

Bylaws of the Kansas City Job's Daughters
Line Officers Club

Article I
Name

Section 1. This organization shall be known as the Kansas City Job's Daughters Line Officers Club. KCJD Line.

Article II
Purpose

Section 1. The purpose of this organization shall be to provide a means by which the Line Officers of the Greater Kansas City area shall become better acquainted and to encourage cooperation and the exchange of ideas for the good of Job's Daughters and to provide such programs which would be beneficial to all members.

Section 2. A. The motto shall be "Creating Steadfast Friendships".
B. The emblem shall be the yellow butterfly.

Article III
Membership

Section 1. All Line Officers, Past Honored Queens, Past Princesses and members of Bethels in the Greater Kansas City Area, State of Missouri, International Order of Job's Daughters who are not married and have not been members of a Bethel Guardian Council, and who have not attained the age of 25 are eligible to become members of this organization.

Section 2. Any active or majority member meeting the requirements of Section 1 of this Article, may become a member by payment of club dues.

Article IV
Officers

Section 1. a. The elected officers of this organization shall be: President, Vice President, Secretary/Treasurer. The appointed officers are Chaplain and Historian.
b. The President & Vice President shall be Honored Queens, Past Honored Queens , Honored Queens Elect or Majority Members.

Article V
Meetings

- Section 1.
- a. The business meetings of the club shall be held on the last Sunday of the odd months (January, March, May, July, September and November) at 2:00 PM. Each Bethel will be asked to host a meeting and provide refreshments. The Vice President will make the schedule which will be approved by Sponsor and Co-Sponsor.
 - b. The service/social meetings of the club shall be held during the even months (February, April, August and October). Vice President will arrange the place, date & time to be approved by the Sponsor and Co-Sponsor.
 - c. No meetings shall be held during the months of June or December.
 - d. Special meetings may be called, if necessary, by the President with the approval of the Sponsor and Co-Sponsor.
 - e. Meetings may be changed by a majority vote of members present at least one month in advance.
 - f. When the last Sunday in October falls on the fourth Sunday and conflicts with the Missouri Job's Daughter Church Service the meeting will be held on the third Sunday in October.
 - g. When the meeting falls on a holiday weekend, the meeting will be held on the prior weekend.
 - g. A written schedule of all meetings for the term will be distributed at Installation and posted on the Missouriiojd.org website.

Article VI
Dues

- Section 1. Dues shall be (\$2.00) two dollar each term, if paid by the first or second meeting (either business or service/social) of the term or in the case of new members the first or second meeting attended. After that they shall be delinquent and shall be (\$2.50) two dollar and fifty cents.

Article VII
Election and Installation of Officers

- Section 1. Election of officers shall be by paper ballot, with nomination from the floor. A majority vote shall elect.
- Section 2. To be eligible to hold office, a member shall have her dues paid in full for the ensuing club term, before Installation of Officers.
- a. Only Honored Queens, Past Honored Queens, Honored Queens Elect or Majority Members are eligible to be elected President or Vice President.
 - b. Only present or past Line Officers are eligible to be elected as Secretary/ Treasurer or appointed Chaplain or Historian.

- c. Only members having regular attendance at the business meeting for entire term are eligible for election. Regular attendance shall mean present at all meetings unless excused by the Sponsor or Co-Sponsor. To be excused, the member or her Bethel Guardian, shall contact the Sponsor prior to the meeting.
- d. Only one member from a Bethel shall serve as an officer at one given time, unless all Bethels eligible are represented.
- e. The office of Vice President shall advance to the officer of President provided that she has fulfilled her duties as Vice President as determined by the Sponsors.

Section 3. Election shall be held at the business meeting in months of May and November.

Section 4. Installation of the newly elected Officers shall be at a Banquet in January and July. Location shall be arranged by the President.

Section 5. Term of Office: Each officer shall serve for a period of six months. No officer shall succeed herself in the same office.

Section 6. A vacancy in office shall be filled by appointment of the Sponsor and Co-Sponsor or a special election may be held.

