

**ARTICLE XII
MEETINGS**

Section 1. Annual Session

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

Section 2. Reports

(a) - (f) (See IN SOP- GGC-8)

**ARTICLE XIII
COMMITTEES**

Section 1. Eligibility

- (a) IN (2) (a) Daughters and Majority Members who conform to the Youth Protection Policies if they reach (or are) the age of twenty (20) while a member of Grand Bethel, may be appointed to the following committees: (See B-GGC Art. XVII, Sec. 1.11)
 - [a] Grand Bethel Committee on Promotion
 - [b] Grand Bethel Committee on Publicity
 - [c] Grand Bethel Delinquent Members Committee
 - [d] Grand Bethel Appeals and Grievance Committee
 - [e] Grand Bethel Committee on Bylaws
 - [f] Grand Bethel Ways & Means Committee
- (b) No voting member shall serve on more than one (1) standing committee unless specifically stated by law.

Section 2. Restrictions

- (a) Spouses and family members (by birth or marriage) of any members of the Executive Grand Guardian Council shall not serve on the Appeals and Grievances Committee, the Jurisprudence Committee and/or the Finance Committee.

**ARTICLE XIV
DEPUTIES**

Section 1. Grand Deputy

- (c) Shall be appointed by the GG to assist Chartered Bethels.
- (d) Shall work under the direct supervision of the GG.
- (e) Shall be PBGs or PABGs **or current Executive Bethel Guardian Council Members** who have attended at least one School of Instruction within the **previous twelve (12) months**. They shall not be eligible for appointment if they will serve concurrently as a member of the Executive BGC of the same Bethel.
- (f) Shall assist the GG in arranging for her Official Visits with the Bethels and to represent the GG in any matters only when so directed by her. He/she has no authority to interpret the law.

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

**Article I
DUTIES and POWERS of a GRAND GUARDIAN COUNCIL**

Section 1.

- (a) The IN Manual of Rules and Regulations is the adopted Manual of Rules and Regulations for the GGC of IN.
- (b) The Indiana Book of Ceremonies has been accepted by the GGC as the official Book of Ceremonies to be used by Bethels under jurisdiction of the GGC of IN.
- (c) Formation of a Grand Bethel in Indiana was approved on June 18, 1948.
- (d) (1) In the jurisdiction of the GGC of IN the distribution of records, blanks, etc, shall be through the GS's office.
- (g) One (1) copy of all correspondence transmitted in the name of the GGC by officers, committees, or general members shall be submitted to the GG and one (1) copy shall be submitted to the GS for insertion into the chronological file.

**ARTICLE II
POWERS of the EXECUTIVE GRAND GUARDIAN COUNCIL**

Section 1.

- (c) The Executive GGC shall perform such duties and exercise such power as prescribed by law.
- (d) A meeting of the Executive GGC may be called by the GG or upon request of six (6) members of the Executive GGC. All members must have at least ten (10) days notice. No less than four (4) meetings of the Executive GGC shall be called by the GG annually.
- (e) Six (6) members of the Executive GGC shall constitute a quorum. One (1) of the first three (3) named officers must be present and preside. (C-GGC Art. V Sec. 4(a))

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

Section 2. The Grand Guardian shall:

- (a) (1) Be vested with all the general powers of such an executive officer including without limitation on the general powers, the following specific powers in addition to those listed in Supreme B-GGC Art. III, Sec 2.
- (d) Appoint the members of the BGCs who shall be on the current list of CAVs provided by the Executive Manager after the close of the AS of the GGC or within thirty (30) days thereafter and certificates of appointment shall be forwarded to the **current** BGs.

- (h) (1) **Before the close of each AS the newly installed GG shall appoint the Standing Committees. All appointees shall be on the current list of CAVs provided by the Executive Manager.**
- (2) **After each AS the GG shall appoint such other committees as are necessary for the transaction of the business of the GGC for the ensuing year. All appointees shall be on the current list of CAVs provided by the Executive Manager.**
- (3) **Should a vacancy occur on a committee the GG shall appoint an eligible member who is on the current list of CAVs provided by the Executive Manager to fill the vacancy.**
- (4) **Meet with the chairmen of all committees to review expectations and plans for the year.**
- (5) **At each AS, the GG shall announce, as soon as practicable after convening, the names of persons substituting on committees and such other committees as are necessary for the transaction of business during the session who shall be on the current list of CAVs provided by the Executive Manager.**
- (o) Suspend the function of any Bethel or BGC for good and sufficient reasons.
- (p) Inspect each Bethel once every six (6) months. The GG shall designate the date and time of the inspections and advise each Bethel Guardian.
 - (1) The GG shall inspect each Bethel's cash books, checkbook, reconciled bank statements for all bank accounts, Bethel Minute Book/Roll/Inventory, Council Minute Book, Bethel Bylaws, Permanent Record Book, and Record of Dues to ensure that all Bethel records are current and in order. The GG shall verify that each Bethel has **a minimum of three (3) copies** of the Proficiency Lessons and two (2) up-to-date copies of the **Constitution, Bylaws, and Standard Operating Procedures** of JDI and IN Manual of Rules and Regulations, three (3) copies of the IN Book of Ceremonies and three (3) copies of the current Bethel Bylaws.
 - (2) When neither the GG nor the VGG is able to fulfill this obligation, the GG shall appoint a Deputy GG to inspect. (See duties of the VGG)
- (q) Make such recommendations for the good of the organization as she deems necessary, which shall be referred to the proper committee.
- (r) Affix the GGC seal to all official documents.
- (s) Advise with the AGG on all subjects bearing on the relationship of the Organization to Freemasonry.
- (t) Conduct Schools of Instruction in **a minimum of three (3) sections of the State (north, south, and central)** for all interested workers. These schools shall be held as soon as possible after the AS of the GGC and before Official Visits start. **An additional School of Instruction should be held at the start of the second Bethel term.** If the GG is unable to conduct a School of Instruction, she may deputize a qualified replacement.
- (u) **A report shall be given to the VGG no later than January thirty-first (31st) on the state of the Bethels and Councils during the first six (6) months in office.**
- (v) May sign warrants with consent of the Executive GGC in an emergency in the office of the GS.
- (w) Shall submit each month all claims for reimbursement of expenditures as provided for in IN SOP-GGC 4, to the GS before the tenth (10th) of the following month.

Section 3. The Associate Grand Guardian shall:

- (c) (1) Be the official representative of the GGC at the Grand Lodge of Free and Accepted Masons in Indiana.
- (f) Serve as Chairman of the Inventory Committee. He shall be responsible for an annual inventory of the equipment, supplies, and all properties owned and maintained by the GGC. A report of this inventory shall be forwarded to each member of the Executive GGC and the Chairman of the Finance Committee sixty (60) days prior to the AS of the GGC.

Section 4. The Vice Grand Guardian shall:

- (c) Have supervision over all arrangements for the Institution and selection of the BGC of the Bethel U.D., subject to the appointment by the GG. She shall institute and have supervision over all new Bethels as long as said Bethels are under dispensation. If she cannot fulfill these duties, the GG shall deputize someone to assist and institute the Bethels.
- (d) Have supervision over the committee members who shall work with Bethels U.D. through their Inspection for Chartering. Upon being satisfied that all requirements have been met, and upon her recommendation, the GG shall present the Bethel its Charter and number.

- (e) **Have supervision over the Bethels under Reorganization and work with the Bethels to see that all requirements are being met. The Grand Guide will assist with this supervision.**
- (f) The VGG shall be the authorized alternate signer on checks in the event of an emergency in the office of the GS or GT.

Section 5. The Vice Associate Grand Guardian shall:

- (c) Serve as Chairman of the Fraternal Relations Committee.
- (d) Serve as a member of the Inventory Committee

Section 6. The Grand Secretary shall:

- (a) (1) Have in his or her possession at meetings of the Executive GGC all papers, necessary records, and reports.
- (d) (1) Forward all official **GGC** correspondence **the Executive GGC and forward all correspondence pertaining to the Bethels to the BGCs.**
- (e) (1) Prepare an electronic warrant for all accounts having just claims against the GGC and forward along with supporting invoices/receipts to the Finance Committee for approval. All approved warrants shall be electronically sent to the GT for payment. Copies of paid warrants shall be filed permanently with the invoices and supporting papers in the office of the GS.
- (k) Issue, upon request of the Bethel Guardian Secretary, a Certificate of Majority Membership, keeping an accurate account of all names of Majority Members on file in the office of the GS.
- (l) Refer reports to the proper committee for examination.
- (m) Issue credentials to all registered, eligible voters on the active mailing list and to submit a complete list of same to the Chairman of the Credentials Committee.
 - (1) Buy, sell, and have charge of all supplies used by the Order.
 - (2) Send supplies to Bethels or Grand Officers as requested by them. A list of supplies with prices included, of the GGC IN, shall be made and copy sent to each BGC Secretary.
- (n) Receive all proposed amendments to the IN Manual of Rules and Regulations sent to her/him sixty (60) days prior to the AS of the GGC, and forward same to Chairman of the Jurisprudence Committee and a copy directly to all voting members of the GGC at least **thirty (30)** days prior to the AS of the GGC, and forward a copy to the webmaster for posting on the Indiana JDI website and official social media platform(s) of the GGC at least fifteen (15) days prior to the AS of the GGC.
- (o) Forward to the Chairman of the Publication of Proceedings Committee, after the close of each GGC AS a copy of the minutes and a report of the AS of the GGC. The original copies of all reports shall be retained in the office of the GS until the next AS of the GGC.
- (p) Notify the GS of the Grand Lodge F&AM of Indiana the name and address of the AGG.
- (q) Notify all **Bethels** of changes and amendments to the **Constitution, Bylaws, and Standard Operating Procedures** of the JDI and IN Manual of Rules and Regulations. **A copy shall also be forwarded to the webmaster for posting on the Indiana JDI website and official social media platform(s) of the GGC.**
- (r) (1) Upon the death of a PGG, PAGG, Grand Officer, or husband or wife of the afore named persons a gift of fifty dollars (\$50.00) shall be made to the Educational Foundation.
- (2) Forward an electronic memorial notification in the event of the death of a PGG, PAGG or a Grand Officer, to notify each Bethel, each present Grand Officer, each PGG and PAGG.
- (3) Send to the Indiana Masonic Home Foundation, Inc, a gift of ten dollars (\$10.00) in the event of death of a PGG, PAGG, or a Grand Officer. This gift to be entered in the Book of Remembrance as a Living Memorial to the deceased and identified as given by the GGC IN, JDI.
- (s) The GS shall maintain a chronological file for each GGC term of all correspondence furnished by and transmitted from GGC officers, committees or general membership. These files shall be maintained in the office of the GS for a period of five (5) years, at which time the file shall be reviewed and destroyed at the discretion of the GS.
- (t) **The GS shall order the PGG's Jewel J-84WP, Solid Gold, Whole Pearls, Gavel Guard J-GP and PAGG's Jewel J G 7 – WP (or the jeweler's replacement) from the official jeweler of JDI no later than February 1st so they are available for presentation at the GGC Installation during the AS.**

Section 7. The Grand Treasurer shall:

- (b) (1) Manage, via software program, all funds belonging to the GGC.
- (b) (2) Recommend the depositories of the funds and securities of the GGC subject to the approval of the Finance Committee.
- (e) **Electronically forward a monthly financial statement for the preceding month by the tenth (10th) day of each month to all members of the Finance Committee and the Executive GGC Committee. The monthly financial statement shall include: Balance Sheet, Previous Year Comparison, Deposit Detail, Check Detail, and Account History by Class.**
- (f) In the event of an emergency in the office of the GT or GS, the VGG shall be the authorized alternate signer on checks.

Section 8. Grand Guide and Grand Marshal

The Grand Guide shall:

- (c) Assist the VGG with the arrangements for the Institution of Bethels under Dispensation.
- (d) Assist the VGG with supervision over the Bethels under Reorganization and work with the Bethels to see that all requirements are being met.**
- (e) Bring such matters before the GGC as may promote the extension and growth of the organization.
- (f) Be a member of the Promotion Committee.

The Grand Marshal shall:

- (g) Assist the GGuide and present the National Emblem at the Formal Opening of the AS of the GGC.
- (h) Be a member of the Promotion Committee and a member of the GGC Session Location Committee.
- (i) Have custody of the flags and other property belonging to the GGC.

