

RULES AND REGULATIONS

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THE GRAND GUARDIAN COUNCIL
OF MISSOURI**

INTERNATIONAL ORDER OF JOB'S DAUGHTERS

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RULES AND REGULATIONS**

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1989

**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 Grand Guardian Council of Missouri, Job's Daughters International.

**ARTICLE II
OBJECT**

SECTION 1.

- (a) This Grand Guardian Council and its Grand Guardian, as the Executive Officer thereof, is supreme in its territorial jurisdiction in all matters pertaining to the Bethels, Bethel Guardian Councils, Grand Bethel and its own affairs, subject to the provisions of the laws of the Supreme Guardian Council.

**ARTICLE III
AUTHORITY**

SECTION 1.

- (a) This Grand Guardian Council operates under authority of a Charter granted by the Supreme Guardian Council and dated October 4, 1924. The jurisdiction of this Grand Guardian Council shall be limited to the State of Missouri.

**ARTICLE IV
MEMBERSHIP**

SECTION 1.

- (a) A Grand Guardian Council shall consist of the Grand Guardian Council Officers, Past Bethel Guardians and Past Associate Bethel Guardians of Bethels in the jurisdiction, the five (5) Executive members of the Bethel Guardian Council, chartered and under dispensation, and all members of the Supreme Guardian Council residing in such Grand Guardian Council jurisdiction who have been elected to membership in such Grand Guardian Council.
- (b) See SI 13 concerning loss of membership in the Grand Guardian Council.
- (c) There shall be no honorary members of this Grand Guardian Council.

**ARTICLE V
OFFICERS**

SECTION 1. ELECTIVE OFFICERS

- (a) The elective officers of this Grand Guardian Council shall be: 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. (See SI 14.1)

SECTION 2. APPOINTIVE OFFICERS

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

SECTION 3. EXECUTIVE OFFICER

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

SECTION 4. EXECUTIVE GRAND GUARDIAN COUNCIL

(a) The Executive Grand Guardian Council shall be composed of the elective officers of the Grand Guardian Council.

SECTION 5. RESTRICTION

(a) The Grand Officers shall not hold two (2) offices in this Grand Guardian Council at the same time.

**ARTICLE VI
ELIGIBILITY**

SECTION 1.

- (a) No person shall be eligible for election or appointment to office of a Grand Guardian Council unless she/he is a voting delegate thereof.
- (b) See Page C-GGC Art VI Section 1 (b).
- (c) No person shall be eligible to serve as an elective Grand Guardian Council officer, except as Grand Secretary or Grand Treasurer, who has not served at least one (1) term as a Bethel Guardian or Associate Bethel Guardian of a chartered Bethel.
 - (1) Bethel Guardians and Associate Bethel Guardians who are completing their first full term in said office at the time of an GGC election shall be eligible to serve as an elective officer of the GGC.
- (d) No member shall be eligible for the office of Grand Guardian or Associate Grand Guardian who has not served as an elective officer of the same Grand Guardian Council for a period of one (1) term.
- (e) No Grand Guardian or Associate Grand Guardian shall succeed herself/himself in office or be elected to the office of Grand Guardian or Associate Grand Guardian a second time in the same Grand Guardian Council.
- (f) A Supreme Guardian Council officer may hold an office in a Grand Guardian Council.
- (g) The Grand Bethel Guardian and the Grand Bethel Associate Guardian shall not serve as a member of another Grand Guardian Council Committee or hold a Grand Guardian Council Office. This shall not prevent them from holding an office on a Bethel Guardian Council.

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

SECTION 1. ELECTION

- (a) Elective officers of the Grand Guardian Council shall be elected at the Annual Session of the Grand Guardian Council at 9:00 A.M. on Saturday from eligible members in attendance, unless unavoidably absent.
- (b) Election shall be by Australian ballot without nomination. (See SI 14.2)
 - (1) The primary ballot method shall be Australian ballot or
 - (2) If there is a vacancy in the EGGC, the Ballot method can be single secret ballot.
 - (3) In the event of a vacancy, the EGGC would determine which method of balloting shall be used.
 - (4) The same ballot method used will continue through the course of balloting.
- (c) A majority vote of those present and voting shall elect.

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SECTION 2. VOTING PRIVILEGES

(a) Members of this Grand Guardian Council shall be entitled to one (1) vote each when present at a special meeting or Annual Session.

SECTION 3. PROXY

- (a) No member may have her/his vote cast by proxy except as follows: (See SI 14. 3)
 - (1) A proxy shall be issued to an Associate member of a Bethel Guardian Council only if the Associate member has Masonic status or affiliation for eligibility to become an Executive member of a Bethel Guardian Council.
 - (2) A proxy shall be limited to the particular Annual Session for which it is issued and shall be duly certified by the Executive members of the Bethel Guardian Council.
 - (3) No person shall have a proxy for more than one (1) office or be entitled to more than one (1) vote.

ARTICLE VIII APPOINTMENTS

SECTION 1.

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

ARTICLE IX TERM

SECTION 1.

- (a) All officers shall be elected or appointed for a term of one (1) year, or until the close of the next Annual Session, but shall continue to perform the duties of their office until their successors have been installed.

ARTICLE X INSTALLATION

SECTION 1.

- (a) Officers present shall be installed before the close of the Annual Session.
- (b) No person shall be installed in the office of Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian who is an Executive member of a Bethel Guardian Council.
- (c) Members of the Supreme Guardian Council shall install the officers of a Grand Guardian Council. Members of the Grand Guardian Council may be appointed to assist in the ceremony.

ARTICLE XI VACANCIES

SECTION 1.

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

ARTICLE XII MEETINGS

SECTION 1.

- (a) The Annual Session of the Grand Guardian Council shall convene during the month of June of each year in the third or fourth week. The exact date and location shall be left to the discretion of the Grand Guardian, Associate Grand Guardian, and Grand Secretary. Such meetings, to begin on Thursday, shall continue in session, with suitable recesses, until the meeting is concluded on Saturday.
 - (1) A Bethel may dispense with its meeting during the Annual Session of the Grand Guardian Council. It is recommended that during the Annual Session of the GGC of Missouri, there be no Bethel meetings, installations or activities, with the exception of the Grand Bethel of Missouri.
- (b) Rules of Order and Parliamentary Authority (moved the SI reference to (1) below)
 - (1) A quorum for the transaction of business of this Grand Guardian Council shall consist of voting members of at least ten (10) different Executive Bethel Guardian Councils. (See SI 14.26)

- (2) One rap of the gavel calls to order or seats the assembly. Two raps of the gavel calls up the officers. Three raps of the gavel calls up the entire assembly.
 - (3) Members desiring to address the Grand Guardian Council shall rise, address the presiding officer, and after receiving recognition, state their name, name of the Bethel to which they belong, and then state the purpose for which they obtained the floor.
 - (a) All members who have received voting credentials and have registered as provided in the Manual of Rules and Regulations shall have the privilege of voting and taking part in the discussions.
 - (4) Unless permission is given by the assembly, no member shall speak longer than five (5) minutes, nor shall a member speak twice on any question until others who desire to speak have done so. No member shall speak more than twice on the same question except by permission.
 - (5) Robert's Rules of Order, Revised (latest edition) shall govern this Grand Guardian Council.
 - (6) The ruling of the presiding officer shall be final, subject to the Law of Appeal.
 - (7) The motion to adopt a proposed amendment to the Constitution and/or Bylaws may be made by a voting member present. A negative motion shall not be made.
 - (8) Any amendments to a proposed amendment lawfully submitted and any correction, addition or deletion thereof, accepted by the proposer and approved by the Jurisprudence Committee, shall be considered a part of the original proposal.
 - (9) A motion to lay a pending question on the table shall require a majority vote of those present and voting.
 - (10) These rules of order may be amended or suspended at any time by a two-thirds (2/3) vote of those present and voting.
 - (11) Any voting delegate desiring to leave the room during the election, may do so by depositing her/his delegate's badge with the Grand Outer Guard. Before re-entering the Grand Guardian Council room, said delegate will reclaim her/his badge from the Grand Outer Guard. Any delegate not desiring to return to the Grand Guardian Council room during election need not deposit her/his badge with the Grand Outer Guard.
- (c) Special meetings may be called by the Grand Guardian, with the consent of the Associate Grand Guardian and Vice Grand Guardian, whenever deemed necessary. The entire membership shall be notified in writing of the meeting, with special emphasis on the reason for the call.
 - (d) Meetings of the Executive Grand Guardian Council may be called by the Grand Guardian with the consent of the Associate Grand Guardian and the Vice Grand Guardian. The officers shall be notified in writing of the meeting with special emphasis on the reason for call.

SUPPLEMENT TO THE BYLAWS FOR GRAND GUARDIAN COUNCILS JOB'S DAUGHTERS INTERNATIONAL

ARTICLE I DUTIES AND POWERS OF A GRAND GUARDIAN COUNCIL

SECTION 1.

- (a) See Page B-GGC 1.
- (b) See Page B-GGC 1.
- (c) Grand Bethel of Missouri was authorized April 24, 1954. Grand Bethel Bylaws have been adopted by the Grand Guardian Council and included in the Grand Guardian Council Manual of Rules and Regulations.
- (d) See Page B-GGC 1.
- (e) See Page B-GGC 1.

ARTICLE II POWERS OF THE EXECUTIVE GRAND GUARDIAN COUNCIL

SECTION 1.

See Page B-GGC 1.

ARTICLE III DUTIES OF THE GRAND GUARDIAN COUNCIL OFFICERS

SECTION 1.

See Page B-GGC 1.

SECTION 2.

The Grand Guardian shall:

- (a) thru (c) See Page B-GGC 1.
- (d) Appoint Bethel Guardian Council members within thirty (30) days after the close of the Annual Session.
- (e) Issue dispensations and charters in the name of the Grand Guardian Council.
 - (1) When a Bethel changes location a Charter Amendment shall be issued, under seal, to be attached to the Bethel Charter indicating the new location. This Charter Amendment shall be dated and bear the signature of the Grand Guardian and attested the Grand Secretary. (See B-Bethel, Art 1, Sec 3)
- (f) Issue special dispensations upon request and when required to comply with SI 6.
- (g) Convene any Bethel or Bethel Guardian Council for the purpose of settling disputes, to make an Official Visit to each Bethel during her term of office or call a joint meeting of any of the Bethels for the purpose of inspection, or to require obedience to the laws and rules of the Order.
- (h) Appoint committees as necessary for the transaction of the business of the Grand Guardian Council.
- (i) Serve as a member ex officio on all committees with the right to discuss and vote on all questions except the Appeals and Grievances Committee.
- (j) Submit a written report at the Annual Session on the condition of the organization.
- (k) Appoint a Grand Deputy as required and issue a certificate with the seal of the Grand Guardian Council.
 - (1) To remove a Grand Deputy when duties are not fulfilled.
 - (2) To fill vacancies during the year.
- (l) Submit a report on Form 120 at the Annual Session of the Supreme Guardian Council about the work of the Grand Guardian Council jurisdiction, which shall be limited to activities of benefit to other Grand Guardian Councils and Bethels.
- (m) Issue a waiver of jurisdiction, under seal, to allow a resident in the jurisdiction to be initiated into a Bethel in another jurisdiction. The waiver shall be sent to the Supreme Deputy, Grand Guardian of the other jurisdiction. (See C-Bethel, Art IV, Sec 2 (a))

- (n) Appoint inspecting officer for instituting, reinstating and chartering a Bethel.
- (o) Appoint and announce the following standing committee members before the close of the Annual Session Installation.
 - (1) One (1) member of the Committee on Jurisprudence to serve for a term of three (3) years.
 - (2) One (1) member of the Committee on Finance to serve for a term of three (3) years.
 - (3) One (1) member of the Educational Loans and Scholarships Committee to serve for a term of three (3) years.
 - (4) Three (3) members of the Appeals and Grievances Committee appointed annually.
 - (5) No member of the foregoing committees shall succeed themselves, nor be reappointed to the same committee for one (1) year.
 - (6) Six (6) members of the Promotion Committee, appointed annually. Three (3) members may be reappointed the following year, not to exceed a term of two (2) years. To the extent possible, two (2) members shall be from the St. Louis area, two (2) from the Kansas City area and two (2) from the outlying Bethels.
- (p) Appoint and announce before the close of the Annual Session a Parliamentarian to serve for one (1) year.
- (q) Appoint and announce before the close of the Annual Session a Past Bethel Guardian or a Past Grand Guardian of Missouri to serve for a term of two (2) years, the first year as Vice Grand Bethel Guardian, the second year as Grand Bethel Guardian. She shall not succeed herself in office.
- (r) Receive from the Grand Bethel Jr. Princess by July 25th a maximum of three (3) recommendations of Majority Members of Missouri Job's Daughters to serve a three (3) year term on the Grand Bethel Advisory Board. The Grand Guardian shall notify the Grand Bethel Council no later than July 31st of her recommendations for the Grand Bethel Advisory Board.
- (s) Appoint and announce before the close of the Annual Session a Past Associate Bethel Guardian or a Past Associate Grand Guardian of Missouri to serve for a term of two (2) years, the first year as Vice Associate Grand Bethel Guardian, the second year as Associate Grand Bethel Guardian. He shall not succeed himself in office.
- (t) Appoint and announce before the close of the Annual Session a member of the Grand Guardian Council of Missouri [see Supplement to the Constitution of the Grand Guardian Council Article IV, Membership Section 1(a)], to serve the Grand Bethel Guardian Council as Grand Bethel Secretary/Treasurer for a term of two (2) years, not to exceed two (2) terms.
- (u) Receive from the Grand Bethel Jr. Princess by July 25th a maximum of three (3) recommendations of the Majority Members of Missouri Job's Daughters to serve a three (3) year term on the Grand Bethel Advisory Board. The Grand Guardian shall notify the Grand Bethel Council no later than July 31st of her recommendations for the Grand Bethel Advisory Board.
- (v) Hold at least one (1) instructional meeting in a central location for Missouri Bethels, explaining in detail the laws, ritual, and other items as deemed advisable by the Grand Guardian. This meeting shall be held prior to Official Visits.
- (w) See that all Bethels of this GGC jurisdiction shall unite in holding a worship service annually in St. Louis in the even numbered years and in Kansas City in the odd numbered years, concurrent with the weekend of the Miss Missouri Pageant.
- (x) Be the Official Delegate of the Grand Guardian Council at the Annual Session of the Supreme Guardian Council, or to appoint the Vice Grand Guardian as her proxy if she cannot attend.
- (y) Prepare a written report of the transactions of the Supreme Guardian Council Annual Session and submit same to the Grand Secretary's office for distribution to all Bethels and Grand Guardian Council members within sixty (60) days following the Annual Session of the Supreme Guardian Council.
- (z) Appoint as soon as practicable after being installed, the persons to serve upon the following committees and such other committees as are necessary for the transaction of business during the Grand Guardian Council year.
 - (1) Credentials and Registration Committee, composed of five (5) members.
 - (2) Necrology Committee, composed of three (3) members.
 - (3) Ways and Means Committee, composed of four (4) members, two (2) members appointed annually, for two (2) year terms.
 - (4) Correspondence Course Committee, composed of one (1) member.
 - (5) Courtesy Committee, composed of two (2) members.
- (aa) Appoint a Miss Missouri Job's Daughter Pageant Committee and a female individual to act as a direct contact for Miss Missouri Job's Daughter, Jr. Miss Missouri Job's Daughter and Miss Missouri Job's Daughter Congeniality during their reign.
- (bb) Fill any vacancy on any committee from members of this Grand Guardian Council.
- (cc) Maintain a file of Uniform Code of Bylaws to be turned over to her successor.

