

Indiana

Grand Guardian Council

Job's Daughters International



Manual of Rules and Regulations

GRAND GUARDIAN COUNCIL GLOSSARY

<u>Abbreviation</u>	<u>Explanation</u>
ABG	Associate Bethel Guardian
AGG	Associate Grand Guardian
AS	Annual Session
ASG	Associate Supreme Guardian
BG	Bethel Guardian
BGC	Bethel Guardian Council
CAV	Certified Adult Volunteer
C & B	Constitution and By-laws
GG	Grand Guardian
GGC	Grand Guardian Council
GGuide	Grand Guide
GIG	Grand Inner Guard
GM	Grand Marshal
GOG	Grand Outer Guard
GS	Grand Secretary
GT	Grand Treasurer
HQ	Honored Queen
JDI	Job's Daughters International
JP	Junior Princess
MM	Majority Member
OES	Order of the Eastern Star
OV	Official Visit
PABG	Past Associate Bethel Guardian
PBG	Past Bethel Guardian
PGG	Past Grand Guardian
R & R	Rules and Regulations
SOP	Standard Operating Procedure
SP	Senior Princess
VAGG	Vice Associate Grand Guardian
VGG	Vice Grand Guardian
YPP	Youth Protection Program

IN-B-SGC-1

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

Section 2: Voting Privileges

**c) Additional Voting Members: (See POL-BOT-5)
2)**

- a. Active daughters interested in being voting delegates for IN GGC at Supreme Session will complete an application by February 1st and submit to the GG.**
- b. Applications will be reviewed by the GG and VGG and two (2) voting delegates will be chosen. If the GG and VGG are unable to reach a decision the applications will be presented to the EGGC to select the two (2) delegates.**

IN-SOP-SGC-16**RULES OF ORDER****(a) Quorum**

- (1) A quorum for the transaction of business of the GGC IN shall consist of voting members representing at least ten (10) different Bethels, or former Bethels.

- (j) All members of the GGC as provided in the C&B, who have registered and received voting credentials, shall have the privilege of voting and taking part in discussions.

PARLIAMENTARY AUTHORITY

- (b) IMMEDIATE AMENDMENT – An immediate amendment may be presented by a bona fide member of the GGC when signed by ten (10) Bethels or formerly chartered Bethels under the jurisdiction of the GGC of IN, submitted to the GS and read by the Presiding Officer to the voting delegates. It shall then be referred to the Jurisprudence Committee for recommendation to and action by the voting delegates. An immediate amendment requires a unanimous vote of those present and voting.

(c) AMENDMENTS

- (1) Amendments to the IN Manual of Rules and Regulations of the GGC IN JDI contained herein may be made at the AS of the GGC by a two-thirds (2/3) majority vote of the members present and voting.
 - (2) Amendments shall be submitted in writing to the GS at least sixty (60) days previous to the AS and a copy of proposed amendments shall be sent directly to each voting member thereof at least fifteen (15) days previous to the AS. A copy of proposed amendments shall be posted on the Indiana JDI website and official social media platform(s) of the GGC at least fifteen (15) days previous to the AS.
- (d) No proposed amendment shall be printed and mailed to the voting delegates of the GGC by the GS unless it has been submitted by a member of the GGC IN or a Daughter in good standing and signed by the proposer.
 - (e) Proposed amendments shall be submitted in a form so as to show the wording of the entire paragraph as amended. Amendments which propose only to delete, insert, or substitute figures, letters, words, phrases, or sentences will not be accepted, printed, or mailed by the GS.

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

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization is the Grand Guardian Council of Indiana of Job's Daughters International, Inc. (Certificate of Incorporation issued by the State of Indiana on July 29, 1968).

**ARTICLE II
OBJECT**

Section 1.

- (a) The GGC and its GG as the executive officer thereof, is supreme in its territorial jurisdiction in all matters pertaining to the Bethels, BGCs and its own affairs subject to the provisions of the laws of the SGC.

**ARTICLE III
AUTHORITY**

Section 1.

- (a) This GGC operates under authority of a Charter granted by the SGC and dated October 4, 1924. The jurisdiction of the GGC shall be limited to the State of Indiana.

**ARTICLE V
OFFICERS**

Section 1. Elective Officers

- (a) The elective officers of this GGC shall consist of a Grand Guardian (a woman), Associate Grand Guardian (a Master Mason), Vice Grand Guardian (a woman), Vice Associate Grand Guardian (a Master Mason), Grand Guide (a woman), Grand Marshal (a woman), Grand Inner Guard (a Master Mason), Grand Outer Guard (a Master Mason), Grand Secretary, and Grand Treasurer.

Section 2. Appointive Officers

- (a) The ten (10) appointive officers shall be the Grand Chaplain, Grand Librarian, Grand Director of Music, Grand First, Second, Third, Fourth and Fifth Messengers, Grand Senior Custodian and Grand Junior Custodian.

ARTICLE VI ELIGIBILITY

Section 1.

- (e) A Past Grand Guardian or Past Associate Grand Guardian may be elected to the office of Grand Guardian or Associate Grand Guardian for a second time in the same GGC.

ARTICLE VII 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. CVII, Section 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.
- (d) At least one (1) Daughter Member, who is at least 13, and will not reach Majority during the ensuing GGC term, shall be chosen by each committee chair to serve on the following committees.
 - (2) Other Committees: Memorial, Courtesy, Patriotism, Proficiency, Ways & Means, **HIKE**, Mother Jacobs Memorial Room, Grand Session, Job-a-rama, and Coronation Ball

ARTICLE VIII DEPUTIES

Section 1. Grand Deputy

- (b) The GG will put together a team of Grand Deputies that can be utilized by the Indiana and Kentucky Bethels.
 - 1) The Grand Deputies will be comprised of adult workers with knowledge in at least one of these focus areas that can be utilized by the Bethels. At least one person is identified for each focus area.
 - i. Financial Books of the Guardian Secretary and Guardian Treasurer
 - ii. Duties of the Bethel Guardian
 - iii. Promotion/Retention
 - iv. Official Visit Planning/Event Organization
 - v. Ritual memorization
 - vi. Robert's Rules of Order
 - vii. Youth Protection Policy
 - viii. Chartering of a Bethel
 - 2) The GG may send one of the Grand Deputies to instruct or assist a Bethel as she sees fit.
 - 3) A Bethel may request the GG to send a Grand Deputy for a focus area to assist them.
- (d) Grand Deputies shall be PBGs or PABGs or current Executive Bethel Guardian Council members who have completed the Adult Proficiency Test. **After June 30, 2029 they shall have completed the Adult Proficiency Test** in the last 3 years.

**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 the 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 inspection and advise the 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) **The GG may not permit a Bethel to pass inspection without viewing the Bethel's bank statements. The GG will initial and date or similarly annotate on the most recent bank statement inspected.**
 - (3) 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 two (2) Schools of Instruction each GGC year. The **first** shall be held as soon as possible after the AS of the GGC and before Official Visits start and the second one in January before second term Official Visits start. If necessary, area schools of instruction can be held to provide additional information.
- (u) A report shall be given o 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 the 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.
- (x) The GG shall appoint a PGG or PAGG (CAV current) for a period of five (5) years to be the authorized alternate signer on GGC's checks in the event of an emergency in GS or GT office.

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 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.

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 meeting the Executive GGC all papers, necessary records, and reports.
- (d) (1) Forward all official GGC correspondence to 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 GG 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 the 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, and request that he forward the information the Grand Lodge F&AM of Kentucky
- (q) Notify all Bethels of changes and amendments to the Constitution, Bylaws, and Standard Operating Procedures of the JD 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 **twenty-five** dollars (\$25.00) 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-84 WP, Solid Gold, Whole Pearls, Gavel Guard J-GP and PAGG's Jewel JG7-WP (or the jeweler's replacement) from the official jeweler of JDI no later than March 15th 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.
 - (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) **Prepare a budget comparison showing the budgeted amounts and the actual amount spent through April 30 of the year. This comparison will be submitted to the Grand Secretary for inclusion in the Grand Session pre-printed reports.**

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 **with the storage location approved by the EGGC.**

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: 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 the 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 with 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
 - [h] Shall review and approve all written tests prepared in the name of the IN GGC prior to use. This includes tests for Pageant, Ritual Competition, Coronation Ball, Adult Proficiency, or any other test for Indiana Job's Daughters. Committee members will not share any information about tests reviewed outside of the committee.