Section 9. Grand Inner and Outer Guard

The Grand Inner Guard shall:

- (c) Be the Vice-Chairman of the Fraternal Relations Committee **and a member of the Promotion Committee.**

The Grand Outer Guard shall:

- (d) Be a member of the Promotion Committee, Fraternal Relations Committee, and the GGC Session Location Committee.

ARTICLE IV COMMITTEES

Section 1. Eligibility

- (a)-(c) (See C-GGC Art. XIII Sec. 1 (a)-(c))
(See IN C-GGC Art. XIII Sec. 2 (d))

Section 2. Restrictions

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

Section 3. Standing Committees:

- (a) Jurisprudence Committee:
 - (1) **Shall be composed of five (5) members. New appointments shall be for a term of three (3) years. The GG shall appoint the Chairman from those serving their third year on the Committee. The Chairman shall keep a permanent file which shall be given to his/her successor.**
 - (2) It shall be the duty of the Jurisprudence Committee:
 - [a] To give careful consideration to all properly submitted proposed amendments to the Manual of R&R of the GGC and make a detailed report with recommendations for action by the GGC at the AS.
 - [b] To file a completed copy of those amendments adopted during the AS of the GGC with GS at the close of the Session for her use in compiling new amendments for printing and mailing. This shall be the duty of the retiring chairman of the Jurisprudence Committee
 - [c] To receive and take action on all amendments to the Uniform Code for Bethels submitted by IN Bethels prior to the close of the AS of the GGC and be responsible for returning amendments to the respective Bethels immediately following the close of the AS. This shall be the duty of the retiring Chairman of the Jurisprudence Committee.
 - [d] To give careful consideration to the bylaws or amendments thereto, of all Bethels, which may be submitted to it and report findings to the GG for approval or disapproval. After being passed upon by the GG and the Jurisprudence Committee, they shall be returned to the Bethels submitting them within sixty (60) days after receipt of same.
 - [e] To advise the GG, at her request, concerning the legality of any action or ruling contemplated by her.

- [f] Shall receive the latest copies of the IN Manual of Rules and Regulations. These copies shall remain the property of the Jurisprudence Committee and be available to newly appointed members.
- [g] Shall review and approve all written training, instructions, and ceremonial materials prepared in the name of the IN GGC prior to distribution.

(b) Finance Committee:

- (1) Shall be composed of three (3) members. At each AS of the GGC one (1) member shall be appointed for three (3) years. No member shall succeed himself/herself after having served three (3) years. The Chairman shall be appointed by the GG. The GS and GT shall be members ex-officio.
- (2) It shall be the duty of the Finance Committee:
 - [a] To audit or cause to be audited the books and accounts of any officer when requested to do so by the GG or the AGG.
 - [b] To pass on all claims that have been presented for approval and sent by the GS not later than the fifteenth (15th) of each month.
 - [c] All claims shall be forwarded to the Chairman who may approve payment of normal expenditures on budgeted items and return them to the GS.
 - [d] May deny any claim for reimbursement of expenditures submitted by any retiring Grand Officer forty-five (45) days after the close of the AS of the GGC.
 - [e] To carefully investigate and report on all proposed matters which would in any manner affect the finances of the GGC before the same can be put into operation.
 - [f] To approve the name of the Depositories of the Fund and Securities of the GGC as recommended by the GT.
 - [g] To see that the GS & GT and any person or persons responsible for money belonging to the GGC shall be bonded by an acceptable Surety Company in such amount as may be required by the Finance Committee, but not less than the amount of funds in their possession at the close of the fiscal year. The premium for said bond shall be paid from the General Fund of the GGC. Said bond shall be approved by the GG and the AGG and shall be placed with the properties of the GGC.
 - [h] To review and approve all contracts prior to signing by any officer or chairperson.
 - [i] To review and approve the proposed budgets of the GGC Session, Pageant, Ritual, Job-a-Rama, **and Coronation Ball** Committees prior to issuance of any advance monies.
 - [j] To audit all income and expenditures based upon receipts, paid bills, and bank records of the GGC Session, Pageant, Job-a-Rama, **and Coronation Ball** Committees according to the final accounting deadline for each event as set forth in IN B-GGC Art IV Sec. 4 (k), (m), (o). The report of audit will be given at the next AS.
 - [k] The Chairman shall see that the financial books of the GS and GT are audited prior to the AS, and give a detailed report of said audit at the AS of the GGC. The Chairman shall retain a licensed tax preparer to prepare and submit the annual tax returns of the GGC at the close of the fiscal year; making sure two (2) copies are given to the GS and one (1) forwarded to the Executive Manager of the Supreme Guardian Council. The audit and tax preparation expenses shall be paid by the GGC and included in the annual budget.

(c) Publication of Proceedings Committee:

- (1) The Junior PGG shall serve as chairman of this committee for one (1) year only, and may select, with the approval of the GG, two (2) people to assist on the Committee.
- (2) It shall be the duty of the Publication of Proceedings Committee:
 - [a] To prepare and ready for distribution and mailing in accordance with the mailing list furnished by the GS, a digital copy of the proceedings not later than two hundred and ten (210) days after the close of the AS of the GGC.

- [b] Each digital copy will have the picture of Mrs. Mae Marcum Jacobs (Mother Jacobs), together with her title as Organizer of JDs in IN, the first picture in each Annual Proceedings. The insert shall be white with the GGC IN emblem and the Triangle on the front. The Job's Daughters Emblem shall be on the back.
- [c] Each Bethel in Indiana will receive, gratis, one (1) copy of the published Proceedings, to be mailed to the Guardian Secretary of each Bethel.

(d) Appeals and Grievances Committee:

- (1) Shall be composed of three (3) members. **At each AS of the GGC one (1) member shall be appointed for three (3) years. No member shall succeed himself/herself after having served three (3) years.**
- (2) It shall be their duty to investigate and report only to the Executive GGC on all Appeals, Complaints, or Grievances which may be lawfully referred to it and make its recommendations as provided in the C&B of JDI.

(e) Education Committee:

- (1) Shall be composed of three (3) members, consisting of PGGs and PAGGs. (See Art. VIII Sec. 1). At each AS of the GGC one (1) member shall be appointed for three (3) years. No member shall succeed himself/herself after having served three (3) years. The chairman shall be appointed by the GG. The GS and GT shall be ex-officio members.
- (2) Shall perform the following duties:
 - [a] Receive applications for educational loans.
 - [b] Investigate and approve or reject all applications for loans within (90) days of receipt.
 - [c] Report at the AS of the GGC a full and detailed account of their acts and the condition of the loans.
- (2) A complete and accurate record of each individual loan, with all payments, cancellations or rejection recorded up to date, shall, at all times be in the hands of the chairman of the committee. Said report shall be given to his/her successor.
- (3) The GS shall be the custodian of all notes belonging to the Fund. He/she shall issue a warrant to the loan recipient and receipt for all money paid on loans. The GS shall send annual statements to the borrower and cosigners and shall perform such other duties as may be assigned to him/her by the chairman.
- (4) Loans shall be granted only for educational purposes and the amount shall not exceed five hundred dollars (\$500.00) in any one (1) year. The applicant may apply for no more than one (1) additional five hundred dollars (\$500.00) loan. All loans shall be evidenced by promissory notes endorsed by two (2) responsible persons, one (1) of which shall be other than a parent. Loans shall be made only to Daughters (active or majority) who are members of a Bethel in the jurisdiction of the GGC of IN. Loans shall not be made for a term longer than five (5) years. In case of inability to make payments when notes are due, satisfactory arrangements must be made with the Committee to redeem notes. The borrower shall notify the GS immediately of any change in address or change in school status.
- (5) Educational Loans shall be made from the Educational Fund.

(f) Fraternal Relations Committee:

- (1) Shall be composed of not less than five (5) members. The VAGG shall serve as Chairman, the GIG shall serve as Vice Chairman, the GOG shall be a member. At each annual session two (2) members shall be appointed for **one (1)** year.
- (2) The duties of the committee shall be:
 - [a] To contact and keep in touch with the officers and members of the Masonic Fraternity, and its appendant/related organizations, and to make known to the officers and members the ideals and purposes of JDI and endeavor to interest them in supporting the IN Bethels.
 - [b] To assist the GG, when requested to do so, when a Bethel's existence is in jeopardy by contacting the Masonic Lodge and OES chapter and requesting aid and assistance.
 - [c] To arrange for the Bethel officers to exemplify the ritualistic work before Masonic bodies and affiliated organizations.

- [d] To report and advise the GG of all legislation before the bodies of the Masonic Order that would affect JDI. They shall advise her of all important functions that require her attendance. In the event that she is unable to attend, she may select a representative.
 - [e] To coordinate activities with the Promotion Committee.
- (3) The chairman shall keep a permanent file which shall be turned over to his/her successor.

(g) Promotion Committee:

- (1) Shall be composed of not less than nine (9) members. The GGuide, GM and GOG shall be members. At each AS of the GGC two (2) area members shall be appointed for three (3) years. If possible, the committee shall consist of one (1) member from the northwest, northeast, southwest and southeast and two (2) from the Central area. The chairman shall be appointed by the GG. The GM shall be the vice chairman who shall assume the duties of the chairman in the absence or disability of the chairman.
- (2) The duties of the Committee shall be:
 - [a] To review existing and proposed promotional material. Update, withdraw, and produce new material, with the approval of the GG, Executive Committee and the Finance committee.
 - [b] To become familiar with and utilize promotional material available from The Supreme Office and the Supreme Promotion Committee.
 - [c] To accept all inquiries and/or requests for additional promotions and immediately confer with the GG.
 - [d] To initiate, promote and develop a program that will assist the growth of the membership of the Order.
 - [e] To initiate, promote and develop a program that will assist the retention of present membership.
 - [f] To send suggested membership promotional programs to Bethels for their consideration and use.
 - [g] **To prepare an submit to the press for publication as well as other appropriate websites and social media sites news items regarding the activities of JDI and assist Bethels in matters of publicity when requested to do so.**
- (3) The chairman of the committee shall:
 - [a] Convene, organize and assign duties to each member of the committee before the close of the AS. Absent members shall be notified of their duties within two (2) weeks of the close of the AS.
 - [b] Keep and maintain a permanent file on promotional material, activities, and requests for assistance and turn them over to her/his successor at the AS or within ten (10) days thereof.
 - [c] Coordinate activities with the Fraternal Relations Committee.
 - [d] Report and recommend to the VGG, no later than May 1, plans necessary to carry forward the work of promotion of the order.
- (4) Reimbursement to members of the committee for expenses in the performance of their duties shall be paid from the Promotion Fund **upon recommendation of the Promotion Chairman and after approval by the GG and the Finance Committee.**

(h) Budget Committee:

- (1) Shall be composed of the VGG, the VAGG, and the Finance Committee.
- (2) Shall meet no later than **one hundred twenty (120)** days prior to the AS for the purpose of preparing a statement of anticipated revenue and expenditures for the ensuing GGC year. The expenditures may not exceed the revenue. The proposed budget shall be sent with any proposed by-laws to the active mailing list of the GGC prior to the AS. The Grand Guide, Grand Inner Guard, Grand Marshal and Grand Outer Guard may be invited to attend the budget meeting.

Section 4. Other Committees**(a) Credentials Committee:**

- (1) Shall be composed of three (3) members.
- (2) It shall be the duty of the Credentials Committee.
 - [a] To carefully examine and pass upon the Credentials of all persons claiming the right to membership in the GGC.
 - [b] To prepare a complete list of duly authorized members present and entitled to vote, and file the same with the GS as soon as practicable after meeting convenes.
 - [c] To update the record book by listing registered member's names, titles and Bethel numbers. All properties shall be returned to the GSs office within ninety (90) days of the close of the AS.

(b) Memorial Committee:

- (1) Shall be composed of three (3) members.
- (2) Shall prepare and present at the AS of the GGC a suitable Memorial for departed members.

(c) Courtesy Committee:

- (1) Shall be composed of three (3) members.
- (2) Shall assist in extending courtesy to visitors and members in attendance at the AS of the GGC, and at other times when occasion permits. The Committee shall also report on courtesies received at the GGC Session.

(d) Patriotism Committee:

- (1) Shall be composed of three (3) members.
- (2) Shall present to the AS of the GGC such patriotic ceremonies as requested by the GG and which are not by law assigned to other committees. It shall also hold itself in readiness to give suggestions and advice relative to special patriotic programs to Bethels.

