

**GRAND GUARDIAN COUNCIL
GLOSSARY**

<u>Abbreviation</u>	<u>Explanation</u>
ABG	Associate Bethel Guardian
AGG	Associate Grand Guardian
AS	Annual Session
ASG	Associate Supreme Guardian
BG	Bethel Guardian
BGC	Bethel Guardian Council
C & B	Constitution & By-laws
GG	Grand Guardian
GGC	Grand Guardian Council
GGuide	Grand Guide
GIG	Grand Inner Guard
GM	Grand Marshal
GOG	Grand Outer Guard
GS	Grand Secretary
GT	Grand Treasurer
HQ	Honored Queen
JDI	Jobs Daughters International
JP	Junior Princess
MM	Majority Member
OES	Order of Eastern Star
OV	Official Visit
PABG	Past Associate Bethel Guardian
PAGG	Past Associate Grand Guardian
PBG	Past Bethel Guardian
PGG	Past Grand Guardian
R & R	Rules & Regulations
SG	Supreme Guardian
SP	Senior Princess
VAGG	Vice Associate Grand Guardian
VGG	Vice Grand Guardian

**INDIANA SUPPLEMENT TO THE “CONSTITUTION OF A GRAND GUARDIAN
COUNCIL” OF JOBS DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

Section 1

(a) The name of this organization is the Grand Guardian Council of Indiana of Jobs Daughters International Inc. (Certificate of Incorporation issued by the State of Indiana on July 29, 1968.

**ARTICLE II
OBJECT**

Section 1

(a) The GGC and its GG as the executive officer there of, is supreme in its territorial jurisdiction in all matters pertaining to the Bethels, BGCs and its own affairs subject to the provisions of the laws of the SGC.

**ARTICLE III
AUTHORITY**

Section 1

(a) This GGC operates under authority of a Charter granted by the SGC and dated October 4, 1924. The jurisdiction of the GGC shall be limited to the State of Indiana.

**ARTICLE V
OFFICERS**

Section 1

The elective officers of this GGC shall consist of a 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 Inner Guard (a Master Mason), Grand Outer Guard (a Master Mason), Grand Secretary, and Grand Treasurer.

Section 2 Appointive Officers

(a) The ten (10) appointive officers shall be the Grand Chaplain, Grand Librarian, Grand Director of Music, Grand First, Second, Third, Fourth and Fifth Messengers, Grand Senior Custodian and Grand Junior Custodian.

Section 3 Executive Officer

(a) The GG is the Executive Officer of the GGC of IN, and is vested with all the general powers of such an executive officer including, without limitation on the general powers, the specific powers hereinafter given.

**ARTICLE VI
ELIGIBILITY**

Section 1

(a) (1) To be eligible to hold office in the GGC IN, a person shall be a PBG or a PABG. Elected Grand Officers shall also have passed the adult Proficiency Test.

**ARTICLE VII
ELECTION, VOTING PRIVILEGES, AND PROXY**

Section 1 Election

(d) The Annual Election of Officers of the GGC shall be the first (1st) order of business of the Friday morning session and shall continue without recess until election is completed.

(e) (1) Candidates aspiring to the elective offices shall be requested to rise and state their names and Bethel Numbers.

(2) If only one (1) person is aspiring to an office, the vote may be viva voice. If no one or more than one (1) person aspires to an office, there shall be a ballot.

(3) If a member of the Executive GGC is unable to attend, the presiding officer may aspire for said absent member.

(f) The GS and GT may not be re-elected more than ten (10) times or past the age of seventy five (75).

(g) After all elective offices have been filled, the presiding officer shall direct that all distributed, unused ballots be collected and turned over to the chairman of the tellers. The Chairman of the tellers shall be directed to place them with all the used ballots and destroy them at the end of the AS.

**ARTICLE XII
MEETINGS**

Section 1 Annual Session

(a) The AS of the GGC shall consist of a two (2) day business session beginning on the third Thursday of June at 1:00 pm with the Formal Opening held Thursday evening, and such session shall continue, with suitable recesses, until the session is concluded. (Exception) By two thirds (2/3) vote of the GGC, the time of the AS may be changed to begin on the second or fourth Thursday in June.

(1)The location shall be designated by vote of the GGC three (3) years previous.

(b) A quorum for the transaction of business shall consist of the representatives of at least ten (10) bona fide members of the GGC representing ten (10) Bethels or former Bethels chartered in the State of IN.

Section 2 Reports

- (a) The report of the Jurisprudence Committee shall be the first order of business after the reports of the elective Grand Officers.
- (b) All Elective Grand Officers shall submit a typewritten report to the GS thirty (30) days prior to the AS of the GGC. Said reports shall be preprinted and given to each delegate upon registration. Supplemental reports pertaining to activities during (30) days preceding Session may be given verbally. Detailed reports shall be printed in the proceedings.
- (c) All Committee Chairman shall submit four (4) typewritten copies of their reports at the AS of the GGC. All committees whose responsibilities are completed thirty (30) days prior to the AS of the GGC, shall follow the same procedure as the elective Grand Officers.
- (d) The GS shall be responsible for the pre-printed reports.
- (e) The reports shall be distributed as follows: one (1) for the incoming GG, one (1) for the Chairman of the Publication of Proceedings Committee, one (1) for the incoming AGG and the original copy to the office of the GS where it shall be retained on file until the next AS of the GGC.
- (f) It shall be the responsibility of the Distribution Committee to see that the four (4) copies are distributed to the proper parties. Each copy shall be signed by the Grand Officer and/or Committee members involved.

**ARTICLE XIII
PROMOTION**

Section 1

- (a) The second full week in October shall be designated as Job's Daughters week in Indiana.

**ARTICLE XIV
PARLIAMENTARY AUTHORITY**

Section 1

Robert's Rules of Order (latest revision) shall govern this GGC and all its subordinate organizations, in all cases to which they are applicable and in which they are not inconsistent with the C & B of the JDI.

**INDIANA SUPPLEMENT TO “BYLAWS OF A GRAND GUARDIAN COUNCIL”
OF JOB’S DAUGHTERS INTERNATIONAL**

DUTIES and POWERS of a GRAND GUARDIAN COUNCIL

Section 1

(b) The Indiana Book of Ceremonies has been accepted by the GC as the official Book of Ceremony to be used by Bethels under jurisdiction of the GGC of IN.

(c) Formation of a Grand Bethel in Indiana was approved on June 18, 1948.

(d) In the jurisdiction of the GGC of IN the distribution of records, blanks, etc, shall be through the GS’s office.

Section 2

(a) One (1) copy of all correspondence transmitted in the name of the GGC by officers, committees, or general members shall be submitted to the GG and one (1) copy shall be submitted to the GS for insertion into the chronological file.

ARTICLE II

POWERS of the EXECUTIVE GRAND GUARDIAN COUNCIL

Section 1

(a) The Executive GGC shall perform such duties and exercise such power as prescribed by law.

(c) A meeting of the Executive GGC may be called by the GG or upon request of six (6) members of the Executive GGC. All members must have at least ten (10) days notice.

(d) Six (6) members of the Executive GGC shall constitute a quorum. One (1) of the first three (3) named officers must be present and preside. (See Article V Sec. 1, IN C-GGC2)

ARTICLE III

DUTIES OF THE GRAND GUARDIAN COUNCIL OFFICERS

Section 2 The Grand Guardian shall:

(a) (1) Preside at all regular and special meetings of the GGC and of the Executive GGC.

(2) Be vested with all the general powers of such an executive officer including without limitation on the general powers, the following specific powers in addition to those listed in Article III, B-GGC 1 (Supreme).

(d) (1) Appoint the members of the BGCs after the close of the AS of the GGC or within thirty (30) days thereafter and certificates of appointment shall be forwarded to the incoming BGs.

(2) Have the power to remove from office any BGC officer for cause, insubordination, misconduct or unlawful withholding or retention or any property of a Bethel. Notice of such removal shall be given in writing, stating the cause of the removal. This does not deny anyone removed the right of appeal as elsewhere provided.

(h) (1) Appoint committees as necessary for the transaction of the business of the GGC.

(2) At each AS, the GG shall announce, as soon as practicable after convening, the names of persons substituting on committees and such other committees as are necessary for the transaction of business during the session.

(3) Before the close of each AS the newly installed GG shall appoint the Standing Committees.

(4) After each AS the GG shall appoint such other committees as are necessary for the transaction of the business of the GGC for the ensuing year.

(5) Should a vacancy occur on a committee the GG shall appoint an eligible member to fill the vacancy.

(m) Approve the Bethel bylaws or amendments thereto before they become operative, when approved by the Jurisprudence Committee.

(n) Decide all questions, not covered by the Bethel bylaws which may arise.

(o) Suspend the function of any Bethel or BGC for good and sufficient reasons.

(p) Inspect each Bethel each six (6) months' term. The GG shall designate the date and time at which inspections will be made. When neither the GG nor the VGG is able to fulfill this obligation, the GG shall appoint a Deputy GG to inspect. (See duties of the VGG.)

(q) Make such recommendations for the good of the organizations as she deems necessary, which shall be referred to the proper committee.

(r) Affix the GGC seal to all official documents.

(s) See that all books and accounts of the GS and the GT are audited, the expenses of same to be paid by the GGC. A detailed report of the result of such audit shall be made at the AS of the GGC.

(t) Advise with the AGG on all subjects bearing on the relationship of the Organization to Freemasonry.

(u) Conduct Schools of Instruction in at least five (5) sections of the State (northeast, northwest, central, southeast, southwest) for all interested workers. These schools shall be held as soon as possible after the AS of the GGC and before Official Visits start. If the GG is unable to conduct a School of Instruction, she may deputize a qualified replacement.

(v) Make a written report of the condition of the Bethels and Councils during her first six (6) months in office; this report shall be given to the VGG no later than January thirty first (31st).

(w) May sign warrants with consent of the Executive GGC in an emergency in the office of the GS.

(x) Shall submit each month all claims for reimbursement of expenditures as provided for in Article VI, Section 4 (a) and (c), to the GS before the 10th of the following month.

Section 3 The Associate Grand Guardian shall:

(c) (1) Be the official representative of the GGC at the Grand Lodge of Free and Accepted Masons in Indiana.

(f) Serve as Chairman of the Inventory Committee. He shall be responsible for an annual inventory of the equipment, supplies, and all properties owned and maintained by the GGC. A report of this inventory shall be forwarded to each member of the Executive GGC and the Chairman of the Finance Committee sixty (60) days prior to the AS of the GGC.

Section 4 The Vice Grand Guardian shall:

(c) Have supervision over all arrangements for the Institution and selection of the BGC of the Bethel U.D., subject to the appointment by the GG. She shall institute and have supervision over all new Bethels as long as said Bethels are under dispensation. If she cannot fulfill these duties, the GG shall deputize someone to assist and institute the Bethels.

(d) Have supervision over the committee members, who shall work with Bethels U.D. through their Inspection for Chartering. Upon being satisfied that all requirements have been met, and upon her recommendation the GG shall present the Bethel its Charter and number.

Section 5 The Vice Associate Grand Guardian shall:

(c) Serve as Chairman of the Fraternal Relations Committee.

(d) Serve as a member of the Inventory Committee.

Section 6 the Grand Secretary shall:

(a) (2) Have in her possession at meetings of the Executive GGC all papers, necessary records, and reports.

(d) (1) Forward all official correspondence to each BGC, PGG, PAGG, Grand Officer, PBG, PABG, Committee Member and Grand Deputy, who is on the mailing list.

(2) Strike from the mailing list annually the names of members of the GGC who have not registered at the AS of the GGC within the past three (3) years. This action shall not deprive such voting members of membership in the GGC, nor the right to vote in any GGC meeting which they attend. Any interested voting member may apply to the GS in writing for retention or reinstatement.

(e) (1) Pay all money passing through the office of the GS to the GT within thirty (30) days of the receipt of same.

(2) Forward all accounts which are just claims against the GGC to the Finance Committee for approval. All invoices and supporting papers are to be returned to the office of the GS by the Finance Committee. The GS shall prepare a warrant in duplicate, showing on the reverse side the correct mailing address of the payee, and send the original to the GT, who shall issue checks for the amounts listed on the warrants and mail check to the address of the payee shown on the warrant. The duplicate warrant shall be attached to and filed permanently with the invoices and supporting papers in the office of the GS. The original warrant shall be retained in the office of the GT.

(k) Issue, upon request of the Bethel Guardian Secretary, a Certificate of Majority Membership, keeping an accurate account of all names of Majority Members on file in the office of the GS.

(l) Issue Notices of all meetings properly authorized.

(m) Refer reports to the proper committee for examination.

(n) Issue credentials to all registered, eligible voters on the active mailing list and to submit a complete list of same to the Chairman of the Credentials Committee.

(o) (1) Buy, sell, and have charge of all supplies used by the order. To attend to all printing, except for the Proceedings. (All official stationery shall be printed with purple ink.)

(2) Send supplies to Bethels or Grand Officers as requested by them. A list of supplies with prices included, of the GGC IN, shall be made and copy sent to each BGC Secretary.

(p) Receive all proposed amendments to the IN Supplement to the C & B sent to her sixty (60) days prior to the AS of the GGC, and forward same to Chairman of the Jurisprudence Committee and a copy to all active members of the GGC fifteen (15) days prior to the AS of the GGC.

(q) Forward to the Chairman of the Publication of Proceedings Committee, after the close of each GGC AS a copy of the minutes and a report of the AS of the GGC. The original copies of all reports shall be retained in the office of the GS until the next AS of the GGC.

(r) Notify the GS of the Grand Lodge F&AM of Indiana the name and address of the AGG.

(s) Provide a copy of the audit report to the GS of the Grand Lodge F&AM of Indiana and to the GS of the Indiana Grand Chapter, OES.

(t) Notify all Guardian Secretaries and all members of the GGC of changes and amendments to the C&B of the IOJD and IN Supplement to the C&B.

(u) (1) Send flowers in the event of the death of a PGG, PAGG, Grand Officer, husband or wife of the above named persons, cost not to exceed thirty dollars (\$30.00). In the event communications are not received in time to send flowers, a gift of fifteen dollars (\$15.00) shall be made, in his/her memory to the Mother Jacobs Memorial Fund.

(2) Forward a memorial card in the event of the death of a PGG, PAGG or a Grand Officer, to notify each Bethel, each present Grand Officer, each PGG and PAGG.

(3) Send to the Indiana Masonic Home Foundation, Inc, a gift of ten dollars (\$10.00) in the event of death of a PGG, PAGG, or a Grand Officer. This gift to be entered in the Book of Remembrance as a Living Memorial to the deceased and identified as given by the GGC IN, JDI.

(v) The GS shall maintain a chronological file for each GGC term of all correspondence furnished by and transmitted from GGC officers, committees or general membership. These files shall be maintained in the office of the GS for a period of five (5) years, at which time the file shall be reviewed and destroyed at the discretion of the GS.

