of the GGC.**

- (l) Have custody of the property belonging to the GGC except that assigned to the Grand Marshal and other committee chairmen.
- (m) Refer reports to the proper committees for examination.
- (n) Buy, sell and have charge of all supplies used by the GGC and forward all supplies, except jewelry, to the Bethels as requested by them.
- (o) Secure bids for all printed material exceeding seventy-five dollars (\$75.00) and, with the approval of the Finance Committee, award the job to the lowest bidder, giving consideration to quality of work, paper and delivery.
- (p) Furnish Officers, Executive BGC members, Grand Deputies, Deputy Grand Guardians and Committee Appointees, certificate under seal authorizing them to perform their respective duties under the laws of this organization.
- (q) Deliver at each Annual Session of the GGC to the Credentials Committee Chairman a complete list of those members of the GGC whose membership fees have been paid to the Grand Secretary for the current year
- (r) Direct the Grand Treasurer, upon receipt of written consent of the GG and the Finance Committee, to pay all bills, not previously approved, incurred between Annual Sessions of the GGC.
- (s) Notify all Bethels in this GGC of the passing of any PGG and/or PAGG by the issuance of a Memorial Card.
- (t) A complete version of the DelMar Supplement to the Manual of Rules and Regulations of the GGC shall be made available for download and a printed version is available from the Grand Secretary for a nominal fee as established by the Finance Committee.
- (u) Notify all members of the GGC of the Annual Session, giving date, time and place, thirty (30) days prior to the election.
- (v) Prepare Form 150 as required. All approved obligations shall be forwarded directly to the Grand Treasurer for payment. The Grand Treasurer will retain these forms until the semi-annual audit. All unapproved obligations will be forwarded to the Finance Committee Chairman. After approval or disapproval by the Finance Committee, they shall be returned to the Grand Secretary. If not approved, reasons shall be attached with a copy to the originating debtor. All checks, after signature, shall be forwarded to the Grand Secretary for distribution. In the event of absence or illness, etc., of either Grand Officer, the signature of the GG shall validate the check.
- (w) Prepare a monthly recapitulation list of the receipts of the General Fund and forward to the Grand Treasurer to be distributed.
- (x) Receive copies of those BGC minutes which the outgoing GG had received from her predecessor.
 - (1) Shall dispose of the BGC minutes after two (2) years of retention.
- (y) Receive the stub portion of Form 201 from the GG and file same until the final audit of the following GGC year.
- (z) The Grand Secretary and the Grand Guardian shall be the appointed signatories on all contract of the GGC of DelMar. If the contract requires appropriation of funds, the Grand Secretary or Grand Guardian shall sign the contract after the approval of the Finance Committee to appropriate funds. A copy of all signed contracts will remain on file with the Grand Secretary.
- (aa) To secure the services of a reputable accountant to prepare the necessary tax forms each year. The expenses of the accountant shall be paid by the GGC.

Section 7. The Grand Treasurer shall:

- (a) Receive all monies from the Grand Secretary giving a receipt therefore and deposit all monies within fifteen (15) days of receipt.
- (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.
- (e) Invest any surplus monies over and above the amount necessary to carry on the expenses of this organization in Government Bonds or any Federally Insured Building, Savings or Loan Association, upon the recommendation of the Finance Committee and upon approval of the GG.
- (f) Immediately after the installation of Grand Officers, file cards bearing the signature of the GG, Grand Secretary and Grand Treasurer with all financial institutions. All checks shall bear only the signature of the Grand Secretary and Grand Treasurer, with that of the GG as a third signature to be used in the event of disability, etc., of either of the other two (2) Grand Officers.
- (g) Submit by the fifteenth day of each month and three (3) days prior to the semi-annual and annual audit, to the other elected Grand Officers and the Finance Committee, a monthly balance statement of all accounts of the GGC. This statement shall list balances, receipts, disbursements and actual balances of all GGC bank accounts.

- (h) **With the approval of the Finance Committee, engage a safe deposit box to keep the securities, savings bonds, promissory notes, copies of Charters and other valuable documents. Access to the same shall be granted to the Grand Treasurer, Grand Secretary and GG, two (2) of whom must be in attendance whenever the box is opened. A complete inventory of the safe deposit box is made and included in the annual report of the Grand Treasurer with a copy to the Finance Committee Chairman.**
- (i) **Review annually the insurance coverage of the GGC and our Bethels. Obtain a copy of the insurance policy or letter documenting coverage of Bethel paraphernalia and also an inventory list of each Bethel.**

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.
- (c) **The Grand Guide shall coordinate a Promotion Event for the GGC as may promote the extension and growth of the organization.**
- (d) **The Grand Marshal shall assist the Grand Guide.**
 - (1) **Present the National Emblem at the opening session of the GGC.**
 - (2) **Have custody of the flags and other paraphernalia used at the Annual Session.**
 - (3) **Coordinate the Flag Ceremony for the Formal Opening at the Annual Session.**

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 and/or the Associate Grand Guardian.

Section 11. Grand Director of Music shall:

- (a) **Have charge of the music.**
- (b) **Be responsible for the State Choir and may name a Director of the Choir.**

Section 12: Grand Chaplain shall:

- (a) **Prepare and present a suitable memorial service for departed members of the GGC, BGCs and Bethels.**
- (b) **Send sympathy cards to GGC members and Daughters upon the loss of a member of their immediate family.**
- (c) **Send get well or cheer cards to GGC members and Daughters who are hospitalized or confined to home due to an extended illness.**

Section 13. Grand Messengers shall:

- (a) **Promoting proficiency of Ritual work within the Bethel of this GGC.**

**ARTICLE IV
COMMITTEES**

Section 1. (Unassigned)

Section 2. (Unassigned)

Section 3. Standing Committees

No persons may serve on more than one (1) of the standing committees of this GGC. New appointments shall be for a term of three (3) years, but there shall be an interim of one (1) year before reappointment to the same standing committee can be made. Should a vacancy occur on a committee during the term, the GG shall appoint an eligible member to fill the vacancy for the remainder of the term. The standing committees are:

(a) Jurisprudence Committee

- (1) To give careful consideration to all properly submitted proposed amendments to the Manual of Rules and Regulations of the GGC, discuss such amendments with the proposer or ask for a written explanation and then make a detailed report with recommendations for action by the GGC at the Annual Session. At the first business meeting of the Annual Session, this report will be presented by the Chairman, or in her/his absence by another committee member.**
- (2) Immediately after the close of the Annual Session, the Chairman shall confer and advise with the Grand Secretary regarding the outcome of the proposed amendments. These individuals shall be the persons serving the previous GGC year.**
- (3) To advise the GG, at her request, concerning the legality of any action or ruling contemplated by her.**
- (4) To respond to the GG on any question presented to her by a member of the GGC. The answer shall be confirmed and documented.**
- (5) The Chairman shall keep a permanent file which shall be turned over to his/her successor at the conclusion of the Annual Session.**

(b) Finance Committee

- (1) To audit or cause to be audited the books of the Grand Secretary and the Grand Treasurer within seven (7) days of April 30 and October 31.**
- (2) To approve or disapprove, prior to obligation, any accounts which are to be presented as claims against the GGC. Invoices for supplies may be approved by the Finance Committee Chairman when necessary to earn a cash discount. All accounts, invoices and vouchers shall be returned to the Grand Secretary for filing.**
- (3) To investigate carefully and report to the GGC on all proposed matters which would in any way affect the finances of the GGC, before the same shall be put in operation.**
- (4) To select and name the depositories of the GGC. The depositories selected and approved must be members of the FDIC or the FSLIC. Upon request of the Grand Treasurer, the depository or depositories selected may be located convenient to that officer.**
- (5) To ascertain that the annual expenditures of the GGC do not exceed the spending plan as adopted at the Annual Session.**
- (6) To assist the VGG and/or VAGG in preparing the projected income and spending plan for the ensuing term. The meeting with VGG and/or VAGG should be held no later than January fifteenth. Finance should also invite the Grand Guide and Grand Inner Guard to attend this meeting. The projected income and spending plan is to be prepared, printed and distributed to the members in good standing not less than thirty (30) days prior to the Annual Session.**

(c) Appeals and Grievances Committee

- (1) To investigate and report to the Executive GGC on all appeals, complaints or grievances which may be lawfully filed and to recommend the disposition which in its judgment should be made, as provided in the Bylaws of the SGC.**
- (2) To ensure that appeals and grievances are not reported to or acted upon by the GGC.**

(d) Publicity and Promotion Committee

- (1) To promote public relations and increase membership contacts.**
- (2) To promote new Bethels and increase membership in existing Bethels, when requested to do so by the GG.**
- (3) To be aware of those Bethels whose membership is declining to a point where their existence is jeopardized, and to organize a program to strengthen such Bethels when directed by the GG.**
- (4) To coordinate all GGC promotional activities.**
- (5) To be responsible for the care and upkeep of the promotional materials and make same available for use when requested.**
- (6) To review the Annual Report of the GGC (Form 123) with the Executive members of the GGC to determine the necessity to render assistance to the Bethel.**
- (7) Shall invite the Vice Grand Guardian, the Grand Guide, the Grand Marshal and any sub-committee chairmen of the Promotion Committee to all Committee meetings. Committee meetings shall be held every two months with the minutes of the meeting sent to the GG and AGG no later than 10 days after meeting.**

(e) Uniform Code for Bethels Committee

- (1) To give careful consideration to the amendments and changes to the Uniform Code for Bethels in DelMar to determine whether or not they are in conformity with the applicable laws of this GGC and the SGC, and to report its findings to the GG.**

- (2) To notify the proponent Bethel within sixty (60) days after receipt of its Uniform Code for Bethels or amendments of its findings.
- (3) To maintain a file of current Uniform Code for Bethels of all Bethels in this jurisdiction.
- (4) To review, after the SGC Annual Session, all Uniform Code for Bethels to determine whether or not changes are necessary to bring them into conformity with current applicable laws of this GGC and those of the SGC.

Section 4: Other Committees:

- (a) **Scholarship Committee**
 - (1) To receive applications for scholarships on forms approved by this GGC, carefully investigate the same and recommend scholarships to be made at the next Annual Session.
- (b) **Credential Committee**
 - (1) To issue credentials to all persons who are members of the GGC and execute the proper form. The voting card must be shown to provide voting privileges.
 - (2) To prepare a complete list of all categories of members present and entitled to vote, and file the same with the Grand Secretary as soon as practicable after the meeting convenes.
 - (3) To verify any questionable eligibility with the Grand Secretary.
- (c) **Ways and Means Committee**
 - (1) To advise with the VGG and the Finance Committee in formulating plans for raising revenue. After approval by the GG, and the Finance Committee, execute such plans.
 - (2) To submit, at the Annual Session, an itemized report in duplicate of all receipts and disbursements under its activities for the year.
- (d) **Proceedings Committee**
 - (1) To edit and produce the annual proceedings of the GGC. The Proceedings shall be completed following each Annual Session and shall be available for distribution by the 1st of December.
 - [a] A printed copy may be obtained from the Grand Secretary after December 1st at a nominal fee as established by the Finance Committee.
- (e) **Security Committee**
 - (1) To be responsible for providing Security when requested for any GGC function, with the approval of the GG.
 - (2) To provide security and organize the volunteer's security detail for the Annual Session.
 - (3) The ABG or a CAV volunteer from each Bethel in attendance will assist in security at the Annual Session.
- (f) **Annual Session Committee**
 - (1) To plan the Annual Session, send out registration forms for the hotel and collect necessary monies.
 - (2) To secure reservations, meals and places for activities.
 - (3) To coordinate all session plans with the GG, AGG, Security Committee, Finance Committee, and Planned Activities Committee, and the installation of Grand Officers with the VGG and VAGG.
 - (4) The Planned Activities Committee is a sub-committee of the Annual Session Committee planning activities for the Daughters during the Annual Session at the discretion of the Grand Guardian.
- (g) **Pageant Committee (See DelMar-Pageant Art. III for committee details)**
- (h) **HIKE Committee**
 - (1) To plan and coordinate the GGC statewide HIKE fundraising events with the Miss Congeniality of DelMar.
 - (2) To receive HIKE donations from Bethels, Daughters and other donors.
 - (3) To turn in all money received to The HIKE Fund by the last day of each month.
 - (4) To report the total money received in the previous month to the Grand Secretary and Grand Treasurer by the 10th day of the next month.
 - (5) To share the monthly Supreme HIKE donation spreadsheet with the Grand Secretary and Grand Treasurer.
 - (6) To track each Daughter's donation totals and order HIKE charm pin holder and appropriate HIKE charms each term.
 - (7) To attend and participate in the Supreme HIKE Coordinator's meetings.

Section 5. Responsibilities/Restrictions

- (a) No committee has the authority to disregard the vote of the body at a GGC business meeting.
- (b) No committee shall hold any function in the name of this GGC unless said committee shall have been authorized by the GG or the GGC.

- (c) Committee chairmen shall be responsible to compile and submit a record folder to the next committee chairmen after the final committee report is presented at the business meeting at the Annual Session, unless prevented by law. The current committee(s) folder shall contain; a copy of communication letters sent to all Bethels and to the GGC membership, the final committee report, the financial report, recommendations for the next committee, and any other pertinent data which will aid the successive committee.

ARTICLE V FINANCES

The fiscal year of the GGC of Delmar shall be May 1 through April 30.

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.
(See **DELMAR-SOP-GGC-4 Sec. 1**)
- (b) No committee shall hold any function in the name of the GGC and retain the funds or proceeds from any activity longer than fifteen (15) days. All bills and other records of the committee transactions, shall be delivered to the Grand Secretary within fifteen (15) days after each committee activity.