- (e) **Proficiency Committee:**
- (1) Shall be composed of three (3) PGGs and PAGGs.
 - (2) Shall prepare a set of questions to confirm proficiency concerning the Ritual and Laws of Job's Daughters. These questions must be approved by the Jurisprudence Committee of the GGC.
 - [a] Interested adults who are eligible to attend a Bethel meeting shall be eligible to take an examination which will be given and graded by the Committee. If the examination is passed, a Proficiency Certificate will be issued.
 - [b] A permanent record of those earning Proficiency Certificates for Adult Workers and date of passing the examination shall be kept in the GS's office.
 - [c] The Chairman shall consult with the Grand Guardian to set at least one (1) date during each term to conduct adult proficiency instruction and administer a Proficiency Test to interested adults workers.
- (f) **Bethel News On-Line:**
- (1) Bethel News will be placed on-line by the Webmaster. A Bethel News Editor will be appointed by the GG. All articles and/or pictures will be sent to the Editor.
- (g) **Inventory Committee:**
- (1) Shall be composed of **four (4)** members. The AGG shall be chairman and the VAGG, **Grand Marshal** and GS shall serve as committee members.
 - (2) Shall review the GS's inventory list of GGC supplies and paraphernalia and report shortages or overages in a printed report at AS.
 - (3) **Shall review the inventory of the Mother Jacobs Memorial Room Committee and report in the printed report at AS.**
- (h) **Ways and Means Committee:**
- (1) Shall be composed of not less than three (3) members. The GG shall appoint a new member to serve for a period of three (3) years.
 - (2) Shall carefully investigate and recommend to the Finance Committee money making projects and be in charge of the performance and completion of those approved projects.
 - (3) Shall submit a complete report of the activities of this committee at the AS.
- (i) **Mother Jacobs Memorial Room Committee:**
- (1) Shall be composed of **three (3)** members. **The GG shall appoint one (1) new member to serve a three year term.**
 - (2) The Committee shall be responsible for:
 - [a] Maintaining the Mother Jacobs Memorial Room.
 - [b] Custody of the paraphernalia and displays in the Memorial Room.
 - [c] Establishing rules governing rotating displays.
 - [d] Providing a printed report annually. It shall detail the activities of the Committee for the preceding year.
 - (3) The **Chairman** shall be responsible for:
 - [a] Arranging and rotating the displays.
 - [b] Maintaining an inventory. **Copies of the inventory shall be kept by the GS and turned in to the Inventory committee to be printed in their report for the AS.**
 - [c] Recommending such changes and/or improvements to appropriately enhance the quality and beauty for which the Mother Jacobs Memorial Room was established.
- (j) **Grand Guardian Council Session Committee:**
- (1) Shall be composed of a Chairman, Co-Chairman and as many members as deemed necessary by the GG.
 - (2) Shall handle all financial transactions relative to the AS of the GGC through the AS Fund. All itemized expenses shall be paid promptly.

- (3) The Chairman shall prepare a proposed income/expense budget and submit to the Finance Committee for review and approval when requesting the Session advance check.
- (4) The Chairman shall submit a final accounting report as soon as possible following the GGC AS, but not later than October thirty-first (31st) to the Finance Committee for audit. The Chairman shall submit all documentation of receipts, expenses and bank records to assist the Finance Committee in the audit. Said report shall be given at the next AS of the GGC and shall be printed in the Annual Proceedings of that year along with the Finance Committee Audit.

(k) Hoosier Award Committee:

- (1) Shall be composed of five (5) past or present Grand Officers, none of whom shall serve for more than five (5) consecutive years.
- (2) Shall perform all functions and assume all responsibilities delegated to it in the Rules and Regulations for the Hoosier Award.
- (3) The Chairman shall keep a permanent file which shall be turned over to her/his successor.

(l) Miss Indiana Job's Daughter Pageant Committee:

- (1) Shall be composed of a Chairman, Vice Chairman and as many members as deemed necessary by the GG. The Chairman shall be appointed by the GG.
- (2) Shall perform all functions and assume all responsibilities delegated to it in the R&R of the Miss Indiana Job's Daughter Pageant, to include selection of a Miss Indiana Job's Daughter and a Jr. Miss Indiana Job's Daughter.
- (3) The Chairman shall keep a permanent file which shall be turned over to her/his successor.
- (4) The Chairman shall prepare **an estimated** proposed income/expense budget and submit to the **Budget** Committee for review and approval **with the annual GGC budget. A complete proposed budget will be submitted to the Finance Committee** when requesting the Pageant advance **payment.**
- (5) **The Chairman shall submit a final accounting report within sixty (60) days of event to the Finance Committee for audit. The Chairman shall submit all documentation of receipts, expenses, and records to assist the Finance Committee in the audit. Said report shall be given at the next AS of the GGC and shall be printed in the Annual Proceedings of that year along with the Finance Committee Audit.**

(m) Degree of Royal Purple Committee:

- (1) The Committee shall be composed of at least five (5) members. At each AS the new member(s) shall be appointed for a term not to exceed three (3) years. Duties of the Committee are as follows:
 - [a] Publicize the Degree of RP by distributing information to the Bethels under IN jurisdiction regarding the nomination process.
 - [b] Distribute nomination and recommendation forms when requested.
 - [c] Receive nominations and recommendations from the Executive Members of BGCs or the Executive Committee of the GGC.
 - [d] Determine the recipient(s) of the award in accordance with the provisions as outlined in Articles III, IV and V of the R&R of the Indiana Degree of RP.
 - [e] Make arrangements for the conferral of the degree by the GB Officers at the AS of the GGC of IN.
 - [f] Provide all recipient(s) personal data and Degree of RP information to the GS for inclusion in a perpetual file on recipients.
 - [g] Destroy all nominations and recommendations immediately following the selection or non-selection of the nominee by the DRP Committee, except as required in letter [f] above.

(n) Job-A-Rama Committee:

- (1) The Committee shall be composed of a Chairman appointed by the GG, and other members deemed necessary by the GG.
- (2) **The Chairman shall prepare an estimated proposed income/expense budget and submit to the Budget Committee for review and approval with the annual GGC budget. A complete proposed budget will be submitted to the Finance Committee when requesting the Job-arama advance payment.**
- (3) **The Chairman will submit a final accounting report within sixty (60) days of event to the Finance Committee for audit. The Chairman shall submit all documentation of receipts, expenses, and records to assist the Finance Committee in the audit. Said report shall be given at the next AS of the GGC and shall be printed in the Annual Proceedings of that year along with the Finance Committee Audit.**

(o) Coronation Ball Committee

- (1) The Committee shall be composed of a chairman appointed by the GG and other members deemed necessary by the GG.
- (2) The Chairman shall prepare an estimated proposed income/expense budget and submit to the Budget Committee for review and approval with the annual GGC budget. A complete proposed budget will be submitted to the Finance Committee when requesting the Coronation Ball advance payment.
- (3) The Chairman shall submit a final accounting report within sixty (60) days of Coronation Ball to the Finance Committee for audit. The Chairman shall submit all documentation of receipts, expenses and records to assist the Finance Committee in the audit. Said report shall be given at the next AS of the GGC and shall be printed in the Annual Proceedings of that year along with the Finance Committee audit.

(p) Lily of the Valley Award Committee**Section 1. Members**

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

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.**
 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.**
 6. **Make arrangements for the conferral of the award.**
 7. **Maintain a permanent file that the Chairman shall turn over to his/her successor.**
 8. **Destroy all nominations and recommendations following determination of the recipients.**

**ARTICLE V
GRAND DEPUTIES**

Section 1. Grand Deputy:

- (a) – (b) (See C-GGC Art. XIV Sec. 1 (a-b))
 (c) – (f) (See IN C-GGC Art. XIV Sec. 1 (c-f))

**ARTICLE VI
FINANCES**

Section 2. Fees

(See IN SOP-GGC 4 Sec. 2)

Section 4. Disbursements

(See IN SOP-GGC 4 Sec. 4)

**ARTICLE VII
PENALTIES AND FINES**

Section 1. Penalties

- (c) The GGC IN authorizes the GG to impose those penalties and fines as listed in SOP-GGC 9.

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

Section 1. Election

- (b) (1) Candidates aspiring to the elective offices shall be requested to rise and state their names and Bethels Numbers.
- (2) If only one (1) person aspires to an office, the vote may be viva voce. If more than one (1) person aspires to an office, there shall be a ballot, if no one aspires to an office there will not be a vote.
- (3) If a member of the Executive GGC is unable to attend, the presiding officer may aspire for said absent member.
- (d) The Annual Election of Officers of the GGC shall be the first (1st) order of business of the Friday afternoon session and shall continue without recess until election is completed.
- (e) After all elective offices have been filled, the presiding officer shall direct that all distributed, unused ballots be collected and turned over to the chairman of the tellers. The Chairman of the tellers shall be directed to place them with all the used ballots and destroy them at the end of the AS.

**IN SOP-GGC-3
EDUCATIONAL AND PROMOTIONAL FUNDS**

Section 1. Educational Fund

- (c) Educational Loans shall be made from this fund. The minimum amount in this fund shall be one thousand dollars (\$1000). Interest received when the fund has reached two thousand dollars (\$2000) shall be placed in the General Fund. Applicants to be approved as set forth in IN B-GGC Art. IV Sec. 3(e).

Section 2. Promotion Fund

- (1) **Money from this fund shall be used to promote the growth of the Order in Indiana.**
- (2) **To honor the memory of Indiana’s Organizer, each year the Bethels of Indiana shall be invited to contribute to this fund at least the amount collected in the Coin March at their meeting closest to the March 22nd birth date of “Mother” Mae Marcum Jacobs.**

IN SOP-GGC-4 FINANCES

Section 2. Fees

- (b) (1) An annual membership fee of ten dollars (\$10.00) shall be paid by each voting member of the IN GGC at the time of registration for the AS, or by mailing payment to the GS if not registering for AS. Payment of the membership fee will entitle the member to voting credentials for the AS, maintain active status for one (1) year on the active mailing list of the GGC, receive the annual directory of the GGC, and a digital copy of the AS proceedings. Failure to pay Annual Membership fee shall not deprive such voting members of membership in the GGC, nor the right to vote in future GGC meetings they attend, providing membership fee has been paid to the Grand Secretary.
- (2) Persons desiring a copy of the published Proceedings and who did not register as a voting or non- voting delegate at the AS of the GGC may obtain one by remitting five (\$5.00) with their request to the GS.
- (c) The Annual Fees paid by Bethels shall be divided as follows:
 - (1) Fifty cents (\$.50) of the initiation fee and twenty cents (\$.20) of the per capita fee shall be applied to the Promotional Fund.
 - (2) The remainder of funds not required by SGC shall be applied to the General Fund.
- (d) Special Dispensation.
 - (1) The GGC IN shall obtain revenue by assessing a fee of two dollars (\$2.00) to Bethels for special privileges.
 - (2) No fee shall be charged for special privileges listed in SOP-Bethel 18 Section 4.
 - (3) **Requests shall be made to the GG at the earliest possible date, including the fee when required.**

Section 4. Disbursements

- (a) All checks written in the name of GGC shall require two signatures, that of the GS and GT. In the event of an emergency in the office of the GS or GT, the VGG shall be the alternate signer on checks. **The VGG must be added to the IN GGC bank accounts within thirty (30) days of installation.**
- (b) The GG shall be reimbursed monthly for postage, telephone calls and secretarial expenses upon submission of an expense claim and proof of expenditures to the Finance Committee for approval by the tenth (10th) of each month. The amount shall not exceed two hundred dollars (\$200.00) per year.
- (c) The Grand Guardian shall be reimbursed a sum not to exceed two hundred dollars (\$200.00) **per year** for expenses incurred in the fulfillment of her duties not related to official visits upon submission of an expense claim and receipts to the Finance Committee for approval within thirty (30) days.
- (d) The GG shall **given an allowance of six hundred dollars (\$600) per year, payable \$300 each Bethel term from the general fund for traveling expenses incurred when conducting OVs of Bethels. An account of her traveling expenses shall be submitted to the Finance Committee by the 15th of the month in the months of December and June.** In the event that someone is deputized to conduct the inspection of a Bethel, that person shall receive **ten dollars (\$10.00) per Bethel in the Official Visit.** It shall be the duty of the GG to notify the GS of the person's name and the date of the OV.
- (e) The AGG shall be **given an allowance of five hundred dollars (\$500.00) per year, payable two hundred fifty dollars (\$250.00) each Bethel term from the general fund for traveling expenses incurred when attending the Official Visits of the Bethels. An account of his traveling expenses shall be submitted to the Finance committee by the 15th of the months of December and June. Any unused funds will be returned to the GGC.**

