

**JOB’S DAUGHTERS INTERNATIONAL
RULES AND REGULATIONS
ALUMNI ASSOCIATION**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization shall be the Alumni Association of Job’s Daughters International (AAJDI).

**ARTICLE II
PURPOSE**

Section 1.

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

Section 2.

- (a) This organization shall function under the direction of the Supreme Guardian and the SGC.

**ARTICLE III
MEMBERSHIP**

Section 1. Membership

- (a) The eligibility for membership of this organization shall consist of Majority Members of JDI and all adults who have worked with a Bethel for a minimum of one (1) year.
 (1) Charter Membership was granted to all members joining the Alumni Association from August 1, 1992 until August 8, 1993.
 (2) Life Membership shall be granted to each contributor of a minimum of thirty-five dollars (\$35.00).

**ARTICLE IV
ALUMNI COMMITTEE**

Section 1. Members

- (a) The members of the Alumni Committee shall be selected by the Supreme Guardian.
 (1) The Committee shall consist of at least three (3) members.

Section 2. Duties

- (a) Plan the annual reunion of the AAJDI.
 (b) Encourage communication of members of the AAJDI.
 (c) Provide assistance in creating Alumni Associations for GGCs and JGCs when requested.
 (d) Give a report of the Committee's accomplishments during the Annual Session of the SGC.
 (e) Award scholarships subject to the availability of funds in this Alumni account.

**ARTICLE V
FINANCES**

Section 1. Receipts

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

Section 2. Disbursements

- (a) Printing and mailing information concerning the AAJDI.
- (b) Secretarial assistance from the Supreme Office.
- (c) Membership pin and certificate of membership to all members of the AAJDI.
- (d) Annual Reunion expenses.
- (e) Scholarship award.

**ARTICLE VI
REUNION**

Section 1.

- (a) The Annual Reunion of the Association shall take place during the Annual Session of the SGC.

**ARTICLE VII
AMENDMENTS**

Section 1.

- (a) Amendments to these Rules and Regulations shall be made at the Annual Session of the SGC by a two-thirds (2/3) affirmative vote of the members present and voting. No amendment shall be acted upon when there is to be a revision of the Ritual. Amendments shall be submitted in writing to the Executive Manager and must be received on or before April 1 of the year of the Annual Session when it is to be considered. A copy of proposed amendments shall be sent to each voting member on or before June 1 of the year of the Annual Session when it is to be considered. No proposed amendment shall be printed and mailed to the voting delegates of the SGC by the Executive Manager unless it has been submitted by a member of the SGC and signed by the proposer(s).

**JOB'S DAUGHTERS INTERNATIONAL
RULES AND REGULATIONS
DEGREE OF ROYAL PURPLE**

HISTORY: The Degree of Royal Purple is the result of the dream of the late Ellen Stinson Amick, PHQ of Wyoming and PSBHQ. Ellen and a group of Nebraska Job's Daughters determined the guidelines for nomination and developed the ceremony for the conferring of the degree. The first degrees were awarded at the Nebraska GGC Session in June of 1974. Mrs. Amick was the first individual to receive the degree. The degree was first conferred upon Daughters under Supreme Jurisdiction at the 1977 SGC Session in Hershey, PA.

**ARTICLE I
TITLE**

Section 1.

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

**ARTICLE II
OBJECT**

Section 1.

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

**ARTICLE III
QUALIFICATIONS**

Section 1.

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

**ARTICLE IV
ELIGIBILITY**

Section 1.

- (a) The nominee must be a Majority Member of JDI.
- (b) At the time of nomination, she must be at least twenty-five (25).

**ARTICLE V
NOMINATION AND SELECTION**

Section 1. Nomination

- (a) Nomination shall be made by Executive Members of the BGC without the knowledge of the nominee.
- (b) Nomination shall include specific examples of outstanding service to the Order. In addition to the nomination, recommendations in writing from four (4) adults not related to the nominee who have first-hand knowledge of her contribution to the Order, shall be submitted. Bethels under Supreme must include one (1) recommendation from either the Supreme Deputy or the Assisting Supreme Deputy.

ROYAL PURPLE 1

- (c) Nominees who have been with the Bethel for less than four (4) years require additional recommendations from their previous Bethel and/or Jurisdiction.
- (d) Nomination may be by the nominee's home Bethel or by a Bethel to which she has contributed outstanding service to merit the nomination.
- (e) Completed nomination and recommendation forms must be sent to the Chairman of the Committee by April 15.

Section 2. Selection

- (a) The members of the Committee shall review the nomination and recommendations. A majority shall be necessary to approve (or disapprove) the nomination. The decision of the Committee shall be final.
- (b) The recipient and the BGC nominating her shall be notified of her selection on or before May 15 by the Chairman of the Committee.

ARTICLE VI CONFERRING OF DEGREE

Section 1.

- (a) The recipient shall attend the Annual Session of the SGC to receive the Degree.
- (b) In the event that it is absolutely impossible for the recipient to attend an Annual Session of the SGC, other arrangements for presentation of the Degree may be made by the Supreme Guardian and the Committee.
- (c) A fee amounting to the cost of the medallion shall be paid by the recipient's family, a Bethel or anyone else who wishes to contribute. Payment shall be made to the Chairman of the Committee by June 1.
- (d) The Committee shall be responsible for providing the recipient with a rose and a certificate and for having her name, date of ceremony and jurisdiction, engraved on the reverse side of the medallion.
- (e) The Chairman of the Committee shall cooperate with the Supreme Bethel Guardian, who will oversee the Supreme Bethel Officers in the conferring of the Degree.

ARTICLE VII DEGREE OF ROYAL PURPLE COMMITTEE

Section 1. Members

- (a) The Degree of Royal Purple Committee is appointed by the Supreme Guardian (B-SGC, Art. XI, Sec. 4).

Section 2. Duties of the Committee

- (a) The duties of this Committee shall be to:
 - (1) Publicize the Degree of Royal Purple by distributing information to the Bethels under Supreme and the Supreme Deputies regarding the nomination process.
 - (2) Distribute nomination forms when requested.
 - (3) Receive nominations and recommendations from the Executive Members of Bethel Guardian Councils under Supreme.
 - (4) Determine the recipient(s) of the award in accordance with the eligibility as outlined in Articles III, IV and V.
 - (5) Make arrangements for the conferral of the degree at Annual Session of the SGC.
 - (6) Maintain a permanent file which the Chairman shall turn over to his/her successor.
 - (7) Destroy all nominations and recommendations following determination of the recipient(s).

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

**ARTICLE I
TITLE**

Section 1.

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

**ARTICLE II
OBJECT**

Section 1.

- (a) The Degree of Royal Purple is awarded in recognition of outstanding and dedicated service by a Majority Member to Job's Daughters International. It is intended to recognize a Majority Member who has given to the Order in a capacity above and beyond the normal call of duty: an outstanding contributor to the organization.

**ARTICLE III
QUALIFICATIONS**

Section 1.

- (a) To be nominated for the degree a Majority Member shall have made major contributions toward the good of the Order and/or to a specific Bethel.
 - (1) The Majority Member may or may not have been appointed as a member of a BGC, having made an outstanding contribution to a BGC and/or the GGC above and beyond the usual BGC responsibilities.
- (b) Service to other Masonic organizations and to the community are support material only; specific criteria is for outstanding service to the Order.

**ARTICLE IV
ELIGIBILITY**

Section 1.

- (a) The nominee must be a Majority Member of Job's Daughters International.
- (b) At the time of nomination she must be at least twenty-five (25) years of age.

**ARTICLE V
NOMINATION AND SELECTION**

Section 1. Nomination.

- (a) Nomination shall be made by the Executive Members of the BGC or GGC without the knowledge of the nominee. The Daughters of the Bethel may recommend the nominee to the Executive Members of the BGC.
- (b) Nomination shall include specific examples of outstanding service to the Order. The nomination form shall be completed by an Executive Member of the BGC and/or the GGC. In addition to the nomination, recommendations shall be from four (4) adults who have firsthand knowledge of her contributions to the Order shall be submitted. At least three (3) of the recommendations shall be from persons who are now or who have been officially connected with the JDI. The recommendations shall be typewritten or printed on the form provided. Those making recommendations shall be provided with a cover letter, the recommendation form, a stamped, addressed envelope for mailing the recommendation directly to the Chairman.
- (c) Nomination may be by the nominee's home Bethel or by a Bethel to which she has contributed outstanding service to merit the nomination or by the GGC.

- (d) Completed nomination and recommendation forms must be sent to the Chairman of the Committee no later than sixty (60) days prior to the Annual Session of the GGC.

Section 2. Selection

- (a) The members of the Committee shall review the nomination and recommendations. A majority shall be necessary to approve (or disapprove) the nomination. The decision of the Committee shall be final.
- (b) The recipient and the BGC or GGC nominating her shall be notified by the Committee Chairman at least thirty (30) days prior to the Annual Session of the GGC. The recipient shall not know of her nomination nor her selection until notified by the Committee Chairman.

**ARTICLE VI
CONFERRING OF DEGREE**

Section 1.

- (a) The recipient shall attend the Annual Session of the GGC within three (3) years of her selection to receive the Degree.
- (b) In the event that it is absolutely impossible for the recipient to attend an Annual Session of the GGC, other arrangements for presentation of the Degree may be made by the Grand Guardian and the Committee.
- (c) A fee amounting to the cost of the medallion shall be paid by the recipient's family, a Bethel, or anyone else who wishes to contribute. Payment shall be made to the Chairman of the Committee thirty (30) days prior to the Annual Session of the GGC.
- (d) The GGC shall be responsible for providing the recipient with a rose, a certificate, and for having her name, date of ceremony, and Jurisdiction engraved on the reverse side of medallion.
- (e) The Chairman of the Committee shall cooperate with the Grand Bethel Guardian who will oversee the Grand Bethel Officers in conferring the Degree. The Degree shall be presented by the Grand Bethel Officers at the Annual Session of the GGC.

**ARTICLE VII
DEGREE OF ROYAL PURPLE COMMITTEE**

Section 1. Members

- (a) The Degree of Royal Purple Committee is appointed by the Grand Guardian. (See WI – B - GGC Article IV Sec. 4d)

Section 2. Duties of the Committee.

- (a) The duties of this Committee shall be to:
- (1) Publicize the Degree of Royal Purple by distributing information to the Bethels of the GGC no later than January 1st.
 - (2) Distribute nomination and recommendation forms when requested to the individual named by the Executive Members of the BGC and/or GGC. Said individual shall be in charge of the forms and tracking their progress until all have been received by the Chairman of the Committee.
 - (3) Receive nominations and recommendations from the Executive Members of the BGC and/or GGC.
 - (4) Determine the recipient(s) of the award in accordance with the eligibility as outlined in Article III, IV and V.
 - (5) Make arrangements for the conferring of the Degree at Annual Session of the GGC.
 - (6) Maintain a permanent file which the Chairman shall turn over to his/her successor. (See B-GGC 3d)
 - (7) Destroy all nominations and recommendations following determination of the recipient(s).

**JOB'S DAUGHTERS INTERNATIONAL
RULES AND REGULATIONS LILY OF THE VALLEY AWARD**

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

**ARTICLE I
TITLE**

Section 1.

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

**ARTICLE II
OBJECT**

Section 1.

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

**ARTICLE III
QUALIFICATIONS**

Section 1.

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

**ARTICLE IV
ELIGIBILITY**

Section 1.

- (a) The nominee must be either an active member or a Majority Member of JDI.
 (b) At the time of her nomination, she must be at least eighteen (18) years of age and not older than twenty-four (24) years of age.
 (c) If the nominee is a PHQ, she must have completed her term as HQ at least two (2) years prior to her nomination to receive the Lily of the Valley Award.

**ARTICLE V
NOMINATION AND SELECTION**

Section 1. Nomination

- (a) Nomination shall be made by Executive Members of the BGC without the knowledge of the nominee. Any Bethel member may recommend a recipient to her Bethel Guardian or other Executive Member of the BGC.
 (b) Nomination shall include specific examples of outstanding service to the Bethel. In addition to the nomination, recommendations in writing from four (4) adults not related to the nominee, who have first-hand knowledge of her contributions to the Bethel, shall be submitted. Bethels under Supreme must include one (1) recommendation from either the Supreme Deputy or the Assisting Supreme Deputy.

- (c) Nomination may be by the nominee's home Bethel or a Bethel to which she has contributed outstanding service to merit the nomination.
- (d) The completed nomination packet and recommendations must be submitted to the Committee Chairman by April 15.

Section 2. Selection

- (a) The members of the Committee shall review the nomination and recommendations. A majority shall be necessary to approve (or disapprove) the nomination. The decision of the Committee shall be final.
- (b) The Committee Chairman shall notify the recipient and the BGC nominating her of her selection by May 15.

**ARTICLE VI
CONFERRING OF AWARD**

Section 1.

- (a) The BG of the nominating Bethel shall ensure the recipient receives the award within two (2) years of her approval.
- (b) The Supreme Bethel Officers may confer the award at the Annual Session of the SGC during the Supreme Bethel Meeting, or, if the recipient is unable to attend the Annual Session of the SGC, the Bethel that nominated her may confer the award at a regular Bethel meeting, jurisdictional or open event.
- (c) A fee amounting to the cost of the medallion shall be paid by the recipient's family, a Bethel, or anyone else who wishes to contribute. Payment shall be made to the Chairman of the Committee by June 1.
- (d) The Committee shall be responsible for providing the recipient with a stem of lily of the valley and a certificate and for having her name, date of ceremony, and jurisdiction engraved on the reverse side of the medallion (JSP-70).
- (e) The Chairman of the Committee shall cooperate with the Supreme Bethel Guardian who will oversee the Supreme Bethel Officers in conferring the award.

