

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

- 2010
- (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.