Section 2. Fees

- (a) (See **DELMAR-SOP-GGC-4 Sec. 2**)
(b)-(g) (See **DELMAR-SOP-GGC-4 Sec. 2**)

Section 3. Exemption

- (a) (See **DELMAR-SOP-GGC-4 Sec. 3**)

Section 4. Disbursements

- (a)-(n) (See **DELMAR-SOP-GGC-4 Sec. 4**)

ARTICLE VI PENALTIES AND FINES

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

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

Section 2. Fines shall be levied for:

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

Section 3. Restrictions

- (a) **Unauthorized use of name of "GGC"**
- (1) No person or persons, committee or committees shall use the name of this GGC for any reason, cause or purpose, without permission obtained from the GGC.
 - (2) No person shall copy and/or sell the directory of this GGC. No person shall furnish a list of the names of the members of this GGC, or the names of the members of any Bethel, to anyone for the purpose of having the membership circulated or solicited, without the written approval of the GG. Any violation of this law will result in suspension of GGC membership.
- (b) **Trophies**
- (1) No person(s) or committee(s) shall institute new trophies or awards to be distributed to any Bethel or any Bethel Daughter unless said trophy or award is approved for presentation by at least six (6) members of the Executive GGC. This includes one-time awards as well as those to be awarded in perpetuity.

**ARTICLE VII
EDUCATIONAL, PROMOTIONAL AND
SCHOLARSHIP FUNDS**

Section 1.

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

Section 2. Educational Fund

- (a)-(f) **(See DELMAR-SOP-GGC-3)**

Section 3. Promotional Fund

- (a)-(d) **(See DELMAR-SOP-GGC-3)**

Section 4. Scholarship Fund

- (a)-(j) **(See DELMAR-SOP-GGC-3)**

**ARTICLE VIII
DISCIPLINE AND REMOVAL FROM OFFICE**

Section 1. Discipline

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

Section 2. Removal from Office:

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

**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) **Candidates aspiring to the office shall be requested to rise and state their name. If only one (1) person aspires to an office the vote shall be viva voce. If more than one (1) person aspires to an office, the vote shall be by ballot without nomination. (See B-GGC Art. XVII Sec. 1.2)**
- (c) A majority vote of those present and voting shall elect.

Section 2. Voting Privileges

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

Section 3. Proxy

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

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

**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.

- 1 (a) Provide for the election of a Grand Inner Guard and a Grand Outer Guard (both Master Masons) and, if elected, shall be designate as members of the Executive GGC. (See C-GGC Art. V Sec. 1)
- (b) Prescribe a procedure for those wishing to aspire to any elective office of the Grand Guardian Council by submitting a "Letter of Intent" that outlines the interested parties' skills and abilities and say she/he would like to be elected as an officer of the GGC.

- 2 Provide for election of GGC officers other than by ballot without nomination. (See B-GGC Art. XIII Sec. 1 (b))
- 3 Provide for an Executive member of the BGC, unable to attend the Annual Session of the GGC, to appoint an Associate member of the BGC as her/his proxy at that Annual Session. (B-GGC Art. XIII Sec. 3)
- 3.1 Make provisions for filling Elected Officer vacancies. (See B-GGC Art. XIII)
- 4 Adopt a Manual of Rules and Regulations. (See B-GGC Art. I Sec. 1 (a))
- 4.1 Adopt Jurisdictional (local) SOPs, which do not conflict with Supreme or Jurisdictional Law, for management of the Jurisdiction including business meeting(s), Session Activities, relationships with Masonic Organizations, Special Events, Honors, etc. Jurisdictional SOPs will be numbered 101 + (1-100 reserved for Supreme) for the categories of GGC, BGC and Bethel, as appropriate.
- 5 Have their own Book of Ceremonies, in addition to the Supreme Book of Ceremonies. (See B-GGC Art. I Sec. 1 (b))
- 6 Approve the formation of a Grand Bethel. (See B-GGC Art. I Sec. 1 (c))
- 7 Prescribe duties of the Grand Secretary. (See B-GGC Art. III Sec. 6)
- 8 Fix and collect annual membership, registration, and other fees. (See SOP-GGC-4)
- 9 Delegate certain authorities to Grand Guardians. (See B-GGC Art. I Sec. 1 (e))
- 10 Provide for other use of interest from Educational Fund. (See B-GGC Art. VIII Sec. 1 (d) and SOP-GGC-3)
- 11 Provide for Daughters and Majority Members to be appointed and participate as members of GGC specified Committees with the understanding that they will conform with the Youth Protection Policies if they reach (or are) the age of twenty (20) while a member.
- 12 Prescribe additional instructions for BGC monthly meetings.
- 13 Prescribe a method for filling offices vacated by Executive members of a BGC. (See SOP-BGC-6)
- 14 Prescribe term of Executive Council members
- 15 Prescribe a method for automatic removal from office and for filling offices so vacated for:
 - (a) Executive members of the BGC
 - (b) Associate members invited to attend all BGC meetings
 - (c) Associate members not invited to attend all BGC meetings (See SOP-BGC-5)
- 16 Provide instruction for appointment and duties for substitute officers. (See SOP-Bethel-19 and SOP-Bethel-21 Art. V Sec. 3)
- 17 Provide for election and installation of Bethel officers at a time other than that specified in the Constitution of a Bethel. (See SOP-Bethel-4 Sec. 1 (a), SOP-Bethel-21 Art. VI Sec. 2, B-Bethel Art. XV Sec. 1 (d) and SOP-Bethel-21 Art. VIII Sec. 1)
- 18 Provide for open installations and taking of pictures. (See SOP-Bethel-8 Sec. 1 (c) and SOP-Bethel-21 Art. VIII Sec. 1 (f))
- 19 Provide other instructions for receiving an application at a meeting held previous to the initiation meeting. (See B-Bethel Art. II Sec. 1 (b) and SOP-Bethel-21 Art. III Sec. 2)
- 20 Provide other instructions regarding the affiliation fee for members holding a demit. (See B-Bethel Art II Sec 2 (b))
- 21 Provide other instructions pertaining to Bethel:
 - (a) Fees - Initiation and affiliation (Sec. 1 (b)*)
 - (b) Annual dues (Sec. 1 (c)*)
 - (c) Exemption from fees (Sec. 2*)
 - (d) Disbursements (Sec. 3 (a)*)
 - (e) Educational and Promotional Fund (Sec. 4*)
 - (f) Special Privileges - fee (SOP-Bethel-18) - no fee (SOP-Bethel-18)
 - (g) Dispensations (SOP-Bethel-18)
(* See SOP-Bethel-2 and SOP-Bethel-21 Art. XI)
 - (h) Election Procedure (*SOP-Bethel-4 and SOP-Bethel-21 Art. VI)
- 22 Provide for dual membership within the jurisdiction. (See B-Bethel Art. II Sec. 3)
- 23 Provide other instructions regarding wearing of jewelry with official regalia. (See SOP-Bethel-11 Sec. 2 (d) and SOP-Bethel-21 Art. XII Sec. 2 (d))
- 24 Provide other instructions for processing amendments to Uniform Code for Bethels. (See B-Bethel Art. IX and SOP-Bethel-21 Art. XV)
- 25 Provide for a larger quorum to conduct GGC business. (See SOP-SGC-16)
- 26 Provide other arrangements for Bethel members to submit recommendations for Executive members of the BGC. (See SOP-Bethel-15)
- 27 Provide other arrangements for the reorganization of Bethels. (See B-Bethel Art. XVI Sec. 1 (e), SOP-Bethel-9, SOP-Bethel-18 #7 and SOP-Bethel-16)

- (a) Provide other procedural instruction to Merge, Close, Institute or Reinstate 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)
- 26 May approve the formation of an Alumni Association which shall not conflict with the R&R of the AAJDI
- 29 Provide for the election of Past Grand Guardian or Past Associate Grand Guardian to elective line office. (C-GGC Art VI Sec 1 (e))

**STANDARD OPERATING PROCEDURES
OF JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF DELMAR, INC.**

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 as approved by the Jurisprudence Committee of the SGC shall be used by this GGC and its Bethels.**
- (b) **Amendments to the Book of Ceremonies shall be governed by the procedures set forth by amendments in this Manual, except that such amendments shall not become effective until they have been approved by the Jurisprudence Committee of the SGC.**
- (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.
- (e) **Special ceremonies to be used at a Bethel meeting shall have prior approval of the Executive members of the BGC.**
- (f) **The Book of Ceremonies may be purchased from the Grand Secretary at a nominal fee or downloaded from the GGC website.**
- (g) **All Bethels shall be required to maintain at least one (1) physical copy of the Book of Ceremonies, which will be assigned to the Director of Epochs while in office.**

SOP-GGC-3**EDUCATIONAL AND PROMOTIONAL FUNDS****Section 1.**

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

Section 2.**Section 3. Promotional Fund**

- (a) Requests for expenditures for promotional purposes shall be thoroughly investigated by the VGG. All funds shall be disbursed under the direction of the VGG and the Publicity and Promotion Committee with the approval of the Finance Committee.
- (b) Exemplification of ritualistic work alone does not constitute a reason for expenditures from this fund.
- (c) All expenses incurred by the GGC relevant to starting a new Bethel shall be withdrawn from this fund, and shall be disbursed only upon the approval of the VGG, Publicity and Promotion Committee, and the Finance Committee.
- (d) All expenses and advances of the Publicity and Promotion Committee shall be withdrawn from its own fund.

Section 4. Scholarship Fund

- (a) This fund shall be administered by the Scholarship Committee.
- (b) No scholarship shall be granted to any Daughter or Majority Member who has reached the age of twenty-five (25) years.
- (c) A scholarship shall be granted only to Daughters or Majority Members who has maintained at least a two-point zero (2.0) GPA or its equivalent.
- (d) A Daughter or Majority Member granted a scholarship must have no indebtedness to her Bethel, Grand Bethel or GGBC.
- (e) A copy of the committee's recommendation shall be sent to the GG, AGG, VGG, VAGG, Grand Secretary, Grand Treasurer and members of the Finance Committee prior to the Annual Session.
- (f) Confidential information concerning applications for scholarships shall not be disclosed to anyone other than those members of the Scholarship Committee.
- (g) Scholarships shall be granted in the amount of one thousand dollars (\$1000.00) paid directly to the educational institution where the recipient is enrolled or accepted, unless extenuating circumstances exist.
- (i) Scholarships shall be offered yearly, as sufficient funds become available. A one thousand-dollar (\$1000.00) balance is to be maintained at all times in the Scholarship Fund.
- (j) All expenses and advances of the Scholarship Committee shall be withdrawn from its own fund.

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. A GGC may fix and collect from each of its members an annual membership fee and/or registration fee, and such other fees as may be deemed necessary. (See B-GGC Art. XVII Sec. 1.8)
- (1) The annual membership fee for each member of the GGC shall be twenty dollars (\$20.00) if paid by June 30 of each year, and shall be paid to the Grand Secretary. GGC members having paid dues for 40 years will be granted Life Membership with dues reduced to 50% of the current dues amount. Current Life Members of both Delaware and Maryland will be grandfathered in with their current Life Member status; however, you are still required to pay half dues.
 - (2) The annual membership fee for each member of the GGC shall be forty dollars (\$40.00) if paid after June 30 of each year, and shall be paid to the Grand Secretary. The late fee will be donated to the Scholarship Fund. Life Members late fee is 50% of the non-Life Member late fee.
- (b) A GGC member shall have paid the annual membership fee to be eligible to vote at any meeting of the GGC, including the Annual Session. (See DELMAR-B-GGC Art XVII Sec. 1.8)
- (c) By assessing a fee of seventy-five dollars (\$75.00) for each dispensation to form a new Bethel.
- (d) By assessing a fee of twenty-five dollars (\$25.00) for each Charter issued to a Bethel.
- (e) By assessing the fee allowed by the SGC for each member who joins the Order. This fee shall be paid by the Bethel during the month of January for all new members who have joined the Order between January 1st and December 31st of the preceding year.
- (f) By assessing the annual fee allowed by the SGC for each member reported by each chartered Bethel. This fee shall be paid during the month of January. (See SOP-SGC-11)
- (g) A fee as established by the Finance Committee shall be collected by June 30, from those individuals desiring to receive a copy of the Proceedings. Notification shall be included with the annual membership fee notice.

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 on Masonic membership or relationship.

Section 4. Disbursements

- (a) The GG and AGG shall:
- (1) Each shall receive a reimbursement of not more than one thousand dollars (\$1000.00) for mileage incurred in the performance of their duties. Reimbursement shall be based on the standard IRS mileage rate for charitable organizations and shall be paid quarterly. Payment shall be authorized after receipt of a mileage log from the GG and AGG.
 - (2) Each receive an advance or reimbursement not to exceed not to exceed \$1,000 towards the cost of Supreme Voting Delegate registration, hotel and round-trip coach airfare from the nearest airport with the most economical costs to the airport serving the location of the SGC Annual Session. In the event travel is by charter or other means, the GGC will pay either the round-trip coach airfare or mileage reimbursement based on the IRS standard mileage rate for charitable organizations, plus receipted tolls (whichever is less). To receive an advance you must submit your cost estimates and then all final receipts. To receive reimbursement, you must submit all receipts. This advance or reimbursement is contingent upon attending all the business meetings of the SGC Annual Session, unless excused for specific duties by the Presiding Officer.
 - (3) The expenses of the GG and AGG for Grand Session (room and meal plan Thursday p.m. - Sunday a.m.) shall be paid by the GGC commensurate with the charges for Headquarters Hotel.
 - (4) Receive an official PGG's jewel (#J-84 WP engraved with Jurisdiction) to be presented to her at the completion of the term to which she was elected.
 - (5) Receive an official PAGG's jewel (#JG-7WP engraved with Jurisdiction) to be presented to him at the completion of the term to which he was elected.