(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, a digital copy of the proceedings not later than two hundred and ten (210) days after the close of the AS of the GGC, **to be retained in the files of the GS and available upon request.**

- [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 GS 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. VII 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 ninety (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.
- (3) 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.
- (4) 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.
- (5) 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 dollar (\$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.
- (6) 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 **Bethels under the jurisdiction of the GGC of IN.**
 - [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 with the Promotion Committee.
- (3) The chairman shall keep a permanent file which shall be turned over to his successor.

(g) Promotion Committee:

- (1) Shall be composed of not less than nine (9) members. The GGuide, GM, and GOG shall be members. At the 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 and 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 his/her 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 the 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 2. 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 members' 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) 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 at least one (1) date during each term to conduct adult proficiency instruction and administer a Proficiency Test to interested adult workers. **The test shall also be made available virtually to anyone interested and eligible.**
- [d] **The Proficiency test shall be updated no less than every three (3) years and a request for active adult volunteers to take the updated test when it is released.**

(e) 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.

(f) 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.

(g) 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.

(h) 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

(i) HIKE Committee:

- (1) Shall be composed of three (3) members
- (2) Shall work with the Bethel and Daughters to promote and raise funds for The HIKE Fund, Inc.
- (3) Shall communicate with HIKE grant recipients within the jurisdiction

(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.
- (2) 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 the jurisdiction of the GGC or IN 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-a-rama 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:

- (1) The Lily of the Valley Committee is appointed by the Grand Guardian.
- (2) The duties of this Committee shall be to:
 - [a] Publicize the Lily of the Valley Award by distributing information to the Bethels.
 - [b] Distribute nomination forms when requested.
 - [c] Receive nominations and recommendations from the Executive Members of BGCs.
 - [d] 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.
 - [e] Ensure the fee is submitted to the GGC.
 - [f] Make arrangements for the conferral of the award.
 - [g] Maintain a permanent file that the Chairman shall turn over to his/her successor.
 - [h] Destroy all nominations and recommendations following determining awardees.

(q) Mother Jacobs' Lifetime Achievement Award 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.
- (2) Duties of the Committee are as follows:
 - [a] Publicize the Mother Jacobs Lifetime Achievement Award 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 BGCs or the Executive Committee of the GGC.
 - [d] Determine the recipient of the award in accordance with the provisions as outlined in Art. III, IV, and V of the R&R of the Mother Jacobs Lifetime Achievement Award.
 - [e] Make arrangements for the conferral of the award at the AS of the GGC of IN
 - [f] Provide recipients personal data and award 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 committee, except as required in letter (f) above.

**ARTICLE V
FINANCES**

Section 2. Fees

(See IN SOP-GGC 4 Sec. 2)

Section 4. Disbursements

(See IN SOP-GGC 4 Sec. 4)

**ARTICLE VI
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 VII
EDUCATIONAL AND PROMOTIONAL FUNDS**

Section 1.

(See IN SOP-GGC-3)

**ARTICLE IX
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 Bethel 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 president 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.

Section 2. Voting Privileges

a) Members:

- 1) All members of the GGC who have registered as a voting delegate and have voting credentials shall have the privilege of voting and taking part in discussions

b) Additional Voting Members:

- 1) **The Miss Indiana and Jr. Miss Indiana Job's Daughters will be voting delegates at the Grand Session during their term.**
- 2) Each Bethel may select two (2) active Daughters to be voting delegates at Grand Session. The Selection process will be determined by the Bethel.
 - i. The selected active Daughters shall be under the age of 20 by the opening date of the annual session and registered voting delegates per registration of Grand Session.
 - ii. The active daughters will be allowed to speak as voting delegates in conformity with the laws of the GGC and Robert's Rules of Order Revised (latest edition).
 - iii. Names of the Daughter voting delegates shall be forwarded to the Grand Secretary by the Bethel Secretary no later than the registration deadline for the Annual Session of the GGC.

**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 within the jurisdiction of the GGC of IN.
- (2) To honor the memory of Indiana's Organizer, each year the Bethels under the jurisdiction of the GGC of IN 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, and receive the annual directory of the GGC. 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 dollars (\$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 Promotion Fund.
 - (2) The remainder of funds not required by the SGC shall be applied to the General Fund.

Section 4. Disbursements

- (a) All checks written in the name of the 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 alternate signer shall be a PGG or PAGG appointed by the GG. The alternate signer 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 Guadian 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 be 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 OV's 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 GSA Rate per mile if driving, one hundred dollars (\$100.00) per day for lodging and thirty-two dollars (\$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.
- (4) The GGC shall reimburse **each of** the two (2) Daughters selected as voting delegates **the amount of the Supreme registration fee**, provided they 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 to the GS for expenses necessary in the fulfillment of her duties.
- (l) The premium for the Surety Bond required for GS, GT and Chairmen of the Pageant, GGC Session, Job-a-Rama, and Coronation Ball Committees shall be paid from the General Fund.
- (m) 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.
- (n) Postage expenses for the GT, Finance Committee, Jurisprudence Committee shall be submitted to the Finance Committee for approval.
- (o) 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.
- (p) 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.
- (q) 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 withing ninety (90) days. The transcriber shall be allowed two hundred dollars (\$200.00).
- (r) 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.
- (s) 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.

IN Standard Operating Procedures – GGC

- (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 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.
- (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 (\$3500.00).
- (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)
- (cc) The GGC shall provide and maintain a crown, designed by the official jeweler for the Miss IN JD and Jr. Miss IN JD. The crowns shall be passed to their respective successors at Pageant.
- (dd) 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.
- (ee) 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.

Section 1. Annual Session

- (a) The AS of the GGC shall consist of a one (1) day business session beginning 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.
 - (2) If the date or location needs to be changed due to unforeseeable circumstances, the Executive GGC Committee must approve the change.
- (b) Before the AS of the GGC, there shall be a meeting of the Job's Daughter Member Congress of Indiana held at a location and time designated by the GGC Executive Committee. The time may be changed relative to the AS of the GGC, but should always occur prior to the convening of the GGC.
 - (1) The Presiding Officer shall be the GBHQ.
 - (2) A Congress Secretary shall be chosen by the GBHQ out of the present members in good standing to take attendance and write a report to be given at the AS of the GGC.
 - (3) Voting delegates of the Job's Daughters Member Congress of Indiana shall be members in good standing who have not reached the age of majority at the convening of the congress. There shall be no minimum age to participate.
 - (4) Debate, discussion, and conversation about all proposed amendments of the GGC shall occur at the session of the congress.
 - (5) A straw vote of all amendments shall be tallied. A report of this vote shall be read at the AS of the GGC by the Presiding Officer before any vote is taken on the proposed amendments.
 - (6) Secondary amendments to the proposed amendments may be made by members of the congress, and those suggestions shall be made to the voting delegates of the GGC.
 - (7) All voting members of the GGC are invited to be in attendance at the meeting of the Job's Daughters Member Congress of Indiana.
 - (8) The business agenda will be as follows:
 - [a] Call to Order
 - [b] Roll Call of Registered GGC Voting Members
 - [c] Total Count of Present Members in Good Standing
 - [d] Announcement of Debate Rules
 - [e] Proposed Amendments
 - (i) Reading of Amendment
 - (ii) Discussion and Debate of Amendment
 - (iii) Straw Vote
 - (iv) This procedure will continue for each proposed amendment
 - [f] Adjournment
 - (9) No Job's Daughters Ritual shall take place at the congressional meeting
 - (10) Debate rules shall be in conformity with Robert's Rules of Order and basic Parliamentary Procedure.

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 Chairman 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.

Section 1. Fines shall be levied for:

- (a-c) (See SOP-GGC-9)
- (d) Any check submitted to the GGC which is returned by the bank for any reason. The fine shall be the amount charged by the bank.

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

**ARTICLE VI
ELIGIBILITY**

Section 1.

- (f) Executive Bethel Guardian Council members who have not passed the Adult Proficiency by the end of their first year shall not be eligible for reappointment to the Executive BGC.

**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 GGC IN
- (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 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 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 possesses 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.
- (3) 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 Lesson 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 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 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 V
APPOINTMENTS**

Section 1.