Section 7. An officer not performing the duties of her office may be removed from office, at the discretion of the Sponsor and Co-Sponsor, and her successor be elected or appointed.

Article VIII Duties of Officers

Section 1. President: The President shall preside at all meetings, appoint all necessary committees, and exercise a general supervision over the club's affairs. She shall be in charge of all properties of the club; shall appoint an auditing committee at the last meeting of the term under the supervision of the Co-Sponsor; shall arrange for Host Bethel each month; shall honor Past Presidents of the Club; shall plan a charity or service project; shall visit each Bethel at least once during her term of office; shall coordinate the Thanksgiving Ball as outlined in Article XIII (new)

Section 2. Vice President: The Vice President shall assist the President and assume her duties in her absence. She shall send meeting notices; shall be Editor of the Butterflyer; shall compile a new roster after June Bethel installations to be distributed at the July Banquet or a supplement to the roster after December Bethel Installations to be distributed at the January Banquet; shall prepare a schedule of the business meeting hosts and Service/Social meeting to be distributed at the Banquet when she is installed as President.

Section 3. Secretary/Treasurer: The Secretary/Treasurer shall keep accurate minutes of all club meetings, keep accurate records of all Club affairs and keep the attendance records; shall determine the Bethel with the most members present at the meeting and advise the President for the awarding of the Traveling Attendance Trophy; shall determine the Bethel with the most members present for the entire term and advise the President prior to the Banquet for the awarding of Attendance Certificate; shall receive monies belonging to the Club and turn over to Co-Sponsor; shall keep record of all dues paying members and issue membership cards to same.

Section 4. Chaplain: The Chaplain shall open and close all meetings with prayer.

Section 5. Historian: The Historian shall be in charge of keeping a history of the Club, have an appropriate report for each meeting, and keep the scrapbook updated.

Article IX Committees

- Section 1. The President shall appoint the following committees, and such others as necessary.
- a. Audit Committee. Two (2) members. An adult council member will be asked to assist. They shall audit the books of the Co-Sponsor and give a report at the next business meeting.
 - b. Thanksgiving Ball Committee. As outlined in Article XIII.

Article X Sponsors

- Section 1. The adult Sponsors of this organization shall be known as:
- a. The Sponsor, a woman who has served in the capacity of Bethel Guardian for at least one year.
 - b. The Co-Sponsor, a man who has served in capacity of Associate Bethel Guardian for at least one year.
 - c. The Sponsors shall reside in the Greater Kansas City Area.

- Section 2. The Sponsor shall be elected in the even numbered years and the Co-Sponsor in the odd numbered years. The election shall be by ballot with nominations from the floor. A majority shall elect.
- a. The Sponsor and Co-Sponsor shall be nominated in September.
 - b. The Sponsor and Co-Sponsor shall be elected and installed at the October meeting, or in the event unable to be present, shall be installed at the first meeting they can attend.

- c. In the event of a vacancy in either office, Sponsor or Co-Sponsor, said vacancy shall be filled by a special election.

- Section 3. The Sponsor and Co-Sponsor shall be elected for a term of two years and may not serve more than two consecutive terms.
- Section 4. The Sponsor and Co-Sponsor shall not be from the same Bethel Guardian Council.
- Section 5. The Sponsor shall procure the sashes to be presented to the new Thanksgiving Ball Queen, Senior Princess and Junior Princess at the dance. She shall be reimbursed for the expenses of the sashes upon presentation of a bill, and approved at the meeting.
- Section 6. The Co-sponsor shall contact the hall in which the Thanksgiving Ball is to be held and make arrangements for its use and/or rental.