- (6) Pay the difference in cost if the desired jewel is different from the one stated above.
 - (7) In the event that the GG or AGG station is left vacant, the person serving as pro tem shall receive the same disbursements as listed above; with the exception of the PGG & PAGG jewel.
- (b) **The Grand Secretary shall:**
- (1) Receive an occupancy and energy allowance of five hundred ninety dollars (\$590.00), payable at the end of each GGC fiscal year.
 - (2) Receive an advance or reimbursement not to exceed \$500 towards the cost of Supreme Voting Delegate registration, hotel and round-trip coach airfare from the nearest airport with the most economical costs to the airport serving the location of the SGC Annual Session. In the event travel is by charter or other means, the GGC will pay either the round-trip coach airfare or mileage reimbursement based on the IRS standard mileage rate for charitable organizations, plus receipted tolls (whichever is less). To receive an advance you must submit your cost estimates and then all final receipts. To receive reimbursement, you must submit all receipts. This advance or reimbursement is contingent upon attending all the business meetings of the SGC Annual Session, unless excused for specific duties by the Presiding Officer.
- (c) **The Grand Treasurer shall:**
- (1) Receive an occupancy allowance of one hundred fifty dollars (\$150.00), payable at the end of each GGC fiscal year.
- (d) **The VGG shall:**
- (1) Receive one hundred sixty dollars (\$160.00) on December 1, to defray expenses in the preparation for the next GGC year.
 - (2) Receive an advance or reimbursement not to exceed \$1,000 towards the cost of Supreme Voting Delegate registration, hotel and round-trip coach airfare from the nearest airport with the most economical costs to the airport serving the location of the SGC Annual Session. In the event travel is by charter or other means, the GGC will pay either the round-trip coach airfare or mileage reimbursement based on the IRS standard mileage rate for charitable organizations, plus receipted tolls (whichever is less). To receive an advance you must submit your cost estimates and then all final receipts. To receive reimbursement, you must submit all receipts. This advance or reimbursement is contingent upon attending all the business meetings of the SGC Annual Session, unless excused for specific duties by the Presiding Officer.
- (e) **The VAGG shall:**
- (1) Receive an advance or reimbursement not to exceed \$1,000 towards the cost of Supreme Voting Delegate registration, hotel and round-trip coach airfare from the nearest airport with the most economical costs to the airport serving the location of the SGC Annual Session. In the event travel is by charter or other means, the GGC will pay either the round-trip coach airfare or mileage reimbursement based on the IRS standard mileage rate for charitable organizations, plus receipted tolls (whichever is less). To receive an advance you must submit your cost estimates and then all final receipts. To receive reimbursement, you must submit all receipts. This advance or reimbursement is contingent upon attending all the business meetings of the SGC Annual Session, unless excused for specific duties by the Presiding Officer.
- (f) **Official Visit of Supreme Guardian and Associate Supreme Guardian**
- (1) The GGC shall present a gift not to exceed twenty-five dollars (\$25.00) each to the Supreme Guardian and the Associate Supreme Guardian at the official visit to this jurisdiction.
 - (2) Upon the official visit of the Supreme Guardian and/or the Associate Supreme Guardian, the Committee and/or Bethel selected by the GG shall be advanced a sum not to exceed three hundred fifty dollars (\$350.00) to help defray the expenses.
- (g) **Supreme Officer(s) from DelMar shall:**
- (1) If appointed, receive a charm (#JS10), a jewelry item or plaque of like amount to be presented from the GGC.
 - (2) If elected to an Executive SGC line office, receive a gift to be presented to the Supreme Officer at the Formal Opening of the Annual Session of the GGC immediately following the election of the SGC. A second gift shall be presented at the time of Installation as Supreme Guardian or Associate Supreme Guardian, the amount to be determined by the GGC.
- (h) **Annual Church Service**
- (1) All expenses incidental to the annual GGC Church Service shall be paid by the GGC with prior approval of the Finance Committee. The offering in its entirety shall be donated to a charity designated by the GG.

- (i) **Annual Session Chairman Expense**
 - (1) The expenses of the Session Chairman (room and meals Thursday p.m. - Sunday a.m.) shall be paid by the GGC commensurate with the charges for Headquarters Hotel.
- (j) **Miss International Job's Daughter**
 - (1) A Miss Job's Daughter of DelMar who is selected as Miss International Job's Daughter will receive from the GGC the most economical airfare to the SGC Session, plus an amount not to exceed one thousand dollars (\$1,000.00) toward travel expenses incurred during the SGC year she is selected.
- (k) **Supreme Bethel Honored Queen**
 - (1) A DelMar Daughter selected as Supreme Bethel Honored Queen will receive from the GGC the most economical airfare to the SGC Session, plus an amount not to exceed one thousand dollars (\$1,000.00) toward travel expenses incurred during the SGC year she is selected.
- (m) **Miss Job's Daughters of DelMar**
 - (1) Miss Job's Daughter of DelMar shall receive an amount not to exceed the round-trip coach airfare from the nearest airport with the most economical costs to the airport serving the location of the SGC Annual Session. In the event travel is by charter or other means, the GGC will pay either the round-trip coach airfare or mileage reimbursement based on the IRS standard mileage rate for charitable organizations, plus receipted tolls (whichever is less). The Finance Committee Chairman shall verify the air coach round trip fare and direct the Grand Secretary to issue a Form 150 for a check payable to the MJD of DelMar at least thirty (30) days prior to the SGC Annual Session.
- (n) **Other Disbursements**
 - (1) All other expenditures shall be made in accordance with the provisions and limitations of these Bylaws and upon approval of the Finance Committee. The Finance Committee shall be authorized to approve advances on such projects and activities prior to the actual approval of the spending plan at the Annual Session, taking into consideration the necessity of advance payments, and the financial condition of the GGC.
- (o) **Committee Expenditures**
 - (1) No committee shall spend the funds of the GGC without authorization of the GG and the approval of the Finance Committee. Any committee where total expenditures are expected to exceed the amount shown in the spending plan shall submit at least forty-five (45) days prior to the event, details pertaining to the anticipated receipts and expenditures to the Finance Committee Chairman. One (1) copy shall also be sent to the GG and Grand Secretary.
 - (2) Within fifteen (15) days of each committee activity, a report reflecting the receipts of the affair and actual expenses shall be sent to the Finance Committee and a copy of same to the GG, Grand Secretary and Grand Treasurer.

SOP-GGC-5**GRAND BETHELS**

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

Section 2. DelMar Amendments

- (a) **Amendments to the Bylaws of the GGC known as the DelMar Manual of Rules and Regulations may be made at the Annual Session. Six (6) copies of the proposed amendments must be submitted in writing or one (1) electronic copy to the Grand Secretary at least ninety (90) days prior to the Annual Session. Either hard copy or an electronic copy of said proposed amendments shall be forwarded to the Jurisprudence Committee Chairman for consideration. A copy of the proposed amendments shall be sent to each voting member at least thirty (30) days prior to the Annual Session.**
- (b) **Proposed amendments shall be submitted to show the wording of the entire paragraph as amended. Amendments not in this form will not be accepted, printed or mailed by the Grand Secretary.**
- (c) **All proposed amendments and recommendations, if any, shall be acted upon at the first business meeting of the Annual Session by the Jurisprudence Committee.**
- (d) **Amendments to these Constitutions and Bylaws shall be approved at the Annual Session of the GGC by a two thirds (2/3) affirmative vote of the members present and voting. Amendments to Standard Operating Procedures shall be approved at the Annual Session of the GGC by a majority affirmative vote of the members present and voting. Said amendments shall not become law until they have been approved by the Jurisprudence Committee of the SGC.**
- (e) **Upon receipt of the approved amendments from the Jurisprudence Committee of the SGC, the Grand Secretary shall advise all GGC members whose membership fees are current, of the approved amendments. The advisement shall be in the form of revised pages that have been affected by the approved amendments. The Grand Secretary shall distribute the pages within sixty (60) days after receipt of approval.**

SOP-GGC-8

MEETINGS

Section 1.

- (a) **The Annual Session of the GGC shall convene at 10:00 a.m. the first Saturday in May for the purpose of electing officers, report of the Jurisprudence Committee and action on all proposed amendments, recommendations and presentation of other reports. If necessary, a recess shall then be declared and the session shall reconvene at 1:00 p.m. on the following Friday. If all business is completed on the first Saturday in May, the session shall reconvene on the following Friday for Formal Opening at a location previously selected by the Location Committee and the GGC.**
- (b) See SOP-SGC-16 for Rules of Order and Parliamentary Authority.
- (c) **A quorum for the transaction of business of the GGC shall consist of at least one (1) representative from seven (7) chartered Bethels in DelMar.**

Section 2.

- (a) **At the Annual Session each elective Grand Officer shall make a brief report of her/his activities during the year. The GG and the AGG shall make a report regarding the work of the Bethels in this jurisdiction, together with such recommendations for the good of the Order.**

Section 3.

- (a) **Meetings of the Executive GGC shall be called by the GG, or shall be called upon request of five (5) members of that Council. All members must have at least five (5) days notice in writing of such meetings.**
- (b) **Six (6) members of the Executive GGC shall constitute a quorum, one (1) of the first three (3) named officers (GG, AGG or VGG) must be present and preside.**

Section 4.

- (a) **A semi-annual meeting of the GGC may be called at the discretion of the GG, to read committee reports from Installation to date of meeting, and to transact any pertinent business to be brought before the body.**

Section 5.

- (a) **A special meeting of the GGC may be called by the GG and shall be called upon written request of seven (7) members, representing seven (7) different Bethels of the GGC. All members must be given at least five (5) days notice of any special meeting.**

Section 6.

- (a) **The GG shall appoint a parliamentarian.**

SOP-GGC-9

PENALTIES AND FINES

Section 1. Fines shall be levied for:

- (a) Failure to file annual report of Bethel conditions (Form 110 or 111) as required by law.
- (b) Failure to file Form 222 on time.
- (c) Failure to perform properly such other acts as may be specifically required of Executive members of the BGC.
- (d) **A fine of twenty dollars (\$20.00) shall be collected from each Bethel Guardian Council failing to remit fees when due.**

SOP-GGC-10**VACANCIES****Section 1.**

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

SOP-GGC-101**RETENTION OF BETHEL RECORDS**

In an effort to standardize business practices and retention of records, the following timetable should be used as a guideline.

ACTIVE BETHEL

1. Attendance Register - These may be discarded 1 year after last entry.
2. Cash Books - Recorder's Cash Book, Guardian Secretary's Cash Book, Bethel Treasurer's Cash Book, and Guardian Treasurer's Cash Book - Each Bethel shall establish one (1) complete set of cash books from the date of their institution to the present (preferably the Recorder's and/or Guardian Secretary's). Once the set has been established the rest may be discarded.
3. Communications - These may be discarded or used in a scrapbook at the conclusion of the activity or the Honored Queen's term (whichever is the latter).
4. Financial Book (new) - Shall be kept permanently.
5. Memo of Bills/Memo of Receipts - These may be discarded at the conclusion of the Audit, as the original is posted in the Minute Book.
6. Minute Book - Bethel - Shall be kept permanently.
7. Minute Book - Bethel Guardian Council - Should be kept permanently.
8. Applications for Membership - Applications for Membership with Masonic affiliation and reports of investigations shall discarded when the Daughter is removed from active membership. Any unfavorable report of investigation attached shall be discarded after 5 years or when the applicant reaches her twentieth birthday (whichever is the latter).
9. Record of Dues - These may be discarded once the Daughter has been removed from active membership, i.e., Majority, suspension or resignation. (This information is recorded in the Permanent Record Book.)
10. Permanent Record Book - MUST be kept permanently.
11. Roll Book (hardback) - These may be discarded after 5 years.
12. Roll Book/Minute Book (new) - Shall be kept permanently.

CLOSED BETHEL

1. Once all financial obligations have been satisfied and all Daughters removed from membership, the escrow account for the Bethel should be closed by the Grand Treasurer.
2. All minute books (both Bethel and Bethel Guardian Council) should be kept for 7 years after the Bethel has closed.
3. The complete set of cash books should be kept for 7 years after the Bethel has closed.
4. The Attendance Register, Communications, Memo of Bills/Memo of Receipts, Applications for Membership, Record of Dues and Roll Book shall be retained according to the Active Bethel Guidelines listed above.
5. The Permanent Record Book shall remain on file with the Grand Secretary permanently.

SOP-GGC-102

GLOSSARY OF DELMAR ABBREVIATIONS

ABG	Associate Bethel Guardian
AGBG	Associated Grand Bethel Guardian
AGG	Associate Grand Guardian
BG	Bethel Guardian
EGBC	Executive Grand Bethel Committee
GB	Grand Bethel
GBG	Grand Bethel Guardian
GBHQ	Grand Bethel Honored Queen
GBS	Grand Bethel Secretary
GBT	Grand Bethel Treasurer
GG	Grand Guardian
HQ	Honored Queen
PABG	Past Associate Bethel Guardian
PAGG	Past Associate Grand Guardian
PBG	Past Bethel Guardian
PGBHQ	Past Grand Bethel Honored Queen
PGG	Past Grand Guardian
PHQ	Past Honored Queen
VAGG	Vice Associate Grand Guardian
VGG	Vice Grand Guardian

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

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization is Job’s Daughters International, Bethel Guardian Council of Bethel Number ____,

(City)
(State, Province, Territory, or Country)

**ARTICLE II
OBJECT**

Section 1.

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

**ARTICLE III
AUTHORITY**

Section 1.

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

**ARTICLE IV
MEMBERSHIP**

Section 1. Membership

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

Section 2. Loss of Membership

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

**ARTICLE V
COUNCIL MEMBERS**

Section 1.

- (a) The BGC shall consist of:
 - (1) Executive Members of the BGC: Bethel Guardian (a woman), Associate Bethel Guardian (a Master Mason, 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 four (4) of the following: Promoter of Sociability, Custodian of Paraphernalia, Director of Music, Director of Epochs, Director of Promotion, Promoter of Finance, Promoter of Hospitality, Director of Patrol, Promoter of Youth Activities, Promoter of Goodwill, Promoter of Fraternal Relations and Bethel Beekeeper.