Section 7 The Grand Treasurer shall:

(b) (1) Be in charge of all funds and vouchers belonging to the GGC which shall be kept in separate funds, Promotional, General, GGC Session, Job's Daughters Project, Mother Jacobs Memorial Fund, and any sanctioned state-wide program that will require monetary receipts and disbursements.

(2) Recommend the depositories of the funds and securities of the GGC subject to the approval of the Finance Committee.

(d) Forward a financial statement by the twenty fifth (25th) of each month to each member of the Finance Committee and the Grand Secretary. The other members of the Executive GGC shall receive copies of the monthly financial report at the next executive meeting. The financial statement shall include balance from the preceding report, receipts, disbursements and the current balance in each of the several accounts.

(e) In the event of an emergency in the office of the GT, the GS shall be the authorized alternate signature on checks, with the consent of the Finance Committee.

Section 8 Grand Guide and Grand Marshal

The Grand Guide shall

(c) Assist the VGG with the arrangements for the Institution of Bethels under Dispensation.

(d) Bring such matters before the GGC as may promote the extension and growth of the organization.

(e) Be a member of the Promotion Committee.

The Grand Marshal shall:

(f) Assist the GGuide and present the National Emblem at the Formal Opening of the AS of the GGC.

(g) Be a member of the Promotion Committee and a member of the GGC Session Location Committee.

(h) Have custody of the flags and other property belonging to the GGC.

Section 9 Grand Inner and Outer Guards

The Grand Inner Guard shall:

(c) Be the Vice-Chairman of the Fraternal Relations Committee.

The Grand Outer Guards:

(e) Be a member of the Promotion Committee, Fraternal Relations Committee, and the GGC Session Location Committee.

**ARTICLE IV
COMMITTEES**

Section 3 Standing Committees:

(a) Jurisprudence Committee:

(1) Shall be composed of five (5) members, each of whom shall be appointed to serve for a term of three (3) years. The Chairman shall be selected by the GG and shall keep a permanent file which shall be given to his/her successor.

(2) It shall be the duty of the Jurisprudence Committee:

(a) To give careful consideration to all properly submitted proposed amendments to the Manuel of R&R of the GGC and make a detailed report with recommendations for action by the GGC as the AS.

(b) To file a completed copy of those amendments adopted during the AS of the GGC with the GS at the close of the Session for her use in compiling new amendments for printing and mailing. This shall be the duty of the retiring chairman of the Jurisprudence Committee.

(c) To complete all materials submitted to them by the Bethels during their term of office prior to the close of the AS of the GGC and shall also be responsible for returning said materials to the respective Bethels immediately following the close of the Session.

(d) To give careful consideration to the bylaws or amendments thereto, of all Bethels, which may be submitted to it and report findings to the GG for approval or disapproval. After being passed upon by the GG and the Jurisprudence Committee, they shall be returned to the Bethels submitting them within sixty (60) days after receipt of same.

(e) To advise the GG at her request concerning the legality of any action or ruling contemplated by her.
(f) Shall receive the latest copies of the IN Supplement to the C&B. These copies shall remain the property of the Jurisprudence Committee and be available to newly appointed members.

(b) Finance Committee:

(1) Shall be composed of three (3) members. At each AS of the GGC one (1) member shall be appointed for three (3) years. No member shall succeed himself/herself after having served three (3) years. The Chairman shall be appointed by the GG. The GS and GT shall be members ex-officio.

(2) It shall be the duty of the Finance Committee:

(a) To audit or cause to be audited the books and accounts of any officer when requested to do so by the GG or the AGG.

(b) To pass on all claims that have been presented for approval and sent by the GS not later than the fifteen (15th) of each month.

All claims shall be forwarded to the Chairman who may approve payment of normal expenditures on budgeted items and return them to the GS.

(c) The Chairman shall forward all requests for unusual or non-budgeted items requiring the approval of the Committee on Finance to the members, who shall return them to the GS for warrant preparation and final filing.

(d) May deny any claim for reimbursement of expenditures submitted by any retiring Grand Officer forty-five (45) days after the close of the AS of the GGC.

(e) To carefully investigate and report on all proposed matters which would in any manner affect the finances of the GGC before the same can be put into operation.

(f) To approve the name of the Depositories of the Fund and Securities of the GGC as recommended by the GT.

(g) To see that the GS & GT and any person or persons responsible for money belonging to the GGC shall be bonded by an acceptable Surety Company in such amount as may be required by the Finance Committee, but not less than the amount of funds in their possession at the close of the fiscal year. The premium for said bond shall be paid from the General Fund of the GGC. Said bond shall be approved by the GG and the AGG and shall be placed with the properties of the GGC.

(c) Publication of Proceedings Committee:

(1) The Junior PGG shall serve as chairman of this committee for one (1) year only, and may select, with the approval of the GG, two (2) people to assist on the Committee.

(2) It shall be the duty of the Publication of Proceedings Committee:

(a) To have the proceedings printed and ready for distribution and mailing in accordance with the mailing list furnished by the GS, not later than two hundred and ten (210) days after the close of the AS of the GGC. Everything not classed as actual proceedings of the Session and known to be repetition of former statements shall be eliminated. There shall be submitted three (3) bids covering the following portions of the proceedings; the front and back covers, photographs of Mother Jacobs, GG, AGG, Miss Indiana Job's Daughter, Grand Bethel HQ, Session Chairman, and any necessary pages of the proceedings that require the services of a professional printing firm and submit same to the Finance Committee, who shall determine the successful bidder. The remainder of the Proceedings shall be reproduced and assembled on material and equipment provided by GGC.

(b) To have the picture of Mrs. Mae Marcum Jacobs (Mother Jacobs), together with her title as Organizer of JDs in IN, the first picture in each Annual Proceedings. The cover shall be white with the GGC IN Emblem and the Triangle on the front. The Job's Daughters Emblem shall be on the back cover.

(d) Appeals and Grievances Committee:

(1) Shall be composed of three (3) members.

(2) It shall be their duty to investigate and report only to the Executive GGC on all Appeals, Complaints, or Grievances which may be lawfully referred to it and make its recommendations as provided in the C&B of the JDI.

(e) Education Committee:

(1) Shall be composed of three (3) members, consisting of PGGs and PAGGs. (See Art. VIII Sec. 1). At each AS of the GGC one (1) member shall be appointed for three (3) years. No member shall succeed himself/herself after having served three (3) years. The chairman shall be appointed by the GG. The GS and GT shall be ex-officio members.

(2) Shall perform the following duties:

(a) Receive applications for educational loans.

(b) Investigate and approve or reject all applications for loans within (90) days of receipt.

(c) Report at the AS of the GGC a full and detailed account of their acts and the condition of the loans.

(3) A complete and accurate record of each individual loan, with all payments, cancellations or rejection recorded up to date, shall, at all times be in the hands of the chairman of the committee. Said report shall be given to his/her successor.

(4) The GS shall be the custodian of all notes belonging to the Fund. He/she shall issue a warrant to the loan recipient and receipt for all money paid on loans. The GS shall send annual statements to the borrower and cosigners, and shall perform such other duties as may be assigned to him/her by the chairman.

(6) Loans shall be granted only for educational purposes and the amount shall not exceed five hundred (\$500.00) in any one (1) year. The applicant may apply for no more than one (1) additional five hundred (\$500.00) loan. All loans shall be evidenced by promissory notes endorsed by two (2) responsible persons, one (1) of which shall be other than a parent. Loans shall be made only to Daughters (active or majority) who are members of a Bethel in the jurisdiction of the GGC of IN. Loans shall not be made for a term longer than five (5) years. In case of inability to make payments when notes are due, satisfactory arrangements must be made with the Committee to redeem notes. The borrower shall notify the GS immediately of any change in address or change in school status.

(6) Educational Loans shall be made from the Educational Fund.

(f) Fraternal Relations Committee:

(1) Shall be composed of not less than six (6) members. The VAGG shall serve as Chairman, the GIG shall serve as Vice Chairman, the GOG shall be a member. At each annual session two (2) members shall be appointed for three (3) years.

(2) The duties of the committee shall be:

(a) To contact and keep in touch with the officers and members of the Masonic Fraternity, and its appendant/related organizations, and to make known to the officers and members the ideals and purposes of JDI and endeavor to interest them supporting the IN Bethels.

(b) To assist the GG, when requested to do so, when a Bethel's existence is in jeopardy by contracting the Masonic Lodge and OES chapter and requesting aid and assistance.

(c) To arrange for the Bethel officers to exemplify the ritualistic work before Masonic bodies and affiliated organizations.

(d) To report and advise the GG of all legislation before the bodies of the Masonic Order and the OES that would affect the JDI. They shall advise her of all important functions that require her attendance. In the event that she is unable to attend, she may select a representative.

(e) To coordinate activities with the Promotion Committee.

(3) The chairman shall keep a permanent file which shall be turned over to his/her successor.

(g) Publicity Committee:

(1) Shall be composed of not less than six (6) members. If possible, the committee shall consist of one (1) member each from the northeast, northwest, southeast, southwest and two (2) from the Central area,

(2) Shall prepare and submit to the press for publication, news items regarding the activities of the JDI, and assist Bethels in matters of publicity when requested to do so.

(h) Promotion Committee:

(1) Shall be composed of not less than nine (9) members. The GGuide, GM and GOG shall be members. At each AS of the GGC two (2) area members shall be appointed for three (3) years. If possible, the committee shall consist of one (1) member from the northwest, northeast, southwest and southeast and two (2) from the Central area. The chairman shall be appointed by the GG. The GM shall be the vice-chairman who shall assume the duties of the chairman in the absence or disability of the chairman.

(2) The duties of the Committee shall be:

(a) To review existing and proposed promotional material. Update, withdraw, and produce new material, with the approval of the GG, Executive Committee and the Finance committee.

(b) To become familiar and utilize promotional material available from the Supreme Office and the Supreme Promotion Committee.

(c) To accept all inquiries and/or requests for new or additional promotions and immediately confer with the GG.

(d) To initiate, promote and develop a program which will assist the growth of the membership of the Order.

(e) To initiate, promote and develop a program that will assist the retention of present membership.

(f) To send suggested membership promotional programs to Bethels for their consideration and use.

(3) The chairman of the committee shall:

(a) Convene, organize and assign duties to each member of the committee before the close of the AS. Absent members shall be notified of their duties within two (2) weeks of the close of the AS.

(b) Keep and maintain a permanent file on promotional material, activities, and requests for assistance and turn them over to her/his successor at the AS or within ten (10) days thereof.

(c) Coordinate activities with the Fraternal Relations Committee.

(d) Report and recommend to the VGG, no later than May 1, plans necessary to carry forward the work of promotion of the order.

(4) The Promotion Committee shall work closely with the Publicity Committee, advising them of news items regarding their activities in promoting the growth and welfare of the JDI.

(5) Reimbursement to members of the committee for expenses in the performance of their duties shall be paid from the Promotion Fund when recommended by the chairman and approved by the GG and the Finance Committee.

(i) Distribution Committee:

- (1) Shall be composed of three (3) members.
- (2) Shall receive, study and distribute for investigation all reports read by members of the GGC IN at the AS of the GGC.
- (3) Shall see that all such reports are returned to the GGC floor for final action, if necessary.
- (4) Shall receive four (4) copies of each report submitted at the AS and distribute as follows; one (1) for the incoming GG, one (1) for the Chairman of the Publication of Proceedings Committee, one (1) for the incoming AGG, and the original to the office of the GS where it shall be retained until the next AS.
- (5) Shall see that each report is properly signed by the Committee or Grand Officer.

(j) Budget Committee:

- (1) Shall be composed of the VGG, the VAGG, and the Finance Committee. The GS and GT shall be ex-officio members of this committee.
- (2) Shall meet to submit the budget for the ensuing GGC year by preparing a statement of anticipated revenue and expenditures. The expenditures may not exceed the revenue.

Section 4 Other Committees**(a) Credentials Committee:**

- (1) Shall be composed of three (3) members.
- (2) It shall be the duty of the Credentials Committee.
 - (a) To carefully examine and pass upon the Credentials of all persons claiming the right to membership in the GGC.
 - (b) To prepare a complete list of duly authorized members present and entitled to vote, and file the same with the GS as soon as practicable after meeting convenes.
 - (c) To update the record book by listing registered member's names, titles and Bethel numbers. All properties shall be returned to the GSs office within (90) days of the close of the AS.

(b) Memorial Committee:

- (1) Shall be composed of three (3) members.
- (2) Shall prepare and present at the AS of the GGC a suitable Memorial for departed members.

(c) Courtesy Committee:

- (1) Shall be composed of three (3) members.
- (2) Shall assist in extending courtesy to visitors and members in attendance at the AS of the GGC, and at other times when occasion permits. The Committee shall also report on courtesies received at the GGC Session.

(d) Patriotism Committee:

- (1) Shall be composed of three (3) members.
- (2) Shall present to the AS of the GGC such patriotic ceremonies as requested by the GG and which are not by law assigned to other committee. It shall also hold itself in readiness to give suggestions and advise relative to special patriotic program to Bethels.

(e) Grand Council Session Location Committee:

- (1) Shall be composed of the GM and the GOG who shall consider invitations and submit suggestions for the location of the AS to the GGC for action thereon.

(f) Proficiency Committee:

- (1) Shall be composed of three (3) PGGs and PAGGs.
- (2) Shall prepare a set of questions to confirm proficiency concerning the Ritual and Laws of Job's Daughters. These questions must be approved by the Jurisprudence Committee of the GGC.
 - (a) Interested adults who are eligible to attend a Bethel meeting shall be eligible to take an examination which will be given and graded by the Committee. If the examination is passed, a Proficiency Certificate will be issued.
 - (b) A permanent record of those earning Proficiency Certificates for Adult Workers and date of passing the examination shall be kept in the GSs office.

(g) Bethel News On-Line:

- (1) Bethel News will be placed on-line by the Webmaster. All articles and/or pictures shall be sent to the Webmaster.

(h) Inventory Committee:

- (1) Shall be composed of three (3) members. The AGG shall be chairman and the VAGG and GS shall serve as committee members.
- (2) Shall review the GSs inventory list of GGC supplies and paraphernalia and report shortages or overages in a preprinted report at AS.

(i) Ways and Means Committee:

- (1) Shall be composed of not less than three (3) members. The GG shall appoint a new member to serve for a period of three (3) years.
- (2) Shall carefully investigate and recommend to the Finance Committee money making projects and be in charge of the performance and completion of those approved projects.
- (3) Shall submit a complete report of the activities of this committee at the AS.

