

**MANUAL OF RULES AND REGULATIONS
OF THE
GRAND GUARDIAN COUNCIL OF IDAHO, INC.
JOB'S DAUGHTERS INTERNATIONAL**

This Manual consists of items pertinent to this Grand Guardian Council as a supplement to the Constitution and Bylaws of the Supreme Guardian Council, Bethel Guardian Councils, Bethels, Uniform Code for Bethels and Parents' Clubs contained in the Constitution and Bylaws of Job's Daughters International.

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

**ARTICLE I
NAME**

Section 1.

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

**ARTICLE II
OBJECT**

Section 1.

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

**ARTICLE III
AUTHORITY**

Section 1.

- (a) The Grand Guardian Council operates under the authority of a Charter granted by the Supreme Guardian Council and dated August 20, 1934. The jurisdiction of this Grand Guardian Council shall be limited to the State of Idaho.
- (b-c) (See Supreme C-GGC Art. III Sec. 1)

**ARTICLE IV
MEMBERSHIP**

Section 1.

- (a-b) See Supreme C-GGC Art. IV Sec. 1)
- (c) This GGC may establish an "Emeritus" Grand Officer Title to recognize one who has performed outstanding and dedicated service to the GGC, such as Grand Secretary, Grand Treasurer, or Grand Director of Music. An appropriate award will be acquired and presented by the GGC.

**ARTICLE V
OFFICERS****Section 1. Elective Officers**

- (a) (See Supreme C-GGC Art. V Sec. 1)
- (b) The Grand Inner Guard and Grand Outer Guard (both Master Masons) shall be elected officers.

Section 2. Appointive Officers:

- (a) (See Supreme C-GGC Art. V Sec. 2)

Section 3. Executive Officer:

- (a) (See Supreme C-GGC Art. V Sec. 3)

Section 4. Executive GGC:

- (a) (See Supreme C-GGC Art. V Sec. 4)

**ARTICLE VI
ELIGIBILITY****Section 1.**

- (a-d) (See Supreme C-GGC Art. VI Sec. 1)
- (e) (See Supreme C-GGC Art. VI Sec. 1)
 - (1) A Past Grand Guardian or Past Associate Grand Guardian may be elected to a subsequent, non-consecutive term as Grand Guardian or Associate Grand Guardian and shall be eligible for all elected offices to which they are otherwise qualified.
- (f) See Supreme C-GGC Art. VI Sec. 1
- (g) No officer of the GGC shall hold two (2) offices in the GGC simultaneously. This shall not prevent them from holding an office in a BGC, or being a member of a GGC committee, or serving as a Deputy Grand Guardian. Exception: (See Supreme B-GGC Art. XIII, Sec. 1)

**ARTICLE VII
COMMITTEES****Section 1. Eligibility**

- (a-c) (See Supreme C-GGC Art. VII Sec. 1)

Section 2. Restrictions

- (a-b) (See Supreme C-GGC Art VII Sec. 2)

**ARTICLE VIII
DEPUTIES**

Section 1. Grand Deputy

- (a) (See Supreme C-GGC Art. VIII Sec. 1)
 - (1) GGC members may be appointed as Grand Deputy.
- (b) (See Supreme C-GGC Art. VIII Sec. 1)

Section 2. Deputy Grand Guardian

- (a-b) (See Supreme C-GGC Art. VII Sec. 2)
- (c) If the Grand Guardian is unable to fulfill the duties of her office and the Vice Grand Guardian is unable to assume the duties, the Grand Guardian may appoint deputies from members of the GGC who will be known as Deputy Grand Guardians.
 - (1) The expenses of such Deputies shall be assumed by the Grand Guardian, except in the case of promotion work.

**BYLAWS OF THE
GRAND GUARDIAN COUNCIL OF IDAHO, INCORPORATED
JOB'S DAUGHTERS INTERNATIONAL**

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

Section 1.

- (a) (See Supreme B-GGC Art. I Sec. 1)
 - (1) The Grand Guardian Council of Idaho, Incorporated adopted the latest Manual of Rules and Regulations in 2007.
- (b) (See Supreme B-GGC Art. I Sec. 1)
- (c) (See Supreme B-GGC Art. I Sec. 1)
 - (1) This Grand Guardian Council approved the formation of a Grand Bethel at the 1948 Annual Session of this GGC and adopted Grand Bethel Bylaws which are included in this Manual.
- (d-f) (See Supreme B-GGC Art. I Sec. 1)

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

Section 1.

- (a-b) (See Supreme B-GGC Art. II Sec. 1)

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

Section 1. Rulings:

- (a) (See Supreme B-GGC Art. III Sec. 1)

Section 2. The Grand Guardian shall:

- (a-c) (See Supreme B-GGC Art III Sec. 2)
- (d) (See Supreme B-GGC Art III Sec. 2)
 - (1) Within thirty (30) days after the close of the Annual Session of the GGC shall consider the recommendations of the members of the BGC submitted on Form 222 and those of the Bethel members submitted on Form 221.
 - (2) Appoint the members of the BGC's. Appointees working with JDI in the USA shall be on the current list of CAVs provided by the Executive Manager. Appoint up to:
 - [aa] Five (5) executive members.
 - [bb] Four (4) associate members.
 - (3) Send Certificates of Appointment, Form 191, to the incoming Bethel Guardian.
- (e) (See Supreme B-GGC Art. III Sec. 2)
 - (1) See Supreme B-GGC Art. III Sec. 2)
 - (2) Invite members of the GGC (other than the Grand Secretary) to assist as instituting officers. The members should be from the vicinity of the Bethel which is to be instituted. When the required number of instituting officers is not available in the vicinity, five cents (.05) per mile (by the most direct route) and hotel room for one night, when necessary, shall be allowed.
 - (3) Return to the Grand Secretary for placement in the respective Bethel's permanent file:
 - [aa] Forms 101 and 103, applications for Dispensation and Charter.
 - [bb] Form 102, Dispensation when Charter has been granted.
- (f) (See Supreme B-GGC Art. III Sec. 2)
 - (1) Submit stubs or copies to the Jurisprudence Committee and Finance Committees at the Annual Session.
- (g) (See Supreme B-GGC Art. III Sec. 2)
 - (1) Place on probation any Bethel and / or Bethel Guardian Council for good and sufficient reason.

- (h-o) See Supreme B-GGC Art. III Sec. 2)
- (p) Before the close of the Annual Session of the GGC at which she is installed, she shall appoint the following committees: Jurisprudence, Appeals and Grievances, Finance, Credentials, Promotion, Fraternal Relations, Grand Bethel, Educational Awards, Trophy, Audit, Adult Awards, Website/Social Media, Grand Session Arrangements, Leadership, Directory and HIKE.
- (q) Immediately following Installation obtain from the retiring Grand Guardian:
 - (1) Charter
 - (2) Seal
 - (3) Gavel of the Grand Guardian Council
 - (4) Filing case containing copies of each Chartered Bethel's Uniform Code for Bethels.
- (r) Send a Certificate of Appointment, Form 190, to each Grand Officer and each GGC committee member, including information relating to their duties for use in preparing their reports for Annual Session.
- (s) Make an Official Visitation to each Chartered Bethel except those that have been chartered less than three (3) months prior to the end of her term. The purpose of her visit will be:
 - (1) Witness the Ritualistic Work.
 - (2) Give assistance to the Bethel and Guardian Council members.
 - (3) Review the affairs of the Bethel.
 - (4) Inspect all books.
 - (5) Meet with all members of the Bethel for a school of instruction.
- (t) Prepare and mail official letters.
- (u) Deposit with the Grand Secretary, no later than the 20th of each month, all money collected and received from:
 - (1) Special Dispensations.
 - (2) Charter fees.
 - (3) Special project money.

[aa] Bethel contributions shall be itemized and listed in the Program Booklet and the Annual Proceedings.
- (v) Approve or disapprove amendments to the Uniform Code for Bethels at least three (3) weeks prior to the GGC Annual Session, submitting them with her action to the Jurisprudence Committee.
- (w) Submit a report including the progress of the organization and recommendations for the good of the Order.
 - (1) Provide a copy of her report to the Grand Secretary by June 1st.
 - (2) Send one (1) copy of her report to each member of the Jurisprudence Committee, no later than two (2) weeks prior to Session.
- (x) Attend Grand Bethel at a time convenient to Grand Bethel and the Grand Guardian on the final day of the Annual Session, designated as the Job's Daughter Hour.
- (y) Attend SGC business meetings as the official delegate of this Grand Jurisdiction.
- (z) Order from the JDI official jeweler, a Past Grand Guardian jewel.
 - (1) Jewel shall be engraved with "Idaho".
 - (2) Submit a receipt of payment for reimbursement. The Grand Guardian Council shall furnish three-fourths (3/4) of the funds to purchase the least expensive jewel available from the official JDI supplier. The balance of the jewel shall be paid by the retiring officer. In addition, if a more expensive jewel is desired, the additional cost shall be paid by the retiring officer.
 - (3) If the retiring Grand Guardian is already a Past Grand Guardian, she will determine an item of her choice through Doc Morgan, Inc., and the Grand Guardian Council will furnish up to \$200.00 or one-half (whichever is less) of the cost of the item.

Section 3. The Associate Grand Guardian shall:

- (a-e) (See Supreme B-GGC Art. III Sec. 3)
- (f) Serve as Chairman of the Fraternal Relations Committee, Chairman of the Miss Idaho Job's Daughter Pageant Committee and a member ex-officio of the Grand Bethel Committee.

- (g) Submit one (1) printed and an electronic report of his activities and duties to the Grand Secretary before the close of the Annual Session.
- (h) Preside during the election of officers of the GGC.
- (i) Order from the JDI official jeweler, a Past Associate Grand Guardian jewel.
 - (1) Jewel shall be engraved with "Idaho".
 - (2) Submit to the Grand Secretary a receipt of payment for reimbursement. The Grand Guardian Council shall furnish three-fourths (3/4) of the funds to purchase the least expensive jewel available from the official JDI supplier. The balance of the jewel shall be paid by the retiring officer. In addition, if a more expensive jewel is desired, the additional cost shall be paid by the retiring officer.
 - (3) If the retiring Associate Grand Guardian is already a Past Associate Grand Guardian, he will determine an item of his choice through Doc Morgan, Inc., and the Grand Guardian Council will furnish up to \$200.00 or one-half (whichever is less) of the cost of the item.

Section 4. The Vice Grand Guardian shall:

- (a-b) (See Supreme B-GGC Art. III Sec. 4)
- (c) Submit one (1) printed and an electronic report of her activities and duties to the Grand Secretary before the close of the Annual Session.
- (d) Assist in extending courtesy to distinguished guests at the Annual Session.
- (e) 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 as follows:
 - (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.
 - (8) Right Eminent Grand Commander of the Grand Commandery of Knights Templar of Idaho.
 - (9) Sovereign Grand Inspector General or Deputy of the Supreme Council for the Orient of Idaho of the Ancient and Accepted Scottish Rite.
 - (10) Executive Officer of Idaho DeMolay.
 - (11) Supreme Inspector or Deputy of the International Order of Rainbow for Girls of Washington-Idaho.
 - (12) Supreme Officers.
 - (13) or the designated representative of those listed above (1-12).
- (f) Serve as a member ex-officio of the Grand Bethel Committee.

Section 5. The Vice Associate Grand Guardian shall:

- (a-b) (See Supreme B-GGC Art. III Sec. 5)
- (c) Submit one (1) printed and an electronic report of his activities and duties to the Grand Secretary before the close of the Annual Session.
- (d) Serve as a member of the Miss Idaho Job's Daughter Pageant Committee.
- (e) Serve as member, ex-officio, of the Grand Bethel Committee.
- (f) Serve as member, Ex-officio, of the Promotion Committee.

Section 6. The Grand Secretary shall: (See Supreme B-GGC-Art. XIII Sec. i)

- (a) See Supreme B-GGC Art. III Sec. 6)
- (b) See Supreme B-GGC Art. III Sec. 6)
 - (1) Compile the proceedings of the Annual Session of the GGC from the minutes of the Session, reports of the Grand Officers and Committees, ceremonies, items of interest, Bethel Guardian's reports, Installation of the GGC Officers and Grand Bethel material including Installation.
 - (2) Email Proceedings, no later than November 1st following the Annual Session to the following:
 - [aa] One (1) copy to each Bethel who places an order with the Grand Secretary's office.
 - [bb] One (1) copy to each individual who places an order with the Grand Secretary's office.

- [cc] One (1) shall be sent to:
 - [1] Immediate Past Grand Guardian, Associate Grand Guardian, Grand Bethel Honored Queen, Miss Idaho Job's Daughter and Junior Miss Idaho Job's Daughter.
 - [2] Grand Guardian, Associate Grand Guardian, Grand Bethel Honored Queen, Miss Idaho Job's Daughter and Junior Miss Idaho Job's Daughter.
- (c) (See Supreme B GGC Art. III Sec. 6)
- (d) (See Supreme B GGC Art. III Sec. 6)
 - (1) The mailing list shall consist of all:
 - [aa] Members in good standing of the GGC.
 - [bb] Each Idaho Bethel
- (e) (See Supreme B-GGC Art. III Sec. 6)
 - (1) 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) (See Supreme B-GGC Art. III Sec. 6)
 - (1) 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. Report shall include:
 - [aa] Record of Dispensation and Charters.
 - [bb] Statement of Cost of Inventory and Supplies.
 - [cc] 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) Email or submit one (1) copy of the report to:
 - [aa] The Chairperson of the Finance Committee.
 - [bb] The Audit Committee along with all books and records of the office for the internal financial review.
 - (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 1st, for distribution to each voting delegate at the first business session of each GGC Annual Session.
- (g-j) (See Supreme B-GGC Art. III Sec. 6)
- (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 30th of April of each year.
- (o) Keep all correspondence pertaining to the office and all GGC Officers and Committees.
- (p) 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).
- (q) Furnish blank certificates, Form 190 and 191, to the Vice Grand Guardian.
- (r) Order the printing of the following:
 - (1) Forms not available through Supreme.
 - (2) Proceedings. (See Supreme B-GGC, Art. III Sec. 6 (b))
 - (3) Directories, upon receipt of information from the Directory Committee.
- (s) Receive all proposed amendments to the Manual of Rules and Regulations of the GGC.
- (t) Report each Dispensation and Charter granted to the Executive Manager of the SGC.

- (1) When the Charter has been granted, the Bethel seal, including Bethel Number and Charter date, shall be ordered from the Executive Manager.
- (u) Email to Bethels copies of:
 - (1) Form 110 (Annual Report) to be sent to the Guardian Secretary of each Bethel no later than December 30th each year providing said forms have been received from SGC.
 - (2) Send to the Bethel Guardian no later than April 20th of each year a letter as a reminder for their Bethel Guardian's Report.
 - (3) Or mail, upon request, Two (2) copies of the GGC Directory. The fee will be determined by the printing and mailing costs, only to be paid by those who requested a physical copy.
- (v) Notify Bethels and GGC Members by email or postcard:
 - (1) That the Supreme Constitution and Bylaws have been revised and are ready to be downloaded from the Supreme Website.
 - (2) That the Manual of Rules and Regulations of the Grand Guardian Council have been approved and are ready to be downloaded from the Idaho Website.
- (w) Select a Session Stenographer to assist at the Annual Session.
- (x) Provide to the Credentials Committee Chair a list of all GGC members, those who have registered, have paid their GGC membership fees, and;
 - (1) Retain a permanent record of members who register and pay their GGC membership fees each year.
 - (2) Assist the Credentials Committee in the use of said reports, and if requested, render any other assistance.
- (y) Retain one (1) copy of each Annual Proceedings for the permanent records of this GGC which shall be used for compiling one (1) bound volume of uniform size every three (3) years. The Grand Secretary shall also retain at least 1 electronic copy for archival or future printing.
- (z) Mail one (1) copy of the GGC Directory to each GGC member and any other person upon request. The fee will be determined by the printing and mailing costs.
- (aa) The Grand Secretary shall collect all reports and before the close of the Annual Session, make a motion that all portions of reports and all other reports not given at the Annual Session be received by July 31st and printed in the proceedings.

Section 7. The Grand Treasurer shall:

- (a) (See Supreme B-GGC Art. III Sec. 7)
- (b) Deposit all money received to the credit of the GGC.
- (c) Countersign all checks drawn on GGC funds for payment of all expenses approved by the law or the finance committee.
- (d) Keep detailed records of all GGC funds recording receipts and disbursements in a cash ledger.
 - (1) Money shall be kept in separate funds: General, Educational, Promotional and Investment. Any additional funds must be approved by the Executive members of the GGC.
 - (2) Separate checking accounts shall NOT be established for the Educational, Promotional, and Investment accounts.
- (e) Close the books on the last day of each month and on April 30th for preparation of the Annual Report.
- (f) Make recommendations to the GGC for disposition of money, such as transfers from checking accounts to savings and/or investments, and execute their decisions.
- (g) Prepare a detailed report of each fund with receipts, disbursements and other financial transactions for the fiscal year. The report shall contain a record of all checks drawn, by number and respective totals and balances.
 - (1) One (1) copy shall be sent to the Grand Secretary for copying and distribution to all voting delegates at the Annual Session.
 - (2) One (1) copy shall accompany the books and papers for audit to the Audit Committee.
 - (3) One (1) copy for the Chairperson of the Finance Committee.
- (h) Supplies:
 - (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 Supreme SOP-Bethel-20. Issue invoices to the Promotional Fund.
- (4) Issue invoices for supplies sent to Bethels and individuals, keeping a detailed record of same

Section 8. The Grand Guide and Grand Marshal shall:

(a-b) (See Supreme B-GGC Art. III Sec. 8)

(c) The Grand Guide shall:

- (1) Obtain judges and supervise the Ritual Competition at the Annual Session.
- (2) Serve as a member ex-officio of the Grand Bethel Committee and the GGC Session Arrangements Committee.
- (3) Submit one (1) printed and an electronic report of duties performed and an itemized statement of expenses to the Grand Secretary before the close of the Annual Session.

(d) The Grand Marshal shall:

- (1) Prepare a suitable Flag Ceremony for presentation at the Annual Session.
- (2) Provide decorations and favors for the GGC Banquet.
- (3) Serve as a member ex-officio of the Grand Bethel Committee and the Finance Committee
- (4) Submit one (1) printed and an electronic report of duties performed and an itemized statement of expenses to the Grand Secretary before the close of the Annual Session.

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

(a-b) (See Supreme B-GGC Art. III Sec. 9)

(c) The Grand Inner Guard shall:

- (1) Serve as a member ex-officio of the GGC Session Arrangements Committee.
- (2) Submit one (1) printed and an electronic report of duties performed to the Grand Secretary before the close of the Annual Session.

(d) The Grand Outer Guard shall:

- (1) Be responsible for the flags belonging to the GGC.
- (2) Submit one (1) printed and an electronic report in of duties performed to the Grand Secretary before the close of the Annual Session.