**ARTICLE VI
ELIGIBILITY**

Section 1. Regular

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

Section 2. Special

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

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

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

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

- (a) Teach and support the members of the Bethel in the planning and execution of all Bethel meetings, events and activities.
- (b) Become familiar with and reference the Constitution, Bylaws and Standard Operating Procedures of JDI in the performance and execution of all roles and responsibilities supporting the Bethel.
- (c) Attend all Bethel and BGC meeting 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 a majority voce 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.
- (i) Approve all communications on business relating to Bethel activities.**

Section 2. Applicant(s)

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

Section 3. Vote

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

**ARTICLE II
DUTIES OF THE EXECUTIVE MEMBERS**

Section 1. The Bethel Guardian shall:

- (a) Call all meetings of the BGC, preside over same, and attend all Bethel meetings.
- (b) Supervise the transactions of the Bethel and see that the officers are proficient in their ritualistic work.
- (c) Teach the principles of the Order.
- (d) Maintain good order at all convocations of the Bethel.
- (e) See that all Bethel meetings are promptly opened and closed at a reasonable hour.
- (f) See that all applicants for membership are properly visited, advising with the Associate Bethel Guardian and members of the Visitation Committee of the Bethel regarding same.
- (g) Serve as custodian of the Bethel Charter and all copies of the Proficiency Lessons.
- (h) Make herself thoroughly familiar with the Constitution, Bylaws and Standard Operating Procedures of the Order and if under GGC jurisdiction, the Manual.
 - (1) See that the Bethel possesses at least two (2) copies of the Constitution and Bylaws, Standard Operating Procedures, Uniform Code of the Bethel, and where applicable, the Manual of RULES and REGULATIONS, for the use of the Bethel Guardian and Honored Queen.
 - (2) These copies are the property of the Bethel and shall be turned over to their successors at the time of installation.
 - (3) See that these copies are kept up to date by insertion of the amendments received from the Executive Manager or Grand Secretary.

- (4) Additional copies may be provided for the other Executive Members and members of the Bethel as the Bethel Guardian may designate.
- (j) Strive to be a companion to the Daughters in their joys and pleasures and a safe haven in times of distress.
- (k) Contact parents or legal guardians of a Bethel member whose dues are delinquent before action is taken to suspend the member.
- (l) Contact Bethel members suspended for non-payment of dues, explaining to them and their parents or guardians the advantage of reinstatement before the end of one (1) year. This duty may be assigned to another Executive member of the BGC when necessary.
- (m) 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.
- (n) Perform such other duties as rightfully belong to her office.

Section 2. The Associate Bethel Guardian shall:

- (a) Attend all meetings of the BGC and the Bethel.
- (b) Assist the Bethel Guardian in the performance of her duties and to assume them in her absence.
- (c) Become familiar with the Constitution, 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) With the Promoter of Finance and the members of the Bethel Auditing Committee, audit the books and prepare a report of the audit. This report shall be read at the first meeting after Installation in January and June.**
- (f) Perform such other duties as will serve the best interest of the Bethel.
- (g) Read and explain the Uniform Code for Bethel on election procedures, including all applicable laws, rules and regulations prescribed and published by the GGC and the SGC, to the Daughters during each HQ’s term.**
- (h) Forward to the Grand Secretary and Grand Treasurer “Bethel Audit Form” and “Bethel Bank Statement” after the completion of each audit. The Bethel shall retain a copy.**

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.
- (f) Notify the Grand Deputy of all meetings, rehearsals, changes and postponements as directed by the BG.**
- (g) Hold payment to the GGC for supplies when the total amount due is less than five dollars (\$5.00). The entire amount is due when five dollars (\$5.00) or more has accumulated.**

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.
- (e) **Make a bank deposit within five (5) business days following each Bethel meeting for all monies received at the Bethel meeting.**
- (f) **Immediately after the May/June Installation of the Bethel Officers, file signature cards with the appropriate financial institution indicating at least three (3) authorized names for signature on Bethel checks. One (1) name must be that of the Guardian Treasurer and the other designated members of the Executive BGC. Two (2) signatures are required for each check. The Bethel shall retain a copy, and forward a copy to the Grand Secretary. Any changes of these signatures between June Installations must be reported in writing to the Grand Secretary.**

Section 5. The Guardian Director of Music shall:

- (a) Attend all Bethel meetings, and if an Executive BGC Member, also attend all meeting of the BGFC. (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 the 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 meeting 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 the roles and responsibilities of that position.

Section 2. The Custodian of Paraphernalia shall:

- (a) Attend all Bethel meetings and attend all BGC meeting 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 Marsha, Senior and Junior Custodians in the proper care of Bethel paraphernalia and display during Bethel meetings per the Ritual.

Section 3. The Promoter of Finance shall:

- (a) Attend all Bethel meetings and attend all BGC meeting 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 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 meeting when invited. (See SOP-BGC-5, Sec.3)
- (b) Create a welcoming atmosphere by greeting visitors and encouraging participation in Bethel meetings 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 the position.

Section 6. The Director of Patrol shall:

- (a) Attend all Bethel meetings and attend all BGC meeting 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 a coaching and supervision.

Section 7. The Promoter of Youth Activities shall:

- (a) Attend all Bethel meetings and attend all BGC meeting 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 meeting 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 personal loss.

Section 9. The Promoter of Fraternal Relations shall:

- (a) Attend all Bethel meetings and attend all BGC meeting when invited. (See SOP-BGC-5, Sec.3)
- (b) Serve as the Bethel's emissary, establishing and maintain 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 Bee Keeper shall:

- (a) Attend all Bethel meetings and attend all BGC meeting 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 of 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.
- (1) Upon receipt of the Certificates of Appointment by the incoming BG following the close of the Annual Session, all members of the BGC shall be installed at the next regular Bethel meeting or not later than the last Bethel meeting in June.**
- (b) Bethel members shall be privileged to recommend Executive Members of the BGC. (See SOP-Bethel-15)
- (c) Instructions for newly organized Bethels are contained in SOP-Bethel-12.

Section 2.

- (a) There shall be no appointments of Executive BGC within thirty (30) days prior to the Annual Session except in the cases of Institution of a new Bethel or Chartering of a Bethel under dispensation.**

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.
- (1) No BG or ABG may be reappointed for a period of more than three (3) consecutive GGC terms. Any other Executive BGC member may serve unlimited terms.**
- (c) Members of BGCs shall continue to perform the duties of their office until their successors have been installed.
- (d) Executive Members of a BGC shall serve no more than three (3) consecutive terms in that office and shall be ineligible for reappointment in said office until after a lapse of one (1) year, unless otherwise provided for in the Manual of Rules and Regulations of the GGC or the Supreme Guardian deems it necessary for Bethels under Supreme. (See B-GGC Art XVII Sec 1.15)
- (e) Within one (1) GGC year, an individual shall not serve on more than one (1) BGC at the same time.**

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.
 - (1) **Any BGC which fails to make their selections and submit them to the VGG within the prescribed time, shall forfeit their right to do so, in which event the GG shall select and appoint the members of the BGC.**
- (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.
- (e) Bethels under Supreme shall follow the same procedure except that Form 222 shall be mailed to the Vice Supreme Guardian at least eighty (80) days prior to the Annual Session of the SGC.

ARTICLE XIII INSTALLATION

Section 1.

- (a) If appointed by the Supreme Guardian, members of a BGC, including those reappointed, shall be installed at a meeting of the Bethel.

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

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

SOP-BGC-1

APPEALS

Section 1. Privilege

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

Section 2. Restriction

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

SOP-BGC-2**COMMITTEE 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, 111, 112, 113 or 114 and remit fees by January 31. An extension of time may be given at the discretion of the Executive Manager or the Grand Secretary.

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

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

Section 2. Removal of an Executive Member

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

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

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

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

**ARTICLE I
NAME**

Section 1.

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

**ARTICLE II
OBJECT**

Section 1.

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

**ARTICLE III
AUTHORITY**

Section 1.

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

**ARTICLE IV
MEMBERSHIP**

Section 1. Members

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

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

**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) copy to the Vice Supreme Guardian and five (5) copies to the Jurisprudence Committee of the SGC for approval.
- (b) Local Rules of Operation, a Bethel may adopt local rules of operation dealing with the finances and other miscellaneous operational issues, as long as these Local Rules of Operation do not conflict with the Rules and Regulations of the SGC or GGC in which the Bethel resides. All Local Rules of Operation must be approved by the Bethel members as an amendment to their Bylaws (following the procedure for approval of amendments), approved by the Uniform Code for Bethels Committee and published as part of the Bethel's Uniform Code before they are effective.

Section 2. Member of Honor (See DELMAR-SOP-Bethel-10)

Section 3. Auxiliary Club (See DELMAR-C-Bethel Art. XIII Sec. 6)

**ARTICLE II
MEMBERSHIP**

Section 1. Application

- (a) After the organization of a Bethel, members shall be received by application in the form prescribed by the SGC. (Form 130)
- (b) Application for membership must be received and read at a regular Bethel meeting held previous to the date of the initiation. (See B-GGC Art. XVII Sec. 1.20)
- (c) Official visitation forms (Form 132) shall be referred to a Visitation Committee consisting of three (3) members of the Bethel who shall return completed report to the Bethel Guardian before the next regular meeting of the Bethel.
- (d) Election to membership shall be by majority vote of the Executive members of the BGC present at their regular or special meeting.
- (e) If a candidate is accepted for initiation and leaves the city before being initiated, a courtesy initiation may be requested in writing by the Guardian Secretary of the Bethel which received the 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.
- (f) **No application for membership shall be held for over thirty (30) days without informing the applicant of the reason for the delay.**

Section 2. Affiliation/Reinstatement

- (a) A member who has demitted from the Order may renew her membership by presenting to the Bethel with which she desires to affiliate a 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. XVII Sec. 1.21)
- (c) If application is made at a later date, annual dues as well as a Demit and affiliation fee must accompany the 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. XVII, Sec. 1.23 or B-JGC Art. XV, Sec. 1 (a) (9)); or
- (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.

Section 5. Majority

- (b) **The Majority Degree shall be offered during each HQ's term if there are eligible Daughters. The Majority certificate (Form 161 or 163) will be presented during the Ceremony. In the event the member is not able to be present, the Majority certificate shall be mailed.**

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.
- (c) **A demit shall not be granted unless dues are current. Any affiliation fees shall be payable to the new Bethel. Dues paid in advance shall be prorated and sent to the new Bethel upon that Bethel's request.**

Section 2. Process

- (a) If, within six months, a Daughter applies to another Bethel, the Demit (complete Form 210) shall be attached to a 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 applies to must assure the applicant is clear on the books for 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 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. 2 Amendments. (For Prerogatives of a GGC, see B-GGC Art. XVII Sec. 1.25, and procedure given in SOP-GGC-7)
- (b) Approved amendments shall also amend any sections of SOP-Bethel-21, Uniform Code for Bethels, pertaining to the same subject
- (c) **Bethels may amend their Uniform Code for Bethels by following the procedures under prerogatives of a Bethel, DELMAR-SOP-Bethel-21, Art. XV, Sec. 2.**
- (d) **The Uniform Code for Bethels shall conform to the Format for Uniform Code for Bethels (DELMAR-SOP-Bethel 21) subject to changes or additions that may be required by the provisions of the Bylaws of this GGC.**

Section 2.

- (a) **All Uniform Code for Bethels shall contain the following Article:**
This Bethel shall be governed by the Ritual and the laws, rules and regulations prescribed and published by the SGC, to the extent that the same are applicable to Bethels in DelMar, and the laws, rules and regulations prescribed and published for Bethels by the GGC of DelMar, the Uniform Code for Bethels to the contrary notwithstanding. (See DELMAR-SOP-Bethel-21 Art. XX, Sec. 1 (b) (1))

Section 3.

- (a) **Uniform Code for Bethels may contain other provisions, such as limitations on the amounts that may be appropriated from the Bethel treasury. Such provisions should be limited to items that are continuing in nature; those of a temporary nature should be handled by a motion at a Bethel meeting. (See DELMAR-SOP-Bethel-21 Art. XX, Sec. 1 (b) (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 between second meeting in May or the first meeting in June and second meeting in December or first meeting in January unless changed by the Uniform Code for Bethel or Special Dispensation and shall be conducted without formal opening and closing.** (See B-GGC Art. XVII Sec. 1.18)
- (b) An officer, elected or appointed, not present at the time the officers were installed, shall be installed at the next regular meeting of the Bethel unless excused by the Executive members of the BGC.
- (c) A Daughter shall not be installed into office unless her dues are paid to the end of the ensuing term.

Section 2. Installing Officers

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

ARTICLE 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.
 - (1) **Regular meetings of the Bethel shall be at a predetermined location, date and time as stated in the Uniform Code for Bethels.**
- (b) Special meetings may be held by dispensation granted by the Supreme or Grand Guardian. (See SOP-Bethel-18)
- (c) A Bethel cannot be opened unless there be present seven (7) members of the Bethel including one (1) of the first three (3) officers, at least one (1) Executive member of the BGC, or the Deputy, or an officer of the SGC or GGC, and the Dispensation or Bethel Charter.
 - (1) **A Bethel may be placed under reorganization by the Grand Guardian:**
 - [a] **If it fails to have the required seven (7) members in regalia to hold a stated meeting.**
 - [b] **At the request of the BGC, after discussion with the Daughters and the GG.**
 - [c] **At the discretion of the GG, with the approval of the Executive GGC.**
- (d) In the event a Bethel's membership has declined to the point where the required seven (7) members are not available, a meeting may be held for the purpose of reading 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 first three (3) officers;
 - (2) at least one (1) Executive member of the BGC, or the Deputy, or an officer of the SGC or the GGC;
 - (3) the Dispensation or Charter.
- (e) In the event a Bethel's membership has declined to a point where the Bethel is unable to hold three (3) consecutive meetings, the Bethel shall be placed under reorganization by the Supreme or Grand Guardian (see SOP-Bethel 9 Sec. 1 (a)).
- (f) **(See DELMAR-SOP-Bethel-9 Sec. 1 (b)).**
- (g) **(See DELMAR-SOP-Bethel-9 Sec. 1 (c)).**
- (h) The Honored Queen shall preside during the regular meetings of the Bethel. In case of emergency, the position of Honored Queen may be filled by an active Past Honored Queen. In the event there is no active Past Honored Queen present, the succession of officers shall be Senior Princess, Junior Princess, Guide, and Marshal.
- (i) The Ritual prescribed by the SGC shall be used without alteration for opening and closing each Bethel, for conferring the Epochs and for other ceremonies. No short form shall be used.
- (j) Bethel meetings shall be conducted in accordance with the Ritual of the Order and in conformity with the laws of the SGC and Robert's Rules of Order Revised (latest edition).
- (k) **(See DELMAR-SOP-Bethel-9 Sec. 1 (d))**

