

Wyoming Constitution, Bylaws and Standard Operating Procedures

2018



Job's Daughters International
Wyoming Grand Guardian Council
And Grand Bethel

WY-SOP-SGC-16

RULES OF ORDER AND PARLIAMENTARY AUTHORITY

RULES OF ORDER

1. Quorum
 - (a) A quorum for the transaction of business of the SGC shall consist of the representatives of at least ten (10) GGCs.
 - (b) A quorum for the transaction of business of the GGC shall consist of five (5) voting members representing five (5) different Bethels. (See B-GGC, Art. XVII Sec. 1.26)
 - (1)-WY A quorum for the transaction of GGC business shall consist of a Majority (50%) plus one (1) BGC of Wyoming.**
 - (2)-WY A quorum of the Executive GGC shall consist of a majority (50%) plus, one (1) members of the Executive GGC.**
2. One (1) rap of the gavel calls to order or seats the assembly. Two (2) raps of the gavel calls up the officers. Three (3) raps of the gavel calls up the entire assembly.
3. Members desiring to address the SGC or GGC shall rise, address the presiding officer, and after receiving recognition, state their name, name of the GGC/Bethel to which they belong, and then state the purpose for which they obtained the floor.
4. Unless permission is given by the assembly, no member shall speak longer than five (5) minutes, nor shall a member speak twice on any question until others who desire to speak have done so. No member shall speak more than twice on the same question except by permission.
5. Robert's Rules of Order revised (latest edition) shall govern this SGC/GGC and all its subordinate organizations where applicable and consistent with the Constitution, Bylaws and Standard Operating Procedures of JDI.
6. The ruling of the presiding officer shall be final, subject to The Law of Appeal.
7. The motion to adopt a proposed amendment to the Constitution, Bylaws and/or Standard Operating Procedures may be made by any voting member present. A negative motion shall not be made.
8. These rules of order may be amended or suspended at any time by a two-thirds (2/3) vote of those present and voting.

PARLIAMENTARY AUTHORITY

1. DEFINITION.
 - (a) Rules and Regulations are defined as containing the following:
 - (1) Ritual Book
 - (2) Policy statements issued by the BOT for governance of the Business.
 - (3) Constitutions
 - (4) Bylaws
 - (5) Standard Operating Procedures (SOPs)
 - (b) All Rules and Regulations require approval by the appropriate Jurisprudence Committee and must be published (electronic or paper) in a format suitable for printing for access by the Daughters and adults.

2. IMMEDIATE AMENDMENT – An immediate amendment may be presented by a member of the SGC when signed by ten (10) delegates representing ten (10) GGCs and submitted to the Presiding Officer to be read to the voting delegates. (GGC – signed by five (5)) delegates representing five (5) Bethels or as defined in GGC Rules and Regulations (see B-GGC Art. XVII Sec. 1.26). It shall then be referred to the Jurisprudence Committee for recommendation to, and action by, the voting delegates. An immediate amendment requires a unanimous vote of those present and voting.
3. AMENDMENTS – Amendments to these Constitutions, Bylaws, or Policy Requests shall be approved at the Annual Session of the SGC/GGC by two thirds (2/3) affirmative vote of the members present and voting. Amendments to Standard Operating Procedures shall be approved at the Annual Session of the SGC/GGC by a majority affirmative vote of the members present and voting. Only amendments affecting the revision of Ritual shall be acted on at the Annual Session where the Ritual is being considered. No other amendment shall be acted upon when there is a revision of the Ritual. Amendments shall be submitted in writing to the Executive Manager/Grand Secretary and must be received on or before April 1 of the year of the Annual Session when it is to be considered (GGC submittal date per their Rules and Regulations). 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 (GGC amendments timing per their Rules and Regulations).
 - (a)-WY **Providing such amendments have been sent in writing to the Grand Secretary at least sixty (60) days previous to the Annual Session of the GGC and a copy sent to each voting member thereof at least thirty (30) days previous to the Annual Session.**
4. No proposed amendment shall be printed and mailed to the voting delegates of the SGC/GGC by the Executive Manager/Grand Secretary unless it has been submitted by a member of the SGC/GGC and signed by the proposer.
5. Proposed amendments shall be submitted in a form so as to show the wording of the entire paragraph as amended. Amendments which propose only to delete, insert, or substitute figures, letters, words, phrases or sentences will not be accepted by the Executive Manager.
6. Proposed amendments placed on the floor of the SGC/GGC must have the proposers, or a representative speaking on behalf of the proposer, present during the discussion.
7. The adoption of any amendment shall automatically amend all other sections referring to the same subject.
8. Legislation adopted at an Annual Session of the SGC shall become effective immediately upon distribution. All amendments to Manual of Rules and Regulations and Book of Ceremonies for a GGC require approval by the Supreme Jurisprudence Committee (SJC) and shall become effective after approval by the SJC and upon distribution by the GGC.
9. The adoption by the SGC of new laws pertaining to BGCs or GGCs, or the amendment of existing laws pertaining to them, automatically amends GGC Manuals of Rules and Regulations for the GGCs or BGCs effective with notification of the publication on the SGC Website by the Grand Secretary.

10. The adoption by the SGC of new laws pertaining to Bethels, or the amendment of existing laws pertaining to them, automatically amends GGC Manuals of Rules and Regulations and Bethel laws on the same subject effective with notification of the publication on the SGC Website by the Grand Secretary, or Guardian Secretary of Bethels Under Supreme, unless specifically excepted by the Rules and Regulations of the SGC.
11. The Constitution, Bylaws, Standard Operating Procedures, and Policies (Rules and Regulations) of the SGC/GGC shall be printed or reprinted (or presented in a digital form suitable for printing) for use in loose leaf form for ring binders. Any changes made in the Rules and Regulations, shall be by distributing and renumbering of pages affected, as well as the index. Stickers shall not be permitted.
12. There should be a notation at the bottom of the page in bold type opposite the binding indicating an omission. There shall be a side bar printed against the lines where a change or addition has been made. Each replacement or additional page shall include the year of issue. These changes in the Constitution, Bylaws, and SOPs shall be accompanied by a dated check list showing the number of each page affected.
13. Variations to the Rules and Regulations for GGCs and JGCs shall be allowed, upon approval by Supreme Jurisprudence, according to the authorizations previously approved by the SGC as specified in B-GGC, Art. XVII and B-JGC, Art. XV respectively.

**CONSTITUTION OF A GRAND GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF WYOMING**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization is Job's Daughters International, Grand Guardian Council of Wyoming.

**ARTICLE II
OBJECT**

Section 1.

- (a) The object of the GGC is to be supreme in its jurisdiction in all matters pertaining to the Bethels, Bethel Guardian Councils and its own affairs, subject to the provisions of the laws of the Supreme Guardian Council.

**ARTICLE III
AUTHORITY**

Section 1.

- (a) This GGC operates under authority of a Charter granted by the Supreme Guardian Council and dated August 24, 1932. The jurisdiction of this GGC shall be limited to the State/Province/Territory/Country of Wyoming.
- (b) Manuals of Rules and Regulations of GGCs shall include Art. I, II, and III, Sec. 1(a) in same. The format for the Manual, and subsequent amendments thereto, shall follow the same sequence as that of this Constitution, Bylaws and Standard Operating Procedures of a GGC. (See B-GGC Art. XVII Sec. 1 for prerogatives extended to GGCs)
- (c) All amendments to Rules and Regulations and Book of Ceremonies for a GGC require approval by Supreme Jurisprudence.

Section 2. WY

- (a) **A seal of appropriate design and description shall be provided, by which all instruments issued by or under the authority of this GGC shall be authenticated. Said seal shall remain in the custody of the Grand Secretary.**

**ARTICLE IV
MEMBERSHIP**

Section 1.

- (a) A GGC shall consist of the GGC Officers, Past Bethel Guardians and Past Associate Bethel Guardians of Bethels in the jurisdiction, the five (5) Executive Members of the BGC, chartered and under dispensation, and all members of the SGC residing in such GGC jurisdiction who have been elected to membership in such GGC.

- (b) See B-SGC Art. XXVI Sec. 1 concerning loss of membership in the GGC.

ARTICLE V OFFICERS

Section 1. Elective Officers

- (a)-WY **The elective officers of a GGC shall be: Grand Guardian (a woman), Associate Grand Guardian (a Master Mason), Vice Grand Guardian (a woman), Vice Associate Grand Guardian (a Master Mason), Grand Guide (a woman), Grand Marshal (a woman), Grand Secretary, and Grand Treasurer. Grand Inner Guard (a Master Mason), and Grand Outer Guard (a Master Mason). (Master Mason, See POL-BOT-2) (See B-GGC, Art. XVII Sec.1)**
- (b)-WY **The Grand Secretary shall be either a Past Grand Guardian, Past Associate Grand Guardian, Past Bethel Guardian or Past Associate Bethel Guardian.**

Section 2. Appointive Officers

- (a) The appointive officers may be any of the following: Grand Chaplain, Grand Librarian, Grand Director of Music, Grand First Messenger, Grand Second Messenger, Grand Third Messenger, Grand Fourth Messenger, Grand Fifth Messenger, Grand Senior Custodian, Grand Junior Custodian, and the Grand Inner Guard and the Grand Outer Guard if not designated elective officers of the GGC.

Section 3. Executive Officer

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

Section 4. Executive GGC

- (a) The Executive GGC shall be composed of the elective officers of the GGC.

ARTICLE VI ELIGIBILITY

Section 1.

- (a) No person shall be eligible for election or appointment to office of a GGC unless she/he is a voting delegate thereof. If the GGC is in the USA, Canada or Australia, the delegate shall be on the current list of CAVs provided by the Executive Manager.
- (b) In jurisdictions where Masons are prohibited from serving as Associate Grand Guardians or Vice Associate Grand Guardians, the Grand Guardian, with the advice and consent of the Executive GGC, may authorize election and installation of eligible women to serve in these offices.
- (c) After the first election of the GGC officers, no person shall be eligible to serve as an elective GGC officer, except as Grand Secretary or Grand Treasurer, who has not served at least one (1) term as a Bethel Guardian or Associate Bethel Guardian of a chartered Bethel.
- (1) Bethel Guardians and Associate Bethel Guardians who are completing their first full term in said office at the time of a GGC election shall be eligible to serve as an elective officer of the GGC.
- (d) No member shall be eligible for the office of Grand Guardian or Associate Grand Guardian who has not served, or who is not completing service, as an elective officer of the same GGC for a period of one (1) term.

- (e) No Grand Guardian or Associate Grand Guardian shall succeed herself/himself in office or be elected to the office of Grand Guardian or Associate Grand Guardian a second time in the same GGC. (See B-GGC, Art. XVII Sec. 1.30)
- (f) A SGC Officer may hold an office in a GGC.
- (g)-WY No GGC officer shall hold two (2) offices in the GGC at the same time. This shall not prevent him or her from holding an office on a BGC or from being a member of a BGC or GGC committee.**
- (h)-WY The appointive officers shall be cleared from the floor annually, with the exception of the Grand Director of Music who may succeed herself or himself as Grand Director of Music only.**

**ARTICLE VII
(Unassigned)**

**ARTICLE VIII
(Unassigned)**

**ARTICLE IX
(Unassigned)**

**ARTICLE X
(Unassigned)**

**ARTICLE XI
(Unassigned)**

**ARTICLE XII
(Unassigned)**

**ARTICLE XIII
COMMITTEES**

Section 1. Eligibility

- (a) No person shall be eligible to serve on a standing committee of a GGC unless she/he is a voting delegate thereof.
 - (1) Persons who have served on a BGC shall be eligible to serve on other committees.
- (b) An elected GGC officer shall not serve on the Appeals and Grievances Committee.
- (c) An elected GGC officer shall not serve on the Jurisprudence Committee.

Section 2. Restrictions

- (a) The spouses of the Grand Guardian or the Associate Grand Guardian shall not serve on either the Appeals and Grievances Committee or the Jurisprudence Committee.
- (b) No spouses, family members, or members of the Jurisprudence Committee shall serve on the Appeals and Grievances Committee.

**ARTICLE XIV
DEPUTIES**

Section 1. Grand Deputy

- (a) A Grand Deputy may be appointed to:
 - (1) Institute Bethels.
 - (2) Instruct and/or inspect Bethels.
 - (3) Assist Bethels which may require help.
- (b) A SGC officer may hold an office as a Grand Deputy.

Section 2. Deputy Grand Guardian

- (a) If deemed advisable for promotional purposes, the Grand Guardian may designate the title of Deputy Grand Guardian to a Grand Deputy.
- (b) An individual who makes an official inspection on behalf of a Grand Guardian shall be designated as a Deputy Grand Guardian.

**BYLAWS OF A GRAND GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF WYOMING**

**ARTICLE I
DUTIES AND POWERS OF A GRAND GUARDIAN COUNCIL**

Section 1.

- (a) GGCs may adopt a Manual of Rules and Regulations which shall not conflict with the laws of the SGC. (See SOP-GGC-7 and B-GGC Art. XVII Sec. 1.4)
- (b) GGCs may adopt a Book of Ceremonies which shall not conflict with the laws of the SGC. (See SOP-GGC-2 and B-GGC Art. XVII Sec. 1.5)
- (c) GGCs may approve the formation of a Grand Bethel. (See B-GGC Art. XVII Sec. 1.6). In the event a Grand Bethel is formed by a GGC, Grand Bethel Rules and Regulations shall be adopted by the GGC and be included in the Manual of Rules and Regulations.
- (d) GGCs shall obtain their supplies from the SGC.
- (e) GGCs may delegate authority to Grand Guardians to administer certain penalties and fines. (See SOP-GGC-9)
- (f) GGCs may approve the formation of an Alumni Association (See B-GGC Art. XVII Sec. 1.29) which shall not conflict with the laws of the SGC.

**ARTICLE II
POWERS OF THE EXECUTIVE GRAND GUARDIAN COUNCIL**

Section 1.

- (a) The powers of the Executive GGC shall be limited to action on appeals as provided under the laws of the SGC. (See SOP-SGC-1)
- (b) The members may act in an advisory capacity on other matters when requested to do so by the Grand Guardian

**ARTICLE III
DUTIES OF THE GRAND GUARDIAN COUNCIL OFFICERS**

Section 1. Rulings

- (a) Rulings of a Grand Guardian not contrary to existing law shall be in effect until the next Annual Session. Such decisions shall not become law unless presented in the form of an amendment and adopted as provided in the laws of the GGC.

Section 2. The Grand Guardian shall:

- (a) Preside at all regular and special meetings of the GGC and the Executive GGC.
- (b) See that the laws of the SGC and GGC are enforced.
- (c) Promote the welfare and growth of the Order.
- (d) Appoint the members of the BGCs. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
- (e) Issue dispensations and charters in the name of the GGC.
 - (1) When a Bethel changes location a Charter Amendment shall be issued, under seal, to be attached to the Bethel Charter indicating the new location. This Charter Amendment shall be dated and bear the signature of the Grand Guardian and attested by the Grand Secretary. (See C-Bethel Art. XIII Sec. 3)

- (f) Issue special dispensations upon request and when required to comply with SOP-Bethel-18.
- (g) Convene any Bethel or BGC for the purpose of settling disputes, to make inspection, or to require obedience to the laws and rules of the Order.
- (h) Appoint committees as necessary for the transaction of the business of the GGC. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager
- (i) Serve as a member ex officio on all committees and the Board of Trustees, in Grand Jurisdictions where such a Board exists, with the right to discuss and vote on all questions except the Appeals and Grievances Committee.
- (j) Submit a written report at the Annual Session on the condition of the organization.
- (k) Appoint Grand Deputies and Deputy Grand Guardians, when required. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
- (l) Submit a report on Form 120 at the Annual Session of the SGC about the work of the GGC jurisdiction, which shall be limited to activities of benefit to other GGCs, JGCs and Bethels. The Executive Manager shall mail Form 120 to each Grand Guardian sixty (60) days prior to the Annual Session of the SGC.
- (m) Issue a waiver of jurisdiction, under seal, to allow a resident in the jurisdiction to be initiated into a Bethel in another jurisdiction. The waiver shall be sent to the Supreme Deputy, Grand Guardian or Jurisdictional Guardian of the other jurisdiction. (See C-Bethel Art. IV Sec. 2 (a))
- (n) Appoint inspecting officer for instituting, reinstating and chartering a Bethel.
- (o)-WY Suspend the function of any Bethel or Guardian Council for a good and sufficient reason.**
- (p)-WY Visit all Bethels in her jurisdiction whether active or inactive as long as their Charter has not been revoked. No Bethel shall deny an itinerated visit of the Grand Guardian when regular meeting place is available.**
- (q)-WY At each Annual Meeting, as soon as practical after convening, announce the names of the members on all committees.**
- (r)-WY Be custodian of the charter of the GGC.**
- (s)-WY Decide all questions of law that shall arise, not covered by the Constitution and Bylaws of Job's Daughters International and the Manual of the GGC, subject to appeal. (See SOP- SGC-1)**
- (t)-WY Serve as Chairman and work alongside the Associate Grand Guardian, Vice Grand Guardian and Vice Associate Grand Guardian for the selection of the Forget-Me- Not Award.**

Section 3. The Associate Grand Guardian shall:

- (a) Assist the Grand Guardian in the performance of her duties.
- (b) Preside at the meetings in the absence of the Grand Guardian and the Vice Grand Guardian, and at other times when requested to do so.
- (c) Advise the Grand Guardian on all matters pertaining to her duties and act as liaison for the Order on subjects relating to the Masonic Fraternity.
- (d) Make himself thoroughly familiar with all laws pertaining to the Order.

- (e) Serve as a member ex officio on all committees and the Board of Trustees, in Grand Jurisdictions where such a Board exists, with the right to discuss and vote on all questions except the Appeals and Grievances Committee
- (f)-WY Serve as Co-Chairman and work alongside the Grand Guardian, Vice Grand Guardian and Vice Associate Grand Guardian for the selection of the Forget-Me- Not Award.**

Section 4. The Vice Grand Guardian shall:

- (a) Assist the Grand Guardian.
- (b) Assume the Grand Guardian's duties during her disability
- (c)-WY Serve alongside the Grand Guardian, Associate Grand Guardian and Vice Associate Grand Guardian for the selection of the Forget-Me- Not Award.**
- (d)-WY Serve on the Finance Committee**
- (e)-WY Serve on the Website Policy Committee**
- (f)-WY Plan and arrange trip to Supreme Session during her year as Grand Guardian.**
- (g)-WY Serve as Chairman of the Educational Scholarship committee**

Section 5. The Vice Associate Grand Guardian shall:

- (a) Assist the Associate Grand Guardian.
- (b) Assume the Associate Grand Guardian's duties during his disability.
- (c)-WY Bring to the attention of the Grand Guardian such matters as will warrant investigation or promote progress and growth of the organization.**
- (d)-WY Serve alongside the Grand Guardian, Associate Grand Guardian and Vice Grand Guardian for the selection of the Forget-Me- Not Award.**

Section 6. The Grand Secretary shall: (See B-GGC Art. XVII Sec. 1.7)

- (a) Attend all meetings of the Executive GGC and GGC.
- (b) Keep a record of all proceedings of the GGC.
- (c) Conduct correspondence and affix the seal of the organization when necessary.
- (d) Maintain a mailing list of all voting delegates.
- (e) Receive all monies due the GGC, turning same over to the Grand Treasurer, taking receipt therefore.
- (f) Submit a written report at the Annual Session.
- (g) Make an annual summary on Form 123 of the reports of the Bethels in the GGC, showing the membership record and other information as set forth in Form 110 or 111. A copy of Form 110 or 111 of each Bethel, an update of the Membership list provided by the Executive Manager, together with a copy of Form 123 shall be sent to the Executive Manager and shall be accompanied by remittance of fees specified in SOP-SGC-15.
- (h) Issue demits and receipts for dues to members of Bethels whose Dispensations or Charters have been revoked. (See SOP-Bethel-14)
- (i) Ensure that the latest amended copy of the Manual of Rules and Regulations is on file with the Executive Manager and the Chairman of the Jurisprudence Committee of the SGC.
- (j) Report to the appropriate Grand Secretary or Jurisdictional Secretary and the Executive Manager the names and addresses of:
 - (1) All new Majority Members,

- (2) Majority Members who have moved,
- (3) Members and adult workers who have moved outside the jurisdiction.
- (k)-WY** Strike from the mailing list annually the names of the members of the GGC who have not paid dues to the GGC within the past year. This action shall not deprive such voting members of membership in the GGC nor the right to vote in any GGC meeting which said members may attend.
- (l)-WY** Make a detailed report at the Annual Meeting of all monies collected during the fiscal year which shall end May 31st.
- (m)-WY** Issue notices of all meetings properly authorized, and make credentials for all members of the GGC on the mailing list, to be signed by the member at the Annual GGC Session.
- (n)-WY** Send notices of membership fees to all members of the GGC at least thirty (30) days before the Annual GGC Session.
- (o)-WY** Refer reports to proper committees for examination.
- (p)-WY** Receive all orders for supplies from Bethels and send same as requested.
- (q)-WY** Furnish price lists annually to all Bethels in the state covering supplies issued from the Grand Secretary's office.
- (r)-WY** Furnish all Grand Officers and all committee members' certificates under the seal, allowing them to perform their respective duties under the laws of the organization.
- (s)-WY** Forward all accounts, together with warrants, which are claims against the GGC to the Chairman of the Finance Committee, and when approved by the Finance Committee, checks in payment thereof shall be signed by the Grand Treasurer.
- (t)-WY** Transfer upon the expiration of her/his term of office, all properties and records belonging to the GGC to her/his successor, as soon as her/his books are closed, no later than July 31st.
- (u)-WY** Keep a complete record of the reports of the BGCs and Bethels.
- (v)-WY** Copy and send to the Bethels within two (2) weeks after the approval of the Supreme Jurisprudence Committee, the Bylaw changes and other legislation affecting them made at the Annual GGC Session. This will be in effect until such time as printed bylaw changes are available.
- (w)-WY** Furnish list of media release forms received to the Webmaster and Website Policy Committee

Section 7: The Grand Treasurer shall:

- (a)** Receive all monies from the Grand Secretary giving a receipt therefore.
- (b)** Have custody of all funds and securities belonging to the GGC.
- (c)** Pay out monies on warrants as directed by the GGC.
- (d)-WY** Report in detail the receipts, expenditures, and other transactions at the Annual Session for the fiscal year, which shall close May 31. Furnish the Grand Guardian, Grand Secretary, members of the Finance Committee, and all Executive GGC Members, with a financial report of each of the different funds, in the months of June, September, December, and March of each year. Such reports shall be reconciled with bank statements. The June report shall be the Annual Report, and the others shall be quarterly reports.

(e)-WY **Deposit all funds in a checking account in the name of the GGC. The Grand Treasurer shall record receipts and disbursements separately for the Educational, Promotional, and General Funds.**

(f)-WY **Transfer upon the expiration of his or her term of office all properties and records belonging to the GGC to his or her successor as soon as his or her books are closed, no later than July 31st.**

Section 8. The Grand Guide and Grand Marshal shall:

(a) Escort all distinguished visitors.

(b) Assist the Grand Guardian in such duties as she may assign to them.

(c)-WY The Grand Guide shall:

(1) Serve on the Wyoming Job's Daughters Educational Scholarship Committee

(2) Serve on the Location committee

Section 9. The Grand Inner Guard and Grand Outer Guard shall:

(a) Guard the doors of the GGC room.

(b) Perform such other duties as may be assigned to them by the Grand Guardian and/or the Associate Grand Guardian.

(c)-WY The Grand Inner Guard shall:

(1) Serve on the Location Committee.

Section 10. Other Grand Officers shall:

(a) Perform such duties as may be assigned to them by the Grand Guardian.

**ARTICLE IV
COMMITTEES**

Section 1. (Unassigned)

Section 2. (Unassigned)

WY-Section 3. Standing Committees

(a) **Appeals and Grievances Committee shall be composed of three (3) members. The duties of this committee shall be:**

(1) Investigate all appeals, complaints or grievances which may be lawfully filed with the GGC. (See SOP-SGC-1)

(2) File with the Executive GGC a record of their findings and recommendations as to the disposition thereof.

(3) An elective GGC officer, or a member of the Grand Bethel Board of Trustees, shall not serve on this committee.

(b) **Wyoming Job's Daughters Educational Scholarship Committee shall be composed of three (3) members. Two (2) of the members shall be the Vice Grand Guardian, Chairman, and the Grand Guide. The newly installed Grand Guardian shall appoint one (1) new member of the Committee each year, from the GGC. The duty of this committee shall be:**

(1) To review all scholarship applications and choose the recipient(s).

- (c) **Finance Committee shall be composed of the Vice Grand Guardian and two (2) Past Grand Guardians or Past Associate Grand Guardians. Each Grand Guardian shall appoint a two (2) year member. The Chairman of the committee shall be the appointed member serving his or her second (2nd) year. The Grand Guardian, an ex officio member, shall sign all warrants. The duties of this committee shall be:**
- (1) **To approve or disapprove, prior to obligations, any accounts which are to be presented as claims against the GGC, except those specifically authorized in these Bylaws. Invoices for supplies may be approved by the Chairman of the Finance Committee alone when necessary for prompt payment or for discount. All accounts, invoices and vouchers shall be returned to the Grand Secretary for filing.**
 - (2) **To approve the hiring of extra help by the Grand Secretary in an emergency.**
 - (3) **To audit all books and accounts of the Grand Secretary, Grand Treasurer and Grand Bethel, and make a detailed report of such audit at a meeting of the Annual Session.**
 - (4) **To audit the books and accounts of any officer when requested to do so by the Grand Guardian.**
 - (5) **To approve any anticipated expenditures of the GGC that exceed one hundred dollars (\$100.00) prior to purchase or commitment of funds.**
 - (6) **To include in the Finance committee report given at the Annual GGC Meeting, Bethels by number and location, who failed to file Form 110 as required by law and state if the fine has been paid.**
- (d) **Jurisprudence Committee shall be composed of three (3) members who are either Past Grand Guardians or Past Associate Grand Guardians. Each Grand Guardian shall appoint one (1) new member. The member serving for the (3rd) year of his/her term shall be Chairman. The duties of this committee shall be:**
- (1) **To give careful consideration to all properly submitted proposed amendments to the Manual of Rules and Regulations.**
 - (2) **To make a report in detail with recommendations at a meeting of the Annual Session.**
 - (3) **To see that all Bylaws, additions thereto or amendments thereof, of Bethels under the jurisdiction of the GGC of Wyoming, shall be approved by the Grand Guardian and the Jurisprudence Committee of the GGC.**

WY-Section 4. Other Committees

After each Annual Session, the Grand Guardian shall appoint the following committees and such other committees as are necessary for the transaction of the business of the GGC for the ensuing year.