- (f)
 - (1) The GGC shall send the GG and AGG to the AS of the SGC.
 - (2) They shall receive a sum equal to plane fare (coach rate) by the most reasonably priced route from home and return, or **thirty-eight (\$0.38)** per mile if driving, **one hundred dollars (\$100.00) per day for lodging and thirty-two (\$32.00) per day for per diem for five nights and six days** plus the amount equal to the Supreme Registration, Formal Banquet and **GG/AGG Breakfast** fees for the AS of the SGC. Each must submit an expense claim with receipts to the Finance Committee for approval **within thirty (30) days of the AS of the SGC.**
 - (3) The GGC shall reimburse the VGG and VAGG the amount equal to the Supreme Registration fee for the AS of the SGC if they register as a voting delegate and attend the Business meetings of the SGC. Each must submit a receipt to the Finance Committee for approval within thirty (30) days of the AS of the SGC.
- (g) The GG's Jewel and the AGGs Jewel and Collar shall be insured and kept in repair by the GGC.
- (h) PGG's Jewel J-84WP, Solid Gold, Whole Pearls, Gavel Guard J-GP and PAGG's Jewel J G 7-WP, or the official jeweler of JDI replacement of equal value, shall be presented at the close of each term.
- (i) The VGG shall receive the sum of three hundred dollars (\$300.00) annually from the General Fund to be used to acquaint herself with chartered Bethels and for expenses necessary in order to secure appointments for her year as GG. An itemized account of the expenditures of said sum shall be included in her annual report and an expense claim with receipts shall be submitted to the Finance Committee prior to the AS.
- (j) The reimbursement of expenses of the GS shall be seventy-five cents (\$.75) per month for each Chartered Bethel. The amount to be paid monthly.
- (k) The sum of three hundred dollars (\$300.00) shall be given the GS for expenses necessary in the fulfillment of her duties.
- (l) A Petty Cash Fund of one hundred dollars (\$100.00) shall be retained in the GS's office for expenses in the fulfillment of her duties. **It should be reconciled monthly and replenished as needed from the General Fund of the GGC.**
- (m) The premium for the Surety Bond required for GS, GT and Chairman of the Pageant, GGC Session, Job-a-Rama, and **Coronation Ball** Committees shall be paid from the General Fund.
- (n) The **GT shall receive the sum of two hundred dollars (\$200.00) annually from the General Fund to be used for expenses necessary in the fulfillment of his/her duties.**
- (o) Postage expenses for the GT, Finance Committee, Jurisprudence Committee shall be submitted to the Finance Committee for approval.
- (p) A sum not to exceed one thousand dollars (\$1000.00) shall be advanced to the Chairman of the Grand Guardian Council Annual Session Committee to help defray the expenses of the AS of the GGC. Additionally, a preliminary deposit to secure site and/or housing accommodations shall be allowed, the amount to be approved by the Finance Committee and payable as required by the site or housing management. The advance shall be available only after a budget has been submitted to the Finance committee for approval.
- (q) The GG, AGG, GS and GT and Grand Session Chairman shall be allowed a housing allowance, not to exceed three (3) days, equal to the cost of the daily rate of the facility.
- (r) In lieu of a reporter, a tape recording may be made. The proceedings of the Grand Session shall be transcribed and submitted to the Chairman of Publication of Proceedings within ninety (90) days. The transcriber shall be allowed two hundred dollars (\$200.00)
- (s) A sum not to exceed five hundred dollars (\$500.00) shall be advanced to the chairman of Job-A-Rama (provided one is scheduled) to cover preliminary expenses. The advance shall be available only after a budget has been submitted to the Finance Committee for approval. Additionally, a preliminary deposit to secure site and/or housing accommodations shall be allowed, the amount to be approved by the Finance Committee payable as required by the site or housing management.
- (t) A sum not to exceed seven hundred dollars (\$700.00) shall be advanced to the chairman to help defray the expenses of the Indiana Job's Daughter Pageant (provided one is scheduled) and shall be available only after a budget has been submitted to the Finance Committee for approval. Additionally, a preliminary deposit to secure site and/or housing accommodations shall be allowed, the amount to be approved by the Finance Committee and payable as required by the site or housing management.

- (u) **A sum not to exceed two hundred dollars (\$200.00) shall be advanced to the chairman of the Coronation Ball (provided one has been scheduled) to cover preliminary expenses. The advance shall be available only after a budget has been submitted to the Finance Committee for approval.**
- (v) **A sum not to exceed two hundred dollars (\$200.00) shall be advanced to the chairman of Ritual Contest (provided one is scheduled) to cover preliminary expenses. The advance shall be available only after a budget has been submitted to the Finance Committee for approval.**
- (w) The chairman of any sanctioned state-wide program that requires monetary receipts and disbursements shall be responsible for an itemized report of the financial transactions of the event. Said report shall be made to the Finance Committee no later than **sixty (60) days** after the close of the sanctioned program.
- (x) A sum of not less than one hundred dollars (\$100.00) shall be budgeted annually for the Mother Jacobs Memorial Room Committee to use in operating and maintaining the facilities and displays in the Memorial Room. **Funds shall come from the General Fund and the Mother Jacobs Memorial Room Fund shall not** exceed one thousand five hundred dollars (\$1500.00).
- (y) A sum of five hundred dollars (\$500.00) shall be budgeted annually for the Equipment Replacement Fund for use in replacing equipment as needed. **Funds shall come from the General Fund and the Equipment Replacement Fund shall not** exceed three thousand five hundred dollars (\$3,500.00).
- (z) A check for one hundred dollars (\$100.00) shall be drawn from the **General Fund** and presented to the Grand Lodge F&AM of Indiana. **Presentation to the Grand Master will be coordinated by the AGG.**
- (aa) A check for one hundred dollars (\$100.00) shall be drawn from the **General Fund and presented to the Indiana Grand Chapter, OES for their “Youth Scholarship Fund” providing that fund exists. Presentation to the Worthy Grand Matron will be coordinated by the Grand Guardian.**
- (bb) Any member of the GGC IN who has the privilege of serving as a Supreme Officer shall receive from GGC a gift in the amount of fifty dollars (\$50.00).
- (aa) The GGC shall provide and maintain a crown, designed by the official jeweler for Miss IN JD and Jr, Miss IN JD. The crowns shall be passed to their respective successors at Pageant.
- (bb) Lodging shall be provided for the SG and the ASG, not to exceed three (3) nights, at the time of her Official Visit when the dates of said visits are accepted by the GG.
- (cc) Expenses of a reception for the SG, not to exceed two hundred dollars (\$200.00) shall be allowed.

Section 5. Fiscal Year

- (a) The fiscal year shall end on April 30th in order to allow sufficient time for completion of records and preparation of financial reports before the AS of the GGC.

IN SOP-GGC-8 MEETINGS

Section 1 Annual Session

- (a) The AS of the GGC shall consist of a one (1) day business session beginning on the third Friday of June at 8:00 am with the Formal Opening held Friday evening, and such session shall continue, with suitable recesses until the session is concluded. (Exception) By two thirds (2/3) vote of the GGC, the time of the AS may be changed to begin on the second or fourth Friday in June.
 - (1) The location shall be designated by vote of the GGC three (3) years previous.

Section 2 Reports

- (a) The report of the Jurisprudence Committee shall be the first order of business after the reports of the elective Grand Officers.
- (b) All Elective Grand Officers shall submit a written report, **including an account of all allowances**, to the GS thirty (30) days prior to the AS of the GGC. Said reports shall be printed and given to each delegate upon registration. Supplemental reports pertaining to activities during thirty (30) days preceding Session may be given verbally. Detailed reports shall be printed in the proceedings.
- (c) All Committee Chairmen shall submit **one (1)** written copy of their report at the AS of the GGC. **Within one (1) week following the AS an electronic copy must be submitted to the GS.** All committees whose responsibilities are completed thirty (30) days prior to the AS of the GGC, shall follow the same procedure as the elective Grand Officers.
- (d) The GS shall be responsible for the pre-printed reports.

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

**ARTICLE II
DUTIES OF THE EXECUTIVE MEMBERS**

Section 1. The Bethel Guardian shall:

- (h) (1) Make herself thoroughly familiar with the C&B of the JDI, and the IN Supplement of the C&B and the Book of Ceremonies of the GGCIN.
- (i) (5) See that the Bethel possesses not less than two (2) copies of the C& B and SOPs of JDI, with IN Manual of Rules and Regulations, Bylaws of the Bethel for use of by the Executive BGC, HQ and such other Associate Members of the BGC and Bethel designated by the BG, and three (3) copies of the IN GGC Book of Ceremonies. Such copies remain the property of the Bethel and shall be turned over to the successors of the offices at the time of the installation. The BG shall see that each copy is kept up to date by insertion of amendments received from the GS or Executive Manager of the SGC.
- (6) See that the Bethel possess not less than **three (3)** copies of the Proficiency Lessons for the use of the BG, ABG, Director of Epochs, and Chaplain.
- (o) (1) **Coordinate with the GG concerning plans for the OV. If necessary, also involve the BG from any other Bethel(s) participating in the OV.**
- (2) Bethel and BGC books should be available to the GG at least one (1) hour in advance of the OV or if a dinner is to precede the meeting, one (1) hour previous to the time of the dinner.
- (p) Submit the Annual Report of the BG to the GG by the AS of the GGC.

Section 2. The Associate Bethel Guardian shall:

- (g) Supervise the study of the Proficiency Lessons Examination to enable Bethel Daughters to earn a Proficiency Certificate Form 174.
- (h) Teach the principles of the Order and due regard for Masonry, that all Daughters may know they are a vital part in the teaching of the Order.
- (i) See that no one enters the Bethel unless properly vouched for as eligible to witness the work of the Order.

Section 3. The Guardian Secretary shall:

- (f) **Send notice of dues (Form 140) to the last known address of delinquent member at least ten (10) days in advance of the meeting of the BGC and prior to the filing of the BG's Annual Report. All members one (1) year or more in arrears are subject to suspension unless otherwise directed by the vote of the Council.**
- (g) Receive a copy of the Annual Proceedings to be kept in the Bethel files for reference.
- (h) See that communications are timely read and properly reported at BGC meetings and to the Bethel.
- (i) Request Majority Certificates from the GS, including the maiden name, of the MM when placing the order.

Section 4. The Guardian Treasurer shall:

- (e) Pay out funds only by the vote of the Bethel. These amounts must have previously been approved by the BGC.

Section 5. The Director of Epochs shall:

- (d) See that there is only one (1) open Ritual in a Bethel meeting. (An exception may be made in the case of last minute pro-tems or if a Ritual is needed by the Deputy observing Daughters for the purpose of making a report to the GG.)

**ARTICLE XII
MEETINGS**

Section 3 Purpose of the Annual Meeting

- (d) Names of those receiving a majority recommendation shall be on Form 222 and forwarded to the VGG at least sixty (60) days prior to the AS of the GGC.
 - (1) Failure to file the list on Form 222 within the specified time shall render the Executive members subject to fines as specified in IN SOP-GGC-9.

**BYLAWS FOR BETHELS
INDIANA SUPPLEMENT TO
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE II
MEMBERSHIP**

Section 1. Petition

- (a) **An application** for membership may not be read more than thirty (30) days prior to the **applicant's** attaining ten (10) years of age. No **applicant** may be initiated prior to attaining ten (10) years of age. (See B-GGC Art. XVII Sec. 1.20)
- (b) All **applications** shall be referred to a visitation committee of three (3) Bethel members, assisted by one (1) Executive member of the BGC, who shall report to the BG before the next regular meeting of the Bethel. Official visitation form (form 132) shall be used by this committee in making their report.
 - (2) **An application** may be withdrawn by consent of the Bethel at the request of the **applicant** at any time before the ballot is taken. If the **application** is withdrawn or rejected the fee shall be returned to the **applicant**

Section 2. Affiliation/Reinstatement

- (b) If the demit is more than six (6) months old, dues for the six (6) month period shall be paid in addition to the affiliation fee.