- (l) **(See DELMAR-SOP-Bethel-9 Sec. 1 (e))**
- (m) **(See DELMAR-SOP-Bethel-9 Sec. 1 (f))**
- (n) The Bethel shall exemplify the Initiation Ceremony at least one (1) time each term. If no candidate is available, a previously initiated Job's Daughter shall be used.
- (o) The Bethel shall perform the Majority Ceremony and/or the Obligation Ceremony at a regular (or special) meeting one (1) time during the year.
- (p) **(See DELMAR-SOP-Bethel-9 Sec. 1 (g))**
- (q) **(See DELMAR-SOP-Bethel-9 Sec. 1 (h))**

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

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

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

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

**SOP-BETHEL-1
APPOINTMENTS**

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

SOP-BETHEL-2
BETHEL FINANCES

Section 1. Receipts

- (a) All monies collected in the name of a Bethel shall be received by the Bethel Recorder/Guardian Secretary and turned over to the Bethel Treasurer/Guardian Treasurer.
- (b) All monies collected, whether electronically or physically, shall be included on the Bethel meeting Form 150 (Receipts, Bills, Warrants and Order of 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, ten (10.00) USD, CAD, AUD, PHP, BRL, ... etc and annually shall increase by two percent (2%) beginning January 1, 2004.
 - [b] For Bethels under a GGC, four (4.00) USD, CAD, AUD, PHP, BRL ... etc., and annually shall increase by two percent (2%) beginning January 1, 2004.
 - [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. XVII Sec. 1.22)
 - (1) The annual dues for each member reported by chartered Bethels on December 31 is ten point one two (10.12) USD, CAD, AUD, PHP or BRL ...etc., and annually shall increase by two percent (2%) beginning December 31, 2007. Dues are payable in advance on January 1st of each year.
 - (2) Members whose dues have not been paid for a period of one (1) year shall be considered delinquent.
- (e) Members whose dues have not been paid for a period one (1) year shall be considered delinquent

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

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

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

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

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

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

**SOP-BETHEL-3
DISCIPLINE**

Section 1. Supervision

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

Section 2. Hearing

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

Section 3. Course of Action

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

- (a) **Election of Officers shall be held at the second stated meeting in the months of April and November unless such time is changed by Uniform Code for Bethels or Special Dispensation.** (See B-GGC Art. XVII Sec. 1.18)
- (b) The election may be by ballot without nomination or candidates aspiring to an elective office shall be requested to rise and state their name. A majority vote shall elect.
- (c) **The method of balloting shall be secret ballot.**
- (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)
- (j) The ABG or BG and Grand Deputy shall make the Daughters aware of election procedures at least one (1) Bethel meeting prior to the election meeting, and allow the Daughters a time to ask questions concerning election procedures.

SOP-BETHEL-5
ELIGIBILITY

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

SOP-BETHEL-6
ESCORT, INTRODUCTIONS, AND HONORS

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

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

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

(See Ritual pages 49 and 53 for proper Honors)

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

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

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

- (b) Music
 - (c) Memorization
12. Term plans in place according to the Constitution, Bylaws and Standard Operating Procedures to include Initiation, Service Projects, Fundraisers, Religious Observance and Fun Activities.
 13. A fundraiser to comply with SOP-Bethel-2, Educational and Promotional Funds.
 14. **Uniform Code for Bethels must be completed and ready to be sent to the Uniform Code for Bethels Committee within thirty (30) days from the date of Chartering in accordance with DELMAR-B-Bethel Art. 1, Sec. 4.**
 15. The Permanent Record Book to be completed correctly. Form 142, Record of Dues, must be maintained for each Daughter. Procedures should be in place to properly maintain every application and to have an accurate record of every Daughter.
 16. The Bethel must be free and clear on the books of the Grand or Supreme Office. The Annual Report filed with fees paid and no outstanding invoices.

SOP-BETHEL-8 INSTALLATION

Section 1. General

- (a) No officer shall be installed by proxy.
- (b) There shall be no open flame equipment used, such as candles and/or candelabra, at any Bethel installation. Electrified candles and candelabra may be used.
- (c) Bethels under Supreme shall allow open installations and permit the taking of pictures if it does not in any way detract from the ceremony. (See B-GGC Art. XVII Sec. 1.19)
- (d) See SOP-Bethel-18 for information on special dispensations.
- (e) **All Bethels shall present the HQ with one (1) copy of the Supreme, Grand and Uniform Code for Bethel at the time of Installation. These documents shall be presented to her successor.**
- (f) **All Bethels shall provide each Officer with a Ritual. The Rituals may remain the property of the Bethel. If the Rituals remain the property of the Bethel a record of the Rituals shall be kept by the Bethel Guardian Secretary who shall collect all Rituals as the Officers vacate their stations.**

Section 2. Installing Officers

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

SOP-BETHEL-9 MEETINGS

Section 1. Regular

- (a) In the event a Bethel's membership has declined to a point where the Bethel is unable to hold three (3) consecutive meetings, the Bethel shall be placed under reorganization by the Supreme or Grand Guardian. The following procedure shall be used:
- (1) The initial period of reorganization shall not exceed two (2) years.
 - (2) The Supreme or Grand Guardian shall issue a dispensation to place a Bethel under reorganization for a period not to exceed her term of office.
 - (3) Subsequent Supreme or Grand Guardians shall issue, if necessary, further dispensations to allow the Bethel to operate for additional periods up to the total of two (2) years.
 - (4) Bethel meetings shall be held according to the Constitution, Bylaws, Standard Operating Procedures and the Ritual of JDI.
 - (5) The Bethel members shall dress in official regalia at least one (1) meeting a month.
 - (6) A Deputy or Assisting Deputy shall be appointed to monitor and assist the Bethel.
 - (7) Vacant stations in the Bethel may be filled by Majority Members and visiting members.
 - (8) A Bethel under reorganization shall not hold election of officers. Should a vacancy occur in a line office, the Executive members of the BGC may appoint a substitute officer. Should a vacancy occur in an appointive office, it may be filled by a member recommended by the Honored Queen and approved by the Executive members of the BGC.
 - (9) Honored Queens appointed by the Executive members of the BGC shall be eligible for a PHQ's jewel as outlined in SOP-Bethel-13 provided they have served for at least six (6) months.
 - (10)
 - [a] If a Bethel under Supreme has been under reorganization for the two (2) year period, at least six (6) Executive members of the SGC shall by an affirmative vote, determine if the Charter should be revoked or another dispensation issued. (B-SGC, Art. II)
 - [b] If a Bethel under GGC jurisdiction has been under reorganization for a two (2) year period, the Grand Guardian after advising with at least six (6) members of the Executive GGC, shall determine if the Charter should be revoked or another dispensation issued. (See SOP-Bethel-18 7, B-GGC Art. XVII Sec. 1.28 and SOP-Bethel-16)
 - (11) Removal from Reorganization
 - [a] Guidelines shall be followed as outlined in SOP-Bethel-17
 - (12) **A Bethel may be placed under reorganization by the Grand Guardian:**
 - [a] **If it fails to have the required seven (7) members in regalia to hold a stated meeting.**
 - [b] **At the request of the BGC, after discussion with the Daughters and the GG.**
 - [c] **At the discretion of the GG, with the approval of the Executive GGC.**
 - (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) **No Bethel meetings or social functions of any nature shall be held during the time of the Annual Session, Spring Banquet, or jurisdictional prospect events except that which is incidental to these affairs, unless a Special Dispensation is granted (no fee) by the GG. (See DELMAR-SOP-Bethel-18 Sec 4 (d) (4))**
 - (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.
- (e) **All invitations to attend an open or closed meeting or activity of a Bethel are subject to the approval of the Executive members of the BGC before distribution.**

Section 4. Attendance

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

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

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

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

SOP-BETHEL-11
OFFICIAL REGALIA

Section 1. Description

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

Section 2. Wearing of Regalia

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

SOP-BETHEL-12
ORGANIZATION OF A BETHEL

1. General

- (a) A Bethel is created by associating not less than 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).

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.

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

Section 1. Regular

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

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

Section 2. Special

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

4. Meeting Place

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

5. Supplies

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

6. Dispensation

- (a) The Application for Dispensation shall be forwarded to the Executive Manager or Grand Secretary accompanied by a payment of seventy five (75.00) USD, CAD, AUD, PHP, BRL...etc.
 - (1) For Bethels under Supreme the payment shall be forwarded with the application to the Executive Manager in US dollars.
 - (2) For Bethels under GGC the payment shall be forwarded with the application 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.

7. Petition to Reinstitute

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

8. Appointment of Bethel Guardian Council

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

9. Appointment of Bethel Officers

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

10. Institution / Reinstitution and Installation

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

11. Charter

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

12. Special Assistance

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

SOP-BETHEL-13
PAST HONORED QUEEN'S JEWEL

Section 1. Regular

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

Section 2. Special

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

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

1. Merge of Bethels

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

2. Close of a Bethel

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

3. Members of a Closed Bethel

- (a) Members of a closed Bethel, under dispensation or chartered, shall retain their good standing in the Order for a period of six (6) months thereafter, unless suspended prior to such revocation.
- (b) Members shall be entitled to visit other Bethels during the six (6) month period and may apply for membership therein. Their 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.

4. Reconstitute a Bethel

- (a) A closed Bethel shall only be restituted in the location of the original charter.
 - (1) To reinstitute a closed Bethel the Supreme/Grand Guardian shall receive Petition to Reconstitute, Form 102 a accompanied by a payment of seventy five (75.00) USD, CAD, AUD, PHP or BRL ...etc., to provide supplies as outlined in SOP-Bethel-20.
 - (2) A minimum of either eight (8) Job's Daughters and/or 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 Reinstate
 - 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 MEMBERS OF THE BETHEL
GUARDIAN COUNCIL BY BETHEL MEMBERS

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

SOP-BETHEL-16
REORGANIZATION OF A BETHEL

1. In the event a Bethel's membership has declined to a point where the Bethel is unable to hold three (3) consecutive meetings, the Bethel shall be placed under reorganization by the Supreme or Grand Guardian. The following procedure shall be used:
 - (a) The initial period of reorganization shall not exceed two (2) years.
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 and 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.
 - (h)
 - (1) A Bethel under reorganization shall not hold election of officers. Should a vacancy occur in a line office, the Executive members of the BGC may appoint a substitute officer. Should a vacancy occur in an appointive office, it may be filled by a member recommended by the Honored Queen and approved by the Executive members of the BGC.
 - (2) The Executive BGC of a Bethel under reorganization may appoint all Bethel Officers, a Bethel Installation at the time, date and place prescribed in the Bylaws of that Bethel. If the Honored Queen is serving consecutive terms, she shall be reinstalled by a PHQ of the Bethel or another PHQ.
 - (i) Honored Queens appointed by the Executive members of the BGC shall be eligible for a PHQ's jewel as outlined in SOP-Bethel-13 provided they have served for at least six (6) months.
 - (j)
 - (1) If a Bethel under Supreme has been under reorganization for a two (2) year period, at least six (6) members of the Executive SGC shall by an affirmative vote, determine if the Charter should be revoked or another dispensation issued.
2. If a Bethel under GGC jurisdiction has been under reorganization for a two (2) year period, the Grand Guardian, after advising with at least six (6) members of the Executive GGC, shall determine if the Charter should be revoked or another dispensation issued. (See SOP-Bethel-9, SOP-Bethel-18 7 and B-GGC Art. XVII Sec. 1.28)
3. **A Bethel may be placed under reorganization by the Grand Guardian:**
 - (a) **If it fails to have the required seven (7) members in regalia to hold a stated meeting.**
 - (b) **At the request of the BGC, after discussion with the Daughters and the GG.**
 - (c) **At the discretion of the GG, with the approval of the Executive GGC.**

SOP-BETHEL-17
REORGANIZATION- GUIDELINES FOR REMOVAL

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

**SOP-BETHEL-18
SPECIAL PRIVILEGES**

1. Definition

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

2. Request and Filing - (See B-GGC Art. XVII Sec. 1.22)

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

3. Special Privileges with Fee - (See B-GGC Art. XVII Sec. 1.22)

A fee of two dollars (\$2.00) shall accompany the request for a special dispensation to:

- (a) dispense with regular meetings for a vacation period, or the extension of such vacation period, when no vacation period is provided for in the Bethel's Bylaws.
- (b) elect officers at a time other than provided in the Bethel's Bylaws.
- (c) install officers at a time other than provided in the Bethel's Bylaws.
- (d) dispense with regular meetings.
- (e) hold special meetings.
- (f) change meeting place.
- (g) change hour of meeting.
- (h) change date of meeting.

4. Special Privileges without Fee - (See B-GGC Art. XVII Sec. 1.22)

No fee shall be charged for a special dispensation to:

- (a) hold a special election to fill a vacancy in an elective Bethel office and to install officers so elected.
- (b) exemplify the ritualistic ceremony for Masonic or appendant orders.
- (c) hold meeting for official visits of the Supreme or Grand Guardian.
- (d) change date or hour of meeting when the meeting:
- (1) falls on a legal holiday
 - (2) falls during the week of the Annual Session of the SGC or GGC
 - (3) place is required for other purposes.
 - (4) **conflicts with a prescheduled GGC activity**

5. A Special Dispensation is not required to:

- (a) Install an officer in an appointed office to fill a vacancy.
- (b) Install a Bethel Choir member.
- (c) Install members of a BGC at a Bethel meeting.

6. The Supreme Guardian may issue a special dispensation for the purpose of permitting:

- (a) Bethel members in one state to assist in instituting Bethels in a state not under GGC jurisdiction.
- (b) Election and installation of Bethel Officers and Choir at a time other than specified in the Standard Operating Procedures and Bylaws of a Bethel.

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

**SOP-BETHEL-19
SUBSTITUTE OFFICERS**

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

SOP-BETHEL-20
SUPPLIES FURNISHED GRATIS TO INSTITUTED BETHEL

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

<u>Quantity</u>	<u>Form #</u>	
1	236	Constitution, 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	254	Bible (small)

SOP-BETHEL-21
UNIFORM CODE FOR BETHEL

ARTICLE I
NAME

Section 1.

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

Section 2.