(j) Mother Jacobs Memorial Room Committee:

- (1) Shall be composed of four (4) members. The initial appointments shall be for four (4), three (3), and one (1) year; thereafter, one (1) four (4) year appointment shall be made annually. The chairman shall be the one (1) year committee member.
- (2) The Committee shall be responsible for:
 - (a) Maintaining the Mother Jacobs Memorial Room.
 - (b) Custody of the paraphernalia and displays in the Memorial Room.
 - (c) Establishing rules governing rotating displays.
 - (d) Providing a preprinted report annually. It shall detail the activities of the Committee for the preceding year.
 - (e) Recommending annually a name to the GG for appointment as the Curator of the Mother Jacobs Memorial Room who shall be an ex-officio member of the Committee.
- (3) The Curator shall be responsible for:
 - (a) Arranging and rotating the displays.
 - (b) Maintaining an inventory. Duplicate copies of the inventory shall be kept in the GSs office on the GGC computer.
 - (c) Recommending such changes and/or improvements to appropriately enhance the quality and beauty for which the Mother Jacobs Memorial Room was established.

(k) Grand Guardian Council Session Committee:

(1) Shall be composed of a Chairman, Co-Chairman and as many members as deemed necessary by the GG.

(2) Shall handle all financial transactions relative to the AS of the GGC through the AS Fund. All itemized expenses shall be paid promptly.

(3) The Chairman shall **prepare a proposed income/expense budget and submit to the Finance Committee for review and approval when requesting the Session advance check.**

(4) **The chairman shall submit a final accounting report as soon as possible following the GGC AS, but no later than October thirty first (31st) to the Finance Committee for audit. The Chairman shall submit all documentation of receipts, expenses and bank records to assist the Finance Committee in the audit. Said report shall be given at the next AS of the GGC and shall be printed in the Annual Proceedings of that year along with the Finance Committee Audit.**

(l) Hoosier Award Committee:

(1) Shall be composed of five (5) past or present Grand Officers, none of whom shall serve for more than five (5) consecutive years.

(2) Shall perform all functions and assume all responsibilities delegated to it in the Rules and Regulations for the Hoosier Award.

(3) The Chairman shall keep a permanent file which shall be turned over to her/his successor.

(m) Miss Indiana Job's Daughter Pageant Committee:

(1) Shall be composed of a Chairman, Vice Chairman and as many members as deemed necessary by the GG. The Chairman shall be appointed by the GG.

(2) Shall perform all functions and assume all responsibilities delegated to it in the R&R of the Miss Indiana Job's Daughter Pageant, to include selection of a Miss Indiana Job's Daughter and a Jr. Miss Indiana Job's Daughter.

(3) The Chairman shall keep a permanent file which shall be turned over to her/his successor.

(4) **The Chairman shall prepare a proposed income/expense budget and submit to the Finance Committee for review and approval when requesting the Pageant advance check.**

(5) **The Chairman shall submit a final accounting report by September thirtieth (30th) to the Finance Committee for audit. The Chairman shall submit all documentation of receipts, expenses and bank records to assist the Finance Chairman in the audit. Said report shall be given at the next AS of the GGC and shall be printed in the Annual Proceedings of that year along with the Finance Committee Audit.**

(n) Degree of Royal Purple Committee:

(1) The Committee shall be composed of at least five (5) members. At each AS the new member(s) shall be appointed for a term not to exceed three (3) years.

(2) The duties of the Committee are as follows:

(a) Publicize the Degree of RP by distributing information to the Bethels under IN jurisdiction regarding the nomination process.

(b) Distribute nomination and recommendation forms when requested.

(c) Receive nominations and recommendations from the Executive Members of BGCs or the Executive Committee of the GGC.

(d) Determine the recipient(s) of the award in accordance with the provisions as outlined in Articles III, IV and V of the R&R of the Indiana Degree of RP.

(e) Make arrangements for the conferral of the degree by the GB Officers at the AS of the GGC of IN.

(f) Provide all recipient(s) personal data and Degree of RP information to the GS for inclusion in a perpetual file on recipients.

(g) Destroy all nominations and recommendations immediately following the AS of the GGC of IN except as provided in subparagraph (f) above.

(o) Job A Rama:

(1) **The Committee shall be composed of a Chairman appointed by the GG, and other members deemed necessary by the GG.**

(2) **The Chairman shall prepare a proposed income/expense budget and submit to the Finance Committee for review and approval when requesting the Job-A-Rama advance check.**

(3) **The Chairman shall submit a final accounting report as soon as possible following Job-A-Rama., but no later than December thirty first (31st) to the Finance Committee for audit. The Chairman shall submit all receipts, expenses and bank records to assist the Finance Committee in the audit. Said report shall be given at the next AS of the GGC and shall be printed in the Annual Proceedings of that year along with the Finance Committee Audit.**

ARTICLE V GRAND DEPUTIES

Section 1 Grand Deputy:

(a) Shall be appointed by the GG to assist Chartered Bethels.

(b) Shall work under the direct supervision of the GG.

(c) Shall be PBGs or PABGs who have passed an examination as to their proficiency in the work and have attended at least one School of Instruction within the year.

(d) Shall assist the GG in arranging for her Official Visits with the Bethels and to represent the GG in any matters only when so directed by her. He/she has no authority to interpret the law.

ARTICLE VI FINANCES

Section 2 Fees

(a) (1) A Credentials Fee of five dollars (\$5.00) shall be collected from each voting member of GGC IN at the time of registration with the Grand Guardian Session Committee.

(2) A Proceedings Fee of five dollars (\$5.00) will be charged each person registering as the AS of the GGC In who wishes to receive a copy of the published Proceedings of that GGC Session. This fee will be used to help defray the cost of printing and mailing. Each chartered Bethel in Indiana will receive, gratis, one (1) copy of the published Proceedings, to be mailed to the Guardian Secretary of each Bethel. Those persons desiring a copy of the published Proceedings and who did not register as a voting or non-voting delegate at the AS of the GGC may obtain one by remitting five (\$5.00) with their request to the GS.

(d) The Annual Fees paid by Bethels shall be divided as follows:

(1) Fifty cents (\$.50) of the initiation fee and twenty cents (\$.20) of the per capita fee shall be applied to the Promotional Fund.

(2) The remainder of funds not required by SGC shall be applied to the General Fund.

(e) Special Dispensation.

(1) Refer to SI 6 I (3). The GGC IN shall obtain revenue by assessing a fee of two dollar (\$2.00) to Bethels for special privileges.

(2) Refer to SI 6 I (4). No fee shall be charged for these special privileges.

(3) Such requests shall be made upon "Request for Special Dispensation: Regular Form IN 4A" and in case of emergency on "Request for Special Dispensation: Emergency Form IN 4B"

(a) Requests should be addressed to the GG at her home and sent at the earliest possible date.

(b) When a fee is required, checks should be made payable to the "Grand Guardian Council of Indiana" and mailed with the request.

Section 4 Disbursements

(a) The GG shall be reimbursed monthly for expenditures relative to postage, telephone calls and secretarial expenses with the approval of the Finance Committee.

(b) A sum of two hundred dollars (\$200.00) shall be given the GG for expenses necessary in the fulfillment of her duties not related to official visits.

(c) The GG shall be reimbursed from the General Fund for traveling expenses incurred, when conducting OV's of Bethels. The amount shall be six hundred (\$600.00) per year, payable three hundred dollars (\$300.00) each Bethel term. In the event that someone is deputized to conduct the inspection of a Bethel, that person shall receive twenty-five cents (\$.25) per member of the inspected Bethel, as of the December 31st Annual Report. It shall be the duty of the GG to notify the GS of the person's name and the date of the OV.

(d) The AGG shall be allowed ten cents (.10) per mile, not to exceed five hundred dollars (\$500.00) per year, payable two hundred fifty dollars (\$250.00) per each six (6) months, toward expense of attending the Official Bethel Inspections, same to be charged to the General Fund. The AGG shall furnish a detailed report of the Bethels visited and miles traveled.

(e) 1 The GGC shall send the GG and AGG to the AS of the SGC.

2 They shall receive a sum equal to plane fare (coach rate) by the most direct route from home and return and sixty dollars (\$60.00) per day for four (4) days plus an amount equal to the Supreme Registration and Formal Banquet fees for the AS of the SGC.

(f) The GGs Jewel and the AGGs Jewel and Collar shall be insured and kept in repair by the GGC

(g) PGGs Jewel J-84WP, Solid Gold, Whole Pearls, Gavel Guard J-GP and PAGG's Jewel J G 7-WP, or the company replacement of equal value, shall be presented at the close of each term.

(h) The VGG shall receive the sum of three hundred dollars (\$300.00) annually from the General Fund to be used to acquaint herself with chartered Bethels and for expenses necessary in order to secure appointments for her year as GG. An itemized account of the expenditures of said sum shall be included in her annual report.

(i) The reimbursement of expenses of the GS shall be seventy-five cents (\$.75) per month for each Chartered Bethel. The amount to be paid monthly.

(j) The sum of three hundred dollars (\$300.00) shall be given the GS for expenses necessary in the fulfillment of her duties.

(k) A Petty Cash Fund of one hundred dollars (\$100.00) shall be retained in the GS's office for expenses in the fulfillment of her duties.

(l) The premium for the Surety Bond required for GS, GT and Chairman of the Pageant, GGC Session and Job A Rama Committees shall be paid from the General Fund.

(m) The reimbursement of expenses of the GT shall be two hundred dollars (\$200.00).

(n) Postage expenses for the GT, Finance Committee, Jurisprudence Committee shall be submitted to the Finance Committee for approval.

(o) A sum not to exceed one thousand dollars (\$1000.00) shall be advanced to the Chairman to help defray the expenses of the AS of the GGC. Additionally, a preliminary deposit to secure site and/or housing accommodations shall be allowed, the amount to be approved by the Finance Committee and payable as required by the site or housing management. The advance shall be available only after a budget has been submitted to the Finance committee for approval.

(p) The GG, AGG, GS and GT shall be provided with hotel rooms not to exceed three (3) days while attending the AS of the GGC.

(q) A Reporter shall be paid at the standard scale for taking and transcribing the report of the AS, and shall be required to submit to the GS that portion of her report pertaining to legislation within twenty (20) days after close of the AS of the GGC. Remainder of the report to be submitted in forty-five (45) days or less after close of the AS.

(2) In lieu of a reporter, a tape recording may be made and transcribed. It shall be submitted to the Chairman of Publication of Proceedings within ninety (90) days. The transcriber shall be allowed two hundred (\$200.00) dollars.

(r) A sum not to exceed five hundred dollars (\$500.00) shall be advanced to the chairman of Job-A-Rama (provided one is scheduled) to cover preliminary expenses. The advance shall be available only after a budget has been submitted to the Finance Committee for approval. Additionally, a preliminary deposit to secure site and/or housing accommodations shall be allowed, the amount to be approved by the Finance Committee payable as required by the site or housing management.

(s) A sum not to exceed seven hundred dollars (\$700.00) shall be advanced to the chairman to help defray the expenses of the Indiana Job's Daughter's Pageant (provided one is scheduled) and shall be available only after a budget has been submitted to the Finance Committee for approval. Additionally, a preliminary deposit to secure site and/or housing accommodations shall be allowed, the amount to be approved by the Finance Committee and payable as required by the site or housing management.

(t) The chairman of any sanctioned state-wide, program that requires monetary receipts and disbursements shall be responsible for an itemized report of the financial transactions of the event. Said report shall be made to the Finance Committee no later than three (3) months after the close of the sanctioned program.

(u) A sum of not less than one hundred dollars (\$100.00) shall be budgeted annually for the Mother Jacobs Memorial Room Committee to use in operating and maintaining the facilities and displays in the Memorial Room. Said accumulated sum not to exceed one thousand five hundred dollars (\$1500.00).

(v) A sum of five hundred dollars (\$500.00) shall be budgeted annually for the Equipment Replacement Fund for use in replacing equipment as needed. Said fund shall not exceed three thousand five hundred dollars (\$3,500.00).

(w) A check for one hundred dollars (\$100.00) shall be drawn from the Promotional Fund and presented to the Grand Lodge F&AM of Indiana. Same to be presented to the Grand Master by AGG at the Annual Meeting of the Grand Lodge.

(x) A check for one hundred dollars (\$100.00) shall be drawn from the Education Fund and presented by the GG to the Worthy Grand Matron at the AS of the Indiana Grand Chapter, OES. This donation shall be designated for the "Youth Scholarship Fund" providing that fund exists.

(y) Any member of the GGC IN who has the privilege of serving as a Supreme Officer shall receive from GGC a gift in the amount of fifty dollars (\$50.00) presented at his/her Honor Day.

(z) The GGC shall provide and maintain a crown, designed by the official jeweler for Miss IN JD and Jr. Miss IN JD. The crowns shall be passed to their respective successors at Pageant.

(aa) Lodging shall be provided for the SG and the ASG, not to exceed three (3) nights, at the time of her Official Visit when the dates of said visits are accepted by the GG.

(ab) Expenses of a reception for the SG, not to exceed two hundred dollars (\$200.00) shall be allowed.

Section 6 Fiscal Year

(a) The fiscal year shall end on April 30th in order to allow sufficient time for completion of records and preparation of financial reports before the AS of the GGC.

ARTICLE VII PENALTIES AND FINES

Section 1

(e) The GGC IN delegates authority to the GG to impose those penalties and fines as listed in Article VII, Section 2, Supreme B-GGC 5.

Section 2 Fines shall be levied for:

(d) Any check submitted to the GGC which is returned by the bank for any reason. The fine shall be the amount charged by the bank.

ARTICLE VIII EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1 Educational Fund

(a) Educational Loans shall be made from this fund. The minimum amount is this fund shall be one thousand dollars (\$1000). Interest received when the fund has reached two thousand dollars (\$2000) shall be placed in the General Fund. Applicants to be approved as set forth in Article I, Section 3 (e).

(b) Promotion Fund

(1) Money from this fund shall be used to promote the growth of the Order in Indiana (See Article IV, Section 3 (i) (2)).

(2) To honor the memory of Indiana's Organizer, each year the Bethels of Indiana shall be invited to contribute to this fund at least the amount collected in the Coin March at their meeting closest to the March 22nd birth date of "Mother" Mae Marcum Jacobs.

**ARTICLE XIII
ORGANIZATION OF BETHELS**

Section 1

(a) In forming a new Bethel, the Secretary of the Local Lodge F&AM must obtain "AN APPLICATION FOR USE OF HALL BY YOUTH ORGANIZATIN" from the Grand Lodge Secretary F&AM of Indiana. Application must be completed by the Secretaries of the Lodge F&AM and the OES Chapter, and then sent to the GS of the Grand Chapter OES, after which same is returned to the GS of the Grand Lodge F&AM of Indiana. Upon the approval of the Grand Master, a Certificate will be issued granting permission to allow the use of its Lodge Hall. (This law applies only to Bethels desiring to meet in a Masonic Lodge.)

(b) All Bethels instituted in the State of Indiana shall be instituted by a Bethel chartered by the GGC IN.