- (dd) Be custodian of the Charter of this Grand Guardian Council and to see that it is present at all Grand Guardian Council meetings.

SECTION 3.

The Associate Grand Guardian shall:

- (a) thru (e) See Page B-GGC 2.
- (f) Attend Masonic related events, as invited that would serve to represent the presence and promotion of Missouri Job's Daughters. Such event could include activities held during the Annual Session of the Grand Lodge of MO AF&AM, activities held during the Annual Session of the Grand Chapter of MO, Order of the Eastern Star, activities held during the Annual Session of the Order of Amaranth, activities held during the Annual Supreme Session of Job's Daughters, etc.
- (g) Select a representative to attend Masonic related events if unable to attend.
- (h) Be a member of the committee on promotion.
- (i) Ensure the financial books of each Bethel have been audited during the GGC year, preferably at the Bethel's Official Visit.
- (j) Ensure the financial books of Line Officer Clubs (SLALOC and KCJD Line, etc) have been audited during the GGC year.

SECTION 4.

The Vice Grand Guardian shall:

- (a) Assist the Grand Guardian.
- (b) Assume the Grand Guardian's duties during her disability.
- (c) Be a member of the Committee on Promotion.
- (d) Contact the Vice Supreme Guardian in writing within thirty (30) days after being installed, suggesting an opportune time for her visit to the State during her term of office as Supreme Guardian.
- (e) Notify in writing the Grand Bethel Council by March 1st of her appointees as Vice Grand Bethel Guardian and Vice Associate Grand Bethel Guardian. The appointment shall be announced at the time of the Grand Guardian Council Officers' installation.
- (f) Notify in writing the Grand Bethel Guardian Council by March 1st in even numbered years of her appointee to serve on the Grand Bethel Guardian Council as Grand Bethel Guardian Secretary/Treasurer to serve for a term of two (2) years, not to exceed two (2) terms.

SECTION 5.

The Vice Associate Grand Guardian shall:

- (a) Assist the Associate Grand Guardian.
- (b) Assume the Associate Grand Guardian's duties during his disability.
- (c) Be a member of the Promotion Committee.

SECTION 6.

The Grand Secretary shall: (See SI 14.7)

- (a) thru (j) See Page B-GGC 2.
- (k) Issue notices of all meetings properly authorized.
- (l) Receive and keep on file transactions and communications of all committees.
- (m) Receive all orders for supplies from Bethels and send as requested.
- (n) Render invoices furnished from the Grand Secretary's office covering all supplies, jewelry and special dispensations requiring fees.
- (o) Furnish price lists annually to all Bethels in the state covering supplies issued from the Grand Secretary's office.
- (p) Issue as authorized by the Grand Guardian to each Grand Officer, Special Deputy, and Grand Deputy a certificate, under the Seal, allowing each to perform their respective duties under the laws of this organization.
- (q) Present credentials to all active members of this Grand Guardian Council upon registration at the Annual Session. In the case of a proxy, a member of the Executive Bethel Guardian Council shall request from the Grand Secretary, at least fourteen (14) days prior to the Annual Session the appropriate form(s) necessary to obtain a proxy.
- (r) Strike from the mailing list the name of any voting member who has not paid the registration fee in two (2) years.
- (s) Draw warrants for all expenses, presenting them to the Finance Committee for approval.
- (t) Receive one (1) copy of all proposed amendments to the Manual of Rules and Regulations (including Grand Bethel Bylaws) sixty (60) days prior to the Annual Session.

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- (u) Distribute a copy of properly submitted amendments to each voting delegate thirty (30) days prior to the Annual Session. A copy of same shall be sent to the webmaster to be posted on the official Missouri Job's Daughters website.
 - (v) Maintain a file of Uniform Code of Bylaws for Bethels.
 - (w) Forward to all voting members amendments to the Constitution and Bylaws of the Supreme Guardian Council and to the Manual of Rules and Regulations of the Grand Guardian Council after receiving approval from the Supreme Guardian Council Jurisprudence Committee.
 - (x) Send to all Bethels, Past Grand Guardians, Past Associate Grand Guardians, Grand Officers, and all voting delegates who are not members of an Executive Bethel Guardian Council, advance notice stating the date, time and location of a Bethel Institution and of a Bethel Chartering.
 - (y) Receive a sum of three hundred dollars (\$300.00) payable monthly from the general fund.
 - (z) Be non-voting ex-officio Secretary of Educational Loans and Scholarships Committee and the Promotion Committee and receive all loan payments.
 - (aa) Be custodian of all paraphernalia of the Grand Guardian Council.
 - (bb) Notify with a memorial notice, all Bethels and all voting delegates who are not members of an Executive Bethel Guardian Council of the death of a Past Grand Guardian, Past Associate Grand Guardian or a Grand Officer.
 - (cc) Transfer all properties and records to her/his successor immediately upon the expiration of her/his term of office.
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- (ee) Notify in writing the Grand Bethel Guardian Secretary/Treasurer of all amendment proposals regarding the Rules and Regulations of the Grand Bethel of Missouri by May 1st.

SECTION 7.

The Grand Treasurer shall:

- (a) thru (d) See Page B-GGC 2.
- (e) Receive each month as salary, a sum equivalent to forty (40) cents for every instituted and/or chartered Bethel in the State, with a minimum of thirty dollars (\$30.00) per month.
- (f) Transfer all properties and records to her/his successor immediately upon the expiration of her/his term of office.

SECTION 8.

The Grand Guide and Grand Marshal shall:

- (a) Escort all distinguished visitors.
- (b) Assist the Grand Guardian in such duties as she may assign to them.
 - (1) Grand Guide
 - (a) To serve as Chairman of the Promotion Committee.
 - (b) To maintain a permanent file of records pertaining to the Promotion Committee and turn same over to her successor with a copy to the Grand Secretary.
 - (c) To submit a written report of the Promotion Committee at the Annual Session.
 - (d) To be in charge of all floor work of this Grand Guardian Council.
 - (2) Grand Marshal
 - (a) To serve as Vice Chairman of the Promotion Committee.
 - (b) To be in charge of all flag ceremonies.
 - (c) To serve as the Chairman of the Jobie-to-Bee Program.
 - (d) To maintain a permanent file of records pertaining to the Jobie-to-Bee program and turn same over to her successor with a copy to the Grand Secretary.
 - (e) To submit a written report of the Jobie-to-Bee program at the Annual Session of the GGC.

SECTION 9.

The Grand Inner Guard and Grand Outer Guard shall:

- (a) Guard the doors of the Grand Guardian Council room.
- (b) Perform such other duties as may be assigned to them by the Grand Guardian and/or the Associate Grand Guardian.
- (c) Serve as custodians of paraphernalia during the Annual Session.
- (d) Be members of the Promotion Committee.

SECTION 10.

Other Grand Officers shall:

- (a) Perform such duties as may be assigned to them by the Grand Guardian.
- (b) Serve as Ambassadors of Good Will attending Bethels as directed by the Grand Guardian.

ARTICLE IV COMMITTEES

SECTION 1. ELIGIBILITY

(a) thru (c) See Page B-GGC 3.

(d) An elected GGC officer shall not serve on any committee of this GGC except as follows: the Grand Marshal may serve as Chairman of the Miss Missouri Committee and all elected Grand Line Officers shall be members of the Promotion Committee as outlined in Article III, Duties of the Grand Guardian Council Officers, and in Section 3 of this Article.

SECTION 2. RESTRICTION

(a) The spouses of the Grand Guardian or Associate Grand Guardian shall not serve on the Appeals and Grievances Committee, the Jurisprudence Committee or the Finance Committee.

SECTION 3. DUTIES OF COMMITTEES

(a) Promotion Committee composed of twelve (12) members: namely, Vice Grand Guardian, Vice Associate Grand Guardian, Grand Guide (Chairman), Grand Inner Guard, Grand Marshal (Vice Chairman), Grand Outer Guard, two (2) members from the St. Louis area, two (2) members from the Kansas City area, and two (2) members from the outlying Bethels. The Grand Secretary and Grand Treasurer will serve as ex-officio members of the committee.

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

(a) To organize and prepare for the institution for any Bethel in the State of Missouri.

(b) To survey the existing situation in Bethels whose membership is dwindling to a point where their existence is jeopardized.

(c) To organize and put into operation a program to strengthen declining Bethels, upon approval of the Grand Guardian.

(d) To see that each Bethel in the State of Missouri is furnished without cost sufficient copies of current promotional material and petitions for membership, with the cost of such materials to be paid from the Promotional Fund.

(e) To develop effective means of communication with members of this GGC and the Missouri Bethels (i.e., newsletters, internet, etc.). Further to name one member to receive all news of the Bethels and to prepare press releases to local media.

(2) A revolving fund of one hundred dollars (\$100.00) may be drawn from the Promotional Fund and shall be available to the Chairman of Promotion for necessary expenses.

(3) Members of the Promotion Committee may be reimbursed for expenses for mileage in excess of 100 miles from their residences at the rate of eighteen (18) cents per mile from the Promotion Fund if authorized by the Finance Committee and approved by the Grand Guardian. This reimbursement shall not apply to attendance at committee meetings.

(4) A vacancy in this committee shall be filled by appointment by the Grand Guardian.

(5) The chairman of this committee shall keep a permanent file and turn same over to her successor and submit a copy of her report to the Grand Secretary.

(6) The Promotion Chairman may ask the Grand Guardian for assistance from a Special Deputy when necessary. Any expenses incurred by the Special Deputy would be reimbursed the same as for any member of the Promotion Committee.

(b) Jurisprudence Committee composed of three (3) members.

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

(a) To carefully study all questions pertaining to the matters of law and procedure.

(b) To make a report in detail with recommendations at the Annual Session.

(c) To review and act upon proposed revisions and amendments to the Uniform Code of Bylaws for Bethels, Mothers, Fathers, or Parents Clubs.

(d) To retain one (1) approved copy in the permanent file of this committee: send one (1) approved copy to each of the following: Grand Guardian, Grand Secretary, Vice Grand Guardian and Bethel.

(e) To maintain a permanent file and turn same over to her/his successor.

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

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

(a) To audit all books and accounts of the Grand Secretary, Grand Treasurer and the Educational Loan and Scholarship Committee twice annually, January and no later than ten (10) days prior to the Annual Session.

- (b) To see that the books and accounts of this Grand Guardian Council are audited every five (5) years by an individual, or entity, other than the Finance Committee, and a report made at the next Annual meeting.
- (c) To review all proposed budgets for the Annual Session of the Grand Guardian Council in January when books and accounts are audited.
- (d) To audit the books and accounts of any officer when requested to do so by the Grand Guardian.
- (e) To review all budgeted accounts presented as claims against this Grand Guardian Council in a timely manner. A bill presented to this GGC shall be received by the Grand Secretary within sixty (60) days after the expense was incurred or it will not be approved, except specific expenses incurred by an advancing Grand Officer for items to be used during her/his term of office. The signatures of at least two (2) members of a committee shall accompany any unbudgeted item presented for approval of payment.
- (f) To carefully investigate and report on all matters which would in any manner affect the finances of this Grand Guardian Council before same can be put into operation.
- (g) To see that no money be expended from any fund of this Grand Guardian Council for educational purposes except for Active and Majority Members of the Order who are in good standing and who are not over the age of twenty-five (25) years.
- (h) Budget.
 - (1) To prepare a proposed budget of the estimated income and disbursements for the ensuing year of this Grand Guardian Council and distribute a copy of said budget to each voting delegate thirty (30) days prior to the Annual Session.
 - (2) To secure any necessary information for its work from the Grand Secretary and Grand Treasurer.
 - (3) To submit the budget to the Jurisprudence Committee for adoption by a majority vote of the members present at the Annual Session of this Grand Guardian Council.
 - (4) To see that the Budget adopted by the voting members at each Annual Session govern this committee's decision for the following Grand Council year.
 - (5) To make recommendations wherein the best interest of the Order shall be served.
 - (6) To notify the Chairman of all necessary committees in writing within thirty (30) days in advance as to the deadline for submitting budgets and the correct mailing address for the same.
- (i) To annually review the amount allowed the Grand Secretary.
 - (2) To maintain a permanent file and turn same over to her/his successor.
- (d) Educational Loans and Scholarships Committee composed of three (3) members.
 - (1) It shall be the duty of this committee:
 - (a) To notify all Bethels (no later than March 1st) through the Grand Secretary's Office of the rules for applying for a scholarship. At least two (2) application forms shall be included.
 - (b) To process Loan Applications.
 - (1) To receive, thoroughly investigate and approve all applications for loans. Applications for loans may be received at any time.
 - (2) To compile a complete and accurate record of each individual loan with all payments, cancellations or rejections, recorded up to date which shall be in the hands of the Chairman at all times, who shall pass it on to her/his successor.
 - (3) To affix to the promissory note the rate of five (5) percent interest per annum after maturity which shall not exceed five (5) years from date of loan.
 - (4) If borrower terminates scholastic efforts, notes become due and payable within one (1) year.
 - (5) To contact the borrower and co-signer annually to ascertain the daughter's residence and her progress in school with a self addressed postage paid envelope enclosed.
 - (6) To write off the books any uncollectable loan at expiration of six (6) years from the date of maturity.
 - (c) To process Scholarship Applications.
 - (1) To receive applications for all scholarships on forms prepared by the committee no later than ninety (90) days prior to the Annual Session, carefully evaluate them and select those to be granted a scholarship.
 - (2) To consider scholastic standing in high school or college, outstanding service to Bethel and community as the basis for selection. Letters of recommendation as per form shall accompany the application.
 - (d) To file all papers and instructions relative to the award with the Grand Secretary before awarding a loan or scholarship.