**ARTICLE IV
BETHEL FINANCES**

Section 1. Receipts

(See IN SOP-Bethel-2 Sec. 1(b)(1)(b)(1))

(See IN SOP-Bethel-2 Sec. 1(c)(1)(a))

Section 3. Disbursements (See IN SOP-Bethel-2 Sec. 3 (c)(2))

**ARTICLE VI
OFFICIAL REGALIA**

Section 2. Wearing of Regalia

(See IN SOP-Bethel-11, Sec. 2 (e) (1))

**ARTICLE VII
COMMITTEES**

Section 1.

(IN b) Each Committee shall consist of three (3) or more members and assisted by one (1) member of the BGC.

**IN STANDARD OPERATING PROCEDURES
OF A BETHEL
JOB’S DAUGHTERS INTERNATIONAL**

**IN SOP-BETHEL-2
BETHEL FINANCES**

Section 1. Receipts

- (c) Fees:
 - (1) [c] The **application** fee for membership shall not be less than seven dollars and fifty cents (\$7.50) payable at the time the **application** is presented. If the **applicant** is rejected, the fee shall be returned.
- (d) (1) [a] The annual dues for Bethels under GGC IN jurisdiction shall not be less than twelve dollars (\$12.00) payable in advance January 1st each year.

**IN SOP-BETHEL-3
DISCIPLINE**

Section 3. Course of Action

- (c) Suspension:
- (2) Non-payment of dues for a period of one (1) year by a Bethel member shall be cause to warrant Suspension of such member from the Order by the Executive members of the BGC, provided the member has been notified by mail, **at her last known address**, of delinquent dues. Until such suspension shall become actually effective, the member shall retain all rights and privileges of a member in good standing.
 - (3) Non-payment of dues owed the Bethel at the time of marriage or the attainment of age twenty (20) years by a Bethel Daughter shall be cause to warrant the suspension of such Daughter from the Order by the Executive members of the BGC.
 - (4) The Bethel Guardian Secretary shall send a copy of the suspension notice to the Grand Secretary so that dual membership situations can be dealt with promptly and consistently.
 - (5) The Bethel Guardian Secretary shall notify the Grand Secretary when a Daughter has been reinstated. The Grand Secretary shall notify the second (2nd) Bethel that the Daughter has regained all rights and privileges.

Section 5. Reinstatement

- (a) (4) In the case of a Bethel who has lost its Charter, a suspended member may write the GS. Reinstatement shall be by a majority vote of the Executive members of the GGC.

IN SOP-BETHEL-12
ORANIZATION OF A BETHEL

4. Meeting Place

- (b) In forming a new Bethel, **upon approval of the Executive GGC, when desiring to meet in a Masonic Lodge, “AN APPLICATION FOR USE OF HALL BY YOUTH ORGANIZATION” must be obtained by the Secretary of the Lodge F&AM** from the GrandLodge Secretary F&AM of Indiana. Upon the approval of the Grand Master, a Certificate will be issued granting permission to allow the use of its Lodge Hall.

5. Supplies

- (b) (See IN SOP-Bethel-20)
- (1) Those supplies which are furnished gratis (see IN SOP-Bethel 20-1) are to be sent immediately upon receipt of Application for Dispensation to Institute and the Bethel UD billed for all supplies not furnished gratis.

10. Institution / Reinstitution and Installation

- (d) All Bethels instituted in the State of Indiana shall be conducted with assistance of a Bethel(s) chartered by the GGC IN.
- (e) Transportation shall be allowed to a Bethel(s) when assisting in the institution of a new Bethel. This amount shall be charged to the Promotional Fund of the GGC IN.

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

2. The ballots shall be collected and sealed in an envelope in the presence of the Bethel members by the Bethel Recorder who shall mail them to the VGG. An Executive Member of the BGC shall accompany her.

4. The ballots shall be taken on Form 221 at **the first meeting** in April.

**IN SOP-BETHEL-18
SPECIAL PRIVILEGES**

2. Request and Filing

- (b) Such requests shall be made **to the GG at the earliest possible date including the fee when required.**

IN-SOP-Bethel 102
PROPERTIES OF THE BETHEL

Section 1.

All members of the Bethel shall be responsible to the BGC for the proper care of the properties entrusted to them.

Section 2.

Any member destroying or damaging said properties shall be subject to a penalty or fine **equal to the replacement cost and** levied by the BGC.

**BYLAWS OF THE
GRAND BETHEL OF INDIANA
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

Section 1

- (a) This organization shall be known as the GRAND BETHEL OF INDIANA, JOB'S DAUGHTERS INTERNATIONAL.

Section 2

- (a) The authorization for this organization was given by the authority of the GGC of IN, JDI, on June 18, 1948.

**ARTICLE II
OBJECT**

Section 1

- (a) The object of this organization is to band together HQs, PHQs, **Princesses, and Past Princesses** of JDI for the purpose of promoting the interest, welfare and growth of the Order and keeping the interest of those experienced members centered in the organization by giving them the responsibility of the GB with proper supervision and providing them an additional opportunity to use leadership ability, as a further goal for which to strive after their years of active membership in the Bethel are over.

**ARTICLE III
MEMBERSHIP**

Section 1

- (a) A PHQ, HQ, HQ-elect, Past Senior or Junior Princess, SP, JP, SP-elect, or JP-elect from a Bethel or former Bethel chartered in the State of IN, **or a Majority Member of a Bethel in IN who was a PHQ from another jurisdiction**, is eligible to become a member of GB and shall be considered a member upon payment of dues.
- (b) A Member shall be eligible to become a Life Member when she has paid dues to the GB consisting of a one-time fee of forty dollars (\$40) effective July 2013.
- (c) Each year with the notice of the AM, a return card will be enclosed for each member to select her mailing status. Each member shall return said card to the GB Recorder indicating her desired mailing list status: 1) active, receive all GB correspondence, 2) inactive – receive only the notification of the AM, or 3) No Correspondence – receive no correspondence from GB. Any member of the GB may change her mailing status at any time. Any member who fails to reply within ninety (90) days will be placed on the No Correspondence mailing list.

**ARTICLE IV
REPRESENTATIVES, REGION CHAIRMEN & ADVISORS**

Section 1 Officers

- (a) There shall be twenty-three (23) officers of the GB which include the News Reporter and three (3) GB Committee members.
- (b) These officers shall have the same titles as the Bethel officers with titles of "GB" before the title of the office, such as "GBHQ", "GB" Three Year Committee Member".
- (c) The elective officers shall be: GBHQ, GBSP, GBJP, GB Guide, GB Recorder, GB Treasurer and the GB Three Year Committee Member"
- (d) The selective officers shall be: GB Marshal, GB Senior Custodian, GB Junior Custodian, Five (5) GB Messengers, GB Inner Guard, GB Outer Guard.
- (e) The appointive officers shall be: GB Musician, GB Librarian, GB Chaplain and GB News Reporter.

Section 2 Representatives

- (a) The Indiana Job's Daughters Representatives shall be under the direction of the Grand Bethel, subject to the supervision of the Grand Bethel Executive Committee as outlined in Article X and XI.
- (b) There shall be one representative for each jurisdiction, Exception:
 - a. The state of California shall have two (2) Representatives; one (1) to California- Northern and one (1) to California-Southern.
 - b. The country of Brazil shall have at least four (4) Representatives, to be called Brazil Area 1, Brazil Area II, Brazil Area III, etc. Number of Representatives to be determined by the Grand Bethel Executive Committee.
 - c. Jurisdictions may be combined at the discretion of the Grand Bethel Executive Committee.
- (c) The representatives shall be titled "Indiana JD Representative to..." (jurisdictions listed alphabetically if more than one).
- (d) The Indiana JD Representative shall be selected in the same manner as the selective GB Officers.
- (e) All Daughters **attending the AM of the GB or who have submitted a letter of intent** shall be eligible to be a representative. She does not need to be a member of Grand Bethel.
- (f) Each Indiana JD Representative shall receive a medallion, subject to Article XV, Section 1.

Section 3 Region Chairmen

- (a) There shall be a Region Chairman for each of the GB regions.
- (b) The GBHQ shall appoint the GB Region Chairmen, upon recommendation of the GBSP and approval of the GB Executive Committee.
- (c) The GB Region Chairmen shall be titled, such as "GB Region One Chairman" **and may be changed as the regions are reconfigured by the GB Executive Committee.**
- (d) These Region Chairmen compose the GB Promotion Committee. (See Article VII, Section 11.)

Section 4 Advisors

- (a) There shall be two (2) Advisors of the GB.
- (b) They shall be titled GBG and AGBG.
- (c) This position shall not entitle them to a vote in GB Executive Committee.
- (d) Where a GBG is a member of GB, she shall be entitled to vote on proposed Bylaw amendments and during election at the AM of the GB.

ARTICLE V ELECTION AND SELECTION

Section 1 Election

- (a) The election of the GB Officers. GBG and AGBG shall be at the AM of the GB.
- (b) (1) Candidates aspiring to the elective offices shall be requested to rise and state their names and Bethel numbers.
 - (2) If only one (1) person is aspiring to an office the vote may be viva voce. If more than one (1) aspires, there shall be a ballot.
 - (3) If a member of GB is unable to attend in case of sickness or unavoidable absence, the absent member may aspire to office by submitting a letter to the GBHQ prior to the AM; in which case the GB Committee shall decide upon the eligibility of the absentee.
- (c) The GBG and AGBG shall be elected by secret ballot, with nominations.
 - (1) If only one (1) person is nominated, then the vote may be viva voce. If more than one (1) is nominated, there shall be a ballot.

Section 2 Selection

- (a) The selection of GB Officers shall be by drawing from those eligible members, registered and in attendance, following the election of Officers and Advisors.
- (b) The selection of Indiana JD Representatives shall be by drawing from those eligible daughters in attendance or who have signed a letter of intent stating that she will fulfill all responsibilities as outlined in the bylaws if selected. The letter of intent must be signed and turned into a Grand Bethel Executive member prior to the AM of Grand Bethel.
- (c) No Bethel shall receive more than one (1) selective officer in one (1) year until each Bethel present is represented. After each Bethel present is represented, the selective officers shall be continuously evenly distributed among the Bethels present until the selection is completed. The same shall apply to the Indiana JD Representatives.

Section 3 Eligibility

- (a) Any member in good standing who has attended at least two (2) previous AMs of the GB as a voting member, shall be eligible for an elective office.
- (b) Any elective officer must be at least eighteen (18) years of age at the time of installation. Exception: the GB Committee Chairman, 2-Year Committee Member and the 3-Year Committee Member.
- (c) Any member in good standing in attendance at the AM of the GB shall be eligible for a selective office, but she shall be eligible from only one (1) Bethel.
- (d) Any Indiana Job's Daughter registered for the Annual Session of the GGC and in attendance at the Annual Meeting of the GB shall be eligible for an Indiana JD Representative, but she shall be eligible from only one (1) Bethel.
- (e) To be eligible for any elective, selective or appointive office or to serve on a standing committee of Grand Bethel, a member who is a Majority Member of JDI must be on the YPP current CAV list provided by the Executive Manager prior to assuming the elective, selective or appointive office or committee position.
- (f) Any GB member with outstanding properties or payment shall be ineligible for office.
- (g) Dues for the ensuing GB term must be paid before any GB member may be installed as an officer.
- (h) Badge fee must be paid before any GB Officer, Advisor or Indiana JD Representative may be installed. (Article XV, Section 1 Badges)
- (i) If a GB member or advisor is asked to resign or is removed from office by the GB Executive Committee, she/he shall be ineligible to hold that office again.
- (j) A GB member upon accepting any one position in GB shall not be eligible for any other elective, selective or appointive office in GB during that term.
- (k) The GBHQ must live in Indiana.
- (l) The GBG and AGBG shall be members in good standing of the GGC of IN and shall have been a GG and AGG of IN.
- (m) **Any GB member wishing to aspire to an elective office must be a PHQ from a Bethel or former Bethel chartered in the state of Indiana.**

**ARTICLE VI
TERM OF OFFICE**

Section 1 Elective Officers

- (a) Elective officers of the GB shall serve for one (1) GB term, from the time of their installation until their successor has been installed with the exception of the GB Recorder and GB Treasurer who may be reelected, but may not hold office longer than three (3) consecutive terms. The GBHQ shall not succeed herself in office.