- (a) **Courtesy Committee shall be composed of two (2) members, one (1) of whom shall be the current Grand Guardian. The duties of this committee shall be:**
- (1) **To assist in extending courtesy to visitors and members in attendance at the GGC Annual Session and at other times when occasion permits**
 - (2) **To report on courtesies extended others at the GGC Annual Sessions**
 - (3) **To work with the Grand Session committee and Grand Guardian in extending thanks to visiting dignitaries as well as anyone requested by the Grand Session Arrangements Committee and the Grand Guardian.**

- (b) **Credential Committee shall be composed of up to three (3) members. The duties of this committee shall be:**
- (1) **To carefully examine and pass upon the credentials of all persons claiming membership in the GGC or the right to vote therein, before receiving their ballot.**
 - (2) **To collect the registration fee from any adult who is not pre-registered, and the GGC fees.**
 - (3) **To prepare a complete list of all delegates present and entitled to vote, and file the same with the Grand Secretary as soon as practical after the Annual Session convenes.**
 - (4) **To accept credentials not later than eight thirty (8:30) a.m. on the day when the election is to be held, to entitle the member to vote in the Annual Election of Officers.**
- (c) **Location committee shall be composed of the Grand Guide and the Grand Inner Guard. It shall be the duty of this Committee to:**
- (1) **Consider invitations and submit recommendations for location of the Annual Session two (2) years in advance to the GGC for action thereon.**
- (d) **Necrology Committee- the Grand Chaplain may be the chairman of this Committee. It shall be the duty of this committee to:**
- (1) **Prepare and present to the GGC a suitable memorial for departed members.**
- (e) **Degree of Royal Purple Committee shall be composed of the Grand Bethel Board of Trustees. (See WY-Grand Bethel Rules and Regulations Art. XI)**
- (f) **Miss Wyoming Job's Daughter Pageant Committee shall be composed of three (3) members.**
- (1) **Each Grand Council Session Arrangement Committee will set the session fee such that the Annual Session can contribute Five Hundred Dollars (\$500.00) to help defray expenses for the Miss Wyoming Job's Daughter Pageant; and Two Hundred Fifty Dollars (\$250.00) to help defray expenses for the Jr. Miss Wyoming Job's Daughter Pageant.**
 - [a] **This money will be sent to the Grand Secretary no later than July 15th after the Annual Session. (See WY-SOP-GGC-4 Sec.4 Disbursements)**
- (g) **The Website Committee. The Grand Guardian shall appoint a Webmaster to host and maintain the website. The Webmaster's responsibilities shall be:**
- (1) **To manage, maintain and update the Wyoming Grand Guardian Council's website, in compliance with the Supreme Guardian Council's Website Guidelines.**
 - (2) **To maintain a copy of the source for the Wyoming Grand Guardian Council's website in the event that it is required to restore the website due to unforeseen circumstances,**
 - [a] **To provide copies of the website source to the Grand Secretary's Office as a result of every major design change,**
 - [b] **To maintain regular backups of the website source in conjunction with any changes made to the Wyoming Grand Guardian Council website,**

- [c] To review all Wyoming Bethel websites to verify that they comply with the Supreme Guardian Council's website guidelines.
- (3) The Website Policy Committee in charge of the website content shall be the Grand Guardian, Vice Grand Guardian and the Grand Bethel Guardian. The responsibilities of the Website Policy Committee shall be:
 - [a] To provide policy for the design and implementation of the Wyoming website
 - [b] To maintain a current look and feel for the website,
 - [c] To provide guidance for website content that will apply the Wyoming website and all Wyoming Bethel websites,
 - [d] To review and maintain the Wyoming website Guidelines and Operations Manuals,
 - [e] To determine, in conjunction with the Webmaster, the best tools used for developing and maintaining the website,
 - [f] To review and approve all materials proposed for posting on the website,
 - [g] To authorize the webmaster to post approved materials on the website as well as authorize the deleting of outdated items.
- (4) Bethels and other individuals are responsible for submitting media release forms to the Grand Secretary so that all names and pictures will be published legally. The Grand Secretary will furnish this list to the Webmaster and the Website Policy Committee.
- (h) The Grand Guardian Council Session Arrangements committee shall be composed of three (3) members. The duties of this committee shall be:
 - (1) Secure a suitable facility for the Grand Guardian Council Annual Session.
 - (2) Receive the registration fee for the Grand Guardian Council Annual Session.
 - (3) At the conclusion of the Grand Guardian Council Annual Session, it shall be the responsibility of the Chairman to prepare a report, in writing, on the immediate past Grand Guardian Council Annual Session. The report shall be prepared and sent to the Grand secretary within thirty (30) days of the close of the GGC Annual Session. Said report shall include, but not limited to:
 - [a] Financial
 - [1] Money made (gross)
 - [2] Money spent
 - [3] Net profit

Section 5. Grand Bethel Board of Trustees

- (a)-WY The board shall consist of six (6) members. (See WY-Grand Bethel Rules and Regulations Art. XI for duties)

ARTICLE V (Unassigned)

ARTICLE VI FINANCES

Section 1. Receipts/Revenue

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

Section 2. Fees

- (a) A GGC may fix and collect from each of its members an annual membership fee and/or registration fee, and such other fees as may be deemed necessary. (See B-GGC Art XVII Sec 1.8)

ARTICLE VII PENALTIES AND FINES

Section 1. Penalties: When authorized by a GGC, a Grand Guardian may: (See B-GGC Art XVII Sec 1.9)

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

ARTICLE VIII EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.

- (a) Each GGC shall provide for an Educational Fund and adopt regulations concerning loans and/or scholarship awards from that fund. Loans and/or scholarship awards shall be at the discretion of the GGC.
 (b) Each GGC shall provide for a Promotional Fund.

ARTICLE IX DISCIPLINE AND REMOVAL FROM OFFICE

Section 1. Discipline

- (a) Any GGC officer may be cited by the Executive SGC to appear, at a designated time and place within her/his jurisdiction, before a committee appointed by the Supreme Guardian for that purpose, to show cause why she/he should not be reprimanded, removed from office, suspended, or expelled from the Order for violation of the laws of the Order, or for conduct unbecoming a member of the Order. The citation shall state specifically the charges preferred. At the time and place stated in the citation, the committee appointed for that purpose shall hear the evidence offered against and on behalf of the accused and shall make findings of fact thereon and report its findings to the Executive SGC within thirty (30) days from the date of the hearing. Upon receipt of the report of said committee, the Executive SGC shall determine the guilt or innocence of the accused. If the charges are sustained, the Executive SGC shall have the power to reprimand, remove from office, suspend, or expel such GGC Officer.

- (b) Grand Guardians may be suspended for cause by the Supreme Guardian but shall have the right of appeal to the Executive SGC. (See SOP-SGC-1)

Section 2. Removal from Office:

- (a) The Grand Guardian shall have the power to remove from office any BGC officer for cause, insubordination, misconduct, or unlawful withholding or retention of any property of a Bethel. Notice of such removal shall be given in writing, stating the cause of the removal and giving complete information concerning the Law of Appeals and Grievances (SOP-SGC-1). This does not deny anyone removed the right of appeal.
- (b) Any present or past officer or Executive member of a BGC losing her/his standing therein by suspension or expulsion shall automatically lose her/his standing in the GGC or SGC until reinstated by the Executive GGC or Executive SGC.

ARTICLE X (Unassigned)

ARTICLE XI (Unassigned)

ARTICLE XII (Unassigned)

ARTICLE XIII ELECTION, VOTING PRIVILEGES, AND PROXY

Section 1. Election

- (a) Elective officers of the GGC shall be elected at the Annual Session from eligible members eligible members in attendance, unless unavoidably absent.
- (b) Election shall be by ballot without nomination. (See B-GGC Art. XVII Sec. 1.2)
- (c) A majority vote of those present and voting shall elect.
- (d)-WY Election of Grand Officers and Grand Bethel Board of Trustees shall be held at nine (9:00) a.m. or as soon thereafter as possible, on the last day of the Annual Session, and at a meeting preceding that at which the installation is to be held.**
- (e)-WY Election to Supreme Guardian Council Office**
- (1) If a Past Grand Guardian or a Past Associate Grand Guardian wish to aspire for election to a Supreme Guardian Council Office, they should ask for the approval of the members of the GGC of Wyoming at the Annual Session in June, otherwise there is no assurance of financial or personal assistance from the GGC of Wyoming, if they are elected.**

Section 2. Voting Privileges

- (a) Members of the GGC shall be entitled to one (1) vote each when present at a special meeting or Annual Session.

Section 3. Proxy

- (a)-WY No vote shall be cast by proxy.**

**ARTICLE XIV
APPOINTMENTS**

Section 1.

- (a) Appointive Officers shall be appointed by the incoming Grand Guardian at the Annual Session. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
- (b)-WY GGC officers shall be entitled to vote at Grand Session during their term of office whether or not they have been reappointed as members of the BGC.**

**ARTICLE XV
TERM**

Section 1.

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

**ARTICLE XVI
INSTALLATION**

Section 1.

- (a) (Unassigned)
- (b) No person shall be installed in the office of Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian who is an Executive member of a BGC.

**ARTICLE XVII
PREROGATIVES EXTENDED TO A GGC**

GGCs may provide for changes to portions of the Supreme Law in their Manuals of Rules and Regulations. Areas which may be changed are identified below.

Section 1.

- 1** (a) Provide for the election of a Grand Inner Guard and a Grand Outer Guard (both Master Masons, see POL-BOT-2) and, if elected, shall be designated as members of the Executive GGC. (See C-GGC Art. V Sec. 1)
- (b) Prescribe a procedure for those wishing to aspire to any elective office of the Grand Guardian Council by submitting a "Letter of Intent" that outlines the interested party's skills and abilities and say she/he would like to be elected as an officer of the GGC.
- 2** Provide for election of GGC officers other than by ballot without nomination. (See B-GGC Art. XIII Sec. 1 (b))

- 3 Provide for an Executive Member of the BGC, unable to attend the Annual Session of the GGC, to appoint an Associate member of the BGC as her/his proxy at that Annual Session. (B-GGC Art. XIII Sec. 3)
- 3.1 Make provisions for filling Elected Officer vacancies.
- 4 Adopt a Manual of Rules and Regulations. (See B-GGC Art. I Sec. 1(a))
- 4.1 Adopt Jurisdictional (local) SOPs, which do not conflict with Supreme or Jurisdictional Law, for management of the Jurisdiction including business meeting(s), Session Activities, relationships with Masonic Organizations, Special Events, Honors, etc. Jurisdictional SOPs will be numbered 101 + (1-100 reserved for Supreme) for the categories of GGC, BGC and Bethel, as appropriate.
- 5 Have their own Book of Ceremonies, in addition to the Supreme Book of Ceremonies. (See B-GGC Art. I Sec. 1(b)).
- 6 Approve the formation of a Grand Bethel. (See B-GGC Art. I Sec. 1(c))
- 7 Prescribe duties of the Grand Secretary. (See B-GGC Art. III Sec. 6)
- 8 Fix and collect annual membership, registration, and other fees. (See B-GGC Art. VI Sec. 2 and SOP-GGC-4)
- 9 Delegate certain authorities to Grand Guardians. (See B-GGC Art. I Sec. 1(e))
- 10 Provide for other use of interest from Educational Fund. (See B-GGC Art. VIII Sec. 1(d) and SOP-GGC-3)
- 11 Provide for Daughters and Majority Members to be appointed and participate as members of GGC specified Committees with the understanding that they will conform to the Youth Protection Policies if they reach (or are) the age of twenty (20) while a member.
- 12 Blank
- 13 Prescribe additional instructions for BGC monthly meetings.
- 14 Prescribe a method for filling offices vacated by Executive Members of a BGC. (See SOP BGC-6)
- 15 Prescribe term of Executive Council members
- 16 Prescribe a method for automatic removal from office and for filling offices so vacated for:
 - (a) Executive Members of the BGC
 - (b) Associate Members invited to attend all BGC meetings
 - (c) Associate Members not invited to attend all BGC meetings
- 17 Provide instruction for appointment and duties for substitute officers. (See SOP-Bethel-19 and SOP-Bethel-21 Art. V Sec. 3)
- 18 Provide for election and installation of Bethel officers at a time other than that specified in the Constitution of a Bethel. (See SOP-Bethel-4, Sec (a) and SOP-Bethel-21 Art. VI Sec. 2 (a), B-Bethel Art. XIV Sec. 1(a), and SOP-Bethel-21 Art VIII, Sec 1 (a))
- 19 Provide for open installations and taking of pictures. (See SOP-Bethel-8 Art. X Sec. 1(f) and SOP-Bethel-21, Art. VIII Sec. 1 (f))
- 20 Provide other instructions for receiving an application at a regular Bethel meeting held previous to the initiation meeting. (See B-Bethel Art. II Sec. 1 (b), SOP-Bethel-21 Art. III Sec. 2 (b))

- 21** Provide other instructions regarding the affiliation fee for members holding a demit. (See B-Bethel Art. II Sec. 2(b))
- 22** Provide other instructions pertaining to Bethel (See SOP-Bethel-2 and SOP-Bethel-21 Art. XI for (a)-(e))
- (a) Fees - Initiation and affiliation (Sec 1 (c))
 - (b) Annual dues (Sec 1 (d))
 - (c) Exemption from fees (Sec 2)
 - (d) Disbursements (Sec 3 (a))
 - (e) Educational and Promotional Fund (Sec 4)
 - (f) Special Privileges - fee (SOP-Bethel-18) - no fee (SOP-Bethel-18)
 - (g) Dispensations (SOP-Bethel-18)
 - (h) Election Procedure (SOP-Bethel-4 and SOP-Bethel-21 Art. VI)
- 23** Provide for dual membership within the jurisdiction. (See B-Bethel Art. II Sec. 3)
- 24** Provide other instructions regarding wearing of jewelry with official regalia. (See SOP-Bethel-11 Art. VI Sec. 2(b) and SOP-Bethel-21 Art. XII Sec. 1 (d))
- 25** Provide other instructions for processing amendments to Uniform Code for Bethels. (See B-Bethel Art. IX and SOP-Bethel-21 Art XV)
- 26** Provide for a larger quorum to conduct GGC business. (See SOP-SGC-16)
- 27** Provide other arrangements for Bethel members to submit recommendations for Executive Members of the BGC. (See SOP-Bethel-15)
- 28** Provide other arrangements for the reorganization of Bethels. (See B-Bethel Art. XVI Sec. 1 (e), SOP-Bethel-9, SOP-Bethel-18 No.7 and SOP-Bethel-16)
- (a) Provide other procedural instruction to Merge, Close, Institute or Reinstitute Bethels as long as the intent of Supreme Law is not changed. (See SOP-Bethel-7, SOP-Bethel-12, SOP-Bethel-14 and SOP-Bethel-16)
- 29** May approve the formation of an Alumni Association which shall not conflict with the R&R of the AAJDI.
- 30** Provide for the election of Past Grand Guardian or Past Associate Grand Guardian to elective line office.

**STANDARD OPERATING PROCEDURES
JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF WYOMING**

SOP-GGC-1

APPEALS

Section 1.

- (a) GGC members who are dissatisfied with any act or decision of the Grand Guardian which might abrogate any rights and privileges specifically guaranteed them by the Constitution, Bylaws, and Standard Operating Procedures of the Order may appeal in manner provided in Law of Appeals and Grievances. (See SOP-SGC-1)

WY-SOP-GGC-2**BOOK OF CEREMONIES****Section 1.**

- (a) The Book of Ceremonies adopted by the SGC shall be used as the official Book of Ceremonies. (See BGGC Art. XVII Sec. 1.5)
 - (b) A Book of Ceremonies adopted by a GGC shall be approved by the voting delegates at an Annual Session. All changes to existing ceremonies and any subsequent ceremonies shall be adopted in the same manner. All ceremonies and changes shall be submitted to the Jurisprudence Committee of the SGC for approval.
 - (c) The adoption by the SGC of new laws or amendments to existing laws affecting any Book of Ceremonies automatically amends same.
 - (d) GGCs having Books of Ceremonies which have not been approved within the past ten (10) years shall submit same for approval to the Jurisprudence Committee of the SGC.
- (1)-WY The Book of Ceremonies adopted by the GGC of Wyoming shall be used as a supplement to the official Book of Ceremonies adopted by the SGC**

SOP-GGC-3

EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.

- (a) The method of raising such funds shall be left to the discretion of each GGC.
- (b) Interest from the Educational Fund may be used for scholarship awards. (See B-GGC Art. XVII Sec. 1.10)

WY-Section 2: Scholarship

- (a) **There will be two (2) five hundred dollar (\$500.00) scholarships selected annually by June 1st and given to two (2) Job's Daughters with the following criteria:**
 - (1) **The scholarship shall be granted for professional, vocational, or academic educational purposes.**
 - (2) **Scholarship shall be made only to a girl who is recommended by the BGC of which she is an active or Majority Member, and who is in good standing in the Order and clear on the books. If the Daughter does not complete the term of school for which the scholarship is made, she must immediately contact a member of the Educational Scholarship Committee informing of her intentions.**
 - (3) **Each scholarship recipient shall provide the Grand Secretary with verification of school attendance for each term she is attending school. This may include any one of the following: a transcript of grades, a letter from the college registrar, a letter from the financial office of any trade or vocational school.**
 - (4) **An application for the scholarship may be obtained from the Grand Secretary.**
 - (5) **The requirements to receive the scholarship include a minimum two-point five (2.5) grade point average and enrollment in a minimum of twelve (12) credit hours.**
 - (6) **A previous recipient may reapply for an additional scholarship.**

WY-SOP-GGC-4

FINANCES

Section 1. Receipts/Revenue

- (a)-WY The Vice Grand Guardian and Vice Associate Grand Guardian shall have a statewide money-making campaign each year with the profits to go to the General Fund of the GGC. They shall give this money to the Grand Secretary by the last business meeting of the Annual Grand Guardian Council Session.
- (b)-WY The GGC shall assess each Bethel two dollars (\$2.00) per member and two dollars (\$2.00) per Executive Council Member and Associate Council Member for each year. This assessment will be payable with each Annual Report. Each Bethel may have their own money-making project to raise this money.
- (c)-WY One dollar (\$1.00) shall be collected as part of the GGC Annual Session registration fee and shall be used to help defray the cost of printing the GGC Annual Session book.

Section 2. Fees

- (a) Fees so collected shall be used primarily to defray the expenses incidental to Annual Session.
- (b) A GGC may make the payment of an annual membership and/or registration fee a necessary condition to vote at any meeting of the GGC, including the Annual Session. (See B-GGC Art. XVII Sec. 1.8)
- (c)-WY Registration of ten dollars (\$10.00) shall be paid to the Grand Guardian Council by all those attending the Annual Session except those under the age of ten (10). This fee shall be collected as part of the GGC Annual Session registration fee and remitted to the Grand Guardian Council within thirty (30) days of the close of the GGC Annual Session.
- (d)-WY The membership fee of each member of the GGC shall be thirty dollars (\$30.00) per annum, due and payable to the Grand Secretary in advance or at the time of the GGC Annual Session. This fee should be paid by the individual members of the GGC.

Section 3. Exemption

- (a) GGCs shall be exempt from the payment of fees as specified in SOP-SGC-11 for members residing in Masonic Homes or homes sponsored by an organization based upon Masonic membership or relationship.

WY-Section 4. Disbursements

- (a) Upon receipt of funds from the Grand Guardian Council Session Arrangements Committee but no later than September 1, the Grand Secretary will distribute:
 - (1) One hundred dollars (\$100.00) to each member of the Supreme Messenger Team for her trip to the Annual Session of the SGC.
 - (2) Five hundred dollars (\$500.00) to the Chairman of the Miss Wyoming Job's Daughter Pageant.
 - (3) Two hundred fifty dollars (\$250.00) to the Chairman of the Jr. Miss Wyoming Job's Daughter Pageant.

- (b) The Grand Guardian shall be allowed thirty-five dollars (\$35.00) per Bethel per year to pay travel expenses in making her official visits to the Bethels throughout the state.
- (c) The Associate Grand Guardian shall be allowed the sum of thirty-five dollars (\$35.00) per Bethel to pay travel expenses for each official visit which he attends.
- (d) The GGC shall send the Grand Guardian and the Associate Grand Guardian to the SGC Session as its representatives. They shall each receive airfare or ten cents (\$0.10) per mile within the continent of North America by the most direct route from their homes to the Session and return. The sum of twelve dollars and fifty cents (\$12.50) for each day they will be in actual attendance of all business meetings of the SGC Session, unless excused for specific duties by the presiding officer.
- (e) Should the Associate Grand Guardian be unable to attend the SGC Session, an eligible voting member of the SGC shall be appointed by the Grand Guardian to replace him as a delegate.
- (f) The Grand Secretary shall be paid a salary of two hundred dollars (\$200.00) per month beginning July 1, 1988. GGC Social Security contributions will be made on a regular quarterly basis as a GGC expense. The Grand Secretary is to pay withholding tax when reporting other income.
- (g) The Grand Secretary, with the approval of the Finance Committee, may hire extra help in an emergency.
- (h) The Grand Guardian, Associate Grand Guardian, Grand Secretary, and Grand Treasurer shall each receive twenty-five cents (\$0.25) per mile, by most direct routes from their homes to the GGC Annual Session and return, plus fifteen dollars (\$15.00) per day for actual and partial days that they attend the Annual GGC Session, or a necessary called meeting of the Executive GGC which they attend.
- (i) The GGC shall pay the host Bethel or Bethels an advanced fee of two hundred dollars (\$200.00) upon request, for entertaining the Annual Session of the GGC. When the host Bethel or Bethels have paid all expenses incurred for the Annual Session of the GGC and show a profit over the advanced fee, the two hundred dollars (\$200.00) shall be returned to the GGC.
- (j) The Grand Secretary shall be bonded by an acceptable surety company for a minimum of one thousand dollars (\$1,000.00).
- (k) The Grand Treasurer shall be bonded by an acceptable surety company for a minimum of three thousand dollars (\$3,000.00).
- (l) Expenses incurred, which apply directly to the business sessions and ceremonies performed during the Annual Session of the GGC, shall be submitted to the Grand Secretary and the Finance committee for their approval on or before adjournment of the Annual Session of the GGC.
- (m) During the Annual Session of the GGC all motions referring to finances, except regular bills of the session, are referred to the Finance Committee before voting thereof.
- (n) The GGC shall pay twenty-five dollars (\$25.00) to the Special Project of the Supreme Guardian and Associate Supreme Guardian each year. The motel accommodations and banquet for two (2) nights, and a twenty-five dollar (\$25.00) gift allowance per person will be allowed for the Supreme Guardian and the Associate Supreme Guardian when they make their Official Visit to Wyoming. The GGC shall pay motel

accommodations and banquet for Miss International Job's Daughter and the Supreme Bethel Honored Queen for two (2) nights at the Official Visit of the Supreme Guardian and Associate Supreme Guardian to Wyoming.

(o) The Grand Guardian's Fund

- (1) As soon as possible after June 30 of each year the Grand Guardian shall receive one thousand dollars (\$1,000.00) from the General Fund for educational or travel expenses for the Job's Daughters of Wyoming.**
- (2) The Grand Guardian's Annual Report shall contain a detailed accounting of all disbursements from this fund. This report shall be turned into the Grand Secretary prior to May 31 of each year.**
- (3) All unspent funds shall be returned to the Grand Guardian Council of Wyoming.**

(p) A postage allowance shall be given to the Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, Grand Treasurer, Grand Chaplain, the Jurisprudence Committee, and any others deemed necessary by the Grand Guardian.

(q) An amount not to exceed one hundred dollars (\$100.00) in any one (1) year may be taken from the Promotional Fund, at the discretion of the Grand Guardian to help pay expenses for any Wyoming Job's Daughter participating in a special Supreme project.

(r) The GGC shall be responsible for providing the Degree of Royal Purple recipient with a rose, certificate, and for having the name, date of ceremony, and the name of the jurisdiction engraved on the reverse side of the medallion.

SOP-GGC-5**GRAND BETHEL**

1. **Regalia for Grand Bethel Officers, Representatives and Choir members**
 - (a) For the Grand Bethel meetings and installation, a jurisdiction may approve and provide:
 - (1) Crowns and capes (other than official regalia) to be worn by the Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess.
 - (2) Robes (other than official regalia) to be worn by all Grand Bethel Officers, Representatives and Choir members. If such robes are not approved and provided, approved dresses shall be worn
 - (3) Robes (official regalia) to be worn with crowns and capes as listed in (1) above.
 - (4) Official regalia of the Order. (See SOP-Bethel-11)
 - (b) When making Bethel visits and attending other functions, a jurisdiction may approve the wearing of regalia as listed in (a).
 - (c) When exemplifying Ritual work of the Order or when assisting with the institution of new Bethels, the official regalia of the Order shall be worn. (See SOP-Bethel-11)
2. **Medallions and pins for Grand Bethel Officers, Representatives and Choir members**
 - (a) A jurisdiction may approve the wearing of medallions and pins and may approve the means of providing same.
3. Each jurisdiction shall include laws concerning regalia in the Grand Bethel Bylaws.
4. **Age Eligibility**
 - (a) A Grand Bethel Daughter who is nineteen (19) years of age at the time of her election/selection for a Grand Bethel position may complete her term without being a CAV, although she may turn twenty (20) years of age during her term. A Grand Bethel Daughter twenty (20) years of age or older at the time of election/selection for a Grand Bethel position must be a CAV.

WY-SOP-GGC-6

INSTALLATION

Section 1.

- (a) Officers present shall be installed before the close of the Annual Session.
- (b) Members of the SGC shall install the officers of a GGC. Members of the GGC may be appointed to assist in the ceremony.
- (c)-WY **During the meeting called for the purpose of installing the GGC officers, the only presentations or ceremonies permitted shall be those to the newly installed Grand Guardian and Associate Grand Guardian, and the presentation of Past Grand jewels from the GGC to the outgoing Grand Guardian and Associate Grand Guardian.**

SOP-GGC-7

MANUAL OF RULES AND REGULATIONS

Section 1. Amendments

- (a) Amendments to the Manual of Rules and Regulations of a GGC shall be submitted to the Jurisprudence Committee of the SGC for approval or disapproval following adoption at the Annual Session of the GGC.
- (b) Amendments to the Manual of Rules and Regulations of the GGC shall be adopted by the GGC at the Annual Session. Within thirty (30) days after the close of the session, the Grand Secretary shall send one (1) electronic copy of the newly adopted amendment(s) to the Vice Supreme Guardian and the Chairman of the Supreme Jurisprudence Committee.
- (c) Following the approval of amendment(s) to the GGC Manual, the Grand Secretary shall electronically send the updated Manual, which includes said amendment(s), to the Chairman of Jurisprudence of the SGC, the Supreme Guardian, the Vice Supreme Guardian, and the Executive Manager.
- (d) The adoption by the SGC of new laws or amendments to existing laws affecting any Manual automatically amends same.