- (e) To see that scholarships shall be presented at the Annual Session.
 - (f) To render a full and detailed report of all transactions at the Annual Session.
- (e) Appeals and Grievance Committee composed of three (3) members.
- (1) It shall be the duty of this committee:
 - (a) To investigate and report on all appeals, complaints or grievances received in writing which shall be lawfully filed with this Grand Guardian Council and which have been referred to said committee and recommend to the Executive Grand Guardian Council the disposition which in its judgment should be made thereof. The report on an appeal must be made within thirty (30) days after the receipt thereof.
 - (b) An elective Grand Guardian Council Officer shall not serve on the Appeals and Grievances Committee.
 - (c) Appeals and Grievances are not reported to or acted upon by the Grand Guardian Council.
- (f) Credentials and Registration Committee composed of five (5) members.
- (1) It shall be the duty of this committee:
 - (a) To carefully examine and pass upon the credentials of all members claiming the right of membership. (For Proxy Credentials, see Article VII, Supplement to the Constitution of a Grand Guardian Council.)
 - (b) To receive all authorized credentials no later than 8:45 A.M. on Saturday of the Annual Session. Credentials presented later will not entitle delegates to vote in the Annual Election of Officers.
 - (c) To collect a registration fee of five dollars (\$5.00) from each voting delegate at each Annual Session of the Grand Guardian Council. This fee shall entitle voting delegates to a copy of the Annual Proceedings.
 - (d) To present a detailed report of voting delegates at time of election.
 - (e) To collect a registration fee of one dollar (\$1.00) for each nonvoting visitor.
 - (f) To present a final report of voting delegates and non-voting visitors.
- (g) Necrology Committee composed of three (3) members.
- (1) It shall be the duty of this committee to prepare and present to the Grand Guardian Council a suitable memorial service for members and their immediate families deceased during the year with this said report filed for proceedings.
- (h) Publication Committee composed of five (5) members, namely, Immediate Past Grand Guardian, Immediate Past Associate Grand Guardian, Grand Guardian, Associate Grand Guardian and Grand Secretary.
- (1) It shall be the duty of this committee to type and proofread the proceedings of the Annual Session of this Grand Guardian Council.
- (i) Miss Missouri Job's Daughter Pageant Committee composed of three (3) members.
- (1) To organize and prepare for a Pageant to select a daughter who will best represent our state in the Miss International Job's Daughter Pageant.
 - (2) Selection shall take place at a Pageant to be held the same weekend and in the same area as the Grand Guardian Council church service for the Masonic Home.
 - (3) To notify all Bethels (no later than May 1st) through the Grand Secretary's office of the rules of participation in the Miss Missouri Job's Daughter Pageant.
 - (4) To advance two hundred dollars (\$200.00) drawn from the Miss Missouri Job's Daughter Pageant Fund to the Chairman of the Pageant for necessary expenses.

ARTICLE V DEPUTIES

SECTION 1. GRAND DEPUTY

- (a) A Grand Deputy may be appointed:
 - (1) To institute Bethels.
 - (2) To instruct and/or inspect Bethels, check the ritual work and the books of the Bethel and Bethel Guardian Council, to investigate problems and to perform such specific duties as directed by the Grand Guardian.
 - (3) To assist Bethels which may require help.

- (4) To supervise no more than two (2) Bethels.
 - (5) To present the commission duly signed by the Grand Guardian to the Executive Council Members present on first visit to the Bethel.
 - (6) To check the Minute Book of the Bethel Guardian Council and to attend at least one (1) Bethel Guardian Council meeting each Bethel term.
 - (7) To submit to the Grand Guardian and the Vice Grand Guardian a written progress report of activities and conditions of Bethels under her/his supervision at least semi-annually December 1 and June 1; the latter being a comprehensive written report for this year.
 - (8) To be assisted by the Promotion Committee when approved by the Grand Guardian.
- (b) A Supreme Guardian Council officer may hold an office as a Grand Deputy.

SECTION 2. DEPUTY GRAND GUARDIAN

- (a) and (b) See Page B-GGC 3.

**ARTICLE VI
FINANCES**

SECTION 1. RECEIPTS

- (a) All monies collected in the name of the Grand Guardian Council shall be received by the Grand Secretary and accounted for as shown under her/his duties.
- (b) All monies collected in the name of the Grand Bethel of Missouri shall be received by the Grand Bethel Secretary/Treasurer and accounted for as shown under her/his duties.

SECTION 2. FEES

- (a) A registration fee of fifteen dollars (\$15.00) shall be collected from each voting delegate at each Annual Session of the Grand Guardian Council. The fee shall entitle the voting delegate to a copy of the Annual Proceedings. (See SI 14.8)
- (b) A registration fee of three dollar (\$3.00) shall be collected from each nonvoting delegate at the time of registration.
- (c) Fees so collected shall be used primarily to defray the expenses incidental to Annual Sessions.
- (d) Members of a Grand Guardian Council shall not be suspended for nonpayment of membership fee.
- (e) Revenue may be derived from special projects selected by the Grand Guardian.

SECTION 3. EXEMPTION

- (a) Grand Guardian Councils shall be exempt from the payment of fees as specified in SI 7 for members residing in Masonic Homes or homes sponsored by an organization based on Masonic membership or relationship.

SECTION 4. DISBURSEMENTS

- (a) The Grand Guardian Council shall send the Grand Guardian or her proxy as its official representative to the Annual Session of the Supreme Guardian Council. She shall be allowed twenty (20) cents per mile, round trip by most direct route or the cost of air travel at coach rate. She shall be allowed twenty dollars (\$20.00) per day for meals and actual expenses per day for her share of the lodging for each of the days in attendance, not to exceed six (6) days. An itemized account of expenses shall be submitted. The Supreme Session registration fee shall be reimbursed and shall be included in her itemized account of expenses for the Session.
- (b) The Grand Guardian Council shall allow the Associate Grand Guardian, when attending the Supreme Guardian Council Session, twenty (20) cents per mile, round trip by most direct route or the cost of air travel at coach rate. He shall be allowed twenty dollars (\$20.00) per day for meals and actual expenses per day for his share of the lodging for each of the days in attendance, not to exceed six (6) days. An itemized account of expenses shall be submitted. The Supreme Session registration fee shall be reimbursed and shall be included in his itemized account of expenses for the Session.
- (c) The Grand Guardian Council shall reimburse the Vice Grand Guardian the Supreme Session registration fee, when attending the business meetings of the Supreme Guardian Council Session as a voting delegate. An itemized account of such expense shall be submitted.
- (d) The Grand Guardian Council shall reimburse the Vice Associate Grand Guardian the Supreme Session registration fee, when attending the business meetings of the Supreme Guardian Council Session as a voting delegate. An itemized account of such expense shall be submitted.
- (e) A revolving fund of one hundred dollars (\$100.00) is available to the Grand Guardian to cover necessary expenses incurred in the performance of her duties.

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- (f) The Grand Guardian Council shall allow the Associate Grand Guardian five hundred dollars (\$500.00) during his term of office to assist in defraying expenses of his office and visitations within this jurisdiction upon receipt of an itemized statement.
- (g) In the performance of her duties, the Grand Guardian shall be allowed and limited to round trip mileage expenses for the following purposes:
 - Official Visits
 - Official Workshops
 - Meeting to assist Bethels or establish new Bethels
 - Meeting of the Executive Grand Guardian Council Officers
 - Grand Chapter, Order of the Eastern Star
 - Grand Lodge of Missouri, A.F. & A.M.
 - Other necessary expenses as approved by the Finance Committee

Mileage will be reimbursed in full at the rate of eighteen (18) cents per mile except that round trips of one hundred (100) miles or less shall have the first sixty (60) miles deducted. An itemized account of mileage shall be submitted.
- (h) The Grand Guardian when making Official Visits shall be allowed lodging, meals and travel. Postage and long distance telephone expenses shall be allowed when pertaining to Official Business. An itemized account shall be submitted.
- (i) Annual Session.
 - (1) The expenses of the Annual Session shall be remitted from the Grand Session Fund. If said fund is insufficient to defray necessary expenses, all Chartered Bethels within this jurisdiction attending Grand Session shall pay their pro rata share. All expenses shall be submitted, prior to the session, to the Finance Committee for their approval.
 - (2) A sum, not to exceed one hundred fifty dollars (\$150.00) each, shall be advanced to the Chairman of the Breakfast Committee and the Chairman of the Banquet Committee. Each Chairman shall submit to the Grand Secretary an itemized statement of expenses incurred.
 - (3) An official stenographer may be employed by the Grand Secretary to record the proceedings of the Annual Session at current rate of salary per day.
- (j) In the event of an Official Visit by the Supreme Guardian and/or the Associate Supreme Guardian, the Grand Guardian shall be allowed expenses for this purpose for lodging and meals not to exceed two (2) nights and one (1) day, plus a twenty-five dollar (\$25.00) donation toward the Supreme Guardian's charity project.
- (k) To pay a speaker for the Annual Masonic Home Service. Said expense not to exceed thirty dollars (\$30.00).
- (l) In the event of the death of a Past Grand Guardian, Past Associate Grand Guardian or Grand Officer, a memorial shall be sent to the Grand Guardian Council of Missouri Promotion Fund, not to exceed ten dollars (\$10.00).
- (m) A revolving fund of one hundred dollars (\$100.00) is available to the Chairman of Promotion Committee for necessary expenses.
- (n) Miss Missouri Job's Daughter
 - (1) The Grand Guardian Council shall pay the registration fee for the Miss Missouri Job's Daughter delegate to the Miss International Job's Daughter Pageant, held annually at the Supreme Session.
 - (2) The GGC shall send the Miss Missouri Job's Daughter delegate as the official representative to the Miss International Pageant at Supreme Session. She shall be allowed twenty (20) cents per mile by the most direct route round trip, or air travel at coach rate. She shall be allowed twenty dollars (\$20.00) per day for meals and actual expenses per day for her share of the lodging for each of the days in attendance, not to exceed six (6) days. An itemized account of expenses shall be submitted within sixty (60) days after the session. The Supreme Session registration fee shall be reimbursed and shall be included in her itemized account of expenses for the Session.
 - (3) The Grand Guardian Council shall allow the chaperone for the Miss Missouri Job's Daughter actual expenses per day for her share of the lodging for each of the days in attendance, not to exceed six (6) days at Supreme Session. Said chaperone must lodge in the same room as the Miss Missouri Job's Daughter. If said chaperone does not, the chaperone's reimbursement shall be actual expenses per day of her share of the lodging for each day in attendance, not to exceed six (6) days at Supreme Session, and shall not exceed one-half (1/2) of actual lodging expenses.
 - (4) In the event the Missouri participant in the pageant is selected as Miss International Job's Daughter, the GGC shall provide her with expenses to return to the next Supreme Session if not provided by the SGC. She shall be allowed twenty (20) cents per mile by the most direct route round trip, or air travel at coach rate. She shall be allowed twenty dollars (\$20.00) per day for meals and actual expenses per day for her share of the lodging for each of the days she is

participating in pageant activities not to exceed six (6) days. An itemized account of expenses shall be submitted within sixty (60) days after the Session.

- (5) In the event the Missouri participant in the pageant is selected as Miss International Job's Daughter, the Grand Guardian Council shall allow the chaperone for the Miss International Job's Daughter actual expenses per day for her share of the lodging for each of the days in attendance, not to exceed six (6) days at Supreme Session, if not provided by the Supreme Guardian Council. Said chaperone must lodge in the same room as the Miss International Job's Daughter. If said chaperone does not, the chaperone's reimbursement shall be actual expenses per day of her share of the lodging for each day in attendance, not to exceed six (6) days at Supreme Session, and shall not exceed one-half (1/2) of actual lodging expenses.
- (o) Each Grand Guardian and Associate Grand Guardian who has faithfully served for the period in which they were elected will be presented a Past Grand Guardian Jewel, J-84HP, and Past Associate Grand Guardian Jewel, JG-12WP.
- (p) The Grand Guardian Council shall carry adequate insurance covering all facets of the organization.
- (q) Any contract obligating this Grand Guardian Council to payment of more than One Thousand Dollars (\$1,000) shall be binding upon the Grand Guardian Council only if signed by the Grand Guardian (in her absence or disability, the Vice Grand Guardian) and one of the following officers: Associate Grand Guardian, Grand Secretary. Otherwise, the agreement shall be binding only upon the signer(s) of the contract.
- (r) In the event a member of this GGC is elected to the office of Supreme Guardian or Associate Supreme Guardian or a Missouri Daughter is selected as Miss JDI, Miss International Congeniality or Supreme Bethel Honored Queen, an amount up to Five Hundred Dollars (\$500) shall be allowed to cover the expense of a reception honoring such person, payable to the reception chairman appointed by the Grand Guardian upon receipt of itemized expenses.

ALL EXPENSES REFERRED TO IN THIS ARTICLE VI SECTION 4 SHALL BE SUBMITTED IN ITEMIZED STATEMENT RENDERED TO THE GRAND SECRETARY, AND REMITTED FROM FUNDS OF THIS GRAND GUARDIAN COUNCIL.

SECTION 5.

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

ARTICLE VII PENALTIES AND FINES

SECTION 1.

A Grand Guardian may:

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

SECTION 2.

Fines shall be levied for:

- (a) Five dollars (\$5.00) personal fine against the Executive Members of the Bethel Guardian Council for failure to file the Annual Report of Bethels, as required by law (Form 110).
- (b) Three dollars (\$3.00) fine for failure to obtain Special Dispensation.
- (c) Ten dollars (\$10.00) personal fine against the Executive Members of the Bethel Guardian Council for failure to file report of recommendations for Bethel Guardian Council (Form 222) twenty (20) days prior to the Annual Session.