Section 2 Selective and Appointive Officers

- (a) The GB selective and appointive officers shall serve the GB for one (1) GB term, from the time of their installation until successor has been installed. Any unavoidable absence from installation shall be referred to the GB Committee for acceptance.

Section 3 GB Committee Members

- (a) A GB Committee member shall serve three (3) consecutive terms. An unexpired term shall be filled by election at the AM of the GB. Chairman of the GB Committee may not succeed herself in office.
- (b) A member of the GB serving as an executive committee member shall not be eligible for an elected line office until she has completed the term for which she was elected.

Section 4 GBG and AGBG

- (a) The GBG and AGBG shall serve a term of one (1) year and may be reelected, but may not hold office longer than three (3) years.

Section 5 Indiana JD Representative

- (a) The Indiana JD Representatives shall serve one (1) GB term, from the time of their installation until their successor has been installed. Any unavoidable absence from installation shall be referred to the GB Committee for acceptance.

**ARTICLE VII
DUTIES OF GB OFFICERS, REPRESENTATIVES, COMMITTEES AND ADVISORS**

Section 1 The GBHQ shall:

- (a) Preside at all convocations of the GB.
- (b) Supervise the affairs of the GB.
- (c) Make all arrangements for GB Executive Committee meetings.
- (d) Appoint necessary committees.
- (e) Promote the good of the Order at all times.
- (f) See that her corps of officers render whatever assistance possible to the Bethels of the State, through the GGC of IN.
- (g) Appoint the GB Musician, GB Librarian and GB Chaplain, GB News Reporter and GB Region Chairmen. (See Article IV, Section 3)
- (h) Attend the visit of the SG or designate a GB member to represent her officially.
- (i) Have in her possession a copy of the official die.
- (j) Make a report of her activities and an account of her allowance at the AM of the GB.
- (k) Care for the cape, crown, jewel and sash of her office and see that they are passed to her successor.
- (l) See that the following gifts are presented on behalf of the GB:
 - 1) SG and/or ASG.
 - 2) GG and AGG.
 - 3) GBG and AGBG
 - 4) HQ's jewel as provided in Article IX, Section 2 (c). The GB Recorder shall order.
- (m) Send a ninety (90) day notice of the AM of the GB or as soon as GGC information is available.

Section 2 The GBSP shall:

- (a) Supervise the affairs of the committee on Promotion.
- (b) Assist the GBHQ in introducing GB to prospective members.
- (c) Attend the meetings of the GB Executive Committee.
- (d) Make a report of her activities, which may include oral reports of the GB Regions Chairman, and an account of her allowance at the AM of the GB.
- (e) Care for and distribute the Books of Ceremony for Installation.
- (f) Care for the cape, crown, jewel and sash of her office and see that they are passed to her successor.
- (g) Make a recommendation to the following officers for the ensuing term to the GBHQ and GB Executive Committee: GB Musician, GB Librarian, GB Chaplain and GB News Reporter.
- (h) Promote the good of the Order at all times.

Section 3 The GBJP shall:

- (a) Direct activities of the Indiana JD Representatives.
- (b) Assist the GBHQ in introducing GB to prospective members.
- (c) Attend the meetings of the GB Executive Committee.
- (d) Make a report of her activities, which may include oral reports of the Indiana JD Representative, and an account of her allowance at the AM of the GB.
- (e) Care for the cape, crown, jewel and sash of her office and see that they are passed to her successor.
- (f) Promote the good of the Order at all times.

Section 4 The GB Guide shall:

- (a) Attend the meetings of the GB Executive Committee.
- (b) Prepare Indiana JD Representative packets to be distributed **prior to the Installation of the GB.**
- (c) Make report of her activities and an account of her allowance at the AM of the GB
- (d) Care for jewel and sash of her office and see that it is passed to her successor.
- (e) Assist the GBHQ in introducing GB to prospective members.
- (f) Care for the following paraphernalia:
 - 1) Holy Bible and Altar Cloth
 - 2) American Flag, staff and stand
 - 3) GB Flag, staff and stand
 - 4) Other paraphernalia appropriate for the AM of the GB
- (g) Promote the good of the Order at all times.

Section 10 The GB Executive Committee

- (a) The GB Executive Committee shall consist of the elective officers and the GB Committee members,
- (b) Duties:
 - 1) Transact the necessary business of the GB.
 - 2) Aid the officers in the performance of their duties.
 - 3) Make preparations for the AM of the GB.
 - 4) Recommend amendments to the Bylaws.
 - 5) Supervise the maintenance and updating of the GB notebooks.
 - 6) Review and make necessary changes in the geographic boundaries of the regions prior to the AM of the GB.
 - 7) Review and make necessary changes in the Indiana JD Representatives groupings prior to the AM of the GB.

Section 11 GB Committee

- (a) The GB Committee shall consist of three (3) GB members. The GBG and AGBG shall be nonvoting members of this committee and serve in an advisory capacity.
- (b) The member serving the last year of a three (3) year term shall be the GB Committee Chairman. (See Article VI, Section 3).
- (c) Duties:
 - 1) The GB Committee at their AM shall determine:
 - a. the amounts to be expended under ARTICLE IX, SECTION 1 (d) and Section 2 (b).
 - b. the assessment for late return, damage or loss of notebook. (ARTICLE XV, Section 2)
 - 2) This Committee as a body shall be the only source of interpretation of these Bylaws.
 - 3) This Committee shall have complete care of the badges.
 - 4) This committee shall approve the appointment of vacancies as provided in ARTICLE XIV.
 - 5) The GB Committee Chairman shall make a report of her activities and account of her allowance at the AM of the GB.

Section 12 Standing Committees

- (a) Committee on Promotion shall be composed of the GB Region Chairmen, each of whom shall serve for a term of one (1) year. Each member shall serve as the Chairman of one (1) of the designated GB Regions. The GBSP shall supervise this Committee.
 - 1) to visit the Bethels in her region.
 - 2) to promote GB and Job's Daughters in her region.
 - 3) to have at least one (1) social activity in the region (Region Meeting).
 - 4) to appoint necessary committee to aid in her duties.
- (b) GB Committee on Publicity shall be composed of one (1) member who shall be appointed to serve for one (1) term. Her title shall be GB News Reporter. It shall be her duty to write a **piece for publication in each** Bethel News and promote GB in any media outlet as convenient, subject to the approval of the GB Executive Committee.
- (c) Delinquent Members Committee shall include the GB Recorder.
 - 1) It shall be the duty of this Committee to contact, by mail those members whose dues are one (1) and two (2) years in arrears urging them to become members in good standing.
- (d) GB Appeals and Grievances Committee shall be composed of a chairman and two (2) members, each of whom shall be appointed by the GBHQ to serve for one (1) GB term. There shall be one (1) Past GB Committee appointed to serve on the committee as chairman, with the remainder of the committee composed of PGBHQs or Past GB Committee member. Members shall not serve two (2) consecutive terms. It shall be the duty of this Committee:
 - 1) to investigate all written appeals submitted by a GB member or advisor concerning charges of neglect of duties as they are outlined in these Bylaws. All members of this committee must participate in this investigation and any subsequent meetings.
 - 2) to file a record of it findings and recommendations with the GB Executive Committee within thirty (30) days after receipt of the appeal. This committee does not report at the AM of the GB.

- (e) Committee on Bylaws shall be composed of a chairman and no less than two (2) members. Each member shall be recommended by the GBSP for the ensuing term to GB Executive Committee. They shall serve for one (1) term. There shall be one (1) PGBHQ or Past Committee Chairman appointed to serve on the committee. It shall be the duty of this committee: (1) To provide a Bylaw Proposal Form to the GBSP for inclusion in the GB Installation Packets and mailings. (2) To provide an adequate deadline for proposed Bylaw amendments. Deadline submitting shall be strictly adhered to.

Section 13 Other Committees

- (a) The GBHQ shall appoint all other necessary committees.

Section 14 Advisors

- (a) It shall be the duty of the GBG and the AGBG:
 - 1) to attend the meetings of the GB Executive Committee and GB Committee.
 - 2) to make a report of the AM of the GB,
 - 3) care for the jewel of their office and see that it is passed to their successor.
- (b) Warrants drawn on the treasury shall be signed by either advisor.
- (c) The AGBG shall be responsible for the audit procedure as outlined in ARTICLE IX, Section 3.

ARTICLE VIII MEETINGS

Section 1 Annual Meeting

- (a) The AM of the GB of IN may convene separately from the AS of the GGC of IN, at a date, time and location recommended by the Executive Members of the GB and approved by the Executive Members of GGC of IN.
- (b) The AM of the GB shall be held no more than forty-five (45) days prior to the beginning of the AS of the GGC.
- (c) The following reports are submitted to the GB:
 - 1) The GBHQ, GBSP, GBJP, GB Guide, GB Recorder, GB Treasurer, GB Committee Chairman, GBG and AGBG shall each submit a written report single spaced, to the GB Recorder thirty (30) days prior to the AM of the GB. A short synopsis of these reports shall be read at the AM. At the discretion of the GBHQ, an officer may read her entire report. **If a GB member requests to read the full report, she may contact the GB Recorder directly, who will then share the report with her electronically within thirty (30) days.**
 - 2) All Committee Chairman shall submit two (2) typewritten copies, single spaced, of their reports to be given to the GBHQ and one (1) copy to become a part of the permanent records of the GB. Short synopsis of these reports may be read at the AM at the discretion of the GB Executive Committee.
- (d) Installation of the GB officers, Region Chairmen, JD Representatives and Advisors will be held on the Saturday of the AS of the GGC.
- (e) Any person eligible to attend a Regular Bethel Meeting may attend the AM and Installation. Other invited guests may attend at the discretion of the GBHQ.

Section 2 GB Committee Meeting

- (a) An AM of the GB Committee with elective officers present shall be held at the close of the AM of the GB or within thirty (30) days thereafter.
 - 1) The GB Committee Chairman shall preside at this meeting.
 - 2) A Majority plus either the GBG or the AGBG shall constitute a quorum necessary to conduct the business of the GB Committee.
- (b) Meetings of the GB Executive Committee shall be called by the GBHQ. Any member of the GB Executive Committee may request the GBHQ call a meeting. A meeting shall not be held without the presence of either the GBHQ or GB Committee Chairman. Meetings may be held in person or via conference call or email.
 - 1) The GBHQ shall preside at meetings. In her absence the GB Committee Chairman shall preside.
 - 2) A Majority plus either the GBG or the AGBG shall constitute a quorum necessary to conduct the business of the GB Executive Committee. All members of the GB Committee and of the GB Executive Committee shall be notified in advance of any meetings, by the GB Committee Chairman or the GBHQ, respectively.

Section 2 Regional Meetings

- (a) Region meetings shall be held at least once a year. Each meeting shall be a social activity for the purpose of creating more interest in GB and Job's Daughters.

**ARTICLE IX
FINANCES**

Section 1 Receipt

- (a) Dues shall be ten dollars (\$10.00) per term. Life Members shall be exempt from dues. (See ARTICLE III, Section 1)
- (b) A collection shall be taken during the AM of the GB which shall be contributed to HIKE.
- (c) All funds belonging to the GB shall be deposited by the GB Treasurer in the name of the GB.
- (d) A portion of the GB Funds shall be put in a savings account. The amount shall be decided by the GB Committee at the close of the AM of the GB after all bills are paid.