- (a) (1) Upon receiving the authority of appointment from the GG, the BGC shall be installed at a meeting of the Bethel and forms returned to the GG by the deadline set by the GG. A special meeting may be called for the purpose of installing the BGC.
- (b) (1) The ballots shall be taken on Form 221 at the first meeting in April.
(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.

**ARTICLE VII
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.

**INDIANA SUPPLEMENT TO THE
CONSTITUTION OF A BETHEL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE VI
GENERAL PROVISIONS**

Section 2.

(b) GGC will provide the Bethel seal for all new chartered Bethels under the jurisdiction of the GGC of IN.

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

**ARTICLE II
MEMBERSHIP**

Section 1. Application

- (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.

Section 3. Dual Membership

- (a) Dual membership shall be allowed the Daughters who desire to join a second Bethel under the jurisdiction of the GGC of IN.

**ARTICLE V
COMMITTEES**

Section 1.

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

ARTICLE XII MEETINGS

Section 1. Regular

- (b) (1) A special meeting of the Bethel may be called at any time by the Executive members of the BGC, when proper dispensation has been granted by the GG. Notice of said meeting must be given to all Bethel members. No business shall be transacted other than stated in the call.

**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 of 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) year 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-4
ELECTION**

Section 1.

- (c) The method of balloting shall be secret ballot.

**IN SOP-BETHEL-9
MEETINGS**

Section 1. Regular

- (g) There shall be 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.) It shall be the duty of the Director of Epochs to see that this Bylaw is properly obeyed.
- (i) For Bethels meeting in Lodge rooms, meeting dates, times and locations may be changed as necessary to adhere to local and state Lodge regulations regarding meeting spaces.

**IN SOP-BETHEL-12
ORGANIZATION OF A BETHEL**

Section 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 Grand Lodge Secretary. Upon approval of the Grand Master, a Certificate will be issued granting permission to allow the use of its Lodge Hall.

Section 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.

Section 10. Institution / Reinstitution and Installation

- (d) All Bethels instituted under the authority of the GGC of IN shall be conducted with assistance of a Bethel(s) chartered by the GGC of 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 Promotion Fund of the GGC IN.

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

Section 1. Process

- (b) 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.

- (g) The ballots shall be taken on Form 221 at the First meeting in April.

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

Section 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-20
SUPPLIES FURNISHED TO INSTITUTED BETHEL

To aid in instituting a Bethel under this GGC the following supplies shall be furnished gratis:

15	Form 130	Application for Membership
10	Form 131	Application for Membership by Affiliation
10	Form 132	Report of the Visitation Committee
10	Form 133	Notice to Appear for Initiation
15	Form 134	Request for Masonic Relationship
10	Form 140	Notie of Dues
15	Form 141	Receipt of Dues
15	Form 142	Record of Dues
10	Form 150	Receipts, Bills, Warrants and Order for Treasurer
10	Form 151	Bethel Treasurer's Report
25	Form 173	Parent's Card
10	Form 174	Proficiency Certificate
10	Form 210	Demit
10	Form 212	Notice of Suspension
10	Form 220	Report of Ballot on Petition
15	Form 230	Rituals
7	Form 232	Proficiency Lessons
2	Form 233	Music Ritual
1	Form 240	Minute/Roll Call Book
1	Form 241	BGC Minute Book
1	Form 243	Attendance Record Book
2	Form 246	Financial Record Book
1	Form 249	Permanent Record Book
2	Supreme Constitution & Bylaws with Binders	
1	Binder for Form 142	
2	Indiana Book of Ceremonies	
2	Indiana GGC Manual of Rules and Regulations	
15	Bethel Song Card	

**IN SOP-BETHEL-21
UNIFORM CODE FOR BETHELS
FORMAT FOR BETHEL BYLAWS**

**ARTICLE 1
NAME**

Section 1.

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

Section 2.

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

**ARTICLE II
OBJECT**

Section 1.

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

**ARTICLE III
MEMBERSHIP**

Section 1. Eligibility for Membership

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

Section 2. Applications

- (a) Members shall be received by Application for Membership (Form 130). Members may also be received by Application for Affiliation (Form 131) when accompanied by a Demit (Form 210).
- (1) Or by submitting an Application for Dual Membership (Form 131d).
- (b) Applications for Membership must be received and read at a regular Bethel meeting held previous to the date of the initiation.
- (IN 1) 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.
- (IN c) 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.
- (IN d) Election to membership shall be by a majority vote of the Executive members of the BGC present at a regular or special meeting of the Executive BGC. The ballot shall be secret.

- (a) Official Visitation forms (Form 132) shall be given to a Visitation Committee consisting of three (3) members of the Bethel who shall return completed report to the Bethel Guardian before the next regular meeting of the Bethel.
- (IN a) All petitions 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 forms (Form 132) shall be used by this committee in making their report.

ARTICLE IV

MEETINGS

Section 1. Time and Place

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

 (address)

 (City) (Indiana) (USA)

Section 2.

- (a) The meetings of this Bethel shall be conducted in accordance with the Ritual of the Order and in conformity with the laws of the Grand Guardian Council and the latest edition of Robert's Rules of Order Revised. Escort, Introductions and Honors shall follow the Ritual for categories 1-19 (page 51). Titles and order for Category 20, Other (see Ritual page 53) according to SOP-Bethel-6.
- (IN b) No meeting can be held without the presence of the Dispensation or Charter and seven (7) members of the Bethel, including one (1) of the first three (3) officers. There shall be present at least one (1) Executive member of the BGC, or the GG or the SG or Deputy, or an officer of the GGC or SGC.
- (c) In the event membership has declined to a point where the required seven (7) members are not available, a meeting for the purpose of reading applications, initiating, processing affiliates, voting to move or merge, or installing members of the BGC, may be held with a lesser number providing at least one (1) of the first three (3) officers, at least one (1) Executive member of the BGC, or the Deputy, or an officer of the Grand Guardian Council, and the Charter be present.
- (d) The vacation period for this Bethel shall be the months of _____ and _____ (not to exceed two (2) months).
- (IN e) Bethels shall dispense with their meetings during the AS of the GGC.
- (f) At regular meetings, when the doors are open, anyone may view the Opening Ceremony through the Bethel Flag presentation and during the Closing Formations. The ritualistic work is confidential from the end of the Bethel Flag presentation until the Honored Queen instructs the Inner Guard to inform the Outer Guard that the Bethel is closed.
- (g) Supreme, Grand, or Bethel Honors and other Proficiency Lessons shall be given by Bethel Daughters only at a closed Bethel meeting or exemplification of ritualistic work.
- (h) The Honored Queen shall preside during the regular meetings of the Bethel. In case of emergency, the position of Honored Queen may be filled by an active Past Honored Queen. In the event there is no active Past Honored Queen present, the succession of officers shall be Senior Princess, Junior Princess, Guide and Marshal.

- (i) There shall be no pictures taken at a closed meeting.
- (j) There shall be no open flame equipment, such as candles and/or candelabra, at any Bethel meeting. Electrified candles or candelabra may be used.
- (k) There shall be an official Worship Service during each Bethel term. This serve shall be held in an appropriate place of worship to be chosen by the Honored Queen and approved by the Executive Members of the BGC.
- (l) A suitable ceremony honoring Mrs. Ethel T. Wead Mick, the founder of Job's Daughters International, shall be held by this Bethel during March, the month of her birth.
- (m) Bethel members shall:
 - (1) Enter the Messengers' semicircle when entering or retiring from a Bethel while it is in session.
 - (2) Give honors and other Proficiency Lessons only in closed Bethel meetings or exemplification of the ritualistic work
 - (3) Assume the attitude of prayer while the Chaplain is at the Altar.
 - (4) Show a receipt for dues and be examined unless vouched for by a Bethel member, Majority Member, or a member of the Supreme, Grand or Bethel Guardian Councils.
- (n) **The Bethel may not enter into any contract for goods or services without the approval of the members of the Bethel and the Executive Members of the BGC. Any ongoing contract for goods or services must be reviewed by the Bethel not less than annually.**

Section 3. Attendance

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

ARTICLE V OFFICERS

Section 1. Elective

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

Section 2. Appointive

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

Section 3. Substitute

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

**ARTICLE VI
ELECTION/APPOINTMENT OF OFFICERS**

Section 1. Eligibility for Election

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

Section 2. Election

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

Section 3. Appointment

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

**ARTICLE VII
TERM OFFICE**

Section 1.