ARTICLE VIII EDUCATIONAL AND PROMOTIONAL FUNDS

SECTION 1. EDUCATIONAL FUND

- (a) This fund shall be known as the Grand Guardian Council Educational Fund, and shall consist of money and accounts receivable now on hand and all money, bequests and interest that may accumulate from this Fund.

- (b) This fund shall be administered by a committee composed of three (3) members. At each Annual Session, one (1) member shall be appointed to serve for a term of three (3) years.
- (c) This fund shall be used only for making loans and/or granting scholarships to Daughters of Missouri Bethels who have been active members for not less than one year or Majority Members who are not over twenty-five (25) years of age.
- (d) Loans shall be granted only for educational purposes and the amount loaned to any one (1) applicant shall not exceed three hundred dollars (\$300.00). All loans shall be evidenced by promissory note, endorsed by one (1) responsible person and bearing interest at the rate of five per cent (5%) per year after maturity. Loans shall not be made for a term longer than five (5) years from date of loan. In case of inability to make payments when notes are due, satisfactory arrangements must be made with the Educational Loans and Scholarships Committee for a renewal. If borrower desires to marry before the note becomes due or before payment has been made, satisfactory arrangements must be made with the committee to redeem the note.
 - (1) Daughters must enroll, or be enrolled at an accredited college, vocation, or technical institution of higher learning in a course of study that will lead to a degree or professional certification.
 - (2) Termination of schooling or graduation shall cause the note to become due and arrangements must be made with the committee to redeem the note.
 - (3) The Chairman of the Educational Loans and Scholarships Committee shall contact all borrowers and co-signers each year as to the borrower's progress in school and report to the Grand Secretary.
- (e) Scholarships
 - (1) The amount of five hundred dollars (\$500.00) shall be allowed for each scholarship. The number of scholarships to be awarded shall be determined by the Educational Loans and Scholarships Committee with final approval of the Finance Committee.
 - (2) Additional scholarships may be awarded from specially collected monies, bequests and donations specially designated for scholarships. Unless specifically requested by the donor, the amount of these scholarships shall not exceed the amount of five hundred dollars (\$500.00).
 - (3) Daughters of Missouri Bethels must have been members for at least one (1) year or Majority Members not over twenty-five (25) years of age and shall not receive more than one (1) scholarship per year,
 - (4) Daughters of Missouri Bethels or Majority Members of Missouri not over twenty-five (25) years of age may apply for a second scholarship. These scholarships may be awarded after all eligible first time applicants have received a scholarship. Additional scholarships will be awarded with the approval of the Finance Committee based on available funds.
 - (5) Daughters must enroll, or be enrolled at an accredited college, vocation, or technical institution of higher learning in a course of study that will lead to a degree or professional certification. Failure to do so will result in forfeiture of the scholarship which must be returned to the GGC within six (6) months of receipt.
 - (6) Termination of scholastic efforts for reasons other than health or physical impairments before the end of the first semester shall cause the scholarship to become forfeited and arrangements must be made with the committee to repay the full scholarship amount to the GGC.

SECTION 2. PROMOTIONAL FUND

- (a) This fund shall be known as the Grand Guardian Council Promotional Fund and shall consist of monies received from a semi-annual per capita tax of twenty (20) cents per member and other fund raising activities necessary to achieve expenses.
- (b) This fund shall be administered by the Promotion Committee as defined under Article IV Section 3 (a) of the Manual of Rules and Regulations of the Grand Guardian Council of Missouri.

**ARTICLE IX
DISCIPLINE AND REMOVAL FROM OFFICE
SEE PAGE B-GGC 4**

**ARTICLE X
APPEALS
SEE PAGE B-GGC 5**

ARTICLE XI MANUAL OF RULES AND REGULATIONS

SECTION 1. AMENDMENTS

See Page B-GGC 5.

SECTION 2. AMENDMENTS TO THE MANUAL OF RULES AND REGULATIONS

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- (a) Amendments to this Manual of Rules and Regulations may be made at the Annual Session by a two-thirds (2/3) affirmative vote of the members voting, providing such amendments have been submitted in triplicate to the Chairman of the Jurisprudence Committee and one copy to the Grand Secretary on or before April 1st.
 - (b) Proposed amendments shall be signed by a bona fide member of this Grand Guardian Council and submitted in a form so as to show the article, section, and the wording of the entire paragraph as amended. Amendments which propose only to delete, insert, or substitute figures, letters, words, phrases, or sentences will not be accepted by the Chairman of the Jurisprudence Committee or the Grand Secretary.
 - (c) A copy of proposed amendments shall be sent by the Grand Secretary to each voting member at least thirty (30) days prior to the Annual session.
 - (d) Immediate Amendment. A bona fide member may submit an immediate amendment when signed by ten (10) delegates representing ten (10) Bethel Guardian Councils and file same with the Grand Secretary, to be read to the voting delegates. It shall then be referred to the Jurisprudence Committee for recommendation. An immediate amendment requires unanimous vote of those present and voting.

SECTION 3.

- (a) Amendments shall not become effective until approved by the Jurisprudence Committee of the Supreme Guardian Council and signed by the Vice Supreme Guardian. Upon approval they shall be printed and distributed immediately to the members of this Grand Guardian Council.

SECTION 4.

- (a) The adoption by the Supreme Guardian Council of new laws or amendments to existing laws pertaining to Grand Guardian Councils, Bethel Guardian Councils, Bethels, and Grand Bethel shall automatically amend this Manual of Rules and Regulations.

SECTION 5.

- (a) The adoption of any amendment shall automatically amend all other sections referring to the same subject.

SECTION 6.

- (a) All materials concerning the Constitution of Job's Daughters International, Bylaws of Missouri, Grand Guardian Council, Grand Bethel Book of Ceremonies and Missouri Handbook must be submitted in proper form and be approved by the Jurisprudence Committee before distribution.

ARTICLE XII BOOKS OF CEREMONIES

SECTION 1.

See Page B-GGC 5.

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

**ARTICLE I THRU V
SEE PAGE C-BGC 1**

**ARTICLE VI
ELIGIBILITY**

SECTION 1.

- (a) thru (d) See Page C-BGC 2.
- (e) There shall be no more than two (2) members of a family, either blood relative or by marriage, on any one (1) Executive Bethel Guardian Council.
- (f) No person otherwise eligible shall serve or be appointed to a BGC while any delinquent funds are owed to the GGC or any committee thereof.

**ARTICLE VII THRU VIII
SEE PAGE C-BGC 2**

**ARTICLE IX
TERM OF OFFICE**

SECTION 1. REGULAR

- (a) The term of office for members of a Bethel Guardian Council under Grand Guardian Council jurisdiction shall run concurrently with the Grand Guardian Council year and shall terminate at the close of the Annual Session of the Grand Guardian Council.
- (b) Members of Bethel Guardian Councils shall continue to perform the duties of their office until their successors have been installed.
- (c) Executive members of a Bethel Guardian Council, beginning in 1988, shall serve no more than ten (10) consecutive terms in the same office. The Grand Guardian may waive this provision and appoint an executive member to continue to serve beyond ten (10) consecutive terms in the same office if she deems it appropriate to do so.

SECTION 2.

See Page C-BGC 3.

**ARTICLE X THRU XII
SEE PAGES C-BGC 3 & C-BGC 4**

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

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

SECTION 1. DUTIES

- (a) thru (h) See Page B-BGC 1.
- (i) Attend activities of the Bethel.
- (j) See that all petitioners shall be initiated within thirty (30) days of approval.

SECTION 2.

See Page B-BGC 1.

SECTION 3.

See Page B-BGC 1.

**ARTICLE II
DUTIES OF THE EXECUTIVE MEMBERS**

SECTION 1.

The Bethel Guardian Shall:

- (a) thru (m) See Pages B-BGC 1 and B-BGC 2.
- (n) See that all members of the Bethel Guardian Council without exception shall be installed within ninety (90) days after the close of the Annual Session.
- (o) Promote Educational Loans and Scholarships, keeping a supply of application forms on hand.
- (p) See that the Proficiency Committee assists the members in learning the information necessary to pass the Proficiency Test (Ritual Page 143) within thirty (30) days after their initiation, excluding the vacation period.
- (q) Appoint an adult assistant to the Guardian Director of Music upon her/his request.
- (r) Encourage use of the Correspondence Course.

SECTION 2.

The Associate Bethel Guardian shall:

- (a) thru (d) See Page B-BGC 2.
- (e) See that the books of the Guardian Secretary, Guardian Treasurer, Bethel Recorder, and Bethel Treasurer are audited at the close of each term and that a report is made to the Bethel at the first meeting after installation.
 - (1) To see when making the audit that the Bethel Recorder, Bethel Treasurer, Guardian Secretary, and Guardian Treasurer have kept identical records, namely warrant numbers, check numbers, and amounts.
 - (2) Reconcile bank statements to cash books and to receive paid bills for verification.
- (f) See Page B-BGC 2.

SECTION 3.

The Guardian Secretary shall:

- (a) thru (b) See Page B- BGC 2.
- (c) Supervise the work of the Bethel Recorder.
 - (1) See that the Bethel Recorder keeps accurate records in the Recorder Cash Book and Roll Call Book.
 - (2) Instruct the Bethel Recorder in the proper preparation of minutes.
- (d) thru (e) See Page B- BGC 2.
- (f) Order all supplies from the Grand Secretary's office.
- (g) Keep a permanent record of all petitions received, transfers and demits of the Bethel Daughters.
- (h) Conduct the correspondence of the Bethel and affix its seal when necessary.

- (i) File in the office of the Grand Secretary two (2) copies of the Annual Report (Form 110) by January 31st.
- (j) Notify the Grand Guardian and Grand Secretary of the date of the installation of the Bethel Guardian Council, and the name of the Installing Officer.
- (k) Keep a permanent file of all Bethel and Guardian Council transactions and turn same over to her/his successor.
- (l) Request dispensations from the Grand Guardian, stating reason for change of date or time. (See SI 6.1)

SECTION 4.

The Guardian Treasurer shall:

- (a) See Page B- BGC 2.
- (b) Supervise the work of the Bethel Treasurer and receive all money from her, giving her a receipt for same.
 - (1) See that the Bethel Treasurer keeps accurate records in the Treasurer Cash Book.
- (c) Supervise the work of the Librarian by carefully reading her report before it is given in a Bethel meeting.
- (d) See Page B-BGC 2.
- (e) Keep a record of money collected and expended.

SECTION 5.

The Guardian Director of Music shall:

- (a) thru (c) See Page B- BGC 2.
 - (d) Sit in a convenient position to assist the Musician and direct the Choir, and have an adult assistant when necessary.
- OR

The Guardian Director of Epochs shall:

- (a) If a member of the Executive BGC, attend all meetings of the BGC and of the Bethel.
- (b) Assist the Bethel Guardian in instructing the officers in their speaking parts that the lessons they impart to the Pilgrims may be given in an impressive and reverent manner.
- (c) Prompt officers during Bethel meetings, or train one of the Daughters to do so.

**ARTICLE III
DUTIES OF THE ASSOCIATE MEMBERS**

SECTIONS 1 THRU 10.

See Pages B-BGC 2 thru 3.

**ARTICLE IV
COMMITTEE CHAIRMEN**

SECTIONS 1 THRU 2.

See Page B-BGC 3.

**ARTICLE V
RESIGNATIONS AND REMOVALS**

SECTIONS 1 THRU 3.

See Page B- BGC 4.

**ARTICLE VI
FINES**

SECTION 1.

- (a) A fine of five dollars (\$5.00) shall be paid by the Executive members of the Bethel Guardian Council who fail to file Annual Report (Form 110) in the Grand Secretary's office and remit fees by January 31st. An extension of time may be given to Bethels at the discretion of the Grand Secretary.

**ARTICLE VII
DISCIPLINE**

SECTION 1.

See Page B-BGC 4.

SECTION 2.

(a) See Page B- BGC 4.

(1) thru (5) See Page B-BGC 4.

(6) Issuance of a demit for withdrawal from the Order to a Daughter who becomes pregnant (except in the case of rape or incest).

(b) thru (c) See Page B-BGC 4.

ARTICLE VIII APPEALS

SECTIONS 1 THRU 2.

See Page B-BGC 5.

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

**ARTICLE I THRU ARTICLE III
SEE PAGE C-BETHEL 1**

**ARTICLE IV
MEMBERSHIP**

SECTIONS 1 THRU 2.
See Page C- Bethel 1.

**ARTICLE V
OFFICERS**

SECTIONS 1 THRU 3.
See Page C-Bethel 2.

**ARTICLE VI
ELIGIBILITY**

SECTION 1.
See Page C-Bethel 2.

**ARTICLE VII
ELECTION**

SECTION 1.

- (a) The election of officers shall be held at the second meeting in the months of May and November. Bethels under Supreme and Grand may hold election at another time by amendment to their Bylaws. (See SI 14.18)
- (b) The election shall be by ballot without nomination. A majority vote, one more than half, ignoring blanks shall elect.
- (c) The method of balloting shall be by secret ballot.
 - (1) Each active member, upon signing the permanent record book, shall have the right to cast her secret ballot in any Bethel election. The sole exception shall be members who are under suspension. No additional requirements shall be imposed.
- (d) and (e) See Page C-Bethel 2.
- (g) Election shall be from members present, except in case of sickness or other unavoidable absence. The Executive members of the Bethel Guardian Council present shall decide upon and announce the eligibility of the absentee.
- (h) All officers shall be entitled to vote until the end of the term even though they become twenty (20) years of age before the next election.
- (i) See SI 6 for information on special dispensations.

**ARTICLE VIII
APPOINTMENTS**

SECTION 1.
See Page C- Bethel 2.

ARTICLE IX TERM OF OFFICE

SECTION 1.

See Page C-Bethel 3.

ARTICLE X INSTALLATION

SECTION 1. GENERAL

(a) thru (g) See Page C-Bethel 3.

(h) Executive members of the Bethel Guardian Councils may grant permission for pictures to be taken at Bethel Installations if it does not in any way detract from the ceremony and so instruct the photographer.

(i) Mascots shall not exceed two feet in length, width or height.