WY-SOP-GGC-8

MEETINGS

Section 1.

- (a)-WY This GGC shall meet in Annual Session no later than the third Thursday of June each year. Such meeting shall continue in session with suitable recesses, until the meeting is lawfully concluded. The GGC shall select the location and date for the succeeding Annual Meeting.**
- (b) See WY-SOP-SGC-16 for Rules of Order and Parliamentary Authority.**

WY-Section 2.

- (a) A meeting of the Executive GGC may be called by the Grand Guardian at her will or shall be called immediately upon receipt of a report from the Committee on Appeals and Grievances. All members must have at least two (2) weeks' notice in writing of such meeting.**

WY-SOP-GGC-9

PENALTIES AND FINES

Section 1. Fines shall be levied for:

- (a) Failure to file annual report of Bethel conditions (Form 110 or 111) as required by law.
 - (1)-WY** The GGC shall collect a fine of twenty dollars (\$20.00) from the Executive Members of the BGC for failure to remit fees and dues on Form 110 Annual Report by January 31. The Finance Committee will state in their report at the Annual GGC Meeting the Bethel number, location, and if the fine has been paid.
- (b) Failure to file Form 222 on time.
 - (1)-WY** A fine of five dollars (\$5.00) from the Executive Members of the BGC for failure to file Form 222, BGC Recommendations as required by law. (See WY-SOP-BGC-4 Sec. 1 (b)-WY)
- (c) Failure to perform properly such other acts as may be specifically required of Executive Members of the BGC.
 - (1)-WY** A fine of ten dollars (\$10.00) for failure to send in Educational and Promotional remittances by May 31 and December 31st. (See WY-SOP-BGC-4 Sec. 1 (c)-WY)
 - (2)-WY** A fine of five dollars (\$5.00) from the Executive Members of the BGC for the loss of Proficiency Lessons. (See WY-SOP-BGC-4 Sec. 1 (d) -WY)
 - (3)-WY** A Service fee will be charged on any unpaid balance for all orders placed through the Grand Secretary. (See WY-SOP-BGC-4 Sec. 1 (e))
 - (4)-WY** If the Grand Guardian makes a special trip to a Bethel to meet with the Executive BGC for failure to submit their reports on time. (See WY-SOP-BGC-4 Sec. 1 (f)-WY)
 - (5)-WY** Failure to pay fines so levied shall deprive the members of the Executive BGC of the right of membership in the GGC and shall render them ineligible for reappointment to the BGC. (See SOP-BGC-3)

SOP-GGC-10**VACANCIES****Section 1.**

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

**CONSTITUTION OF A BETHEL GUARDIAN COUNCIL
JOB’S DAUGHTERS INTERNATIONAL
GRAND GUADIAN COUNCIL OF WYOMING**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization is Job’s Daughters International, Bethel Guardian Council of Bethel Number _____, _____, _____,
(City) (State, Province, Territory, or Country)

**ARTICLE II
OBJECT**

Section 1.

- (a) The object of this Organization is to provide adult guidance and supervision of all Bethel meetings and activities held in the name of JDI by this Bethel.

**ARTICLE III
AUTHORITY**

Section 1.

- (a) This BGC operates under authority of the Dispensation or Charter granted to it by the Supreme or Grand Guardian Council.

**ARTICLE IV
MEMBERSHIP**

Section 1. Membership

- (a) The membership of a BGC shall consist of not more than nine (9) adult members, five (5) of whom will be Executive Members and four (4) of whom will be Associate Members.

Section 2. Loss of Membership

- (a) See B-SGC Art. XXVI Sec. 1 (a-c) concerning loss of membership in the BGC.

**ARTICLE V
COUNCIL MEMBERS**

Section 1.

- (a) The BGC shall consist of:
 - (1) Executive Members of the BGC: Bethel Guardian (a woman), Associate Bethel Guardian (a Master Mason, see POL-BOT-2), Guardian Secretary, Guardian Treasurer and a fifth member to be named from the following: Guardian Director of Epochs, or Guardian Director of Music, or Guardian Director of Promotion.

- (2) Associate Members of the BGC may include any four (4) of the following: Promoter of Sociability, Custodian of Paraphernalia, Director of Music, Director of Epochs, Promoter of Finance, Promoter of Hospitality, Director of Patrol, Promoter of Youth Activities, Promoter of Goodwill, Promoter of Fraternal Relations, Director of Promotion, and Bethel Beekeeper.

ARTICLE VI ELIGIBILITY

Section 1. Regular

- (a) Those eligible for appointment to a BGC shall be a least twenty (20) years of age. Appointees working with JDI in the USA, Canada or Australia shall be on the YPP current CAV list provided by the Executive Manager.
- (b) In addition,
- (1) The Associate Bethel Guardian shall be a Master Mason (See POL-BOT-2) in good standing in his Lodge.
- (2) The Bethel Guardian shall be:
- [a] a direct descendant of a Master Mason or the wife, daughter, granddaughter, great granddaughter, adopted daughter by law, mother, grandmother, sister, half-sister, step-sister, niece, grand-niece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason or
- [b] members of an organization basing its membership requirement on Masonic relationship or
- [c] Past Bethel Guardians or
- [d] Majority Members of JDI.
- (c) Adults with the eligibility of (a) or (b) above, or who are the parent, grandparent, stepparent or guardian of a member of the Bethel are eligible for appointment as Executive Members, other than Bethel Guardian and Associate Bethel Guardian, or as an Associate member of the BGC.
- (d) Executive Members of a BGC who are delinquent in paying fines shall be ineligible for reappointment. (See SOP-BGC 3 Sec. 1 (b)).
- (e) A Grand Guardian, Associate Grand Guardian, Vice Grand Guardian or Vice Associate Grand Guardian shall not serve as an Executive Member of a BGC.
- (1)-WY The Grand Guardian and Associate Grand Guardian shall not serve on the Council of their respective Bethels during their terms as Grand Guardian and Associate Grand Guardian.**

Section 2. Special

- (a) The Supreme Guardian, with the consent of the Executive SGC, may appoint five (5) eligible women to serve as Executive Members of the BGC in jurisdictions where Masons are prohibited by Masonic law from being Associate Bethel Guardians.
- (b) When a GGC has been organized in such jurisdiction, the Grand Guardian may appoint five (5) eligible women as Executive Members of the BGC

**ARTICLE VII
(Unassigned)**

**ARTICLE VIII
(Unassigned)**

**ARTICLE IX
(Unassigned)**

**ARTICLE X
(Unassigned)**

**ARTICLE XI
(Unassigned)**

**ARTICLE XII
(Unassigned)**

**BYLAWS OF A BETHEL GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF WYOMING**

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

Section 1. Duties of the Executive Members of the BGC are as follows:

- (a) Approve the appointive officers of the Bethel before their appointment by the Honored Queen.
- (b) Decide by majority vote of those present any question concerning the eligibility of a Daughter for a Bethel office.
- (c) Send Form 110, 111, 112, 113 or 114, an annual report of Bethel conditions, to Supreme Office or Grand Secretary.
- (d) Update the membership list provided by the Executive Manager and return to the Executive Manager with the Annual Report.
- (e) Provide entertainment and instruction according to the principles of the Order at all convocations at which the ritualistic ceremony is not used.
- (f) Keep in mind the welfare of the members of the Order during periods between convocations.
- (g) Set a good example by right living and by unimpeachable deportment at all times.
- (h) See that the members of the Bethel conduct themselves according to the highest standard of deportment while attending Bethel meetings and other Job's Daughters activities.
- (i) Perform all other duties assigned them by the laws of the SGC and GGC.
- (j)-WY To see that the Bethel is properly equipped with the supplies and Paraphernalia as prescribed by the SGC, the list of which shall be secured from the Grand Secretary.**
- (k)-WY The executive Members of each BGC shall be responsible to the GGC for their Bethel.**

Section 2. Applicants

- (a) A majority vote of the Executive Members of the BGC present at their regular or a special meeting shall elect applicants to Bethel membership.

Section 3. Vote

- (a)-WY Each Executive Member of the BGC of a chartered Bethel or a Bethel under dispensation shall have one (1) vote at the Annual Session of the GGC, provided his or her dues are paid to date.**
- (b) Bethels under Supreme refer to B-SGC Art. XXII Sec. 3 (b).

**ARTICLE II
DUTIES OF THE EXECUTIVE MEMBERS**

Section 1. The Bethel Guardian shall:

- (a) Call all meetings of the BGC, preside over same, and attend all Bethel meetings.
- (b) Supervise the transactions of the Bethel and see that the officers are proficient in their ritualistic work.

- (c) Teach the principles of the Order.
- (d) Maintain good order at all convocations of the Bethel.
- (e) See that all Bethel meetings are promptly opened and closed at a reasonable hour.
- (f) See that all applicants for membership are properly visited, advising with the Associate Bethel Guardian and members of the Visitation Committee of the Bethel regarding same.
- (g) Serve as custodian of the Bethel Charter and all copies of the Proficiency Lessons.
- (h) Make herself thoroughly familiar with the Constitutions, Bylaws, and Standard Operating Procedures of the Order and if under GGC jurisdiction, the Manual.
- (i) **(1)-WY Distribute five (5) current copies of the Constitutions, Bylaws and Standard Operating Procedures of the SGC, Manual of Rules and Regulations of the GGC and Uniform Code for Bethels.**
 - [a] Copies should be distributed to Bethel Guardian, Associate Bethel Guardian, Guardian Secretary, Honored Queen, and Senior Princess.**
 - (2) These copies are the property of the Bethel and shall be turned over to their successors at the time of installation. See that these copies are kept up to date by insertion of the amendments received from the Executive Manager or Grand Secretary.
 - (3) Additional copies may be provided for the other Executive Members and members of the Bethel as the Bethel Guardian may designate.
- (j) Strive to be a companion to the Daughters in their joys and pleasures and a safe haven in times of distress.
- (k) Contact parents or legal guardians of a Bethel member whose dues are delinquent before action is taken to suspend the member.
 - (1)-WY The Executive Members of each BGC shall be responsible to the GGC for their Bethel.**
- (l) Contact Bethel members suspended for non-payment of dues, explaining to them and their parents or guardians the advantage of reinstatement before the end of one (1) year. This duty may be assigned to another Executive member of the BGC when necessary.
- (m) Ensure that the Executive Members of the BGC establish and provide to the Honored Queen the titles and order for Escort, Introductions and Honors, Category 20, Others (see Ritual page 53). This will be according to the Supreme Guardian's directive.
- (n) Perform such other duties as rightfully belong to her office.
- (o)-WY Appoint a member of the BGC to assist each Bethel committee. This includes the appointment of a Council member to assist the Visitation Committee for applicants.**
- (p)-WY The Bethel Guardian shall make an annual report by June 1 of the activities of the Bethel to the Grand Guardian and to the Grand Secretary.**
- (q)-WY All Honored Queens elect shall present a six-month term plan to the BGC for approval prior to being installed.**

Section 2. The Associate Bethel Guardian shall:

- (a) Attend all meetings of the BGC and the Bethel.
- (b) Assist the Bethel Guardian in the performance of her duties and to assume them in her absence.

- (c) Become familiar with the Constitutions, Bylaws, and Standard Operating Procedures of the Order and where applicable, the Manual, and assist the Bethel Guardian in seeing that they are obeyed by the members of the BGC and of the Bethel.
- (d) Investigate the Masonic relationship of all applicants.
- (e) See that the books of the Bethel are audited at the close of each term and that a report is made to the Bethel at the first meeting after installation.
- (f) Perform such other duties as will serve the best interest of the Bethel.

Section 3. The Guardian Secretary shall:

- (a) Attend all meetings of the BGC and of the Bethel.
- (b) Make proper record of all meetings of the BGC.
- (c) Supervise the work of the Recorder.
- (d) See that proper record is kept of the receipts of the Bethel and that the books are closed and made available together with other necessary papers to the Associate Bethel Guardian not less than ten (10) days prior to the first meeting after installation.
- (e) Report to the Grand Secretary, or Executive Manager for Bethels under Supreme, the names and addresses of:
 - (1) All new Majority Members,
 - (2) Majority Members who have moved,
 - (3) Members and adult workers who have moved outside the jurisdiction.

(f)-WY Return old copies of the Proficiency Lessons to the Grand Secretary before receiving new copies.

Section 4. The Guardian Treasurer shall:

- (a) Attend all meetings of the BGC and of the Bethel.
- (b) Supervise the work of the Bethel Treasurer and receive all money from her, giving her a receipt for same.
- (c) Supervise the work of the Librarian by carefully reading her report before it is given in a Bethel meeting.
- (d) See that proper record is kept of the disbursements of the Bethel and that the books are closed and made available together with other necessary papers to the Associate Bethel Guardian not less than ten (10) days prior to the first meeting after installation.

Section 5. The Guardian Director of Music shall:

- (a) Attend all Bethel meetings, and if an Executive BGC Member, also attend all meetings of the BGC. (See SOP-BGC-5, Sec. 3)
- (b) Partner with the Bethel Guardian to see that music is available and played during all Bethel Meetings and ceremonials as needed.

OR The Guardian Director of Epochs shall:

- (a) Attend all Bethel meetings, and if an Executive BGC Member, also attend all meetings of the BGC. (See SOP-BGC-5, Sec. 3)
- (b) Partner with the Bethel Guardian in coaching the officers in their Ritual work.
- (c) Prompt officers during Bethel meetings or designate one of the Daughters to do so.

OR The Guardian Director of Promotion shall:

- (a) Attend all Bethel meetings, and if an Executive BGC Member, also attend all meetings of the BGC. (See SOP-BGC-5, Sec. 3)
- (b) Partner with members and the BGC in developing and implementing promotional and marketing campaigns, projects and events aimed at increasing Bethel membership and participation in Bethel activities.
- (c) If there is no Promoter of Youth Activities assume all roles and responsibilities of that position.

**ARTICLE III
DUTIES OF THE ASSOCIATE MEMBERS**

Section 1. The Promoter of Sociability shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Create a welcoming atmosphere by greeting visitors and encouraging socializing at Bethel meetings and events.
- (c) Assist the Preparation Committee in the preparation of candidates per the Ritual.
- (d) If there is no Promoter of Hospitality assume all roles and responsibilities of that position.

Section 2. The Custodian of Paraphernalia shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) See that the Bethel paraphernalia is carefully accounted for and maintained.
- (c) Conduct an annual inventory of all Bethel belongings providing a report to the BGC.
- (d) Train and support the Marshal, Senior and Junior Custodians in the proper care of Bethel paraphernalia and display during Bethel meetings per the Ritual.
- (e) Provide appropriate robe cleaning and care instructions to new members and their parents or guardians as needed.

Section 3. The Promoter of Finance shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Partner with the Bethel and Guardian Treasurer to understand the Bethel's finances and needs.
- (c) Assist in the audit of Bethel books at the conclusion of each term.
- (d) Partner with members and the BGC in planning and promoting fund-raising events and activities for the Bethel.

Section 4. The Director of Epochs or Director of Music or Director of Promotion shall:
(See B-BGC Art. II Sec. 5)**Section 5. The Promoter of Hospitality shall:**

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Create a welcoming atmosphere by greeting visitors and encouraging participation in Bethel meeting and events.

- (c) Assist the Hospitality Committee in planning and providing refreshments when requested.
- (d) If there is no Promoter of Sociability assume all roles and responsibilities of that position.

Section 6. The Director of Patrol shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Partner with the members and BGC to establish and/or promote a drill team.
- (c) Attend all drill team meetings providing coaching and supervision.

Section 7. The Promoter of Youth Activities shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Partner with the members, BGC and Director of Promotion to establish and/or promote a prospective member program.
- (c) Partner with members, BGC and Director of Promotion in planning and promoting events and activities that encourage participation in the Bethel, especially younger and potential members.
- (d) Encourage and manage the Daughters participation in all competitions.

Section 8. The Promoter of Good Will shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Create and/or maintain a list of Bethel members and BGC birthdays, anniversaries, and other special dates, making sure the Bethel observes or recognizes moments that create personal connection.
- (c) See that the Bethel appropriately recognizes when members, BGC members and other special people are ill or experience a personal loss.

Section 9. The Promoter of Fraternal Relations shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Serve as the Bethel's emissary, establishing and maintaining a close relationship with all Masonic and affiliated bodies supporting the Bethel.
- (c) Regularly provide supporting Masonic and affiliated bodies with information and invitations to Bethel events to encourage interaction between the organizations and promote understanding.
- (d) Partner with the members and BGC in planning and promoting the exemplification of Ritual work for Masonic and affiliated bodies.

Section 10. The Bethel Beekeeper shall:

- (a) Attend all Bethel meetings and attend all BGC meetings when invited. (See SOP-BGC-5, Sec. 3)
- (b) Oversee the development, programming, and promotion of an introduction to the "Beehive" program for interested girls who have not yet reached the age for Job's Daughters membership (also known as a Jobie to Bee, JD to Bee, or Bee).

**ARTICLE IV
(Unassigned)**

**ARTICLE V
(Unassigned)**

**ARTICLE VI
(Unassigned)**

**ARTICLE VII
(Unassigned)**

**ARTICLE VIII
(Unassigned)**

**ARTICLE IX
ELECTION**

Section 1. There is no election of members for the BGC.

**ARTICLE X
APPOINTMENTS**

Section 1.

- (a) Members of BGCs shall be appointed by the newly elected Supreme or Grand Guardian following her election at the Annual Session of the SGC or GGC, or within thirty (30) days thereafter. Certificates for all BGC members shall be forwarded to the incoming Bethel Guardian and a list of those appointments sent to the Supreme/Grand Deputy.
- (b) Bethel members shall be privileged to recommend Executive Members of the BGC. (See SOP-Bethel-15)
- (c) Instructions for newly organized Bethels are contained in SOP-Bethel-12.

**ARTICLE XI
TERM OF OFFICE**

Section 1. Regular

- (a) The term of office for members of a BGC under Supreme shall run concurrently with the SGC year and shall terminate at the close of the Annual Session of the SGC.
- (b) The term of office for members of a BGC under GGC jurisdiction shall run concurrently with the GGC year and shall terminate at the close of the Annual Session of the GGC.
- (c) Members of BGCs shall continue to perform the duties of their office until their successors have been installed.
- (d) Executive Members of a BGC shall serve no more than three (3) consecutive terms in that office and shall be ineligible for reappointment in said office until after a lapse of one (1) year, unless otherwise provided for in the Manual of Rules and Regulations of the GGC or the Supreme Guardian deems it necessary for Bethels under Supreme. (See B-GGC Art XVII Sec 1.15)

Section 2. Rights/Privileges - Titles

- (a) Bethel Guardians and Associate Bethel Guardians shall not attain the rights and privileges of Past Bethel Guardian or Past Associate Bethel Guardian unless they have served at least one (1) full SGC or GGC term in such office.
- (b) One who has not served one (1) full SGC or GGC term, but who has served with distinction as Bethel Guardian or Associate Bethel Guardian may be granted the rights and privileges of a Past Bethel Guardian and/or Past Associate Bethel Guardian upon recommendation by the Executive Members of the BGC or by the Executive Members of the SGC or GGC and a majority vote of the delegates present and voting at the Annual Session of the SGC or GGC.

**ARTICLE XII
MEETINGS**

Section 1. Monthly Meetings

- (a) Executive Members of the BGC shall hold regular monthly meetings (except during vacation) for the discussion of all matters pertaining to the Bethel and for the good of the Order.
- (b) The Associate Members of the BGC and adult committee chairmen may be invited to attend the meetings.
- (c) The five (5) elective officers of the Bethel, and such persons as it may be necessary to invite, may meet with the BGC. After the matters for which their presence is required have been discussed, they shall be excused before the BGC continues with its business.
- (d) Accurate minutes of all BGC meetings shall be kept by the Guardian Secretary. These minutes shall be approved by the Supreme Guardian (or her Deputy) or the Grand Guardian (or her Deputy) at the time of official visit in their respective jurisdictions.
- (e) When attending a meeting of the BGC, Associate Members and adult committee chairmen shall be entitled to vote on all business pertaining to the Bethel except on those matters specifically delegated to the Executive Members.

Section 2. Annual Meeting

- (a) BGCs, including Executive and Associate Members, of Bethels under Supreme, shall hold their Annual Meeting during the month of April, but no later than ninety (90) days prior to the Annual Session of the SGC.
- (b) BGCs, including Executive and Associate Members, of Bethels under GGCs, shall hold their Annual Meeting at least thirty (30) days prior to the Annual Session of the GGC.

Section 3. Purpose of the Annual Meeting

- (a) At the Annual Meeting, the members of the BGC present shall recommend by secret ballot the Executive Members of the BGC for the ensuing year, for consideration by the Vice Grand Guardian or Vice Supreme Guardian. The ballots shall be tabulated in the presence of those in attendance and additional ballots shall be taken until a majority recommendation appears for each office.
- (b) The Executive Members present shall recommend by secret ballot not more than four (4) Associate Members of the BGC.

- (c) Committee chairmen are not eligible to vote on recommendations for any members of the BGC at the Annual Meeting.
- (d) Names of those receiving a majority recommendation shall be listed on Form 222 and forwarded to the Vice Grand Guardian at least twenty (20) days prior to the Annual Session of the GGC.
- (e) Bethels under Supreme shall follow the same procedure except that Form 222 shall be mailed to the Vice Supreme Guardian at least eighty (80) days prior to the Annual Session of the SGC.

ARTICLE XIII INSTALLATION

Section 1.

- (a) If appointed by the Supreme Guardian, members of a BGC, including those reappointed, shall be installed at a meeting of the Bethel.
- (b) If appointed by the Grand Guardian, members of a BGC, including those reappointed, shall be installed according to the Manual of Rules and Regulations of the GGC.
- (c) Members of a BGC appointed by a Grand Guardian shall be installed by a member of the SGC or GGC.
- (d) Members of a BGC appointed by the Supreme Guardian shall be installed no later than October 31. Those eligible to serve as the Installing Officer for these Bethels shall be members of the SGC and Assisting Supreme Deputies, or Bethel Guardians, Associate Bethel Guardians, Past Bethel Guardians, and Past Associate Bethel Guardians of a Bethel under Supreme.
- (e) Instructions for installation of newly organized Bethels are contained in SOP-Bethel-12.

**STANDARD OPERATING PROCEDURES
OF A BETHEL GUARDIAN COUNCIL
JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF WYOMING**

SOP-BGC-1

APPEALS

Section 1. Privilege

- (a) In the event of a disagreement among members of a BGC which cannot be amicably reconciled by the Bethel Guardian, or if one or more members of the BGC are aggrieved by an act of the Supreme Guardian (for BGCs under Supreme) or the Grand Guardian (for BGCs under a GGC), the aggrieved parties may appeal the decision or ruling in the manner provided in the Law of Appeals and Grievances. (See SOP-SGC-1)

Section 2. Restriction

- (a) If no appeal is taken within sixty (60) days after the acts or decisions, the aggrieved party or parties shall lose the right of appeal.

SOP-BGC-2**COMMITTEE CHAIRMEN****Section 1. Appointment**

- (a) Immediately after members of the BGC are installed, they may appoint adult committees. Such committees may bear the same designation as listed in B-BGC Article III, which are not held by an Associate Member of the BGC. The title of “Chairman” shall be used instead of “Promoter” or “Director”. Such appointments shall be reported to the Supreme Guardian and the Supreme Deputy for Bethels under Supreme or to the Grand Guardian for Bethels under a GGC and acknowledged prior to said appointment taking effect.

Section 2. Eligibility

- (a) Those eligible for appointment as members of committees of a BGC shall have the same qualifications as for appointment to a BGC. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.

SOP-BGC-3**DISCIPLINE****Section 1. Members of the BGC**

- (a) Members of the BGC may be removed from office by the Supreme/Grand Guardian for cause, insubordination, misconduct, or unlawful withholding or retention of any property of a Bethel. Notice of such removal shall be given in writing, stating the cause of the removal and outlining the process of appeal. This does not deny anyone removed the right of appeal as elsewhere provided. (See SOP-SGC-1)
- (b) Executive Members of the BGC who are delinquent in paying fines levied in SOP-BGC-4, shall lose the right of membership in the GGC.

Section 2. Bethel Members

- (a) The Executive Members of the BGC shall have authority over the following:
 - (1) Suspension or expulsion of a Bethel member.
 - (2) Suspension for a definite interval of the right of any Bethel officer to function in her office.
 - (3) Removal of a Bethel officer from office.
 - (4) Reprimand of an officer or member.
 - (5) Probation for a definite period.
- (b) Notice in writing stating cause of discipline and outlining the process of appeal shall be sent to the Bethel member and her parents/guardians, (if a minor).
- (c) Discipline as described in paragraph (b) or suspension for nonpayment of dues shall not be reported to the Bethel members or discussed in a Bethel meeting.

WY-SOP-BGC-4**FINES****Section 1.**

- (a) A fine of twenty dollars (\$20.00) shall be paid by the Executive Members of the BGC who fail to file the annual report on Form 110, 111, 112, 113 or 114 and remit fees by January 31. An extension of time may be given at the discretion of the Executive Manager or the Grand Secretary.
- (1)-WY The GGC shall collect a fine of twenty dollars (\$20.00 from the Executive Members of the BGC for failure to remit fees and dues on Form 110 Annual Report by January 31. The Finance committee will state in their report at the Annual GGC Meeting the Bethel number, location and if the fine has been paid.**
- (b)-WY A fine of five dollars (\$5.00) from the Executive Members of the BGC for failure to FILE Form 222, BGC Recommendations as required by law.
- (c)-WY A fine of ten dollars (\$10.00) shall be paid by the Executive Members of the BGC for failure to send in Educational and Promotional remittances by May 31 (for the spring term project) and December 31 (for the fall term project).
- (d)-WY A fine of five dollars (\$5.00) from the Executive Members of the BGC for the loss of Proficiency Lessons.
- (e)-WY A service fee will be charged on any unpaid balance for all orders placed through the Grand secretary. For unpaid balances forty-five (45) days overdue, a five dollar (\$5.00) late fee will be charged. For every month thereafter, one-half percent (1/2%) of the unpaid balance will be charged. Failure to pay fines so levied shall deprive the members of the BGC of the right of membership in the GGC and shall render them ineligible for reappointment to the BGC.
- (f)-WY If the Grand Guardian has to make a special trip to a Bethel for failure to submit their reports on time, the Executive BGC will be responsible for paying her mileage, room and meals. The mileage will be figured at twenty-five cents (\$.25) per mile round trip.
- (g)-WY Failure to pay fines so levied shall deprive the members of the Executive BGC of the right of membership in the GGC and shall render them ineligible for reappointment to the BGC. (See SOP-BGC-3)

SOP-BGC-5**RESIGNATIONS AND REMOVALS****Section 1. Resignations**

- (a) A letter of resignation shall be submitted to the Guardian Secretary who shall notify the Bethel Guardian. The Bethel Guardian shall immediately call a meeting of the Executive Members who shall take action on the resignation. The Bethel Guardian shall then notify the Grand Guardian, or the Supreme Guardian for Bethels under Supreme, and the member who resigned of the action taken.

