

BYLAWS OF THE  
AREA BETHEL COMMITTEE  
INTERNATIONAL ORDER OF JOB'S DAUGHTERS  
KANSAS CITY, MISSOURI

ARTICLE I

The name of this organization shall be Area Bethel Committee of Kansas City, Missouri, International Order of Job's Daughters.

ARTICLE II

The object of this committee is to band together the Bethels of the greater Kansas City Area for the purpose of planning and supervising the annual Thanksgiving Ball, or any other Area Bethel functions.

ARTICLE III  
**MEMBERSHIP**

- Section 1. The membership of this organization shall consist of all executive council members, associate council members, line officers, past honored queens, and past executive council members of these Five (5) Bethels: 7, 15, 29, 33, and 48.
- Section 2. All members shall be entitled to vote on the election of officers and All business pertaining to the Committee with the exception of the distribution of funds and vote to disband or merge.
- Section 3. Active Bethels shall vote by delegation, one vote per Bethel, on the distribution of Thanksgiving Ball funds and vote to disband or merge.

ARTICLE IV  
**MEETINGS**

- Section 1. Meetings shall be held when deemed advisable by the Chairman and upon notification to each Bethel.
- Section 2. There shall be a meeting held between February 1 and March 31 to Conclude all business of the previous Thanksgiving Ball, to elect new officers and to conduct any other Area Bethel business.
- Section 3. A meeting shall be held in August or September for the purpose of Finalizing plans for the coming Thanksgiving Ball and conducting any other Area Bethel business.
- Section 4. A quorum for the transaction of business of the Area Bethel

Committee shall be representation of a majority of active member Bethels.

**ARTICLE V**  
**OFFICERS**

Section 1. The elective officers of the Area Bethel Committee shall be Chairman, Vice Chairman, Secretary and Treasurer. Term of office shall be one year or until a successor is elected.

**ARTICLE VI**  
**DUTIES OF OFFICERS**

Section 1. Chairman: The duties are as follows:

- a. To call meetings, arrange for meeting place and preside over same.
- b. To supervise all committees for the Thanksgiving Ball.
- c. To appoint a Queen Chairman, Decoration Chairman, Publicity/Program Chairman, Refreshment Chairman, Clean-up Chairman and a Courtesy Chairman.
- d. To appoint a person to secure the services of a photographer during the dance, if one is desired.
- e. To appoint an Auditing Committee at the close of each term consisting of a chairman and two (2) members.
- f. To acquire security, if conditions prove necessary, for the annual Thanksgiving Ball.
- g.. To appoint, in the event of a vacancy, the Vice Chairman, Secretary or Treasurer for the balance of the term.

Section 2. Vice Chairman: The duties are as follows:

- a. To preside over meetings in the absence of the Chairman.
- b. To assist the Chairman in the performance of his/her duties.
- c. To obtain a location and the music for the Ball with the approval of the Executive Officers and to present a written report on same.
- d. To advise each Bethel that it will be their duty to see that their daughters and guests have safely left the dance.

Section 3. Secretary: The duties are as follows:

- a. To keep accurate minutes of all meetings.
- b. To notify all Bethels of the date of the stated meetings and any called meetings.
- c. To have charge of the distribution and collection of all committee chairman files.

- Section 4. Treasurer: The duties are as follows:
- a. To have in charge all funds belonging to this Committee.
  - b. To receive all money and to pay all bills allowed by the Bylaws or approved by the elective officers.
  - c. To handle ticket sales at the door, requesting assistance if necessary.
  - d. To keep separate accounting ledger for any special funds.

**ARTICLE VII**  
**ELECTION OF OFFICERS**

- Section 1. Election of officers shall be held at the February-March meeting by nomination with a written ballot. A majority shall elect.
- Section 2. Elective officers shall be Executive Council Members and/or Past Executive Council Members.
- Section 3. Should a vacancy occur in the chairmanship, a special election shall be held to fill the vacancy.

**ARTICLE VIII**  
**FINANCES**

- Section 1. A minimum balance of \$1,000 plus protected disbursements shall be maintained as an operating fund for the next year's Thanksgiving Ball.
- Section 2. The excess shall be divided equally among the active member Bethels unless voted for some other purpose by Bethel delegation. Unless otherwise voted, the Treasurer shall issue checks to each Bethel for their share – taking into account any outstanding obligations of each Bethel.
- Section 3. If at any time this Committee is disbanded, all funds shall be equally Distributed to the active member Bethels after all outstanding bill have been paid unless merged with KCJD Line (Kansas City Job's Daughters Line Officers Club.)
- Section 4. If at any time this Committee is merged with KCJD Line (Kansas City Job's Daughters Line Officers Club.) minimum balance in Article VIII, Section 1 shall be given to the KCJD Line Club to be used to the Thanksgiving Ball. Excess shall the divided as indicated in Section 2.
- Section 5. Expense checks shall be issued to the Committee Chairmen at the first Fall meeting.
- a. The Queen Chairman shall be allowed a maximum of \$150.00.
  - b. The Decoration Chairman shall be allowed a maximum of \$125.00.

