

Job's Daughter International  
Idaho Manual of Rules and Regulations  
2014

Below are the two amendments changed in 2014 for the **Idaho Manual**.

If you need to download a **complete Idaho Manual** you can find it on the Idaho Website.

Idaho's Manual must be printed on **yellow** paper to keep is separate from the Supreme pages.

The **yellow** Idaho pages are to be inserted after the corresponding Supreme pages.

A 2014 change in the Supreme Bylaw:

Each Bethel is required to have 2 copies (instead of 4 copies) of the Supreme pages as well as the Idaho pages. See Supreme pages B-BGG 1 Art II Duties of the Executive Members, Sect.

***Please be sure you have the current Supreme pages in your book.  
The 2014 pages from Supreme will be out soon.***

When available, the new Supreme pages can be found on the Supreme website [www.jobsdaughtersinternational.org](http://www.jobsdaughtersinternational.org) The Constitution & Bylaws can be found on the left side under **RULES, FORMS, AND BOOKS**, Constitution and bylaws. Initially you will need to print the entire Supreme Constitution and Bylaws. Each year you will need to update only the pages where changes have been made.

Updates are not sent to you from the Executive Manager or the Grand Secretary. It is the responsibility of the Bethel Guardian to see that the C&B and the Manual of Rules and Regulations are kept up to date.

Thank You  
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- (e) Receive all money due the GGC, issue a receipt for same, and pay it over to the Grand Treasurer in the same form in which it was received, no later than fifteen (15) days after receipt of said funds. With the exception of cash which will be deposited into the appropriate account, turning bank receipt over to the Grand Treasurer along with all appropriate accounting information.
- (f) Prepare an annual detailed report of all receipts and disbursements of the GGC for the fiscal year. Excerpts of this report may be read at the Annual Session rather than the entire report.
  - (1) Report shall include:
    - [aa] Record of Dispensation and Charters.
    - [bb] Statement of Cost of Inventory and Supplies.
    - [cc] Summary of the supply account.
    - [dd] Detailed report of Petty Cash Fund.
    - [ee] Summary of the membership in Idaho.
    - [ff] Financial report of each fund detailing receipts with amounts and sources, disbursements with name of payee, purpose and amount, and the total amounts of each annually.
  - (2) Submit one (1) copy of the report to:
    - [aa] Each member of the Finance Committee.
    - [bb] The CPA, or audit committee along with all books and records of the office for the annual audit.
  - (3) Provide sufficient copies of the Grand Guardian's, Grand Secretary's, and Grand Treasurer's Reports, copy of the proposed amendments for the year and additional reports that are submitted before June 1<sup>st</sup>, for distribution to each voting delegate at the first business session of each GGC Annual Session.
- (g-j) Supreme, B-GGC 2
- (k) Issue membership card (dues receipt) showing title and year of membership upon receipt of current GGC dues.
- (l) Be custodian of the books and records pertaining to the office, keeping them in order and up-to-date at all times.
- (m) Draw and sign all checks for the withdrawal of funds of the GGC to be countersigned by the Grand Treasurer.
- (n) Close the books of the office on the 30<sup>th</sup> of April of each year.
- (o) Maintain an inventory of supplies required by the GGC and Bethels, with the exception of robes, capes, flags, Bethel seals and novelty items.
  - (1) Deliver or mail supplies to Bethels or individuals as requested.
  - (2) Maintain a file for each Bethel containing supply orders, memoranda and correspondence for each fiscal year. Such records shall be retained for five (5) years.
  - (3) Deliver or mail Promotion supplies designated as Gratis Supplies, listed in SI 16. Issue invoices to the Promotional Fund.
  - (4) Issue invoices for supplies sent to Bethels and individuals, keeping a detailed record of same
- (p) Keep all correspondence pertaining to the office and all GGC Officers and Committees.
- (q) Maintain a permanent file for each Bethel which shall include a copy of the latest Uniform Code for Bethels and Amendments thereto. For each Bethel chartered after number fifty-three (53), the file shall also contain the application for Dispensation, Application for Charter and the Dispensation. (Records up to this number are not complete).
- (r) Furnish blank certificates, Form 190 and 191, to the Vice Grand Guardian.
- (s) Order the printing of the following:
  - (1) Official Stationery for GGC Officers and committees according to existing laws.
  - (2) Forms not available through Supreme.
  - (3) Reprints of the Welcome Booklet upon approval of the Grand Guardian.
  - (4) Proceedings. (See B-GGC, ART III Section 6 (b))

- (2) The Grand Bethel Chairman shall:
  - [aa] Submit a report in triplicate of the duties performed to the Distribution Committee before the close of the Annual Session.
  - [bb] Bring to the business meeting of the GGC results of discussion by the Daughters in Grand Bethel of proposed Amendments pertaining to Grand Bethel and the Miss Idaho Job's Daughter Pageant.
- (3) See R&R GRAND BETHEL, ARTICLE XVII