Section 2. Removal of an Executive Member

- (a) In the event of the removal from office of one (1) or more Executive Members of the BGC by the Grand Guardian, or the Supreme Guardian for Bethels under Supreme, the Grand Guardian or Supreme Guardian shall select and appoint those necessary to fill vacancies caused by such removal. She shall advise the remaining members of the BGC and the Grand/Supreme Deputy of her actions.

Section 3. Automatic Removal

- (a) An Executive Member who fails to attend three (3) Bethel meetings or three (3) meetings of the BGC, except in case of illness or unavoidable absence, is automatically removed. (See SOP-BGC-6 and B-GGC Art. XVII Sec. 1.16)
- (b) An Associate member who is invited to attend all meetings of the BGC and fails to attend three (3) Bethel meetings or three (3) meetings of the BGC, except in case of illness or unavoidable absence, is automatically removed. (See SOP-BGC-6 and B-GGC Art. XVII Sec. 1.16)
- (c) An Associate member who is not invited to attend all meetings of the BGC and fails to attend three (3) Bethel meetings, except in case of illness or unavoidable absence, is automatically removed. (See SOPBGC-6 and B-GGC Art. XVII Sec. 1.16)

SOP-BGC-6**VACANCIES****Section 1.**

- (a) When any vacancy occurs on a BGC, the Bethel Guardian or the Guardian Secretary shall immediately notify the Grand Guardian and Grand Deputy for Bethels under a GGC or the Supreme Guardian and Supreme Deputy for Bethels under Supreme. If requested to do so by the Grand Guardian or Grand Deputy or Supreme Guardian or Supreme Deputy as appropriate, the remaining Executive Members of the BGC shall recommend to the Grand Guardian or the Supreme Guardian the name of an eligible person for appointment to the office vacated. (See B-GGC Art. XVII Sec. 1.14)
- (b) The Grand Guardian or the Supreme Guardian shall make appointments to fill vacancies in a BGC.
- (c) Those appointed shall be installed at the next regular Bethel meeting, or as soon as convenient, after receipt of the Certificate of Appointment.
- (d) If the office of Bethel Guardian becomes vacant for any cause, the Associate Bethel Guardian assumes her duties and responsibilities until her successor is appointed and installed.
- (e) See SOP-BGC-5, for resignation and removal procedures.

**CONSTITUTION OF A BETHEL
JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF WYTOMING**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization is Job’s Daughters International, Bethel No. _____ of _____.
- (City/Location) (State, Province, Territory, Country)

**ARTICLE II
OBJECT**

Section 1.

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

**ARTICLE III
AUTHORITY**

Section 1.

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

**ARTICLE IV
MEMBERSHIP**

Section 1. Members

- (a) Girls between the ages of ten (10) and twenty (20) years who bear a Masonic relationship shall be eligible for membership. Masonic relationship shall be interpreted to mean a relationship by blood, marriage, or law to a:
 - (1) Mason (See POL-BOT-2),
 - (2) his wife or widow,
 - (3) a member of Job’s Daughters,
 - (4) or a Majority Member of Job’s Daughters.
- (b) If, after diligent and exhaustive search, Masonic relationship cannot be verified for an Applicant, a Majority Member and a Master Mason (other than the Bethel Guardian or Associate Bethel Guardian) may sponsor the Applicant.

- (c) A woman under the age of twenty (20) years who has been married, divorced, whose marriage has been annulled or who is pregnant, or has ever been pregnant, except in the case of rape (or its equivalent terminology) or incest is not eligible for membership.

Section 2. Resident Requirements

- (a) A resident of a jurisdiction in which there is a Bethel, shall be eligible to membership only in the jurisdiction of her residence unless a waiver of jurisdiction is obtained from the Grand Guardian of the resident jurisdiction or the Supreme Guardian if the Bethel is under Supreme.

**ARTICLE V
OFFICERS**

Section 1. Elective

- (a) The elective officers of each chartered Bethel shall be Honored Queen, Senior Princess, Junior Princess, Guide, and Marshal.

Section 2. Appointive

- (a) The appointive officers shall be Recorder, Treasurer, Chaplain, Librarian, Musician, First Messenger, Second Messenger, Third Messenger, Fourth Messenger, Fifth Messenger, Senior Custodian, Junior Custodian, Inner Guard, and Outer Guard.

**ARTICLE VI
(Unassigned)**

**ARTICLE VII
(Unassigned)**

**ARTICLE VIII
(Unassigned)**

**ARTICLE IX
(Unassigned)**

**ARTICLE X
(Unassigned)**

**ARTICLE XI
(Unassigned)**

**ARTICLE XII
(Unassigned)**

**ARTICLE XIII
GENERAL PROVISIONS**

Section 1. Birthday

- (a) The date on which a Bethel should observe its birthday is the date on which it was instituted.

Section 2. Official Seal

- (a) Each Bethel is required to have an official Bethel seal which must be purchased from the Executive Manager or Grand Secretary immediately after the Bethel is chartered.

Section 3. Move/Change of Location

- (a) When it is necessary to move from one city to another, the original Charter shall remain intact. An authorization showing date of transfer and new location of the Bethel, signed by the Supreme or Grand Guardian and attested by the Supreme or Grand Secretary, shall be attached to the original Charter.
- (b) The Bethel seal shall bear the name of the new location.

Section 4. (Unassigned)**Section 5. (Unassigned)****Section 6. Auxiliary Club**

- (a) No auxiliary club calling for ritualistic work of the Order shall be organized from the membership of the Bethel.

**BYLAWS OF A BETHEL
JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF WYOMING**

**ARTICLE I
GENERAL PROVISIONS**

Section 1. (Unassigned)

Section 2. (Unassigned)

Section 3. (Unassigned)

Section 4. Bylaws

- (a) Each Bethel under Supreme shall adopt, within thirty (30) days from the date its Charter is granted, Bylaws conforming with the Uniform Code for Bethels, SOP-Bethel-21, and forward one (1) electronic copy to the Vice Supreme Guardian and one (1) electronic copy to the Jurisprudence Committee of the SGC for approval.
- (b) Local Rules of Operation, a Bethel may adopt local rules of operation dealing with the finances and other miscellaneous operational issues, as long as these Local Rules of Operation do not conflict with the Rules and Regulations of the SGC or GGC in which the Bethel resides. All Local Rules of Operation must be approved by the Bethel members as an amendment to their Bylaws (following the procedure for approval of amendments), approved by the appropriate Jurisprudence Committee and published as part of the Bethel's Uniform Code before they are effective.

**ARTICLE II
MEMBERSHIP**

Section 1. Application

- (a) After the organization of a Bethel, members shall be received by application in the form prescribed by the SGC. (Form 130)
- (b) Applications for membership must be received and read at a regular Bethel meeting held previous to the date of the initiation. (See B-GGC Art. XVII Sec. 1.20)
- (c) Official visitation forms (Form 132) shall be referred to a Visitation Committee consisting of three (3) members of the Bethel who shall return completed report to the Bethel Guardian before the next regular meeting of the Bethel.
(1)-WY A member of the BGC shall advise/supervise this committee.
- (d) Election to membership shall be by majority vote of the Executive Members of the BGC present at their regular or special meeting.
- (e) If a candidate is accepted for initiation and leaves the city before being initiated, a courtesy initiation may be requested in writing by the Guardian Secretary of the Bethel which received the application, to the Guardian Secretary of the Bethel conducting the initiation. The fee shall be retained by the Bethel which received the application and the Daughter becomes a member of that Bethel.

Section 2. Affiliation/Reinstatement

- (a) A member who has demitted from the Order may renew her membership by presenting to the Bethel with which she desires to affiliate an Application for Membership by Affiliation (Form 131).
- (b) If application is made within the stated six (6) month period, it must be accompanied by the Demit and an affiliation fee equal to one-half (1/2) of the initiation fee. (See B-GGC Art. XVII Sec. 1.21)
- (c) If application is made at a later date, annual dues as well as a Demit and affiliation fee must accompany the application.
- (d) The application must be investigated in the regular manner (Art II, Sec. 1(c) above) and approved by majority vote of the Executive Members of the BGC present at a regular or special meeting. After signing the Permanent Record Book, the applicant shall be enrolled as a member.
- (e) See SOP-Bethel-14 Sec. 3 for members holding a demit from a closed Bethel and desiring to affiliate with another Bethel.

Section 3. Dual Membership

- (a) A Daughter shall be allowed dual membership, interpreted to mean the original Bethel plus one (1) other Bethel that is:
 - (1) Outside the jurisdiction of her original membership (see SOP-Bethel-2);
 - (2) Within the jurisdiction if so permitted by the Manual of Rules and Regulations of a GGC or JGC (see B-GGC Art. XVII, Sec. 1.23 or B-JGC Art. XV, Sec. 1 (a) (9)); or
 - (3) Within the jurisdiction for jurisdictions under Supreme.
- (b) Upon submission of Form 131d, Request for Dual Membership and a current dues receipt and upon the approval of the members of the Executive Bethel Guardian Council the Daughter may be admitted to the Bethel as a dual member.
- (c) She shall be afforded all rights and privileges in each Bethel. (d) Dues shall be payable to each Bethel.

Section 4. Resignation from the Order

- (a) Any member of the Order, in good standing, may submit a letter of resignation to the Executive Members of the BGC at any time.

ARTICLE III DEMITTS

Section 1. Issue

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

Section 2. Process

- (a) If, within six months, a Daughter applies to another Bethel, the Demit (complete Form 210) shall be attached to an Application for Membership by Affiliation (Form 131). If the Daughter is elected to membership, the Guardian Secretary of the Bethel in which the Daughter is elected shall complete Form 210 and mail the sections to those designated. If the application is to another Bethel in the same State, Province, Territory or Country or to a Bethel not under GGC jurisdiction, the third copy is unnecessary and may be destroyed. The Demit shall permanently remain attached to the Application for Membership by Affiliation and retained in the Bethel files.
- (b) See SOP-SGC-12 for information on Majority Members.

Section 3. Resignations

- (a) A Daughter who has resigned (or left for personal reasons) her Bethel may apply a Bethel to become a member.
- (b) The process to become a member shall be the same as one who has never been a member, except the applied to BGC must assure the applicant is clear on the books of her former Bethel, before accepting her application for processing.
 - (1) Unpaid dues owed may not exceed one (1) year.
- (c) Upon Initiation, honors previously earned will be reinstated.

**ARTICLE IV
(Unassigned)**

**ARTICLE V
RECOMMEND EXECUTIVE MEMBERS OF THE BGC**

Section 1.

- (a) Bethel members shall be privileged to submit by secret ballot recommendations concerning those to be selected as Executive Members of the BGC. Refer to SOP-Bethel-15 for information and procedures.

**ARTICLE VI
(Unassigned)**

**ARTICLE VII
COMMITTEES**

Section 1.

- (a) After installation the Honored Queen shall appoint the following committees and such other committees as are deemed advisable by the Executive Members of the BGC:
 - (1) Auditing Committee composed of three (3) members. See Ritual for explanation of duties.

- (2) Pledge Committee, composed of three (3) members assisted by an Executive Member of the BGC, preferably the Associate Bethel Guardian. It shall be the duty of the Pledge Committee to give the Pledge of Honor to late unobligated visitors. (See Ritual)
- (3) Proficiency Committee composed of at least three (3) members. It shall be the duty of the Proficiency Committee to assist the members in learning the information necessary to pass the Proficiency Lessons Examination.

**ARTICLE VIII
(Unassigned)**

**ARTICLE IX
AMENDMENTS**

Section 1.

- (a) The Constitution and Bylaws of a Bethel may be amended by following the procedures outlined in SOP-SGC-16, No. 2 Amendments. (For Prerogatives of a GGC, see B-GGC Art. XVII Sec. 1.25, and procedure given in SOP-GGC-7)
- (b) Approved amendments shall also amend any sections of SOP-Bethel-21, Uniform Code for Bethels, pertaining to the same subject.
- (c) Bethels may amend their Uniform Code for Bethels by following the procedure under prerogatives of a Bethel, SOP-Bethel-21, Art. XV, Sec. 2

**ARTICLE X
(Unassigned)**

**ARTICLE XI
APPEALS**

Section 1.

- (a) Bethel members shall have the right to appeal against any act or decision of the Executive Members of the BGC which may abrogate any rights and privileges specifically guaranteed them by their Bethel Bylaws, the Constitution, Bylaws, and Standard Operating Procedures of the SGC or the Manual of the GGC.
- (b) If no appeal is taken within sixty (60) days after the act or decision, the aggrieved parties shall lose the right to appeal.

**ARTICLE XII
LOSS OF HONORS**

Section 1.

- (a) Bethel members who have resigned, or have been suspended, expelled or granted a demit which has expired, shall lose the right to be introduced by, or to use, any titles earned during their time of membership.

- (b) Reinstatement to membership shall automatically reinstate the right to the use of titles previously earned.

ARTICLE XIII TERM OF OFFICE

Section 1.

- (a) The term of office shall be six (6) months. If the Bethel's Uniform Code for Bethels provides for a vacation period, the remaining months may be divided into two equal terms affording each Honored Queen the same number of meetings.
- (b) Any officer becoming twenty (20) years of age after she has been elected or appointed to an office, shall complete her term of office but shall not be reelected or reappointed.

ARTICLE XIV INSTALLATION

Section 1. General

- (a)-WY **The installation shall be held between the second meeting in May and the second meeting in June; and between the second meeting in December and the second meeting in January. It may be an open meeting without formal opening and closing. A special dispensation is required if Installation is not held on a regular meeting night.**
- (b) An officer, elected or appointed, not present at the time the officers were installed, shall be installed at the next regular meeting of the Bethel unless excused by the Executive Members of the BGC.
- (c) A Daughter shall not be installed into office unless her dues are paid to the end of the ensuing term.

Section 2. Installing Officers

- (a) The Installing Officer of a Bethel shall be its own retiring Honored Queen.
- (b) The other installing officers shall be Past Honored Queens of the Bethel. Where Past Honored Queens cannot serve, Majority Members may be asked to act as installing officers.
- (c) The Executive Members of the BGC shall approve the selection of all other installing officers.

ARTICLE XV VACANCIES

Section 1. Elective Office

- (a) Should the Honored Queen's station become vacant during the term of office, the Executive Members of the BGC shall appoint a substitute in the office. A Past Honored Queen, or if no Past Honored Queen is available, a Majority Member, neither of whom has been married or pregnant, shall be appointed to fill the vacancy.
- (b) However, when a vacancy occurs in any elective office, and if deemed advisable by the Executive Members of the BGC, a special election may be held to fill such vacancy.
- (c) Notice of a special election shall be mailed to all members of the Bethel at least one week prior to the date thereof.

- (d) Officers who have been newly elected shall be installed not later than the first meeting following the election. (See SOP-Bethel-18)

Section 2. Appointive Office

- (a) A vacancy in an appointive office shall be filled by a member appointed by the Honored Queen and approved by the Executive Members of the BGC.
- (b) Any officer so appointed shall be installed at the next regular meeting of the Bethel by the Honored Queen.

ARTICLE XVI MEETINGS

Section 1. Regular

- (a) There shall be two (2) regular meetings a month except during vacation period.
- (b) Special meetings may be held by dispensation granted by the Supreme or Grand Guardian. (See SOPBethel-18)
- (c) A Bethel cannot be opened unless there be present seven (7) members of the Bethel including one (1) of the first three (3) officers, at least one (1) Executive member of the BGC, or the Deputy, or an officer of the SGC or GGC, and the Dispensation or Bethel Charter.
- (d) In the event a Bethel's membership has declined to the point where the required seven (7) members are not available, a meeting may be held for the purpose of reading applications, initiating, processing affiliates, voting to move or merge, installing members of the BGC and conducting the necessary business of the Bethel. Present at the meeting must be:
 - (1) at least one (1) of the first three (3) officers;
 - (2) at least one (1) Executive member of the BGC, or the Deputy, or an officer of the SGC or the GGC;
 - (3) the Dispensation or Charter.
- (e) In the event a Bethel's membership has declined to a point where the Bethel is unable to hold three (3) consecutive meetings, the Bethel shall be placed under reorganization by the Supreme or Grand Guardian (see SOP-Bethel 9 Sec. 1 (a)).
- (f) (Unassigned)
- (g) (Unassigned)
- (h) The Honored Queen shall preside during the regular meetings of the Bethel. In case of emergency, the position of Honored Queen may be filled by an active Past Honored Queen. In the event there is no active Past Honored Queen present, the succession of officers shall be Senior Princess, Junior Princess, Guide, and Marshal.
- (i) The Ritual prescribed by the SGC shall be used without alteration for opening and closing each Bethel, for conferring the Epochs and for other ceremonies. No short form shall be used.
- (j) Bethel meetings shall be conducted in accordance with the Ritual of the Order and in conformity with the laws of the SGC and Robert's Rules of Order Revised (latest edition).
- (k) (Unassigned)
- (l) (Unassigned)
- (m) (Unassigned)

- (n) The Bethel shall exemplify the Initiation Ceremony at least one (1) time each term. If no candidate is available, a previously initiated Job's Daughter shall be used.
- (o) The Bethel shall perform the Majority Ceremony and/or the Obligation Ceremony at a regular (or special) meeting one (1) time during the year.

**STANDARD OPERATING PROCEDURES OF A BETHEL
JOB'S DAUGHTERS INTERNATIONAL
GRAND GUARDIAN COUNCIL OF WYOMING**

SOP-BETHEL-1

APPOINTMENTS

- (a) Appointive officers shall be appointed by the Honored Queen-elect with the approval of the Executive Members of the BGC.

WY-SOP-BETHEL-2**BETHEL FINANCES****Section 1. Receipts**

- (a) All monies collected in the name of a Bethel shall be received by the Bethel Recorder/Guardian Secretary and turned over to the Bethel Treasurer/Guardian Treasurer.
- (b) All monies collected, whether electronically or physically, shall be included on the Bethel meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts.
- (c) Fees: (See SOP-SGC-11)
 - (1) The initiation fee for each member when she joins the Order is:
 - [a] For Bethels under Supreme, ten (10.00) USD, CAD, AUD, PHP, BRL, etc. and annually shall increase by two percent (2%) beginning January 1, 2004.
 - [b] For Bethels under a GGC, four (4.00) USD, CAD, AUD, PHP, BRL ... etc., and annually shall increase by two percent (2%) beginning January 1, 2004. If the applicant is rejected the fee shall be returned.
 - [c] If the applicant is rejected the fee shall be returned.
 - (2) The affiliation fee shall be one-half the initiation fee.
- (d) Annual Dues: (See B-GGC Art. XVII Sec. 1.22)
 - (1) The annual dues for each member reported by chartered Bethels on December 31 is ten point one two (10.12) USD, CAD, AUD, PHP or BRL ...etc., and annually shall increase by two percent (2%) beginning December 31, 2007. Dues are payable in advance on January 1st of each year.
- (e) Members whose dues have not been paid for a period of one (1) year shall be considered delinquent.

Section 2. Exemption from Fees and Dues (See B-GGC Art. XVII Sec. 1.22)

- (a) Applicants and members residing in Masonic Homes or homes sponsored by an organization based on Masonic membership or relationship shall not be required to pay initiation fees or dues.

Section 3. Disbursements (See B-GGC Art. XVII Sec. 1.22)

- (a) Monies shall be expended only by a majority vote of the members present at a regular meeting and by and with the consent of the Executive Members of the BGC. When duly authorized, a warrant shall be issued which shall be signed by the Bethel Guardian, Recorder and Honored Queen.
 - (1) Upon receipt of the properly signed warrant the Bethel Treasurer, or Guardian Treasurer shall write checks. All checks shall be signed and countersigned by the Guardian Treasurer and/or other authorized Executive Member of the BGC. All checks shall have two (2) signatures. When the checks have been issued the warrant shall be signed by the Guardian Treasurer. Or

- (2) Monies electronically transferred from a Bethel's financial accounts shall be included on the Bethel meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts. Additionally, minutes of the Bethel Guardian Council meeting and Bethel meeting shall reflect an approved transfer of the funds by the Executive Members of the BGC and the Bethel Daughters.
- (b) Fees
 - (1) Initiation and annual fees shall be paid by Bethels. (See SOP-SGC-11)
- (c) Special Privileges:
 - (1) Bethels shall pay a designated fee which shall accompany the request for dispensation for special privileges. Special privileges and designated fee are shown in SOP-Bethel-18.

Section 4. Educational and Promotional Funds (See B-GGC Art. XVII Sec. 1.22)

- (a) Within thirty (30) days after the new officers are installed in a chartered Bethel, the Honored Queen and members shall plan a financial affair, two (2) affairs each year, for the benefit of the Educational and Promotional Funds.
- (b) One-third (1/3) of the monies raised shall be retained by the Bethel, one-third (1/3) forwarded to the Educational Fund and one-third (1/3) forwarded to the Promotional Fund.
- (c)-WY **These monies, except that portion to be retained by the Bethel, shall be mailed to the Grand Secretary for use in Educational and Promotional Funds in the jurisdiction wherein such Bethel exists. These funds will be due and payable to the Grand Guardian council by May 31 (for the spring term project) and by December 31 (for the fall term project). A ten dollar (\$10.00) fine will be assessed if monies are not received by these dates.**

WY-Section 5: Special Assistance

- (a) **In the event that a Bethel needs assistance from the Grand Guardian or any other Executive Grand Officer any time, other than the Official Visit, expenses of this Grand Officer's consultation shall be paid by the Bethel requesting visitation. If the Daughters do not vote to approve the expenditure, it will need to be paid for personally by the Executive BGC.**

SOP-BETHEL-3**DISCIPLINE****Section 1. Supervision**

- (a) All members shall be under the direct supervision of the Executive Members of the BGC, who shall have the power to investigate, reprimand, suspend or expel officers or members for cause.

Section 2. Hearing

- (a) No member of JDI can be suspended or expelled without a hearing before the Executive Members of the BGC.
- (b) Not less than two (2) weeks before the hearing, the member shall be advised of the charges against her.

Section 3. Course of Action

- (a) The discipline of a member shall be the responsibility of the Executive Members of the BGC and is to be undertaken in accordance with the Constitution, Bylaws, and Standard Operating Procedures of JDI and governmental laws.
 - (1) Such discipline shall be supervised as indicated in Sec 1. If further advice is deemed necessary, the Supreme Guardian or Supreme Deputy, Grand Guardian, Grand Deputy, or Jurisdictional Guardian shall be consulted.
- (b) Loss of office:
 - (1) A Bethel officer shall lose her office and the honors thereof if absent from three (3) regular Bethel meetings without good and sufficient cause. The Executive Members of the BGC shall determine the validity of the cause.
- (c) Suspension:
 - (1) Insubordination, non-payment of dues or the retention of money or property of the Bethel shall be considered cause for reprimand or suspension.
 - (2) Suspension, except for the non-payment of dues, shall not exceed a period of six (6) months. After that period of time the suspended member shall be reinstated or expelled by a majority vote of the Executive Members of the BGC.
- (d) Expulsion:
 - (1) Conduct that reflects discredit upon the Order or flagrant or deliberate disobedience to the laws of the Order shall be considered cause for expulsion.

Section 4. Notice

- (a) Notice in writing stating cause of discipline and outlining the process of appeal shall be sent to the Bethel Member and her parents/guardian (if a minor).

Section 5. Reinstatement

- (a) Reinstatement from suspension:
 - (1) A member who has been suspended from the Order not more than one (1) year for non-payment of dues may be reinstated by paying all unpaid dues to the date of suspension.
 - (2) An application for reinstatement after one (1) year must be accompanied by a fee equal to one-half (1/2) of the initiation fee and all unpaid dues to the date of suspension.
 - (3) Reinstatement shall be by a majority vote of the Executive Members of the BGC.

- (b) Reinstatement from expulsion:
- (1) A member who has been expelled from the Order may apply for reinstatement three (3) months or more after final action is taken in her case, by written application to the Executive Members of the BGC of the Bethel from which she was expelled. Such application shall be in duplicate and mailed to the Guardian Secretary who shall notify all concerned.
 - (2) The Executive Members of the BGC shall act upon the application at a meeting held not later than thirty (30) days after receipt of same.
 - (3) If the applicant is not satisfied with the action of the Executive Members of the BGC, an appeal may be made as provided in Law of Appeals and Grievances. (See SOP-SGC-1)

WY-SOP-BETHEL-4**ELECTION**

- (a)–WY **Election of officers shall be held at the first or second meeting in the months of May and December. (Bethels under Supreme and Grand may hold election at another time by amendment by amendment to their Bylaws.) (See B-GGC Art. XVII Sec. 1.18)**
- (b) The election may be by ballot without nomination or candidates aspiring to an elective office shall be requested to rise and state their name. A majority vote shall elect.
- (c) The method of balloting shall be:
- (1) secret ballot, or
 - (2) viva voce
- (d) Each GGC shall determine the method to be used in its jurisdiction and it shall be the only method used in the jurisdiction.
- (e) Bethels under Supreme shall use the method specified in their Bethel Bylaws.
- (f) Detailed procedure to be followed in conducting the election shall be as determined by Executive Members of the BGC.
- (g) Election shall be from members present, except in case of sickness or other unavoidable absence. The Executive Members of the BGC present shall decide upon and announce the eligibility of the absentee.
- (h) All members shall be entitled to vote until the end of the term even though they become twenty (20) years of age during the term.
- (i) By special dispensation given by the Supreme/Grand Guardian, the Bethel may elect officers at a time other than that prescribed in (a) of this SOP. Requests for Special Dispensation from Bethels under Supreme shall be submitted on Form 200 and sent to their Supreme Deputy. (See SOP-Bethel-18)

SOP-BETHEL-5**ELIGIBILITY**

- (a) To be eligible for election or appointment to any elective office, a Daughter shall have satisfactorily passed the Proficiency Lessons Examination, current edition of the Ritual. Also, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held to be eligible for election, except in the case of a new Bethel or a Bethel under Reorganization.
- (b) Regular attendance shall be interpreted to mean present at all regular meetings of the Bethel unless excused by the Executive Members of the BGC for good and sufficient reasons.