- (a) This Bethel was instituted on (date)_____ and operates under a Charter granted by the 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 DELMAR-B-GGC Art. XVII Sec. 1.20)

- (j) There shall be no open flame equipment, such as candles and/or candelabra, at any Bethel meeting. Electrified candles and candelabra may be used.
- (k) There shall be an official Worship Service during each Bethel term. This service shall be held in an appropriate place of worship to be chosen by the Honored Queen and approved by the Executive Members of the BGC.
- (l) This Bethel shall honor Mrs. Ethel T. Wead Mick, the Founder of the International Order 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 Master Mason in good standing, including under the age of twenty (20) or
 - [b] a direct descendant of a Master Mason or
 - [c] the wife, daughter, granddaughter, great-granddaughter, adopted daughter by law, mother, grandmother, sister, half-sister, step-sister, niece, grand-niece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason or
 - [d] members of an organization basing its membership requirement on Masonic relationship or
 - [e] Past Bethel Guardians or
 - [f] Majority Members of JDI or
 - [g] the parent, grandparent, step-parent, or guardian of a member of the Bethel or
 - [h] a woman under the age of twenty (20) who is a member of an organization basing its membership requirements on Masonic relationship, or if married, is eligible to membership in such an organization, or
 - [i] the husband of a Majority Member.
 - (2) Attendance of adults at Bethel meetings is a privilege which is given by and may be withdrawn by the Executive members of the BGC.
 - (3) An adult is not entitled to debate questions arising in a Bethel meeting unless an Executive Member of the BGC or a Majority Member of the Bethel.

ARTICLE V OFFICERS

Section 1. Elective

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

Section 2. Appointive

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

Section 3. Substitute

- (a) The Honored Queen, with the approval of the Executive Members of the BGC, may appoint substitute officers to learn the ritualistic work of the offices to which they are appointed 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 second meeting in the months of April and November (or, if changed by amendment, in the months of _____ and _____).**
- (b) The election shall 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**
- (d) Detailed procedure to be followed in conducting the election shall be determined by the Executive members of the BGC.
- (e) Election shall be from members present, except in case of sickness or other unavoidable absence. The Executive members of the BGC present shall decide upon and announce the eligibility of the absentee.
- (f) All members shall be entitled to vote until the end of the term even though they become twenty (20) years of age during the term.
- (g) By special dispensation given by the Grand Guardian, the Bethel may elect officers at a time other than that prescribed in Sec. 2(a) of this Article.

Section 3. Appointment

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

**ARTICLE VII
TERM OF OFFICE**

Section 1.

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

ARTICLE VIII INSTALLATION

Section 1.

- (a) The installation shall take place during the months of June and December (or, if changed by amendment, in the months of _____ and _____). The first or second meeting in June and December (or, if changed by amendment, the months of _____ and _____) may be for the purpose of installation without formal opening and closing.
- (b) An officer, elected or appointed, not present at the time the officers were installed, shall be installed at the next regular meeting of the Bethel unless excused by the Executive members of the BGC.
- (c) A Daughter shall not be installed into office unless her dues are paid to the end of the ensuing term.
- (d) No officer shall be installed by proxy.
- (e) There shall be no open flame equipment, such as candles and/or candelabra, at any Bethel installation. Electrified candles and candelabra may be used.
- (f) Bethels under Supreme shall allow open installations and permit the taking of pictures if it does not in any way detract from the ceremony. (See B-GGC Art. XVII Sec. 1.19)
- (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, Warrant 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 ten point one two (10.12) USD and annually shall increase by two percent (2%) beginning December 31, 2007. Dues are payable in advance on January 1st of each year. Members whose fees have not been paid for a period of one (1) year shall be considered delinquent.

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

- (a) 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.
- (a) Upon receipt of the properly signed warrant, the Bethel Treasurer or Guardian Treasurer shall write the 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
- (b) 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.

Section 6. Educational and Promotional Funds (See B-GGC Art. XVII Sec. 1.22)

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

ARTICLE XII OFFICIAL REGALIA

Section 1. Description

- (a) The official regalia of the Order shall be worn by Officers and Bethel Choir at all meetings. It shall consist of the white Grecian robe, long white slip which may be full or half, white hose which may be long or knee high, white flat shoes or white sandals without color, capes and crowns for Honored Queen, Senior and Junior

- Princesses, headbands for all other Officers. Headbands shall be worn by the Bethel Choir.
- (b) The robe shall be of light or heavy material, with white 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 underslip a length of four (4) to six (6) inches from the floor.
 - (c) Crowns, capes, cords and headbands shall be prescribed by the SGC, the official capes to be of purple velvet or velveteen, trimmed with white Grecian design, or if not available, white trim as approved by the Board of Trustees, lined with purple material, or unlined as desired. No additional trimming shall be used on capes.

Section 2. Wearing of Regalia

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

ARTICLE XIII DISCIPLINE

Section 1. Supervision

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

Section 2. Loss of Office

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

Section 3. Suspension

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

Section 4. Expulsion

- (a) Conduct that reflects discredit upon the Order or flagrant or deliberate disobedience to the laws of the Order shall be considered cause for expulsion.

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 a 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) from 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
 - (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, and each Executive Member of the BGC and the 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 GGC Form 122, complete with Bethel seal, shall be submitted by the Guardian Secretary to the Chairman of the Uniform Code for Bethels Committee of the GGC who shall pass same on for approval.**
- (d) Copies of amendments(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.**
- (1) **One (1) copy to the Grand Guardian**
 - (2) **One (1) copy to the Vice Grand Guardian**
 - (2) **One (1) copy to the Grand Secretary**
 - (3) **One (1) copy to the Chairman of the Uniform Code for Bethels Committee**
 - (4) **One (1) copy returned to the Bethel**
- (f) **Amendments shall not become effective until notice of approval has been sent to the Bethel by the Uniform Code for Bethels Committee of the 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 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 Grand Guardian, unless the VGG is present at the recommendation meeting, then it can be hand delivered.**

ARTICLE XVII PAST HONORED QUEEN'S JEWEL

Section 1. Regular

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

Section 2. Special

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

ARTICLE XVIII SPECIAL MEMBERS

Section 1. Majority Member

- (a) Upon becoming twenty (20) years of age, or married prior to that age, each member in good standing shall become a Majority Member. She shall immediately receive gratis a certificate of Majority Membership at the end of the term and shall be entitled to receive the Majority Ceremony at such time as may be convenient.

- (1) If she turns twenty (20) she shall be entitled to all the rights and privileges through the end of the term.
- (2) If she marries, she shall be entitled to all the rights and privileges of a member except voting and holding office.
- (3) If she becomes pregnant, she shall be entitled to all the rights and privileges of a member except voting and holding an office.
- (b) She shall be exempt from further payment of dues.

Section 2. Member of Honor

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

**ARTICLE XIX
LOSS OF HONORS**

Section 1.

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

**ARTICLE XX
GENERAL PROVISIONS**

Section 1. General Provision:

- (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 GGC in which the Bethel resides. All Local Rules of Operation must be approved by the Bethel members as an amendment to their Uniform Code (following the procedure for approval of amendments), approved by the appropriate Uniform Code Committee and published as pf the Bethel’s Uniform Code before they are effective.**
- (b) The following are the Local Rules of Operation:
 - (1) **This Bethel shall be governed by the Ritual and laws, rules and regulations prescribed and published by the SGC, to the extent that the same are applicable to Bethels in DelMar, and the laws, rules and regulations prescribed and published for Bethels by the GGC of DelMar, and the Uniform Code for Bethel to the contrary notwithstanding.**
 - (2) **Uniform Code for Bethels may contain provisions, such as limitations on the amounts that may be appropriated from the Bethel treasury. Such provisions, documente4d in this Section, should be limited to items that are continuing in nature; those of a temporary nature should be handled by a motion at a Bethel meeting.**

APPROVED:

Vice Grand Guardian _____ Date _____

Chairman Uniform Code _____ Date _____

Member Uniform Code _____ Date _____

Member Uniform Code _____ Date _____

**SOP-BETHEL-101
DRAPING OF THE ALTAR**

Section 1.

- (a) Bethels shall have the privilege of draping the Altar in memory of their member(s) or member(s) of the BGC, present or past, or other devoted workers with the approval of the Executive BGC.**
- (b) Bethels shall drape the Altar for PGGs and PAGGs immediately upon the notification from the Grand Secretary. The Altar shall remain draped for one (1) additional meeting.**
- (c) The ceremony, “Draping of the Altar” shall not be performed at Grand Visit or Installation.**

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

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

**ARTICLE I
TITLE**

Section 1.

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

**ARTICLE II
OBJECT**

Section 1.

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

**ARTICLE III
QUALIFICATIONS**

Section 1.

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

**ARTICLE IV
ELIGIBILITY**

Section 1.

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

**ARTICLE V
NOMINATION AND SELECTION**

Section 1. Nomination

- (a) Nomination shall be made by Executive Members of the BGC without the knowledge of the nominee.

- (b) Nomination shall include specific examples of outstanding service to the Order. In addition to the nomination, recommendations in writing from four (4) adults not related to the nominee who have first-hand knowledge of her contribution to the Order, shall be submitted.
- (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 February 15.

Section 2. Selection

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

**ARTICLE VI
CONFERRING OF DEGREE**

Section 1.

- (a) The recipient shall attend the Annual Session of the GGC of DelMar to receive the Degree.
- (b) In the event that it is absolutely impossible for the recipient to attend an Annual Session of the GGC of DelMar, other arrangements for presentation of the Degree may be made by the Grand Guardian and the Committee.
- (c) A fee amounting to the cost of the medallion 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 May 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 Grand Bethel Guardian, who will oversee the Grand 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 Grand Guardian.

Section 2. Duties of the Committee

- (a) The duties of this Committee shall be to:
 - (1) Publicize the Degree of Royal Purple by distributing information to the Bethels regarding the nomination process.
 - (2) Distribute nomination forms when requested.
 - (3) Receive nominations and recommendations from the Executive Members of Bethel Guardian Councils.
 - (4) Determine the recipient(s) of the award in accordance with the eligibility as outlined in Articles III, IV and V.
 - (5) Make arrangements for the conferral of the degree at Annual Session of the GGC of DelMar.
 - (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).

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

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-five (25) years of age.
 (c) If the nominee is a PHQ, she must have completed her term as HQ at least two (2) years prior to her nomination to receive the Lily of the Valley Award.

**ARTICLE V
NOMINATION AND SELECTION**

Section 1. Nomination

- (a) Nomination shall be made by Executive Members of the BGC without the knowledge of the nominee. Any Bethel member may recommend a recipient to her Bethel Guardian or other Executive Member of the BGC.

- (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.
- (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 February 15.

Section 2. Selection

- (a) The members of the Committee shall review the nomination and recommendations. A majority shall be necessary to approve (or disapprove) the nomination. The decision of the Committee shall be final.
- (b) The Committee Chairman shall notify the recipient and the BGC nominating her of her selection by March 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 Grand Bethel Officers may confer the award at the Annual Session of the GGC, or, if the recipient is unable to attend the Annual Session of the GGC, the Bethel that nominated her may confer the award at a regular Bethel meeting, jurisdictional or open event.
- (c) A fee amounting to the cost of the medallion 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 May 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 Grand Bethel Guardian who will oversee the Grand 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 Grand Guardian.

Section 2. Duties of this Committee

- (a) The duties of this Committee shall be to:
 - (1) Publicize the Lily of the Valley Award by distributing information to the Bethels regarding the nomination process.
 - (2) Distribute nomination forms when requested.
 - (3) Receive nominations and recommendations from the Executive Members of BGCs.
 - (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 GGC of DelMar 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.

**RULES AND REGULATIONS
MISS JOB'S DAUGHTER OF DELMAR PAGEANT**

**ARTICLE I
TITLE**

Section 1.

- (a) The Daughter selected in the Miss Job's Daughter of DelMar Competition shall be known as Miss Job's Daughter of DelMar – Job's Daughters International.
- (b) The Daughter selected as Miss Congeniality shall be known as the Miss Congeniality of DelMar - Job's Daughters International.
- (c) The Daughter selected in the Junior Jobie Competition shall be known as Miss Junior Jobie of DelMar – Job's Daughters International.

**ARTICLE II
OBJECT**

Section 1.

- (a) Miss Job's Daughter of DelMar is a representative of the GGC for the purpose of promoting the interest, welfare and growth of the Order; bringing the Daughters of DelMar into a closer relationship with each other and the GGC; to serve as a Daughter public relations emissary to adult organizations of the Masonic family and the public in general; and to represent DelMar in the Miss International Job's Daughter Pageant.
- (b) Miss Congeniality of DelMar is a representative of the GGC for the purpose of promoting the Hearing Improvement Kids Endowment Fund (HIKE) Inc.
- (c) Miss Junior Jobie of DelMar is a representative of the GGC for the purpose of promoting the ideals of Job's Daughters International for our Jobie to Bee program and to the younger members of the Order.

**ARTICLE III
SUPERVISION**

Section 1.

- (a) Miss Job's Daughter of DelMar shall be under the general supervision of the GG.
- (b) Miss Congeniality of DelMar shall be under the general supervision of the GG.
- (c) Miss Junior Jobie of DelMar shall be under the general supervision of the GG.

**ARTICLE IV
QUALIFICATIONS**

Section 1.

- (a) Miss Job's Daughter of DelMar 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.
- (b) The Miss Congeniality of DelMar shall be a young woman who possesses a basic knowledge of the Order, dignity, poise, charm, and good manners.
- (c) Miss Junior Jobie of DelMar shall be a young woman who possesses a basic knowledge of the Order, dignity, poise, charm, and good manners.

**ARTICLE V
ELIGIBILITY**

Section 1. Contestant

- (a) Miss Job's Daughter of DelMar
 - (1) A Daughter must be a member in good standing in her Bethel (with an Official Receipt for Dues, Form 141) and have no more than three (3) excused absences and no more than one (1) unexcused absence per term during the Pageant year. She shall have been a member of a Delaware or Maryland Bethel for at least one (1) year preceding the Pageant and must have passed the Proficiency Lessons Examination in the current edition of the Ritual and possess a Proficiency Certificate (Form 174). She shall be no younger than sixteen (16) and not yet twenty (20) years of age on of the day of the Miss International JD Pageant. A letter of agreement must be signed by each Daughter and her parent(s) or legal guardian(s).