Section 10. Other Grand Officers shall:

(a) (See Supreme B-GGC Art. III Sec.10)

(b) The Grand Chaplain shall:

- (1) Attend at the Altar and lead the GGC in its devotions.
- (2) Prepare and supervise a Bible Ceremony for the Annual Session.
- (3) Plan a Memorial Ceremony to be given at the Formal Opening of the Annual Session of the GGC.
- (4) Upon notification of the death of a Past Grand Guardian, Past Associate Grand Guardian, or Grand Officer:
 - [aa] Notify all members in good standing in the GGC and all Idaho Bethels.
 - [bb] Notify the Grand Secretary and request a memorial donation be made to the Scholarship Fund in the amount of fifty dollars (\$50.00).
 - [cc] Send a sympathy card to the family from the GGC.
- (5) Upon notification of the death of the mother, father, or an immediate family member of a Grand Officer, Past Grand Guardian or Past Associate Grand Guardian:
 - [aa] Send a sympathy card to the GGC member.

- (6) Submit one (1) printed and an electronic report of duties performed and an itemized statement of expenses to the Grand Secretary before the close of the Annual Session.
- (c) **The Grand Librarian shall:**
 - (1) Obtain judges and supervise the Literary and Arts & Crafts Competitions at the Annual Session.
 - (2) Recommend articles and books to the Bethels that will be helpful to the Bethel Librarian.
 - (3) Submit one (1) printed and an electronic report of duties performed and an itemized statement of expenses to the Grand Secretary before the close of the Annual Session.
 - (4) Serve as a member ex-officio of the Grand Bethel Committee.
- (d) **The Grand Director of Music shall:**
 - (1) Provide suitable music for the Annual Session.
 - (2) Obtain judges and supervise the Music Competition at the Annual Session.
 - (3) Submit one (1) printed and an electronic report of duties performed and an itemized statement of expenses to the Grand Secretary before the close of the Annual Session.
 - (4) Serve as a member ex-officio of the Grand Bethel Committee.
- (e) **The Grand Senior and Junior Custodians shall:**
 - (1) Care for the properties of the GGC during the Annual Session and give assistance to the Grand Guardian as required.

Section 11. Grand Bee Keeper

(a-c) (See Supreme B-GGC Art. III Sec. 11)

ARTICLE IV COMMITTEES

Section 1. Standing Committees

(See Supreme C-GGC Art IV Sec. 1)

- (a) Standing Committees are: Appeals and Grievance, Finance, Grand Bethel and Jurisprudence.
 - (1) All Standing Committees shall have a member appointed for a three (3) year term.
 - (2) No member may serve more than three (3) consecutive years. After a one (1) year absence a member may be re-appointed.
 - (3) Should a vacancy occur on a Standing Committee during the year, the Grand Guardian shall appoint an eligible member.
 - (4) Have in her/his charge and turn over to her/his successor, all records pertaining to the committee.
 - (5) Submit one (1) printed and an electronic report of duties performed and an itemized statement of expenses, if applicable, to the Grand Secretary before the close of the Annual Session.
- (b) **Appeals and Grievance Committee** composed of three (3) members. Duties:
 - (1) Investigate all appeals, complaints or grievances lawfully filed.
 - (2) Report recommendations to the Executive members the GGC within thirty (30) days of receipt.
 - (3) Submit one (1) printed and an electronic report of the duties performed and an itemized statement of expenses to the Grand Secretary before the close of the Annual Session.
- (c) **Finance Committee** composed of three (3) members. The Grand Marshal shall serve as a member ex-officio. Duties:
 - (1) Approve or disapprove any accounts presented as claims against the GGC.
 - (2) Make recommendations for the improvement of the financial status of the GGC.
 - [aa] This would include assisting the Executive Grand Guardian Council in developing an annual budget to be presented for consideration at the Annual Session.
 - [bb] The finance Committee shall secure input from at least the Vice Grand Guardian, Vice Associate Grand Guardian, Grand Secretary and Grand Treasurer in putting together the proposed budget for the succeeding year.
 - [cc] A draft of the proposed budget shall be presented to the Executive Grand Guardian Council prior to the Winter/Spring Grand Bethel Meeting.

- [dd] A final proposed budget shall be made available to the voting delegates by the same deadline as proposed amendments for consideration. The finance Committee shall coordinate with the Grand Secretary to accomplish this.
- (3) Submit one (1) printed and an electronic report of the duties performed and an itemized statement of expenses to the Grand Secretary before the close of the Annual Session.
 - [aa] Include a list of all bills presented to the GGC and action taken.
- (4) Audit the books and accounts of any Bethel when requested to do so by the Grand Guardian.
- (5) Make recommendations concerning insurance on supplies.
- (6) One (1) member of this committee shall be appointed by the Grand Guardian to the GGC Session Arrangements Committee.
- (d) **Grand Bethel Committee** composed of four (4) members. The Grand Bethel Guardian shall be a Past Bethel Guardian, the Associate Grand Bethel Guardian, a Past Associate Bethel Guardian. The Grand Bethel Committee Secretary and Grand Bethel Committee Treasurer shall be a current a Past Bethel Guardian. Ex-Officio members and advisory Board: refer to R&R GRAND BETHEL, Art. XVI, Sec.1 (b-c) Duties:
 - (1) Hold at least two (2) meetings, one (1) in the fall and one (1) in the spring prior to the opening of Grand Bethel Session.
 - (2) The Grand Bethel Guardian shall:
 - [aa] Submit one (1) printed and an electronic report of duties performed to the Grand Secretary 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, Art. XVII Sec.1-4
- (e) **Jurisprudence Committee** composed of three (3) members. Duties:
 - (1) Carefully consider all properly submitted amendments to the C&B and SOPs of the GGC.
 - (2) The report of this committee shall be the first order of business after the reports of the Grand Guardian and the Associate Grand Guardian.
 - (3) Consider the questions pertaining to the law that are referred to it by any member of a Bethel or this GGC.
 - (4) Advise the Grand Guardian when requested on the legality of any action, ruling or question.
 - (5) Review the stubs of Special Dispensations granted and advise on them.
 - (6) Submit one (1) printed and an electronic report of the duties performed and an itemized statement of expenses to the Grand Secretary before the close of the Annual Session.
 - (7) Give careful consideration to the Uniform Code for Bethels or amendments thereto.
 - [aa] Approve / Disapprove the Uniform Code for Bethels or Amendments within 60 (sixty) days after receipt of same.
 - (8) The Chairman shall:
 - [aa] Review the Uniform Code for Bethels or Amendments thereto for approval and signature.
 - [bb] Forward one (1) copy of same and seven (7) copies of the certification sheet received from the Bethel to the members of the committee for their approval and signatures.
 - (9) Committee members shall:
 - [aa] Review the Uniform Code for Bethels or Amendments thereto for approval and signature.
 - [bb] Forward approved copy of the Uniform Code for Bethels or Amendments thereto and seven (7) signed copies of the certification sheet to the next committee member or Grand Guardian.
 - [cc] Forward Approved copy of the Uniform Code for Bethels or Amendments thereto and Committee for distribution.
 - (10) The Chairman shall:
 - [aa] Distribute one (1) copy of the Uniform Code for Bethels or Amendments thereto and one (1) signed copy of the certification sheet to the Grand Secretary.
 - [bb] Retain one (1) copy of the uniform Code for Bethels or Amendments thereto and one (1) signed copy of the certification sheet.

- [cc] Return one (1) copy of the Uniform Code for Bethels or Amendments thereto and four (4) signed copies of the certification sheet to the Bethel.
- [dd] Return one (1) copy of Uniform Code for Bethels or Amendments thereto and one (1) signed copy of the certification sheet to the Grand Guardian.
- (11) The Bethel shall:
 - [aa] Attach one (1) signed copy of the certification sheet to each copy of the Uniform Code for Bethels or Amendments thereto.
 - [bb] Provide one (1) copy to:
 - {1} Honored Queen
 - {2} Bethel Guardian
 - {3} Associate Bethel Guardian
 - {4} Guardian Secretary who shall file the copy in the Bethel's Permanent Record Book.
 - {5} These copies shall be passed on to their successor.

Section 2. Other Committees

- (a) **Credentials Committee** composed of five (5) members. Duties:
 - (1) With the assistance of the Grand Secretary maintain the necessary credential books. Refer to the current record of the GGC membership and the Grand Session Registration. If not current, collect from each delegate twenty dollars (\$20.00).
 - (2) Present a voting card and ballot to each member enlisted.
 - (3) Be prepared to give a partial report before the opening of the business session stating that a quorum is present.
 - (4) Prepare a final report to be read before the annual election of officers. Include the following who have registered and paid the required fees.
 - [aa] Job's Daughters.
 - [bb] Voting delegates.
 - [cc] Distinguished Guests.
 - [dd] Non-voting Delegates.
 - [ee] Total number registered and number of Bethels represented.
 - (5) Submit one (1) printed and an electronic report of duties performed, with a financial statement of money collected, before the close of the Annual Session.
- (b) **Promotion Committee** composed of at least five (5) members from various areas of the Jurisdiction and the Vice Grand Guardian to be Ex-officio. Duties:
 - (1) Promote the growth of the Order and assist the Grand Guardian.
 - [aa] Assist a Bethel in maintaining the required members needed for a stated meeting.
 - [bb] Assist by obtaining prospective new Bethel members or Bethel Council Members in an area where the Grand Guardian sees the possibility of success to institute a new Bethel or reinstitute a Bethel which is no longer in existence.
 - [cc] Keep in close contact with the Chairman of Fraternal Relations Committee and other Grand Officers in regard to promotional activities.
 - (2) Submit one (1) printed and an electronic report of the duties performed and an itemized statement of expenses to the Grand Secretary before the close of the Annual Session.
 - (3) The Chairman shall keep a file of Reports and all other promotional material including requests for information and all contacts made, either personal or in writing.
 - (4) Obtain supplies needed for promotional work through the Grand Secretary's office.
 - (5) Work in conjunction with the Website Committee to provide pertinent information to Bethels, Councils, and website visitors – potential members/parents.
 - (6) Email or telephone at least one Executive member of Bethel Guardian Councils or the Bethel Beekeeper with a list of suggestions of promotional information.
- (c) **Fraternal Relations Committee** composed of five (5) members. The Associate Grand Guardian shall serve as Chairman. Duties:
 - (1) Make known to the members of various Masonic Family organizations the ideals and purpose of Job's Daughters International.
 - (2) Encourage the exemplification of the ritualistic work for eligible adult organizations.

- (3) Maintain contact with the Associate Bethel Guardians and Promoters of Fraternal Relations of the Bethels.
- (4) Assist the Grand Guardian and/or Promotion Committee when requested to do so.
- (5) Encourage the Bethel members to find ways to show appreciation for the use of Masonic Temples.
- (6) Submit one (1) printed and an electronic report of the duties performed and an itemized statement of expenses to the Grand Secretary before the close of the Annual Session.
- (d) **Educational Awards Committee** composed of three (3) members. Duties:
 - (1) Determine recipient(s) for awards from the Educational Fund:
 - [aa] Eligibility requirements for awards from the Educational Fund.
 - {1} Members who are college eligible.
 - {2} Majority members who are college eligible and have not reached thirty (30) years of age.
 - {3} 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.
 - {4} 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.
 - {5} Applications must be postmarked no later than June 1.
 - {6} 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.
 - [bb] 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-Kati Lindsey and Vance Mason Educational Award each year.
 - [aa] Eligibility requirements for awards the Debbie-Kati Lindsey and Vance Mason Educational Award Fund.
 - {1} Members who are enrolled in college, vocational or technical programs
 - {2} Majority members who are college, vocational or technical-eligible and have not reached thirty (30) years of age and are at least second-year college students or beyond.
 - {3} Member(s) of an active Bethel except those under reorganization who have 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.
 - {4} 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.
 - {5} Applications must be postmarked no later than June 1.
 - {6} An awardee may receive the Debbie-Kati Lindsey and Vance Mason Educational Award only once.
 - [bb] An alternate will be selected who will receive the award if the winner does not complete her plans to enroll in further education.
- (3) A member may not receive both an award from the Educational Fund and the Debbie-Kati Lindsey and Vance Mason Educational Award in the same year.
- (4) A member may not receive more than two (2) awards. Except in extenuating circumstances which will be determined by the Education Committee and the Associate Grand Guardian.
- (5) Educational Awards shall be in the amount of five hundred dollars (\$500.00).
 - [aa] The amount available for presentation of awards from the Educational Fund shall not exceed the lesser of:
 - {1} Five Thousand Dollars (\$5,000.00)

- {2} The amount placed into the Educational Fund by the Honored Queen 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.
- [bb] Awards shall be given from the Debbie and Kati Lindsey and Vance Mason Educational Award fund until such time as no funds are no longer available..
- (1) Awards are given for continuing educational studies in an academic or vocational institution.
 - (2) The Grand Guardian shall approve the applications and the evaluation systems to be used in determining recipients of awards.
 - (3) The Grand Secretary will issue checks to the awardees upon receipt of proof of enrollment from the awardee.
 - (4) 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.
 - (5) The chairman shall submit one (1) printed and an electronic report of the duties performed and an itemized statement of expenses to the Grand Secretary before the close of the Annual Session.
- (e) **Trophy Committee** composed of three (3) members. Duties:
- (1) Provide to the Grand Bethel Guardian 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 fifty hundred dollars (\$750.00); to be reimbursed by Grand Bethel.
 - (3) The Trophy Committee Chairman shall serve as a member ex-officio of the Grand Bethel Committee.
 - (4) Submit one (1) printed and an electronic report of the duties performed and an itemized statement of expenses to the Grand Secretary before the close of the Annual Session.
- (f) **GGC Session Arrangements Committee** composed of six (6) members appointed by the Grand Guardian; one (1) member who shall be appointed annually to serve for a three (3) year term with recommendations from the Elected Grand Line; two (2) members who shall be appointed annually for one (1) year terms; and a member of the Finance Committee (who shall not serve as Treasurer). The Chairman will be appointed by the Grand Guardian. The Secretary and Treasurer are designated within the committee. The Grand Guide and Grand Inner Guard shall serve as members ex-officio of the Committee. Duties:
- (1) Send information concerning the Annual Session to all persons on the current mailing list no later than April 1st.
 - (2) The committee is allowed five hundred dollars (\$500.00) to help defray expenses.
 - (3) Guideline figures on expenses and the Grand Guardian Council Tax ID Number may be obtained from the Grand Secretary.
 - (4) If a convention fee is assessed for the current Annual Session, it is collected by this committee and is used as expenses cost for the cost of the Annual Session.
 - (5) Collect registration fees of twenty-five dollars (\$25.00) per adult to be paid to the Grand Secretary. Collect registration fees of twenty-five dollars (\$25.00) per Daughter to be paid to the Grand Bethel Secretary.
 - (6) 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 up to two (2) banquet tickets for:
 - {1} Most Worshipful Grand Master of Masons of Idaho or his official representative.
 - [cc] Make arrangements for sufficient quantities of Program Booklets for the Annual Session.
 - (7) The Chairman shall prepare a detailed financial report of receipts and disbursements and file said report one (1) printed and an electronic copy with the Grand Secretary and the Chairman of the Finance Committee no later than September 1st following the Annual Session.

- [aa] The Finance Committee shall review the report and authorize deposit of surplus funds or payment of any deficit with the approval of the Executive members of the GGC. The Finance Committee may request an audit.
- [bb] The Grand Secretary shall include this report in the Proceedings of the Annual Session.
- (8) After all Annual Session bills are paid, the remaining funds shall be divided equally between the Grand Guardian Council and the Grand Bethel.
 - [aa] The share going to the GGC shall be deposited in the Session Arrangements Committee Account and used for the next year's session, not to exceed \$500.00. The remainder of the funds to be deposited into the GGC general funds account.
 - [bb] Any deficit justified shall be paid from the General Fund with the approval of the Executive members of the GGC and the Finance Committee.
- (g) **Audit Committee**
 - (1) Audit the books of the Grand Secretary and the Grand Treasurer at the close of each fiscal year.
 - [aa] When a new Grand Secretary or Grand Treasurer is elected and installed, the Audit Committee will make arrangements for the books of that office to be audited by a CPA. If neither the Grand Secretary have changed after five (5) years. The Audit Committee shall determine if a CPA audit is deemed necessary.
 - (2) Give a verbal report after Jurisprudence Committee. Submit one (1) printed and an electronic report of duties performed to the Grand Secretary before the close of the Annual Session.
 - [aa] Upon audit by a CPA, the audit shall be distributed among the Executive GGC for review and then to be included in the proceeding of the Annual Session.
- (h) **Adult Award Committee** composed of three (3) members and shall include at least one (1) recipient of the Degree of Royal Purple and one (1) recipient of the Idaho GEM Award from the Grand Guardian Council. The Committee will alternate for the Degree of Royal Purple and the Idaho GEM Award Committees, depending on which will be conferred that year. Duties:
 - (1) Distribute information to the Bethels regarding the nomination process.
 - (2) Distribute nomination forms when requested.
 - (3) Receive nominations and recommendations from Executive members of the Bethel Guardian Councils.
 - (4) Determine the recipient(s) of the award in accordance with the eligibility requirements as outlined in RULES AND REGULATIONS DEGREE OF ROYAL PURPLE Articles III, IV, and V OR in RULES AND REGULATIONS IDAHO GEM AWARD, Articles III, IV, and V.
 - (5) Confer with the Grand Bethel Chairman concerning arrangements for the conferral of the degree or award at the Annual Session of the GGC.
 - (6) Order a medallion(s) when funds are received from the nominator(s):
 - [aa] See R&R Degree of Royal Purple Articles VI and VII and R&R Idaho Gem Award Articles VI and VII.
 - [bb] Deliver a rose(s), certificate(s) and medallion(s) to the Grand Bethel Guardian when the Degree of Royal Purple OR Idaho GEM Award Ceremony is to be performed.
 - (7) Maintain permanent files which the Chairman shall turn over to a successor.
 - (8) Submit one (1) printed and an electronic report of the duties performed and an itemized statement of expenses to the Grand Secretary before the close of the Annual Session.
- (i) **Web Site/Social Media Committee** composed of at least three (3) members. In addition, the Grand Guide and Grand Marshal, Grand Bethel Honored Queen and Miss Idaho Job's Daughter shall serve as ex-officio members. Duties:
 - (1) Establish and maintain an Internet Web Site for the Idaho Jurisdiction of Job's Daughters International.
 - (2) Promote and announce events for Idaho Job's Daughters on Facebook, Instagram, etc. and oversee the integrity of these spaces that they are in compliance with Supreme mandates and are within our standards.
 - (3) Expenses not to exceed four hundred dollars (\$400.00) annually will be paid from the General Fund.