SOP-BETHEL-6**ESCORT, INTRODUCTIONS, AND HONORS**

The following shall be used for Escort, Introductions and Honors, Category 20, Other (Ritual page 53):

If the Honored Queen and the Executive Members of the BGC wish to introduce any additional people under Category 20, the following order shall be used for those in attendance:

- | Daughters with Jurisdictional Honors
- Past Supreme Guardian/Past Associate Supreme Guardian
- Supreme Officers
- Past Grand Guardians/Past Associate Grand Guardians
- Past Jurisdictional Guardians/Past Associate Jurisdictional Guardians
- Grand Officers
- Jurisdictional Officers
- Bethel Guardians/Associate Bethel Guardians
- Past Bethel Guardians/Past Associate Bethel Guardians
- Council Members
- District Deputy Grand Master (or equivalent)
- Presiding Supreme or Grand Officers of other Masonic Family Organizations
- Presiding Officers of other Masonic Family Organizations
- Any others, at the discretion of the Honored Queen and the Executive Members of the BGC

(See Ritual pages 49 and 53 for proper Honors)

SOP-BETHEL-7
GUIDELINES FOR BETHEL INSPECTION
PRIOR TO CHARTERING

Bethels U.D. and Bethels operating under a Petition to Reconstitute desiring to receive a Charter must pass an inspection prior to chartering. The Inspecting Officer must inspect and find all of the following complete and in proper order before a Charter can be granted. The time between Instituting/Reconstituting and Chartering will be no more than twelve (12) months.

1. Bethels being Reconstituted shall have a minimum of ten (10) members and five (5) Executive Council Members and four (4) Associate Council Members.
2. BGC meetings held monthly, with proper minutes being recorded and signed by the Bethel Guardian and Guardian Secretary. A copy sent to the Supreme/Grand Guardian and Supreme/Grand Deputy and Jurisdictional Guardian (if applicable).
3. Two (2) Bethel meetings held monthly, with the following being done according to the Ritual and Constitution, Bylaws, and Standard Operating Procedures.
 - (a) Bethel Minutes being kept by the Bethel Recorder or Bethel Recorder pro tem, read at each meeting and signed by the Honored Queen and Bethel Recorder or Bethel Recorder pro tem.
 - (b) Treasurer's Report read at each meeting, signed by the Bethel Treasurer or Bethel Treasurer pro tem.
 - (c) Bills audited, properly signed by the Audit Committee and read at Bethel meetings.
 - (d) Reports given by the Daughters on all activities attended.
 - (e) Roll Call of Bethel Officers, installed Choir members, and BGC and Committee taken.
 - (f) Escort, Introductions and Honors being done properly.
 - (g) Motions being made and completed in proper manner.
 - (h) Honored Queen conducting meetings according to the Ritual and Constitution, Bylaws, and Standard Operating Procedures.
 - (i) Bethel Room set up according to the Ritual.
4. All required Bethel Committees in place and knowledgeable about their duties.
5. Inventory of all Bethel paraphernalia and property completed, and a copy sent to the Executive Manager/Grand Secretary/Jurisdictional Secretary. The original shall be recorded in or attached to the proper Bethel Minute Book.
6. Bethel Cash books properly completed following each meeting with special attention given to the following:
 - (a) Receipts of each meeting deposited in a timely manner.
 - (b) Checks for bills approved for payment at each meeting being promptly issued.
7. Official Regalia, as per Constitution and Bylaws being worn by all Daughters.
8. Prior to Chartering, the Bethel shall ensure that five (5) or more Daughters have passed the Proficiency Lessons Examination to allow an election of Officers to take place.
9. All Bethel paraphernalia according to the Constitution, Bylaws, and Standard Operating Procedures.
10. Officers proficient in the Ritual work of their stations.

11. At a meeting, including Initiation, the following must be done correctly by the Officers:
 - (a) Floor Work
 - (b) Music
 - (c) Memorization
12. Term plans in place according to the Constitution, Bylaws and Standard Operating Procedures to include Initiation, Service Projects, Fundraisers, Religious Observance and Fun Activities.
13. A fundraiser to comply with SOP-Bethel-2, Educational and Promotional Funds.
14. Uniform Code for Bethels must be completed and ready to be sent to the appropriate Jurisprudence Committee within thirty (30) days from the date of Chartering in accordance with B-Bethel Art. I Sec. 4.
15. The Permanent Record Book to be completed correctly. Form 142, Record of Dues, must be maintained for each Daughter. Procedures should be in place to properly maintain every application and to have an accurate record of every Daughter.
16. The Bethel must be free and clear on the books of the Grand or Supreme Office. The Annual Report filed with fees paid and no outstanding invoices.

SOP-BETHEL-8**INSTALLATION****Section 1. General**

- (a) No officer shall be installed by proxy.
- (b) There shall be no open flame equipment used, such as candles and/or candelabra, at any Bethel installation. Electrified candles and candelabra may be used.
- (c) Bethels under Supreme shall allow open installations and permit the taking of pictures if it does not in any way detract from the ceremony. (See B-GGC Art. XVII Sec. 1.19)
- (d) See SOP-Bethel-18 for information on special dispensations.

Section 2. Installing Officers

- (a) If an Honored Queen-elect has a special relative or friend who is a Past Honored Queen or Majority Member of another Bethel, she may, with the approval of the Executive Members of the BGC, invite not more than one (1) such person to serve as one of the installing officers, but not the Installing Officer.
- (b) Where there are not enough Past Honored Queens or Majority Members of a Bethel to act as installing officers, Honored Queens and Past Honored Queens of other Bethels may be asked to serve.
- (c) When it is impossible to fill the station of Installing Musician according to the above requirements, a musician without these qualifications may serve.
- (d) Whenever possible assisting installing officers, i.e., Hostess, Flag Bearer, Narrator, Bible Escort, etc., shall be members of JDI. Adults with proper Masonic relationship may be used as Master and Mistress of Ceremonies, or as Host and Hostess.

WY-SOP-BETHEL-9

MEETINGS

Section 1. Regular

- (a) In the event a Bethel's membership has declined to a point where the Bethel is unable to hold three (3) consecutive meetings, the Bethel shall be placed under reorganization by the Supreme or Grand Guardian. The following procedure shall be used:
- (1) The initial period of reorganization shall not exceed two (2) years.
 - (2) The Supreme or Grand Guardian shall issue a dispensation to place a Bethel under reorganization for a period not to exceed her term of office.
 - (3) Subsequent Supreme or Grand Guardians shall issue, if necessary, further dispensations to allow the Bethel to operate for additional periods up to the total of two (2) years.
 - (4) Bethel meetings shall be held according to the Constitution, Bylaws, Standard Operating Procedures and the Ritual of JDI.
 - (5) The Bethel members shall dress in official regalia at least one (1) meeting a month.
 - (6) A Deputy or Assisting Deputy shall be appointed to monitor and assist the Bethel.
 - (7) Vacant stations in the Bethel may be filled by Majority Members and visiting members.
 - (8) A Bethel under reorganization shall not hold election of officers. Should a vacancy occur in a line office, the Executive Members of the BGC may appoint a substitute officer. Should a vacancy occur in an appointive office, it may be filled by a member recommended by the Honored Queen and approved by the Executive Members of the BGC.
 - (9) Honored Queens appointed by the Executive Members of the BGC shall be eligible for a PHQ's jewel as outlined in SOP-Bethel-13 provided they have served for at least six (6) months.
 - (10)
 - [a] If a Bethel under Supreme has been under reorganization for the two (2) year period, at least six (6) Executive Members of the SGC shall by an affirmative vote, determine if the Charter should be revoked or another dispensation issued. (B-SGC, Art. II)
 - [b] If a Bethel under GGC jurisdiction has been under reorganization for a two (2) year period, the Grand Guardian after advising with at least six (6) members of the Executive GGC, shall determine if the Charter should be revoked or another dispensation issued. (See SOP-Bethel-18 7, B-GGC Art. XVII Sec. 1.28 and SOP-Bethel-16)
 - (11) Removal from Reorganization
 - [a] Guidelines shall be followed as outlined in SOP-Bethel-17.
- (b) When the doors are open at regular meetings, anyone may view the Opening Ceremony through the Bethel Flag presentation and during the Closing Formations. The ritualistic

work is confidential from the end of the Bethel Flag presentation until the Honored Queen instructs the Inner Guard to inform the Outer Guard that the Bethel is closed.

- (c) Supreme, Grand, or Bethel Honors and other Proficiency Lessons shall be given by Bethel Daughters only at a closed Bethel meeting or exemplification of ritualistic work.
- (d) There shall be no pictures taken at a closed meeting.
- (e) The vacation period for a Bethel shall not exceed two (2) months.
- (f)WY **Bethels may change their meeting day/time by Special Dispensation without fee if it falls during the Annual Session of the Grand Guardian Council. (See SOP-Bethel-18 Sec. 4 (d) (2))**
- (g) No more than one (1) Ritual should be open during a Bethel meeting.
- (h) Escort, Introductions and Honors shall follow the Ritual for categories 1-19 (page 51). The Executive Members of the BGC shall approve and provide the Honored Queen the titles and order for Category 20, Other (see Ritual page 53) according to SOP-Bethel-6.

Section 2. Open

- (a) At open meetings for installation or other purposes, the signs and other Proficiency Lessons of the Order shall not be used.
- (b) The Cross, Square and Compass or Triangle Formation may be formed at an open meeting.

Section 3. General Items

- (a) Exemplification:
 - (1) Under a special dispensation to exemplify the ritualistic work of the Order for adult bodies, all business, Escort, Introductions, and Honors may be omitted at the discretion of the Executive Members of the BGC and only Opening, Initiation and Closing Ceremonies exemplified. (See SOP-Bethel-18)
 - (2) The Majority Ceremony, Obligation Ceremony, or other appropriate ceremonies in keeping with the ideals of the Order, may be substituted for Initiation at the discretion of the Executive Members of the BGC.
- (b) Every Bethel shall honor Mrs. Ethel T. Wead Mick, the founder of Job's Daughters, with a suitable ceremony during March, the month of her birth.
- (c) There shall be an official Worship Service during each Bethel term. This service shall be held in an appropriate place of worship to be chosen by the Honored Queen and approved by the Executive Members of the BGC.
- (d) There shall be no open flame equipment used, such as candles and/or candelabra, at any Bethel meeting. Electrified candles and candelabra may be used.
- (e)-WY **Any Bethel so desiring may have a lighted emblem outside the building in which the meetings are held.**

Section 4. Attendance

- (a) Attendance of adults:
 - (1) Every adult witnessing the ritualistic ceremony or attending a Bethel meeting must be twenty (20) years of age unless otherwise specified and
 - [a] a Master Mason in good standing, including under the age of twenty (20) or
 - [b] a direct descendant of a Master Mason (See POL-BOT-2) or

- [c] the wife, daughter, granddaughter, great-granddaughter, adopted daughter by law, mother, grandmother, sister, half-sister, step-sister, niece, grand-niece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason or
 - [d] members of an organization basing its membership requirement on Masonic relationship
or
 - [e] Past Bethel Guardians or
 - [f] Majority Members of JDI or
 - [g] the parent, grandparent, step-parent, or guardian of a member of the Bethel or
 - [h] a woman under the age of twenty (20) who is a member of an organization basing its membership requirements on Masonic relationship, or if married, is eligible to membership in such an organization, or
 - [i] the husband of a Majority Member.
- (2) Attendance of adults at Bethel meetings is a privilege which is given by and may be withdrawn by the Executive Members of the BGC.
 - (3) An adult is not entitled to debate questions arising in a Bethel meeting unless an Executive Member of the BGC or a Majority Member of the Bethel.
- (b) Pledge of Honor for Adults:
- (1) Unobligated visitors shall assume the Pledge of Honor for Adults found in the Ritual. During a meeting, the Pledge is given by the Chaplain at the Altar with the Bible open. Late unobligated visitors shall be given the Pledge in the anteroom by a member of the Pledge Committee. A Bible shall be open for the Pledge. An Executive Member of the BGC shall work with the Pledge Committee. Visitors shall be given the Pledge in the anteroom by a member of the Pledge Committee. A Bible shall be open for the Pledge. An Executive Member of the BGC shall work with the Pledge Committee.
- (c) Bethel members shall:
- (1) Enter the Messengers' semicircle when entering or retiring from a Bethel while it is in session.
 - (2) Give honors and other Proficiency Lessons only in closed Bethel meetings or exemplification of the ritualistic work.
 - (3) Assume the Attitude of Prayer while the Chaplain is at the Altar.
 - (4) Show a receipt for dues and be examined when visiting another Bethel unless vouched for by a Bethel member, Majority Member, or a member of the SGC, GGC, or BGC.

SOP-BETHEL-10

MEMBER OF HONOR

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

SOP-BETHEL-11**OFFICIAL REGALIA****Section 1. Description**

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

Section 2. Wearing of Regalia

- (a) Officers and Bethel Choir shall wear official robes at all meetings.
- (b) Members to be installed into office or into the Bethel Choir shall wear official robes for the Ceremony of Installation except that members serving as Installing Officers may be installed while wearing their dress with the following limitations:
 - (1) The Installing Officer shall not install herself into any office or the Bethel Choir.
 - (2) Any member being installed as the Honored Queen or Princess shall wear an official robe.
- (c) Official capes, crowns and headbands shall be worn by Bethel members only with official robes.
- (d) Jewelry worn with official robes shall be limited to regulation membership and/or officer's jewels, awards, a wrist watch and one (1) additional piece of jewelry in keeping with the regalia of our Order and approved by the Executive Members of the BGC. (See B-GGC Art. XVII Sec. 1.24)
- (e) The wearing of the official regalia of the Order in public is permissible for promotional purposes only and only with the consent of the Executive Members of the BGC.

SOP-BETHEL-12**ORGANIZATION OF A BETHEL****1. General**

- (a) A Bethel is created by associating not less than ten (10) eligible young women. Investigation of Masonic relationship of all applicants shall be completed by the Supreme/Grand Guardian or the person appointed to act on her behalf. The ages, primary home address, number of dual members and number of members applying by demit will be taken into consideration before the Dispensation is issued. The Application will be made on official Application for Dispensation Form, 101. This Application must be witnessed and approved by nine (9) adults, at least one of whom shall be a Master Mason. (See POL-BOT-2).
- (b) Form 101 may be ordered from the Grand Secretary if the Bethel is under a Grand Guardian Council (GGC) jurisdiction, otherwise, Form 101 may be ordered from the Executive Manager in the Office of the Supreme Guardian Council (SGC).

2. Eligibility for Bethel Membership

- (a) Girls between the ages of ten (10) and twenty (20) years who bear a Masonic relationship shall be eligible for membership. Masonic relationship shall be interpreted to mean a relationship by blood, marriage, or law to a:
 - (1) Mason (See POL-BOT-2)
 - (2) His wife or widow
 - (3) A member of Job's Daughters,
 - (4) Or a Majority Member of Job's Daughters.
- (b) If, after diligent and exhaustive search, Masonic relationship cannot be verified for an Applicant, a Majority Member and a Master Mason (other than the Bethel Guardian or Associate Bethel Guardian) may sponsor the Applicant.
- (c) A woman under the age of twenty (20) years who has been married, divorced, whose marriage has been annulled or who is pregnant, or has ever been pregnant, except in the case of rape (or its equivalent terminology) or incest is not eligible for membership.

3. Eligibility for Appointment to Bethel Guardian Council (BGC)**Section 1. Regular**

- (a) Those eligible for appointment to a Bethel Guardian Council shall be at least twenty (20) years of age. Appointees working with JDI in the USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
- (b) The Associate Bethel Guardian shall be a Master Mason in good standing in his Lodge.
- (c) The Bethel Guardian shall be:
 - (1) a direct descendant of a Master Mason or the wife, daughter, granddaughter, great granddaughter, adopted daughter by law, mother, grandmother, sister, half-sister, stepsister, niece, grand-niece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason
or

- (2) members of an organization basing its membership requirement on Masonic relationship
- (3) Past Bethel Guardians or
- (4) Majority Members of the JDI.
- (d) Adults having the above eligibility or who are the parent, grandparent, stepparent or guardian of a member of the Bethel are eligible for appointment as Executive Members, other than Bethel Guardian and Associate Bethel Guardian, or as an Associate member of the BGC.
- (e) Executive Members of a BGC who are delinquent in paying fines shall be ineligible for reappointment. (See SOP-BGC-3).
- (f) A Grand Guardian, Associate Grand Guardian, Vice Grand Guardian or Vice Associate Grand Guardian shall not serve as an Executive Member of a BGC.

Section 2. Special

- (a) The Supreme Guardian, with the consent of the Executive SGC, may appoint five (5) eligible women to serve as Executive Members of the BGC in jurisdictions where Masons are prohibited by Masonic law from being Associate Bethel Guardians.
- (b) When a GGC has been organized in such jurisdiction, the Grand Guardian may appoint five (5) eligible women as Executive Members of the BGC.
- (c) These adults must agree in writing to serve actively on the BGC until the next Annual Session of the SGC or GGC or until their successors are appointed and installed except in case of removal.

4. Meeting Place

- (a) Each Bethel shall provide itself with a suitable meeting place, official paraphernalia and supplies to enable it to function properly.

5. Supplies

- (a) The Executive Members of the BGC shall use the supplies and paraphernalia as prescribed by the SGC, the list of which shall be obtained from the Executive Manager or Grand Secretary.
- (b) To aid in instituting a Bethel under Supreme certain supplies shall be furnished gratis. (See SOP-Bethel-20)

6. Dispensation

- (a) The Application for Dispensation shall be forwarded to the Executive Manager or Grand Secretary accompanied by a payment of seventy-five (75.00) USD, CAD, AUD, PHP, BRL...etc.
 - (1) For Bethels under Supreme the payment shall be forwarded with the application to the Executive Manager in US dollars.
 - (2) For Bethels under GGC the payment shall be forwarded with the application to the Grand Secretary.
- (b) Upon approval of the Application by the Supreme Guardian and attested by the Executive Manager or the Grand Guardian and attested by the Grand Secretary, a Dispensation (Form 102) shall be issued.
- (c) The Dispensation to institute a Bethel shall bear the date the Bethel is instituted.

- (d) The Dispensation shall be surrendered when its Bethel Charter (Form 104 or 105) is presented. The Dispensation shall be filed in the Supreme Office or with the Grand Secretary.

7. Petition to Reinstitute

- (a) The Application for Petition to Reinstitute, Form 101a shall be forwarded to the Executive Manager or Grand Secretary accompanied by a payment of seventy-five (75.00) USD, CAD, AUD, PHP, BRL...etc.
 - (1) For Bethels under Supreme the payment shall be forwarded with the application to the Executive Manager in US dollars.
 - (2) For Bethels under GGC the payment shall be forwarded with the application to the Grand Secretary.
- (b) Upon approval of the Application by the Supreme Guardian and attested by the Executive Manager or the Grand Guardian and attested by the Grand Secretary, the Petition for Reinstitution Form 102a shall be issued bearing the date the Bethel is reinstated.
- (c) The Petition for Reinstitution shall be surrendered when the original Charter is presented and shall be filed in the Supreme Office or with the Grand Secretary.

8. Appointment of Bethel Guardian Council

- (a) In jurisdictions having a GGC, the Grand Guardian or her appointed Deputy shall meet with the adults who requested the Dispensation. They shall recommend and the Grand Guardian shall appoint the BGC consisting of five (5) Executive Members and four (4) Associate Members for new Bethels or five (5) Executive Members for Bethels being reinstated. Appointees working with JDI in USA, Canada or Australia shall be on the current list of CAVs provided by the Executive Manager.
- (b) In jurisdictions not having a GGC, the Supreme Guardian or her appointed Deputy will follow the procedure outlined in 8(a) above and the Supreme Guardian shall appoint the members of the BGC.

9. Appointment of Bethel Officers

- (a) Officers shall bear the same title as those listed for chartered Bethels. The first corps of officers shall be appointed by the Executive Members of the BGC, working with the Supreme or Grand Guardian and/or Deputy appointed by her, preference being given to older girls unless otherwise deemed advisable.
- (b) A Bethel Under Dispensation (Bethel UD) shall not hold election of officers. The original corps of officers in a Bethel UD shall continue to serve until the regular time for election after Charter is granted unless a vacancy shall occur. Should the vacancy be an elective office, the Executive Members of the BGC may appoint a substitute in the vacancy. A vacancy in an appointive office shall be filled by a member appointed by the Honored Queen, subject to the approval of the Executive Members of the BGC.

10. Institution / Reinstitution and Installation

- (a) The Supreme Guardian shall personally institute/reinstitute a new Bethel under Supreme unless she deems it advisable to delegate a Supreme Deputy to institute/reinstitute for her. (See B-SGC Art. III Sec. 2 (a))

- (b) When a Bethel is instituted/reinstituted, all members of the BGC shall be installed immediately after the institution/reinstitution and preceding the installation of Officers and Bethel Choir.
- (c) The Book of Ceremonies adopted by the SGC (and modified to reinstitute/reinstituting/reinstitution) shall be used by all Bethels under Supreme and by GGCs not having a Book of Ceremonies.

11. Charter

- (a) Following the “Guidelines for Bethel Inspection prior to Chartering” (See SOP-Bethel-7). The Inspecting Officer shall recommend the Charter be issued to a Bethel U.D. immediately. The Inspecting Officer shall recommend the original Charter be returned to the reinstated Bethel.
- (b) A fee of twenty-five (25.00) USD, CAD, AUD, PHP, BRI, etc. for the Charter shall be paid to the Executive Manager or Grand Secretary.
 - (1) For Bethels under Supreme the payment in US dollars shall be paid to the Executive Manager.
 - (2) For Bethels under a GGC the payment shall be paid to the Grand Secretary.
- (c) The Charter of a Bethel shall bear the date the Charter is granted.
- (d) Chartered Bethels shall be numbered consecutively, beginning with the number one (1) in each jurisdiction and in no case shall a distinctive name be applied to any Bethel except for designation of location.
- (e) The Charter shall bear the names of the Daughters appearing on the Application for Dispensation and those initiated and affiliated before the Charter is granted.

12. Special Assistance

- (a) At the request of a GGC, the SGC may appoint a member of the SGC residing in a nearby jurisdiction, who has had experience in instituting Bethels, to assist Grand Officers in organizing and instituting/reinstituting new Bethels.
- (b) Expenses of the member performing this service shall be prorated between the GGC and the SGC on basis agreed upon by the Supreme Guardian and the Grand Guardian. The Finance Committee of the SGC shall be notified in advance as to the approximate expense involved.

WY-SOP-BETHEL-13**PAST HONORED QUEEN'S JEWEL****Section 1. Regular**

- (a) Each Honored Queen who has faithfully served the Bethel for the period for which she was elected shall be presented a wallet-size Past Honored Queen's Certificate (Form 172) and an official Past Honored Queen's Jewel.

(1)-WY Required by Supreme Bylaws and SOPs:

- [a] **Have an official Worship Service (See WY-SOP-9 Sec. 3 (c))**
 - [b] **Money raising project for Educational and Promotional Fund (See WY-SOP- Bethel 2 Sec. 4 (a))**
 - [c] **Initiation (See WY-B-Bethel Art. XVI Sec. 1 (n))**
 - [d] **Installation (See WY-B-Bethel Art. XIV Sec. 2 (a))**
- (b) If repeating a full term as Honored Queen, a gift may be presented in recognition for services rendered, in lieu of a Past Honored Queen's jewel.

Section 2. Special

- (a) Each Honored Queen whose resignation from office becomes necessary due to unforeseen circumstances shall be known as Past Honored Queen and entitled to all honors, including a wallet-size Past Honored Queen's Certificate (Form 172) and an official Past Honored Queen's Jewel in recognition for services rendered, provided she has qualified for the office to the satisfaction of the Executive Members of the BGC.
- (1) The decision, with supporting reasons, shall be issued in writing.
 - (2) In the case of a negative decision, the Honored Queen shall be informed of the process for an appeal (SOP-SGC-1).

SOP-BETHEL-14**PROCEDURE TO MERGE, CLOSE, OR REINSTITUTE BETHEL****1. Merge of Bethels**

- (a) The Supreme or Grand Guardian, with the written consent of a majority of the Executive Supreme or Executive Grand Guardian Council, excluding the Supreme/Grand Secretary and Treasurer, may issue a dispensation for two (2) or more Bethels to merge, or may instruct them in writing to do so.
- (b) When the merger is accomplished, the funds, regalia, and other property of merging Bethels shall become the property of the merged Bethel.
- (c) When Bethels are merged, the number to be assigned to the merged Bethel shall be determined by mutual agreement of the Bethels concerned. When agreement cannot be achieved, the Supreme or Grand Guardian shall make the final decision. She may assign a new consecutive number or may assign a previously used number, in which case a Charter shall be issued immediately with the date of the merger, the new number, and bear the names of the Daughters of the merging Bethels.
- (d) An Honored Queen or a Princess of a merging Bethel who does not continue as one of the five (5) elective officers of the merged Bethel shall be known as a Past Honored Queen or a Past Senior Princess or a Past Junior Princess of one of the original Bethels and entitled to all honors provided she has qualified for the office to the satisfaction of the Executive Members of the BGC of her original Bethel.

2. Close of a Bethel

- (a) When the Dispensation or Charter of a Bethel is revoked or relinquished, its funds, regalia, and other property shall become the property of the Supreme or Grand Guardian Council.
- (b) The Supreme or Grand Guardian, with the written consent of a majority of the Executive Members of the SGC or GGC, excluding the Supreme/Grand Secretary and Treasurer, may dispose of the property.

3. Members of a Closed Bethel

- (a) Members of a closed Bethel, under dispensation or chartered, shall retain their good standing in the Order for a period of six (6) months thereafter, unless suspended prior to such revocation.
- (b) Members shall be entitled to visit other Bethels during the six (6) month period and may apply for membership therein. Their Applications for Affiliation must be accompanied by a receipt from the Executive Manager or Grand Secretary for all dues payable to the Order up to the date of revocation of the Dispensation or Charter of the Bethel. If such applications are made within the stated six (6) month period, no affiliation fee will be required. The application shall be signed by a member of the Bethel and referred to the Executive Members of the BGC for action.
- (c) Members who do not affiliate within the six (6) month period and whose dues are paid up to the revocation of the Dispensation or Charter, shall be issued demits by the Executive Manager or Grand Secretary, or may continue their membership in the Order by payment of annual dues to the Executive Manager or Grand Secretary.

4. Reinstitute a Bethel

- (a) A closed Bethel shall only be restituted in the location of the original charter.