(c) Transportation shall be allowed to a Bethel when Instituting new Bethels. This amount shall be charged to the Promotional Fund of the GGC IN.

Section 2

(a) Those supplies which are furnished gratis (see IN-SI-16) are to be sent immediately upon receipt of Application for Dispensation to Institute and the Bethel U.D. billed for all supplies not furnished gratis.

Section 4

(a) Each Chartered Bethel shall adopt within thirty (30) days from date of Charter code of Bylaws conforming with the C&B of the JDI and IN Supplement to the C&B and submit one (1) copy to the GG and five (5) copies to the Chairman of the Jurisprudence Committee of the GGC for approval.

(b) Each member upon joining a Bethel shall sign the Permanent Record Book.

**INDIANA SUPPLEMENT TO THE
“ CONSTITUTION OF A BETHEL GUARDIAN COUNCIL”
OF JOB’S DAUGHTERS INTERNATIONAL**

**ARTICLE VIII
APPOINTMENTS**

Section 1

(a) Upon receiving the authority of appointment from the GG, the BGC shall be installed at a meeting of the Bethel and forms returned to the GG by the deadline set by the GG. A special meeting may be called for the purpose of installing the BGC.

(b) (1) The ballots shall be taken on Form 40G at the second (2) meeting in April.

(2) The ballots shall be collected and sealed in an envelope in the presence of the Bethel members by the Bethel Recorder who shall mail them to the VGG. An Executive member of the BGC shall accompany her.

**ARTICLE XII
MEETINGS**

Section 3 Purpose of the Annual Meeting

(d) (1) Names of those receiving a recommendation shall be made in duplicate on Form 222 and forwarded to the VGG at least eighty (80) days prior to the AS of the GGC.

(2) Failure to file the list on Form 222 within the specified time shall render the Executive members ineligible for reappointment as Executive members of the BGC and subject to fines as specified in the C&B of the JDI.

Section 4 Instructional Meeting

(a) One (1) meeting each year, other than the Annual Meeting shall be devoted to the study of the IN Supplement to the C&B, of the JDI, and Bylaws of the Bethel.

**INDIANA SUPPLEMENT TO
“BYLAWS OF A BETHEL GUARDIAN COUNCIL”
OF
JOB’S DAUGHTERS INTERNATIONAL**

**ARTICLE 1
GENERAL DUTIES OF THE EXECUTIVE MEMBERS**

Section 1 Duties of the Executive members

- (a) To approve by a majority vote the appointive officers and committees of the Bethel before their appointment by HQ-elect.
- (i) The Executive members of the BGC shall use the supplies and paraphernalia as prescribed by the SGC, the list of which shall be secured from the GS.
- (j) All official communications received by the BG shall be subject to inspection by all Executive members of the BGC, read at a stated meeting by the Bethel Recorder, and after action has been taken, shall be placed on file.

**ARTICLE II
DUTIES OF THE EXECUTIVE MEMBERS**

Section 1 The Bethel Guardian shall:

- (h) Make herself thoroughly familiar with the C&B of the JDI, and the In Supplement of the C&B and the Book of Ceremonies of the GGC IN.
- (i) (1) See that the Bethel possesses not less than seven (7) copies of the proficiency work for the use of the BG, ABG, Director of Epochs, HQ, SP, JP and Chaplain.
- (2) See that the Bethel possesses not less than six copies of the C&B of the JDI, IN Supplement to the C&B, the Book of Ceremonies of the GGC IN and Bylaws of the Bethel for use of the BG, ABG, Guardian Secretary, Guardian Treasurer, Guardian Director of Music, or Director of Epochs, HQ and such other Associate members of the BGC, and of the Bethel as the BG may designate. Such copies remain the property of the Bethel and shall be turned over to the successors of the offices at the time of the installation. The BG shall see that each copy is kept up to date by insertion of amendments received from the GS or Executive Manager of the SGC.
- (n) (1) Contact the GG concerning plans for the OV. Make certain she is notified as to the exact time, place and arrangements, provide hospitality and transportation while in your city.
- (2) Bethel and BGC books should be available to the GG at least one (1) hour in advance of the OV or, if a dinner is to precede the meeting, one (1) hour previous to the time of the dinner.
- (o) Submit the Annual Report of the BG to the GG by the AS of the GGC.

Section 2 The Associate Bethel Guardian shall:

(d) (1) Use Form 134, "REQUEST FOR INFORMATION ON MASONIC RELATIONSHIP", as supplied by the GS for securing information needed in determining the eligibility of petitioners.

(e) See that an audit is conducted by adults who are not members of the present BGC, preferably past council members, or members of the Masonic Lodge or the OES.

(g) Supervise the study of the Proficiency Test to enable Bethel Daughters to earn a Proficiency Certificate Form 174.

(h) Teach the principles of the Order and due regard for Masonry, that all Daughters may know they are a vital part in the teaching of the Order.

(i) Stress the importance of the Proficiency Work, and that the responses are never to be given outside the Bethel room other than in a whisper.

(j) See that no one enters the Bethel unless properly vouched for as eligible to witness the work of the Order.

Section 3 The Guardian Secretary shall:

(f) Send notice for: 1 Initiation (Form 133)

2 Notice of Dues (Form 140)

To the last known address of delinquent members at least ten (10) days in advance of the meeting of the BGC and prior to the filing of the BGs Annual Report. All members one (1) year or more in arrears are subject to suspension unless otherwise directed by the vote of the Council.

(g) To receive a copy of the Annual Proceedings to be kept in the Bethel files for reference.

(h) See that all communications are timely read and properly reported to the Bethel.

Section 4 The Guardian Treasurer shall:

(e) Pay out funds by the vote of the Bethel. These amounts must have previously have been approved by the BGC.

**ARTICLE III
DUTIES OF THE ASSOCIATE MEMBERS**

Section 4 The Director of Epochs shall:

(c) See that there is only one (1) open Ritual in a Bethel meeting. (An exception may be made in the case of last minute pro-tems or if a ritual is needed by the Deputy observing Daughters for the purpose making a report to the GG.)

**INDIANA SUPPLEMENT TO THE
CONSTITUTION FOR BETHEL
JOB'S DAUGHTERS INTERNATIONAL**

Section 1

(c) The method of balloting shall be written secret ballot.

**ARTICLE IX
TERM OF OFFICE**

Section 1

(c) An HQ shall not serve two (2) consecutive terms as HQ. She would be eligible for other elective or appointive offices.

**ARTICLE XII
MEETINGS**

Section 1

(b) A special meeting of the Bethel may be called at any time by the Executive members of the BGC, when proper dispensation has been granted by the GG. Notice of said meeting must be given to all Bethel members. No business shall be transacted other than stated in the call.

(p) (1) There shall be only one (1) open ritual in a Bethel meeting (An exception may be made in the case of last minute pro-tems or if a ritual is needed by the Deputy observing Daughters for the purpose of making a report to the GG.) It shall be the duty of the Director of Epochs to see that this Bylaw is properly obeyed.

(q) Meetings held in Lodge rooms may have to be held elsewhere or on an alternate date if the Lodge has a meeting as specified in Reg. 19.060, of the Grand Lodge of IN F&AM.

**BYLAWS FOR BETHELS
INDIANA SUPPLEMENT TO
OF
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE II
MEMBERSHIP**

Section 1 Petition

(c) (1) All petitions shall be referred to an investigating committee of three (3) Bethel members and one (1) Executive member of the BGC, who shall report to the BG before the next regular meeting of the Bethel. Official investigation blanks shall be used by this committee in making their report.

(2) A petition may be withdrawn by consent of the Bethel at the request of the petitioner at any time before the ballot is taken. If the petition is withdrawn or rejected the fee shall be returned to the petitioner.

Section 3 Dual Membership

(a) (1) Dual membership shall be allowed the Daughters who desire to join a Bethel within the state of Indiana.

**ARTICLE IV
BETHEL FINANCES**

Section 1 Receipts

(b) (1) The initiation fee for membership shall be not less than seven dollars and fifty cents (\$7.50) payable at the time the petition is presented. If the petitioner is rejected, the fee shall be returned.

(c) Annual Dues:

(1) The annual dues for Bethels under GGC IN jurisdiction shall be not less than twelve dollars (\$12.00) payable in advance January 1st each year. Any change shall automatically amend the Uniform Code of Bylaws for the Bethel. The Executive members of the BGC may fix dues higher than twelve (\$12.00) per year.

(3) Non-payment of dues for a period of time, (not less than one (1) year) shall be considered cause for suspension, subject to the discretion of the Executive members of the BGC.

Section 3 Disbursements

(c) Special Privileges:

(2) (a) Requests for Dispensation shall be made upon "Requests for Dispensation, Regular Form IN 4A" and in case of emergency on "Requests for Dispensation, Emergency Form IN 4B".

(b) Request should be addressed to the GG at her home and sent at the earliest possible date.

(c) When a fee is required, check should be made payable to the "GGC IN" and mailed with request.

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

(b) The ballots shall be taken on Form 221 at a meeting held in April, but not later than forty-five (45) days prior to the AS of the GGC.

(c) The ballots shall be collected and sealed in an envelope in the presence of the Bethel members by the Bethel Recorder who shall mail them to the VGG. An Executive member of the BGC shall accompany her.

(d) Failure to file the list on Form 222 within the specified time shall render the Executive members of the BGC ineligible for reappointment as Executive members of the BGC and subject to fines as specified in the C&B of the JDI.

**ARTICLE VI
OFFICIAL REGALIA**

Section 2 Wearing of Regalia

(a) (1) All members of a Bethel within the jurisdiction of the GGC IN shall wear a headband when attending a Bethel meeting, except the presiding HQ, SP and JP.

(2) Exception: Miss IN Job's Daughter may wear her cape and crown as a Promotional image except when wearing official regalia.

(c) (1) The wearing of official regalia at occasions other than in the Masonic Temple and official worship service shall be at the discretion of the Executive members of the BGC. Misuse of official regalia shall be cause for discipline of the Executive members of the BGC by the GG.

SUPPLEMENTAL INSTRUCTIONS NUMBER 1**RULES OF ORDER AND PARLIAMENTARY AUTHORITY****RULES OF ORDER****1 Quorum**

(b) A quorum for the transaction of business of the GGC IN shall consist of voting members representing at least ten (10) different Bethels, or former Bethels.

(9) All members of the GGC as provided in the C&B, who have registered and received voting credentials, shall have the privilege of voting and taking part in discussions

PARLIAMENTARY AUTHORITY**1 IMMEDIATE AMENDMENT**

An immediate amendment may be presented by a bona fide member of the GGC when signed by ten (10) Bethels or formerly chartered IN Bethels, submitted to the GS and read by the Presiding Officer to the voting delegates. 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.

2 AMENDMENTS

(a) Amendments to the IN Supplement to the C&B of the GGC IN, JDI contained herein may be made at the AS of the GGC by a two-thirds (2/3) affirmative vote of the members present and voting.

(b) Amendments shall be submitted in writing to the GS at least sixty (60) days previous to the AS and a copy of proposed amendments shall be sent to each voting member thereof at least fifteen (15) days previous to the AS.

(3) No proposed amendment shall be printed and mailed to the voting delegates of the GGC by the GS unless it has been submitted by a bona fide member of the GGC IN.

(4) 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, printed or mailed by the GS.

(6) Legislation adopted at an AS of the GGC and approved by the Supreme Jurisprudence Committee shall become effective immediately upon distribution.

(7) The adoption by the SGC of new laws pertaining to BGCs or GGCs, or the amendment of existing laws pertaining to them, automatically amends the GGC IN Supplement to the C&B effective upon receipt of the printed amendments by the GS.

(8) The adoption by the SGC of new laws pertaining to Bethels, or the amendment of existing laws pertaining to them, automatically amends GGC laws and Bethel laws on the same subject, effective upon receipt of the printed amendments by the GS, unless specifically excepted by the C&B of the SGC.

(9) The IN Supplement to the C&B, shall be printed or reprinted in loose leaf form with ring binders. Printing shall be on one (1) side of the page only. Any changes shall be on a reprinted sheet and numbered sequentially (i.e. 3, 3a, 3b, etc.) Stickers shall not be permitted.

(10) When a change is made and new page printed, there shall be a notation at the top of each page in **BOLD TYPE** showing the date of the adoption of each amendment. Each new or original sheet shall include the year of issue.

SUPPLEMENTAL INSTRUCTIONS NUMBER 6

SPECIAL PRIVILEGES

2 Request and Filing

(b) Such requests shall be made upon "Request for Special Dispensation: Regular Form IN 4A" and in case of emergency on "Request for Special Dispensation: Emergency Form IN 4B". Request should be addressed to the GG at her home and sent at the earliest possible date.

(d) When a fee is required, the check should be made payable to the "GGC of IN" and mailed with the request.

3 Special Privileges with Fee

The GGC IN shall obtain revenue by assessing a fee of two (\$2.00) to Bethels for special privileges.

(b) To elect officers at a time other than the second (2nd) meeting in the months of May and November.

(c) To install officers at a time other than the regular meetings of the months of June and December.

**SUPPLEMENTAL INSTRUCTIONS NUMBER 8
RECOMMENDATION FOR EXECUTIVE MEMBERS
OF THE
BETHEL GUARDIAN COUNCIL BY BETHEL MEMBERS**

4. (1) The ballots shall be taken on form 221 at a meeting held in April, but not later than forty-five (45) days prior to the AS of the GGC.

(2) Failure to file the list on Form 222 within the specified time shall render the Executive members of the BGC ineligible for reappointment as Executive members of the BGC and subject to fines specified in the C&B of the JDI.

SUPPLEMENTAL INSTRUCTION NUMBER 11

FORMAT FOR BETHEL BYLAWS

BYLAWS FOR BETHEL NO. _____

OF _____, INDIANA
(city)

OF JOB’S DAUGHTERS INTERNATIONAL.

ARTICLE I
NAME

Section 2

(b) This Bethel was instituted (date)_____ and operate under authority of a Charter granted by the GGC IN (date)_____.

ARTICLE III
MEMBERSHIP

Section 2 Petition

(c) A petition may be withdrawn by consent of the Bethel at the request of the petitioner at any time before the ballot is taken. If the petition is withdrawn or rejected, the fee shall be returned to the petitioner.

(d) Election to membership shall be by a majority vote of the Executive members of the BGC present at a regular or special meeting of the Executive BGC. The ballot shall be secret.

Section 3 Investigation

(a) Official investigation forms (form 132) shall be given to an Investigating Committee consisting of three (3) members of the Bethel and one (1) Executive member of the BGC who shall return completed report to the BG before the next regular meeting of the Bethel.

ARTICLE IV MEETINGS

Section 1 Time and Place

(c) A special meeting of the Bethel may be called at any time by the Executive members of the BGC, due notice of said meeting being given to all Bethel members. No business shall be transacted other than stated in the call. Special meeting shall be held only by dispensation granted by the GG.