- (j) **Directory Committee** composed of one (1) or two (2) members of the Grand Guardian Council to be appointed by the Grand Guardian annually. Duties:
 - (1) Receive/Collect/Request all current contact information for Bethels, all members of Executive Bethel Councils, Grand Guardian Council, and Grand Committees.
 - (2) Receive all orders for the directory before the end of the current Grand Session. Revise the current directory to reflect updates, allow the Grand Guardian the opportunity to make edits, and then electronically forward to the Grand Secretary for final edit and printing.
 - (3) Keep all information collected on a thumb drive to be passed to future Committee members and to keep information current and easily accessible.
 - (4) Provide the Website Committee with the newly revised directory.
 - (5) Ascertain the site is in compliance with Supreme Guardian Council Web Site guidelines, and that a hyper-link between the two sites is maintained.
 - (6) Submit one (1) printed and an electronic report of the duties performed and an itemized statement of expenses to the Grand Secretary before the close of the Annual Session.
- (k) **Leadership Committee/Job's Daughter University (JDU)** composed of five (5) members. One (1) member shall be a member of the Grand Bethel Committee and shall serve as liaison. Duties:
 - (1) Initiate, promote and develop a Leadership Program that will enhance the Order's objective of development of leadership as well as the basic skills of Bethel Management and life skills.
 - (2) Offer effective workshops to train those who are interested in Leadership Development in our jurisdiction.
 - (3) Develop a "Training Team" of individuals who possess a level of talent and skills and are willing to present training programs.
 - (4) Submit one (1) printed and electronic report of duties performed and an itemized statement of expenses to the Grand Secretary before the close of the Annual Session.
- (l) **Hearing Improvement Kids Endowment (HIKE)** composed of three (3) members. One (1) member shall serve as a liaison with the Sessions Arrangements Committee. Duties:
 - (1) Campaign, promote, and help develop HIKE fundraisers at the State and Bethel levels to improve donations to the HIKE fund from Idaho and increase awareness of HIKE.
 - (2) To arrange a HIKE event at our annual Grand Session, in conjunction with Sessions Arrangements and the Advisory Board.

Section 3. Vacancies

- (a) Should a vacancy occur on a Standing Committee during the year, the Grand Guardian shall appoint an eligible member.

ARTICLE V FINANCES

Section 1. Receipts/Revenue

- (a) (See Supreme B-GGC Art. V Sec. 1 (a))

Section 2. Fees

- (a) (See Supreme B-GGC Art. VI Sec. 2)
- (b)-(c) (See ID-SOP GGC-4 Sec. 2)

ARTICLE VI PENALTIES AND FINES

Section 1. Penalties

- (a-d) (See Supreme B-GGC Art. VI Sec. 1)

Section 2. Fines

- (a)-(c) (See ID-SOP-GGC-9)

EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.

(a-b) (See Supreme B-GGC Art. VII Sec. 1)

(a-b) (See SGC-SOP-GGC-3)

(See ID-SOP-GGC-3)

ARTICLE VIII

DISCIPLINE AND REMOVAL FROM OFFICE

Section 1. Discipline

(a-b) (See Supreme B-GGC Art VIII Sec. 1)

Section 2. Removal from Office

(a-b) (See Supreme B-GGC Art VIII Sec. 2)

ARTICLE IX

ELECTION, VOTING PRIVILEGES AND PROXY

Section 1. Elections

(a-c) (See Supreme B-GGC Art. XIII Sec.1)

(d) The annual election of GGC officers shall be held the second day of the Annual Session at 1:00 p.m.

(e) The Associate Grand Guardian shall preside during the election. Election may be by secret ballot or by aspiration. The Associate Grand Guardian will determine the method of elections, with the following exceptions:

(1) The following offices shall be by secret ballot only.

[aa] Grand Guide.

[bb] Grand Marshal.

[cc] Grand Inner Guard.

[dd] Grand Outer Guard.

(2) If more than one person aspires for the same office, elections shall be by secret ballot for that office.

Section 2. Voting Privileges

(a) (See Supreme B-GGC Art. IX Sec. 2)

Section 3. Proxy

(a) (See Supreme B-GGC Art. IX Sec 3)

(b) No vote shall be cast by proxy.

**ARTICLE X
APPOINTMENTS**

Section 1.

(a) (See Supreme B-GGC Art. X Sec. 1)

**ARTICLE XI
TERM**

Section 1.

(a) (See Supreme B-GGC Art. XI Sec. 1)

**ARTICLE XII
INSTALLATION**

Section 1.

(a) (See Supreme B-GGC Art. XII Sec. 1)
(See Supreme SOP-GGC-6)

**ARTICLE XIII
PREGROATIVES EXTENDED TO A GGC**

Section 1.

(a)-(gg) (See Supreme B-GGC Art. XIII)

2016

Standard Operating Procedures - GGC

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

ID SOP-GGC-1

APPEALS

Section 1.

(a) (See Supreme SOP-GGC-1)

ID SOP-GGC-2

BOOK OF CEREMONIES

Section 1.

(a-d) See (Supreme SOP-GGC-2 Sec. 1)

(e) An original entrance ceremony for use at a Bethel Installation may be used if approved by the Grand Guardian. To obtain approval, two (2) copies of the same must be sent to the Grand Guardian well in advance of the Installation. The Grand Guardian will return one (1) copy to the Bethel showing her written approval for the one-time use of the ceremony.

ID SOP-GGC-3

EDUCATIONAL AND PROMOTIONAL FUNDS

Section 1.

(a-b) (See Supreme SOP-GGC-3)

(c) Each chartered Bethel shall conduct a fund-raising project each term for the Educational and Promotional Funds.

- (1) Two-thirds ($2/3$) of the funds raised shall be remitted to the Grand Secretary within thirty (30) days of completion of the project, to be divided equally between the Education and Promotion funds.
- (2) One-third ($1/3$) shall remain within the Bethel.

Section 2. Education Fund

(a) The Education Fund of the GGC shall consist of money now on hand and all money, donations, bequests and interest that may accumulate from this fund.

- (1) The purpose of this fund shall be to assist members of Job's Daughters for further education.
- (2) Awards shall be granted only for professional, vocational or academic educational purposes.
- (3) The Grand Secretary shall be Secretary for the fund and the Grand Treasurer shall be Treasurer for the fund.
- (4) The interest payments of GGC savings accounts shall be credited to the Educational Fund, except from those designated as investment accounts.

Section 3. Promotion Fund

(a) The Promotion Fund of the GGC shall consist of money now on hand and all project money received per fiscal year.

- (1) The expenses for the organization, institution and chartering of new Bethels shall be paid from the Promotional Fund.
- (2) All Promotional bills, except gratis supplies, shall be sent to the Finance Committee for approval.
- (3) All expenses pertaining to promotion shall be approved by the Grand Guardian before going to the Finance Committee.

**ID SOP-GGC-4
FINANCES****Section 1. Receipts/Revenue****(a) General Fund**

- (1) Dispensation fee of seventy-five dollars (\$75.00) for new Bethels.
- (2) Charter fee of twenty-five dollars (\$25.00) for new Bethels.
- (3) Initiation fee of four dollars (\$4.00) which shall annually increase by two percent (2%) of four dollars (\$4.00) which shall annually increase by two percent (2%) beginning January 1, 2004 for each new member, paid by the Bethel annually on their report (Form 110).
- (4) Annual dues for each member reported by Charter Bethels on December 31, 2007 is ten dollars and twelve cents (\$10.12) and annually shall increase by two percent (2%)
[aa] For each active member reported by Bethels on their Annual Report (Form 110). "Active" means still on the membership roll.
- (5) Fees required on Form 123 (Annual Report of the Grand Guardian Council).
- (6) One-half (1/2) of any profit from the GGC Session Arrangements Committee after all bills have been paid.

Section 2. Fees

- (a) (See Supreme SOP-GGC-4 Sec. 2)
- (b) (See Supreme SOP-GGC-4 Sec. 2)
- (c) Each member of the GGC shall pay annual GGC dues of twenty dollars (\$20.00). Payment of the annual dues and registration fee for the Annual Session is a necessary condition to vote at any meeting of the GGC, including the Annual Session. (See B-GGC, Art. VII Sec1)
 - (1) Executive Members of the BGC shall see that this fee is paid to the Grand Secretary at the time of BGC Installation.
 - (2) Any past or present Bethel Guardian or Associate Bethel Guardian may become a life member by paying the current dues times twenty-five (25). The money received from Life Memberships shall be prudently invested, separate and apart from the normal operating income. Interest accumulated shall be used to pay the participating members' dues each year and for such programs as will perpetuate the principles of Job's Daughters. The fund shall be under the jurisdiction of the Grand Guardian, Associate Grand Guardian, and the Chairman of the Finance Committee. Ex-officio members shall be the Vice Grand Guardian, Vice Associate Grand Guardian and Grand Secretary. The Grand Treasurer shall maintain the Life Membership Fund. The Grand Secretary will issue a Life Membership card upon payment of the Life Membership fee.
 - (3) Each adult attending the Annual Session is required to pay a registration fee of twenty-five dollars (\$25.00), to be collected by the GGC Session Arrangements Committee and paid to the Grand Secretary.

Section 3. Exemption

- (a) (See Supreme SOP-GGC-4 Sec 3)

Section 4. Disbursements**(a) General Fund**

- (1) The fee charged for the audit of the books and records of the Grand Secretary and Grand Treasurer.
- (2) Memorial gift in the amount of fifty (\$50.00) to the Scholarship Fund upon the death of a Past Grand Guardian, Past Associate Grand Guardian or a current Grand Officer.
- (3) Official Past Grand Guardian and Past Associate Grand Guardian jewels to the extent allowed by B-GGC Art. III, Sec. 6 (v).
- (4) The GGC Session Arrangements Committee shall be paid five hundred dollars \$500.00.
- (5) The Session Stenographer shall be paid fifteen dollars (\$15.00).

- (6) Invitations and program booklets for the Annual Session.
- (7) Petty Cash Fund.
- (8) Insurance for the Grand Secretary Supplies and equipment listed in inventory.
- (9) Office and general supplies for the Bethels and the GGC.
- (10) All Committee expenses unless otherwise specified under Committees.
- (11) The cost for the rent of the storage locker.
- (12) **Grand Guardian Expenses:**
 - [aa] Official letterhead, copying of official letters and her Annual Report.
 - [bb] Postage
 - [cc] Lodging, voting delegate registration fee and formal banquet ticket to attend the Annual Session of the Supreme Guardian Council. As the official delegate of this Grand Jurisdiction, she is required to attend the SGC business meetings.
 - [dd] Travel to the Annual Session of the Supreme Guardian Council shall be allowed via the most economical airfare available or, if less expensive and desirable, by automobile by the most direct route at a rate equal to that set by the Internal Revenue Service, for charitable purposes, per mile roundtrip.
 - [ee] Mileage at a rate equal to that set by the Internal Revenue Service for charitable purposes, per mile for one way transportation to Annual Session, adult registration fee (not including add-ons) and hotel bill while at the Annual Session of the GGC and such banquet and luncheon tickets as desired for planned meals.
- (13) **Associate Grand Guardian Expenses:**
 - [aa] Mileage at a rate equal to that set by the Internal Revenue Service for charitable purposes, per mile for one way transportation to Annual Session, adult registration fee (not including add-ons) and hotel bill while at the Annual Session of the GGC and such banquet and luncheon tickets as desired for planned meals.
 - [bb] If the Associate Grand Guardian so chooses to attend the Annual Session of the Supreme Guardian Council, a four hundred- and fifty-dollar (\$450.00) travel allotment and his voting delegate registration fee shall be paid if he attends the SGC business meetings.
 - [1] If the Associate Grand Guardian cannot attend the Annual Session of the SGC, he may appoint the Vice Associate Grand Guardian to represent him at the session, paying over said funds.
- (14) **Vice Grand Guardian Expenses:**
 - [aa] Compensation for the cost of two hundred (200) stamps for the expenses of her office.
 - [bb] A loan of up to two thousand five hundred dollars (\$2,500.00) may be obtained to cover a deposit for the Annual Session facilities. To be reimbursed by the GGC Session Arrangements Committee as funds become available.
- (15) **Grand Secretary:**
 - [aa] Monthly compensation of one hundred fifty dollars (\$150.00) for services rendered and the rental of office space and storage for supplies. Such expenses shall not exceed one thousand eight hundred dollars (\$1,800.00) annually.
 - [bb] GGC Annual Session expenses of fifty dollars (\$50.00).
 - [cc] Lodging and delegate registration fee to the Annual Session of the SGC **OR** GGC.
 - [dd] Travel to the Annual Session of the Supreme Guardian Council shall be allowed by the most economical airfare available or, if less expensive and desirable, by automobile by the most direct route at a rate equal to that set by the Internal Revenue Service for charitable purposes, per mile round trip.
- (16) **Grand Treasurer Expenses:**
 - [aa] Monthly compensation of twenty-five (\$25.00) for services rendered and rental of office space and storage of supplies. Such compensation not to exceed three hundred dollars (\$300.00) annually.
 - [bb] GGC Session expenses of fifty dollars (\$50.00).

- (17) **Grand Marshal Expenses:**
 - [aa] Compensation up to fifty dollars (\$50.00) for decorations for the Grand Guardian Council Banquet.
- (18) Web Site Committee:
 - [aa] Expenses not to exceed four hundred dollars (\$400.00) annually.
- (19) **Grand Chaplain Expenses:**
 - [aa] Compensation up to fifty dollars (\$50.00) for decorations for the Memorial Ceremony.
- (b) Promotion Fund
 - (1) Supreme Guardian Official Visit expenses:
 - [aa] Hostess Bethels allowed one hundred twenty-five dollars (\$125.00).
 - [bb] Gift not to exceed twenty-five dollars (\$25.00) purchased by the Grand Guardian.
 - [cc] Motel expenses for not more than two (2) nights.
 - [dd] Reimbursement to any GGC member paying for meals for the Supreme Guardian during her visit.
 - [ee] When the Associate Supreme Guardian is present, the same expenses for motel and gift will be allowed.
 - (2) **Grand Guardian Expenses:**
 - [aa] Seventy-five dollars (\$75.00) per Chartered Bethel for Official Visits.
 - [bb] Mileage of five cents (.05) per mile for promotional work. Promotional work includes, but not limited to, travel to represent Idaho Job's Daughters at the other Idaho Masonic Grand meetings. All mileage reimbursements shall be approved by the Finance Committee before being paid. Travel expenses not allowed if along her official visit route. If necessary to retrace her steps to care for an emergency or give needed assistance, such mileage reimbursement applies.
 - [cc] Necessary expenses for organizing, chartering and instituting new Bethels (See Supreme B-GGC, Art. III, Sec. (2) (e))
 - [dd] A one hundred dollar (\$100.00) allowance to attend the annual SGC Leadership Workshop.
 - (3) **Associate Grand Guardian Expenses:**
 - [aa] Forty dollars (\$40.00) per Chartered Bethel for Official Visits.
 - [bb] Mileage of five cents (.05) per mile for promotional work. Promotion includes, but is not limited to, travel to represent Idaho Job's Daughter at the other Idaho Grand meetings. All mileage reimbursement shall be approved by the Finance Committee before being paid. Travel expenses not allowed if along the official visit route. If necessary to retrace his steps to care for an emergency or give needed assistance, such mileage reimbursement applies.
 - (4) **Vice Grand Guardian Expenses:**
 - [aa] A one-hundred-dollar (\$100.00) allowance to attend the annual SGC Leadership Workshop.
 - (5) Leadership Committee Expenses:
 - [aa] Expenses not to exceed one thousand dollars (\$1,000.00) annually.
 - (6) Trophy expenses of up to seven hundred fifty dollars (\$750.00) per year for awards to be given at the Annual Session of the GGC. The cost of awards is to be reimbursed by Grand Bethel.
 - (7) Payments to the general fund to cover cost of gratis supplies furnished by the General Fund.
 - (8) When the balance of this fund reaches zero (0), all expenses shall be paid from the General Fund.
- (c) Educational Fund
 - (1) Educational Awards.
 - (2) Expenses of the Educational Awards Committee.

ID SOP-GGC-5

GRAND BETHEL

1. Regalia for Grand Bethel Officers, Representatives and Choir members

(a-c) (See Supreme SOP-GGC-5.1 Sec 1)

2. Medallions and pins for Grand Bethel Officers, Representatives and Choir member

(a) (See Supreme SOP-GGC-5.1 Sec 2)

3. (See Supreme SOP-GGC-5)

4. Age Eligibility

(a) (See Supreme SOP-GGC-5.1 Sec. 4)

5. The Jurisdiction of Idaho has approved a Grand Bethel.

(See Idaho Grand Bethel R & R)

ID SOP-GGC-6

INSTALLATION

Section 1.

(a-b) (See Supreme SOP-GGC-6)

(c) No officer shall be installed by proxy.

(d) Installation of the Grand Guardian Council shall be held prior to the close of the Annual Session and may be a combined installation with the Grand Bethel Officers and Grand Bethel Representatives.

ID SOP-GGC-7

MANUAL OF RULES AND REGULATIONS

Section 1. Amendments

- (a) (See Supreme SOP-GGC-7)
 - (1) Upon approval the Grand Secretary's office will notify all Bethels and GGC members by email or postcard that the Amendments have been approved and are ready to be downloaded from the Idaho website and printed on the appropriate color paper.
- (b-d) (See Supreme SOP-GGC-7)
- (e) Amendments to the Idaho Constitution and Bylaws may be made at any Annual Session of this GGC by a two-thirds (2/3) affirmative vote of the members present and voting. Amendments to Standard Operating Procedures shall be approved at the Annual Session of the GGC by a majority vote of the members present and voting.
 - (1) Amendments proposed by members of the GGC shall be sent in writing to the Grand Secretary at least sixty (60) days prior to Annual Session.
 - (2) A copy of all proposed amendments will be posted on the Idaho Website thirty (30) days prior to the Annual Session.
- (f) Proposed immediate amendments shall be submitted in writing and be signed by ten (10) Delegates representing ten (10) different Bethels. They shall be adopted only by unanimous vote of the members present and voting during the Annual Session.
- (g) Amendments shall not become effective until approved by the Vice Supreme Guardian and the Supreme Jurisprudence Committee. Upon approval the Grand Secretary's office will notify all Bethels and GGC members by email or postcard that the Amendments have been approved and are ready to be downloaded from the Idaho website and printed on the appropriate color paper.

SOP-GGC-8**MEETINGS****Section 1.**

(a-b) (See Supreme SOP-GGC-8)

- (c) This GGC shall meet in Annual Session either the third or fourth Thursday in June. In the event of an emergency the Grand Guardian, with written consent of the Associate Grand Guardian, Vice Grand Guardian and Vice Associate Grand Guardian, or any two of them, may change the dates or place of meeting or cancel the Annual Session. Notice of the Jurisprudence Committee and Finance Committee.
- (d) The Grand Guardian may call a semi-annual or special meeting of this GGC for the transaction of business of this GGC.
- (e) A quorum for the transaction of business of this GGC shall consist of the Executive Members of the Bethel Guardian Councils representing one half (1/2) of the Bethels of this Jurisdiction. Should this number fall between two (2) whole numbers the number required for a quorum shall be rounded up to the next whole number.
- (f) Rules of Order governing the procedure of this GGC shall be those set forth in SOP-SGC 16 substituting the word "Grand" for "Supreme" and "Bethel" for "Grand".
- (g) The presiding Grand Guardian shall set aside a time to receive invitations for the next Annual Session. The acceptance of such invitations is by majority vote of the members present.
- (h) If no invitations are received, the Grand Guardian shall designate the place of meeting.