- (1) To reinstitute a closed Bethel the Supreme/Grand Guardian shall receive Petition to Reinstitute, Form 102 a accompanied by a payment of seventy five (75.00) USD, CAD, AUD, PHP or BRL ...etc., to provide supplies as outlined in SOP-Bethel-20.
 - (2) A minimum of either eight (8) Job's Daughters and/or applications for Membership is necessary to reinstitute. A minimum of five (5) Executive Council Members is also necessary to reinstitute. Nine (9) council members, five (5) Executive and four (4) Associate, will be required prior to chartering.
- (b) To reinstitute a closed Bethel, the procedures set out in SOP-Bethel-12 Sections 2 through 9, Section 10 (a) & (b) and Section 11 shall apply. Following the "Guidelines for Bethel Inspection prior to Chartering" (SOP-Bethel-7), the Inspecting Deputy shall recommend the Bethel be re-chartered. The original Charter shall be used.
- (c) The following procedures shall apply:
- | | |
|-------------------|---|
| SOP-Bethel-12 2. | Eligibility for Bethel Membership |
| SOP-Bethel-12 3. | Eligibility for Appointment to Bethel Guardian Council (BGC)
Sec. 1 and Sec. 2 |
| SOP-Bethel-12 4. | Meeting Place |
| SOP-Bethel-12 5. | Supplies |
| SOP-Bethel-12 6. | Dispensation |
| SOP-Bethel-12 7. | Petition to Reinstate |
| SOP-Bethel-12 8. | Appointment of Bethel Guardian Council |
| SOP-Bethel-12 9. | Appointment of Bethel Officers |
| SOP-Bethel-12 10. | Institution/Reinstitution and Installation |
| SOP-Bethel-12 11. | Charter |

SOP-BETHEL-15**RECOMMENDATION FOR EXECUTIVE MEMBERS OF THE BETHEL
GUARDIAN COUNCIL BY BETHEL MEMBERS**

1. Bethel members shall be privileged to submit by secret ballot recommendations concerning those to be selected as Executive Members of the BGC.
2. The ballots shall be collected and sealed in an envelope in the presence of the Bethel members by the Recorder who shall mail them to the Vice Supreme Guardian for Bethels under Supreme or to the Vice Grand Guardian in GGC jurisdictions.
3. At least thirty (30) days before such action, the Bethel Guardian or Associate Bethel Guardian shall notify the Bethel members the date of such ballot and read paragraphs 1 and 2 of this SOP to them.
4. In Bethels under Supreme, ballots shall be taken on Form 221 at a meeting held during the month of April, but no later than ninety (90) days prior to the Annual Session of the SGC, and in Bethels under GGC, on Form 221 at least thirty (30) days prior to the Annual Session of the GGC.
5. A fine of fifty (50.00) USD, CAD, AUD, PHP, or BRL, etc. shall be paid by the Executive Members of BGCs under Supreme who fail to file Form 221 and Form 222 with the Vice Supreme Guardian at least fifty (50) days before the Annual Session of the SGC.
6. The above provision shall be included in the Bylaws of all Bethels. (See B-GGC Art. XVII Sec. 1.27)

SOP-BETHEL-16

REORGANIZATION OF A BETHEL

1. In the event a Bethel's membership has declined to a point where the Bethel is unable to hold three (3) consecutive meetings, the Bethel shall be placed under reorganization by the Supreme or Grand Guardian. The following procedure shall be used:
 - (a) The initial period of reorganization shall not exceed two (2) years.
 - (b) The Supreme or Grand Guardian shall issue a dispensation to place a Bethel under reorganization for a period not to exceed her term of office.
 - (c) Subsequent Supreme or Grand Guardians shall issue, if necessary further dispensations to allow the Bethel to operate for additional periods up to the total of two (2) years.
 - (d) Bethel meetings shall be held according to the Constitution, Bylaws, Standard Operating Procedures, and the Ritual of JDI.
 - (e) The Bethel members shall dress in official regalia at least one (1) meeting a month.
 - (f) A Deputy or Assisting Deputy shall be appointed to monitor and assist the Bethel.
 - (g) Vacant stations in the Bethel may be filled by Majority Members and visiting members.
 - (h)
 - (1) A Bethel under reorganization shall not hold election of officers. Should a vacancy occur in a line office, the Executive Members of the BGC may appoint a substitute officer. Should a vacancy occur in an appointive office, it may be filled by a member recommended by the Honored Queen and approved by the Executive Members of the BGC.
 - (2) The Executive BGC of a Bethel under reorganization may appoint all Bethel Officers, including Line Officers, for the ensuing term. All Officers having been appointed shall be installed at a Bethel Installation at the time, date and place prescribed in the Bylaws of that Bethel. If the Honored Queen is serving consecutive terms, she shall be reinstalled by a PHQ of the Bethel or another PHQ.
 - (i) Honored Queens appointed by the Executive Members of the BGC shall be eligible for a PHQ's jewel as outlined in SOP-Bethel-13 provided they have served for at least six (6) months.
 - (j)
 - (1) If a Bethel under Supreme has been under reorganization for a two (2) year period, at least six (6) members of the Executive SGC shall by an affirmative vote, determine if the Charter should be revoked or another dispensation issued.
2. If a Bethel under GGC jurisdiction has been under reorganization for a two (2) year period the Grand Guardian, after advising with at least six (6) members of the Executive GGC, shall determine if the Charter should be revoked or another dispensation issued. (See SOP-Bethel-9, SOP-Bethel-18 7 and B-GGC Art. XVII Sec. 1.28)

SOP-BETHEL-17

REORGANIZATION- GUIDELINES FOR REMOVAL

1. The main focus of reorganization is an increase in membership since the reason for this action was the decline of membership below the required seven (7) members for a quorum. It is important to remember that a Bethel must continue to function in the manner set forth for all active Bethels. The decision to remove a Bethel from reorganization status is always at the discretion of the Supreme/Grand Guardian upon review of the status of the Bethel. The following guidelines shall be considered:
 - (a) A quorum of seven (7) members is required to open a meeting with the exceptions listed in B-Bethel Art. XVI Sec. 1 (d). An active membership of at least ten (10) members at no less than three (3) consecutive meetings would be recommended to lift that dispensation.
 - (b) BGC meetings held monthly, with proper minutes being recorded and signed by the Bethel Guardian and Guardian Secretary. (Copies shall be sent to the Supreme/Grand Guardian, Supreme/Grand Deputy and Jurisdictional Guardian (if applicable).
 - (c) Bethel members shall dress in official regalia at least one (1) meeting a month.
 - (1) As membership rises it is recommended that the Bethel resume two (2) meetings a month in official regalia.
 - (2) Bethel minutes being kept by Bethel Recorder or Bethel Recorder Pro-tem, read at each meeting and signed by the Honored Queen and Bethel Recorder or Bethel Recorder pro tem.
 - (3) Treasurer's Report read at each meeting, signed by the Bethel Treasurer or Bethel Treasurer pro tem.
 - (4) Bills audited, properly signed by the Audit Committee and read at Bethel meeting.
 - (5) Reports given by the Daughters on all activities attended.
 - (6) Roll Call of Bethel Officers, Choir and BGC taken.
 - (7) Escort, Introductions and Honors being done properly.
 - (8) Motions being made and completed in proper manner.
 - (9) Honored Queen conducting meetings according to the Ritual, Constitution, Bylaws, and Standard Operating Procedures.
 - (10) Bethel room set up according to the Ritual.
 - (d) All required Bethel committees in place and knowledgeable about their duties.
 - (e) Inventory of all Bethel paraphernalia and properly completed, and copy sent to the Executive Manager/Grand Secretary and the original recorded in or attached to the proper Bethel Minute Book.
 - (f) Bethel cash books properly completed for each meeting with special attention given to the following:
 - (1) Receipts of each meeting deposited in a timely manner.
 - (2) Checks for bills approved for payment being immediately issued.

- (g) Official Regalia, as per the Constitution, Bylaws, and Standard Operating Procedures being worn by all Daughters.
- (h) Newly initiated Daughters passing the Proficiency Lessons examination within a reasonable length of time.
- (i) Officers proficient in the Ritual work of their stations.
- (j) Term plans being carried out including Initiation, Service Projects, Fundraisers, Religious Observance and Fun Projects. A fundraiser to comply with SOP-Bethel-2, Educational and Promotional Fund shall be held.
- (k) Monthly check list for Bethels under Reorganization to be filled in and sent to the Supreme/Grand Guardian, Supreme/Grand Deputy and Jurisdictional Guardian (if applicable).

SOP-BETHEL-18**SPECIAL PRIVILEGES****1. Definition**

- (a) A special dispensation may be granted to a Bethel by the Supreme Guardian for Bethels under Supreme, or the Grand Guardian to permit a deviation from or a temporary suspension of a portion of the Bethel's Bylaws. Approval of this request results in the issuance of a special dispensation.

2. Request and Filing - (See B-GGC Art. XVII Sec. 1.22)

- (a) A special dispensation shall be requested by a majority vote at a Bethel meeting, except in case of an emergency, in which case the Bethel Guardian shall consult with the elective officers of the Bethel and Executive Members of the BGC.
- (b) Requests from Bethels under Supreme shall be submitted on Form 200 and sent to their Supreme Deputy.
- (c) Special dispensations granted shall be attached to the minutes of the Bethel meeting affected by the privilege.

3. Special Privileges with Fee - (See B-GGC Art. XVII Sec. 1.22)

A fee of two dollars (\$2.00) shall accompany the request for a special dispensation to:

- (a) dispense with regular meetings for a vacation period, or the extension of such vacation period, when no vacation period is provided for in the Bethel's Bylaws.
- (b) elect officers at a time other than provided in the Bethel's Bylaws.
- (c) install officers at a time other than provided in the Bethel's Bylaws.
- (d) dispense with regular meetings.
- (e) hold special meetings.
- (f) change meeting place.
- (g) change hour of meeting.
- (h) change date of meeting.

4. Special Privileges without Fee - (See B-GGC Art. XVII Sec. 1.22)

No fee shall be charged for a special dispensation to:

- (a) hold a special election to fill a vacancy in an elective Bethel office and to install officers so elected.
- (b) exemplify the ritualistic ceremony for Masonic or appendant orders.
- (c) hold meeting for official visits of the Supreme or Grand Guardian.
- (d) change date or hour of meeting when the meeting:
 - (1) falls on a legal holiday
 - (2) **WY falls during the Annual Session of the GGC**
 - (3) place is required for other purposes.

5. A Special Dispensation is not required to:

- (a) Install an officer in an appointed office to fill a vacancy.

- (b) Install a Bethel Choir member.
 - (c) Install members of a BGC at a Bethel meeting.
6. **The Supreme Guardian may issue a special dispensation for the purpose of permitting:**
- (a) Bethel members in one state to assist in instituting Bethels in a state not under GGC jurisdiction.
 - (b) Election and installation of Bethel Officers and Choir at a time other than specified in the Standard Operating Procedures and Bylaws of a Bethel.
7. **The Supreme or Grand Guardian shall issue, for her term of office, a Special Dispensation to place a Bethel under reorganization.** (See SOP-Bethel-9, B-GGC Art. XVII Sec. 1.28 and SOP-Bethel-16)

WY-SOP-BETHEL-19**SUBSTITUTE OFFICERS**

- (a) The Honored Queen, with the approval of the Executive Members of the BGC, may appoint substitute officers to learn the ritualistic work of the offices to which they are appointed to pro tem for absentee officers. (See B-GGC Art. XVII Sec. 1.17).
- (b) In the absence of both a regular and the substitute officer, a member requested to serve pro tem may read the work.
- (c)-WY **The top five (5) offices should be filled with Past Honored Queens, if available.**

SOP-BETHEL-20**SUPPLIES FURNISHED GRATIS TO INSTITUTED BETHEL**

1. To aid in instituting a Bethel under Supreme, the following supplies shall be furnished gratis:

<u>Quantity</u>	<u>Form No.</u>	
1	236	Constitution, Bylaws, and Standard Operating Procedures of JDI (on website)
1	240	Minute/Roll Call Book
1	241	Minute Book – BGC
1	249	Permanent Record Book

2. In instituting a Bethel under Supreme, the following supplies shall be obtained by donation or purchased at the list price.

15	230	Rituals
6	232	Proficiency Lessons
1	233	Music Ritual
6	234	Song Cards (on website)
1	235	Book of Ceremonies (on website)
3	236	Constitution, Bylaws, and Standard Operating Procedures of JDI (on website)
1	243	Attendance Record Book
2	246	Financial Record Book
1	253	Bible (small)

SOP-BETHEL-21**UNIFORM CODE FOR BETHELS****ARTICLE I
NAME****Section 1.**

- (a) The name of this organization is Bethel No. _____ of _____
of JDI. (City/Location) (State, Province, Territory, Country)

Section 2.

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

**ARTICLE II
OBJECT****Section 1.**

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

**ARTICLE III
MEMBERSHIP****Section 1. Eligibility for Bethel Membership**

- (a) Girls between the ages of ten (10) and twenty (20) years who bear a Masonic relationship shall be eligible for membership. Masonic relationship shall be interpreted to mean a relationship by blood, marriage, or law to a:
- (1) Mason (See POL-BOT-2)
 - (2) His wife or widow
 - (3) A member of Job's Daughters,
 - (4) Or a Majority Member of Job's Daughters.
- (b) If, after diligent and exhaustive search, Masonic relationship cannot be verified for an Applicant, a Majority Member and a Master Mason (other than the Bethel Guardian or Associate Bethel Guardian) may sponsor the Applicant.
- (c) A woman under the age of twenty (20) years who has been married, divorced, whose marriage has been annulled or who is pregnant, or has ever been pregnant, except in the case of rape (or its equivalent terminology) or incest is not eligible for membership.

Section 2. Applications

- (a) Members shall be received by Application for Membership (Form 130). Members may also be received by Application for Affiliation (Form 131) when accompanied by a Demit (Form 210).
(1) Or by submitting a Application for Dual Membership (Form 131d)
- (b) Applications for Membership must be received and read at a regular Bethel meeting held previous to the date of the initiation. (See B-GGC Art. XVII Sec. 1.20)

Section 3. Visitation

- (a) Official Visitation forms (Form 132) shall be given to a Visitation Committee consisting of three (3) members of the Bethel who shall return completed report to the Bethel Guardian before the next regular meeting of the Bethel.

**ARTICLE IV
MEETINGS**

Section 1. Time and Place

- (a) The regular meetings of this Bethel shall be held on the:

	at		
(week and day)		(time)	and the
	at		of each month.
(week and day)		(time)	

- (b) The place of meeting shall be at:

(address)

(City, State, Territory, Province, Country)

Section 2.

- (a) The meetings of this Bethel shall be conducted in accordance with the Ritual of the Order and in conformity with the laws of the Supreme/Grand Guardian Council and the latest edition of Robert’s Rules of Order Revised. Escort, Introductions and Honors shall follow the Ritual for categories 1-19 (page 51). The Executive Members of the BGC shall approve and provide the Honored Queen the titles and order for Category 20, Other (see Ritual page 53) according to SOP-Bethel-6.
- (b) No meeting can be opened without the presence of the Dispensation or Charter and seven (7) members of the Bethel, including one (1) of the first three (3) officers. There shall also be present at least one (1) Executive Member of the BGC, or an officer of the Supreme/Grand Guardian Council, or a Supreme/Grand Deputy.
- (c) In the event membership has declined to the point where the required seven (7) members are not available, a meeting for the purpose of reading applications, initiating, processing affiliates, voting to move or merge, or installing members of the BGC, may be held with a lesser number providing at least one (1) of the first three (3) officers, at least one (1) Executive Member of the

- BGC, or the Deputy, or an officer of the Supreme/Grand Guardian Council, and the Charter be present.
- (d) The vacation period for this Bethel shall be the months of _____ and _____ (not to exceed two (2) months).
 - (e) A Bethel may dispense with its meeting during the Annual Session of the Supreme/Grand Guardian Council.
 - (f) At regular meetings, when the doors are open, anyone may view the Opening Ceremony through the Bethel Flag presentation and during the Closing Formations. The ritualistic work is confidential from the end of the Bethel Flag presentation until the Honored Queen instructs the Inner Guard to inform the Outer Guard that the Bethel is closed.
 - (g) Supreme, Grand, or Bethel Honors and other Proficiency Lessons shall be given by Bethel Daughters only at a closed Bethel meeting or exemplification of ritualistic work.
 - (h) The Honored Queen shall preside during the regular meetings of the Bethel. In case of emergency, the position of Honored Queen may be filled by an active Past Honored Queen. In the event there is no active Past Honored Queen present, the succession of officers shall be Senior Princess, Junior Princess, Guide and Marshal.
 - (i) There shall be no pictures taken at a closed meeting.
 - (j) There shall be no open flame equipment, such as candles and/or candelabra, at any Bethel meeting. Electrified candles and candelabra may be used.
 - (k) There shall be an official Worship Service during each Bethel term. This service shall be held in an appropriate place of worship to be chosen by the Honored Queen and approved by the Executive Members of the BGC.
 - (l) This Bethel shall honor Mrs. Ethel T. Wead Mick, the Founder of the Job's Daughters, with a suitable ceremony during March, the month of her birth.
 - (m) Bethel members shall:
 - (1) Enter the Messengers' semicircle when entering or retiring from a Bethel while it is in session.
 - (2) Give honors and other Proficiency Lessons only in closed Bethel meetings or exemplification of the ritualistic work.
 - (3) Assume the Attitude of Prayer while the Chaplain is at the Altar.
 - (4) Show a receipt for dues and be examined unless vouched for by a Bethel member, Majority Member, or a member of the Supreme, Grand or Bethel Guardian Councils.

Section 3. Attendance

- (a) Attendance of adults:
 - (1) Every adult witnessing the ritualistic ceremony or attending a Bethel meeting must be twenty (20) years of age unless otherwise specified and
 - [a] a Master Mason in good standing, including under the age of twenty (20) or
 - [b] a direct descendant of a Master Mason (See POL-BOT-2) or
 - [c] the wife, daughter, granddaughter, great-granddaughter, adopted daughter by law, mother, grandmother, sister, half-sister, step-sister, niece, grand-niece, daughter-in-law, step-daughter, step-granddaughter, sister-in-law, first or second cousin or widow of a Master Mason or
 - [d] members of an organization basing its membership requirement on Masonic relationship

- or
- [e] Past Bethel Guardians or
 - [f] Majority Members of JDI or
 - [g] the parent, grandparent, step-parent, or guardian of a member of the Bethel or
 - [h] a woman under the age of twenty (20) who is a member of an organization basing its membership requirements on Masonic relationship, or if married, is eligible to membership in such an organization, or
 - [i] the husband of a Majority Member.
- (2) Attendance of adults at Bethel meetings is a privilege which is given by and may be withdrawn by the Executive Members of the BGC.
 - (3) An adult is not entitled to debate questions arising in a Bethel meeting unless an Executive Member of the BGC or a Majority Member of the Bethel.

ARTICLE V OFFICERS

Section 1. Elective

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

Section 2. Appointive

- (a) The appointive officers shall be Recorder, Treasurer, Chaplain, Librarian, Musician, First Messenger, Second Messenger, Third Messenger, Fourth Messenger, Fifth Messenger, Senior Custodian, Junior Custodian, Inner Guard, and Outer Guard.

Section 3. Substitute

- (a) The Honored Queen, with the approval of the Executive Members of the BGC, may appoint substitute officers to learn the ritualistic work of the offices to which they are appointed, and to pro tem for absentee officers.
- (b) In the absence of both a regular officer and the substitute officer, a member requested to serve pro tem may read the work.

ARTICLE VI ELECTION/APPOINTMENT OF OFFICERS

Section 1. Eligibility for Election

- (a) To be eligible for election or appointment to any elective office, a Daughter shall have satisfactorily passed the Proficiency Lessons Examination, current edition of the Ritual. Also, she must have been a member of the Bethel and in regular attendance during the entire term in which the election is held, to be eligible for election, except in the case of a new Bethel or a Bethel under Reorganization.
- (b) Regular attendance shall be interpreted to mean present at all regular meetings of the Bethel unless excused by the Executive Members of the BGC for good and sufficient reasons.

Section 2. Election

- (a)-WY **Election of officers shall be held at the first or second meeting in the months of May and December. (Bethels under Supreme and Grand may hold election at another time by amendment by amendment to their Bylaws.) (See B-GGC Art. XVII Sec. 1.18)**
- (b) The election may be by ballot without nomination or candidates aspiring to an elective office shall be requested to rise and state their name. A majority vote shall elect.
- (c) The method of balloting shall be:
- (1) secret ballot, or
 - (2) viva voce
- (d) Each GGC shall determine the method to be used in its jurisdiction and it shall be the only method used in the jurisdiction.
- (e) Bethels under Supreme shall use the method specified in their Bethel Bylaws.
- (f) Detailed procedure to be followed in conducting the election shall be as determined by Executive Members of the BGC.
- (g) Election shall be from members present, except in case of sickness or other unavoidable absence. The Executive Members of the BGC present shall decide upon and announce the eligibility of the absentee.
- (h) All members shall be entitled to vote until the end of the term even though they become twenty (20) years of age during the term.
- (i) By special dispensation given by the Supreme/Grand Guardian, the Bethel may elect officers at a time other than that prescribed in Sec. 2 (a) of this Article. Requests for Special Dispensation from Bethels under Supreme shall be submitted on Form 200 and sent to their Supreme Deputy. (See SOP-Bethel-18)

Section 3. Appointment

- (a) Appointive officers shall be appointed by the Honored Queen-elect, with the approval of the Executive Members of the BGC.

**ARTICLE VII
TERM OF OFFICE**

Section 1.

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

**ARTICLE VIII
INSTALLATION**

Section 1.

- (a)-WY **The installation shall be held between the second meeting in May and the second meeting in June; and between the second meeting in December and the second meeting in January. It may be an open meeting without formal opening and closing. A special dispensation is required if Installation is not held on a regular meeting night.**

- (b) An officer, elected or appointed, not present at the time the officers were installed, shall be installed at the next regular meeting of the Bethel unless excused by the Executive Members of the BGC.
- (c) A Daughter shall not be installed into office unless her dues are paid to the end of the ensuing term.
- (d) No officer shall be installed by proxy.
- (e) There shall be no open flame equipment, such as candles and/or candelabra, at any Bethel installation. Electrified candles and candelabra may be used.
- (f) Bethels under Supreme shall allow open installations and permit the taking of pictures if it does not in any way detract from the ceremony. (See B-GGC Art. XVII Sec. 1.19)
- (g) By special dispensation of the Supreme/Grand Guardian, the Bethel may install officers at a time other than that prescribed in Sec. 1 (a) above.

ARTICLE IX COMMITTEES

Section 1.

- (a) After installation, the Honored Queen shall appoint the following committees and such other committees as are deemed advisable by the Executive Members of the BGC:
 - (1) Auditing Committee composed of three (3) members. Refer to the Ritual for an explanation of duties.
 - (2) Pledge Committee composed of three (3) members assisted by an Executive Member of the BGC, preferably the Associate Bethel Guardian. It shall be the duty of this committee to give the Pledge of Honor to late unobligated visitors (see Ritual).
 - (3) Proficiency Committee composed of at least (3) members. It shall be the duty of this committee to assist the members in learning the information necessary to pass the Proficiency Lessons Examination.

ARTICLE X VACANCIES

Section 1.

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

ARTICLE XI FINANCES

Section 1. Receipts

- (a) All monies collected in the name of the Bethel shall be received by the Bethel Recorder/Guardian Secretary and turned over to the Bethel Treasurer/Guardian Treasurer.
- (b) All monies collected, whether electronically or physically, shall be included on the Bethel meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts.

Section 2. Fees

- (a) The initiation fee shall be _____.
- (b) The affiliation fee shall be one-half (1/2) the initiation fee.

Section 3. Annual Dues

- (a) The fee for each member shall be _____ per year, plus ten point one two (10.12) USD, CAD, AUD, PHP, BRL...etc. and annually shall increase by two percent (2%) beginning December 31, 2007. Dues are payable in advance on January 1st of each year. Members whose fees have not been paid for a period of one (1) year shall be considered delinquent.

Section 4. Exemption from Fees and Dues (See B-GGC Art. XVII Sec. 1.22)

- (a) Applicants and members residing in Masonic Homes or homes sponsored by an organization based on Masonic membership or Masonic relationship shall not be required to pay initiation fees or dues.

Section 5. Disbursements

- (a) Monies shall be expended only by a majority vote of the members present at a regular meeting and by and with the consent of the Executive Members of the BGC. When duly authorized a warrant shall be issued which shall be signed by the Bethel Guardian, Recorder and Honored Queen.
 - (1) Upon receipt of the properly signed warrant the Bethel Treasurer or Guardian Treasurer shall write checks. All checks shall be signed and countersigned by the Guardian Treasurer and/or other authorized Executive Member of the BGC. All checks shall have two (2) signatures. When the checks have been issued the warrant shall be signed by the Guardian Treasurer. Or
 - (2) Monies electronically transferred from a Bethel's financial accounts shall be included on the Bethel meeting Form 150 (Receipts, Bills, Warrants and Order for Treasurer) and Form 151 (Bethel Treasurer's Report). Documentation of the transaction shall be included with the receipts. Additionally, minutes of the Bethel Guardian Council meeting and the Bethel meeting shall reflect an approved transfer of the funds by the Executive Members of the BGC and the Bethel Daughters.

Section 6. Educational and Promotional Funds (See B-GGC Art. XVII Sec. 1.22)

- (a) Within thirty (30) days after the new officers are installed in a chartered Bethel, the Honored Queen and members shall plan a financial affair, two (2) affairs each year, for the benefit of the Educational and Promotional Funds.

- (b) One-third (1/3) of the monies raised shall be retained by the Bethel, one-third (1/3) forwarded to the Educational Fund and one-third (1/3) forwarded to the Promotional Fund.
- (c) These monies, except that portion to be retained by the Bethel, shall be mailed to the Grand Secretary or the Executive Manager for Bethels under Supreme, for use in education and promotion in the jurisdiction wherein such Bethel exists.

ARTICLE XII OFFICIAL REGALIA

Section 1. Description

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

Section 2. Wearing of Regalia

- (a) Officers and Bethel Choir shall wear official robes at all meetings.
- (b) Members to be installed into office or into the Bethel Choir shall wear official robes for the Ceremony of Installation except that members serving as Installing Officers may be installed while wearing their dress with the following limitations:
 - (1) The Installing Officer shall not install herself into any office or the Bethel Choir.
 - (2) Any member being installed as the Honored Queen or Princess shall wear an official robe.
- (c) Official capes, crowns and headbands shall be worn by Bethel members only with official robes.
- (d) Jewelry worn with official robes shall be limited to regulation membership and/or officer's jewels, awards, a wrist watch and one (1) additional piece of jewelry in keeping with the regalia of our Order and approved by the Executive Members of the BGC. (See B-GGC Art. XVII Sec. 1.24)

- (e) The wearing of the official regalia of the Order in public is permissible for promotional purposes only and only with the consent of the Executive Members of the BGC.