Section 2

(b) No meeting can be held 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 be present at least one (1) Executive member of the BGC, or the GG or the SG or Deputy, or an officer of the GGC or SGC.

(e) Bethels shall dispense with their meetings during the AS of the GGC.

(n) At each meeting, the official regalia for officers and choir shall be official robes, long white slip, white flat shoes, white hose, capes and crowns for the HQ, SP, JP and headbands for all other officers, choir and members. Robes shall have white cords for officers, except for HQ, SP and JP, and purple cords for choir members. All members, including the HQ and Princesses, shall wear headbands when visiting another Bethel in Indiana.

(o) Jewelry worn with official robes shall be limited to regulation membership and/or officers jewels, awards, a simple wrist watch, and one (1) additional piece of jewelry in keeping with the regalia of the Order and approved by the Executive member of the BGC.

(1) Exception: Miss Indiana Job's Daughter may wear her cape and crown as a Promotional image except when wearing official regalia.

(p) Active members shall take part in the purging ceremony. Majority Members may take part if they so desire.

**ARTICLE VI
ELECTION/APPOINTMENT OF OFFICERS**

Section 1 Eligibility for Election

(c) An HQ shall not succeed herself in office.

Section 3 Election

(a) The HQ, SP, JP Guide and Marshal shall be elected semi-annually by a majority vote at the second (2nd) meeting in May and November.

(c) The method of balloting shall be

(1) secret ballot

(g) Bethels may provide in their Bylaws for the election and installation of Bethel officers at a time other than specified in Sec. 1(a) above, subject to the approval of the GG and the Jurisprudence Committee of the GGC IN.

**ARTICLE VII
TERM OFFICE**

Section 1

(a) (1) If the Bylaws of a Bethel provide for a vacation period, the remaining months shall be divided into two (2) equal terms, affording each HQ the same number of meetings.

(c) A Daughter marrying while holding a Bethel office shall immediately resign from such office. Failure to do so shall be cause for immediate expulsion from the Order.

ARTICLE VIII INSTALLATION

Section 1

(h) The Installing Officer of a Bethel shall be their own retiring HQ. The other Installing Officers shall be PHQs of the Bethel. Where PHQs cannot serve, MM's may be asked to act as Installing Officers. If an HQ-elect has a special relative or friend who is PHQ or Majority Member of another Bethel of the JDI, she may with the approval of her Executive members of the BGC, invite not more than one (1) such person to serve as one (1) of the IO, but not as IO.

(i) The HQ-elect shall have the privilege of selecting the Installing Officers, with the approval of the Executive members of the BGC and in compliance with the C&B of the JDI.

(j) Where there are not enough PHQs or MMs of a Bethel to act as Installing Officers, a Bethel may ask HQs and PHQs of other Bethels to act for them.

(k) When it is impossible to fill the stations of Installing Musician according to the requirements above, a musician without these qualifications may serve provided the Executive members of the BGC approve.

(l) Whenever possible assisting Installing Officers, i.e., Hostess, Flag Bearer, Narrator, Bible Escort, etc., shall be members of the JDI. Adults with proper Masonic relationship may be used as Master or Mistress of Ceremonies or as Host or Hostess.

ARTICLE IX COMMITTEES

Section 1

(4) It shall be the duty of the Sunshine Committee to administer the Sunshine Fund. (See Article XX)

(b) Each committee shall consist of three (3) or more members and one (1) member of the BGC.

ARTICLE XIII DISCIPLINE

Section 3 Suspension

(c) Non-payment of dues for a period of one (1) year by a Bethel member shall be cause to warrant suspension of such member from the Order by the Executive members of the BGC, provided the member has been notified by mail of delinquent dues. Until such suspension shall become actually effective, the member shall retain all rights and privileges of a member in good standing.

(d) Non payment of dues owed the Bethel at the time of marriage or the attainment of the age of twenty (20) years by a Bethel Daughter shall be cause to warrant the suspension of such Daughter from the Order by the Executive members of the BGC.

(e) When a Daughter is suspended from the Order for non payment of dues, she is suspended from all rights and privileges in any Bethel within Indiana of which she is a member (including dual membership situations).

(f) The Bethel Guardian Secretary shall send a copy of the suspension notice to the Grand Secretary so that dual membership situations can be dealt with promptly and consistently.

(g) The Bethel Guardian Secretary shall notify the Grand Secretary when a Daughter has been reinstated. The Grand Secretary shall notify the second (2nd) Bethel that the Daughter has regained all rights and privileges.

Section 5 Appeal

(c) Notice in writing stating cause of discipline and outlining the process of appeal shall be sent to the Bethel member.

Section 6 Reinstatement

(a) A member who has been suspended from the Order not more than one (1) year for non-payment of dues may be reinstated by the payment of all unpaid dues to the date of suspension. A written request 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. Reinstatement shall be by a majority vote of the Executive members of the BGC. In the case of a Bethel who has lost its Charter, a suspended member may write the GS. Reinstatement shall be by a Majority vote of the Executive members of the GGC.

(b) 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.

(c) 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. If the applicant is not satisfied with the action of the Executive members of the BGC, an appeal may be made as provided in the law of Appeals and Grievances of the GG.

ARTICLE XIV DEIMITS

Section 1

(b) A demit (Form 210) shall be attached to a Petition for Affiliation (Form 131). If the Daughter is elected to membership, the Guardian Secretary of the Bethel shall complete the second, third and fourth sections of the form and mail them to the officers designated thereon. If the petition is to another Bethel in the same state or province, the fourth section is unnecessary and may be destroyed. The first section shall be permanently attached to the petition for affiliation and in the Bethel files.

(c) If the demit is more than six (6) months old, dues for the six (6) month period shall be paid in addition to the affiliation fee.

(d) An active member who has demitted from the Order may renew her membership by presenting to the Bethel with which she desires to affiliate a Petition for Membership by Affiliation (Form 131). If application is made within the stated six (6) months' period, it must be accompanied by the Demit and an affiliation fee equal to one-half (1/2) of the initiation fee. If application is made at a later date, dues for the six (6) months' period as well a Demit and affiliation fee must accompany the petition. The petition must be investigated in the regular manner and approved by a majority vote of the Executive members of the BGC present at a regular or special meeting. There upon, the petitioner shall, upon signing the Bylaws of the Bethel, be enrolled as a member.

ARTICLE XV AMENDMENTS

Section 1

(a) These By-laws may be amended by presenting to the Bethel in writing the proposed amendment (signed by three (3) members in good standing) and a copy of the proposed amendment sent to each member of the Bethel, after which it shall lay over thirty (30) days before action thereon; a two thirds (2/3) vote of the Bethel members voting shall be necessary to adopt such amendment.

(1) One (1) copy of Bylaws or amendments therein shall be submitted on Form 122 by the Guardian Secretary to the GG and five (5) copies to the Chairman of the Jurisprudence Committee of the GGC, who shall pass upon same. One (1) copy shall be retained by the GG, one (1) copy filed in the office of the GS; and one (1) or more copies as signed and approved by the GG and Chairman of the Jurisprudence Committee shall be returned to the Bethel.

(b) Bylaws or amendments shall not become effective until notice of approval has been sent to the Bethel by the Jurisprudence Committee of the GGC. Amendments to Bylaws shall be returned to Bethels submitting same within sixty (60) days after receipt of said Bylaws.

**ARTICLE XVI
RECOMMENDATIONS FOR EXECUTIVE MEMBERS
OF THE BETHEL GUARDIAN COUNCIL**

Section 1

(c) The ballots shall be taken on Form 221 at a meeting held in April, but not later than forty five (45) days prior to the AS of the GGC.

(d) Failure to file the list on Form 222 within the specified time shall render the Executive members of the BGC ineligible for reappointment as Executive members of the BGC and subject to fines as specified to fines as specified in the C&B of the JDI.

**ARTICLE XVIII
SPECIAL MEMBERS**

Section 1 Majority Member

- (b) It shall be the responsibility of Majority Members to keep their Bethels informed of any change in name or address.
- (c) Majority Certificates shall be issued by the GS, upon request of the Bethel Guardian Secretary, who shall include the maiden name of the Majority Member when placing the order.

**ARTICLE XX
SUNSHINE FUND**

Section 1

Penny collection shall constitute the Sunshine Fund, Flowers (or gifts) shall be sent to sick members who are confined to their home or hospital _____ days.

Section 2

Cards to be sent to members who are ill ____ days.

Section 3

Floral design for the funeral of a Daughter shall be _____

Price of such floral design to be determined by the HQ and the Executive members of the BGC

**ARTICLE XXI
PROPERTIES OF THE BETHEL**

Section 1

All members of the Bethel shall be responsible to the BGC for the proper care of the properties entrusted to them.

Section 2

Any member destroying or damaging said properties shall be subjected to a penalty or fine of \$_____ levied by the BGC.

**SUPPLEMENTAL INSTRUCTIONS NUMBER 16
SUPPLIES FURNISHED TO INSTITUTED BETHELS**

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

50	Form 130	Petition for Membership
10	Form 131	Petition by Affiliation
10	Form 132	Report of Investigation Committee
50	Form 133	Notice to Appear for Initiation
50	Form 134	Request of Info Mason Relation
10	Form 140	Notice of Dues
50	Form 141	Receipt of Dues
50	Form 142	Record of Dues
10	Form 150	Memo of Receipts and Warrants
10	Form 151	Bethel Treasurers Report
10	Form 210	Demit
10	Form 211	Report on Demitted Member
10	Form 220	Report on Ballot
25	Form 173	Parent Card
10	Form 174	Proficiency Certificate
10	Form 212	Notice of Suspension
25	Form 230	Rituals
7	Form 232	Proficiency Work
2	Form 233	Music Ritual
6	Form 234	Songs Cards
6	Form 236	Supreme C&B w/binders
50	Form 237	Mothers, Fathers, Guardians Prayer Cards
1	Form 240	Minute/Roll Call Book
1	Form 241	BGC Minute Book
6	Form 242	Format for Bethel By-laws
1	Form 243	Attendance Record Book
2	Form 246	Financial Records Books
1	Form 249	Permanent Record Book
1	Form 250	Initiatory Card
6	Form 260	Binders for Supreme C&B
1	Form 261	Binder for Form 142

INDIANA FORMS

5	Form 1	Order Forms
6	Form 4A	Dispensation
6	Form 4B	Dispensation for Emergency
6		Books of Ceremonies
6		Indiana Supplements

BYLAWS OF THE
GRAND BETHEL OF INDIANA
JOB'S DAUGHTERS INTERNATIONAL
ARTICLE 1
NAME

Section 1

(a) This organization shall be known as the GRAND BETHEL OF INDIANA, JOB'S DAUGHTERS INTERNATIONAL.

Section 2

(a) The authorization for this organization was given by the authority of the GGC of IN, IOJD, on June 18, 1948.

ARTICLE II
OBJECT

Section 1

(a) The object of this organization is to band together HQs and PHQs of the JDI for purpose of promoting the interest, welfare and growth of the Order and keeping the interest of those experienced members centered in the organization by giving them the responsibility of the GB with proper supervision and providing them an additional opportunity to use leadership ability, as a further goal for which to strive after their years of active membership in the Bethel are over.

ARTICLE III
MEMBERSHIP

Section 1

- (a) A PHQ, HQ, or HQ-elect from a Bethel or former Bethel chartered in the State of IN is eligible to become a member of GB and shall be considered a member upon payment of dues.
- (b) A Member shall be eligible to become a Life Member when she has paid dues to the GB consisting of a one time fee of thirty dollars (\$30.00), effective July, 2002.
- (c) Each year with the notice of the AM, a return card will be enclosed for each member to select her mailing status. Each member shall return said card to the GB Recorder indicating her desired mailing list status: 1) active, receive all GB correspondence, 2) inactive – receive only the notification of the AM, or 3) No Correspondence – receive no correspondence from GB. Any member of the GB may change her mailing status at any time. Any member who fails to reply within ninety (90) days will be placed on the No Correspondence mailing list.

ARTICLE IV
REPRESENTATIVE, REGION CHAIRMEN & ADVISORS

Section 1 Officers

- (a) **There shall be twenty-four (23) officers of the GB which include the, News Reporter, three (3) GB Committee members.**
- (b) These officers shall have the same titles as the Bethel officers with titles of "GB" before the title of the office, such as "GBHQ", "GB" Three Year Committee Member".
- (c) **The elective officers shall be: GBHQ, GBSP, GBJP, GB Guide, GB Recorder, GB Treasurer and the GB Three Year Committee Member" (See Art X, Section 3)**

(d) The selective officers shall be: **GB Marshal**, GB Senior Custodian, GB Junior Custodian, Five (5) GB Messengers, GB Inner Guard, GB Outer Guard.

(e) The appointive officers shall be: GB Musician, GB Librarian, GB Chaplain and GB News Reporter.

Section 2 Representatives

(a) The number of Grand Bethel Representative shall be determined by the Grand Bethel Executive Committee based on the number of Bethels in each jurisdiction.

(b) Smaller jurisdictions shall be combined so that each Representative is responsible for approximately the same number of Bethels.

(c) Jurisdiction with a large number of Bethels shall not be split based on size with the following exception:

(1) The state of California shall have two (2) Representative; one (1) to California-Northern and one (1) to California-Southern.

(2) The country of Brazil shall have four (4) Representatives, to be called Brazil Area I, Brazil Area II, Brazil Area III and Brazil Area IV.

(d) The GB Representative shall be titled "GB Representative to..." The appropriate States, Provinces, Territories or Countries listed alphabetically, such as "GB Representative to Kansas and Missouri".

(e) The GB Representative shall be selected in the same manner as the selective officers.

(f) Each GB Representative shall receive one (1) medallion. It shall be the medallion of the first jurisdiction listed alphabetically.

Section 3 Region Chairman

(a) There shall be a Region Chairman for each of the GB regions.

(b) The GBHQ shall appoint the GB Region Chairman, upon recommendation of the GBSP and approval of the GB Executive Committee.

(c) The GB Region Chairman shall be titled, such as "GB Region One Chairman".

(d) These Region Chairman compose the GB Promotion Committee. (See Article VII, Section 13.)

Section 4 Advisors

(a) There shall be two (2) Advisors of the GB.

(b) They shall be titled GBG and AGBG.

(c) This position shall not entitle them to a vote in GB Executive Committee.

(d) Where a GBG is a member of GB, she shall be entitled to vote on proposed bylaw amendments and during election at the AM of the GB.

ARTICLE V ELECTION AND SELECTION

Section 1 Election

(a) The election of the GB Officers. GBG and AGBG shall be at the AM of the GB.

(b) The election of the GB Officers and GB Committee shall be by secret ballot, without nomination from those in attendance, except in case of sickness or other unavoidable absence; in which case the GB Committee shall decide upon the eligibility of the absentee.