**(j) Educational Awards Committee** composed of three (3) members. Duties:

- (1) Determine recipient(s) for awards from the Educational Fund:
  - (a) Eligibility requirements for awards from the Education Fund:
    - (i) Members who are college eligible.
    - (ii) Majority members who are college eligible and have not reached thirty (30) years of age.
    - (iii) Member(s) of an active Bethel, except those under reorganization, which has not contributed at least twenty-five dollars (\$25.00) per term of the preceding fiscal year, May 1 through April 30, for the Education Fund will not be eligible.
    - (iv) Member(s) of an active Bethel under reorganization which has not contributed at least twenty-five dollars (\$25.00) during the preceding fiscal year, May 1 through April 30, for the Educational Fund will not be eligible. A Bethel "under reorganization" shall mean any Bethel under reorganization during the preceding fiscal year.
    - (v) Applications must be postmarked no later than June 1.
    - (vi) An awardee may be granted one (1) additional award for a second year provided that application for such award is made in the same manner as the first.
  - (b) First and second alternates will be selected who will receive the awards if the winners do not complete their plans to enroll for their further education.
- (2) Determine recipient(s) for the Debbie and Kati Lindsey Educational Award each year.
  - (a) Eligibility requirements for awards from the Debbie and Kati Lindsey Educational Award Fund:
    - (i) Members who are at least second year college students or beyond.
    - (ii) Majority members who have not reached thirty (30) years of age and are at least second year college students or beyond.
    - (iii) Member(s) of an active Bethel except those under reorganization which has not contributed at least twenty-five dollars (\$25.00) per term of the preceding fiscal year, May 1 through April 30, for the Educational Fund will not be eligible.
    - (iv) Member(s) of an active Bethel under reorganization which has not contributed at least twenty-five dollars (\$25.00) during the preceding fiscal year, May 1 through April 30, for the Educational Fund will not be eligible. A Bethel "under reorganization" shall mean any Bethel under reorganization during the preceding fiscal year.
    - (v) Applications must be postmarked no later than June 1.
    - (vi) An awardee may receive the Debbie and Kati Lindsey Educational Award only one time.
  - (b) An alternate will be selected who will receive the award if the winner does not complete her plans to enroll for further education.
- (3) A member may not receive both an award from the Educational Fund and the Debbie and Kati Lindsey Educational Award in the same year.
- (4) A member may not receive more than two (2) total awards.
- (5) Educational Awards shall be in the amount of five hundred dollars (\$500.00).

- (a) The amount available for presentation of awards from the Educational Fund shall not exceed the lesser of:
  - (i) Five Thousand Dollars (\$5,000.00); or
  - (ii) The amount placed into the Educational Fund by the Honored Queens projects, gifts and donations designated for the Educational Fund and interest earned by the Educational Funds, for the preceding fiscal year, May 1 through April 30, of the Grand Guardian Council.
- (b) Awards shall be given from the Debbie and Katie Lindsey Educational Award fund until such time as no funds are available.
- (6) Awards are given for continuing educational studies in an academic or vocational institution.
- (7) The Grand Guardian shall approve the applications and the evaluation systems to be used in determining recipients of awards.
- (8) The Grand Secretary will issue checks to the awardees upon receipt of proof of enrollment from the members.
- (9) The chairman of the committee will maintain and turn over to her/his successor a file containing a copy of the applications and evaluation systems used as guidelines.
- (10) The chairman shall submit a report in triplicate of the duties performed and an itemized statement of expenses to the Distribution Committee before the close of the Annual Session.

**(k) Trophy Committee** composed of three (3) members. Duties:

- (1) Provide to the Grand Bethel Chairman criteria for the following awards:
  - [aa] Travel.
  - [bb] Visitation.
  - [cc] Service.
- (2) Purchase all trophies / medallions to be presented at the Annual Session. (Not to exceed seven hundred dollars (\$700.00); Four hundred dollars (\$400.00) from the Promotional Fund, Three hundred dollars (\$300.00) from Grand Bethel.
- (3) The Trophy Committee Chairman shall serve as a member ex-officio of the Grand Bethel Committee.
- (4) Submit a report in triplicate of the duties performed and an itemized statement of expenses to the Distribution Committee before the close of the Annual Session.

**(l) Courtesy Committee**, composed of three (3) members, two (2) of whom shall be PGG's or PAGG's and one (1) member of a Hostess Bethel. Duties:

- (1) Assist in extending courtesy to distinguished guests at the Annual Session.
- (2) The Courtesy Committee shall coordinate with the Grand Guardian to extend an invitation to the Annual Grand Session to the presiding officer(s) of the Idaho Masonic Grand Bodies and shall arrange for payment of:
  - [aa] Registration fee, room costs, program booklet, luncheon and banquet tickets for the Supreme Guardian and the Associate Supreme Guardian.
  - [bb] Registration fee and one (1) banquet ticket for:
    - [1] Most Worshipful Grand Master of Masons in Idaho A.F.&A.M.
    - [2] Worthy Grand Matron and Worthy Grand Patron of Idaho, O.E.S.
    - [3] Grand Royal Matron and Grand Royal Patron of the Grand Court of Idaho, Order of the Amaranth.
    - [4] Illustrious Potentate of El Korah Temple and Calam Temple of the A.A.O.N.M.S.
    - [5] Queen of Iras Temple and Malac Temple of the Daughters of the Nile.
    - [6] Most Excellent Grand High Priest of the Grand Chapter of Royal Arch Masons of Idaho.
    - [7] Most Illustrious Grand Master of the Grand Council of Cryptic Masons of Idaho.

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