ARTICLE XIII DISCIPLINE

Section 1. Supervision

- (a) All members shall be under the direct supervision of the Executive Members of the BGC who shall have the power to investigate, reprimand, suspend or expel officers or members for cause.

Section 2. Loss of Office

- (a) A Bethel officer shall lose her office and the honors thereof if absent from three (3) regular Bethel meetings without good and sufficient cause. The Executive Members of the BGC shall determine the validity of the cause.

Section 3. Suspension

- (a) Insubordination, non-payment of dues, or the retention of money or property of the Bethel shall be considered cause for reprimand or suspension.
- (b) Suspension, except for the non-payment of dues, shall not exceed a period of six (6) months. After that period of time the suspended member shall be reinstated or expelled by a majority vote of the Executive Members of the BGC.

Section 4. Expulsion

- (a) Conduct that reflects discredit upon the Order or flagrant or deliberate disobedience to the laws of the Order shall be considered cause for expulsion.
- (b) A Daughter who marries or becomes pregnant while holding a Bethel office shall immediately resign from such office. Failure to do so shall be cause for expulsion from the Order.

Section 5. Appeal

- (a) Bethel Members shall have the right to appeal against any act or decision of the Executive Members of the BGC which may abrogate any rights and privileges specifically guaranteed them by these Bethel Bylaws and the Constitution, Bylaws, and Standard Operating Procedures of the SGC.
- (b) If no appeal is taken within sixty (60) days after the act or decision, the aggrieved parties shall lose the right of appeal.

ARTICLE XIV DEBITS

Section 1. General (See B-Bethel Art. III for complete details)

- (a) A member in good standing and clear on the books who desires to withdraw from the Order or who desires to transfer membership for any reason shall, upon written request to the Executive Member of the BGC, be granted a Demit (Form 210) which will entitle her to the privilege of visiting Bethels for a period of six (6) months from the date of issuance.

Section 2. Process

- (a) If, within six months, a Daughter applies to another Bethel, the Demit (complete Form 210) shall be attached to an Application for Membership by Affiliation (Form 131). If the Daughter is elected to membership, the Guardian Secretary of the Bethel in which the Daughter is elected shall complete Form 210 and mail the sections to those designated. If the application is to another Bethel in the same State, Province, Territory or Country or to a Bethel not under GGC jurisdiction, the third copy is unnecessary and may be destroyed. The Demit shall permanently remain attached to the Application for Membership by Affiliation and retained in the Bethel files.

Section 3. Resignations

- (a) A Daughter who has resigned (or left for personal reasons) her Bethel may apply to a Bethel to become a member. (See B-Bethel Art. III Sec. 3)

**ARTICLE XV
AMENDMENTS**

Section 1.

- (a) The Uniform Code for Bethels may be amended by following the procedures given in SOP-SGC-16, 3. Amendments.

Section 2. Prerogatives of a Bethel

- (a) The following portions of this Uniform Code may be amended by a Bethel:
- (1) Art. 1 Sec. 1 City/Location(s) in which the Bethel meets
 - (2) Art. IV Sec. 1. Week, day, time and place of regular meetings, and Sec 2. vacation period
 - (3) Art. VI Sec. 2. Months in which election is held
 - (4) Art. VIII Sec. 1. Months in which installation is held
 - (5) Art. XI Sec. 2 & 3. Amount of initiation fee and annual dues
 - (6) Art. XX Sec. 1 (b). Local Rules of Operation
- (b) Amendments shall be made by presenting to the Bethel in writing the proposed amendment, and a copy of the proposed amendment sent to each member of the Bethel, each Executive Member of the BGC and the Supreme/Grand Deputy after which it shall lay over at least one (1) regular meeting of the Bethel before action thereon. A two-thirds (2/3) affirmative vote of the Bethel members voting shall be necessary to adopt such amendment(s).
- (c) At least one (1) electronic copy of form 122, complete with Bethel seal, shall be submitted by the Bethel Secretary/Grand Secretary to the Chairman of the Jurisprudence Committee of the SGC/GGC who shall pass same on for approval.
- (d) Copies of amendment(s) submitted by Bethels under Supreme, when approved and signed by the Vice Supreme Guardian and the Chairman of the Jurisprudence Committee of the SGC, shall be distributed as follows:
- (1) One (1) electronic copy to the Supreme Guardian
 - (2) One (1) electronic copy to the Vice Supreme Guardian
 - (3) One (1) electronic copy to the office of the SGC

- (4) One (1) electronic copy to Chairman of the SGC Jurisprudence Committee
- (5) One (1) electronic copy to the Supreme Deputy
- (6) One (1) electronic copy to be returned to the Bethel
- (e) Copies of amendments submitted by Bethels in a Grand Jurisdiction, when approved and signed in accordance with the GGC Manual of Rules and Regulations, shall be distributed in accordance with said Manual of Rules and Regulations.
- (f) Amendments shall not become effective until notice of approval has been sent to the Bethel by the Jurisprudence Committee of the SGC/GGC. Said amendments to the Uniform Code for Bethels shall be returned to the Bethel within sixty (60) days after receipt.

ARTICLE XVI RECOMMENDATIONS FOR EXECUTIVE MEMBERS OF THE BGC

Section 1.

- (a) Bethel members shall be privileged to submit by secret ballot recommendations concerning those to be selected as Executive Members of the BGC.
- (b) The ballot shall be collected and sealed in an envelope in the presence of the Bethel members by the Recorder who shall mail them to the Vice Supreme/Grand Guardian.

ARTICLE XVII PAST HONORED QUEEN'S JEWEL

Section 1. Regular

- (a) Each Honored Queen who has faithfully served the Bethel for the period for which she was elected shall be presented a wallet-size Past Honored Queen's Certificate (Form 172) and an official Past Honored Queen's Jewel.
- (b) If repeating a full term as Honored Queen, a gift may be presented in recognition for services rendered, in lieu of a Past Honored Queen's Jewel.

Section 2. Special

- (a) Each Honored Queen whose resignation from office becomes necessary due to unforeseen circumstances shall be known as a Past Honored Queen and entitled to all honors, including a wallet-size Past Honored Queen's Certificate (Form 172) and an official Past Honored Queen's Jewel in recognition for services rendered, provided she has qualified for the office to the satisfaction of the Executive Members of the BGC.
 - (1) The decision with supporting reasons shall be issued in writing.
 - (2) In the case of a negative decision, the Honored Queen shall be informed of the process for an appeal (SOP-SGC-1 Sec. 1 & 2).

**ARTICLE XVIII
SPECIAL MEMBERS**

Section 1. Majority Member

- (a) Upon becoming twenty (20) years of age, or married prior to that age, each member in good standing shall become a Majority Member. She shall immediately receive gratis a certificate of Majority Membership at the end of the term and shall be entitled to receive the Majority Ceremony at such time as may be convenient.
- (1) If she turns twenty (20) she shall be entitled to all the rights and privileges through the end of the term.
 - (2) If she marries, she shall be entitled to all the rights and privileges of a member except voting and holding office.
 - (3) If she becomes pregnant, she shall be entitled to all the rights and privileges of a member except voting and holding office.
- (b) She shall be exempt from further payment of dues.

Section 2. Member of Honor

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

**ARTICLE XIX
LOSS OF HONORS**

Section 1.

- (a) Bethel members who have resigned, or have been suspended, expelled or granted a demit which has expired, shall lose the right to be introduced by, or to use, any titles earned during their time of membership.
- (b) Reinstatement to membership shall automatically reinstate the right to the use of titles previously earned.

**ARTICLE XX
GENERAL PROVISIONS**

Section 1. General Provisions.

- (a) Local Rules of Operation - A Bethel may adopt Local Rules of Operation dealing with the finances and other miscellaneous operational issues, as long as these Local Rules of Operation do not conflict with the Rules and Regulations of the SGC or GGC in which the Bethel resides. All Local Rules of Operation must be approved by the Bethel members as an amendment to their Bylaws (following the procedure for approval of amendments), approved by the appropriate Jurisprudence Committee and published as part of the Bethel’s Uniform Code before they are effective.
- (b) The Following are the Local Rules of Operation:

APPROVED:

Grand Guardian _____ Date _____

Chairman of Jurisprudence _____ Date _____

Member of Jurisprudence _____ Date _____

Member of Jurisprudence _____ Date _____

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

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. Nominees who have been with the Bethel for less than four (4) years require additional recommendations from their previous Bethel and/or Jurisdiction.
- (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.
- (d) 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 GGC 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 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 of the Annual Session of the GGC, engraved on the reverse side of the medallion.

- (e) The Chairman of the Committee shall cooperate with the Grand Bethel Guardian, who will oversee the Grand Bethel Officers in the conferring of the Degree.

ARTICLE VII
DEGREE OF ROYAL PURPLE COMMITTEE

Section 1. Members

- (a) Degree of Royal Purple Committee shall be composed of the Grand Bethel Board of Trustees elected at the Annual Session of the GGC. (See WY-Grand Bethel Rules and Regulations Art. XI)

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.
 - (2) Distribute nomination forms when requested.
 - (3) Receive nominations and recommendations from the Executive Members of Bethel Guardian Councils.
 - (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 GGC.
 - (6) Maintain a permanent file which the Chairman shall turn over to his/her successor.
Destroy all nominations and recommendations following determination of the recipient(s).

FORGET ME NOT AWARD REQUIREMENTS

ARTICLE I TITLE

Section 1.

- (a) A Daughter who is chosen to receive this award shall be known as a recipient of the Forget Me Not Award. (adopted 6-97)

ARTICLE II OBJECT

Section 1.

- (a) The purpose of this award is to pay special honor to a Daughter who continues to show a positive, ongoing and long-term commitment to the principles and ideals of Job's Daughters through her active involvement and participation in a Bethel. (adopted 6-97)

ARTICLE III QUALIFICATIONS

Section 1.

To be nominated for the award a Daughter must have actively contributed to any Bethel.

- (a) Recognition shall be a product of unselfish giving of time, love, and commitment.
 (b) Her presence at Bethel meetings and functions, though not necessarily continuous, provides a spark of enthusiasm and well being for the Bethel. (adopted 6-97)

ARTICLE IV ELIGIBILITY

Section 1.

- (a) The nominee must be a Majority Member in good standing of Job's Daughters International.
 (b) She must not have reached the age of twenty-five (25) or if she is twenty-five (25) she must have turned age twenty-five (25) in the twelve (12) months immediately preceding the Grand Session at which the award will be presented. (adopted 6-98)
 (c) Bethel line officers in the line for the first time are not eligible.

ARTICLE V NOMINATION AND SELECTION

Section 1. Nomination

- (a) Nomination must be made, in writing, by two (2) adults (other than relatives) who have knowledge of the Daughter's qualifications.
 (b) The Bethel Guardian of the Bethel the Daughter is being recognized for supporting must submit an application form.

- (c) Completed application and nomination letters must be submitted to the Selection Committee Chairman by April 15 of the year nominated.

Section 2. Selection

- (a) The Award Committee shall be composed of the Grand Guardian (Chairman), Associate Grand Guardian (Co-Chairman), Vice Grand Guardian, and Vice Associate Grand Guardian.
- (b) The Award Committee shall review all applications and determine that criteria for the award have been met. A majority shall be necessary to approve (or disapprove) the nomination. The decision of the Committee shall be final.
- (c) The recipient and the Bethel Guardian shall be notified of her selection in writing by May 1 of the year nominated.

**ARTICLE VI
CONFERRING OF AWARD**

Section 1.

- (a) The recipient shall attend the Annual Session of the GGC within three (3) years of her selection to receive the Award.
- (b) The recipient will receive a Certificate of Merit and a “Forget Me Not” medallion at the ceremony when the Award is conferred.
- (c) A fee amounting to the cost of the medallion and certificate shall be the responsibility of the Bethel or individual making the nomination. (adopted 6-97)

**RULES AND REGULATIONS
JUNIOR MISS WYOMING JOB’S DAUGHTER PAGEANT
JOB’S DAUGHTERS INTERNATIONAL**

**ARTICLE I
TITLE**

Section 1.

- (a) The Daughter selected shall be known as Junior Miss Wyoming Job’s Daughter.

**ARTICLE II
OBJECT**

Section 1.

- (a) Junior Miss Wyoming Job’s Daughter shall be a friend to all members of the Order, help promote membership in the Order and represent Job’s Daughters with dignity and youthful charm.

**ARTICLE III
FEES**

Section 1.

- (a) An entry fee not to exceed Twenty Dollars (\$20.00) will be paid by each contestant to the Chairman of the Junior Miss Wyoming Job’s Daughter Pageant each year. (adopted 6-03).
- (b) This fee shall be paid by the Bethel the contestant is representing, provided the Bethel votes to send a representative to the Pageant.
- (c) The Grand Guardian Council Session Arrangements Committee will contribute Two Hundred Fifty Dollars (\$250.00) to help defray expenses for the Junior Miss Wyoming Job’s Daughter Pageant. This money will be sent to the Grand Secretary no later than July 15th for disbursement to the Chairman of the Junior Miss Wyoming Job’s Daughter Pageant by September 1st. (6/08)

**ARTICLE IV
ELIGIBILITY**

Section 1. Contestant

- (a) A Daughter must be a member in good standing in her Bethel and be between the ages of eleven through fourteen (11-14) at the time of the Junior Miss Pageant.
- (b) A Daughter must be a member in good standing in her Bethel for a period of at least six (6) months and successfully completed her proficiency.
- (c) A Daughter will be eligible to compete in no more than two (2) Pageants for the title of Junior Miss Wyoming Job’s Daughter. If a Daughter wins the title of Junior Miss Wyoming Job's Daughter, she may not compete in a second Pageant.
- (d) A Daughter competing in the Junior Miss Wyoming Job’s Daughter Pageant will be eligible to compete in the Miss Wyoming Job’s Daughter Pageant when she reaches the required age for Miss Wyoming Job’s Daughter.

Section 2. Jurisdictional

- (a) No more than two (2) Daughters from each Bethel may compete in the same Pageant for the title of Junior Miss Wyoming Job's Daughter.

**ARTICLE V
SELECTION**

Section 1. General

- (a) Junior Miss Wyoming Job's Daughter shall be selected by competition at a Pageant to be held in conjunction with the Annual Session of the GGC.
- (b) The administration, production and direction of the pageant are the responsibility of the Junior Miss Wyoming Job's Daughter Pageant Committee.
- (c) Pageant judges will be designated for each of the requirements listed below.
- (d) In the event of a tie, it will be broken by referring to the written test, oral recitation and personal interview scores for the tied contestants. The contestant with the highest score will be declared the winner.

Section 2. Requirement for Judging.**(a) Written Test**

- 1. The test will consist of a written examination based on the Ritual. Completed test papers will be identified only by an assigned number, not by the contestant's name or Bethel.

(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 chosen by the Junior Miss Wyoming Job's Daughter chairperson or committee.
- 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.

(b) Interview

- 1. Each contestant will have a private interview with a panel of pageant judges.
- 2. Judges will have a fact sheet on each contestant giving age, interests and Job's Daughters achievements.
- 3. The Daughter will be judged on her personality, sincerity, manner and general impression.

(c) Stage Appearance

- 1. The attire will be a dress appropriate for church.
- 2. Judging will encompass the total picture the contestant presents.

**ARTICLE VI
ENTRIES**

Section 1.

- (a) Each Bethel shall submit the application form for the Junior Miss Wyoming Job's Daughter Pageant to the Pageant Chairperson.

Section 2.

- (a) The winner shall receive fifty dollars (\$50.00) cash prize.
- (b) All unexpended monies shall remain in the Junior Miss Wyoming Job's Daughter fund for the following year.

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

**ARTICLE I
TITLE**

Section 1.

- (a) The Daughter selected shall be known as MISS WYOMING JOB'S DAUGHTER of Job's Daughters International.

**ARTICLE II
OBJECT**

Section 1.

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

**ARTICLE III
SUPERVISION**

Section 1.

- (a) Miss Wyoming Job's Daughter shall be under the general supervision of the Grand Guardian. Such supervision shall be consistent with the available financial resources. The Grand Guardian shall be advised of her itinerary.

**ARTICLE IV
FEES**

Section 1.

- (a) An entry fee of thirty-five dollars (\$35.00) will be paid by each contestant to the Chairman of the Wyoming Job's Daughter Pageant each year. (adopted 6/04).
- (b) This fee shall be paid by the Bethel the contestant is representing, providing the Bethel votes to send a representative to the Pageant.
- (c) The Grand Guardian Session Arrangements Committee will contribute five hundred dollars (\$500.00) to help defray expenses for the Miss Wyoming Job's Daughter Pageant. This money will be sent to the Grand Secretary no later than July 15 for disbursement to the Chairman of the Miss Wyoming Job's Daughter Pageant by September 1. (6/08)

ARTICLE V QUALIFICATIONS

Section 1.

- (a) Miss Wyoming 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 VI ELIGIBILITY

Section 1. Contestant

- (a) A Daughter must be a member in good standing in her Bethel and be at least sixteen (16) years of age at the time of the Wyoming Pageant but less than twenty (20) years of age at the time she is selected for the duties of Miss Wyoming Job's Daughter. (adopted 6-93)
- (b) A Daughter will be eligible to compete in no more than two (2) Pageants for the title of Miss Wyoming Job's Daughter. If a Daughter wins the title of Miss Wyoming Job's Daughter or Miss Wyoming Congeniality, she may not compete in a second pageant. (adopted 6-10)
- (c) No more than two (2) Daughters from each Bethel may compete in the same Pageant for the title of Miss Wyoming Job's Daughter. (adopted 6-10)

Section 2. Jurisdictional

- (a) Each Bethel of Wyoming shall have the right to send two (2) Daughters to compete in the Wyoming Pageant.
- (b) The reigning Miss Wyoming Job's Daughter shall be the contestant in the International Pageant. If the Miss Wyoming Job's Daughter cannot attend the Supreme Session, the first runner-up may be sent in her place. If the first runner-up cannot attend, the selection may be made from the second runner-up etc., until a contestant is selected. However, the reigning Miss Wyoming Job's Daughter will retain her title.

ARTICLE VII SELECTION

Section 1. General

- (a) Miss Wyoming Job's Daughter shall be selected by competition at a Pageant to be held in conjunction with the Annual Session of the GGC.
- (b) The administration, production and direction of the Pageant are the responsibility of the Miss Wyoming Job's Daughter Pageant Committee
- (c) Pageant judges will be designated for each of the requirements listed below.
- (d) 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. Requirement 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 the contestant's name or Bethel.

(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. (adopted 6-97)
- (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 Daughters 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 the question, but on the over-all impression the contestant makes as she responds.

ARTICLE VIII SUCCESSION

Section 1.

- (a) Miss Wyoming Job's Daughter who marries while reigning shall forfeit her title as Miss Wyoming Job's Daughter.
- (b) The Daughter selected as Miss Wyoming Job's Daughter shall hold that title until a successor is chosen. In the event the Daughter chosen as Miss Wyoming Job's Daughter is selected Miss International Job's Daughter, or for some other reason she is unable to complete her term, the first runner-up shall be named Miss Wyoming Job's Daughter.
- (c) If she is unable to serve, the title shall be passed to the next runner-up and so on down the line until a Daughter is found who can fulfill the duties of Miss Wyoming Job's Daughter. (adopted 6-97)

**ARTICLE IX
ENTRIES**

Section 1.

- (a) Each contestant shall submit three (3) one page resumes, double spaced, along with two (2) wallet size colored pictures and one (1) wallet size glossy black and white, with her entry form for the Miss Wyoming Job's Daughter Pageant. The Miss Wyoming Pageant winner's above information will be sent to the Miss Job's Daughter International Pageant Chairman. The rest shall be returned to the contestants after the Pageant.

**ARTICLE X
MISS WYOMING CONGENIALITY**

Section 1.

- (a) Miss Wyoming Congeniality shall be chosen by the Miss Wyoming Job's Daughter (MWJD) contestants by secret ballot during the Miss Wyoming Job's Daughter Pageant.
- (b) Miss Wyoming Congeniality shall be recognized as such at some time during the Pageant preceding the announcement of the winner of the Miss Wyoming Job's Daughter Pageant.
- (c) Miss Wyoming Congeniality may travel around the state during her term and may be introduced at Bethel meetings as Miss Wyoming Congeniality. This introduction should follow the introduction of Miss Wyoming Job's Daughter in the ritual page 53, under category number 20. (Adopted 6-03)

**RULES AND REGULATIONS
GRAND BETHEL OF WYOMING
JOB'S DAUGHTERS INTERNATIONAL
APPROVED BY WYOMING GRAND GUARDIAN COUNCIL
AND SUPREME GUARDIAN COUNCIL**

**ARTICLE I
NAME**

Section 1.

- (a) The name of this organization shall be the Grand Bethel (GB) of Wyoming, Job's Daughters International (JDI).

**ARTICLE II
OBJECT**

Section 1.

- (a) The object of this organization is to band together all the members of Wyoming Job's Daughters for the purpose of:
 - (1) developing leadership;
 - (2) promoting the interest, welfare, growth, ideals and principles of Job's Daughters International and;
 - (3) bringing the Daughters into a closer relationship with the Grand Guardian Council (GGC) of Wyoming and with Daughters of all jurisdictions.

**ARTICLE III
MEMBERSHIP AND DUES**

Section 1.

- (a) The membership of this Grand Bethel shall consist of all Daughters in good standing of each duly Chartered Bethel in the State of Wyoming.
- (b) A member is considered to be in good standing if both Bethel and Grand Bethel dues have been paid.
- (c) Membership of this Grand Bethel shall include all Daughters who were members in good standing prior to the Bethel closing and paid their annual dues until the age of majority.

Section 2.

- (a) By majority vote of the GB members, honorary memberships may be conferred upon the GB Board of Trustees and the Executive Council Members of the GGC of Wyoming.

Section 3.

- (a) The Annual Dues shall be two dollars (\$2.00) payable with the Bethel Annual Report to the Grand Secretary. Payment for all members in good standing of each duly chartered Bethel in the State of Wyoming shall be remitted by the Bethel Guardian Secretary of each Bethel. Honorary Members shall be exempt from payment of Annual Dues.

- (b) Special Assessments against its members may be authorized by the GB at any regular Annual Grand Bethel Meeting. Special Assessments would occur if there is no money in GB to purchase paraphernalia. Then the members would be assessed so the purchase can be made. Special Assessments shall be presented as a motion and shall include the amount of the Special Assessment and the date it is due. Special Assessments shall be passed by two-thirds (2/3) majority of those members in attendance. Payment of the Special Assessment shall be remitted by the Bethel Guardian Secretary for those GB members under the Bethel's jurisdiction. A Special Assessment shall not extend past the Annual Grand Bethel Meeting. Honorary members shall be exempt from payment of Special Assessments.
- (c) At every Annual Grand Bethel Meeting, each Daughter shall show a current Bethel dues receipt (Form 141) or be vouched for by a member of their BGC. If a Daughter did not register, she will be required to do so before participating as a voting member at any Grand Bethel Meeting.

ARTICLE IV MEETINGS

Section 1. Annual Meeting

- (a) The Grand Bethel Annual Meeting will be held each year during the Annual Session of the Grand Guardian Council, at a time to be set by the Grand Guardian and the GB Board of Trustees.

Section 2. Additional Meetings

- (a) Additional meetings may be held during the year by notifying each duly Chartered Bethel in the State of Wyoming by mail or e-mail at least forty-five (45) days prior to the meeting date.
- (b) The forty-five (45) day notification period may be waived by majority vote of the Executive GGC.
- (c) These meetings shall be under the direction of the GB Board of Trustees.
- (d) Additional meetings will be hosted by Bethels in the State of Wyoming to provide Bethels equal opportunity to host a Grand Bethel meeting. Bethels in the state will be given the opportunity to host the additional Grand Bethel Meetings by submitting a bid or proposal to the GB Board of Trustees.

Section 3. Quorum

- (a) A quorum shall consist of at least one (1) more than the majority of representation of duly Chartered Bethels in the State of Wyoming.

Section 4. Business

- (a) Those entitled to be in attendance shall present their official name badge, current dues card or current Bethel dues receipt (Form 141) or be vouched for by a member of their BGC.
- (b) Escort and Introductions may include: Honored Queens; Past Honored Queens; Princesses; Supreme Bethel Honored Queen, other Supreme Bethel Officers and Representatives; Miss International Job's Daughter; visiting Grand Bethel Officers and Representatives; Miss Wyoming Job's Daughter, Miss Wyoming Congeniality and Junior Miss Wyoming; visiting Job' Daughters from other jurisdictions; Majority Members; Grand Guardian and Associate Grand Guardian; and the Grand Bethel Board of Trustees.
- (c) The business session may include:

- (1) Reports (Annual reports from GB Honored Queen and GB Senior Princess at the Annual Grand Bethel Meeting).
 - (2) GB Representatives reports.
 - (3) Proposed amendments to these Rules and Regulations shall be acted upon under the order of New Business.
 - (4) Drawing for the selection of Officers and Representatives (at Annual Meeting of Grand Bethel only).
 - (5) Recommendations and such other business as the GB Board of Trustees and the Grand Bethel Honored Queen (GBHQ) may deem necessary.
 - (6) Recommendations for payment of bills until next GB meeting.
 - (7) Awards and Merits may be presented at a Grand Bethel Annual Meeting.
 - (8) An annual report on Grand Bethel funds submitted at the Grand Bethel Annual Meeting from the Grand Secretary and Grand Treasurer.
- (d) A report of the Annual Grand Bethel Business Meeting shall be included in the Grand Session Proceedings.

Section 5. Installation

- (a) Grand Bethel Officers and Grand Bethel Representatives shall be installed during the Annual Session of the GGC, at a time to be set by the Grand Guardian. If a Daughter cannot attend installation due to illness or other valid reason, installation of a Grand Bethel Officer or Grand Bethel Representative may be accomplished by written statement of the GB Guardian and the GB Board of Trustees and recorded as an addendum to the minutes of the Grand Bethel Annual Meeting.
- (b) The Installing Officers, with the exception of the Installing Officer who shall be the GBHQ, and the Installing Musician, shall be selected by the incoming Grand Bethel Honored Queen. Installing Officers shall be Past Grand Bethel Honored Queens, Past Grand Bethel Princesses, and Past Honored Queens.

ARTICLE V OFFICERS AND REPRESENTATIVES

Section 1. Officers

- (a) There shall be nineteen (19) Officers as in the Ritual of our Order, plus those that the GB determines necessary to conduct the business of the GB selected at the Grand Bethel Annual Meeting. Officers shall bear the same titles as the officers of a Bethel preceded by "Grand Bethel". The Officers will include a Grand Bethel Parliamentarian and Grand Bethel Flag Bearer/Page.
- (b) There may be Spirit Ambassadors appointed by the Grand Bethel Board of Trustees.
- (c) Grand Bethel Officers and Representatives will be selected at the Grand Bethel Annual Meeting at Grand Session to serve for a term of one (1) year.
- (d) Grand Bethel line officers shall be Grand Bethel Honored Queen, Grand Bethel Senior Princess, Grand Bethel Junior Princess, Grand Bethel Guide and Grand Bethel Marshal.