(c) The GBG and AGBG shall be elected by secret ballot, with nominations.

Section 2 Selection

(a) The selection of GB Officers and Representatives shall follow the election of Officers and Advisors.

(b) The selection shall be by drawing from those eligible members registered and in attendance.

(c) No Bethel shall receive more than one (1) selective officer in one (1) year until each Bethel present is represented. After each Bethel present is represented, the selective officers shall be continuously evenly distributed among the Bethels present until the selection is completed.

Section 3 Eligibility

(a) Any member in good standing who has attended at least two (2) previous AMs of the GB as a voting member, shall be eligible for an elective office

(b) Any member in good standing who has attended the morning session of the AM of the GB shall be eligible for a selective office, but she shall be eligible from only one (1) Bethel.

(c) To be eligible for any elective, selective or appointive office or to serve on a standing committee of Grand Bethel, a member who is a majority member of JDI must have achieved Certified Adult Volunteer (CAV) status prior to assuming the elective, selective or appointive office or committee position.

(d) Any GM member with outstanding properties or payment shall be in eligible for office.

(e) Dues for the ensuing year must be paid before any officer may be installed.

(f) If a GB member is asked to resign by or is removed from office by the GB Executive Committee, she shall be ineligible to hold that office again.

(g) A GB member upon accepting any one position in GB shall not be eligible for any other elective, selective or appointive office in GB during that term.

(h) The GBHQ must live in Indiana.

(i) The GBG and AGBG shall be members in good standing of the GGC of IN and shall have been a GG and AGG of IN.

(j) The Grand Bethel Recorder and Grand Bethel Treasurer must be at least eighteen (18) years of age at the time of installation.

ARTICLE VI TERM OF OFFICE

Section 1 Elective Officers

(a) Elective officers of the GB shall serve for one (1) GB term, from the time of their installation until their successor has been installed with the exception of the GB Recorder and GB Treasurer who may be reelected, but may not hold officer longer than three (3) consecutive terms. The GBHQ shall not succeed herself in office.

Section 2 Selective and Appointive Officers

(a) The GB selective and appointive officers shall serve the GB for one (1) GB term, from the time of their installation until successor has been installed. Any unavoidable absence form installation shall be referred to the GB Committee for acceptance.

Section 3 GB Committee Members

(a) A GB Committee member shall serve three (3) consecutive terms. An unexpired term shall be filled by election at the AM of the GB. Chairman of the GB Committee may not succeed herself in office.

Section 4 GBG and AGBG

(a) The GBG and AGBG shall serve a term of one (1) year and may be reelected, but may not hold office longer than three (3) years.

ARTICLE VII DUTIES OF GB OFFICERS, REPRESENTATIVES, COMMITTEES AND ADVISORS

Section 1 The GBHQ shall:

(a) Preside at all convocations of the GB.

(b) Supervise the affairs of the GB.

(c) Make all arrangements for GB Executive Committee meetings.

(d) Appoint necessary committees.

(e) Promote the good of the Order at all times.

(f) See that her corps of officers render whatever assistance possible to the Bethels of the State, through the GGC of IN.

- (g) Appoint the GB Musician, GB Librarian and GB Chaplain, GB Corresponding Secretary, GB News Reporter and GB Region Chairmen. (See Article IV, Section 3)
- (h) Attend the visit of the SG or to designate a GB member to represent her officially.
- (i) Have in her possession a copy of the official die.
- (j) Make a report of her activities and an account of her allowance at the AM of the GB.
- (k) Care for the cape, crown, jewel and sash of her office and to see that they are passed to her successor.
- (l) See that the following gifts are presented on behalf of the GB:
 - (1) SG and/or ASG.
 - (2) GG and AGG.
 - (3) GBG and AGBG
 - (4) HQ's jewel as provided in Article IX, Section 2 (c). The GB Recorder shall order.
- (m) Send a ninety (90) day notice of the AM of the GB or as soon as GGC information is available.

Section 2 The GBSP shall:

- (a) Supervise the affairs of the committee on Promotion.
- (b) Assist the GBHQ in introducing GB to prospective members**
- (c) Attend the meetings of the GB Executive Committee.
- (d) Make a report of her activities, which may include oral reports of the GM Regions Chairman, and an account of her allowance at the AM of the GB.
- (e) Care for and distribute the Books of Ceremony for Installation.
- (f) Care for the cape, crown, jewel and sash of her office and to see that they are passed to her successor.
- (g) Make a recommendation to the following officers for the ensuing term to the GBHQ and GB Executive Committee: GB Musician, GB Librarian, GB Chaplain and GB News Reporter.

Section 3 The GBJP shall:

- (a) Direct activities of the GB Representatives.
- (b) Attend the meetings of the GB Executive Committee.
- (c) Make a report of her activities, which may include oral reports of the GB Representative, and an account of her allowance at the AM of the GB.
- (d) Care for the cape, crown, jewel and sash of her office and to see that they are passed to her successor.

Section 4 The GB Guide shall:

- (a) Attend the meetings of the GB Executive Committee.
- (b) Prepare GB Representatives' packets to be distributed at the AM of the GB.
- (c) Make report of her activities and an account of her allowance at the AM of the GB
- (d) Care for jewel and sash of her office and see that it is passed to her successor.
- (e) Assist the GBHQ in introducing GB to prospective member.
- (f) Have care for the following paraphernalia:**
 - (1) Holy Bible and Altar Cloth**
 - (2) American flag, staff and stand**
 - (3) GB Flag, staff and stand**
 - (4) Other paraphernalia appropriate for the AM of the GB**

Section 5 The GB Recorder shall:

- (a) Keep a complete and accurate record of all transactions of the GB:
 - (1) Minutes
 - (2) Cash Book
 - (3) Correspondence
- (b) Receive all monies due the GB and turn them over to the GB Treasurer taking a receipt for the same.
- (c) Serve on the Committee on Delinquent members (See Article VII, Section 13 (c))
- (d) Provide the Committee on Delinquent Members with a list of names and addresses of those whose dues are one (1) and two (2) years in arrears.
- (e) Issue all warrants upon proper authorization.
- (f) Keep a record of active, inactive and no correspondence mailing lists.
 - (1) Change of name
 - (2) Current address
 - (3) Payment of dues
 - (4) Status of membership
- (g) Attend the meetings of the GB Executive Committee.
- (h) Make a report at the AM of the GB which shall include the following:
 - (1) Number of members
 - (2) Financial statement of the GB.
 - (3) Make an account of her allowance.
- (i) Keep an up-to inventory-date of all GB paraphernalia and distribute duplicate copies to proper persons. (See Article XV, Section 3.)
- (j) Notify all GB members of all changes and amendments to the Bylaws of the GB. (See Article XVIII)
- (k) Handle the duplicating and mailing of official letters of the GBHQ.

Section 6 The GB Treasurer shall:

- (a) Receive and deposit all monies from the GB Recorder giving her a receipt for the amount.
- (b) Pay all bills within five (5) days upon proper authorization.
- (c) Keep an accurate account of finances
- (d) Be responsible for all transaction with financial institutions in which GB has accounts.
- (e) Attend the meetings of the GB Executive Committee.
- (f) Make a report at the AM of the GB which shall include the following:
 - (1) Financial statement of the checking and savings accounts.
 - (2) Account of her allowance.

Section 7 The GB Corresponding Secretary shall:

- (a) Assist the GB Recorder in her duties.
- (b) Read the correspondence at the AM of the GB.
- (c) Serve on the Committee on Delinquent Members (See Article VII, Section 13 (c)).

Section 8 The GB Librarian shall:

- (a) Be responsible for all GB scrapbooks.
- (b) Compile two (2) current scrapbooks, one (1) to remain the property of GB, and one (1) to be presented to the GBHQ.
- (c) Display the GB scrapbooks at the AS of the GGC of IN.
- (d) Submit a detailed list of expenses and itemized receipts for reimbursement to the GB Executive Committee.

Section 9 The Other GB Officers shall:

- (a) Assist the GBHQ in promoting the welfare of the Order and to actively participate in the affairs of the local Bethels.

Section 10 The GB Representatives shall:

- (a) Communicate with their State, Province, Territory or Country.
- (b) Bring to Indiana news of interest gained through this correspondence.
- (c) Compile a report and to participate in a promotional project about the JDI in their respective State, Province, Territory or Country to be displayed at the AS of the GGC of IN. The promotional project shall be at the discretion of the GBJQ.

Section 11 The GB Committee (See Article X)

Section 12 Standing Committees

(a) Committee on Promotion shall be composed of the GB Region Chairmen, each of whom shall serve for a term of one (1) year. Each member shall serve as the Chairman of one (1) of the designated GB Regions. The GBSP shall supervise this Committee.

- (1) to visit the Bethels in her region.
- (2) to promote GB and Job's Daughters in her region.
- (3) to have at least one (1) social activity in the region (Region Meeting).
- (4) to appoint necessary committee to aid in her duties.

(b) GB Committee on Publicity shall be composed of one (1) member who shall be appointed to serve for one (1) term. Her title shall be GB News Reporter. It shall be her duty to write a monthly article for publication in the Bethel News.

(c) Delinquent Members Committee shall be composed of the GB Recorder and the GB Corresponding Secretary to serve on (1) term.

(1) It shall be the duty of this Committee to contact, by mail those members whose dues are one (1) and two (2) years in arrears urging them to become members in good standing.

(d) GB Appeals and Grievances Committee shall be composed of a chairman and two (2) members, each of whom shall be appointed by GBHQ to serve for one (1) term. Members shall not serve two (2) consecutive terms. It shall be the duty of this Committee.

(e) Committee on Bylaws shall be composed of a chairman and no less than two (2) members. Each member shall be recommended by the GBSP for the ensuing term to GB Executive Committee. They shall serve for one (1) term. There shall be one (1) PGBHQ or Past Committee Chairman appointed to serve on the committee. It shall be the duty of this committee: (1) To provide a Bylaw Proposal Form to the GBSP for inclusion in the GB Installation Packets and mailings. (2) To provide an adequate deadline for proposed Bylaw amendments. Deadline submitting shall be strictly adhered to.

(1) to investigate all written appeals submitted by a GB member or advisor concerning charges of neglect of duties as they are outlined in these Bylaws. All members of this committee must participate in this investigation and any subsequent meetings.

(2) to file a record of it findings and recommendations with the GB Executive Committee within thirty (30) days after receipt of the appeal. This committee does not report at the AM of the GB.

Section 13 Other Committees

- (a) The GBHQ shall appoint all other necessary committees.

Section 14 Advisors

(a) It shall be the duty of the GBG and the AGBG:

- (1) to attend the meetings of the GB Executive Committee and GB Committee.
- (2) to make a report of the AM of the GB,
- (3) care for the jewel of their office and see that it is passed to their successor.

(b) Warrants drawn on the treasury shall be signed by either advisor.

(c) The AGBG shall responsible for the audit procedure as outlined in ARTICLE IX, Section

3.

ARTICLE VIII MEETINGS

Section 1 AM of the GB

(a) The AM of the GB of IN, consisting of a meeting held on Friday afternoon, shall convene in the same city and during the AS of the GGC of IN. The meeting may reconvene on Saturday morning, if deemed necessary.

(b) The AM shall not be a part of the GGC business session; but have its own business, reports for the term, election and selection of GB officers, ceremonies and Installation as designated in these Bylaws.

(c) The following reports are submitted to the GB:

(1) The GBHQ, GBSP, GBJP, GB Guide, GB Marshal, GB Recorder, BG Treasurer, GB Committee Chairman, GBG and AGBG shall each submit a typewritten report single spaced, to the GB Recorder thirty (30) days prior to the AM of the GB. Said reports shall be **electronically mailed to delegates on the current mailing list. If a delegate requests a typewritten printed report via the Preprinted Report Request Form found in the 90 day mailing, one shall be made available to the delegate by GB Recorder. A short synopsis of these reports shall be read at the AM. At the discretion of the GBHQ she may read her entire report.**

(2) All Committee Chairman shall submit two (2) typewritten copies, single spaced, of their reports to be given to the GBHQ and one (1) copy to become a part of the permanent records of the GB. Short synopsis of these reports may be read at the AM at the discretion of the GB Executive Committee.

(d) Installation of the GB Officers, Region Chairman, Representatives and Advisors will be held on the Saturday following the AM of the GB.

(e) Any person eligible to attend a Regular Bethel Meeting may attend the AM and Installation. Other invited guests may attend at the discretion of the GBHQ.

Section 2 Regional Meetings

(a) Region meetings shall be held at least once a year. Each meeting shall be a social activity for the purpose of creating more interest in GB and Job's Daughters.

ARTICLE IX FINANCES

Section 1 Receipts

(a) Dues shall be six dollars (\$6.00) per term. Life Members shall be exempt from dues. (See ARTICLE III, Section 1)

(b) A collection shall be taken during the AM of the GB which shall be contributed to the HIKE Fund, Inc.

(c) All funds belonging to the GB shall be deposited by the GB Treasurer in the name of the GB.

(d) A portion of the GB Funds shall be put in a savings account. The amount shall be decided by the GB Committee at the close of the AM of the GB after all bills are paid.

Section 2 Disbursements

(a) Bills shall be paid by the GB Treasurer when properly authorized by a warrant issued by the GB Recorder, when approved by the GBG or GBAG (See Article IX, Sec. 5 (a)).

(b) The following GB Members are to have an allowance fund:

- (1) The GBHQ. Restricted only to postage, printing and stationery.
- (2) The GBSP. Restricted only to postage, printing and stationery.
- (3) The GBJP. Restricted only to postage, printing and stationery.
- (4) GB Guide. Restricted only to postage, printing and stationery.
- (5) GB Recorder. Restricted only to postage, printing, supplies and stationery.
- (6) GB Treasurer. Restricted only to postage, printing and stationery.
- (7) GB Region Chairman. Restricted only to postage for one (1) region meeting.

- (8) GB Representative. Restricted only to postage for two (2) mailings to their respective state, province, territory or country, in the most economical manner available.
- (9) GB Committee Chairman. Restricted only to postage, printing and stationery.
- (c) GB will give a new Bethel the HQ's jewel at the chartering if the GB conducted the installation at the Bethel's institution. The HQ's jewel J66/JG66 shall be ordered from the Official Jeweler.
- (d) A gift of ten dollars (\$10.00) shall be given the SG and/or ASG at the time of their visits to IN.
- (e) A gift of ten dollars (\$10.00) shall be given the GG & AGG of IN at the time of their reception in their honor.
- (f) A gift of ten dollars (\$10.00) shall be given the GBG and to the AGBG each term.
- (g) The GB will buy the GBHQ's (or her representative's) banquet tickets at the time of the SG's visit to IN.
- (h) The GB will buy the GBHQ J-99 PHQ or the company replacement. The pin shall be of 10K gold quality. It shall be ordered from the Official Jeweler during January by the GB Recorder. The pin will be presented at the GB Installation.
- (i) The GB shall subscribe to the Bethel News which is to be sent to the GB Librarian for the GB scrapbook.
- (j) A one hundred dollar (\$100.00) allowance shall be given the GBHQ ninety (90) days prior to the AM for said expenses.
- (k) A one hundred dollar (\$100.00) allowance shall be given to the GBSP ninety (90) days prior to the Installation for said expenses.
- (l) The GB shall buy the retiring GBG JBG-3 and the AGBG JBG-4 or the company replacements. The pins shall be of 10K gold quality. They shall be ordered from the Official Jeweler during January by the GB Recorder. These pins shall be presented at the GB Installation.
- (m) The GBHQ shall be reimbursed two hundred dollars (\$200.00) upon returning from Supreme Session for traveling expenses.