2021**DELMAR-R&R-Pageant**

- (2) A previous Miss Job's Daughter of DelMar shall not be eligible to compete in the Pageant.
 - (3) If a current reigning Miss Congeniality or Miss Junior Jobie of DelMar chooses to compete for the title of Miss Job's Daughter of DelMar, she shall not be recognized as her current reigning title during the pageant in which she competes. However, she shall retain her title of Past Miss Congeniality of DelMar or Miss Junior Jobie of DelMar.
 - (4) A previous Miss Congeniality of DelMar who competes in the Pageant but shall not be eligible to hold the title of Miss Congeniality of DelMar more than one (1) time.
- (b) Miss Junior Jobie of DelMar
 - (1) A Daughter must be a member in good standing in her Bethel (with an Official Receipt for Dues, Form 141) of a DelMar Bethel and have no more than three (3) excused absences and two (2) unexcused absences per term during the Pageant year. She shall be no younger than eleven (11) and less than sixteen (16) years of age as of the day of Pageant. She shall have been a member of a DelMar Bethel for at least one (1) year preceding the Pageant. A letter of agreement must be signed by each Daughter and her parent(s) or legal guardian(s).

Section 2.

- (a) Miss Job's Daughter of DelMar
 - (1) Any Daughter, meeting the requirements of Section 1 above, may apply to the Miss Job's Daughter of DelMar Pageant.
 - (2) Applicants must have a minimum score of seventy-five percent (75%) on the take home written test in order to be a contestant in the Miss Job's Daughter of DelMar Pageant.
 - (3) The reigning Miss Job's Daughter of DelMar shall be the contestant in the Miss IJD Pageant. If the Miss Job's Daughter of DelMar cannot attend the Supreme Session or is ineligible to participate in the Miss IJD Pageant, the 1st runner-up may be sent in her place. If the 1st runner up cannot attend, the selection may be made from the 2nd runner-up etc., until a contestant is selected. However, the reigning Miss Job's Daughter of DelMar will retain her title.
- (b) Miss Junior Jobie of DelMar
 - (1) Each Bethel shall have the right to send two (2) Daughters to be the contestants for the Miss Junior Jobie of DelMar.
 - (2) A Daughter must have been a member for at least one (1) year at the time of selection as contestant.

**ARTICLE VI
SELECTION**

Section 1. General

- (a) Miss Job's Daughter of DelMar and Miss Junior Jobie of DelMar shall be selected by competition at a Pageant scheduled by the GG.
- (b) The administration, production, and direction of the Pageant is the responsibility of the Miss Job's Daughter of DelMar Pageant Committee.
- (c) Pageant judges will be designated for each of the requirements listed below.
- (d) 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.
- (e) Miss Congeniality of DelMar shall be selected from the contestants at the Pageant from Daughters competing as Miss Job's Daughter of DelMar and who have completed the Judge's Interview, Ritual Recitation and Written Test requirements for judging. Voting shall be by secret ballot by Miss Job's Daughter of DelMar and Miss Junior Jobie of DelMar contestants and the Miss Job's Daughter of DelMar contestant with the most votes shall be selected as Miss Congeniality of DelMar Job's Daughters International. In the event of a tie, the current DelMar Misses shall be called upon to cast their deciding votes.

Section 2. Requirements for Judging-

- (a) Miss Job's Daughter of DelMar
 - (1) Written Test
 - a. The test will consist of a written examination based on a general knowledge of Supreme Constitution, Bylaws and Stand Operating Procedures (SOPs), knowledge of the rules and regulations of this GGC, and general knowledge of the Ritual. Completed test papers will be identified by contestant number and name.
 - 1. The test shall consist of two (2) parts: one (1) take home written test (75% minimum requirement for eligibility) and a written test administrated on the day of the Pageant.

- (2) Ritual Recitation
 - a. The recitation will be given in Bethel robe and complete regalia.
 - b. The Daughter will recite a Messenger's initiation lecture. Judging will be on accuracy and presentation.
- (3) Robe with white/purple cord and other official regalia will be inspected for conformity to the rules and regulations either before or after the recitation, not during.
- (4) Interview
 - a. Each contestant will have a private interview with the panel of Pageant judges. The length of the interview will be determined by the Pageant Committee prior to Pageant based on the number of contestants.
 - b. Judges will have received a fact sheet on each contestant giving age, education, training, interests, ambitions and Job's Daughter achievements.
 - c. The Daughter will be judged on her personality, diction, sincerity, manners, adaptability to the situation, and the general impression she makes
- (5) Stage Appearance
 - a. The dress will be a floor length gown and conform to the current GGC dress code guidelines.
 - b. Judging will encompass the total picture the contestant presents, considering her personality, posture, poise, grace of movement, and personal grooming.
- (6) Semi-Finalists
 - a. Semi-finalists will be judged not only on the response to the question(s), but on the overall impression the contestant makes as she responds.
- (7) Essay
 - a. Each contestant will complete an essay, answering the question listed in the contestant application packet. The question and length of the essay will be determined by the Pageant Committee.
- (b) Miss Junior Jobie of DelMar
 - (1) Written Test
 - a. The test will consist of a written examination based on a general knowledge of the Ritual. Completed test papers will be identified by contestant number and name.
 - 1. The test shall consist of two (2) parts: one (1) take home written test and a written test administrated on the day of the Pageant.
 - (2) Ritual Recitation
 - a. The recitation will be given in Bethel robe and complete regalia.
 - b. The Daughter will recite the Chaplain's Initiation Prayer per the Ritual. Judging will be on accuracy and presentation.
 - c. Robe with white/purple cord and other official regalia will be inspected for conformity to the rules and regulations either before or after the recitation, not during.
 - (3) Interview
 - a. Each contestant will have no more than a six (6) minute private interview with the panel of Pageant judges.
 - b. Judges will have received a fact sheet on each contestant giving age, education, training, interests, ambitions and Job's Daughter achievements.
 - c. The Daughter will be judged on her personality, sincerity, manners and the general impression she makes.

ARTICLE VII SUCCESSION

Section 1.

- (a) In the event that the Miss Job's Daughter of DelMar cannot fulfill her term, the 1st runner up will become Miss Job's Daughter of DelMar. If unable to accept, selection shall be made in succession from the runners-up.
- (b) Miss Job's Daughter of DelMar who marries or becomes pregnant during her reign shall forfeit her title as Miss Job's Daughter of DelMar.
- (c) Miss Congeniality of DelMar who marries or becomes pregnant during her reign shall forfeit her title as Miss Congeniality of DelMar.
- (d) Miss Junior Jobie of DelMar who marries or becomes pregnant during her reign shall forfeit her title as Miss Junior Jobie of DelMar.

**ARTICLE VIII
MISS JOB'S DAUGHTER OF DELMAR
PAGEANT COMMITTEE**

Section 1. Members

- (a) The membership of this Committee is appointed by the GG.

Section 2. Duties of the Committee

- (a) The authority and duties of the Committee shall encompass the total administration, including promotion and production of the Pageant.
- (1) Provide information and registration forms regarding the Pageant to all Bethels in this jurisdiction.
 - (2) Send questionnaires for personal information to all contestants.
 - (3) Determine number of semi-finalists based on the number of contestants.
 - (4) Obtain the question(s) for the semi-finalists from the GG.
 - (5) Obtain at least five (5) Pageant judges.
 - (6) Obtain at least three (3) judges for the Ritual recitation presentation, including regalia inspection.
 - (7) Instruct judges on all aspects of the competition.
 - (8) The Pageant Committee shall recommend and approve other awards such as high written test and high oral Ritual recitation etc., for both Miss Job's Daughter of DelMar and Miss Junior Jobie contestants.
 - (9) The Pageant Committee shall be responsible for obtaining donations to help off-set the costs for the proper crowns, tiaras, sashes and other appropriate gifts for the winners.
 - (10) The Chairperson shall keep a permanent file which shall be turned over to his or her successor when the successor is announced. This shall include samples of unused tally sheets, score sheets, and Ritual tests.
 - (11) Obtain a Master or Mistress of Ceremonies for the Pageant and inform him/her of the Committee's desires regarding production of the Pageant.
 - (12) Provide a white sash with silver trim and black lettering, silver crown and flowers for the new Miss Job's Daughter of DelMar.
 - (13) Provide a white sash with yellow trim and black lettering, small silver crown or tiara and flowers for the new Miss Junior Jobie of DelMar.
 - (14) Provide white sash with purple trim and black lettering, small silver tiara and flowers for the new Miss Congeniality of DelMar.
 - (15) Provide appropriate printed programs for the Pageant.
 - (16) Provide entertainment during lapse time during the Pageant.
 - (17) Provide a formal picture of Miss Job's Daughter of DelMar to the Delaware and Maryland Grand Lodges for promotion purposes.
 - (18) After all the Miss Job's Daughter of DelMar Pageant expenses are paid, the remaining funds shall be available to the Miss Job's Daughter of DelMar to help defray expenses related to the Supreme Session where she competes for Miss International Job's Daughter (MIJD).
 - a. Registration for the MIJD Pageant.
 - b. Registration for Supreme Session.
 - c. Hotel expenses from the night before the MIJD competition begins through the night of the MIJD Pageant.

**ARTICLE IX
AMENDMENTS**

Section 1.

- (a) Proposed amendments to these Rules and Regulations may be made at the Annual Session of the GGC by a two-thirds affirmative vote of those present and voting. Amendments must be submitted in writing to the Grand Secretary at least ninety (90) days prior to the Annual Session and a copy of the proposed amendments shall be sent to each voting member thereof at least thirty (30) days prior to the Annual Session.

**Rules and Regulations
Grand Bethel of DelMar**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization is the Grand Bethel (GB) of DelMar, Job's Daughters International

**ARTICLE II
OBJECT AND SCOPE**

Section 1.

- (a) The object of this organization is to band together Members and Majority Members of this jurisdiction for the purpose of promoting the interest, welfare and growth of JDI and to keep the interest of these experienced members centered in the Order.
- (b) To bring the Daughters into a closer relationship with Daughters of other jurisdictions

**ARTICLE III
JURISDICTION**

Section 1.

- (a) The GB shall operate under the Constitution and Bylaws of the SGC and the Manual of Rules and Regulations of the GGC of DelMar.

Section 2.

- (a) The headquarters of the GB shall the home of the Grand Bethel Secretary (GBS).

**ARTICLE IV
MEMBERSHIP**

Section 1.

- (a) The GB shall consist of Daughters in good standing in their Bethels and all Majority Members in this jurisdiction who have not passed their twenty-fifth (25th) birthday. A Daughter or Majority Member in good standing in another jurisdiction, and who have not passed their twenty-fifth (25th) birthday, who is a resident of Delaware or Maryland, shall also be eligible for membership.

Section 2.

- (a) Membership shall be effective without ballot by submitting an application for membership accompanied by the appropriate welcome fee, dues and being formally welcomed. The application shall be signed by the applicant's BG or Guardian Secretary.

Section 3.

- (a) Each GB member is entitled to vote at any meeting of the GB.

Section 4.

- (a) Each member in good standing upon reaching her twenty-fifth (25th) birthday automatically becomes a Majority Member of the GB and shall be entitled to receive her Majority Certificate. She shall be invited by the GBS to receive her Majority Ceremony at the next Semi-Annual Business Meeting or Special Meeting.
- (b) Any GB Member in good standing, twenty (20) years of age or older, upon written request, may request Majority Member status any time before their twenty-fifth (25) birthday. She shall not be allowed to apply to the GB again.

Section 5.

- (a) Any GB member who has been suspended or expelled from JDI shall automatically be suspended from the GB.
- (b) Any GB member, twenty (20) years or older, who does not hold a current CAV shall be automatically suspended from the GB after she completes the term in which she turned twenty (20).

**ARTICLE V
MEETINGS**

Section 1.

- (a) The meetings of the GB shall be open to Daughters and guests. No reference to the Proficiency Lessons of JDI shall be given or referred to at any meeting.
- (b) The GB cannot be opened unless there five (5) members present, one (1) of which shall be the GBHQ, GB Senior Princess or GB Junior Princess in addition to the GBG and/or AGBG.

Section 2.

- (a) The GBHQ shall hold regular monthly meetings for the discussion of all matters pertaining to the GB and for the good of the Order.

Section 3.

- (a) The GB shall meet for the Semi-Annual Business Meeting and Installation on a Saturday during the months of May and November as may be designated by the GBHQ-elect.
- (b) New members shall be formally welcomed at the Semi-Annual Business Meeting or at the Special Meeting as the fifth order of Business, following the Reading of Applications. Bethel Daughters of this jurisdiction shall leave the room while the new GB members are welcomed.
- (c) The Majority Ceremony shall be given at the Semi-Annual Business Meeting or at the Special Meeting as the sixth order of business, following the Welcome Ceremony.

**ARTICLE VI
OFFICERS AND REPRESENTATIVES**

Section 1. Elected Officers

- (a) The elected officers shall be GBHQ, GB Senior Princess, GB Junior Princess, GB Guide, GB Marshal, GB Secretary and GB Treasurer. If the GB Secretary and GB Treasurer offices are not filled as an elected position, then the offices shall then be appointed positions.

Section 2. Appointed Officers

- (a) The appointed officers may be any of the following: GB Chaplain, GB Junior Custodian, GB Senior Custodian, GB Librarian, GB First Messenger, GB Second Messenger, GB Third Messenger, GB Fourth Messenger, GB Fifth Messenger, GB Musician; and GB Secretary and GB Treasurer, if not filled as elected positions.

Section 3. Representatives

- (a) One (1) GB Representative to each state, province and country wherein JDI is organized, may be drawn.

**ARTICLE VII
ELIGIBILITY**

Section 1.

- (a) To serve as a floor officer, a member must have either passed her proficiency examination, or be a PHQ or Majority Member in good standing in the Grand Bethel and must have been formally welcomed. To serve as an elected officer, a member must be a HQ, PHQ or Majority Member in good standing in the Grand Bethel and must have been formally welcomed.

- (b) To serve as a Representative of the Grand Bethel, a member must be in good standing in the Grand Bethel and must have been formally welcomed.

Section 2.

- (a) Any member of the GB becoming twenty-five (25) years of age after she has been elected or appointed to an office, shall complete her term of office but shall not be eligible for election or appointment to any GB office.

**ARTICLE VIII
DRAWING**

Section 1.