SOP-GGC-9

PENALTIES AND FINES

Section 1. Fines shall be levied for:

(a) (See Supreme SOP GGC-9)

- (1) The Annual Report and accompanying fees must be received by the Grand Secretary no later than January 31st. Executive members of the BGC's who are delinquent in filing this report (Form 110) shall be fined twenty dollars (\$20.00) payable to the GGC. Executive members of the BGC delinquent in paying this fine shall lose their right to membership in the GGC and will be ineligible for reappointment as an Executive member of a BGC until such fine is paid.

(b-c) (See Supreme SOP GGC-9)

2016

Standard Operating Procedures – GGC

SOP-GGC-10

VACANCIES

Section 1.
(a-d) (See Supreme SOP-GGC-10)

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

**ARTICLE I
NAME**

Section 1.

(a) (See Supreme C-BGC Art I Sec. 1)

**ARTICLE II
OBJECT**

Section 1.

(a) (See Supreme C-BGC Art II Sec. 1)

**ARTICLE III
AUTHORITY**

Section 1.

(a) (See Supreme C-BGC Art III Sec.1)

**ARTICLE IV
MEMBERSHIP**

Section 1. Membership

(a) (See Supreme C-BGC Art IV Sec. 1)

Section 2. Loss of Membership

(a) (See Supreme C-BGC Art IV Sec. 2)

**ARTICLE V
COUNCIL MEMBERS**

Section 1.

(a) (See Supreme C-BGC Art V Sec.1)

**ARTICLE VI
ELIGIBILITY**

Section 1. Regular

(a-e) (See Supreme C-BGC Art. VI Sec. 1)

Section 2. Special

(a-b) (See Supreme C-BGC Art. VI Sec. 2)

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

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

Section 1. Duties

(a-h) (See Supreme B-BGC Art. I Sec. 1)

- (i) See that the approved Uniform Code for Bethels is filed in the front of the Permanent Record Book and that all approved amendments to said Uniform Code are noted therein.

Section 2. Applicants

(a) (See Supreme B-BGC Art. I Sec. 2)

Section 3. Vote

(a-b) (See Supreme B-BGC Art. I Sec. 3)

**ARTICLE II
DUTIES OF THE EXECUTIVE MEMBERS**

Section 1. The Bethel Guardian shall:

(a-m) (See Supreme B-BGC Art. II Sec. 1)

- (n) Make certain the Bethel initiates Pilgrims, or exemplifies the initiatory work, at least once during each Honored Queen's term.
- (o) See that preparations are made for the Official Visit of the Grand Guardian.
- (1) Arrange ample time to hold a meeting with the BGC.
- (2) Allot one and one-half (1½) hours for Grand Guardian school of instruction with Bethel members.
- (3) Have the following books and records available for inspection:
- [aa] Cash Book(s).
- [bb] Bethel Minute / Roll Call Book.
- [cc] Permanent Record Book.
- [dd] Binder containing Record of Dues Form 142.
- [ee] BGC Minute Book.
- (4) Remind the Executive members of the BGC to pay their membership fees to the GGC at the time of their council installation. Such fees are to be sent to the Grand Secretary.
- (5) Arrange for the lodging and meals of the Grand Guardian, as it is the privilege of the Bethel to have her as their honored guest.
- (6) Notify the Grand Guardian of the Bethel's plans well in advance of the date of her visit.
- (p) Be the representative of the Bethel at the Annual Session. Write a report of action taken by the GGC to be read to the Bethel at their first regular meeting after the Annual Session. If she is unable to attend the Annual Session, an Executive member of the BGC shall be appointed to represent the Bethel and make said report.
- (q) Submit a written report of the Bethel membership and activities for the year on the Guardian's report form sent to each Bethel Guardian by the Grand Secretary. Said report is to be given to the Grand Secretary not later than the close of the Annual Session of the GGC. These reports will become a part of the Annual Proceedings.
- (r) Request Special Dispensations from the Grand Guardian. (See Supreme SOP-Bethel-18)
- (s) See that the Honored Queen's Card is read and presented to each newly installed Honored Queen at the Bethel Installation.

- (t) Have in her charge, and turn over to her successor:
 - (1) Bethel Charter, if not permanently located at the meeting place.
 - (2) All copies of Proficiency Work.
 - (3) One (1) Ritual.
 - (4) One (1) copy of the Constitution and Bylaws of the SGC.
 - (5) One (1) copy of the Manual of Rules and Regulations of the GGC.
 - (6) One (1) copy of the Uniform Code for Bethels.
 - (7) One (1) copy of the Book of Ceremonies

Section 2. The Associate Bethel Guardian shall:

- (a-d) (See Supreme B-BGC Art. II Sec. 2)
- (e) (See Supreme B-BGC Art. II Sec. 2)
 - (1) See that the Audit Report is filled out, signed and attached to the Bethel Cash Book(s).
- (f) (See Supreme B-BGC Art. II Sec. 2)
- (g) Assist the Outer Guard in the performance of her duties and ascertain the eligibility of late visitors as needed.
- (h) Assist the members of the Pledge Committee in the performance of their duties as set forth in the Ritual.
- (i) Have in his charge and turn over to his successor:
 - (1) One (1) Ritual.
 - (2) One (1) copy of the Constitution and Bylaws of the SGC.
 - (3) One (1) copy of the Manual of Rules and Regulations of the GGC.
 - (4) One (1) copy of the Uniform Code for Bethels
- (j) Read ID SOP-BETHEL-5 Eligibility for Elections at the meeting prior to elections and again the night of election of Bethel Officers. No other comments are to be made or read.

Section 3. The Guardian Secretary shall:

- (a-e) (See Supreme B-BGC Art. II Sec. 3)
- (f) Have in her/his charge and turn over to her/his successor:
 - (1) Bethel Seal.
 - (2) Permanent Record Book(s).
 - (3) Binder(s) containing Record of Dues Form 142.
 - (4) Guardian Secretary's Cash Book (if applicable)
 - (5) One (1) copy of the Constitution and Bylaws of the SGC.
 - (6) One (1) copy of the Manual of Rules and Regulations of the GGC.
 - (7) One (1) copy of the Uniform Code for Bethels.
- (g) Order supplies from the Grand Secretary and the official jeweler.
- (h) Provide the Bethel Recorder with an envelope for mailing of ballots (Form 221) the Bethel members' recommendations for appointment to the Executive BGC.
- (i) Compile the items to be given to new members when initiated, which shall include the Welcome Book, Receipt of Dues and Parent's card(s).
- (j) See that the Treasurer's Report (Form 151) is filed in the envelope fastened to the Minute / Roll Call Book.
- (k) Issue receipt for dues collected, obtain the signature of the Bethel Recorder and affix the Bethel Seal.
- (l) Record the receipt of dues in the Record of the Dues Book, which contains a Form 142 for each Bethel member. Form 142 shall be kept forever.
 - (1) At the time a member reaches Majority, is suspended or expelled, Form 142, Record of Dues, shall be attached to her original Application for Membership (Form 130 or 131) and kept forever.

Section 4. The Guardian Treasurer shall:

- (a-d) (See Supreme B-BGC Art. II Sec. 4)
- (e) Supervise the use of Forms 150 and 151. File Form 150 in the Cash Book.
- (f) Deposit all Bethel funds within seven (7) working days to the credit of the Bethel, retaining a duplicate of the deposit slip.

- (g) Check carefully the monthly bank statements in conjunction with the Bethel check book and the Bethel Cash Book(s).
- (h) Have in her/his charge and turn over to her/his successor:
 - (1) The Bethel Check Book, and records of account.
 - (2) Guardian Treasurer's Cash Book (if applicable).

Section 5. The Guardian Director of Music shall:

- (a-c) (See Supreme B-BGC Art. II Sec. 5)
- (a) Follow the instructions for the Bethel Musician and Choir as set forth in the Ritual and Music Ritual of the Order.
- (b) Hold special practices for the Bethel Choir and/or obtain permission from the Honored Queen to hold short practices during Good of the Bethel.
- (f) Care for and maintain all music of the Bethel.
- (g) Have in her/his charge and turn over to her/his Successor:
 - (1) One (1) Ritual.
 - (2) One (1) Music Ritual and/or CD.

OR The Guardian Director of Epochs shall:

- (a-c) (See Supreme B-BGC Art. II Sec.5)
- (d) Have in her/his charge and turn over to her/his successor:
 - (1) One (1) Ritual.
 - (2) One (1) copy of the Proficiency Work.
 - (3) One (1) Book of Ceremonies.

OR The Guardian Director Promotion shall:

- (a-c) (See Supreme B-BGC Art. II Sec.5)

**ARTICLE III
DUTIES OF ASSOCIATE MEMBERS**

Section 1. The Promoter of Sociability shall:

- (a-d) (See Supreme B-BGC Art. III Sec. 1)
- (e) Have charge of the Initiatory Card.

Section 2. The Custodian of Paraphernalia shall:

- (a-e) (See Supreme B-BGC Art. III Sec. 2)

Section 3. The Promoter of Finance shall:

- (a-d) (See Supreme B-BGC Art. III Sec. 3)

Section 4. The Director of Epochs or Director of Music shall:

- (See ID-B-BGC Art. II Sec. 5)

Section 5. The Promoter of Hospitality shall:

- (a-d) (See Supreme B-BGC Art III Sec. 5)

Section 6. The Director of Patrol shall:

- (a-c) (See Supreme B-BGC Art. III Sec. 6)

Section 7. The Promoter of Youth Activities shall:

- (a-c) (See Supreme B-BGC Art. III Sec. 7)

Section 8. The Promoter of Good Will shall:

(a-c) (See Supreme B-BGC Art. III Sec. 8)

Section 9. The Promoter of Fraternal Relations shall:

(a-d) (See Supreme B-BGC Art. III Sec. 9)

Section 10. The Bethel Bee Keeper shall:

(a-b) (See Supreme B-BGC Art. III Sec. 10)

**ARTICLE IV
ELECTIONS**

Section 1. (See Supreme B-BGC Art IV Sec. 1)

**ARTICLE V
APPOINTMENT**

Section 1.

(a-c) (See Supreme B-BGC Art. V Sec.1)

**ARTICLE VI
TERM OF OFFICE**

Section 1. Regular

(a-b) (See Supreme B-BGC Art. VI Sec. 1)

(c) (See Supreme B-BGC Art.VI Sec. 1)

(1) If there is no successor to be installed, the term of office concludes at the discretion of the Grand Guardian.

(d) (See Supreme B-BGC Art. VI Sec. 1)

(1) Executive members of a BGC shall serve no more than two (2) consecutive years in the same office except at the discretion of the Grand Guardian. After allowable consecutive years, they shall be ineligible to serve in that respective office until after a lapse of one (1) year.

Section 2. Rights/Privileges - Titles

(a-b) (See Supreme B-BGC Art VI Sec. 2)

**ARTICLE VII
MEETINGS**

Section 1. Monthly Meetings

(a-e) (See Supreme B-BGC Art. VII Sec.1)

Section 2. Annual meeting

(a-b) (See Supreme B-BGC Art. VII Sec. 2)

Section 3. Purpose of the Annual Meeting

(a-d) (See Supreme B-BGC Art. VII Sec. 3)

**ARTICLE VIII
INSTALLATION**

Section 1.

(a) (See Supreme B-BGC Art. VIII Sec. 1)

(b) (See Supreme B-BGC Art. VIII Sec. 1)

(1) Members of a BGC, including those re-appointed, shall be installed at the first or second Bethel meeting in September.

(c-e) (See Supreme B-BGC Art. VIII Sec. 1)

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

SOP-BGC-1

APPEALS

Section 1. Privilege

(a) (See Supreme SOP-BGC-1)

Section 2. Restriction

(a) (See Supreme SOP-BGC-1)

SOP-BGC-2

COMMITTEE CHAIRMAN

Section 1. Appointment

- (a) (See Supreme SOP-BGC-2 Sec. 1)
- (b) Chairman of Merit System shall keep an accurate record of the points earned by each member of the Bethel, and give a report of same at Bethel meetings upon request.
- (c) Chairman of Scrapbook shall supervise the making of a scrapbook containing activities of the Bethel. It is to be assembled according to the rules sent out by the Grand Librarian. All work on the scrapbook is to be done by the Bethel Daughters only

Section 2. Eligibility

- (a) (See Supreme SOP-BGC-2 Sec. 2)

2016

Standard Operating Procedures - BGC

SOP-BGC-3

DISCIPLINE

Section 1. Members of the BGC

(a-b) (See Supreme SOP-BCG-3 Sec 1)

Section 2. Bethel Members

(a-c) (See Supreme SOP-BCG-3 Sec 2)

SOP-BGC-4

FINES

Section 1.

- (a) (See Supreme SOP-BGC-4 Sec. 1)
- (b) The Annual Report and accompanying fees must be received by the Grand Secretary by January 31st. Executive members of the BGC's who are delinquent in filing this report (Form 110) shall be fined twenty dollars (\$20.00) payable to the GGC. Executive members of the BGC delinquent in paying this fine shall lose their right to membership in the GGC and will be ineligible for reappointment as an Executive BGC member until such fine is paid.

SOP-BGC-5

RESIGNATIONS AND REMOVALS

Section 1. Resignations

(a) (See Supreme SOP-BGC-5 Sec. 1)

Section 2. Removal of an Executive Member

(a) (See Supreme SOP-BGC-5 Sec. 2)

Section 3. Automatic Removal

(a-c) (See Supreme SOP-BGC-5 Sec. 3)

2016

Standard Operating Procedures - BGC

SOP-BGC-6

VACANCIES

Section 1.

(a-e) (See Supreme SOP-BGC-6 Sec. 1)

**IDAHO CONSTITUTION OF A BETHEL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

Section 1.

(a) (See Supreme C-Bethel Art. I Sec. 1)

**ARTICLE II
OBJECT**

Section 1.

(a) (See Supreme C-Bethel Art. II Sec. 1)

**ARTICLE III
AUTHORITY**

Section 1.

(a) (See Supreme C-Bethel Art. III Sec. 1)

**ARTICLE IV
MEMBERSHIP**

Section 1. Members

(a-c) (See Supreme C-Bethel Art. IV Sec. 1)

Section 2. Resident Requirements

(a) (See Supreme C-Bethel Art. IV Sec. 2)

**ARTICLE V
OFFICERS**

Section 1 Elective.

(a) (See Supreme C-Bethel Art. V Sec. 1)

Section 2. Appointive

(a) (See Supreme C-Bethel Art. V Sec. 2)

Section 3. Substitute

(a-b) (See ID-SOP Bethel-19)

**ARTICLE VI
GENERAL PROVISIONS**

Section 1. Birthday

(a) (See Supreme C-Bethel Art. VI Sec. 1)

Section 2. Official Seal

(a) (See Supreme C-Bethel Art. V1 Sec. 2)

Section 3. Move/Change of Location

(a) (See Supreme C-Bethel Art. V1 Sec. 3)

Section 4. Auxiliary Club

(a) (See Supreme C-Bethel Art. V1 Sec. 4)

**IDAHO BYLAWS OF A BETHEL
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
GENERAL PROVISIONS**

Section 1. Bylaws

- (a-b) (See Supreme B-Bethel Art. I Sec. 4)
- (c) Idaho adopts in its entirety the format for Uniform Code for Bethels as outlined (See Supreme SOP-Bethel-21 Uniform Code for Bethels), adding Idaho's additions allowed by law.

**ARTICLE II
MEMBERSHIP**

Section 1. Application

- (a-c) (See Supreme B-Bethel Art. II Sec. 1)
- (d) (See Supreme B-Bethel Art. II Sec. 1)
 - (1) Procedure following an objection to an application:
 - (aa) The objection will be stated simply with no comments or discussion.
 - (bb) The application will be referred to the Executive members of the BGC to determine the validity of the objection.
 - (cc) If the objection is upheld the process ceases and all fees are returned.
 - (dd) If the objection is not upheld the process resumes.
- (e) (See Supreme B-Bethel Art. II Sec. 1)
- (f) Applications for membership, Form 130, must be accompanied by the Form 134, Request for information on Masonic Relationship and the initiation fee.

Section 2. Affiliation/Reinstatement

- (a-e) (See Supreme B-Bethel Art. II Sec. 2)

Section 3. Dual Membership

- (a-d) (See Supreme B-Bethel Art. II Sec 3)
- (e) Daughters may acquire dual membership in one (1) other Idaho Bethel **OR** one (1) other Bethel within a JDI Jurisdiction.

Section 4. Resignation from the Order

- (a) (See Supreme B-Bethel Art. II Sec. 4)

**ARTICLE III
DEMITTS**

Section 1. Issue

(a-b) See Supreme B-Bethel Art. III Sec. 1)

Section 2. Process

(a-b) (See Supreme B-Bethel Art. III Sec. 2)

Sec 3. Resignations

(a-c) (See Supreme B-Bethel Art. III Sec. 3)

**ARTICLE IV
RECOMMEND EXECUTVE MEMBERS OF THE BGC**

Section 1.

(a) (See Supreme B-Bethel Art. IV Sec. 1)

**ARTICLE V
COMMITTIES**

Section 1.

(a) (See Supreme B-Bethel Art. V Sec 1)

**ARTICLE VI
AMMENDMENTS**

Section 1.

(a) (See Supreme B-Bethel Art. VI Sec. 1)

**ARTICLE VII
APPEALS**

Section 1.

(a-b) (See Supreme B-Bethel Art. VII Sec. 1)

**ARTICLE VIII
LOSS OF HONORS**

Section 1.

(a-b) (See Supreme B-Bethel Art. VIII Sec. 1)

**ARTICLE IX
TERM OF OFFICE**

Section 1

(a-b) (See Supreme B-Bethel Art IXI Sec. 1)

**ARTICLE X
INSTALLATION**

Section 1. General

(a-c) (See Supreme B-Bethel Art. X Sec 1)

Section 2 Installing Officers

(a-c) (See Supreme B-Bethel Art. X Sec. 2)

**ARTICLE XI
VACANCIES**

Section 1. Elective Office

(a-d) (See Supreme B-Bethel Art. XI Sec 1)

Section 2. Appointive Office

(a-b) (See Supreme B-Bethel Art. XI Sec. 2)

**ARTICLE XII
MEETINGS**

Section 1. Regular

(a-j) (See Supreme B-Bethel Art. XII Sec. 1)

2019

Standard Operating Procedures - Bethel

**JOB'S DAUGHTERS INTERNATIONAL
STANDARD OPERATING PROCEDURES
OF A BETHEL**

**ID SOP-BETHEL-1
APPOINTMENTS**

(a) (See Supreme SOP-Bethel-1)

**ID SOP-BETHEL-2
BETHEL FINANCES**

Section 1. Receipts

(a-e) (See Supreme SOP-Bethel-2 Sec. 1)

Section 2. Exemption from Fees and Dues

(a) (See Supreme SOP-Bethel-2 Sec. 2)

Section 3. Disbursements

(a-c) (See Supreme SOP-Bethel-2 Sec. 3)

(d) All Bethel accounts shall be paid before the conclusion of each term and prior to vacation months.
Arrangements shall be made to take care of expenditures during vacation months.