**ARTICLE VII
LILY OF THE VALLEY COMMITTEE**

Section 1. Members

- (a) The Lily of the Valley Committee is appointed by the Supreme Guardian (Bylaws, SGC, Art. XI Sec. 15).

Section 2. Duties of this Committee

- (a) The duties of this Committee shall be to:
 - (1) Publicize the Lily of the Valley Award by distributing information to the Bethels under Supreme and the Supreme Deputies regarding the nomination process.
 - (2) Distribute nomination forms when requested.
 - (3) Receive nominations and recommendations from the Executive Members of JGCs/BGCs under Supreme.
 - (4) Determine the recipient(s) of the award in accordance with the eligibility as outlined in Lily of the Valley Award Articles III, IV, and V.
 - (5) Ensure the fee is submitted to the SGC Office.
 - (6) Make arrangements for the conferral of the award.
 - (7) Maintain a permanent file that the Chairman shall turn over to his/her successor.
 - (8) Destroy all nominations and recommendations following determination of the recipients.

**JOB'S DAUGHTERS INTERNATIONAL
RULES AND REGULATIONS
MISS INTERNATIONAL JOB'S DAUGHTER PAGEANT**

**ARTICLE I
TITLE**

Section 1.

- (a) The Daughter selected shall be known as MISS INTERNATIONAL JOB'S DAUGHTER (Miss IJD) of JDI.

**ARTICLE II
OBJECT**

Section 1.

- (a) Miss IJD is a representative of JDI for the purposes of promoting the interest, welfare, and growth of the Order; bringing the Daughters of all jurisdictions into a closer relationship with each other and the SGC; and serving as a Daughter public relations emissary to adult organizations of the Masonic family and the public in general.

**ARTICLE III
SUPERVISION & TRAVEL AUTHORIZATION**

Section 1. Supervision

- (a) When traveling, Miss IJD shall be accompanied where possible by a chaperone who shall be in charge of her care. If Miss IJD is under eighteen (18) years of age, she shall arrange for her chaperone in accordance with the JDI Youth Protection Program and Policy.
- (b) If this chaperone is not her parent(s) or legal guardian(s), a medical release form shall be provided listing the following:
- (1) All medical conditions
 - (2) All medication currently taken
 - (3) Authorization for the chaperone to arrange emergency medical treatment
 - (4) Name and policy number of health insurance
 - (5) Telephone number at which parent(s) or guardian(s) can be reached at all times

This form or a copy shall be in the possession of the chaperone at all times.

- (c) The details of travel will be arranged by the adult volunteers in JDI. At times the Daughter may be traveling alone, without a chaperone. Where practical, an adult will provide transportation for the Daughter to or from an airport or other common carrier. If in the USA, Canada or Australia, the adult providing transportation shall be a CAV.
- (d) Her conduct shall be in accordance with the teachings and principles of our Order.
- (e) Miss IJD shall inform the Supreme Guardian, the Chairman of the Miss IJD Pageant Committee and the Executive Manager of her itinerary.
- (f) A copy of the Guidelines for supervision shall be signed by the Daughter and the Daughter's parent(s) or legal guardian(s) and placed on file with the Chairman of the Miss IJD Pageant, with a copy for the Supreme Guardian and the Executive Manager.

Section 2. Travel Authorization

- (a) Immediately following her crowning, the MIJD shall be issued by the Executive Manager a letter of authorization for travels. The purpose of the letter of authorization shall be to describe her role and explain the volume and purpose of travel she may undertake for customs and/or immigration and/or merchants of travel services. The letter should also provide emergency contact details for next of kin and the Supreme Office in case of an emergency.

ARTICLE IV QUALIFICATIONS

Section 1.

- (a) Miss IJD 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. Contestant

- (a) A Daughter must be:
- (1) a member in good standing in her Bethel, and
 - (2) at least sixteen (16) years of age by the date of the Miss IJD Pageant, and
 - (3) less than twenty (20) years of age at the time of her selection to represent her jurisdiction.
- (b) A consent form shall be signed by each Daughter and her parent(s) or legal guardian(s).
- (c) A Daughter shall be eligible to compete in only one (1) Pageant for the title of Miss IJD.

Section 2. Jurisdictional

- (a) Each State, Province, Territory, Region or Country shall have the right to send one (1) Daughter to compete in the Miss IJD Pageant.
- (b) Each State, Province, Territory, Region or Country shall establish rules and regulations to select a Daughter to represent them in the International Pageant.
- (c) A State, Province, Territory, Region or Country may present a Past Miss Job's Daughter jewel (as shown in the official catalog) provided she has completed the necessary requirements.
- (d) Each State, Province, Territory, Region or Country shall ensure that no Daughter shall be eligible to compete in the Miss International Pageant who has been selected more than twelve (12) months prior to the Miss International Pageant.

ARTICLE VI SELECTION

Section 1. General

- (a) Miss IJD shall be selected by competition at a pageant to be held in conjunction with the Annual Session of the SGC.
- (b) The administration, production, and direction of the Pageant is the responsibility of the Miss IJD Pageant Committee.
- (c) Pageant judges will be designated for each of the requirements listed below.
- (d) Scores for all categories of judging shall be cumulative.
- (e) In the event of a tie, it will be broken by referring to the combined written test and the recitation scores for the tied contestants. The contestant with the highest score will be declared the winner.

Section 2. Requirements for Judging

- (a) Written Test
- (1) The test will consist of a written examination based on a general knowledge of JDI and the Ritual. Completed test papers will be identified only by an assigned number, not by contestant's name or jurisdiction.
- (b) Ritual Recitation (oral)
- (1) The recitation will be given in Bethel robe and complete regalia.
 - (2) The Daughter will recite a Messenger's initiation lecture as selected by the Pageant Committee. Judging will be on accuracy and presentation.
 - (3) Robe with white cord and other official regalia will be inspected for conformity to rules and regulations either before or after the recitation, not during.

- (c) Interview
 - (1) Each contestant will have a five (5) minute private interview with a panel of Pageant judges.
 - (2) Judges will have received a fact sheet on each contestant giving age, education, training, interest, ambitions, and Job's Daughter achievements.
 - (3) The Daughter will be judged on her personality, diction, sincerity, manners, adaptability to the situation, and the general impression she makes.
- (d) Stage Appearance
 - (1) The dress will be evening gown.
 - (2) Judging will encompass the total picture the contestant presents, considering her personality, posture, poise, grace of movement, appropriate (for her) hair style, and personal grooming.
 - (3) Semi-finalists will 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 Miss IJD cannot fulfill her term, the 1st runner-up will become Miss IJD. If unable to accept, selection shall be made in succession from the runners-up. When she relinquishes her title, Miss IJD shall return all unexpended funds provided for promotional use to the Supreme Office within fifteen (15) days for redistribution as appropriate.
- (b) A Miss IJD who marries while reigning shall forfeit her title as Miss IJD.

ARTICLE VIII DUTIES OF MISS INTERNATIONAL JOB'S DAUGHTER

Section 1.

- (a) Miss IJD shall:
 - (1) whenever possible visit State Pageants, Grand Bethels, Bethels, and other Daughter related activities to promote the good of the Order,
 - (2) represent the ideals of Job's Daughters at Masonic and Masonic related functions and other events when requested to do so by the Supreme Guardian,
 - (3) work in conjunction with the Pageant Committee in preparing for the Annual Pageant,
 - (4) submit an accurate itinerary to the Supreme Guardian, the Pageant Chairman and the Executive Manager well in advance of travel,
 - (5) For reimbursement of travel expenses, Miss IJD shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the Chairman of both the Pageant and the Finance Committee.
 - (6) submit a cumulative report by the tenth (10th) day of each month beginning in September and at the end of her term listing the amount and source of all monies received and expenditures from travel monies, attaching supporting receipts. This report shall be filed with the Executive Manager.

ARTICLE IX FINANCES

Section 1. Receipts.

- (a) Registration fee to be determined by Pageant Committee.
- (b) Contributions and donations falling under the definition of REVENUE under SOP-SGC-15, Sec. 3 (k).
- (c) Funds from registration fees and donations received at the Annual Session of the SGC shall be forwarded to the Executive Manager on receipt.
- (d) All monies solicited and received for the purpose of paying travel expenses of the Miss IJD shall be sent directly to the Executive Manager. The monies received by the Executive Manager shall detail the source of the contribution.

Section 2. Coin March

- (a) Coin march monies from the Pageant shall be turned over to the Executive Manager.
- (b) Such monies shall be identified as a contribution as defined in SOP-SGC-15, Sec. 3, (k). Such monies, along with the collection from the Supreme Bethel meeting and Installation shall be equally divided between Miss IJD and the SBHQ. The money shall be given to the Miss IJD for the purpose of funding travel during her term.

Section 3. Disbursements

- (a) Miss IJD shall be promptly issued a check by the Executive Manager for approved promotional expenses as defined in SOP-SGC-3, Sec. 13 (a), upon presentation of a voucher.
 - (1) Any portion of these funds not expended for promotional use shall be returned to the Supreme Office and be retained for similar use the following year.
- (b) For reimbursement of travel expenses, Miss IJD shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the Chairman of both the Pageant and the Finance Committees.
- (c) The Miss IJD shall receive a Past Miss IJD jewel (J-160 gold-filled as shown in the official jewelry catalog) (See SOP-SGC-3, Sec. 13 (e)) upon completion of her term provided she has met all the requirements as outlined in these Rules and Regulations to the satisfaction of the Pageant Committee.
- (d) Additional disbursements are as follows:
 - (1) Badges for contestants
 - (2) Special gifts for semi-finalists
 - (3) Sash and flowers for the new Miss IJD
 - (4) Suitable mementos for each contestant
 - (5) Luncheon for all contestants, the judges, the Master/Mistress of Ceremonies, Miss IJD, and the Pageant Committee
 - (6) Printed programs for Pageant night
 - (7) Suitable name badge for the new Miss IJD for use during the year
 - (8) Committee expense and postage
 - (9) Decorations for luncheon
 - (10) Stage decorations
 - (11) Awards for Ritual recitation, written test, and Miss Congeniality.
- (e) Expenses of the Pageant shall be paid by the SGC through use of the regular voucher form issued through the Finance Committee and sent to the Chairman, Finance Committee.
- (f) The total expenses for (a) above shall not exceed the amount of the accumulated funds collected for the operation of the Pageant, excluding the coin march and contributions designated for promotional use as earlier defined. The remaining balance shall be accumulated in the Pageant account.
- (g) The Chairman of the Miss IJD Pageant, on request, shall be advanced the sum of five hundred dollars (\$500.00) for Committee expenditures. This advance is to be issued within thirty (30) days of the request. Any portion of these funds not expended shall be returned to the Supreme Office within thirty (30) days following the succeeding Annual Session. A report shall be made at the succeeding Annual Session listing all the expenditures against this advance as well as any additional subsequently approved expenditures.

ARTICLE X**MISS INTERNATIONAL JOB'S DAUGHTER COMMITTEE****Section 1. Members**

- (a) The membership of this Committee is defined in B-SGC, Art. XI, Sec. 5.

Section 2. Duties of the Committee

- (a) The authority and duties of this Committee shall encompass the total administration, including promotion and production, of the Miss IJD Pageant.
 - (1) Prepare and send information and registration forms regarding the Pageant to all Grand Jurisdictions and Supreme Deputies.
 - (2) Send questionnaires for personal information to all contestants.

- (3) Determine number of semi-finalists based on number of contestants, approximately one-third (1/3) the number of contestants.
- (4) Prepare question(s) for semi-finalists.
- (5) Obtain at least five (5) Pageant Judges, no more than two (2) of whom may be Past Bethel Guardians or Past Associate Bethel Guardians, preferably from jurisdictions, Grand or Supreme, not represented by a contestant in the Pageant. The other three (3) judges shall be Past Miss IJDs, or members of the adult Masonic Family Organizations. The duties of these judges shall be to have a personal interview with each contestant as scheduled by the Pageant Committee, and to judge the stage appearance of the contestant.
- (6) Obtain at least five (5) judges for the Ritual recitation (oral) presentation, including regalia inspection. All judges shall be members or past members of Bethel Guardian Councils, preferably from jurisdictions (Grand or Supreme) not represented by a contestant in the Pageant.
- (7) Instruct judges on all aspects of the competition.
- (8) Obtain a Master or Mistress of Ceremonies for the Pageant and inform him/her of the Committee's desires regarding production of the Pageant.
- (9) Determine the Pageant registration fee, bearing in mind that the Pageant is self-supporting.
- (10) Obtain badges for contestants.
- (11) Obtain a sash, and flowers for the new Miss IJD. (A crown to be passed down, shall be provided by the SGC. See SOP-SGC-3, Sec. 13 (d)).
- (12) Obtain a special gift for the semi-finalists.
- (13) Obtain awards for Ritual recitation, written test, and Miss Congeniality.
- (14) Obtain suitable mementos for each contestant.
- (15) Order a Past Miss IJD Jewel (J-160 gold-filled as shown in the official jewelry catalog). See SOP-SGC-3, Sec. 13 (e)
- (16) Plan and hold a luncheon for all contestants, the judges, the Master/Mistress of Ceremonies, Miss IJD, and the Pageant Committee.
- (17) Have programs printed for stage presentation night.
- (18) Plan entertainment for lapse time during stage presentation night.
- (19) Make use of imaginative ideas and procedures that will help make the Pageant both a success and a memorable occasion for all contestants, Daughters, and adults present.
- (20) Obtain suitable name badge for the Miss International Job's Daughter for use during the year.
- (21) Ensure that the cape and crown of the Miss International Job's Daughter are cleaned and restored prior to the Annual Session of the SGC.
- (22) Ensure that the unexpended funds issued to Miss IJD for promotional purposes are returned to the Executive Manager by the close of the Annual Session at which she reigns.