- (a) The drawing for GB Representatives shall be held at the Semi-Annual Business Meeting of the Grand Bethel. The selected Grand Bethel Representatives will be installed at the Installation on the same day as the Semi-Annual Business Meeting in which they were selected.
 - (1) Eligible members will be drawn from a container to hold the position of a GB Representative.
 - (2) The states of Virginia and Pennsylvania will be drawn first; then, beginning in United States jurisdictions where Job’s Daughters is organized with the exception of DelMar, until all representatives have been selected or there are no more eligible members.
 - (3) The AGBG will see that the jurisdictions and the names of the Representatives present at the Semi-Annual Business Meeting are in their respective containers. The GBHQ will draw the jurisdiction first and then the Representative.

**ARTICLE IX
JEWELS**

Section 1.

- (a) Each officer or representative shall have the jewel of her office presented to her at the time of her installation.

Section 2. Jewel Agreement

- (a) An agreement must be signed by the member upon initial receipt of the jewel. The agreement states:

On this _____ day of _____ I, _____ acknowledge the responsibility for the upkeep and cleanliness of the Grand Bethel jewel while in my possession.

The jewel is to be returned at the Semi-Annual Business Meeting of the Grand Bethel in which I conclude the duties of such office. Upon return of the jewel I will sign the jewel in with the Grand Bethel Marshal.

Should I lose the jewel I agree to pay to replace the jewel at the price of the jewel on the date I informed the Grand Bethel Guardian of the loss.

By my signature I agree to the Terms and Conditions of this agreement.

_____ Date _____

Parent/Legal Guardian (if under the age of 18)

_____ Date _____

Witness

_____ Date _____

Section 3. PGBHQ Jewel and Crown

- (a) Each GBHQ who has faithfully served the GB for the period for which she was elected shall be presented with a gavel guard.
- (b) The PGBHQ shall also be presented with a Tiara, the expense to the GB not to exceed thirty-five dollars (\$35.00).
 - (1) In lieu of a Tiara, the PGBHQ may request the allotted thirty-five dollars (\$35.00) to be donated to her term charity.

**ARTICLE X
ELECTION, APPOINTMENT AND INSTALLATION
OF GB OFFICERS AND GB REPRESENTATIVES**

Section 1.

- (a) The semi-annual election of Officers of the GB shall be held at the Semi-Annual Business Meeting.
- (b) The election shall be a majority vote and by ballot without nomination.
- (c) To be eligible for election during the term in which the election is held, a member who is not holding an elected office must have attended the Semi-Annual Business Meeting and the Installation of Officers and Representatives, the Special Meeting and two (2) informal meetings, unless excused by the EGBC.

Section 2.

- (a) An elected officer must attend all meetings of the GB unless prevented by a good and sufficient cause. The EGBC shall determine the validity of the cause. Failure to do so shall mean automatic removal from office and shall make her ineligible to hold any elective office for one (1) term.

Section 3.

- (a) The appointed officers are appointed by the GBHQ-elect and approved by the EGBC.

Section 4.

- (a) The term of office shall be six (6) months.

Section 5.

- (a) The Installation of Officers and Representatives shall be held during the months of May and November following the Semi- Annual Business Meeting, as may be designated by the GBHQ-Elect.

Section 6.

- (a) A member shall not be installed unless her dues and all outstanding monies are paid to the GB. No officer and/or representative will be installed by proxy.

Section 7.

- (a) The Installing Officers shall be the retiring GBHQ, PGBHQs and Majority Members of the GB's of Delaware, Maryland, and DelMar; and PJBHQs and Majority Members of the Jurisdictional Bethel of Delaware. A musician without these qualifications may serve provided the EGBC approves.
- (b) The GB Installing Officers shall be Installing Officer, Installing GB Guide, Installing GB Marshal, Installing GB Senior Custodian, Installing GB Junior Custodian, Installing GB Chaplain, Installing GB Secretary and Installing GB Musician.
- (c) Whenever possible assisting Installing Officers, i.e. Host, Hostess, Flag Bearer, Narrator, etc. shall be members of JDI. Adults with proper Masonic relationship may be used as Master/Mistress of Ceremonies, or as Host/Hostess.

**ARTICLE XI
VACANCIES IN OFFICE**

Section 1.

- (a) Should the GBHQ's station become vacant during the term of office, the EGBC shall appoint a PGBHQ to the office. If no PGBHQ is available, a Majority Member of the GB shall be appointed to fill such vacancy.
- (b) If deemed advisable by the EGBC, whenever a vacancy occurs in any elective office of the GB, a special election may be held to fill such vacancy. A notice of the special election shall be mailed and/or emailed to all members of the GB at least two (2) weeks prior to the date.
- (c) Officers who have been elected shall be installed immediately.

Section 2.

- (a) A vacancy in an appointive office shall be filled by a member appointed by the GBHQ, subject to the approval of the EGBC.
- (b) Any officer so appointed shall be installed at the next GB meeting.

Section 3.

- (a) Any officer and/or representative finding it impossible to attend a meeting must contact a member of the EGBC.

**ARTICLE XII
POWERS AND DUTIES OF EXECUTIVE GRAND BETHEL COMMITTEE, GRAND BETHEL
HONORED QUEEN, GRAND BETHEL SECRETARY AND GRAND BETHEL TREASURER**

Section 1.

- (a) The EGBC shall consist of the GBHQ, GB Senior Princess, GB Junior Princess, GB Guide, GB Marshal, GB Secretary, GB Treasurer, GBG and AGBG.
- (b) The GBS shall take minutes of the EGBC meetings. The GBT may give the financial statement at the EGBC meetings, and if unavailable she may give her financial statement to the GBS to be read at the EGBC meeting. The GB Line Officers-elect and any other persons asked by the GBHQ may be invited to the meetings of the EGBC.

Section 2. The EGBC shall:

- (a) Approve the appointed officers before their appointment by the GBHQ-elect.
- (b) Determine whether or not an officer or representative shall be excused from a meeting.
- (c) Serve as the Audit Committee, to see that the bills are audited before each meeting and complete an entire audit of the GB books before the end of each term.
 - (1) If no member of the EGBC is 18 years of age or older at the time of Installation, a Daughter whom Is 18 years of age or older shall be appointed to the Audit Committee for the purpose of signing checks.

Section 3. The GBHQ shall:

- (a) Preside over all meetings of the GB, supervise its affairs and promote the good of the Order at all times. The succession of officers in case of emergency shall be GB Senior Princess and GB Junior Princess.
- (b) Appoint the following committees and such other committees as deemed necessary:
 - (1) Promotion
 - (2) Ways and Means
 - (3) Audit (shall include a member 18 years of age or older as necessary to sign checks)

Section 4. The GBS shall:

- (a) Keep an accurate record of all business and EGBC meetings.
- (b) Keep an accurate record of all financial transactions of the GB.
- (c) Keep an up-to-date file of information on all GB members.

- (d) Be the custodian of the GB official documents.
- (e) Send out notices prior to the Semi-Annual Business Meeting and Installation, notices of special election, dues notices, and all other correspondence requested of her by the EGBC.
- (f) Follow the procedure defined in Art. XIII Sec. 3 for recommending the new GBG and AGBG.
- (g) Upon receipt of changes to the Supreme Guardian Council Constitution, Bylaws and Stand Operating Procedures and/or Grand Guardian Council of DelMar Manual of Rules and Regulations, distribute to all EGBC members.
- (h) Keep an accurate copy of the Grand Bethel Rules and Regulations which shall be distributed to all new members.

Section 5. The GBT shall:

- (a) Keep an accurate record of all financial transactions of the GB.
- (b) Make a bank deposit within seven (7) business days following each GB meeting for all monies received at the GB meeting.
- (c) Prepare and read the financial statement at all GB meetings.

**ARTICLE XIII
GRAND BETHEL GUARDIAN AND ASSOCIATE GRAND BETHEL GUARDIAN**

Section 1. Eligibility

- (a) To qualify for GBG, one must be a current CAV, PBG of DelMar and is not a voting member of the GB.
- (b) To qualify for AGBG one must be a current CAV and PABG of DelMar and a Master Mason in good standing.

Section 2. Duties

- (a) It shall be the duty of the GBG and/or AGBG to supervise all transactions of the GB.
- (b) The AGBG shall see that the books are audited before the close of each term and give a report at the business meeting of the Semi-Annual Business Meeting. He shall advise the GBS and the GBT in the financial workings of the GB. He shall be the custodian of all properties of the GB.
- (c) The GBG and AGBG shall be responsible for taking accurate inventory of all GB paraphernalia annually and filing a copy with the GB Secretary in a timely manner.

Section 3. Recommendations and Approval

- (a) A GBG and AGBG shall be appointed to serve for a one (1) year term but shall not serve more than three (3) consecutive one (1) year terms.
- (b) At the February Special Meeting, the GB members shall be privileged to submit by secret ballot, recommendations concerning those to be selected as GBG and AGBG.
- (c) The ballots shall be counted and sealed in an envelope in the presence of the GB members by the GBS who shall mail them to the VGG or turn them directly over to the VGG if she is present at the meeting in which the ballots are collected and sealed.
- (d) The GBG and AGBG shall be appointed by the newly elected GG, following her election at the Annual Session of the GGC or within thirty (30) days thereafter.
- (e) The GBG and AGBG shall be installed at the May Semi-Annual Business Meeting following their acceptance. The Installation shall take place as the second order of business under New Business.

**ARTICLE XIV
DUTIES OF APPOINTED COMMITTEES**

Section 1. Promotion Committee shall:

- (a) Send a letter to each Bethel in this jurisdiction stating the purpose of the GB and eligibility of membership with an invitation to participate in activities.
- (b) Distribute applications.

Section 2. Ways and Means Committee shall:

- (a) Plan such projects as will add to the funds of the GB.

Section 3. Auditing Committee shall:

- (a) See that the financial books are audited at least seven (7) days prior to the Semi-Annual Business Meeting.

**ARTICLE XV
FINANCES**

Section 1. Receipts

- (a) All money collected in the name of the GB must be paid directly to the GB and given to the GBS unless otherwise voted upon by the EGBC.
- (b) The welcome fee shall be five dollars (\$5.00).
- (c) The annual dues shall be five dollars (\$5.00) payable on or before the May Semi-Annual Business Meeting.

Section 2. Disbursements

- (a) The GBHQ-elect shall secure a location for the Semi-Annual Business Meeting and Installation. This location will be paid for by the GB upon approval of the EGBC. The cost of the location shall not exceed two hundred dollars (\$200.00) without a vote of the GB members.
- (b) The GBHQ- elect shall secure a location for the Special Meeting. This location will be paid for by the GB upon approval of the EGBC. The cost of the location shall not exceed one hundred dollars (\$100.00) without a vote of the GB members.
- (c) The GBHQ-elect shall receive two hundred dollars (\$200.00) upon approval of her term plans, to help defray the cost of Installation.
- (d) The GBS may receive an advance of twenty-five dollars (\$25.00) to be used for necessary expenses pertaining to her office.
- (e) The GB Librarian may receive an advance of sixty dollars (\$60.00) to be used for necessary expenses in producing and distributing the GB newsletter. She shall request more money as necessary.
- (f) The GBHQ and immediate PGBHQ shall receive a ticket to the Spring Banquet to be paid by the GB.
- (g) A GB member who has received an advance shall submit a written financial report at the Semi-Annual Business Meeting.
- (h) Each member between the ages of twenty to twenty-five (20-25) shall be reimbursed the cost of their CAV application fee as long as they present written proof of their CAV approval to the GB Secretary and are active in the GB. Active in the GB shall be interpreted to mean they hold a GB office, attend the two (2) Semi-Annual Business Meetings, two (2) Installations, and the two (2) Special Meetings unless prevented by a reasonable excuse.
- (i) Any active GB member shall be reimbursed the amount of miles over twenty (20) miles round trip from her beginning destination to the Bethel that requested the Grand Bethel's assistance at the IRS Mileage rates for Charitable Services for any Bethel meeting, ceremony, and/ or exemplification to which she or her chaperone drove, pending available funds.

**ARTICLE XVI
DISCIPLINE**

Section 1.

- (a) Non-payment of dues or the retention of money or property of the GB shall be considered cause for reprimand or suspension. Notice shall be given in writing stating the cause and outlining the process of appeal.

Section 2.

- (a) A GB member whose dues have not been paid for a period of one (1) year shall be suspended. Notification of said suspension shall be sent by the GBS.

ARTICLE XVII APPEAL

Section 1.

- (a) GB members shall have the right to appeal in writing any act or decision of the EGBC which may abrogate any rights and privileges specifically guaranteed them by the GB Rules and Regulations.

Section 2.

- (a) If no written appeal is submitted to the GG within sixty (60) days after the act or decision, the aggrieved parties shall lose the right to appeal.

ARTICLE XVIII AMENDMENTS

Section 1. Submission

- (a) The Rules and Regulations of the GB may be amended at any Annual Session of the GGC by a two-thirds vote of the delegates present and voting.
- (b) The Rules and Regulations may be amended by presenting to the GB in writing the proposed amendment. A copy of the proposed amendment shall be sent to each member of the GB, after which it shall lay over thirty (30) days before action. A two-thirds vote of the GB members present and voting shall be necessary to submit the proposed amendment to the GGC for adoption.
- (c) Following the procedure of the GGC of DelMar (see DelMar-SOP-GGC-7), proposed amendments to the Rules and Regulations of the GB may also be submitted by a member of the GGC.

Section 2. Adoption

- (a) Amendments to the Rules and Regulation of the GB shall be presented at the Annual Session of the GGC.
- (b) Six (6) copies or an electronic version of the proposed amendments must be submitted in writing to the Grand Secretary at least ninety (90) days prior to the Annual Session of the GGC.
- (c) A two-thirds vote of the GGC members present and voting shall be necessary to approve the amendment.
- (d) Following procedures outlined in DELMAR-SOP-GG-7 Sec. 1, approved amendments shall be submitted to the Jurisprudence Committee of the GGC of DelMar for approval or disapproval.
- (e) After approval by the Jurisprudence Committee of GGC of DelMar, the amendment will be effective when distributed by the Grand Secretary (See DELMAR-SOP-GGC-7).