Section 4. Educational and Promotional Funds.

(a-c) (See Supreme SOP-Bethel-2 Sec. 4)

**ID SOP-BETHEL-3
DISCIPLINE**

Section 1. Supervision

(a) (See Supreme SOP-Bethel-3 Sec. 1)

Section 2. Hearing

(a-b) (See Supreme SOP-Bethel-3 Sec. 2)

Section 3. Course of Action

(a-d) (See Supreme SOP-Bethel-3 Sec. 3)

Section 4. Notice

(a) (See Supreme SOP-Bethel-3 Sec. 4)

Section 5. Reinstatement

(a-b) (See Supreme SOP-Bethel-3 Sec. 5)

**ID SOP-BETHEL-4
ELECTION**

(a-c) (See Supreme SOP-Bethel-4)

(d) (See Supreme SOP-Bethel-4)

(1) The method of balloting shall be secret ballot.

(e-i) (See Supreme SOP-Bethel-4)

**ID SOP-BETHEL-5
ELIGIBILITY**

(a-b) (See Supreme SOP-Bethel-5)

- (c) Any member soliciting / requesting votes for office for herself or another individual or suggesting how to vote or permitting her friends to do so shall disqualify those members who have participated in the act of "electioneering" from holding office for that term by action of the Executive members of the BGC.

2016

Standard Operating Procedures - Bethel

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

(See Supreme SOP-Bethel-6)

2016

Standard Operating Procedures - Bethel

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

(See Supreme SOP-Bethel-7)

**ID SOP-BETHEL-8
INSTALLATION**

Section 1. General

(a-d) (See Supreme SOP-Bethel-8 Sec. 1)

- (e) Installation shall take place during the first or second meeting of June and December without formal opening or closing unless otherwise stipulated in their Uniform Code for Bethels
- (f) Idaho Bethels shall allow open installations and permit the taking of pictures if it does not in any way detract from the ceremony.
- (g) Under presentations, following installation of officers, the Installing Honored Queen (just prior to presenting the Honored Queen's pin), shall READ and PRESENT to the Honored Queen, the Honored Queen's Card.

Section 2. Installing Officers

(a-d) (See Supreme SOP-Bethel-8 Sec. 2)

**ID SOP-BETHEL-9
MEETINGS**

Section 1. Regular

(a)-(h) (See Supreme SOP-Bethel-9 Sec. 1)

Section 2. Open

(a)-(b) (See Supreme SOP-Bethel-9 Sec. 2)

2016

Standard Operating Procedures - Bethel

Section 3. General Items

(a-d) (See Supreme SOP-Bethel-9 Sec. 3)

Section 4. Attendance

(a-c) (See Supreme SOP-Bethel-9 Sec. 4)

2016

Standard Operating Procedures - Bethel

**ID SOP-BETHEL-10
MEMBER OF HONOR**

(a) (See Supreme SOP-Bethel-10)

**ID SOP-BETHEL-11
OFFICIAL REGALIA**

Section 1. Description

(a-d) (See Supreme SOP-Bethel-11 Sec. 1)

Section 2. Wearing of Regalia

(a-f) (See Supreme SOP-Bethel-11 Sec. 2)

**ID SOP-BETHEL-12
ORGANIZATION OF A BETHEL**

Section 1. General

(a-b) (See Supreme SOP-Bethel 12 Sec. 1)

Section 2. Eligibility for Bethel Membership

(a-c) (See Supreme SOP-Bethel-12 Sec. 2)

- (d) If it is necessary to initiate before the date of institution, a courtesy initiation may be requested and all fees and dues collected with the Applications shall be retained for the Bethel to be instituted. After institution, Applications a shall be given to the instituted Bethel.
- (e) Applicants so initiated shall sign the Uniform Code for Bethels and Permanent Record Book issued to the Bethel to be instituted.

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

(a-b) (See Supreme SOP-Bethel-12 Sec. 3)

4. Section 4. Meeting Place

(a) (See Supreme SOP-Bethel-12 Sec. 4)

5. Section 5. Supplies

(a) (See Supreme SOP-Bethel-12 Sec. 5)

6. Section 6. Dispensation

(a) (See Supreme SOP-Bethel-12 Sec. 6)

7. Section 7. Petition to Reinstitute

(a) (See Supreme SOP-Bethel-12 Sec. 7)

8. Section 8. Appointment of Bethel Guardian Council for New or Reinstated Bethels

(a-b) (See Supreme SOP-Bethel-12 Sec. 8)

(c) Duties and prerogatives of the BGC's of Bethels under dispensation shall be the same as those of Chartered Bethels.

(d) The newly appointed Executive members of the BGC will receive all Applications for membership or affiliation.

9. Section 9. Appointment of Bethel Officers

(a-b) (See Supreme SOP-Bethel-12 Sec. 9)

10. Institution / Reinstitution and Installation

(a-c) (See Supreme SOP-Bethel-12 10)

- (d) Invite members of the GGC (other than the Grand Secretary) to assist as instituting officers. The members should be from the vicinity of the Bethel which is to be instituted. When the required number of instituting officers is not available in the vicinity, five cents (.05) per mile (by the most direct route) and hotel room for one night, when necessary, shall be allowed.

11. Charter

(a-e) (See Supreme SOP-Bethel-12 11)

- (f) Return to the Grand Secretary for placement in the respective Bethel's permanent file:
- (1) Forms 101 and 103, applications for Dispensation and Charter.
 - (2) Form 102, Dispensation when Charter has been granted.

12. Special Assistance

(a-b) (See Supreme SOP-Bethel-12)

**ID SOP-BETHEL-13
PAST HONORED QUEEN'S JEWEL**

Section 1. Regular

(a-b) (See Supreme SOP-Bethel-13 Sec. 1)

Section 2. Special

(a) (See Supreme SOP-Bethel-13 Sec. 2)

Section 3. Officer Duties

(a) Requirements to become a Past Honored Queen:

- (1) Serve the Bethel for an entire term and preside at all convocations of the Bethel, unless excused by the Executive members of the BGC for good and sufficient reasons.
- (2) Conduct an initiation or exemplify the initiatory work once during each term (Double-Tri Bethel or Tri-Bethel meetings excluded).
- (3) Have an official Worship Service.
- (4) Have a money-making project for the Promotion and Education Fund.
- (5) Serve as Installing Officer at the installation of her successor unless unforeseen circumstances prohibit her doing so and the absence is excused by the Executive members of the BGC.
- (6) Exemplify all ritual work from memory.

(b) Requirements (1) – (6) above shall be read by the Installing Officer at installation.

Section 4.

- (a) Senior or Junior Princess whose resignation from office becomes necessary or who is unable to advance, shall be entitled to a Past Princess pin, providing she is in good standing in the Bethel.
- (b) Price to be determined by the Bethel.

ID SOP-BETHEL-14
PROCEDURE TO MERGE, CLOSE, OR REINSTITUTE BETHELS

1. Merge of Bethels

(a-d) (See Supreme SOP-Bethel-14)

2. Close of a Bethel

(a-b) (See Supreme SOP-Bethel-14)

3. Members of a Closed Bethel

(a-c) (See Supreme SOP-Bethel-14)

4. Reinstitute a Bethel

(a-c) (See Supreme SOP-Bethel-14)

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

Section 1. Process

(a-f) (See Supreme SOP-Bethel-15)

**ID SOP-BETHEL-16
REORGANIZATION OF A BETHEL**

Section 1. Process

(a-i) (See Supreme SOP-Bethel-16)

Section 2.

(See Supreme SOP-Bethel-16)

**ID SOP-BETHEL-17
REORGANIZATION- GUIDELINES FOR REMOVAL**

Section 1.
(a-k) (See Supreme SOP-Bethel-17)

**ID SOP-BETHEL-18
SPECIAL PRIVILEGES**

1. Section 1. Definition

(a) (See Supreme SOP-Bethel-18)

2. Section 2. Request and Filing

(a-c) (See Supreme SOP-Bethel-18)

3. Section 3. Special Privileges with Fee

(a) (See Supreme SOP-Bethel-18)

4. Section 4. Special Privileges without Fee

(a) (See Supreme SOP-Bethel-18)

5. Section 5. A Special Dispensation is not required to

(a-c) (See Supreme SOP-Bethel-18)

6. Section 6. The Supreme Guardian may issue a special dispensation for the purpose of permitting:

(a-b) (See Supreme SOP-Bethel-18)

7. Section 7. Supreme or Grand Guardian shall issue, for her term of office, a Special Dispensation to place a Bethel under reorganization.

(See Supreme SOP-Bethel-18)

**ID SOP-BETHEL-19
SUBSTITUTE OFFICERS**

Section 1.

(a-b) (See Supreme SOP-Bethel-19)

(c) In case any elective officer must be absent from a meeting, a Past Honored Queen or a (CAV) Majority Member may fill a vacancy in the line.

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

1-2. (See Supreme SOP-Bethel-20)

**ID SOP-BETHEL-21
UNIFORM CODE FOR BETHEL**

**ARTICLE I
NAME**

Section 1.

(a) (See Supreme SOP-Bethel 21 Art. I)

Section 2.

(a) (See Supreme SOP-Bethel 21 Art. I)

**ARTICLE II
OBJECT**

Section 1.

(a) (See Supreme SOP-Bethel 21 Art. II)

**ARTICLE III
MEMBERSHIP**

Section 1. Eligibility for Bethel Membership

(a-c) (See Supreme SOP-Bethel 21 Art. III)

Section 2. Applications

(a-b) (See Supreme SOP-Bethel 21 Art. III)

(c) Applications for membership, Form 130, must be accompanied by the Form 134, Request for Information on Masonic Relationship, and the initiation fee which shall be no less than the amount specified in SOP-SGC 11 1)

Section 3. Visitation

(a) (See Supreme SOP-Bethel 21 Art. III)

**ARTICLE IV
MEETINGS**

Section 1. Time and Place
(a-b) (See Supreme SOP-Bethel 21 Art. IV)

Section 2.
(a-m) (See ID SOP-Bethel-21 Art. IV Sec.2)

Section 3. Attendance

(a) (See Supreme SOP-Bethel-21 Art. IV)

**ARTICLE V
OFFICERS**

Section 1. Elective

(a) (See Supreme SOP-Bethel-21 Art. V)

Section 2. Appointive

(a) (See Supreme SOP-Bethel-21 Art. V)

Section 3. Substitute

(a-b) (See Supreme SOP-Bethel-21 Art. V)

**ARTICLE VI
ELECTION / APPOINTMENT OF OFFICERS**

Section 1. Eligibility for Election

(a-b) (See Supreme SOP-Bethel 21 Art. VI)

Section 2. Election

(a-b) (See Supreme SOP-Bethel 21 Art. VI Sec. 2 (a-b))

(c) (See Supreme SOP-Bethel 21 Art. VI Sec. 2 (a-b))

(3) Idaho Bethels shall vote by Secret Ballot.

(d-i) (See Supreme SOP Bethel-21 Art VI Sec. 2 (d-g))

Section 3. Appointment

(a) (See Supreme SOP-Bethel 21 Art. VI)

**ARTICLE VII
TERM OF OFFICE**

Section 1.

(a-b) (See Supreme SOP-Bethel 21 Art. VII)

**ARTICLE VIII
INSTALLATION**

Section 1.

(a-g) (See Supreme SOP-Bethel 21 Art. VIII)

**ARTICLE IX
COMMITTEES**

Section 1.

(a) (See Supreme SOP-Bethel 21 Art. IX)

**ARTICLE X
VACANCIES**

Section 1.

(a-c) (See Supreme SOP-Bethel 21 Art. X)

**ARTICLE XI
FINANCES**

Section 1. Receipts

(a-b) (See Supreme SOP-Bethel 21 Art. XI)

Section 2. Fees

(a-b) (See Supreme SOP-Bethel 21 Art. XI)

Section 3. Annual Dues

(a) (See Supreme SOP-Bethel 21 Art. XI)

Section 4. Exemption from Fees and Dues 9See B-GGC Art. XI Sec. 1 (w))

(a) (See Supreme SOP-Bethel 21 Art. XI)

Section 5. Disbursements

- (a) (See Supreme SOP-Bethel 21 Art. XI Sec. 5 (a)-(b))
- (b) All Bethel accounts shall be paid before conclusion of each term and prior to vacation months. Arrangements shall be made to take care of expenditures during vacation months.

Section 6. Educational and Promotional Funds (See B-GGC Art, XI)

- (a-c) (See Supreme SOP-Bethel 21 Art. XI Sec. 5)

**ARTICLE XII
OFFICIAL REGALIA**

Section 1. Description

- (a-d) (See Supreme SOP-Bethel 21 Art. XII)

Section 2. Wearing of Regalia

- (a-f) (See Supreme SOP-Bethel 21 Art. XII)

**ARTICLE XIII
DISCIPLINE**

Section 1. Supervision

(a) (See Supreme SOP-Bethel 21 Art. XIII)

Section 2. Loss of Office

(a) (See Supreme SOP-Bethel 21 Art. XIII)

Section 3. Suspension

(a-b) (See Supreme SOP-Bethel 21 Art. XIII)

Section 4. Expulsion

(a) (See Supreme SOP-Bethel 21 Art. XIII)

- (1) A Daughter who becomes pregnant shall not be allowed active participation in the Order until she reaches Majority Membership status. While pregnant she may not attend Bethel functions.
- (2) Any Daughter who becomes pregnant as a result of rape or incest shall not be disciplined as provided in subsection (a) above.
- (3) The rights or privileges terminated as provided in subsection (1) shall be reinstated: Upon application by the Daughter to the Executive members of the BGC, approval thereof and completion of any conditions imposed by the Executive members of the BGC.
- (4) A Daughter shall have the right to a hearing (See Supreme SOP-Bethel-3 Section 2) prior to termination of active participation provided in subsection (1) of this section and for the purpose of determining any issue in subsection (2) of this section, and the right of appeal provided for in Supreme SOP-Bethel-21 Art. XIII.

Section 5. Appeal

(a-b) (See Supreme SOP-Bethel 21 Art. XIII)

**ARTICLE XIV
DEBITS**

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

(a) (See Supreme SOP-Bethel 21 Art. XIV)

Section 2. Process

(a) (See Supreme SOP-Bethel 21 Art. XIV)

Section 3. Resignation

(a) (See Supreme SOP-Bethel 21 Art. XIV)

ARTICLE XV AMENDMENTS

Section 1.

- (a) The Uniform Code for Bethels may be amended by following the procedures given in SOP-SGC-16, #2 Amendments.

Section 2. Prerogatives of a Bethel

- (a) (See Supreme SOP-Bethel 21 Art. XV)
- (b) (See Supreme SOP-Bethel 21 Art. XV)
- (1) Prepare seven (7) copies of the Uniform Code for Bethels or Amendments.
- (2) Mail four (4) Copies of the Uniform Code for Bethels or Amendments to the Chairman of the Jurisprudence Committee.
- (3) Retain three (3) copies of the Uniform Code for Bethels or Amendments for the Bethel.
- (c) (See ID SOP-Bethel 21 Art. XV)
- (d) (See Supreme SOP-Bethel 21 Art. XV)
- (1) The Chairman of the Jurisprudence Committee shall return one (1) copy of the approved Uniform Code for Bethels or Amendments and four (4) copies of the certification sheet (Form 122) to the Bethel.
- (2) The Bethel shall:
- [aa] Attach a certification sheet (Form 122) to the three (3) copies of the Uniform Code for Bethels or Amendments which were retained by the Bethel.
- [bb] A copy of the Uniform Code for Bethels or Amendments will be given to:
- (1) The Honored Queen
- (2) Bethel Guardian
- (3) Associate Bethel Guardian
- (4) Guardian Secretary. The Guardian Secretary should file her copy of the Uniform Code or Amendments in the Permanent Record Book.
- (3) These copies shall be passed on to their successors when their term has expired.
- (e) (See Supreme SOP-Bethel 21 Art. XV)
- (1) When the Bethel is notified by the Grand Secretary of changes to Supreme SOP-Bethel-21 which have been enacted by the SGC or the GGC, that notification shall be attached to the copies of the Uniform Code for Bethels in the possession of the Honored Queen, Bethel Guardian, Associate Bethel Guardian and the Guardian Secretary.
- (2) The Uniform Code for Bethels shall be annotated to show these changes.
- (3) The changes become effective immediately upon receipt of the notice from the Grand Secretary and do not require submission of amendments to the Uniform Code for Bethels by sending them to the Jurisprudence Committee for approval.
- (4) The Bethel members shall be advised of the changes at the next stated meeting after receipt.

ARTICLE XVI RECOMMENDATIONS FOR EXECUTIVE MEMBERS OF THE BGC

Section 1.

- (a-b) (See Supreme SOP-Bethel 21 Art. XVI)

**ARTICLE XVII
PAST HONORED QUEEN'S JEWEL**

Section 1. Regular

(a)-(b) (See Supreme SOP-Bethel 21 Art. XVII)

Section 2. Special

(a) (See Supreme SOP-Bethel 21 Art. XV)

Section 3.

- (a) Senior or Junior Princess whose resignation from office becomes necessary or who is unable to advance shall be entitled to a Past Princess pin, providing she is in good standing in the Bethel
- (b) Price to be determined by the Bethel.

**ARTICLE XVIII
SPECIAL MEMBERS**

Section 1. Majority Member

(a)-(b) (See Supreme SOP-Bethel 21 Art. XVIII)

Section 2. Member of Honor

(a) (See Supreme SOP-Bethel 21 Art. XVIII)

**ARTICLE XIX
LOSS OF HONORS**

Section 1.

(a)-(b) (See Supreme SOP-Bethel 21 Art. XIX)

**ARTICLE XX
GENERAL PROVISIONS**

Section 1. General Provisions.

(a)-(b) (See Supreme SOP-Bethel 21 Art. XX)

**RULES AND REGULATIONS
GRAND BETHEL OF IDAHO
JOB'S DAUGHTERS INTERNATIONAL**

**ARTICLE I
NAME**

Section 1.

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

**ARTICLE II
OBJECT**

Section 1.

- (a) To band together all Job's Daughters of Idaho for the purpose of promoting interest; the welfare and growth of the Order; to bring the Daughters into a closer relationship with the other jurisdictions; to give the Daughters further opportunity to develop leadership ability.