- c. The Publicity/Program Chairman shall be allowed \$75.00 for programs.
- d. The Courtesy Chairman shall be allowed a maximum of \$40.00 for flowers for the distinguished guests who are introduced.
- e. The Refreshment Chairman shall be allowed a maximum of \$300.00 for refreshments.

Section 6. Postage and printing expense by the officers shall be paid upon presentation of the bill.

Section 7. Complimentary tickets shall be provided to the Queen candidates, judges and distinguished guests.

## ARTICLE IX **DUTIES OF COMMITTEE CHAIRMAN**

Section 1. Queen Chairman: The duties are as follows:

- a. To notify each Bethel to select a Queen Candidate for the Thanksgiving Ball by October 1 from any active Bethel member.
- b. To obtain three (3) interview judges for the Ball, each of who shall receive two (2) complimentary tickets.
- c. To obtain other judges as needed to assist in scoring the ritual tests and tallying the scores.
- d. Prepare a questionnaire and make necessary arrangements for judging.
- e. To provide favors for all candidates.
- f. To provide flowers for the Queen and Princesses.
- g. To provide sashes for the Queen and Princesses to be handed down to their successors.
- h. To provide crowns for the Queen and Princesses, to be worn the night of the Thanksgiving Ball to be handed down to their successors.
- i. To be in charge of the cape worn by the Queen.
- j. To have a tea for the Queen candidates, their mothers and Bethel Guardians, the previous year's Queen and Princesses, and other distinguished guests.
- k. To plan the Coronation ceremony. The previous Thanksgiving Ball Queen and Princesses shall be asked to participate.
- l. To announce the first dance after the Queen ceremony be for the Queen, Princesses, candidates and escorts.

Section 2. Decoration Chairman: The duties are as follows:

- a. To be in charge of the decorations for the Thanksgiving Ball.
- b. To coordinate with the Queen Chairman on the theme.

Section 3. Publicity/Program Chairman: The duties are as follows:

- a. To promote and publicize the Thanksgiving Ball or any other function that the Bethels would have together.
- b. To provide the printed program for the Thanksgiving Ball.

- Section 4. Courtesy Chairman: The duties are as follows:
- a. To invite the presiding officers of the Supreme and Grand Guardian Councils, Grand Bethel, and other distinguished members and see they receive complimentary tickets.
  - b. To receive and welcome all distinguished guests and provide a reserved table convenient for all daughters to greet and welcome them.
  - c. To provide proper escorts, preferably Honored Queens, for introductions of the presiding officers and distinguished guests.
  - d. To provide corsages/boutonnieres for all distinguished guests introduced.

- Section 5. Refreshment Chairman: The duties are as follows:
- a. To secure and provide refreshments to be served at the dance.
  - b. To secure persons to help serve refreshments throughout the evening.
  - c. To check with the host facility to determine if they are willing to provide any part of the refreshments.
  - d. To be in charge of cleaning up the refreshment serving area.

- Section 6. Clean-Up Chairman: The duties are as follows:
- a. To send a letter to the active member Bethels prior to the dance informing them of the following:
    - i. All Bethels should provide at least two volunteers to help with clean up after the dance.
    - ii. All Bethels should send a \$20.00 clean-up deposit to the chairman prior to the dance.
    - iii. If Bethels do not stay to help clean up, they will forfeit their deposit.
    - iv. When clean up is completed, a representative from each Bethel should check in with the chairman.
    - v. All Bethels that assist in the clean up will have their deposit returned.

- Section 7. Photography Chairman: The duties are as follows:
- a. To secure a photographer to take pictures throughout the evening.
  - b. To provide whatever assistance is needed by the photographer throughout the evening.
  - c. To distribute the pictures to those who have ordered them.

- Section 8. Auditing Chairman: The duties are as follows:
- a. To audit the Treasurer's books with the assistance of the committee members, immediately following the election of new officers each year.
  - b. To give a report at the next called meeting.

ARTICLE X

**AMENDMENTS TO BYLAWS**

Section 1. Amendments may be made to these Bylaws after thirty (30) days written notice to each Bethel. Bethels shall vote by delegation and each Bethel shall be entitled to one vote.

APPROVED BY THE AREA BETHEL  
AT A MEETING HELD August 29, 2004

*(Signatures on file)*

Stacy Hoogstraten, CHAIRMAN

Kerrie Hearne, SECRETARY

RECEIVED 20/28/04 APPROVED 1/3/2005

APPROVED BY JURISPRUDENCE

Jayne Wills, PGG  
Anna\_Rhoads, PGG  
Nelda Kaseser, PGG

Marci Key, GRAND GUARDIAN