Section 2. Eligibility and Restrictions for Holding Office

- (a) All Daughters must be registered for the Grand Bethel Annual Meeting at Grand Session.
- (b) All Daughters must be present at the Annual Grand Bethel Meeting to be selected for Grand Bethel Offices, Representatives and Spirit Ambassadors.
- (c) All Daughters must be in good standing in their Bethel.

- (d) All Daughters must be proficient as of registration at the Annual Grand Bethel Meeting.
- (e) To hold a Grand Bethel Office or Spirit Ambassador a Daughter must be a member for at least one (1) year.
- (f) To hold a Grand Bethel line office a Daughter must be one (1) of the top three (3) officers in her Bethel or an unmarried Past Honored Queen.
- (g) In the case that a current Grand Bethel Officer, Representative or Spirit Ambassador is the only Daughter from her Bethel in attendance at the Grand Bethel Annual Meeting or if she is the only eligible Daughter from her Bethel, she will be eligible for the drawing.
- (h) Any Daughter currently serving as a Grand Bethel Officer is not eligible to serve for a second consecutive term in the position of GB Officer. Any Daughter currently serving as a Grand Bethel Spirit Ambassador is not eligible to serve for a second consecutive term in the position of GB Spirit Ambassador.
- (i) All Bethels attending the Annual Grand Bethel Meeting will be represented by a Daughter before a second Daughter from the same Bethel can be chosen as an Officer or Representative.

Section 3. Selection of Officers

- (a) Grand Bethel Honored Queen: The Grand Bethel Senior Princess shall automatically become the Grand Bethel Honored Queen at the conclusion of her term as Grand Bethel Senior Princess.
- (b) Grand Bethel Senior Princess: Those eligible for the selection of the Grand Bethel Senior Princess must be an Honored Queen or an unmarried Past Honored Queen. She must be a minimum of fifteen (15) years of age and a maximum of eighteen (18) years of age at the time of the drawing for Grand Bethel Senior Princess. The Grand Bethel Senior Princess will be chosen from a drawing of eligible Daughters who have met the following requirements:
 - (1) She must submit a letter of intent signed by a parent or legal guardian.
 - (2) She must have a letter of recommendation from one (1) member of her Executive Bethel Guardian Council.
 - (3) She must take a Ritual, Constitution, Bylaws, SOPs, Rules and Regulations Test at the Grand Bethel Annual Meeting and score a minimum of seventy five percent (75%).
 - (4) All documentation must be submitted to the Grand Bethel Board of Trustees by May 1.
- (c) If none of the applicants meet all of the qualifications, then the office will be considered vacant.
- (d) Grand Bethel Line Officers: Those entered into the drawing for the selection of the Grand Bethel Junior Princess, Guide and Marshal must be one (1) of the top three (3) officers of each Bethel or an unmarried Past Honored Queen. Those ineligible for the drawing of Grand Bethel Line Officer are those who have held any Grand Bethel Office in the past year, unless they are the only representative from their Bethel.
- (e) Grand Bethel Musician and Grand Bethel Parliamentarian: The GB Board of Trustees and the Grand Guardian will appoint the Grand Bethel Musician and Grand Bethel Parliamentarian. These appointments will not affect the eligibility of these Daughter's Bethels to participate in the drawing for other Grand Bethel Officers.
- (f) Grand Bethel Officers: Those eligible for the drawing of Grand Bethel Officers shall be in attendance at the Grand Bethel Annual Meeting and a member of the Order for one (1) year. Those ineligible for the drawing are Daughters who have held a Grand Bethel Office in the past year.
- (g) Grand Bethel Representative: Those eligible for the drawing of Grand Bethel Representatives shall be in attendance at the Grand Bethel Annual Meeting.

- (h) Grand Bethel Spirit Ambassadors may be appointed by the Grand Bethel Board of Trustees and the Grand Bethel Senior Princess to serve for one (1) year during her term as Grand Bethel Honored Queen.

Section 4. Vacancies:

- (a) Should the office of Grand Bethel Honored Queen become vacant the Grand Bethel Senior Princess should be given the first option to serve out the term of Grand Bethel Honored Queen. This will not affect the Grand Bethel Senior Princess' privilege to be Grand Bethel Honored Queen the following term. If she declines the office, then the Grand Bethel Board of Trustees will appoint a Past Grand Bethel Honored Queen to fill the vacancy.
- (b) If the office of Grand Bethel Senior Princess becomes vacant, a replacement shall be chosen from those eligible Daughters who completed the requirements to be included in the drawing at the previous Annual Grand Bethel Meeting. She shall be installed into office as soon as possible. In the event there are no other Daughters to choose from, it will be at the discretion of the Grand Bethel Board of Trustees to fill the vacancy.
- (c) Vacant Grand Bethel Officer, Representative or Spirit Ambassador who is unable to attend the Grand Bethel Annual Meeting will have her office filled by a pro-tem, of eligible Daughters of her Bethel. The pro-tem will be selected by Executive Bethel Guardian Council of the Bethel affected. The GB Board of Trustees and the Grand Guardian will be notified of the selection.
- (d) A Grand Bethel Officer, Representative or Spirit Ambassador who married during her term of office will immediately resign. Her office will be filled by a pro-tem, selected by Executive Bethel Guardian Council of the Bethel affected. The GB Board of Trustees and the Grand Guardian will be notified of the selection.
- (e) If a vacancy is not able to be filled as outlined above, the GB Board of Trustees shall select an eligible Daughter from the Grand Bethel to fill the position as pro-tem. The method of selecting the pro-tem shall be at the discretion of the GB Board of Trustees. This appointment will not affect the eligibility of the pro-tem's Bethel to participate in the drawing for Grand Bethel Officers at the next Grand Bethel Annual Meeting.

**ARTICLE VI
DUTIES**

Section 1. Duties

- (a) The duties of the Grand Bethel Honored Queen are as follows:
- (1) She will have a fundraiser during her term as Grand Bethel Honored Queen to benefit Grand Bethel. She will turn over her money to the Grand Bethel Guardian Secretary, obtaining a receipt for same. The Grand Bethel Guardian Secretary will then give the money to the Grand Secretary who will deposit the money in the Grand Bethel checking account maintained by the Grand Secretary and the Grand Treasurer.
 - (2) She will keep actual receipts for her travels and other expenses and turn them over to the Grand Bethel Guardian Treasurer for reimbursement by the Grand Treasurer. That amount should not exceed the net total of her fundraiser when she was Grand Bethel Senior Princess.
 - (3) She will be encouraged to travel to all state activities, attend all Grand Bethel meetings and as many official visits as possible.

- (4) She will present her agenda for the meetings to the Grand Bethel Guardian for approval. She will preside over the Grand Bethel meetings unless unavoidably absent and excused by the Grand Bethel Guardian.
 - (5) She will chair all Grand Bethel Special Committees.
 - (6) She will attend all Grand Bethel Board of Trustee meetings and represent the Daughters on the Executive Grand Bethel Board of Trustees.
 - (7) She will submit a written report to Grand Bethel Board of Trustees and Grand Guardian Council at the Annual Grand Guardian Council Session. Her report will include the activities attended, the total of her fundraiser and her expenses, the amount reimbursed to her for those expenses, Grand Bethel activities during her term, and other items that may be of significance to the Grand Bethel.
- (b) The duties of the Grand Bethel Senior Princess are as follows:
- (1) She will have a fundraiser during her term as Grand Bethel Senior Princess to raise money for her travel fund as Grand Bethel Honored Queen. She will turn over her money to the Grand Bethel Guardian Secretary, obtaining a receipt for same. The Grand Bethel Guardian Secretary will then give the money to the Grand Secretary who will deposit the money in the Grand Bethel checking account maintained by the Grand Secretary and the Grand Treasurer.
 - (2) She will be encouraged to travel to all state activities, all Grand Bethel meetings and as many official visits as possible.
 - (3) She will preside over Grand Bethel meetings in the absence of the Grand Bethel Honored Queen.
 - (4) She will assist the Grand Bethel Honored Queen in all that may be required of her.
 - (5) She will sit on all Grand Bethel Committees and become the chair upon being installed Grand Bethel Honored Queen.
 - (6) She will submit a written report to Grand Bethel and Grand Guardian Council at the annual session. Her report will include the activities attended, her net total of her fundraiser and a report of any Grand Bethel Committee selections that may be needed.
 - (7) She will attend all Grand Bethel Board of Trustee meetings and represent the Daughters on the Executive Grand Bethel Board of Trustees.
- (c) Duties of Grand Bethel Officers are as follows:
- (1) Attend the Grand Bethel Annual Meeting and where possible, attend all other Grand Bethel meetings.
 - (2) Assist in all ceremonies as requested by the Grand Guardian and Grand Bethel Guardian.
 - (3) Responsibly care for Grand Bethel medallions while in their possession and ensure returning Grand Bethel property at the end of the year.
- (d) Duties of Grand Bethel Representatives are as follows:
- (1) Attend the Grand Bethel Annual Meeting, and where possible, attend all other Grand Bethel meetings.
 - (2) Correspond with individual Bethels within the State, Province or Country which they represent.
 - (3) Be prepared to give a report of their activities at the Grand Bethel Annual Meeting and file a written report with the Grand Bethel Recorder before the close of said meeting.
 - (4) Responsibly care for Grand Bethel medallions and flags while in their possession and ensure the return of Grand Bethel property at the end of the year.

- (e) Duties of Grand Bethel Spirit Ambassadors are as follows:
- (1) Assist the Grand Bethel Honored Queen and the Grand Bethel Board of Trustees when possible with regard to individual Bethels within the State that they represent; and assist the GBHQ and the Trustees with specific duties that may be assigned to them.
 - (2) Attend the Grand Bethel Annual Meeting and, where possible, attend all other Grand Bethel meetings.
 - (3) Assist the Grand Bethel Honored Queen and Grand Bethel Board of Trustees in all that may be required of them.
 - (4) All Ambassadors should be prepared to give a report of their activities for the Grand Bethel Annual Meeting. File a written report with the Grand Bethel Recorder before the close of the Grand Bethel Annual Meeting.

ARTICLE VII PARAPHERNALIA

Section 1. Medallions

- (a) Each Bethel shall submit a written agreement, signed by a member of the Executive Bethel Guardian Council, stating that in the event a Grand Bethel Officer or Grand Bethel Representative does not return the medallion, the Bethel shall be responsible for replacing the medallion. This shall be figured on the current replacement price for the medallion and the engraving to go on it.
- (b) If a Grand Bethel Officer or Grand Bethel Representative does not plan to attend the Annual Grand Bethel Meeting, she must return her medallion to the GB Associate Guardian four (4) weeks prior to the Annual Grand Bethel Meeting.
- (c) If the medallion is not returned by the Annual Session, the medallion will be replaced at full replacement cost including the engraving fees at the current Doc Morgan Inc. catalog price and will be payable at the Grand Bethel Annual Meeting.
- (d) If the medallion is not returned by Annual Grand Bethel Meeting a deposit of fifty dollars (\$50.00) toward the replacement will be payable at Grand Session.
- (e) If the medallion is returned to the Grand Bethel Associate Guardian by July 1 of that year, the deposit will be returned.
- (f) The GB Board of Trustees will be responsible for obtaining a written agreement, return and distribution of medallions, invoicing Bethels, replacement and keeping appropriate documentation.

Section 2. Flags

- (a) Each Bethel shall submit a written agreement, signed by a member of the Executive Bethel Guardian Council, stating that in the event a Grand Bethel Representative does not return the flag for her state, the Bethel will be responsible for replacing the flag. This shall be figured on the current replacement price for the flag.
- (b) If a Grand Bethel Representative does not plan to attend the Grand Bethel Annual Meeting, she must make arrangements for the return of her flag to the GB Board of Trustees prior to the Annual Grand Bethel Meeting.
- (c) If the flag is not returned by the Annual Session, the flag will be replaced at full replacement cost including the engraving fees at the current price and will be payable at the Annual Session.
- (d) If a flag is not returned by Grand Session a deposit of fifty dollars (\$50.00) toward the replacement will be payable at Grand Session

- (e) If the flag is returned to the Grand Bethel Associate Guardian by July 1 of that year, the deposit will be returned.
- (f) The GB Trustees will be responsible for obtaining a written agreement, return and distribution of flags, invoicing Bethels, replacement and keeping appropriate documentation.

ARTICLE VIII ATTIRE

Section 1. Description

- (a) Appropriate attire for Annual Grand Bethel Meetings and activities will be specified by the Grand Bethel Honored Queen and the Grand Bethel Board of Trustees.
- (b) Official Regalia will be worn at the Annual Meeting and Installation at the Annual Session. (See Sec. 3 of this Article)

Section 2. Dresses

- (a) Grand Bethel Officers, Representatives and Spirit Ambassadors will select a dress in the color of the Grand Bethel Honored Queen's choice. Dresses may be made or bought. Different colored accents will distinguish between Officers, Representatives and Spirit Ambassadors.
- (b) Will be worn at the request of the Grand Bethel Honored Queen.
- (c) Must be appropriate tea-length or floor-length.

Section 3. Official Regalia

- (a) White Grecian robes, white or purple cords, headbands or crowns, white hose or tights, white flat slippers, white slip, purple capes.
- (b) Jewelry worn with official robes shall be limited to regulation membership and/or officer's jewels, awards, a wrist watch and one additional piece of jewelry in keeping with the regalia of our Order and approved by the Executive members of the BGC. (See SOP-Bethel-21 Art. XII Sec. 2 (d))

Section 4. Definitions

- (a) Formal: a floor-length dress with or without straps, may have a shawl, normally worn for special occasions.
- (b) Business Formal: a pantsuit (NOT jeans) or skirt suit with a jacket, normally worn at business meetings, presentations, or in a courtroom.
- (c) Semi-Formal: dresses with or without straps that are not formal, of varying length, normally worn to church or school programs.
- (d) Business Casual: slacks or khakis with a nice shirt, sweater or jacket that is normally worn for daily work.
- (e) Casual: jeans or khakis with no holes or frayed ends, clean shirt with no holes, graphic language or images.
- (f) Floor- Length: dress hemmed to reach the floor.
- (g) Tea-Length: dress hemmed to reach mid-calf.
- (h) Knee-Length: dress hemmed to reach knee.
- (i) Cocktail: dress hemmed to reach mid-thigh.
- (j) Straps: go over shoulders connecting the front of the dress with the back of the dress. These may be of varying thickness from centimeters to inches.
- (k) Strapless: no straps over shoulders to connect the front of the dress with the back of the dress.
- (l) Appropriate: fits the specified or requested length and classification of style, no cleavage showing, no risk of exposure, has necessary undergarments (i.e. slip, tights, strapless/backless bra), fits age.

- (m) Inappropriate: does not fit the specified or requested length and classification of style, cleavage showing, has risk of exposure, does not have necessary undergarments, does not fit age.

ARTICLE IX PAST PINS

Section 1.

- (a) The Grand Bethel will present the Grand Bethel Honored Queen, Grand Bethel Guardian and Grand Bethel Associate Guardian with “past” pins after completion of their term.
- (b) The Grand Bethel will be responsible for the cost of the least expensive “past” pins, available in the Doc Morgan catalog. However, the recipient may choose to pay the additional cost of a higher priced pin if desired.

ARTICLE X CHEERLEADING

Section 1. Eligibility and Selection

- (a) To be eligible to serve as a Grand Bethel Cheerleader to cheer at the Annual Shrine Bowl, a member must be at least fourteen (14) years old by the day of the try-outs.
- (b) Daughters may try-out and/or be selected more than once.
- (c) Try-outs will be held during the Annual Grand Guardian Council Session. There will be no more than fourteen (14) cheerleaders selected, two (2) of which shall be co-captains. All fourteen (14) will be chosen by the newly elected first year trustee. Priority will be shown to Daughters trying out for the first-time.
- (d) If there are not enough members who try out at Grand Session or members resign or are removed, the Grand Bethel Board of Trustees may hold an additional tryout to complete the numbers on the cheerleading squad at a later date. The member must be at least fourteen (14) years old by the prior Grand Guardian Council Session date and will be a member for the remaining year.

Section 2. Duties

- (a) The cheerleaders should tour the Shrine Children’s Hospital in Salt Lake City, Utah, and attend the Shrine Bowl Banquet, Parade and Game.
- (b) Cheerleaders need to raise sufficient funds to pay their expenses. Cheerleaders who do not raise sufficient funds or choose not to fund raise will be responsible to pay their own expenses.
- (c) The duties of the Grand Bethel Cheerleaders are to sell ads for the Shrine Bowl program, attend practices and meeting(s) as required.
- (d) The second year Grand Bethel Board of Trustees will be responsible for the Grand Bethel Cheerleaders event. The newly elected first year Grand Bethel Board of Trustees member will assist as needed to provide continuity with the Shrine Bowl Committee.

**ARTICLE XI
GRAND BETHEL BOARD OF TRUSTEES**

Section 1. Eligibility

- (a) The members of the Grand Bethel and its activities shall be under the direct supervision and authority of the GB Board of Trustees. The GB Board of Trustees shall be subject to the direction of the GG. Actions or decisions of this Grand Bethel shall become effective when approved by the GB Board of Trustees.
- (b) No person shall be eligible to serve on the GB Board of Trustees who has not served at least one (1) year on the Bethel Guardian Council of a legally chartered Wyoming Bethel.
- (c) The membership of the GB Board of Trustees shall consist of three (3) Past Bethel Council Members (women) and three (3) Past Bethel Council Members (men), who shall be elected at the business meeting held after 9:00 am on Saturday, during the Annual Session of the GGC, from eligible members in attendance, unless unavoidably absent. Election shall be by written ballot without nomination, or by viva voce vote. A majority shall elect.
- (d) The first GB Board of Trustees to be elected shall be for:
 - (1) One (1) year term- one (1) Past Bethel Council Member (a woman) and one (1) Past Bethel Council Member (a man).
 - (2) Two (2) year term- one (1) Past Bethel Council Member (a woman) and one (1) Past Bethel Council Member (a man).
 - (3) Three (3) year term- one (1) Past Bethel Council Member (a woman) and one (1) Past Bethel Council Member (a man).
 - (4) Subsequent elections shall be held for three (3) year terms.
- (e) The outgoing Grand Guardian and outgoing Associate Grand Guardian shall serve a one (1) year term as ex-officio members of the GB Board of Trustees with full voting rights and shall be included in a required quorum.
- (f) The Past Bethel Council Member (a woman) and Past Bethel Council Member (a man) serving their final year on the GB Board of Trustees shall act as GB Guardian and GB Associate Guardian. The Past Bethel Council Member (a woman) and Past Bethel Council Member (a man) serving their second (2nd) year on the GB Board of Trustees shall act as the GB Guardian Treasurer and GB Guardian Secretary, respectively. Other GB Council members, as needed, shall be selected by the members of the GB Board of Trustees.

Section 2. Duties

- (a) The GB Guardian and/or GB Associate Guardian shall:
 - (1) Make a concise report of Grand Bethel activities to the GGC as their year in office draws to a close, and file copies of the same with the Grand Secretary.
 - (2) Receive, process and distribute to the other members of the GB Board of Trustees for review, the applications for the Degree of Royal Purple.
 - (3) Maintain and distribute to the proper members of Grand Bethel the Degree of Royal Purple Ceremony, the GB Installation Ceremony, and the address information required by the Grand Bethel Representatives.
- (b) The GB Guardian Secretary and/or GB Guardian Treasurer (2nd year trustees) shall:
 - (1) Follow up on representative information, appointments, letters, reports, and other activities.
 - (2) Handle registration at all Grand Bethel meetings and collect the Grand Bethel Dues.

- (3) Supervise the work of the Grand Bethel Recorder and Grand Bethel Treasurer, respectively.
- (4) See that the books of Grand Bethel are closed and turned over to the Associate GB Guardian for audit at the conclusion of the annual meeting held during the Annual Session of the GGC.
- (5) Assist as needed to provide continuity with the Shrine Bowl Committee.
- (c) The second (2nd) year trustees will be responsible for the Grand Bethel Cheerleaders event.as needed to provide continuity with the Shrine Bowl Committee. The newly elected first (1st) year trustees will assist as needed with the Shrine Bowl Committee.
- (d) The newly elected first (1st) year Trustees shall:
 - (1) Be responsible for the Grand Bethel Cheerleaders event.

Section 3. Vacancies

- (a) Should a vacancy occur on the GB Board of Trustees, first option to fill vacancy is given to the next elected member of the GB Board of Trustees in line. If there are no elected Trustees willing to fill the vacancy, the Grand Guardian shall appoint a Past Bethel Guardian or Past Associate Bethel Guardian to fill the office for the balance of the year in which the vacancy occurs. At the next Annual Session of the GGC, a member shall be elected to complete the vacant term.

Section 4. Executive Grand Bethel Board of Trustees

- (a) Composition
 - (1) The Grand Bethel Board of Trustees (including the Junior Past Grand Guardian and Junior Past Associate Grand Guardian as the ex-officio members), Grand Guardian and Associate Grand Guardian shall constitute the Executive GB Board of Trustees.

ARTICLE XII COMMITTEES

Section 1. Finance Committee

- (a) The Finance Committee shall consist of the GB Guardian, GB Associate Guardian, GB Guardian Treasurer, GB Honored Queen, GB Senior Princess, Grand Secretary and Grand Treasurer.
- (b) It shall be the duty of this Committee to review all bills charged to the Grand Bethel and to authorize payment of same when Grand Bethel is not in Session.
- (c) Bills will be approved either by signature or e mail confirmation of three (3) members of the GB Board of Trustees, GB Honored Queen or GB Senior Princess.
- (d) All funds collected for Grand Bethel will be given to the Grand Secretary. If coin marches are done at Grand Bethel meetings, the GB Guardian Secretary and GB Guardian Treasurer will be responsible for turning the money over to the Grand Secretary. The Grand Secretary will deposit all funds in the Grand Bethel checking account maintained by the Grand Guardian Council and will issue warrants for the outstanding bills. Warrants will be approved by the Finance Committee and will be forwarded to the Grand Treasurer for payment. A report on Grand Bethel funds will be submitted to the Grand Bethel at their Annual Grand Bethel Meeting from the Grand Secretary and Grand Treasurer.
- (e) The second (2nd) year Grand Bethel Board of Trustees may hold a separate checking account for the purpose of documenting fund raising and accounting for expenditures of the Grand Bethel Cheerleaders.

- (f) The second (2nd) year Trustees will document all money received as well as bills paid with accompanying receipts. A report of activities will be prepared annually for the Finance Committee, the Grand Secretary and Grand Treasurer for the Grand Bethel Board of Trustees meetings.

Section 2. Auditing Committee

- (a) The Auditing Committee shall be the Finance Committee of the GGC. It shall be the duty of this Committee to conduct an audit of the GB books and bank statements and the Grand Bethel Cheerleading account. This audit shall be conducted under the direction of the GB Associate Guardian and is to be completed with a report submitted to Grand Bethel prior to final adjournment of the Grand Bethel Annual Meeting.

Section 3. Other Committees

- (a) Such other Committees, standing and special, which is deemed necessary from time to time to carry on the work of Grand Bethel shall be appointed by the Grand Bethel Honored Queen and the Grand Bethel Executive Board of Trustees.

ARTICLE XIII PARLIAMENTARY AUTHORITY

Section 1.

- (a) These Rules and Regulations may be amended at any regular meeting of the Grand Bethel of Wyoming by a two-thirds (2/3) majority vote, provided that the amendment has been submitted in writing to the GGC Jurisprudence Committee at least sixty (60) days prior to the vote and to the constituent Bethels at least thirty (30) days prior to the vote.
- (b) The proposed amendment is to be signed by three (3) members of Grand Bethel and copies sent to the members of the Executive GGC, the GB Board of Trustees, the GGC Jurisprudence Committee and the Grand Secretary.
- (c) The Grand Secretary will be responsible for sending the proposed amendments to the constituent Bethels.

Section 2.

- (a) All amendments approved by the GB shall be submitted in the proper manner by a member of the GGC for approval at the Annual Session of the GGC. (See WY-SOP-SGC-16 and WY- SOP-GGC-7)

Section 3.

- (a) Amendments become effective when approved by the GGC, the Jurisprudence Committee of the SGC and the VSG.

**WYOMING
SPIRIT OF JOB'S DAUGHTERS AWARD**

**ARTICLE I
TITLE**

Section 1.

- (a) An adult who is chosen to receive this award shall be known as a recipient of the Spirit of Job's Daughters Award.

**ARTICLE II
OBJECT**

Section 1.

- (a) The purpose of this award is to recognize adults who have been especially generous in dedicating their time and efforts in their Bethels and Job's Daughters International as a Past Bethel Guardian or Past Associate Bethel Guardian and was/is an active member of the Bethel Guardian Council. Their commitment to Job's Daughters has continued through the years even though they may not have had the opportunity to be a Job's Daughter.

**ARTICLE III
QUALIFICATIONS/ELIGIBILITY**

Section 1.

- (a) They must be a Past Bethel Guardian, a Past Associate Bethel Guardian, or an adult who has served, contributed and dedicated at least five (5) years to the Bethel.
- (b) They must be recommended and voted by the Daughters of the Bethel, or members of the Bethel they were associated with at the time of service.

**ARTICLE IV
NOMINATION AND SELECTION**

Section 1. Nomination

- (a) Nomination must be made, in writing, by two (2) adults (other than relatives) who have knowledge of the person's qualifications.
- (b) The Bethel Guardian of the Bethel must submit the application form.
- (c) Completed application and nomination letters must be submitted to the Selection committee by April 15 of the year nominated.

Section 2. Selection

- (a) The Selection Committee shall be composed of the Grand Bethel Board of Trustees.
- (b) The award committee shall review all applications and determine if the criteria have been met. A majority shall be necessary to approve (or disapprove) of the nomination. The decision of the Selection Committee shall be final.
- (c) The recipient shall be notified of his/her selection in writing by May 1 of the year nominated.

**ARTICLE V
CONFERRING OF THE AWARD**

Section 1.

- (a) The recipient shall attend the Annual Session of the GGC within three (3) years of her/his selection to receive the Award.
- (b) The recipient will receive a Certificate of Merit and a Spirit of Job's Daughters Medallion at the ceremony when the Award is conferred.
- (c) A fee will be assessed covering the cost of the medallion and shall be paid for by the Bethel or individual making the nomination.