**ARTICLE III
JURISDICTION**

Section 1.

- (a) The jurisdiction of this Grand Bethel is limited to the State of Idaho.
(b) The Grand Bethel of Idaho shall be under the supervision of the Grand Bethel Committee in all things pertaining to rules, regulation and finance, with the approval of the Grand Guardian.

**ARTICLE IV
MEMBERSHIP AND REGISTRATION**

Section 1. Membership

- (a) Membership in the Grand Bethel of Idaho shall include all members of Job's Daughters in Idaho in good standing in their respective Bethels.

Section 2. Registration

- (a) Pre-registration may be required and shall be made by the Bethel Guardian or Guardian Secretary when forms are received from the Grand Bethel Guardian.
(b) When registration is at the Annual Session, current dues receipts must be presented.
(c) Registration of the Daughters at the Annual Session shall be conducted by the Grand Session Arrangements Committee.

**ARTICLE V
MEETINGS**

Section 1. Business

- (a) The Annual Meeting of the Grand Bethel shall open with a formal meeting at 8:30 a.m. on the second day of the GGC Annual Session and close when all business has been concluded. This meeting shall be held separately from the GGC business session. The purpose of this meeting shall be:
- (1) Give reports of the year.
 - (2) Select Grand Bethel Officers and Grand Bethel Representatives for the ensuing year.
 - (3) Transact business.

- (b) Perform the Majority Ceremony and the Idaho Gem Award or the Degree of Royal Purple Ceremony. Should there be no candidate(s) for either ceremony, the Grand Bethel Guardian and the Grand Guardian may select a suitable ceremony.
- (c) Have at least one (1) hour of each Grand Bethel Session set aside and be known as the “Job’s Daughter” hour, the designated time to be eleven (11:00) a.m. the final day of the Annual Session.
 - (1) The Grand Guardian shall be privileged to spend this hour with the members of Grand Bethel.
 - (2) The Vice Grand Guardian shall be invited as a non-participating guest.
- (d) Those entitled to be in attendance shall show an official registration badge.

Section 2. Installation

- (a) Installation of Grand Bethel Officers and Grand Bethel Representatives shall be held prior to the close of the Annual Session of the GGC and may be a combined installation with the GGC.
- (b) The Installing Officer shall be:
 - (1) The Presiding Grand Bethel Honored Queen
- (c) The other Installing Officers, selected by the incoming Grand Bethel Honored Queen, and approved by the Grand Bethel Guardian shall be:
 - (1) Honored Queens or Past Honored Queens with the exception of the Installing Musician.

ARTICLE VI OFFICERS AND REPRESENTATIVES

Section 1. Officers

- (a) There shall be nineteen (19) officers in the Grand Bethel, bearing the same title as officers in the Bethel preceded by “Grand Bethel”.
- (b) Grand Bethel Line Officers shall be from Honored Queens and Past Honored Queens, who have not attained the age of twenty (20) and is unmarried and who meet the requirements set forth in GRAND BETHEL; Article VII, Section 1 (a) & (b).
- (c) Grand Bethel Musician shall be selected from registered members who possess qualifications as a musician and who have not attained twenty (20) years of age and unmarried.
- (d) Other Grand Bethel Officers shall be selected from registered Members who are an Honored Queen, Past Honored Queen, or a Member who has attended at least one (1) Annual Session of Grand Bethel, and is proficient prior to the drawing and has not attained twenty (20) years of age and is unmarried.

Section 2. Representatives

- (a) There shall be one (1) Grand Bethel Representative for each State, Province, Territory or Country or combination thereof, wherein Job’s Daughters International exists.
- (b) There shall be one (1) Grand Bethel Representative for Washington Idaho Rainbow for Girls, International Order of Rainbow for Girls.
- (c) There shall be one (1) Grand Bethel Representative for Idaho DeMolay, DeMolay International. Grand Bethel Representatives shall be selected from registered Members who have not attained twenty (20) years of age and is unmarried, who are an Honored Queen, Past Honored Queen, or a Member who has attended at least one (1) Annual Session of Grand Bethel prior to the drawing.

ARTICLE VII ELIGIBILITY AND RESTRICTIONS

Section 1. Eligibility

- (a) All eligible Daughters will provide a letter of intent stating that she and her parent(s) or legal guardian(s) are aware of the responsibilities as outline in Grand Bethel; Article XI, Section 1-4 and the financial commitments. The letter of intent must be signed by the daughter and her parent(s) of legal guardian(s) and presented to the Grand Bethel Committee.
- (b) Grand Bethel Honored Queen, Grand Bethel Senior Princess, Grand Bethel Junior Princess, Grand Bethel Guide, and Grand Bethel Marshal shall be from registered Honored Queens and Past Honored Queens.
- (c) Honored Queens and Past Honored Queens, who have not attained the age of twenty (20) and are unmarried, who wish to be in the drawing for the Grand Bethel Line Officers (GBHQ, GBSP, GBJP, GBG, GBM) shall:
 - (1) Pass a written test of the Ritual and general knowledge of the Order with a score of seventy percent (70%) or better. In the event that the minimum score must be lowered to allow enough Daughters to be in the drawing to fill all Line Officers, only those who have passed the exam with a score of seventy percent (70%) or better shall be in the drawing for Grand Bethel Senior Princess.
 - (2) Candidates for the Grand Bethel Senior Princess drawing will also need to pass an oral recitation examination on a selected section from either the Majority Ceremony, the Degree of Royal Purple Ceremony or the Idaho Gem Award Ceremony.
[aa] A minimum score of seventy (70) percent is required to pass.
- (d) The Grand Bethel Musician shall be drawn from Members present who are:
 - (1) Qualified Musicians who provide a letter of musical proficiency from her Bethel Guardian Council and is approved by the Grand Director of Music.
 - (2) A member who is not more than twenty (20) years of age and is unmarried.
 - (3) A member in good standing in her Bethel.
- (e) All other Grand Bethel Officers must be:
 - (1) An Honored Queen, Past Honored Queen, or a Member who has attended at least one (1) meeting of the Annual Grand Bethel, is proficient and not more than twenty (20) years of age and is unmarried.
 - (2) A member in good standing in her Bethel.
- (f) Grand Bethel Representatives shall be:
 - (1) An Honored Queen or Past Honored Queen or a Member who has attended at least one (1) Annual Session of Grand Bethel prior to the drawing.
 - (2) A member who is not more than twenty (20) years of age and unmarried.
 - (3) A member in good standing in her Bethel.

Section 2. Restrictions

- (a) Beginning with the drawing of the Grand Bethel Musician, no two (2) names from one (1) Bethel may be drawn for Grand Bethel Officers or Grand Bethel Representatives until all Bethels present are represented.
- (b) No Bethel number shall be drawn for a Grand Bethel floor officer two (2) years in succession unless all other Bethels represented have been given an opportunity to accept or reject an office. At the beginning of the drawing for the Grand Bethel Representatives all remaining Bethel numbers will be added to the drawing.
- (c) No Daughter shall be drawn for a Grand Bethel floor Office or Grand Bethel Representative two (2) years in succession unless she is the only eligible member from her Bethel.
 - (1) This restriction does not apply to the drawing for the Grand Bethel Line Officers.
- (d) An Officer or Representative of the Grand Bethel of Idaho suspended or expelled from her Bethel or who marries during her term of office automatically loses her office in the Grand Bethel of Idaho.

ARTICLE VIII DRAWING

Section 1.

- (a) The names of all girls attending the Annual Session shall be submitted to the Grand Bethel Guardian prior to the Annual Session along with the signed letter of intent.
- (b) The Grand Bethel Guardian shall check the names of those eligible for the drawing.
- (c) The Grand Bethel Senior Princess shall advance to Grand Bethel Honored Queen if she desires, but she must be present
- (d) Term of office shall be one (1) year, from one (1) GGC Annual Session to the next.
- (e) Grand Bethel Line Officers are drawn first from those Honored Queens and Past Honored Queens meeting eligibility requirements (GRAND BETHEL ART VIII, Sec. 1 a,b).
- (f) Grand Bethel Musician is drawn second from those meeting eligibility requirements (GRAND BETHEL Art. VII, Sec. 1c).
- (g) Those eligible names remaining after the drawings for Grand Bethel Line Officers and Grand Bethel.
- (h) Musician shall be added to the names of all other Grand Bethel members in attendance meeting eligibility requirements. (GRAND BETHEL Art. VII, Sec. 1 d).

ARTICLE IX FINANCES

Section 1. Receipts

- (a) Each member of Grand Bethel shall pay a fee of twenty-five dollars (\$25.00) at the time of registration, to be collected by the GGC Session Arrangements Committee and paid over to the Grand Bethel Committee Secretary.
- (b) All funds belonging to the Grand Bethel shall be collected by the Grand Bethel Committee Secretary in the name of Grand Bethel and turned over to the Grand Bethel Committee Treasurer who will issue a receipt for same and deposit it in the Grand Bethel account.
- (c) If a Grand Bethel medallion is lost, a sum equal to the replacement cost of the medallion shall be collected from the Bethel. If a Grand Bethel medallion is damaged, a sum equal to the cost of repair shall be collected from the Bethel.
- (d) One-half (1/2) of any profit from the GGC Session Arrangements Committee.

Section 2. Coin March

- (a) Two (2) coin marches will be held at the Annual Session. The first coin march will be held during the Miss Idaho Job's Daughter Pageant and the second during the Grand Bethel meeting during which the Majority Ceremony or the Degree of Royal Purple is given. Coin March money shall be turned over to the Grand Bethel Committee Secretary.
- (b) Such money shall be divided in half, one-half (1/2) to be given to the Grand Bethel Honored Queen and one-half (1/2) to be given to the Miss Idaho Job's Daughter for the purpose of traveling during her term.

Section 3. Disbursements

- (a) Grand Bethel Guardian
 - (1) Provided with registration fee, up to five (5) nights lodging expenses while attending the Annual Session of the GGC and such banquet and luncheon tickets as desired.
 - (2) Shall be allowed personal expense money for the Annual Session of the GGC not to exceed fifty dollars (\$50.00)
 - (3) Shall be furnished with a petty cash fund of one hundred dollars (\$100.00).
 - (4) The Grand Bethel Guardian (who shall serve as chaperone) shall be allowed air fare, round trip coach, registration, lodging, and such banquets and luncheon tickets as desired when attending the Annual Session of the SGC.

(a) Grand Bethel Honored Queen

- (1) A check for one-half (1/2) the sum of the Coin March money shall be issued within thirty (30) days following the Annual Session. Any portion of these funds not expended for travel shall be returned to the account of Grand Bethel.
- (2) Provided with Registration fee, up to five (5) nights lodging expenses (double occupancy) while attending the Annual Session of the GGC and such banquet and luncheon tickets as desired.
- (3) Shall be allowed fifteen cents (.15) per mile by the most direct route, when attending the official visit of the Supreme Guardian, JDI to Idaho and Grand convocations of Masonic Family organizations. Registration fees to attend the Idaho State Chapter, Order of DeMolay Annual Conclave and Washington/Idaho Grand Assembly of Rainbow Girls will also be allowed.
- (4) Shall be allowed air fare, round trip coach, registration, lodging, and such banquets and luncheon tickets as desired when attending the Annual Session of the SGC.
- (5) Shall receive an official jewel, at the lowest price, upon faithful completion of the term for which she was installed.

(b) Miss Idaho Job's Daughter

- (1) A check for one-half (1/2) the sum of the Coin March money shall be issued within thirty (30) days following the Annual Session. Any portion of these funds not expended for travel shall be returned to the account of Grand Bethel.
- (2) Provided with registration fee, up to five (5) nights lodging expenses (double occupancy) while attending the Annual Session of the GGC and such banquet and luncheon tickets as desired.
- (3) Shall be allowed fifteen cents (.15) per mile by the most direct route, when attending the official visit of the Supreme Guardian, JDI to Idaho and Grand convocations of Masonic Family organizations. Registration fees to attend the Idaho State Chapter, Order of DeMolay Annual Conclave and Washington/Idaho Grand Assembly of Rainbow Girls will also be allowed.
- (4) Shall be allowed air fare, round trip coach, registration, lodging, and such banquets and luncheon tickets as desired when attending the Annual Session of the SGC.
- (5) Shall receive an official jewel, at the lowest price upon faithful completion of the term for which she was selected.

(c) Jr. Miss Idaho Job's Daughter

- (1) Provided with registration fee and such banquet and luncheon tickets as desired while attending the Annual Session of the GGC.
- (2) Shall be allowed registration and such banquets and luncheon tickets as desired when attending the Annual Session of the SGC, providing that her own parent or guardian be present. This money shall be withheld should she be unable to provide her own chaperone, transportation or lodging.

(d) Grand Bethel Junior Princess

- (1) Shall be allowed expenses for table favors and decorations for the Grand Bethel banquet at the Annual Session of the GGC not to exceed seventy-five dollars (\$75.00).

(e) Annual Session of the GGC

- (1) The Grand Bethel shall pay the GGC Trophy Committee up to seven hundred fifty dollars (\$750.00) per year for awards to be given at the Annual Session of the GGC.
- (2) Special Guests- The State Master Councilor and the Idaho State Sweetheart, Demolay, and the Grand Worthy Advisor for Rainbow shall each be allowed a ticket to the Grand Bethel banquet held during the Annual Session of the GGC.
- (3) The sum of one hundred dollars (\$100.00) shall be allowed the GGC to help defray the cost of printing the Proceedings of the Annual Session.

- (g) Supreme Messenger Team
 - (1) The sum of seventy-five dollars (\$75.00) shall be given to each member of the Supreme Messenger Team.
- (h) SGC Leadership Conference
 - (1) The sum of fifty dollars (\$50.00) shall be given to Daughters selected by the Grand Guardian and Grand Bethel Guardian to attend the SGC Leadership Conference.
- (i) SGC Voting Daughter Delegate
 - (1) Grand Bethel shall pay the cost difference of a non-voting Daughter attendee to a Voting Daughter attendee for the annual Supreme Guardian Session for the two (2) selected Daughters who attend, whether it be via zoom or in person.
- (j) Bills properly authorized shall be paid by warrant signed by the Grand Bethel Treasurer and countersigned by the Grand Bethel Guardian.
- (k) No indebtedness shall be incurred without the approval of the majority of the Grand Bethel Committee and the Grand Guardian.
- (l) The Grand Bethel books shall be closed and prepared for inspection no later than May 25th each year.

ARTICLE X VACANCIES

Section 1.

- (a) Should the station of Grand Bethel Honored Queen become vacant, the Grand Bethel Senior Princess may advance.
- (b) Should the Grand Bethel Senior Princess be unable to advance, the line of succession shall be: Grand Bethel Junior Princess, Grand Bethel Guide, and Grand Bethel Marshal.
 - (1) This line of succession shall be used ONLY when the office of the Grand Bethel Honored Queen becomes vacant, and/or the Grand Bethel Senior Princess is unable to advance.
- (c) Should the Grand Bethel Honored Queen or the Grand Bethel Senior Princess be drawn for Supreme Bethel Honored Queen at the Annual Session of the SGC and she accepts, she will relinquish her Grand Bethel office and the line of succession will be followed.
- (d) Should any other Grand Bethel Line Officer station(s) become vacant, the Grand Associate Bethel Guardian shall confer with the Grand Bethel Secretary as to the Daughter(s) who are eligible R&R Grand Bethel Art VII, Sec 1. (a) & (b). A blind drawing shall be used to fill the vacancy.

ARTICLE XI DUTIES OF OFFICERS

Section 1. Grand Bethel Honored Queen

- (a) Preside over all convocations of the Grand Bethel and at other ceremonies when requested to do so by the Grand Bethel Committee or the Grand Guardian.
- (b) Serve as the Installing Honored Queen of Grand Bethel.
- (c) Visit Bethels whenever possible to promote good will for Job's Daughters International.
- (d) Invite the State Master Councilor of DeMolay, the Idaho State Sweetheart and the Grand Worthy Advisor of Rainbow to the Grand Bethel banquet held the first evening of the Annual Session of the GGC.
- (e) Correspond with the Grand Bethel Officers, Grand Bethel Representatives and Bethels. All correspondence shall be approved by the Grand Bethel Guardian.
- (f) Represent the Grand Bethel of Idaho at the Annual Convocations of Masonic Family organizations.
- (g) Assist in planning the Annual Session over which she will preside.
- (h) Prepare the Grand Bethel Line Officers test. The Grand Bethel Committee will give approval prior to the administration of said test.

Section 2. Grand Bethel Senior Princess

- (a) Be prepared to fulfill the duties of the Grand Bethel Honored Queen, should that become necessary.
- (b) Conduct the drawing for the selection of Grand Bethel Officers and Grand Bethel Representatives. She shall be assisted by the Grand Bethel Honored Queen, Grand Bethel Junior Princess and the members of the Grand Bethel Committee.

Section 3. Grand Bethel Junior Princess

- (a) Be responsible for favors and table decorations for the annual Grand Bethel banquet.

Section 4. Other Grand Bethel Officers

- (a) The Grand Bethel Guide and Grand Bethel Marshal shall be prepared to lead the marches for Grand Bethel meetings.
- (b) The Grand Bethel Chaplain shall give all prayers during Grand Bethel meetings, and at the close of Formal Opening of the GGC. A copy of all prayers shall be given to the Grand Bethel Guardian.
- (c) The Grand Bethel Recorder shall call the Roll of Grand Bethel Officers, Grand Bethel Representatives and Bethels at each Grand Bethel meeting and move to accept the minutes as printed in the Idaho Proceedings.
- (d) The Grand Bethel Librarian shall prepare an appropriate Librarian's report to be given at the Grand Bethel meeting. A copy of this report shall be given to the Grand Bethel Guardian.
- (e) The Grand Bethel Treasurer shall read the Treasurer's report of the Grand Bethel. This report will be prepared by the Grand Bethel Committee Treasurer and will be printed in the Idaho Proceedings.
- (f) All Grand Bethel Officers shall be prepared to take part in the Majority Ceremony and the Idaho Gem Award Ceremony or the Degree of Royal Purple Ceremony.
- (g) All Grand Bethel Representatives are requested to correspond with Bethels in the Jurisdiction they represent, and submit a report to the Grand Bethel Guardian.
- (h) Each Grand Bethel Officer and Grand Bethel Representative will be expected to conduct a fund-raising project during her year of service. The proceeds of the Grand Bethel Honored Queen's, Miss Idaho Job's Daughter's and Junior Miss Idaho Job's Daughter's projects will be deposited in their respective travel funds. The proceeds of other Grand Bethel Officers and Grand Bethel Representatives projects will be deposited in the Grand Bethel General Fund.

**ARTICLE XII
SUPERVISION & TRAVEL AUTHORIZATION**

Section 1.

- (a-d) See Supreme Bethel Art. XII, Sec 1
Substitute '**Grand**' for '**Supreme**'

Section 2. Travel Authorization

- (a) See Supreme Bethel Art. XII Sec 2

Section 3. Discipline

- (a) All members shall be under the direct supervision of the Grand Bethel Committee, who shall have the power to investigate and reprimand members and remove officers for cause.