Section 2 Disbursements

- (a) Bills shall be paid by the GB Treasurer when properly authorized by a warrant issued by the GB Recorder, when approved by the GBG or AGBG (See Article IX, Sec. 5 (a)).
- (b) The following GB Members are to have an allowance fund:
- 1) The GBHQ. Restricted only to postage, printing and stationery.
 - 2) The GBSP. Restricted only to postage, printing and stationery.
 - 3) The GBJP. Restricted only to postage, printing and stationery.
 - 4) GB Guide. Restricted only to postage, printing and stationery.
 - 5) GB Recorder. Restricted only to postage, printing, supplies and stationery.
 - 6) GB Treasurer. Restricted only to postage, printing and stationery.
 - 7) GB Region Chairmen. Restricted only to postage for one (1) region meeting.
 - 8) GB Committee Chairman. Restricted only to postage, printing and stationery.
- (c) GB will give a new Bethel the HQ's jewel at the chartering if the GB conducted the installation at the Bethel's institution. The HQ's jewel J66/JG66 shall be ordered from the Official Jeweler.
- (d) A gift **valued at** ten dollars (\$10.00) shall be given the SG and/or ASG at the time of their visits to IN.
- (e) A gift **valued at** ten dollars (\$10.00) shall be given the GG & AGG of IN at the time of their reception in their honor.
- (f) A gift **valued at** ten dollars (\$10.00) shall be given the GBG and to the AGBG each term.
- (g) The GB will buy the GBHQ's (or her representative's) banquet tickets at the time of the SG's visit to IN.
- (h) The GB will buy the GBHQ J-99 PHQ or the company replacement. The pin shall be of 10K gold quality. It shall be ordered from the Official Jeweler during January by the GB Recorder. The pin will be presented at the GB Installation.
- (i) Two hundred and fifty dollars (\$250.00) allowance shall be given the GBHQ ninety (90) days prior to the AM for said expenses, provided funds are available.
- (j) Two hundred and fifty dollars (\$250.00) allowance shall be given to the GBSP ninety (90) days prior to the Installation for said expenses, provided funds are available.
- (k) The GB shall buy the retiring GBG JBG-3 and the AGBG JBG-4 or the company replacements. The pins shall be of 10K gold quality. They shall be ordered from the Official Jeweler during January by the GB Recorder. These pins shall be presented at the GB Installation.
- (l) The GBHQ shall be reimbursed two hundred dollars (\$200.00) upon returning from Supreme Session for traveling expenses.

Section 3 Annual Audit

- (a) The books of the GB Recorder and the GB Treasurer shall be closed for audit on July 31st, and sent on or before August 15, to the AGBG, whose responsibility it shall be to audit these books and
- (b) submit a report at the AM of the GB. This audit should be completed and the books returned to the respective GB officers by September 1.
- (c) A preliminary audit of books is to be made by May 31st of each year.

Section 4

- (a) At the discretion of the GB Executive Committee, GB may make a memorial contribution to GGC's Educational Foundation.

Section 5 Procedures

- (a) All money regardless of source shall be processed through the GB books, first going to the GB Recorder who makes proper record of amounts and source, then turns them over to the GB Treasurer taking receipt for the same. All bills must be approved by the Executive Committee of GB. They shall then be paid by the GB Treasurer when properly authorized by a warrant issued by the GB Recorder and approved by the GBG or AGBG.

**ARTICLE X
SUPERVISION**

Section 1.

- (a) All activities of the GB, except those delegated to the GB Committee, shall be under the supervision of the GB Executive Committee at all times.
- (b) All questions on procedures shall be referred to the GBHQ who will reply as stated in these Bylaws.
- (c) Questions needing interpretation shall be referred to the GB Committee. No other officer or member shall make interpretations or decisions on these Bylaws.

**ARTICLE XI
DISCIPLINE**

Section 1.

- (a) All GB members and advisors shall be under the direct supervision of the GB Executive Committee, who shall have the power to investigate, reprimand, suspend, or remove from a position for neglect of duties as outlined in these Bylaws.
- (b) Suspension: Non-Payment of dues shall be considered cause for suspension.
- (c) Investigation:
- 1) The GB Executive Committee shall instruct the GBG and/or the AGBG to investigate any charges or complaints during a period of not more than thirty (30) days after the receipt of such charges or complaints. They shall use their best efforts to adjust and settle the matter without the necessity of further procedure.
 - 2) The GBG and/or AGBG shall make a report of the findings to the GB Executive Committee. This report shall be made within forty five (45) days after the receipt of charges or complaints.
- (d) Reprimand:
- 1) Neglect of duties as outlined in these Bylaws or retention of money or property of the GB of IN shall be considered cause for reprimand.
 - 2) A reprimand shall be considered a registered letter composed and issued by the GB Executive Committee. The letter shall include an outline of Appeals and Grievances.
- (e) Probation:
- 1) A GB member or advisor who has been reprimanded shall be placed on probation for a definite period to be determined by the GB Executive Committee.
 - 2) Violation of probation shall be cause for removal from position.
- (f) Removal From Position:
- 1) A member of the GB Executive Committee shall lose his or her office and the honors thereof if absent from three (3) meetings of the GB Executive Committee without good and sufficient reason. The members of the GB Executive Committee shall determine the validity of the reason.
 - 2) A registered letter, composed and issued by the GB Executive Committee shall be sent to a GB member or advisor who has violated their probation. The letter shall include an outline of Appeals and Grievances.
 - [a] This letter shall explain that they are removed from their position immediately and all properties of the GB must be returned to a designated member of the GB Executive Committee.
 - 3) **Any elective, selective, or appointive officer or anyone serving on a committee of Grand Bethel, as a Majority Member of JDI must be on the YPP current CAV list. Officers and committee members who are not CAV will be removed from office.**
- (g) Reinstatement:
- 1) Reinstatement shall occur after payment of dues are made current.
 - 2) A suspended member may request reinstatement to membership after a period of not less than one year.

ARTICLE XIV VACANCIES

Section 1

- (a) Should the GBHQ's station become vacant during the term of office, the GB Committee shall appoint a PGBHQ to fill the office for the remainder of the term. Her title shall be Acting GBHQ.

Section 2

- (a) Should the station of the GBSP, GBJP, GB Guide become vacant during the term of office, the GBHQ shall appoint a PGBHQ to fill the office for the remainder of the term upon approval of the GB Committee. The PGBHQ who is appointed shall not be eligible for election to the offices mentioned above. (Section 1 and 2).

Section 3

- (a) Should the station of GB Recorder or GB Treasurer become vacant during the term of office, the GBHQ shall appoint a member who has served in this office before to fill the office for the remainder of the term upon approval of the GB Committee. If unable to find such an officer, an eligible member shall be appointed

Section 4

- (a) A vacancy occurring between AM of GB in the GB Committee shall be filled by an eligible member appointed by the GBHQ upon approval of the GB Committee to serve until the next AM of the GB. She shall be eligible for election. (See Article VI, Section 3.)

Section 5

- (a) Vacancies in other positions shall be filled by eligible members appointed by the GBHQ upon approval of the GB Committee to serve for the remainder of the term.

Section 6

- (a) The GBHQ shall appoint, upon approval of the GB Committee, an Indiana JD Representative to any State, Territory, Province or Country which has been newly organized by the Supreme Guardian Council of the JDI.

Section 7

- (a) A vacancy occurring between AM of GB for the GBG or AGBG shall be filled by a PGBG or PAGBG, respectively, appointed by the GBHQ with the approval of the GB Committee, to serve until the next AM of the GB.

ARTICLE XV PARAPHERNALIA

Section 1 Badges

- (a) Badges will be secured for each GB position and Indiana JD Representatives. The badge shall be the GB officer's, region chairman's, Indiana JD Representative's or advisor's property.
- (b) A payment of ten dollars (\$10.00) is required by all newly selected, appointed and elected persons of GB to cover the cost of GB badges. The payment must be paid by all positions, NO EXCEPTIONS, prior to GB Installation.
- (c) **A payment of five dollars (\$5.00) is required by all newly selected IN JD Representatives to cover the cost of badges. The payment must be paid by all Representatives, NO EXCEPTIONS, prior to GB Installation.**
- (d) The GB Recorder shall collect said payment at the AM of the GB when that person is elected, selected, or appointed to her respective position.
- (e) The GB Committee shall distribute badges at the Installation of GB Officers.
- (f) Wearing of Badges: The badges shall be worn when representing the GB of IN and at activities of JDI when NOT attired in the official regalia of Job's Daughters. **Representatives may wear their badge with official regalia if the badge is placed on a chain.**

Section 2 Notebooks

- (a) Elective Officers, GB Committee and Advisors shall receive a notebook to assist them with their duties.
- (b) Distribution and Collection:
- 1) Elective Officers and GB Committee members and Advisors notebooks shall be transferred within the GB Executive Committee.

- (c) Penalty
 - 1) A fee shall be assessed by the GB Committee for late return, damage or loss of the notebook.
 - 2) A bill for the cost of the notebook will be sent to the recipient when said notebook is reported lost or destroyed.

Section 3 Inventory of Paraphernalia

- (a) The GB Recorder shall file a complete inventory of all GB paraphernalia and the name of the person to whom it is assigned with the Grand Secretary.
- (b) Duplicate copies of the inventory shall be held by the GB Recorder, GBHQ, GB Committee Chairman and the GBG.

ARTICLE XVI BOOK OF CEREMONIES

Section 1

- (a) The GB of IN has its own installation ceremony which is duplicated in several copies to be distributed to the Installing Officers by the GBSP.
- (b) Permanent copies are kept by the GBHQ, GB Recorder, GB Committee Chairman and the GBG.

ARTICLE XVII ORDER OF BUSINESS

Section 1

The Order of Business for the AM of the GB of IN shall be:

- (a) Opening Ceremony
- (b) Introductions
- (c) Reading of Minutes of previous AM and Installation of the GB
- (d) Special Ceremonies
- (e) Unfinished Business
- (f) **New Business**
 - 1) **Elections shall be the first order of business.**
- (g) Reports:
 - 1) Committees
 - 2) AGBG
 - 3) GBG
 - 4) GB Committee Chairman
 - 5) GB Treasurer
 - 6) GB Recorder
 - 7) GB Guide
 - 8) GBJP and IN JD Representatives
 - 9) GBSP and GB Region Chairmen
 - 10) GBHQ
- (h) Drawing of Selective Officers
- (i) Good of the Order: Collection for HIKE, **Educational Foundation, or another charity selected by the GBHQ, upon approval of the GB Executive Committee.**
- (j) Closing Ceremony

Section 2

- (a) The Order of Business may be changed, when necessary, by 2/3 of the members present and voting.

**ARTICLE XVIII
AMENDMENTS**

- (a) These bylaws may be amended by presenting the proposed amendment in writing to each member **present at the AM of the GB**; a two-thirds (2 /3) vote of the members present and voting shall be necessary to recommend adoption of amendment to GGC.
- (b) Any Grand Bethel member may submit a bylaw amendment proposal. All proposals must include a signature of a member of the Indiana GGC, who may or may not be a GB member.
- (c) Proposed bylaw amendments must be forwarded to GGC no later than ninety (90) days prior to Grand Session for inclusion in the GGC proposed bylaw amendments.
- (d) **A copy of proposed amendments shall be sent directly to each voting member requesting a copy thereof at least fifteen (15) days previous to the AM. A copy of proposed amendments shall be posted on the Indiana JDI website and official social media platform(s) of the GB at least fifteen (15) days previous to the AM.**
- (e) The GGC will vote to accept or reject **amendments** that are recommended **for** adoption at the AM of GB. The GGC has the right to amend the amendment before the vote.
- (f) Following the action of GGC, approved GB amendments will be submitted to Supreme Jurisprudence for review and approval.

**ARTICLE XIX
PARLIAMENTARY AUTHORITY**

Section 1

- (a) Robert’s Rules of Order governing the GGC of IN shall be the parliamentary authority on all matters not covered by these Bylaws.

GRAND BETHEL GLOSSARY

<u>ABBR</u>	<u>EXPLANATION</u>
AGBG	Associate Grand Bethel Guardian
AM	Annual Meeting
AS	Annual Session
GB	Grand Bethel
GBG	Grand Bethel Guardian
GBHQ	Grand Bethel Honored Queen
GBJP	Grand Bethel Junior Princess
GBSP	Grand Bethel Senior Princess
IN	Indiana
JD	Job’s Daughter
JPGBHQ	Junior Past Grand Bethel Honored Queen
PAGBG	Past Associate Grand Bethel
PGBG	Past Grand Bethel Guardian
PGBHQ	Past Grand Bethel Honored Queen
PHQ	Past Honored Queen
SG	Supreme Guardian
ASG	Associate Supreme Guardian

**INDIANA JOB’S DAUGHTER PAGEANT
RULES AND REGULATIONS
GRAND GUARDIAN COUNCIL OF INDIANA
JOB’S DAUGHTERS INTERNATIONAL**

**ARTICLE I
TITLE**

Section 1

- (a) The Daughters selected shall be known as:
 - 1) Miss Indiana Job’s Daughter (Miss IN JD)
 - 2) Junior Miss Indiana Job’s Daughter (Jr. Miss IN JD)

**ARTICLE II
OBJECT**

Section 1

- (a) The object of the Indiana Job’s Daughter Pageant is to select the daughters who best represent the Job’s Daughters in Indiana.
- (b) Miss IN JD and Jr. Miss IN JD are representatives of the GGC of IN, JDI for the purpose of promoting the interest, welfare and growth of the order and serving as daughter public relations emissaries of the GGC of Indiana.