ARTICLE XI AMENDMENTS

Section 1.

- (a) Amendments to these Rules and Regulations shall be made at the Annual Session of the SGC by a two-thirds (2/3) affirmative vote of the members present and voting. No amendment shall be acted upon when there is to be a revision of the Ritual. Amendments shall be submitted in writing to the Executive Manager and must be received on or before April 1 of the year of the Annual Session when it is to be considered. A copy of proposed amendments shall be sent to each voting member on or before June 1 of the year of the Annual Session when it is to be considered. No proposed amendment shall be printed and mailed to the voting delegates of the SGC by the Executive Manager unless it has been submitted by a member of the SGC and signed by the proposer(s).

**RULES AND REGULATIONS
MISS WISCONSIN JOB'S DAUGHTER PAGEANT
JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF WISCONSIN**

**ARTICLE I
TITLE**

Section 1.

- (a) The Daughter selected shall be known as Miss Wisconsin Job's Daughter of the Grand Guardian Council of Wisconsin.

**ARTICLE II
OBJECT**

Section 1.

- (a) Miss Wisconsin Job's Daughter is a representative of the Grand Guardian Council of Wisconsin for the purpose of promoting the interest, welfare and growth of the Order.

Section 2. Duties

- (a) To serve as a substitute officer in Wisconsin Bethels upon request and, whenever possible, by attending and assisting with promotional activities to benefit Bethels and the Order. She shall make a report at the Annual Session of the Grand Guardian Council.
- (b) Miss Wisconsin Job's Daughter shall be the official candidate representing Wisconsin in the next scheduled Miss International Job's Daughter Pageant, subject to the provisions of Article VII, Section 1(b).

**ARTICLE III
SUPERVISION**

Section 1.

- (a) Miss Wisconsin Job's Daughter shall be under the general supervision of the Promotion Chairman with guidance and approval of the Grand Guardian.

**ARTICLE IV
QUALIFICATION**

Section 1.

- (a) Miss Wisconsin 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. Contestant

- (a) A Daughter must be:
- (1) A member in good standing in her Bethel, and
 - (2) Have satisfactorily passed the Proficiency Lessons Examination.
 - (3) At least sixteen (16) years of age by the date of the Miss International Job's Daughter Pageant, and
 - (4) Less than twenty (20) years of age at the time of her selection as Miss Wisconsin Job's Daughter. She shall never have been married, nor pregnant, nor have been suspended for any reason.
- (b) A consent form shall be signed by each Daughter and her parents or legal guardians.
- (c) A Daughter shall be eligible to compete in only two (2) pageants for the title of Miss Wisconsin Job's Daughter during her membership in the Order.

- (d) Miss Wisconsin Job's Daughter and her parents or legal guardian shall meet with the Promotion Chairman, the Grand Guardian and Vice Grand Guardian within thirty (30) days after her election following the conclusion of the Pageant concerning expected travel and expenses.

Section 2. Jurisdictional

- (a) Each Bethel shall have the right to send one Daughter to compete in the Miss Wisconsin Pageant.

ARTICLE VI SELECTION

Section 1. General

- (a) Miss Wisconsin Job's Daughter shall be selected by competition at the Pageant held annually at Jamboree weekend.
- (b) The administration, production and direction of the Pageant is the responsibility of the Miss Wisconsin Job's Daughter Committee.
- (c) Pageant judges will be designated for each of the requirements listed below by the Miss Wisconsin Job's Daughter Committee.
- (d) The number of finalists will be determined by the Pageant Committee, dependent on the total number of contestants.
- (e) Scores of all categories of judging shall be cumulative.

Section 2. Requirements for Judging

- (a) Written test will consist of a written examination based on a general knowledge of JDI and the Ritual.
- (b) Ritual Recitation (oral)
 - (1) The recitation will be given in Bethel robe complete regalia.
 - (2) The Daughter will recite a messenger's initiation lecture. Judging will be on accuracy & presentation.
 - (3) Robe with white cord and other official regalia will be inspected for conformity to rules and regulations either before or after the recitation, not during.
- (c) Interview
 - (1) Each contestant will have a private interview with a panel of Pageant judges.
 - (2) Judges will have received a fact sheet on each contestant giving age, education, training, interests, ambitions and Job's Daughter achievements.
 - (3) The Daughter will be judged on her personality, diction, sincerity, manners, adaptability to the situation and the general impression she makes.
- (d) Stage Appearance
 - (1) The dress will be evening gown.
 - (2) Judging will encompass the total picture the contestant presents, considering her personality, posture, poise, grace of movement, appropriate (for her) hair style and personal grooming.
- (e) The final question shall be randomly selected, on stage, from a group of questions approved by the Miss Wisconsin Job's Daughter Committee.
- (f) Each Bethel present at the Pageant shall have one (1) collective vote.

ARTICLE VII SUCCESSION

Section 1.

- (a) In the event that Miss Wisconsin Job's Daughter cannot fulfill her term, the first (1st) runner-up will become Miss Wisconsin Job's Daughter. If unable to accept, selection shall be made in succession from the runners-up.
- (b) If Miss Wisconsin Job's Daughter marries, or becomes pregnant, or is suspended/expelled while reigning she shall forfeit her title as Miss Wisconsin Job's Daughter.
- (c) In the event that Miss Wisconsin Job's Daughter cannot represent Wisconsin in the Miss International Job's Daughter Pageant, the first (1st) runner-up will represent Wisconsin. If unable to accept, selection shall be made in succession from the runners-up.

**ARTICLE VIII
FINANCES**

Section 1. Receipts

- (a) Registration fee to be determined by Pageant Committee.
- (b) Funds from registration fees shall be forwarded to the Grand Secretary on receipt.

Section 2. Disbursements

- (a) The Miss Wisconsin Job's Daughter shall receive a Past Miss Wisconsin Job's Daughter jewel upon completion of her term provided she has met all the requirements as outlined in these Rules and Regulations.
- (b) Additional disbursements are as follows:
 - (1) A badge for each contestant.
 - (2) Special gifts for finalists.
 - (3) Sash for the new Miss Wisconsin Job's Daughter.
 - (4) Suitable mementos for each contestant.
 - (5) Printed programs for the Pageant night.
 - (6) Committee expense and postage.
- (c) Expenses of the Pageant shall be paid by the Grand Guardian Council through use of the regular voucher form issued through the Grand Secretary and sent to the Finance Committee.

**ARTICLE IX
MISS WISCONSIN JOB'S DAUGHTER COMMITTEE**

Section 1. Members

- (a) The membership of this Committee is defined in the Bylaws GGC-3d Article IV Section4 (e).

Section 2. Duties of the Committee

- (a) The authority and duties of this Committee shall encompass the total administration, including promotion and production, of the Miss Wisconsin Job's Daughter Pageant.
 - (1) Prepare and send information and registration forms, including a parental consent form, regarding the Pageant to all Bethels in Wisconsin.
 - (2) Send questionnaires for personal information to all contestants.
 - (3) Determine number of semi-finalists based on number of contestants.
 - (4) Prepare questions for finalist
 - (5) Obtain Pageant judges.
 - (6) Instruct judges on all aspects of the competition.
 - (7) Determine the Pageant registration fee.
 - (8) Obtain a badge for each contestant.
 - (9) Obtain a sash for the new Miss Wisconsin Job's Daughter. (A crown and cape will be passed down).
 - (10) Obtain a special gift for the finalists.
 - (11) Obtain a sash for the new Miss Congeniality.
 - (12) Obtain suitable mementos for each contestant.
 - (13) Order a Past Miss Wisconsin Job's Daughter Jewel.
 - (14) Have programs printed for stage presentation night.
 - (15) Insure that the cape and crown of the Miss Wisconsin Job's Daughter are cleaned and restored prior to the Pageant.

**ARTICLE X
AMENDMENTS**

Section 1.

(a) Proposed amendments to these Rules and Regulations may be made at the Annual Session of the Grand Guardian Council by a two-thirds (2/3) affirmative vote of those present and voting. Amendments must be submitted in writing to the Grand Secretary at least sixty (60) days prior to the annual Session and a copy of the proposed amendment shall be sent to each voting member thereof at least thirty (30) days prior to the Annual Session.

**JOB'S DAUGHTERS INTERNATIONAL
FORMAT FOR RULES AND REGULATIONS
MOTHERS', FATHERS', OR PARENTS' CLUB**

(Location _____)

(Note: These Rules and Regulations shall be submitted to the Jurisprudence Committee of the SGC by Clubs associated with Bethels under Supreme. GGCs may use these Rules and Regulations if desired. No changes are to be made in these Rules and Regulations as printed, except to delete words "Mothers'", "Fathers'", or "Parents'" as appropriate.)

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization shall be the Mothers', Fathers', or Parents' Club of Bethel No. _____ located in _____, JDI.

**ARTICLE II
PURPOSE AND POLICIES**

Section 1.

- (a) The sole purpose of this organization is to be of service to the members of Bethel No. _____, at _____, in all ways possible and to further any activity approved by the BGC that the members of this Bethel should vote to undertake.

Section 2.

- (a) This organization shall function under Supreme jurisdiction for Bethels under Supreme, otherwise under the GGC jurisdiction in which it is located.

Section 3.

- (a) No indebtedness shall be incurred by the Mothers', Fathers', or Parents' Club of Bethel No. _____ in excess of the funds in its Treasury, unless written consent has been obtained from the Executive Members of the BGC of Bethel No. _____.

Section 4.

- (a) At such time as it is proven that said organization is no longer functioning for the good of the Bethel, this organization may be disbanded by a majority vote of the Executive Members of the BGC of Bethel No. _____ and with the approval of the Supreme Guardian or the Grand Guardian in whose jurisdiction it has functioned.

Section 5.

- (a) If this organization is disbanded, all rights and title to its money and property shall be vested in Bethel No. _____. If the Bethel Charter has been revoked, all rights and title to money and property shall be vested in the SGC or the GGC under which it has functioned.

**ARTICLE III
MEMBERSHIP AND DUES**

Section 1. Membership

- (a) The membership of this organization shall consist of Mothers, Fathers, and Guardians of the members of Bethel No. _____ and members of the BGC who are willing to abide by and conform to those policies as described in Art. II above.

MFG CLUB 1

Section 2. Dues

- (a) The dues shall be \$ _____ per year, payable in advance.

**ARTICLE IV
OFFICERS**

Section 1.

- (a) The elective officers of the organization shall consist of a President, Vice President, Secretary, and Treasurer. If the club is in the USA, Canada or Australia, the officer shall be on the current list of CAVs provided by the Executive Manager. These offices shall be held by members of this organization who are not Executive Members of the BGC of Bethel No. _____. The term of office shall be _____ or until a successor has been elected to fill the vacancy. In addition to these elective officers, the Bethel Guardian shall be the Counselor to the Mothers' Club. The Associate Bethel Guardian shall be the Counselor to the Fathers' Club. The Bethel Guardian and the Associate Bethel Guardian shall be the Counselors to the Parents' Club.

**ARTICLE V
DUTIES OF OFFICERS**

Section 1. President

- (a) It shall be the duty of the President to preside at all meetings, to appoint standing committees and such other committees as may be deemed necessary, and to serve as member ex officio of all committees other than the nominating committee.

Section 2. Vice President

- (a) In the absence of the President, the Vice President shall preside and assume the duties of the President.

Section 3. Secretary

- (a) It shall be the duty of the Secretary to keep accurate account of all the meetings and be prepared to read on call the records of the previous meeting.

Section 4. Treasurer

- (a) It shall be the duty of the Treasurer to receive dues and all other monies for the Club and pay all outstanding bills when approved by the Auditing Committee and by a majority vote of the members present at the meeting.

**ARTICLE VI
MEETINGS**

Section 1.

- (a) Business meetings shall be held on the _____ of each month at _____ o'clock (July and/or August excepted) unless members are otherwise notified fifteen (15) days before said meeting date. The place of the meeting shall be determined by the members present at each previous meeting.
- (b) No meeting shall be held while a regular meeting of the Bethel is in session.

Section 2.

- (a) A quorum shall consist of _____ members.

**ARTICLE VII
NOMINATIONS AND ELECTIONS**

Section 1.

- (a) In _____ of each year a nominating committee of three (3) members shall be elected by the members present who will make their report in _____. Following the report of the nominating committee, nominations may be made from the floor, provided the consent of the nominee has been obtained.

Section 2.

(a) Election shall be held in _____, following the report of the nominating committee, and shall be by ballot.

Section 3.

(a) In the event of a vacancy in the office of President, the Vice President shall assume the office and the duties thereof, and a special election shall be held for the purpose of electing a Vice President.

Section 4.

(a) In the event of a vacancy in any elective office, except in the case of the President, a special election shall be held to fill the vacancy.

Section 5.

(a) All members shall be notified of any special election fifteen (15) days prior to date of meeting for special election.

**ARTICLE VIII
COMMITTEES**

Section 1.

(a) Immediately following election in _____, the President shall appoint the following committees: Publicity, Membership, Auditing (each consisting of three (3) members), Sunshine and such other committees as may be necessary. The President shall also appoint a Chaplain and a Parliamentarian.