Section 4. Appeals

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

**ARTICLE XIII
ORDER OF ESCORTS**

Section 1.

- (a) R&R Supreme Bethel Art. XIII Sec. 1

**ARTICLE XIV
REGALIA, MEDALLIONS, SASHES AND JEWELS**

Section 1. Regalia

- (a) Grand Bethel Officers and Grand Bethel Representatives will wear Grand Bethel Regalia for all official meetings of the Grand Bethel at the Annual Session.
 - (1) Grand Bethel Honored Queen, Grand Bethel Senior Princess and Grand Bethel Junior Princess shall be provided with official Grand Bethel purple robes, Grand Bethel capes and crowns.
 - (2) All other Grand Bethel Officers will wear official Grand Bethel purple robes to be worn with purple cords.
 - (3) Grand Bethel Representatives will wear white Bethel robes.
 - (4) Current Honored Queens and Princesses will wear their Bethel cape and crown for Formal Opening at the Annual Session. At all other meetings they will wear a white ribbon around their waist or a white cord.
 - (5) Current Bethel Officers will wear a white cord.
- (b) Grand Bethel Regalia may be worn for Bethel visitations provided the Grand Bethel Officer is seated on the sidelines. Bethel protems will wear official Bethel Regalia.
- (c) Grand Bethel Regalia may be worn at other functions when authorized by the Grand Guardian or the Grand Bethel Committee

Section 2. Medallions

- (a) Each Grand Bethel Officer or Grand Bethel Representative shall be provided a Grand Bethel Medallion. The medallion must be returned to the Grand Bethel Committee Secretary at the next Annual Session. If the medallion is lost a fee equal to the replacement cost shall be charged to the Bethel which shall make payment to Grand Bethel. If the medallion is damaged a fee equal to the cost of repair shall be charged to the Bethel which shall make payment to Grand Bethel.

Section 3. Sashes

- (a) Each Grand Bethel Honored Queen, Miss Idaho Job's Daughter and Junior Miss Idaho Job's Daughter shall receive a sash with her title and year of service.

Section 4. Jewels

- (a) Each retiring Grand Bethel Honored Queen and Miss Idaho Job's Daughter shall receive an official jewel, at the lowest available price.
- (b) Each Junior Miss Idaho Job's Daughter, given she complete and turn in a Grand Bethel Officer Project totaling one hundred (\$100.00) dollars or more shall receive a jewel at the lowest available price, up to one hundred (\$100.00) dollars.

ARTICLE XV AMENDMENTS

Section 1. Submission

- (a) Amendments to the Grand Bethel Rules and Regulations may be made at any Annual Session by a two-thirds (2/3) affirmative vote of the voting delegates at the GGC Annual Session.
- (b) Amendments may be submitted by a Grand Bethel member if also signed by a GGC member.
(See SOP-SGC-16)

Section 2.

- (a) Amendments shall be acted upon by the Grand Bethel to provide a recommendation to the GGC after which they will be referred to the GGC for action. (See SOP-GGC-16)

Section 3. Adoption

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

ARTICLE XVI GRAND BETHEL COMMITTEE

Section 1.

- (a) Grand Bethel Committee is appointed by the Grand Guardian (B-GGC Art III Sec.2 h 1) the committee shall be composed of a Past Bethel Guardian who shall act as Grand Bethel Guardian, a Past Associate Bethel Guardian who shall act as Grand Associate Bethel Guardian. The Grand Bethel Committee Secretary and the Grand Bethel Committee Treasurer who shall be a Past Bethel Guardian or a Past Associate Bethel Guardian.
- (b) An Advisory Board, consisting of the Grand Bethel Honored Queen, Grand Bethel Senior Princess, Grand Bethel Junior Princess, Grand Bethel Guide, Grand Bethel Marshal, Miss Idaho Job's Daughter, Junior Miss Idaho Job's Daughter, Grand Bethel Librarian, Grand Bethel Musician, two (2) Job's Daughters who are not line officers in their Bethels and two (2) members who may be Past Honored Queens, line officers or Daughters who are not line officers in their Bethels may be invited to attend Grand Bethel Committee meetings.
- (c) The Grand Guardian, Associate Grand Guardian, Vice Grand Guardian, Vice Associate Grand Guardian, Grand Guide, Grand Marshal, Grand Director of Music, Grand Librarian, Dance Competition Chairman and the Chairman of the Trophy Committee shall serve as members ex-officio.
- (d) Assist the Grand Bethel Senior Princess to prepare and plan a suitable ceremony for the Installation of the Grand Bethel.
- (e) Furnish the Grand Bethel Honored Queen a copy of the Installation Ceremony, and a copy of the order of business, at least thirty (30) days prior to the Annual Session of the GGC.
- (f) Supervise all meetings and practices of Grand Bethel.
- (g) Prepare Certificates of Appointment and distribute them and the medallions to the Grand Bethel Officers and Grand Bethel Representatives.
- (h) Furnish necessary information for the directory to the Directory Committee.
- (i) Supervise and care for the property of Grand Bethel.
- (j) Send to all Grand Bethel Officers their parts in the Majority Ceremony and the Idaho Gem Award Ceremony; or the Degree of Royal Purple Ceremony at least thirty (30) days prior to the Annual Session.
- (k) Prepare the Grand Bethel portion of the Proceedings of the GGC. Send to the Grand Secretary within thirty (30) days after the close of the Annual Session.

- (l) Delegate duties as needed
- (m) Upon receipt of the Bethel Listings from the SGC office, the Grand Bethel Guardian shall provide the Grand Bethel Representatives with information for the Bethels in the Jurisdiction(s) which they represent.
- (n) Provide the Grand Bethel Officers with an outline of the duties of their respective offices.
- (o) Obtain a Majority Certificate duly signed and sealed by the Bethel prior to the Annual Session of the GGC if a member of the Bethel is to take the Majority Degree during Grand Bethel.
- (p) See other duties under Grand Bethel Committee in the ID B-GGC; Article IV, Section 3 d.
- (q) The Grand Bethel Committee, along with the Advisory Committee, will select the two (2) Daughter Voting Delegates for the annual SGC. See SGC Bylaws Article XV, Section 2, (c) (4).
 - 1) Daughters who wish to be considered for this honor will complete an application written by the Grand Bethel Committee and Advisory Board by February 1st. The committees will select the Daughter Voting Delegates at the Spring Advisory Committee meeting from those applicants.
 - [aa] The application will be posted via the website and other social media and sent to the Bethels prior to January 1st.
 - [bb] Daughters who apply must be an Active Job's Daughter who is either under the age of 20 at the time of Supreme or be installed into an office prior to turning 20.\
 - [cc] If no applicants are received, the current GBHQ and MIJD will be asked to be the voting delegates in the year they go out of office. If they refuse or do not meet the requirement of an Active Job's Daughter, the next GB line officer in the current line will be given the choice, and so on.
 - [dd] The names of the selected Daughter Voting Delegates will be reported to the Grand Secretary withing (4) four weeks following the Spring Advisory Committee meeting to be sent to the Executive Office at Supreme.
 - 2) The selected Daughter Voting Delegates must register for Supreme with their own funds and make their own arrangements to attend Supreme either via zoom or in person, but the Grand Bethel will pay the difference to be a voting delegate. See R&R ID GB Article IX, Section 3. Finances (i).

ARTICLE XVII DUTIES OF THE GRAND BETHEL COMMITTEE

Section 1. Grand Bethel Guardian shall:

- (a) Set guidelines for all competitions at the fall meeting.
- (b) Review and approve the Grand Bethel Line Officers test before given.

Section 2. Grand Bethel Associate Guardian shall:

- (a) Read the portion of the Grand Bethel Rules and Regulations concerning eligibility, selection of Grand Bethel Officers and Grand Bethel Representatives and vacancies prior to the drawing.
- (b) Supervise the Grand Bethel Drawing.
- (c) Be responsible for setting up the Grand Bethel room.
- (d) Assist the Grand Bethel Guardian.
- (e) Administer the Grand Bethel Line Officers test.

Section 3: The Grand Bethel Committee Secretary Shall:

- (a) Keep minutes of all Grand Bethel Committee meetings.
- (b) Supervise the Grand Bethel Recorder.
- (c) Assist in the distribution of The Grand Bethel Medallions.
- (d) See that proper record is kept of the receipts of the Grand Bethel.

- (e) Close the books of the office on the 25th of May each year and see that the books are inspected.
- (f) Retain a list of the Daughter(s) who successfully passed the required written test(s) and the oral recitation as per {R&R Grand Bethel Art VII, Sec 1. (a) & (b)} for the purpose of filling vacancies in the Grand Bethel Line.

Section 4: The Grand Bethel Committee Treasurer Shall:

- (a) Prepare a Grand Bethel Treasurer's report to be given by the Grand Bethel Treasurer at the Grand Bethel meeting.
- (b) Assist in the distribution of the Grand Bethel medallions.
- (c) See that proper record is kept of the disbursements of the Grand Bethel
- (d) Close the books of the office on the 25th of May each year and see that the books are inspected.

ID SOP-GB-1
Grand Bethel Dress Code

Section 1. Clothing

- (a) Grand Bethel Meetings
 - (1) Dresses or skirts, no shorter than mid-thigh length, are to be worn when attending Grand Bethel meetings. Professional business slacks and blouses may be worn. No jeans, jeggings, leggings (unless under a dress) yoga pants, sweats, pajamas, or any other lounge wear may be worn.
- (b) Swimwear: A Swimsuit shall be a one piece or tankini. (no bare midriff)
- (c) Grand Bethel Practices, Picnic and Pageant
 - (1) Dresses, skirts, skorts, slacks and walking shorts may be worn to the practices, picnic and pageant. Jeans and jean shorts may also be worn under the following stipulations:
 - [aa] Jean shorts and walking shorts must be no shorter than mid-thigh.
 - [bb] Must be hemmed, without holes or fraying of any kind.
- (d) No halter tops, tube tops or midriff baring tops may be worn at any Grand Bethel meeting, practice or function.
- (e) No tops that are strapless or lower than four inches from the collarbone may be worn at any time.
- (f) Undergarments are not to be visible at any time.
- (g) Formal and semiformal dresses will conform to the Dress Code, however formal and semiformal dresses with halter tops, spaghetti straps, or that are strapless shall be permitted as long as they are no lower than 4 inches from the collarbone.

Section 2. Accessories

- (a) Crowns are to be worn with Jobie regalia.
- (b) Tiaras, Medallions and sashes are to be worn with dresses and skirts, or professional business slacks, not with shorts, skorts, jeans, leggings yoga pants, sweats or pajamas.
- (c) Any Daughter in Grand Bethel regalia may wear hair accessories that match the daughter's hair color or are white or purple.
- (d) SOP-Bethel 11.1 Section 2 Wearing Regalia (d).

Section 3. Discipline

- (a) Daughters and adults not wearing proper attire will be asked to change and/or not attend.
- (b) Chaperones shall check attire before attending an event.
- (c) Proper attire will be enforced by the Grand Bethel Guide, Grand Bethel Marshal, Grand Bethel Inner Guard, Grand Bethel Outer Guard and Grand Pages at the door prior to meetings, assisted by the Grand Bethel Guardian, or a female adult appointed by the Grand Bethel Guardian.

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

**ARTICLE I
TITLE**

Section 1.

- (a) The Daughter selected shall be known as Miss Idaho Job's Daughter, Job's Daughters International.
- (b) The Daughter selected shall be known as Junior Miss Idaho Job's Daughter, Job's Daughters International

**ARTICLE II
OBJECT**

Section 1.

- (a) Miss Idaho Job's Daughter is a representative of Job's Daughters International for the purpose of promoting the interest, welfare, and growth of the Order; bringing the Daughters of all Idaho Bethels into a closer relationship with each other and the GGC; and serving as a Daughter public relations emissary to adult Masonic family organizations and the public in general.
- (b) Junior Miss Idaho Job's Daughters is a representative of Job's Daughters International for the purpose of promoting the interest, welfare, and growth of the Order through overseeing the development and growth of Jobie-to-Bee programs throughout the state; bringing the young Idaho Daughters into a closer relationship with each other; and attempting to increase retention rates among young girls with her friendship and encouragement.

**ARTICLE III
SUPERVISION**

Section 1.

- (a) Miss Idaho Job's Daughter and Junior Miss Idaho Job's Daughter shall be under the general supervision of the Grand Guardian; however, the Grand Bethel Guardian shall provide guidance and approval of all activities. Such supervision shall be consistent with the available financial resources of the Daughter's home Bethel and family interests. The Grand Guardian shall be advised of her itinerary.
 - (1) The MIdJD, if under eighteen (18) years of age, and the Junior MIdJD shall arrange for their chaperone(s) in accordance with the JDI Youth Protection Program and Policy.

Section 2.

- (a) For purposes of discipline, the Miss Idaho Job's Daughter and the Junior Miss Idaho Job's Daughter shall be considered Grand Bethel Officers.

**ARTICLE IV
QUALIFICATIONS**

Section 1.

- (a) Miss Idaho Job's Daughter shall be a young woman who possesses a thorough knowledge of the Order, dignity, poise, charm, good manners, and personality. She must be able to meet the public, speak extemporaneously, and represent the Order with dignity and charm.
- (b) Junior Miss Idaho Job's Daughter shall be a young woman who possesses a basic knowledge of the Order, dignity, poise, charm, and good manners.

ARTICLE V ELIGIBILITY

Section 1. Contestant

- (a) Miss Idaho Job's Daughter
 - (1) A Daughter must be a member in good standing in her Bethel no younger than sixteen (16) years of age by the date of the Miss International Job's Daughter Pageant and not yet twenty (20) years of age.
 - (2) A Daughter must have successfully passed the Proficiency Lesson Examination prior to being invited to participate in the pageant.
 - (3) A letter of intent must be signed by each Daughter and her parent(s) or legal guardian(s).
- (b) Junior Miss Idaho Job's Daughter
 - (1) A Daughter must be a member in good standing in her Bethel no younger than ten (10) and not yet sixteen (16) years of age by the date of the Miss International Job's Daughter Pageant.
 - (2) A Daughter must have successfully passed the Proficiency Lesson Examination prior to being invited to participate in the pageant.
 - (3) A letter of intent must be signed by each Daughter and her parent(s) or legal guardians(s).

Section 2. Jurisdictional

- (a) Each Bethel shall have the right to send Daughters to compete in the preliminary test (test #1).

ARTICLE VI SELECTION

Section 1. General

- (a) Miss Idaho Job's Daughter and Junior Miss Idaho Job's Daughter shall be selected by competition at a Miss Idaho Job's Daughter Pageant to be held in conjunction with the Annual Session of the Grand Bethel of Idaho.
- (b) The newly selected Miss Idaho Job's Daughter and Junior Miss Idaho Job's Daughter shall assume their official duties at the conclusion of the Pageant. Miss Idaho Job's Daughter shall be allowed to compete for Miss International Job's Daughter at the Annual Session of the SGC immediately following the Idaho Grand Session.
- (c) The administration, production, and direction of the pageant is the responsibility of the Miss Idaho Job's Daughter Pageant Committee.
- (d) Pageant judges shall be designated for each of the requirements listed in Pageant; ART VI Section 2.
- (e) In the event of a tie, it shall be broken by referring to the combined written test and the recitation scores for the tied contestants. The contestant with the highest score shall be declared the winner.
- (f) The Miss Idaho Job's Daughter requirements will all be worth 25% of the final score in the selection of the new Miss Idaho Job's Daughter.
- (g) The JR. Miss Idaho Job's Daughter requirements will all be worth 25% of the final score in the selection of the new Jr. Miss Idaho Job's Daughter.

Section 2. MidJD Requirements for Judging

- (a) Preliminary Test
 - (1) Test #1 will consist of a written examination based on general knowledge of the Ritual, Music Ritual and Proficiency Lessons. It will be given in a minimum of four (4) locations across the State of Idaho during the months of March and April. The eight (8) top scores (with allowance for a possible tie) will be invited to participate in the pageant at the Annual Session.
- (b) Semi-Finalist Test
 - (1) Test #2 will consist of a written examination based on knowledge of the Ritual, Music Ritual, the Pageant Rules and Regulations, and general knowledge of the Order.
- (c) Ritual Recitation
 - (1) The recitation will be given in a white Bethel robe with a white cord.
 - (2) Contestants will recite from the Ritual as selected by the Pageant Committee. Judging will be on accuracy and presentation.

- (3) Bethel robe with a white cord and official regalia as specified Supreme SOP Bethel-11 will be inspected for conformity to rules and regulations.
- (d) Interview
 - (1) Contestant will have a ten (10) minute private interview with a panel of pageant judges.
 - (2) Judges will have received a fact sheet on each contestant giving age, education, training, interests, ambitions and Job's Daughter achievements.
 - (3) Contestants will be judged on personality, diction, sincerity, manners, adaptability to the situation, and the general impression she makes.
- (e) Stage Appearance
 - (1) The dress will be evening gown.
 - (2) Judging will encompass the total picture the contestant presents, considering her personality, posture, poise, grace of movement, appropriate (for her) hair style, and personal grooming.
 - (3) Contestants will be judged not only on the response to a question, but on the overall impression the contestant makes as she responds.

Section 3. JMIdJD Requirements for Judging

- (a) Preliminary Test
 - (1) Test #1 will consist of a written examination based on general knowledge of the Ritual, Music Ritual and Proficiency Lessons. It will be given in a minimum of four (4) locations across the State of Idaho on the same date as the Miss Idaho Job's Daughter preliminary test. The six (6) top scores (with allowance for a possible tie) will be invited to participate in the pageant at the Annual Session.
- (b) Semi-Finalist Test
 - (1) Test #2 will consist of a written examination based on knowledge of the Ritual, Music Ritual, and the Pageant Rules and Regulations regarding the Junior Miss Idaho Job's Daughter.
- (c) Ritual Recitation
 - (1) The Recitation will be given in a white Bethel robe with a white cord.
 - (2) Contestants will recite from the Ritual as selected by the Pageant Committee. Judging will be on accuracy and presentation.
 - (3) Bethel Robe with a white cord and official regalia as specified in Supreme SOP-Bethel-11 will be inspected for conformity to rules and regulations.
- (d) Interview
 - (1) Contestants will have a five (5) minute private interview with a panel of pageant judges.
 - (2) Judges will have received a fact sheet on each contestant giving age, education, training, interests, ambitions and Job's Daughters achievements.
 - (3) Contestants will be judged on personality, diction, sincerity, manners, adaptability to the end situation and the general impression she makes.
- (e) Stage Appearance
 - (1) The dress shall be an evening gown.
 - (2) Judging will encompass the total picture the contestant presents, considering her personality, posture, poise, grace of movement, appropriate (for her) hair style, and personal grooming.
 - (3) Contestants will be judged not only on the response to a question, but on the overall impression the contestant makes as she responds.