**ARTICLE III
SUPERVISION**

Section 1

- (a) The Daughters selected shall be under the general supervision **of the GG.**

**ARTICLE IV
QUALIFICATIONS**

Section 1

- (a) Miss IN JD shall be an active Job’s Daughter who possesses a thorough knowledge of the Order, as well as dignity, poise, charm, good manners and that intangible quality called personality. She should be able to meet the public, speak extemporaneously and represent the Order with dignity and youthful charm.
- (b) Jr. Miss IN JD shall be an active Job’s Daughter who possesses a thorough knowledge of the Order, as well as dignity, poise, charm, good manners and that intangible quality called personality. In the absence of Miss IN JD, she may be asked to give remarks.

**ARTICLE V
ELIGIBILITY**

Section 1

- (a) All contestants must be active members in good standing in their Bethels. Each contestant and her parent or legal guardian must sign a consent form.
 - 1) Contestants for Miss IN JD shall be at least sixteen (16) and not yet twenty (20) years of age on the day of the IN JD Pageant.
 - 2) Contestants for Jr. Miss IN JD shall be at least ten (10) and not yet sixteen (16) years of age on the day of the IN JD Pageant.

Section 2

- (a) Each Chartered Bethel and Bethels UD in the State of Indiana shall have the right to send any number of eligible contestants to compete in the IN JD Pageant. Each contestant chosen to represent her Bethel in the IN JD Pageant shall be elected by majority vote at a regular meeting of the Bethel in which she is a member.
- (b) Each contestant shall comply with all financial requirements as set forth by the Pageant Committee.

Section 3

- (a) The Bethel representative shall have satisfactory passed the Proficiency Lessons Examination.

ARTICLE VI SELECTION

Section 1

- (a) Miss IN JD and Jr. Miss IN JD shall be selected by competition to be held after August tenth (10th) and prior to October first (1st) at a place designated by the GG. The preliminary Competitions may be held at an earlier date.
- (b) Miss Congeniality of IN and Jr. Miss Congeniality of IN shall be chosen by plurality vote on a printed ballot by the respective contestants for these titles. The ballots shall be tabulated by the Auditors.
- (c) In the event of a tie for Miss IN JD or Jr. Miss IN JD it shall be broken by referring to the combined written test and the recitation scores for the tied contestants. The contestants with the highest score will be declared the winner. In the event a tie for either title still exists, the interview judges for that title shall cast a vote on the tied contestants and the contestant receiving a plurality of the votes shall be declared the winner.

Section 2 Requirements for Judging – All four (4) areas will be weighted equally.

- (a) **In determining semi-finalists these four (4) areas will be weighted equally for all contestants at 25%. If there are five (5) or less contestants, all will be semi-finalists.**
 - a. **Oral Ritual Presentation (100 points)**
 - 1. **The recitation will be given in Bethel robe with white cord and complete regalia.**
 - 2. **The Daughter will recite a Messenger's initiation lecture as selected by the Pageant Committee and included in the Pageant information.**
 - 3. **Judging will be on accuracy and presentation. The points will be divided with fifty (50) points for accuracy and fifty (50) points for presentation which will include appearance.**
 - b. **Written Test (100 points)**
 - 1. **Only the assigned contestant number will identify completed test papers. The Auditors will tabulate the test scores.**
 - 2. **Miss Contestant written examination will be based on the Ritual, Music Ritual, Constitution, Bylaws, and Standard Operating Procedures, including the IN Manual of Rules and Regulations, and a general knowledge of JDI.**
 - 3. **Jr. Miss Contestants written examination will be based on the Ritual, Music Ritual, and a general knowledge of JDI.**
 - c. **Interview (100 points)**
 - 1. **Each contestant shall have a private interview with a panel of Pageant judges that will last no more than fifteen (15) minutes.**
 - 2. **Judges shall have received a copy of the entry form for each contestant, giving age, education, training, interests, ambitions, and JD achievements.**
 - 3. **The contestant shall be judged on her personality, fluency, poise, sincerity, manners, adaptability to the situation and the general impression she makes.**
 - c. **Stage Appearance (100 points)**
 - 1. **In the stage presentation the dress shall be a formal that does not have a plunging neckline, exposed midriff, or slits above the mid-thigh.**

2. Judging shall encompass the total picture the contestant presents, considering her personality, posture, poise, grace of movement and personal grooming.
- b. Semi-finalist – The cumulative score from the four (4) areas will be used plus the addition of the final question score to determine a winner.

a. Final Question (100 points)

1. Semi-finalists shall be judged on their response to a question with emphasis on the overall impression the contestant makes as she responds. The question shall be the same for each Miss IN JD semi-finalist and a different question shall be the same for each Jr. Miss IN JD semi-finalist. The questions shall be appropriate to the age groups involved.

ARTICLE VII SUCCESSION

Section 1

- (a) In the event that Miss IN JD or Jr. Miss IN JD cannot fulfill her term, she shall forfeit her title, crown and sash and the first runner-up shall assume the respective title. If the first runner-up is unable to accept, selection shall be made in succession from the runners-up.
- (b) Miss IN JD or Jr. Miss IN JD who marries or becomes pregnant while reigning, shall automatically forfeit her title. The line of succession shall revert to Section 1 (a) of this Article.

ARTICLE VIII INDIANA JOB'S DAUGHTER PAGEANT COMMITTEE CHAIRMAN

Section 1

- (a) The Chairman of the Pageant Committee shall be appointed by the GG and may request assistance from others JD workers.

Section 2 Duties

- (a) The Chairman shall be responsible for the total administration, promotion, production and direction of the IN JD Pageant and **coordinate with the current Miss IN JD and Jr. Miss IN JD on pageant plans. The Chairman** shall:
- 1) Send information and registration forms to all Chartered Bethels, and UD Bethels, **and see that the same information has been appropriately posted to the approved website and social media platforms of the IN GGC.**
 - 2) **Entry forms for contestant personal information should be included in the Pageant Packet.**
 - 3) Prepare the questions which shall be the same for each semi-finalist group, one for Miss IN JD and one for Jr. Miss IN JD.
 - 4) Obtain Pageant judges for the categories in Paragraph (a) through (c).
 - a. At least five (5) Interview judges, none of whom may be from Bethels represented by contestants. It is recommended that as many interview judges be from out of state as possible.
 - b. At least four (4) Oral Ritual Presentation judges two (2) for ritual and two (2) for Presentation and a prompter.
 - c. Two (2) Robe Judges for official regalia inspection. These judges must be members of GGC, JGC, or the SGC.
 - d. If possible, all judges should have a good knowledge of Job's Daughters and have served our Order in some capacity.
 - 5) Instruct judges on all aspects of the competition.
 - 6) Obtain at least five (5) auditors to tabulate the scores for all contestants.
 - 7) Obtain a Master or Mistress of Ceremonies for the Pageant and inform him/her of all aspects of the production of same.
 - 8) Provide a unique numeric or alphanumeric identification for each contestant.
 - 9) Use appropriate entry forms for judging.

- 10) **Coordinate with the Miss IN JD and her chaperone to see that a room is secured** at the Supreme Headquarters hotel (or an alternate hotel) as soon as the hotel information is available, for Miss IN JD and her chaperone, guaranteeing it as necessary and then transferring it to Miss IN JD's chaperone's name and credit card at a later date.
 - 11) Make a written report as per GGC Manual of Rules and Regulations.
- (b) Be responsible for all Pageant Finances.
- 1) Determine the Pageant registration fee, bearing in mind that the Pageant is self-supporting. The advance from the GGC shall be made available after submission of a budget and approval of that budget by the Finance Committee.
 - 2) Expenses of the Pageant shall include:
 - a. Expenses for Miss IN JD to attend Supreme Session:
 - (i) A sum equal to plane fare (coach rate), by the most reasonably priced route, or by round trip by automobile, at a rate of **thirty-eight cents (\$0.38)** per mile.
 - (ii) **Five (5)** days accommodations.
 - (iii) A Per Diem allowance for meals shall be **thirty-two dollars (\$32.00)** per day up to **six (6)** days.
 - (iv) **Cost of Supreme Session Registration and MIJD Pageant Registration**
 - (v) **Cost of Formal Banquet**
 - 3) Provide tiaras, sashes and flowers for the new Miss IN JD and Jr. Miss IN JD.
 - 4) Provide a gift for each semi-finalist.
 - 5) Provide a gift for each contestant.
 - 6) Provide a luncheon (and optional dinner) for all contestants, Judges, the Master/Mistress of Ceremonies, the Pageant Committee, GG, AGG, VGG, VAGG, GBHQ and GBSP.
 - 7) Provide printed programs for the Pageant.
 - 8) Provide suitable plaque or trophy for highest score in Ritual recitation, written test, highest sponsor or patron money, and the Miss Congenialities.
 - 9) If money is available after all expenses have been satisfied and the advance returned to the GGC of IN, **and the budgeted profit has been made**, an amount equal to one scholarship shall be sent to the Educational Foundation. All remaining money shall be turned over to GGC.

- (c) The BG or Guardian Secretary of a nominating BGC or the Grand Secretary, if the nominating Body is the Executive Committee of the GGC, must complete a special application form provided on request from the Chairman of the DRP Committee.
- (d) Nomination shall include specific examples of outstanding service to the Order. The Executive members of the BGC or the Executive Committee of the GGC nominating her must secure four (4) written recommendations from responsible adults not related to the nominee who have first-hand knowledge of her contribution to the Order. The responses to the items on the provided nomination and recommendation forms must be typewritten or printed. At least two (2) of the recommendations must be from someone connected officially with Job's Daughters.
- (e) Completed nomination and recommendation forms must be received by the Chairman of the Committee by March 1st for consideration by the committee.
- (f) Current members of the DRP committee are disqualified from writing recommendations.

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) On or before April 1 the Chairman of the DRP Committee shall notify the nominating body, the GG, the Grand Secretary, the GBG and the GBHQ of the recipient's selection. The recipient shall not know of her selection **if the nominating body desires it to be a secret.**
- (c) **The Chairman of the DRP Committee will work with the nominating body to have the recipient attend the ceremony to receive the award.**

ARTICLE VI CONFERRING OF DEGREE

Section 1

- (a) The recipient shall attend the Annual Session of the GGC within three (3) years of her selection to receive the Degree.
- (b) In the event that it is absolutely impossible for the recipient to attend an Annual Session of GGC, the GG, the GBG, the GBHQ and the Committee may make other arrangements for the presentation of the Degree.
- (c) The GGC shall be responsible for providing the recipient with a rose, a certificate and a medallion with the recipient's name, date of ceremony, Bethel No. and Jurisdiction engraved on the reverse side of the medallion.
- (d) It is the responsibility of the Grand Secretary, in cooperation with the Chairman of the DRP Committee, to see that the stipulations in (c) above are met.
- (e) The Chairman of the Committee shall cooperate with the GBG and the GBHQ who will oversee the GB Officers in the conferring of the Degree.

**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 of Majority Member selected to receive this honor shall be known as a recipient of the Lily of the Valley Award.

**ARTICLE II
OBJECT**

Section 1.

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

**ARTICLE III
QUALIFICATIONS**

Section 1.

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

**ARTICLE IV
ELIGIBILITY**

Section 1.

- (a) The nominee must be either an active member or a Majority Member of JDI.
- (b) At the time of her nomination, she must be at least eighteen (18) years of age and not older than twenty-four (24) years of age.
- (c) If the nominee is a PHQ, she must have completed her term as HQ at least two (2) years prior to her nomination to receive the Lily of the Valley Award.

**ARTICLE V
NOMINATION AND SELECTION**

Section 1. Nomination

- (a) Nomination shall be made by Executive Members of the BGC without the knowledge of the nominee. Any Bethel member may recommend a recipient to her Bethel Guardian or other Executive Member of the BGC.
- (b) Nomination shall include specific examples of outstanding service to the Bethel. In addition to the nomination, recommendations in writing from four (4) adults not related to the nominee, who have first-hand knowledge of her contributions to the Bethel, shall be submitted.

- (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 Grand Bethel Meeting, or, if the recipient is unable to attend the Annual Grand Bethel Meeting, 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 April 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 (Bylaws, GGC, Art. IV Sec 4(p)).

Section 2. Duties

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