- (a) The term of office shall be six (6) months.
- (IN 1) If the Bylaws of a Bethel provide for a vacation period, the remaining months shall be divided into two (2) equal terms, affording each HQ the same number of meetings.
- (b) Any officer becoming twenty (20) years of age after she has been elected or appointed to an office, shall complete her term of office but shall not be reelected or reappointed.

ARTICLE VIII INSTALLATION

Section 1.

- (a) The installation shall take place during the months of June and December (or, if changed by amendment) in the months of _____ and _____. The first or second meeting in June and December (or, if changed by amendment the months of _____ and _____ may be for the purpose of installation without formal opening and closing.
- (b) An officer, elected or appointed, not present at the time the officers were installed, shall be installed at the next regular meeting of the Bethel unless excused by the Executive members of the BGC.
- (c) A Daughter shall not be installed into office unless her dues are paid to the end of the ensuing term.
- (d) No officer shall be installed by proxy.
- (e) There shall be no open flame equipment, such as candles and/or candelabra, at any Bethel installation. Electrified candles and candelabra may be used.
- (f) Officers may be installed at open installations and the taking of pictures at such installation may be permitted if it does not in any way detract from the ceremony.
- (g) By special dispensation of the Grand Guardian, the Bethel may install officers at a time other than that described in Sec. 1(a) above.
- (IN h) The Installing Officer of a Bethel shall be their own retiring HQ. The other Installing Officers shall be PHQs of the Bethel. Where PHQs cannot serve, MMs may be asked to act as Installing Officers. If an HQ-elect has a special relative or friend who is a PHQ or Majority Member of another Bethel of the JDI, she may, with the approval of the Executive members of the BGC, invite not more than one (1) such person to serve as one (1) of the IOs, but not as IO.
- (IN i) The HQ-elect shall have the privilege of selecting the Installing Officers, with the approval of the Executive members of the BGC and in compliance with the C&B of JDI.
- (IN j) Where there are not enough PHQs or MMs of a Bethel to act as Installing Officers, a Bethel may ask HQs and PHQs of other Bethels to act for them.
- (IN k) When it is impossible to fill the stations of Installing Musician according to the requirements above, a musician without these qualifications may serve provided the Executive members of the BGC approve.
- (IN l) Whenever possible assisting Installing Officers, i.e. Hostess, Flag Bearer, Narrator, Bible Escort, etc., shall be members of JDI. Adults with proper Masonic relationship may be used as Master or Mistress of Ceremonies or as Host or Hostess.

ARTICLE IX COMMITTEES

Section 1.

- (a) After installation, the HQ shall appoint the following committees and such other committees as are deemed advisable by the Executive members of the BGC:
 - (1) Auditing Committee composed of three (3) members. Refer to the Ritual for an explanation of duties.
 - (2) Pledge Committee, composed of three (3) members assisted by an Executive member of the BGC, preferably the Associate Bethel Guardian. It shall be the duty of this committee to give the Pledge of Honor to late unobligated visitors (see Ritual).
 - (3) Proficiency Committee, composed of at least three (3) members. It shall be the duty of this committee to assist the members in learning the information necessary to pass the Proficiency Lessons Examination.
- (IN 4) It shall be the duty of the Sunshine Committee to administer the Sunshine Fund (See IN-SOP-Bethel-101)
- (IN b) Each Committee shall consist of three (3) or more members and be assisted by one (1) member of the BGC.

**ARTICLE X
VACANCIES**

Section 1.

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

ARTICLE XI FINANCES

Section 1. Receipts

- (a) All monies collected in the name of the Bethel shall be received by the Bethel Recorder/Guardian Secretary and turned over to the Bethel Treasurer/Guardian Treasurer.
- (b) All monies collected, whether electronically or physically, shall be included on the Bethel meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts.

Section 2. Fees

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

Section 3. Annual Fee

- (a) The fee for each member shall be _____ per year, plus thirteen point two zero (13.20) USD or Equivalent Rate and annually shall increase by five percent (5%) beginning December 31, 2023. Dues are payable in advance on January 1st of each year. Members whose fees have not been paid for a period of one (1) year shall be considered delinquent.
- (IN 1) 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.

Section 4. Exemption

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

Section 5. Disbursements

- (a) Monies shall be expended only by a majority vote of the members present at a regular meeting and by and with the consent of the Executive members of the BGC. When duly authorized a warrant shall be issued which shall be signed by the Bethel Guardian, Recorder and Honored Queen. Upon receipt of the properly signed warrant the Bethel Treasurer and Guardian Treasurer shall write checks. All checks shall be signed and countersigned by the Guardian Treasurer and/or other authorized Executive Member of the BGC. All checks shall have two (2) signatures. When the checks have been issued the warrant shall be signed by the Guardian Treasurer.
- (b) Monies electronically transferred from a Bethel's financial accounts shall be included on the Bethel meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts. Additionally, minutes of the Bethel Guardian Council meeting and the Bethel meeting shall reflect an approved transfer of the funds by the Executive members of the BGC and the Bethel Daughters.

ARTICLE XII OFFICIAL REGALIA

Section 1. Description

- (a) The official regalia of the Order shall be worn by Officers and Bethel choir at all meetings. It shall consist of the white Grecian robe, long white slip which may be full or half, white hose which may be long or knee high, white flat shoes or white sandals without color, capes and crowns for Honored Queen, Senior Princess and Junior Princess, headbands for all other Officers. Headbands shall be worn by the Bethel Choir.
- (b) The robe shall be of light or heavy material, with white cords for Officers, except Honored Queen, Senior Princess and Junior Princess, and purple cords for Bethel Choir members. It shall be made with wing sleeves and yoke dimensions according to the pattern approved by the Board of Trustees and Executive SGC Officers.

- (1) Cords shall be tacked along the bottom of the yoke seam to within two (2) to three (3) inches of each side of center front (measured on the curve of the yoke), crossed at center front three (3) times, then passed around the waist once and tied at center front with a square knot one (1) inch below natural waistline. The seam at the yoke should may be taped to the undergarment if desired.
- (2) Robes shall be a length of three (3) inches from the floor, with a four (4) inch hem, and the under slip a length of four (4) to six (6) inches from the floor.
- (c) Crowns, capes, cords, and headbands shall be as prescribed by the SGC, the official capes to be of purple velvet or velveteen, trimmed with white Grecian design, or if note available, white trim as approved by the Board of Trustees, lined with purple material, or unlined as desired. No additional trimming shall be used on capes.

Section 2. Wearing of Regalia

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

ARTICLE XIII DISCIPLINE

Section 1. Supervision

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

Section 2. Loss of Office

- (a) A Bethel officer shall lose her office and the honors thereof if absent from three (3) regular Bethel meetings without good and sufficient cause. The Executive members of the BGC shall determine the validity of the cause.
- (b) Suspension, except for the non-payment of dues, shall not exceed a period of six (6) months. After that period of time the suspended member shall be reinstated or expelled by a majority vote of the Executive members of the BGC
- (IN c) 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 of delinquent dues. Until such suspension shall become actually effective, the member shall retain all rights and privileges of a member in good standing.
- (IN d) Non-payment of dues owed the Bethel at the time of marriage or the attainment of the age of twenty (20) years by a Bethel Daughter shall be cause to warrant suspension of such Daughter from the Order by the Executive members of the BGC.

- (IN e) When a Daughter is suspended from the Order for non-payment of dues, she is suspended from all rights and privileges in any Bethel within Indiana of which she is a member (including dual membership situations).
- (IN f) 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.
- (IN g) 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 4. Expulsion

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

Section 5. Appeal

- (a) Bethel members shall have the right appeal against any act or decision of the Executive members of the BGC which may abrogate any rights and privileges specifically guaranteed them by these Bethel Bylaws and the Constitution and Bylaws of the SGC.
- (b) If no appeal is taken within sixty (60) days after the act or decision, the aggrieved parties shall lose the right of appeal.
- (IN c) Notice in writing stating cause of discipline and outlining the process of appeal shall be sent to the Bethel member and her parents/guardians (if a minor).