Article XI
Observance and Activities

- Section 1. During the Grand Guardian Council term, the Club shall invite the Grand Guardian, Associate Grand Guardian, Grand Bethel Guardian, Associate Grand Bethel Guardian, Grand Bethel Honored Queen, Grand Bethel Princesses, Miss Missouri Job's Daughter, Jr. Miss Missouri Job's Daughter, and Miss Missouri Congeniality to be special guests at the banquet in January and July. The expenses of these guests will be taken out of Club funds.
- Section 2. A Past President's pin shall be provided by the club and secured by the Sponsor.
- Section 3.
 - a. A certificate shall be provided by the Club for the Bethel with the best over-all term attendance. In case of a tie, winner shall be determined by the percentage of dues paying members.
 - b. A traveling attendance trophy shall be presented to the Bethel with the most members present at each meeting. In case of a tie, winner shall be determined by the percentage of dues paying members, and if a tie remains, Bethel traveling the farthest shall be presented the trophy.

Article XII
Order of Business

- Section 1.
- A. Call to Order
 - B. Pledge of Allegiance
 - C. Invocation
 - D. Welcome by the President
 - E. Jobie of the Month
 - F. Introductions(at the discretion of President and Sponsor)
 - G. Roll Call
 - H. Reading of the Minutes
 - H. Treasurer's Report
 - J. Communications
 - K. Reports
 - Committees
 - Bethels
 - L. Unfinished Business
 - M. New Business
 - N. Reports of Bethels
 - O. Bills
 - P. Receipts
 - Q. Remarks
 - R. Coin March
 - S. Announcements
 - Location of Marie
 - T. Benediction
 - U. Club Song
 - V. Closing

Honors shall not be given at any KCJD Line Meeting.

Article XIII
Thanksgiving Ball

(This section will not take affect until January 1, 2005 or when the Area Bethel Committee votes to disband)

Section 1. The Thanksgiving Ball shall be held in November on the Saturday after Thanksgiving if date is available. The location and date shall be decided upon by the President, Vice President, Sponsor and Co-Sponsor.

- Section 2.
- A. Queen selection -
 - a. The Thanksgiving Ball Queen, Senior Princess and Junior Princess shall be selected at the Thanksgiving Ball.
 - b. Any daughter who is a member in good standing in any Bethel with the KCJD Line jurisdiction, who has not attained the age of 20 (majority) by the date of the Thanksgiving Ball, and has not previously served as

the Thanksgiving Ball Queen, Senior Princess or Junior Princess or presently serving as President or Vice President is eligible to enter the competition. A maximum of two candidates may be selected as candidates by each Bethel.

- c. Candidates will be judged on a personal interview, ritual test, essay and her fact sheet. Judges will be adults outside the KCJD Line jurisdiction and who do not know any of the candidates.
- d. The President shall provide the judges who will score the contestants, but shall not tally their scores. An adult council member may be asked to assist the President. Judges and assistant shall be approved by the Sponsor and Co-Sponsor.
- e. The Vice President shall provide the tally judges who will tally the scores and give the results to the president. An adult council member may be asked to assist the Vice President. Judges and assistant shall be approved by the Sponsor and Co-Sponsor.
- f. The candidate with the highest score shall be designated the Thanksgiving Ball Queen. The first and second runner up shall be designated as the Thanksgiving Ball Senior Princess and Junior Princess respectively.

B. Queen presentation

- a. The Thanksgiving Ball Queen, Senior Princess and Junior Princess will be presented with crowns, which are to be passed down to the next year's selection.
- b. The Thanksgiving Ball Queen will be presented with a cape which will be passed down to the next year's selection.
- c. The Thanksgiving Ball Queen, Senior Princess and Junior Princess will each be presented with sashes, upon which shall be their titles and date of their coronation. The sashes are theirs to keep. It shall be the responsibility of the Sponsor to procure the sashes. She shall be reimbursed for the expenses of the sashes, not to exceed one hundred twenty-five (\$125.00) dollars, upon presentation of a bill, and approved by the membership. An adult council member may be asked to assist the Sponsor.
- d. The Thanksgiving Ball Queen, Senior Princess and Junior Princess will each be presented with a bouquet of flowers. These flowers shall be procured by the Vice President. She shall be reimbursed for the expenses of the flowers, not to exceed fifty (\$50.00) dollars, upon presentation of a bill and approved by the membership. An adult council member may be asked to assist the Vice President.