Section 2.

(a) It shall be the duty of the Auditing Committee to act upon all bills and approve such bills as are just claims against this organization and to audit the books at the close of each term. The Chairman of the committee shall make a report of all receipts and disbursements at the close of each term.

**ARTICLE IX
AMENDMENTS**

Section 1.

(a) These Rules and Regulations may be amended at any regular meeting at which a quorum is present by a two-thirds (2/3) affirmative vote of members voting, provided the proposed amendment has been read at the meeting preceding the one at which the voting is to take place. Five (5) copies of the proposed amendment shall be mailed to the Chairman of the Jurisprudence Committee of the SGC or the GGC as appropriate, using the proper form as illustrated. Upon receipt of approval of the amendments by the said Committee and the Vice Supreme or Grand Guardian, it becomes effective.

**AMENDMENTS to the RULES AND REGULATIONS of
MOTHERS', FATHERS', or PARENTS' CLUB**

(Note: Delete Mothers', Fathers', or Parents' as necessary) of Bethel No. _____ at _____,
_____.

We the undersigned hereby certify that the minutes of the Mothers' (Fathers' or Parents') Club of Bethel No. _____ show that:

At a regular meeting of the Club held on the _____ day of _____ 20__ at which a quorum was present, a proposed amendment was presented in writing that Article No. _____ of the Rules and Regulations which reads as follows: (copy from present Rules and Regulations or attach signed sheets if necessary) _____

be amended to read as follows: (or attach extra signed sheets if necessary) _____

That the proposed amendment was again read at a regular meeting of the Club held on _____ of _____ at
which a quorum was present. The proposed amendment was presented for action before the Club and was adopted by
a two-thirds (2/3) vote of all present and voting.

We certify that the foregoing is a true and correct record from the minutes of the Club so far as the same affects the
foregoing amendment.

President

Secretary

APPROVED: Jurisprudence Committee

Chairman

Date

Date

Date

Date

Date

Vice Supreme/Grand Guardian)

Date

Notice: Five (5) copies must be mailed to the Chairman of the Jurisprudence Committee and one (1) copy must be
mailed to the Grand Guardian or to the Vice Supreme Guardian for Clubs under Supreme.

**JOB'S DAUGHTERS INTERNATIONAL
FORMAT FOR RULES AND REGULATIONS
THE _____(location) PROSPECTIVE MEMBERS CLUB**

Note: These Rules and Regulations shall be submitted to the Jurisprudence Committee of the SGC by Clubs associated with Bethels under Supreme. GGCs may use these Rules and Regulations if desired. No changes are to be made in these Rules and Regulations as printed.

**ARTICLE I
NAME**

Section 1. Name

- (a) The name of the prospective members club shall be the _____(location) Prospective Members Club of Job's Daughters International, in _____(state/province).

**ARTICLE II
PURPOSE AND POLICIES**

Section 1. Purpose and Policies

- (a) The purpose of this club is to enable the development of a Bethel to be instituted/reinstated.
(b) To foster fraternal relations of all prospective members, enabling fellowship, promotion and fundraising until the membership meets the requirements to institute/reinstitute a Bethel.

Section 2. Authority

- (a) This club shall function under the authority of the SGC/GGC of _____(state/province) of JDI.
(b) An application to form a Prospective Members Club (Form 285) shall be sent to the SGC/GGC. If applicable, a courtesy copy shall be sent to the JGC. The Executive members of the SGC/GGC shall vote on the request to form the Prospective Members Club within thirty (30) days of the receipt of the letter.

Section 3. Finances

- (a) No indebtedness shall be incurred by this Club, in excess of the funds in its treasury.
(b) All checks require two (2) signatures.

Section 4. Dissolution

- (a) When this club is disbanded to form a Bethel, all rights and title to its money and property shall be transferred to the newly instituted/ reinstated Bethel.
(b) At such time as it is proven that the said club is no longer functioning for the good of the Order, this club may be disbanded by a majority vote of the Executive Members of the SGC/GGC of _____(state/province) of JDI.
(c) If this club is disbanded and no Bethel formed, all rights and title to its money and property shall be transferred to the SGC/GGC of _____(state/province) of JDI.

**ARTICLE III
MEMBERSHIP AND FEES**

Section 1. Members

- (a) The membership of this club shall consist of girls and adults with the intent to institute/reinstitute a Bethel, and who are willing to abide by and conform to the policies in Article II.

Section 2. Fees

- (a) The membership fee shall be as determined by the adult membership.

**ARTICLE IV
OFFICERS**

Section 1. Adult Officers

- (a) The elective officers of this club shall consist of a:
 - (1) President
 - (2) Secretary
 - (3) Treasurer, OR
 - (4) Secretary/Treasurer
- (b) One of which shall be a Majority Member of JDI, a Master Mason or a member of a Masonic Family.
- (c) The officers of clubs in Australia, Canada, and the USA shall be on the current list of CAVs provided by the Executive Manager.

**ARTICLE V
DUTIES OF OFFICERS**

Section 1. The President shall:

- (a) Preside at all meetings and be proactive in promotional activities to develop girl and adult membership.

Section 2. The Secretary shall:

- (a) Keep an accurate account of all meetings and correspondence.

Section 3. The Treasurer shall:

- (a) Receive all monies and pay all approved bills.

**ARTICLE VI
MEETINGS**

Section 1. Meetings

- (a) Meeting time, date and venue shall be determined by the members.

**ARTICLE VII
AMENDMENTS**

Section 1.

- (a) These Rules and Regulations may be amended at any regular meeting at which a quorum is present by a two-thirds (2/3) affirmative vote of members voting, provided the proposed amendment has been read at the meeting preceding the one at which the voting is to take place. Five (5) copies of the proposed amendment shall be mailed to the Chairman of the Jurisprudence Committee of the SGC or the GGC as appropriate, using the proper form as illustrated. Upon receipt of approval of the amendments by the said Committee and the Vice Supreme or Grand Guardian, it becomes effective.

**AMENDMENTS to the RULES AND REGULATIONS of
PROSPECTIVE MEMBERS CLUB**

At a regular meeting of the Club held on the ____ day of _____ 20____ at which a quorum was present, a proposed amendment was presented in writing that Article No. ____ of the Rules and Regulations which reads as follows:

(copy from present Rules and Regulations or attach signed sheets if necessary) _____

be amended to read as follows: (or attach extra signed sheets if necessary) _____

That the proposed amendment was again read at a regular meeting of the Club held on _____ of _____ at which a quorum was present. The proposed amendment was presented for action before the Club and was adopted by a two-thirds (2/3) vote of all present and voting.

We certify that the foregoing is a true and correct record from the minutes of the Club so far as the same affects the foregoing amendment.

 President

 Secretary

APPROVED: Jurisprudence Committee

 Chairman

 Date

 Date

 Date

 Date

 Date

 Vice Supreme/Grand Guardian)

 Date

Notice: Five (5) copies must be mailed to the Chairman of the Jurisprudence Committee and one (1) copy must be mailed to the Grand Guardian or to the Vice Supreme Guardian for Clubs under Supreme.

**JOB'S DAUGHTERS INTERNATIONAL
RULES AND REGULATIONS SUPREME BETHEL**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization shall be the Supreme Bethel (SB) of JDI.

**ARTICLE II
OBJECT**

Section 1.

- (a) The object of this organization is to band together all the members of Job's Daughters for the purpose of developing leadership; promoting the interest, welfare, and growth of the Order; and bringing the Daughters into a closer relationship with the SGC and with Daughters of all jurisdictions.

**ARTICLE III
JURISDICTION**

Section 1.

- (a) The Supreme Bethel of JDI shall be under the supervision of the SGC.

**ARTICLE IV
MEMBERSHIP AND REGISTRATION**

Section 1. Membership

- (a) The Supreme Bethel shall consist of all members of the Order who have registered for the Annual Session of the SGC.

Section 2. Registration

- (a) Registration for Supreme Bethel may be conducted in advance through the SGC Session Arrangements Committee or by the SB Committee at the Session.

**ARTICLE V
MEETINGS**

Section 1. Business

- (a) The Supreme Bethel shall hold its Annual Meeting during and independent of the Annual Session of the SGC with the consent and under authorization of the SGC.
- (b) Those entitled to be in attendance shall present their official name badge or show a current Bethel dues receipt (Form 141) or be vouched for by a member of their BGC.
- (c) Escort and Introductions may include: Honored Queens, Past Honored Queens, Princesses, Supreme Guardian, Associate Supreme Guardian, and the Supreme Bethel Committee.
- (d) The business session may consist of reports, SB Representatives reports, drawing for the selection of Officers and Representatives, recommendations, and such other business as the SB Committee and the SBHQ may deem necessary. Awards and Merits may be presented at this meeting. Proposed amendments to these Rules and Regulations shall be acted upon under the order of New Business.
- (e) A report of this business session may be included in the Supreme Proceedings.

Section 2. Installation

- (a) The Supreme Bethel shall conduct its Installation of Officers and Representatives at a time selected by the Supreme Guardian.
- (b) The Installing Officers, with the exception of the Installing Officer who shall be the Supreme Bethel Honored Queen (SBHQ), and the Installing Musician, shall be selected from Honored Queens and Past Honored Queens, who have not reached majority and who have registered to be eligible for this drawing. The drawing shall be held immediately following the completion of the drawing for SB Officers and Representatives. A separate container shall be provided for these names.

**ARTICLE VI
OFFICERS AND REPRESENTATIVES**

Section 1. Officers

- (a) There shall be nineteen (19) Officers of the Supreme Bethel bearing the same titles as the officers of a Bethel preceded by "Supreme Bethel".
- (b) The Supreme Bethel Line Officers (SBHQ, SBSP, SBJP, SB Guide, and SB Marshal) shall be selected from registered Honored Queens and Past Honored Queens who are at least sixteen (16) years of age and have not reached their majority, by the date of the Supreme Bethel Installation.
- (c) Other Officers, including Installing Officers, shall be selected from registered members who are at least sixteen (16) years of age and have not reached their majority, by the date of the Supreme Bethel Installation. This includes Daughters not selected under paragraph (b) above.

Section 2. Representatives

- (a) There shall be at least one (1) Representative of the Supreme Bethel to each State, Province, Territory, Region or Country where JDI is organized. The SB Committee shall determine the number of representatives per jurisdiction and obtain the necessary medallions.
- (b) Representatives shall be selected from all members who have not reached their majority. This includes members not previously selected under Sec. 1, para. (b) and (c) above.

**ARTICLE VII
ELIGIBILITY AND RESTRICTIONS**

Section 1. Eligibility

- (a) A Daughter shall be a member in good standing in her Bethel and shall be registered for the Annual Session of the SGC and the Supreme Bethel drawing and be in attendance at the Supreme Bethel meeting to be eligible for selection as a Supreme Bethel Officer or Representative.
- (b) Honored Queens and Past Honored Queens aspiring to the position of SBHQ shall complete a Letter of Intent stating that she and her parent(s) or guardian(s) are aware of the responsibilities as outlined in SB, Art XI, Sec 1. The Letter of Intent for the position of SBHQ shall be signed by the Daughter, a parent or legal guardian and either a member of the Executive BGC, Deputy or Grand Guardian (none of whom is related to the Daughter) and submitted to the Supreme Bethel Committee and postmarked no later than forty-five (45) days prior to the Formal Opening of the forthcoming Supreme Session.
- (c) Daughters who have submitted a letter of intent for the position of SBHQ shall be required to pass a minimum standard of Ritual performance from either the Ritual or SGC Book of Ceremonies and knowledge of the Order.
 - (1) The Supreme Bethel Committee shall determine the appropriate method of assessing the above requirements.
 - (2) The Supreme Bethel Committee shall appoint a panel to conduct the assessments. The panel shall consist of five (5) to seven (7) individuals including two (2) members of the Supreme Bethel Committee and the Supreme Bethel Honored Queen.
 - (3) "A minimum standard" shall be all Daughters achieving a score of seventy-five percent (75%) or higher in each category.
 - (4) Ritual performance and general knowledge assessments shall be conducted prior to the Formal Opening of the Supreme Session.

- (5) All Daughters achieving the minimum standard shall have their names entered for the random selection of the Supreme Bethel Honored Queen as outlined in SB Art. VIII Drawing Sec. 3.
- (d) Honored Queens and Past Honored Queens aspiring to any other line office of the Supreme Bethel shall complete a Letter of Intent stating that she and her parent(s) or guardian(s) are aware of the responsibilities as outlined in SB Art. XI Sec. 1. The Letter of Intent for any other line office of the Supreme Bethel shall be signed by the Daughter, a parent or legal guardian and either a member of the Executive BGC, Deputy or Grand Guardian (none of which is related to the Daughter) and submitted to the SB Committee when registering for Supreme Bethel during the Supreme Session
- (e) A SB Officer or Representative who has been suspended or expelled from her Bethel shall lose her office and/or honors in the Supreme Bethel.

Section 2. Restrictions

- (a) No State, Province, Territory, Region or Country shall have more than one (1) SB Officer or Representative during a given year unless there are not enough States, Provinces, Territories, or Countries represented at the Annual Meeting.

ARTICLE VIII DRAWING

Section 1.

- (a) The drawing for Supreme Bethel Officers shall be performed manually. The drawing for Supreme Bethel Representatives and Installing Officers may be performed electronically.