IN Section 6. Reinstatement

- (a) Reinstatement from suspension:
 - (1) A member who has been suspended from the Order not more than one (1) year for non-payment of dues may be reinstated by the payment of all unpaid dues to the date of suspension.
 - (2) An application for reinstatement after one (1) year must be accompanied by a fee equal to one-half (1/2) of the initiation fee and all unpaid dues to the date of suspension.
 - (3) Reinstatement shall be by a majority vote of the Executive members of the BGC.
 - (IN 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.
- (b) Reinstatement from expulsion:
 - (1) A member who has been expelled from the Order may apply for reinstatement three (3) months or more after final action is taken in her case, by written application to the Executive members of the BGC of the Bethel from which she was expelled. Such application shall be in duplicate and mailed to the Guardian Secretary who shall notify all concerned.
 - (2) The Executive members of the BGC shall act upon the application at a meeting held not later than thirty (30) days after receipt of same.
 - (3) If the applicant is not satisfied with the action of the Executive members of the BGC, an appeal may be made as provided in law of Appeals and Grievances. (See SOP-SGC-1)

ARTICLE XIV DEMITTS

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

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

Section 2. Process

- (a) If, within six months, a Daughter applies to another Bethel, the Demit (Form 210) shall be attached to an Application for Membership by Affiliation (Form 131). If the Daughter is elected to membership, the Guardian Secretary of the Bethel shall complete the second, third, and fourth sections of the form and mail them to the officers designated thereon. If the application is to another Bethel in the same state or province, the fourth section is unnecessary and may be destroyed. The Demit shall be permanently attached to the Application for Membership by Affiliation and retained in the Bethel files.
- (IN 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.
- (IN c) An active member who has demitted from the Order may renew her membership by presenting to the Bethel with which she desires to affiliate an Application for Membership by Affiliation (Form 131). If application is made within the stated six (6) months' period, it must be accompanied by the Demit and an affiliation fee equal to one-half (1/2) of the initiation fee. If application is made at a later date, dues for the six (6) months period as well as Demit and affiliation fee must accompany the application. The application must be investigated in the regular manner and approved by a majority vote of the Executive members of the BGC present at a regular or special meeting. There upon, the petitioner shall, upon signing the Bylaws of the Bethel, be enrolled as a member.

Section 3. Resignations

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

ARTICLE XV AMENDMENTS

Section 1.

- (a) The Uniform Code for Bethels may be amended by following the procedures given in SOP-SGC-16, 3. Amendments.

Section 2. Prerogatives of a Bethel

- (a) The following portions of this Uniform Code may be amended by a Bethel:
 - (1) Art. I, Sec. 1 City/Location(s) in which the Bethel meets.
 - (2) Art. IV, Sec. 1 Week, day, time and place of regular meetings, and Sec. 2, vacation period
 - (3) Art. VI, Sec. 1 Months in which election is held.
 - (4) Art. VII, Sec. 1 Months in which installation is held.
 - (5) Art. XI, Sec. 2 & 3 Amount of initiation fee and dues
 - (6) Art. XX, Sec. 1 (b) Local Rules of Operation
- (IN b) These By-laws shall be amended by presenting to the Bethel in writing the proposed amendment (signed by three (3) members in good standing) and a copy of the proposed amendment sent to each member of the Bethel, each Executive Member of the BGC and Grand Deputy, after which it shall lay over thirty (30) days before action thereon; a two thirds (2/3) vote of the Bethel members voting shall be necessary to adopt such amendment.

- (IN c) At least seven (7) copies of Form 122, complete with Bethel seal, shall be submitted by the Guardian Secretary to the Chairman of the Jurisprudence Committee of the GGC, who shall pass on same for approval.
- (d) Copies of amendment(s) submitted by Bethels under Supreme, when approved and signed by the Vice Supreme Guardian and the Chairman of the Jurisprudence Committee of the SGC, shall be distributed as follows
- (1) One (1) copy to the Supreme Guardian
 - (2) One (1) copy to the Vice Supreme Guardian
 - (3) One (1) copy to the office of the SGC
 - (4) One (1) copy to Chairman of the SGC Jurisprudence Committee
 - (5) One (1) copy to the Supreme Deputy
 - (6) Two (2) or more copies to be returned to the Bethel.
- (IN e) Copies of approved amendments, signed by the Jurisprudence committee of the GGC shall be distributed as follows:
- (1) One (1) copy to the GG,
 - (2) One (1) copy retained by the Chairman of Jurisprudence Committee
 - (3) One (1) copy to the VGG
 - (4) One (1) copy to the Grand Deputy
 - (5) One (1) copy filed in the office of the GS
 - (6) Two (2) or more copies shall be returned to the Bethel.

ARTICLE XVI RECOMMENDATIONS FOR EXECUTIVE MEMBERS OF THE BETHEL GUARDIAN COUNCIL

Section 1.

- (a) Bethel members shall be privileged to submit by secret ballot recommendations concerning those to be selected as Executive members of the BGC.
- (IN b) The ballot 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 Vice Grand Guardian. **If the Vice Grand Guardian is present at the meeting they are collected the Bethel Recorder shall hand deliver them.** An Executive member of the BGC shall accompany **the Recorder is she is mailing.**
- (IN c) **If a Bethel member is unable to attend the meeting in person that the ballots are collected she will be given contact information to send her recommendations directly to the VGG.**
- (IN d) The ballots shall be taken on Form 221 at a meeting held in April, but not later than forty-five (45) days prior to the AS of the GGC.

ARTICLE XVII PAST HONORED QUEEN'S JEWEL

Section 1. Regular

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

Section 2. Special

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

ARTICLE XVIII SPECIAL MEMBERS

Section 1. Majority Member

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

Section 2. Member of Honor

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

ARTICLE XIX LOSS OF HONORS

Section 1.

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

ARTICLE XX GENERAL PROVISIONS

Section 1. General Provisions

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

APPROVED:

Chairman Jurisprudence_____Date_____

Member Jurisprudence_____Date_____

Member Jurisprudence_____Date_____

Member Jurisprudence_____Date_____

Member Jurisprudence_____Date_____

IN-SOP-BETHEL 102
PROPERTIES OF THE BETHEL

Section 1.

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

Section 2.

- (a) 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.

**RULES AND REGULATIONS
ALUMNI ASSOCIATION
GRAND GUARDIAN COUNCIL OF INDIANA
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

Section 1.

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

**ARTICLE II
PURPOSE**

Section 1.

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

Section 2.

- (a) This organization shall function under the direction of the Executive GGC.

**ARTICLE III
MEMBERSHIP**

Section 1.

- (a) The eligibility for membership of this organization shall consist of Majority Members of JDI and all adults who have worked with a Bethel for a minimum of one (1) year.
- (1) Charter Membership shall be granted to all members joining the Alumni Association from August 18, 2023 until October 4, 2024.
- (2) Membership shall be granted to each contributor of a minimum of ten dollars (\$10.00) and must be paid annually.
- (3) Lifetime Membership shall be granted to each contributor of a minimum of one hundred dollars (\$100.00)
- (4) Members do not need to be CAVs unless they desire to be an officer.

**ARTICLE IV
ASSOCIATION OFFICERS**

Section 1. Officers

- (a) The Alumni Association shall consist of three (3) officers.
- (1) Chair
- (2) Vice Chair
- (3) Secretary/Treasurer

Section 2. Duties

- (a) Plan the annual reunion of the AAINJD
- (b) Encourage communication of members of the AAINJD
- (c) Give a report of the Committee's accomplishments during the AS of the GGC.

**ARTICLE V
FINANCES**

Section 1. Receipts

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

Section 2. Disbursements

- (a) Printing and mailing information concerning the AAIInJD.
- (b) Secretarial assistance from the Grand Secretary.
- (c) Membership pin and certificate of membership to all members of AAIInJD
- (d) Annual Reunion expenses

**ARTICLE VI
REUNION**

Section 1.

- (a) The Annual Reunion of the Association shall take place during the AS of the GGC.

**ARTICLE VII
AMENDMENTS**

Section 1.

- (a) Amendments to these Rules and Regulations shall be made at the AS of the GGC by a two-thirds (2/3) affirmative vote of the members present and voting. Proposed amendment shall be submitted in the same manner as proposed amendments to the C&B of the GGC of IN.