SECTION 2. INSTALLING OFFICERS

(a) thru (g) See Page C- Bethel 3.

ARTICLE XI VACANCIES

SECTIONS 1 AND 2.

See Pages C- Bethel 3 thru 4.

ARTICLE XII MEETINGS

SECTIONS 1 THRU 2.

See Pages C-Bethel 4 thru 5.

SECTION 3.

(a) thru (d) See Page C-Bethel 5.

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

SECTION 4.

See Page C-Bethel 5.

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

**ARTICLE I THRU ARTICLE II
SEE PAGES B-BETHEL 1 THRU 2**

SECTION 5. WITHDRAWAL

- (a) Any active member of the Order who becomes pregnant (except in the case of rape or incest) shall be issued a demit to withdraw from the Order by the Executive members of the BGC.

SECTION 6. REINSTATEMENT

- (a) Reinstatement from demit issued for withdrawal due to pregnancy.
- (1) Upon reaching the age of twenty (20), a member who has been issued a demit to withdraw from the Order may apply in writing for reinstatement as a Majority Member.
 - (2) Such application shall be sent to the Guardian Secretary accompanied by a fee equal to one-half (1/2) of the initiation fee and all unpaid dues to the age of twenty (20).
 - (3) Reinstatement shall be granted and a Majority Certificate issued.

**ARTICLE III
DEMITTS**

SECTIONS 1 AND 2.
See Page B-Bethel 2.

**ARTICLE IV
BETHEL FINANCES**

SECTION 1. RECEIPTS

- (a) All monies collected in the name of the Bethel shall be received by the Bethel Recorder and turned over to the Bethel Treasurer.
- (b) Fees (See SI 14.22)
- (1) The initiation fee for membership shall be five dollars (\$5.00) payable at the time the petition is presented. If the petitioner is rejected, the fee shall be returned.
 - (2) The affiliation fee shall be one-half the initiation fee.
- (c) Annual Dues See SI 14.22)
- (1) The annual dues for each member reported by chartered Bethels on December 31st is at least twelve dollars (\$12.00), and annually shall increase by two percent (2%) beginning January 1, 2004. Any change shall automatically amend the Bethel's Uniform Code For Bethel. Dues are payable in advance on January 1st of each year.
 - (2) Members initiated after June 1st shall pay the amount which the Bethel has to pay for that member when filing their annual report.
 - (3) All members becoming twenty (20) years of age during the year pay dues on a semi-annual basis for that year.
 - (4) Members whose dues have not been paid for a period of one (1) year shall be considered delinquent.

SECTION 2 THRU 4.
See Page B-Bethel 3.

**ARTICLE V
RECOMMEND EXECUTIVE MEMBERS
OF THE BETHEL GUARDIAN COUNCIL**

SECTION 1.
See Page B-Bethel 3.

ARTICLE VI OFFICIAL REGALIA

SECTION 1. DESCRIPTION

- (a) The official regalia of the Order shall be worn by Officers and Bethel Choir at all meetings. It shall consist of the white Grecian robe, long white slip which may be full or half, white hose which may be long or knee high, white flat shoes or white sandals without color, capes and crowns for Honored Queen, Senior and Junior Princesses, headbands for all other Officers. Headbands shall be worn by the Bethel Choir.
- (b) thru (c) See Pages B-Bethel 3 thru 4.

SECTION 2. WEARING OF REGALIA

- (a) See Page B-Bethel 4.
- (b) See Page B-Bethel 4.
 - (1) Regulation membership pin and/or officer jewel, one (1) if worn, shall be pinned directly on robe yoke, none to be worn on capes.
- (c) thru (e) See Page B- B-Bethel 4.

ARTICLE VII THRU IX SEE PAGES B-BETHEL 4 THRU 5

ARTICLE X DISCIPLINE

SECTIONS 1 AND 2.

See Page B- B-Bethel 5.

SECTION 3.

- (a) thru (c) See Page B-Bethel 5.
- (d) Expulsion
 - (1) See Page B-Bethel 5.
 - (2) A daughter who marries or becomes pregnant while holding office shall immediately resign from such office. Failure to do so shall be cause for expulsion from the Order.

Sections 4 thru 5 See Pages B-Bethel 5 thru 6.

ARTICLE XI APPEALS SEE PAGE B-BETHEL 6

ARTICLE XII LOSS OF HONORS SEE PAGE B-BETHEL 6

ARTICLE XIII OBSERVANCES AND ACTIVITIES

SECTION 1. OFFICIAL WORSHIP SERVICE

- (a) There shall be an official Worship Service during each Bethel term. All members of the Bethel may worship in the place of worship designated by the Honored Queen with the approval of the Bethel Guardian Council. If a denomination meets on a different day of the week, then the custom and practice of that denomination shall be respected and observed.
- (b) The Bethels of this Grand Guardian Council Jurisdiction shall unite in holding religious services annually at a place designated by the Grand Guardian in St. Louis in the even numbered years and Kansas City in the odd numbered years, concurrent with the weekend of the Miss Missouri Pageant.

SECTION 2.

- (a) Each Bethel shall honor Moms during the first term of the year and Dads during the second term.

SECTION 3. SOCIAL ACTIVITIES

- (a) Bethels shall have the privilege of forming clubs, such as dramatic, musical, drill teams, etc. Job's Daughters applying for membership in the above mentioned activities shall be eligible for such activities, but under no circumstances shall membership be limited or restricted by a specific number.
- (b) No clubs shall be organized in any Bethel requiring fees or dues for maintenance, social purposes, or gifts.

**SUPPLEMENTAL INSTRUCTION 1 THRU 10
SEE PAGES SI 1 1 THRU SI 10 3**

SUPPLEMENTAL INSTRUCTION 11

FORMAT FOR BYLAWS FOR MISSOURI BETHEL'S

**BYLAWS OF BETHEL NO. ___ OF _____, MISSOURI
OF ORDER OF JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

SECTION 1.

- (a) This organization is known as Bethel No. ___ of _____, Missouri of Order of Job's Daughters International.

SECTION 2.

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

**ARTICLE II
OBJECT**

SECTION 1.

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

**ARTICLE III
MEMBERSHIP**

SECTION 1. ELIGIBILITY

- (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) Master Mason (See SI 2),
 - (2) his wife or widow,
 - (3) a member of Job's Daughters,
 - (4) or a Majority Member of Job's Daughters.
- (b) A woman under the age of twenty (20) years who has been married, divorced, whose marriage has been annulled or who is pregnant, or has ever been pregnant, except in the case of rape (or its equivalent terminology) or incest is not eligible for membership.

SECTION 2. RESIDENCY REQUIREMENTS

- (a) Only a resident of Missouri shall be eligible to membership unless a waiver of jurisdiction shall have been obtained from the resident's jurisdiction.

SECTION 3. PETITIONS

- (a) Members shall be received by Petition for Membership (Form 130). Members may also be received by Petition for Affiliation (Form 131) when accompanied by a Demit (Form 210).
- (b) Petitions for membership must be received and read at a regular Bethel meeting held previous to the date of the initiation. (See SI 14.20)

SECTION 4. INVESTIGATION

- (a) Official investigation forms (Form 132) shall be given to an Investigating 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.
- (b) Election to membership shall be by majority vote of the Executive members of the Bethel Guardian Council present at their regular or special meeting.

SECTION 5. WITHDRAWAL

- (a) Any active member of the Order who becomes pregnant (except in the case of rape or incest) shall be issued a demit to withdraw from the Order by the Executive Members of the BGC.

SECTION 6. REINSTATEMENT

- (a)
 - (1) Upon reaching the age of twenty (20), a member who has been issued a demit to withdraw from the Order may apply in writing for reinstatement as a Majority Member.
 - (2) Such application shall be sent to the Guardian Secretary accompanied by a fee equal to one-half of the initiation fee and all unpaid dues to the age of twenty (20).
 - (3) Reinstatement shall be granted and a Majority Certificate issued.

SECTION 7. DUAL MEMBERSHIP

- (a) Dual membership shall be allowed the Daughter who desires to join a Bethel outside the jurisdiction of her original membership.
- (b) The Bethel to which the member has presented her dues receipt shall contact the original Bethel for verification.
- (c) She shall be afforded all rights and privileges in each Bethel.
- (d) Dues shall be payable to each Bethel.

ARTICLE IV MEETINGS

SECTION 1. TIME AND PLACE

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

SECTION 2.

- (a) The meetings of this Bethel shall be conducted in accordance with the Ritual of the Order and in conformity with the laws of the Supreme Guardian Council/Grand Guardian Council of Missouri and the latest edition of Robert's Rules of Order Revised.
- (b) No meeting can be opened without the presence of the Charter and seven (7) members of the Bethel, including one (1) of the first three (3) officers. There shall also be present at least one (1) Executive member of the BGC, or an officer of the Supreme/Grand Guardian Council, or a Supreme/Grand Deputy, or the Grand Guardian.
- (c) In the event membership has declined to the point where the required seven (7) members are not available, a meeting for the purpose of reading petitions, initiating, processing affiliates, voting to move or merge, or installing members of the Bethel Guardian Council, 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 Bethel Guardian Council, or the Deputy, or an officer of the Supreme/Grand Guardian Council, and the Charter be present.
- (d) The vacation period for this Bethel shall be the months of _____ and _____ (not to exceed two (2) months).
- (e) A Bethel may dispense with its meeting during the Annual Session of the Grand Guardian Council. It is recommended that during the Annual Session of the GGC of Missouri, there be no Bethel meetings, installations or activities, with the exception of the Grand Bethel of Missouri.
- (f) At regular meetings the ritualistic work is confidential until the Honored Queen instructs the Inner Guard to notify the Outer Guard that the Bethel is closed. The doors are then opened and anyone may see the Cross, Square and Compass or Triangle Formation.
- (g) Supreme, Grand, or Bethel Honors and other Proficiency Work 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 Bethel meeting.
- (j) There shall be no open flame equipment, such as candles and/or candelabra, at any Bethel meeting. Electrified candles and candelabra may be used.
- (k) There shall be an official Worship Service during each Bethel term. This service shall be held in an appropriate place of worship to be chosen by the Honored Queen and approved by the Executive members of the Bethel Guardian Council.
- (l) A suitable ceremony honoring Mrs. Ethel T. Wead Mick, the Founder of the International Order of Job's Daughters (now known as 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 Work 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) Take part in the Purgings Ceremony.
 - (5) 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.

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 Bethel Guardian Council, 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 to any elective office, a Daughter shall have satisfactorily passed the Proficiency Test, current edition of the Ritual, and except in case of a new Bethel, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held.
- (b) Regular attendance shall be interpreted to mean present at all regular meetings of the Bethel unless excused by the Executive members of the Bethel Guardian Council 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 _____ and _____).
- (b) The election shall be by ballot without nomination. A majority vote (ignoring blanks) shall elect.
- (c) The method of balloting shall be by secret ballot.
 - (1) Each active member, upon signing the Permanent Record Book, shall have the right to cast her secret ballot in any Bethel election. The sole exception shall be members who are under suspension. No additional requirements shall be imposed.

- (d) Detailed procedure to be followed in conducting the election shall be as determined by the Executive members of the Bethel Guardian Council.
- (e) Election shall be from members present, except in case of sickness or other unavoidable absence. The Executive members of the Bethel Guardian Council present shall decide upon and announce the eligibility of the absentee.
- (f) All members shall be entitled to vote until the end of the term even though they become twenty (20) years of age during the term.
- (g) By special dispensation given by the Grand Guardian, the Bethel may elect officers at a time other than that prescribed in Section 2(a) of this Article.

SECTION 3. APPOINTMENT

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

**ARTICLE VII
TERM OF OFFICE**

SECTION 1.

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

**ARTICLE VIII
INSTALLATION**

SECTION 1.

- (a) The installation shall take place in 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, in the months of _____ and _____) of the month may be for the purpose of installation without formal opening or 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 Bethel Guardian Council.
- (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 used such as candles and candelabra at any Bethel installation. Electrified candles or 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 prescribed in Section 1(a) above.
- (h) Mascots shall not exceed two (2) feet in length, width or height.

SECTION 2. INSTALLING OFFICERS

- (a) The Installing Officer of a Bethel shall be its own Retiring Honored Queen.
- (b) The other Installing Officers shall be Past Honored Queens of the Bethel. Where Past Honored Queens of the Bethel cannot serve, Majority Members may be asked to act as installing officers.
- (c) The Executive members of the Bethel Guardian Council shall approve the selection of all other installing officers.
- (d) If an Honored Queen-elect has a special relative or friend who is a Past Honored Queen or Majority Member of another Bethel, she may, with the approval of the Executive members of the Bethel Guardian Council, invite not more than one (1) such person to serve as one of the installing officers, but not the Installing Officer.
- (e) Where there are not enough Past Honored Queens or Majority Members of a Bethel to act as installing officers, Honored Queens and Past Honored Queens of other Bethels may be asked to serve.
- (f) When it is impossible to fill the station of Installing Musician according to the above requirements, a musician without these qualifications may serve.

- (g) Whenever possible assisting installing officers, i.e. Hostess, Flag Bearer, Narrator, Bible Escort, etc., shall be members of the JDI. Adults with proper Masonic relationship may be used as Master and Mistress of Ceremonies, or as Host and Hostess.

ARTICLE IX COMMITTEES

SECTION 1.

- (a) After installation, the Honored Queen shall appoint the following committees and such other committees as are deemed advisable by the Executive members of the Bethel Guardian Council.
- (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 Bethel Guardian Council, preferably the Associate Bethel Guardian. It shall be the duty of this committee to give the Pledge of Secrecy 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 Test.

{NOTE: OTHER COMMITTEES MAY BE ADDED}

SECTION 2.

- (a) The parents of members serving on committees may be asked to assist.

SECTION 3.

- (a) Adult advisors approved by Executive members of the Bethel Guardian Council shall be asked to serve on each committee.

ARTICLE X VACANCIES

SECTION 1.

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

ARTICLE XI FINANCES

SECTION 1. RECEIPTS

- (a) All monies collected in the name of the Bethel shall be received by the Recorder and turned over to the Bethel Treasurer.

SECTION 2. FEES

- (a) The initiation fee shall be five dollars (\$5.00), payable at the time the petition is presented. If petitioner is rejected, the fee shall be returned.
- (b) The affiliation fee shall be one-half (1/2) the initiation fee.