Section 2. Materials Preparation

- (a) Each Daughter shall complete a Supreme Bethel registration card, which is signed by a confirming adult.
- (b) Registration cards are reviewed for readability and completion by the SB Committee. A valid dues card is required for acceptance of the registration card. In years when pre-registration is accepted, the Daughter must still visit the Supreme Bethel registration table to have her dues card verified and her card reviewed and entered into the drawing.
- (c) Container No. 1 (card file) shall contain all of the registration cards verified at the Annual Session of the SGC, filed by Jurisdiction. Each card shall have the requested and approved drawing categories clearly identified.
- (d) Container No. 2 shall contain a disc with the name of each Jurisdiction which has a Daughter registered for the Supreme Bethel Drawing.
- (e) A list of all of the SB Officers, SB Representatives and SB Installing Officer positions shall be provided to the SBHQ to be used to identify positions to be drawn. A label for each position shall be provided for the SB Committee to identify each card with the position drawn.
- (f) Three (3) additional containers shall be provided for the Supreme Bethel Officer manual draw:
 - (1) Drawing of registration card for eligible Daughters qualified to register for the position of Supreme Bethel Honored Queen as outlined in Article VII, Eligibility and Restrictions, Section 1. Eligibility (Container No. 5)
 - (2) Drawing of registration cards for all Daughters qualified to register for all other Supreme Bethel positions (Container No. 3)
 - (3) Jurisdiction discs already selected (Container No. 4)
- (g) For electronic draw of the Supreme Bethel Representatives and Installing Officers:
 - (1) Electronic database program contains all Supreme Bethel Representative and Installing Officer positions.
 - (2) Electronic database is populated from the Supreme Bethel registration card information.
 - (3) Database shall be programmed for random selection of eligible Jurisdictions and Daughters in accordance with Supreme Bethel rules.

Section 3. Drawing

- (a) The Drawing preparation shall proceed as follows:
 - (1) The SBHQ will inform the Daughters that the drawing will begin and each Daughter selected will announce if they accept or decline the position. If they accept, they will come forward to meet the newly selected SBHQ and have their name verified for the Installation Program.

- (b) The Drawing of SBHQ shall proceed as follows:
- (1) The SBHQ will announce the drawing of the SBHQ.
 - (2) The SBHQ will select from Container No. 5, the name of the Daughter to become the Supreme Bethel Honored Queen for the ensuing term.
 - (3) The selected Daughter will state her acceptance or decline of the position. If it is declined, another Daughter shall be selected from Container No. 5 until such time as a Daughter accepts the position of SBHQ.
 - (4) The jurisdiction disc for the Daughter drawn (and accepted) shall be removed from Container No. 2 and shall be placed in Container No. 4 for future Officer draws.
- (c) The Drawing of the remaining Supreme Bethel Positions shall proceed as follows:
- (1) The SBHQ will announce the position to be filled. The sequence shall be Senior Princess, Junior Princess, Guide, Marshal, Musician, and Floor Officers.
 - (2) The SBHQ will select a Jurisdiction disc from Container No. 2 and announces the Jurisdiction.
 - (3) The SB Committee will select all of the qualifying cards for the announced position from the selected Jurisdiction in Container No. 1. These cards will be placed in Container No. 3. If there are no qualifying Daughters from this Jurisdiction for this position, the Jurisdiction disc will be returned to Container No. 2, after a second Jurisdiction disc is selected and the qualifying cards placed in Container No. 1.
 - (4) The SBHQ will select a card from Container No. 3 and announce the name.
 - (5) The selected Daughter will state her acceptance or decline of the position. If it is declined, another Daughter from the selected Jurisdiction shall be selected. The remaining cards will be returned to Container No. 1. The used Jurisdictional disc shall be placed in Container No. 4 for future draws.
 - (6) The SB Committee shall place the label for the position announced on the back of the Daughter's card that has accepted. The labeled card shall be passed to the verification table where each selected Daughter is verified and posted to the Installation Program list.
 - (7) When there are no more cards for a given jurisdiction, its Jurisdictional disc is removed from Container No. 2. When Container No. 2 is empty and there are still positions to be filled, Jurisdiction discs in Container No. 4 (previously selected Jurisdictions) are returned to Container No. 2 and the process continues.
 - (8) If a Daughter declines a position, her card is removed from subsequent draws but remains in the electronic draw for Installing Officers.
- (d) The drawing for the Supreme Bethel Representatives and Installing Officers shall proceed as follows:
- (1) The SBHQ will announce the Supreme Bethel Representative, Installing Musician and Installing Officer positions to be filled:
 - (2) The database program will select a Jurisdiction and the SBHQ will announce.
 - (3) The database program will randomly pull from only those Daughters eligible for the drawn position.
 - (4) The SBHQ will announce the name of the Daughter selected.
 - (5) The selected Daughter will state her acceptance or decline of the position. If it is declined, the database will select another Daughter from the same Jurisdiction.
 - (6) The Supreme Bethel Committee shall place the label for the position announced on the back of the Daughter's card that has accepted. The labeled card shall be passed to the verification table where each selected Daughter is verified and posted to the Installation Program list.
 - (7) The database program shall remove a Jurisdiction when there are no more eligible Daughters. When all Jurisdictions are exhausted then the database will reload all eligible Jurisdictions and eligible Daughters.
 - (8) If a Daughter declines she shall be removed from further SB Representative electronic draws, but remains eligible for the Installing Officer electronic draw provided the Daughter is eligible and desires to be in the Installing Officer draw.
 - (9) The database will not allow a Daughter to be selected to represent her own Jurisdiction.
 - (10) The SB Committee will ensure that a qualified musician is available for the Supreme Bethel Installation in the case a qualified Daughter Musician is not available to serve as Installing Musician. If no Daughter, not previously selected has registered as Installing Musician, another Daughter registered for an Installing Officer position shall be given the honor of being selected Installing Musician.

ARTICLE IX FINANCES

Section 1. Receipts

- (a) A registration fee of ten dollars (\$10.00) shall be paid at the time of registration.
- (b) Registration fees shall be forwarded to the Supreme Office at the close of the Annual Session.
- (c) Funds from registration for Supreme Bethel shall be used to pay Supreme Bethel expenses. The remaining balance shall accumulate in the Supreme Bethel account.
- (d) Contributions and donations shall be made payable to the Supreme Bethel defining the particular use and sent to the Supreme Office. Contributions and donations falling under the definition of Revenue, SOP-SGC-15, Sec. 3 (k) shall be so identified and sent to the Supreme Office for that particular intended use.
- (e) All monies solicited and received for the purpose of paying travel expenses of the SBHQ shall be sent directly to the Executive Manager. The monies received by the Executive Manager shall detail the source of the contribution.

Section 2. Coin March

- (a) Coin march monies from the Supreme Bethel meeting and Installation shall be sent to the Supreme Office for distribution. Such monies shall be identified as contributions as defined in SOP-SGC-15 Sec. 3 (k).
- (b) Such monies, along with the collection from the Miss IJD Pageant, shall be equally divided between Miss IJD and the SBHQ. The money shall be given to the SBHQ for the purpose of funding traveling during her term.

Section 3. Disbursements

- (a) The SBHQ shall be promptly issued a check by the Executive Manager for approved promotional expenses as defined in SOP-SGC-3 Sec. 14, upon presentation of a voucher.
 - (1) Any portion of these funds not expended for promotional use shall be returned to the Supreme Office and be retained for similar use the following year.
- (b) For reimbursement of travel expenses, the SBHQ shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the Supreme Bethel Guardian and the Chairman of the Finance Committee.
- (c) The SBHQ shall receive a Past SBHQ's jewel (J-162 gold-filled as shown in the official jewelry catalog) upon completion of her term provided she has met all the requirements as outlined in these Rules and Regulations to the satisfaction of the SB Committee.
- (d) Additional disbursements are as follows:
 - (1) Medallions for SB Officers and Representatives
 - (2) Printed programs for Installation
 - (3) Installation carrying pieces
 - (4) Installation decorations
 - (5) Sash for the new SBHQ
 - (6) Name badge for the new SBHQ for her use during the year.
 - (7) Committee postage and expenses
- (e) Expenses of the Supreme Bethel shall be paid by the SGC through the use of the regular expense voucher form issued through the Finance Committee. Such expense shall be approved by the SB Committee and sent to the Chairman of the Finance Committee.
- (f) The total expenses for (b) and (c) above shall not exceed the amount of the accumulated funds collected for the operation of the Supreme Bethel excluding the coin march and contributions designated for promotional use as earlier defined.
- (g) The SB Guardian (Chairman of the Supreme Bethel Committee), on request, shall be advanced the sum of five hundred dollars (\$500.00) for Committee expenditures. This advance is to be issued within thirty (30) days of the request. Any portion of these funds not expended shall be returned to the Supreme Office within thirty (30) days following the succeeding Annual Session listing all the expenditures against this advance as well as any additional subsequently approved expenditures.

ARTICLE X VACANCIES

Section 1.

- (a) In the event that the SBHQ cannot fulfill her term, the SB Senior Princess will become the SBHQ. If the SB Senior Princess is unable to accept, selection shall be made in succession from the SB Junior Princess, SB Guide and SB Marshal. When she resigns her office, the SBHQ shall return all unexpended promotional funds to the Supreme Office within fifteen (15) days for redistribution to the next Daughter in succession for her use.

Section 2.

- (a) A SBHQ or other SB Officer or Representative who marries during her term of office shall forfeit her Supreme Bethel position.

ARTICLE XI DUTIES OF THE SUPREME BETHEL HONORED QUEEN

Section 1.

- (a) The SBHQ shall:
- (1) Preside over all convocations of the Supreme Bethel and at other ceremonies when requested to do so by the Supreme Guardian and the SB Committee.
 - (2) Conduct the drawing for the selection of Officers and Representatives of the Supreme Bethel for the ensuing term, with the assistance of the SB Committee.
 - (3) Serve as the Installing Officer of the Supreme Bethel Installation.
 - (4) Submit a cumulative report by the tenth (10th) day of each month beginning in September and at the end of her term listing the amount and source of all monies received and expenditures from travel monies, attaching supporting receipts. This report shall be filed with the Executive Manager.
 - (5) Whenever possible visit Bethels to promote goodwill for the Order.
 - (6) Report to the SB Guardian concerning her travel arrangements and fund raising.
 - (7) For reimbursement of travel expenses, the SBHQ shall submit a monthly expenditure report, accompanied by original receipts to the Executive Manager. Copies of this report shall also be sent to the SB Guardian and the Chairman of the Finance Committee.

ARTICLE XII SUPERVISION & TRAVEL AUTHORIZATION

Section 1. Supervision

- (a) When traveling, The SBHQ shall be accompanied where possible by a chaperone who shall be in charge of her care. If the SBHQ is under eighteen (18) years of age, she shall arrange for her chaperone in accordance with the JDI Youth Protection Program and Policy.
- (b) If this chaperone is not her parent(s) or legal guardian(s), a medical release form shall be provided listing the following:
- (1) All medical conditions
 - (2) All medication currently taken
 - (3) Authorization for the chaperone to arrange emergency medical treatment
 - (4) Name and policy number of health insurance
 - (5) Telephone number at which parent(s) or guardian(s) can be reached at all times This form or a copy shall be in the possession of the chaperone at all times.
- (c) The details of travel will be arranged by the adult volunteers in JDI. At times the Daughter may be traveling alone, without a chaperone. Where practical, an adult shall provide transportation for the Daughter to or from an airport or other common carrier. The adult providing transportation shall be a CAV, if in the USA, Canada or Australia.
- (d) Her conduct shall be in accordance with the teachings and principles of our Order.

Section 2. Travel Authorization

- (a) Immediately following her installation, the SBHQ shall be issued by the Executive Manager a letter of authorization for travels. The purpose of the letter of authorization shall be to describe her role and explain the volume and purpose of travel she may undertake for customs and/or immigration and/or merchants of travel services. The letter should also provide emergency contact details for next of kin and the Supreme Office in case of an emergency.

**ARTICLE XIII
ORDER OF ESCORT**

Section 1.

- (a) SB Officers and Representatives shall be accorded recognition as provided in the Ritual under "Order of Escort".

**ARTICLE XIV
REGALIA AND MEDALLIONS**

Section 1. Regalia

- (a) At the SB meeting and the SB Installation, the Honored Queen and Princesses of the Supreme Bethel shall wear the approved SB capes and crowns designed by the official jeweler. They shall provide their own Official Regalia of the Order consisting of a white Grecian robe, long white slip, white hose, and white flat shoes or sandals.
- (b) Other SB Officers and Representatives shall provide their own Official Regalia of the Order to be worn at the SB meeting and installation. It shall consist of a white Grecian robe, long white slip, white hose, white flat shoes or sandals, and headbands as required.
- (c) When making Bethel visits, attending Formal functions, or when authorized by the Supreme Guardian or the SB Guardian, the SB Officers and Representatives shall wear nice dresses that are modest and appropriately reflect the teachings of JDI. The SB Officers and Representatives may wear their sash and/or medallion when representing the Supreme Bethel.
- (d) The SBHQ and SB Princesses shall only wear the approved SB travel crowns with their travel cape or dress.
- (e) If it is appropriate for the Honored Queen and Princesses of the SB to wear their Official Regalia they shall wear the official purple capes, official Bethel crowns and their official white Job's Daughters robe with long white slip, white hose and flat white shoes. They may not wear their sashes with the official regalia.
- (f) If it is appropriate for the Honored Queen and Princesses to wear their travel capes they shall wear a long white dress that is age appropriate with shoes that suit the dress. The dress and shoes must be approved by the SB Guardian and/or Supreme Guardian.
- (g) The SBHQ and Princesses may wear their sashes while wearing their travel capes and crowns.
- (h) When exemplifying Ritual work of the Order or when assisting with the Institution of new Bethel, the official regalia of the Order shall be worn as provided in SOP-Bethel-11.