Section 3 Annual Audit

- (a) The books of the GB Recorder and the GB Treasurer shall be closed for audit on July 31st, and sent on or before August 15, to the AGBG, whose responsibility it shall be to audit these books and submit a report at the AM of the GB. This audit should be completed and the books returned to the respective GB officers by September 1.
- (b) A preliminary audit of books is to be made by May 31st of each year.

Section 4

- (a) At the discretion of the GB Executive Committee, GB may make a memorial contribution to GGC's Educational Foundation.

Section 5 Procedures

- (a) All money regardless of source shall be processed through the GB books, first going to the GB Recorder who makes proper record of amounts and source, then turns them over to the GB Treasurer taking receipt for the same. All bills must be approved by the Executive Committee of GB. They shall then be paid by the GB Treasurer when properly authorized by a warrant issued by the GB Recorder and approved by the GBG or AGBG.

**ARTICLE X
SUPERVISION**

Section 1

(a) All activities of the GB, except those delegated to the GB Committee, shall be under the supervision of the GB Executive Committee at all times.

(b) All questions on procedures shall be referred to the GBHQ who will reply as stated in these Bylaws.

(c) Questions needing interpretation shall be referred to the GB Committee. No other officer or member shall make interpretations or decisions on these Bylaws.

Section 2 GB Executive Committee

(a) The GB Executive Committee shall consist of the elective officers and the GB Committee members,

(b) Duties:

(1) Transact the necessary business of the GB.

(2) Aid the officers in the performance of their duties.

(3) Make preparations for the AM of the GB.

(4) Recommend amendments to the Bylaws.

(5) Supervise the maintenance and updating of the GB notebooks.

(6) Review and make necessary changes in the geographic boundaries of the regions prior to the AM of the GB.

Section 3 GB Committee

(a) **The GB Committee shall consist of three (3) GB members.** The GBG and AGBG shall be nonvoting member of this committee and serve in an advisory capacity.

(b) The member serving the last terms of a three (3) year term shall be the GB Committee Chairman. (See Article VI, Section 3).

(c) Duties:

(1) The GB Committee at their AM shall determine the amounts be expended under ARTICLE IX, SECTION 1 (d) and Section 2 (b).

(2) This Committee as body shall be the only source of interpretation of these Bylaws.

(3) This Committee shall have complete care of the badges.

(4) This committee shall approve the appointment of vacancies as provided in ARTICLE XIV, Sections 1-4 and 7.

(5) The GB Committee Chairman shall make a report of her activities and account of her allowance at the AM of the GB.

Section 4 Meeting

(a) An AM of the GB Committee with elective officers present shall be held at the close of the AM of the GB or within thirty (30) days thereafter.

(1) The GB Committee Chairman shall preside at this meeting.

(2) A Majority plus either the GBG or the AGBG shall constitute a quorum necessary to conduct the business necessary to conduct the business of the GB Committee.

(b) Meetings of the GB Executive Committee shall be called by the GBHQ. Any member of the GB Executive Committee may request the GBHQ call a meeting. A meeting shall not be held without the presence of either the GBHQ or GB Committee Chairman.

(1) The GBHQ shall preside at meetings. In her absence the GB Committee Chairman shall preside.

(2) A Majority plus either the GBG or the AGBG shall constitute a quorum necessary to conduct the business of the GB Executive Committee. All members of the GB Committee and of the GB Executive Committee shall be notified in advance of any meetings, by the GB Committee Chairman or the GBHQ, respectively.

ARTICLE XI DISCIPLINE

Section 1

(a) All GB members and advisors shall be under the direct supervision of the GB Executive Committee, who shall have the power to investigate, reprimand, suspend, or remove from a position for neglect of duties as outlined in these Bylaws.

(b) Suspension: Non-Payment of dues shall be considered cause for suspension.

(c) Investigation:

(1) The GB Executive Committee shall instruct the GBG and/or the AGBG to investigate any charges or complaints during a period of not more than thirty (30) days after the receipt of such charges or complaints. They shall use their best efforts to adjust and settle the matter without the necessity of further procedure.

(2) The GBG and/or AGBG shall make a report of the findings to the GB Executive Committee. This report shall be made within forty five (45) days after the receipt of charges or complaints.

(d) Reprimand:

(1) Neglect of duties as outline in these Bylaws or retention of money or property of the GB of IN shall be considered cause for reprimand.

(2) A reprimand shall be considered a registered letter composed and issued by the GB Executive Committee. The letter shall include an outline of Appeals and Grievances.

(e) Probation:

(1) A GB member or advisor who has been reprimanded shall be placed on probation for a definite period to be determined by the GB Executive Committee.

(2) Violation of probation shall be cause for removal from position.

(f) Removal From Position:

(1) A registered letter, composed and issued by the GB Executive Committee shall be sent to a GB member or advisor who has violated their probation. The letter shall include an outline of Appeals and Grievances.

(2) This letter shall explain that they are removed from their position immediately and all properties of the GB must be returned to a designated member of the GB Executive Committee.

(g) Reinstatement:

(1) Reinstatement shall occur after payment of dues for year.

(2) A suspended member may request reinstatement to membership after a period of not less than one (1) year. A GB member under suspension may reapply for membership by written request to the GB Executive Committee. The GB Executive Committee shall respond within sixty (60) days of receipt for reinstatement. Upon approval of the request by the GB Executive Committee, the member shall be reinstated to membership in GB.

ARTICLE XII APPEALS AND GRIEVANCES

Section 1

(a) A GB member or advisor shall have the right to appeal any disciplinary act or decision made against them by the GB Executive Committee.

(b) If no appeal is taken within sixty (60) days after the act or decision, the aggrieved party shall lose the right to appeal.

Section 2

(a) Appeal shall be made to the Committee on Appeals and Grievances in writing by the aggrieved party.

Section 3

(a) The Committee on Appeals and Grievances shall investigate and report to the GB Executive Committee within thirty (30) days after receipt of the appeal. See Article VII, Section 13 (d).

Section 4

(a) If an aggrieved member or advisor is dissatisfied with an act or decision of the GB Executive Committee an appeal may be made to the Committee on Appeals and Grievances in the following manner: Those making an appeal shall send one (1) copy of the appeal to the GB Recorder and three (3) copies of the appeal to the Chairman of the Committee on Appeals and Grievances who in turn shall send a copy to each member on her committee. A like number of copies of any decision rendered by the GB Executive Committee shall accompany this appeal.

Section 5

(a) If the aggrieved member or advisor is still dissatisfied with the final act or decision of the GB Executive Committee, an appeal may be made to the GGC as outlined in THE LAW OF APPEALS AND GRIEVANCES.

**ARTICLE XIII
ESCORT, INTRODUCTION AND HONORS**

Section 1 Bethel Meetings of the JDI

(a) A member of the GB IN shall be escorted and introduced with the HQ's, PHQ's or Princesses (See ARTICLE III, Section 1 (a) as outlined in the Ritual of the JDI under "Escort, Introductions and Honors" and give all her respective titles at the time of introduction.

(b) There are no GB Honors.

Section 2 AM of the GB of IN

(a) The following shall be escorted, introduced and accorded a hearty welcome.

- (1) Visiting GBHQs.
- (2) PGBHQs
- (3) GBG and AGBG
- (4) PGBGS AND APGBGS
- (5) Visiting GB Officers
- (6) Distinguished Guests

**ARTICLE XIV
VACANCIES**

Section 1

(a) Should the GBHQ's station become vacant during the term of office, the GB Committee shall appoint a PGBHQ to fill the office for the remainder of the term. Her title shall be Acting GBHQ.

Section 2

(a) Should the station of the GBSP, GBJP, GB Guide, become vacant during the term of office, the GBHQ shall appoint a PGBHQ to fill the office for the remainder of the term upon approval of mentioned above. (Section 1 and 2).

Section 3

(a) Should the station of GB Recorder or GB Treasurer become vacant during the term of office, the GBHQ shall appoint a member who has served in this office before to fill the office for the remainder of the term upon approval of the GB Committee. If unable to find such an officer, an eligible shall be appointed

Section 4

(a) A vacancy occurring between AM of GB in the GB Committee shall be filled by an eligible member appointed by the GBHQ upon approval of the GB Committee to serve until the next AM of the GB. She shall be eligible for election. (See Article VI, Section 3.)

Section 5

(a) Vacancies in other positions shall be filled by eligible members appointed by GBHQ to serve for the remainder of the term.

Section 6

(a) The GBHQ shall appoint a GB Representative to any State, Territory, Province or Country which has been newly organized by the Supreme Council of the JDI.

Section 7

(a) A vacancy occurring between AM of GB for the GBG or AGBG shall be filled by a PGBG or PAGBG, respectively, appointed by the GBHQ with the approval of the GB Committee, to serve until the next AM of the GB.

ARTICLE XV PARAPHERNALIA

Section 1 Badge

(a) Badges will be secured for each GB position. The badge shall become the GB officer's, region chairman's, representative's or advisor's property.

(b) A payment of ten dollars (\$10.00) is required by all newly selected, appointed and elected persons of GB to cover the cost of GB badges. The payment must be paid by all positions, NO EXCEPTIONS, prior to GB Installation.

(c) The GB Recorder shall collect said payment of the AM of the GB when that person is elected, selected, or appointed to her respective position.

(d) The GB Committee shall distribute badges at the Installation of GB Officers.

(e) Wearing of Badges: The badges shall be worn when representing the GB of IN and at activities of the JDI when NOT attired in the official regalia of Job's Daughters.

Section 2 Notebooks

(a) Elective officers, GB Committee members shall receive a notebook to assist them with their duties.

(b) Deposit. The badge deposit shall also cover the notebook.

(c) Distribution and Collection:

(1) Elective Officers' and GB Committee members' notebooks shall be transferred within the GB Executive Committee.

(d) Penalty

(1) Forfeiture of deposit shall be required for late return, damage or loss of the notebook.

(2) A bill for the cost of the notebook will be sent to the recipient when said notebook is reported or destroyed.

Section 3 Inventory of Paraphernalia

(a) The GB Recorder shall file a complete inventory of all BG paraphernalia and the name of the person to whom it is assigned with the GS.

(b) Duplicate copies of the inventory shall be held by the GB Recorder, GBHQ, GB Committee Chairman and the GBG.

**ARTICLE XVI
BOOK OF CEREMONIES**

Section 1

(a) The GB of IN has its own installation ceremony which is duplicated in several copies to be distributed to the Installing Officers by the GBSP.

(b) Permanent copies are kept by the GBHQ, GB Recorder and the GBG.

**ARTICLE XVII
ORDER OF BUSINESS**

Section 1

The Order of Business for the AM of the GB of IN shall be:

- (a) Opening Ceremony
- (b) Introductions
- (c) Election
- (d) Reading of Minutes of previous AM and Installation of the GB
- (e) Reports: (1) **Committees** (2) **ABG**, (3) **GBG**, (4) **GB Committee Chairman**, (5) **GB Treasurer**, (6) **GB Recorder**, (7) **GB Guide**, (8) **GBJP and GB Representative**, (9) **GBSP and GB Region Chairman**, (10) **GBHQ**.
- (f) Unfinished Business
- (g) New Business
- (h) Special Ceremonies
- (i) Drawing of Selective Officers
- (j) Good of the Order: Collection for the HIKE Fund Inc.
- (k) Closing Ceremony

Section 2

(a) The Order of Business may be changed, when necessary, by 2/3 of the members present and voting.

**ARTICLE XVIII
AMENDMENTS**

Section 1

(a) These Bylaws may be amended by presenting the proposed amendment in writing to each member present at the AM of the GB; a two-thirds (2/3) vote of the members voting shall be necessary to adopt such amendment.

(b) Proposed amendments must follow the format set forth Committee on Bylaws.

(1) Each proposed amendment shall be signed by the maker(s) of GB.

(2) Only members of GB in good standing may compose and submit proposed bylaw amendments.

(c) Proposed Amendments must be submitted in writing by the GB Recorder to the GS at least sixty (60) days previous to the AS of the GGC. (According to the GGC Bylaws: IN B-GGC, Article III, Section 6 (2) (q).

(d) Legislation adopted at the AM of the GB and the AS of the GGC and approved by the Supreme Committee on Jurisprudence shall become effective immediately upon distribution.

**ARTICLE XIX
PARLIAMENTARY AUTHORITY**

Section 1

(a) Robert Rules of Order governing the GGC of IN shall be the parliamentary authority on all matters not covered by these Bylaws.

**GRAND BETHEL
GLOSSARY**

<u>ABBR</u>	<u>EXPLANATION</u>
AGBG	Associate Grand Bethel Guardian
AM	Annual Meeting
AS	Annual Session
GB	Grand Bethel
GBG	Grand Bethel Guardian
GBHQ	Grand Bethel Honored Queen
GBJP	Grand Bethel Junior Princess
GBSP	Grand Bethel Senior Princess
IN	Indiana
JPGBHQ	Junior Past Grand Bethel Honored Queen
PAGBG	Past Associate Grand Bethel Guardian
PGBG	Past Grand Bethel Guardian
PGBHQ	Past Grand Bethel Honored Queen
PHQ	Past Honored Queen
SG	Supreme Guardian
ASG	Associate Supreme Guardian

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

**ARTICLE I
TITLE**

Section 1

- (a) **The Daughters selected shall be known as:**
(1) **Miss Indiana Job's Daughter (Miss IN JD)**
(2) **Junior Miss Indiana Job's Daughter (Jr. Miss IN JD)**

**ARTICLE II
OBJECT**

Section 1

- (a) The object of the Indiana Job's Daughter Pageant is to select the daughters who best represent the Job's Daughters in Indiana.
(b) Miss IN JD and Jr. Miss IN JD are representatives of the GGC of IN, JDI for the purpose of promoting the interest, welfare and growth of the order and serving as daughter public relations emissaries of the GGC of Indiana.
(c) **Miss Congeniality and Miss Congeniality shall be chosen by the Pageant candidates and shall receive a sash and tiara at the time of their selection. They may add Miss Congeniality (or Jr. Miss Congeniality) to their introductions cards that year, but they have no other duties or responsibilities.**

**ARTICLE III
SUPERVISION**

Section 1

- (a) The Daughters selected shall be under the general supervision of a member of IN GGC appointed by the GG.