SECTION 3. ANNUAL DUES

- (a) The fee for each member shall be ____ dollars (\$____) per year. Dues are payable in advance on January 1st of each year. Any change made by Amendment shall automatically amend the Bethel's Uniform Code for Bethel. Members whose dues have not been paid for a period of one (1) year shall be considered delinquent.
- (b) Members initiated after June 1st shall pay the amount which the Bethel has to pay for that member when filing their annual report.

- (c) All members becoming twenty (20) years of age during the year pay dues on a semi-annual basis for that year.

SECTION 4. EXEMPTION (See SI 14.22)

- (a) Petitioners 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 Bethel Guardian Council. When duly authorized, the 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 shall write and sign checks. All checks shall be countersigned by the Guardian Treasurer or other authorized Executive member of the Bethel Guardian Council. All checks shall have two (2) signatures. When the checks have been issued a warrant shall be signed by the Guardian Treasurer.

**ARTICLE XII
OFFICIAL REGALIA**

SECTION 1.

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

SECTION 2. WEARING OF REGALIA

- (a) Officers and Bethel Choir shall wear official robes at all meetings.
- (b) Members to be installed into office or into the Bethel Choir shall wear official robes for the Ceremony of Installation except that members serving as Installing Officers may be installed while wearing their dress with the following limitations:
 - (1) The Installing Officer shall not install herself into any office or the Bethel Choir.
 - (2) Any member being installed as the Honored Queen or Princess shall wear an official robe.
- (c) Official capes, crowns and headbands shall be worn by Bethel members only with official robes.
- (d) Jewelry worn with official robes shall be limited to regulation membership and/or officer's jewels, awards, a wrist watch and one (1) additional piece of jewelry in keeping with the regalia of our Order and approved by the Executive members of the BGC. (See SI 14.24)
 - (1) Regulation membership pin or officer jewel, one (1) if worn, shall be pinned directly on the robe yoke, none to be worn on capes.
- (e) The wearing of the official regalia of the Order in public is permissible only for promotional purposes and only with the consent of the Executive members of the Bethel Guardian Council.

ARTICLE XIII DISCIPLINE

SECTION 1. SUPERVISION

- (a) All members shall be under the direct supervision of the Executive members of the Bethel Guardian Council 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 Bethel Guardian Council shall determine the validity of the cause.
- (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 immediate expulsion from the Order.

SECTION 3. SUSPENSION

- (a) Insubordination, nonpayment of dues, or the retention of money or property of the Bethel shall be considered cause for reprimand or suspension.
- (b) Suspension, except for the nonpayment 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 Bethel Guardian Council.

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 to appeal against any act or decision of the Executive members of the Bethel Guardian Council which may abrogate any rights and privileges specifically guaranteed them by these Bethel Bylaws and the Constitution and Bylaws of the Supreme Guardian Council.
- (b) If no appeal is taken within sixty (60) days after the act or decision, the aggrieved parties shall lose the right of appeal.

ARTICLE XIV DEMITTS

SECTION 1. ISSUE

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

SECTION 2. PROCESS

- (a) If a Daughter petitions another Bethel, the Demit (complete Form 210) shall be attached to a Petition for Membership by Affiliation (Form 131). If the Daughter is elected to membership, the Guardian Secretary of the Bethel in which the Daughter is elected shall complete the second, third and fourth section of the form and mail them to the officers designated thereon. If the petition is to another Bethel in the same jurisdiction, or to a Bethel under Supreme, the fourth section is unnecessary and may be destroyed. The first section shall be permanently attached to the Petition for Membership by Affiliation and retained in the Bethel files.
- (b) A member who has demitted from the Order and has passed the age of twenty (20) years, or who has married before that age, may be reinstated as a Majority Member by applying in writing to the Executive members of the BGC of the Bethel of which she was a member; or if the Bethel has been closed, to the Grand Secretary for consideration by the Executive members of the GGC. Application must be accompanied by her Demit (complete form), payment of dues from the date of the Demit to

date of Majority and affiliation fee equal to one-half (1/2) of the initiation fee. It must be approved by a majority vote of the Executive members of the BGC. She shall then become a Majority Member and shall be reinstated on the next annual report sent to the Grand Secretary (Form 110 or 111). She shall receive gratis a Certificate of Majority Membership and shall be entitled to receive the Majority Degree.

ARTICLE XV AMENDMENTS

SECTION 1.

- (a) These Bylaws may be amended by presenting to the Bethel in writing the proposed amendment, and a copy of the proposed amendment sent to each member of the Bethel, after which it shall lay over thirty (30) days before the action thereon; a two-thirds (2/3) affirmative vote of the Bethel members voting shall be necessary to adopt such amendments.
- (b) Bylaws or amendments shall not become effective until notice of approval has been sent to the Bethel by the Committee on Jurisprudence of the Grand Guardian Council. Said amendments to Bylaws submitted shall be returned to the Bethel within sixty (60) days after receipt by the Jurisprudence Committee.

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 Bethel Guardian Council.
- (b) The ballots shall be collected and sealed in an envelope in the presence of the Bethel members by the Recorder who shall mail them to the Vice Grand Guardian.
- (c) At least thirty (30) days before such action, the Bethel Guardian or Associate Bethel Guardian shall notify the Bethel members of the date of such ballot and read (a) and (b) of this section.

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 #J-6 1/2 A/J-GP.
{NOTE: A DIFFERENT PIN MAY BE SPECIFIED}
- (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 Bethel Guardian Council.
 - (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. (SI 15)

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 Degree at such time as may be convenient.

- (1) If she turns twenty (20) she shall be entitled to all the rights and privileges of a member through the end of the term.
- (2) If she married 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.
- (c) It shall be the responsibility of Majority Members to keep their Bethels informed of any change in name or address.
- (d) The Majority Degree may be conferred at a regular or special meeting of the Bethel upon those who have become Majority Members. A special meeting called for this purpose may be an open meeting and may be conducted without formal opening or closing.
- (e) As a Majority Member, a married daughter is privileged occasionally to fill an office for an absentee or to act as an installing officer during an installation ceremony.

SECTION 2. MEMBER OF HONOR

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

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 OBSERVANCES AND ACTIVITIES

SECTION 1. OFFICIAL WORSHIP SERVICE

- (a) There shall be an official Worship Service during each Bethel term. All members of the Bethel may worship in the place of worship designated by the Honored Queen with the approval of the Bethel Guardian Council. If a denomination meets on a different day of the week, then the custom and practice of that denomination shall be respected and observed.
- (b) The Bethels of this Grand Guardian Council Jurisdiction shall unite in holding religious services annually at a place designated by the Grand Guardian. Services will be held in the St. Louis area in the even numbered years and Kansas City in odd numbered years, concurrent with the weekend of the Miss Missouri Pageant.

SECTION 2.

- (a) Each Bethel shall honor Mothers during the first term of the year and Fathers during the second term.

SECTION 3. SOCIAL ACTIVITIES

- (a) Bethels shall have the privilege of forming clubs, such as dramatic, musical, drill teams, etc. Job's Daughters applying for membership in the above mentioned activities shall be eligible for such activities, but under no circumstances shall membership be limited or restricted by a specific number.
- (b) No clubs shall be organized in any Bethel requiring fees or dues for maintenance, social purposes, or gifts.

SECTION 4. CHAPERONS, DRIVERS

- (a) One (1) chaperon for every five (5) Daughters shall be present at all Bethel activities. Chaperons shall be over the age of twenty (20).
- (b) Drivers for Bethel activities shall be over the age of twenty-three (23).
- (c) If a Daughter is brought to a Bethel activity by her parents or someone from the Bethel, the Daughter must leave with the same person, unless an Executive member of the Bethel Guardian Council is given written or verbal permission from the parent for the daughter to leave with someone else.
- (d) A Daughter may be allowed to ride with another Daughter driving the car to or from a Bethel activity when an adult chaperon is in the auto and both Daughters have permission from their parents.

ACTION TAKEN IN BETHEL MEETING: _____
(date)

_____, Honored Queen

ACTION TAKEN IN COUNCIL MEETING: _____
(date)

_____, Bethel Guardian

Attest: _____, Guardian Secretary

{SEAL}

Received by Jurisprudence: _____

Approved by Jurisprudence: _____

Committee: _____
(Chairman)

_____, Grand Guardian

DATE: _____

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

ARTICLE I NAME AND AUTHORITY

SECTION 1.

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

ARTICLE II OBJECT

SECTION 1.

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

ARTICLE III MEMBERSHIP

SECTION 1.

- (a) Membership in this Grand Bethel shall be open to all active members and Majority Members of all Bethels in the State of Missouri who have not served on a Bethel Guardian Council.
- (b) Only Majority Members under the age of 25 at the time of the annual Grand Bethel meeting who have never been married are eligible for membership in this Grand Bethel.
- (c) A member who has demitted from a closed Bethel shall be eligible to remain a member of this Grand Bethel and to be elected or selected as a Grand Bethel Officer or Representative even though not affiliated with a Bethel at the time of selection. However, if she does not affiliate with another Missouri Bethel prior to the time her demit expires, she shall resign such office or the position of Representative.

ARTICLE IV GRAND BETHEL OFFICERS AND REPRESENTATIVES

SECTION 1. ELECTIVE OFFICERS

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

SECTION 2. SELECTIVE OFFICERS

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

SECTION 3. GRAND BETHEL REPRESENTATIVES

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

SECTION 4. SUBSTITUTE OFFICERS

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

**ARTICLE V
TERM OF OFFICE**

SECTION 1.

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

**ARTICLE VI
MEETINGS**

SECTION 1. ANNUAL MEETING

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

SECTION 2. BUSINESS MEETING

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

**ARTICLE VII
ELECTION AND SELECTION OF GRAND BETHEL OFFICERS**

SECTION 1. ELECTION

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

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- (h) If a vacancy occurs in the office of the Grand Bethel Senior Princess, the Grand Bethel Junior Princess shall be given the option by the Grand Bethel Guardian Council to advance to the office of Grand Bethel Honored Queen or advance to the office of Grand Bethel Senior Princess at the annual meeting.
- (1) If the Grand Bethel Junior Princess advances to the Office of Grand Bethel Honored Queen, then the election at the annual meeting will be conducted for Grand Bethel Senior Princess and Grand Bethel Junior Princess in that order.
- (2) If the Grand Bethel Junior Princess advances to the Office of Grand Bethel Senior Princess, then the election at the annual meeting will be conducted for Grand Bethel Honored Queen and Grand Bethel Junior Princess in that order.
- (i) In the event all three elective offices become vacant during the term of office, the Grand Bethel Guardian Council shall select Past Grand Bethel Honored Queens to serve in these offices at the Annual Meeting and the three officers shall be elected in the regular manner beginning with the highest office.

SECTION 2. SELECTION OF GRAND BETHEL OFFICERS AND REPRESENTATIVES

- (a) Selection of Grand Bethel Officers and Representatives, other than the three elective officers, shall be by drawing.
- (b) Honored Queens, Honored Queens-elect, Past Honored Queens and Majority Members present shall be given first consideration for selective offices and representatives. Unfilled selective offices may then be available to the remaining members of this Grand Bethel.
- (c) Not more than one (1) member of a Bethel shall hold an elective office.
- (d) Not more than one (1) member of a Bethel shall hold a selective office.
- (e) Not more than one (1) member of a Bethel shall be selected as a Grand Bethel Representative until all Bethels present are represented. Bethels not having a Grand Bethel Officer shall have first selection.
- (f) A member drawn to hold a Grand Bethel office shall be willing to fulfill each of the duties outlined in Article IX Duties of Officers Section 1 before accepting the office for which she is drawn. If the member is unwilling to fulfill these responsibilities, she should decline the office.
- (g) A member who is unwilling to fulfill the duties of Officers as outlined in Article IX Section 1 but who is interested in becoming a Grand Bethel Representative should inform the Grand Bethel Guardian and Grand Bethel Honored Queen.
- (h) A Grand Bethel Officer who fails to attend the Annual meeting forfeits her eligibility to hold a Grand Bethel Office or be selected as a Grand Bethel Representative for the following term unless excused by the Grand Bethel Guardian Council.
- (i) A Grand Bethel Representative who fails to fulfill her duties and/or who fails to attend the Annual Meeting forfeits her eligibility to hold a Grand Bethel Office or to be selected as a Grand Bethel Representative for the following term unless excused by the Grand Bethel Guardian Council.
- (j) No Grand Bethel Officer or Representative shall be selected for an office and/or as a Representative more than two (2) consecutive terms provided there is another eligible Grand Bethel member from the same Bethel who has not served two (2) terms.
- (k) No member shall hold two (2) offices or positions as a Grand Bethel Representative at one time. Neither shall she hold office and serve as a Grand Bethel Representative at the same time.

ARTICLE VIII INSTALLATION OF OFFICERS

SECTION 1.

- (a) Installation of the Grand Bethel Officers and Representatives shall be held at the Annual Meeting after all business has been disposed of or completed. The time of the Installation shall be determined by the Grand Bethel Senior Princess with the approval of the Grand Bethel Guardian and the Grand Guardian.

SECTION 2.

- (a) Installing Officers, with the exception of the Installing Musician, shall be selected from Past Grand Bethel Honored Queens of this Grand Bethel. In the event Past Grand Bethel Honored Queens are unable to serve, Past Honored Queens and Majority Members who are members of this Grand Bethel may serve as Installing Officers. The Retiring Grand Bethel Honored Queen shall serve as the Installing Officer.

- (1) All newly elected and selected Grand Bethel Officers and Representatives must attend the Grand Bethel Installation unless excused by the Grand Bethel Guardian Council for an illness or emergency.

ARTICLE IX DUTIES OF OFFICERS

SECTION 1.

- (a) The duties of the Grand Bethel Officers shall be to assist the Grand Bethel Honored Queen when requested to do so and to perform such duties as outlined in the Book of Ceremonies of this Grand Bethel.
- (b) Attend workshops or events where the Grand Bethel will be exemplifying or performing the ritualistic work whenever possible.
- (c) Attend the reception of the Grand Bethel Honored Queen if possible.
- (d) Attend the annual meeting and mini-session of the Grand Bethel if possible.
- (e) Attend the Spring State Officers Reception in Kansas City if possible.