**RULES AND REGULATIONS
DEGREE OF ROYAL PURPLE
GRAND GUARDIAN COUNCIL OF INDIANA
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
TITLE**

Section 1.

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

**ARTICLE II
OBJECT**

Section 1.

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

**ARTICLE III
QUALIFICATIONS**

Section 1.

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

**ARTICLE IV
ELIGIBILITY**

Section 1.

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

**ARTICLE V
NOMINATION AND SELECTION**

Section 1. Nomination

- (a) Nominations shall be made without the knowledge of the nominee and can be made by any one of the following:
- (1) The Executive BGC of her home Bethel.
- (2) The Executive BGC of a Bethel to which she has contributed outstanding service to merit the nomination.
- (3) The Executive Committee of the GGC.
- (b) The Daughters of a Bethel may recommend a nominee to their Executive BGC.

- (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) **No more than two (2) awards may be presented in any one year.**
- (c) 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.
- (d) 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 the 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.

**ARTICLE VII
DEGREE OF ROYAL PURPLE COMMITTEE**

Section 1. Members

- (a) The DRP Committee is appointed by the GG. (IN B-GGC Art IV Sec. 4 (n))

Section 2. Duties of the Committee

- (a) The Chairman and the committee are responsible for administering the DRP and performing the necessary tasks to ensure that these provisions are satisfactorily concluded. The duties of this Committee shall be to:
- (1) Publicize the DRP by distributing information to the Bethels under the jurisdiction of the GGC of IN regarding the nomination process.
 - (2) Distribute nomination and recommendation forms when requested.
 - (3) Receive nominations and recommendations from the Executive members of the BGCs or the Executive Committee of the GGC.
 - (4) Determine the recipient(s) of the award in accordance with the provisions as outlined in Articles III, IV, and V.
 - (5) Make arrangements for the conferring of the Degree by the GB Officers.
 - (6) Provide all recipient personal data and DRP information to the Grand Secretary for inclusion in a perpetual file on recipients.
 - (7) Destroy all nominations and recommendations immediately following the selection or non-selection of the nominee by the DRP Committee, except as required in number six (6) above.

**ARTICLE VII
AMENDMENTS**

Section 1.

- (a) Amendments to these Articles of the DRP may be made at the AS of the GGC by a 2/3 affirmative vote of the members present and voting.
- (b) Proposed amendments shall be submitted in the same manner as proposed amendments to the C&B of the GGC of IN.

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

ARTICLE I TITLE

Section 1.

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

ARTICLE II OBJECT

Section 1.

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

ARTICLE III QUALIFICATIONS

Section 1.

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

ARTICLE IV ELIGIBILITY

Section 1.

- (a) The nominee must be either an active member or 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.
- (d) **The reigning Miss Indiana Job's Daughter or Grand Bethel Honored Queen is not eligible for nomination until her term of office is completed.**

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) **No more than two (2) awards may be presented in any one year.**
- (c) 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 Grand Bethel Officers may confer the award at the Annual Grand Bethel Meeting or Annual Session, to be decided upon by the GG and the GBHQ, if the recipient is unable to attend either, the Bethel that nominated her may confer the award at a regular Bethel meeting, jurisdictional, or open event.
- (b) The GGC and Committee shall be responsible for providing the recipient with a stem of lily of the valley, 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.
- (c) The Chairman of the Committee shall cooperate with the Grand Bethel Guardian who will oversee the Grand Bethel Officers 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.

**MOTHER JACOBS LIFETIME ACHIEVEMENT AWARD
RULES AND REGULATIONS
GRAND GUARDIAN COUNCIL OF INDIANA
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
TITLE**

Section 1.

- (a) The person selected annually shall be recipient of the Mother Jacobs Lifetime Achievement Award.

**ARTICLE II
OBJECT**

Section 1.

- (a) To award an adult who has served Job's Daughters in the jurisdiction of the GGC of IN and made a significant impact on the daughters and adults.

**ARTICLE III
QUALIFICATIONS**

Section 1.

- (a) The candidate shall be an adult worker who has been an exemplary person in the promotion of Job's Daughters in Indiana for thirty (30) or more years as an adult worker.
- (b) The candidate shall have had a profound impact on the lives of the Daughters.
- (c) The candidate must have done outstanding service beyond the expectations of any project, duty, or self-committed tasks.

**ARTICLE IV
NOMINATION**

Section 1.

- (a) Each Bethel may submit one (1) nomination per year.
- (b) Grand Guardian Council Executive Committee may submit one (1) nomination per year.
- (c) The nomination forms will be supplied by the Committee.
- (d) All nominations must be accompanied by four (4) letters of recommendation.

**ARTICLE V
SELECTION**

Section 1.

- (a) All nominations must be kept confidential by the Committee.
- (b) The award can only be presented once to any deserving person.
- (c) No more than one (1) award may be presented in any one year.

**ARTICLE VI
AWARD**

Section 1.

- (a) Recipient of the Mother Jacobs Lifetime Achievement Award shall receive from the GGC of IN, a medallion and a certificate.

**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 serve as Daughter public relation 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 Bethel UD under the jurisdiction of the GGC of IN 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 satisfactorily 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 **the close of Supreme Session** 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.
 - (1) Oral Ritual Presentation (100 points)
 - [a] The recitation will be given in a Bethel robe with white cord and complete regalia.
 - [b] **Miss contestants will recite from the current edition of the JDI Ritual as selected by the Pageant Committee and included in the Pageant information.**
 - [c] **Jr Miss contestants will recite a Messenger's Membership Ceremony lecture from the current edition of the JDI Ritual as selected by the Pageant Committee and included in the Pageant information.**
 - [c] 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.
 - (2) Written Test (100 points)
 - [a] Only the assigned contestant number will identify completed test papers. The Auditors will tabulate the test scores.
 - [b] 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.
 - [c] Jr. Miss Contestant written examination will be based on the Ritual, Music Ritual, and a general knowledge of JDI.
 - (3) Interview (100 points)
 - [a] Each contestant shall have a private interview with a panel of Pageant judges that will last no more than fifteen (15) minutes.
 - [b] Judges shall have received a copy of the entry form for each contestant, giving age, education, training, interests, ambitions, and JD achievements.
 - [c] The contestant shall be judged on her personality, fluency, poise, sincerity, manners, adaptability to the situation and the general impression she makes.
 - (4) Stage Appearance (100 points)
 - [a] In the stage presentation the dress shall be a formal that does not have a plunging neckline, exposed midriff, or slits above mid-thigh.

- [b] Judging shall encompass the total picture the contestant presents, consider 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.
 - (1) Final Question (100 points)
 - [a] 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.

Section 3. Miss IN JD represents Indiana at the Miss International Job's Daughter Pageant following her selection. Funds from the Pageant are used to pay for the expenses (Art. VIII, Section 2b).

- (a) Miss IN JD must have scored at least 70% on the combined score of the written test and oral recitation from the Miss IN JD Pageant in order to compete at the Miss International Job's Daughter Pageant.
- (b) If she did not score at least 70%, she may opt to coordinate with the Grand Guardian for a second attempt to receive an eligible score in order to compete at the Miss International Job's Daughter Pageant.
- (c) Miss IN JD may choose not to compete at the Miss International Pageant with the approval of the Grand Guardian, if she does not desire to do so.

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 other 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 Article VI, Section 2.
 - [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 or if from in-state be from Other Masonic bodies without a close relationship with any contestants. At least one judge should be on the current CAV list supplied by the SGC Executive Manager or arrangements for a CAV adult to sit in on interview should be made.

- [b] At least four (4) Oral Recitation Presentation judges, two (2) for ritual and two (2) for presentation, none of whom may be from Bethels represented by contestants. It is recommended that at least presentation judges not be currently active within GGC or have a relationship with any contestants.
 - [c] One (1) prompter for Oral Ritual portion that is on the current CAV list supplied by the SGC Executive Manager.
 - [d] If possible all judges should have a good knowledge of Job's Daughters and have served our Order in some capacity. None of the judges should have a personal relationship with any contestant.
 - (5) Instruct judges on all aspects of the competition.
 - (6) Obtain at least five (5) auditors to tabulate the scores for all contestants.
 - (7) If the current Miss IN JD and Junior Miss IN JD do not wish to preside over the ceremony, 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.
 - (12) Ensure that Pageant packets are distributed between one hundred fifty (150) and one hundred eighty (180) days prior to Pageant. They may also be given out at the January All Day School of Instruction.
 - (13) **The Pageant chair will return the tests to the Contestants within sixty (60) days from the date of Pageant.**
- (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 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 (1) scholarship shall be sent to the Educational Foundation. All remaining money shall be turned over to GGC.