**ARTICLE IV
QUALIFICATIONS**

Section 1

- (a) Miss IN JD shall be an active Job's Daughter who possesses a thorough knowledge of the Order, as well as dignity, poise, charm, good manners and that intangible quality called personality. She should be able to meet the public, speak extemporaneously and represent the Order with dignity and youthful charm.
(b) Jr. Miss IN JD shall be an active Job's Daughter who possesses a thorough knowledge of the Order, as well as dignity, poise, charm, good manners and that intangible quality called personality. In the absence of Miss IN JD, she may be asked to give remarks.

**ARTICLE V
ELIGIBILITY**

Section 1

- (a) All contestants must be active members in good standing in their Bethels. Each contestant and her parent or legal guardian must sign a consent form.
(1) Contestants for Miss IN JD shall be at least sixteen (16) and not yet twenty (20) years of age on the day of the In JD Pageant.

(2) Contestants for Jr. Miss IN JD shall be at least eleven (11) and not yet sixteen (16) years of age on the day of the IN JD Pageant.

Section 2

(a) Each Chartered Bethel and Bethels UD in the State of Indiana shall have the right to send any number of eligible contestants to compete in the IN JD Pageant. Each contestant chosen to represent her Bethel in the IN JD Pageant shall be elected by majority vote at a regular meeting of the Bethel in which she is a member.

(b) Each contestant shall comply with all financial requirements as set forth by the Pageant Committee.

Section 3

(a) The Bethel representative shall meet the same eligibility requirements as the elected Bethel officers. (See SI 11-4, Article VI, Sec 1).

ARTICLE VI SELECTION

Section 1

(a) Miss IN JD and Jr. Miss IN JD shall be selected by competition to be held **prior to May fifteenth (15th) at a place designated by the GG, although the preliminary competitions may be held at an earlier date .**

(b) Miss Congeniality of IN and Jr. Miss Congeniality of IN shall be chosen by plurality vote on a printed ballot by the respective contestants for these titles. The ballots shall be tabulated by the Auditors.

(c) In the event that Miss Congeniality is selected as Miss IN JD, or that Jr. Miss Congeniality is selected as Jr. Miss IN JD she may carry both titles. In the event either elects to keep only the Miss IN/Jr. Miss IN JD title, the contestant with the next highest number of contestant votes shall become Miss Congeniality or Jr. Miss Congeniality.

(d) In the event of a tie for Miss IN JD or Jr. Miss IN JD it shall be broken by referring to the combined written test and the recitation scores for the tied contestants. The contestants with the highest score will be declared the winner. In the event a tie for either title still exists, the interview judges for that title shall cast a vote on the tied contestants and the contestant receiving a plurality of the votes shall be declared the winner .

Section 2 Requirements for Judging

(a) WRITTEN TEST

(1) The test for all contestants will consist of written examination based on a general knowledge of JDI, IN Supplement to the Constitution & Bylaws, and the Ritual.

(2) Only the assigned contestant number will identify completed test papers. The Auditors shall tabulate the test scores.

(b) ORAL RITUAL PRESENTATION

(1) The recitation will be given in Bethel robe with white cord and complete regalia.

(2) The Daughter will recite a Messenger's initiation lecture as selected by the Pageant Committee Chairman and included in the Pageant information. Judging will be on accuracy and presentation.

(3) Each contestant's robe with white cord and other official regalia shall be inspected for conformity to the Constitution & Bylaws, JDI.

(c) INTERVIEW

(1) Each contestant shall have a private interview with a panel of Pageant judges of not less than three (3) nor more than five (5) minutes.

(2) Judges shall have received a copy of the entry form for each contestant, giving age, education, training, interest, ambitions and JD achievements.

(3) The contestant shall be judged on her personality, fluency, poise, sincerity, manners, adaptability to the situation and the general impression she makes.

(d) STAGE APPEARANCE

(1) In the stage presentation the dress shall be a formal suitable for the occasion as defined by the Pageant Committee.

(2) Judging shall encompass the total picture the contestant presents, considering her personality, posture, poise, grace of movement and personal grooming.

(3) Semi-finalists shall be judged on their response to a question, with emphasis on the overall impression the contestant makes as she responds. The question shall be the same for each Miss IN JD semi-finalist and a different question shall be the same for each Jr. Miss IN semi finalist. The questions shall be appropriate to the age groups involved.

ARTICLE VII SUCCESSION

Section 1

(a) In the event that Miss IN JD or Jr. Miss IN JD cannot fulfill her term, she shall forfeit her title, crown and sash and the first runner-up shall assume the respective title. If the first runner-up is unable to accept, selection shall be made in succession from the runners-up.

(b) Miss IN JD or Jr. Miss IN JD who marries or becomes pregnant while reigning, shall automatically forfeit her title. The line of succession shall revert to Section 1 (a) of this Article.

Section 2

(a) The reign of the newly selected Miss IN JD and the Jr. Miss IN JD shall begin at the close of the Formal Opening at the AS of the GGC. Until that time, the reigning Miss IN and Jr. Miss IN JD shall continue to represent JD's at all official functions and shall retain the capes, crowns and pins(s) of the position after pictures are taken at Pageant. The capes, crowns and pins(s) shall be transferred between the Misses with no ceremony.

(b) The newly selected Misses may add their title to their introduction cards immediately.

ARTICLE VIII INDIANA JOB'S DAUGHTER PAGEANT COMMITTEE CHAIRMAN

Section 1

(a) The Chairman of the Pageant Committee shall be appointed by the GG and may request assistance from others JD workers.

Section 2 Duties

(a) The Chairman shall be responsible for the total administration, promotion, production and direction of the IN JD Pageant and shall:

(1) Send information and registration forms to all Chartered Bethels, and UD Bethels, **Grand Officer's, and Grand Deputies. Send general information letter to Past Grand Guardians, Past Associate Grand Guardians and former Miss IN JD's.**

(2) Send entry forms for personal information to all contestants.

(3) Prepare the questions which shall be the same for each semi-finalist group, one for Miss IN JD and one for Jr. Miss In JD (See IN Pageant "3" Article VI, Section 2, Paragraph (d), (4).

(4) Obtain Pageant judges for the categories in Paragraph (a) through (c).

(a) at least five (5) Interview judges, none of whom may be from Bethels represented by contestants. It is recommended that as many interview judges be from out of state as possible.

(b) at least four (4) Oral Ritual Presentation judges two (2) for ritual and two (2) for Presentation and a prompter.

(c) two (2) Robe Judges for official regalia inspection. These judges must be members of a GGC, JGC, or the SGC.

(d) If possible, all judges should have a good knowledge of Job's Daughters and have served our order in some capacity.

(5) Instruct judges on all aspects of the competition

(6) Obtain at least five (5) auditors to tabulate the scores for all contestants.

(7) Obtain a Master or Mistress of Ceremonies for the Pageant and inform him/her of all aspects of the production of same.

(8) Reserve a room at the Supreme Headquarters hotel (or an alternate hotel (if that is filled as soon as the hotel information is available , for Miss IN JD and her chaperone, guaranteeing it as necessary and then transferring it to Miss IN HD's chaperone's name and credit card at a later date.

(9) Be responsible for all Pageant Finances.

(a) Determine the Pageant registration fee, bearing in mind that Pageant is self- supporting. The advance from the GGC shall be made available after submission of a budget and approval of that budget by the Finance Committee.

(b) Expenses of the shall include:

(1) Expenses for Miss IN JD to attend Supreme:

(a) A sum equal to plane fare (coach rate), or by the most direct route, or by round trip by automobile, at a rate to be determined after consulting with the Finance Committee, using the current IRS published rate for business mileage as a minimum, and the rate for service for a charitable organization as minimum and based upon gas prices and other variables.

(b) Four (4) days accommodations.

(c) A per diem allowance for meals as determined after consultation with the Finance Committee.

(2) Provide Tiaras, sashes and flowers for the new Miss IN JD and Jr. Miss IN JD.

(3) Provide a gift for each semi-finalist.

(4) Provide a suitable charm or equivalent gift for each contestant.

(5) Provide a luncheon (and optional dinner) for all contestants, Judges, the Master/Mistress of Ceremonies, the Pageant Committee, GG, AGG, VGG, VAGG, GBHQ and GBSP.

(6) Provide printed programs for the pageant.

(7) Provide suitable plaque or trophy for highest score in Ritual recitation and written test and tiaras and sashes for the Miss Congenialities selected by the Pageant participants.

(8) If money is available after all expenses have been satisfied and the advance returned to the GGC of IN, an amount equal to one scholarship shall be sent to the Educational Foundation. All remaining money shall be turned over to GGC.

(9) Provide a unique numeric or alphanumeric identification for each contestant.

(10) Use appropriate entry forms for judging.

(11) Make a written report as per GGC Manuel of Rules and Regulations

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

Section 1

(a) A MM 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 DRP is awarded in recognition of outstanding and dedicated service by a MM to the JDI. It is intended to recognize a MM 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 the nominee must be a MM and shall have made major contributions toward the good of the Order and/or to a specific Bethel.

(1) The MM shall have accepted an appointment as a member of BGC and have made an outstanding contribution to that BGC above and beyond the usual BGC responsibilities.

(b) Service as A Bethel MM shall not be the sole consideration in making the selection.

(c) Service to other Masonic organization 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 MM of the JDI.

(b) At the time of nomination she must be at least twenty-five (25) years of age.

**ARTICLE V
NOMINATION AND SELECTION**

Section 1 Nomination

(a) Nominations shall be made without the knowledge of the nominee and can be made by any one of the following:

(1) The Executive BGC of her home Bethel.

(2) The Executive BGC of a Bethel to which she has contributed outstanding service to merit the nomination.

(3) The Executive Committee of the GGC.

(b) The Daughters of a Bethel may recommend a nominee to their Executive BGC.

(c) The BG or Guardian Secretary of a nominating BGC or the Grand Secretary, if the nominating body is the Executive Committee of the GGC, must complete a special application form provided on request from the Chairman of the DRP Committee

(d) Nomination shall include specific examples of outstanding service to the Order. The Executive members of the BGC or the Executive Committee of the GGC nominating her must secure four (4) written recommendations from responsible adults not related to the nominee who have first-hand knowledge of her contribution to the Order. The responses to the items on the provided nomination and recommendation forms must be typewritten or printed. At least two (2) of the recommendations must be from someone connected officially with JD's.

(e) Completed nomination and recommendation forms must be received by the Chairman of the Committee by March 1st for consideration by the committee.

(f) Current members of the DRP committee are disqualified from writing recommendations.

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) On or before April 1st the Chairman of the DRP Committee shall notify the recipient, the nominating body, the GG, the Grand Secretary, the GBG and the GBHQ of the recipient's selection. The recipient shall not know of her selection until that time.

ARTICLE VI CONFERRING OF DEGREE

Section 1

(a) The recipient shall attend the Annual Session of the GGC within three (3) years of her selection to receive the Degree.

(b) In the event that it is absolutely impossible for the recipient to attend an Annual Session of GGC, the GG, the GBG, the GBHQ and the Committee may make other arrangements for the presentation of the Degree.

(c) The GGC shall be responsible for providing the recipient with a rose, a certificate and a medallion with the recipient's name, date of ceremony, Bethel No. and Jurisdiction engraved on the reverse side of the medallion.

(d) It is the responsibility of the Grand Secretary, in cooperation with the Chairman of the DRP Committee, to see that the stipulations in (c) above are met.

(e) The Chairman of the Committee shall cooperate with the GBG and the GBHQ who will oversee the GB Officers in the conferring of the Degree.

ARTICLE VII DEGREE OF ROYAL PURPLE COMMITTEE

Section 1 Members

(a) The DRP Committee is appointed by the GG (IN B-GGC 4I, item n)

Section 2 Duties of the Committee

(a) The Chairman and the committee are responsible for administering the DRP and performing the necessary tasks to insure that these provisions are satisfactorily concluded. The duties of this Committee shall be to:

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ROYAL PURPLE

2008

- (1) Publicize the DRP by distributing information to the Bethels under IN Jurisdiction regarding the nomination process.
- (2) Distribute nomination and recommendation forms when requested.
- (3) Receive nominations and recommendations from the Executive members of the BGCs or the Executive Committee of the GGC.
- (4) Determine the recipient(s) of the award in accordance with the provisions as outlined in Articles III, IV and V.
- (5) Make arrangements for the conferring of the Degree by the GB Officers.
- (6) Provide all recipient personal data and DRP information to the Grand Secretary for inclusion in a perpetual file on recipients.
- (7) Destroy all nominations and recommendations immediately following the selection or non-selection of the nominee by the DRP Committee, except as required in number six (6) above.

ARTICLE VIII AMENDMENTS

Section 1

- (a) Amendments to these Articles of the DRP may be made at the AS of the GGC by a 2/3 affirmative vote of the members present and voting.
- (b) Proposed amendments shall be submitted in the same manner as proposed amendments to the C&B of the GGC of IN.

**HOOSIER AWARD
RULES AND REGULATIONS
GRAND GUARDIAN COUNCIL OF INDIANA
JOB'S DAUGHTERS INTERNATIONAL**

Section 1

(a) The person(s) selected annually shall be recipient(s) of the HOOSIER AWARD.

**ARTICLE II
OBJECT**

Section 1

(a) To award friends of Job's Daughters in Indiana who are not presently serving as Bethel Guardian or Associate Bethel Guardian, but have done deserving work.

**ARTICLE III
QUALIFICATIONS**

Section 1

(a) The candidate shall be an adult worker who has been an exemplary person in the promotion of Job's Daughters in Indiana.

(b) The candidate shall have had a profound impact on the lives of the Daughters.

(c) The candidate must have done outstanding service beyond the expectations of any project, duty or self committed task.

**ARTICLE IV
NOMINATION**

Section 1

(a) Each Bethel may submit one (1) nomination per year.

(b) The nomination forms will be supplied by the GS.

**ARTICLE V
SELECTION**

Section 1

(a) All nominations shall be kept confidential by the Committee.

(b) This award can only be presented once to any deserving person.

(c) No more than three (3) Hoosier Awards may be presented in any one year.

(d) Anyone who has been elected to the office of GM, GOG, GGuide, GIG, VGG, VAGG, GG, AGG are not eligible for this award.

**ARTICLE VI
AWARD**

Section 1

(a) Recipient of the HOOSIER AWARD shall receive from the GGC of IN, JDI, a plaque in the shape of Indiana, a certificate, a pin and a monetary award not to exceed ten dollars (\$10.00) to the IN to the IN Job's Daughter Project of his/her choice.

HOOSIER AWARD 1