- C. Programs
 - a. The President shall provide a program. She shall be reimbursed for the expenses of the program, not to exceed seventy-five (\$75.00) dollars upon receipt of a bill and approved by the membership. An adult council member may be asked to assist the President with the programs.

- D. Admission will be collected at the door the night of the dance. The President, Vice President, Sponsor and Co-Sponsor shall determine the amount to be collected. Secretary/Treasurer and Co-Sponsor shall collect amount of the admission.

- E. Decoration Committee. To consist of members and adults of the retiring Thanksgiving Ball Queen's Bethel, or in case they are unable to do so, then by the Bethel to be appointed by the President, subject to the approval of the Sponsor and Co-Sponsor. They shall be responsible for decorating the hall where the dance is held. Committee shall be reimbursed for the decoration expense, not to exceed One hundred twenty (\$120.00) dollars, upon receipt of the bill and approved by the membership.

- F. Refreshment Committee: To consist of members and adults of the retiring Thanksgiving Ball Senior Princess' Bethel, or in case they are unable to do so, then by a Bethel appointed by the President, subject to the approval of the Sponsor and Co-Sponsor. This committee is responsible for securing and providing refreshments to be served at the dance; securing persons to help serve refreshments throughout the evening; checking with the host facility to determine if they are willing to provide any part of the refreshments; and cleaning up the refreshment serving area. Committee shall be reimbursed for the refreshment expense, not to exceed three hundred (\$300.00) dollars, upon receipt of the bill and approved by the membership.

- G. Clean-Up Committee: To consist of members and adults of the retiring Thanksgiving Ball Junior Princess's Bethel, or in case they are unable to do so, then by the Bethel to be appointed by the President, subject to the approval of the Sponsor and Co-Sponsor. Request two volunteers from each Bethel to assist. This committee is responsible for cleaning up the hall where the dance is held.

- H. Entertainment Committee: To consist of the Co-Sponsor and two members, who will be responsible for procuring entertainment for the dance. They will work with the President, Vice-President and Sponsor to choose entertainment appropriate to any theme which may be chosen for the evening. Payment for said entertainment shall be made in accordance with any contractual

arrangements with the entertainment, not to exceed three hundred (\$300.00) dollars.

I Finances

- a. A minimum balance of \$1,000 shall be maintained as an operating fund for the next year's Thanksgiving Ball. The excess shall be divided equally among the active member Bethels unless voted for some other purpose by Bethel delegation. Unless otherwise voted, the Co-Sponsor shall issue checks to each Bethel for their share – taking into account any outstanding obligations of each Bethel.
- b. If at any time the Thanksgiving Ball is discontinued or KCJD Line is disbanded, all funds shall be equally distributed to the active member Bethels after all outstanding bills have been paid.

Article XIV

Amendments

These Bylaws may be changed by presenting the proposed amendment in writing at a regular meeting to be read and then held over for a vote at the next regular meeting. The Secretary shall include notice of the vote on amendment on the monthly notification to each Bethel. A two-thirds majority shall be necessary to pass the amendment. Five copies of the Amendment shall be mailed to the Chairman of the Committee on Jurisprudence of the Grand Guardian Council of Missouri. Upon receipt of approval of the amendments by said committee and the Grand Guardian, it becomes effective.

ACTION TAKEN IN CLUB MEETING: August 29, 2004

(Signatures on file)

Shelly Bell, President

Barbara Perry, Sponsor

Randy Sinley, Co-Sponsor

Attest: Sabrina Hooker, Secretary

Received by Jurisprudence: 9/14/04

Approved by Jurisprudence: 1/3/05

Committee:

Jayne Wills, PGG, Chairman

Anna_Rhoads, PGG

Nelda Kaseser, PGG

Marci Key, GRAND GUARDIAN 1/16/2005