SECTION 2. GRAND BETHEL HONORED QUEEN

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

- (a) To preside over all convocations of the Grand Bethel of Missouri.
- (b) To supervise its activities.
- (c) To promote the good of the Order at all times.
- (d) To see that she and all Grand Bethel Officers render assistance to the Bethels in the State of Missouri whenever possible.
- (e) To appoint committees deemed necessary to function until the next corps of officers is installed.
- (f) To assist the Grand Guardian Council of Missouri in instituting new Bethels; to plan entertainment for the Bethel Daughters during the Annual Session of the Grand Guardian Council of Missouri; and to assist the Grand Guardian Council of Missouri in any way possible upon the request of the Grand Guardian.
- (g) To submit a written report of her activities during the year at the Annual Meeting of the Grand Bethel.
- (h) To have the prerogative of calling a mini-session during her term for the purpose of presenting business and to promote friendship among Grand Bethel members. Notice of a mini-session shall be mailed to each Bethel at least sixty (60) days prior to the meeting.
- (i) To attend official visits whenever possible.
- (j) To work together with the Grand Guardian and Associate Grand Guardian in making their calendar for the year.
- (k) To appoint a Chairwoman (or Chairwomen), not to exceed two (2) of Grand Bethel Representatives.
- (l) To appoint a Grand Bethel Gab newspaper Editor, Assistant Editor and two (2) reporters if she so desires. Of the four (4) Grand Bethel members appointed, at least one (1) shall be from the outlying areas, one (1) for the Kansas City area, and one (1) from the St. Louis area to ensure equal coverage of all areas in Missouri.

SECTION 3. GRAND BETHEL SENIOR PRINCESS

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

- (a) To prepare a balanced budget for the following Grand Bethel term and to submit it to the Grand Bethel Guardian Council for approval by the last day in February.
- (b) To submit a written report of her activities at the next Annual Meeting of the Grand Bethel of Missouri.
- (c) To appoint one (1) member to the Ruth Mary Leavitt Scholarship Fund Raising Committee.

SECTION 4. GRAND BETHEL JUNIOR PRINCESS

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

- (a) To submit a written report of her activities at the next Annual Meeting of the Grand Bethel of Missouri.
- (b) May provide the Grand Guardian of Missouri with a maximum of three (3) names of majority members as recommendations to serve on the Grand Bethel Advisory Board by July 25th.

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SECTION 5. GRAND BETHEL RECORDER

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

- (a) To keep proper minutes of the Annual Meeting of this Grand Bethel and forward a typed copy to the Grand Bethel Guardian Secretary /Treasurer within thirty (30) days.
- (b) To assist in the Grand Bethel election.

SECTION 6. GRAND BETHEL TREASURER

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

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

SECTION 7. GRAND BETHEL LIBRARIAN

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

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

SECTION 8. GRAND BETHEL SENIOR AND JUNIOR CUSTODIAN

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

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

SECTION 9. CHAIRMAN (OR CHAIRPERSON) OF GRAND BETHEL REPRESENTATIVES

The duties of the Chairman (or Chairperson) of Grand Bethel Representatives shall be as follows:

- (a) To oversee the Grand Bethel Representatives.
- (b) To encourage the Representatives to correspond with their jurisdictions.
- (c) To submit a full report of all reports from Grand Bethel Representatives at the annual meeting of the Grand Bethel.
- (d) To see that a copy of said report is given to the Grand Bethel Honored Queen, Grand Bethel Guardian, Grand Bethel Associate Guardian and Grand Bethel Guardian Secretary/Treasurer.
- (e) To select a minimum of three (3) up to a maximum of eight (8) of the best Grand Bethel Representative reports to be read at the annual meeting of the Grand Bethel.

SECTION 10. "GRAND BETHEL GAB" NEWSPAPER EDITOR, ASSISTANT EDITOR AND REPORTERS

The duties of the Grand Bethel Gab newspaper, if appointed by the GBHQ, shall be as follows:

- (a) To collect and write articles for the Grand Bethel Gab newspaper.
- (b) To include articles in the Grand Bethel Gab newspaper from the GBHQ, the editors and positive stories or reports about the Bethels in Missouri.
- (c) To issue four (4) editions of the Grand Bethel Gab during the term; one (1) to be issued in September; one (1) in December; one (1) in March; and one (1) at the Annual Session of the Grand Bethel in June.
- (d) To see that issues of the Grand Bethel Gab are sent to each Bethel in Missouri, each member of the Grand Bethel Guardian Council, Grand Bethel Advisory Board and Grand Bethel Trio, Grand Guardian and Associate Grand Guardian.

ARTICLE X DUTIES OF GRAND BETHEL REPRESENTATIVES

SECTION 1.

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

- (a) To assist the Grand Bethel Honored Queen whenever possible and when requested to do so.
- (b) To contact Bethels in the jurisdiction to which she is a Grand Bethel Representative and to conduct correspondence with said Bethels. The purpose of this correspondence is to exchange ideas for promotion of the Order, of activities of the Grand Bethels in their state, territory or province and for a closer fraternal bond between the various Grand Bethels and the Bethels under Supreme and Grand jurisdictions.
- (c) To submit a written report at the Annual Meeting of the Grand Bethel of Missouri of her activities and correspondence with the Bethels in the jurisdiction she represents. If no reply is received to her correspondence this shall be so stated in her report. The report shall be no longer than one (1) typed page, double spaced.

**ARTICLE XI
GRAND BETHEL GUARDIAN COUNCIL**

SECTION 1.

- (a) The Grand Bethel Guardian Council shall consist of five (5) members, namely: Grand Bethel Guardian (a Past Bethel Guardian or Past Grand Guardian of Missouri), Associate Grand Bethel Guardian (a Past Associate Bethel Guardian or Past Associate Grand Guardian of Missouri who shall be a Master Mason in good standing in the Masonic jurisdiction in which he holds membership), Vice Grand Bethel Guardian (a Past Bethel Guardian or Past Grand Guardian of Missouri), Vice Associate Grand Bethel Guardian (a Past Associate Bethel Guardian or Past Associate Grand Guardian of Missouri who shall be a Master Mason in good standing in the Masonic jurisdiction in which he holds membership), and Grand Bethel Guardian Secretary/Treasurer, who shall be a member of the Grand Guardian Council of Missouri [see Article IV, Membership, Section 1.(a)].

SECTION 2.

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

SECTION 3. VACANCIES

- (a) In the event of a vacancy in office of a Grand Bethel Guardian Council member, the Grand Guardian of Missouri shall appoint an eligible person to fill the unexpired term.

SECTION 4. TERM OF OFFICE

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

SECTION 5.

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

**ARTICLE XII
DUTIES OF GRAND BETHEL GUARDIAN COUNCIL**

SECTION 1.

- (a) The duties of the Grand Bethel Guardian Council shall be to give advice and assistance to the Grand Bethel Officers and Representatives regarding all Grand Bethel activities.
- (b) To approve all activities of the Grand Bethel and specifically the following:
- (1) Location, cost and all details of a mini-session
 - (2) All Grand Bethel activities at the Annual Session of the Grand Guardian Council.
 - (3) All fund raising and charity projects.
 - (4) All expenses of this Grand Bethel.
 - (5) All bills to be submitted to the Grand Bethel for payment.
 - (6) Determine the amount of deposit required for the Grand Bethel medallions
 - (7) Approve the budget submitted by the Grand Bethel Senior Princess.
- (c) To appoint a Majority Member of a Missouri Bethel to serve a three (3) year term on the Grand Bethel Advisory Board.
- 2010 (1) Selection shall be made from a maximum of three (3) recommendations of the Grand Guardian.
- (2) The announcement of the new advisory board member shall be made by August 15th.

SECTION 2. GRAND BETHEL GUARDIAN

- (a) The duties of the Grand Bethel Guardian shall be to call all meetings of the Grand Bethel Council, to preside over same and to supervise all activities of the Grand Bethel and to assist the Vice

Associate Grand Bethel Guardian and the Grand Bethel Junior Princess with the planning of the following events that would occur during a future term when the Grand Bethel Junior Princess becomes Grand Bethel Honored Queen:

- (1) Selection of an appropriate site for the annual mini-session.
 - (2) Selection of an appropriate activity for the Grand Bethel for Saturday morning of the annual Grand Session.
- (b) Approve all correspondence of the Grand Bethel.

SECTION 3. ASSOCIATE GRAND BETHEL GUARDIAN

- (a) The duties of the Associate Grand Bethel Guardian shall be to serve as custodian of paraphernalia of this Grand Bethel, to assist the Grand Bethel Guardian when requested to do so, assume her duties in her absence and supervise the Grand Bethel election and selection of officers and representatives.
- (b) To see that the books of the Grand Bethel of Missouri are audited each year after May 31, but no later than ten (10) days prior to the annual meeting.

SECTION 4. VICE GRAND BETHEL GUARDIAN

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

SECTION 5. VICE ASSOCIATE GRAND BETHEL GUARDIAN

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

SECTION 6. GRAND BETHEL GUARDIAN SECRETARY/TREASURER

- (a) The Grand Bethel Guardian Secretary/Treasurer shall keep a record of all Grand Bethel Guardian Council meetings.

- (b) Supervise the work of the Grand Bethel Recorder and receive typed minutes of all Grand Bethel meetings and installations within thirty (30) days of the meeting or installation. A copy of all minutes shall be forwarded by the Grand Bethel Guardian Secretary/Treasurer to the Grand Secretary of the Grand Guardian Council of Missouri for the permanent Grand Bethel file.
- (c) Receive all reservations and registrations for the Annual Meeting of the Grand Bethel and for a mini-session.
- (d) Receive and deposit within ten (10) days all funds due the Grand Bethel of Missouri, keeping a detailed record of same.
- (e) Receive and pay all bills of the Grand Bethel of Missouri after approval by a majority of the Grand Bethel Guardian Council.
- (f) Assist the Grand Bethel Treasurer in preparing a Treasurer's Report to be given at the annual Grand Bethel meeting.
- (g) To issue scholarship checks to recipients immediately upon receipt of confirmation of enrollment to an accredited college/university, vocation, or technical institution of higher learning in the fall of the year of the scholarship.
- (h) Mail a copy of the Grand Bethel budget and properly submitted amendments for the Rules and Regulations Grand Bethel of Missouri to Bethel Guardians at least thirty (30) days prior to the Annual Meeting of the Grand Bethel of Missouri for presentation to the Bethel members at a regular Bethel meeting. In addition, a copy of the Grand Bethel budget and properly submitted proposed amendments for the Rules and Regulations Grand Bethel of Missouri shall be distributed to all Grand Bethel members in attendance at the Annual Grand Bethel meeting.

**ARTICLE XIII
GRAND BETHEL ADVISORY BOARD**

SECTION 1.

- (a) The Grand Bethel Advisory Board shall consist of three (3) Majority Members of Missouri Bethels of Job's Daughters.
- (b) The Grand Bethel Advisory Board shall be appointed by the Grand Bethel Guardian Council for a term of three (3) years. Said appointment shall be from a maximum of three (3) recommendations of the Grand Guardian and shall be announced by the Grand Bethel Guardian Council. (refer to duties of he Grand Bethel Guardian Council). Each year one (1) member shall be appointed for a term of three (3) years. No member of the Grand Bethel Advisory Board shall succeed herself in office.
- (c) The Grand Bethel Advisory Board shall be invited to attend all meetings of the Grand Bethel Guardian Council.
- (d) The Grand Bethel Advisory Board members can serve on a Bethel Council as an Associate Member, but cannot serve as an Executive Member of a Bethel Guardian Council.

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SECTION 2. TERM OF OFFICE

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

SECTION 3. VACANCIES

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

SECTION 4. DUTIES OF GRAND BETHEL ADVISORY BOARD

- (a) To register all eligible Grand Bethel members at the Annual Session of the Grand Bethel for the drawing of Officers and Representatives.
- (b) To issue medallions and bylaws to new Grand Bethel Officers and Representatives after election and selection of Grand Bethel Officers and Representatives at the Annual Meeting.
 - (1) Deposits for medallions shall be turned over to the Grand Bethel Guardian Secretary/Treasurer prior to the close of the Annual Meeting of the Grand Bethel.
- (c) To issue dues cards to all members of the Grand Bethel of Missouri as directed by the Grand Bethel Guardian.
- (d) To assist with registration at the Annual Session of the Grand Bethel and a mini-session, all contests, entertainment, favors, etc. as requested by the Grand Bethel Honored Queen.

ARTICLE XIV FINANCE

SECTION 1. ANNUAL DUES

- (a) The annual dues of this Grand Bethel shall be one dollar (\$1.00).

SECTION 2. SPECIAL PROJECTS

- (a) The Grand Bethel treasury may be increased at any time through projects sponsored for that purpose and approved by the Grand Bethel Guardian Council.

SECTION 3. RECEIPTS

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

SECTION 4. DISBURSEMENTS

- (a) All disbursements shall be approved by the Grand Bethel Guardian Council and submitted to the Grand Bethel Guardian Secretary/Treasurer for payment from the Grand Bethel of Missouri account.

- (1) In performance of her duties, the Grand Bethel Honored Queen shall be allowed a sum not to exceed one thousand dollars (\$1,000) for attendance at the following:

Official Visits

Official Workshop (if the Grand Bethel is asked to take part or perform the ritual)

Institution of new Bethel (if Grand Bethel is asked to take part)

Grand Chapter, Order of the Eastern Star of Missouri

Grand Lodge of Missouri, A.F. & A.M.