ARTICLE VII SUCCESSION

Section 1.

- (a) In the event that the Miss Idaho Job's Daughter cannot fulfill her term the 1st runner-up will become the Miss Idaho Job's Daughter. If unable to accept, selection shall be made in succession from the runners-up.
- (b) A Miss Idaho Job's Daughter who marries while reigning shall forfeit her title as Miss Idaho Job's Daughter.

- (c) In the event the Miss Idaho Job's Daughter is selected as Miss International Job's Daughter or Supreme Bethel Honored Queen and she accepts, she will relinquish her title as Miss Idaho Job's Daughter.
(1) Refer to section 1(a) of the Article.
- (d) In the event that the Junior Miss Idaho Job's Daughter cannot fulfill her term, the 1st runner-up will become the Junior Miss Idaho Job's Daughter. If unable to accept, the 2nd runner-up will take over the title. If unable to accept, no new Junior Miss Idaho Job's Daughter will be chosen until the next Annual Session.
- (e) A Miss Idaho Job's Daughter and/or a Junior Miss Idaho Job's Daughter who becomes pregnant while reigning shall forfeit her title as Miss Idaho Job's Daughter and/or Junior Miss Idaho Job's Daughter.

ARTICLE VIII DUTIES OF MISS IDAHO JOB'S DAUGHTER

Section 1. The Miss Idaho Job's Daughter shall:

- (a) Send information regarding the preliminary tests and pageant to all Bethels.
- (b) Notify and send questionnaires for personal information to all semi-finalists no later than May 15th.
- (c) Prepare questions for MIdJD semi-finalists.
- (d) Prepare written tests #1 and #2 for MIdJD and JMIdJD contestants.
- (e) Obtain at least five (5) pageant judges and pageant coordinator(s).
- (f) Instruct judges on all aspects of the competition.
- (g) Provide printed programs for the Pageant.
- (h) Work in conjunction with the Pageant Committee and the Junior Miss Idaho Job's Daughter in preparing for the Pageant.
- (i) Complete a Grand Bethel Project.
- (j) Participate in the Grand Bethel meetings.
- (k) Be a member of the Grand Bethel Advisory Board.
- (l) Visit Bethels whenever possible to promote good will, represent Job's Daughters at the Annual Convocations of Masonic Family organizations and assist in planning the following Annual Session.
- (m) Advise the Junior Miss Idaho Job's Daughter in matters regarding her duties.

Section 2. The Junior Miss Idaho Job's Daughter shall:

- (a) Assist in preparing the Jr. Miss Idaho Job's Daughter written tests #1 & #2.
- (b) Notify and send questionnaires for personal information to all JMIdJD semi-finalists no later than May 15th.
- (c) Prepare questions for the JMIdJD semi-finalists.
- (d) Assist the Miss Idaho Job's Daughter in obtaining and instructing pageant judges.
- (e) Work in conjunction with the Pageant Committee and the Miss Idaho Job's Daughter in preparing for the Pageant.
- (f) Complete a Grand Bethel Project.
- (g) Participate in Grand Bethel Meetings.
- (h) Be a member of the Grand Bethel Advisory Board.
- (i) The JMIdJD shall complete a fundraising project with the objective of covering the expenses of the Junior Miss Idaho Job's Daughter program for the year. This project should be analyzed and approved by the Grand Bethel Advisory Board during their March meeting, considering the probability that it should raise a fair amount of money.

ARTICLE IX FINANCES

Section 1. General

- (a) The goal of the Miss Idaho Job's Daughters Pageant is to be self-supporting. All funds received shall be transferred to the Grand Bethel Committee Secretary for accounting and all bills submitted to the Grand Bethel Committee Treasurer for payment.

Section 2. Receipts

- (a) Preliminary Test Fees:
 - (1) Twenty dollars (\$20.00) per Bethel for one (1) Daughter taking the test.
 - (2) Thirty-five dollars (\$35.00) per Bethel for two to five (2-5) Daughters taking the test.
 - (3) Fifty dollars (\$50.00) per Bethel for six (6) or more Daughters taking the test.

Section 3. Expenses

- (a) Printing, mailing and engraving.
- (b) Luncheon expenses for Junior Miss and Miss Contestants, judges, Master/Mistress of Ceremonies, Pageant Committee and Miss Idaho Job's Daughter.
- (c) Flowers for the new Miss Idaho Job's Daughter and new Junior Miss Idaho Job's Daughter.

ARTICLE X MISS IDAHO JOB'S DAUGHTER COMMITTEE

Section 1. Members

- (a) The members of this committee shall be the Associate Grand Guardian, the Vice Associate Grand Guardian and the Pageant coordinator(s) 1 of whom must be a female. The reigning Miss Idaho Job's Daughter shall be consulted for her input.

Section 2. Duties of the Committee

- (a) The authority and duties of this committee shall be under the supervision of the Miss Idaho Job's Daughter Pageant.
 - (1) Work in conjunction with the Miss Idaho Job's Daughter and the Junior Miss Idaho Job's Daughter in preparing for the annual Pageant.
 - (2) Provide a luncheon for Junior Miss and Miss Contestants, the Judges, the Mistress/Master of Ceremonies, Pageant Committee, Miss Idaho Job's Daughter and Junior Miss Idaho Job's Daughter.
 - (3) Review tests and correspondence before given or sent.
- (b) The judges' coordinators shall help instruct and accommodate the judges, check and record the scores of the preliminary test, record and tally all test results and judges scores.

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

HISTORY: At the 1999 Session of the Grand Guardian Council of Idaho, the history of the Degree of Royal Purple was read.

**ARTICLE I
TITLE**

Section 1.

(a) See Supreme R&R Royal Purple Art. I Sec 1

**ARTICLE II
OBJECT**

Section 1.

(a) See Supreme R&R Royal Purple Art. II Sec 1

**ARTICLE III
QUALIFICATIONS**

Section 1.

(a-c) See Supreme R&R Royal Purple Art. III Sec 1

**ARTICLE IV
ELIGIBILITY**

Section 1.

(a-b) See Supreme, R&R Royal Purple Art. IV Sec. 1

**ARTICLE V
NOMINATION AND SELECTION**

Section 1. Nomination and Selection

(a-b) See Supreme R&R Royal Purple Art. V Sec. 1

(c-d) See Supreme R&R Royal Purple Art. V Sec. 1

(e) Completed nomination and recommendation forms shall be sent to the Chairman of the Committee no later than February 15th.

Section 2. Selection

(a) See Supreme, R&R Royal Purple Art. V Sec. 2

(b) The recipient and the BGC nominating her shall be notified of her selection on or before March 15th by the Chairman of the Committee.

ARTICLE VI CONFERRING OF DEGREE

Section 1.

- (a) The recipient shall attend the Annual Session of the GGC within three (3) years of her selection to receive the Degree.
- (b) In the event that it is absolutely impossible for the recipient to attend an Annual Session of the GGC, other arrangements for presentation of the Degree may be made by the Grand Guardian and the Committee.
- (c) A fee amounting to the cost of the medallion shall be paid by the recipient's family, a Bethel or anyone else who wishes to contribute. Payment shall be made to the Chairman of the committee no later than April 15th.
- (d) The Committee shall be responsible for providing the recipient with a rose and a certificate and for having her name, date of ceremony and Jurisdiction engraved on the reverse side of the medallion.
- (e) The Chairman of the Committee shall cooperate with the Grand Bethel Guardian, who will oversee the Grand Bethel Officers in the Conferring of the Degree.
- (f) The conferring of the Degree shall take place on Saturday afternoon of the Annual Session as needed in place of the Majority Ceremony.

ARTICLE VII COMMITTEE

Section 1. Members

- (a) See ID B-GGC Art. IV Sec. 4 ((h))

Section 2. Duties of the Committee

- (a) The Committee shall:
 - (1) Publicize the Degree of Royal Purple by distributing information to the Bethels regarding the nomination process.
 - (2) Distribute nomination forms when requested.
 - (3) Receive nominations and recommendations from Executive members of the Bethel Guardian Councils or from the Bethel Daughters.
 - (4) Determine the recipient(s) of the award in accordance with the eligibility as outlined in Supreme Royal Purple; Articles III, IV, and V.
 - (5) Make arrangements for the conferral of the degree.
 - (6-7) See Supreme Royal Purple Art. VII Sec. 2
 - (8) Submit one (1) printed and an electronic report of the duties performed and an itemized statement of expenses to the Grand Secretary before the close of the Annual Session.
 - (9) No member of the committee may be eligible for Degree of Royal Purple the year(s) they are members of the Committee.
 - (10) Limit the field of recipient(s) to a total of four (4) per award year

IDAHO GEM AWARD**ARTICLE I
TITLE****Section 1.**

- (a) An individual chosen to receive this honor shall be known as a recipient of the Idaho Gem Award.

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

- (a) The Idaho Gem is awarded in recognition of outstanding and dedicated service by an individual, female or male, to Jobs' Daughters International. It is intended to recognize an individual, female or male, who has given meritorious and unselfish efforts in assistance to and support of the Order, i.e. an outstanding contributor to the organization.

**ARTICLE III
QUALIFICATIONS****Section 1.**

- (a) To be nominated for the Idaho Gem Award, an individual, female or male, shall have made major contributions toward the good of the Order and or a specific Bethel.
- (1) She or he shall have accepted an appointment as a member of a Bethel Guardian Council and have made an outstanding contribution to the Council above and beyond the usual Council responsibilities
- (b) Service to other Masonic organizations and to the community is support material only; specific criteria are for outstanding service to the Order.

**ARTICLE IV
ELIGIBILITY****Section 1.**

- (a) At the time of nomination, the nominee must be at least thirty (30) years of age.
- (b) The nominee shall not be eligible for the Degree of Royal Purple.
- (c) The nominee must be living at the time of nomination.

**ARTICLE V
NOMINATION AND SELECTION****Section 1. Nomination**

- (a) Nominations shall include specific examples of outstanding service to the order. In addition to the nomination, at least four (4) written letters of recommendation shall be submitted.
- (1) One (1) from a member or members of a Bethel AND
- (2) Four (4) from adults who know the nominee personally.
- [aa] One (1) may be from a relative and/or family member(s).
- [bb] One (1) may be from a current Bethel Guardian Council member.
- (b) Nominations shall have been associated with a Bethel for not less than three (3) years.
- (c) Nominees shall have been associated with a Bethel for not less than three (3) years.
- (d) Completed nomination and letters of recommendation must be sent to the Chairman of the Committee by February 15th of the conferring year.

Section 2. Selection

- (a) The members of the Committee shall review the nomination and references. A majority vote shall be necessary to approve (or disapprove) the nomination. The decision of the Committee shall be final.
- (b) The Chairman of the committee shall notify the sponsor(s) of its nominee(s) on or before March 15th of the conferring year.

**ARTICLE VI
CONFERRAL OF THE AWARD**

Section 1.

- (a) The recipient shall receive the Idaho Gem Award during the formal opening of the Annual Session of the Grand Guardian Council and the Grand Bethel of Idaho.
- (b) In the event it is impossible for the recipient to attend the formal opening of the Annual Session of the Grand Guardian Council and the Grand Bethel of Idaho, the Committee with the approval of the Grand Guardian shall make other arrangements for the presentation of the Award.
- (c) The Chairman of the Committee will order the medallion by April 1st of the conferring year.
- (d) The Chairman of the committee shall cooperate with the Grand Bethel Guardian, who will oversee the Grand Bethel Officers in the conferring of the Award.
- (e) The Committee shall be responsible for providing the Grand Bethel Guardian with medallion(s) engraved with the recipient's name and year on the reverse side, rose(s), and certificate(s).
 - (1) A fee amounting to the cost of the medallion(s) will be paid for by the Bethel who proposed the awardee, the recipient's family, or anyone else who wishes to contribute. The fee shall be paid to the Grand Bethel no later than April 1st.
 - (2) Medallion(s) Rose(s), and certificate(s) shall be paid for by the Grand Bethel of Idaho.

**ARTICLE VII
COMMITTEE**

Section 1. Members

- (a) See ID B-GGC Art. IV Sec. 4 (h).
- (b) The current Grand Bethel Guardian shall serve as a member ex-officio to confer with the Grand Bethel Honored Queen, the Miss Idaho Job's Daughter and the Grand Bethel Advisory Board.
- (c) No member of the committee may be eligible for the Gem Award the year(s) they are members of the Committee.

Section 2. Duties

- (a) The duties of the Committee shall be:
 - (1) Publicize the Idaho Gem Award by distributing information to the Bethels and on the Idaho Website regarding the nomination process
 - (2) Distribute to each Bethel a nomination form and to see that the nomination form is placed on the Idaho State website.
 - (3) Receive nominations and recommendations from the sponsors by February 15th.
 - (4) Meet by March 1st to determine the recipient(s) of the Award in accordance with their eligibility as outlined in Articles III, IV and V.
 - (5) Notify the proposer(s) by mail of the committee's decision regarding their nomination by March 15th.
 - (6) Make arrangements for the conferral of the Award at the Formal Opening of the Annual Session of the Grand Guardian Council and Grand Bethel of Idaho as outlined in Article VI.
 - (7) Maintain a permanent file containing the names of the recipients, which the Chairman shall turn over to her/his successor.

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- (8) Destroy all nominations, recommendation forms and ballots of those not receiving the Degree at the end of the Annual Session, returning nominations and recommendation forms to current year's recipients.
- (9) Submit a report at the Annual Session of the Grand Guardian Council.
- (10) Order medallion(s), by April 1st, rose(s) and certificate(s) and arrange for payment with the Grand Bethel of Idaho.
- (11) Limit the field of recipient to a total of four (4) award (s) per year.

IDAHO GEM CEREMONY

Honored Queen: Will the individuals who are to receive the Idaho Gem Award please rise and step to the sidelines. Guide and Marshal, you will escort these people who are to receive the Idaho Gem Award to the West line.

Guide and Marshal leave their stations and turn left or right and proceed to the North and South marching lines. Turn east on the north and south marching lines. Proceed to the East. Pick up the individuals from east to west and return to the West line. Turn right or left and proceed to a point West of the 5th messengers chair, face West take two steps to the West and turn left or right and proceed toward the North and South Marching lines. When the individuals are centered west of the 5th Messenger stop and face east.

Guide: Honored Queen, I have the honor of presenting _____, who is (are) entitled to receive the Idaho Gem Award. *Honored Queen rises.*

Honored Queen: Your time, service and dedication to Job's Daughters International is a gift that is more precious than gold. Time is the most valuable gift a man or woman can spend with someone. Time is the teacher of all things. Service and dedication to God, country, family and friends has found for you a place in history. You are a rare Gem that has brightened our world. Guide and Marshal, you will conduct the Idaho Gem Recipients East of the altar.

Guide turns South and proceeds to the South marching line. Turns East and proceeds to the altar line, turns North on the altar line and centers the individuals facing the altar.

Guide: First Messenger, You will begin our tribute.

First messenger rises and walks to the middle of the Semi circle like in initiation.

First Messenger: Very few perfect Gems are found in nature. By patiently rubbing away at the rough edges a form begins to take shape that is the foundation for things to come. *Returns to station (initiation)*

Guide: Second messenger, you will continue our tribute.

Second messenger rises and angles to the middle of the Semi circle like in initiation.

Second Messenger: With gentle hands, the Gem smith begins to form and shape the stone until it begins to reflect the hidden beauty that it hides. *Returns to station (initiation)*

Guide: Third Messenger, you will reflect on the beauty of this tribute.

Third messenger rises and walks to the middle of the Semi circle like in initiation.

Third Messenger: Each tap of his tool must be carefully placed. He has faith that his hand will be guided to the exact place that it needs to be, for with one slip the beautiful gem would be gone forever and he must begin again. *Returns to station (initiation)*

Guide: Fourth Messenger, you will remind the recipients of our virtues.

Fourth Messenger rises and angles to the middle of the Semi circle like in initiation.

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Fourth Messenger: His hand is steady and he has reaped the rewards of his patience and faith. A beautiful Gem glistens in his hand waiting for the final polishing. *Returns to station (initiation)*

Guide: Fifth Messenger, you will complete this tribute.

Fifth messenger rises and walks to the middle of the Semi circle like in initiation.

Fifth Messenger: You my friends are the rough stone(s), hewn and polished to a beautiful Gem. You are the patient teacher, the faithful servant, the recipient of a carefully cut and polished gem. You are more precious than Gold.

Guide and Marshal, you will conduct these Idaho Gems to the Honored Queen. *Returns to station (initiation)*

Guide faces North. Proceeds to the North marching line, turns East and proceeds to the East marching line. Turns South on the East marching line. Center the individuals on the East marching line facing the Honored Queen.

Guide: Honored Queen, these precious Gems are ready for your final words. *Honored Queen rises.*

Honored Queen: Junior Princess, you will present these Gems with your gift. *Honored Queen is seated and Jr Princess rises.*

Junior Princess: I present you with this certificate of Achievement. It may only look like a piece of paper but the same hands that formed the precious stone, also touched it. *Jr. Princess leaves the East and presents each recipient with a certificate. She then returns to her station.*

Honored Queen rises

Honored Queen: Senior Princess, you will present these Gems with your gift. *HQ is seated.*

Sr. Princess rises

Senior Princess: I present you with this rose whose delicate beauty was created by the same hand who created the uncut stone. May it remind you of the fragile nature of life and the part you played in inspiring others. *Sr. Princess leaves the east and presents each recipient with a rose. She then returns to her station.*

Honored Queen rises.

Honored Queen: I now present you with the Idaho Gem Medallion. On the medallion you will find a polished gemstone. Remember that it was once rough but with patient and careful handling it was changed into a rare beauty. No two stone are exactly alike. Each one of you has given of yourself for the benefit of countless Daughters and Job's Daughters International. We thank you for your gift. Wear your medallion with pride.

HQ leaves the East and presents each of the recipients with their medallion. She then returns to her station.

Honored Queen: You will now face West.

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Honored Queen: I have the pleasure of presenting our Idaho Gems. Please join with me in giving them a hearty welcome.

Honored Queen: Guide and Marshal you will escort these Idaho Gem Recipients to the sidelines and then return to your stations.

Guide and Marshal take one step to the West and come to the center of the group. Face East and make a slight bow. Face West and march to the altar line. Turn North or South and proceed to the North or South marching line. Turn and face the recipients and nod to each. When all are seated, face West and proceed to your stations.

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IDAHO GEM NOMINATION FORM

Name _____ Birth date _____

Address _____ City _____ State _____

Zip Code _____ Phone _____

Email Address _____

Bethel Council Positions held:

Grand Council Offices or Committee Positions held:

Outstanding contributions to Idaho Job's Daughters/Job's Daughters International:

Why do you and the people nominating this person feel that this individual is worthy to receive the Idaho Gem Award? Please type your answer to this question on a separate sheet and sign.

Name of person/bethel nominating this person Bethel No. _____

Phone (_____) _____