Section 2. Medallions

- (a) The SB Officers and Representatives shall be presented medallions designating their offices.

**ARTICLE XV
AMENDMENTS**

Section 1. Submission

- (a) Proposed amendments to these Rules and Regulations shall be submitted by:
- (1) Members of the SGC.
 - (2) Members of the Supreme Bethel.
- (b) Amendments proposed by a member of the Supreme Bethel shall be sent to the SB Guardian who, as a member of the SGC and over her signature, shall submit same to the Executive Manager.

- (c) Amendments to these Rules and Regulations shall be made at the Annual Session of the SGC by a two-thirds (2/3) affirmative vote of the members present and voting. No amendment shall be acted upon when there is to be a revision of the Ritual. Amendments shall be submitted in writing to the Executive Manager and must be received on or before April 1 of the year of the Annual Session when it is to be considered. A copy of proposed amendments shall be sent to each voting member on or before June 1 of the year of the Annual Session when it is to be considered. No proposed amendment shall be printed and mailed to the Voting Delegates of the SGC by the Executive Manager unless it has been submitted by a member of the SGC and signed by the proposer(s).

Section 2. Adoption

- (a) Amendments shall be acted upon by the Supreme Bethel after which they will be referred to the SGC for action.
- (b) Legislation adopted by (a) above shall become effective immediately upon distribution by the Supreme Office.

**ARTICLE XVI
SUPREME BETHEL COMMITTEE**

Section 1.

- (a) The SB Committee is appointed by the Supreme Guardian, B-SGC Art. XI Sec. 1 and Sec. 9.

**ARTICLE XVII
DUTIES OF THE CHAIRMAN, SUPREME BETHEL COMMITTEE**

Section 1.

- (a) The duties of the Chairman are as follows:
- (1) Collect all monies from the Annual Supreme Bethel functions, including both coin marches and any registration fees collected at the Annual Session, and deposit them with the Executive Manager before the conclusion of the Annual Session of the SGC.
 - (2) Assign the duties listed in Sec.1 above to members of the Committee.
 - (3) Confer with the SGC Session Arrangement Committee to determine:
 - [a] The closing hour for SB registration
 - [b] A suitable hour and place for the SB meeting, at which time the selection of Officers and Representatives takes place.
 - [c] The information on [a] and [b] above shall be included in the first mailing pertaining to the Annual Session of the SGC.
 - (4) Comply with B-SGC Art. XI Sec. 9.

**ARTICLE XVIII
DUTIES OF THE SUPREME BETHEL COMMITTEE**

Section 1.

- (a) The duties of the Committee are as follows.
- (1) Prepare material and supervise the drawing of the SB Officers and Representatives.
 - (2) Prepare materials for the selection of the Installing Officers, other than the Installing Officer and the Installing Musician.
 - (3) Ensure that a proficient musician and soloist are available for the Supreme Bethel meeting and Supreme Bethel Installation.
 - (4) Supervise the Installation of SB Officers and the SB Representatives according to the Book of Ceremonies adopted by the SGC.
 - (5) Obtain decorations for the Installation.
 - (6) Furnish the SBHQ a copy of the Book of Ceremonies at least thirty (30) days before the Annual Session of the SGC.

- (7) Obtain a sash for the new SBHQ.
- (8) Supervise all meetings and practices of the Supreme Bethel.
- (9) Order medallions for the new SB Officers and Representatives and prepare Certificates of Participation.
- (10) Prepare six (6) copies of the names and addresses of all SB Officers and Representatives for the following people:
 - [a] Supreme Guardian
 - [b] Associate Supreme Guardian
 - [c] Executive Manager
 - [d] Chairman, Supreme Bethel Committee
 - [e] Supreme Bethel Honored Queen
- (11) Ensure that the capes and crowns of the SBHQ and Princesses are cleaned and restored prior to the Annual Session of the SGC.
- (12) Ensure that any unexpended funds issued to the SBHQ for promotional purposes are returned to the Executive Manager by the close of the Annual Session at which she presides.
- (13) Provide a suitable name badge for the SBHQ for her use during the year.

SUPREME BETHEL BUSINESS MEETING

The Supreme Bethel is opened in the same manner as a regular Bethel as per Ritual.

SBHQ: The Supreme Bethel Officers will take their stations.

PRESENTATION OF FLAGS

SBHQ: Supreme Bethel Marshal, you will display the National Emblem. As SB Marshal enters the room, three raps of gavel (**). When the flag of the host country is west of the Altar, the National Anthem is sung. Order of escort may vary, with host country's flag being presented first and the others being placed in the order in which they entered the Order.

SBHQ: Supreme Bethel Marshal, you will escort the _____ Flag to the East. All citizens of _____ will repeat the Pledge of Allegiance (if applicable).

United States, to Altar, sing "Star Spangled Banner", then to East.

Canadian Flag, to Altar, sing "O Canada" then to East.

Australian Flag, to Altar, sing "Advance Australia Fair" then to East.

Philippines Flag, to Altar, sing "Commonwealth of the Philippines" then to East.

Brazilian Flag, to Altar, sing "Hail Brazil" then to East.

These flags are placed to the right of the Supreme Bethel Senior Princess.

Job's Daughters' Flag, to Altar, sing "Bethel Flag Song" then to East and placed at the left of the Supreme Bethel Junior Princess.

SBHQ: We are again assembled to impress more deeply upon our hearts and minds the lessons of love, honor, faith, trust and hope. It is a privilege and an honor to serve in the Supreme Bethel, to cherish and preserve the high ideals and principles of Job's Daughters and to promote the friendship, welfare, interest and growth of our beloved Order.

That the teachings of our Creator may be more deeply impressed on our hearts and minds, let us be attentive while the Officers explain their duties, each with a lesson of international friendship. Supreme Bethel Honored Queen is seated. All Daughters sing, "Behold, We Are the Daughters of Job".

SB HONORED QUEEN: Supreme Bethel Outer Guard.

SB OUTER GUARD (rises and bows): Supreme Bethel Honored Queen.

SBHQ: Where is your station in the Supreme Bethel and what is your duty?

SB OUTER GUARD: Supreme Bethel Honored Queen, my station is to the left of the Supreme Bethel Marshal at the entrance of the outer door. I represent the Outer Guards of our Order who graciously serve outside the closed doors. They are ambassadors of goodwill and protection.

SBHQ: Supreme Bethel Inner Guard.

SB INNER GUARD: (rises and bows) **Supreme Bethel Honored Queen, my station is to the right of the Supreme Bethel Guide and at the entrance of our Supreme Bethel. I represent the Inner Guards of our Order who are alert and watchful, ever protecting the interests of our Order.**

SBHQ: Supreme Bethel Junior Custodian.

SB JUNIOR CUSTODIAN: (rises, faces SBHQ and bows) **Supreme Bethel Honored Queen, my station is at the left and west of the Supreme Bethel Junior Princess. (faces west) I represent the Junior Custodians of our Order who willingly perform special duties assigned to them by their presiding officers.**

SBHQ: Supreme Bethel Senior Custodian.

SB SENIOR CUSTODIAN: (rises, faces SBHQ and bows) **Supreme Bethel Honored Queen, my station is at the right and west of the Supreme Bethel Senior Princess. (faces west) I represent the Senior Custodians of our Order who assist in various ceremonies and work in harmony with the Junior Custodians.**

SBHQ: Supreme Bethel First Messenger.

SB FIRST MESSENGER: (rises and bows) **Supreme Bethel Honored Queen, my station is in the Messengers' semicircle between the Supreme Bethel Treasurer and the Supreme Bethel Second Messenger and facing the Supreme Bethel Honored Queen. I represent the First Messengers of our Order who, through the first message of Job's life, teach obedience to parents and guardians.**

SBHQ: Supreme Bethel Second Messenger.

SB SECOND MESSENGER: (rises and bows) **Supreme Bethel Honored Queen, my station is in the Messengers' semicircle between the Supreme Bethel First Messenger and the Supreme Bethel Fifth Messenger and facing the Supreme Bethel Honored Queen. I represent the Second Messengers of our Order who continue the story of Job's life teaching patience and a respect for knowledge.**

SBHQ: Supreme Bethel Third Messenger.

SB THIRD MESSENGER: (rise and bows) **Supreme Bethel Honored Queen, my station is in the Messengers' semicircle between the Supreme Bethel Chaplain and the Supreme Bethel Fourth Messenger and facing the Supreme Bethel Honored Queen. I represent the Third Messengers of our Order who relate the temptations of Job and teach the value of responsibility to our Creator and to all mankind.**

SBHQ: Supreme Bethel Fourth Messenger.

SB FOURTH MESSENGER: (rises and bows) **Supreme Bethel Honored Queen, my station is in the Messengers' semicircle between the Supreme Bethel Third Messenger and the Supreme Bethel Fifth Messenger and facing the Supreme Bethel Honored Queen. I represent the Fourth Messengers of our Order who relate the triumph of Job and the reward for his faith in our Creator.**

SBHQ: Supreme Bethel Fifth Messenger.

SB FIFTH MESSENGER: (rises and bows) **Supreme Bethel Honored Queen, my station is in the center of the Messengers' semicircle facing the Supreme Bethel Honored Queen. I represent the Fifth Messengers of our Order who teach that "In all the land were no women found so fair as the Daughters of Job".**

SBHQ: Supreme Bethel Librarian.

SB LIBRARIAN: (rises, faces the SBHQ and bows) **Supreme Bethel Honored Queen, my station is at the right and west of the Supreme Bethel Senior Princess. (faces west) I represent the Librarians of our Order who, by aiding the selection of good literature, arts and sciences, give to all a challenge, knowledge and great pleasure.**

SBHQ: Supreme Bethel Musician.

SB MUSICIAN: (rises, faces the SBHQ and bows) **Supreme Bethel Honored Queen, my station is at the instrument. (faces west) I represent the Musicians of our Order who exemplify harmony expressed through accompaniment and song.**

SBHQ: Supreme Bethel Recorder.

SB RECORDER: (rises, faces the SBHQ and bows) **Supreme Bethel Honored Queen, my station is at the left and west of the Supreme Bethel Junior Princess. (faces west) I represent the Recorders of our Order who record the Bethel activities in accurate form and leave histories of progress and good works.**

SBHQ: Supreme Bethel Treasurer.

SB TREASURER: (rises and bows) **Supreme Bethel Honored Queen, my station is south of the Altar. My duty is to give an annual report of the disposition of the Supreme Bethel funds. I represent the Treasurers of our Order who occupy positions of honor and truth.**

SBHQ: Supreme Bethel Chaplain.

SB CHAPLAIN: (rises and bows) **Supreme Bethel Honored Queen, my station is north of the Altar. It is my duty to lead the devotions of our Supreme Bethel, to thank our Heavenly Father for our Order and our Masonic Heritage and to ask Him to bless and guide us. I represent the Chaplains of our Order who lead our Bethel Daughters in prayer.**

SBHQ: **Supreme Bethel Marshal.**

SB MARSHAL: (rises and bows) **Supreme Bethel Honored Queen, my station is at the northwest entrance of the Supreme Bethel. I represent the Marshals of our Order who display and care for the flags of their countries and who assist the Guides in escorting and initiation.**

SBHQ: **Supreme Bethel Guide.**

SB GUIDE: (rises and bows): **Supreme Bethel Honored Queen, my station is at the southwest entrance of the Supreme Bethel. I represent the Guides of our Order who escort members and guests, conduct pilgrims during initiation and who work for the good of our Order.**

SBHQ: **Supreme Bethel Junior Princess.**

SB JUNIOR PRINCESS: (rises, faces the SBHQ and bows): **Supreme Bethel Honored Queen, my station is at your left. (faces west) I represent the Junior Princesses of our Order who preside during the ceremony of the First Epoch and assist their Honored Queens in promoting the welfare of their Bethels.**

SBHQ: **Supreme Bethel Senior Princess.**

SB SENIOR PRINCESS: (rises, faces the SBHQ and bows): **Supreme Bethel Honored Queen, my station is at your right. (faces west) My duty is to promote friendship in the Supreme Bethel and to assist the Supreme Bethel Honored Queen. I represent the Senior Princesses of our Order who preside during the ceremony of the Second Epoch and stand prepared at all times to assist their Honored Queens.**

SBHQ: **My station is in the East. It is my duty to appoint committees approved by the Chairman of the Supreme Bethel Committee and to preside over such other affairs as designated by the Supreme Bethel Committee and the Supreme Guardian. I represent the Honored Queens of Job's Daughters International who preside with dignity, courage, wisdom and grace.**

SBHQ: **Due to the security in the building, we will omit the signs and responses.**

Our Supreme Bethel Chaplain will lead us in prayer. Three raps of gavel (***) . Musician plays appropriate music as SB Chaplain approaches the Altar and opens the Bible. Supreme Bethel Chaplain has three options for the Opening Prayer. She can use one of the following options which includes the Lord's Prayer, use the Opening Prayer from the Ritual or present an original prayer. The original prayer must be presented to the Supreme Bethel Guardian for approval. The decision of what option to use shall be made by the SBHQ, SBG and ASBG.

Option 1

SB CHAPLAIN: **Our Heavenly Father, we thank You for the privilege of meeting once more. Guide and protect us throughout this session. We ask this in the name of our Father who has taught us to pray... Our Father, which art in Heaven... All repeat the Lord's Prayer.** Musician plays as SB Chaplain returns to her station. One rap of gavel (*).