- An itemized account of expenses for the above shall be submitted to the Grand Bethel Guardian Council Secretary/Treasurer prior to May 1 for approval by the Grand Bethel Guardian Council. A short report of activities attended shall be attached to the request.
- (2) The Grand Bethel Senior and Junior Princesses shall be allowed a sum not to exceed three hundred dollars (\$300.00) each as traveling expenses within the State of Missouri during their terms of office. These traveling expenses shall not include the annual meeting or a mini-session. An itemized account of expenses for the above shall be submitted to the Grand Bethel Guardian Council Secretary/Treasurer prior to May 1st for approval by the Grand Bethel Guardian Council. A short report of activities attended shall be attached to the request.
- (3) The Grand Bethel Honored Queen shall be the official Grand Bethel representative to Supreme Session. She shall be allowed twenty (20) cents per mile by the most direct route round trip, or air travel at coach rate. She shall be allowed twenty dollars (\$20.00) per day for meals and actual expenses per day for her share of the lodging for each of the days in attendance, not to exceed six (6) days. An itemized account of expenses shall be submitted to the Grand Bethel Guardian Council Secretary/Treasurer for approval by the Grand Bethel Guardian Council within sixty (60) days after the Session with a short report of activities attended. The Supreme Session registration fee shall be reimbursed to the Grand Bethel Honored Queen and shall be included in her itemized account of expenses for the Session.
- (4) The Past Grand Bethel Honored Queen's jewel (J99PHQ pin, W/G-2917 Karat Clad Guard in the shape of Missouri and imprinted with the year she served) shall be furnished and presented to each regularly installed Grand Bethel Honored Queen upon the completion of her term of office at the Installation of the Grand Bethel Officers and Representatives after her successor has been installed.
- (5) If the outgoing GBHQ desires a jewel other than what is designated in Article XIV(4), she shall be allowed the amount of the designated jewel towards the jewel or ring of her choice. Upon approval of the Grand Bethel Guardian Council, the outgoing GBHQ will bear the difference in cost between the approved jewel and her jewel of choice.
- (6) The Grand Bethel Honored Queen shall be allowed a sum not to exceed one hundred twenty-five dollars (\$125.00) to pay for awards approved by the Grand Bethel Guardian Council given during her term.
- (7) The Grand Bethel shall allow the chaperone of the Grand Bethel Honored Queen actual expenses per day for her share of lodging for each of the days in attendance, not to exceed six (6) days at Supreme Session. Said chaperone must lodge in the same room as the

Grand Bethel Honored Queen. If said chaperone does not, the chaperone's reimbursement shall be actual expenses per day of his/her share of the lodging for each day in attendance, not to exceed (6) days at Supreme Session, and shall not exceed one-half (/12) of actual lodging expenses. An itemized account of expenses shall be submitted to the Grand Bethel Guardian Council Secretary/Treasurer for approval by the Grand Bethel Guardian Council within sixty (60) days after the Session with a short report explaining the expenses.

(b) All checks issued by the Grand Bethel of Missouri shall have two (2) authorized signatures.

SECTION 5. AUDIT OF GRAND BETHEL BOOKS

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

ARTICLE XV BOOK OF CEREMONIES

SECTION 1.

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

SECTION 2. REVISION COMMITTEE

- (a) The Book of Ceremonies Committee shall be composed of five (5) members appointed by the Grand Bethel Guardian Council .
- (b) The members of this committee shall be Past Grand Bethel Honored Queens, Grand Bethel Officers, Majority Members, Past Grand Bethel Guardians and Past Associate Grand Bethel Guardians.
- (c) It shall be the duty of the Committee to present twelve (12) copies of the revision of the Book of Ceremonies to the Grand Bethel Guardian before March 1. The Grand Bethel Guardian shall forward one (1) copy to each member of the Grand Bethel Guardian Council and send copies as outlined in the Manual of the Grand Guardian Council of Missouri under Amendments before April 1.

SECTION 3.

- (a) The Book of Ceremonies as revised shall be presented to the members of the Grand Bethel at the Annual Meeting. Upon majority vote of the members present and voting, the revision shall be adopted, subject to the approval of the Grand Guardian Council and the Supreme Guardian Council Jurisprudence Committee.

ARTICLE XVI JEWELRY

SECTION 1.

- (a) Each Officer and Representative shall be invested with a medallion representing her office or Jurisdiction.
- (b) Each selected Officer and Representative shall deposit with the Grand Bethel Advisory Board an amount of money to cover the current cost of the medallion. The medallion may be kept by the Grand Bethel Officer or Representative at the end of her term by forfeiture of deposit. The medallions shall be silver for the Grand Bethel Officers and gold for the Grand Bethel Representatives.
- (c) The Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess shall have metal triangle medallions to be turned in to the Grand Bethel Associate Guardian after the close of the Annual Meeting in order that they may be passed down at the Grand Bethel Installation.

ARTICLE XVII OFFICIAL DRESS

SECTION 1. ANNUAL MEETING AND BUSINESS MEETINGS

- (a) The official dress for the elected Grand Bethel Officers shall be the gold robes, white capes, white flat shoes, Grand Bethel crowns and long white slippers. The official dress for the selected Grand Bethel Officers shall be the official Bethel regalia. The Grand Bethel Representatives shall wear short dresses.

SECTION 2. INSTALLATION OF GRAND BETHEL OFFICERS AND REPRESENTATIVES.

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

SECTION 3. EXEMPLIFICATIONS, INSTITUTIONS AND OTHER RITUAL WORK.

- (a) For exemplifications, institutions of new Bethels and other Ritual work, the Grand Bethel Officers shall wear official regalia as specified in B-Bethel 5 Article VI.

**ARTICLE XVIII
OFFICIAL COLORS**

SECTION 1.

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

**ARTICLE XIX
AMENDMENTS**

SECTION 1.

- (a) Amendments to these Bylaws may be made as outlined in the Manual of the Grand Guardian Council of Missouri before April 1. (See Manual of Grand Guardian Council of Missouri, Article XI, Sections 1 and 2)

SECTION 2. IMMEDIATE AMENDMENTS

- (a) An immediate amendment may be made as outlined in the Manual of the Grand Guardian Council of Missouri. An immediate amendment requires unanimous vote of those present and voting. (See Article XI, Section 2(d))

**ARTICLE XX
ORDER OF BUSINESS**

SECTION 1.

The order of business for this Grand Bethel shall be as follows:

- a. Opening Ceremony
- b. Introductions
- c. Reading of Minutes
- d. Treasurer's Report
- e. Welcome Ceremony
- f. Reports of Grand Bethel Representatives and Committees
- g. Unfinished Business
- h. New Business
- i. Report of the Grand Bethel Librarian
- j. Report of the Grand Bethel Honored Queen, Grand Bethel Senior Princess and Junior Princess
- k. Presentations
- l. Remarks
- m. Memorial Ceremony (optional)
- n. Closing Ceremony

**ARTICLE XXI
PARLIAMENTARY AUTHORITY**

SECTION 1.

- (a) Robert's Rules of Order Revised (current edition) shall be the Parliamentary Authority.

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

SECTION 1.

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

SECTION 2.

- (a) The purpose of this fund shall be to present two (2) or more scholarships per year, not to exceed \$750.00 each. The amount of the scholarship will be determined by the Grand Bethel Honored

Queen, Grand Bethel Senior Princess, Grand Bethel Junior Princess, Grand Bethel Advisory Board, and the Grand Bethel Council.

SECTION 3.

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

SECTION 4.

- (a) All of the following eligibility requirement must be met:
- (1) The daughter shall be a member in good standing or a majority member of her Bethel.
 - (2) The daughter shall be a member of the Grand Bethel of Missouri.
 - (3) The daughter must have been a member of the Order for at least one (1) year since initiated.
 - (4) The daughter must be a senior graduating from high school and/or attending an accredited college/university, vocational, or technical institution of higher learning in the fall of the year of the scholarship. If the daughter fails to attend, the scholarship is forfeited and the funds awarded must be returned to the Grand Bethel of Missouri within six (6) months of receipt.
 - (5) The daughter may not have received the scholarship previously.

SECTION 5.

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

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

**ARTICLE I
TITLE**

SECTION 1.

- (a) The Daughter selected shall be known as Miss Missouri Job's Daughter, Job's Daughters International.

**ARTICLE II
OBJECT**

SECTION 1.

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

**ARTICLE III
SUPERVISION**

SECTION 1.

- (a) Miss Missouri Job's Daughter, Jr. Miss Missouri Job's Daughter and Miss Missouri Job's Daughter Congeniality shall be under the general supervision of the Grand Guardian of Missouri and under the direct supervision of another person (female) appointed by the Grand Guardian to act on her behalf.

**ARTICLE IV
QUALIFICATIONS**

SECTION 1.

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

**ARTICLE V
ELIGIBILITY**

SECTION 1.

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

ARTICLE VI SELECTION

SECTION 1. GENERAL

- (a) The daughter shall be selected by competition at a pageant to be held the same weekend and in the same area as the Grand Guardian Council worship service.
- (b) The administration, production, and direction of the pageant is the responsibility of the Miss Missouri Job's Daughter Pageant Committee.
- (c) Pageant judges shall be designated for each of the requirements listed below.
- (d) In the event of a tie, it shall be broken by a method selected by the Miss Missouri Job's Daughter Pageant Committee. The contestant with the highest score shall be declared the winner.

SECTION 2. REQUIREMENTS FOR JUDGING

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

ARTICLE VII SUCCESSION

SECTION 1.

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

ARTICLE VIII DUTIES OF MISS MISSOURI JOB'S DAUGHTERS

SECTION 1.

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

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

ARTICLE IX MISS CONGENIALITY

SECTION 1. SELECTION.

- (a) Selection of Miss Congeniality shall be by secret ballot by both the Senior and Junior Contestants at a time arranged by the Pageant Committee on the day of the pageant. All contestants except those who have been selected and/or served as Miss Congeniality shall be eligible.
- (b) A former Miss Congeniality may not serve a second term.

ARTICLE X JUNIOR MISS MISSOURI JOB'S DAUGHTER

SECTION 1. ELIGIBILITY

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

SECTION 2. SELECTION

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

SECTION 3. REQUIREMENTS FOR JUDGING

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

SECTION 4. SUCCESSION

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

SECTION 5. DUTIES

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

ARTICLE XI
MISS MISSOURI JOB'S DAUGHTER PAGEANT COMMITTEE

SECTION 1. MEMBERS

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

SECTION 2. DUTIES OF THE COMMITTEE

(a) The authority and duties of the Committee shall encompass the total administration, including promotion and production, of the Pageant.

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

ARTICLE XII
FINANCES

SECTION 1. FUNDS

(a) All funds of the Miss Missouri Job's Daughter Pageant shall be deposited with the Grand Secretary, who shall enter same in the name of the Miss Missouri Job's Daughter Pageant. All bills pertaining to the Pageant shall be approved by the Finance Committee and submitted promptly to be paid by the Grand Secretary within sixty (60) days following the pageant. All expenses listed in Article XI shall be paid from the Pageant fund.

SECTION 2. RECEIPTS.

- (a) An entry fee shall be required for each contestant, bearing in mind the pageant is self-supporting. This may be paid by Bethel, an individual, or sponsor, and forwarded to the Chairman of the Pageant Committee. Entry fee shall include contestant's lunch, banquet and pageant costs.
- (b) Advertisements, sponsors, patrons and other appropriate means of increasing the revenue of the pageant may be implemented if the Committee deems it necessary.
- (c) A love offering may be taken during the Pageant for the purpose of expenses incurred over and above expenses provided for in Section 3. These funds shall be gifted to Miss Missouri Job's Daughter, Jr. Miss Missouri Job's Daughter and Miss Missouri Job's Daughter

Congeniality in equal amounts per daughter for use during their reign. If any one of these daughters does not complete her term of office, the amount of the gift shall be prorated by month and any remaining funds returned to the Grand Guardian Council to be distributed to her successor.

SECTION 3. DISBURSEMENTS

- (a) The Grand Guardian Council shall pay the registration fee for the Miss Missouri Job's Daughter delegate to the Miss International Job's Daughter Pageant, held annually at the Supreme Session.
- (b) The GGC shall send the Miss Missouri Job's Daughter delegate as the official representative to the Miss International Job's Daughter Pageant at Supreme Session. She shall be allowed twenty (20) cents per mile by the most direct route round trip, or air travel at coach rate. She shall be allowed twenty dollars (\$20.00) per day for meals and actual expenses per day for her share of the lodging for each of the days in attendance, not to exceed six (6) days. An itemized account of expenses shall be submitted within sixty (60) days after the session. The Supreme Session registration fee shall be reimbursed and shall be included in her itemized account of expenses for the Session.
- (c) The Grand Guardian Council shall allow the chaperone for the Miss Missouri Job's Daughter actual expenses per day for her share of the lodging for each of the days in attendance, not to exceed six (6) days at Supreme Session. Said chaperone must lodge in the same room as the Miss Missouri Job's Daughter. If said chaperone does not, the chaperone's reimbursement shall be actual expenses per day of her share of the lodging for each day in attendance, not to exceed six (6) days at Supreme Session, and shall not exceed one-half (1/2) of actual lodging expenses.
- (d) In the event the Missouri participant in the pageant is selected as Miss International Job's Daughter, the GGC shall provide her with expenses to return to the next Supreme Session if not provided by the SGC. She shall be allowed twenty (20) cents per mile by the most direct route round trip, or air travel at coach rate. She shall be allowed twenty dollars (\$20.00) per day for meals and actual expenses per day for her share of the lodging for each of the days she is participating in pageant activities not to exceed six (6) days. An itemized account of expenses shall be submitted within sixty (60) days after the Session.
- (e) In the event the Missouri participant in the pageant is selected as Miss International Job's Daughter, the Grand Guardian Council shall allow the chaperone for the Miss International Job's Daughter actual expenses per day for her share of the lodging for each of the days in attendance, not to exceed six (6) days at Supreme Session, if not provided by the Supreme Guardian Council. Said chaperone must lodge in the same room as the Miss International Job's Daughter. If said chaperone does not, the chaperone's reimbursement shall be actual expenses per day of her share of the lodging for each day in attendance, not to exceed six (6) days at Supreme Session, and shall not exceed one-half (1/2) of actual lodging expenses.
- (f) The Miss Missouri Job's Daughter's entry fee for the International Pageant shall be paid from the pageant fund.

SECTION 4. BUDGET

- (a) Chairman of Pageant Committee shall submit a budget for pageant by January 31 to the Grand Secretary.

ARTICLE XIII AMENDMENTS

SECTION 1.

- (a) Amendments to these By-laws may be made as outlined in the Manual of the Grand Guardian Council of Missouri before April 1. (See Manual of Grand Guardian Council of Missouri, Article XI, Sections 1 and 2.)

SECTION 2. IMMEDIATE AMENDMENTS

- (a) An immediate amendment may be made as outlined in the Manual of the Grand Guardian Council of Missouri. An immediate amendment requires unanimous vote of those present and voting. (See Article XI, Section 2 (d))