**HOOSIER AWARD
RULES AND REGULATIONS
GRAND GUARDIAN COUNCIL OF INDIANA
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
TITLE**

Section 1.

- (a) The person(s) selected annually shall be recipient(s) of the Hoosier Award.

**ARTICLE II
OBJECT**

Section 1.

- (a) To award friends of Job's Daughters under the jurisdiction of the GGC of IN who are not presently serving as Bethel Guardian or Associate Bethel Guardian, but have done deserving work.

**ARTICLE III
QUALIFICATIONS**

Section 1.

- (a) The candidate shall be an adult worker who has been an exemplary person in the promotion of Job's Daughters under the jurisdiction of the GGC of IN.
- (b) The candidate shall have had a profound impact on the lives of the Daughters.
- (c) The candidate must have done outstanding service beyond the expectations of any project, duty or self-committed task.

**ARTICLE IV
NOMINATION**

Section 1.

- (a) Each Bethel may submit one (1) nomination per year.
- (b) The nomination forms will be supplied by the GS.

**ARTICLE V
SELECTION**

Section 1.

- (a) All nominations shall be kept confidential by the Committee.
- (b) This award can only be present once to any deserving person.
- (c) No more than three (3) Hoosier Awards may be presented in any one year.
- (d) Anyone who has been elected to the office of GM, GOG, GGuide, GIG, VGG, VAGG, GG, or AGG is not eligible for this award for five (5) years past their most recently served term.

**ARTICLE VI
AWARD**

Section 1.

- (a) Recipient of the Hoosier Award shall receive from the GGC of IN, JDI, a plaque in the shape of Indiana, a certificate, a pin and a monetary award not to exceed ten dollars (\$10.00) to the IN Job's Daughter Project of his/her choice.

**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.

**ARTICLE II
OBJECT**

Section 1.

- (a) The object of this organization is to band together HQs, PHQ, 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 under the jurisdiction of the GGC of IN, or a Majority Member of a Bethel under the jurisdiction of the GGC of 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 (\$40.00) effective July 2013.

**ARTICLE IV
OFFICERS, REPRESENTATIVES, & ADVISORS**

Section 1. Officers

- (a) There shall be **twenty-two (22)** officers of the GB which includes three (3) GB Committee members.
- (b) These officers shall have the same titles as the Bethel officers with the titles of "GB" before the title fo 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, and GB Chaplain.

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 Articles X and XI.
- (b) There shall be one representative for each jurisdiction, Exception:
 - (1) The state of California shall have two (2) Representatives; one (1) to California – Northern and one (1) to California – Southern.
 - (2) The country of Brazil shall have at least four (4) Representatives, to be called Brazil Area I, Brazil Area II, Brazil Area III, etc. The number of Representatives to be determined by the GB Executive Committee.
 - (3) Jurisdictions may be combined at the discretion of the GB Executive Committee.
- (c) The representatives shall be titled "Indiana JD Representative to . . ." (jurisdictions listed alphabetically if more than one).
- (d) The Indiana JD Representatives 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. 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 the GB, she shall be entitled to vote on proposed bylaw amendments and during the 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) Method of balloting shall be by secret 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, 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 GB Executive Member prior to the AM of the GB. Selection of GB Officers shall follow 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 the 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.
- (d) If selective offices or IN JD Representative stations are left unfilled from the selection during the AM, the GBHQ-elect will fill stations by contacting Bethels not represented in the drawn offices first. Once all Bethels are offered representation, Bethels will be given equal opportunity to the remaining stations.

Section 3. Eligibility

- (a) Any member in good standing, who has attended at least one (1) previous AM of the GB as a voting member, shall be eligible for an elective office.
- (b) Any elective officer must be at least sixteen (16) years of age at the time of installation. Exception: GB Recorder, GB Treasurer, and GBHQ must be at least eighteen (18) years of age at the time of installation. The GBHQ must be no older than twenty-eight (28) years of age at the time of installation.
- (c) Any member under the age of 28, in good standing in attendance at the AM of the GB or who has provided a letter of intent prior to the AM, shall be eligible for a selective office, but she shall be eligible from only one (1) Bethel.
- (d) Any member of a Bethel under the jurisdiction of the GGC of IN registered for the Annual Session of the GGC and in attendance at the AM of the GB or with a letter of intent turn in prior to the AM, 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 Manger 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. If a GB office accepts a position as a Grand Officer for Indiana GGC they will resign from their GB Office. Exception: The offices of Grand Bethel Guardian and Associate Grand Bethel Guardian.
- (k) The GBG and AGBG shall be members in good standing in the GGC of IN and shall have been a GG and AGG of Indiana.
- (l) Any GB member wishing to aspire to an elective office must be a PHQ from a Bethel or former Bethel chartered under the jurisdiction of the GGC of Indiana.
- (m) **If the GBSP or GBHQ accepts a position on an Executive Bethel Guardian Council, she shall resign her GB office.**

**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 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 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 THE 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 under the jurisdiction of the GGC of Indiana, working in harmony with the GGC of IN
- (g) Appoint the GB Musician, GB Librarian, and GB Chaplain (See Article IV, Sec. 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 GB:
 - (1) SG and/or ASG
 - (2) GG and AGG
 - (3) GBG and AGBG
 - (4) HQ's jewel as provided in Article IX, Sec. 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 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, and GB Chaplain.
- (h) Promote the good of the Order at all times.

Section 3. The GBJP shall:

- (a) Direct the 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 Representatives, 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 **immediately AFTER** the Installation of the GB.
- (c) Make a report of her activities and an account of her allowance at the AM of the GB.
- (d) Care for the jewel and sash of her office and see that they are 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 5. The GB Recorder shall:

- (a) Keep a complete and accurate record of all transactions of the GB:
 - (1) Minutes
 - (2) Cash Book
 - (3) Correspondence
- (b) Receive all monies due the GB and turn them over to the GB Treasurer taking a receipt for the same.
- (c) Serve on the Committee on Delinquent members (See Article VII, Section 12 (c)).
- (d) Issue all warrants upon proper authorization.
- (e) Keep a record of active, inactive and no correspondence mailing lists.
 - (1) Change of name
 - (2) Current address
 - (3) Payment of dues
 - (4) Status of membership
- (f) Attend the meetings of the GB Executive Committee.
- (g) Make a report at the AM of the GB which shall include the following:
 - (1) Number of members
 - (2) Financial statement of the GB
 - (3) Make an account of her allowance
- (h) Keep an up-to-date inventory of all GB paraphernalia and distribute duplicate copies to proper persons (See Article XV, Section 3.)
- (i) Notify all GB members of all changes and amendments to the Bylaws of the GB (See Article XVIII)
- (j) Handle the duplicating and mailing of official letters of the GBHQ.

Section 6. The GB Treasurer shall:

- (a) Receive and deposit all monies from the GB Recorder giving her a receipt for the amount.
- (b) Pay all bills within five (5) days upon proper authorization.
- (c) Keep an accurate account of finances.
- (d) Be responsible for all transactions with financial institutions in which GB has accounts.
- (e) Attend the meetings of the GB Executive Committee.
- (f) Make a report at the AM of the GB which shall include the following:
 - (1) Financial statement of the checking and savings accounts.
 - (2) Account of her allowance

Section 7. The GB Librarian shall:

- (a) Compile a scrapbook (physical or electronic) to be presented to the GBHQ.
- (b) Put together a slideshow to be presented as the Librarian's Report at the AM if requested to do so by the GBHQ.

Section 8. The Other GB Officers shall:

- (a) Assist the GBHQ in promoting the welfare of the Order and to actively participate in the affairs of the local Bethels.