Option 2

SB CHAPLAIN: **Blessed Father, we thank You for the opportunity to meet together. Make us ready and eager to gather knowledge and wisdom that we may grow together to become confident young women. Give us faith to trust that You will always guide us and help us to be more accepting of others. We ask that you watch over us and help us learn to do your will. Amen.** Musician plays as SB Chaplain returns to her station. One rap of gavel (*).

Option 3

SB CHAPLAIN: Original prayer written by Supreme Bethel Chaplain. Musician plays as SB Chaplain returns to her station. One rap of gavel (*).

SBHQ: **In the name of our God and by virtue of the power vested in me by the Supreme Guardian Council, I now declare the Supreme Bethel, Job's Daughters International, in session.**

ESCORT AND INTRODUCTIONS

Those who have served as SBHQ
 Honored Queens – Escorted
 Past Honored Queens - Rise and welcomed
 Princesses and Past Princesses - Rise and welcomed
 Miss IJD - Escorted and welcomed
 Supreme Bethel Guardian and Associate Supreme Bethel Guardian - Rise and introduced
 Supreme Bethel Committee - Rise and introduced

SBHQ: This completes Escort and Introductions.

ROLL CALL

SBHQ: Supreme Bethel Recorder, you will call the roll.
 SB RECORDER: (Reads from list)

MINUTES

SBHQ: Supreme Bethel Recorder, you will read the minutes.
 SB RECORDER: **I move the minutes be approved as printed and distributed.**

TREASURER'S REPORT

SBHQ: Supreme Bethel Treasurer, you will give your report.
SB TREASURER: There are approximately _____ Daughters present at this _____ Annual Session and their dues of \$ _____ per Daughter will be paid to the Supreme Guardian Council. These monies will be used by the Supreme Guardian Council Finance Committee to pay any expenses incurred by Supreme Bethel.

DEGREE OF ROYAL PURPLE CEREMONY

LILY OF THE VALLEY AWARD CEREMONY

MAJORITY CEREMONY

COMMUNICATIONS

SBHQ: Supreme Bethel Recorder, you will read the communications.
 SB RECORDER: **Supreme Bethel Honored Queen, (reads the communications or states) there are none.**

REPORTS

Supreme Bethel Honored Queen

COIN MARCH

SBHQ: We will now have our coin march.

REPORTS (CONTINUED)

Supreme Bethel Officers
 Supreme Bethel Representatives

NEW BUSINESS

Drawing for Supreme Bethel Officers and Representatives OTHER BUSINESS

RECEIPTS OF THE MEETING

SBHQ: Supreme Bethel Treasurer, you will read the receipts of the meeting.

SB TREASURER: The coin march monies will be used to defray the travel expenses of the Supreme Bethel Honored Queen and Miss International Job's Daughter.

BILLS

SBHQ: **Supreme Bethel Recorder, you will read the bills.**

SB RECORDER: **The disbursements have been handled as listed in the Bylaws.**

LIBRARIAN'S REPORT

SBHQ: **Supreme Bethel Librarian, you will give your report.** SB Librarian reads the Librarian's Report.

MOTHERS', FATHERS' AND GUARDIANS' PRAYER

SBHQ: **Daughters you will rise. Supreme Bethel Chaplain, you will attend at the Altar.** Altar music. When SB Chaplain has knelt at the Altar all Daughters repeat the prayer. All Daughters sing the Mothers', Fathers' and Guardians' Prayer Song. SB Chaplain returns to station. One rap of gavel (*).

PRESENTATIONS

Awards

OTHER APPROVED PRESENTATIONS

REMARKS

Supreme Bethel Guardian

Associate Supreme Bethel Guardian

Supreme Bethel Honored Queen

CLOSING CEREMONY

SBHQ: **Throughout the past twelve months, we in Supreme Bethel have strived to promote friendship and interest among the Job's Daughters everywhere. Now as our year comes to a close, we separate with the hope that in the coming year all the Daughters will rededicate themselves to the principles and high ideals of this beloved Order.**

Our Supreme Bethel Chaplain will lead us in prayer. Three raps of gavel (***) . Altar music as SB Chaplain approaches the Altar.

SB CHAPLAIN: **O Lord, we beseech You to bless the work of our Order. May the lessons we here teach be the means of making us better in Your sight. Bless the Daughters as they rededicate themselves to this organization and to You. We ask this in Your name's sake. Amen.** "Now Our Work is Over" is sung here. SB Chaplain closes Bible as per Ritual and returns to station. One rap of gavel (*).

SBHQ: **All present, except the Supreme Bethel Officers and Representatives, will be seated until the Supreme Bethel Officers and Representatives have retired.** SB Custodians remove chairs.

RETIRING MARCH AND MUSIC AS PER RITUAL

CLOSING FORMATION AND MUSIC AS PER RITUAL

**BYLAWS OF THE GRAND BETHEL
OF THE STATE OF WISCONSIN
(Revised September 1981)
Approved by GGC & SGC 1982**

**ARTICLE I
NAME**

This Associated Group shall be known as the Grand Bethel of the State of Wisconsin, Job’s Daughters International.

**ARTICLE II
OBJECT**

To band together voting members of Wisconsin Bethels, all of whom shall be at least thirteen (13) years of age at the time of the Annual Meeting and not yet twenty (20) years of age and who are not now nor have been married, for the purpose of utilizing the experience of these older members in promoting the interest, welfare and growth of the Order: by letting them assume the responsibility of the Grand Bethel with proper supervision: by exemplification of the Ritual; by assisting with the Institution and/or Installation of new Bethels; all of these privileges giving them a further goal to strive for.

**ARTICLE III
JURISDICTION**

The Grand Bethel of the State of Wisconsin, Job’s Daughters International, shall be under the supervision of the Grand Guardian Council of Wisconsin.

**ARTICLE IV
MEMBERSHIP/REGISTRATION**

Section 1.

Membership in Wisconsin’s Grand Bethel shall consist of voting members of Wisconsin Bethels, all of whom shall be at least thirteen (13) years of age, and/or an Honored Queen or Past Honored Queen of her Bethel at the time of the Annual Meeting and not yet twenty (20) years of age and who are not now nor have married. If serving as an Officer during her twentieth (20th) birthday, such Grand Bethel Officer may finish out her term of office providing she is not married. If serving in the line as Grand Bethel Honored Queen and/or Grand Bethel Senior Princess, such Grand Bethel Officer may continue in office until she has completed the term of Grand Bethel Honored Queen even though she has reached the age of twenty-one (21), but provided she is not married.

Section 2a.

Registration for Grand Bethel shall be conducted in advance by the Grand Bethel Committee and concluded no later than ten (10) hours prior to the Grand Bethel Meeting.

Section 2b.

Current Grand Bethel Members who have reached the age of twenty (20) may register for the sole purpose of voting at the Annual Grand Bethel Meeting.

**ARTICLE V
MEETINGS**

Section 1. The Grand Bethel of Wisconsin shall have an Annual Meeting to be held during the annual ‘Wisconsin Job’s Daughters Jamboree’, such meetings to have an Opening Ceremony, Selection of Officers, Business Meeting and Installation Ceremony.

Section 2.

Special meetings of the Grand Bethel Officers and/or Grand Bethel Representatives and/or Grand Bethel Choir and/or Members may be held by call of the Grand Bethel Committee or upon the request of the Grand Bethel Honored Queen with the approval of the Grand Bethel Committee.

ARTICLE VI OFFICERS, CHOIR AND REPRESENTATIVES

Section 1.

- (a) There shall be nineteen (19) Officers in the Wisconsin Grand Bethel, bearing the same titles as the Officers of a Bethel, preceded by “Grand Bethel”. In addition there shall be at least one Grand Bethel Representative to each State, Province, Country or Territory wherein Job’s Daughters International is organized and eighteen (18) Grand Bethel Choir Members. There shall be NO Grand Bethel Honors. If entitled to other honors, Grand Bethel Officers shall be escorted according to “Escort and Honors” as found in the Ritual.
- (b) The Offices of Grand Bethel Honored Queen and Grand Bethel Senior Princess shall be from registered Honored Queens or Past Honored Queens and selected as stated in Article VI Section 3(a) (b) (c).
- (c) The Office of Grand Bethel Musician shall be from registered members who have submitted their names as stated in Article VI, Section 3. In the event of a resignation, the Grand Bethel Musician shall be replaced by a registered member whose name was submitted for selection to the Grand Bethel Guardian before the Annual Meeting.
- (d) The Office of Grand Bethel Recorder shall be from registered members who have submitted their names as stated in Article VI, Section 3. In the event of a resignation, the Grand Bethel Recorder shall be replaced by a registered member whose name was submitted for selection to the Grand Bethel Guardian before the Annual Meeting.
- (e) All other Officers, Choir and Representatives shall be selected as stated in Article VI, Section 3(a).

Section 2.

- (a) A Daughter must be a member in good standing in a Bethel for at least one (1) full year before the Annual Meeting, be registered and in attendance at the Grand Bethel Meeting, except as provided in (b) below, to be eligible for selection as an Officer or Choir Member. A Daughter must be a member in good standing in a Bethel for at least one (1) full term before the Annual Meeting, be registered and in attendance at the Grand Bethel Meeting, except as provided in (b) below, to be eligible for selection as a Representative. If a Daughter was a Grand Bethel Officer or Choir member for the previous Grand Bethel year, she must not have had any unexcused absences and no more than two (2) excused absences from any Grand Bethel Exemplification to be eligible for selection as an Officer or Choir Member. If a daughter was a Grand Bethel Representative for the previous Grand Bethel year, she must have submitted her Grand Bethel Representative's report to be eligible for selection in the next years Grand Bethel.
- (b) If a Daughter is unable to attend the Annual Meeting due to extreme circumstances, she may pre-register to be selected for a Grand Bethel position, and indicate her willingness to accept an Officer, Choir or Representative position, with the approval of the Grand Bethel committee. (2017)
- (c) Term of Office of Grand Bethel Officer, Representatives and Choir Members shall be one (1) year, from one Grand Bethel Annual Meeting to the close of the next or until successors are appointed, selected and installed.
- (d) When a Grand Bethel officer, Representative or Choir Member leaves a Bethel by demit or suspensions, she must relinquish her Honor in the above station. A drawing for her replacement will be held at a meeting of the Bethel from girls who are registered with Grand Bethel at the previous Annual Meeting. Vacancy caused by resignation from a Grand Bethel position shall also be filled in this manner. Except that when the Grand Bethel Senior Princess is elected to the position of Grand Bethel Honored Queen, the title belongs to the girl and not the Bethel.
- (e) If the Bethel of a Grand Bethel Officer, Choir, or Representative is closed, the station should remain with the Daughter providing she affiliates with a Bethel within six (6) months.

Section 3.

- (a) The voting and drawing for the selection of Officers, Representatives and Choir Members shall be held at the Annual Meeting of the Grand Bethel.
- (b) The Officers and Choir shall be selected from those registered who are at least fifteen (15) years of age and/or an Honored Queen or Past Honored Queen of a Bethel at the time of the Annual Meeting. Representatives shall be selected from the remaining registered Grand Bethel membership.
- (c) (1) The only elective Officer shall be the Grand Bethel Honored Queen. The Grand Bethel Senior Princess may advance to the station of Grand Bethel Honored Queen by a majority vote of the members present. The station of the Grand Bethel Honored queen shall be filled before the selection of the Grand Bethel Senior Princess.
 (2) In the event the Grand Bethel Senior Princess resigns her station after the Annual Meeting, the Grand Bethel Guardian shall contact those members whose names were submitted previous to the Annual Meeting, to determine if they would still be willing to accept the station of Grand Bethel Senior Princess if selected. This selection shall be made by the Grand Bethel Honored Queen and the Grand Bethel Committee within thirty (30) days after the resignation has been submitted. The installation of the Grand Bethel Senior Princess shall be held at the next Grand Bethel Meeting or in her own Bethel at the next regular meeting, whichever comes first. This installation shall be conducted by the Grand Bethel Honored Queen with the Grand Bethel Guardian present. If a resignation occurs within four (4) months previous to the Annual Meeting of the Grand Bethel, this station will be filled by a substitute officer.
- (d) The Grand Bethel Senior Princess shall be selected in the following manner:
- (1) Bethel Daughters from their respective Bethels shall nominate candidates from the present and Past Honored Queens of their Bethel who are sixteen (16) years of age or older at the time of the Grand Bethel Annual Meeting.
- (2) These names shall be given to the Executive Bethel Guardian Council for approval. Approved name(s) shall be submitted, accompanied by written permission signed by her parents or legal guardian, to the Grand Bethel Guardian thirty (30) days before the Election of Officers of the Grand Bethel. Such candidate(s) must meet the requirements of eligibility as stated in Article VI, Section 1(b) and Section 2(b).
- (3) Honored Queens and Past Honored Queens aspiring to the position of Grand Bethel Senior Princess shall complete a letter of intent stating that she and her parent(s) or guardian(s) are aware of the responsibilities as outlined in GB, Article VII, Section 1. The letter of intent for the position of Grand Bethel Senior Princess shall be submitted to the Grand Bethel Committee and postmarked no later than forty-five (45) days prior to the Annual Meeting of the Grand Bethel at the annual “Wisconsin Job’s Daughters Jamboree”
- (a) Daughters who have submitted a letter of intent for the position of Grand Bethel Senior Princess shall be required to pass a minimum standard of ritual performance and knowledge of the Order.
- (b) The Grand Bethel Committee shall determine the appropriate method of assessing the above requirements.
- (c) The Grand Bethel Committee shall appoint a panel to conduct the assessments. The panel shall consist of five (5) to seven (7) individuals including two (2) members of the Grand Bethel Committee and a Past Grand Bethel Honored Queen.
- (d) “A minimum standard” shall be either: Competing Daughters who achieve a score of 75% or higher overall assessment, or competing Daughters who achieve an overall score higher than the average score of all competing Daughters whichever results in the larger pool of qualifying Daughters.
- (4) In the event of a resignation, demit or suspension except in the case of a Bethel closing, a drawing for her replacement shall be held from the names submitted at the previous Grand Bethel Annual Meeting from that Bethel. If there are no other names from that Bethel, the replacement would come from the pool of names submitted.
- (e) The Grand Bethel Musician shall be selected in the following manner:
- (1) Any Daughter desiring to be considered for the Office of Grand Bethel Musician shall submit a letter, listing her qualifications, to the Grand Bethel Guardian at least thirty (30) days before the Grand Bethel Annual Meeting.
- (2) These names shall be placed in a suitable receptacle and the name of the Grand Bethel Musician shall be drawn from the same immediately after the Grand Bethel Senior Princess.

- (3) If no letters are submitted, the selection will be made by the Grand Bethel Honored Queen elect with the approval of the incoming Grand Bethel Guardian.
 - (4) In the event of a resignation, demit or suspension except in the case of a Bethel closing, a drawing for her replacement will be held from the names submitted at the previous Grand Bethel Annual Meeting from that Bethel. If there are no other names from that Bethel, the replacement would come from the pool of names submitted.
- (f) The Grand Bethel Recorder shall be selected in the following manner:
- (1) Any Daughter desiring to be considered for the position of Grand Bethel Recorder shall submit a letter, listing her qualifications, to the Grand Bethel Guardian at least thirty (30) days before the Grand Bethel Annual Meeting.
 - (2) These names shall be placed in a suitable receptacle and the name of the Grand Bethel Recorder shall be drawn from the same immediately after the Grand Bethel Musician.
 - (3) If no letters are submitted, the selection will be made by the Grand Bethel Honored Queen elect with the approval of the incoming Grand Bethel Guardian.
 - (4) In the event of a resignation, demit or suspension except in the case of a Bethel closing, a drawing for her replacement will be held from the names submitted at the previous Grand Bethel Annual Meeting from that Bethel. If there are no other names from that Bethel, the replacement would come from the pool of names submitted.
- (g) The remaining officers, Representative and Choir Members shall be selected in the following manner:
- (1) Names of all pre-registered members who have indicated their willingness to serve as a Grand Bethel Officer, Choir and/or Representative, including those remaining from (d) (3) and (e) (2) and (f) (2) shall be placed in a suitable Bethel receptacle.
 - (2) Another container shall include all Bethel numbers represented at the Annual Meeting with the exception of those Bethels selected in Section 3(d) for Grand Bethel Senior Princess, Section 3(e) for Grand Bethel Musician and Section 3(f) for Grand Bethel Recorder, for the first round drawing.
 - (3) The first draw shall be a Bethel number. From the receptacle of that number containing registered names, one shall be selected for such office as designated by the presiding officer.
 - (4) No Bethel number shall be returned to container (g)(2) until all Bethel numbers have been drawn. Then all numbers shall be returned to the container to complete the selection of Representatives and Choir Members.

. ARTICLE VII DUTIES OF OFFICERS

Section 1.

- (a) The duties of the Grand Bethel Honored Queen shall be to preside over all convocations of the Grand Bethel and at other ceremonies when requested to do so by the Grand Bethel Guardian; to represent Wisconsin Job's Daughters at the Annual Grand Guardian Council Session of Wisconsin and when invited to attend annual meetings of other Masonic related organizations in Wisconsin; to appoint any necessary committees; to encourage Grand Bethel Officers to offer whatever assistance possible to Wisconsin Bethels; to serve as substitute Officer in subordinate Bethels whenever called upon; and whenever possible to attend other Daughter related activities to promote the good of the Order. When in attendance at the Annual Session of the Supreme Guardian Council, the Grand Bethel Honored Queen is required to attend all portions of the Session pertaining Introductions and Bethel Activities.
- (b) In the absence of the Grand Bethel Honored Queen, the Grand Bethel Senior Princess shall assume her duties, as listed in Article VII, Section 1(a). The Grand Bethel Senior Princess shall attend all activities of the Grand Bethel.
- (c) It shall be the duty of the Grand Bethel Recorder to keep minutes of all regular and special meetings and to read same at the Annual Meeting of the Grand Bethel and perform all other duties assigned to her.
- (d) It shall be the duty of the Grand Bethel Treasurer to give the financial report at the Annual Meeting of the Grand Bethel

- (e) It shall be the duty of the Grand Bethel Representatives to correspond with Bethels in the Jurisdiction they represent. Reports of the most interesting communications received may be printed in the Wisconsin Job's Daughter newspaper.
- (f) It shall be the duty of each Grand Bethel Choir member to participate in vocal numbers at Grand Bethel Meetings, Installations, Exemplifications and/or any direction of such Choir Member shall be the responsibility of the Grand Director of Music and the Grand Bethel Musician.

**ARTICLE VIII
REGALIA AND MEDALLIONS**

Section 1. Regalia

At all Grand Bethel meetings and official exemplifications all Grand Bethel Officers and Choir Members shall wear official regalia. It shall consist of purple Grecian robes, long slip that shall be full or half, neutral hose, white flat shoes, white capes and crowns for the Honored Queen, Senior Princess and Junior Princess. Grand Bethel Honored Queen shall wear the Grand Bethel Honored Queen jewel. Grand Bethel Representatives shall wear Bethel robes. It shall consist of white Grecian robe, long slip shall be full or half, white hose, white flat shoes and headband.

Section 2. Medallions

The Grand Bethel Officers, Choir and Representatives shall be presented medallions designating their office. Medallions shall be worn with regalia or proper meeting attire.

**ARTICLE IX
SUPERVISION**

All activities of the Grand Bethel shall be under the supervision of the Grand Bethel Committee with the Grand Bethel Guardian serving as the Presiding Officer of the Committee.

**ARTICLE X
FINANCES**

Section 1.

Each member of the Grand Bethel shall pay dues annually of three dollars (\$3.00) for the support of the Grand Bethel. Additional ways of increasing the treasury may be voted upon by the membership

Section 2.

Indebtedness shall be incurred only with the approval of a majority of the Grand Bethel Committee.

Section 3.

All funds belonging to the Grand Bethel shall be deposited by the Grand Bethel Guardian Treasurer in the name of the Grand Bethel of Wisconsin. This account shall be administered by the Grand Bethel Guardian Treasurer and one additional member of the Grand Bethel Committee. The Grand Bethel Guardian Treasurer or second administrator shall sign any payments or warrants drawn upon the treasury that have been signed by the Grand Bethel Honored Queen and approved by the Grand Bethel Guardian.

Section 4.

The Grand Bethel Honored Queen shall receive a Past Grand Bethel Honored Queen jewel upon the completion of her term, provided she has met all the requirements as outlined in these Bylaws to the satisfaction of the Grand Bethel Committee.

Section 5.

The Grand Inner Guard, together with the Grand Bethel Associate Guardian shall audit the books of the Grand Bethel within thirty (30) days prior to the Annual Meeting of the Grand Bethel.

Section 6.

- (a) Travel expenses of meals, lodging and mileage shall be allowed the Grand Bethel Honored Queen when invited to attend Annual Meetings of other Masonic related organizations in Wisconsin unless complimentary expenses are received from the inviting Masonic related organization.
- (b) Approved travel expenses of meals, lodging and mileage shall be allowed the Grand Bethel Honored Queen after submission of receipts and mileage reports to the Grand Bethel Committee. Mileage is allowable when traveling with someone other than an elected Grand Officer or a Bethel. Lodging expenses are allowed for Daughter's portion only.
- (c) When Grand Bethel Officers, as a group, perform a ceremony of exemplification (other than at their Annual Meeting), housing and meals shall be provided by the host organization whenever possible.
- (d) When attending Supreme Session, her registration fee, per diem rate of twenty dollars (\$20.00) for four (4) days, lodging if not complimentary, and mileage allowance by the most direct route and in a manner to be decided upon by the Grand Bethel Committee shall be paid to the Grand Bethel Honored Queen.

Section 7.

- (a) A special project may be conducted by the Grand Bethel.

Section 8.

- (a) The Grand Bethel Guardian shall submit an annual budget for the upcoming Grand Bethel year. This proposed budget must be submitted to the Grand Guardian Council Finance Committee by January 31st of each year. The Grand Bethel Guardian, with the assistance of the Grand Bethel Honored Queen and Grand Bethel Senior Princess shall prepare the budget.

**ARTICLE XI
GRAND BETHEL COMMITTEE**

Section 1. The Grand Bethel Committee shall consist of the Grand Bethel Guardian (as the presiding officer), Grand Bethel Associate Guardian, Grand Bethel Guardian Secretary, Grand Bethel Guardian Treasurer, Grand Bethel Director of Epochs, Grand Bethel Custodian of Paraphernalia, the Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian, Grand Bethel Honored Queen and Grand Bethel Senior Princess. The first four (4) names shall be selected from Past Grand Guardians, Past Associate Grand Guardians, Past or Present Bethel Guardians and Past or Present Associate Bethel Guardians. They shall be appointed each year by the Grand Guardian with the approval of the Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian, Grand Guide and Grand Marshal of the Grand Guardian Council of Wisconsin, after considering the recommendations of the Grand Bethel Honored Queen and the Grand Bethel Senior Princess. The term of office for the Grand Bethel Committee shall be from Installation of the new Grand Bethel Officers to the following Grand Bethel Installation. No elective Officer of the Grand Guardian Council may serve as Grand Bethel Guardian, Grand Bethel Associate Guardian, Grand Bethel Guardian Secretary or Grand Bethel Guardian Treasurer. All Grand Bethel Committee Members must be Certified Adults Volunteers (CAV)

Section 2. It shall be the duty of the Grand Bethel Guardian to:

- (a) Instruct the Grand Bethel Honored Queen and other Officers in the fulfillment of their duties.
- (b) Make an effort to attend all activities of the Grand Bethel and to supervise same.
- (c) Assist the Grand Bethel Honored Queen in planning a term program of activities and a travel schedule to coordinate with Job's Daughters activities throughout the state.
- (d) Keep the Grand Guardian informed of all activities of the Grand Bethel and its Officers.
- (e) Make an Annual Report to the Grand Guardian Council.

Section 3. It shall be the duty of the Grand Bethel Associate Guardian to assist the Grand Bethel Guardian in the performance of her duties and to assume them in her absence; to audit the books of the Grand Bethel, together with the Grand Inner Guard, within thirty (30) days prior to the Annual Meeting of the Grand Bethel and report same at the Annual Meeting.

Section 4. It shall be the duty of the Grand Bethel Guardian Secretary to assist the Grand Bethel Recorder in taking minutes of all meetings of the Grand Bethel; to keep a roster of all Grand Bethel Officers, Representatives

and Choir Members; to distribute proposed Amendments to the Grand Bethel Bylaws; to deposit all funds of Grand Bethel with the Grand Bethel Guardian Treasurer; to assist in preparing the Grand Bethel election and selection of Officers, Representatives and Choir Members.

Section 5. It shall be the duty of the Grand Bethel Guardian Treasurer to sign any payments from the funds of Grand Bethel upon receipt of warrants signed by the Grand Bethel Honored Queen and approved by the Grand Bethel Guardian.

Section 6. It shall be the duty of the Grand Bethel Director of Epochs to:

- a) Attend all meeting of the Grand Bethel.
- b) Assist the Grand Bethel Guardian in instructing the officers in their speaking parts.
- c) Prompt officers during Grand Bethel meetings.

Section 7. It shall be the duty of the Grand Bethel Custodian of Paraphernalia to:

- a) See that the Grand Bethel paraphernalia is carefully preserved.
- b) Supervise the care and appearance of the robes.
- c) See that the Grand Bethel room is properly prepared for meetings.

ARTICLE XII AMENDMENTS TO BYLAWS

These Bylaws may be amended by a two-thirds (2/3) vote of members present at the Annual Session of the Grand Bethel.

- (a) Proposed amendments shall be made by any Grand Bethel member in good standing and submitted to the Grand Bethel Guardian sixty (60) days prior to the Annual Meeting of the Grand Bethel. She shall in turn consult with the Grand Guardian Council Jurisprudence Committee concerning the legality and proper wording of such proposals and then instruct the Grand Bethel Guardian Secretary to distribute such proposed amendments to all registered members no later than ten (10) hours before the Annual Grand Bethel Meeting.
- (b) Amendments adopted at the Annual Meeting of the Grand Bethel shall be forwarded to the Grand Guardian Council Jurisprudence Committee, who shall forward them to the Grand Guardian Council Secretary at least sixty (60) days prior to the Annual Session of the Grand Guardian Council. These shall be distributed to voting delegates of the Grand Guardian Council at least thirty (30) days prior to the Annual Session of the Grand Guardian Council and acted upon during their Annual Session.
- (c) Those Amendments to the Grand Bethel Bylaws approved by delegates to the Annual Session of the Grand Guardian Council shall be forwarded to the Jurisprudence Committee of the Supreme Guardian Council within thirty (30) days of the close of the Annual Session of the Grand Guardian Council of Wisconsin for approval. They become effective upon receipt of written notification from the Grand Secretary, to the Grand Bethel Committee.