Section 9. The Indiana JD Representatives shall:

- (a) Be under the direction of the Grand Bethel. The GBJP will oversee their activities.
- (b) Communicate with their State, Province, Territory, or Country.
- (c) Bring to Indiana news of interest gained through this correspondence.
- (d) Compile a report and participate in a promotional project about JDI in their respective State, Province, Territory or Country to be displayed at the AS of the GGC of IN. The promotional project shall be at the discretion of the GBJP.

Section 10. The Grand Bethel 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 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 non-voting 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 **and charms**.
 - (4) This Committee shall approve all letters of intent prior to the AM and provide a list of letters of intent to the GBHQ for AM election and selection of officers.**
 - (5) The Committee Chairman shall conduct an audit of ways and means, when requested by the members of the GB Executive Committee.**
 - (6) This Committee shall approve the appointment of vacancies as provided in Article XIV.
 - (7) The GB Committee Chairman shall make a report of her activities and an account of her allowance at the AM of the GB.

Section 12. Standing Committees

- (a) Committee on Promotion shall be composed of the GB Selective Officers, each of whom shall serve for a term of one (1) year. Each member shall be assigned to a region consisting of up to two (2) Bethels, which should include her own Bethel. 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 her region (Region Meeting).
 - (4) to **advise with** necessary committees 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. It shall be her duty to promote GB in any media outlet as convenient, subject to the approval of the GB Executive Committee.
- (c) 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 members. 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 its 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 the 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 AGBG:
 - (1) to attend the meetings of the GB Executive Committee and GB Committee.
 - (2) to make a report at 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 VII
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 the 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 GB Officers, 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 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 the 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 GBSP or next highest line officer shall preside.
 - (2) A majority plus either the GBG or 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 3. Grand Bethel Exemplification

- (a) Grand Bethel will perform an exemplification with the same requirements as a Bethel Official Visit once each year.
- (b) This will be at a time determined between the GBHQ and the Grand Guardian.

**ARTICLE IX
FINANCES****Section 1. Receipts**

- (a) A collection shall be taken during the AM of the GB which shall be contributed to HIKE, Educational Foundation, or another charity selected by the GBHQ, upon approval of the GB Executive Committee.
- (b) All funds belonging to the GB shall be deposited by the GB Treasurer in the name of the GB.
- (c) 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.
- (d) Any payments made to Indiana Grand Bethel in electronic format (Venmo, PayPal, etc) shall be printed out and a confirmation receipt shall be attached to the receipts and reflected in the minutes.

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)).
(1) They shall be audited by the GBG and/or AGBG and at least two (2) members of the Executive Committee prior to all GB Executive Committee meetings.
- (b) The following GB Members are to have an allowance fund:
 - (1) GBHQ. Restricted only to postage, printing and stationery.
 - (2) GBSP. Restricted only to postage, printing and stationery.
 - (3) 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 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 twenty dollars (\$20.00) shall be given the SG and/or ASG at the time of their visits to IN.
- (e) A gift valued at twenty dollars (\$20.00) shall be given the GG and AGG of IN at the time of their reception in their honor.
- (f) A gift valued at twenty dollars (\$20.00) shall be given the GBG and 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. Should the GBHQ request a different pin, charm, or ring, she shall pay the difference to the GB Recorder prior to the purchase. 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 give 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 give 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. They shall be ordered from the Official Jeweler during January by the GB Recorder. Should the GBG and/or the AGBG request a different pin, charm, or ring, they shall pay the difference to the GB Recorder prior to the purchase. These pins shall be presented at the GB Installation.
- (l) The GBHQ shall be reimbursed **three** hundred dollars (\$300.00) submission of a receipt for Supreme Session. She shall return the funds to the Grand Bethel should she become unable to attend.
- (m) **Any expenses not listed above will be paid out upon approval of the Executive Committee and upon submission of receipts.**

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.

- (d) A copy of the completed audit shall be provided to the Grand Guardian and Grand Secretary.

IN GRAND BETHEL 8

IN Grand Bethel

2019

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 sources, 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) A suspended member may request reinstatement to membership after a period of not less than one (1) year.

IN GRAND BETHEL 9

- (h) A GB member under suspension may reapply for membership by written request to the GB Executive Committee. The GB Executive Committee shall respond within sixty (60) days of receipt for reinstatement. Upon approval of the request by the GB Executive Committee, the member shall be reinstated to membership in GB.

Section 2. Insufficient Funds

- (a) Any person who writes an NSF check to GB shall repay the amount owed plus bank fees by cash or money order only, within thirty (30) days of notification from the GB Executive Committee.
 - (1) Any person who submits two (2) NSF checks shall be placed on the “Do Not Accept Checks” list.
 - (2) The GB will not accept checks from individuals on the “Do Not Accept Checks” list.
 - (3) The “Do Not Accept Checks” list of GB shall be maintained by the GB Recorder and the GB Treasurer.

ARTICLE XII APPEALS AND GRIEVANCES

Section 1.

- (a) A GB member or advisor shall have the right to appeal any disciplinary act or decision made against them by the GB Executive Committee.
- (b) If no appeal is taken within sixty (60) days after the act or decision, the aggrieved party shall lose the right to appeal.

Section 2.

- (a) Appeal shall be made to the Committee on Appeals and Grievances in writing by the aggrieved party.

Section 3.

- (a) The Committee on Appeals and Grievances shall investigate and report to the GB Executive Committee within thirty (30) days after receipt of the appeal. See Article VII, Section 12 (d).

Section 4.

- (a) If an aggrieved member or advisor is dissatisfied with an act or decision of the GB Executive Committee an appeal may be made to the Committee on Appeals and Grievances in the following manner: Those making an appeal shall send one (1) copy of the appeal to the GB Recorder and three (3) copies of the appeal to the Chairman of the Committee on Appeals and Grievances who in turn shall send a copy to each member on her committee. A like number of copies of any decision rendered by the GB Executive Committee shall accompany this appeal.

Section 5.

- (a) If the aggrieved member or advisor is still dissatisfied with the final act or decision of the GB Executive Committee, an appeal may be made to the GGC as outlined in SOP-SGC-1.

ARTICLE XIII ESCORT, INTRODUCTION AND HONORS

Section 1. Bethel Meetings of JDI

- (a) A member of the GB IN shall be escorted and introduced with the HQs, PHQs or Princesses (See Article III, Sec. 1 (a)) as outlined in the Ritual of JDI under “Escort, Introductions and Honors” and give all her respective titles at the time of introduction.
 - (1) EXCPETION: The GBHQ shall be escorted, introduced with the GBHQs as outlined in the Ritual of JDI under “Escort, Introduction and Honors” and give all her respective titles at the time of introduction.
 - (2) She shall receive Grand Honors as directed in the Ritual of JDI
- (b) An Indiana JD Representative shall be introduced under the appropriate category: HQ, PHQ, Princess, Past Princess, or Visiting Job’s Daughters (See Article V, Section 3(d)) as outlined in the Ritual of JDI under “Escort, Introductions, and Honors”) and give all of her respective titles at the time of introduction.
- (c) There are no GB Honors.

Section 2. AM of the GB of IN

- (a) The following shall be escorted, introduced and accorded a hearty welcome.
 - (1) Visiting GBHQs
 - (2) PGBHQs
 - (3) GBG and AGBG
 - (4) PGBGs and PAGBGs
 - (5) Visiting GB Officers
 - (6) Distinguished Guests

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 the 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 JDI.

Section 7.

- (a) A vacancy occurring between AM of the 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 Representative. The badge shall be the GB Officer'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 dollar (\$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 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.

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

Section 1.

- (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 sent to the chairman of the Bylaw Committee one hundred twenty (120) days prior to Grand Session. Proposed bylaw amendments approved by the Bylaw Committee for consideration must be forwarded to GGC no later than ninety (90) days prior to Grand Session for inclusion in the GGC bylaw amendments.
- (d) A voting member who would like to receive a copy of the proposed amendments must submit a request to the GB Recorder by April 1st. 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 all proposed amendments. The GB Guardian will report if the proposed amendments were recommended for adoption at the AM of the GB. The GGC has the right to amend the amendment before the vote.
- (f) Following the action of the 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

Abbreviation	Explanation
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 Guardian
PGBG	Past Grand Bethel Guardian
PGBHQ	Past Grand Bethel Honored Queen
PHQ	Past Honored Queen
SG	Supreme Guardian
ASG	Associate Supreme Guardian